



# MINEHEAD TOWN COUNCIL

## MINUTES OF THE FULL COUNCIL MEETING

HELD ON TUESDAY 24 JANUARY 2023 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**

Mayor: Cllr A Kingston-James  
Councillors: Cllr T Bloomfield, Cllr J Bonar, Cllr C Gilberto, Cllr B Hodson, Cllr M Kingston-James, Cllr M Kravis\*\*\*, Cllr J Malin, Cllr C Palmer\*, Cllr M Palmer, Cllr S Slade, Cllr T Venner\*

*(\* denotes Somerset West and Taunton Councillor "SWaT")  
(\*\* denotes Somerset County Councillor "SCC")*

**Officers in Attendance:** Ms Sam Rawle (Clerk)  
Mr B Howe (Deputy Clerk)  
Mr B Parker (Operations Manager)  
Mrs J Notley (Notetaker)

**Councillors in Attendance:** Cllr C Lawrence \*\*

**Councillors Absent:** Cllr J Rogers

**Members of the Public:** 2

**Members of the Press:** 0

The Mayor welcomed Councillors, members of the public and those following on Facebook. He apologised for the lack of a picture on the Facebook streaming. Technical issues meant the meeting would be relayed in sound only.

**288 To receive** Apologies for Absence [LGA 1972 s 85 \(1\)](#)  
Apologies had been received from Cllr A Lawton.

**289 To receive:**

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

Member	Item	Interest	Time Period	Speak/Vote
Cllr M Kravis	All	SWaT Councillor SCC Councillor	2023	Stayed in the room, spoke and voted
Cllr C Palmer	All	SWaT Councillor	2023	Stayed in the room, spoke and voted
Cllr T Venner	All	SWaT Councillor	2023	Stayed in the room, spoke and voted

Dispensations [Localism Act 2011](#)

None.

**290 To accept** resignation of Cllr M Burke

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

**Agreed** with all in favour to accept the resignation of Cllr Burke.

**291 To receive** reports from:

- Somerset County Council (SCC)

Cllr Christine Lawrence passed on apologies from Cllr Mandy Chilcott and Cllr Andy Hadley and gave personal thanks for all the support she had received over the previous few weeks and said she was beginning to get back to work.

Cllr Lawrence hoped that by this time MTC had received a copy of the Local Community Network pack. She said the various Councillors would need to get together before very long to discuss what the LCN would look like and decide what the priorities might be. It would be a big piece of work and very important because it would stretch as far as Stogumber with Minehead as the biggest centre.

Local Government Reorganisation was going ahead fast with less than 100 days before the new Council was in place. Cllr Lawrence left details of this with the Clerk along with information about buses and school application details. She also reminded everyone to get their flu jab if they had not already done so.

Cllr Kravis was pleased to announce that the new evening bus services were starting imminently, which would have a positive impact on many people's lives. He said the next objective was to ensure a bus service to Bridgwater as the present situation was nonsensical. He told the meeting that the Chief Executive of the new Council, Duncan Sharkey, was in post and the next tier of appointments was in process.

- Somerset West and Taunton District Council (SWaT)

Cllr Kravis said SWaT was conducting business as usual but there were only 9 weeks left.

Cllr C Palmer told the meeting that SWaT had started the cleaning of the drains on the sea front. It had started at the car park end and had cleaned down to 1.5-2 metres.

- Police

There were no Police in attendance so the Mayor, for the benefit of those listening on Facebook, read out the crime statistics for the last 28 days from the Police newsletter

- Councillors attending Meetings on behalf of Minehead Town Council (MTC)
  - Minehead BID (Cllrs Bloomfield and Venner)  
Cllr Bloomfield had that evening attended a Minehead BID meeting at which there had been a presentation by A SWaT officer about Britain in Bloom 2023. There had been information about the Steampunk Festival and other events around the town throughout the season. Cllr Bloomfield would have more details to bring to the next meeting.

Cllr Gilberto had attended a meeting at Minehead Eye which had launched a project to help eradicate anti-social behaviour. He asked that any Councillors or members of the public let him know if there is anywhere they feel anti-social behaviour is taking place and he would pass the information on.

- Advisory and Working Groups  
There were no reports.

**292 To adjourn** the Meeting for Public Inclusion *Standing Order No 3e*  
No-one had asked to speak.

**293 Mayor's Announcements**  
The Mayor had no announcements.

**294 To agree** the Minutes of the Full Council Meeting held on Tuesday 13 December 2022 – *Minutes to be agreed by Councillors who were in attendance*

**Proposed: Cllr Bloomfield                      Seconded: Cllr M Kingston-James**  
**Agreed** with 9 in favour and 3 abstentions (Councillors absent).

**295 To note** the Minutes of the Planning Committee meeting held on Tuesday 3 January 2023, Finance & Staffing Committee held on 9 January 2023 and Amenities & Environment Committee held on 10 January 2023

The Mayor said the Minutes were noted.

**296 Finance Matters**

**296.1 To approve** Urgent Payments for January 2023  
Payments 1-6, totalling £37,948.03, of which £23,859.50 was staff salaries

**Proposed: Cllr Kravis    Seconded: Cllr C Palmer**  
**Agreed** with all in favour

**296.2 To approve** Payments under £1,500 for January 2023  
Payments 7-41, totalling £7,019.09

Cllr M Palmer asked why there was such a difference in amounts paid to businesses for electricity for Christmas lights. The Deputy Clerk told her that the minimum

payment to each business was £15, meters had been put up in each shop and some businesses facilitated more lights than others. Amounts over £15 were rounded up to the nearest £1. Cllr Slade asked what payment 41 represented and the Deputy Clerk told her it was the licence to use a Cemetery computer system. The Deputy Clerk also told Councillors that payment 7 was on hold until a certain piece of work had been carried out.

**Proposed: Cllr Bonar**  
**Agreed** with all in favour

**Seconded: Cllr M Palmer**

**296.3 To approve** Payments over £1,500 for January 2023  
None

**296.4 To approve** Payments by Procurement Card for December 2022  
Payments 42-54, totalling £550.97

**Proposed: Cllr Kravis**  
**Agreed** with all in favour

**Seconded: Cllr Hodson**

**296.5 To approve** Regular Payments for December 2022  
Payments 1-23, totalling £3,542.17

**296.6 To note** Income Report for December 2022  
Income, including interest payments, totalling £18,798.93

The Chair of Finance & Staffing said the Income Report was noted.

**297 To agree** the creation of a Service Level Agreement (SLA) from April 2023 for Citizens Advice West Somerset

Councillors had seen a report on the proposed SLA and also a draft SLA. They had received a presentation from the Chief Executive of CAWS at the previous Full Council meeting. The proposed agreement would be for a 3-5 year period. There was no specific budget for the proposed SLA and any amount would need to be taken from Reserves or taken from another budget..

Cllr C Palmer had reservations about the proposal and wished to wait until Council knew what contribution the new unitary authority would make towards the service. Cllr Venner thought this was a worthwhile cause but that Council should make a grant for the first 12 months and review the position after that time. He felt a 3-year agreement would be best to fit in with the life of the present Council. Cllr M Kingston-James agreed with both views and asked Cllr Venner what sum he had in mind. Cllr Venner felt £5,000 would be appropriate. Cllr M Palmer pointed out that if figures were based on the contributions made by Watchet and Williton Councils then Minehead would need to agree a grant of £16,000. Cllr Kravis said on this basis Minehead ought to contribute only £8,000 on a percentage basis.

The Deputy Clerk said it would help the office staff if a formal link was established with CAWS as they had many members of the public coming in asking for help. Cllr Hodson suggested nominating 2 or 3 people to go through the SLA and bring it to an advanced standard and that if MTC made a grant or agreement Council should receive a regular report from CAWS as to

how the money is spent. Cllr Venner reminded the meeting that Council could not keep taking money from reserves.

**Proposed: Cllr Venner**

**Seconded: Cllr Slade**

**Agreed** with 11 in favour and 1 abstention to award a grant of £5,000 to CAWS for a 12 month period, subject to a report at the next Full Council meeting as to where the money would come from. It was agreed to review the proposed SLA in November or December 2023 with an agreed amount to be set in the Budget at that time for a 3 year period.

**298 To discuss** celebrations of King Charles' Coronation in May 2023

The Deputy Clerk told the meeting that MTC would provide flags and bunting for the Coronation celebrations but he queried if Councillors would wish to be involved in any events. MTC should be prepared to provide the infrastructure such as a band on the bandstand or use of the Community Centre.

Cllr Bloomfield said she had been grateful for the help Councillors had given to the Jubilee celebrations but that there had not been enough people involved. She suggested forming a working group to meet within the following few days. She suggested providing a big screen in Blenheim Gardens.

The Deputy Clerk confirmed that MTC had a budget of £1,500 for marking the Coronation.

Cllr Slade remembered that for the Millennium MTC had provided a souvenir for all children at first and middle schools to mark a historic moment.

Cllrs Bloomfield, Gilberto and Venner volunteered to form a working group. The Deputy Clerk asked them to meet very soon and come back to the February Amenities & Environment Committee with their ideas.

**299 To agree** Bands in Blenheim Gardens concert season

Councillors had seen a report by the Deputy Clerk with proposed dates for the Bands in Blenheim Gardens season and proposed new graded payments for bands. The budget allocated for the entertainment was £6,000. He recommended that fees were changed to reflect the number of performers ranging from £125 for a solo performer to £225 for a band with more than 10 performers. Based on the bands who played in 2022 the total cost would be £4,675, an increase from £4,375.

**Proposed: Cllr Venner**

**Seconded: Cllr Kravis**

**Agreed** with all in favour to adopt the graded payments for bands playing in Blenheim Gardens in 2023.

Councillors also discussed the chairs which had been used on the bandstand and which needed replacing. These had been inherited from SWaT and were in poor condition. The Deputy Clerk said he would bring a quotation to the next meeting for new folding chairs. Cllr M Palmer suggested finding out if SWaT had some chairs they did not need.

**300 To discuss** complaint about trolleys abandoned around Seaward Way – Cllr T Venner

Cllr Venner had received several complaints about trolleys abandoned between the supermarkets and Butlins including in the rhyne. He wished MTC to write to the supermarkets to find out their policy on retrieving trolleys. Butlins also had a responsibility as it was their clientele leaving trolleys lying around. The Deputy Clerk agreed that a letter should be written.

**301 To agree Employee Handbook and other policies**

The Deputy Clerk asked Councillors that discussion on this item be deferred as the Employee Handbook and other policies were still under review. The Operations Manager gave a verbal update on progress by the Policy working group and the Health & Safety working group. Councillors had been able to read the draft Health & Safety Policy and Procedures document.

**Proposed: Cllr M Kingston-James**

**Seconded: Cllr M Palmer**

**Agreed** with all in favour to adopt the Health & Safety Policy and Procedures document.

**302 To agree MTC representative for**

(a) League of Friends of Minehead Hospital

Cllr Rogers, who had been the MTC representative for the League of Friends had moved away from Minehead so another Councillor was needed to fill the place. Cllr Slade volunteered to do this. Cllr Gilberto would act as a reserve if Cllr Slade was unable to attend.

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

**Agreed** with all in favour that Cllr Slade represent MTC on the League of Friends of Minehead Hospital, with Cllr Gilberto deputising if she was unable to attend.

(b) Plastic-free Minehead Community Group

Two representatives were required to represent MTC on this group. Cllr A Kingston-James had recently become Chair of the Steering Group and needed to check if it was appropriate for him to be a representative. Cllr Hodson volunteered to represent MTC.

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

**Agreed** with all in favour that Cllr A Kingston-James and Cllr Hodson represent MTC on the Plastic-free Minehead Community Group.

The Deputy Clerk reminded Councillors that there were vacancies on working groups following the departure of 2 Councillors. Cllr M Palmer volunteered to join the Cemetery working group.

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

**Proposed: Cllr Bonar**

**Seconded: Cllr M Palmer**

**Agreed** with all in favour to continue the meeting *in camera* to discuss staffing matters.

The public meeting ended at 8.29 pm.