

LYTCHETT MINSTER AND UPTON TOWN COUNCIL



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Members of the **Lytchett Minster & Upton Town Council** are summoned to attend an **Extraordinary** Meeting of the Town Council to be held on **Tuesday 10 March 2026** at **The Council Offices, 1 Moorland Parade, Moorland Way, Upton, BH16 5JS at 6.00 pm.**

A handwritten signature in black ink that reads 'R. A. Griffin'.

**Signed: Cllr R Griffin, Mayor / Chairman
4 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 give their apologies by email or telephone by 5pm on the day of the meeting

Due to the nature of the following business to be transacted under agenda item 4, the Council should resolve to exclude the Press and Public, Under the Public Bodies (Admission to Meetings) Act 1960.

4. To agree the recruitment process for the Town Clerk (Proper Officer)/Responsible Finance Officer role including the terms and conditions of employment. (MATCEXTMAR26Doc1)

The next full Town Council meeting to be held on Tuesday 17 March 2026 at 1 Moorland Parade, Upton commencing at 6.30 pm.