



MINEHEAD TOWN COUNCIL

Agenda

Members of the public are invited to attend the Meeting of Minehead Town Council to be held on

Tuesday 25th June 2024 at 7.30 pm in
the Community Centre, Irnham Road, Minehead TA24 5DW

There will be 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.

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 and the Local Policing Team.
4. To receive updates from councillors on Advisory groups and Outside Bodies.
5. To approve and sign the [Minutes of the Statutory Annual Meeting of Minehead Town Council held on Tuesday 14th May 2024.](#)
6. To receive the [Minutes of the Planning Committee meeting held on Tuesday 4th June 2024.](#)
7. To receive the [Minutes of the Finance and General Purposes Committee meeting held on Tuesday 11th June 2024.](#)
8. Accounts
 - i. To Approve the following payments over £1,500 for June (*Recommended by the Finance and General Purposes Committee*)
 - Payment of **£3,339.84** inc. VAT to Wicksteed Leisure limited for replacement parts to play equipment at Irnham Recreation ground and Cross Farm Park.
 - ii. To Approve the following urgent payments over £1,500 for June:
 - Payment of **£3,242.27** inc. VAT for 40% of Christmas Lights Hire value for 2024 to Festive Lighting Co Ltd.
 - iii. To Note payments made for May (*See Attachment*)
 - iv. To Note budget income & expenditure reports for May (*See Attachment*)
 - v. To Note income received for May (*See Attachment*)

- vi. To Note bank reconciliations for May (*See Attachment*)
- 9. To adopt the following policies (*See Attachment, Recommendation from the Finance and General Purposes Committee*)
 - i. Tree Risk Management Strategy.
 - ii. Health and Safety Policy Procedures.
- 10. To appoint the preferred contractor to undertake retrenchment pruning to Willow Trees at Marsh Common at a cost of £3,580 + VAT. (*Recommendation from the Finance and General Purposes Committee*)
- 11. To discuss and approve annual floral bedding plans for Spring 2025. (*See Attachment*)
- 12. To agree for Minehead Town Council to undertake the required repair works to the central island wall in The Parade and to approve quotation for works.
- 13. To delegate the Clerk with the authority to spend up to £8,000 from the Higher Tier stewardship agreement with The Rural Payments Agency. (*See Attachment, Recommendation from the Finance and General Purposes Committee*)
- 14. To approve Minehead Town Council's Community Engagement Events Calendar for 2024 – 2025. (*See Attachment*)
- 15. To note the alteration of an Amenities Team Operative's contract from a temporary to permanent placement.

A handwritten signature in black ink, appearing to be 'Ben Parker', written over a horizontal line.

Ben Parker

Town Clerk

20th June 2024.