

# Full Council

## Milborne Port

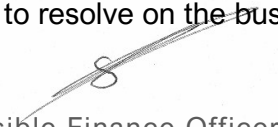


### Parish Council

#### NOTICE OF MEETING:

The next **Full Council Meeting** will be held on  
**Tuesday 7<sup>th</sup> September 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

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1) **Election of Meeting Chairman:**

To resolve on the appointment of a meeting Chairman, up until agenda item 8

❖ **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.

❖ **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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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:**

- Tuesday 6<sup>th</sup> July 2021

5) **PARISH COUNCIL ACCOUNTS:**

A. **Monthly Payments:**

To receive and approve the payments for September 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.

**C. External Audit Result 2020/21:**

To receive the External Audit result for 2020/21 and resolve on any recommendations.

**D. Appointment of Internal Auditor for 2021/22:**

To appoint the Council's Internal Auditor for 2021/22

**6) CO-OPTION OF NEW COUNCIL MEMBERS:**

The closing date for applications was the 1<sup>st</sup> of September. Application forms have been circulated to Members. The Council has five vacant seats.

**A. Interview of Candidates:**

Each candidate will be invited to outline why they would like to join the Council and answer any questions from Members.

**B. Nominations and Voting:**

Election to each vacant seat to be taken in turn.

**C. Declarations of Acceptance of Office:**

Successful candidates will be invited to sign their Declarations of Acceptance of Office and join the Council for the rest of the meeting.

**7) PARISH DEFIBRILLATORS:**

**A. Formal Adoption of Defibrillators:**

To receive a request from Milborne Port W.I. for the Parish Council to formally adopt the defibs at the Village Hall and at the Doctors Surgery and resolve on the same.

**B. Memorandum of Understanding with the W.I.**

To received and approve the memorandum of understanding with the W.I. in relation to the servicing of three defibs (The Town Hall, The Village Hall & The Doctors Surgery).

**8) Appointment of Parish Council Chairman 2021/22:**

To appoint a Chairman for the municipal year 2021/22 and if appropriate to appoint a Vice-Chairman.

**9) Verbal Reports:**

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

- a) Council Chairman's report
- b) Parish Clerk's report
- c) Member's reports from outside organisations:
- d) Chairman's reports from the Parish Council Committee's:

**Covid Meeting Measures:**

- Being held in the Village Hall to allow for social distancing and improved ventilation.
- Hand sanitiser will be made available at the entrance and at Councillors tables.
- One Member per table for social distancing.
- All attendees are encouraged to take a lateral flow test on the day of the meeting.