



MINEHEAD TOWN COUNCIL

Agenda

Members of the public are invited to attend the Statutory Annual Meeting of Minehead Town Council to be held on

Tuesday 14th May 2024 at 7.30 pm in
the Community Centre, Irnham Road, Minehead TA24 5DW

There will be a 15-minute open forum prior to the start of the Meeting for residents of Minehead to raise with councillors any matters related to the town.

1. Election of Mayor (Chair of the Council) and acceptance of office.
2. Election of Deputy Mayor.
3. To receive apologies for absence.
4. To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the Meeting.
5. To receive reports from Somerset Councillors and the Local Policing Team.
6. To receive updates from councillors on Advisory Groups and Outside Bodies.
7. To approve the [Minutes of the Full Council Meeting on 23rd April 2024](#).
8. To receive the [Minutes of the Planning Committee Meeting on 1st May 2024](#).
9. Review of Committees.
 - i. To approve the Committee Structure for 2024/25 municipal year. (See Attachment)
 - ii. To agree to appoint members to the Finance and General Purposes Committee.
 - iii. To approve the Terms of Reference for Finance and General Purposes Committee. (See Attachment)
 - iv. To agree to appoint members to the Planning Committee.
 - v. To approve the Terms of Reference for the Planning Committee. (See Attachment)
10. Review of Advisory Groups.
 - i. To approve the Advisory Group set up for the 2024/25 municipal year. (See Attachment)
 - ii. To agree to appointment members to Advisory Groups.
 - iii. To approve the Terms of Reference for Advisory Groups. (See Attachment)
11. To approve the calendar of meetings for 2024/25 municipal year. (See Attachment)
12. To agree Town Council representation on outside bodies. (See Attachment)
13. To note the arrangements for insurance cover in respect of all insurable risks. (See Councillor Attachment)
14. To note the payments made under section 137 of the LGA 1972 by Minehead Town Council in 2023/24. (See Attachment)

15. To approve the Minehead Town Council Asset Register. (See Attachment, Recommended by April's Finance and General Purposes Committee)

16. Accounts.

- i. To approve the payments made for April. (See Attachment)
- ii. To note budget & expenditure reports for April. (See Attachment)
- iii. To note income received for April. (See Attachment)
- iv. To note bank reconciliations for April. (See Attachment)

17. AGAR 2023-2024. (See Attachments)

- i. To note the annual internal audit report for 2023/24.
- ii. To approve the annual governance statement. (Section 1 Annual Governance and Accountability Return for 2023/24)
- iii. To approve the annual accounting statement for the year ending 31st March 2024. (Section 1 Annual Governance and Accountability Return for 2023/24)

18. To resolve to exclude members of the press and public under the Public Bodies (Admission to Meetings) Act 1960 in order to receive the notes from the staffing subcommittee and to discuss any matters arising. (See Councillor Attachment)

A handwritten signature in black ink, appearing to be 'Ben Parker', written over a horizontal line.

Ben Parker
Town Clerk
9th May 2024