



# Midsomer Norton Town Council

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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  
Monday 11th October 2021 at 5.30pm**

Present: Chair of Committee: Councillor Brian Lawrence

Councillors: Councillor Michael Evans  
Councillor Christian Griffiths  
Councillor Gordon Mackay  
Councillor Mike Moxham  
Councillor Steve Plumley  
Councillor Lynda Robertson (Mayor)  
Councillor Richard Robertson

Also Present: Town Clerk: Donna Ford  
Administrator: Caroline Brown

In Attendance: No Members of the Public

43	<b><u>Apologies for absence</u></b>  <b>Resolved:</b> No apologies for absence were received.
44	<b><u>Declarations of Interest</u></b>  There were no Declarations of Interest.
45	<b><u>Exclusion of the Press and Public</u></b>  To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 28.1.  <b>Resolved:</b> That in view of the confidentiality of Agenda Items 56 and 57, the Public and Press be excluded from the meeting.
46	<b><u>Minutes</u></b>  <b>Resolved:</b> That the Minutes of the Finance and Operations Committee held on Tuesday 14 <sup>th</sup> September 2021 be signed and adopted as a correct record.
47	<b><u>Accounts for Payment –</u></b>  Members reviewed the Schedule(s) of Accounts for September 2021 for:  (i) Purchases Under £250.00

	<p><b>(ii) Purchases Over £250.00</b></p> <p><b>Resolved:</b> That the 'Schedule(s) of Accounts for Payment' for September 2021 be approved.</p>
<b>48</b>	<p><b><u>Monthly Reports</u></b></p> <p>Members received the Monthly Reports for September 2021.</p> <p><b>Resolved:</b> That the monthly reports be noted with no issues arising.</p>
<b>49</b>	<p><b><u>External Audit Report</u></b></p> <p>Members received the External Audit Report and comments.</p> <p><b>Resolved:</b> Members noted the External Audit Report and comments.</p>
<b>50</b>	<p><b><u>Franking Machine</u></b></p> <p>Members considered the contract for the franking machine in the office.</p> <p><b>Resolved:</b> Members resolved to cancel the monthly direct debit with Francotyp Postalia, and instead buy stamps.</p>
<b>51</b>	<p><b><u>Wellow Brook Walk - New WPD Cable and Town Council Improvements</u></b></p> <p>Members considered the new Western Power Distribution works cable at Wellow Brook.</p> <p><b>Resolved:</b> Members resolved to work with the western option as recommended by Andy King at New Leaf Studios.</p>
<b>52</b>	<p><b><u>Royal British Legion Industries – Tommy</u></b></p> <p>Members considered the Royal British Legion Tommy.</p> <p><b>Resolved:</b> Members resolved to place an order for the 6ft Tommy Soldier Statue at a cost of £650. Location to be decided.</p>
<b>53</b>	<p><b><u>Queens Platinum Jubilee Celebrations</u></b></p> <p>Members considered the events for the Queens Platinum Jubilee Celebrations from the Queens Platinum Jubilee working party.</p> <p><b>Resolved:</b> Members resolved to refer to the Queens Platinum Jubilee working party for further information to be provided regarding the events, and possible commemorative souvenirs. Events budget for the Platinum Jubilee Celebrations to be set at £10,000.</p>
<b>54</b>	<p><b><u>Midsomer Norton Town Hall Listed Building Consent</u></b></p>

	<p>Members received the Listed Building Consent notice and conditions attached from B&amp;NES.</p> <p><b>Resolved:</b> Members noted the Listed Building Consent notice and conditions attached.</p>
55	<p><b><u>Committee Meeting Room Bookings</u></b></p> <p>Members to consider the booking of rooms for Committee Meetings for future meetings.</p> <p><b>Resolved:</b> Due to issues with room bookings, Members resolved that the next Finance and Operations Committee meeting would take place at 5.30pm on Monday 8<sup>th</sup> November 2021 at 5.30pm.</p> <p>Members resolved to propose to the next Full Council meeting that Finance and Operations Committee meetings be moved to the second Monday of the month at 5.30pm, to be followed by the Planning Committee meeting at 7pm.</p>
	<p><b><u>CONFIDENTIAL BUSINESS</u></b></p> <p><b>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 (Item 19 above refers)</b></p>
56	<p><b><u>Courses</u></b></p> <p>Members considered the SLCC courses for office staff.</p> <p><b>Resolved:</b> Members approved the following SLCC courses for the office staff. Financial Introduction to Local Council Administration (FiLCA) and ILCA to CiLCA, at a cost of £120 per course for the Deputy Clerk and Senior Admin Assistant at a total cost of £480. The Admin Assistant to complete the ILCA course at a cost of £120.</p>
57	<p><b><u>Communications Working Group</u></b></p> <p>Members considered the suggestions from the Communications Working group.</p> <p><b>Resolved:</b> Members resolved to refer to the Communications Working group to explore alternative communications and marketing options. Members noted that the next edition of Life Magazine due for distribution at the end of October would be the last to be sponsored by Midsomer Norton Town Council. Authority was given to the Clerk to advise Ignyte accordingly.</p>

**Meeting closed at 7pm**

**Signed:** .....(Chair)  
**Dated:** .....