

LYTCHETT MINSTER AND UPTON TOWN COUNCIL



The Annual Meeting of the Town Council will be held on **Tuesday 13 May 2025** at **The Council Offices, 1 Moorland Parade, Moorland Way, Upton, BH16 5JS, Upton** at **6.30pm**.

Signed: Karen Cane, Town Clerk
7 May 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. To elect a Mayor for 2025/26 and to receive their Acceptance of Office form.
2. To elect a Deputy Mayor for 2025/26 and to receive their Acceptance of Office form.

Karen Cane CiLCA PSLCC
Town Clerk

1 Moorland Parade, Moorland Way, Upton, Poole, Dorset BH16 5JS
Tel: 01202 632070

e-mail: office@lytchettminsterandupton-tc.gov.uk
website: www.lytchettminsterandupton-tc.gov.uk

3. Public Participation
4. 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.
5. Apologies for absence.
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.
6. To elect a Chairman of Finance & Administration Committee (FAC).
7. To elect the:
i) Chairman of Amenities (AMMI) ii) Chairman/Co-Chairman of Environment & Planning (ENPLAN)
8. Appointment of Committees:
i) Amenities (AMMI) ii) Environment & Planning (ENPLAN) and confirm Committee Members for Finance and Administration (F&A).
9. To approve the Scheme of Delegation for 25/26, incorporating terms of reference for committees.
10. To appoint a Council nominated representative to the DAPTC Area Committee, and a deputy.
11. To confirm as a true record the Minutes of the Town Council meeting held on the 15 April 2025.
12. Clerk's/Outside Operations Report.
13. Correspondence: A) Letter from Dorset Council to Vikki Slade MP regarding speed reduction request Huntick Road; B) Update from Dorset Council on 20mph speed reduction applications in Dorset; C) Letter of thanks from Citizens Advice Purbeck and East Dorset.
14. To receive Committee minutes and to resolve recommendations:
i) Environment and Planning Committee – 22 April 2025.

546/24 TO REVIEW COMMITTEE TERMS OF REFERENCE.

The following changes to be made:

- 1.3 To elect Co-Chairmen and Vice-Chairman for each Civic Year. **The Vice-Chairman to act as Chairman in the absence of either Co-Chairmen.**

- 1.4 To oversee the following:

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- Planning applications
- Lytchett Bay View
- Tree management, including tree planting
- Municipal flowerbeds
- Flooding
- Street furniture, such as litter bins, notice boards, bus shelters, dog waste bins, flag poles and **HERITAGE**
-

It was **PROPOSED, SECONDED AND RECOMMENDED** to update the ENPLAN Terms of Reference as above.

ii) Finance and Administration – 29 April 2025

561/24 TO CONSIDER CYCLE TO WORK SCHEME.

After considering the contents of the report, members considered it was a positive action to take.

It was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** that the Town Council sign up to CycletoWork to offer staff the benefit of the cycle to work scheme.

562/24 TO CONSIDER THE INSTALLATION OF A SMART TV IN THE COUNCIL CHAMBER.

It was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** to purchase a Smart TV for the Council Chamber, subject to the following adjustments, which members recognised would come in at an extra cost.

- Increase screen size to 75" as minimum
- Replace wall mount with trolley mount to increase flexibility

563/24 TO REVIEW COMMITTEE TERMS OF REFERENCE

Members reviewed and discussed the F&A Committee Terms of Reference.

It was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** to approve the Terms of Reference, subject to the following amendments:

- 1.2 No business shall be transacted at a meeting unless there is a quorum of three.
- 1.8 To administer the following assets:
 - 1 Moorland Parade

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- The Grove and Pavilion Buildings

1.13 To periodically review the policies on the Emergency/Resilience Plan, Media and Communication and other relevant policies as necessary.

15. Representatives reports (including Mayoral LUBCA/ /Upton Together)/Dorset County Council matters.

16. To receive and approve:

- a) Insurance Renewal YLL-272006-5263 Year 3 of 3
- b) Health and Safety Policy 2025
- c) Standing Orders 2025
- d) Financial Regulations 2025
- e) Risk Management Strategy & Action Plan
- f) Asset Register
- g) Code of Conduct
- h) Complaints Procedure
- i) Review of Data Protection/GDPR Policies/Freedom of Information Procedures including:
Data Protection Policy
Privacy Policy Notice
Records Management Policy and Retention Schedule
Model Publication Scheme
Information Security Policy
Data Breach Policy
- j) Civic Protocol
- k) Press/Media Policy

17. To approve for the period of 2025-26

- a) the use of variable direct debit for payment of utilities; and
- b) the use of BACS payments for the payment of invoices and salaries;
- c) use of Government Procurement Card (VISA) as directed by the Town Clerk/Deputy Town Clerk, with direct debit in place for full balance payments monthly;
- d) to approve that the payment of staff salaries by BACS during the August recess is delegated to the Town Clerk and in her absence the Deputy Town Clerk.

18. To reaffirm the Council's commitment to the Civility and Respect pledge for 2025-26.

19. To co-opt a member to the Town Council.

20. To discuss outcome of meeting with Bloor Homes.

21. To receive the latest financial summary of accounts.

22. To receive and approve the bank reconciliations for all council accounts.

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23. To approve accounts for payment for May 25 up to day of meeting, and a full April 25 payment list.

24. Items of Report (including publicity opportunities) and matters for future agendas.

The next full Town Council meeting will be held on 17 June 2025 at 1 Moorland Parade, Upton.

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