



Midsomer Norton Town Council

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

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Mayor: Cllr Michael Evans Town Clerk: Donna Ford PSLCC

To: a) Members of the Finance & Operations Committee

Quorum Level: 3 Members

b) All Other Members of the Council (for information)

4th February 2020

Dear Councillor

FINANCE & OPERATIONS COMMITTEE

A Summons to Attend is hereby given for a meeting of the Finance & Operations Committee that will be held in the Beauchamp Room, Town Hall, The Island, Midsomer Norton on Tuesday 11th February 2020 at 5.30 pm.

The agenda is set out below.

Yours faithfully

Donna Ford PSLCC
Town Clerk

Fire Safety – Evacuation Procedure / Recording Protocol

The Council is requested to note the fire safety procedure and the Town Council's recording protocol.

Before the meeting there will be a public session to enable the electorate of Midsomer Norton to ask questions, and make comments, regarding matters within the jurisdiction of the Committee. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the Public are asked to restrict their comments, and/or questions to three minutes.

5.00pm Public Question Time

This section (at the Appointed Person's discretion) may last up to 20 minutes and is not part of the formal meeting of the Planning Committee and minutes will not be produced.

AGENDA

112	<u>Apologies for absence</u> To receive any apologies for inability to attend this meeting.
113	<u>Declarations of Interest</u> To receive details of any Personal or Prejudicial interest in respect of any matter to be discussed at the meeting pursuant to the provisions of the National Code of Conduct and related guidance provided by the Standards Board for England.
114	<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.
115	<u>Minutes</u> To confirm and sign as a correct record the minutes of the Finance Committee held on Tuesday 14 th January 2020 (Enclosed)
116	<u>Accounts for Payment –</u> Members to review the Schedule(s) of Accounts for Payment and authorise the payments for (i) Purchases Under £250.00 (Enclosed) (ii) Purchases Over £250.00 (Enclosed)
117	<u>Monthly Reports</u> To receive the Monthly Reports for January 2020. (Enclosed).
118	<u>Interim Internal Audit Report</u> Members to note the interim internal audit report and the report prepared by the Deputy Clerk on actions taken.
119	<u>The Hollies Garden</u> Members to consider the use of the Hollies Gardens. (Enclosed).
120	<u>War Memorial</u> Members to consider the War Memorial Works (Enclosed)
121	<u>Wellow Brook</u> Members to note a report on Wellow Brook from New Leaf Studios

	(Enclosed).
122	<u>Business Plan</u> Members to consider the business plan (Enclosed)
123	<u>Sponsorship Grant</u> Members to consider the grant application for Pride (Enclosed)
124	<u>Grant Policy Annual Review</u> Members to review the grant policy. (Enclosed)
125	<u>Commissioning and Sponsorship Policy</u> Members to review the event commissioning and sponsorship policy. (Enclosed)
	<u>CONFIDENTIAL BUSINESS</u> In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Items 126, 127 and 128 refers)
126	<u>Primrose Garden Maintenance Limited</u> Members to review the contract and contract end date. (Enclosed).
127	<u>Stonebarn Landscapes – Horticultural Services</u> Members to review the contract and consider going out to tender or extending with the contractor. (Enclosed).
128	<u>Stonebarn Landscapes – River</u> Members to review the contract and consider going out to tender or extending with the contractor. (Enclosed).