

# LYTCHETT MINSTER AND UPTON TOWN COUNCIL



There will be a meeting of the **Finance and Administration Committee** to be held on **Tuesday 3 June 2025** at **6.30 pm** in the Town Council Offices, Moorland Parade, Moorland Way, Upton, BH16 5JS.

Signed: **Mrs K Cane**  
**Town Clerk**  
**28 May 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 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.

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

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3. To receive and approve apologies for absence including reasons given– please can Members give their apologies by email or telephone by 5pm on the day of the meeting.
4. Clerks Report. None
5. Correspondence: None
6. To elect a Vice-Chair of Finance and Administration.
7. To review procedure to Elect a Mayor.
8. To consider quotations for track/car park resurfacing at 1 Moorland Parade (MAF&AMAY25Doc1)
9. To consider recruiting to a new role of Community Events/Funding/Liaison Officer (MAF&AMAY25Doc2)
10. To receive and approve bank reconciliations up to 30 April 2025 to be signed by Chair and Vice-Chair and Balance Sheet to 30 April 2025. (MAF&AMAY25Doc3-6)
11. To receive financial summary of accounts. (MAF&AAPR25Doc7)
12. Items of Report and Matters for future agendas.

**Karen Cane CiLCA PSLCC  
Town Clerk**

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