



MINEHEAD TOWN COUNCIL

Agenda

Members of the public are invited to attend the Meeting of Minehead Town Council to be held on

Tuesday 22nd July 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.

There will be a 15-minute presentation at the beginning of the meeting by Minehead Association Football Club.

1. To receive apologies for absence.
2. 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.
3. To receive reports from Somerset Councillors and the Local Policing Team.
4. To receive updates from councillors on Advisory groups and Outside Bodies.
5. To approve and sign the Minutes of the [Full Council Meeting held on Tuesday 17th June 2025](#) and the [Extraordinary Full Council meeting held on Tuesday 1st July 2025](#).
6. To receive the Minutes of the [Planning & Licencing Committee Meeting held on Monday 30th June 2025](#).
7. To receive the Minutes of the [Finance and General Purposes Committee held on Tuesday 8th July 2025](#).
8. Accounts
 - i. To approve the following payments over £1,500 (*See councillor attachment, Payments recommend by July's Finance and General Purposes Committee*):
 - 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*)
 - ii. To approve the following urgent payments over £1,500 (*See councillor attachment*):
 - Payment of **£4,863.40 inc. VAT** to The Festive Lighting Company, covering 60 % of the total invoice (£6,634.72 + VAT) for the 2025 Minehead festive-lighting

display (year 2 of a 2-year contract) *(2 year festive lighting contract extension agreed at December 2023's Full Council Meeting Minute Number 7. Item 5)*

- iii. To note payments made for June *(See attachment)*
 - iv. To note budget income & expenditure reports for June *(See attachment)*
 - v. To note income receipts for June *(See attachment)*
 - vi. To note bank reconciliations for June *(See attachment)*
9. To receive the MTC financial report for Quarter 1 of the 2025/26 financial year. *(See attachment)*
10. Policies for approval *(See attachments)*:
- i. Training and Development Policy
 - ii. Honorarium Bonus, Expenses and Temporary Responsibility Allowance (TRA) Payments Policy
 - iii. Standing Orders
 - iv. Financial Regulations
11. To consider a request from Minehead Football Club for the installation of new dugouts and a pitch-side drain at Irnham Recreation Ground. *(See attachment)*
12. To review the amended EAT Festival agreement and consider authorising the Clerk to sign the contract on behalf of Minehead Town Council. *(See councillor attachment)*
13. To revisit the Boundary Commission's second-stage consultation regarding the proposed division of Minehead into two single-member wards, in light of further review and developments.
14. To receive an update on the purchase of the Town Council offices, confirm agreement to proceed, and nominate two councillors to act as signatories to witness the sealing of legal documentation, in accordance with Standing Orders. *(See Councillor attachment)*
15. To note Citizens Advice West Somerset 2025/26 Quarter 1 Service Data. *(See attachment)*
16. To note the recent Minehead in Bloom judging tour held on Thursday 17th July, and that Blenheim Gardens has been awarded the Green Flag Award for 2025/26. *(See attachment)*



Ben Parker

Town Clerk

17th July 2025