



MINEHEAD TOWN COUNCIL

Minutes from the Meeting of Minehead Town Council held on
Tuesday 27th August 2024 at 7.30 pm in
the Community Centre, Irnham Road, Minehead TA24 5DW

Present: Councillors C Palmer, Lawton, Hodson, M Palmer, Hall, Jewell and Bartlett

Not Present: Councillor Bonar

Apologies: Councillors Kravis and Beynon

In Attendance: B Parker (Town Clerk), Somerset Councillor Hadley and 1 member of the public.

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 points were raised:

A representative from Minehead Swimming and Leisure (MSL) informed Councillors that they have now launched their website and have opened to share offers for the community to purchase. For more information on MSL and their share offer visit: <https://www.mineheadswim.org/>

2024/127. To receive apologies for absence.

Apologies from Councillors Beynon and Kravis were received.

2024/128. To receive disclosures of unregistered or other interests from councillors on matters to be considered at the meeting.

There were no disclosures.

2024/129. To receive reports from Somerset Councillors and the Local Policing Team.

Councillor Chilcott sent her apologies.

There were no members of the Local Policing Team present.

Councillor Hadley gave the following updates:

- A SC asset disposal report had been published in early August identifying assets surplus to requirements. Income from these sales will be used to help bridge the funding gap.
- A public consultation in the Council tax support scheme proposals is live and due to run until 1st October. All Somerset residents, especially those receiving Council tax support are urged to complete the consultation.
- The application deadline for eligible families to apply for Government funded childcare support for preschool aged children is on 31st August.

2024/130. To receive updates from councillors on Advisory groups and Outside Bodies.

There were no updates to report.

2024/131. To approve and sign the Minutes of the [Full Council Meeting held on Tuesday 23rd July 2024.](#)

RESOLVED the Minutes of the Full Council Meeting held on Tuesday 23rd July 2024 were approved and signed by the chair.

2024/132. To receive the Minutes of the [Planning Committee Meeting held on Tuesday 6th August 2024.](#)

The Minutes of the Planning Committee Meeting held on Tuesday 6th August 2024 were **received.**

2024/133. To receive the Minutes of the [Finance and General Purposes Committee meeting held on Tuesday 13th August 2024.](#)

The Minutes of the Finance and General Purposes Committee meeting held on Tuesday 13th August 2024 were **received.**

2024/134. Accounts

- i. To Approve the following payments over £1,500 for August (*Recommended by the Finance and General Purposes Committee*)
 - Payment of **£4,296.00** inc. VAT to Arboricare Ltd for retrenchment pruning of Willow Trees at Marsh Common. (Works approved at June's Full Council Meeting Minute Number 2024/105)
 - Payment of **£1635.78** inc. VAT to National Association of Local Councils for annual council membership.

RESOLVED the payments of £4,296.00 inc. VAT to Arboricare Ltd and £1635.78 inc. VAT to National Association of Local Councils were approved.

- ii. To Approve the following urgent payments for August:
 - Payment of **£2,340.00** inc. VAT to Somerset Council for indicative cessation costs of Local Government Pension Scheme obligations.
 - Payment of **£4,810.86** inc. VAT to Bristol City Council for Minehead Town Council's Summer bedding displays.
 - Payment of **£1,752.66** inc. VAT to Bristol City Council for Blenheim Gardens and Harbour/Quay side bedding displays.

The Chair clarified the reason for receiving two separate invoices from Bristol City Council for floral displays. Minehead Town Council's summer bedding displays need to be funded through the existing floral displays budget whereas Blenheim Gardens and harbour/quay side displays need to be financed via the devolution budget. This arrangement is necessary because Somerset Council, due to financial constraints, decided to discontinue providing the service in Blenheim Gardens and the harbour/quay side.

RESOLVED the payments of £2,340.00 inc. VAT to Somerset Council, £4,810.86 inc. VAT to Bristol City Council and £1,752.66 inc. VAT to Bristol City Council were approved.

iii. To Note payments made for July.

The payments made for July were **noted**.

iv. To Note budget income & expenditure reports for July.

The budget income & expenditure reports for July were **noted**.

v. To Note income received for July.

The income received for July was **noted**.

vi. To Note bank reconciliations for July.

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

2024/135. To note Minehead Town Council financial budget reports for the first quarter of the 2024/25 financial year.

The financial report, distributed with the agenda, indicated that most budget lines were progressing as anticipated. Minor underspends were generally balanced by small overspends in other areas. Some budget lines, such as insurance, were fully expended due to payment requirements. The Clerk advised Councillors may need to consider earmarking devolution funds beyond the current financial year, as any devolution process is expected to continue into future financial years.

Councillors thanked staff for the way the financial report was presented.

The Minehead Town Council financial budget reports for the first quarter of the 2024/25 financial year was **noted**.

2024/136. To approve for Minehead Town Council adopt a .gov.uk domain name.
(Recommendation from Finance and General Purposes Committee)

Councillors were informed about a government initiative encouraging local authorities to adopt .gov domain names if they had not already done so. The transition cost was reported to be minimal, estimated in the range of tens to low hundreds of pounds. Members were assured that daily council operations would not be disrupted, as both the new .gov and current .co.uk addresses would remain functional until the latter expires. Regular updates and advance notifications of changes were promised throughout the process.

RESOLVED that Minehead Town Council will adopt a .gov.uk domain name and the Clerk is delegated the authority to incur any reasonable costs associated with its implementation.

2024/137. To approve the training needs for Minehead Town Council Staff. *(Recommendation from Finance and General Purposes Committee)*

Councillors reviewed the list of training needs for MTC staff provided by the Clerk. This included necessary compliance training for staff, as well as CiLCA training for the Clerk. It was noted that all training costs had been estimated during budget setting and would remain within budget.

A CiLCA learning agreement needed to be signed before the Clerks training could commence. Councillors confirmed their agreement, and it was suggested that the Chair would sign the document.

RESOLVED the training needs programme for Minehead Town Council staff was approved and the learning agreement was signed by the chair on behalf of Minehead Town Council.

2024/138. To delegate to the Clerk the authority to spend up to £1,500 towards the planning of the Light Switch on event.

The Clerk reported on the progress of event planning, including recent meetings with local police, the public event planning officer, and the Senior Event Traffic Technician at SC. The planning stage continues to be ongoing. To proceed with the festive event scheduled for Friday 29th November, it is now necessary to delegate authority to the Clerk to incur expenditures related to licensing and other organisational requirements. These expenses include, but are not limited to, a Traffic Regulation Order (TTRO) at approximately £650, a temporary event notice, and street trading licenses.

RESOLVED to delegate to the Clerk the authority to spend up to £1,500 towards the planning of the Festive light switch on event was approved.

2024/139. To authorise the Clerk to continue with the outstanding Asset Transfer and Registration of Land, using Solicitors, with the authority to spend up to a Maximum of £1000.

A report was prepared by the Clerk and sent to Councillors in advance of the meeting. The report was **received**.

RESOLVED to authorise the Clerk to continue with the outstanding Asset Transfer and Registration of Land, using Solicitors, with the authority to spend up to a Maximum of £1000 was approved.

2024/140. To decide upon the continuous provision of a public access defibrillator at The Community Building.

The Public Access Defibrillator currently provided by the South Western Ambulance Service (SWAS). It was reported that SWAS would no longer offer new public access defibrillator agreements or equipment. The existing agreement between SWAS and MTC is set to expire on 15th September 2024.

The Clerk informed the Council that he had met with the Minehead Community Defib Group. The group has offered to take on the defibrillator, managing and maintaining it themselves. Under this arrangement, MTC would need to carry out weekly visual checks and cover the electricity supply costs.

As the F&GP committee had already recommended for MTC to take on the defibrillator, the chair proposed that once the unit is handed over to MTC, it is immediately donated to the Minehead Community Defib Group.

RESOLVED that Minehead Town Council accept the Public access defibrillator as a gift from South Western Ambulance Service and immediately gift the defibrillator to Minehead Community Defib Group to own, manage and maintain.

2024/141. To note September’s Finance and General Purposes Committee and Full Council meetings will be amalgamated and held on **Tuesday 10th September 2024** at 7:30 p.m. in The Community Centre.

The amalgamation of September’s Finance and General Purposes Committee and Full Council meetings to be held on Tuesday 10th September 2024 at 7:30 p.m. in The Community Centre was **noted**.

The meeting Closed at 20:00

Councillor Craig Palmer

Chair Minehead Town Council

August 2024.