



MINEHEAD TOWN COUNCIL

Minutes from the Finance and General Purposes Committee Meeting of Minehead Town Council held on
Tuesday 11th March 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, Sharjeel, Hall, Beynon and M Palmer.

Not Present: Councillors Kravis and Bonar

Apologies: Councillor Bartlett

In Attendance: B Parker (Town Clerk)

2025/20. To receive apologies for absence.

Councillor Bartlett's apologies were received.

2025/21. To receive disclosures of unregistered or other interests from councillors on matters to be considered at the Meeting.

Councillors C Palmer and M Palmer declared a pecuniary interest in a reimbursement payment under item 4 ii. They remained in the room but did not speak or vote.

There were no further disclosures.

2025/22. To Approve and Sign Minutes of the [Finance and General Purposes Committee meeting on Tuesday 11th February 2025.](#)

RESOLVED the minutes of the Finance and General Purposes Committee meeting held on Tuesday 11th February 2025 were approved and signed by the chair.

2025/23. Accounts

- i. To recommend the following payments over £1,500:
- Payment of £1,915.00 to MS Tree Services for the pollarding of 6 trees at King George Playing Field (*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.

RESOLVED the payments of £1,915.00 to MS Tree Servies & £1,995.23 to Workwear Express were recommended for approval.

- ii. To approve payments made for February.

RESOLVED to approve the payments made for February, with two abstentions.

- iii. To receive budget, income & expenditure reports for February.

The budget, income & expenditure reports for February were **received**.

- iv. To receive Income received for February.

The Income for February was **received**.

- v. To receive bank reconciliations for February.

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

2025/24. To Consider an Expression of Interest for a Potential Use of Land Near the SureStart Building at King George Playing Field.

Councillors were informed of an expression of interest from a neighbouring business regarding the use of MTC land between the footpath and Alcombe Children's Centre at King George Playing Field. The proposal included fencing off the area alongside the footpath. The clerk sought the committee's direction on further investigation. Councillors discussed that in principle they may support the idea but they would need more information on this proposal before being able to make a decision.

RESOLVED to take the expression of interest further and to ask the clerk to establish a detailed proposal for council to consider.

2025/25. To review and recommend for approval regular payments including Salaries for 2025/26 financial year.

The Deputy Clerk & RFO provided an updated list of regular payments with the agenda, including standing orders, direct debits, and staff salaries, all entered into under council-approved contractual agreements. As these payments are covered by existing contracts and comply with financial regulations, monthly approval is not required, thereby reducing administrative workload. Councillors were informed whether the payments were fixed or variable and were assured that any variances would be reported promptly.

RESOLVED to recommend approval of the regular payments, including salaries, for the 2025/26 financial year.

2025/26. To review and recommend 2025/26 Insurance Policy renewal quote.

The Clerk presented the 2025/26 Insurance Policy renewal quote of £17,330.30 . He highlighted the increase in price was largely due to the increase of responsibility of open spaces throughout the town due to pending devolution agreement with Somerset Council. Devolution would also require a more in depth review throughout the next financial year and although municipal insurers are limited, as good practice, additional providers would be sought for consideration in the 2026/27 financial year.

RESOLVED to recommend the 2025/26 Insurance Policy renewal quote for approval with a thorough council review through 2025/26.

2025/27. To review and recommend the fees and charges for 2025/26 financial year.

The proposed fees and charges for 2025/26 were presented to councillors.

After discussing the list, councillors agreed that to future-proof the organisation, a more forward looking pricing structure should be explored. While the proposed fees and charges were considered suitable for recommendation for the next financial year, the committee acknowledged that the ongoing devolution of assets and services would require a thorough review of the overall fee structure.

RESOLVED to recommend the fees and charges for 2025/26 for approval, with a full review of the fee structure to be conducted during 2025/26 as part of the devolution process, and a revised list to be presented for consideration from 2026/27.

2025/28. Grant applications for approval

- i. To receive a request from Minehead & Exmoor Music Festival for a small grant.
- ii. To receive a request from Minehead Armed Forces & Veterans Breakfast Club for a small grant.
- iii. To receive a request from The Regal Film Society for a small grant.

The committee reviewed and discussed all the submitted applications. They were advised that, under Section 137 of the Local Government Act 1972, the Minehead Armed Forces & Veterans Breakfast Club is eligible to receive a small grant. Additionally, under Section 145(1) of the Local Government Act 1972, the Minehead & Exmoor Music Festival and The Regal Film Society are eligible to receive small grants.

RESOLVED to award small grants to the Minehead & Exmoor Music Festival, the Minehead Armed Forces & Veterans Breakfast Club, and The Regal Film Society in line with their applications.

The meeting closed at 20:45.

Councillor B Hodson
Chair Finance and General Purposes Committee
March 2025