



## MINEHEAD TOWN COUNCIL

### Agenda

Members of the public are invited to attend the Meeting of Minehead Town Council to be held on  
Tuesday 25<sup>th</sup> March 2025 at 7.30 pm in  
the Community Centre, Irnham Road, Minehead TA24 5DW

There will be 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.

There will be a 15-minute presentation at the beginning of the meeting from Minehead Eye and Somerset Primary Care Network.

1. To receive apologies for absence.
2. To receive disclosures of unregistered or other interests and to consider any prior requests for dispensations from councillors on matters to be considered at the meeting.
3. To receive reports from Somerset Councillors and the Local Policing Team.
4. To receive updates from councillors on Advisory groups and Outside Bodies.
5. To approve and sign the Minutes of the [Full Council Meeting held on Tuesday 25<sup>th</sup> February 2025](#).
6. To receive the Minutes of the [Planning Committee Meeting held on Tuesday 4<sup>th</sup> March 2025](#).
7. To receive the Minutes from the [Finance and General Purposes Committee Meeting held on Tuesday 11<sup>th</sup> March 2025](#).
8. To receive notes from the Office Advisory Group held on Wednesday 12<sup>th</sup> March 2025 and to consider the following recommendations:
  - *That the Council appoint solicitors to review the lease document and address identified questions, direct the Clerk to obtain a solicitor fee estimate for Full Council approval, ensure all due diligence is completed before presenting a recommended offer price to Full Council.*
9. Accounts
  - i. To approve the following payments over £1,500 (*Recommended by the finance and General Purposes Committee*):
    - Payment of **£1,915.00** to MS Tree Services for the pollarding of 6 trees at King George Playing Field (See councillor attachment, Work approved at January's Full Council Meeting Minute number 2025/14)
    - Payment of **£1,995.23** to Workwear Express for uniform for Amenities Team staff including purchasing of stock uniform. (See councillor attachment)
  - ii. To approve the following urgent payments over £1,500:
    - Payment of **£2187.00** inc. VAT to Phil Collins Asbestos Management for asbestos reports on 9 buildings. (*Quotation discussed and approved at February Full Council Minute number 2025/30. Two additional sites added to original quote, see councillor attachment*)

- iii. To note payments made for February (*See Attachment*)
  - iv. To note budget income & expenditure reports for February (*See Attachment*)
  - v. To note income received for February (*See Attachment*)
  - vi. To note bank reconciliations for February (*See Attachment*)
10. To consider a grant application to Somerset Association of Local Councils (SALC) health and wellbeing fund for a youth health and wellbeing project in Minehead, with Minehead Town Council providing match funding in partnership with Minehead Eye. (*See Attachment*)
11. To receive an update on Asset and Service Devolution from Somerset Council to Minehead Town Council.
12. To consider a Minehead Town Council Response to Somerset Council's parking charges proposal.
13. To receive information on a water supply leak to Quay West Toilets and to consider quotation for rectification works. (*See Attachment*)
14. To receive the updated Minehead Town Council Asset Register. (*See Attachment*)
15. To receive and approve the reviewed Financial, Governance, Operational and Devolution Risk Assessments for 2025/26. (*See Attachment*)
16. To consider Minehead Town Council Support for 2025 Minehead Bay Festival. (*See councillor attachment*)
17. To appoint Per Pro Services Ltd to undertake the end of year internal audit for 2024/25 accounts and to retain their services throughout 2025/26 financial year.
18. To approve regular payments including Salaries for 2025/26 financial year. (*Recommendation from Finance and General Purposes Committee, See councillor attachment*)
19. To approve 2025/26 Insurance Policy renewal quote. (*Recommendation from Finance and General Purposes Committee, See councillor attachment*)
20. To approve the fees and charges for 2025/26 financial year. (*Recommendation from Finance and General Purposes Committee, See attachment*)
21. Grant applications
- i. To receive a request from Watery Lane preschool for a small grant.
22. To note the completion of allotment site transfers from Somerset Council to Minehead Town Council



Ben Parker

Town Clerk

20<sup>th</sup> March 2025.