



# Midsomer Norton Town Council

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Mayor: Cllr Paul Myers BEM Town Clerk: Donna Ford PSLCC

Minutes of the Meeting of the Operations Committee  
held in the Sarah Ann Room at the Town Hall, Midsomer Norton on Tuesday  
10<sup>th</sup> July 2018 Commencing at 7.00pm

**Present:** Chair of Committee: Councillor P Myers

Councillors: Councillor L Robertson  
Councillor R Robertson

**Also Present:** Zero (0) Members of the Public

**In Attendance:** Donna Ford – Town Clerk

**Fire Safety – Evacuation Procedure / Recording Protocol**

The Officer present explained the fire evacuation procedure and the Town Council's recording protocol.

10.	<b><u>Apologies for Absence</u></b>  Councillor S Plumley Councillor A Slade  <b>Resolved:</b>
11.	<b><u>Declarations of Interest</u></b>  There were no Declarations of Interest.
12.	<b><u>Exclusion of the Press and Public</u></b>  To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 28.1.  <b>Resolved:</b> That in view of the confidentiality of Agenda Item 18 the Public and Press be excluded from the meeting.
13.	<b><u>Minutes</u></b>  <b><u>Notes for Operations Working Party – Tuesday 10<sup>th</sup> April 2018</u></b>  <b>Resolved:</b> That the notes of the final Operations Working Party held on Tuesday 10 <sup>th</sup> April 2018 be signed and adopted as a correct record.

	<p><b><u>Minutes for Operations Committee – Tuesday 15<sup>th</sup> May 2018</u></b></p> <p><b>Resolved:</b> That the Minutes of the Operations Committee held on Tuesday 15<sup>th</sup> May 2018 be signed and adopted as a correct record.</p>
14.	<p><b><u>Breaking the Mould</u></b></p> <p>Members received a report on a 'Breaking the Mould' event held by Frome Town Council on 12 April which had been attended by Councillor Myers, Councillor Slade and the Town Clerk.</p> <p><b>Resolved:</b> That the verbal report be noted.</p>
15.	<p><b><u>West Clewes Play Park</u></b></p> <p>Members considered quotes received for the redevelopment of the play park and agreed the consultation process.</p> <p><b>Resolved:</b> To accept the proposals supplied by Hags and engage them as the preferred supplier. The Clerk to run an open consultation at the Town Fayre using the Hags proposals to engage and decide upon a final design.</p>
16.	<p><b><u>Asset Transfer</u></b></p> <p>Members received a verbal update from Councillor Myers on the Asset Transfer.</p> <p><b>Resolved:</b> That the verbal report be noted.</p>
17.	<p><b><u>Town Signage Project</u></b></p> <p>Members received a verbal update from Councillor Myers on the Town Signage Project.</p> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>• To agree the locations proposed for the finger posts, Councillor Paul Myers to contact destinations on the map and seek approval.</li> <li>• To allocate £1500 to pay for the Town Council Finals.</li> </ul> <p><b>Noted:</b> Thanks were given to the management team for the work carried out on the signage project.</p>
18.	<p><b><u>Public Rights of Way</u></b></p> <p>Members discussed Public Rights of Way, on an issue that had been raised by a resident at the Annual Town Meeting held on Monday 23<sup>rd</sup> April 2018.</p> <p><b>Resolved:</b> To display a copy of the PROW map in the entrance to the Town Hall and provide a press release to advertise the map being displayed.</p>

19.	<p><b><u>Midsomer Norton Town Park Masterplan Part 2</u></b></p> <p>Members considered the MSN Town Park Masterplan proposal prepared by Bath &amp; North East Somerset Council</p> <p><b>Resolved:</b> To approve the masterplan with the agreed proposals amended and hold a final consultation at the Town Fayre to run for 21 days.</p> <p>Members considered a quote received for grass cutting and any further maintenance required.</p> <p><b>Resolved:</b> To approve the quote for the grass cutting and allocate a budget of £5,000 for the clearance of scrub and associated work required.</p>
20.	<p><b><u>West Clewes Play Area Fence</u></b></p> <p>Members received an update on the West Clewes Play Area fencing and considered the maintenance required.</p> <p><b>Resolved:</b> To allocate a budget of £2000 for the new fence and maintenance required at West Clewes and appoint a contractor to carry out the required work.</p>
21.	<p><b><u>Midsomer Norton River</u></b></p> <p>Members discussed the recent notification received and considered the action required.</p> <p><b>Resolved:</b> To work in conjunction with the Environmental Health Agency and obtain the information from Stonebarn as requested.</p>
22.	<p><b><u>CONFIDENTIAL BUSINESS</u></b></p> <p><b>Resolved:</b> That in view of the confidentiality of the business remaining to be discussed, being staffing matters, the Public and Press be excluded from the meeting.</p>
23.	<p><b><u>Appointment of a Deputy Clerk</u></b></p> <p>Members considered the terms and conditions including a job description for the appointment of a Deputy Clerk.</p> <p><b>Resolved:</b> Approval in principle of a Deputy Town Clerk with the funding to be agreed with the Finance Committee, a full paper to be submitted to Full Council for consideration.</p>

**Meeting closed at 21.13 pm**

**A signed copy of the minutes can be viewed at the Town Council Offices**

**Signed:** .....

**(Chair)**

**Dated:** .....