



# Midsomer Norton Town Council

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Mayor: Cllr Paul Myers BEM

Town Clerk: Clive Stilwell MILCM

**Minutes of the Meeting of the Council held in the Beauchamp Room  
at the Town Hall, Midsomer Norton on Monday 5<sup>th</sup> March 2018  
Commencing at 7.00pm**

**Present:** Town Mayor: Cllr P Myers

**Also Present:** Cllr G Davis, Cllr G Mackay, Cllr A Slade, Cllr A Purchase, Cllr M Evans, Cllr S Plumley, Cllr M Rich, Cllr B Lawrence, Cllr L Robertson, Cllr R Robertson.

Seven members of the Public and Press.

**In Attendance:** Clive Stilwell – Town Clerk

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

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

<b>179</b>	<b><u>Apologies for Absence and to consider the reasons given</u></b>  All members were present at the meeting.
<b>180</b>	<b><u>Mayor's Announcements</u></b>  The Mayor welcomed Donna Ford who had recently been appointed as the new Town Clerk. Members wished her well in the post.  The Mayor also noted that this was the last meeting at which the current Clerk would be the Proper Officer and expressed his and the Council's thanks for the work that he had done over the past five years.  Following the heavy snow fall and associated low temperatures of the previous weekend, the Mayor congratulated all those in the town who had pulled together to ensure the safety of the community and paid particular tribute to B&NES Council staff who had helped to clear snow and ice from the High Street and those shopkeepers who had opened their premises to provide vital supplies.  The Mayor noted that Midsomer Norton had finally been invited to take part in this year's Somer Valley Walking Festival.  Finally, the Mayor described an initiative by B&NES Council to engage with younger people and include them in local democracy. He felt this could be mirrored in the town and would bring this to a future meeting for consideration.

181	<p><b><u>Clerk's Report</u></b></p> <p>Letters had been sent to Mendip District Council and to B&amp;NES Council regarding the survey about affordable housing and to date no replies had been received.</p> <p>The Council's 2018-19 Precept requirements had been confirmed to B&amp;NES Council and the Precept leaflet had been submitted on time. The response to the Consultation on supported bus contracts had been sent to B&amp;NES Council.</p> <p>The four Councillors appointed to agree the final version of the Street Marshal contract had met with RS Security and a new contract had been agreed – final copies had been issued for signature.</p> <p>A high number of applications for the Ground and Town Maintenance Officer post had been received and these were due to be scored to create a shortlist for interviews on the arrival of the new Town Clerk.</p> <p>A detailed and comprehensive handover plan had been developed for the arrival of the new Town Clerk.</p> <p>Due to the risk of missing out on ticket allocations, three places had been booked for Cllrs Slade and Myers and the new Clerk at the Frome Town Council conference in April.</p> <p>Finally, the Clerk wished to record his thanks to everyone involved with the Town Council – all past and present Councillors, colleagues and all the volunteers, the Council's contractors and our partners at B&amp;NES Council - for all the help and support that he had received over the previous 5 years.</p>
182	<p><b><u>Declarations of Interest.</u></b></p> <p>There were no declarations of interest.</p>
183	<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 the Public (including the Press) be excluded under Standing Order 28.1 for Item 199 as it contains personal information with regard to employee salaries.</p>
184	<p><b><u>Minutes</u></b></p> <p>The minutes of the Meeting of the Midsomer Norton Town Council held on Monday 5<sup>th</sup> February 2018 had been circulated in the Agenda.</p> <p><b>Resolved:</b> That the Minutes of the Meeting of the Midsomer Norton Town</p>

	<p>Council held on Monday 5<sup>th</sup> February 2018 be signed and adopted as a correct record. The Mayor subsequently signed the minutes.</p>
<b>185</b>	<p><b><u>Accounts for Payment – January 2018</u></b></p> <p>Members reviewed the ‘Schedule(s) of Accounts for Payment’ for January 2018 and authorise the payments.</p> <p><b>Resolved:</b> That the ‘Schedule(s) of Accounts for Payment’ for January 2018 be approved.</p>
<b>186</b>	<p><b><u>Working Parties</u></b></p> <p><b>a. Finance Working Party</b> – Members received a verbal account of the meeting of the Finance Working Party held on Tuesday 13<sup>th</sup> February 2018 from Cllr B Lawrence.</p> <p><b>b. Operations Working Party</b> – Members received a verbal account of the meeting of the Operations Working Party held on Thursday 22<sup>nd</sup> February 2018 from Councillor Paul Myers.</p> <p><b>Resolved:</b> That the verbal reports from the working parties be noted.</p>
<b>187</b>	<p><b><u>To Receive Reports from Councillors on Outside Bodies</u></b></p> <p>Members received verbal reports from Councillors on Outside Bodies.</p> <p><b>Resolved:</b> That the verbal reports from Outside Bodies be noted.</p>
<b>188</b>	<p><b><u>Midsomer Norton High Street Regeneration</u></b></p> <p><b>Resolved:</b> To note the update from Cllr P Myers on Regeneration.</p>
<b>189</b>	<p><b><u>Community Grants</u></b></p> <p>Members considered recommendations from the FWP on Grant applications received.</p> <p><b>Resolved:</b> That the Council should make the following awards:</p> <p>The Royal British Legion £1,200  WISH £700  The Thursday Club £100  Three Firms £200  Somerset &amp; Dorset Railway Heritage Trust £2,000  MSN Community Trust £2,000</p> <p>Members considered a report from the Clerk proposing changes to the Grants policy.</p>

	<p>After discussion it was agreed that, in principle, the revised process and policy should be adopted subject to the FWP agreeing an effective date and a more detailed policy and forms being developed.</p> <p><b>Resolved:</b> That the revised policy be worked up along with new forms to be implemented on a date to be agreed by the Finance Working Party.</p>
<b>190</b>	<p><b><u>Risk Plan 2018/2019</u></b></p> <p>Members considered the 2018/2019 Risk Strategy and updated Action Plan. Members also noted that the Plan would be updated once the new GTMO was in post and risks would be considered for reallocation by the new Town Clerk.</p> <p><b>Resolved:</b> To endorse the updated Risk Action Plan and that the Mayor and the Town Clerk should sign the Plan accordingly.</p>
<b>191</b>	<p><b><u>Town Council Governance</u></b></p> <p>Members considered a paper from the Operations Working Party on future arrangements for Committees, Working Parties and broader governance of the Town Council and how to take this forward.</p> <p><b>Resolved:</b> That the Council approved the direction of travel in the proposals and that the new Town Clerk, working with the Finance and Operations Working Parties (and in particular their Chairs), should draft revised governance documentation including Terms of Reference and changes to Delegations and Standing Orders as required before submitting them to the Council for final approval.</p>
<b>192</b>	<p><b><u>Street Naming of an Additional Road at Fosseyway South</u></b></p> <p>Members considered a request to comment on a proposal for a name of an additional road.</p> <p><b>Resolved:</b> That the Clerk should advise B&amp;NES Council that there were no objections to naming the additional road Haddon Close.</p>
<b>193</b>	<p><b><u>The Great British Spring Clean</u></b></p> <p>Members considered whether and how the Council should take part in the 2018 Great British Spring Clean.</p> <p><b>Resolved:</b> That the Spring Litter Pick be arranged for 18<sup>th</sup> March 2018 and that the Clerk should register this with the Great British Spring Clean and issue a Press Release.</p>
<b>194</b>	<p><b><u>Asset Transfer</u></b></p> <p>Members considered a report and recommendation from the Asset Transfer team on progress and decisions required</p>

	<p><b>Resolved:</b> That the Council approves the terms of the Asset Transfer as set out in the briefing note and that the Project team be authorised to move to the contract stage noting the issues still to be resolved.</p>
195	<p><b><u>Somer Valley Enterprise Zone: Key Stakeholder Group</u></b></p> <p>Members considered appointing a representative the Town Council on the Key Stakeholder Group.</p> <p><b>Resolved:</b> That Cllr A Slade be appointed as the Town Council's representative on the Steering Group for the Somer Valley Enterprise Zone.</p>
196	<p><b><u>Public Safety Meetings</u></b></p> <p>Cllr P Myers proposed that the Town Council instigate a Public Safety Group involving a number of Agencies and organisations that would meet quarterly and be supported by Officers. It was agreed that the four Councillors who reviewed the Street Marshal contract should be appointed initially.</p> <p><b>Resolved:</b> That a new Public Safety Group be instigated and that the OWP be tasked with taking this forward.</p>
197	<p><b><u>Town Park Update</u></b></p> <p>The Clerk updated Councillors on the work on the Masterplan and it was proposed that the Annual Town Meeting be used to consult the public on the emerging plans.</p> <p><b>Resolved:</b> That the Annual Town Meeting be used to consult the community on the emerging Park plans.</p>
198	<p><b><u>Battle's Over – 100 Years of Remembrance</u></b></p> <p>The Town Council considered a proposal that a steering group be set up to coordinate activities in the town for the 100 years of remembrance.</p> <p><b>Resolved:</b> That a group to coordinate the 100 Years of Remembrance be formed, that Cllrs Slade and Purchase lead the work and that Officer should support this including arranging an initial meeting.</p>
	<p><b>CONFIDENTIAL</b></p>
199	<p><b><u>Personnel Matters for Council</u></b></p> <p>Members noted a paper setting out actions completed on the appointment of the new Town Clerk and dealt with outstanding matters regarding the departing Town Clerk.</p> <p><b>Resolved:</b> That the outgoing Clerk be paid for untaken leave and that the</p>

	effective date for the new Clerk to assume the Proper Officer and RFO duties would be 19 <sup>th</sup> March 2018.
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**Meeting closed at 9.10pm**

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

**Signed:** .....

**(Mayor)  
9<sup>th</sup> April 2018**

**Dated:** .....