



MINEHEAD TOWN COUNCIL

Minutes from the Finance and General Purposes Committee Meeting of Minehead Town Council held on
Tuesday 8th October 2024 at 7.30 pm at
the Town Council Offices, 3 Summerland Road, Minehead, TA24 5BP

Present: Councillors B Hodson (Chair), Hall, Beynon, Bartlett, Lawton and Kravis.

Apologies: Councillors C Palmer, Jewell, M Palmer and Bonar

In attendance: B Parker (Town Clerk), J Chapman (Deputy 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.

2024/72. To receive apologies for absence.

Councillors C Palmer, Jewell, M Palmer, Bonar apologies were received.

2024/73. 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.

There were no further declarations.

2024/74. To Approve and Sign Minutes of the [Finance and General Purposes Committee meeting on Tuesday 13th August 2024.](#)

RESOLVED to the minutes of the Finance and General Purposes Committee meeting held on Tuesday 13th August 2024 were approved and signed by the committee chair.

2024/75. To receive the notes from the Amenities Advisory Group Meeting held on Tuesday 3rd September 2024.

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

2024/76. To receive the notes from the Community & Events Advisory Group Meeting held on Tuesday 24th September 2024.

The Notes from the Community & Events Advisory Group Meeting held on Tuesday 24th September 2024 were **received**.

2024/77. Accounts

- i. To approve payments made for September.

RESOLVED the payments made for September were approved.

- ii. To receive budget income & expenditure reports for September.

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

- iii. To receive Income received for September.

The Income received for September was **received**.

- iv. To receive bank reconciliations for September.

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

2024/78. To receive the Earmarked Reserves report.

The report was **received** and **noted**.

Reserves were tracking as expected. Several long-term capital projects were discussed, including cemetery extension, toilet improvements, and office purchase. These projects require ongoing preparatory work ahead of major expenditure. Further detailed review of these projects will be undertaken at a future meeting.

2024/79. To receive report on replanting the Avenue Trees and to make a recommendation to Full Council.

The report was **received**. The Clerk outlined that the project involves collaboration between various Somerset Council departments, the Town Council and contractors. While existing underground service maps indicate sufficient clearance from work areas, the Clerk noted that service locations would need to remain a key consideration during project delivery.

RESOLVED to recommend Minehead Town Council replace the four trees identified in the report in The Avenue, Minehead and delegate authority to the Clerk to spend up to £8,000 if required, using appropriate budgets to complete the work as specified.

2024/80. To receive quotation for purchase of foam stream following a 6 month trial, to consider report and to make a recommendation to Full Council.

Having received and reviewed the Foam Stream quotation and associated report, Councillors determined that while the trial period was valuable in assessing alternative weed control methods, the system had not met expectations. Further discussions regarding future weed control options will be required prior to the budget-setting process

RESOLVED the Finance and General Purposes Committee recommend terminating the use of Foam Stream at the end of the hire period and hand the equipment back to Weedingtech.

2024/81. To consider recommendation for MTC to finance free car parking in selected car parks in Minehead on the day of Christmas lights switch on, Friday 29th November at a cost of £332.22 + VAT.

The Clerk reported on the Christmas Lights switch-on event planning, noting that during the Event Management Plan preparation, it was identified that offering free parking would facilitate safer road closure and event area preparation. The following car parks to be considered for all day free parking on Friday 29th November are:

- Summerland Road
- Minehead Train Station
- Clanville
- North Road

RESOLVED that Minehead Town Council will finance free car parking on Friday 29th November at the four above car park locations at cost of £332.22 + VAT.

2024/82. To receive the external auditors report 2023/24 (Section 3 of Annual Governance and Accountability Return)

The External Auditors report 2023/24 was **received**.

Councillors were informed that Minehead Town Council had been unable to obtain its External Auditors certificate for the 2023/24. This is due to an outstanding objection on the 2022/23 accounts that remains unresolved. It is anticipated that once this matter is resolved, the external auditor will provide certification for the 2023/24 financial year accounts.

2024/83. To consider request from neighbourhood policing team to fund 2 x community access bleed kits in Minehead.

The Clerk reported a request from the neighbourhood policing team for bleed kits in Minehead, costing £200 + VAT each. Avon and Somerset Police would cover ongoing maintenance, monitoring, and replenishment costs. Members agreed to recommend the purchase using the mayor's allowance, with the Clerk confirming compliance under Section 234 of the Public Health Act 1936.

RESOLVED the request from neighbourhood policing team to fund 2 x community access bleed kits in Minehead was approved.

2024/84. To Approve Somerset Council's template letter for Minehead Town Council to issue to residents and businesses regarding overhanging vegetation obstructing footpaths and roadways

Members noted the template letter developed by Somerset Council and the Local Community Network regarding overhanging vegetation management. Despite some minor concerns about the draft, Councillors agreed to trial the template as presented for communicating with residents and businesses about their vegetation maintenance responsibilities along Minehead's footpaths and roadways.

RESOLVED Somerset Council's template letter for Minehead Town Council to issue to residents and businesses regarding overhanging vegetation obstructing footpaths and roadways was approved to be adopted.

2024/85. To consider the Council's digital services accessibility requirements and to discuss delegating appropriate authority to the Town Clerk to implement necessary technical enhancements.

The Clerk reported on forthcoming public sector website accessibility requirements and the need for technical enhancements to ensure compliance. While this could incur unbudgeted expenditure, it was noted as an essential compliance matter with a likely annual cost not exceeding £500. Staff will continue to evaluate website provisions to optimise accessibility for all users.

RESOLVED to delegate authority to the Clerk to implement necessary technical enhancements to meet website accessibility requirements.

2024/86. Grant applications for approval

- i. To receive a request from Minehead Community Defib Group for a small grant.

Members discussed the grant application and were advised that sufficient funds were available and community grants can be awarded under Section 137 Local Government Act 1972.

RESOLVED to award Minehead Community Defib Group a small grant of £500.

2024/87. To note upcoming Community Engagement Event on Tuesday 15th October at 7:30 P.M – 9:00 P.M in The Minehead Community Centre, Irnham Road, TA24 5DW.

The upcoming Community Engagement Event was **noted**.

The meeting closed at 21:00

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