

# LYTCHETT MINSTER AND UPTON TOWN COUNCIL



There will be a meeting of **Lytchett Minster & Upton Town Council** to be held on **Tuesday 20 June 2023** at **The Council Offices, 1 Moorland Parade, Moorland Way, Upton, BH16 5JS** at **7 pm**.

**Signed: Karen Cane, Town Clerk**  
**14 June 2023**

There will be a **DEMOCRATIC SESSION** at approximately 7.00 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.

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.

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

## **AGENDA**

1. Public Participation
2. 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. To receive apologies for absence.
3. Mayoral Statement
4. To receive the Minutes of the Meeting of the Town Council held on 16 May 2023.
5. To receive the Clerk's and Outside Operations Manager's Report.
6. Correspondence: A) Letter of congratulations from Michael Tomlinson MP  
B) PCC Stakeholder's Letter  
C) Thank you letter from Citizens Advice Purbeck & East Dorset

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

---

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

e-mail: [office@lytchettminsterandupton-tc.gov.uk](mailto:office@lytchettminsterandupton-tc.gov.uk)  
website: [www.lytchettminsterandupton-tc.gov.uk](http://www.lytchettminsterandupton-tc.gov.uk)

7. To receive Committee minutes and to resolve recommendations:

Environment & Planning (23/05/2023)

**35/23** Purchase of 3 additional planters

Amenities (30/05/2023)

**39/23** Election of Cllr Mrs D White as Vice-Chair of Amenities

**44/23** Accept BCP quote re Skatepark

Finance & Administration (06/06/23)

**52/23** Election of Cllr Mrs M Pryor as Vice-Chair of Finance and Admin

**55/23** Update to F&A Terms of Reference

**56/23** Approval and note of Audit Documents to Town Council

**59/23** Recommendation of Staffing Report

8. To consider revised arrangements for Town Council Banking.
9. To approve updated Standing Orders and Financial Regulations.
10. To confirm that there are no conflicts of interest with BDO the external auditors and for the Mayor and RFO to sign the declaration.
11. To approve the Annual Governance Statement for 2022/23.
12. To approve the Accounting Statements for 2022/23.
13. To receive the Internal Auditors Report Year to 31 March 2023.
14. To provide an update on the Recreation Ground lease transfer.
15. Representatives Reports (Dorset Council Members/LUBCA/Upton Together Upton In Bloom etc.).
16. To receive any updates to the Risk Register.
17. To receive the latest financial summary of accounts
18. To approve accounts for payment for June 2023 up to day of meeting, and a full May 23 payment list.
19. Items of report (including publicity opportunities) and matters for future agendas.

The next full Town Council meeting to be held on Tuesday 18 July 2023 at 1 Moorland Parade, Upton commencing at 7 pm.

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

---

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

e-mail: [office@lytchettminsterandupton-tc.gov.uk](mailto:office@lytchettminsterandupton-tc.gov.uk)  
website: [www.lytchettminsterandupton-tc.gov.uk](http://www.lytchettminsterandupton-tc.gov.uk)

**Karen Cane CiLCA PSLCC  
Town Clerk**

---

1 Moorland Parade, Moorland Way, Upton, Poole, Dorset BH16 5JS

Tel: 01202 632070

e-mail: [office@lytchettminsterandupton-tc.gov.uk](mailto:office@lytchettminsterandupton-tc.gov.uk)

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