



MINEHEAD TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

HELD ON TUESDAY 28 JUNE 2022 AT 7.30 PM AT
THE COMMUNITY CENTRE, IRNHAM ROAD, MINEHEAD TA24 5DW

The Meeting was digitally recorded and streamed on the MTC Facebook page

Members are reminded that Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and Biodiversity

Chair: Cllr A Kingston-James (Mayor)
Councillors: Cllr D Blackwell, Cllr T Bloomfield (Deputy Mayor), Cllr P Bolton, Cllr J Bonar, Cllr M Burke, Cllr E Jones, Cllr M Kingston-James, Cllr M Kravis* **, Cllr A Lawton, Cllr J Malin, Cllr C Palmer*, Cllr M Palmer
(*denotes Somerset West and Taunton "SWaT" Councillor)
(**denotes Somerset County "SCC" Councillor)

Officers in Attendance: Ms S Rawle (Clerk)
Mr B Howe (Deputy Clerk)
Mrs J Notley (Notetaker)

Councillors in Attendance: Cllr M Chilcott**
Cllr C Lawrence**
Cllr A Hadley * **

Members of the Public: 2

Members of the Press: 0

The Mayor welcomed Councillors, members of the public and those watching on Facebook.

In Public Forum Councillors received presentations from Peter Wellstood of Minehead Swimming & Leisure Ltd, a Community Benefit Society, and Colin Johnson, Promotions Officer, of Minehead Town Council respectively on proposals to build an indoor pool or an outdoor pool in Minehead.

052 To receive Apologies for Absence [LGA 1972 s 85 \(1\)](#)
Apologies had been received from Cllr C Gilberto, Cllr J Rogers and Cllr T Venner.

053 To receive:
Declarations of Interests in respect of any Agenda items [Localism Act 2011](#)

Member	Item	Interest	Time Period	Speak/Vote
Cllr A Kingston-James	059.2 059.3	Personal	28.06.2022	Stayed in the room; did not speak or vote
Cllr M Kravis	All	SWaT Councillor SCC Councillor	2022	Stayed in the room, spoke and voted
Cllr C Palmer	All	SWaT Councillor	2022	Stayed in the room, spoke and voted

Dispensations [Localism Act 2011](#)

054 To receive reports from:

- Somerset County Council (SCC)

Cllr Mandy Chilcott observed that Council had four County Councillors present and that in future it may want to rotate who attended from SCC. She said most of their time at present was taken up with a great deal of mandatory training at SCC such as safeguarding and planning and there was a 2-3 month programme of training to get through.

She had no further news about the Parking Review because the current administration was considering whether this would roll forward or not. She confirmed that there were some Ukrainian refugees in Somerset, with a number resident in Minehead. She knew someone was running English classes for them but if anyone wanted to get involved with helping the refugees they could get in touch via the SCC website.

Cllr Christine Lawrence said she had a new post with SCC on the Scrutiny Committee which affected adult social care, something she was particularly interested in. She was also on the Constitution and Governance Group looking at local government reform and checking the timeline was up to date for the implementation of OneSomerset. She hoped MTC would work out how things in Minehead could benefit from the future changes in local government.

Cllr Hadley echoed what Cllrs Chilcott and Lawrence had said and told the meeting he was on the Scrutiny Committee for children and families and that between them the Minehead Councillors were covering all the relevant scrutiny groups for the area.

Cllr Kravis also stressed how much training was taking place at SCC. He suggested Councillors make sure they were subscribed to the SCC press releases and took part in Have Your Say consultations. He was pleased to report that SCC has funded 14 new apprenticeships in the care sector.

- Somerset West and Taunton District Council (SWaT)

Cllr Hadley said he had little to report from SWaT but that most of his case work had been involved refuse and issues arising from Sort-it Plus. Problems were being sorted out but he asked that anyone having problems with refuse and recycling to contact him and SWaT would deal with it.

- Police

Councillors had seen the Police Report for June but the Mayor read out the crime statistics for the benefit of those watching on Facebook. He said that some of the new playground equipment which Council had just installed had already been vandalised

and there was a lot of this behaviour going on. He asked that any member of the public who saw vandalism being committed to immediately report it to the Police.

- Councillors attending Meetings on behalf of Minehead Town Council (MTC)
 - Minehead BID (Cllrs Bloomfield and Venner)
Cllr Bloomfield had attended her first Minehead BID meeting that evening and would give a full report when she had attended another.
Cllr Bonar had attended a West Somerset Flood Group meeting and reported that the most concern was about planning applications as the Environment Agency was very short staffed at present.

055 To adjourn the Meeting for Public Inclusion [Standing Order No 3e](#)
No-one had asked to speak.

056 Mayor's Announcements

The Mayor told the meeting that he and Cllr M Kingston-James had very much enjoyed attending Evensong at Wells Cathedral on 22 May in celebration of the Queen's Platinum Jubilee and the Mayor-making ceremony in Chard on 18 June.

Cllr Bloomfield, as Deputy Mayor, had attended a performance of "What Would You Do?" at the Regal Theatre, organised by Crimestoppers and performed by children from Danesfield School. It had been very interesting and enjoyable.

057 To agree the Minutes of the Full Council Meeting held on Tuesday 28 June 2022– *Minutes to be agreed by Councillors who were in attendance*

Proposed: Cllr Lawton

Seconded: Cllr Bolton

Agreed with 10 in favour and 2 abstentions

058 To note the Minutes of the Planning Committee meeting held on Tuesday 7 June 2022, the Finance & Staffing Committee meeting held on Monday 13 June 2022 and the Amenities & Environment Committee meeting held on 14 June 2022.

The Mayor said the Minutes were noted.

059 Finance Matters

The Mayor handed over to the Chair of Finance & Staffing Committee.

059.1 To approve Urgent Payments for June 2022

Payments 1-9, totalling £53,278.04, recommended for payment by Finance & Staffing Committee.

Cllr M Kingston-James said there was an additional urgent payment, currently showing as item 53 in Payments over £1,000 and not yet recommended by Finance & Staffing Committee.

Proposed: Cllr Jones

Seconded: Cllr Bloomfield

Agreed with 11 in favour and 2 abstentions that payments 1-9 and 53 be approved as urgent payments.

059.2 To approve Payments under £1,000 for June 2022

Payments 10-49, totalling £7,947.40.

Payments 10-31 had already been approved by Finance & Staffing Committee: payments 32-49 had arisen since that meeting.

Proposed: Cllr Malin

Seconded: Cllr Bolton

Agreed with 12 in favour and 1 abstention that payments under £1,000 be approved.

059.3 To approve Payments over £1,000 for June 2022

Payments 50-53, totalling £8,896.20 recommended for approval by Finance & Staffing Committee

Item 52 had been listed since the Finance & Staffing Committee meeting.

Proposed: Cllr Jones

Seconded: Cllr Kravis

Agreed with all in favour that payment 52 be recommended for payment

Proposed: Cllr Bloomfield

Seconded: Cllr Bolton

Agreed with all in favour that payments over £1,000 were approved

059.4 To approve Payments by Procurement Card for May 2022

Payments 54-80, totalling £1,789.09

Proposed: Cllr A Kingston-James **Seconded: Cllr Malin**

Agreed with all in favour to approve payments by procurement card.

059.5 To approve Regular Payments for May 2022

Payments 1-35, totalling £7,350.98

Proposed: Cllr A Kingston-James **Seconded: Cllr Jones**

Agreed with all in favour to approve regular payments for May 2022.

059.6 To note Income Report for May 2022

Income totalling £8,189.14.

The Chair of Finance confirmed the Income Report was noted.

060 To agree to appoint a Councillor from Finance & Staffing Committee to carry out bank reconciliations

Cllr C Palmer volunteered to carry out bank reconciliations and this was approved with all in favour.

061 To approve the Internal Audit Report

Councillors had seen a letter from the Internal Auditor and also his Report. The Deputy Clerk said it was clear that Council had no corrections to be made. Cllr Lawton asked if the Report was a public document and the Deputy Clerk confirmed that, once Council had approved it, the Report would be public and displayed on the website.

Proposed: Cllr A Kingston-James

Seconded: Cllr C Palmer

Agreed with all in favour that the Internal Audit Report was approved

062 To approve the Governance Statement and Final Accounting Statements 2021/22

The Deputy Clerk told Councillors that Council had to send the Return to the External Auditor. The most important document was the Annual Governance Statement for

2021/2022 would be signed by the Mayor at the meeting on behalf of all Councillors and Councillors had to be satisfied that Council had conformed with the regulations and that the Accounting Statements were correct. The Governance Statement had been to Amenities & Environment and Finance & Staffing Committees.

Proposed: Cllr Kravis

Seconded: Cllr M Palmer

Agreed with all in favour to approve the Governance Statement and Final Accounting Statements (AGAR) for 2021/2022.

063 To approve Reserves as at 31 March 2022

The Deputy Clerk said Councillors had seen the Reserves including earmarked reserves for future projects.

Proposed: Cllr M Kingston-James

Seconded: Cllr Malin

Agreed with all in favour to approve Reserves as at 31 March 2022

The Deputy Clerk said the AGAR would now be displayed in the office window and on the MTC website from 1 July to 11 August 2022, and the Accounts would be available for inspection by the public.

064 To review Financial Regulations and Standing Orders

The Clerk told the meeting that Council was required to carry out an annual review of Financial Regulations and Standing Orders. She considered that, as there were several new Councillors, it would be a good idea to have an informal get-together to go through them before they came back to Full Council in July. She suggested she invite Councillors for a discussion and informal review on 19 July before bringing the matter back to July Full Council.

065 To appoint a Councillor/Councillors to represent Minehead Town Council on Minehead Twinning Association

The Clerk told the meeting that since the start of COVID the Twinning Association had been inactive but were now keen to get going again. MTC had had two representatives on the Association in the past. She asked for volunteers and Cllr Bloomfield she would like to put herself forward because she had lived locally to St Berthevin some years ago.

Proposed: Cllr Lawton

Seconded: Cllr M Kingston-James

Agreed with all in favour that Cllr Bloomfield be MTC's representative on the Twinning Association.

066 To agree the purchase of a ride-on mower

The Clerk told Councillors that this item had previously been to Finance & Staffing Committee earlier in the month when a question was raised as to why the ride-on mower at a substantially lower price agreed in 2021 had not been purchased. The Clerk reiterated the Amenities Team's need for a smaller ride-on mower to mow around play equipment, allotments etc. The quote from a local supplier in 2021 had mistakenly been for a domestic machine and not a commercial one. There followed a short discussion about various models and prices of mower.

Proposed: Cllr Kravis

Seconded: Cllr Bolton

Agreed with 10 in favour, 2 against and 1 abstention to purchase the ride-on mower recommended by the Amenities Team.

- 067 To discuss** provision of dental services in Minehead and Alcombe and agree actions
The Mayor told the meeting that he had recently given a statement to the West Somerset Free Press about the lack of local NHS Dentists. He said he realised this was not within MTC's remit but hoped it could work with its colleagues at Somerset County Council and SWaT and also the local MP. He proposed to draft a letter to NHS England and send it around to Councillors for their comments and suggestions. He asked that any members of the public with views to put in the letter please email them to MTC's office.

Proposed: Cllr A Kingston-James Seconded: Cllr Bloomfield

Agreed with all in favour that the Mayor should draft a letter expressing MTC's concern about the lack of local NHS dentists.

Proposed: Cllr A Kingston-James Seconded: Cllr Bloomfield

Agreed with all in favour to suspend Standing Orders to allow Cllr Chilcott to speak

Cllr Chilcott said that Healthwatch Somerset had done some work on this subject and had written to the Exchequer on the matter, so it may be worth contacting them first.

Cllr Kravis suggested adding concern about the lack of doctors' appointments to the letter.

Proposed: Cllr A Kingston-James Seconded: Cllr Jones

Agreed with all in favour to reinstate Standing Orders.

- 068 To resolve** to exclude Members of the Press and Public ([Public Bodies \[Admission to Meetings\] Act 1960](#))

Proposed: Cllr A Kingston-James Seconded: Cllr Jones

Agreed with all in favour to continue the matter *in camera* to discuss staffing issues.

The meeting closed at 8.10 pm