



# 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 Michael Evans Town Clerk: Donna Ford PSLCC

## Minutes of the Annual Meeting of the Town Council held in The Hollies, Midsomer Norton on Monday 14<sup>th</sup> May 2019 Commencing at 7.00pm

**Present:** Town Mayor: Councillor M Evans (Mayor)  
Councillors: Councillor S Plumley (Deputy Mayor)  
Councillor J Baker  
Councillor L Clement  
Councillor S Graham  
Councillor B Lawrence  
Councillor G Mackay  
Councillor M Moxham  
Councillor L Robertson  
Councillor R Robertson  
Councillor A Slade (outgoing Deputy Mayor)  
Councillor C Smith

**Also Present:** Three (3) Members of the Public

**In Attendance:** Town Clerk - Donna Ford  
Deputy Town Clerk – Amanda Hazell  
Administrator – Caroline Brown

### Fire Safety – Evacuation Procedure / Recording Protocol

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

**7.00pm Welcome**

**7.05pm Chaplains Thought for the Day**

#### **1. Election of Mayor**

The outgoing Deputy Mayor Alastair Slade, sought nominations for the position of Mayor of Midsomer Norton for the Municipal Year 2019/2020.

**Resolved:** Councillor Michael Evans be elected as Mayor of Midsomer Norton for the Municipal Year 2019/2020.

The Mayor made, in the presence of the Proper Officer, and delivered to the Council a declaration of acceptance of the office as prescribed in the Local Elections (Declaration of Acceptance of Office) Order 2001 (SI 2001 No 3941).

The Mayor officially thanked all outgoing Councillors and the outgoing Mayor Paul Myers for all the hard work over the last 11 years.

	<p>The outgoing Deputy Mayor chaired for Item 1. Proceedings then presided over by Mayor Michael Evans.</p>
2.	<p><b><u>Election of Deputy Mayor</u></b></p> <p>The Mayor sought nominations for the position of Deputy Mayor of Midsomer Norton for the Municipal Year 2019/2020.</p> <p><b>Resolved:</b> Councillor Steve Plumley be elected as Deputy Mayor of Midsomer Norton for the Municipal Year 2019/2020.</p>
3.	<p><b><u>Apologies for Absence and to consider the reasons given</u></b></p> <p><b>Noted:</b> No absences to note at the Meeting.</p> <p><b>Noted:</b> The Councillor attendance for 2018/2019.</p>
4.	<p><b><u>Declarations of interest</u></b></p> <p><b>Noted:</b> 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 Items 25 and 26 the Public and Press be excluded from the meeting.</p>
6.	<p><b><u>The General Power of Competence</u></b></p> <p>Members received a report from the Town Clerk regarding the General Power of Competence.</p> <p><b>Resolved:</b> The Council adopts and uses the General Power of Competence immediately. Midsomer Norton Town Council confirms that it meets the criteria for the use of the General Power of Competence in having more than two thirds elected Councillors and an appropriately qualified Clerk and resolves to adopt the Power immediately.</p>
7.	<p><b><u>Minutes</u></b></p> <p>The Minutes of the Meeting of Midsomer Norton Town Council held on Monday 25th February 2019 had been circulated with the Agenda.</p> <p><b>Resolved:</b> That the Minutes of the Meeting of the Town Council held on Monday 25<sup>th</sup> February 2019 be signed and adopted as a correct record. The Mayor subsequently signed the minutes.</p>
8.	<p><b><u>Finance and Operations Committee Formation</u></b></p> <p>Members considered the formation of a joint Finance and Operations Committee as agreed and recommended by the Finance and Operations Committees.</p>

	<p><b>Resolved:</b> To establish a Finance and Operations Committee and adopt the Terms of Reference as approved.</p>							
9.	<p><b><u>Dissolve Finance and Operations Committee</u></b></p> <p>Members considered to dissolve the current :</p> <ul style="list-style-type: none"> <li>• Finance Committee</li> <li>• Operations Committee</li> </ul> <p><b>Resolved:</b> To dissolve both the Finance Committee and Operations Committee with immediate effect.</p>							
10.	<p><b><u>To Review and Appoint Members to serve on the Town Council's Standing Committees</u></b></p> <p>The Council was asked to review and appoint Members to serve on the Standing Committee for the municipal year 2019/2020.</p> <p><b>Resolved:</b> The Members in the table below be appointed to serve on the Town Council's Standing Committees.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Planning Committee</b></td> <td>Councillor M Evans (Mayor) Councillor L Clement Councillor B Lawrence Councillor G Mackay Councillor M Moxham Councillor L Robertson Councillor R Robertson</td> </tr> <tr> <td><b>Finance and Operations Committee</b></td> <td>Councillor S Plumley (Deputy Mayor) Councillor B Lawrence Councillor G Mackay Councillor M Moxham Councillor L Robertson Councillor R Robertson</td> </tr> <tr> <td><b>Personnel Working Party</b></td> <td>Councillor M Evans (Mayor) Councillor S Plumley (Deputy Mayor) Councillor S Graham Councillor R Robertson</td> </tr> </table>		<b>Planning Committee</b>	Councillor M Evans (Mayor) Councillor L Clement Councillor B Lawrence Councillor G Mackay Councillor M Moxham Councillor L Robertson Councillor R Robertson	<b>Finance and Operations Committee</b>	Councillor S Plumley (Deputy Mayor) Councillor B Lawrence Councillor G Mackay Councillor M Moxham Councillor L Robertson Councillor R Robertson	<b>Personnel Working Party</b>	Councillor M Evans (Mayor) Councillor S Plumley (Deputy Mayor) Councillor S Graham Councillor R Robertson
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11.	<p><b><u>Appointment of Representatives on Outside Bodies</u></b></p> <p>The Council was asked to appoint representative(s) to serve on outside bodies for the ensuing year 2019/2020. Members were allocated responsibilities as follows:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">Name of Organisation</th> <th>Representative</th> </tr> </thead> <tbody> <tr> <td>ALCA/NALC</td> <td>Councillor L Robertson Councillor R Robertson Councillor J Baker</td> </tr> <tr> <td>Community Alcohol Partnership (CAP)</td> <td>NONE</td> </tr> </tbody> </table>		Name of Organisation	Representative	ALCA/NALC	Councillor L Robertson Councillor R Robertson Councillor J Baker	Community Alcohol Partnership (CAP)	NONE
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	Midsomer Norton & Radstock Chamber of Commerce	Councillor L Robertson Councillor R Roberston
	Midsomer Norton and District Twinning Committee	Councillor S Plumley
	Midsomer Norton Community Association	Councillor M Evans Councillor S Plumley
	Midsomer Norton Community Trust	Councillor G Mackay Councillor L Robertson Councillor L Clement Councillor S Graham Councillor C Smith
	Midsomer Norton Neighbourhood Development Plan	Councillor M Evans Councillor B Lawrence Councillor G Mackay Councillor L Clement
	Midsomer Norton Society	Councillor L Robertson Councillor R Roberston
	Midsomer Norton Town Trust	Councillor M Evans Councillor B Lawrence Councillor S Plumley Councillor R Robertson
	Parish Cluster Meetings	Councillor M Evans
	Somer Valley FM	Councillor J Baker
	Somer Valley Partnership	Councillor L Robertson
	Somerset & Dorset Railway Heritage Trust	Councillor G Mackay
	South Wansdyke Advice Network (SWAN)	Councillor M Evans
	Sports Group	Councillor S Plumley
	Transport Group	Councillor C Smith Councillor M Moxham
	Welton Rovers Football Club	Councillor S Plumley
	Writhlington Sports Trust	Councillor S Plumley
	Youth Groups	Councillor G Mackay
<b>12.</b>	<b><u>To Review the Committee's - Terms of reference</u></b>	
	The Council was asked to review the Planning Committee's existing Terms of Reference.	

	<p><b>Resolved:</b> That the revised Planning Terms of Reference circulated with the Agenda be adopted.</p>
13.	<p><b><u>Dispensations for Declarations of Interest - MSN Community Trust, MSN Town Trust</u></b></p> <p>Members considered a recommendation from the Town Clerk that Council should resolve to grant dispensations to Members who are also in official roles in the Community Trust and Town Trust.</p> <p><b>Resolved:</b> That dispensation be granted to the Members.</p>
14.	<p><b><u>Mayor's Announcements</u></b></p> <p><b>Resolved:</b> The Mayors announcements were note by the Councillors.</p>
15.	<p><b><u>Town Clerk's Report</u></b></p> <p>Members received the report from the Town Clerk on matters since the last meeting.</p> <p><b>Resolved:</b> The report was noted.</p>
16.	<p><b><u>To hear Reports from Councillors attending Meetings of Outside Bodies</u></b></p> <p>Members representing the Council on outside bodies reported back to the Council.</p> <p><b>Resolved:</b> That the reports from Outside Bodies be noted.</p>
17.	<p><b><u>Accounts for Payment –</u></b></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for</p> <p>(i) Purchases Under £250.00 (ii) Purchases Over £250.00</p>
18.	<p><b><u>Annual Investment Strategy</u></b></p> <p>Members were asked to approve and adopt the Annual Investment Strategy for 2019/2020.</p> <p><b>Resolved:</b> That the Council adopts the Annual Investment Strategy for 2019/2020.</p>
19.	<p><b><u>Systems of Internal Controls</u></b></p> <p>Members were asked to approve the current System of Internal Controls for 2019/2020.</p> <p><b>Resolved:</b> The current System of Internal Controls were reviewed and approved for 2019/2020.</p>
20.	<p><b><u>Standing Orders</u></b></p> <p>Members were requested to review the current Standing Orders to coincide with the</p>

	<p>adopted Terms of Reference for the Finance and Operations Committee.</p> <p><b>Resolved:</b> That the revised Standing Orders be adopted.</p>
21.	<p><b><u>Financial Regulations</u></b></p> <p>Members were requested to review and adopt revised Financial Regulations as required.</p> <p><b>Resolved:</b> That the revised Financial Regulations be adopted.</p>
22.	<p><b><u>Planning Applications for Consideration</u></b></p> <p>To consider a schedule of applications submitted for consultation.</p> <p><b>Resolved:</b> It was resolved that the Planning Applications be deferred to the next Planning Committee meeting on Wednesday 22<sup>nd</sup> May 2019.</p>
23.	<p><b><u>Proposed Works to Trees</u></b></p> <p>To consider a schedule of the applications for proposed Tree Works.</p> <p><b>Resolved:</b> It was resolved that the Proposed Works to Trees be deferred to the next Planning Committee meeting on Wednesday 22<sup>nd</sup> May 2019.</p>
24.	<p><b>CONFIDENTIAL BUSINESS</b></p> <p><b>Resolved:</b> That in view of the confidentiality of the business remaining to be discussed, the public and press to be excluded from the meeting.</p>
25.	<p><b><u>Freedom of the Town</u></b></p> <p>Members to consider granting Paul Myers the Freedom of the Town.</p> <p><b>Resolved:</b> Members resolved to grant the Freedom of the Town to Paul Myers. Under Section 249 (5) of the Local Government, as amended by Section 29 of the Local Democracy, Economic Development &amp; Construction Act 2009, the Council (including a Town Council) is able to admit to be Honorary Freemen or Honorary Freewomen of the place or area for which it is the authority.</p> <p>Freemen or Freewomen awards will be considered as recognition for one or more of the following:</p> <ul style="list-style-type: none"> <li>i) For exceptional public service to the benefit of the town/community of Midsomer Norton over a number of years.</li> <li>ii) For outstanding achievement and/or for bringing honour on Midsomer Norton through that achievement.</li> </ul> <p>The Town Clerk to organise a suitable emblem to commemorate this within a budget of £500 and to liaise with the Mayor or Deputy Mayor for approval.</p>
26.	<p><b><u>Officer Pay - National Salary Award 2019-2020</u></b></p>

Members to note that Officer Pay has been increased in accordance with the national agreement of 2% for 2019/2020 and in line with contractual agreements.

**Resolved:** Officers pay increase noted.

**Meeting finished at: 8.15pm**

**Signed:** .....

**Dated:** .....

DRAFT