

# LYTCHETT MINSTER AND UPTON TOWN COUNCIL



There will be a meeting of **Lytchett Minster & Upton Town Council** to be held on **Tuesday 16 December 2025** at **The Council Offices, 1 Moorland Parade, Moorland Way, Upton, BH16 5JS** at **6.30 pm**.

A handwritten signature in black ink, appearing to read "Karen", is positioned above the printed name of the Town Clerk.

**Signed: Karen Cane, Town Clerk**  
**10 December 2025**

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. 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.
3. Apologies for absence.

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

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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.

4. To receive the Minutes of the Meeting of the Town Council held on 18 November 2025.
5. To receive the Clerk's and Outside Operations Manager's Reports.
6. Correspondence: A) Update on Upton Country Park. B) Stakeholder update from Dorset Police & Crime Commissioner.
7. To receive Committee minutes and to resolve recommendations:

#### **Finance & Administration Committee: 25 November 2025**

##### **322/25 TO APPROVE THE ADOPTION OF AN IT POLICY.**

It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to adopt the IT Policy, subject to the agreed amendments relating to paragraph 2.2.2 and to set all councillors up with a council .gov email address.

##### **323/25 TO APPROVE A REVISED ABSENCE MANAGEMENT POLICY**

It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to adopt the revised Absence Management Policy.

##### **324/25 TO CONSIDER A SECOND DRAFT BUDGET FOR THE COMMITTEE FOR 2026-27.**

It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to approve a second draft of the Finance & Administration budget for 26/27, as attached at Appendix 1 to the minutes, which supports a £26,000 saving from draft 1.

#### **Environment & Planning Committee: 2 December 2025**

##### **335/25 TO CONSIDER ENPLAN BUDGETS FOR 26/27:**

It was **PROPOSED, SECONDED** and **RECOMMENDED** (with 8 votes for and 1 against) to proceed with repair works at Moorland Parade to the bank fronting the Phat Fryer to maintain the favourable appearance of the parade.

It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to approve the final draft of the ENPLAN budget for 2026/27 as attached at Appendix 1 to the minutes.

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

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**349/25 TO RECEIVE AND CONSIDER A REQUEST FROM VIKKI SLADE MP TO REVIEW THE COMMITTEE'S DECISION AROUND CEMETERY INTERMENT FEES FOR THOSE RESIDENTS WHO, AT THE TIME OF DEATH, WERE IN A NURSING/CARE HOME OUTSIDE OF THE PARISH FOR MORE THAN 2 YEARS:**

Following the committee's recent decision not to amend the Cemetery Regulations (Minute 234/25) Members were made aware of Section 7 of the Council's Standing Orders. After detailed discussions, in recognition of the importance and sensitive nature of this matter, it was **PROPOSED, SECONDED** and **RECOMMENDED** this item be taken to January 2026 Town Council meeting for further and full consideration

**351/25 TO CONSIDER AMENITIES BUDGET (Draft2) for 2026/27:**

The Acting Town Clerk presented the draft Budget V2 for consideration – members discussed the amendments and reductions - it was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to approve the Amenities budget, as attached at Appendix 1.

8. To receive the Interim Internal Audit for 25/26 and note the recommendations.
9. To appoint the Town Clerk as the Data Protection Officer for the Council.
10. To receive an update on Dorset Devolution plans.
11. To consider the reintroduction of the Volunteer of the Year awards for the Town.
12. Representatives Reports (Mayoral/Dorset Council Members/Upton Together/SpeedWatch).
13. To receive and approve a final budget for 2026/27.
14. To receive the latest financial summary of accounts.
15. To approve accounts for payment for December 2025 up to day of meeting, and note the full November 2025 payment lists.
16. To receive and approve the bank reconciliations for all Council accounts up to 30 November 2025.
17. Items of report (including publicity opportunities) and matters for future agendas.

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

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**Due to the nature of the following business to be transacted under agenda item 18, the Council should resolve to exclude the Press and Public, Under the Public Bodies (Admission to Meetings) Act 1960.**

18. To receive an update on staffing matters.

The next meeting of the Town Council will be held on 20 January 2026 at 1 Moorland Parade, Upton commencing at 6.30 pm.

**Karen Cane CiLCA PSLCC  
Town Clerk**

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