



Midsomer Norton Town Council

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

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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 Tuesday 7th November 2017
Commencing at 7.00pm**

Present: Town Mayor: Cllr P Myers

Also Present: Cllrs S Plumley, G Davis, A Slade, M Evans, G Mackay, B Lawrence, R Robertson, L Robertson.

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.

102.	<u>Apologies for Absence and to consider the reasons given</u> Apologies were received from Cllr A Purchase due to a family commitment. Resolved: To accept the apologies and the reasons given.
103.	<u>Mayor's Announcements</u> Following communication from residents (two of whom had spoken during the Public Session, the Mayor had written to the Police and Crime Commissioner, attended and Engagement Session with her and spoken with the Police. A commitment had been secured to fully address issues in the area of Gullock Tynning. Arrangements were being discussed with the Street Pastors to explore an after school Pastor capability. The Mayor undertook to report back at a future meeting. The Mayor had surveyed issues with access to public toilets with a disabled resident. An article was being produced for LIFE Magazine. The Christmas event, run by the Community Trust and Chamber of Commerce was scheduled for 1 st December 2017. The Remembrance Sunday Parade was due to take place on Sunday 12 th November.
104.	<u>Clerk's Report</u> The new rubbish arrangements introduced by B&NES Council had prompted a high level of calls to the Town Council offices despite the very thorough communications from them.

	<p>The Park Masterplan work was due to commence soon and Members would be updated as progress was made including consultation at regular key stages.</p> <p>All other issues were to be covered by Agenda items.</p>
105.	<p><u>Declarations of Interest.</u></p> <p>There were no declarations of interest.</p>
106.	<p><u>Exclusion of the Press and Public</u></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>Resolved: That item 124 be dealt with after the Public (including the Press) were to be excluded under Standing Order 28.1 due to the confidential staff matter to be discussed.</p>
107.	<p><u>Minutes</u></p> <p>The minutes of the Meeting of the Midsomer Norton Town Council held on Monday 2nd October 2017 had been circulated in the Agenda.</p> <p>Resolved: That the Minutes of the Meeting of the Midsomer Norton Town Council held on Monday 2nd October 2017 be signed and adopted as a correct record. The Mayor subsequently signed the minutes.</p>
108.	<p><u>Standing Committees</u></p> <p>The Minutes of the Meeting of the Midsomer Norton Town Council Planning Committee held on Monday 9th October 2017 had been circulated with the Agenda. Cllr Evans requested that the Clerk look in to why the Planning Committee Minutes were adopted at the Full Council meeting and not the Planning Committee. The Clerk agreed to provide an explanation separately. The Clerk also explained that, as set out in the Town Council's Standing Orders [Para 6] unless the majority of Members present at the meeting demand that the names for and against the motion or amendment or abstaining from voting be taken down in writing and recorded in the minutes, the minutes of any committee or Full Council meeting would not do so. Any resolution agreed unanimously or by a majority would simply be recorded as a resolution in the absence of this demand being made and agreed.</p> <p>Resolved: That the minutes of the Meeting of the Midsomer Norton Town Council Planning Committee held on Monday 9th October 2017 be signed and adopted as a correct record. The Chair of the Planning Committee subsequently signed the minutes.</p>
109.	<p><u>Accounts for Payment – September 2017</u></p> <p>Members reviewed the 'Schedule(s) of Accounts for Payment' for September</p>

	<p>2017 and authorise the payments.</p> <p>Resolved: That the 'Schedule(s) of Accounts for Payment' for September 2017 be approved.</p>														
110.	<p><u>Working Parties</u></p> <p>a. Finance Working Party – Members received a verbal account of the meeting of the Finance Working Party held on Tuesday 10th October 2017 from Cllr B Lawrence.</p> <p>b. Operations Working Party – Members received a verbal account of the meeting of the Operations Working Party held on Tuesday 10th October 2017 from Councillor Paul Myers.</p> <p>Resolved: That the verbal reports from the working parties be noted.</p>														
111.	<p><u>To Receive Reports from Councillors on Outside Bodies</u></p> <p>Members received verbal reports from Councillors on Outside Bodies.</p> <p>Resolved: That the verbal reports from Outside Bodies be noted.</p>														
112.	<p><u>Midsomer Norton High Street Regeneration</u></p> <p>Members received an updated from Councillor P Myers on the Midsomer Norton North High Street Regeneration.</p> <p>Resolved: To note the update from Cllr P Myers on Regeneration.</p>														
113.	<p><u>Community Grants</u></p> <p>Members considered recommendations from the FWP on seven (7) Grant applications received.</p> <p>Resolved: That the Council should make the following awards:</p>														
	<table> <tr> <td>Somerset Farmers Market</td> <td>£1,200</td> </tr> <tr> <td>Keynsham & District Mencap Society</td> <td>£1,000</td> </tr> <tr> <td>AGE UK</td> <td>£1,500</td> </tr> <tr> <td>Wansdyke Paly Association</td> <td>£750</td> </tr> <tr> <td>Citizen Advice (CAB)</td> <td>£1,500</td> </tr> <tr> <td>Barn Poetry</td> <td>£100</td> </tr> <tr> <td>St Johns Primary School</td> <td>£750</td> </tr> </table>	Somerset Farmers Market	£1,200	Keynsham & District Mencap Society	£1,000	AGE UK	£1,500	Wansdyke Paly Association	£750	Citizen Advice (CAB)	£1,500	Barn Poetry	£100	St Johns Primary School	£750
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114.	<p><u>Midsomer Norton Town Council Christmas Cards</u></p> <p>Members considered the purchase and posting of Christmas Cards</p> <p>Resolved: That the Town Council should send Christmas cards for 2017, that</p>														

	Officers consult Members on recipients and then acquire cards for Members to sign.
115.	<p><u>Midsomer Norton War Memorial</u></p> <p>Members considered a report received from the Town Clerk recommending that work be carried out on the Midsomer Norton War Memorial following a report received from Bath & North East Somerset Council.</p> <p>Resolved: That Officers should:</p> <ul style="list-style-type: none"> • Obtain two quotes for a structural survey • Seek Grant funding from the War Memorials Trust for 75% of the structural survey costs and liaise with them over the survey • Be authorised to utilise up to £1,000 from the 2017/18 budget for the balance of the survey costs • Create a War Memorial Reserve to provide funds for any future work • Submit further proposals to Full Council on the work to be carried out on receipt of the survey report and on the funding required
116.	<p><u>Co-option of a Town Council</u></p> <p>Members considered a report received from the Town Clerk following the resignation of Councillor L Barnes. Two detailed amendments to the papers were discussed and agreed but these did not affect the recommendation.</p> <p>Resolved: That the proposals be approved (subject to two amendments) for the timetable, draft advertisement, draft application pack and proposed selection process.</p>
117.	<p><u>Somer Valley Transport Survey</u></p> <p>Members considered and agreed a response on behalf of the Town Council to the consultation on the draft Non-Technical Summary Report on the Transport Strategy.</p> <p>Following a detailed discussion it was agreed that Cllr Myers should work with the Clerk to submit the responses discussed in the meeting.</p> <p>Resolved: That Cllr Myers respond on behalf of the Town Council.</p>
118.	<p><u>Financial Regulations</u></p> <p>Members considered a recommendation to update and adopt revised Financial Regulations.</p> <p>Resolved: That the draft Financial Regulations be adopted.</p>
119	<u>Community Empowerment Fund</u>

	<p>Members received an oral report from Councillors Myers and Plumley on proposal for signage in and around the town. Cllr Myers elected to abstain from any decision as the matter fell within his portfolio as a Cabinet member at B&NES Council.</p> <p>Resolved: That the Town Council should use the Community Empowerment Fund for signage improvements and that the final proposed work should be brought to Council for approval.</p>
120.	<p><u>General Data Protection Regulations</u></p> <p>Members received a report from the Town Clerk on updated Data Protection legislation.</p> <p>Resolved: That the Town Council would comply with the GDPR, that it has met Step 1 of 12 in being made aware of the GDPR and that the Clerk be instructed to make arrangements for the Council's compliance, keeping it updated as work progresses ahead of the May 2018 deadline</p>
121.	<p><u>Grounds Role</u></p> <p>Members considered a report from the Town Clerk and the OWP/FWP on employing an additional Officer to carry out Grounds and Maintenance work.</p> <p>Resolved: That the Town Council should recruit a new member of staff for a role on grounds maintenance and that the proposed recruitment process be adopted.</p>
122.	<p><u>Street Marshal Contract Extension</u></p> <p>Members considered a report proposing the extension of the Street Marshal contract to enable a revised requirement to be developed.</p> <p>Resolved: That the Clerk should request an extension until March 2018 of the Street Marshal contract and put in place plans to compete the new requirement following consultation with the Operations Working Party.</p>
123.	<p><u>Arts Programme Future Funding</u></p> <p>Members considered funding of the Arts Programme if the Community Trust does not secure Bath & North East Somerset Council match funding.</p> <p>Resolved: That the budget of £4,000 be made available to the Community Trust and that a report be requested from them on its utilisation.</p>
	CONFIDENTIAL
124.	<p><u>Town Clerk Contract of Employment</u></p> <p>Following a discussion the Council agreed to amend the Clerk's contract and to adopt the proposed recruitment plan.</p>

Resolved: To amend the Clerk's contract and to adopt the proposed recruitment plan.
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Meeting closed at 9.00pm

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

Signed:

(Mayor)

4th December 2017

Dated: