



## MINEHEAD TOWN COUNCIL

### MINUTES OF THE FINANCE AND STAFFING COMMITTEE MEETING HELD ON MONDAY 13 SEPTEMBER 2021 AT 7.30 PM AT THE COMMUNITY CENTRE, IRNHAM ROAD, MINEHEAD TA24 5DW

The Meeting was streamed live on MTC Facebook page

*The Meeting was digitally recorded*

*Members are reminded that Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and Biodiversity*

**Present:** Chair: Cllr C Palmer\*  
Councillors: Cllr M Burke, Cllr A Kingston-James, Cllr J Malin, Cllr M Palmer  
(\* denotes Somerset West and Taunton District "SWaT" Councillor)

**Officers in Attendance:** Ms S Rawle – Clerk  
Mr B Howe – Deputy Clerk

**Members of the Public and Press:** 0 members of the public  
0 members of the press

**Councillors Absent:** Cllr H Rose

Cllr C Palmer welcomed Councillors and Officers to the Meeting and the public watching on Facebook.

1257 TO RECEIVE APOLOGIES FOR ABSENCE [LGA 1972 s85 \(1\)](#)

Apologies had been received from Cllr Bloomfield, Cllr Bolton, Cllr Harvey, Cllr Lawton, Cllr Lillis and Cllr Venner.

1258 TO RECEIVE COUNCILLORS' DECLARATIONS OF INTEREST AND ANY DISPENSATIONS  
[In accordance with the provisions of the Localism Act 2011 in respect of members](#)

Member	Item	Interest	Time Period	Speak/Vote
Cllr A Kingston-James	1261.2	Personal	13.09.2021	Stayed in the room. Did not speak or vote
Cllr C Palmer	All	SWaT Councillor	2021	Stayed in the room, spoke and voted

## DISPENSATIONS Localism Act 2011

There were no dispensations requested.

- 1259 TO APPROVE THE MINUTES OF THE FINANCE & STAFFING COMMITTEE MEETING HELD ON MONDAY 9 AUGUST 2021 - *MINUTES TO BE AGREED BY COUNCILLORS WHO WERE IN ATTENDANCE*

**Proposed: Cllr C Palmer**

**Seconded: Cllr Malin**

**Approved** with all in favour.

- 1260 TO ADJOURN THE MEETING FOR PUBLIC INCLUSION Standing Order No 3e

No-one had asked to speak.

- 1261 FINANCE

- 1261.1 *To approve urgent payments for September 2021*

Payments 1-11, totalling £91,633.49, including wages of £19,127.24

**Proposed: Cllr C Palmer**

**Seconded: Cllr A Kingston-James**

**Approved** with all in favour.

- 1261.2 *To approve payments under £1,000 for September 2021*

Payments 12-33, totalling £6,413.35

Cllr Malin queried payment 33 to Perry's Recycling and wondered if an office shredder would be more cost-effective. The Deputy Clerk explained that, although a lot of shredding was done in-house, bulk confidential shredding was sent off every 3-6 months, 10 bags at a time.

**Proposed: Cllr C Palmer**

**Seconded: Cllr Burke**

**Agreed** with 1 abstention and 4 in favour.

- 1261.3 *To recommend to Full Council payments over £1,000 for September 2021*

There were no payments over £1,000.

- 1261.4 *To approve payments by Procurement Card for August/September 2021*

Items 34-42, totalling £398.26

**Proposed: Cllr C Palmer**

**Seconded: Cllr M Palmer**

**Approved** with all in favour.

1261.5 *To approve Regular Payments for August 2021*

Items 1-23, totalling £4,322.48

**Proposed: Cllr C Palmer**  
**Agreed** with all in favour.

**Seconded: Cllr A Kingston-James**

1261.6 *To receive the Income Report for August 2021*

Income totalling £7,187.77

Cllr Malin queried an amount from Hedley Price which he thought seemed excessive, but the Deputy Clerk said this was a double fee.

The Income Report was noted.

1262 TO NOTE THE ACTIONS LOG

Cllr C Palmer observed that the Actions Log contained more than a year's worth of information and suggested that it be separated into each Council year, dropping all completed actions. The Deputy Clerk said in future it would show all "live" actions plus those completed ones from this Council year only. Cllr Malin wished to congratulate the office on getting through all 48 actions plus the investment review. He was pleased the internal audit report was on the MTC website and thought all Council minutes including those from 2014-2019, plus the Schedule 7 Report, should be accessible to the public on the website.

Cllr Malin also wished staff to look into the possibility of installing CCTV inside the refurbished Summerland Place toilets, at least in the Gents' side, but sensitively placed, in order to prevent vandalism. The Deputy Clerk said he would look into the legality of such a proposal.

1263 TO CONSIDER A SMALL GRANT APPLICATION FROM MINEHEAD DEMENTIA ACTION ALLIANCE

Councillors had seen all documents relating to an application for a Small Grant of £500 from Minehead Dementia Action Alliance.

Cllr C Palmer wished to refer the application to Full Council as he felt it did not fully fit with Council's Small Grants Policy. Cllr Malin disagreed and felt the supplementary information made it possible to consider the application.

**Proposed: Cllr Malin**  
**Approved** with all in favour.

**Seconded: Cllr Burke**

Cllr M Palmer said she wished to suggest changes to the Grants Policy and bring it to Full Council and also look at other types of grant.

1264 TO RECEIVE A VERBAL UPDATE ON NEW PLAY EQUIPMENT AND S106 FUNDING

The Clerk updated Councillors on the project for new play equipment and S106 funding. The S106 grant application had been successful and MTC had been awarded £41,124.97. The price from Wicksteed, the chosen provider, was £57,480.73, which meant that Council needed to agree a contribution towards the project of £16,355.76. This money would come from existing budgets and included equipment at 3 sites.

Cllr C Palmer felt that the project represented very good value for money and said that he was happy to propose the additional contribution.

Cllr Bloomfield asked whether the grinding rails were part of the project. The Clerk responded that the grinding rails were not part of this project as the advice had been that it would be more cost effective for the Council to purchase and install these themselves.

The Deputy Clerk said this included 11 pieces of equipment and a great deal of groundwork which made up 40% of the cost.

**Proposed: Cllr C Palmer**

**Seconded: Cllr M Palmer**

**Agreed** with all in favour that a contribution of £16,355.76 be made towards the project.

Cllr Malin asked about the grinding rails and hoped this work would be done at the same time. The Deputy Clerk said this work would be carried out by the Amenities Team because such equipment was not children's play equipment and was not supplied by Wicksteed. It would not be covered by the grant and would be financed from Council funds. Cllr Palmer wanted a supplementary proposal considered to agree recommending to Full Council installation of the grinding rails.

**Proposed: Cllr C Palmer**

**Seconded: Cllr A Kingston-James**

**Agreed** with all in favour to recommend to Full Council installation of the grinding rails in Irnham Road Recreation Ground.

1265 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

**Proposed: Cllr C Palmer**

**Seconded: Cllr M Burke**

**Agreed** with all in favour to continue the meeting *in camera* to discuss staffing matters.

The Public Meeting ended at 8.10 pm.