



MINEHEAD TOWN COUNCIL

Minutes from the Finance and General Purposes Committee Meeting of Minehead Town Council held on
Tuesday 14th January 2025 at 7.30 pm at
the Town Council Offices, 3 Summerland Road, Minehead, TA24 5BP

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

Apologies: Councillors Kravis, Hall and Beynon

In Attendance: B Parker (Town Clerk), J Chapman (Deputy Clerk & RFO) and Somerset Councillor Chilcott.

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.

2025/1. To receive apologies for absence.

Councillors Kravis, Hall and Beynon apologies for absence were received.

2025/2. To receive disclosures of unregistered or other interests from councillors on matters to be considered at the Meeting.

There were no disclosures.

2025/3. To Approve and Sign Minutes of the [Finance and General Purposes Committee meeting on Tuesday 12th November 2024.](#)

RESOLVED the minutes of the Finance and General Purposes Committee meeting held on Tuesday 12th November 2024 were approved and were signed by the Chair.

2025/4. To receive notes from Staffing Advisory Group meeting held on Tuesday 7th January 2025 and to consider recommendations.

The notes from Staffing Advisory Group meeting held on Tuesday 7th January 2025 were received.

RESOLVED the delegation of authority to the Clerk to obtain an occupational health report was approved.

2025/5. Accounts

i. To approve payments made for December.

The Deputy Clerk provided comprehensive responses to pre-meeting questions regarding payments, which were circulated to all Councillors. Members expressed their appreciation for the thorough replies.

RESOLVED the payments made for December were approved.

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

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

- iii. To receive Income received for December.

The Income for December was **received**.

- iv. To receive bank reconciliations for December.

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

2025/6. Budget

- i. To review and discuss the draft budget for 2025/26 financial year and consider recommending its approval to Full Council.

The Clerk and Deputy Clerk presented the draft budget, which incorporated feedback from Committees and Councillors throughout the year. The budget focused on service delivery and consolidation in light of ongoing devolution discussions between SC and MTC, with most additional devolution costs to be met through internal savings to minimise impact on council taxpayers.

Councillors reviewed the budget's response to the significant scale of devolved assets and services to MTC, including Blenheim Gardens, The Parks and The Esplanade. They noted the need to balance the protection of these vital areas against residents' financial challenges. Several budget lines directly associated with devolution, particularly insurance and amenities costs, showed substantial increases from the current financial year.

Concerns were raised about the current office structure, where having only three staff members makes the administrative side vulnerable during absences. Councillors discussed how the current staff workload was unsustainable, and additional staffing would allow officers more time for community engagement. While there was interest in increasing the community grants budget, it was agreed that service delivery should remain the primary focus for the next financial year.

Councillors addressed the planned refurbishment of toilets in Blenheim Gardens, expressing the importance of ensuring adequate funding for this work in the upcoming financial year.

Questions were raised regarding some proposed income figures, which were identified as volatile and difficult to predict accurately over a calendar year. As a result, it was proposed that any recommended budget should be subject to a review of these specific figures.

RESOLVED To recommend to Full Council for approval:

A precept totalling £1,011,635.00. Making the Town Council Band D rate in Minehead £228.47. this represents an annual Band D increase of £13.95, which equates to 6.5%.

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

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

2025/7. To convene a Staffing Sub-Committee.

RESOLVED to convene a Staffing Sub-Committee according to the proposed Terms of Reference. Councillors Hodson, Bartlett, M Palmer and Lawton were nominated and elected to the Sub – Committee.

The meeting Closed 21:48

Councillor B Hodson
Chair of The Finance and General Purposes Committee
January 2025