

Annual Council Meeting



NOTICE OF MEETING:

The **Annual Council Meeting** will be held on **Tuesday 4th May 2021 at 7.00pm** on Zoom (Videoconferencing)

To all Members of Milborne Port Parish Council, you are hereby summoned to attend the above meeting, to resolve on the business as outlined below:

Signed:

A handwritten signature in black ink, appearing to read 'S. Pritchard', written over a horizontal line.

Mr Simon Pritchard

Parish Clerk & Responsible Finance Officer - Milborne Port Parish Council

Public Question and Comment Time:

Before the start of the formal meeting the Public are given the opportunity to ask questions or pass comment. Once the formal meeting has started the Public are reminded that they have no right to speak. The Public can access the meeting by using the Zoom video-conferencing technology; no account is required.

<https://zoom.us/>

Meeting ID: 863 7372 2656

Passcode: 302585

Agenda:

1) **Election of Parish Council Chairman for the Municipal Year 2021/22:**

To elect a Chairman to serve until May 2022. The retiring Chairman Councillor Fletcher will preside over this agenda item.

2) **Apologies for Absence:**

To receive any apologies for absence.

3) **Declarations of Interests:**

Members are reminded of their obligation to declare any Pecuniary or Other interests they may have under the Localism Act 2011 and the Council's Code of Conduct.

4) **Adoption of Minutes:**

- Full Council Meeting: **Tuesday 27th March 2021**

5) **Election of Vice-Chairman of the Parish Council:**

The Council may choose to elect a Vice-Chairman to serve until May 2022

Annual Council Meeting Agenda ~ 4th May 2021

Website: www.milborneport.org.uk

Email: clerk@milborneportpc.org.uk

Parish Clerk: Simon Pritchard

Tel: 01963 251268

6) Appointments to Committees:

To confirm current appointments and resolve on any changes. The Chairman and Vice-Chairman are ex-officio of all Committees.

- **The Planning & Environment Committee.**
- **The Management Committee.**
- **The HR Committee** (Three members required).

7) Appointment to the Grants Working Group:

To resolve if this group is still required and (if so) to confirm the Membership.

8) Appointment of Parish Council Representatives for 2021/22:

To confirm current appointments and resolve on any changes.

- **The Playing Fields Committee** (x2) (Current reps: Cllrs Tizzard & Barsby)
- **Village Hall Committee** (x2) (Current Reps: Cllr Campbell & Barr)
- **Sherborne Transport Action Group** (Current Rep: Cllr MacArthur)
- **Police Liaison** (Vacant)
- **Youth Liaison** (Current Rep: Cllr. Lockey)
- **SSDC: Market Towns Investment Group** (Current Reps: Cllrs Carty & Watts)

9) Financial Risk Assessment 2021/22:

To adopt the risk assessment for 2021/22.

10) Assets Register 2021/22:

To receive and adopt the new asset register.

11) Insurance Renewal 2021/22:

To receive and approve the insurance policy.

12) Appointment of Bank Account Signatories 2021/22:

To confirm the Council's bank signatories
(Current signatories: Councillors MacArthur, Barsby & Lockey)

13) End of Year Audit 2022/21:

A. Internal Audit report for 2020/21:

To receive report and resolve on any recommendations.

B. Annual Governance Statement 2020/21:

Members to resolve upon the response to the annual governance statement.

C. Annual Accounting Statement 2020/21:

To approve the annual account statement

D. Confirmation of Public Rights Period:

To confirm the dates for the public rights as Monday 14 June to Friday 23 July 2021

14) Parish Council Accounts:

A. Monthly Payments:

To receive the payments for May 2021.

B. Accounts Reports:

To receive the current Full Council accounts reports.

15) Urgent Planning Applications:

At the time the agenda was issued the Council had not received any planning applications, but the Council reserve the right to consider any applications received from SSDC by the time of this meeting but not listed here.

16) Springfield Rugby Pitch Conversion:

On the 2nd of July 2019, the Parish Council appointed Queen Thorne to undertake the conversion of the old rugby pitch into a football pitch. This work has not been undertaken, Queen Thorne have now re-tendered for the work at an increase of 9.7% - Member to resolve if to accept this increase or re-run the tendering process.