

# 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 17 March 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**  
**11 March 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 February 2026.
5. To receive and approve the Minutes of the Extraordinary Meeting of the Town Council held on 10 March 2026.
6. To receive the Clerk's and Outside Operations Manager's reports. (CRTCMAR26& OOMTCMAR26)
7. Correspondence: None
8. To receive Committee minutes and to resolve recommendations:
  - a) Environment & Planning Committee 24 February 2026  
No recommendations.
  - b) Finance & Administration Committee 3 March 2026  
No recommendations.
9. To consider a proposal from the Turbary Trust that the Town Council be invited to purchase the land known as Upton Recreation Ground and associated buildings, and agree the parameters of any future negotiations with the Turbary Trust. (MATCMAR26Doc1)
10. To re-elect Cllr Pryor as a Town Council nominated trustee on the Turbary Trust from 1 July 2026 for a 3 year period.
11. To receive and approve the Calendar of Meetings for 2026/27, for formal approval at the Annual Town Council Meeting on 12 May 2026. (MATCMAR26Doc2)
12. To consider a nomination for an individual to be made an Honorary Freeperson of the Town in accordance with the adopted policy . (MATCMAR26Doc3)
13. To receive and note the data audit for 2025/26. (MATCMAR26Doc4)
14. To approve SLCC Membership for the Deputy Town Clerk at a cost of £316.
15. To receive an update on youth service provision. (MATCMAR26Doc5)
16. Representatives Reports (Mayoral/Dorset Council Members/LUBCA/Upton Together/Upton In Bloom/Speedwatch etc).
17. To receive the latest financial summary of accounts. (MATCMAR26Doc6)
18. To approve accounts for payment for March 2026 up to day of meeting, and note the full February 2026 payment list. (MATCMAR26Docs7-8)
19. To receive and approve the bank reconciliations for all Council accounts up to 28 February 2026, and to note the balance sheet. (MATCMAR26Docs9-13).
20. Items of report (including publicity opportunities) and matters for future agendas

**Due to the nature of the following business to be transacted under agenda item 21, the Council should resolve to exclude the Press and Public, under the Public Bodies (Admission to Meetings) Act 1960.**

21. To receive an update on staffing matters. (MATCMAR26Doc14)
22. Date and time of next meeting (14 April 2026, 6.30pm) and close of meeting.