



Midsomer Norton Town Council

Council Offices, The Town Hall, The Island, Midsomer Norton, BA3 2HQ
Phone: 01761 418701 Email: townclerk@midsomernortontowncouncil.co.uk
Mayor: Cllr Lynda Robertson Town Clerk: Donna Ford PSLCC

**All Council Meetings are open to the
Public and Press**

27th May 2020

To: All Members of Midsomer Norton Town Council

Dear Councillor,

You are summoned to the Town Meeting of the Town Council, on **Monday 1st June 2020 at 7.00pm**. The meeting will be held electronically. To join the meeting via Zoom, please use the following login details: Meeting ID 314 881 5890. Password 747049. The meeting will consider the items set out below.

**Donna Ford PSLCC
Town Clerk**

Before the meeting there will be a public session to enable the electorate of Midsomer Norton to ask questions, and make comments, regarding the Town Council. 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.

Fire Safety – Evacuation Procedure / Recording Protocol

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

7.00pm

Welcome

7.05pm

Chaplains Thought for the Day.

Public Question Time

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

AGENDA

24	<p><u>Apologies for absence and to consider the reasons given</u></p> <p>Council to receive apologies for absence and consider the reasons given. LGA 1972 s85(1)</p>
25	<p><u>Mayor's Announcements</u></p>
26	<p><u>Declarations of interest</u></p> <p>Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). <i>(NB this does not preclude any later declarations).</i></p>
27	<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>
28	<p><u>Minutes</u></p> <p>To confirm and sign as a correct record the Minutes of the Annual Meeting of Midsomer Norton Town Council held on Monday 11th May 2020 (Enclosed).</p>
29	<p><u>Statement of Accounts for the year ended 31st March 2019</u></p> <p>To resolve to confirm and sign the Statement of Accounts for the year ended 31st March 2020. (Enclosed).</p>
30	<p><u>Completion of Section 1 of the Annual Return for the Year Ended 31st March 2020 – Annual Governance Statement</u></p> <p>To resolve to respond to the Annual Governance Statement, sections 1 to 9. (To Follow)</p>
31	<p><u>Completion of Section 2 of the Annual Return for the Year Ended 31st March 2020 – Accounting Statements</u></p> <p>To resolve to approve and sign the Accounting Statements.</p>
32	<p><u>Accounts for Payment –</u></p> <p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for May 2020.</p> <p>(i) Purchases Under £250.00 (Enclosed) (ii) Purchases Over £250.00 (Enclosed)</p>

33	<p><u>Monthly Reports</u></p> <p>To receive the Monthly Reports for April 2020 and May 2020. (Enclosed).</p>
34	<p><u>General Data Protection Regulations</u></p> <p>To review all of the General Data Protection Regulation policies, privacy notices and associated documents as listed below (Enclosed):</p> <ul style="list-style-type: none"> • The Management of Transferable Data Policy • Social Media & Electronic Communication Policy • Information & Data Protection Policy • Retention & Disposal Policy • Appendix A: A List of Documents for Retention or Disposal • Data Security Breach Policy • Privacy Notice • General Data Protection Regulations Allotment Tenants Privacy Notice • Email Contact Privacy Notice • Councillor Privacy Notice • General Data Protection Regulations (Service) Consent to hold Contact Information • Subject Access Request Form
35	<p><u>Replacement Server</u></p> <p>Members to consider the quote from So-Vision for the replacement server. (Enclosed)</p>
36	<p><u>Upgrade of Office Telephone System</u></p> <p>Members to consider the proposal from SW Comms on the upgrade of the telephone system. (Enclosed)</p>
37	<p><u>Midsomer Norton Life</u></p> <p>Members to consider articles for the Summer edition of Midsomer Norton Life. (Enclosed)</p>