

There will be a virtual meeting of the **Lytchett Minster & Upton Town Council** which will be held on **Tuesday 21 April 2020** and commence at **7.00 pm**.  
Apologies for absence should be given to the Chairman/Clerk prior to the meeting.

*Karen Cane*  
**Signed: Karen Cane, Town Clerk**  
**16 April 2020**

There will be a **DEMOCRATIC SESSION** at approximately 7.45 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. Any member of the Civil Parish or member of the Press may request the on-line access link by emailing [office@lytchettminsterandupton-tc.gov.uk](mailto:office@lytchettminsterandupton-tc.gov.uk) no later than 12 hours prior to the commencement of the meeting.

#### **AGENDA**

1. To receive Declarations of Interest and apologies for absence.
2. To receive the Minutes of the meeting held on 18 February 2020 and Extra-Ordinary Meeting held on 3 March 2020.
3. To receive the Clerk's Report.
4. Correspondence: RBL Letter of Thanks
5. To receive revised draft Standing Orders which incorporates the ability to hold virtual meetings.
6. To suspend current calendar of meetings to be replaced with just Town Council meetings held monthly to incorporate urgent business of the Town Council and associated committees during the COVID-19 pandemic and until the governmental lockdown is lifted and the full schedule of meetings can be reinstated.
7. To delegate all day to day operational responsibilities to the Town Clerk, who will enact these in conjunction with the acting Chairman. To authorise the Town Clerk to pay staff salaries and invoices in line with approved budgeted expenditure.
8. To confirm the interim protocol for dealing with planning applications.
9. To update on the possible sale of land at Hibbs Close.
10. To establish a working party to review Council policies and procedures.

11. Reports of Committees:  
Environment 25.2.20. – No recommendations  
Planning 10.3.20 – No recommendations
12. Representatives Reports (including LUBCA) / Dorset Council Matters).
13. To receive the summary of accounts up to 31 March 2020.
14. To receive list of council payments up to date of meeting.
15. Items of report (including publicity opportunities) and matters for future Agendas.

The next full Town Council meeting will be held on 19 May 2020 at either virtually or at 1 Moorland Parade, Moorland Way, Upton at 7.00 pm.