



Midsomer Norton Town Council

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Mayor: Cllr Michael Evans Town Clerk: Donna Ford PSLCC

**Minutes of the Meeting of the Finance and Operations Committee
held in the Beauchamp Room at the Town Hall, Midsomer Norton on Tuesday
10th March 2020 Commencing at 5.30pm**

Present:	Chair of Committee:	Councillor B Lawrence
	Deputy Chair:	Councillor S Plumley (Deputy Mayor)
	Councillors:	Councillor M Evans (Mayor)
		Councillor L Robertson
		Councillor G Mackay
		Councillor M Moxham
Also Present:	Deputy Clerk - Amanda Hazell	
	Administrator - Caroline Brown	
In Attendance:	Councillor J Baker	

Fire Safety – Evacuation Procedure / Recording Protocol

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

	<u>Apologies for Absence</u> Resolved: Apologies received and accepted from Councillor L Clement and Councillor M Moxham
	<u>Declarations of Interest</u> Resolved: No declarations of interest declared.
	<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 Items 143, 144 and 145 the Public and Press be excluded from the meeting.
	<u>Minutes</u> Resolved: That the Minutes of the Finance Committee held on Tuesday 11 th February 2020 be signed and adopted as a correct record.
	<u>Accounts for Payment</u> Members reviewed the 'Schedule(s) of Accounts for Payment' for February

	<p>2020 and authorised the payments.</p> <p>Resolved: That the 'Schedule(s) of Accounts for Payment' for February 2020 be approved.</p>
	<p><u>Monthly Reports</u></p> <p>Members received the Monthly Reports for February 2020</p> <p>Resolved: That the monthly reports be noted with no issues arising.</p>
135	<p><u>Annual Investment Strategy</u></p> <p>Members reviewed the Draft Annual Investment Strategy for 2020/21.</p> <p>Resolved: Members resolved to accept the Internal Control Procedures to be adopted at the Town Meeting in May.</p>
136	<p><u>Internal Controls</u></p> <p>Members reviewed the Internal Control Procedures.</p> <p>Resolved: Members resolved to accept the Internal Control Procedures to be adopted at the Town Meeting in May.</p>
137	<p><u>Insurance Cover 2020/21</u></p> <p>Members reviewed the insurance quote prepared by WPS.</p> <p>Resolved: Members resolved to accept the quote prepared by WPS to cover the extended sums insured of £5215.08 inc IPT and WPS admin fee of £25.</p>
138	<p><u>Civic Service</u></p> <ul style="list-style-type: none"> • Members considered the award categories for 2020 and any associated requirements for the service. • Members considered draft press release prepared. <p>Resolved: Members resolved to accept the award categories and approved the press release.</p>
139	<p><u>Emergency First Aid – Children</u></p> <p>Members considered Emergency First Aid for Children.</p> <p>Resolved: Members resolved to accept the quote for Emergency First Aid for Children at a cost of £350 + VAT for up to 12 delegates.</p>
140	<p><u>Purchase of New Server</u></p>

	<p>Members considered the 3 quotes for a replacement server.</p> <p>Resolved: Members resolved for the Deputy Clerk to arrange a meeting with Councillor G Mackay and SoVision regarding their quote and report back to the Finance and Operations Committee in April.</p>
141	<p><u>Website</u></p> <p>Members received an update on the website currently being designed by Councillor G Mackay.</p> <p>Resolved: Members received an update from Councillor G Mackay. The Deputy Clerk offered to assist with data migration.</p>
142	<p><u>Grant Application</u></p> <p>Members considered the grant application from Midsomer Norton Youth Club.</p> <p>Resolved: Members resolved to approve the grant application for £1,800 for Midsomer Norton Youth Club.</p>
	<p><u>CONFIDENTIAL BUSINESS</u></p> <p>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)</p>
143	<p><u>Insurance</u></p> <p>Member noted the insurance provided by Avon Pension Fund.</p> <p>Resolved: Members noted the insurance provided by Avon Pension Fund</p>
144	<p><u>Town Warden</u></p> <p>Members considered contracted hours and salary for the Town Warden</p> <p>Resolved: Members resolved to consider the contracted hours and salary for the Town Warden at the next Finance and Operations meeting when the salary has been calculated.</p>
145	<p><u>Staff Salaries</u></p> <p>Member noted annual increment pay scale increase.</p> <p>Resolved: Members noted the annual increment pay scale increase.</p>

Meeting closed at 6.34pm

Signed:
(Chair)

Dated: