

There will be an **ANNUAL MEETING** of the **TOWN COUNCIL** in the Council Chamber, 1 Moorland Parade, Moorland Way, Upton, on **TUESDAY 21 MAY 2019** and will commence at 7.00 p.m.

Signed: Karen Wright
Town Clerk
15 May 2019

There will be a **DEMOCRATIC SESSION** at approximately 7.45 pm for a period not exceeding 15 minutes, to allow any electors of the Civil Parish a maximum of three minutes, to address the Council on a relevant matter or ask a question.

A G E N D A

1. To elect a Mayor for 2019/20.
2. To receive Declarations of Interest and Apologies for absence.
3. To invite members to Sign their Declaration of Interests and to complete a Register of Interests Form.
4. To elect a Deputy Mayor for 2019/20.
5. To elect a Chairman of Finance & Administration Committee.
6. To elect the Chairmen of Committees:
i) Planning Committee ii) Amenities Committee iii) Environment Committee
7. Appointment of Committees:
i) Planning ii) Amenities iii) Environment
8. To confirm as a true record the Minutes of the Town Council meeting held on the 16 April 2019.
9. Clerk's Report.
10. Correspondence: None.
11. Reports of Committees:
a) Environment - 23 April 2019 – Recommendation 559/19
b) Amenities – 7 May 2019 Recommendation 582/19
c) Planning – 14 May 2019
12. Representatives reports (including LUBCA)/Purbeck District Council/Dorset County Council matters.

13. To appraise members of recent issue regarding breach to Town Council's Code of Conduct and to agree remedial actions.
14. To confirm that Lytchett Minster and Upton Town Council are eligible to use the General Power of Competence by having a CILCA qualified Clerk and 2/3 elected members.
15. To appoint DAPTC representatives and their request for information.
16. To accept the Flood Warden's report and leaflet.
17. To receive and approve:
 - Zurich Insurance Policy yll-272006-5263 1/6/19- 31/5/20 (Year 3 of 3 Year Agreement)
 - Health and Safety Policy
 - Financial Risk Assessment
 - Review of Effectiveness of Internal Audit
 - Risk Assessments
 - Asset Register
 - Standing Orders
 - Financial Regulations
 - Code of Conduct
18. To sign Allotment Agreement 2019-2023
19. To discuss project to improve frontage to The Grove.
20. To approve for the period of 2019 - 2021
 - a) the use of variable direct debit for payment of utilities and
 - b) the use of BACS payments for the payment of invoices and salaries
21. To approve accounts for payment and to instruct members to sign cheques and authorise payments.
22. To receive latest financial summary of accounts (attached).
23. Items of Report (including publicity opportunities) and matters for future agendas.

The next Full Town Council meeting will be held on 18 June 2019 at 1 Moorland Parade, Moorland Way, Upton.