

## LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **EXTRAORDINARY TOWN COUNCIL** meeting held on **TUESDAY** the **31 March 2026** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.00p.m.

**PRESENT:**

- Councillor R Griffin (Chair)
- Councillor S McKell (Vice-Chair)
- Councillor M Pryor
- Councillor F H Drane
- Councillor J R Burns
- Councillor C Squires
- Councillor K Walker

**Also in attendance:** Mrs S Samways, Administration Officer  
Mr S Lewis, Community Projects & Support Officer

### **507/25 PUBLIC PARTICIPATION**

There were no members of the public present.

### **508/25 DECLARATIONS OF INTEREST**

There were no Declarations of Interest received.

### **509/25 APOLOGIES FOR ABSENCE**

Apologies for absence were received from:

- Cllr C Evans (non-business)
- Cllr V Whittingham (non-business)

The following were absent without apologies:

- Councillor D Wilson
- Councillor W Pipe
- Councillor D White
- Councillor R Wood

Due to the nature of the following business to be transacted under agenda **510/25**, the Council **PROPOSED, SECONDED and RESOLVED UNANIMOUSLY** to exclude the Press and Public, Under the Public Bodies (Admission to Meetings) Act 1960.

### **510/25 TO RECEIVE A RECOMMENDATION FROM THE RECRUITMENT PANEL FOR THE ROLE OF TOWN CLERK AND RESPONSIBLE FINANCE OFFICER:**

Cllr Griffin presented the members with a report detailing the recruitment, interview, scoring and selection process followed for the role of Town Clerk and Responsible Finance Officer.

It was **PROPOSED, SECONDED and RESOLVED UNANIMOUSLY** to accept the recommendation from the recruitment panel that Mrs Kate Osborne be appointed Town Clerk and Responsible Finance Officer.

The public and press were then invited back into the meeting for the following item **511/25**: (none in attendance)

**511/25 TO APPOINT THE NEW TOWN CLERK TO THE COUNCIL AND PROPER OFFICER FOR ANY PURPOSE IN RESPECT OF WHICH A PROPER OFFICER IS MENTIONED IN STATUTE:**

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that, Mrs Kate Osborne be appointed as Town Clerk and Responsible Finance Officer for Lytchett Minster & Upton Town Council from 1 April 2026 as per terms agreed:

- 1. Employment on National Joint Council ‘Green Book’ terms and conditions.**
- 2. Salary:** SCP 42 (£53,460 per annum).
- 3. Full time:** 37 hours per week with flexible working arrangements in place.
- 4. Annual holiday entitlement** of 23 days rising to 28 days after 5 years’ service, paid time off for public holidays including two extra statutory days per year to be taken over the Christmas break. Continuous employment will be honoured.
- 5. Membership of the Local Government Pension Scheme.**

Cllr Pipe joined the meeting at this point.

Cllr Griffin advised the process of securing a Deputy Town Clerk will be included as an item on the Agenda of the next Town Council meeting 14 April 2026.

Cllr Pryor requested the interview presentation by Mrs Osborne “Engaging the local community” that answers the question; “How would you strengthen communication and engagement between the Town Council and the local community?” be made available to all Town Councillors; this will be arranged.

The next full Town Council meeting to be held on Tuesday 14 April 2026 at 1 Moorland Parade, Upton commencing at 6.30 pm.

**There being no further business, the Chair closed the meeting at 6:13pm**

Chair.....

Date.....