



## MINEHEAD TOWN COUNCIL

### Agenda

Members of the public are invited to attend the Statutory Annual Meeting of Minehead Town Council to be held on  
Tuesday 27<sup>th</sup> May 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. Election of Mayor (Chair of the Council) and acceptance of office.
2. Election of Deputy Mayor.
3. To receive apologies for absence.
4. To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the Meeting.
5. To receive reports from Somerset Councillors and the Local Policing Team.
6. To receive updates from councillors on Advisory Groups and Outside Bodies.
7. To approve and sign the [Minutes of the Full Council Meeting held on 29<sup>th</sup> April 2025 and The Extra Ordinary Full Council Meeting held on 6<sup>th</sup> May 2025.](#)
8. To receive the [Minutes of the Finance and General Purposes Committee Meeting held on Tuesday 13<sup>th</sup> May 2025.](#)
9. To receive the [Minutes of the Planning Committee Meeting held on Tuesday 6<sup>th</sup> May 2025.](#)
10. To consider an application for co-option to Minehead Town Council in the Alcombe South Ward. *(See Councillor Attachment)*
11. Review of Committees.
  - i. To approve the Committee Structure for 2025/26 municipal year. *(Recommendation from The Finance and General Purposes Committee, See Attachment)*
  - ii. To agree to appoint members to the Finance and General Purposes Committee.
  - iii. To approve the Terms of Reference for Finance and General Purposes Committee. *(See Attachment)*
  - iv. To agree to appoint members to the Planning and Licencing Committee.
  - v. To approve the Terms of Reference for the Planning and Licencing Committee. *(See Attachment)*

12. Review of subcommittees.
  - i. To agree to appoint members to The Staffing Subcommittee.
  - ii. To approve the Terms of Reference for The Staffing Subcommittee. *(See Attachment)*
13. Review of Advisory Groups.
  - i. To approve the Advisory Group arrangements for the 2025/26 municipal year. *(See Attachment)*
  - ii. To agree to appointment members to Advisory Groups.
  - iii. To approve the Terms of Reference for Advisory Groups. *(See Attachment)*
14. To approve the calendar of meetings for 2025/26 municipal year. *(See Attachment)*
15. To agree Town Council representation on outside bodies. *(See Attachment)*
16. To review the Council's and staff subscriptions to other bodies. *(See Attachment)*
17. To note the arrangements for insurance cover in respect of all insurable risks for 2025/26. *(See Councillor Attachment)*
18. To note the payments made under section 137 of the Local Government Act 1972 by Minehead Town Council in 2024/25. *(See Attachment)*
19. To note the Minehead Town Council Asset Register. *(See Attachment)*
20. To note Minehead Town Council's standing orders and financial regulations for 2025/26. *(See Attachment)*
21. Accounts.
  - i. To approve the following payments over £1,500 *(See councillor attachments)*:
    - A payment of £5,000 to Citizens Advice West Somerset for a contribution towards 2025/26 financial year. *(Funding approved at May's Extraordinary Meeting, Minute Number 2025/70)*
    - Payment of £35,000 to Minehead Eye for the delivery of the Young People's Health and Wellbeing Project for 2025/26 financial year *(Approved at March's Full Council Meeting Minute Number 2025/36, Full amount to be met through SALC's health and wellbeing grant, awarded to MTC in April 2025)*
    - Payment of £3,804 inc. VAT to Complete Weed Control for the targeted application of Herbicide to street weeds in town. *(Street Weed Response Strategy approved in December 2024's Full Council Meeting, Minute Number 2024/204)*
  - ii. To note the payments made for April. *(See Attachment)*
  - iii. To note budget & expenditure reports for April. *(See Attachment)*
  - iv. To note income received for April. *(See Attachment)*
  - v. To note bank reconciliations for April. *(See Attachment)*
22. AGAR 2024-2025. *(See Attachments)*
  - i. To receive the annual internal audit report for 2024/25.
  - ii. To approve the annual governance statement. *(Section 1 of the Annual Governance and Accountability Return for 2024/25)*

- iii. To approve the annual accounting statement for the year ending 31<sup>st</sup> March 2025.  
*(Section 2 of the Annual Governance and Accountability Return for 2024/25)*
23. To receive a report on tourist information services in Minehead and to consider financial support under Section 144 of the Local Government Act 1972. *(See Attachment)*
24. To receive an update on Minehead Town Council's £500 pledge towards a new floor at St Michael's Pool and to approve the release of funds, in line with the grant conditions, now that four-fifths of the total funding has been secured.
25. To approve the transfer of funds from the current account to the general reserves in line with the approved 2025/26 budget.



Ben Parker  
Town Clerk  
21<sup>st</sup> May 2025