



MINEHEAD TOWN COUNCIL

Minutes from the Meeting of Minehead Town Council held on
Tuesday 22nd July 2025 at 7.30 pm in
the Community Centre, Irnham Road, Minehead TA24 5DW

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

Apologies: Councillor Kravis

In attendance: B Parker (Town Clerk), J Chapman (Deputy Clerk & RFO), Somerset Councillors Chilcott, Hadley and 3 members of the public.

The Chair opened the meeting by expressing heartfelt condolences to those affected by the recent tragic incident involving pupils and staff from Minehead Middle School. A minute's silence was observed.

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. No matters were raised.

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

Jason Hill (Chairman), Becki Ely (Finance Director), and Paul Spence (Commercial Director) of Minehead AFC gave an overview of the club's current structure, activities, and future plans. The club supports 14 youth age groups (from Tots to Under-18s), including girls' teams at Under-13 and Under-16 levels, with around 300 youth players in total. They also run five senior teams, including a women's team and a veterans' team, with approximately 80 senior players. The club is supported by 40 qualified coaches and hosts around 100 matches annually.

A new committee is now in place, with 14 board members each taking on individual roles and responsibilities, supported by a wider team of volunteers. The club is actively working with coaches and others involved to define and embed clear values, aiming to provide a safe environment built on integrity, respect, fairness, and community involvement. A new strategic plan has been developed, focused on four key areas that go beyond on-pitch results. These include strengthening the player development pathway from youth to senior level, improving performance across senior teams, increasing community events and engagement (including closer working with MTC), and progressing long-term facility improvements. The club aims to create a lasting legacy, with future ambitions such as installing a 4G pitch and building a new stand. Establishing a digital presence through a website and social media is also a priority.

In response to a question, the club confirmed that all finances currently go into a single bank account, but they are working towards improved financial transparency. They are also actively encouraging more community volunteers to get involved. Councillors noted the club's development intentions and expressed a desire for the club to be involved in wider discussions regarding the Irnham Road Recreation Ground. It was highlighted that any development should consider the needs of all users and be flexible and accessible. The importance of consulting with nearby residents was also raised, along with the aspiration to maintain an inclusive and community-focused approach.

2025/121. To receive apologies for absence.

Councillor Kravis' apologies were received.

2025/122. 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.

No disclosures of unregistered or other interests were made, and no prior requests for dispensations were received in relation to any items on the agenda

2025/123. To receive reports from Somerset Councillors and the Local Policing Team.

There were no representatives of the local policing team present.

Councillor Chilcott gave the following updates:

- Acknowledged the recent tragic incident near Minehead and thanked emergency services for their efforts. Praised the community's dignified response and expressed the need for ongoing support in schools for students and staff.
- The affected road remains closed; safety and necessary repairs must be prioritised.
- Noted that strong relationships formed through the LCN helped improve coordination and information sharing during the incident.
- Chaired the LCN meeting on Wednesday 16th July at the Community Centre, which included senior Somerset Council officers and a presentation from the Environment Agency on flood prevention in Minehead and West Somerset. Thanks were given to MTC for hosting the meeting.

Councillor Hadley gave the following updates:

- Youth Parliament nominations are open for young people aged 11–17. The deadline is Monday 3rd November. Further information will be sent to the Town Clerk.

2025/124. To receive updates from councillors on Advisory groups and Outside Bodies.

Cllr Hodson confirmed that Minehead Swimming and Leisure (MSL) and Minehead Health and Wellbeing (MHW) are now working together under a single chair, with roles being assigned within the combined boards. Progress is being made.

Cllr Lawton, speaking as a trustee of the Quirke's Almshouse Charity, shared that a vacant property is currently being renovated and will soon be advertised for a new resident. The charity is also seeking additional trustees. It currently has four trustees and requires a quorum of three. The 2024 accounts have been signed off and are ready for submission to the Charity Commission. The charity continues to work closely with an independent consultant who provides guidance to ensure effective governance.

Cllr C Palmer and M Palmer attended the recent LCN meeting and found it very informative. As Mayor, Cllr C. Palmer also hosted a judge as part of South West in Bloom. He also noted that Blenheim Gardens has received a Green Flag Award in its first year under MTC ownership. Praising staff and volunteers for their work.

2025/125. 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](#).

RESOLVED 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 were approved and signed by the chair.

2025/126. To receive the Minutes of the [Planning & Licencing Committee Meeting held on Monday 30th June 2025.](#)

The minutes of the Planning & Licencing Committee Meeting held on Monday 30th June 2025 were **received**.

2025/127. To receive the Minutes of the [Finance and General Purposes Committee held on Tuesday 8th July 2025.](#)

The minutes of the Finance and General Purposes Committee held on Tuesday 8th July 2025 were **received**.

2025/128. Accounts

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

RESOLVED the payments of £6,514.50 inc. VAT and £7,344 inc. VAT were approved.

- 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*)

RESOLVED the payment of £4,863.40 inc. VAT was approved.

- iii. To note payments made for June

The payments made for June were **noted**.

- iv. To note budget income & expenditure reports for June

The budget income & expenditure reports for June were **noted**.

- v. To note income receipts for June

The income receipts for June were **noted**.

- vi. To note bank reconciliations for June

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

2025/129. To receive the MTC financial report for Quarter 1 of the 2025/26 financial year.

The MTC financial report for Quarter 1 of the 2025/26 financial year was **received**.

The Deputy Clerk & RFO presented the Quarter 1 financial report, confirming that overall performance was in line with expectations. Instances of budget line overspends were explained

as either reflecting additional unbudgeted income or areas where annual subscriptions had been paid in full, rather than unplanned expenditure. It was agreed that future reports should clearly differentiate between income and expenditure variances to enhance clarity.

2025/130. Policies for approval:

- i. Training and Development Policy
- ii. Honorary Bonus, Expenses and Temporary Responsibility Allowance (TRA) Payments Policy
- iii. Standing Orders
- iv. Financial Regulations

RESOLVED the Training and Development Policy, Honorary Bonus, Expenses and Temporary Responsibility Allowance (TRA) Payments Policy, Standing Orders and Financial Regulations were approved.

2025/131. To consider a request from Minehead Football Club for the installation of new dugouts and a pitch-side drain at Irnham Recreation Ground.

A report from the Clerk, including technical drawings, was **received**.

Councillors considered the football club's proposal to install partially sunken dugouts with soakaway drainage to improve spectator sightlines. The intended work would take place during September and take approximately four weeks to complete. Planning permission requirements were discussed, and it was noted that the pre-application process is already underway, with feedback awaited from the planning authority.

RESOLVED to approve the proposed works, subject to planning consent and relevant covenants, and to delegate authority to the Clerk to issue a letter of council approval including conditions such as reinstatement clauses.

2025/132. To review the amended EAT Festival agreement and consider authorising the Clerk to sign the contract on behalf of Minehead Town Council.

Following the June Full Council decision to host an additional Eat Festival in Minehead, councillors reviewed the revised contract prepared by the festival organisers. Only minor corrections were identified. Concerns were raised about the restrictive use of the word "Eat" in relation to any future events commissioned by the Town Council, and it was agreed that changes were needed to ensure the Council is not limited to working with a single company. The Clerk confirmed that the council's power to commission such events is permitted under the Local Government Act 1972, S.144.

RESOLVED to authorise the Clerk to discuss the proposed wording changes with Eat Minehead and to circulate any amended contract to councillors digitally for approval prior to signing.

2025/133. 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.

Councillors discussed the proposed Somerset Council ward boundary changes, which would split Minehead into two single-councillor wards. It was agreed that the existing arrangement of a two-member single ward works well and that MTC should respond accordingly. Concerns were

expressed that many residents already find local government complex and that these changes could cause further confusion.

RESOLVED that the Clerk send a further letter on behalf of MTC, reinforcing its initial feedback and recommend that individual councillors also submit their own responses.

2025/134. 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.

Documentation regarding the proposed leasehold purchase of the council offices was **received**.

As the council had previously agreed to proceed, the Clerk requested councillors review the draft 999-year lease for any significant errors or concerns. In line with standing orders, two councillors will be required to witness the sealing of documents at the point of exchange.

RESOLVED to proceed with the long-term leasehold acquisition of the Minehead Town Council offices.

RESOLVED for Councillors Lawton and C. Palmer be appointed as authorised signatories for witnessing the sealing of the lease, in accordance with Standing Orders.

2025/135. To note Citizens Advice West Somerset 2025/26 Quarter 1 Service Data.

The Citizens Advice West Somerset 2025/26 Quarter 1 Service Data was **noted**.

2025/136. 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.

Judge Richard Budge visited Minehead on Thursday 17th July for South West in Bloom judging. The route included the seafront, Blenheim Gardens and the Town Centre, with opportunities to meet the Amenities Team, councillors, volunteers, and local organisation representatives. It was also noted that Blenheim Gardens has been awarded the Green Flag Award for 2025/26.

The update was **noted**.

The meeting Closed at 20:33

Councillor Craig Palmer

Chair of Minehead Town Council

July 2025

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