

Minutes

Finance and Operations Committee Meeting 19th February

2024 commencing at 7pm

Midsomer Norton Town Council



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Finance and Operations Committee Meeting Minutes

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

Phone: 01761 418701 Email: townclerk@msn-tc.gov.uk

Mayor: Councillor Gordon Mackay Town Clerk: Katie Mason

1 - Present

Cllrs Lynda Robertson, Shaun Hughes, Martyn Plant (Chair), Gordon MacKay, Charlotte Lucas and Cheryl Scott.

Also in Attendance: Kate Egan (Deputy Clerk and RFO) and Jo Corbett (Admin Officer)

Items were taken out of order from the agenda.

2 - 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 no members of the public or press in attendance.

3 - Apologies for Absence

All Committee Members were present.

4 - 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.

Decision: There was no declaration of interests from Councillors or any requests for Dispensations.

5 - Confirm Previous Minutes

To confirm the Minutes of the Finance and Operations Committee Meetings held on 15th January 2024

Decision: The Committee RESOLVED that the minutes from the Finance and Operations Meeting held on 15th January be accepted as a true record and were signed and dated by the Chair.

6 - 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 Income and expenditure report is sent as a separate report.

Decision: The Committee RESOLVED to approve the Monthly Bank Reconciliation, this signed by the Chair and the RFO. The Monthly Payments and Reports were noted.

7 - Policies

Review of the following policies before adopting by the Full Council.

- Dispensation Policy
- Civility Respect Councillor Officer Protocol

Decision: The Dispensation Policy was deferred to the next Finance and Operations Committee Meeting as clarification of dispensations was required.

The Committee RESOLVED to refer the Civility Respect Councillor Officer Protocol to the Full Council for approval and adoption.

9 - Review of the Asset List and Dispose of Items

Proposal to review the Asset List for the Town Council and recommend to the Full Council disposal of several items that require removing.

Decision: The Committee RESOLVED to dispose of Asset Items EQ02, EQ07, EQ26, EQ27, EQ41, EQ42, EQ45, IA34 and WM002 as they no longer belonged to the Town Council. The Committee also RESOLVED to approve the amended Asset List

10 - Proposal for any recommendations following the Final External Auditors Report for 2022-23

Following the receipt of the Final External Auditors Report 2022/23, proposal for any recommendations within the report.

Decision: The Committee noted the Conclusion of the External Auditors Report for 2022-2023 and there were no recommendations.

11 - Grant Application

Following January's Finance and Operations Committee Meeting, to note upon speaking to the Farmers' Market, they are happy for the grant application to be discussed at the next round of grant applications (July).

8 - Proposal for a Contribution for the Deputy Clerk to study the Community Governance

Proposal for the Town Council to contribute £2,250 a year for the next two years to help cover costs for the Deputy Clerk with studying the Community Governance.

Cllr Cheryl Scott proposed that Under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, this was seconded by Cllr Gordon MacKay and unanimously agreed.

Decision: The Committee RESOLVED to contribute £2,250 a year for the next two years to help cover costs for the Deputy Clerk with studying the Community Governance course.

12 - Date of Next Meeting

The next Finance and Operations Committee Meeting will be held on Monday 18th March 2024 commencing at 7.00pm

Meeting closed 7.44pm