

# LYTCHETT MINSTER AND UPTON TOWN COUNCIL



There will be a meeting of the Town Council to be held on **Tuesday 16 April 2024** at **The Council Offices, 1 Moorland Parade, Moorland Way, Upton, BH16 5JS** at **6.30 pm**.

**Signed: Karen Cane, Town Clerk**  
**10 April 2024**

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 19 March 2024.
5. To receive the Clerk's and Outside Operations Manager's Report.
6. Correspondence: None
7. To discuss the Town Plan and future revision.
8. To review arrangements for the future election of Town Mayor for the period 2024/5-2026/7.
9. To receive projects' update. (Redwood Road Play Area, Heritage Trail/Picnic in Park).
10. To approve the annual DAPTC subscription of £1,331.21 for 2024/25.
11. Representatives Reports (Mayoral/Dorset Council Members/LUBCA/Upton Together Upton In Bloom etc.).
12. To receive any updates to the Risk Register.
13. To receive the latest financial summary of accounts.
14. To approve accounts for payment for April 2024 up to day of meeting, and note the full March 2024 payment list.
15. To receive and approve the bank reconciliations for all Council accounts up to 31 March 2024.
16. Items of report (including publicity opportunities) and matters for future agendas.

The next meeting of the Town Council will be the Annual Meeting and this is to be held on Tuesday 14 May 2024 at 1 Moorland Parade, Upton commencing at 6.30 pm.

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

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