



MINEHEAD TOWN COUNCIL

Minutes of the Statutory Annual Meeting of Minehead Town Council held on
Tuesday 14th May 2024 at 7.30 pm in
the Community Centre, Irnham Road, Minehead TA24 5DW

There was a 15-minute open forum prior to the start of the Meeting for residents of Minehead to raise with councillors any matters related to the town. The following matters were raised:

A member of the public asked when the notice boards at beach entrances will be updated to reflect the dog restrictions due to the reinstated Public Space Protection Order. They also enquired if the dog ban applies to Blenheim Gardens.

Somerset Councillors confirmed the Council website hasn't been updated to reflect the reinstated order yet. At the recent Executive meeting, it was asked when new signage would go up, but no date was given. However, it is expected to take time to design, create and erect the signs. The new PSPO order, based on the well-responded to public consultation, includes reinstating banning dogs from Blenheim Gardens. The public space protection order is now in effect.

Present: Councillors C Palmer, Lawton, Hodson, Bartlett, M Palmer, Jewell, Beynon and Kravis.

Apologies: Councillor Hall

Not Present: Councillor Bonar

In Attendance: B Parker (Town Clerk), J Chapman (Deputy Clerk & RFO), Somerset Councillors Chilcott, Hadley and 1 Member of the public.

2024/78. Election of Mayor (Chair of the Council) and acceptance of office.

Councillor C Palmer was nominated through a proposer and seconder. Cllr C Palmer accepted the nomination.

RESOLVED that Councillor C Palmer be elected Chair of Minehead Town Council and Mayor of Minehead unless they resign or become disqualified and shall continue in office until their successor is elected at the next Annual Meeting of Minehead Town Council in May 2025.

2024/79. Election of Deputy Mayor.

Councillor Lawton was nominated through a proposer and seconder. Cllr Lawton accepted the nomination.

RESOLVED That Councillor Lawton be elected Vice Chair of Minehead Town Council and Deputy Mayor of Minehead unless they resign or become disqualified and shall hold office until immediately after the elections of the Chair of the Council at the next Annual Meeting of Minehead Town Council in May 2025.

2024/80. To receive apologies for absence.

Councillor Hall's apologies were received.

2024/81. To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the Meeting.

Councillor Kravis has a standing declaration as a Somerset Councillor.

No Further disclosures.

2024/82. To receive reports from Somerset Councillors and the Local Policing Team.

Councillor Lawrence's apologies were received.

The Annual Policing Report 2023/2024 from Minehead Neighbourhood Policing Team had been shared with Councillors as an attachment to the agenda.

Councillor Kravis raised the following matters:

- There are ongoing discussions around the proposed Cycle path from Carhampton to Dunster. He encouraged local residents to share their opinions on the proposed project.
- The work into a major Staff restructure has begun at Somerset Council.

It was asked whether a path to/from Carhampton would benefit the number of users against the cost of the project. An observation was made that the funding for such a project would come from an active travel grant and must be used to enhance cycle networks in the area.

Councillor Chilcott raised the following matters:

- Suez roadside waste contractor have disclosed figures that they are losing money on their contract with Somerset Council. This means there is a risk Suez could seek to exit the contract. Negotiations on finding a solution are ongoing.
- Roadside grass verge cutting has started in Somerset. This year will see just a 1 metre strip being cut from roadside in order to restore the habitat further away from the roadside.
- A roadside tree has been hit by a vehicle in Irnham road and will now need to be removed.
- A positive conversation with the Somerset Council tree officer took place this week. They are planning a visit to the town in July and they still very much intend to work with the Town Council to replace street trees in the town.

Councillor Hadley raised the following matters:

- Somerset children and young people plan 2024-2030 is now being written. The plan intends to set out how services and communities will work together to assist and support children and young people. SC encourages all individuals under 25 to complete a short survey to assist with putting the plan together.
- Volunteer drivers in Somerset has reduced by 67 %. This service provides essential transport services to people who live in rural areas. Anyone interested in becoming a volunteer driver should get in touch.

It was asked if there had been any progress on rough sleeping in Blenheim Gardens. It was confirmed that the outreach team are aware and doing what they can. The Clerk also confirmed that he has had a meeting with the Neighbourhood Policing team and the Somerset Council outreach team regarding Blenheim Gardens and all parties are working hard to address this.

2024/83. To receive updates from Councillors on Advisory Groups and Outside Bodies.

Councillor Kravis attended the Town Centre Policing meeting.

Councillor Lawton gave an update on her role as a trustee to the Quirke's Almshouses. The charity has recently begun the process of taking on two new residents. The main emphasis recently has been to ensure all the legislative policies and processes regarding their upkeep and maintenance are in place. To assist with this, the trustees have employed a consultant with Almshouse management experience. Future plans include exterior decorating of the Almshouses. Cllr Lawton also thanked the Deputy Clerk for their ongoing help and support in this matter.

2024/84. To approve the [Minutes of the Full Council Meeting on 23rd April 2024](#).

RESOLVED the Minutes of the Full Council Meeting held on 23rd April 2024 were approved.

2024/85. To receive the [Minutes of the Planning Committee Meeting on 1st May 2024](#).

The Minutes of the Planning Committee Meeting held on 1st May 2024 were **received**.

2024/86. Review of Committees.

- i. To approve the Committee Structure for 2024/25 municipal year.

RESOLVED the Committee Structure for 2024/25 municipal year was approved.

- ii. To agree to appoint members to the Finance and General Purposes Committee.

RESOLVED the following Councillors were appointed on to the Finance and General Purposes Committee:

Cllr C Palmer	Cllr A Lawton
Cllr B Hodson	Cllr B Hall
Cllr C Beynon	Cllr T Bartlett
Cllr M Palmer	Cllr B Jewell
Cllr J Bonar	Cllr M Kravis

- iii. To approve the Terms of Reference for Finance and General Purposes Committee.

RESOLVED the Terms of Reference for The Finance and General Purposes Committee were approved.

- iv. To agree to appoint members to the Planning Committee.

RESOLVED the following Councillors were appointed on to the Planning Committee:

Cllr B Hodson	Cllr M Palmer
Cllr T Bartlett	Cllr A Lawton
Cllr C Palmer	Cllr M Kravis

- v. To approve the Terms of Reference for the Planning Committee.

Prior to the meeting, The Clerk shared with Councillors a supplement to the agenda that contained proposed amendments to The Planning Committee Terms of Reference. They are as follows:

The Committee will comprise Eight (8) Councillors

To be amended to read:

The Committee will comprise up to Eight (8) Councillors

RESOLVED the Terms of Reference with proposed amendments for the Planning Committee were approved.

2024/87. Review of Advisory Groups.

- i. To approve the Advisory Group set up for the 2024/25 municipal year.

RESOLVED the Advisory Group structure for the 2024/25 municipal year was approved.

- ii. To agree to appoint members to Advisory Groups.

RESOLVED Members to Advisory Groups were appointed. (See Appendix A)

- iii. To approve the Terms of Reference for Advisory Groups.

Prior to the meeting, The Clerk shared with Councillors a supplement to the agenda that contained proposed amendments to all Advisory Groups Terms of Reference. They are as follows:

maximum of five (5) and Any other Members of the Council may attend a Group meeting, as members of the public

To be amended to read:

maximum of eight (8) and any councillor who is not a member of the Advisory Group may attend and participate in a group meeting as a non-voting member.

RESOLVED the Terms of Reference with proposed amendments for all Minehead Town Council Advisory Groups were approved.

2024/88. To approve the calendar of meetings for 2024/25 municipal year.

The Following amendments were requested:

- Planning Committee to be held on the first Tuesday of every month.
- Finance & General Purposes Committee to be held on the second Tuesday of every month.
- Full Council to be held on the fourth Tuesday of every month.

RESOLVED the amended calendar of meeting for the 2024/25 municipal year, up to and including the next Annual Meeting of Minehead Town Council was approved.

2024/89. To agree Town Council representation on outside bodies.

RESOLVED the Town Council representation on outside bodies was approved. (See Appendix A)

2024/90. To note the arrangements for insurance cover in respect of all insurable risks.

The arrangements for insurance cover in respect of all insurable risks were **noted**.

2024/91. To note the payments made under Section 137 of the LGA 1972 by Minehead Town Council in 2023/24.

The payments made under Section 137 of the Local Government Act 1972 by Minehead Town Council throughout 2023/24 were **noted**.

2024/92. To approve the Minehead Town Council Asset Register. (Recommended by April's Finance and General Purposes Committee)

The Clerk informed Councillors about the large difference in Asset value between 2023/24 and 2024/25 Asset Registers. As advised by the internal auditor, the new register only contains known capital acquisition values for each asset, instead of the insured values used previously. This accounts for the difference. The Asset Register summary page documents the values and differences between the 2023/24 total of £3,484,884 and 2024/25 total of £1,726,656.32.

RESOLVED the 2024/25 Minehead Town Council Asset Register correct as of March 31st 2024 was approved.

2024/93. Accounts.

- i. To approve the payments made for April.

RESOLVED the payments made in April were approved.

- ii. To note budget & expenditure reports for April.

The budget and expenditure reports for April were **noted**.

- iii. To note income received for April.

The incomes received for April were **noted**.

- iv. To note bank reconciliations for April.

The bank reconciliations for April were **noted**.

2024/94. AGAR 2023-2024.

- i. To note the annual internal audit report for 2023/24.

The annual internal audit report for 2023/24 was **noted**.

- ii. To approve the annual governance statement. (Section 1 Annual Governance and Accountability Return for 2023/24)

RESOLVED the annual governance statement. (Section 1 Annual Governance and Accountability Return for 2023/24) was approved. The Governance statement was then signed by Councillor C Palmer as Chair of the meeting and Ben Parker the Town Clerk.

- iii. To approve the annual accounting statement for the year ending 31st March 2024. (Section 2 Annual Governance and Accountability Return for 2023/24)

RESOLVED the annual accounting statement for the year ending 31st March 2024. (Section 2 Annual Governance and Accountability Return for 2023/24) was approved. The Accounting statement was then signed by Councillor C Palmer as Chair of the meeting and by Jo Chapman the Responsible Financial Officer.

2024/95. To resolve to exclude members of the press and public under the Public Bodies (Admission to Meetings) Act 1960 in order to receive the notes from the staffing subcommittee and to discuss any matters arising.

RESOLVED to exclude members of the press and public under the Public Bodies (Admission to Meetings) Act 1960 in order to receive the notes from the staffing subcommittee.

The notes from the staffing subcommittee were received. The following matters arose:

RESOLVED to recruit a Full Time, Permanent Amenity Operative via an internal recruitment process and to delegate the recruitment process to The Clerk and Amenity Manager.

The Clerk and Deputy Clerk were then invited to leave the room so Councillors could discuss the outcomes of their probationary review.

The Chair of the staffing subcommittee informed Councillors that both The Clerk and Deputy Clerk had recently undergone their 6-month probationary review in line with their contract of employment. On behalf of the staffing subcommittee, it was recommended to confirm the satisfactory completion of the probationary periods for the Clerk and Deputy Clerk.

RESOLVED that the Clerk's probationary period is ended and that a further update performance review to be held in December 2024, followed by reviews in December, annually, from 2025 was agreed.

RESOLVED that the Deputy Clerk's probationary period is ended and that a further update performance review to be held in December 2024, followed by reviews in December, annually, from 2025 was agreed.

Meeting Closed at 21:22.

Councillor Craig Palmer
Chair of Minehead Town Council
May 2024



MINEHEAD TOWN COUNCIL 2024 – 2025

MAYOR – Cllr Craig Palmer

FULL COUNCIL (*6)	
CHAIR – Cllr C Palmer	DEPUTY CHAIR – Cllr A Lawton
Cllr T Bartlett	Cllr B Jewell
Cllr C Beynon	Cllr M Kravis
Cllr J Bonar	Cllr M Palmer
Cllr B Hall	Cllr B Hodson

COMMITTEES:

FINANCE AND GENERAL PURPOSES COMMITTEE (*5)	
CHAIR – TBC	Cllr T Bartlett
Cllr C Beynon	Cllr M Kravis
Cllr J Bonar	Cllr A Lawton
Cllr B Hall	Cllr C Palmer
Cllr B Hodson	Cllr M Palmer
Cllr B Jewell	

PLANNING COMMITTEE (*3)	
CHAIR – TBC	Cllr M Palmer
Cllr B Hodson	Cllr T Bartlett
Cllr C Palmer	Cllr A Lawton
Cllr M Kravis	

ADVISORY GROUPS:

AMENITIES ADVISORY GROUP Allotments, Cemetery, Public Toilets, Open Spaces, Depots (Min 3 Councillors)	
Cllr M Palmer	Cllr A Lawton
Cllr C Palmer	

STAFFING ADVISORY GROUP Recruitment, Interviews, Performance Reviews and Appraisals, Grievances (Minimum 3 Councillors)	
Cllr B Hodson	Cllr M Palmer
Cllr T Bartlett	Cllr A Lawton

Appendix A

COMMUNITY AND EVENTS ADVISORY GROUP (Minimum 3 Councillors)	
Cllr B Jewell	Cllr C Beynon
Cllr B Hodson	

DEVOLUTION ADVISORY GROUP (Minimum 3 Councillors)	
Cllr B Jewell	Cllr B Hodson
Cllr Bartlett	Cllr M Palmer
Cllr M Kravis	Cllr A Lawton
Cllr C Palmer	M Chilcott (External)
A Hadley (External)	

OFFICES ADVISORY GROUP (Minimum 3 Councillors)	
Cllr B Jewell	Cllr C Palmer
Cllr M Palmer	

RISK, POLICY, & PROCEDURES ADVISORY GROUP (Minimum 3 Councillors)	
Cllr B Hodson	Cllr C Palmer
Cllr T Bartlett	

REPRESENTATIVES ON OUTSIDE BODIES

MINEHEAD PEOPLE & PLACE PARTNERSHIP	Cllr C Palmer
MINEHEAD TWINNING GROUP	Cllr
MINEHEAD YOUTH CLUB	Cllr C Beynon
PLASTIC-FREE COMMUNITY GROUP	Cllr A Lawton Cllr M Palmer
QUIRKE'S ALMSHOUSES APPOINTED TRUSTEES (4 year appointment)	Cllr B Hodson Cllr C Palmer Cllr A Lawton
WEST SOMERSET FLOOD GROUP	Cllr C Palmer