



Midsomer Norton Town Council

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

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Mayor: Cllr Lynda Robertson Town Clerk: Donna Ford PSLCC

Minutes of the Meeting of the Council held remotely via Zoom on Monday 1st June 2020 Commencing at 7.00pm

Present:

Town Mayor:	Councillor L Robertson
Deputy Mayor:	Councillor S Plumley
Councillors:	Councillor M Evans
	Councillor J Baker
	Councillor S Graham
	Councillor B Lawrence
	Councillor G Mackay
	Councillor M Moxham
	Councillor R Robertson

Also Present:

Town Clerk:	Donna Ford
Deputy Town Clerk:	Amanda Hazell
Administrator:	Caroline Brown

In Attendance:

Rev S Robinson
Cllr P Myers

Fire Safety – Evacuation Procedure / Recording Protocol

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

24	<p><u>Apologies for Absence and to consider the reasons given</u></p> <p>Noted: Councillor L Clement and Councillor C Smith were noted as absent.</p>
25	<p><u>Mayor's Announcements</u></p> <p>The Mayor gave a verbal report covering the points below:</p> <ul style="list-style-type: none">• The Town Council has agreed with the Somer Centre that the alterations to the land can go ahead.• The Town Council may not be in the office, but the staff are still available and contactable.• Highways are dealing with a blocked drain.• The Deputy Mayor also expressed his thanks to the Town Council office staff who are working from home, and the Town Warden who continues to look after the Town.• The Deputy Mayor also commented on the struggling High Street and that the Town Council should endeavour to support the local traders at this time. For example, free advertising in the next issue of Midsomer Norton Life.
26	<p><u>Declarations of Interest.</u></p>

	There were no Declarations of Interest.
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. There were no items that required the Public and Press to be excluded from the meeting.</p>
28	<p><u>Minutes</u></p> <p>Resolved: That the Minutes of the Annual Meeting [tc1] of the Midsomer Norton Town Council held on Monday 11th May 2020 be signed and adopted as a correct record. The Mayor to sign the minutes and return them to the Town Hall in due course.</p>
29	<p><u>Statement of Accounts for the Year Ended 31st March 2020</u></p> <p>Members reviewed the Statement of Accounts for the year ended 31st March 2020.</p> <p>Resolved: That the Statement of Accounts be approved.</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>Resolved: Members approved the Annual Governance Statement.</p>
31	<p><u>Completion of Section 2 of the Annual Return for the Year Ended 31st March 2020 – Accounting Statements</u></p> <p>Resolved: Members approved the Accounting Statements and they were subsequently signed.</p>
32	<p><u>Accounts for Payment</u></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for May 2020.</p> <p>(i) Purchases Under £250.00 (ii) Purchases Over £250.00</p>
33	<p><u>Monthly Reports</u></p> <p>Resolved: That the monthly reports for April 2020 and May 2020 be noted with no issues arising.</p>
34	<p><u>General Data Protection Regulations</u></p>

	<p>The Council reviewed the following listed policies, privacy notices and associated documents:</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. <p>Resolved: That the Council approved all the above listed General Data Protection Regulations for 2020/2021.</p>
35	<p><u>Replacement Server</u></p> <p>Resolved: Members approved for Councillor Gordon Mackay to contact both So Vision and Netitude for clarity on what they can provide, as soon as possible. Upon receipt of this information, members delegated authority to the Clerk to proceed with the replacement server.</p>
36	<p><u>Upgrade of Office Telephone System</u></p> <p>Resolved: Members approved the quote from SW Comms to upgrade the telephone system.</p>
37	<p><u>Midsomer Norton Life</u></p> <p>Resolved: Members noted the articles for the summer edition of Midsomer Norton Life, with Councillor Sue Graham to provide an article on domestic abuse and children struggling during lockdown. Members also approved the sum of £2500 towards the cost of advertising for local High Street businesses in the summer edition of the magazine.</p>

Meeting closed at 8.08pm

Signed:

Date: