



# Midsomer Norton Town Council

Council Offices, Town Hall, The Island, Midsomer Norton, Bath BA3 2HQ

Tel: 01761 418701 Email: [townclerk@midsomernortontowncouncil.co.uk](mailto:townclerk@midsomernortontowncouncil.co.uk)

Mayor: Cllr Paul Myers BEM

Town Clerk: Donna Ford PSLCC

**Minutes of the Meeting of the Operations Committee  
held in the Beauchamp Room at the Town Hall, Midsomer Norton on  
Tuesday 13<sup>th</sup> November 2018 Commencing at 7.00pm**

**Present:** Chair of Committee Councillor P Myers (Mayor)  
(Arrived 19:07)

Councillors: Councillor S Plumley (Vice Chair)  
(Acting Chair 19:00 -19:07)  
Councillor A Purchase (19:33)  
Councillor L Robertson  
Councillor R Robertson  
Councillor A Slade (Deputy Mayor)  
Councillor M Rich (19:33)

**Also Present:** Donna Ford (Town Clerk)

**In Attendance:** 1 Member of the Public

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

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

44.	<b><u>Apologies for Absence</u></b>  No apologies received.
45.	<b><u>Declarations of Interest</u></b>  There were no Declarations of Interest.
46.	<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 55 the Public and Press be excluded from the meeting.
47.	<b><u>Minutes</u></b>  <b>Resolved:</b> That the Minutes of the Operations Committee held on Tuesday 16 <sup>th</sup> October 2018 be signed and adopted as a correct record.

48.	<p><b><u>Town Park</u></b></p> <p>Following for the delivery of the Town Park masterplan and delegation to the Finance and Operations Committee, members considered the appointment of a contractor for the detailed design work and spec for phase 1.</p> <p>Members received a verbal report from Councillor Plumley and the Clerk regarding the results of the interviews and score sheets that had taken place with the contractors that had supplied quotes.</p> <p><b>Resolved:</b> Following agreement with the Finance Committee members resolved to appoint New Leaf Studio and accept the fee proposal of £7,925 + VAT.</p>
49.	<p><b><u>Wayfinding</u></b></p> <p>Members considered the final designs for the wayfinding project.</p> <p><b>Resolved:</b> To except the final designs with the agreed amendments made and place the order.</p>
50.	<p><b><u>Public Safety</u></b></p> <p>Councillor Myers reported that due to a range of safety issues it would be prudent to convene a meeting with the Public Safety Group.</p> <p><b>Resolved:</b> Councillor Myers to Convene a meeting with the Public Safety Group.</p>
51.	<p><b><u>Royal Charters</u></b></p> <p>Councillor Myers gave a verbal report update and advised on the work that had been completed to date for the Royal Charters.</p> <p><b>Resolved:</b> That the Clerk and Councillor Myers to visit the Duchy for confirmation on the Royal Charters.</p>
52.	<p><b><u>Christmas Social</u></b></p> <p>The Clerk reported that the arrangements were in place for the Christmas Social but due to recent communications made to the Town Council for transport members should consider offering transport as per previous years.</p> <p><b>Resolved:</b> To offer transport for the Christmas and Social and invite Age UK to attend.</p>
53.	<p><b><u>Car Speeding Issues in the High Street</u></b></p> <p>Councillor M Rich gave a verbal report on the actions taken since the last meeting.</p>

	<p><b>Resolved:</b> Councillor M Rich to ascertain final costings and investigate the suitability for having a movable speed signage installed and report in writing to the next Operations Committee meeting.</p> <p>Noted: Proposed locations:</p> <ul style="list-style-type: none"> <li>• High Street</li> <li>• Chilcompton Road</li> <li>• West Road</li> <li>• Northmead Road</li> <li>• Radstock Road</li> </ul>
54.	<p><b><u>Disabled Crossing on the Island</u></b></p> <p>Councillor Myers reported on an issue regarding the crossing on the Island and the difficulties reported for wheelchair users due to the high kerbs.</p> <p><b>Resolved:</b> Councillor Myers and Plumley to contact B&amp;NES to arrange an onsite meeting to look at the issues and report back to the next meeting.</p>
55.	<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>
56.	<p><b><u>Deputy Clerk</u></b></p> <p>The clerk reported that the closing dates for applications had now closed and due to a low level of applications received a fair sift could not be completed.</p> <p><b>Resolved:</b> To hold a HR Working Group meeting to review the role.</p>

**Meeting closed at 8.18 pm**

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

**Signed:** .....

**(Chair)**

**11<sup>th</sup> December 2018**

**Dated:** .....