

# LYTCHETT MINSTER AND UPTON TOWN COUNCIL



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

**Signed: Karen Cane, Town Clerk**  
**9 January 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 12 December 2023.
5. To receive the Clerk's and Outside Operations Manager's Report.
6. Correspondence: Letter from Bruno Peek CVO OBE OPR Pageant Master re D Day Celebrations.
7. To receive Committee minutes and to resolve recommendations:

#### **Finance and Administration – 24 October 2023**

Minute 271/23 – Grant Applications 24/25  
Minute 218/23 To consider budgets for 2024/25

#### **Amenities – 7 November 2023**

Minute 227/23 To consider draft budgets for 2024/25

#### **Environment & Planning Committee – 19 December 2023**

##### **Minute 315/23 - to receive an update on 20 mph speed limit in Sandy Lane and associated roads:**

After consideration of the report it was **PROPOSED, SECONDED** and **RECOMMENDED** to commence the application process with Dorset Council in January 2023 for a 20 mph speed limit in Sandy Lane and adjoining roads (Moorland Way and Sea View Road) in the interests of public safety.

##### **Minute 316/23 - to receive update on the request for a crossing in Dorchester Road, Lytchett Minster**

After consideration of the report and in line with Dorset Council's process, it was **PROPOSED, SECONDED and RECOMMENDED** to commence a community-wide engagement in January 2024 to provide evidential documentation of community need for a crossing at this location.

#### **Finance and Administration – 9 January 2024**

##### **Minute 334/23 - to approve a Town Council statement on 2024/25 spending and precept increase.**

It was **PROPOSED, SECONDED** and **RECOMMENDED** to amend the statement, as per the suggestions put forward, and present a re-draft to the Town Council meeting for formal approval.

**Karen Cane CiLCA PSLCC  
Town Clerk**

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**Minute 335/23 - to approve the appointment of Microshade VSM for internal audit provision for 2024/25**

It was **PROPOSED, SECONDED** and **RECOMMENDED** to appoint Microshade VSM as the Council's Internal Auditor for 2024/25.

**Minute 336/23 - to receive the Internal Audit Review for 2023/24 and Audit Service Plan for 2024/25**

It was **PROPOSED, SECONDED** and **RECOMMENDED** to approve the Internal Audit Review for 2023/24 and Audit Service Plan for 2024/25.

8. To set the precept for 2024/2025 at £428,277.
9. To approve the Town Council public statement on 2024/25 spending and precept increase.
10. To note the resignation of Cllr Kerry Austin and consider whether to co-opt to the vacancy prior to the local elections in May.
11. To approve a plaque in the Legacy Garden for former councillor Martyn Chase.
12. To consider an application to be co-opted to the Council.
13. Representatives Reports (Mayoral/Dorset Council Members/LUBCA/Upton Together Upton In Bloom etc.).
14. To receive any updates to the Risk Register.
15. To receive the latest financial summary of accounts. .
16. To approve accounts for payment for January 2024 up to day of meeting, and note the full December 2023 payment list.
17. To receive and approve the bank reconciliations for all Council accounts up to 31 December 2023.
18. Items of report (including publicity opportunities) and matters for future agendas.

The next full Town Council meeting to be held on Tuesday 20 February 2024 at 1 Moorland Parade, Upton commencing at 6.30 pm.

**Karen Cane CiLCA PSLCC  
Town Clerk**

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