

Minutes of the Finance and Operations Committee Meeting  
held on Monday 20<sup>th</sup> November 2023 at 7.30pm  
at the Council Chambers, The Hollies, Midsomer Norton

## 1 - 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

**Members Present:** Shaun Hughes, Gordon MacKay (Chair), Lynda Robinson, Charlotte Lucas  
**Also Present:** Deputy Town Clerk Kate Egan and Admin Officer Jo Corbett

## 3 - To Elect a Chair for the Meeting

Proposal to elect a Chair for the Evening's Meeting due to the Chair having sent apologies.

**Decision:** It was RESOLVED that Cllr Gordon MacKay be Chair of the Finance and Operations Committee for this meeting only. This was proposed by Cllr Lynda Robinson and seconded by Cllr Charlotte Lucas and unanimously agreed

## 4 - Fire Safety - Evacuation Procedure / Recording Protocol

The Committee is requested to note the fire safety procedure and the Town Council's recording protocol.

## 5 - Public Session

There were no members of the public in attendance.

## 6 - Apologies for Absence

Cllr Martyn Plant

## 7 - 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.

There were no declarations of interest or requests for dispensation

## **8 - Confirm Previous Minutes**

To confirm the Minutes of the Finance and Operations Committee Meetings held on 16th October and 31st October 2023

**Decision:** The Committee RESOLVED that the minutes of the Finance and Operation meetings held on 16th October and 31st December be accepted as a true record, these were signed and dated by the Chair of the meeting

## **9 - Approval of Payments and Signature of the Monthly Bank Reconciliation**

Proposal to approve and sign the Monthly Bank Reconciliation and note the Monthly Reports

**Decision:** The Committee RESOLVED to approve the Monthly Bank Reconciliation; this was signed by the Chair of the Meeting. The Council also noted the Payments and the Monthly Reports.

## **10 - Policies**

To review the following policies and recommend them to the Full Council for approval and adoption

1. Freedom of Information Policy
2. Data Protection Policy
3. Publication Scheme
4. Policy on Recording of Meetings
5. Retention Policy
6. Appendix A - List of Documents for Retention

**Decision:** The Committee RESOLVED the polices named above be referred to the Full Council for approval and adoption.

## **11 - Budget**

To review the second draft of the Annual Town Council Budget for 2024-2025

**Decision:** Following a discussion, it was agreed to refer the Budget to the Full Council for discussion and possible approval.

## **12 - Date of Next Meeting**

The next Finance and Operations Committee Meeting will be held on Monday 18th December commencing at 7.15pm.

Meeting closed 9.02pm