

LYTCHETT MINSTER AND UPTON TOWN COUNCIL

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Members of the **Finance and Administration Committee** are summoned to attend a meeting to be held on **Tuesday 28 April 2026** at **6.30pm** in the Town Council Offices, Moorland Parade, Moorland Way, Upton, BH16 5JS.

Signed: Kate Osborne
Town Clerk & Responsible Finance Officer
22 April 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 Committee, 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 Committee 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.

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 session.
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. To receive and approve apologies for absence including reasons given – please can Members give their apologies to the Town Clerk by email or telephone by 5pm on the day of the meeting.
4. Correspondence: A) None.

5. To review the Terms of Reference for the Committee for recommendation to the Town Council at its Annual Meeting on 12 May 2026. (MAF&AAPR26Doc1)
6. To consider proposals and recommendations for the review of the Council's governance arrangements. (MAF&AAPR26Doc2)
7. To receive quotations to upgrade the fire doors to The Grove and Pavilion buildings at Upton Recreation Ground. (MAF&AAPR26Doc3)
8. To receive and consider the Council's Asset Register for year ending 31 March 2026 and recommend its approval to Full Council. (MAF&AAPR26Doc4)
9. To receive and sign the bank reconciliations up to 31 March 2026, as approved by the Town Council. (MAF&AAPR26Doc5)
10. To receive financial summary of accounts including balance sheet. (MAF&AMAR26Docs6-7)
11. Items of report and matters for future agendas.

Due to the nature of the following business to be transacted under agenda items 12 and 13 , the Council should resolve to exclude the Press and Public, under the Public Bodies (Admission to Meetings) Act 1960.

12. To receive a confidential staffing update. (MAF&AAPR26Doc8)
13. To receive a confidential report on Council owned land at Frampton Terrance, Poole Road. (MAF&AAPR26Doc9)