



Midsomer Norton Town Council

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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 12th March 2019 Commencing at 7.00pm**

Present: Chair of Committee Councillor P Myers (Mayor)
Councillors: Councillor S Plumley (Vice Chair)
Councillor A Purchase
Councillor L Robertson
Councillor R Robertson
Councillor A Slade (Deputy Mayor)

Also Present: Donna Ford (Town Clerk)

In Attendance: 0 Members of the Public

Fire Safety – Evacuation Procedure / Recording Protocol

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

83	<u>Apologies for Absence</u> Councillor A Purchase Resolved: To accept the apology for absence.
84	<u>Declarations of Interest</u> There were no Declarations of Interest.
85	<u>Exclusion of the Press and Public</u> To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 28.1. Resolved: That in view of the confidentiality of Agenda Item 95 the Public and Press be excluded from the meeting.
86	<u>Minutes</u> Resolved: That the Minutes of the Operations Committee held on Tuesday 12 th February 2019 be signed and adopted as a correct record.
87	<u>West Clewes Play Park</u>

	<p>Members considered the levelling of the replacement swing,</p> <p>Resolved: To accept the additional work required for the replacement swing and commission the contractors.</p>
88	<p><u>Risk Assessment 2019/20</u></p> <p>Members reviewed the Risk Assessment / Plan for 2019/20</p> <p>Resolved: To adopt the Risk assessment plan for 2019/20.</p>
89	<p><u>Internal Controls 2019/20</u></p> <p>Members reviewed the internal control procedures.</p> <p>Resolved: Change to February for approval of budget and Approve the System of Internal Controls.</p>
90	<p><u>Asset Transfer</u></p> <p>Councillor P Myers gave a verbal update on the progress of the Asset Transfer.</p> <p>Resolved: To Note the Report.</p>
91	<p><u>Town Park</u></p> <ul style="list-style-type: none"> • Update given to members by the Clerk on the progress made for the Town Park work. • Members considered arranging a contract for the Grass Cutting of the Town Park to be funded from the S106 funds. <p>Resolved: To obtain quotes for the Grass Cutting of the Town Park for the next 5 years, to be funded from the S106 funds and establish a principle of cutting the grass on behalf of Town Trust for providing access to the general public.</p>
92	<p><u>Dropped Kerbs and Disabled Assess</u></p> <p>Councillor Plumley gave a verbal report advising that The Island bus stop kerb had now been completed. All further recommendations for areas in need of attention have been sent to BANES for review.</p> <p>Noted: In the new financial year a meeting will take place to identify and prioritise the areas required.</p>
93	<p><u>License to Maintain the Hollies</u></p> <p>Members reviewed the license prepared by B&NES to maintain the Hollies.</p> <p>Resolved: Meeting to be set up with BANES regarding the contract to</p>

	establish the responsibilities for the Hollies.
94	<p><u>CONFIDENTIAL BUSINESS</u></p> <p>Resolved: 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>
95	<p><u>Office Staffing</u></p> <p>Members considered the proposal prepared by the Clerk for the staffing arrangements within the office following the resignation of the Finance / Admin Officer.</p> <p>Resolved: To accept the proposal and recruit two additional part time Admin / Finance Administrators within the staffing budget.</p>

Meeting closed at 8.07pm

Signed:
(Chair)

Dated: