

# The Management Committee

THE MANAGEMENT OF THE COUNCIL'S OPEN SPACES & ASSETS, INCLUDING ALLOTMENTS, PLAYPARKS, TOWN HALL & CEMETERY



## **NOTICE OF MEETING:**

The next Management Committee Meeting will be held on  
**Tuesday 28<sup>th</sup> May 2024 at 7:30pm**  
in The Town Hall, The High Street, Milborne Port, Somerset.

Chairperson: TBC

Vice-chair: TBC

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

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

## **7:30pm 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 resolve on any Dispensations to Participate applications:**

**3) Adoption of Minutes:**

To adopt the minutes of the last Management Committee meeting held on: **Tuesday 26<sup>th</sup> March 24**

**4) Election of Management Committee Chairperson for the Municipal Year:**

To elect a committee chairperson to serve until May 2025

**5) Election of Committee Vice-Chair:**

The committee may choose to elect a vice-chair to serve until May 2025

**6) Review of the Committee's Meeting; Time, Day & Frequency:**

To agree the time and frequency of the committee's meetings.

Currently: The fourth Tuesday of the month Time: 7:00pm

Frequency: 6 times per year, every other month.

**7) Termination of Parish Ranger Service:**

To receive a verbal report that the Parish no longer has a Ranger due to him being reallocated to another team. To resolve on any action required.

**8) Council Tree Survey:**

To receive the commission survey and resolve on any further action.

**9) Town Hall – Upgrade of Smoke Alarms:**

To receive quotes for upgraded of the town hall smoke alarm system and appoint a contractor.

**10) Town Hall – Office Decoration:**

To receive quotes for the painting of the town hall office and appoint a contractor.

**11) MANAGEMENT COMMITTEE – Regular Business:**

**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 - Priorities:**

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

**C. Play Parks Quarterly Inspection Reports:**

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

**12) Verbal Updates:**

To receive and note any short verbal updates from:

**a) The Chairperson**

**b) The Parish Clerk**

- Swing on Allotments.