



# Midsomer Norton Town Council

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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)

3<sup>rd</sup> March 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 10<sup>th</sup> March 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.***

### **5.30pm 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 Finance and Operations Committee and minutes will not be produced.

## AGENDA

<b>129</b>	<b><u>Apologies for absence</u></b>  To receive any apologies for inability to attend this meeting.
<b>130</b>	<b><u>Declarations of Interest</u></b>  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.
<b>131</b>	<b><u>Exclusion of the Press and Public</u></b>  To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 28.1.
<b>132</b>	<b><u>Minutes</u></b>  To confirm and sign as a correct record the Minutes of the Finance & Operations Committee held on Tuesday 11 <sup>th</sup> February 2020 (Enclosed)
<b>133</b>	<b><u>Accounts for Payment</u></b>  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)
<b>134</b>	<b><u>Monthly Reports</u></b>  To receive the Monthly Reports for February 2020. (Enclosed).
<b>135</b>	<b><u>Annual Investment Strategy</u></b>  Members to review the Draft Annual Investment Strategy for 2020/21 (Enclosed)
<b>136</b>	<b><u>Internal Controls</u></b>  Members to review the Internal Control Procedures. (Enclosed)
<b>137</b>	<b><u>Insurance Cover 2020/21</u></b>  Members to review the insurance quote prepared by WPS in conjunction with the Clerk to cover the extended sums insured of £5215.08 incl IPT and WPS admin fee of £25. (Enclosed)

138	<p><b><u>Civic Service</u></b></p> <ul style="list-style-type: none"> <li>• Members to consider the award categories for 2020 and any associated requirements for the service. (Enclosed)</li> <li>• Members to consider draft press release prepared. (Enclosed)</li> </ul>
139	<p><b><u>Emergency First Aid – Children</u></b></p> <p>Members to consider Emergency First Aid for Children at a cost of £350 + VAT for up to 12 delegates. (Enclosed)</p>
140	<p><b><u>Purchase of New Server</u></b></p> <p>Members to consider the 3 quotes for a replacement server. (Enclosed)</p>
141	<p><b><u>Website</u></b></p> <p>Members to receive an update on the website currently being designed by Councillor G Mackay.</p>
142	<p><b><u>Grant Application</u></b></p> <p>Members to consider the following grant application:</p> <ul style="list-style-type: none"> <li>• Midsomer Norton Youth Club (Enclosed)</li> </ul>
	<p><b><u>CONFIDENTIAL BUSINESS</u></b></p> <p><b>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 (Item 143, 144, 145 refers)</b></p>
143	<p><b><u>Insurance</u></b></p> <p>Members to note the insurance provided by Avon Pension Fund. (Enclosed)</p>
144	<p><b><u>Town Warden</u></b></p> <p>Members to consider contracted hours and salary for the Town Warden</p>
145	<p><b><u>Staff Salaries</u></b></p> <p>Members to note annual increment pay scale increase.</p>