



MINEHEAD TOWN COUNCIL

Agenda

Members of the public are invited to attend the Meeting of Minehead Town Council to be held on
Tuesday 23rd April 2024 at 7.30 pm in
the Community Centre, Irnham Road, Minehead TA24 5DW

There will be a 10-minute presentation at the beginning of the meeting from Minehead Coastal Development Trust.

There will be a 15-minute open forum at the beginning 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 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 the [Minutes of the Full Council Meeting on 26th March 2024](#).
6. To receive the [Minutes of the Planning Committee Meeting on 2nd April 2024](#).
7. To receive the Minutes of the [Finance and General Purposes Committee Meeting on 9th April 2024](#).
8. To consider an application for co-option to Minehead Town Council. (See Councillor Attachment)
9. Accounts
 - i) To Approve the following payments over £1,500 for April (Recommended by the Finance and General Purposes Committee):
 - Weeding Technologies Ltd £ 2355.00 final payment for Foamstream equipment rental 6mth trial
 - Somerset Council £5988.00 for business rates 01.04.2024-31.03.2025 Office
 - Somerset Council £3143.70 for business rates 01.04.2024-31.03.2025 Community Centre.
 - Somerset Council £4380.22 for business rates 01.04.2024-31.03.2025 Cemetery
 - ii) To note payments made for March. (See Attachment)
 - iii) To note budget income & expenditure reports for March. (See Attachment)
 - iv) To note Income received for March. (See Attachment)
 - v) To note bank reconciliations for March. (See Attachment)
 - vi) To note the analysis and variance report for the 2023/24 budget (See Attachment)
10. To receive a request from Minehead Coastal Development Trust for funding towards Minehead Bay Festival 2024. (See Councillor Attachment)
11. To adopt the following policies (Recommended by the Finance and General Purposes Committee, See Attachment)

- I. Complaints Procedure
- II. Data Breach Policy
- III. Data Protection Policy
- IV. ICT Policy
- V. Privacy Notice

12. To approve the revised Minehead Town Council Grants Policy. (See Attachment)

13. To approve Minehead Town Council's Fees and Charges for 2024/25. (Recommended by the Finance and General Purposes Committee, See Attachment)

14. To receive a request from Leigh Danter & Sons to hold their autumn fair on Marsh Common from Monday 2nd September to Monday 9th September inclusive of set up and removal. (See Councillor Attachment)

15. To receive an update on the transfer of Allotment sites between Minehead Town Council and Somerset Council and to agree associated conveyancing costs.

16. To receive an update on Minehead Town Council's Foamstream Trial. (See Attachment)

17. To co-opt Councillor Bartlett on to the planning Committee.

18. To note Citizens Advice West Somerset Data for Minehead and LCN 13 from April 2023 – March 2024. (See Attachment)

19. To note dates and times of Annual Town Public Meeting (Tuesday 7th May 2024 at 7:30 p.m.) and Annual Meeting of Minehead Town Council (Tuesday 14th May 2024 at 7:30 p.m.)

20. To note the date of the upcoming Community engagement Event (Friday 26th April 2024 at 12:30 – 14:30 in Community Centre, Irnham Road, Minehead TA24 5DW)

21. To note the date of the next Local Community Network Meeting for Minehead and Watchet (Tuesday 30th April 2024 at 19:00 in EMN Hall Elworthy Monksilver & Nettlecombe Hall – Monksilver, TA4 4JE)



Ben Parker
Town Clerk
17th April 2024