

# Full Council

## Milborne Port Parish Council



### **NOTICE OF MEETING:**

The next **Full Council Meeting** will be held on  
**Tuesday 6<sup>th</sup> July 2021 at 7:00pm @ The Village Hall**  
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:



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 pass comment, questions may be answered in writing or deferred to a committee. Once the formal meeting has started the Public are reminded that they have no right to speak. Due to the Covid restrictions, the Public are being encouraged to preferably contact the Council by email, phone or letter rather than attend this meeting.

### **Reports from Somerset County Council & South Somerset District Council:**

To receive any reports from County Councillor William Wallace & District Councillor Sarah Dyke

## **Agenda:**

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- 1) **Election of Meeting Chairman:**  
To resolve on the appointment of a meeting Chairman.
- 2) **Apologies for Absence:**  
To receive any apologies for absence.
- 3) **Declarations of Interests & Applications for Dispensations to Participate:**  
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 Full Council Minutes:**
  - I. **Tuesday 4<sup>th</sup> May 2021** – Annual Meeting
  - II. **Thursday 6<sup>th</sup> May 2021** – EX Meeting
  - III. **Tuesday 1<sup>st</sup> June 2021**

**5) Parish Council Accounts:**

**A. Monthly Payments:**

To receive the payments for July 2021.

**B. Full Council Accounts & Bank Reconciliation:**

To receive the Full Council accounts and to confirm that a member has checked & signed the bank reconciliation.

**6) Parish Council Recruitment Strategy:**

To receive a report and resolve on the actions to be taken to recruit more Members onto the Parish Council.

**7) Urgent Verbal Reports:**

To receive and note any urgent verbal updates or refer to a committee if appropriate.

- a) Parish Clerk's report
- b) Member's reports from outside organisations:
- c) Reports from Parish Council Committees:

**8) Confidential Session:**

To resolve to pass a resolution to exclude the press and public from the next agenda item as it relates to staffing matters.

**9) Staffing Matters:**

To receive two recommendations from the HR Committee:

**A. Staff Recruitment:**

To resolve on the recommendation from the HR Committee.

**B. Staff Salary:**

To resolve on the recommendation from the HR Committee.

**Covid Meeting Measures:**

- Hand sanitiser will be made available at the entrance and at Councillors tables.
- Face masks should be worn at all times when inside the building including when sat down.
- Agenda has been kept as short as possible and members are encouraged to expediate business.
- All attendees are encouraged to take a lateral flow test on the day of the meeting.