

# Annual Town Council Meeting

Midsomer Norton Town Council

## Agenda

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### || - Annual Town Council Meeting



**Midsomer Norton Town Council**  
Council Offices, The Town Hall, The Island,  
Midsomer Norton, BA3 2HQ  
Temporary Offices, Unit 14, South Road, Midsomer Norton  
Phone: 01761 418701 Email: [townclerk@msn-tc.gov.uk](mailto:townclerk@msn-tc.gov.uk)  
Mayor: Cllr Gordon Mackay Town Clerk: Katie  
Mason

### || - Summons

To: All Members of Midsomer Norton Town Council,

You are hereby summoned to attend the Annual Meeting of Midsomer Norton Full Town Council for the purpose of transacting the following business. The meeting will be held on **Monday 13th May at 6pm** in the Council Chambers, The Hollies, High Street, Midsomer Norton

Katie Mason  
Town Clerk

### || - 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.

### 1 - Election of Chair / Mayor

*For Decision*

1. Proposal to elect the Chair / Mayor for the forthcoming year
2. The Chair to sign the Declaration of Office Form

## **2 - Election on Vice Chair / Deputy Mayor**

*For Decision*

Proposal to elect the Vice Chair / Deputy Mayor for the forthcoming year

## **3 - Present**

## **4 - Apologies**

## **5 - General Power of Competence**

To note that Midsomer Norton Town Council is not eligible to adopt the General Power of Competence as the requirements of 2/3rds of the Councillors being elected and a qualified Clerk have not been met.

## **6 - Councillors representing the Town Council on Outside Bodies** *For Decision*

Proposal to appoint Councillors to represent the Town Council on Outside Bodies

- Community Alcohol Partnership (CAP)
- Midsomer Norton Allotment Association
- Midsomer Norton Community Trust
- Midsomer Norton Town Trust - Management Committee
- Parish Liaison
- Somer Valley FM
- Somer Valley Forum
- Somerset & Dorset Railway Heritage Trust
- South Wansdyke Advice Network (SWAN)
- Sports Group
- Welton Rovers
- Football Club
- Writhlington Sports Trust
- Youth Groups
- CIL Working Group

## **7 - Committees and Working Parties**

*For Decision*

Proposal to appoint Councillors for the Committees and Working Parties for 2024-2025

- Finance and Operations Committee
- Planning Committee
- Personnel Committee

Other Working Groups to consider:

- Town Council Strategy Working Group
- Policy and Resources
- Arts, Culture and Tourism
- Recreation, Amenities and Environment
- High Street Working Group
- Media & Communication Working Group
- Midsomer Norton Neighbourhood Development Plan
- CIL Working Group - Purpose of spending the CIL money received from BANES
- Allotment Working Party - Short term to discuss terms of the lease

## **8 - Election of Councillors to sit on the Management Committee for the Town Trust**

*For Decision*

Proposal to elect four Councillors to sit on the Management Committee for the Town Trust.

## **9 - Bank Arrangements**

*For Decision*

Proposal to agree the banking arrangements for the year and to agree any changes to the nominated signatories. The current signatures are Cllrs Charlotte Lucas, Tim Wells and Lynda Robertson, it is recommended there are at least two more.

## **10 - Conflict of Interest with BDO LLP**

*For Decision*

Proposal to confirm there are no conflicts of interest with BDO LLO

## **11 - Policies**

*For Decision*

Proposal to approve the policies that require annual review and adoption.

- Standing Orders
- Financial Regulations
- Code of Conduct
- Recruitment Policy
- Induction and Probation Policy
- Terms of Reference for the Town Council Working Group on Allotment Lease Negotiations - please note this is a task and finish working party and will be disbanded once negotiations have been agreed.
- Terms of Reference for the Finance and Operations Committee
- Terms of Reference for the Planning Committee
- Terms of Reference for the Personnel Committee

## **12 - Risk Assessments**

*For Decision*

Proposal to approve the Annual Risk Schedule

## **13 - Dates of Future Meetings for the following year**

*For Decision*

Proposal to approve the dates of Meeting for the Full Council and Committees until the end of June 2025.

## **14 - Next Annual Council Meeting**

*For Information*

Next Annual Council Meeting Monday 12th May 2025.