



## MINEHEAD TOWN COUNCIL

Minutes of the Finance and General Purposes Meeting  
of Minehead Town Council held on  
Tuesday 11<sup>th</sup> June 2024 at 7.30 pm at  
the Town Council Offices, 3 Summerland Road, Minehead, TA24 5BP

**Present:** Councillors Hodson, C Palmer, Lawton, Jewell, M Palmer, Kravis and Hall

**Apologies:** Councillor Bartlett.

**Not Present:** 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.

**2024/30.** To elect a Chair for The Finance and General Purposes Committee.

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 2025.

**2024/31.** To receive apologies for absence.

Councillor Bartlett's apologies were received.

**2024/32.** To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the Meeting.

Councillor Kravis has a standing declaration as a Somerset Councillor.

There were no Further disclosures.

**2024/33.** To Approve Minutes of the Finance and General purposes Committee meeting on [Tuesday 9<sup>th</sup> April 2024](#).

**RESOLVED** the Minutes of the Finance and General Purposes Committee meeting held on Tuesday 9<sup>th</sup> April 2024 were approved.

**2024/34.** To receive the Notes from the Operations Advisory group meeting held on Thursday 25<sup>th</sup> April 2024.

The notes from the Operations Advisory group Meeting held on Thursday 25<sup>th</sup> April 2025 were **received**.

**2024/35. Accounts**

- i. To recommend the following payments over £1,500:
  - Payment of £3339.84 inc. VAT to Wicksteed Leisure limited for replacement parts to play equipment at Irnham Recreation ground and Cross Farm Park

**RESOLVED** to recommend a payment of £3339.84 inc. VAT to Wicksteed Leisure Limited to Full Council.

- ii. To approve payments made for May.

**RESOLVED** the payments for May were approved.

- iii. To receive budget income & expenditure reports for May.

The budget income & expenditure reports for May were **received**.

- iv. To receive Income received for May.

The Income received for May was **received**.

- v. To receive bank reconciliations for May.

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

**2024/36.** To discuss the need for a defects report/survey on The Minehead Town Council Offices in order to further explore the viability of a purchase and to agree to appoint a surveyor to undertake the works.

Councillors were reminded that there is currently a short-term lease agreement on the existing Council offices. Council had previously agreed to further investigate the viability of a purchase of the office space. It was concluded that a defects report/survey would give Councillors a deeper understanding of the overall condition of the offices and an idea of the financial viability of a purchase. Councillors were presented with 3 quotations for a surveyor to undertake a commercial defects report/survey. Councillors agreed that a defects report/survey was required, and the 3 quotations were discussed and considered.

**RESOLVED** to appoint the preferred surveyor at a cost of £800 + VAT and to instruct the Clerk to arrange for the survey to be undertaken as soon as availability allows.

**2024/37.** To review and recommend for adoption the following policies:

- i. Tree Risk Management Strategy.

- ii. Health and Safety Policy and procedures.

**RESOLVED** to recommend the Tree Risk Management Strategy and Health and Safety Policies and Procedures for adoption.

**2024/38.** To receive a quotation for the repair and servicing of floodlights at Irnham Recreation Ground and to discuss a longer-term maintenance programme.

The floodlights at Irnham Recreation Ground require servicing and lux testing. Since this is a specialised service, contractors have needed to come from out of town which adds to the cost. Additionally, one floodlight has a broken glass pane needing replacement. To reduce long-term costs, the Clerk has also been exploring if local electrical contractors can perform some of the servicing work. Councillors discussed this matter and agreed that it would be appropriate for The Clerk to meet with the Football Club to further discuss the matter.

**RESOLVED** for The Clerk to arrange to speak to the chairman at the football club as a matter of urgency to discuss the maintenance responsibilities of the floodlights and report back to council.

**2024/39.** To receive quotes for work to trees at Marsh common and to make a recommendation to Full Council.

A recent tree survey identified the need for work on a group of willow trees at Marsh Common due to their age, species, weak wood, and potential for failure. The recommendation was initial retrenchment pruning to gradually reduce them to a group of low pollarded trees. This work needs to be done during the growing season to encourage proper healing and new growth, requiring consideration for wildlife and habitat. A work specification for the initial retrenchment pruning was sent to arboricultural contractors for quotations, which Councillors discussed and considered. Sufficient budget for these works is available in 215 – Open Spaces and Recreation, 4209 Tree Works.

**RESOLVED** to recommend to full Council to appoint the preferred contractor to undertake retrenchment pruning to Willow Trees at Marsh Common at a cost of £3580 + VAT.

**2024/40.** To recommend to delegate The Clerk with the authority to spend up to £8,000 from the DEFRA grant for maintenance works at Alcombe Common. (Recommendation from Operations Advisory Group)

Minehead Town Council have a stewardship agreement in place with The Rural Payments Agency, worth up to £11,000 per year to assist with the maintenance costs of Alcombe Common. As the work at Alcombe common relies on the work of a specialist contractor and is responsive to the seasons, delegating the authority to spend to the clerk would assist with the appropriate maintenance of this site.

**RESOLVED** to recommend to delegate The Clerk with the authority to spend up to £8,000 from the DEFRA grant for maintenance works at Alcombe Common was recommended.

**2024/41.** To Approve to appoint a contractor to carry out drainage lining works at Summerland Road Toilets for a cost of £789 + VAT. (Recommendation from Operations Advisory Group)

Councillors were informed that the condition of the drain lining outside of Summerland Road toilets had considerably deteriorated in recent months. This has meant that the drains require

unblocking by staff at least once a day. With the busy summer season approaching, this issue needs addressing.

**RESOLVED** to appoint a contractor to carry out drainage lining works at Summerland Road Toilets for a cost of £789 + VAT.

**2024/42.** To Note that £150 has been allocated to Minehead Twinning Society to contribute towards the purchase a gift from the Town of Minehead to Saint - Berthervin using the Mayors Allowance.

The allocation of £150 to Minehead Twinning Society to contribute towards the purchase a gift from the Town of Minehead to Saint - Berthervin was **noted**.

**2024/43.** Grant applications for approval

- i. To receive a request from Minehead Choral Society for a small grant.

Councillors discussed the application. They were advised that under section 137 of the Local Governments Act 1972, The council can spend a limited amount of money on allocating small community grants.

**RESOLVED** to approve and allocate a grant of £500 to Minehead Choral Society.

The meeting closed at 20:58.

Councillor Hodson  
Chair of The Finance and General purposes Committee  
June 2024