



MINEHEAD TOWN COUNCIL

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

Present: Councillors Hodson (Chair), C Palmer, Lawton, Jewell, Bartlett, M Palmer and Hall.

Not Present: Councillor Bonar

Apologies: Councillors Kravis and Beynon

In Attendance: B Parker (Town Clerk), J Chapman (Deputy Town Clerk & RFO)

There was a 15-minute open forum at the beginning of the Meeting for residents of Minehead to speak on any matter related to the agenda. No matters were raised.

2024/44. To receive apologies for absence.

Councillors Kravis and Beynon apologies were received.

2024/45. To receive disclosures of unregistered or other interests from councillors on matters to be considered at the Meeting.

There were no disclosures.

2024/46. To Approve and Sign Minutes of the [Finance and General Purposes Committee meeting on Tuesday 11th June 2024.](#)

RESOLVED the minutes of the Finance and General Purpose Committee meeting held on Tuesday 11th June 2024 were approved and signed by the Chair of the committee.

2024/47. Accounts

- i. To recommend the following payments over £1,500:
 - **£2,000** to Minehead and Coast Development Trust for sponsorship of musical acts at Minehead Bay Festival to be held on Saturday 31st August 2024. (*Sponsorship package approved at April's Full Council Meeting Minute Number 2024/60*)
 - **£7,200** inc. VAT to Minehead Eye youth Services for delivery of Minehead Youth Club by 2 qualified youth workers on a weekly basis between April 2024 – March 2025. (*3-year SLA approved at February's Full Council Meeting Minute Number 2024/22*)

RESOLVED the payments of £2,000 to Minehead and Coast Development Trust and £7,200 inc. VAT to Minehead Eye Youth Service were recommended for approval.

- ii. To approve payments made for June.

Councillors discussed electricity costs across Town Council sites. The Deputy Clerk reported an ongoing dispute with the energy provider regarding smart meter readings at the offices. For other sites, limited market competition exists for commercial users. The Deputy Clerk continues to monitor the market for optimal pricing.

RESOLVED the payments made for June were approved.

- iii. To receive budget income & expenditure reports for June.

The budget income & expenditure reports for June were **received**.

- iv. To receive Income received for June.

The Income reports for June were **received**.

- v. To receive bank reconciliations for June.

The bank reconciliations for June were **received**.

2024/48. To appoint two new Councillor signatories for the CCLA Account.

The Deputy Clerk explained that due to recent Councillor departures, it was appropriate to review the existing signatories for the CCLA account. Councillors Bartlett and Hall were nominated and accepted the nominations

RESOLVED Councillors Bartlett and Hall are appointed as Councillor signatories for the CCLA account.

2024/49. To recommend to write off a historic bad debt for the cost of a destroyed planter at Alcombe in 2021.

The Clerk noted an error in the Agenda item date, clarifying the incident occurred in January 2023, not 2021. The matter involved a vehicle crashing into an MTC flower planter in Alcombe. The Deputy Clerk has pursued this since, initially as a police matter, contacting the Chief Constable and Police Crime Commissioner for resolution. MTC has since been advised that further action would require civil court proceedings, with costs likely exceeding potential recovery.

RESOLVED to recommend to Full Council that a historic bad debt dating back to 2023, totalling £583.33 + VAT is written off by Minehead Town Council.

2024/50. To receive an update regarding asset and service devolution.

The Clerk reported on Somerset Council's response to MTC's autumn 2023 letter regarding potential asset/service devolution. Somerset Council has agreed in principle to explore this further, primarily focusing on green spaces within the town. The Clerk advised that MTC would need to conduct due diligence, including financial assessment and public opinion feedback, to evaluate the feasibility of any proposed devolution.

The update was **received**.

2024/51. To receive a request from EAT Festival regarding hosting an event in 2025.

Councillors reviewed a request from EAT Festivals to return to Minehead for three years starting 2025. The Clerk noted that last year's approach included a higher cost per festival. He confirmed that the current budget includes sufficient funds for hosting/assisting town events.

RESOLVED to recommend that Minehead Town Council finance the EAT Festivals in Minehead for a three-year period, comprising three annual events, commencing with the first festival in April 2025.

2024/52. To agree plans for Minehead Town Council's input towards a Christmas light switch on event for 2024.

Councillors discussed the town Council leading the 2024 Town Christmas event. The Clerk advised that without MTC involvement, a town Christmas event is unlikely due to Minehead BID's dissolution and the business association not being fully established. He noted last year's successful event but highlighted the need for a road closure this year for public safety. If MTC committed to the event, an Event Management Plan and road closure application must be submitted to Somerset Council's Safety Advisory Group promptly.

RESOLVED that Minehead Town Council will support a Christmas Light Switch on Event in the Town on Friday 29th November 2024.

2024/53. To note that Councillors M Palmer and Lawton have carried out quarterly account spot checking.

Councillors M Palmer and Lawton had recently carried out quarterly spot checks for March, April and May across Minehead Town Councils banking accounts. The quarterly banking account spot checks were **noted**.

Meeting Closed: 20:53.

Councillor B Hodson
Chair of the Finance and General Purposes Committee
July 2024