



MINEHEAD TOWN COUNCIL

Agenda

You are summoned to attend the Meeting of Minehead Town Council to be held on
Tuesday 29th April 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.

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 25th March 2025](#).
6. To receive the Minutes of the [Planning Committee Meeting held on Tuesday 1st April 2025](#).
7. Accounts
 - i. To approve the following payments over £1,500:
 - Payment of **£2,400 inc. VAT** to Brian Hobbs & Sons Ltd for the renovation of the entrance gates at Minehead Cemetery (See councillor attachment, Work approved at September 2024's Full Council Meeting Minute number 2024/151)
 - Payment of **£3204.00 inc. VAT** to C J Lynch & Sons (Minehead) Ltd. Emergency renewal of water service pipe at Quay West wcs.
 - Payment of **£3492.00 inc. VAT** to PD & GM Storey, Annual mulching Grabbist Hill/Alcombe Common using Rural Payments Agency stewardship grant
 - Payment of **£17167.83 inc. VAT** to Zurich Municipal. Annual insurance premium for insuring Town Assets including new areas.
 - Payment of **£2329.75 inc. VAT** to Somerset Association of Local Councils Ltd (SALC). Annual affiliation fees 2025-2026 including payment to the National Association of Local Councils (NALC).
 - ii. To approve payments made for March (*See Attachment*)
 - iii. To receive budget income & expenditure reports for March (*See Attachment*)

- iv. To receive income received for March (*See Attachment*)
 - v. To receive bank reconciliations for March (*See Attachment*)
8. To review and approve the following policies:
- i. Standing Orders
 - ii. Financial Regulations
 - iii. Code of Conduct
 - iv. Publication Scheme
 - v. Mayor, Councillors and Employees Expenses Policy
 - vi. Data Protection Policy
 - vii. General Reserves Policy
 - viii. Annual investments strategy
9. To receive an update on Asset and Service Devolution from Somerset Council to Minehead Town Council. (*See Attachment*)
10. To consider designating land Irnham Road recreation ground as the preferred location for a proposed community swimming pool and to discuss issuing an open letter of support for a community led project. (*See Councillor Attachment*)
11. To consider issuing an open letter of support for a community led pump track to be created in Minehead. (*See Councillor Attachment*)
12. To establish a task and finish group to develop a statement of requirements for community led projects intending to use of Minehead Town Council land.
13. To receive the fourth quarter/end of financial year budget report for 2024/25. (*See Attachment*)
14. To review councillor quarterly internal financial account checks and to elect two councillor nominees for 2025/26 financial year.
15. To consider providing a £5,000 contribution to Citizens Advice West Somerset under section 142 of The Local Government Act 1972
16. To receive a request from Leigh Danter & Sons regarding holding an autumn fair in Minehead from Wednesday 17th September to Sunday 21st September 2025. (*See Councillor Attachment*)
17. To consider quotation of £843.84 for the replacement of the Diesel Particulate Filter in an amenities van. (*See Councillor Attachment*)
18. To resolve to exclude members of the press and public under the Public Bodies (Admission to Meetings) Act 1960 in order to discuss matters relating to the purchase of the town council offices.

19. To receive an update on the negotiations on the purchase of the town council offices and to approve the purchase at the negotiated price. *(See Councillor Attachment)*

Jo Chapman

Deputy Town Clerk & RFO

24th April 2025.