



## MINEHEAD TOWN COUNCIL

### Agenda

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

Tuesday 23<sup>rd</sup> September 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.

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 26<sup>th</sup> August 2025](#)
6. To receive the Minutes of the [Planning & Licencing Committee Meeting held on Tuesday 2<sup>nd</sup> September 2025](#)
7. To receive the Minutes of the [Finance and General Purposes Committee held on Tuesday 9<sup>th</sup> September 2025.](#)
8. Accounts
  - i. To approve the following payments over £1,500 (*Payments recommended by September's Finance and General Purposes Committee. See councillor attachment*):
    - 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)
  - ii. To approve the following urgent Payments over £1,500 (*See councillor attachment*):
    - Payment of **£2,520.00 inc. VAT** to PKF Littlejohn for Limited assurance review of Annual Governance & Accountability Return for year ended 31<sup>st</sup> March 2025.
  - iii. To note payments made in August (*See attachment*)
  - iv. To note budget income & expenditure reports for August (*See attachment*)

- v. To note income receipts for August (*See attachment*)
  - vi. To note bank reconciliations for August (*See attachment*)
9. To receive a report on the completed Lychgate renovation works at Minehead Cemetery. (*See attachment*)
  10. To consider delegating the clerk the authority to spend up to £2,000 for seasonal flailing works on MTC areas. (*Recommendation from the Finance and General Purposes Committee, See councillor attachment*)
  11. To consider applying for Ellicombe Open Space to be designated as a Town Green, receive an update on the grant application for perimeter hedgerow planting and review available options. (*Recommendation from the Finance and General Purposes Committee*)
  12. To receive a report on the Burma star war memorial in Blenheim Gardens and to consider quotations for its refurbishment. (*See attachment*)
  13. To consider a quotation for wall repairs and access widening at Periton Lane entrance of Parks Walk. (*See councillor attachment*)
  14. To consider delegating authority to the Clerk to appoint a contractor to carry out the annual PAT testing of MTC electrical equipment
  15. To consider a request from the Minehead Chamber of Trade for MTC to accept a £6,000 donation and agree to take on the liability and upkeep of the shopper's guide signage in the town centre.
  16. To receive the 2025 Minehead Bay Festival sponsorship report. (*See councillor attachment*)
  17. To note the Minehead Town Council application to the SALC health and wellbeing fund for a £10,000 grant towards the "Stronger Together: A wellbeing project for Minehead Middle School"
  18. To note the Minehead Town Council Completion of the limited assurance review for the year ended 31<sup>st</sup> March 2025. (*See attachment*)



Ben Parker

Town Clerk

18<sup>th</sup> September 2025