



Midsomer Norton Town Council

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Mayor: Councillor Michael Evans Town Clerk: Donna Ford PSLCC

**Minutes of the Meeting of the Finance & Operations Committee
held in the Beauchamp Room at the Town Hall, Midsomer Norton on Tuesday
11th February 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: Clerk – Donna Ford
Deputy Clerk – Amanda Hazell

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.

112	<u>Apologies for Absence</u> Resolved: Apologies received and accepted from Councillor L Clement and Councillor R Robertson.
113	<u>Declarations of Interest</u> Resolved: No declarations of interest declared.
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. Resolved: That in view of the confidentiality of Agenda Items 126, 127, 128 the Public and Press be excluded from the meeting.
115	<u>Minutes</u> To confirm and sign as a correct record the minutes of the Finance & Operations Committee held on Tuesday 14 th January 2020 Resolved: That the minutes of the Finance & Operations Committee held on Tuesday 14 th January 2020 be signed and adopted as a correct record.

116	<p><u>Accounts for Payment</u></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorise the payments for</p> <p>(i) Purchases Under £250.00 (ii) Purchases Over £250.00</p> <p>Members reviewed the ‘Schedule(s) of Accounts for Payment’ for January 2020 and authorise the payments.</p> <p>Resolved: That the ‘Schedule(s) of Accounts for Payment’ for January 2020 be approved.</p>
117	<p><u>Monthly Reports</u></p> <p>Members received the Monthly Reports for January 2020</p> <p>Resolved: That the monthly reports be noted with no issues arising.</p>
118	<p><u>Interim Internal Audit Report</u></p> <p>Members noted the interim internal audit report and the report prepared by the Deputy Clerk on actions taken.</p> <p>Resolved:</p> <ul style="list-style-type: none"> • Members resolved to note the Internal Audit Report prepared by Auditing Solutions PLC. • Members resolved to complete the recommended actions.
119	<p><u>The Hollies Garden</u></p> <p>Members considered the use of the Hollies Gardens following a request from a resident at the Town Council Surgeries.</p> <p>Resolved: Members resolved to pass the following suggestions onto B&NES: A Town beach, cinema, showing sporting events.</p>
120	<p><u>War Memorial</u></p> <p>Member considered the War Memorial Works</p> <p>Resolved: Members resolved to defer the works of lifting the slabs for a view of the beams until after a meeting with Biggs Contractors.</p>
121	<p><u>Wellow Brook</u></p> <p>Members noted a report and quotation received on Wellow Brook from New Leaf Studios.</p>

	<p>Resolved:</p> <ul style="list-style-type: none"> Members resolved to accept the quote of £3,270.00 plus VAT from New Leaf Studios. Contact the Duchy of Cornwall for permission to carry out the works
122	<p><u>Business Plan</u></p> <p>Members considered the 5-year business plan prepared for Midsomer Norton Town Council.</p> <p>Resolved: Members resolved to send any comments to the Town Clerk. The updated draft will be sent to all Finance and Operations Councillors. To be reviewed and submitted at Full Council on the 2nd March 2020.</p>
123	<p><u>Sponsorship Grant</u></p> <p>Members considered the sponsorship grant application for Pride received.</p> <p>Resolved: Members resolved to approve the sponsorship grant application for £2,000 for Pride.</p>
124	<p><u>Grant Policy Annual Review</u></p> <p>Members conducted the annual review of the grant policy.</p> <p>Resolved: To remove the October deadline and have the scheme open all year round.</p>
125	<p><u>Commissioning and Sponsorship Policy</u></p> <p>Member reviewed the event commissioning and sponsorship policy.</p> <p>Resolved: It was resolved to:</p> <ul style="list-style-type: none"> Change approval from Full Council to Finance and Operations Committee under delegated authority. Organisations to provide a spend analysis. No receipts or invoices required but a breakdown of costs to be submitted. Grant applicants to be invited to the Annual Meeting to give a report on the event.
	<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 (Items 126, 127 and 128 refers)</p>
126	<p><u>Primrose Garden Maintenance</u></p>

	<p>Standing Order 28.1 was suspended.</p> <p>Members reviewed the contract and contract end date.</p> <p>Resolved: Members resolved to extend the Primrose contract for a further two years at the following cost:</p> <p>West Clewes Grass Cut £122 Hedge Trim £78</p> <p>Radstock Road Allotments Grass Cut £106 Hedge Trim £125 Display Grass £128</p>
127	<p><u>Stonebarn Landscapes – Horticultural Services</u></p> <p>Standing Order 28.1 was suspended.</p> <p>Member reviewed the contract and consider going out to tender or extending with the current contractor.</p> <p>Resolved: Members resolved to extend the Stonebarn Horticultural contract for a further two years.</p>
128	<p><u>Stonebarn Landscapes – River</u></p> <p>Standing Order 28.1 was suspended.</p> <p>Member reviewed the contract and considered going out to tender or extending with the current contractor.</p> <p>Resolved: Members resolved to extend the Stonebarn River Contract for a further two years at the increased cost of £4,100.</p>

Meeting closed at 6.55pm

Signed:
(Chair)

Dated: