



MINEHEAD TOWN COUNCIL

Agenda

Members of the public are invited to attend the Finance and General Purposes Meeting of Minehead Town Council to be held on
Tuesday 11th June 2024 at 7.30 pm at
the Town Council Offices, 3 Summerland Road, Minehead, TA24 5BP

There will be a 15-minute open forum at the beginning of the Meeting for residents of Minehead to speak on any matter related to the agenda.

1. To elect a Chair for The Finance and General Purposes Committee.
2. To receive apologies for absence.
3. To receive disclosures of unregistered or other interests from councillors on matters to be considered at the Meeting.
4. To Approve Minutes of the Finance and General purposes Committee meeting on [Tuesday 9th April 2024](#).
5. To receive the Notes from the Operations Advisory group meeting held on Thursday 25th April 2024.
6. 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 (See Councillor Attachment, Quotation approved March 2024 Full Council, Minute reference 2024/49)
 - ii. To approve payments made for May. (See Attachment)
 - iii. To receive budget income & expenditure reports for May. (See Attachment)
 - iv. To receive Income received for May. (See Attachment)
 - v. To receive bank reconciliations for May. (See Attachment)
7. 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.

8. To review and recommend for adoption the following policies:
 - i. Tree Risk Management Strategy (See Attachment)
 - ii. Health and safety Policy and procedures. (See Attachment)
9. To receive a quotation for the repair and servicing of floodlights at Irnham Recreation Ground and to discuss a longer term maintenance programme.
10. To receive quotes for work to trees at Marsh common and to make a recommendation to Full Council.
11. 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)
12. 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)
13. 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.
14. Grant applications for approval (See Councillor Attachment)
 - i. To receive a request from Minehead Choral Society for a small grant.



Ben Parker
Town Clerk
06th June 2024