



MINEHEAD TOWN COUNCIL

MINUTES OF THE STATUTORY ANNUAL FULL COUNCIL MEETING

HELD ON TUESDAY 17 MAY 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 P Bolton (Mayor)

Councillors: Cllr T Bloomfield, Cllr M Burke, Cllr E Jones, Cllr M Kravis** *, Cllr A Kingston-James (Deputy Mayor), Cllr M Kingston-James, Cllr C Palmer*, Cllr M Palmer, Cllr J Rogers, Cllr T Venner* (*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**

Members of the Public: 5

Members of the Press: 0

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

001 CONFIRMATION THAT A QUORUM WAS PRESENT [LGA 1972, Sch.12, paras 12, 28](#)
The Mayor confirmed that the meeting was quorate

002 ELECTION OF MAYOR AND ACCEPTANCE OF OFFICE [LGA1972s14 \(1\), 15\(1&2\), 33\(1\) and 34\(1&2\)](#)

The Mayor asked for nominations for Mayor for 2022/2023. Cllr C Palmer nominated Cllr A Kingston-James as Mayor, seconded by Cllr Bloomfield. Cllr A Kingston-James agreed to the nomination and, no other nominations being received, a vote was held and this was unanimously agreed.

Cllr Bolton congratulated Cllr A Kingston-James on being elected Mayor of Minehead for 2022/2023 and Cllr Kingston-James thanked the meeting.

RESOLVED: That Cllr A Kingston-James be elected Mayor, unless he resigns or becomes disqualified, and shall continue in office and preside at the Annual Meeting until his successor is elected at the next Annual Meeting of the Council.

The Mayor signed the Declaration of Acceptance of Office, witnessed by the Town Clerk.

003 TO RECEIVE apologies for absence [LGA 1972 s 85 \(1\)](#)
All Councillors were present.

004 TO RECEIVE:
Declarations of Interest in respect of any Agenda items ([Localism Act 2011](#))

Member	Item	Interest	Time Period	Speak/Vote
Cllr A Kingston-James	016.2	Personal	17.05.2022	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
Cllr T Venner	All	SWaT Councillor	2022	Stayed in the room, spoke and voted

Dispensations ([Localism Act 2011](#))
No dispensations had been requested.

005 ELECTION OF DEPUTY MAYOR
The Mayor called for nominations for Deputy Mayor. Cllr M Kingston-James nominated Cllr Bloomfield, seconded by Cllr Jones. There being no other nominations a vote was held and this was agreed unanimously.

006 TO AGREE the Minutes of the Full Council Meeting held on Tuesday 26 April – *Minutes to be agreed by Councillors who were in attendance*

Proposed: Cllr A Kingston-James **Seconded: Cllr Bolton**
Agreed with 9 in favour and 2 abstentions (Councillors not present).

007 TO AGREE the Minutes of the Planning Committee Meetings held on Tuesday 5 April and Tuesday 3 May 2022 – *Minutes to be agreed by Councillors who were in attendance*

The Clerk said that agreement of the Planning Committee Minutes of 3 May would be deferred to the next Planning Committee meeting in June.

Proposed: Cllr M Palmer **Seconded: Cllr A Kingston-James**
Agreed unanimously that the Minutes of the Planning Committee meeting held on Tuesday 5 April 2022 were a correct record.

008 TO AGREE co-options to fill vacancies in five wards

The Clerk introduced 5 applicants for the casual vacancies: David Blackwell for Minehead Alcombe North Ward, John Malin for Minehead North Ward, Anne Lawton for Minehead Periton and Woodcombe Ward, John Bonar for Minehead Alcombe South Ward and Carlos Gilberto for Minehead Central Ward. All applicants gave a short speech about why they wished to serve on Minehead Town Council. Richard Lillis, an applicant for Minehead Central Ward, was not present at the meeting.

The Clerk announced that this would be a paper vote for each applicant. Cllr Bolton proposed Mr Blackwell should be co-opted, seconded by Cllr Burke. Mr Blackwell received a majority vote and was co-opted to represent Minehead Alcombe North Ward.

Cllr C Palmer proposed John Malin should be co-opted, seconded by Cllr Bolton. Mr Malin received a majority vote and was co-opted to represent Minehead North Ward.

Cllr Jones proposed Anne Lawton should be co-opted, seconded by Cllr Bolton. Mrs Lawton received a majority vote and was co-opted to represent Minehead Periton and Woodcombe Ward.

Cllr Jones proposed John Bonar should be co-opted, seconded by Cllr Bolton. Mr Bonar received a majority vote and was co-opted to represent Minehead Alcombe South Ward.

Cllr C Palmer proposed Mr Lillis should be co-opted, seconded by Cllr Venner. Cllr Bloomfield proposed Mr Gilberto should be co-opted, seconded by Cllr M Kingston-James. Mr Gilberto received a majority vote and was co-opted to represent Minehead Central Ward.

All co-opted Councillors signed their Declarations of Acceptance of Office, witnessed by the Town Clerk.

009 TO REVIEW delegation arrangements to Committees

The Deputy Clerk told Councillors that Standing Orders and Financial Regulations would be reviewed in the next few months, along with delegated arrangements to Committees.

Proposed: Cllr A Kingston-James **Seconded: Cllr C Palmer**

Agreed to retain the present delegation arrangements to Committees until a review of procedures was completed during the following months.

010 TO AGREE the appointment of members to Committees

Councillors volunteered to become members of the Committees.

Amenities & Environment Committee: Cllrs P Bolton, J Bonar, M Burke, C Gilberto, E Jones, A Lawton, C Palmer, M Palmer, J Rogers

Finance & Staffing Committee: Cllrs M Burke, C Gilberto, M Kingston-James, M Kravis, J Malin, C Palmer, M Palmer, T Venner

Planning Committee: Cllr D Blackwell, Cllr M Burke, Cllr C Gilberto, Cllr M Kravis, Cllr A Lawton, Cllr M Palmer, Cllr T Venner.

This left Amenities & Environment Committee nine members and Planning Committee with a vacancy.

011 TO AGREE the appointment of Committee Chairs

AMENITIES & ENVIRONMENT COMMITTEE

Cllr M Kingston-James nominated Cllr Bolton as Chair, seconded by Cllr Burke
Agreed with all in favour that Cllr P Bolton be elected Chair of Amenities & Environment Committee

Cllr Bloomfield nominated Cllr E Jones as Deputy Chair, seconded by Cllr Gilberto
Agreed with all in favour that Cllr E Jones be elected Deputy Chair of Amenities & Environment Committee

FINANCE & STAFFING COMMITTEE

Cllr Bolton nominated Cllr M Kingston-James as Chair, seconded by Cllr Jones
Cllr M Palmer nominated Cllr C Palmer as Chair, seconded by Cllr Burke
A vote was then taken.
Agreed with 12 in favour that Cllr M Kingston-James be elected Chair of Finance & Staffing Committee

Cllr Jones nominated Cllr Venner as Deputy Chair, seconded by Cllr Malin
Agreed with all in favour that Cllr Venner be elected Deputy Chair of Finance & Staffing Committee

PLANNING COMMITTEE

Cllr Bloomfield nominated Cllr Venner as Chair, seconded by Cllr Jones
Agreed with all in favour that Cllr Venner be elected Chair of Planning Committee

Cllr A Kingston-James nominated Cllr Gilberto as Deputy Chair, seconded by Cllr M Kingston-James
Agreed with all in favour that Cllr Gilberto be elected Deputy Chair of Planning Committee

012 TO AGREE the Schedule of Meetings for 2022/23

Councillors had seen the proposed Schedule of Meetings for 2022/2023 which followed the same format as the previous year. Cllr Malin reminded the meeting that it had been agreed to try and avoid Monday evening meetings. The Deputy Clerk said this was due to be reviewed in the following two to three months.

013 TO AGREE the appointment of members to Advisory/Working Groups

The Mayor called for Councillors to volunteer for the various Advisory/Working Groups.

Allotments Advisory Group – Cllr Bloomfield, Cllr C Palmer, Cllr M Palmer

Cemetery Advisory Group – Cllr Bloomfield, Cllr Burke, Cllr M Kingston-James

Emergency Plan Advisory Group – Cllr D Blackwell, Cllr Bloomfield, Cllr Bolton, Cllr Bonar, Cllr Jones

Greener Minehead Advisory Group – Cllr Blackwell, Cllr Lawton, Cllr M Palmer

Public Conveniences Advisory Group – Cllr Burke, Cllr Gilberto, Cllr Lawton, Cllr C Palmer, Cllr M Palmer

Risk Management Advisory Group – Cllr Blackwell, Cllr Bloomfield, Cllr Burke, Cllr A Kingston-James, Responsible Finance Officer

Staffing Advisory Group

Staffing/Interview Panel/Staff Induction/Training – Cllr Bloomfield, Cllr Bolton, Cllr M Kingston-James, Cllr C Palmer

Grievances – Cllr Gilberto, Cllr Malin, Cllr M Palmer

Appeals – Cllr Kravis, Cllr Venner

- 014 TO AGREE Town Council representation on outside bodies
The Mayor asked Councillors asked for Councillors willing to represent MTC on various outside bodies

Minehead Business Improvement District (BID)

MTC could only select two Councillors to serve on the Minehead BID board.

Cllr Kravis proposed Cllr Venner should remain as an MTC representatives on the BID board, seconded by Cllr C Palmer.

Cllr Jones proposed Cllr Bloomfield should be elected as MTC's second representative, seconded by Cllr M Kingston-James

Cllr Burke proposed that Cllr M Palmer should be elected as MTC's second representative, seconded by Cllr C Palmer

Following a vote Cllr Venner and Cllr Bloomfield were selected to represent MTC on the Minehead BID board.

League of Friends of Minehead Hospital

Cllr Malin said he had resigned from the League of Friends of Minehead Hospital. Cllr Jones volunteered to serve at the MTC Representative.

Minehead People & Place Partnership

The Mayor wished to volunteer to represent MTC on MPPP, as did Cllr C Palmer. Proposed by Cllr Jones, seconded by Cllr Lawton, Cllr A Kingston-James was selected with a vote of 13 in favour.

Minehead & Porlock Bus Group

Cllr Venner was MTC's current representative on the Minehead & Porlock Bus Group and was happy to continue.

Minehead Shopwatch

Cllr Bloomfield was MTC's current representative on Minehead Shopwatch and was happy to continue.

Minehead Youth Club

Cllr Gilberto and Cllr Rogers volunteered to be MTC's representatives at Minehead Eye, joining Cllr Venner who was the current representative.

Plastic-Free Community Group

Cllr C Palmer was MTC's current representative but wished to stand down. Cllr Burke volunteered to take his place.

Quirke's Almshouses

Cllrs Bolton, Lawton and Malin were currently MTC's representatives on the board of Quirke's Almshouses. Their appointment was a 4-year one, ending in 2023. Cllr A Kingston-James, as Mayor, was added.

West Somerset Flood Group

Cllrs Bloomfield and Kravis volunteered to represent MTC on the West Somerset Flood Group.

015 TO ADJOURN the Meeting for Public Inclusion *(Standing Order no 3e)*
No-one had asked to speak

016 FINANCE MATTERS

016.1 To approve Urgent Payments for May 2022
Payments 1-10, totalling £31,669.67

Proposed: Cllr Bloomfield
Agreed with all in favour

Seconded: Cllr Bolton

016.2 To approve Payments under £1,000 for May 2022
Payments 11-26, totalling £4,111.51

The Deputy Clerk reminded Councillors that these payments would normally have been approved by Finance & Staffing Committee but there had not been a meeting of that Committee since 11 April 2022.

Proposed: Cllr Bolton
Agreed with 1 abstention and 15 in favour

Seconded: Cllr Malin

016.3 To approve Payments over £1,000 for May 2022
Payments Payments 27-29, totalling £9,839.48, already recommended for approval by Finance & Staffing Committee.
Cllr Venner queried the amount paid to Minehead Eye under the MTC SLA and the Deputy Clerk replied that their invoice included VAT, which MTC would claim back.

Proposed: Cllr Bolton
Agreed with all in favour

Seconded: Cllr Jones

016.4 To approve Payments by Procurement Card for April 2022
Payments 30-38, totalling £692.54

Cllr Venner wondered whether it would be better to have a monthly petrol account rather than paying for fuel on the payment card. The Deputy Clerk said this had been looked at in the past and, if anything, this could work out more expensive. However, if Councillors wished it could be investigated again.

Proposed: Cllr Lawton
Agreed with all in favour

Seconded: Cllr Bloomfield

016.5 To approve Regular Payments for April 2022
Payments 1-29, totalling £5,658.57

Proposed: Cllr Burke
Agreed with all in favour

Seconded: Cllr M Kingston-James

016.6 To note Income Report for April 2022
Income totalling £396,292.27.

The Chair said the Income Report was noted. The Deputy Clerk told Councillors that the high income total was because it included a precept payment. Cllr Lawson reminded the meeting that Council had agreed to not to add personal names to income items for the Cemetery. The Deputy Clerk said names would be taken off all the public documents.

017 TO RECEIVE bank reconciliation report as at 31 March 2022
Cllr M Palmer confirmed that bank reconciliations had been satisfactorily completed to 31 March 2022.

018 TO APPROVE the Risk Report for 2021/2022
The Deputy Clerk explained that Council needed to approve the Risk Report, which Councillors had seen, for the Internal Audit. The Auditor needed to know MTC had reviewed its risks, had a risk programme and that this had been minuted.

Proposed: Cllr Bolton
Agreed with all in favour.

Seconded: Cllr Jones

019 TO APPROVE the revised Asset Register as at 31 March 2022
Councillors had seen the Asset Register and the Deputy Clerk explained that providing a Fixed Asset Register was necessary at the year end.
Cllr Venner wished to thank Andy Giles for his input into the Register. Cllr Malin asked if Council's assets, valued at just over £3million, were reflected in its insurance policy. The Deputy Clerk confirmed that this was so. Cllr Lawton asked if MTC had an Asset Management Group. The Deputy Clerk said that at present there were not a sufficient number of assets to manage but in the future there may be enough to make this worthwhile.

Proposed: Cllr Venner
Agreed with all in favour that Council approved the Asset Register.

Seconded: Cllr Burke

020 TO APPROVE the Review of Reserves Report as at 31 March 2022
Councillors had seen the Review of Reserves Report and the Deputy Clerk summarised the various Earmarked Reserves for new offices, Community Building maintenance, a possible extension for the Cemetery, Cemetery improvements, Christmas Lighting, Public Conveniences, Play Areas, Vehicles and Equipment, work at Hopcott Common and a Skate Ramp.

Replying to a question from Cllr M Palmer the Deputy Clerk confirmed these figures represented reserves available at 31 March 2022, which would be topped up again in the 2022/2023 Council year. He confirmed amounts could be moved from General Reserves into Earmarked Reserves, for example to improve Public Conveniences, if required.

Cllr Malin enquired whether the level of General Reserves was largely the proceeds of sale of the old Town Hall. The Deputy Clerk said the proceeds had gone into General Reserves

and could be re-aligned in future to provide new office accommodation. General Reserves should not be allowed to drop below £200,000. The Deputy Clerk confirmed that the offices were rented accommodation and it was up to Councillors to decide what to do about this. He confirmed that the permission for an application to be made for a loan facility of up to £500,000 had now lapsed as it had not been used. Cllr Malin said Council may want to bear this facility in mind for the provision of office accommodation in the future.

Proposed: Cllr Bloomfield

Seconded: Cllr Jones

Agreed with all in favour that the Review of Reserves Report was approved.

021 TO RESOLVE to exclude members of the press and public

Proposed: Cllr A Kingston-James

Seconded: Cllr Bolton

Agreed with all in favour to continue the meeting *in camera* to enable staffing issues to be discussed.

The public meeting closed at 8.50 pm.