

LYTCHETT MINSTER AND UPTON TOWN COUNCIL

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Members of the **Lytchett Minster & Upton Town Council** are summoned to attend the Annual Meeting of the Town Council to be held on **Tuesday 12 May 2026** at **The Council Offices, 1 Moorland Parade, Moorland Way, Upton, BH16 5JS, Upton** at **6.30pm**.

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

Signed: Kate Osborne
Town Clerk & Responsible Finance Officer
6 May 2026

Prior to consideration of the following Agenda, there will be a democratic quarter of an hour, which may be extended at the discretion of the Town Council, during which time members of the public may speak. During the course of the meeting, members of the public and our elected representatives from the Dorset Council may indicate they wish to speak, and, at the discretion of the Chairman, and with the approval of the Members, they may be allowed to do so on points of information only. The Council may on occasion invite members of the public to comment on specific issues where points of information or their particular knowledge on a subject might prove of benefit to the Committee. Following the democratic session, members of the public are welcome to remain in the meeting to observe, as per the Public Bodies (Admission to Meetings) Act 1960.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

AGENDA

1. To elect a Mayor for 2026/27 and to receive their Declaration of Acceptance of Office form.

2. To elect a Deputy Mayor for 2026/27 and to receive their Declaration of Acceptance of Office form.
3. Mayor's Guide and Scout 25/26 – presentation.
4. Public Participation
5. To receive Declarations of Interest (Councillors are reminded of their obligations to declare their interests under the Model Code of Conduct as defined by regulations made under Section 30 (3) of the Localism Act 2011) and consideration of requests for Grants of Dispensations in respect of Disclosable Pecuniary Interests.
6. Apologies for absence.
To receive and approve apologies for absence including reasons given– please can Members aim to give their apologies by email or telephone by 5pm on the day of the meeting.
7. To approve the Scheme of Delegation for 26/27, incorporating terms of reference for committees. (MATCMAY26DOC1)
8. To elect a Chairman of Finance & Administration Committee (F&A).
9. To elect the:
i) Chairman of Amenities (AMMI) ii) Chairman/Co-Chairman of Environment & Planning (ENPLAN)
10. Appointment of Committees:
i) Amenities (AMMI) ii) Environment & Planning (ENPLAN) iii) Finance and Administration (F&A).
11. Calendar of meetings from May 2026 to May 2027
To consider and approve the timetable of Council meetings from May 2026 to May 2027. (MATCMAY26DOC2)
12. To appoint a Council nominated representative to the DAPTC Area Committee, and a deputy.
13. To confirm as a true record the Minutes of the Town Council meeting held on the 14 April 2026. (MATCMAY26DOC3)
14. Clerk's/Outside Operations Report. (MATCMAY26DOCS4&5)
15. To review the outcome of the Annual Assembly (Annual Parish Meeting) held on 29 April 2026.
16. Correspondence: A) A letter of thanks from East Dorset & Purbeck Citizens Advice. (MATCMAY26DOC6)
17. To receive Committee minutes and to resolve recommendations:
 - a) Environment & Planning Committee 21 April 2026 (MATCMAY26DOC7)

No recommendations.
 - b) Finance & Administration Committee 28 April 2026 (MATCMAY26DOC8)

579/25 TO REVIEW THE TERMS OF REFERENCE FOR THE COMMITTEE FOR RECOMMENDATION TO THE TOWN COUNCIL AT ITS ANNUAL MEETING ON 12 MAY 2026:

Members reviewed the Finance & Administration Terms of Reference; it was agreed to 1) remove membership for a Dorset Councillor (dual hatter) and 2) add a clause under 1.22 to include the appointment of staff (with the exception of the Town Clerk) and it was then **PROPOSED, SECONDED** and **RECOMMENDED** unanimously for these to be taken to the Town Council Annual Meeting for resolution.

580/25 TO CONSIDER PROPOSALS AND RECOMMENDATIONS FOR THE REVIEW OF THE COUNCIL'S GOVERNANCE ARRANGEMENTS:

The need for a Corporate Plan was identified to create governance arrangements to support it. It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously for a Lytchett Minster and Upton Town Council 5 year Corporate Plan to be established; this process will begin 2026/27 once the Deputy Town Clerk role is appointed and a Working Party formed. A review of the Council's governance structure should then follow the Corporate Plan to ensure priorities and themes align.

582/25 TO RECEIVE AND CONSIDER THE COUNCIL'S ASSET REGISTER FOR THE YEAR ENDING 31 MARCH 2026:

The detailed list of the Lytchett Minster and Upton Town Council's Fixed Assets was reviewed by Members; recent acquisitions were noted and it was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to accept the Asset Register.

588/25 TO RECEIVE A CONFIDENTIAL REPORT ON COUNCIL OWNED LAND AT FRAMPTON TERRACE:

The report (Ref: MAF&AAPR26Doc9) was due to be considered at the Full Council meeting on 14 April 2026, but it was deferred. It was presented to the Committee under its responsibilities for the Council's assets and to make recommendations to Full Council.

After discussion it was **PROPOSED, SECONDED** and **RECOMMENDED** that the Council does not dispose of any of its land at Frampton Terrace, Poole Road, Upton.

18. Representatives reports (including Mayoral / LUBCA/ Upton Together /Dorset Council matters.

19. To review and adopt the following:

- a) Insurance Renewal YLL-272006-5263 Year 1 of 3 (MATCMAY26DOC9)
- b) Health and Safety Policy 2026 (MATCMAY26DOC10)
- c) Standing Orders 2026 (MATCMAY26DOC11)
- d) Financial Regulations 2026 (MATCMAY26DOC12)
- e) Risk Management Strategy & Action Plan (MATCMAY26DOC13)
- f) Asset Register (MATCMAY26DOC14)
- g) Code of Conduct (MATCMAY26DOC15)
- h) Complaints Procedure (MATCMAY26DOC16)
- i) Review of Data Protection/GDPR Policies/Freedom of Information Procedures including:
Data Protection Policy (MATCMAY26DOC17)
Privacy Policy Notice (MATCMAY26DOC18)

Records Management Policy and Retention Schedule (MATCMAY26DOC19)
Model Publication Scheme (MATCMAY26DOC20)
Information Security Policy (MATCMAY26DOC21)
Data Breach Policy (MATCMAY26DOC22)

- j) Civic Protocol (MATCMAY26DOC23)
- k) Press/Media Policy (MATCMAY26DOC24)

20. To approve for the period of 2026-27 (MATCMAY26DOC25)
 - a) the use of variable direct debit for payment of utilities;
 - b) to confirm the Town Council's bank signatories;
 - c) the use of BACS payments for the payment of invoices and salaries;
 - d) use of Government Procurement Card (VISA) as directed by the Town Clerk/Deputy Town Clerk, with direct debit in place for full balance payments monthly;
 - e) to approve that the payment of staff salaries by BACS during the August recess is delegated to the Town Clerk and in their absence the Deputy Town Clerk.
21. To reaffirm the Council's commitment to the Civility and Respect pledge for 2026-27 (MATCMAY26DOC26)
22. To receive a request for the hire of football pitches at Upton Recreation Ground. (MATCMAY26DOC27)
23. To receive a report on the future of burials at Upton Cemetery. (MATCMAY26DOC28)
24. To receive a report on the STEM Bursary. (MATCMAY26DOC29)
25. To instruct the Internal Auditor Parish & Town Auditing Services for the 2026/27 accounts.
26. To receive and consider a list of Ear Marked Reserves as at 31 March 2026. (MATCMAY26DOC30)
27. To receive, review and approve the Year End Final Accounts for the year ending 31 March 2026. (MATCMAY26DOC31)
28. To receive the latest financial summary of accounts. (MATCMAY26DOC32)
29. To receive and approve the bank reconciliations for all council accounts (MATCMAY26DOC33)
30. To approve accounts for payment for May 26 up to day of meeting, and a full April 26 payment list. (MATCMAY26DOC34)
31. Items of Report (including publicity opportunities) and matters for future agendas.
32. Date and time of next meeting (16 June 2026, 6.30pm) and close of meeting.