



## MINEHEAD TOWN COUNCIL

Minutes from the Finance and General Purposes Committee Meeting of Minehead Town Council held on  
Tuesday 13<sup>th</sup> May 2025 at 7.30 pm at  
the Town Council Offices, 3 Summerland Road, Minehead, TA24 5BP

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

**Apologies:** Councillors Lawton, Bartlett, Bonar and Kravis

**In Attendance:** B Parker (Town Clerk)

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.

**2025/29.** To receive apologies for absence.

Councillors Lawton, Bartlett, Bonar and Kravis apologies were received.

**2025/30.** To receive disclosures of unregistered or other interests from councillors on matters to be considered at the Meeting.

There were no disclosures made.

**2025/31.** To Approve and Sign Minutes of the [Finance and General Purposes Committee meeting on Tuesday 11<sup>th</sup> March 2025.](#)

**RESOLVED** the Minutes of the Finance and General Purposes Committee meeting on Tuesday 11<sup>th</sup> March 2025 were approved and signed by the chair.

**2025/32.** Accounts

- i. To approve payments made for April.

A question was raised regarding a payment to the Water Company for the underground leak at Quay West toilets. The Clerk confirmed the payment is currently being contested through the water company's disputes process.

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

- ii. To receive budget, income & expenditure reports for April.

A concern was raised about budget line headings showing 2024/25 dates instead of 2025/26. The Clerk was unable to confirm the exact reason due to the RFO's absence but will address upon their return from annual leave. It was assured that all accounting matters were correct despite the error with the dates.

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

- iii. To receive Income received for April.

Councillors expressed ongoing concerns about a lack of clarity with the financial reports they received. The Clerk was asked to review available cashbook provider reports with RFO upon their return and investigate clearer reporting options. The RFO is currently reviewing cashbook provider options which includes report presentation capabilities.

The income for April was **received**.

- iv. To receive bank reconciliations for April.

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

**2025/32.** To review and recommend the committee structure for 2025/26 municipal year.

Councillors reviewed the committee structure for next year. While the existing structure was deemed sufficient, it was agreed to conduct a comprehensive review throughout the 2025/26 municipal year.

**RESOLVED** to recommend the following committee structure for 2025/26:

- Finance & General Purposes Committee to report directly to Full Council
- Planning & Licensing Committee to report directly to Full Council
- Staffing Subcommittee to be a subcommittee of Finance & General Purposes Committee
- Committee membership to be determined at Annual Town Council Meeting in May

**2025/33.** To discuss and plan Town Council led projects for 2025/26 year.

Councillors discussed the importance of establishing achievable project plans with realistic timetables, especially following completion of asset devolution from Somerset Council. Discussion covered projects including Culvercliffe open space boundary protection, Blenheim Gardens toilet refurbishment, flood alleviation projects and the creation of a youth council.

Culvercliffe open space was identified as requiring urgent action. A quotation was reviewed by the committee for boulder installation to replace the deteriorating wooden fence which would provide improved security and longevity.

Councillors acknowledged the need for due diligence and written project documentation with timetables. Members agreed to share ideas with Clerk over coming weeks for compilation and resubmission to committee.

**RESOLVED** to:

- Approve quotation for the supply and installation of boulders at Culvercliffe at a cost of £1,050.00 exc VAT.
- Contact all schools to investigate connection with MTC and research youth councils nationally
- Initiate Environment Agency meeting regarding possible flood alleviation schemes

- Continue gathering councillor ideas for larger capital projects

**2025/34.** To discuss community engagement events structure and calendar for 2025/26.

Councillors reviewed the data compiled from the 12 Community Engagement Events held between March 2024 and April 2025 with a total attendance of fewer than 100 people. While evening sessions were best attended, discussion highlighted the need to reduce frequency whilst focusing on evening events; diversify content to encourage participation; and invite other community organisations. Additionally, with MTC now having an events marquee, councillors could achieve better representation at town events and hold informal pop-up events throughout the year.

**RESOLVED** to instruct the Clerk to prepare a calendar of quarterly Community Engagement Events for Tuesday evenings, expanded to include community organisations and groups. Councillors to maintain representation at town events and organise occasional pop-up events throughout the year for more informal engagement.

The meeting closed at 21:06

Councillor B Hodson  
Chair Finance and General Purposes Committee  
May 2025