



MINEHEAD TOWN COUNCIL

Minutes from the Finance and General Purposes Committee Meeting of Minehead Town
held on
Tuesday 12th November 2024 at 7.30 pm at
the Town Council Offices, 3 Summerland Road, Minehead, TA24 5BP

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

Apologies: Councillors Hodson, Kravis and Beynon

Not Present: Councillor 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.

2024/88. To elect a chair for the November Finance and General Purposes Committee Meeting.

Committee chair Councillor Hodson had offered his apologies in advance of the meeting. Therefore, there was a requirement to elect a chair for the November Finance and General Purposes Committee Meeting.

Councillor C Palmer was proposed and seconded. The nomination was accepted.

RESOLVED with all in favour that Cllr C Palmer be elected Chair of the November Finance and General Purposes Committee Meeting in Cllr Hodson's absence.

2024/89. To receive apologies for absence.

Councillors Hodson, Beynon and Kravis' apologies were received.

2024/90. To receive disclosures of unregistered or other interests from councillors on matters to be considered at the Meeting.

There were no disclosures.

2024/91. To Approve and Sign Minutes of the [Finance and General Purposes Committee meeting on Tuesday 8th October 2024.](#)

RESOLVED the Minutes of the Finance and General Purposes Committee meeting held on Tuesday 8th October 2024 were approved.

2024/92. Accounts

- i. To recommend the following payments over £1,500:
 - Payment of **£2,120.40 inc. VAT** to Bristol City Council for the supply of annual floral bedding plants for Blenheim Gardens
 - Payment of **£1,500 inc. VAT** to Bristol City Council for the supply of annual floral bedding plants for Minehead & Alcombe.

Councillors were reminded that the payments were split into two separate invoices to ensure that each invoice was financed through the appropriate budget, with Blenheim Gardens floral displays financed through the Devolution budget.

RESOLVED that the payments of £2,120.40 inc. VAT and £1,500 inc. VAT to Bristol City Council were recommended for approval.

- ii. To approve payments made for October.

The Payments made for October were **approved**.

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

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

- iv. To receive Income received for October.

The income for October was **received**.

- v. To receive bank reconciliations for October.

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

2024/93. Budget

- i. To receive Minehead Town Council financial budget reports for the second quarter of the 2024/25 financial year.

The Minehead Town Council financial budget report for the second quarter of the 2024/25 financial year was **received**.

- ii. To receive the latest draft budget for 2025/26.

The latest draft budget for 2025/26 was **received**.

Councillors were reminded that the budget is still very much in draft form, and it is likely to be impacted by ongoing conversations with Somerset Council regarding the potential of Asset and Service devolution.

2024/94. To approve quotation for tree safety works at Cross Farm Park.

Following the March 2024 tree survey, Council noted that while most identified safety works had been completed by the amenities team, additional external contractor services were required for

more specialist works at Cross Farm Park. The Clerk confirmed sufficient budget was available for this work totalling £425.00.

RESOLVED the quotation for tree safety works at Cross Farm Park totalling £425.00 was approved.

2024/95. To receive an update on Christmas lights switch on event and to consider any matters arising.

The Clerk updated Council on preparations for the Minehead Victorian Christmas Event and light switch-on scheduled for Friday 29th November (16:30-21:00). With the road closure being in place from 13:30 – 23:59 and the light switch on taking place at 19:00. A two-year Temporary Traffic Regulation Order had been secured to reduce future costs, and current expenditure remained within both delegated authority and allocated budget.

Due to traffic management concerns, external contractor quotes had been sought. Core Highways (Bridgwater) had offered a discounted rate of £1,338 exc. VAT in support of the community event.

RESOLVED to appoint Core Highways to provide traffic management services for the Minehead Victorian Christmas Event at a cost of £1,338 exc. VAT.

2024/96. To approve quotation for a new strimmer for the Amenities Team.

The Clerk reported the need for an additional strimmer to manage extended rewilding areas at the Cemetery. Three quotes were reviewed and sufficient budget was available.

RESOLVED the purchase of a strimmer costing £799 exc. VAT for Cemetery use was accepted.

2024/97. To receive an update on the revised business rates from Somerset Council for Minehead Town Council depots.

The Deputy Clerk reported incorrect business rate discounts previously applied to the depot by the former District Council had resulted in an outstanding balance of c.£5,000 owed to Somerset Council, which is now being repaid in monthly instalments.

Councillors noted the need to review depot arrangements in the immediate future.

The update was **received**.

2024/98. To note the Local Government Services Pay Agreement 2024.

The Local Government Services pay agreement had now been approved nationally, backdated to April 2024. The Deputy Clerk confirmed that provisions for this payment had been included in the current year's budget.

The 2024 Local Government Pay Agreement was **noted**.

The meeting Closed at 20:16 p.m.

Councillor C Palmer
Chair of the November Finance and General Purposes Committee
November 2024