

The Management Committee



Parish Council

NOTICE OF MEETING:

The next Management Committee Meeting will be held on
Tuesday 24th May 2022 at 7:00pm in The Council Chamber, The Town Hall.

Chairman: TBC

Membership: Councillors; Mr R. Lockey, Mr T. Campbell, Mr T. Watts,
Mr R. Tizzard, Mr T. Carty, Mrs L Harrison, Mr R Warren, Mr C Phillips.

To all Members of Milborne Port Parish Council Management Committee, I hereby summons you to attend the above meeting, to resolve on the business as outlined below.
All other Members of the Council and the Public are welcome to attend.

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.

Agenda:

1) Apologies for Absence:

To receive any apologies for absence.

2) Declarations of Interests & 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 LGA Code of Conduct. Dispensations to participate must be applied for before the meeting by submitting the form to the Clerk.

A. To receive any Declarations of Interests from Members:

B. To resolve on any Dispensations to Participate applications:

3) Election of Management Committee Chairman for the Municipal Year:

To elect a committee chairman to serve until May 2023

4) Adoption of Minutes:

To adopt the minutes of the last Management Committee meeting held on:

- **Tuesday 29th March 2022**

5) Election of Committee Vice-Chairman:

The Committee may choose to elect a vice0chairman to serve until May 2023

6) Review of Committee's Terms of Refence:

To review the committee's terms of refence

7) Review of the Committee's Meeting; Time, Location, Day & Frequency:

To agree the time, location day and frequency of the committee meetings. Currently:

When: the fourth Tuesday of the month Time: 7:00pm

Where: The Council Chamber, The Town Hall. Frequency: when required in conjunction with the Chairman, about 6 per year.

8) Play Parks Quarterly Inspection Reports & Cost of Snagging Works:

A. Quarterly Inspection Reports:

To receive the latest professional inspection report and any verbal updates from the Clerk (Gainsborough) or Cllr Lockey (Springfield) and resolve on any actions required.

B. Commissioning of Snagging Works:

To receive a list of cost to resolve the snagging works and to agreed on the commissioning of any of the works.

9) Management Committee Finance:

To receive & review the committee budget lines and any verbal report from the Clerk as to any possible future unbudgeted liability that would have a significant impact on the Council's finances.

10) Parish Footpaths Ranger:

To resolve on appointing of a voluntary footpaths / rights of way ranger for the Parish, to work with Somerset County Council's Rights of Way Officers to help keep the local footpaths clear and to help keep furniture and signage in good working order.

11) Trespassing at the Allotments:

The office has received multiple complaints from allotment holders that people are entering the allotments area directly from the new housing estate via two places where the barbed wire fence is being trod down. Members to consider adopting some site rules to be displayed onsite and any other further action to take.

12) Cemetery Extension Fencing:

To resolve on the notion of making the fencing at the cemetery a top priority to try and achieve using a grant from the SSDC MTIG. Also, to agree the extent of the fencing and entrance points.

13) Review of Action List:

To review the current management committee projects / actions and adjust any priorities as appropriate.

14) Management of: The Town Hall

A. To Appoint a Scaffolding Company and Traffic Management Company:

To resolve on a) the appointment of a scaffolding company for the painting of the Town Hall windows and b) a traffic management company to oversee the placing of scaffolding onto the Highway.

B. Future Town Hall Works / Maintenance:

To consider appointing a member to draw up a list of Town Hall improvements and maintenance items with approximate costings, for approval by the committee.

15) Verbal Updates:

To receive and note any short verbal updates from:

a) The Chairman or Parish Clerk

b) Parish Footpaths / Rights of Way –

c) Projects in progress / updates from the last committee meeting:

- Defibrillator at Cemetery
- Gravestone Testing
- Town Hall Windows and Doors Painting
- Chat Bench
- New Allotment Space
- Corner of Cemetery
- Roof Repairs to Chapel
- Gainsborough Play Park New Fencing
- The Allotments Entranceway and Track
- Painting of the Toilet and Kitchen
- Skatepark Pointing