



## MINEHEAD TOWN COUNCIL

Minutes from the Finance and General Purposes Committee Meeting of Minehead Town Council held on  
Tuesday 11<sup>th</sup> February 2025 at 7.30 pm at  
the Town Council Offices, 3 Summerland Road, Minehead, TA24 5BP

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.

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

**Not Present:** Councillors Kravis and Bonar

**Apologies:** Councillor Hall

**In Attendance:** B Parker (Town Clerk) and J Chapman (Deputy Clerk & RFO)

**2025/8.** To receive apologies for absence.

Councillor Hall's apologies were received.

**2025/9.** To receive disclosures of unregistered or other interests from councillors on matters to be considered at the Meeting.

There were no disclosures.

**2025/10.** To Approve and Sign Minutes of the [Finance and General Purposes Committee meeting on Tuesday 14<sup>th</sup> January 2025](#).

**RESOLVED** the Minutes of the Finance and General Purposes Committee meeting on Tuesday 14th January 2025 were approved and signed by the Chair.

**2025/11.** Accounts

- i. To recommend the following payments over £1,500:
  - Payment of £4,000 to P. Cornish for the start of work to repair damaged wall in public toilets at Summerland Road Car Park. (*Work approved in January's Full Council Meeting Minute number 2025/12*)

It was noted that these works are being funded through the insurance.

**RESOLVED** the payment of £4,000 was recommended to Full Council for approval.

- ii. To approve payments made for January.

In response to questions regarding the Lychgate works and related payments, the Clerk explained that the recent shoring payment covered the hire of Acrow Props currently stabilising the Lychgate

during refurbishment. Regarding invoicing for the stabilisation works, the Clerk confirmed that following initial confusion over invoicing procedures, all future invoices will be submitted directly by the main contractor, who will be responsible for paying any subcontractors.

**RESOLVED** the payments made for January were approved.

iii. To receive budget income & expenditure reports for January.

In response to a question about subscriptions, the Deputy Clerk & RFO explained that while Council subscriptions such as SALC and SLCC contributed to costs, the main reason for the overspend was the unbudgeted purchase of an accessibility widget to ensure the MTC website complies with new accessibility laws.

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

iv. To receive Income received for January.

The income for January was **received**.

v. To receive bank reconciliations for January.

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

**2025/12.** To note the outstanding S106 allocations for the Minehead area and to agree how to collate eligible projects within the town.

The Clerk presented information on the S106 allocations for the Minehead area, some of which had expiry dates within the next few years. The Deputy Clerk informed councillors that she had held discussions with officers at Somerset Council regarding potential projects and had received an agreement that the replacement of several benches throughout The Parks would qualify for S106 funding should councillors wish to pursue this.

Councillors discussed a request from a local community swimming facility for funding to replace its floor. It was also suggested that a meeting be arranged between SC officers responsible for S106 allocations and MTC councillors/staff.

An advisory group was proposed to explore external funding opportunities, including S106 projects, and to make recommendations to the Finance and General Purposes Committee. The chair invited councillor nominations for the group.

**RESOLVED** to establish an advisory group to explore external funding opportunities including S106 funding and to make recommendations on projects for the town. Councillors M Palmer, Lawton, Jewell, Beynon, Sharjeel and C Palmer were nominated and elected to the group.

**2025/13.** To consider delegating the authority to the Clerk to purchase a Town Council branded events gazebo up to the value of £1,500.

The committee considered a proposal from the Clerk regarding the purchase of a branded events gazebo to enhance community engagement. The Clerk reported that monthly community events had seen low attendance and suggested that a mobile presence at town events would enable more informal interaction with residents. The Clerk requested delegated authority to purchase a

Town Council branded gazebo up to the value of £1,500, to be funded from the town events budget underspend in the current financial year.

**RESOLVED** it was approved to delegate the authority to the Clerk to purchase a Town Council branded events gazebo up to the value of £1,500.

**2025/14.** To consider the purchase of new chainsaw and safety equipment for the amenities team.

The Clerk informed the committee on the condition of existing chainsaws and the need for replacement equipment. The Clerk advised that current chainsaws were deteriorating, hampering staff's ability to complete necessary tree works which has been more obvious in recent weeks due to storm recovery work. The clerk requested councillors consider the purchase of a new STIHL MS 362 chainsaw and associated PPE, to be funded from the existing Equipment and Safety Equipment budgets respectively.

**RESOLVED** the purchase of a replacement chainsaw and safety equipment as required, using the appropriate budgets for the amenities team was approved.

**2025/15.** To review and assess staff training requirements.

The Clerk reported refresher training requirements for some of the cemetery operations. This included hydraulic shoring training and excavator training. There was sufficient budget within the staff training budget.

**RESOLVED** the refresher training needed for shoring equipment and excavator training for members of the amenities team was approved.

**2025/16.** To review quotations for a new solar light at cross farm park and to consider making a recommendation for purchase.

The deputy clerk presented quotations for new solar lights at Cross Farm Park following Council's decision in 2024 to disconnect the unmetered supply for street lighting, which had already been carried out.

Members discussed their preference for installing a solar light unit onto one of the existing lighting columns, noting the significant cost difference between unit-only installation versus unit with new column installation. The Deputy Clerk advised that the viability of using the existing column could only be determined once the contractor was on site.

**RESOLVED** that subject to compatibility, approval was given for the installation of one solar lighting unit onto an existing lighting column at Cross Farm Park.

**2025/17.** To consider a request from The Regal Theatre for Town Council support in offering free film screenings for children and families at periodic intervals throughout the year.

Members discussed the Regal Film Society's request for funding towards a quarterly children's film screenings at the Regal Theatre, at an estimated cost of £400 per screening. While supportive of the initiative's intentions, concerns were raised about potential adverse impacts on the neighbouring cinema. Members suggested that the small grants application process would be

the most appropriate route for this request and noted that endorsement from the neighbouring cinema would strengthen any application.

**RESOLVED** The Clerk was requested to contact the Regal Film Society to invite them to submit an application through the small grants scheme.

**2025/18.** To receive a report on the Ear Marked and General Reserves funds and to consider the recommendation.

The report on the Ear Marked and General Reserves funds produced by the deputy clerk was **received**.

Members discussed the importance of risk management in the Council's banking arrangements, noting the limited financial protection offered to the public sector by banks. The Committee emphasised the need to minimise risks by allocating funds across multiple accounts and financial institutions, while maximising interest returns and maintaining sufficient liquidity for operational requirements.

**RESOLVED** to recommend opening an account with The Unity Trust Bank for reserve General funds to be used in the current financial year and to recommend opening an account with Hinckley & Rugby Building Society, for reserve Earmarked funds to be used in the current financial year.

**2025/19.** To consider funding the planting of a Tree in Blenheim gardens with a plaque to commemorate the Centenary of its opening.

Members discussed plans to commemorate the centenary of the gardens in March 2025. It was proposed that a commemorative tree and plaque be installed as an initial celebration, with further community events to be organised throughout the year. The Clerk agreed to investigate inviting former gardeners to attend a tree planting ceremony in March.

**RESOLVED** that MTC will finance and plant a commemorative tree with protective guard and plaque in March 2023, with Councillors M Palmer, Sharjeel and Lawton delegated to select the tree species.

The meeting closed 21:08

Councillor Bill Hodson  
Finance and General Purposes Chair  
February 2025