



MINEHEAD TOWN COUNCIL

Minutes of the Finance and General Purposes Meeting
of Minehead Town Council held on
Tuesday 10th October 2023 at 7.30 pm at
the Town Council Offices, 3 Summerland Road, Minehead, TA24 5BP

There was a 15-minute 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: Councillors Kingston-James (Chair), Hall, C Palmer, Kravis, Lawton, Jewell and M Palmer
Apologies: Councillors Hodson and Beynon

1. To receive apologies for absence.

The apologies from Councillors Beynon and Hodson were accepted.

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

There were no interests declared.

3. To approve the Minutes of the Finance and General Purposes Meeting on Tuesday 12th September 2023 and to discuss any matters arising. [Committee Agendas & Minutes - Minehead Town Council](#)

It was recommended that the minutes be approved.

The following matters arose:

Item 6

It was agreed to raise the annual allotments charges with effect from October 2024, pending further information about running costs, as follows:

Full plot large – raise from £44 to £60

Full plot standard – raise from £33 to £45

Half plot – raise £20 to £30

Item 7

A meeting of the Task and Finish Group to consider office and meeting room arrangements will take place in November.

Item 8

A meeting of the Community Centre Working Group will be arranged.

Item 9

Councillor Jewell gave an update. Christmas lights switch-on arrangements will include a visit from Queen Victoria and a procession which will involve the schools. Two parking options are available: one is to have free parking but not advertise, the other is to pay the nominal admin fee of £33.49 +VAT for an hour's free parking across Summerland, North Road and Clanville and we can then advertise.

4. Accounts

i) To recommend approval of the payments to the value of £10,286.94.

It was recommended that the payments be approved.

ii) To note the direct debit payments to the value of £6,871.51.
The direct debit payments were noted.

iii) To note the Income Report.
This was noted.

5. Budget

To discuss the draft Budget Chart for 2024/25.

Councillors discussed the budget and an updated draft will be presented to the October Council meeting.

6. Financial Regulations

An update is required to Financial Regulations and, in particular, payment levels need to be raised to make the business of the Council more efficient. The internal auditor has been asked to look at them and will advise.

7. Banking

The internal auditor will look at the banking set-up in place and advise on changes that need to be made.

8. Accounts Training

A training session for councillors will take place on Tuesday 21st November at 7pm in the office. This will be informal and an opportunity for councillors to ask questions about the budget process.

The meeting ended at 8.50pm.

Councillor Kingston-James
Chair