



Minutes of the Extra-Ordinary Meeting of Finance & Administration Committee held at 19:00 on Tuesday 19 November 2024 in the small hall of the Village Hall

Present: **Councillors**
J Lortie (Chair)
A Craven
S Florek
A Joyce
V Papilio
D Sowry-House

In Attendance: Catherine Horsley (Town Clerk & RFO)
Daryl Pearce (Deputy Town Clerk) – Minute taker

Public Participation

There were no members of the public present.

FA 24/37 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Hardy who had a prior work commitment.

FA 24/38 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

Cllr Papilio declared a non-pecuniary interest relating to agenda item no. FA 24/47 – To Review and Approve Allotment Rents effective from 1 April 2026 as an allotment holder.

FA 24/39 Paper A - To Approve minutes of meeting held on 8 October 2024 LGA 1972, sch 12, para 41

The minutes of the meeting held on 8 October 2024 were **APPROVED**.

FA 24/40 Paper B - To Consider Small Grants Programme Application from Citizens Advice East Dorset & Purbeck

The Clerk presented the report, providing an update on the small grant of £2000 awarded to Legs and Company Leg Club, whereby, the club had ceased with immediate effect, with the Charity being dissolved due to resources and suitability of their building. Therefore, the Club would be returning a proportion of the 2023/24 grant and would not be accepting the 2024/25 small grant. The Charity thanked the Council for their support over the previous five years.

The Clerk explained that as a result of the small grant no longer being awarded to Legs and Company Leg Club, the small grants programme cost centre balance was £2613.90. Therefore, there was sufficient budget available to award £1800 requested to the Citizens Advice East Dorset & Purbeck.

Cllr Craven noted the decision-making process to award small grants and the challenges when receiving late small grant applications. However, on this occasion, the Council were able to fulfil the full request received from the Citizens Advice East Dorset & Purbeck

It was **RESOLVED** to recommend approval to Full Council to award a small grant to the Citizens Advice East Dorset & Purbeck totalling £1800.

FA 24/41 Paper C – To Review and Approve Risk Management Strategy & Schedule

The Clerk presented the report, noting the new items listed and updates shown in italics on the schedule. Members felt the schedule was very comprehensive with measures in place to mitigate the risks identified.

It was **RESOLVED** to recommend approval to Full Council of the Risk Management Strategy & Schedule 2024/25.

FA 24/42 Paper D - To Review and Approve Records Management & Retention Policy

The Clerk presented the report, noting the policy had been reviewed in line with NALC guidance and best practices.

It was **RESOLVED** to recommend approval to Full Council of the Records Management & Retention Policy.

FA 24/43 Paper E – To Consider and Approve Funds Transfer from General Reserves to Earmarked Reserves

The Clerk presented the report, noting the previous internal audit report stated the general reserves of the Council were at the very upper end of good practice and should remain within 3-6 months operating costs. Should members agree to transfer funds from the general reserves to the earmarked reserves for the Pavilion Refurbishment/Rebuild Project this would also reduce the total amount of borrowing via a Public Works Loan for the project.

Members discussed the anticipated costs of the Pavilion Refurbishment/Rebuild Project and the benefits of reducing the total amount of borrowing in terms of interest payable on a Public Works Loan.

It was **RESOLVED** to recommend approval to Full Council to transfer £80,000 from general reserves to earmarked reserves for the Sports Pavilion Refurbishment/Rebuild Project.

FA24/44 Paper F – To Note CIL and Section 106 Receipts

The Clerk presented the report, noting following the recent Grounds Team playground inspection training, it highlighted some of the play equipment at the Recreation Ground play area was approaching the end of its life. Consideration should be given to replacing the play equipment, particularly the see-saw.

Members discussed service provision, improvement and/or replacement of infrastructure items needed in the village which could be also funded using CIL monies.

The CIL receipts totalling £15,271.11 and Section 106 Receipts totalling £204,848.02 were **NOTED**.

It was **RESOLVED** to recommend approval to Full Council to obtain quotations to purchase a replacement 'see saw' play equipment at the Recreation Ground, funded by CIL receipts.

It was **RESOLVED** to recommend approval to Full Council to obtain quotations and designs for a typographical board to be located by the outdoor gym equipment at the Recreation Ground, funded by CIL receipts.

FA24/45 Paper G – To Review and Approve Sports Fees for 2025/26

The Clerk presented the report, summarising the monetary value of each proposed percentage increase of 1.7%, 3%, and 5%, in comparison with BCP fees for similar facilities.

For the benefit of new members of the Committee, some background and context were provided relating to the sports facilities provided by the Council and fees applicable to Corfe Mullen sports clubs versus other casual users.

It was **RESOLVED** to recommend approval to Full Council an increase of 5% to tennis, football and cricket clubs sports fees effective from 1 April 2025 to 31 March 2026 as stated in Appendix 2.

It was **RESOLVED** to recommend approval to Full Council no increase on the current fee of £7.50 per tennis court per hour for casual tennis users effective from 1 April 2025 to 31 March 2026.

It was **RESOLVED** to recommend approval to Full Council no increase on the fee of £5.50 per tennis court per hour for approved coaches effective from 1 April 2025 to 31 March 2026.

It was **RESOLVED** to recommend approval to Full Council an increase of 5% for the early learning provider, Mini Munchkins use of the sports pavilion/storage at a daily fee of £84, Monday to Friday 8am-6pm term time only effective from 1 April 2025 to 31 March 2026.

It was **RESOLVED** to recommend approval to Full Council a fee of £15.50 per hour to hire the sports pavilion lounge effective from 1 April 2025 to 31 March 2026.

FA 24/46 Paper H - To Review and Approve Cemetery Charges and Regulations for 2025/26

The Clerk presented the report, noting Corfe Mullen cemetery fees were in the higher bracket of local authority cemetery charges, albeit a moderate increase should be considered.

Discussion took place relating to availability of full burial and ashes plots along with the ability to install a memorial head stone on ashes plots, which was unusual.

It was **RESOLVED** to recommend approval to Full Council an increase of £2 per Cemetery charges and regulations for 2025/26 with no fee for residents to inter the body of a child whose age at the time of death did not exceed 12 years.

FA 24/47 Paper I - To Review and Approve Allotment Rents Effective from 1 April 2026

Cllr Papilio remained present at the meeting, however, did not take part in any discussion due to being an allotment holder.

The Clerk presented the report, noting any changes to allotment rents would be effective from 1 April 2026.

Members discussed the facilities provided on site to allotment holders against the proposed allotment rents, in comparison with other local authority allotment sites across Dorset.

It was **RESOLVED** to recommend approval to Full Council an increase of 5% rounded up to the nearest pound of the annual allotment rents effective from 1 April 2026 as follows:

- Full plot (125 sqm) - £37
- Half plot (62.5 sqm) - £19
- Raised bed - £16
- Starter plot (31 sqm) - £16

FA 24/48 Paper J – To Note National Pay Award 2024/25

The Clerk presented the report, noting the pay award was effective from 1 April 2024, with any back pay to be processed in November 2024 payroll.

The national pay award for local government services employees for the 2024/25 financial year effective from 1 April 2024 was **NOTED**.

FA 24/49 Paper K - To Review Staff Salaries for the 2025/26 Financial Year

The Clerk presented the report, noting any recommendation was for the 2025/2026 financial year in preparation for budget setting and reminded members of the recent budget, whereby HM Government increased the employer national insurance contributions by 1.2% and lowering the employers national insurance secondary threshold from £9100 to £5000.

It was **RESOLVED** to recommend approval to Full Council to set the 2025/26 financial year budget to include a potential increment rise in addition to a 6% provision for the National Pay Award 2025/26.

FA 24/50 Matters for forthcoming agendas No decisions can be taken¹

There were no matters for forthcoming agendas.

FA 24/51 To Agree a date and time for the next meeting – Tuesday 7 January 2025 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

Cllrs Florek & Sowry-House noted their apologies for the meeting, due to a prior commitment.

FA 24/52 Close of Meeting at 20:15.

Signed as a correct record of the meeting..... *J. White*Date..... *7/1/25*

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)