

The Annual Council Meeting



NOTICE OF MEETING:

The **Annual Council Meeting** will be held on
Tuesday 6th May 2025 at 7.00pm
in The Town Hall, The High Street, Milborne Port, Somerset.

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

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 Statements:**

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 a verbal report from Somerset Councillor Nicola Clark and/or Councillor Hayward Burt. Also, an opportunity for anyone, including the public, to ask questions about the activities of Somerset Council

Agenda:

1) **Election of Parish Council Chairperson for the Municipal Year 2025/26:**

To elect a chairperson to serve until May 2026. The 2025/26 chairperson Cllr Carty will preside over this agenda item.

2) **Apologies for Absence:**

To receive any apologies for absence.

3) **Declarations of Interests & Applications for Dispensations to Participate:**

Members are reminded of their obligation to declare any Pecuniary or Other Interests they have under the Localism Act 2011 and the Somerset Code of Conduct. Members are reminded that they should leave the room for any item they have an interest in.

- a) **To receive any declarations of interests from members:**
Dispensations to participate to be applied for in advance of the meeting by submitting the application form to the Parish Clerk.
- b) **To resolve on applications submitted to the Proper Officer for a dispensation to participate:**
- 4) **Adoption of Minutes:**
To adopt the minutes of the Full Council Meetings held on:
a) **Tuesday 1st April 2025**
b) **Tuesday 15th April 2025**
- 5) **Election of Vice-Chair of the Parish Council:**
The Council may choose to elect a Vice-Chair to serve until May 2026
- 6) **Delivery of the Community Hub by Redcliffe Homes:**
To receive any verbal update on the progress of the delivery/building of the much-anticipated community hub for use as a community library. To agree on any further action.
- 7) **Community Grant Applications:**
A. **Milborne Port FoodShare:**
To receive a grant request for up to £3,000. To resolve on the same
B. **Milborne Port Village Hall:**
To receive a grant request for up to £10,000. To resolve on the same
- 8) **Somerset Council Library Contract:**
To receive a verbal update on the progress towards a new contract. To resolve on the same.
- 9) **PARISH COUNCIL ACCOUNTS:**
A. **Monthly Payments:**
To receive and approve the payments for May 2025. Full listing is on the Council website.
www.milborneport-pc.gov.uk/finance/
B. **Full Council Accounts & Bank Reconciliation:**
To receive the full council accounts and bank reconciliation.
- 10) **Appointments to Council Committees:**
To make appointments to the Council's Committees.
The Chairperson and Vice-Chair are ex-officio of all Committees.
▪ **The Planning Committee**
▪ **The Management Committee.**
- 11) **Appointment of Parish Council Representatives for 2025/26:**
To resolve on appointments.
a) **The Playing Fields Committee (x 2)**
b) **Somerset Council's LCN**
c) **Sherborne Transport Action Group (x 1 or 2)**
d) **Resilience Planning**

- e) Youth Liaison
- f) Health & Wellbeing Champion
- g) Environment Champion
- h) Flood Warden
- i) Any other?...

12) SALC Affiliation 2025/26:

To resolve on renewing the council's membership of SALC at a cost of £1,279.45

13) Risk Assessment 2025/26:

To receive, review and adopt the risk assessment for 2025/26.

14) Assets Register 2025:

To receive, review and adopt the asset register.

15) Insurance Renewal 2025/26:

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

16) Appointment of Bank Account Signatories 2025/26:

To confirm the Council's bank signatories. Current signatories: Councillors Lockey, Carty, Coombs & Phillips.

17) END OF YEAR AUDIT 2024/25:

A. Internal Audit Report for 2024/25:

To receive report and resolve on any recommendations.

To review the effectiveness of the audit.

B. Annual Governance Statement 2024/25:

To resolve on the response to the annual governance statement.

C. Annual Accounting Statement 2024/25:

To approve the annual accounting statement

D. Confirmation of Public Rights Period:

To confirm the dates for the public rights as Tuesday 3rd June – Monday 14th July 2025

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:
 - Bleed kits now installed
- c) Members' reports from outside organisations: