



## MINEHEAD TOWN COUNCIL

### Agenda

Members of the public are invited to attend the Meeting of Minehead Town Council to be held on  
Tuesday 26<sup>th</sup> March 2024 at 7.30 pm in  
the Community Centre, Irnham Road, Minehead TA24 5DW

1. To receive apologies for absence.
2. To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the Meeting.
3. To receive reports from Somerset Councillors.
4. To receive updates from councillors on Advisory Groups and Outside Bodies.
5. To approve the [Minutes of the Full Council Meeting on 27<sup>th</sup> February 2024](#)
6. To receive the [Minutes of the Planning Committee Meeting on 5<sup>th</sup> March 2024](#) AND the [Minutes of the Extraordinary Planning Committee Meeting on 12<sup>th</sup> March 2024](#) and to discuss any matters arising.
7. To receive the Minutes of the [Finance and General Purposes Committee Meeting on 12<sup>th</sup> March 2024](#).
8. To consider an application for co-option to Minehead Town Council. (See Councillor Attachment)
9. Accounts
  - i) To Approve the following payments over £1,500 for March (Recommended by the Finance and General Purposes Committee):
    - Payment of £12,480 for 2024/25 offices rental.
  - ii) To approve the following urgent payments:
    - Payment of £3,435 to Simon Scotting Tree Consultancy for Tree Survey. (Survey approved at February's Full Council Meeting)
    - Payment of £13,725 to weedingtech for foam stream unit rental. (Rental approved at February's Full Council Meeting)
  - iii) To note payments made for February. (See Attachment)
  - iv) To note budget income & expenditure reports for February. (See Attachment)
  - v) To note Income received for February. (See Attachment)
  - vi) To note bank reconciliations for February. (See Attachment)
10. To approve quote of £2,802.43 (exc. VAT) for repairs to existing play equipment at Irnham Recreation Ground and Cross Farm Park play areas. (See Councillor attachment)

11. To Agree for Minehead Town Council to undertake the locking of Blenheim Gardens from April 1<sup>st</sup> 2024. (See Attachment; Recommendation from Finance and General Purposes Committee)
12. To approve the draft terms of reference for the Finance and General Purposes Committee. (See Attachment)
13. To approve the following policies (Recommendation from Finance and General Purposes Committee)
  - i) Standing Orders (See Attachment)
  - ii) Financial regulations (See Attachment)
  - iii) Code of Conduct (See Attachment)
  - iv) Publication Scheme (See Attachment)
  - v) Financial, Operational and Governance Risk Management (See Attachment)
14. To approve the 2024/25 Insurance Policy quotation of £14,963.62. (See Councillor Attachment)
15. To receive an update on the recently held Community Engagement Events.
16. To note Councillor Hall has applied to be a MTC representative at the Somerset Council Harbour Advisory Board
17. To note that Somerset Council no longer provides sandbags or equivalents to householders and businesses as from 13th March 2024. (See attachment)

Ben Parker  
Town Clerk  
20<sup>th</sup> March 2024