



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 12th March 2024 at 7.30 pm at
the Town Council Offices, 3 Summerland Road, Minehead, TA24 5BP

1. To receive apologies for absence.
2. To receive disclosures of unregistered or other interests from councillors on matters to be considered at the Meeting.
3. To Approve Minutes of the Finance and General purposes Committee meeting on [Tuesday 14th November](#) 2023 AND [Tuesday 9th January 2024](#) and to discuss any matters arising.
4. Accounts
 - i) To recommend the following payments over £1,500:
- 2024/25 Rent due for Council Offices: £12,450.
 - ii) To note payments made for February. (See Attachment)
 - iii) To note budget income & expenditure reports for February. (See Attachment)
 - iv) To note Income received for February. (See Attachment)
 - v) To note bank reconciliations for February. (Attachment to be provided at the meeting)
5. To receive the mid-term health report prepared by the internal auditor and to discuss findings. (attachment to be provided at the meeting)
6. To review and adopt the following policies:
 - I. Standing Orders (See Attachment)
 - II. Financial regulations (See Attachment)
 - III. Code of Conduct (See Attachment)
 - IV. Publication Scheme (See Attachment)
 - V. Financial, Operational and Governance Risk Management (See Attachment)
7. To review and recommend approval of all regular payments including Salaries. (Attachment to be provided at the meeting)
8. To review and recommend 2024/25 Insurance Policy renewal quote.
9. To receive the updated MTC Asset register. (Attachment to be provided at the meeting)
10. To discuss the arrangements for the locking of Blenheim Gardens from April 1st 2024.

11. To discuss the purchase of a works mobile phone for use by The Clerk.
12. To recommend the purchase of new handheld machinery items for the Amenities Team.
13. Grant applications for approval (Attachments to be provided at the meeting)
 - I. To receive a request from Minehead Coast Watch for a small grant.
 - II. To receive a request from Minehead & Exmoor Music Festival for a small grant.
 - III. To receive a request from St. Micheals School PTA for a small grant.
14. To consider a Letter of support for the reconnection of Taunton and Bishops Lydeard train line.

Ben Parker
Town Clerk
6th March 2024