



MINEHEAD TOWN COUNCIL

Minutes from the Meeting of Minehead Town Council held on
Tuesday 10th September 2024 at 7.30 pm in
the Community Centre, Irnham Road, Minehead TA24 5DW

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

Apologies: Councillors Hall and Kravis

Not Present: Councillor Bonar

In Attendance: B Parker (Town Clerk), J Chapman (Deputy Clerk & RFO), Somerset Councillors Chilcott, Lawrence 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. No matters were raised.

2024/142. To receive apologies for absence.

Councillors Hall and Kravis apologies were received.

2024/143. To receive disclosures of unregistered or other interests from councillors on matters to be considered at the meeting.

There were no disclosures.

2024/144. To receive reports from Somerset Councillors and the Local Policing Team.

Councillor Chilcott gave the following updates:

- The government cessation of winter fuel payments will potentially affect 110,000 elderly Somerset residents.
- The Aztec West commercial property investment has now been sold.
- There are several currently open consultations. They are:
 - Resident survey on general services provided by SC in the local area. <https://orlo.uk/zZohx>
 - Funding and provision for children with additional needs <https://orlo.uk/Ctbj7>
 - Somerset homelessness strategy. <https://orlo.uk/5SZ1p>
- Trading Standards are intensifying their efforts against shops selling age-restricted goods to minors.
- Blenheim Gardens has been awarded its Green Flag award. Thank you to all involved, and Minehead Town Council for funding the entry.
- "On Your Bike" initiative launched with SUEZ. This scheme recycles and donates old bikes from recycling centres to those in need.

Councillor Lawrence gave the following updates:

- Harbour activity remains low this year. The ongoing issue with increased usage fees by SC was noted. She called for collaborative approach to resolve this.
- She proposed reinstalling fairy lights around harbour to boost visitor numbers and enhance area's appeal.
- There is an urgent need for foster parents across Somerset. All interested individuals are encouraged to make enquiries.
- There is an upcoming children's writing competition by Exmoor National Park on Exmoor's dark skies, running 18th October – 3rd November.

The Chair confirmed that the harbour had been discussed with Cllr Revans at a recent meeting at the town council offices and a further meeting is planned to determine if MTC can provide a supporting role.

A number of queries relating to the harbour were asked including what the payment verification process is in the Harbour Master's absence.

Cllr Chilcott confirmed that she had attended a recent site meeting with executive members and raised a number of concerns that included the way slip way fees are obtained, the slipway chain and current signage.

A further question was asked whether the installation of updated dog control order signs for the beach had progressed.

Cllr Chilcott confirmed that she had seen a draft of the proposed sign, but was still awaiting confirmation that an order had been placed. She continues to follow up on any progress.

2024/145. To receive updates from councillors on Advisory groups and Outside Bodies.

The chair had recently attended an introduction service at St. Michael's Church of the Rev'd Philip Butcher and the Rev'd Michelle Butcher, who have recently been appointed to the Minehead parish.

2024/146. To approve and sign the Minutes of the [Full Council Meeting held on Tuesday 27th August 2024.](#)

RESOLVED the minutes of the Full Council Meeting held on Tuesday 27th August 2024 were approved and signed by the chair.

2024/147. To receive the Minutes of the [Planning Committee Meeting held on Tuesday 3rd September 2024.](#)

The Minutes of the Planning Committee Meeting held on Tuesday 3rd September 2024 were **received.**

2024/148. To receive notes of the Amenities Advisory Group Meeting held on Tuesday 3rd September 2024.

The notes of the Amenities Advisory Group Meeting held on Tuesday 3rd September 2024 were **received.**

2024/149. Accounts

- i. To Approve the following payments over £1,500 for August
 - Payment of **£1,680** inc. VAT to GB Sport and Leisure for Routine Play Inspection Training for 4 x staff members. (*Training approved at August Full Council meeting, minute number 2024/137*)
 - Payment of **£4,863.40** inc. VAT to The Festive lighting Company Ltd. for the remaining 60% of Christmas lights hire value for 2024.

RESOLVED the payments of £1,680 inc. VAT and £4,863.40 inc. VAT were approved.

- ii. To Approve payments made for August

RESOLVED the payments made for August were approved.

- iii. To Receive budget income & expenditure reports for August

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

- iv. To Receive income received for August

The income received for August was **received**.

- v. To Receive bank reconciliations for August

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

2024/150. To discuss plans for the commemorating of VE Day 80 in May 2025.

Councillors discussed plans for commemorating the 80th anniversary of VE Day on May 8th 2025. The Clerk proposed a 1940s-themed community picnic in Blenheim Gardens, potentially on May 3rd due to performer availability. The Royal British Legion and local Veterans group have agreed to support the event with drum head services in both Blenheim Gardens on May 3rd and Wellington Square on May 8th.

Councillors suggested various ideas to enhance the event:

- Involve the Regal Theatre
- Seek public input via social media
- Engage local schools
- Organise community bunting-making
- Include local choirs
- Maintain a 1940s theme for the Blenheim Gardens event

The Deputy Clerk noted that 1940s-style musical acts are booking quickly for that period.

RESOLVED Minehead Town Council will coordinate a VE Day 80th anniversary event on May 3rd 2025. The Clerk and Deputy Clerk are authorised to book a musical group for the event, with a budget not exceeding £1,000.

2024/151. To consider quotation for refurbishment of entrance gates at Minehead Cemetery.

The Clerk presented a quote for the budgeted cemetery gates refurbishment. The Chair noted the need for temporary security measures during the work, suggesting installing temporary fencing that can function as a gate. It was noted that the priming method, as advised by the finisher, may slightly affect the final cost. Councillors acknowledged these considerations for the project's implementation.

RESOLVED the quotation of £2,000 + VAT for refurbishment of entrance gates at Minehead Cemetery was approved.

2024/152. To decide on the disconnection of unmetered electricity at Cross Farm Park and to consider quotation for Solar alternative.

The Deputy Clerk reported that quotations for alternative solar powered lighting were not yet available. It was recommended to defer this agenda item until the required quotations are obtained.

RESOLVED agreed to defer this agenda item to a later meeting when quotations for Solar alternative have been received.

2024/153. To consider a request from Minehead Swimming and Leisure for a Town Council representative at their meetings.

Minehead Swimming and Leisure (MSL) formally requested a Town Council representative, outlining the role and emphasizing the importance of a link between MTC and MSL. The Chair asked Councillors if they were willing to provide a representative.

RESOLVED to approve Minehead Swimming and Leisure's request for a Town Council representative.

The Chair called for nominations. Councillor Hodson was proposed, seconded, and accepted the nomination.

RESOLVED to appoint Councillor Hodson as the Town Council representative to Minehead Swimming and Leisure.

2024/154. To consider a request from Plastic Free Minehead for Letter of support from Minehead Town Council.

The Chair explained that the letter of support would help recognise Plastic Free as an accredited initiative. It was noted that MTC already has two Councillor representatives attending Plastic Free Minehead meetings.

RESOLVED To approve Plastic Free Minehead's request for a letter of support from Minehead Town Council. The Clerk was instructed to prepare the letter based on a previous template.

2024/155. To approve to appoint the internal auditor to undertake a mid-year health check of Minehead Town Council.

The Clerk emphasised the importance of mid-term health checks by the internal auditor in preparing for the end-of-year audit process. It was noted that MTC has conducted mid-term internal audits in recent years.

RESOLVED to approve the appointment of the internal auditor to undertake a mid-year health check of Minehead Town Council.

2024/156. To Co-opt Councillor M Palmer onto the Risk, Policy and Procedures Advisory Group.

RESOLVED Councillor M Palmer was co-opted onto the Risk, Policy and Procedures Advisory Group.

2024/157. To note October's planning committee meeting will be held on **Tuesday 1st October 2024 at 18:30** in the Minehead Town Council Offices.

October's planning committee meeting scheduled for Tuesday 1st October 2024 at 18:30 in the Minehead Town Council Offices was **noted**.

2024/158. To resolve to exclude members of the press and public under the Public Bodies (Admission to Meetings) Act 1960 in order to discuss matters relating to staff pensions.

RESOLVED to exclude members of the press and public under the Public Bodies (Admission to Meetings) Act 1960.

2024/159. To consider options for the long term provision of Minehead Town Council's pension scheme.

Please see the confidential notes to minutes.

The meeting closed at 20:50.

Councillor Craig Palmer

Chair Minehead Town Council

September 2024.

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