



Midsomer Norton Town Council

Council Offices, Town Hall, The Island, Midsomer Norton, Bath BA3 2HQ

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Mayor: Cllr Lynda Robertson

Town Clerk: Donna Ford PSLCC

Minutes of the Meeting of the Finance and Operations Committee held in the Assembly Room on Tuesday 14th September 2021 at 5.30pm

Present:	Chair of Committee:	Councillor Brian Lawrence
	Councillors:	Councillor Lynne Clement Councillor Michael Evans Councillor Christian Griffiths Councillor Mike Moxham Councillor Lynda Robertson Councillor Richard Robertson
Also Present:	Town Clerk:	Donna Ford
	Administrator:	Caroline Brown
In Attendance:		One Member of the Public

Fire Safety – Evacuation Procedure / Recording Protocol

The Officer present explained the fire evacuation procedure and the Town Council's recording protocol.

16	<u>Election of Chairman</u> Members elected Councillor Brian Lawrence to Chairman of the Finance and Operations Committee for the Municipal Year 2021/2022.
17	<u>Election of Deputy Chairman</u> Members elected Councillor Christian Griffiths to Deputy Chairman of the Finance and Operations Committee for the Municipal Year 2021/2022.
18	<u>Apologies for absence</u> Resolved: Apologies for absence were received and accepted from Councillor Steve Plumley and Councillor Gordon Mackay.
19	<u>Declarations of Interest</u> There were no Declarations of Interest.
20	<u>Exclusion of the Press and Public</u> To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 28.1.

	<p>Resolved: That in view of the confidentiality of Agenda Item 42 the Public and Press be excluded from the meeting.</p>
21	<p><u>Minutes</u></p> <p>Resolved: That the Minutes of the Finance and Operations Committee held remotely on Monday 19th April 2021 be signed and adopted as a correct record.</p>
22	<p><u>Accounts for Payment</u></p> <p>Members to reviewed the Schedule(s) of Accounts for May 2021, June 2021, July 2021, and August 2021 for:</p> <p>(i) Purchases Under £250.00 (ii) Purchases Over £250.00</p> <p>Resolved: That the 'Schedule(s) of Accounts for Payment' for May 2021, June 2021, July 2021, and August 2021 be approved.</p>
23	<p><u>Monthly Reports</u></p> <p>Members received the Monthly Reports for May 2021, June 2021, July 2021, and August 2021</p> <p>Resolved: That the monthly reports be noted with no issues arising.</p>
24	<p><u>Internal Audit Report</u></p> <p>Members received the Internal Audit Report from Auditing Solutions for 2020/2021.</p> <p>Resolved: Members noted the Internal Audit Report from Auditing Solutions for 2020/2021.</p>
25	<p><u>Ward Councillor Empowerment Fund - Garden of Friendship Gate</u></p> <p>Members considered the potential works as costed for the Garden of Friendship gate.</p> <p>Resolved: Members noted the application to the Ward Councillor Empowerment Fund for funding towards the cost of the additional entrance to the Garden of Friendship and proposed gate and the optional extras. Members confirmed their approval for proceeding with the work and all of the extras on the project, and delegated powers were given to the Town Clerk to complete the project.</p>
26	<p><u>Replacement Poppies – Midsomer Norton and Radstock Branch of the Royal British Legion</u></p>

	<p>Members considered the request to sponsor the replacement poppies.</p> <p>Resolved: Members resolved to sponsor all of the 110 replacement poppies at £10 each and to advise the Royal British Legion accordingly.</p>
27	<p><u>Memorial Tree – Mr John Slade</u></p> <p>Members considered the proposal for a memorial tree for the late Mr John Slade.</p> <p>Resolved:</p> <ul style="list-style-type: none"> • Members resolved to accept the proposal for a memorial tree for the late Mr John Slade, and will discuss with the applicant the location of the tree. • Councillors also resolved to accept a scheme that decisions to approve or deny applications, can be delegated to the Town Clerk, in conjunction with the agreed policy and approved checklist.
28	<p><u>Wellow Brook Walk Improvements & Funding</u></p> <p>Members considered, in light of the received funding, to reconsider the tender report and associated documentation for the improvements to Wellow Brook Walk.</p> <p>Resolved: In light of the received funding and the pending Western Power works, Members delegated authority to the Town Clerk, and any shortfall in funding to be met by reserves.</p>
29	<p><u>Town Warden Apprentice</u></p> <p>Members considered the recruitment of a Town Warden apprentice.</p> <p>Resolved: Members resolved to employ an apprentice and sign up for the college course.</p>
30	<p><u>SharePoint Integration</u></p> <p>Members considered the software for SharePoint Integration for Rialtas.</p> <p>Resolved: Members approved the purchase of the software and 3-year contract with Rialtas, at the existing cost of £672 per annum.</p>
31	<p><u>Freedom of Information</u></p> <p>Members considered the Freedom of Information policy.</p> <p>Resolved: Members approved the policy and documentation for the website.</p>

32	<p><u>Seagulls</u></p> <p>Members to note the response regarding the seagull situation.</p> <p>Resolved: Members resolved to wait to hear back from the Environmental Protection Manager, Public Protection and Building Control at Bath & North East Somerset Council, and to contact The Right Honourable Jacob Rees-Mogg for his support.</p>
33	<p><u>Telephone Box</u></p> <p>Members considered the purchase of a replacement telephone box.</p> <p>Resolved: Members decided against the purchase of a replacement telephone box for the Garden of Friendship, until a plan for its use there had been decided upon.</p>
34	<p><u>Emergency Paediatric First Aid Training</u></p> <p>Members considered the Paediatric First Aid Training.</p> <p>Resolved: Members resolved that the Officers and Councillors wanting to participate in the Emergency Paediatric First Aid Training course, do so.</p>
35	<p><u>Virement</u></p> <p>Members to consider the virement of grant funds.</p> <p>Resolved: Members resolved to transfer £27,000 to an EMR for events.</p>
36	<p><u>Grant Applications</u></p> <p>Members considered the grant applications from the following:</p> <ul style="list-style-type: none"> • Sight Support West of England. • Silver Street Nature Reserve. • Avon and Somerset Police. <p>Resolved: Members resolved to award the grant applications to the following:</p> <ul style="list-style-type: none"> • Sight Support West of England for £500. • Silver Street Nature Reserve for £500. <p>With regards to the grant application from Avon and Somerset Police for £2000, Members wished to discuss the matter further with Radstock Town Council and Westfield Parish Council.</p>
37	<p><u>Carnival</u></p>

	<p>Resolved: Members noted the correspondence from the Carnival Association.</p>
38	<p><u>Midsomer Norton Town Hall, Structural Engineer and Mechanical & Electrical Engineer – Procurement Report</u></p> <p>Members considered the Structural Engineer and Mechanical & Electrical Engineer – Procurement Report.</p> <p>Resolved: Members noted the Structural Engineer and Mechanical & Electrical Engineer Procurement Report and fees. 75% of the Town Hall fees to be picked up by the HAZ project £11,175 for Mechanical and Electrical, and £5992.50 for structural engineering, with the remaining amount to be payable by the Town Council being £3725 and £1697.50.</p>
39	<p><u>Crime and Alcohol Partnership (CAP)</u></p> <p>Members considered the creation of a Crime and Alcohol Partnership (CAP).</p> <p>Resolved: Members declined the purchase of the App.</p>
40	<p><u>Playground Inspection Reports</u></p> <p>Members to note the Playground Inspection Reports.</p> <p>Resolved: Members noted the Playground Inspection Reports.</p>
41	<p><u>WRFC feedback on proposed MUGA at West Clewes</u></p> <p>Members to note the feedback on the MUGA at West Clewes from Welton Rovers.</p> <p>Resolved: Members noted the feedback from Welton Rovers on the proposed MUGA at West Clewes. Members agreed that the proposal for an additional fence would create a better, safer environment for both the football club, and the people of Midsomer Norton, and will contact Welton Rovers to request costing and funding requirements.</p>
	<p><u>CONFIDENTIAL BUSINESS</u></p> <p>In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item.</p>
42	<p><u>Street Marshalls</u></p> <p>Members considered the current contract and tender procedure.</p>

Resolved: Members resolved to put the contract out to tender, and approved the advertisement, requirement and the letter to applicants.
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Meeting closed at 6.46pm

Signed:(Chair)
Dated:

DRAFT