

# LYTCHETT MINSTER AND UPTON TOWN COUNCIL



There will be an Annual Meeting of the Town Council to be held on **Tuesday 16 May 2023** at **The Council Offices, 1 Moorland Parade, Moorland Way, Upton, BH16 5JS, Upton** at **7 pm**.

**Signed: Karen Cane, Town Clerk**  
**11 May 2023**

Under item 5 of the agenda, there will be a **DEMOCRATIC SESSION** 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.

## **AGENDA**

1. To elect a Mayor for 2023/2024 and to receive their Acceptance of Office form.
2. To elect a Deputy Mayor for 2023/2024 and to receive their Acceptance of Office form.
3. Apologies for absence.  
To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)) – please can Members give their apologies by email or telephone by 5pm on the day of the meeting
4. Declaration of interest.  
To declare any interests' councillors may have on items on the agenda and agree any dispensations to stay.
5. Public Participation  
For the public or press to ask questions of the Council on a relevant matter or ask a question.
6. To elect a Chairman of Finance & Administration Committee (FAC).

**Karen Cane CiLCA PSLCC**  
**Town Clerk**

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1 Moorland Parade, Moorland Way, Upton, Poole, Dorset BH16 5JS  
Tel: 01202 632070

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website: [www.lytchettminsterandupton-tc.gov.uk](http://www.lytchettminsterandupton-tc.gov.uk)

7. To elect the:
  - i) Chairman of Amenities (AMMI)
  - ii) Chairman/Co-Chairman of Environment & Planning (ENPLAN)
8. Appointment of Committees:
  - i) Amenities (AMMI)
  - ii) Environment & Planning (ENPLAN)
9. To appoint a Council nominated representative to the DAPTC Area Committee, and a deputy.
10. To appoint a Council nominated representative to the Turbary Allotment Trust.
11. To confirm as a true record the Minutes of the Town Council meeting held on the 18 April 2023.
12. Clerk's Report.
13. Correspondence: A: Notification of CIL payment of £1138.12 for Aldi development. B: CAB Quarterly Report
14. To receive Committee minutes and to resolve recommendations:

Environment (25/04/23)      380/23 To support the request for traffic regulation orders (double yellow lines) on the bend of Heights Road/Douglas Close.

381/23 To support the request for traffic regulation orders (double yellow lines) at the junction of Old Kiln Road and Poole Road.

384/23 To purchase speed assessment monitoring from Dorset Council along Sandy Lane (from Boundary Lane to the junction with Sea View Road and to write to Wessex Water asking their drivers to respect the semi-rural state of the lane and drive more slowly; the resident will be advised of these actions.

386/23 To purchase new street furniture to replace seat/planter opposite Marsh Lane.

Planning (09/05/23)      None

15. To receive report on the Recreation Ground management position.
16. Representatives reports (including LUBCA/Upton in Bloom/Upton Together)/Dorset County Council matters.

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17. To consider a contribution to the Purbeck Film Festival 2023
18. To receive and approve:
- a) Insurance Renewal YLL-272006-5263
  - b) Health and Safety Policy
  - c) Standing Orders
  - d) Financial Regulations
  - e) Review of Effectiveness of Internal Audit
  - f) Risk Management Strategy & Action Plan
  - g) Asset Register
  - h) Code of Conduct
  - i) Complaints Procedure
  - j) Review of Data Protection/GDPR Policies/Freedom of Information Procedures
  - k) Press/Media Policy
  - l) Volunteer Policy
  - m) Calendar of Meetings for 2023-24
19. To approve for the period of 2023-24
- 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;
  - c) use of Government Procurement Card (VISA) as directed by the Town Clerk, with direct debit in place for full balance payments monthly;
  - d) to approve that the payment of staff salaries by BACS during the August recess is delegated to the Town Clerk and in her absence the Deputy Town Clerk.
20. To receive the latest financial summary of accounts.
21. To approve accounts for payment for May 23 up to day of meeting, and a full April 23 payment list.
22. Items of Report (including publicity opportunities) and matters for future agendas.

The next full Town Council meeting will be held on 20 June 2023 (TBC) at 1 Moorland Parade, Upton.

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Town Clerk**

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