



MINEHEAD TOWN COUNCIL

Minutes of the Finance and General Purposes Committee Meeting
of Minehead Town Council which was held on
Tuesday 9th April 2024 at 7.30 pm at
the Town Council Offices, 3 Summerland Road, Minehead, TA24 5BP

Present: Councillors Hodson (Chair), C Palmer, Lawton, M Palmer, Kravis, Jewell, Bartlett

Apologies: Councillors Hall, Bonar

Not Present: Councillor Beynon

In Attendance: Jo Chapman (Deputy Clerk & RFO)

2024/19. To receive apologies for absence.

The apologies from Councillor Hall and Councillor Bonar were received.

2024/20. To receive disclosures of unregistered or other interests from councillors on matters to be considered at the Meeting.

Councillor Kravis declared his membership of Somerset Council.

Councillor Lawton declared her membership of Minehead Gardening Club.

2024/21. To Approve Minutes of the Finance and General purposes Committee meeting on [Tuesday 12th March 2024](#) and discuss any matters arising.

Resolved to approve the Minutes of the meeting held on Tuesday 12th March 2024

2024/22. Accounts

i) To recommend the following payments over £1,500:

- *Weeding Technologies Ltd £ 2355.00 (last instalment) for Foamstream equipment rental 6mth trial*

- *Somerset Council £5988.00 for business rates 01.04.2024-31.03.2025 Office*

- *Somerset Council £3143.70 for business rates 01.04.2024-31.03.2025 Community Centre.*

- *Somerset Council £4380.22 for business rates 01.04.2024-31.03.2025 Cemetery*

Resolved to recommend the payments to Full Council for approval.

ii) To note payments made for March 2024

The payments were **noted**. A query was raised concerning the cost of the quarterly electricity bill for the four street lights on the path at Cross Farm Park Recreation area and were there any alternative solutions to reducing the cost.

Resolved: It was agreed that the Deputy Clerk would investigate the existing set up and report back with these details and possible costed solutions.

iii) To note budget income & expenditure reports for March 2024.

The reports were **noted**. A comment was raised concerning the difficulty for some Councillors to read & understand the accounting reports produced by the Council's computerised accounts package Rialtas. It was explained to produce anything else would be time consuming for the RFO & that the standard accounting reports produced are the ones recognised by our Auditor.

Resolved: It was agreed that Councillor C Palmer would visit the Office and look at the accounting reports that Rialtas produces to see if any were more suitable for reporting to Councillors.

iv) To note Income received for March 2024.

The Income received reports were **noted**.

v) To note bank reconciliations for March 2024.

The Bank reconciliations were **noted**.

vi) To receive the analysis and variance report of the 2023/24 budget.

The variance report was received.

2024/23. To receive an update on the mid-term health report prepared by the internal auditor and to discuss findings.

The report was **received**. It was explained that the three amber actions still outstanding were included in this meeting and the committee thanked the Town Council team for their hard work in completing the advised actions.

2024/24. To review and recommend for adoption the following policies:

- I. Complaints Procedure
- II. Data Breach Policy
- III. Data Protection Policy
- IV. ICT Policy
- V. Privacy Notice

All policies were received and reviewed. Councillors agreed that point 6.1 Software Updates and 6.3 WiFi in the Draft ICT Policy need to be amended to read:

6.1 Authenticated software updates issued by your network provider to fix bugs, security issues or new features should be updated as soon as possible.

6.3 5G should be added to after the 3G/4G text.

Resolved to recommend Complaints Procedure, Data Breach Policy, Data Protection Policy, ICT Policy, Privacy Notice for adoption at the next Full Council with suggested amendments above included.

2024/25. To review and recommend Minehead Town Council's Fees and Charges for 2024/25.

The fees and charges 2024/25 were reviewed. It was recommended that the existing contracts for Minehead Bowling Club, Minehead Football Club and the existing Cemetery fees be investigated with a view to increasing in the financial year 2025/26.

Resolved that the Deputy Clerk will look at the existing contracts for the bowling club & football club. The Deputy Clerk will also compare the existing cemetery fees with those of like sized and local area cemeteries and report back.

Resolved Committee recommended that the fees and charges 2024/25 to be approved by Full Council.

2024/26. To receive the updated MTC Asset Register and recommend for approval.

Resolved: The register was received and was recommended for approval. The Chair thanked the Town Council team for their hard work in getting the register ready.

2024/27. To discuss production of a new MTC Corporate plan.

The Deputy Clerk explained that the existing corporate plan was ending in 2024 and a new plan to shape the town was required going forward. The Clerk is working on a draft corporate plan ready for consultation and any input from Councillors was required for inclusion.

Resolved: It was agreed that an imminent meeting of Councillors would be set up to discuss and agree on possible future town projects to include in the draft plan.

- I. It was suggested that informal discussions amongst Councillors & Officers take place as part of preparation for the production of a Town Plan. It was also suggested that any projects agreed should be costed, to align with current expenditure and budget/precept preparations for 2025/26.

2024/28. To note that quarterly councillor spot checks of accounts have been undertaken.

It was **noted** that Councillors M Palmer & Lawton carried out the quarterly account spot checks on the 25th March 2024 and no issues were found.

2024/29. Grant applications for approval.

- I. To receive a request from Minehead Gardening Club for a small grant. £500.00
- II. To receive a request from Minehead Swimming and Leisure for a small grant. £500.00

The Chair decided that the request from Minehead Swimming & Leisure was to be discussed for consideration first, so Councillor Lawton could be included in the discussion.

Grant request by Minehead Swimming & Leisure.

Decision: To decline grant request as the group hadn't provided enough information for the Committee to make an informed decision and the group is only in the first stages of set up.

Councillor Lawton left the meeting at 20.45pm

Grant request by Minehead Gardening Club.

Decision: To decline grant request as full accounts for the Gardening Club were not provided and Council taxpayers' money shouldn't be used for monetary prizes.

Resolved to decline both grant requests.

The meeting closed at 21.00pm

Councillor B Hodson
Chair of Finance and General Purposes Committee
April 2024.