

# LYTCHETT MINSTER AND UPTON TOWN COUNCIL



There will be a meeting of **Lytchett Minster & Upton Town Council** to be held on **Tuesday 14 January 2025** at **The Council Offices, 1 Moorland Parade, Moorland Way, Upton, BH16 5JS** at **6.30 pm**.

**Signed: Karen Cane, Town Clerk  
8 January 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 receive the Minutes of the Meeting of the Town Council held on 17 December 2024.
5. To receive the Clerk's and Outside Operations Manager's Report.
6. Correspondence: None
7. To receive Committee minutes and to resolve recommendations:

Finance & Administration Committee – 7 January 2025:

### **374/24 TO CONSIDER A RESERVES MANAGEMENT POLICY**

Members received and considered a Reserves Management Policy

It was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** that the Reserves Management Policy be adopted subject to the following amendments:

1. Add additional information to clarify the recommended level of general reserves and incorporate measures the Town Council can take to regularly review the baseline for its general reserve levels.

### **375/24 TO CONSIDER CEMETERY REPORT BY CEMETERY DEVELOPMENT SERVICES (CDS) AND ASSOCIATED COSTS FOR INITIAL REMEDIATION WORKS**

It was **PROPOSED, SECONDED** and **RECOMMENDED UNANIMOUSLY** to instruct Cemetery Development Services to carry out initial investigations relating to surface water flooding at the cemetery at a cost of £4,550.

### **376/24 TO CONSIDER MAYOR'S BURSARY / EDUCATION ALLOWANCE**

It was **PROPOSED, SECONDED** and **RECOMMENDED** (5 in favour, 1 abstention) that the proposal to support a Mayor's Education Bursary in partnership with Lytchett Minster School and to increase the Mayoral Allowance by £1,000 to support the bursary be considered further in April 2025.

8. To set Precept 2025/26 at £481,125.
9. To approve the Council statement regarding the Precept and Budget for 2025/26.
10. To appoint Cllr Squires to the Amenities Committee.
11. To consider changing the date of Town Council meetings.

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

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12. To approve appointment of Parish & Town Auditing Services for Internal Audit provision for 2025/26.
  13. To approve the Town Council Internal Audit Statement/Policy for 24/25.
  14. To consider the Ministry of Housing, Communities & Local Government (MHCLG) Consultation on Standards and Conduct.
  15. Representatives Reports (Mayoral/Dorset Council Members/LUBCA/Upton Together/Upton In Bloom/Speedwatch etc).
  16. To receive the latest financial summary of accounts.
  17. To approve accounts for payment for January 2025 up to day of meeting, and note the full December 2024 payment list.
  18. To receive and note the bank reconciliations for all Council accounts up to 31 December 2024. To note Balance Sheet up to 8 January 2025.
  19. 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 20, the Council should resolve to exclude the Press and Public, Under the Public Bodies (Admission to Meetings) Act 1960.**
20. To discuss staffing matters.

The next meeting of the Town Council will be held on Tuesday 18 February 2025 at 1 Moorland Parade, Upton commencing at 6.30pm.

**Karen Cane CiLCA PSLCC  
Town Clerk**

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