

Full Council

Milborne Port Parish Council



NOTICE OF MEETING:

The next **Full Council Meeting** will be held on
Tuesday 3rd December 2019 at 7.00pm in the Town Hall.

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

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:

1) Apologies for Absence:

To receive any apologies for absence.

2) 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 Councils Code of Conduct.

3) Adoption of Minutes:

- Full Council Meeting: **Tuesday 5th November 2019**

4) Appointment of Vice-Chairman of the Council:

Members can choose to appoint a Vice-Chairman of the Parish Council if desired.

5) Reports from County Councillor William Wallace & District Councillor Sarah Dyke:

To receive a verbal report from the County and District Councillors

6) Parish Council Payments:

Members are asked to approve the payments on the December payment schedule (Attached).

7) Recommendations from Committees:

A. The HR Committee – Staff Recruitment:

That the Parish Council start the process of recruiting an Office Administration Assistant, on a 12 hour per week contract, on the LC1 (13-17) scale (around £12 per hour). This person is to be recruited as soon as possible to assist the Clerk.

This item was deferred from the November meeting to allow the HR Committee to draft a job description and other particulars.

8) Planning Applications:

To receive and determine a response to any planning applications made to South Somerset District Council whose deadline for response doesn't allow it to be determined upon by the Planning Committee.

At the time the agenda was issued the council hadn't received any planning applications, but the council reserve the right to consider any applications received by the time of this meeting.

9) New Committee Structure and Calendar of Meeting:

To agree to change to the new structure and calendar of meetings as agreed at the FC workshop in September & outlined in the attached report.

10) Committee Membership:

To Consider the Membership of The Planning Committee (aka The Planning and Environment Committee) and The Open Spaces Committee (aka The Management Committee) and make further appointments to their membership if appropriate.

11) Verbal reports:

To receive a verbal update on any Council matters & refer to committee if appropriate.

- A. Chairman's report:
- B. Clerk's report:
- C. Reports from outside organisations:
- D. Member's reports