



MINEHEAD TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

HELD ON TUESDAY 24 AUGUST 2021 AT 7.30 PM AT
THE COMMUNITY CENTRE, IRNHAM ROAD, MINEHEAD TA24 5DW

The Meeting was digitally recorded

Members are reminded that Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and Biodiversity

Chair: Cllr P Bolton* (Mayor)

Councillors Present: Cllr T Bloomfield, Cllr M Burke, Cllr N Hercock, Cllr E Jones, Cllr A Kingston-James (Deputy Mayor), Cllr M Kingston-James, Cllr A Lawton, Cllr R Lillis, Cllr J Malin, Cllr C Palmer*, Cllr M Palmer

Councillors in Attendance: Cllr C Lawrence**

(*denotes Somerset West and Taunton "SWaT" Councillor
**denotes Somerset County Councillor "SCC")

Officers in Attendance: Ms S Rawle (Clerk)
Mr B Howe (Deputy Clerk)
Mrs J Notley (Note-taker)

Members of the Public: 1

Members of the Press: 0

The Mayor welcomed Councillors to the Meeting, members of the public and those watching on Facebook.

1236 TO RECEIVE APOLOGIES FOR ABSENCE [LGA 1972 s 85 \(1\)](#)

Apologies had been received from Cllr A Berry, Cllr O Harvey, Cllr H Rose and Cllr T Venner.

1237 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF ANY AGENDA ITEMS [\(Localism Act 2011\)](#)

Member	Item	Interest	Time Period	Speak/Vote
Cllr T Bloomfield	1243.2 1246	Personal	24.08.2021	Stayed in the room; did not speak or vote
Cllr P Bolton	All 1246	SWaT Councillor Personal	2021 24.08.2021	Stayed in the room, spoke and voted Stayed in the room; did not speak or vote
Cllr E Jones	1246	Personal	24.08.2021	Stayed in the room; did not speak or vote
Cllr A Kingston-James	1243.2 1246	Personal	24.08.2021	Stayed in the room; did not speak or vote
Cllr C Palmer	All	SWaT Councillor	2021	Stayed in the room, spoke and voted

DISPENSATIONS (Localism Act 2011)

No-one had requested any dispensations.

1238 TO RECEIVE REPORTS FROM:

- **Somerset County Council (“SCC”)**

Cllr Christine Lawrence tendered apologies from Cllr Mandy Chilcott who was on holiday. Cllr Lawrence said the previous Friday’s event to officially open the Community Building had been lovely and she praised the many people who had worked together to create a beautiful building which would benefit users for many years to come. She told the Meeting that Sarah Ellwood would now be coming to make a presentation about the cycle path at the September Full Council Meeting.

Cllr Lawrence said she had that day booked a meeting with herself, Cllr Chilcott and Cllr Frances Nicholson to discuss with Peter Lewis, Chief Executive of Somerset NHS Foundation Trust and Phil Brice the future of the Minor Injuries Unit. They were aware that this had been closed for periods during the day and evening and were very keen to find out exactly what the plans were for the Unit for the long term and hopefully she would be able to tell Council at their next Meeting. She wished to ensure that the MIU was open as much as possible.

Cllr Lawrence reported that COVID cases were going up quickly and she urged people to be sensible and extra careful over the following few weeks and months, for instance by wearing masks. She would keep Council posted on the numbers but everyone needed to be very cautious.

In reply to a question from Cllr Lawton, Cllr Lawrence said that Sarah Ellwood would be giving a presentation about the cycle path between Dunster and West Somerset College which was being upgraded. She would also give presentations at Dunster, Carhampton and Old Cleeve. The path would be wider, stronger and more appropriate for young people on their bikes and also have a better finish – this was poor at the moment. The next stage would be improvement of the Dunster to Carhampton cycle path where there was a lot of work to be done. She urged Councillors to view the plans.

- **Somerset West and Taunton District Council (“SWaT”)**

There was no report for July.

- **Police**

Councillors had seen the Police August Report but the Mayor read out the crime statistics for the benefit of those watching on Facebook, which he felt made grim reading.

- **Councillors attending Meetings on behalf of Minehead Town Council**

No Councillors had attended Meetings on behalf of Council.

- **Advisory and Working Groups**

There were no updates from Advisory or Working Groups.

1239 TO ADJOURN THE MEETING FOR PUBLIC INCLUSION *Standing Order No 3e*

No-one had asked to speak.

1240 MAYOR'S ANNOUNCEMENTS

The Mayor said that since the last Full Council Meeting he had attended the Thundercats Racing on 1 August to present the prizes. The Deputy Mayor reported that, on 1 August, he and Cllr M Kingston-James had been to the COVID Volunteers Service in Chard which was very moving.

The Mayor was pleased to announce that Minehead Town Council had won an award for Recreation Ground of the Year for Irnham Road Recreation Ground. The award would be presented on 10 September 2021.

Cllr Bolton told the Meeting that the official opening of the Community Building had been held on 20 August. It had been a great success and he thanked all who had attended and had a tour of the brilliant facilities.

1241 TO AGREE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 27 JULY 2021
– *MINUTES TO BE AGREED BY COUNCILLORS WHO WERE IN ATTENDANCE*

Proposed: Cllr Bolton **Seconded: Cllr Burke**
Agreed with 10 in favour and two abstentions.

1242 TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 3 AUGUST 2021, THE FINANCE & STAFFING COMMITTEE MEETING HELD ON 9 AUGUST 2021 AND THE AMENITIES & ENVIRONMENT COMMITTEE MEETING HELD ON 10 AUGUST 2021

Councillors had seen the Minutes of the Meetings, and these were noted.

1243 FINANCE MATTERS

1243.1 *To approve urgent payments for August 2021*

Payments 1-8, totalling £29,178.57, including £18,783.28 staff wages.

Proposed: Cllr C Palmer **Seconded: Cllr Lillis**
Approved with all in favour.

1243.2 *To approve payments under £1,000 for August 2021*

Payments 9-38 (already approved by Finance & Staffing Committee), totalling £5,468.23.

Proposed: Cllr C Palmer **Seconded: Cllr Malin**
Approved with 10 in favour and 2 abstentions.

1243.3 *To approve payments over £1,000 for August 2021*

Payments 39-43, totalling £11,851.16.

Proposed: Cllr C Palmer **Seconded: Cllr Lawton**
Approved with all in favour.

1243.4 *To approve Regular Payments for July 2021*

Payments 1-28, totalling £7,765.69.

Proposed: Cllr C Palmer **Seconded: Cllr Malin**
Approved with all in favour.

1243.5 *To approve Payments by Procurement Card for July/August 2021*

Payments 44-58, totalling £621.49.

Proposed: Cllr C Palmer **Seconded: Cllr Lillis**
Approved with all in favour.

1243.6 *To approve Income Report for July 2021*

Income for July 2021 totalled £21,641.35.

Cllr Lillis asked which payments comprised the Cemetery income. The Deputy Clerk told him that income received from a funeral director and monumental mason made up the amount. He suggested perhaps that an appropriate sub-total could be used to make this clearer.

Proposed: Cllr C Palmer **Seconded: Cllr M Palmer**
Approved with all in favour.

The Deputy Clerk advised Councillors that the card payment for a baby changing unit related to one bought for the Community Building and not for Summerland Place toilets.

1244 TO RECEIVE A VERBAL REPORT REGARDING BANK RECONCILIATIONS FOR THE PERIOD ENDED AUGUST 2021

Cllr M Palmer reported that the bank reconciliations had been carried out and were correct up until the end of July 2021.

1245 TO CONSIDER RECOMMENDATIONS FROM THE FINANCE & STAFFING COMMITTEE

1245.1 **To agree a review of Minehead Town Council's Financial Regulations, Standing Orders and Code of Conduct**

The Clerk advised Councillors that these policies should be reviewed on an annual basis, particularly Financial Regulations and Standing Orders. The current ones were last reviewed in 2019 and were therefore over time for review. They were based on the NALC template, but it was perfectly normal for councils to put in additional items pertinent to the individual council.

Cllr Lawton wished for more time to consider the policies and the Mayor agreed, suggesting having an evening Meeting to go through the documents in detail, deferring any decisions until the next Full Council Meeting.

Proposed: Cllr C Palmer

Seconded: Cllr Bolton

Agreed with all in favour to meet to scrutinise Financial Regulations, Standing Orders and the Code of Conduct and make recommendations to the next Full Council Meeting.

1245.2 **To agree the purchase of a ride-on lawnmower**

The Deputy Clerk told the Meeting that a petrol, ride-on lawnmower had been sourced from a local supplier, the cheapest of the three quotes. There were no electric mowers suitable for the Amenities Team as their running time was not long enough. This mower was a small one and would be good for cutting verges.

Proposed: Cllr C Palmer

Seconded: Cllr Lawton

Agreed with all in favour that the ride-on mower selected by the Amenities Team should be purchased from the local supplier.

1246 TO CONSIDER RECOMMENDATIONS FROM THE AMENITIES & ENVIRONMENT COMMITTEE

1246.1 **To agree arrangements for Christmas 2021**

The Clerk advised that she and the Deputy Clerk had a meeting scheduled with Minehead BID and Gateway Events the following Thursday to discuss arrangements for Christmas 2021. A sum of £15,000 from the SWaT Welcome Back Fund, which had originally been identified to fund provision of a community warden, would now be available, possibly for an enhanced Christmas lights display. The Clerk said she would come back to the Amenities & Environment Committee with more details following that meeting.

1247 TO RECEIVE A VERBAL UPDATE ON SUMMERLAND PLACE PUBLIC CONVENIENCES

The Deputy Clerk said a good proportion of Councillors had viewed the refurbished toilets and there had been good public feedback. MTC would be putting more effort into maintaining the toilets to a high standard and employing higher security. He said the project had been a success.

1248 TO AGREE RECOMMENDATIONS ON THE OPERATION OF THE WARREN ROAD AND QUAY WEST PUBLIC CONVENIENCES

The Deputy Clerk summarised the report on the Provision of Public Conveniences in Minehead, describing how MTC had moved from owning only the toilets in Irnham Road Recreation Ground to taking over operation of all the toilets hitherto operated by WSC. Council now owned Summerland Place and all the Blenheim Gardens toilets and leased Quay West and Warren Road toilets. The lease for Warren Road toilets was to run out in September 2021 and that for Quay West in September 2023. The three questions to be answered by Councillors were did MTC want to run Minehead's public toilets, should it own rather than lease them and if not who would provide these facilities.

The Mayor said Councillors had agreed that MTC did want to provide toilets for the town as long as Council owned the toilets. He wished to propose this but stressed that ownership would have to be achieved before April 2022.

Cllr Lillis felt that the most important toilets on the sea front were those at the Carousel and visitors to the town had been most vociferous about the lack of toilets at the centre of the sea front. Discussion followed about the Carousel toilets which had been the most used and most abused of the public conveniences. They were, however, owned by SWaT and leased along with the Carousel Amusement Arcade. Cllrs Lillis and Burke wondered if the possibility of taking these toilets into MTC ownership could be discussed and at least having a dialogue with SWaT. Cllr Lillis requested that the future of the Carousel public toilets should be put on the agenda for discussion at a future Meeting, to which Cllr Bolton agreed.

Cllr Bolton thought MTC should not get involved with discussions about the Carousel toilets as these were essentially a private matter between SWaT and the tenant of the Carousel. Cllr Bolton added that the Warren Road toilets comprised the toilet block and a small kiosk leased to Butlins. Butlins gained income from the kiosk and SWaT had income from the lease but MTC ran the toilets with public money and received nothing back. He wanted the whole block to come into MTC's ownership. He stressed that if MTC were to continue running Warren Road toilets the whole block must come back into the town's ownership.

Cllr C Palmer suggested proposing that Council ask the Clerk and Deputy Clerk, including himself as Chair of Finance & Staffing Committee, to initiate discussions with SWaT regarding Quay West and Warren Road toilets.

Proposed: Cllr Bolton

Seconded: Cllr Lillis

Agreed with all in favour that Minehead Town Council wishes to continue to run both sets of toilets on the sea front providing they are in MTC's ownership, including the kiosk at Warren Road as well as the toilet block.

The Deputy Clerk advised that this should be until the end of the 2021/2022 financial year and that the lease for the Warren Road toilets would need to be extended until then.

The Deputy Clerk said there should be Councillor input into any discussions and suggested the Toilets Advisory Group and also Cllr Bloomfield as Chair of the Amenities & Environment Committee – Councillors were in agreement.

1249 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

(Public Bodies [Admission to Meetings] Act 1960)

Cllr Bolton thanked everyone who had been watching on Facebook and wished them a good evening.

Proposed: Cllr Bolton

Seconded: Cllr Bloomfield

Agreed with 1 abstention and 11 in favour to continue the Meeting *in camera*.

The Public Meeting closed at 8.20 pm.