

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 16 June 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
10 June 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. STEM Bursary Presentation.
5. To receive and approve the Minutes of the Meeting of the Town Council held on 14 April 2026 (as amended following the Town Council meeting of 14 May 2026).
6. To receive and approve the Minutes of the Annual Town Council Meeting held on 14 May 2026.
7. To receive the Clerk's and Outside Operations Manager's reports. (CRT CJUN26 & OOMTCJUN26)
8. Correspondence: None
9. To receive Committee minutes and to resolve recommendations:
 - a) Amenities Committee (Extraordinary) 14 April 2026
No recommendations.
 - b) Amenities Committee 19 May 2026
No recommendations.
 - c) Finance and Administration Committee (Extraordinary) 26 May 2026
No recommendations.
 - d) Environment and Planning Committee 26 May 2026
No recommendations.
10. To consider and note the Internal Auditor's Report for the year ending 31 March 2026. (MATCJUN26Doc1)
11. To receive the unaudited financial statements for 2025 2026. (MATCJUN26Doc2)
12. To consider and approve the Annual Governance Statement for year ending 31 March 2026. (MATCJUN26Doc3)
13. To consider and approve the Accountability Statement for the year ending 31 March 2026. (MATCJUN26Doc4)
14. To confirm and note the dates for the Notice of Public Rights and Publication of the Unaudited Annual Governance and Accountability Return. (MATCJUN26Doc5)
15. To Declare any Conflicts of Interest with the External Auditor, BDO LLP. (MATCJUN26Doc6)
16. To receive a report with recommendations to move forward with the Neighbourhood Plan including proposals and fees from planning consultants. (MATCJUN26Doc7)
17. To receive a recommendation to move forward with a new Town Council website including quotations from website providers. (MATCJUN26Doc8)

18. To receive quotations to carry out a valuation of the Recreation Ground and select an MRICS Registered Valuer. (MATCJUN26Doc9)
19. To receive proposals to replace the existing office printer through a leasing agreement. (MATCJUN26Doc10)
20. Representatives Reports (Mayoral/Dorset Council Members/LUBCA/Upton Together/Upton In Bloom/Speedwatch etc).
21. To receive the financial summary of accounts for April and May 2026. (MATCJUN26Doc11-12)
22. To approve accounts for payment for June 2026 up to day of meeting, and note the full May 2026 payment list. (MATCJUN26Docs13-14)
23. To receive and approve the bank reconciliations for all Council accounts up to 30 May 2026, and to note the balance sheet. (MATCJUN26Docs15-19).
24. Items of report (including publicity opportunities) and matters for future agendas
25. Date and time of next meeting (14 July 2026, 6.30pm) and close of meeting.