

Full Council

Milborne Port Parish Council

NOTICE OF MEETING:

The **Annual Council Meeting** will be held on

Tuesday 2nd June 2020 at 7.00pm on Zoom (Videoconferencing)

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.

Access to the meeting: Please email the Clerk and you will be sent joining information

Email: clerk@milborneportpc.org.uk

Agenda:

1) Election of Parish Council Chairman for the Municipal Year 2020/21:

To elect a Chairman to serve until May 2021

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 Council's Code of Conduct.

4) Adoption of Minutes:

- Full Council Meeting: **Tuesday 3rd March 2020**
- Extraordinary Council Meeting: **Tuesday 24th March 2020**

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

To elect a vice-Chairman to serve until May 2021

Annual Council Agenda ~ 2nd June 2020

Website: www.milborneport.org.uk

Email: clerk@milborneportpc.org.uk

Parish Clerk: Simon Pritchard

Tel: 01963 251268

6) Appointments to Committees:

To confirm current appointments and resolve on any changes.

- Planning & Environment
- Management
- HR

7) Appointment to the Grants Working Group:

To confirm the current appointments and resolve on any changes.

8) Appointment of Parish Council representatives for 2020/21:

- Playing Fields Committee (x2)
- Village Hall Committee (x2)
- Prankerds Trust
- Sherborne Transport Action Group
- Police liaison
- Youth liaison

9) Parish Council End of Year Accounts 2019/20:

A. End of Year: Budget 2019/20:

To receive the final outturn of the financial year 2019/20

B. End of Year: Bank Reconciliation 2019/20

To receive the bank reconciliation for March 31st, 2020

10) Financial Risk Assessment 2020/21:

To adopt the risk assessment for 2020/21

11) Council's Banking Arrangements:

A. Parish Council bank account:

To resolve which bank the council will use. The Clerk will make a verbal report.

B. Appointment of Bank Account Signatories 2020/21:

Members to appoint (at least) three signatories.

12) 2019/20 End of Year Audit:

A. Internal Audit report for 2019/20:

To receive report and resolve on any recommendations

B. Annual Governance Statement 2019/20:

Members to resolve upon the response to the annual governance statement

C. Annual Accounting Statement 2019/20:

To approve the annual account statement

D. Confirmation of Public Rights Period:

The Clerk will confirm the dates for the public's rights to inspect the books and how this will work in a global pandemic.

13) Grants Policy – Commonalty:

To resolve if the Commonalty Charity Lands needs to comply with the Councils new grants policy.

14) Urgent Planning Applications:

At the time the agenda was issued the council had not received any planning applications, but the council reserve the right to consider any applications received by the time of this meeting but not listed here.

15) Continuity Motion (to confirm):

To confirm the continuity motion of 24th March 2020 is still in place until a time when in-person meetings can be held safely. Meetings of the P&E committee to continue monthly via Videoconferencing and remote meetings of Full Council, the HR Committee, and the Management Committee to be called as and when required.

16) Arbour Relocation Project – Appointment of Contractors:

The tendering process for the arbour relocation has started. Members are asked to agree to give delegated authority to the Clerk, in consultation with the Chairman and Vice-Chairman of the Council, to appoint the contractor, within the budget already set by the council.

17) Verbal reports:

To receive and note any verbal updates or refer to a Committee if appropriate.

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