

LYTCHETT MINSTER AND UPTON TOWN COUNCIL



There will be an Extraordinary meeting of the **Finance & Administration Committee** on **Tuesday 11 November 2025** at **The Council Offices, 1 Moorland Parade, Moorland Way, Upton, BH16 5JS** at **6.00 pm**.

A handwritten signature in black ink, appearing to read 'R. A. Griffin'.

Signed: Cllr R Griffin, Mayor / Chairman
5 November 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.

Karen Cane CiLCA PSLCC
Town Clerk

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3. Apologies for absence.
To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)) – please can Members give their apologies by email or telephone by 5pm on the day of the meeting

Due to the nature of the following business to be transacted under agenda item 4, the Committee should resolve to exclude the Press and Public, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted (Public Bodies (Admission to Meetings) Act 1960).

4. To receive a confidential report on staffing matters.

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