

The Annual Council Meeting



NOTICE OF MEETING:

The **Annual Council Meeting** will be held on
Tuesday 2nd May 2023 at 7.00pm
in The Council Chamber, The Town Hall, Milborne Port

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 Comments:**

Before the start of the formal meeting the Public have the opportunity to make a statement. 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 Council:**

To receive a verbal report from Somerset Councillor Sarah Dyke or Nicola Clerk.

Agenda:

1) **Election of Parish Council Chairman for the Municipal Year 2023/24:**

To elect a chairman to serve until May 2024. The retiring chairman Cllr 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 Somerset Code of Conduct.

4) **Adoption of Minutes:**

To adopt the minutes of the Full Council Meeting held on: **Tuesday 4th April 2023**

5) Election of Vice-Chairman of the Parish Council:

The Council may choose to elect a Vice-Chairman to serve until May 2024

6) PARISH COUNCIL ACCOUNTS:

A. Monthly Payments:

To receive and approve the payments for May 2023. 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.

- 31/03/2023 – Reserve Account - £167,605.31
- 31/03/2023 – Current Account - £1,500.00

C. CIL Money from Wheathill lane:

To note that £8,018.24 CIL money from the Wheathill Lane develop will shortly be paid to the Parish Council as the Council's 15% share.

7) Hanging Baskets on the Highstreet:

To receive any update on the watering on the baskets and resolve on all costs involved.

8) Community Litter Pick:

To receive the final details of the arrangement for this event on Saturday 13th May and resolve that the council is happy with them.

9) 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 August
- **Where:** The Council Chamber, The Town Hall.
- **Time:** 7:00pm

Office request: to move the January 2024 meeting to the second week (9th Jan)

10) 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 (x2 or 3).**

11) Appointment of Parish Council Representatives for 2023/24:

To resolve on appointments.

- **The Playing Fields Committee (x1 or 2)**
- **Village Hall Committee (x 1 or 2)** (one meeting per month that needs to be attended)
- **Sherborne Transport Action Group (x1 or 2)**
- **Police Liaison (x1)** – If required?
- **Youth Liaison (x1 or 2)**
- **Health & Wellbeing Champion (x1)**

12) Financial Risk Assessment 2023/24:

To receive, review and adopt the risk assessment for 2023/24.

13) Assets Register 2023:

To receive, review and adopt the asset register.

14) Insurance Renewal 2023/24:

To receive, review and approve the insurance policy and cost.

15) Appointment of Bank Account Signatories 2023/24:

To confirm the Council's bank signatories

(Current signatories: Councillors Harrison, Wagner, Lockey & Carty)

16) END OF YEAR AUDIT 2022/23:

A. End of Year Outturn

To receive the spend against budget outturn for 2022/23

B. Internal Audit Report for 2022/23:

To receive report and resolve on any recommendations.

C. Annual Governance Statement 2022/23:

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

D. Annual Accounting Statement 2022/23:

To approve the annual accounting statement

E. Confirmation of Public Rights Period:

To confirm the dates for the public rights as Monday 5 June – Friday 14 July 2023

17) Verbal Reports:

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

- a) Council Chairman's report:
- b) Parish Clerk's report:
- c) Members' reports from outside organisations:
- d) S106 Projects Updates:
- e) Reports from Working Groups: