



# 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 Sarah Ann Room at the Town Hall, Midsomer Norton on Tuesday  
15<sup>th</sup> May 2018 Commencing at 7.00pm

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

Councillors: Councillor S Plumley  
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.

<b>1.</b>	<p><b><u>Election of Chair for Municipal Year 2018/2019</u></b></p> <p>The outgoing Chair of the Operations Working Party, Councillor P Myers sought nominations for the position of Chair of the Committee for the Municipal Year 2018/2019. Councillor Myers was duly nominated and elected.</p> <p><b>Resolved:</b> That Councillor Myers be elected as Chair of Committee for the Municipal year 2018/2019.</p> <p><b>Resolved:</b> That Councillor Myers should make, a declaration of acceptance of the office with the Proper Officer at the earliest convenient time (as prescribed in the Local Elections (Declaration of Acceptance of Office) Order 2001 (SI 2001 No 3941)) and in the meantime assume the Chair for the rest of the meeting.</p>
<b>2.</b>	<p><b><u>Apologies for Absence</u></b></p> <p>Apologies for Absence were received from Councillor Slade and Purchase who had an alternative engagement.</p> <p><b>Resolved:</b> To accept the apologies with the reasons given.</p>
<b>3.</b>	<p><b><u>Election of Vice Chair for the Municipal Year 2018/2019</u></b></p> <p>The Chair of Committee sought nominations for the position of Vice Chair of the Committee for the Municipal Year 2018/2019. Councillor Plumley was duly</p>

	<p>nominated for the position.</p> <p><b>Resolved:</b> That Councillor Plumley be elected as Vice Chair of the Operations Committee for the Municipal Year 2018/2019.</p>
4.	<p><b><u>Declarations of Interest</u></b></p> <p>There were no Declarations of Interest.</p>
5.	<p><b><u>Exclusion of the Press and Public</u></b></p> <p>To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 28.1.</p> <p><b>Resolved:</b> That in view of the confidentiality of Agenda Item 8 and 9, the Public and Press be excluded from the meeting.</p>
6.	<p><b><u>Minutes</u></b></p> <p><b><u>Notes for Operations Party – Tuesday 10<sup>th</sup> April 2018</u></b></p> <p><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>
7.	<p><b><u>LIFE Magazine</u></b></p> <p>Members of the Committee discussed the final plans for the Summer 2018 edition.</p> <p><b>Resolved:</b> That final plans for the summer edition be accepted.</p>
<b>CONFIDENTIAL BUSINESS</b>	
8.	<p><b><u>Town Warden</u></b></p> <p>Members of the Committee reviewed the applications and plans for interview and agreed a final task list the new Town Warden post.</p> <p><b>Resolved:</b> Following the results of the sift, 4 applicants would be invited to interview on Tuesday 22<sup>nd</sup> May, a written task and a question and answer session would form the basis of the interview.</p> <p>Noted – The successful applicant would be required to have an Enhanced DBS check completed due to the nature of the role.</p>
9.	<p><b><u>Resourcing</u></b></p> <p>Members of the Committee considered and reviewed the responsibilities of the current Officers, with the view to restructure and appointment of a further Officer.</p>

<b>Resolved:</b> The clerk would complete a background paper to take to Full Council at the next meeting for consideration.
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**Meeting closed at 8:08 pm**

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

**Signed:** .....  
**(Chair)**

**Dated:** .....