

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 27th May 2025 at 7:15pm
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. P. Scrivener, Cllr D. Grant, Cllr M. Capon, Cllr A. Flynn & 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

7:15pm 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) Election of Management Committee Chairperson for the Municipal Year:

To elect a committee chairperson to serve until May 2026

4) Adoption of Minutes:

To adopt the minutes of the last Management Committee meeting held on: **Tuesday 1st April 2025**

5) Election of Committee Vice-Chair:

The committee may choose to elect a vice-chair to serve until May 2026

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. 6 meetings per year, every other month.

7) The Cemetery- Contractor Complaint:

To receive a complaint for a member of the public with regard to trimmer damage to a figurine next to a gravestone. To resolve on any further action.

8) The Chapel - Lease to History & Heritage Group:

To receive a verbal report that the chapel lease has expired. To resolve on the granting of a further lease, including the length of lease.

9) Open Spaces - Anti-Social Behaviour on Parish Council Land:

To receive a verbal report as to several reports of incidents at locations including the Grove Garden and Springfield. The resolve on any further action.

10) East Street Car Park – Wall Repair:

To receive a report from Cllr Price with regards to work needed on the car park wall. To resolve on any further action.

11) The Town Hall – Smoke Alarms System:

To receive an update on the town hall smoke alarm system. To resolve on any further action.

12) The Town Hall – Secondary Glazing:

To receive quotes for a) the glazing of both offices and b) both offices and the council chamber. To resolve on any recommendation to Full Council.

13) MANAGEMENT COMMITTEE – Regular Business:**A. Committee Finance:**

To receive the committee's 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. To 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.

14) Verbal Updates:

To receive and note any short verbal updates from:

- a) The Chairperson**
- b) The Parish Clerk**
 - Cemetery Clearance
 - Cemetery Paths