



## MINEHEAD TOWN COUNCIL

Minutes from the Finance and General Purposes Committee Meeting of Minehead Town Council  
held on  
Tuesday 8<sup>th</sup> July 2025 at 7.30 pm at  
the Town Council Offices, 3 Summerland Road, Minehead, TA24 5BP

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

**Apologies:** Councillor Jewell

**Not Present:** Councillors Bonar and Kravis

**In Attendance:** B Parker (Town Clerk), J Chapman (Deputy Clerk & RFO)

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.

**2025/35.** To elect a chair of the Finance and General Purposes Committee Meetings.

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

**RESOLVED** that Councillor Hodson be elected as the Chair of The Finance and General Purposes Committee unless they resign or become disqualified and shall continue until their successor is elected at the next Finance and General Purposes Committee meeting after the Annual Meeting of Minehead Town Council in May 2026.

**2025/36.** To receive apologies for absence.

Councillor Jewell's apologies were **received**.

**2025/37.** To receive disclosures of unregistered or other interests from councillors on matters to be considered at the Meeting.

Councillor Bartlett declared a personal interest in item number 2025/48 ii. Stayed in room, did not speak, did not vote.

**2025/38.** To Approve and Sign Minutes of the [Finance and General Purposes Committee meeting on Tuesday 13<sup>th</sup> May 2025](#).

**RESOLVED** the minutes of the Finance and General Purposes Committee meeting held on Tuesday 13<sup>th</sup> May 2025 were approved and signed by the committee chair.

**2025/39.** Accounts

- i. To recommend the following payments over £1,500:

- Payment of **£6,514.50 inc. VAT** to Bristol City Council for the supply of summer annual bedding and hanging basket plants. (*Annual flower display strategy approved at December 2024's Full Council Meeting Minute Number 2024/205*)
- Payment of **£7,344 inc. VAT** to Glasdon for the supply of 9 composite benches for The Parks (*Approved at June's Full Council Meeting Minute Number 2025/113, benches funded through combination of S106 grant and external memorial donations*)

**RESOLVED** the payments of **£6,514.50 inc. VAT & £7,344 inc. VAT** were recommended for approval by Full Council.

- ii. To approve payments made for June.

A question was raised regarding the use of commercially purchased compost, given that the Town Council maintains its own compost heap. It was also queried whether, if enrichment is required, more local alternatives could be sourced.

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

- iii. To receive budget, income & expenditure reports for June.

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

- iv. To receive Income receipts for June.

The Income receipts for June were **received**.

- v. To receive bank reconciliations for June.

It was noted that the councillor account spot checks were completed for months of March and April 2025.

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

**2025/40.** To receive an update on reports of anti-social behaviour at Irnham Recreation Ground and to consider appropriate measures to address the issue.

Councillors were informed of ongoing antisocial behaviour at Irnham Recreation Ground, including incidents involving footballs being kicked over into the Bowling Club premises. These incidents have led to confrontations and, on several occasions, police involvement. A meeting between the Clerk and representatives of the Bowling Club was held to discuss potential short- and long-term solutions.

The Bowling Club funded signage, which was installed by MTC, requesting that balls not be kicked or thrown against their building. Discussions also included the potential reinstatement of the metal goal end that had been removed during the installation of the outdoor gym. This measure could help protect the toilet block and reduce the frequency of footballs entering the Bowling Club area.

Additional options considered included the installation of more benches and the exploration of Section 106 (S106) funding opportunities. Enhancements would aim to protect the Bowling Club and add social and recreational value for all users of the recreation ground.

**RESOLVED** to arrange a meeting of the Community Funding Advisory Group to consider the matter and to identify potential projects at Irnham Recreation Ground that may be eligible for S106 funding applications.

**2025/41.** To receive an update on the Cemetery Lychgate project and consider quotes for a replacement gate post to support the new gate.

A report was provided alongside the agenda. The report was **received**.

Progress was reported on the Lychgate refurbishment, despite experiencing some complications and delays. The new wooden gates were found to be heavier than expected, which necessitated obtaining quotations for a heavy-duty gatepost and its installation to ensure proper support.

**RESOLVED** by majority to approve the quotations provided for the supply of a heavy-duty gate post and hinges (£860 + VAT) and its installation (£395 + VAT) as detailed in the report.

**2025/42.** To receive an update on Section 106 funding available in the Minehead area and to consider any eligible projects.

Councillors were updated on current S106 funding available in the Minehead area, with particular attention drawn to a £21,500 allocation for community facilities, due to expire in April 2026. Members reaffirmed the importance of utilising developer contributions effectively and recognised the Town Council's role in overseeing their proper use. A Community Funding Advisory Group has recently been established to identify suitable projects.

**RESOLVED** to arrange a meeting of the Community Funding Advisory Group and consider the available topics, with the group to report back with potential projects for committee consideration.

**2025/43.** To receive an update on the Jubilee Clock Tower and consider a quotation of **£1,094 + VAT** for an engineer visit to address a non-working clock face.

An update was provided on the ongoing issues with the Jubilee Clock located on the seafront, where one of the clock faces is not functioning. While a leak inside the structure was resolved by the amenities team, the mechanical failure could not be fully identified. Remote support was provided by the installation company, but it has been confirmed that a site visit by an engineer is now required.

**RESOLVED** to approve the cost of £1,094 + VAT for an engineer visit to diagnose and address the non-working clock face on the Jubilee Clock.

**2025/44.** To consider recommending the replacement the old uneconomic flower tubs down Minehead Harbour and the Quay with 10 x self-watering tubs with MTC logos at a cost of **£4,790.64 inc. VAT** funded through the devolution ear marked reserve.

A request was made to defer this particular agenda item to allow the Amenities Advisory Group time to review and discuss the project.

**RESOLVED** to defer the item to the Amenities Advisory Group for further discussion and to report back to the committee with recommendations.

**2025/45.** To discuss the creation of a Town Council Action Plan and consider a proposed timeframe for its approval by Full Council.

The Clerk emphasised the importance of aligning Council activities with long-term strategic goals. In light of the recent transfer of open spaces from Somerset Council, a comprehensive review was proposed, including the creation of a Town Council Action Plan. A draft version was presented to councillors to assist with future decision-making and budget planning. Councillors were invited to contribute their ideas to ensure the plan accurately reflects the Council's strategic direction, with a timescale for final recommendations suggested.

**RESOLVED** to agree to the creation of a Town Council Action Plan and to request that the Risk, Policy & Procedures Advisory Group populate the plan and report back to the committee in September.

**2025/46.** To consider a request from the Minehead Twinning Society regarding Town Council delegates and/or a gift for the upcoming visit associated with the twinning arrangement.

Councillors considered a request from the Minehead Twinning Society regarding the town's ongoing relationship with its twin town, Saint Berthevin in France. Members were invited to volunteer as delegates and propose ideas for suitable local gifts to represent Minehead. A vacancy was also noted for a councillor representative on the Twinning Society.

**RESOLVED** to delegate authority to the Clerk and Deputy Clerk to spend up to £100 on a locally sourced gift from Minehead and/or Exmoor, to be presented to the Twinning Society for gifting to Saint Berthevin, and to report back to councillors with details of the item once purchased.

**2025/47.** To consider the purchase of a replacement for the ageing 'Minehead Town Council Cup', presented annually at the Minehead Gardening Club's Flower Show.

A request was received from the Minehead Gardening Club regarding the condition of the Minehead Town Council Cup, which is awarded annually at the Flower Show. Despite efforts to clean and preserve it, the age and wear of the trophy raised the question of whether a replacement should be considered. Quotations were obtained from a local supplier for a 26 cm tall, nickel-plated replacement cup, with the total cost (including engraving) anticipated to be no more than £120.

Councillors discussed the matter and expressed concern that, although the current trophy is showing signs of age, a replacement would likely not match its character or stature. It was felt that the condition of the existing cup did not yet justify replacement. The option of having the trophy replated was also considered, but it was agreed that this would not be cost-effective.

**RESOLVED** that the trophy will not be replaced at this time, and that the matter will be reviewed again in the future when the winner's name plates become full.

**2025/48. Grants for approval:**

- i. To receive an application from St. Michaels Pool for a small grant.

The Clerk confirmed that he had spoken with the applicant, who had since withdrawn their application.

The applications withdrawal was **noted**.

- ii. To receive an application from Old Alcombe Residents Association for a small grant.

Councillors discussed the application, which sought a grant to support the installation of a public access defibrillator in Manor Road, Alcombe. The Clerk confirmed that the grant could be awarded under Section 137 of the Local Government Act 1972.

**RESOLVED** by majority to award a grant of £500 to the Old Alcombe Residents Association to support the provision of a public access defibrillator in Manor Road, Alcombe.

Meeting closed at 21:20.

Councillor Bill Hodson  
Finance and General Purposes Committee Chair  
July 2025