

The Annual Council Meeting



NOTICE OF MEETING:

The **Annual Council Meeting** will be held on
Tuesday 7th May 2024 at 7.00pm
in The Town Hall, The High Street, Milborne Port

Membership: **Cllr M. Capon, Cllr R. Lockey, Cllr D. Grant, Cllr T. Carty, Cllr R. Tizzard, Cllr R. Warren, Cllr T. Watts, Cllr C. Phillips, Cllr T. Campbell, Cllr G. Coombs, Cllr J. Price**

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:

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 any verbal report from Somerset Councillor Sarah Dyke or Nicola Clerk.

Agenda:

1) **Election of Parish Council Chairperson for the Municipal Year 2024/25:**

To elect a chairperson to serve until May 2025. The 2023/24 chairperson 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 9th April 2024**

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

The Council may choose to elect a Vice-Chairman to serve until May 2025

6) PARISH COUNCIL ACCOUNTS:

A. Monthly Payments:

To receive and approve the payments for May 2024. Full listing is on the Council website.
<http://milborneportpc.org.uk/finance/>

B. Full Council Accounts & Bank Reconciliation:

To receive the full council accounts and bank reconciliation.

7) East Street Car Park Wall Repair:

To receive a report and quotes from Cllr Price. To resolve on the appointment of a contractor.

8) Repair of Railings at St John's Churchyard:

To receive a report and quotes from councillors Phillips & Grant. To resolve on the appointment of a contractor.

9) Council Committees Terms of Reference:

To approve and adopt the council's committees Terms of Reference with suggested name changes.

- a) **The Planning & Highways Committee**
- b) **The Open Spaces & Amenities Committee**

10) Appointments to Council Committees:

To make appointments to the Council's Committees.

The Chairperson and Vice-Chairperson are ex-officio of all Committees.

- **The Planning & Highways Committee.**
- **The Open Spaces & Amenities Committee.**

11) Appointment of Parish Council Representatives for 2024/25:

To resolve on appointments.

- a) **The Playing Fields Committee (x 2)**
- b) **The Village Hall Committee** (to confirm current membership)
- c) **Somerset Council's LCN**
- d) **SoMP Rep** – If required?
- e) **Sherborne Transport Action Group (x1 or 2)**
- f) **Police Liaison (x1)** – If required?
- g) **Youth Liaison (x1 or 2)**
- h) **Health & Wellbeing Champion (x1)**
- i) **Any other?...**

12) Financial Risk Assessment 2024/25:

To receive, review and adopt the risk assessment for 2024/25.

13) Assets Register 2024:

To receive, review and adopt the asset register.

14) Insurance Renewal 2024/25:

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

15) Appointment of Bank Account Signatories 2024/25:

To confirm the Council's bank signatories. Current signatories: Councillors Lockey, Carty & Phillips. Recommend one further appointment.

16) END OF YEAR AUDIT 2023/24:

A. Internal Audit Report for 2023/24:

To receive report and resolve on any recommendations.

B. Annual Governance Statement 2023/24:

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

C. Annual Accounting Statement 2023/24:

To approve the annual accounting statement

D. Confirmation of Public Rights Period:

To confirm the dates for the public rights as Monday 3 June – Friday 12 July 2024

17) Guiding Principles for Environment, Climate and Nature Policy:

To receive the first draft of the guiding principles of the council's emerging environment, climate and nature policy. To approve the principles.

18) Verbal Reports:

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

- a) Council Chairperson's report:
- b) Parish Clerk's report:
- c) Members' reports from outside organisations: