

The Management Committee



NOTICE OF MEETING:

The next Management Committee Meeting will be held on
Tuesday 23rd May 2023 at 7:10pm
in **The Council Chamber, The Town Hall.**

Chairman: **TBC**

Vice-chairman: **TBC**

Membership: **Cllr L. Harrison, Cllr R. Lockey, Cllr T. Campbell, Cllr T. Watts, Cllr R. Tizzard, Cllr T. Carty, Cllr R. Warren, Cllr C. Phillips, Cllr D. Grant, Cllr M. Capon**

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

7:00pm 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 for Somerset. Dispensations to participate to be applied for before the meeting by submitting the form to the Parish Clerk.

A. To receive any Declarations of Interests from Members:

B. To receive any voluntary notification of a link with any of the agenda items:

C. 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 2024

The Management Committee - Milborne Port Parish Council – 23rd May 2023

Website: www.milborneport.org.uk

Email: clerk@milborneportpc.org.uk

Committee Officer: Simon Pritchard

Tel: 01963 251268

4) Adoption of Minutes:

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

- o **Tuesday 28th March 2023**

5) Election of Committee Vice-Chairman:

The Committee may choose to elect a vice-chairman to serve until May 2024

6) Review of Committee's Terms of Refence:

To review the committee's terms of refence and refer to Full Council for adoption.

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: 6 times per year, every other month.

8) St Johns Churchyard – Lawn Mowers:

A. Purchase of a New Push Law Mower:

The team of volunteers who cut and manage the churchyard require a further push mower. The spec is just slightly larger than the one purchased 18 months ago (Kaaz COBRA COM 53 SPH-Pro) £1,359 inc VAT is the best price found locally with free delivery. The committee is asked to approve this expenditure.

B. Gifting of a Sit-on Mower:

St John's church was given a ride on mower that is no longer required. This is being offered to the Parish Council. Committee to resolve if to accept this offer and if so, where will the mower be stored / used?

9) THE ALLOTMENTS:

A. Break Ins / Thefts:

To note reports of break ins and thefts to sheds at the allotments and resolve any further action required.

B. Removal of Community Shed:

To resolve on having the asbestos roofed community shed professionally removed at a cost of £1,600.

C. Replacement of Community Shead:

To resolve on if to replace the community shed and if so the spec of the shed to allow quotes to be sought.

10) Springfield Grass Cutting:

The contractor at Springfield was asked to cut the grass on a Thursday / Friday to facilitate the cricket played at the weekend. On the first weekend this didn't happen, the contractor had a mower

breakdown. The contractor was apologetic, and the grass has now been cut as contracted.
Committee to resolve if any further action is required.

11) Hanging Baskets for the High Street:

To receive any update on the watering of the hanging baskets on the high street and resolve on costs involved.

12) MANAGEMENT COMMITTEE:

A. Committee Finance:

To receive & review the committee budget lines and any verbal report from the RFO as to any possible future unbudgeted liability that would have a significant impact on the Council's finances, or areas where a cost savings can be made.

B. Committee Action List:

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

13) Play Parks Quarterly Inspection Reports:

To receive the latest professional inspection report and any verbal updates from the Parish Clerk / Chairman and resolve on any actions required.

14) 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:**
 - Bike racks now installed at Springfield and Gainsborough