



Midsomer Norton Town Council

Council Offices, The Town Hall, The Island, Midsomer Norton, BA3 2HQ
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Mayor: Councillor Martyn Plant Locum Town Clerk: Lee Jakeman

Date	Monday 16 th September 2024
Time	7pm
Location	Council Chambers, The Hollies, High Street, Midsomer Norton
Present	Cllrs Martyn Plant (Chair), Shaun Hughes, Deborah Thatcher, Charlotte Lucas
Absent	No Councillors were absent
Also, in Attendance	Lee Jakeman (Locum Clerk) and Kate Egan (Deputy Clerk)

1 - Welcome

Cllr Martyn Plant as Chair of the Finance and Operations Committee welcomed everyone to the meeting.

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 was one member of the public in attendance.

3 - Apologies for Absence

Cllrs Cheryl Scott

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 were no declarations of interest or requests for dispensations

5 - Confirmation of Previous Minutes

To consider the proposal to approve the previous minutes from the meeting held on 17th July 2024.

Decision: The Committee RESOLVED to accept the minutes of the Finance and Operations Committee Meeting held on 17th July 2024 as a true record, these were signed and dated by the Chair.

6 - Disposal of a Town Council Notice Board

To note that the Notice Board outside the Town Hall was removed by Volkar (B&NES) in order to carry out some works during June 2024, in doing so the noticeboard was seriously damaged. The noticeboard has been removed from the Council Asset List and Volkar are replacing the Noticeboard.

The Committee NOTED that the Notice Board outside the Town Hall was removed by Volkar in order to carry out some works during June 2024 and in doing so the noticeboard was seriously damaged.

7 - Addition of signatures to the CCLA Account

To consider the proposal to add the Office Manager, Administrative Officer and two additional Councillors as signatures for the CCLA Account. There are currently only three Councillors and the RFO who can sign, and all paperwork requires two signatures. Officers would only sign the documents in an emergency and this would be ratified at a later date.

Decision: The Committee RESOLVED to add the Office Manager, Administrative Manager and Cllrs Martyn Plant and Shaun Hughes as signatures to the CCLA Bank Account.

8 - Expenditure of Ear Marked Reserves

To consider the proposal to allocate the CIL monies from 2019 to 2024 toward refurbishment of the Town Hall. Total EMR £95,845.94

Decision: The Committee RESOLVED to allocate the CIL monies from 2019 to 2024 toward refurbishment of the Town Hall, Amount agreed to use was £95,845.94

9 - Grass Cutting Contract for the Town Park and Wellow Brook

To consider the quotes received regarding the grass cutting contract for the Town Park and Wellow Brook Walk and appoint a contractor.

Decision: The Committee RESOLVED to appoint MG Countryside Development Ltd as the contractor. This will be funded by Somer Valley Rediscovered.

10 - Risk Assessment

To receive and consider approving a set of revised risk assessment in relation to grounds and maintenance activities - Risk Assessments to follow.

Decision: The Committee RESOLVED to approve the set of revised risk assessments in relation to grounds and maintenance activities.

11 - Virement of Monies

To ratify the virement of £50,000 within the budget from 4924 Town Hall Refurbishment to 4934 Town Hall Re-opening.

Decision: The Committee RESOLVED to ratify the virement of £50,000 within the budget from 4924 Town Hall Refurbishment to 4934 Town Hall Re-Opening.

12 - Approval of payments and signature of the monthly bank reconciliation.

1. To consider the proposal to approve and sign the monthly Bank Reconciliation for July and August.
2. To consider the proposal to approve the payments for July and August 2024
3. To note the Budget Review Report as at the end of August 2024
4. To note the Income and Expenditure Reports as the end of August 2024

Decision: The Committee RESOLVED to approve and sign the Monthly Bank Reconciliations for July and August. The Committee also RESOLVED to approve the payments for July and August 2024. Cllr Shaun Hughes signed the Monthly Bank Reconciliations

The Committee also NOTED to Budget Review Report as at the end of August 2024 and NOTED the Income and Expenditure Reports as at the end of August 2024.

13 - Date of Next Meeting

Next Finance and Operations Committee Meeting to be held on Monday 21st October 2024

Meeting closed at 7.52pm