

Minutes
Midsomer Norton Finance and Operations Committee
Meeting
Midsomer Norton Town Council



Midsomer Norton Town Council - Finance and Operations Committee Meeting
Midsomer Norton Town Council Council Offices, The Town Hall, The Island,
Midsomer Norton, BA3 2HQ Phone: 01761
418701 Email: townclerk@msn-tc.gov.uk
Mayor: Cllr Gordon MacKay Town Clerk: Katie Mason

2 – Present - Cllrs Gordon MacKay, Shaun Hughes, Lynda Robertson, Martyn Plant (Chair) and Charlotte Lucas.

Also Present – Katie Mason (Town Clerk) and Kate Egan (Deputy Clerk)

3 - Fire Safety - Evacuation Procedure / Recording Protocol

The fire escapes can be found at both ends of the Hollies chamber, there is no fire alarm drill scheduled. On the sounding of an alarm all personnel are to evacuate into the Hollies car park.

The Council, members of the public and the press may film/record/photograph for live and/or subsequent broadcast this meeting only when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed/recorded/photographed should advise the Clerk (in advance) who will instruct that they are not to be included in the filming/recording/photographing.

4 - Public Session

This section (at the Chair's discretion may last up to 20 minutes) is not part of the formal meeting of the Council and minutes will not be produced.

There were two members of the public in attendance.

5 - Apologies for Absence

To Note Apologies for Absence from Councillors

Decision: No apologies of Absence had been received.

6 - Declarations of Interest and Dispensations

1. Members to declare any interests which are not currently entered in the member's register of interests, or he/she has not notified the Monitoring Officer of it.
2. To receive written requests for dispensation for disclosable pecuniary interests.
3. To grant any request for dispensation as appropriate.

Cllr Charlotte Lucas joined the meeting at 7.16pm

Decision: There were no Declarations of Interest or request for Dispensations.

7 - Confirm Previous Minutes

To confirm the Minutes of the Finance and Operations Committee Meetings held on 20th November 2023.

Decision: Following a slight amendment (typo) the Committee RESOLVED at accept the minutes from the Finance and Operations Committee Meeting held on 20th November as a true record, these were signed and dated by the Chair.

8 - Approval of Payments and Signature of the Monthly Bank Reconciliation

Proposal to approve and sign the Monthly Bank Reconciliation and note the Monthly Reports. The monthly reports will be sent separately.

Decision: The Committee RESOLVED to approve the monthly Bank Reconciliation which was signed and dated by the Chair. The Committee also RESOLVED to approve the Payments for November and the updated Income and Expenditure Report was noted.

9 - To Note and Review the interim Internal Auditors Report

To review the interim Internal Auditors Report dated 4th December 2023.

Decision: The Committee noted the Interim Internal Auditors Report and recommended it be forwarded to the Full Council for approval.

10 - WECA tenders for the scrub clearance work taking place throughout the Somer Valley

3 councils (Radstock, Westfield and MSN, have worked with SVR project lead Miriam Woolnough (BANES) and Andy King (New Leaf) to get 3 quotes for the scrub clearance work taking place throughout the SV over the next few years.

The SVR working group (listed above) recommend the following contract is taken (see attached):

MSN TC contribution = £2.5k (Wellow Brook Walk) + £2.5k (Town Park) = £5k and can be approved by F&O.

Decision: The Committee RESOLVED to approve the recommended supplier and RESOLVED Midsomer Norton Town Council would fund £5,000 towards the project.

11 - Street Marshalls for the Christmas Period

Proposal to appoint Street Marshalls for the Christmas Period:

Dates: 22nd, 23rd, 24th, 26th, 29th, 30th and 31st (public holiday) - 7 days

Hours: 10pm - 3 am

2 Marshalls per night

An expression of interest has been made by 2 security companies, the cost will be about £2,000.

Decision: The Committee RESOLVED to appoint Orbital Facilities to provide some Street Marshalls for the Christmas Period between the hours of 10pm and 3am. Establishments around the High Street will be notified Street Marshalls will be in operation during the Festive period.

12 - Website proposals

To note that the tenders for the recreation of a new website are currently out to tender. Once received they will be referred to the Media and Communications Working Party for a recommendation to the Finance and Operations Committee.

13 - Discussion of the Budget for 2024-2025

Following a deferral from the Full Council on 6th December, the Finance and Operations Committee have been requested to look at the figures within the budget ready for approval in January.

Cllr Cheryl Scott was invited to present an alternative proposal for the budget, following this at 8.05pm the meeting was adjourned for five minutes.

The Committee RESOLVED to extend the meeting at 9.15pm

Decision: After an extensive discussion on different budget lines, most of the line items received agreement. However, there are still three budget lines pending approval. The recommendation is for the Full Council to endorse the final Budget and Precept Figure during the Full Council meeting scheduled for 8th January 2024.

14 - Date of Next Meeting

The next Finance and Operations Committee Meeting will be held on Monday 15th January 2024 commencing at 7.15pm

The Meeting closed at 9.43pm