

Minutes  
Annual Town Council Meeting Monday 13<sup>th</sup> May  
starting at 6pm  
[Midsomer Norton Town Council](#)



## Midsomer Norton Town Council

**Council Offices, The Town Hall, The Island, Midsomer Norton, BA3 2HQ**  
**Phone: 01761 418701      Email: [townclerk@msn-tc.gov.uk](mailto:townclerk@msn-tc.gov.uk)**  
**Mayor: Councillor Gordon Mackay    Acting Town Clerk: Kate Egan**

### 1 - Election of Chair / Mayor

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

**Decision:** Cllr Gordon Mackay Proposed Cllr Martyn Plant as Chair and Mayor of Midsomer Norton Town Council and Cllr Lynda Robertson seconded the proposal. The Council RESOLVED to elect Cllr Martyn Plant as Chair and Mayor of Midsomer Norton Town Council. Cllr Martyn Plant as Chair of Midsomer Norton Town Council signed the acceptance of office form.

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

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

**Decision:** Cllr Gordon MacKay proposed Cllr Cheryl Scott as Vice Chair of Midsomer Norton Town Council, this was seconded by Cllr Cllr Lynda Robertson. The Council RESOLVED to elect Cllr Cheryl Scott as Vice Chair of Midsomer Norton Town Council.

### 3 - Present

Cllrs Lynda Robertson, Gordon MacKay, Martyn Plant, Cheryl Scott, Deborah Thatcher, Shaun Hughes, Tim Wells and Charlotte Lucas

Also in attendance Kate Egan (Acting Town Clerk) and Jo Corbett (Office Manager)

### 4 - Apologies

Cllr Mike Moxham

### 5 - General Power of Competence

It was noted 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

The Council **RESOLVED** to appoint the Councillors to the following outside bodies.

- **Community Alcohol Partnership (CAP)** -deferred to a later date.
- **Midsomer Norton Allotment Association** - Cllr Deborah Thatcher
- **Midsomer Norton Community Trust** - Cllrs Lynda Robertson, Martyn Plant and Gordon MacKay
- **Midsomer Norton Town Trust - Management Committee** - This was discussed under item 8
- **Parish Liaison** - deferred to a later date.
- **Somer Valley FM** - deferred to a later date.
- **Somer Valley Forum** - Cllrs Lynda Robertson and Charlotte Lewis
- **Somerset & Dorset Railway Heritage Trust** - Cllr Gordon MacKay •  
**South Wansdyke Advice Network (SWAN)** - deferred to a later date.
- **Sports Group** - Cllr Tim Wells
- **Welton Rovers** - Cllr Tim Wells
- **Football Club** - Cllr Tim Wells
- **Writhlington Sports Trust**
- **Youth Groups** - Cllr Gordon MacKay
- **CIL Working Group** - This was discussed under item 7

## 7 - Committees and Working Parties

The Council **RESOLVED** to appoint Councillors to the following Committees and Working Parties 2024-2025

- **Finance and Operations Committee** - Cllrs Shaun Hughes, Charlotte Lewis, Deborah Thatcher, Martyn Plant and Cheryl Scott
- **Planning Committee** - Cllrs Lynda Robertson, Tim Wells, Cheryl Scott and Shaun Hughes
- **staffing / Personnel Committee** - Cllrs Lynda Robertson, Charlotte Lewis, Shaun Hughes, and Deborah Thatcher.

Cllr Cheryl Scott left the meeting at 6.45pm and verbally resigned from the Town Council

Cllr Gordon MacKay left the meeting at 6.46pm

The meeting was stopped at 6.46pm and restarted at 6.51pm

The Council **RESOLVED** to disband all the working parties until after the strategy day apart from the following -

- **Allotment Working Party - Short term to discuss terms of the lease** - Cllrs Deborah Thatcher, Shaun Hughes and Lynda Robertson.
- **Town Hall Refurbishment Working Party** - Cllrs Martyn Plant, Charlotte Lewis and Tim Wells.

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

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

**Decision:** The Council RESOLVED to appoint Cllrs Lynda Robertson, Deborah Thatcher, Tim Wells and Gordon Mackay to form the Management Committee for the Town Trust.

## **9 - Bank Arrangements**

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.

**Decision:** The Council RESOLVED to appoint Cllrs Martyn Plant and Shaun Hughes as additional signatures on the Town Council Bank Account and also have online authorisation access.

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

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

**Decision:** The Council RESOLVED that Midsomer Norton Town Council had no conflicts of interest with BDO LLP.

## **11 - Policies**

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

**Decision:** The Council RESOLVED to approve the following Polices and Terms of Reference

Standing Orders

Financial Regulations

Code of Conduct

Recruitment Policy

Induction and Probation Policy

Terms of the for the Town Council Working Group on Allotment Lease Negotiations

Terms of Reference for the Finance and Operations Committee

Terms of Reference for the Planning Committee

Terms of Reference for the Personnel/Staffing Committee

## **12 - Risk Assessments**

Proposal to approve the Annual Risk Schedule

**Decision:** The Council RESOLVED to approve the Annual Risk Assessment

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

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

**Decision:** The Council RESOLVED to approve the dates for Full Town Council and Committee Meetings for 2024-2025

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

Next Annual Council Meeting Monday 12th May 2025.

DRAFT