



## MINEHEAD TOWN COUNCIL

Minutes of the Finance and General Purposes Meeting  
of Minehead Town Council held on  
Tuesday 12<sup>th</sup> September 2023 at 7.30 pm at  
the Town Council Offices, 3 Summerland Road, Minehead, TA24 5BP

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 members of the public were in attendance.

Present: Councillor C Palmer (Chair), M Palmer, Beynon, Hodson, Lawton, Jewell. Councillor Kingston-James (joined the meeting at 8.30pm).

Apologies: Councillors Hall and Kravis

In Attendance: H Nathanson (Town Clerk)

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.

There were no disclosures of unregistered or other interests.

3. To approve the Minutes of the Finance and General Purposes Meeting on Tuesday 8<sup>th</sup> August 2023 and to discuss any matters arising. [Committee Agendas & Minutes - Minehead Town Council](#)

The Minutes were approved.

Matters arising:

Item 58 Postponement of equipment purchase from the BID. Councillors were still awaiting further information about the distribution of remaining resources.

4. To elect a Deputy Chair of the Committee and to review membership.

It was agreed that the minimum numbers for the Committee would be five members and will include Councillors Jewell, Kingston-James, Beynon, Hodson, Lawton, M Palmer and C Palmer as able to attend.

It was agreed that a Deputy would be elected only as required in the absence of the Chair.

5. Accounts

i) To note the Payments and Receipts Reports for Cashbooks 1 and 5.

These were noted.

ii) To recommend approval of the payments over £1500 to the value of £10,554.14.

It was recommended that the payments over £1500 to the value of £10,554.14 be approved.

iii) To receive the Income and Expenditure Report.

This was received.

iv) To receive an update about Internal Audit.

The Town Clerk explained that the previous internal auditor had resigned and that a new one, Per Pro Services, had been found to conduct a mid-year audit and provide an overview of the current state of the accounts. It was agreed to instigate an internal audit in September.

6. To review Allotments Charges for 2024/25.

Councillors requested more information about the cost of running the allotments, with particular reference to water costs, before making a decision about raising charges. It was agreed to discuss in more detail at the next Ops Advisory Group meeting.

7. To note that the lease on the Town Council offices is due for renewal on 28<sup>th</sup> February 2024 and to set up a Task and Finish Group to look at future office and meeting room requirements.

This was noted. Councillors recommended that a Task and Finish Group be set up in accordance with the Terms of Reference to produce a clear report on what the Town Council needs and to take advantage of any opportunities that might be presented by Somerset Council asset transfers.

Councillors C Palmer and Kingston-James were nominated.

8. To set up a Community Centre Working Group.

It was agreed to set up a Community Centre Working Group in accordance with the Terms of Reference to provide a firm link between the Centre and the Town Council and to ensure it remained an asset across the community. Councillors Beynon, Jewell and Hall were nominated to be on the Working Group.

9. To receive the notes from the Operations Advisory Group Meeting on 5<sup>th</sup> September 2023 and to consider any recommendations.

Item 7 – A correction was made that it had been agreed to look at cleaning only the Queen Anne canopy and not the statue itself.

Item 8 – Councillor Jewell gave an update about the Christmas lights switch on and discussions he had been having with business owners about making switch-on more of an occasion. Councillor Beynon was keen to get schools involved. Another meeting had been planned amongst businesses to discuss in more detail and build some momentum, bearing in mind that it was short notice to plan a big event this close to Christmas. The date for switch-on will be Friday 24<sup>th</sup> November 2023 subject to confirmation from Festive Lighting.

10. To receive the correspondence from Minehead Conservation Society and North Hill Action Group regarding the proposed Compulsory Purchase of land at Beacon Road and to discuss a response.

In view of the previously received responses from the higher tier authority, councillors agreed that there was no more that the Town Council could do and it was recommended that the Council write back to Minehead Conservation Society and North Hill Action Group to explain.

11. To receive the notes from the MAC Working Group Meeting on 16<sup>th</sup> August 2023.

The notes were received.

The meeting ended at 9.26pm.

Councillor C Palmer  
Chair