



**MINEHEAD TOWN COUNCIL
EXTRAORDINARY MEETING**

Minutes from the Extraordinary Meeting of Minehead Town Council held on
Tuesday 6th May 2025 at 7.30 pm in
the Community Centre, Irnham Road, Minehead TA24 5DW

There was 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. No matters were raised.

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

Not Present: Councillor Bonar.

Apologies: Councillor Lawton.

In Attendance: B Parker (Town Clerk), J Chapman (Deputy Clerk & RFO) and 1 member of the public.

2025/56. To receive apologies for absence.

Councillor Lawton's apologies were received.

2025/57. 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.

Councillor Kravis has a standing declaration as a Somerset Councillor.

There were no further disclosures.

2025/58. To receive reports from Somerset Councillors and the Local Policing Team.

Somerset Councillor Chilcott sent her apologies.

There were no representatives from the local policing team present.

The Chair stated that Somerset Councillor Chilcott's monthly update will be distributed by the clerk to all councillors along with the meeting minutes.

Councillor Kravis gave the following update:

- Somerset Council's restructuring process has now been completed.
- Last year's operational savings have enabled the continuation of statutory services.
- Dunster cycle path construction is scheduled to begin this week.
- Multiple projects are ongoing throughout Somerset Council areas.
- "The Salt Path" film, featuring footage from Minehead and West Somerset, will be released in cinemas soon.
- Housing services from the former district councils will be consolidated over the next two years.

2025/59. To receive updates from councillors on Advisory groups and Outside Bodies.

The Chair reported that he and several councillors attended Minehead Town Council's VE Day 80 celebrations in Blenheim Garden on Saturday 3rd May. Councillors extended their thanks to the event organisers.

2025/60. To approve and sign the Minutes of the [Full Council Meeting held on Tuesday 25th March 2025.](#)

RESOLVED the minutes from the Full Council Meeting held on Tuesday 25th March 2025 were approved and signed by the chair.

2025/61. To receive the Minutes of the [Planning Committee Meeting held on Tuesday 1st April 2025.](#)

The Minutes from the Planning Committee Meeting held on Tuesday 1st April 2025 were **received.**

2025/62. 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 (Work approved at September 2024's Full Council Meeting Minute number 2024/151)
 - Payment of **£3,204.00 inc. VAT** to C J Lynch & Sons (Minehead) Ltd. Emergency renewal of water service pipe at Quay West WC's.
 - Payment of **£3,492.00 inc. VAT** to PD & GM Storey, Annual mulching Grabbist Hill/Alcombe Common using Rural Payments Agency stewardship grant.
 - Payment of **£17,167.83 inc. VAT** to Zurich Municipal. Annual insurance premium for insuring Town Assets including new areas.
 - Payment of **£2,329.75 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).

RESOLVED the payments of £2,400 inc. VAT, £3,204.00 inc. VAT, £3,492.00 inc. VAT, £17,167.83 inc. VAT and £2,329.75 inc. VAT were approved.

- ii. To approve payments made for March

RESOLVED the payments made for March were approved.

- iii. To receive budget income & expenditure reports for March

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

- iv. To receive income received for March

The income for March was **received.**

- v. To receive bank reconciliations for March

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

2025/63. 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

Councillors noted that several policies were due for their annual review, many of which are integral to the internal audit process. While acknowledging the existing Financial Regulations need updating to align with NALC's 2024 model template, councillors requested additional time for a thorough review. The council agreed to temporarily re-approve the current financial regulations while the Risk and Policy Advisory Group conducts a review within three months.

RESOLVED The Code of Conduct, Publication Scheme, Mayor/Councillors/Employees Expenses Policy, Data Protection Policy, General Reserves Policy, Annual Investments Strategy and Standing Orders were approved. The current years Financial Regulations were re-approved pending review.

2025/64. To receive an update on Asset and Service Devolution from Somerset Council to Minehead Town Council.

A written update provided alongside the agenda was **received**.

The written update provided with the agenda was **received**. The Clerk reported further recent developments: On Thursday May 1st 2025, MTC officially assumed management and maintenance responsibilities for open spaces throughout the town as per the devolution agreement. The Amenities Team's new mid-size tipper van is now operational; three Somerset Council amenities staff completed their TUPE transfer on May 1st with same-day Town Council induction; all land registry transfer documentation has been sent for processing; signage updates with MTC details are forthcoming and the website will be updated to feature information about newly acquired open spaces. With administrative requirements largely complete, the Clerk expressed confidence in focusing on effective service delivery.

2025/65. To consider designating land at 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.

Councillor Kravis left the meeting at 19:55.

Councillors discussed the growing momentum for a town swimming pool project being developed by community groups. It was agreed that while verbal support has been given previously, formal council positioning is now needed, especially as potential sites including Town Council land are under consideration.

It was proposed that the Clerk should draft a letter of support to help provide community groups clarity on MTC's position.

During discussion, questions arose about the viability of alternative sites and why MTC was considering designating land at Irnham Road. It was noted that MTC had previously expressed verbal support for the Irnham Road site and a prior MTC consultation about this location had received positive public feedback.

Councillors also enquired whether the two pool campaign groups had merged. It was confirmed they are working closely together with promising signs toward eventual merger.

RESOLVED To designate land at Irnham Road Recreation Ground (site of old grandstand) as MTC's preferred site for a community swimming pool.

RESOLVED for the Clerk to draft an open letter of support for a community-led swimming pool project in the town, to be circulated for approval by a quorate number of councillors, rather than using the template provided with the agenda.

2025/66. To consider issuing an open letter of support for a community led pump track to be created in Minehead.

The Council noted that a community led group has been established to develop a pump track facility in Minehead. The group has sought public feedback, which has been predominantly positive thus far. Representatives have now approached the Town Council requesting formal support for a pump track in the town.

RESOLVED for the Clerk to draft an open letter of support for a community pump track project in the town, to be circulated for approval by a quorate number of councillors, rather than using the template provided with the agenda.

2025/67. To establish a task and finish group to develop a statement of requirements for community led projects intending use of Minehead Town Council land.

Members noted that following the expansion of Council assets through the devolution process and with multiple community led projects expressing interest in developing Town Council land, it has become necessary to establish a standardised approach for evaluating such proposals. The Clerk recommended the development of a Statement of Requirements document to ensure consistency when considering community project requests, noting that this foundation document could be tailored for specific situations or projects as needed.

Given the scope of work involved in creating this document, it was proposed that a Task and Finish Group be established and nominations from Councillors were invited.

RESOLVED To create a task and finish group to develop a Statement of Requirements for community-led projects intending to use Minehead Town Council land, consisting of Councillors Hall, Jewell, M. Palmer, Beynon, and Hodson.

2025/68. To receive the fourth quarter/end of financial year budget report for 2024/25.

The annual budget report was **received**.

A question was raised regarding electricity costs at the community centre, with a request for the Clerk or Deputy Clerk to investigate the feasibility of installing solar panels.

2025/69. To review councillor quarterly internal financial account checks and to elect two councillor nominees for 2025/26 financial year.

Councillors were reminded that internal financial account checks are an essential component of financial controls. Councillors M. Palmer and Lawton performed these checks during 2024/25, and nominations were sought for the 2025/26 financial year.

RESOLVED Councillors M. Palmer and Lawton will continue to perform financial account checks throughout the 2025/26 financial year.

The Chair thanked Councillors M. Palmer and Lawton for their ongoing commitment.

2025/70. To consider providing a £5,000 contribution to Citizens Advice West Somerset under section 142 of The Local Government Act 1972.

Members were reminded that Citizens Advice West Somerset (CAWS) presented at the July 2024 Full Council meeting, seeking to strengthen their working relationship with the Town Council. As CAWS operates from Minehead premises and serves many local residents, they requested financial support for their service provision.

The Clerk confirmed that a £5,000 contribution would be permissible under Section 142 of the Local Government Act 1972, with adequate budget provision already in place.

RESOLVED A £5,000 contribution from Minehead Town Council to Citizens Advice West Somerset for 2025/26 financial year was approved.

2025/71. To receive a request from Leigh Danter & Sons regarding holding an autumn fair in Minehead from Wednesday 17th September to Sunday 21st September 2025.

A request from Leigh Danter & Sons regarding holding an autumn fair in Minehead from Wednesday 17th September to Sunday 21st September 2025 was **received**.

Councillors discussed whether the fair would consider exploring the future use of other MTC owned land, The importance of providing timely notification for the fair to Marshfield residents and ensuring any previously raised resident concerns were addressed. The Clerk reported that MTC requires comprehensive documentation including risk assessments, operational compliance checks for rides, insurance and Showman's Guild membership evidence. He noted that the collection of this documentation had improved during the previous year.

RESOLVED To accept the fair at Marsh Common from Wednesday 17th September to Sunday 21st September 2025, subject to the provision of all required compliance and safety documentation in advance of the fair start date.

2025/72. To consider quotation of £843.84 for the replacement of the Diesel Particulate Filter in an amenities van.

One of the amenities vehicles had been experiencing issues with the diesel particulate filter which meant it keeps going into limp mode. The clerk was seeking permission to go ahead with its replacement at a estimated cost of £843.84.

RESOLVED to approve the replacement of the Diesel Particulate Filter in an amenities van.

2025/73. 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.

RESOLVED it was approved to exclude members of the press and public under the Public Bodies (Admission to Meetings) Act 1960.

2025/74. To receive an update on the negotiations on the purchase of the town council offices and to approve the purchase at the negotiated price.

Members received a report regarding the potential acquisition of the Town Council offices. The report detailed findings from a completed building survey and included quotations for anticipated remedial works.

Reference was made to the March Full Council meeting where Council resolved to commence purchase negotiations, delegating authority to the Clerk to negotiate a sale price in consultation with the Offices Advisory Group. Parameters were established with an agreed starting figure and maximum ceiling price. Councillors were informed that negotiations had now concluded successfully with an agreed purchase price that falls within the previously authorised financial limits that now needed to be approved by council before proceeding.

RESOLVED to proceed with the purchase of the Minehead Town Council offices at the agreed price as detailed in the report and to instruct the solicitor to complete the purchase.

The meeting closed at 20:35.

Councillor Craig Palmer

Chair of Minehead Town Council

May 2025