

# The Management Committee



## **NOTICE OF MEETING:**

The next Management Committee Meeting will be held on **Tuesday 25<sup>th</sup> October 2022 at 7:00pm in The Council Chamber, The Town Hall.**

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Chairman: Mr R. Lockey

Membership: Councillors; Mrs L Harrison (Vice-Chair), Mr T. Campbell, Mr T. Watts, Mr R. Tizzard, Mr T. Carty, Mr R Warren, Mr C Phillips, Mr D Grant.

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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:  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:**

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### **27) Apologies for Absence:**

To receive any apologies for absence.

### **28) 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 for Somerset. 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:**

### **29) Adoption of Minutes:**

To adopt the minutes of the last Management Committee meeting held on: **Tuesday 26<sup>th</sup> July 2022**

**30) Play Parks 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.

**31) The Cemetery Management:**

**A. Extension Environmental Management Plan:**

To agree the environmental management of the cemetery extension, including resolving on access for Dogs. Costing from contractors to be obtained once the regime has been agreed.

**B. Water Butts – The Chapel:**

To resolved on the installing of two water butts on either side of the Chapel and set a budget accordingly.

**C. Loft Insulation – The Chapel:**

To receive two tenders for the installation of the chapel roof and resolve accordingly.

**D. A Spoil Heap:**

To resolve on the future provision or not, for spoil at the cemetery. The Clerk recommends that, in line with most other cemeteries, undertakers should be required to remove from site any leftover soil.

**E. A Compost Heap:**

To resolve on how organic matter will be delt with at the cemetery. The clerk recommends reinstating a hedge around the bottom corner of the old part of the cemetery and nominating as a compost heap.

**32) The Community Shed, The Allotments:**

To resolve on the future of the ‘community shed’ at the allotments.

**33) Community Woodland – Grass Cutting:**

To receive a quote for removing the risings from the community woodland and resolve on next steps.

**34) Town Hall Maintenance Priorities:**

To receive list of potential maintenance / upgrade projects, add or remove any as appropriate and agree on the priorities.

**35) MANAGEMENT COMMITTEE:**

**A. 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.

**B. Committee Action List:**

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

**36) 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:**

- New Allotment Space
- Roof Repairs to Chapel
- Spoil Heap Removal
- Cemetery Extension Fencing
- Community Woodland Fencing
- Kitchen / WC Flooring