

There will be an Annual virtual meeting of the **Lytchett Minster & Upton Town Council** which will be held on **Wednesday 5 May 2021** at **7.00 pm**.

Apologies for absence should be given to the Chairman/Clerk prior to the meeting.

Karen Cane

Signed: Karen Cane, Town Clerk
28 April 2021

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. Any member of the Civil Parish or member of the Press may request the on-line access link by emailing office@lytchettminsterandupton-tc.gov.uk no later than 12 hours prior to the commencement of the meeting.

Karen Cane

Karen Cane
Signed: Karen Cane, Town Clerk
28 April 2021

AGENDA

1. To elect a Mayor for 2021/22 and to receive their Acceptance of Office form.
2. To receive Declarations of Interest and to approve apologies for absence.
4. To elect a Deputy Mayor for 2021/22 and to receive their Acceptance of Office form.
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 20 April 2020.
9. Clerk's Report.

10. Correspondence: a) Dorset Council Notification of CIL payment (MATCMAY21DOC1)
11. To invite Mr Ray Griffin to sign his Declaration of Acceptance of Office following his successful co-option to Lytchett Minster and Upton Town Council and to submit his Register of Interests.
12. Reports of Committees:
 - a) Environment – 27/4/21 – No recommendations
13. Representatives reports (including LUBCA)/Dorset County Council matters.
14. To approve the extended absence of Cllr Drane and Cllr Mrs Marston due to personal circumstances.
15. To receive staffing update (MATCMAY21DOC2)
16. To receive and approve
 - Zurich Insurance Policy yll-272006-5263 1/6/21- 31/5/220 (Year 3 of 3 Year Agreement) (MATCMAY21DOC3)
 - Health and Safety Policy (MATCMAY21DOC4)
 - Financial Risk Assessment (MATCMAY21DOC5)
 - Review of Effectiveness of Internal Audit (MATCMAY21DOC6)
 - Risk Assessments (MATCMAY21DOC7)
 - Asset Register (MATCMAY21DOC8)
 - Standing Orders (MATCMAY21DOC9)
 - Financial Regulations (MATCMAY21DOC10)
 - Code of Conduct (MATCMAY21DOC11)
17. To approve for the period of 2021-2022
 - 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
18. To approve accounts for payment and to instruct members to sign cheques and authorise payments (MATCMAY21DOC)
19. Items of Report (including publicity opportunities) and matters for future agendas.

The next Full Town Council meeting – date to be advised