

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 19th May 2026 at 7:00pm
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

7:00pm 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 2027

4) Adoption of Minutes:

To adopt the minutes of the last Management Committee meeting held on: **Tuesday 28th April 2026**

5) Election of Committee Vice-Chair:

The committee may choose to elect a vice-chair to serve until May 2027

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. Up to 6 meetings per year, every other month, when there is business to conduct.

7) The Cemetery- Grass Strimming:

To receive verbal report from Cllr Flynn on the observation of the grass strimming by the contractor at the cemetery. To agree any further action.

8) Toilet provision at Gainsborough Play Park:

To receive a report from Cllr Flynn 7 the Parish Clerk on the two options for toilet provision at Gainsborough Play Park. To resolve on the matter including costs.

9) The Town Hall – Fire Procedures:

To receive update in the fire risk report; confirmation that all matters are now resolved. To note new issue of rotten fire door in community room that will need replacing (quotes to be obtained).

10) 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/Cllr Price/Chair and resolve on any actions required.

11) Verbal Updates:

To receive and note any short verbal updates from:

- a) **The Chairperson**
- b) **The Parish Clerk**