



MINEHEAD TOWN COUNCIL

Minutes of the Finance and General Purposes Meeting
of Minehead Town Council which was held on
Tuesday 8th August 2023 at 7.30 pm at
the Town Council Offices, 3 Summerland Road, Minehead, TA24 5BP

Present: Councillors Kingston-James (Chair), C Palmer, M Palmer, Kravis, Hall, Jewell and Hodson

Apologies: Councillor Lawton

Not Present: Councillor Bonar

In Attendance: Helen Nathanson (Town Clerk), Ben Parker (Operations Manager), 1 member of the public

There was an open forum at the beginning of the Meeting for residents of Minehead and Alcombe to speak on any matter related to the agenda. No matters were raised.

1. To receive apologies for absence.

It was recommended that the apologies be accepted.

2. To receive disclosures of unregistered or other interests from councillors on matters to be considered at the Meeting.

No interests were declared.

3. To approve the Minutes of the Finance and General Purposes Meeting on Tuesday 11th July 2023 and to discuss any matters arising.

It was recommended that the Minutes be approved.

Matters arising

Item 58 Discussion about taking on the BID equipment has been postponed subject to further information from the BID team.

4. Accounts

i) It was **resolved** to approve the urgent payments to a value of £29,195.14.

ii) It was **resolved** to approve the payments under £1500 to the value of £3,718.33.

ii) It was **recommended** that the payments over £1500 to the value of £11,714.90 be approved.

It was agreed that servicing the floodlights at Irnham Road must be included in future budgets. The cost of the lights is borne by the Town Council but covered by the rental income from the football club. The damage caused by vandalism, which was identified during the service, will be referred to Zurich to ascertain whether or not it would be covered under the Town Council insurance.

iv) It was **resolved** to approve the payments by procurement card to the value of £446.65.

Another urgent notice had been received for non-payment of a TV licence for one of the Quirke's Almshouses and it was agreed that the Town Council would pay this bill and invoice the Charity along with the other two TV licences paid last month. The Charity is in the process of updating its bank details and should be in a position to pay soon.

5. To receive the Budget Update Report and Income and Expenditure Report and to discuss any matters of interest or concern.

The Budget Update Report and Income and Expenditure Report were received. The following matters were raised:

Councillors liked the format of the report but considered that some of the Cost Centres and Codes needed to be revised to make it clearer and ensure that costs are correctly attributed. This is something that the Town Clerk will be doing in due course.

6. To receive the Earmarked Reserves Report (EMR).

The Earmarked Reserves Report was received and the following matters were raised:

It was noted that the General Reserve is £239,950.

The Quay West renovations cost will be met by the EMR for Toilets.

Councillors requested notes to the EMR to show when and how sums were allocated. Any decisions to earmark funds is made at a Full Council meeting and it was agreed to ensure that those decisions are also noted in the accounts system.

Councillors agreed that the budget calculations for 2024/25 will commence in September.

7. To discuss the purchase of a new lawnmower deck and installation of gates at the Summerland toilets.

Councillors discussed the purchases and the following matters were raised:

The Operations Manager explained that £15k had been set aside for a new cherry picker but that owning one would lead to other costs such as maintenance and that the need could be met by hiring a machine when required and ensuring that works requiring one were grouped together. He recommended that the requirement for the lawnmower deck and gates at Summerland Road toilets was greater and it was therefore **recommended** that a new lawnmower deck be purchased for £7,488, to include part exchange and fitting, and that new gates be installed at Summerland Road toilets for £1,387 excluding VAT.

8. To convene a Staffing Sub-Committee.

It was **resolved** to convene a Staffing Sub-Committee according to the proposed Terms of Reference.

Councillors M Palmer, Hall and Kravis were nominated and elected to the Sub-Committee.

9. To receive the notes from the Staff Working Group meeting on Tuesday 1st August 2023. (Confidential Attachment)

The notes were received.

The meeting ended at 8.22pm

Councillor Kingston-James
Chair