



MINEHEAD TOWN COUNCIL

Agenda

Members of the public are invited to attend the Finance and General Purposes Committee Meeting of Minehead Town Council to be held on Tuesday 9th April 2024 at 7.30 pm at the Town Council Offices, 3 Summerland Road, Minehead, TA24 5BP

There will be 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.

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 Approve Minutes of the Finance and General purposes Committee meeting on [Tuesday 12th March 2024](#).
4. Accounts
 - i) To recommend the following payments over £1,500:

| Company Name | Amount | Description |
|--------------------------|------------------|--|
| Weeding Technologies Ltd | £2355.00 | Foamstream equipment 6mth trial – last instalment |
| Somerset Council | £5988.00 | Business Rates 01.04.2024- 31.03.2025 Office |
| Somerset Council | £3143.70 | Business Rates 01.04.2024- 31.03.2025 Community Centre |
| Somerset Council | £4380.22 | Business Rates 01.04.2024- 31.03.2025 Cemetery |
| Total | £15866.92 | |

- ii) To note payments made for March. (See Attachment)
 - iii) To note budget income & expenditure reports for March. (See Attachment)
 - iv) To note Income received for March. (See Attachment)
 - v) To note bank reconciliations for March. (See Attachment)
 - vi) To receive the analysis and variance report of the 2023/24 Budget (See Attachment)
5. To receive an update regarding the findings of the mid-term health report prepared by the internal auditor. (See Councillor attachment)
6. To review and recommend for adoption the following policies:
- i. Complaints Procedure (See Attachment)
 - ii. Data Breach Policy (See Attachment)

- iii. Data Protection Policy (See Attachment)
 - iv. ICT Policy (See Attachment)
 - v. Privacy Notice (See Attachment)
7. To review and recommend Minehead Town Councils Fees and Charges for 2024/25. (See Attachment)
8. To receive the updated MTC Asset register and recommend it for approval. (See Councillor Attachment)
9. To discuss production of a new MTC Corporate Plan. (Attachment to be provided at the meeting)
10. To note that quarterly Councillor spot checks of accounts have been undertaken.
11. Grant applications for approval (See Councillor attachment)
- I. To receive a request from Minehead Gardening Club for a small grant.
 - II. To receive a request from Minehead Swimming and Leisure for a small grant.

Ben Parker
Town Clerk
4th April 2024