

LYTCHETT MINSTER AND UPTON TOWN COUNCIL

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Members of the **Lytchett Minster & Upton Town Council** are summoned to attend a Meeting of the Town Council to be held on **Tuesday 14 April 2026** at **The Council Offices, 1 Moorland Parade, Moorland Way, Upton, BH16 5JS** at **6.30pm**.

A handwritten signature in black ink, appearing to read 'Kate Osborne'.

Signed: Kate Osborne
Town Clerk & Responsible Finance Officer
8 April 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 and approve the Minutes of the Meeting of the Town Council held on 17 March 2026.
5. To receive and approve the Minutes of the Extraordinary Meetings of the Town Council held on 31 March 2026 at 6.00pm and 6.15pm.
6. To receive the Clerk's and Outside Operations Manager's reports. (CRTCAPR26 & OOMTCAPR26)
7. Correspondence: None
8. To receive Committee minutes and to resolve recommendations:

- a) Environment & Planning Committee 24 March 2026

495/25 TO REVIEW THE TERMS OF REFERENCE FOR THE COMMITTEE FOR RECOMMENDATION TO THE TOWN COUNCIL AT ITS ANNUAL MEETING ON 12 MAY 2026 :

After discussion it was **PROPOSED, SECONDED** and **RECOMMENDED** to wait for the Governance Review before considering any changes to the Terms of Reference for the ENPLAN committee.

- b) Amenities Committee 31 March 2026

520/25 TO REVIEW THE TERMS OF REFERENCE FOR THE COMMITTEE FOR RECOMMENDATION TO THE TOWN COUNCIL AT ITS ANNUAL MEETING ON 12 MAY 2026:

It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to accept the current Terms of Reference until the imminent Governance Review.

521/25 TO NOTE THE VACANCY ON THE COMMITTEE FOLLOWING RESIGNATION OF A COUNCILLOR AND RECOMMEND TO FULL COUNCIL A SERVING COUNCILLOR TO FILL THE VACANCY:

A serving Councillor has put themselves forward to fill this vacancy. It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously that Cllr Walker's is appointment as a member of the Amenities Committee.

9. To receive a report on youth service provision in the Town and consider the recommendations therein. (MATCAPR26Doc1)
10. To receive, consider and agree the nominations for the appointment of Mayor and Deputy Mayor of Lytchett Minster & Upton Town Council for the Council Year 2026/27, as follows:

Mayor:

Cllr Ray Griffin - Proposed by Cllr Mikka Pryor, Seconded by Cllr Stewart McKell.

Deputy Mayor: Cllr Stewart McKell - Proposed by Cllr Mikka Pryor, Seconded by Cllr Charlie Squires.

Please note that nominations are subject to a resolution at the Annual Council meeting in May.

11. To consider and adopt a Co-option Policy. (MATCAPR26Doc2)
12. To consider the auction of 110 acres of Upton Heath for mineral extraction and how the Town Council can best support the campaign to protect it. (MATCAPR26Doc3)
13. To consider the draft Dorset Association of Parish and Town Councils (DAPTC) Statement of Reasonable Expectations (SoRE) and determine the Council's response ahead of the DAPTC 2025 AGM on 30 May 2026. Councillors are asked to review the proposal through the lens of the wider parish and town council community and its collective relationship with Dorset Council. Councils are also invited to offer any significant feedback or suggested amendments, which DAPTC will gather for a review with Dorset Council in 12–18 months. (MATCAPR26Doc4)
14. To consider the Council's insurance renewal (MATCAPR26Doc5)
15. To consider and note the quarterly outreach trends for the Access Wellbeing Hub sessions based at the Town Council office. (MATCAPR26Doc6)
16. Representatives Reports (Mayoral/Dorset Council Members/LUBCA/Upton Together/Upton In Bloom/Speedwatch etc).
17. To receive the latest financial summary of accounts. (MATCAPR26Doc7)
18. To approve accounts for payment for April 2026 up to day of meeting, and note the full March 2026 payment list. (MATCAPR26Docs8-9)
19. To receive and approve the bank reconciliations for all Council accounts up to 31 March 2026, and to note the balance sheet. (MATCAPR26Docs10-14).
20. To appoint a Councillor to verify bank reconciliations (for all accounts) produced by the RFO for quarter 1 of 2026-2027.
21. Items of report (including publicity opportunities) and matters for future agendas

Due to the nature of the following business to be transacted under agenda items 22, 23 and 24, the Council should resolve to exclude the Press and Public, under the Public Bodies (Admission to Meetings) Act 1960.
22. To receive a confidential report on the recruitment to the Deputy Town Clerk role. (MATCAPR26Doc15)
23. To receive a confidential report on future lease arrangements of Council owned property at 1A and 1B Moorland Parade. (MATCAPR26Doc16)
24. To receive a confidential report on Council owned land at Frampton Terrance, Poole Road. (MATCAPR26Doc17)
25. Date and time of next meeting (Annual Council Meeting) (12 May 2026, 6.30pm) and close of meeting.