



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
11th September 2018 Commencing at 7.00pm

Present:	Chair of Committee	Councillor P Myers (Mayor)
	Councillors:	Councillor S Plumley (Vice Chair) Councillor L Robertson Councillor R Robertson Councillor A Slade (Deputy Mayor)
Also Present:	Donna Ford (Town Clerk)	
In Attendance:	Councillor Michael Rich	

Fire Safety – Evacuation Procedure / Recording Protocol

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

24.	<u>Apologies for Absence</u> Councillor A Purchase. Resolved: To accept the apology for absence.
25.	<u>Declarations of Interest</u> There were no Declarations of Interest.
26.	<u>Exclusion of the Press and Public</u> To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 28.1. Resolved: That in view of the confidentiality of Agenda Items 34 and 35 the Public and Press be excluded from the meeting.
27	<u>Minutes</u> Resolved: That the Minutes of the Operations Committee held on Tuesday 10 th July 2018 be signed and adopted as a correct record.
28.	<u>War Memorial</u> Members considered renovations required for the War Memorial.

	<p>Resolved: To Replace the flag, obtain a quote for cleaning and a structure survey.</p> <p>Resolved: Delegated powers to the Clerk to spend up to £3000 for the structural survey.</p>
29.	<p><u>Town Park</u></p> <p>Members considered the planting of a Silver Birch in the Town Park to commemorate the Suffragette anniversary this year.</p> <p>Resolved: To agree to the planting of a Silver Birch in the Town Park, providing a tree guard is also supplied.</p> <p>Members considered the management and tender process to implement the Master Plan.</p> <p>Resolved: To prepare a specification of work for phase one of the master Plan in conjunction with B&NES and start the tender process once the specification is finalised and agreed.</p> <p>Members considered associated clearance work prior to the Master Plan being implemented.</p> <p>Resolved: To accept the quotation received and instruct the initial clearing work to begin.</p>
30.	<p><u>Radstock Road Allotments - Thefts</u></p> <p>The Committee considered if any action is required to combat the thefts at the Allotments.</p> <p>Resolved: That the Allotment Association is now managing the situation and no action required from the Town Council.</p>
31.	<p><u>Car Speeding Issues in the High Street.</u></p> <p>Members discussed the car speeding issues in the High Street and any associated measures that could be implemented.</p> <p>Resolved: Cllr MR to explore having an up to date monitor completed over 7 days to be able assess the situation with the data collected.</p>
32.	<p><u>West Clews Play Park</u></p> <p>Members considered the operational report received.</p> <p>Resolved: To note the report and complete and complete and immediate work required.</p>

33.	<p><u>CONFIDENTIAL BUSINESS</u></p> <p>Resolved: 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>
34.	<p><u>Community Governance Level 4</u></p> <p>Members considered the Clerk completing the Community Governance Level 4 qualification over a two year period following approval in principle at Full Council with Terms and Conditions delegated to the Operations Committee.</p> <p>Clerk left the meeting whilst recommendations were made.</p> <p>Resolved: To agree and pay for the Clerk to complete the course over two years with no conditions or payback to be added to the Clerks contract.</p> <p>Clerk returned to the meeting.</p>
35.	<p><u>Recruitment of a Deputy Town Clerk</u></p> <p>Members considered the appointment of a Deputy Clerk following approval at Full Council with delegated powers to the Operational Committee for the Terms and Conditions.</p> <p>Resolved: That no clause would be implemented into the appointed officer's contract for the completion of CiLCA and no payback required.</p> <p>Noted:</p> <ul style="list-style-type: none"> • The Clerk to place the job advert with both SLCC and ALCA. • The Clerk to move into a separate office, currently being used by PM to allow space for when the deputy Clerk is appointed.

Meeting closed at 20:32 pm

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

Signed:

(Chair)

16th October 2018

Dated: