

The Annual Council Meeting



NOTICE OF MEETING:

The **Annual Council Meeting** will be held on
Tuesday 5th May 2026 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:

A handwritten signature in black ink, appearing to read 'S Pritchard', is written over a horizontal line.

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 2026/27:**

To elect a chairperson to serve until May 2027. The 2025/26 chairperson Cllr Carty will preside over this agenda item.

2) **Apologies for Absence:**

To receive any apologies for absence made to the Parish Clerk.

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

a) **To receive any declarations of interests from members:**

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.

b) To resolve on applications submitted to the Proper Officer for a dispensation to participate:

Dispensations to participate to be applied for in advance of the meeting by submitting the application form to the Parish Clerk.

4) Adoption of Minutes:

To adopt the minutes of the Full Council Meetings held on: **Tuesday 7th April 2026**

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

The Council may choose to elect a Vice-Chair to serve until May 2026

6) Fitting Out of the Community Hub by The Parish Council:

Delivery of the Community Hub by Redcliffe Homes is well underway. To receive verbal update on the progress of the building and probable timelines for handover this summer. To receive update as to outside funding obtained towards the fitting out. To approve the spending of the Parish Council's earmarked funds for this project.

7) Gainsborough Play Park – Water Tap:

To receive the response from the manufacturer with regards to their vandal-proof water tap being vandalised within week of being installed. To resolve on any further action (This item was deferred from the April Management Committee meeting).

8) New Play Equipment at Springfield – Spending of S106 Funds:

To receive an update on the amount of S106 money available for new equipment at Springfield. To resolve on items to be explored and costed.

9) PARISH COUNCIL ACCOUNTS:

A. Monthly Payments:

To receive and approve the payments for May 2026. 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 2026/27:

To resolve on any 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**
- Any other?...**

12) SALC Affiliation 2026/27:

To resolve on renewing the Parish Council's membership of the Somerset Association of Local Council at a cost of £1,285.91 (last year £1,279.45)

13) Risk Assessment 2026/27:

To receive, review and adopt the risk assessment for 2026/27.

14) The Assets Register 2026:

To receive, review and adopt the asset register.

15) Annual Insurance Renewal 2026/27:

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

16) Appointment of Bank Account Signatories 2026/27:

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

17) END OF YEAR AUDIT 2025/26:

A. Internal Audit Report for 2025/26:

To receive report and resolve on any recommendations.
To review the effectiveness of the audit.

B. Annual Governance Statement 2025/26:

To resolve on the response to the annual governance statement.

C. Annual Accounting Statement 2025/26:

To approve the annual accounting statement

D. Confirmation of Public Rights Period:

To confirm the dates for the public rights as Wednesday 3rd June – Tuesday 14th July 2026

18) Verbal Reports:

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

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