



## MINEHEAD TOWN COUNCIL

Minutes from the Statutory Annual Meeting of Minehead Town Council held on  
Tuesday 27<sup>th</sup> 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. The following matters were raised:

A member of the public noted the visible improvement in street weed management due to recent herbicide application and commended the council for their efforts.

**Present:** Councillors C Palmer, Hodson, Jewell, M Palmer, Kravis, Hall, Sharjeel and Bonar

**Apologies:** Councillors Beynon, Bartlett and Lawton.

**In Attendance:** B Parker (Town Clerk), J Chapman (Deputy Clerk & RFO), Somerset Councillor Chilcott and 4 members of the public.

**2025/75.** Election of Mayor (Chair of the Council) and acceptance of office.

Councillor C Palmer was nominated through a proposer and seconder. Cllr C Palmer accepted the nomination.

**RESOLVED** that Councillor C Palmer be elected Chair of Minehead Town Council and Mayor of Minehead unless they resign or become disqualified and shall continue in office until their successor is elected at the next Annual Meeting of Minehead Town Council in May 2026.

**2025/76.** Election of Deputy Mayor.

Councillor Lawton was nominated through a proposer and seconder. Due to a standing apology, Cllr Lawton was not present to accept the nomination verbally. However, the Clerk confirmed that Cllr Lawton had expressed willingness to continue if nominated.

**RESOLVED** that Councillor Lawton be elected Vice Chair of Minehead Town Council and Deputy Mayor of Minehead unless they resign or become disqualified and shall continue in office until their successor is elected at the next Annual Meeting of Minehead Town Council in May 2026.

**2025/77.** To receive apologies for absence.

Councillors Beynon, Bartlett and Lawton apologies were received.

**2025/78.** To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the Meeting.

Councillor Kravis has a standing disclosure as a Somerset Councillor.

There were no further disclosures.

**2025/79.** To receive reports from Somerset Councillors and the Local Policing Team.

There were no representatives from the Local policing team present.

Somerset Councillors Hadley and Lawrence gave their apologies.

Councillor Chilcott gave the following update:

- Boundary Commission recommendations for new Somerset Council ward boundaries expected with a public consultation to begin on 3<sup>rd</sup> June.
- Major roadworks at Junction 26 (Chelston Link Road) scheduled for June with significant travel disruption anticipated.
- Attended preview of Salt Path film, filmed on the SW Coast Path including Minehead. Encourages public to support local cinema upon release on 30 May.
- Part of County Hall sold to a developer specialising in key worker housing.
- Attended AT West's 20th anniversary; acknowledged their role in community bus services and travel club for concessionary pass holders.
- Thanked Minehead Town Council for leading a successful SALC bid for youth mental health support, to be delivered by Minehead Eye.
- Attended recent town meeting. She is currently addressing issues raised including blocked drains, line markings and parking.

Councillor Kravis gave the following update:

- Acknowledged appointment of new opposition leader at Somerset Council and thanked Cllr Chilcott for her service as both opposition deputy leader and leader.
- Reported on a licence revocation from a Bridgwater restaurant due to repeated breaches.

**2025/80.** To receive updates from councillors on Advisory Groups and Outside Bodies.

Councillor Hodson reported progress on fundraising efforts by MSL, now working jointly with MH&W. Promoting creation of a Junior Council at Minehead Town Council. Suggests a detailed review of its benefits and challenges.

Councillor Hall participated in a well-attended community litter pick at Greenaleigh Point, resulting in a trailer load of waste. He encouraged public involvement.

Councillor C Palmer attended the recent MPAPP meeting who welcomed local rewilding initiatives and potential flood prevention proposals by Minehead Town Council. Also, reopened Specsavers in Minehead after refurbishment to meet growing customer demand.

**2025/81.** 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.](#)

A question was raised regarding the wording of minutes and the need to distinguish between "apologies received" and "not present." The point was noted.

**RESOLVED** the minutes from the Full Council Meeting held on 29<sup>th</sup> April 2025 and from The Extra Ordinary Full Council Meeting held on 6<sup>th</sup> May 2025 were approved and signed by the chair.

**2025/82.** To receive the [Minutes of the Finance and General Purposes Committee Meeting held on Tuesday 13<sup>th</sup> May 2025.](#)

The Minutes of the Finance and General Purposes Committee Meeting held on Tuesday 13<sup>th</sup> May 2025 were **received**.

**2025/83.** To receive the [Minutes of the Planning Committee Meeting held on Tuesday 6<sup>th</sup> May 2025.](#)

The minutes of the Planning Committee Meeting held on Tuesday 6<sup>th</sup> May 2025 were **received**.

A question was raised about the use of non-planning reasons to object to planning applications. The Chair noted the comment and advised it could be discussed further at the next planning meeting when the minutes are reviewed.

**2025/84.** To consider an application for co-option to Minehead Town Council in the Alcombe South Ward.

The Clerk confirmed the applicant could not attend due to illness.

**RESOLVED** to defer the application for co-option until the next meeting.

**2025/85.** Review of Committees.

- i. To approve the Committee Structure for 2025/26 municipal year. (*Recommendation from The Finance and General Purposes Committee*)

**RESOLVED** the Committee Structure for 2025/26 municipal year was approved as outlined in *Appendix A*.

- ii. To agree to appoint members to the Finance and General Purposes Committee.

**RESOLVED** for **all** Minehead Town councillors to be appointed members of the Finance and General Purposes committee.

- iii. To approve the Terms of Reference for Finance and General Purposes Committee.

**RESOLVED** the Terms of Reference for Finance and General Purposes Committee were approved.

- iv. To agree to appoint members to the Planning and Licencing Committee.

**RESOLVED** Councillors M Palmer, Hodson, Kravis, C Palmer, Lawton and Bartlett were appointed as members of the Planning and Licencing Committee.

- v. To approve the Terms of Reference for the Planning and Licencing Committee.

**RESOLVED** the Terms of Reference for the Planning and Licencing Committee were approved.

**2025/86.** Review of subcommittees.

- i. To agree to appoint members to The Staffing Subcommittee.

**RESOLVED** Councillors were appointed as members of the staffing subcommittee.

- ii. To approve the Terms of Reference for The Staffing Subcommittee.

**RESOLVED** the Terms of Reference for The Staffing Subcommittee were approved.

**2025/87.** Review of Advisory Groups.

- i. To approve the Advisory Group arrangements for the 2025/26 municipal year.

**RESOLVED** the Advisory Group arrangements for the 2025/26 municipal year were approved as outlined in *Appendix A*.

- ii. To agree to appointment members to Advisory Groups.

**RESOLVED** it was approved to appoint members to Advisory Groups as outlined in *Appendix A*.

- iii. To approve the Terms of Reference for Advisory Groups.

**RESOLVED** the Terms of Reference for Advisory Groups were approved.

**2025/88.** To approve the calendar of meetings for 2025/26 municipal year.

**RESOLVED** the calendar of meetings for 2025/26 municipal year were approved.

**2025/89.** To agree Town Council representation on outside bodies.

**RESOLVED** the Town Council representation and member representatives on outside bodies was approved as outlined in *Appendix A*.

**2025/90.** To review the Council's and staff subscriptions to other bodies.

**RESOLVED** the Council's and staff subscriptions to other bodies were reviewed and approved.

**2025/91.** To note the arrangements for insurance cover in respect of all insurable risks for 2025/26.

Councillors acknowledged the importance of carrying out a full and comprehensive review of all insurable risks and assets during the next financial year.

The arrangements for insurance cover in respect of all insurable risks for 2025/26 were **noted**.

**2025/92.** To note the payments made under section 137 of the Local Government Act 1972 by Minehead Town Council in 2024/25.

The payments made under section 137 of the Local Government Act 1972 by Minehead Town Council in 2024/25 were **noted**.

**2025/93.** To note the Minehead Town Council Asset Register.

The Minehead Town Council Asset Register was **noted**.

**2025/94.** To note Minehead Town Council's standing orders and financial regulations for 2025/26.

Minehead Town Council's standing orders and financial regulations for 2025/26 were **noted**.

**2025/95. Accounts.**

- i. To approve the following payments over £1,500:
  - 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)*

**RESOLVED** the payments of £5,000 and £35,000 were approved.

Concerns were raised about the performance of the weed control contractor. Councillors noted missed areas and inconsistent results. The Clerk confirmed some streets were omitted and the contractor will return. Obstructions such as parked cars may have limited access. It was acknowledged that the precision method used requires direct contact with weeds to be effective, which limits over-spray and may reduce coverage.

It was proposed and seconded to delegate authority to the Clerk to process payment to the contractor at their discretion.

**RESOLVED** Clerk granted delegated authority to make payment to the weed control contractor as appropriate.

- ii. To note the payments made for April.
- iii. To note budget & expenditure reports for April.
- iv. To note income received for April.
- v. To note bank reconciliations for April.

**2025/96. AGAR 2024-2025.**

- i. To receive the annual internal audit report for 2024/25.

The annual internal audit report for 2024/25 was **received**.

- ii. To approve the annual governance statement. *(Section 1 of the Annual Governance and Accountability Return for 2024/25)*

**RESOLVED** the annual governance statement. *(Section 1 of the Annual Governance and Accountability Return for 2024/25)* was approved.

- 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)*

**RESOLVED** the annual accounting statement for the year ending 31st March 2025. (*Section 2 of the Annual Governance and Accountability Return for 2024/25*) was approved.

**2025/97.** To receive a report on tourist information services in Minehead and to consider financial support under Section 144 of the Local Government Act 1972.

Councillors were provided with a report on tourist information services in Minehead including a proposal for financial support on their provision alongside the agenda. The report was **received**.

Councillors were advised that MTC funding would not support a return to a manned Tourist Information Centre but instead contribute to enhancing Minehead's digital tourism presence. The funding would support the recruitment of additional staff to lead and expand online marketing and destination promotion.

Concerns were raised about the lack of clarity around project costs and how the proposed grant would be spent. While the importance of tourism to the local economy was acknowledged, councillors questioned whether the investment would be effective this late in the season.

**RESOLVED** to defer the decision pending further detail on the use of the £5,000 contribution.

**2025/98.** 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.

Councillors were advised that St. Michael's Pool had secured four-fifths of the total funding required for a new floor. This meets the conditions of the £500 grant awarded by MTC on 12<sup>th</sup> March 2024.

**RESOLVED** that the £500 grant be released to St. Michael's Pool in line with the agreed grant conditions.

**2025/99.** To approve the transfer of funds from the current account to the general reserves in line with the approved 2025/26 budget.

It was noted that, to align the accounts with the approved budget, funds would need to be transferred from the main precept account into newly established accounts designed to spread risk and improve interest returns. The Deputy Clerk requested approval to move funds accordingly, as intended and outlined at the February Full Council meeting, to ensure the Ear Marked Reserves match the budgeted figures.

**RESOLVED** the transfer of funds from the current account to the general reserves in line with the approved 2025/26 budget was approved.

Meeting closed at 21:24

Councillor Craig Palmer  
Chair of Minehead Town Council  
May 2025

Initial.....



## MINEHEAD TOWN COUNCIL 2025 – 2026

**MAYOR – Cllr C Palmer**

<b>FULL COUNCIL (*6)</b>	
<b>CHAIR – Cllr C Palmer</b>	<b>DEPUTY CHAIR – Cllr A Lawton</b>
<b>Cllr T Bartlett</b>	<b>Cllr B Jewell</b>
<b>Cllr C Beynon</b>	<b>Cllr M Kravis</b>
<b>Cllr J Bonar</b>	<b>Cllr M Palmer</b>
<b>Cllr B Hall</b>	<b>Cllr B Hodson</b>
<b>Cllr M Sharjeel</b>	

### COMMITTEES

<b>FINANCE AND GENERAL PURPOSES COMMITTEE (*5)</b>	
<b>Cllr B Hodson</b>	<b>Cllr T Bartlett</b>
<b>Cllr C Beynon</b>	<b>Cllr M Kravis</b>
<b>Cllr J Bonar</b>	<b>Cllr A Lawton</b>
<b>Cllr B Hall</b>	<b>Cllr C Palmer</b>
<b>Cllr M Sharjeel</b>	<b>Cllr M Palmer</b>
<b>Cllr B Jewell</b>	

<b>PLANNING COMMITTEE (*3)</b>	
<b>Cllr M Palmer</b>	<b>Cllr T Bartlett</b>
<b>Cllr B Hodson</b>	<b>Cllr M Kravis</b>
<b>Cllr C Palmer</b>	<b>Cllr A Lawton</b>

### SUB COMMITTEES

<b>STAFFING SUB COMMITTEE (*3)</b> (Sub committee of the Finance & General Purposes Committee)	
<b>Cllr M Palmer</b>	<b>Cllr C Palmer</b>
<b>Cllr B Hall</b>	<b>Cllr A Lawton</b>
<b>Cllr B Jewell</b>	

\*Number of councillors present to achieve a quorum

## ADVISORY GROUPS:

<b>AMENITIES ADVISORY GROUP</b> Allotments, Cemetery, Public Toilets, Open Spaces, Depots (Min 3 Councillors)	
<b>Cllr M Palmer</b>	<b>Cllr A Lawton</b>
<b>Cllr C Palmer</b>	<b>Cllr B Jewell</b>
<b>Cllr B Hall</b>	

<b>COMMUNITY AND EVENTS ADVISORY GROUP</b> Community Centre management and maintenance. Town Events (Minimum 3 Councillors)	
<b>Cllr B Jewell</b>	<b>Cllr C Beynon</b>
<b>Cllr B Hodson</b>	<b>Cllr B Hall</b>

<b>RISK, POLICY, &amp; PROCEDURS ADVISORY GROUP</b> Council Policies & Procedures. Risk Management (Minimum 3 Councillors)	
<b>Cllr B Hodson</b>	<b>Cllr C Palmer</b>
<b>Cllr M Palmer</b>	

<b>OFFICES ADVISORY GROUP</b> Long term strategy of Town Council premises. (Minimum 3 Councillors)	
<b>Cllr B Jewell</b>	<b>Cllr C Palmer</b>
<b>Cllr M Palmer</b>	

<b>COMMUNITY FUNDING ADVISORY GROUP</b> To identify Town Council & community eligible for external funding (Minimum 3 Councillors)	
<b>Cllr B Jewell</b>	<b>Cllr C Palmer</b>
<b>Cllr M Palmer</b>	<b>Cllr A Lawton</b>
<b>Cllr M Sharjeel</b>	<b>Cllr C Beynon</b>

## TASK AND FINISH GROUPS

<b>MINEHEAD COMMUNITY LAND USE TASK AND FINISH GROUP</b> To develop a clear and practical Statement of Requirements to guide community led projects that seek to use land owned or managed by Minehead Town Council (Minimum 3 Councillors)	
<b>Cllr B Jewell</b>	<b>Cllr B Hall</b>
<b>Cllr M Palmer</b>	<b>Cllr C Beynon</b>
<b>Cllr B Hodson</b>	



## REPRESENTATIVES ON OUTSIDE BODIES

<b>MINEHEAD PEOPLE &amp; PLACE PARTNERSHIP</b>	<b>Cllr C Palmer</b>
<b>MINEHEAD TWINNING GROUP</b>	<b>Cllr</b>
<b>MINEHEAD YOUTH CLUB</b>	<b>Cllr C Beynon</b>
<b>SOMERSET BUS PARTNERSHIP</b>	<b>Cllr M Kravis</b>
<b>PLASTIC-FREE COMMUNITY GROUP</b>	<b>Cllr A Lawton Cllr B Hall Cllr M Palmer</b>
<b>QUIRKE'S ALMSHOUSES TRUSTEES (4 year appointment)</b>	<b>Cllr B Hodson Cllr C Palmer Cllr A Lawton</b>
<b>WEST SOMERSET FLOOD GROUP</b>	<b>Cllr C Palmer</b>
<b>MINEHEAD POOL PROJECT</b>	<b>Cllr B Hodson</b>