

# LYTCHELT MINSTER AND UPTON TOWN COUNCIL



There will be a Meeting of the Town Council to be held on **Tuesday 17 June 2025** at **The Council Offices, 1 Moorland Parade, Moorland Way, Upton, BH16 5JS at 6.00 pm.**

Apologies for absence should be given to the Chairman/Clerk prior to the meeting.

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

**Signed: Karen Cane, Town Clerk  
11 June 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.
3. Apologies for absence.

**Karen Cane CiLCA PSLCC  
Town Clerk**

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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.

4. To meet with representatives from the Adam Practice for update and discussion on local GP provision.
5. To receive the Minutes of the Meeting of the Town Council held on 13 May 2025.
6. To receive the Clerk's and Outside Operations Manager's Report.
7. Correspondence: A) Update from Police and Crime Commissioner B) Letter of Thanks from Beacon Arts Group
8. To receive Committee minutes and to resolve recommendations:

**Environment & Planning Committee 20 May 2025: Minutes (No recommendations).**

**Amenities Committee 27 May 2025: Minutes (No recommendations).**

**Finance & Administration Committee 3 June 2025:**

**63/25 TO CONSIDER RECRUITING TO A NEW ROLE OF COMMUNITY EVENTS/FUNDING/LIAISON OFFICER**

Members received a report presenting an initial proposal to recruit an additional member of staff within the office team from the 25/27 financial year to support community events/publicity/communications and funding. This reflected the Council's aspiration to hold more community events and increase engagement with the public. In addition, the role would provide additional administrative and front of house support which would increase resilience during annual leave and sickness. Members felt it was crucial to get the role title and supporting job description right to ensure clarity for the individual fulfilling the role.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to agree in principle to the recruitment of an additional member of office staff subject to a full job description, person specification and salary options.

9. To elect Cllr S McKell as a nominative member of the Turbary Trust for a 4 year term.
10. To consider the Town Council supporting an Engineering Scholarship.

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11. To approve the Poole Town Wessex Agreement with regards to use of Upton Recreation Ground football facilities.
12. To consider and note the Internal Auditor's Report for the year ending 31 March 2025.
13. To receive an updated Fixed Asset Register as at 31 March 2025.
14. To consider and approve the Annual Governance Statement for year ending 31 March 2025.
15. To consider and approve the Accountability Statements for the year ending 31 March 2025.
16. To confirm and note the dates for the Notice of Public Rights and Publication of the Unaudited Annual Governance and Accountability Return.
17. To Declare any Conflicts of Interest with the External Auditor, BDO LLP.
18. To consider supporting proposal to increase road safety for pupils accessing Lytchett Minster School.
19. Representatives Reports (Mayoral/Dorset Council Members/LUBCA/Upton Together/SpeedWatch)
20. To receive the latest financial summary of accounts.
21. To approve accounts for payment for June 2025 up to day of meeting, and note the full May 2025 payment list.
22. To receive and approve the bank reconciliations for all Council accounts up to 31 May 2025.
23. Items of report (including publicity opportunities) and matters for future agendas.

The next meeting of the Town Council will be the Annual Meeting and this is to be held on Tuesday 15 July 2025 at 1 Moorland Parade, Upton commencing at 6.30 pm.

**Karen Cane CiLCA PSLCC**  
**Town Clerk**

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