Lytchett Matravers Parish Council

Minutes of the

FINANCE AND GENERAL PURPOSES COMMITTEE
Meeting held on Wednesday 11th June 2025
in the Youth Hall, Lytchett Matravers, BH16 6BD

1. **PRESENT:** Cllrs R Ong (Chair), K Morgan, P Webb, V Abbott and Mrs Julie Wigg (Parish Clerk)

The meeting started at 7pm

PUBLIC PARTICIPATION:
15 residents in attendance.

Proposal – Dorset Saunas at Selby's Yard:

A proposal was received from Dorset Saunas (Selby's Yard) to install a wood-fired mobile sauna on the Recreation Ground for use by residents.

The intention is to locate the sauna in a suitable area close to a water source, as a water connection will be required for its operation.

The service would be available to residents for a nominal fee, with clear signage provided on-site to explain how to book.

Cllr Ong explained to the reside that the Council will need to consider the practicalities, including access to water, potential impact on the Rec, and public liability.

Resident Concerns about development at Blaneys Corner:

Residents nearest the proposed development raised concerns about its scale, particularly the inclusion of social housing, noise, and disruption due to its proximity to existing homes.

The planning and layout were questioned, especially by those near the bend in the road where access is already difficult and increased traffic would worsen safety.

The location close to Wareham Road was criticised due to existing junctions, with fears a third would cause traffic chaos.

Construction impact, including disruption and safety risks, was also highlighted.

Traffic volume remains a major concern, with 25 homes expected to generate at least 40 extra vehicles, plus deliveries and visitors.

Councillor Comments:

Cllr Webb noted that development on this site is already supported by the Local Plan, but residents should still submit objections focusing on design, access, and traffic concerns.

Cllr Morgan explained the planning notification process has changed: only one notice is now posted, so residents must check the Dorset Council website or attend Parish Council meetings to stay informed.

He added that developers contribute to the Community Infrastructure Levy (CIL), which the Parish Council uses to improve local facilities.

Cllr Webb noted the Parish Council has no control over GP surgeries or school capacity.

Cllr Ong urged all residents to submit individual comments, listing specific concerns to strengthen the case.

Cllr Morgan also mentioned some Green Belt land may be reclassified as "grey belt," though what qualifies as grey belt remains unclear.

2. **APOLOGIES:** Cllrs R Aspray (Vice Chair), A Bush, M Rigby, A Huggins, K Korenevsky

3. **DECLARATIONS OF PECUNIARY INTEREST - AND CONSIDERATION OF REQUESTS FOR SPECIAL DISPENSATIONS UNDER SECTION 33 OF THE LOCALISM ACT 2011.**
None.

4. **TO RECEIVE AND APPROVE MINUTES OF THE FINANCE & GEN PURPOSES COMMITTEE MEETING HELD ON 14th MAY 2025.**

   These minutes were accepted as a true record of the meeting and were duly signed by the Committee Chair.

5. **TO RECEIVE AND NOTE THE 2025-26 YEAR TO DATE BANK RECONCILIATION (FOR PURPOSES OF REPORT ONLY).**

   A copy of the bank reconciliation was made available to all members ahead of the meeting and is attached at **Appendix 1**.

   It was **RESOLVED** to accept and **APPROVE** this reconciliation.

6. **TO RECEIVE AND CONSIDER A REPORT COVERING 2025-26 COUNCIL INCOME AND EXPENDITURE (FOR PURPOSES OF REPORT ONLY).**

   The report was made available to all members by the Parish Clerk. The income and expenditure report is included in **Appendix 1.**

   It was **RESOLVED** to accept and **APPROVE** this report**.**

7. P/FUL/2022/01095 Land at Blaneys Corner To the east of Wareham Road and south of Wimborne Road. Lytchett Matravers Erect 25 dwellings (C3 use class), new vehicular and pedestrian access onto Wimborne Road and other associated works including landscaping and open space.

   It was **RESOLVED** that the Parish Council **OBJECT** to the planning application and reiterate the 2024 comments with the following additional points: -

   - No design feature to influence traffic speed
   - Safer way for the children to access the play area
   - Only 5 marked visitor spaces for 25 houses.
   - The development should make pedestrian provision for footpath links to Rozalea Meadows and Jubilee walk.
   - The affordable houses with their garage block courtyard highlights their status, is ugly and essentially bad planning. We know they are unpopular in the village and often not well used.

8. P/HOU/2025/02999 8 Hannams Close Lytchett Matravers BH16 6DN
Proposed loft conversion to form additional bedroom & en-suite shower room.

   It was **RESOLVED** that the Parish Council **OBJECT** to the planning application due to its poor design.

9. P/FUL/2025/03048 18 Glebe Road Lytchett Matravers BH16 6EH
Erect new replacement dwelling with air source heat pump and solar panels

   It was RESOLVED that the Parish council has **NO OBJECTION** to the planning application.

10. P/FUL/2025/03014 Boar Hill Barn Charborough Park Wareham BH20 7EL Change of use of agricultural buildings and land to sawmill (class B2). Retain office and convert store to a workshop and welfare building.

    It was **RESOLVED** that the Parish Council has **NO OBJECTION** to the planning application.

11. TO RETROSPECTIVELY APPROVE THE SLCC MEMBERSHIP FEE OF £300 (NOT £240 AS PREVIOUSLY AGREED).

It was **RESOLVED** that the Parish Council retrospectively **APPROVE** the increased amount.

12. TO CONSIDER OPTIONS FOR THE YOUTH HALL BOOKING SYSTEM, FOLLOWING A MISUNDERSTANDING REGARDING THE COSTINGS (APPENDIX 2)

It was **RESOLVED** that the Parish Council make a recommendation to Full Council to subscribe to the Scribe Booking System at a cost of £200 set up fee and then £26 per month.

13. TO CONSIDER THE REPORT RECEIVED FROM REPLAY MAINTENANCE AND DETERMINE WHETHER TO APPROVE THE PROPOSED QUOTE FOR MAINTENANCE

It was **RESOLVED** that the Parish Council make a recommendation to Full Council that the proposed quote for £2295 plus VAT, and entrance matting for £195 plus VAT is **ACCEPTED.**

14. TO REVIEW THE REVISED TERMS OF REFERENCE FOR THE FINANCE & GENERAL PURPOSES COMMITTEE AND CONSIDER RECOMMENDING THEIR ADOPTION BY FULL COUNCIL (APPENDIX 3)

It was **RESOLVED** to make a recommendation to Full Council that the Terms of Reference are adopted.

15. TO CONSIDER AND APPROVE THE QUOTE FROM DORSET COUNCIL OF £252.51 FOR THE COLLECTION OF WASTE FROM THE SUMMER FESTIVAL.

It was **RESOLVED** to **APPROVE** to the quote of £252.51 from Dorset Council for the collection of the waste bins.

16. TO CONSIDER ITEMS FOR THE PARISH MAGAZINE

16.1 Neighbourhood plan consultation in June.
16.2 Still two Parish Council vacancies.
16.3 Volunteer for the Guerilla Gardeners
16.4 Keep your village tidy!....If you want to cut your verge please go ahead!
16.5 Donations of pond plants gratefully received.
16.6 VE day donations amounted to around £280.
16.7 New noticeboard.

17. TO NOTE CORRESPONDENCE RECEIVED.

17.1 Cllr Webb has received an email from the RBL thanking us for the money raised at the VE Day event.
17.2 Cllr Ong asked Councillors to review the recent email from Dorset Council regarding the consultation on Post Green Road.

The meeting closed at 8.50pm.

Annotated by Julie Wigg (Parish Clerk)

and approved by Cllr R Ong Chair of committee _____

Appendix 1

7 July 2025 (2025-2026)

Lytchett Matravers Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/06/2025			
	Cash in Hand 01/04/2025			282,333.65
	ADD			
	Receipts 01/04/2025 - 30/06/2025			83,986.83
				366,320.48
	SUBTRACT			
	Payments 01/04/2025 - 30/06/2025			61,656.52
A	**Cash in Hand 30/06/2025** (per Cash Book)			**304,663.96**
	Cash in hand per Bank Statements			
	Petty Cash	01/07/2024	0.00	
	HSBC Current AC	30/06/2025	2,177.30	
	HSBC Savings AC	30/06/2025	58,629.71	
	Santander Current AC	30/06/2025	460.00	
	Santander Bus Saver AC	30/06/2025	86,484.94	
	Unity Trust Bank (AC no 20450313	30/06/2025	58,531.95	
	Lloyds bank	30/06/2025	66,482.83	
	Charity Bank	30/04/2025	26,118.87	
	Unity Bank Instant Access Saving	30/06/2025	5,778.36	
				304,663.96
	Less unpresented payments			
				304,663.96
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**304,663.96**
	A = B Checks out OK			

Created by Scribe

Lytchett Matravers Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/06/2025)

Allotments

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
261	Allotment Rent	2,700.00	57.00	-2,643.00				-2,643.00 (-97%)
262	Allotment Deposits		100.00	100.00				100.00 (N/A)
263	Allotments Utilities				700.00		700.00	700.00 (100%)
264	Allotments R&M				200.00		200.00	200.00 (100%)
265	Allotments Annual prizes				50.00		50.00	50.00 (100%)
266	Allotments Miscellaneous				200.00		200.00	200.00 (100%)
	SUB TOTAL	**2,700.00**	**157.00**	**-2,543.00**	**1,150.00**		**1,150.00**	**-1,393.00 (-36%)**

Burials/Cemetery

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
281	Burials Charges	5,000.00	2,152.50	-2,847.50				-2,847.50 (-56%)
282	Cemetery Utilities				50.00		50.00	50.00 (100%)
283	Institute of Cemetery Manageme				50.00		50.00	50.00 (100%)
284	Cemetery R&M - General				4,500.00	1,187.97	3,312.03	3,312.03 (73%)
285	Cemetery Miscellaneous							(N/A)
	SUB TOTAL	**5,000.00**	**2,152.50**	**-2,847.50**	**4,600.00**	**1,187.97**	**3,412.03**	**564.53 (5%)**

Community Support

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
161	Library - Extra Hours				1,500.00	1,859.52	-359.52	-359.52 (-23%)
162	Citizens Advice				1,000.00		1,000.00	1,000.00 (100%)
163	Grants - General				1,500.00	250.00	1,250.00	1,250.00 (83%)
164	Grants- Youth							(N/A)
165	Litter Collection/Picks				50.00		50.00	50.00 (100%)
166	Remembrance Day							(N/A)
167	Other Roads & Signage							(N/A)
168	Parish Benches				450.00	115.13	334.87	334.87 (74%)
169	Defibrillator Support				250.00	243.20	6.80	6.80 (2%)
170	Car Park Licences	220.00		-220.00				-220.00 (-100%)
171	Pharmacy Licence	270.00		-270.00				-270.00 (-100%)
172	Scout Hut Rental	100.00		-100.00				-100.00 (-100%)
173	General Donations							(N/A)
174	Miscellaneous					904.65	-904.65	-904.65 (N/A)
180	Community Events Licences		300.00	300.00	100.00		100.00	400.00 (400%)
181	Community Events Insurance				200.00	165.80	34.20	34.20 (17%)
182	Community Events Grants							(N/A)
183	Community Events General		610.00	610.00	3,700.00	3,670.73	29.27	639.27 (17%)
184	Inpost Locker		300.00	300.00				300.00 (N/A)
	SUB TOTAL	**590.00**	**1,210.00**	**620.00**	**8,750.00**	**7,209.03**	**1,540.97**	**2,160.97 (23%)**

Lytchett Matravers Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/06/2025)

Council Related

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
131	Councillor Training				250.00		250.00	250.00 (100%)
132	Councillor Expenses				200.00		200.00	200.00 (100%)
133	Chairs Allowance		280.00	280.00	280.00		280.00	560.00 (200%)
134	Website Support				500.00	120.00	380.00	380.00 (76%)
135	Public Sector Website Complian							(N/A)
136	Data Protection				35.00		35.00	35.00 (100%)
137	Subscriptions				290.00		290.00	290.00 (100%)
138	Memberships				1,000.00	1,633.69	-633.69	-633.69 (-63%)
139	Publicity/Advertising				100.00		100.00	100.00 (100%)
140	Premises Hire				700.00	100.00	600.00	600.00 (85%)
141	Professional/Legal Services				600.00		600.00	600.00 (100%)
142	Bank Interest	2,000.00	774.25	-1,225.75				-1,225.75 (-61%)
143	Bank Charges				100.00	58.35	41.65	41.65 (41%)
144	Insurance				3,000.00	2,859.99	140.01	140.01 (4%)
145	Audit				1,400.00	876.43	523.57	523.57 (37%)
146	VAT Refund	500.00	19,240.73	18,740.73				18,740.73 (3748%)
150	Miscellaneous					2,784.61	-2,784.61	-2,784.61 (N/A)
	SUB TOTAL	**2,500.00**	**20,294.98**	**17,794.98**	**8,455.00**	**8,433.07**	**21.93**	**17,816.91 (162%)**

Dorset Council

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
201	Dorset Council Precept	114,000.00	60,000.00	-54,000.00				-54,000.00 (-47%)
202	Dorset Council CIL							(N/A)
203	Dorset Council Grants							(N/A)
204	Dorset Council Footpath SLA				540.00		540.00	540.00 (100%)
	SUB TOTAL	**114,000.00**	**60,000.00**	**-54,000.00**	**540.00**		**540.00**	**-53,460.00 (-46%)**

Employee Related

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
101	Employee Salaries				21,622.00	4,920.51	16,701.49	16,701.49 (77%)
102	Pension Contributions				5,946.00	1,691.37	4,254.63	4,254.63 (71%)
103	National Insurance and Income					1,535.55	-1,535.55	-1,535.55 (N/A)
104	Handyman				4,284.00	1,124.23	3,159.77	3,159.77 (73%)
105	Locum Services							(N/A)
106	Training				250.00	35.00	215.00	215.00 (86%)
107	Expenses				100.00	60.50	39.50	39.50 (39%)
120	Miscellaneous							(N/A)
	SUB TOTAL				**32,202.00**	**9,367.16**	**22,834.84**	**22,834.84 (70%)**

Lytchett Matravers Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/06/2025)

Highways

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
211	Consultation - Wareham Road							(N/A)	
212	Consultation - High Street							(N/A)	
213	Consultation - Cycleway/Path							(N/A)	
214	Consultation - Parking							(N/A)	
215	Consultation - 20 MPH							(N/A)	
216	Consultation - Astro Car Park							(N/A)	
	SUB TOTAL							**(N/A)**	

Lytchett Astro

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
341	Lytchett Astro Rental/Hire	5,000.00		-5,000.00				-5,000.00	(-100%)
342	Lytchett Astro Utilities							(N/A)	
343	Lytchett Astro R&M				2,700.00		2,700.00	2,700.00	(100%)
344	Lytchett Astro Fixtures & Fittings							(N/A)	
350	Lytchett Astro Miscellaneous							(N/A)	
	SUB TOTAL	**5,000.00**		**-5,000.00**	**2,700.00**		**2,700.00**	**-2,300.00**	**(-29%)**

Open Spaces

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
231	Recreation Ground Hire							(N/A)	
232	Recreation Ground utilities							(N/A)	
233	Recreation Ground electric charg	50.00	33.35	-16.65				-16.65	(-33%)
234	Recreation Ground Rocket Park				1,000.00		1,000.00	1,000.00	(100%)
235	Recreation Ground Exercise Equ							(N/A)	
236	Recreation Ground Skatepark R				500.00	155.00	345.00	345.00	(69%)
237	Recreation Ground General R&M				600.00	1,285.71	-685.71	-685.71	(-114%)
238	Foxhills Play Park R&M							(N/A)	
239	Foxhills General R&M				3,300.00		3,300.00	3,300.00	(100%)
240	Old School Green R&M				500.00		500.00	500.00	(100%)
241	Library Green R&M				500.00		500.00	500.00	(100%)
242	Safety Inspections				1,000.00		1,000.00	1,000.00	(100%)
243	Other Open Space Maintenance				10,000.00	12,042.29	-2,042.29	-2,042.29	(-20%)
	SUB TOTAL	**50.00**	**33.35**	**-16.65**	**17,400.00**	**13,483.00**	**3,917.00**	**3,900.35**	**(22%)**

Parish Office

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
301	Office Rent							(N/A)	
302	Office Utilities				300.00		300.00	300.00	(100%)
303	Office Supplies				300.00	48.51	251.49	251.49	(83%)

Lytchett Matravers Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/06/2025)

304	Office Tariff/Feedback							(N/A)
305	Office IT				150.00	88.02	61.98	61.98 (41%)
306	Office Connectivity		7.50	7.50	616.00	117.16	498.84	506.34 (82%)
307	Office R&M				500.00	69.00	431.00	431.00 (86%)
308	Office Fixtures & Fittings				500.00		500.00	500.00 (100%)
309	Car Park Lighting				100.00	73.47	26.53	26.53 (26%)
310	Office Miscellaneous					27.00	-27.00	-27.00 (N/A)
	SUB TOTAL		**7.50**	**7.50**	**2,466.00**	**423.16**	**2,042.84**	**2,050.34 (83%)**

Sports Pavilion

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
321	Sports Pavilion Rental/Hire							(N/A)
322	Sports Pavilion Utilities					205.78	-205.78	-205.78 (N/A)
323	Sports Pavilion Tariff Feedback	700.00		-700.00				-700.00 (-100%)
324	Sports Pavilion Connectivity					1.00	-1.00	-1.00 (N/A)
325	Sports Pavilion R&M				1,000.00	385.00	615.00	615.00 (61%)
326	Sports Pavilion Fixtures & Fitting							(N/A)
330	Sports Pavilion Miscellaneous							(N/A)
	SUB TOTAL	**700.00**		**-700.00**	**1,000.00**	**591.78**	**408.22**	**-291.78 (-17%)**

WG Highways

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
521	WG Admin							(N/A)
522	Wareham Road Crossing							(N/A)
523	High Street Crossing				75,000.00		75,000.00	75,000.00 (100%)
524	Tesco Island							(N/A)
525	20 MPH Zones				30,000.00		30,000.00	30,000.00 (100%)
526	Huntick Path/Cycleway				35,000.00		35,000.00	35,000.00 (100%)
527	Drop Kerb Program				15,000.00		15,000.00	15,000.00 (100%)
528	Signage							(N/A)
	SUB TOTAL				**155,000.00**		**155,000.00**	**155,000.00 (100%)**

WG Library (RFU)

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
601	WG Admin							(N/A)
602	Legal/Planning Expenses							(N/A)
	SUB TOTAL							**(N/A)**

WG Neighbourhood Plan

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend

Lytchett Matravers Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/06/2025)

581	WG Admin							(N/A)
582	NP Revision				5,000.00	1,442.00	3,558.00	3,558.00 (71%)
583	Neighbourhood Plan Training							(N/A)
	SUB TOTAL				**5,000.00**	**1,442.00**	**3,558.00**	**3,558.00 (71%)**

WG Other Premises

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
561	WG Admin							(N/A)
562	Parish Office							(N/A)
563	Sports Pavilion				44,537.00		44,537.00	44,537.00 (100%)
564	Lytchett Astro							(N/A)
	SUB TOTAL				**44,537.00**		**44,537.00**	**44,537.00 (100%)**

WG Sports Complex (RFU)

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
621	WG Admin							(N/A)
622	Legal/Planning Expenses							(N/A)
623	Groundworks - car park							(N/A)
624	Groundworks - Sports Centre							(N/A)
625	Ongoing management							(N/A)
	SUB TOTAL							**(N/A)**

WG Village Environment

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
501	WG Admin							(N/A)
502	Recreation Ground - Rocket Par							(N/A)
503	Recreation Ground - Exercise Ec							(N/A)
504	Recreation Ground Skatepark							(N/A)
505	Recreation Ground General				8,463.00		8,463.00	8,463.00 (100%)
506	Recreation Ground - Hannams C				5,000.00		5,000.00	5,000.00 (100%)
507	Foxhills Play Park							(N/A)
508	Foxhills General							(N/A)
509	Allotments							(N/A)
510	Cemetery/Closed Churchyard							(N/A)
	SUB TOTAL				**13,463.00**		**13,463.00**	**13,463.00 (100%)**

WG Village Hall (RFU)

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
611	WG Admin							(N/A)
612	Legal/Planning Expenses							(N/A)

Lytchett Matravers Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/06/2025)

	SUB TOTAL							**(N/A)**

WG Youth Hall

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
541	WG Admin							(N/A)
542	Youth Hall							(N/A)
	SUB TOTAL							**(N/A)**

Youth Hall

		Receipts			Payments			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
361	Youth Hall Rental/Hire		130.00	130.00				130.00	(N/A)
362	Youth Hall Utilities				500.00	428.15	71.85	71.85	(14%)
363	Youth Hall Grants								(N/A)
364	Youth Hall Dorset Youth Associat								(N/A)
365	Youth Hall Connectivity					1.00	-1.00	-1.00	(N/A)
366	Youth Hall R&M				10,715.00	13,894.64	-3,179.64	-3,179.64	(-29%)
367	Youth Hall Kitchen				8,785.00		8,785.00	8,785.00	(100%)
368	Youth Hall Furniture								(N/A)
369	Youth Hall Fixtures and Fittings								(N/A)
370	Youth Hall Miscellaneous					511.00	-511.00	-511.00	(N/A)
	SUB TOTAL		**130.00**	**130.00**	**20,000.00**	**14,834.79**	**5,165.21**	**5,295.21**	**(26%)**

Summary

NET TOTAL	**130,540.00**	**83,985.33**	**-46,554.67**	**317,263.00**	**56,971.96**	**260,291.04**	**213,736.37**	**(47%)**
V.A.T.		1.50			4,684.56			
GROSS TOTAL		**83,986.83**			**61,656.52**			

Appendix 2

Agenda Item 14 - Youth Hall Booking System

Hallmaster
Multi venue system - £557.00 Inc VAT

Scribe
Mutli venue system –
£249 excl VAT set up fee – Reduced to £200 excl Vat
£26 excl VAT per month

Total - £512.00 plus VAT

Bookings

Regular bookings
- Cadets
- Churches Together
- Book Club
- Mothers feeding group
- Youth Club

Additional bookings:-
3-4 per month

Enquiries (not leading to bookings)

Around 1 per week – 4-6 per month.
These are time consuming.

Example from Cllr Ong:
Contact for a 50th birthday party. She emailed Thursday asking if available, I responded yes and suggesting she looked at YH. She then emailed back with pricing which the booking system would provide if agreed. I pointed her to LMPC website. She then came back again and I responded with more details. In the end she found somewhere else, but the majority of this would be handled by the system. All details will be on the booking system and if a booking is agreed it would automatically send Terms and Conditions and Hire Agreement out etc.

As both packages are a similar price, I would like to propose that councillors consider subscribing to the Scribe package as, even with the additional cost, it will streamline our bookings, can be used for other venues, integrates with our account package and their customer support is excellent.

Parish Clerk
10th June 2025

Appendix 3

LYTCHETT MATRAVERS PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE

Terms of Reference

1. GENERAL DETAILS

Membership:

The number of members of the F&GP Committee will be determined and kept under annual review by Full Council. The Council Chair and Vice Chair will be ex-officio members of the committee.

Chairman: To be appointed by Full Council, in accordance with Standing Order 4, para d, sub para vi.

Quorum: Shall be one third of the Committee membership, provided that this is no fewer than three members of the Council.

Term of Office: 1 year

Meeting frequency: Monthly

2. RESPONSIBILITIES

a. Monitor, manage, and make recommendations to Council in respect of the financial affairs of the Council.

i. Prepare the draft annual budget and submit to Full Council for approval, including making recommendations regarding the level of Precept.

ii. Provide guidance to the Council on overall levels of income and expenditure, and the financial implications of its policies.

iii. Ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and any other information.

iv. Review, at least bi-monthly, performance against budget and take any necessary action.

v. Maintain adequate levels of financial reserves and manage the Council's investments.

vi. Report and refer matters to Full Council for approval or expenditure outside the committee's delegated authority.

b. Consider and take appropriate action on all reports arising from both internal and external auditors.

c. Identify and update key risks facing the Council, and decide upon appropriate measures to avoid, reduce or control those risks or their consequences.

d. Monitor the Council's insurance cover and ensure this is adequate to meet its liabilities.

e. Undertake forward planning and provide earmarked reserves for the replacement of equipment and specific items of expenditure to lessen the precept burden in any one year.

f. Consider all applications for grants (to charities) and donations (to other organisations or individuals, usually operating within the Parish); and make recommendations to Full Council, in line with the Council's Policy.

g. Consider appropriate short- and long-term investments.

h. Keep the Council's policies and procedures under annual review and recommend improvements as necessary – including Standing Orders for the conduct of meetings.

i. Ensure compliance with legal obligations, e.g. data protection, freedom of information, transparency, etc.

j. Consider and determine planning applications submitted to the Council by the Local Planning Authority.

k. Oversee the management (or letting where appropriate), maintenance, upkeep and improvement of the Council's physical assets and facilities – e.g. Recreation Ground/car park, Row Park Paddock, Allotments, Old School Memorial Green/War Memorial, Cemetery, Club Hall, Foxhills Open Space, Lytchett Astro, Youth Hall.

l. Work with partners to ensure the maintenance of the local environment as necessary – e.g. hedges & ditches, public footpaths, other open spaces.

m. Oversee the Parish Council's Health & Safety Policy in all areas.

n. Work in partnership with the Police and community officers to help to support crime prevention in the Parish.

o. Ensure the Council acts as a good employer and is compliant with employment legislation, considering and recommending appropriate action in all matters relating to personnel issues:

i. Ensure adequate staffing levels.
ii. Ensure compliance with employment law and acceptable working conditions.
iii. Ensure training is available and completed.
iv. Ensure an annual appraisal of the Clerk is undertaken.
v. Advise on employee remuneration.
vi. Review the Clerk's contract annually or as required and recommend changes.
vii. Administer disciplinary and grievance procedures, if required.

p. Present reports, recommendations and minutes to Council for consideration and approval.

3. DELEGATED POWERS

The Finance & General Purposes Committee shall have the delegated power to authorise and implement all actions relating to the matters listed above, except those listed below.

The Committee is specifically authorised to:

Approve expenditure on behalf of the Council up to a maximum of £2,500 per item or project, provided such expenditure is within the approved annual budget.

The following matters are reserved to Full Council and require its approval:

i. Authorisation of Council expenditure over £2,500
ii. The setting of the Precept
iii. Annual budget approval
iv. Changes in Council policy
v. Recruitment or termination of employment

Adopted: 25th June 2025