

# LYTCHETT MINSTER AND UPTON TOWN COUNCIL

1 Moorland Parade, Moorland Way, Upton, Poole, Dorset BH16 5JS

Tel: 01202 632070

e-mail: [office@lytchettminsterandupton-tc.gov.uk](mailto:office@lytchettminsterandupton-tc.gov.uk)

website: [www.lytchettminsterandupton-tc.gov.uk](http://www.lytchettminsterandupton-tc.gov.uk)



There will be a meeting of **Lytchett Minster & Upton Town Council** to be held on **Tuesday 20 January 2026** 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 'Kate Osborne'.

**Signed: Kate Osborne, Acting Town Clerk & RFO**  
**14 January 2026**

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.  
To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)) – 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 16 December 2025.
5. To receive the Clerk's and Outside Operations Manager's Report.
6. Correspondence: None
7. To receive Committee minutes and to resolve recommendations:
  - a) Finance and Administration Committee 13 January 2026:

**377/25 TO RECEIVE AND APPROVE AN UPDATED COUNCILLOR OFFICER PROTOCOL:**

It was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** to adopt the updated Member Officer Protocol.

8. To approve the 2026/27 precept request to Dorset Council at £536,830. (MATCJAN26Doc1)  
NB: A dispensation was granted to all Councillors, that reside in or own a property in Lytchett Minster & Upton at the Town Council meeting on 15 July 2025 (Minute No 130/25), to enable them to participate in discussion and vote on the setting of the budget and precept (council tax).
9. To approve the Council statement regarding the Precept and Budget for 2026/27.
10. To approve the Town Council Internal Audit Statement/Policy for 24/25.
11. To approve the appointment of Parish & Town Auditing Services for Internal Audit provision for the 2025/26 financial year.
12. To receive a feasibility report in pursuing a Neighbourhood Plan for the town.
13. Representatives Reports (Mayoral/Dorset Council Members/LUBCA/Upton Together/Upton In Bloom/Speedwatch etc).
14. To receive the latest financial summary of accounts.
15. To approve accounts for payment for January 2026 up to day of meeting, and note the full December 2025 payment list.
16. To receive and note the bank reconciliations for all Council accounts up to 31 December 2025, and to note the balance sheet.
17. Items of report (including publicity opportunities) and matters for future agendas

The next meeting of the Town Council will be held on Tuesday 17 February 2026 at  
1 Moorland Parade, Upton commencing at 6.30pm.