



MINEHEAD TOWN COUNCIL

Minutes from the Finance and General Purposes Committee Meeting of Minehead Town Council
held on
Tuesday 9th September 2025 at 7.30 pm at
the Town Council Offices, 3 Summerland Road, Minehead, TA24 5BP

Present: Councillors Hodson (Chair), C Palmer, Lawton, Bartlett, M Palmer, Sharjeel and Milton

Apologies: Councillors Jewell, Hall and Kravis

Not in Attendance: Councillors Beynon and Bonar

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.

2025/59. To receive apologies for absence.

Councillors Jewell, Hall and Kravis' apologies for absence were **received**.

2025/60. To receive disclosures of unregistered or other interests from councillors on matters to be considered at the Meeting.

There were no disclosures of unregistered or other interests from councillors on matters to be considered at the Meeting.

2025/61. To Approve and Sign Minutes of the [Finance and General Purposes Committee meeting on Tuesday 12th August 2025](#).

RESOLVED the minutes of the Finance and General Purposes Committee meeting on Tuesday 12th August 2025 were approved and signed by the committee chair.

Councillor Sharjeel joined the meeting at 19:33

2025/62. Accounts

- i. To approve the following payments over £500:
 - Payment of **£858.00 inc. VAT** to CJ Lynch for Installation of gate post at minehead cemetery. (*Work approved at July F&GP committee meeting Minute Number 2025/41*)
 - Payment of **£586.61 inc. VAT** to Greenham for Amenities supplies.
 - Payment of **£672.00 inc. VAT** to Exmoor Skip Hire for 2 x skip exchanges

The Clerk confirmed that the additional payment to CJ Lynch was due to emerging work onsite. These were authorised under delegated authority in accordance with financial regulations. It was noted that such emerging works are common during projects. A final

report on the lychgate project including a project cost breakdown will be prepared by the Clerk for September's Full Council.

RESOLVED the payments of £858.00 inc. VAT, £586.61 inc. VAT and £672.00 inc. VAT were approved.

- ii. To recommend the following payments over £1,500:
 - Payment of **£3,242.26 inc. VAT** to The Festive Lighting Company for Final 40% of year 2 Festive Lighting Scheme *(2 year contract extension agreed in December 2023 Full Council Meeting Minute Number 7, Item. 5)*

It was noted that the initial agenda contained a clerical error. The correct amount payable is **£3,242.26 inc. VAT**.

Festive lighting was discussed, with specific reference to increasing the number of lights on the Christmas tree in Wellington Square. The Clerk advised he has a forthcoming meeting with the contractor to explore options, which may result in an additional quote for Council consideration.

RESOLVED the payment of £3,242.26 inc. VAT was recommended for approval by Full Council.

- iii. To receive payments made for August.

A query was raised regarding business rates for the car parks and it was confirmed that these are paid monthly. A further query about a double payment on North Road car park was addressed. It was confirmed this was made in error, but a reduced payment will be made next month to correct the overpayment. The Clerk confirmed that now a payment has been made, an engineer's inspection of the broken face on the Jubilee Clock is scheduled for Tuesday 7th October.

The payments for August were **received**.

- iv. To receive budget, income & expenditure reports for August.

Councillors expressed concern over the complexity of the income and expenditure reports generated by the current system. It was agreed that staff will provide a more detailed breakdown to aid councillors' understanding and consider more visual methods of presenting expenditure and income alongside the current system, to improve clarity and transparency for both councillors and the public.

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

- v. To receive Income receipts for August.

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

- vi. To receive bank reconciliations for August.

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

2025/63. To receive an update on community land use task and finish group and to consider any recommendations.

The Community Land Use Task and Finish Group reported on progress in drafting a statement of requirements for community use of MTC owned land. A supporting flow chart outlining the process from initial request to approval and conditions is also in development. Both documents are expected to be ready for Council consideration shortly.

The Group discussed Ellicombe Open Space, recognising its value as a community recreational area. They recommended applying for its designation as a town green to secure its protection from future development.

RESOLVED to recommend to Full Council to consider applying to Somerset Council for Ellicombe Open Space to be designated a town green.

2025/64. To receive an update from the community funding advisory group and to consider any recommendations.

The Community Funding Advisory Group had met and reviewed local opportunities eligible for Section 106 funding. A recommendation to submit an expression of interest for solar panels at the community centre was presented to the Committee. The Deputy Clerk is exploring a further application of air conditioning. Other external grant opportunities were also discussed.

RESOLVED for the Deputy Clerk to submit an expression of interest to Somerset Council for Section 106 funding towards the supply of solar panels at the community centre.

2025/65. To consider quotations for seasonal tractor mounted flail works in town council areas.

Councillors noted that MTC contracts out hedge and open space flailing each autumn as this is more cost effective than in house work. This has become increasingly relevant following the transfer of additional land from Somerset Council. Two contractor quotations were considered, but differences in clarity raised concerns. Councillors recognised the need for works to be completed while ground conditions allow and for vegetation to be cut. The Clerk confirmed one small parcel of land had not been included in either quotation and requested flexibility through delegated authority to ensure this is covered.

RESOLVED to recommend to Full Council that £2,000 be delegated to the clerk to cover the quoted works plus additional land, subject to clarification of the quotations.

2025/66. To consider quotations for retarmacking works at the cemetery and Alexandra Road Car Park.

Two quotations were **received**. One for resurfacing and levelling the cemetery entrance by the new Lychgate and one for repairing a large pothole at Alexandra Road Car Park. Councillors noted the resurfacing would improve the Lychgate project but queried whether earlier works should have addressed the uneven ground.

RESOLVED to accept both quotations; £378 for Alexandra Road Car Park and £810 for Minehead Cemetery entrance (inclusive of VAT).

2025/67. To receive information on the harbour webcam and to consider town council contribution towards a system upgrade.

The Clerk reported that the harbour webcam is beyond repair. Following discussion with the Harbour Master, councillors considered contributing towards a replacement. The value of the webcam for tourism, recreation, promotion of the harbour and security was recognised. The Deputy Clerk confirmed up to £1,000 remains in the tourism budget should councillors wish to consider a contribution.

RESOLVED to contribute £1,000 from the tourism budget towards the purchase and installation of a new harbour webcam.

2025/68. To consider MTC submitting a grant application to The Tree Council for the planting of boundary hedging around the perimeter of Ellicombe Open Space.

In accordance with Standing Orders, the Chair varied the order of business and took agenda item 11 before item 10.

Councillors highlighted the importance of planting hedging at Ellicombe open space to provide habitat and a natural boundary. An imminent application deadline was noted. The Clerk confirmed that due to workload pressures, councillors' assistance will be required with the planting.

RESOLVED to submit an application to the Tree Council for hedging plants at Ellicombe open space.

The meeting was adjourned at 21:08 for a short recess and reconvened at 21:11

2025/69. To discuss projects that could be prioritised for the 2026/27 budget setting process.

Councillors discussed the importance of identifying larger scale projects early to support budget planning. An informal meeting was proposed to develop ideas and associated costs for the 2026/27 budget. Notes will be reported to the October Finance & General Purpose Committee.

RESOLVED to hold an informal councillor session on Tuesday 30th September at 7:30 p.m. in the Council Offices to discuss potential projects for budget consideration.

The meeting closed at 21:15.

Councillor Bill Hodson
Chair Finance and General Purposes Committee
September 2025