

# Annual Council Meeting



## NOTICE OF MEETING:

The **Annual Council Meeting** will be held on **Tuesday 10<sup>th</sup> May 2022 at 7.00pm** in The Council Chamber, The Town 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:

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

Mr Simon Pritchard PSLCC

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.

## Declaration of Acceptance of Office:

All Members of the new Council must sign a Declaration of Acceptance of Office before the start of the meeting.

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## Agenda:

- 1) **Election of Parish Council Chairman for the Municipal Year 2022/23:**  
To elect a chairman to serve until May 2023. The retiring chairman Councillor Carty 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:**  
To adopt the minutes of the Full Council Meeting held on: **Tuesday 5<sup>th</sup> April 2022**
- 5) **Election of Vice-Chairman of the Parish Council:**  
The Council may choose to elect a Vice-Chairman to serve until May 2023

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Annual Council Meeting Agenda ~ Tuesday 10<sup>th</sup> May 2022

Website: [www.milborneport.org.uk](http://www.milborneport.org.uk)  
Email: [clerk@milborneportpc.org.uk](mailto:clerk@milborneportpc.org.uk)

Parish Clerk: Simon Pritchard  
Tel: 01963 251268

## 6) **PARISH COUNCIL ACCOUNTS:**

### A. **Monthly Payments:**

To receive and approve the payments for May 2022. Full listing is on the Council website.  
<http://milborneportpc.org.uk/finance/>

### B. **Full Council Accounts & Bank Balances:**

To receive the Full Council accounts and bank balances.

- 31/03/2022 – Reserve Account - £155,350.50
- 31/03/2022 – Current Account - £2,021.54

### C. **Budget Overspend:**

The library has £1,000 budgeted for the electricity cost for the whole of the financial year, £1,864.42 has been spent in the first quarter already. Members to resolve if to take any action.

## 7) **CO-OPTION OF NEW COUNCIL MEMBERS:**

The Council has four vacant seats after the May election.

### A. **Interview of Candidates:**

Candidates 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.

## 8) **ADOPTION OF CORE POLICIES:**

To adopt / readopt the councils core policies

### A. **Standing Orders:**

### B. **Financial Regulations:**

### C. **Code of Conduct (Somerset Modal):**

## 9) **Appointments to Council Committees:**

To make appointments to the Council's Committees. The Chairman and Vice-Chairman are ex-officio of all Committees.

- **The Planning & Environment Committee.**
- **The Management Committee.**
- **The HR Committee (x3).**

## 10) **Full Council Meetings Times, Days & Dates:**

To confirm the time, day and dates of the Full Council meetings. Currently:

- **When:** The first Tuesday of the month, every month except September and December
- **Where:** The Council Chamber, The Town Hall.
- **Time:** 7:00pm

## 11) **Appointment of Parish Council Representatives for 2022/23:**

To resolve on appointments.

- The Playing Fields Committee (x2)
- Village Hall Committee (x2)
- Sherborne Transport Action Group (x1 or 2)
- Police Liaison (x1)
- Youth Liaison (x1)
- SSDC: Market Towns Investment Group (x1 or 2)
- Health & Wellbeing Champion (x1)

**12) Financial Risk Assessment 2022/23:**

To adopt the risk assessment for 2022/23.

**13) Assets Register 2022:**

To receive and adopt the new asset register.

**14) Insurance Renewal 2022/23:**

To receive and approve the insurance policy.

**15) Appointment of Bank Account Signatories 2022/23:**

To confirm the Council's bank signatories

(Current signatories: Councillors MacArthur, Barsby, Lockey & Carty)

**16) END OF YEAR AUDIT 2021/221:**

**A. Internal Audit Report for 2021/22:**

To receive report and resolve on any recommendations.

**1. Internal Audit Report 2021/22 Recommendation:**

To resolve on the recommendation that the Council change its accounting basis from Receipts & Payments to Incomes & Expenditure for the 2022/23 year onwards.

**B. Annual Governance Statement 2021/22:**

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

**C. Annual Accounting Statement 2021/22:**

To approve the annual account statement

**D. Confirmation of Public Rights Period:**

To confirm the dates for the public rights as Monday 13 June to Friday 22 July 2022

**17) Urgent Planning Applications:**

**Application Number: 22/00180/OUT**

**Proposal:** Outline planning application for up to 58 dwellings, sustainable drainage infrastructure, new open space including allotments, parking area for neighbouring cemetery, landscaping and associated infrastructure with all matters reserved except access.

**Site Address:** Land Adjoining Wheathill Lane Milborne Port Sherborne