



## MINEHEAD TOWN COUNCIL

### MINUTES OF THE FINANCE AND STAFFING COMMITTEE MEETING HELD ON MONDAY 13 FEBRUARY 2023 AT 7.30 PM AT THE COMMUNITY CENTRE, IRNHAM ROAD, MINEHEAD TA24 5DW

The Meeting was streamed live on the MTC Facebook page

*The Meeting was digitally recorded*

*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*

**Present:** Chair: Cllr M Kingston-James  
Councillors: Cllr B Hodson, Cllr A Kingston-James, Cllr M Kravis\* \*\*, Cllr J Malin, Cllr C Palmer\*, Cllr M Palmer, Cllr S Slade, Cllr T Venner\* (Deputy Chair)  
*(\* denotes Somerset West and Taunton District Councillor "SWaT")  
(\*\* denotes Somerset County Councillor "SCC")*

**Officers in Attendance:** Ms Sam Rawle - Clerk  
Mr B Howe – Deputy Clerk

**Councillors Absent:** Cllr C Gilberto

**Members of the Public and Press:** 0 members of the public  
0 members of the press

Cllr M Kingston-James welcomed Councillors and Officers to the Meeting and the public watching via Facebook.

**310 To receive** Apologies for Absence [LGA 1972 s85 \(1\)](#)  
Apologies had been received from Cllr T Bloomfield.

**311 To receive** Councillors' Declarations of Interest and any Dispensations [In accordance with the provisions of the Localism Act 2011 in respect of members](#)

Member	Item	Interest	Time Period	Speak/Vote
Cllr M Kingston-James	315 (part)	Personal	13 02 23	Stayed in the room; did not vote
Cllr J Malin	315 (part)	Personal	13 02 23	Stayed in the room; did not vote
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](#)

No dispensations were requested.

*Cllr Kravis arrived in the meeting*

- 312 To approve** the Minutes of the Finance & Staffing Committee Meeting held on 9 January 2023 - *Minutes to be agreed by Councillors who were in attendance*

**Proposed: Cllr C Palmer**

**Seconded: Cllr Hodson**

**Agreed** with 7 in favour and 2 abstentions (Councillors absent).

- 313 To adjourn** the Meeting for Public Inclusion [Standing Order No 3e](#)

No-one had asked to speak.

#### **314 Finance**

314.1 **To approve** urgent payments for February 2023

Payments 1-11, totalling £42,288.51, including £23,146.94 staff salaries

**Proposed: Cllr A Kingston-James**

**Seconded: Cllr Malin**

**Agreed** with all in favour

314.2 **To approve** payments under £1,500 for February 2023

Payments 12-26, totalling £4,713.66

Cllr M Palmer queried the cost of skip hire. The Deputy Clerk believed some of the waste would have come from work done on allotments but would let her know.

**Proposed: Cllr Slade**

**Seconded: Cllr M Palmer**

**Agreed** with all in favour

315.3 **To recommend** to Full Council payments over £1,500 for February 2023

Payment 27, totalling £2,750

In reply to a question from Cllr Venner the Deputy Clerk confirmed that this was a one-off payment which all Councils make each year which goes across all contributions.

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

**Seconded: Cllr Hodson**

315.4 **To approve** payments by Procurement Card for January 2023  
Payments 28-36, totalling £1,040.43

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

**Seconded: Cllr M Palmer**

315.5 **To approve** Regular Payments for January 2023  
Payments 1-28, totalling £4,827.88

Cllr M Palmer had found a typing error in payments 8 and 25. The Deputy Clerk pointed out that the rent for the Depot had been agreed at the lower rate which would show in the following month's Regular Payments and also a small amount of back pay.

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

**Seconded: Cllr Venner**

315.6 **To receive** the Income Report for January 2023  
Income totalling £22,737.36

The Chair confirmed the Income Report was noted.

### **315 To discuss** and recommend MTC fees and charges for 2023/2024

Councillors had seen the current fees and charges list and also recommendations for 2023/2024.

**Community Centre/Recreation Ground:** Cllr C Palmer needed clarification on the difference between the 3 and 5 year agreements for Minehead AFC. Cllr Venner felt that an increase of £2 per hour for tennis courts was too high. He wished to revert to pre-COVID charges.

**Proposed: Cllr Venner**

**Seconded: Cllr Slade**

**Agreed** with 7 in favour, 1 abstention and 1 against that hire of the Tennis Courts should be raised to £4 per hour rather than £5.

**Proposed: Cllr Kravis**

**Seconded: Cllr M Kingston-James**

**Agreed** with 7 in favour, 1 against and 1 abstention that hire of the Community Hall for Commercial use be raised to £20 per hour, rather than £17.

**Cemetery:** The Deputy Clerk confirmed that there was an error in the listed proposed charge for Interment of an adult – this should read £195, rather than £200. There were no proposed changes in Cemetery charges.

**Proposed: Cllr C Palmer**

**Seconded: Cllr Malin**

**Agreed** with 8 in favour and 1 abstention to approved proposed charges for the Cemetery.

**Allotments:** The Deputy Clerk told the Committee that fees would need to be reviewed in November 2023 to ensure ploholders were given a year's notice of any increase in rent. There were therefore no current proposed increases. The Clerk confirmed that it was intended to create some half-plots by dividing large ones. In reply to a query from Cllr C Palmer it was agreed to insert a line in the charges section to include a £37.50 deposit for half-plots.

**Proposed: Cllr C Palmer**

**Seconded: Cllr Venner**

**Agreed** with all in favour to:

- (a) review allotment rents in November 2023 and
- (b) to make a deposit charge of £37.50 for half-plots and
- (c) to agree the proposed charges for 2023/2024.

**Hire of Land:** After discussion and several different proposals Cllr C Palmer suggested the hire of Land at Marshfield for events be raised to £125 per day rather than the proposed £110.

**Proposed: Cllr C Palmer**

**Seconded: Cllr Hodson**

**Agreed** with 7 in favour and 2 against to raise the charge for hire of Land at Marshfield to £125 per day.

**Sponsorships:** The Deputy Clerk said there were only two sponsorships. Cllr M Palmer wished to increase sponsorship of the Ellicombe roundabout to £575 per year because the cost of planting had increased significantly. Cllr Venner wished to agree the recommended figure of £550.

**Proposed: Cllr M Palmer**

**Seconded: Cllr M Kingston-James**

That the annual sponsorship for Ellicombe Roundabout should be increased to £575 per year.

**Proposed Amendment: Cllr Venner**

**Seconded: Cllr Malin**

3 in favour, 1 abstention and 4 against – amendment not carried

**Original Proposal:**

**Agreed** with 4 in favour, 2 abstentions and 3 against to raise the annual sponsorship for Ellicombe Roundabout to £575.

**Recharged Services:** Cllr M Palmer wished to raise these charges by 10%. The Deputy Clerk said the relevant charge to look at was the per-basket charge as presently all the baskets were ordered through Minehead BID. At the moment no other businesses were ordering baskets individually.

**Proposed: Cllr M Palmer**

**Seconded: Cllr M Kingston-James**

**Agreed** with 4 in favour and 4 against with 1 abstention. The Chair used his casting vote – carried with 5 in favour and 4 against to raise the cost of hanging baskets by 10%.

**Other:** Band fees had already been agreed. Electricity meters had been installed which showed how much was used by the various businesses which provided energy for the Christmas lights which ensured businesses were not out of pocket.

**Proposed: Cllr Venner**

**Seconded: Cllr M Kingston-James**

**Agreed** with all in favour to increase the minimum payment to individual businesses to £20 for the provision of electricity to run the Christmas lights.

**316 To receive** report on the provision of a budget for Citizens Advice (West Somerset) in 2023/2024

The Deputy Clerk reminded the meeting that Council had already agreed to award a one-off grant of £5,000 to CAWS for the next financial year and to agree an SLA for future years. He had been tasked with finding out where in the budget this amount would be found and, after consulting Andy Giles, he had recommended that the amount be marked as an earmarked reserve, moved forward to next year and spent next year. The amount would be taken from the Grants budget this year. This was merely an accountancy transaction.

**317 To discuss** and make recommendations about restoration of four paintings owned by MTC  
Cllr C Palmer brought Councillors up to date about four paintings owned by MTC which were in need of restoration and presently kept in the County Archives. He had been contacted by the restorer who had quoted for work on the paintings ranging between £3,450 and £3,800 who was concerned this had not been progressed. The prices would stand for this year only. He suggested this be taken to Full Council with a recommendation that restoration should proceed.

Councillors discussed the matter. The Deputy Clerk confirmed there was a budget of £4,000 to restore the paintings.

**Proposed: Cllr C Palmer**

**Seconded: Cllr A Kingston-James**

**Agreed** with all in favour that Committee recommend to Full Council to proceed with restoration of the paintings.

**Proposed: Cllr C Palmer**

**Seconded: Cllr Bonar**

**Agreed** with all in favour to close the meeting.

The meeting ended at 8.25 pm.