



# MINEHEAD TOWN COUNCIL

## MINUTES OF THE FULL COUNCIL MEETING

HELD ON TUESDAY 26 APRIL 2022 AT 7.30 PM AT  
THE COMMUNITY CENTRE, IRNHAM ROAD, MINEHEAD TA24 5DW

*The Meeting was digitally recorded and posted on the MTC Facebook page*

*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*

**Chair:** Cllr P Bolton (Mayor)

**Councillors:** Cllr T Bloomfield, Cllr M Burke, Cllr E Jones, Cllr A Kingston-James (Deputy Mayor), Cllr M Kingston-James, Cllr A Lawton, Cllr R Lillis, Cllr J Malin, Cllr C Palmer\*, Cllr M Palmer (\*denotes Somerset West and Taunton "SWaT" Councillor)

**Councillors Absent:** Cllr A Berry, Cllr O Harvey, Cllr H Rose

**Officers in Attendance:** Ms S Rawle (Clerk)  
Mr B Howe (Deputy Clerk)  
Mrs J Notley (Notetaker)

**Members of the Public:** 1

**Members of the Press:** 0

The Mayor welcomed Councillors, a member of the public and those watching on Facebook.

1519 TO RECEIVE APOLOGIES FOR ABSENCE [LGA 1972 s 85 \(1\)](#)

Apologies had been received from Cllr T Venner.

1520 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF ANY AGENDA ITEMS [\(Localism Act 2011\)](#)

Member	Item	Interest	Time Period	Speak/Vote
Cllr A Kingston-James	1526.2	Personal	26.04.2022	Stayed in the room; did not speak or vote
Cllr C Palmer	All	SWaT Councillor	2022	Stayed in the room, spoke and voted

DISPENSATIONS [\(Localism Act 2011\)](#)

No-one had requested any dispensations.

1521 TO RECEIVE REPORTS FROM:

- **Somerset County Council (SCC)**
- **Somerset West and Taunton Council**

There were no reports from Somerset County Council or Somerset West and Taunton Council as the Meeting was in the pre-election period (purdah).

- **Police**

The Mayor read out the crime statistics for April for the benefit of those watching on Facebook.

- **Councillors attending Meetings on behalf of Minehead Town Council (MTC)**

- *Minehead BID (Cllrs Lawton and Venner)*

Cllr Lawton said there had been no Minehead BID meetings during the previous month.

- *Plastic-Free Minehead (Cllr C Palmer)*

Cllr C Palmer had attended a Plastic-Free Minehead meeting on 12 April which had consisted mainly of updates

- **Advisory and Working Groups**

There were no Group reports.

1522 TO ADJOURN THE MEETING FOR PUBLIC INCLUSION *Standing Order No 3e*

**To receive a presentation from Christell Charles, Taunton and West Area Coordinator of PROMISEworks**

Ms Charles gave a brief talk about the work of PROMISEworks, a Somerset charity which trained volunteers to become mentors for vulnerable and disadvantaged young people in Somerset aged between 6 and 25 years. She provided a leaflet of information which the Deputy Clerk said would appear on MTC's Facebook page and Ms Charles appealed to anyone interested in volunteering to contact PROMISEworks.

1523 MAYOR'S ANNOUNCEMENTS

The Mayor told the Meeting that Minehead Library would be re-opening after its refurbishment in the next couple of weeks. Councillors had been invited to a preview and he asked anyone interested to let the office know.

1524 TO AGREE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 22 MARCH 2022 – *MINUTES TO BE AGREED BY COUNCILLORS WHO WERE IN ATTENDANCE*

**Proposed: Cllr Bolton**

**Seconded: Cllr Bloomfield**

**Agreed** with 1 abstention (Councillor absent) and 10 in favour.

1525 TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY 5 APRIL 2022 AND THE FINANCE & STAFFING COMMITTEE MEETING HELD ON MONDAY 11 APRIL 2022

Cllr Bolton said these Minutes had been noted.

1526 FINANCE MATTERS

1526.1 *To approve Urgent Payments for April 2022*

Payments 1-6, totalling £31,675.31, including salary payments of £19,991.38

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

**Seconded: Cllr Burke**

1526.2 *To approve Payments under £1,000 for April 2022*

Payments 7-40, totalling £8,975.40, payments 7-27 having already been approved by Finance and Staffing Committee.

Cllr M Palmer commented on the payment of annual business rates for the Summerland Room totalling £948.10. The Deputy Clerk confirmed that these were payable because the room was designated as an office. He agreed that this was a large amount to pay for a room which was little used and said he would look into how it could be re-classified. Cllr Malin suggested designating it as a members' room.

**Proposed: Cllr C Palmer**  
**Agreed** with 1 abstention and 10 in favour.

**Seconded: Cllr Malin**

1526.3 *To approve Payments over £1,000 for April 2022*

Payments 41-50, totalling £38,090.10, payments 41-49 having been recommended for payment by Finance and Staffing Committee.

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

**Seconded: Cllr A Kingston-James**

The Deputy Clerk told the Meeting that payment 49 was the final payment due for the Community Centre.

1526.4 *To approve Payments by Procurement Card for March 2022*

Payments 51-63, totalling £616.30, payments 51-59 having been recommended for payment by Finance and Staffing Committee

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

**Seconded: Cllr Lawton**

1526.5 *To approve Regular Payments for March 2022*

Payments 1-30, totalling £5,242.86

**Proposed: Cllr C Palmer**

**Seconded: Cllr M Palmer**

**Agreed** with all in favour.

1526.6 *To note Income Report for March 2022*

Income totalling £16,330.54

Cllr C Palmer confirmed the Income Report had been noted.

1527 TO RECEIVE AN UPDATE ON THE PARISH/TOWN COUNCIL ELECTION 2022 AND CO-OPTION PROCEDURE FOR NEW COUNCILLORS

The Clerk reported that there had been 11 nominations for Town Council seats. These were all valid but left 5 vacancies to fill. There would therefore be no election on 5 May. There was 1 vacancy to fill in each of the 5 wards. She said that co-option could take place at the Statutory Annual meeting on 17 May 2022. The Clerk told the Meeting that she had received enquiries about the vacancies and Council would also advertise these on its Facebook page. The main criteria for eligibility were being over 18 and on the electoral roll for Minehead. The Clerk urged any members of the public listening who were interested in becoming a Councillor to contact officers who would give them any information they needed. Any candidates would be expected to attend the Annual Meeting on 17 May and give a short presentation.

1528 TO RECEIVE DATES FOR STATUTORY ANNUAL COUNCIL MEETING AND ANNUAL TOWN MEETING

The Clerk said these dates had been covered at the March Full Council Meeting, but she wanted to remind Councillors that the Statutory Annual Council Meeting would be held on Tuesday, 17 May 2022 and the Annual Town Meeting on Tuesday, 24 May 2022. She reminded the Meeting that there had not been a Town Meeting for two years because of COVID. It would not be as formal a meeting as a Council Meeting and would include short presentations from community groups to report what they had done in the previous two years.

1529 TO REVIEW END OF YEAR RESERVES 2021-22 – REPORT BY DEPUTY CLERK

The Mayor said this item would be deferred to the Annual Meeting. The Deputy Clerk said officers had yet to be able to go through the End of Year Reserves with Mr Giles. When this had been done Councillors would have the opportunity to agree the Reserves.

**Proposed: Cllr Bolton**

**Seconded: Cllr Burke**

**Agreed** with all in favour to defer the review of End of Year Reserves to the Annual Council Meeting on 17 May 2022.

1530 TO RECEIVE AN UPDATE ON PLATINUM JUBILEE CELEBRATIONS AND TO ALLOCATE A BUDGET

Cllr Bloomfield said the Jubilee Working Group had had a couple of meetings and were finalising bookings for entertainments. She was asking for a budget of £5,000 and the Mayor said he would pledge £1,000 of his Mayor's allowance on top of this, as a contingency fund. The Deputy Clerk said Councillors should say where the budget should come from and suggested using the Grants Budget.

Responding to a question from Cllr Burke, Cllr Bloomfield told the Meeting that events were planned for Saturday, 4 June and Sunday, 5 June 2022, with the Saturday planned for family entertainment and the Sunday having more traditional entertainment. Cllr Lawton confirmed that Minehead BID would put up bunting ahead of the Jubilee in Friday Street, Holloway Street, Park Street, The Parade and in part of The Avenue.

Cllr M Palmer said she was abstaining as she was not comfortable with using the Grants Budget. The Deputy Clerk told her that it would be possible to move the amount from Reserves at a later date.

**Proposed: Cllr Bloomfield**

**Seconded: Cllr A Kingston-James**

**Agreed** with 2 abstentions and 9 in favour to allocate a budget of £5,000 from the Grants budget to fund Jubilee celebrations with the Mayor's allowance contribution of £1,000 as a contingency fund.

1531 TO CONSIDER REPORT BY DEPUTY CLERK ON PROPOSED RE-STRUCTURING OF COMMITTEES

Councillors had seen a Report with a suggested re-structuring of Committees. The Deputy Clerk explained that the current structure saw debates duplicated at Amenities and Environment Committee and Finance and Staffing Committee. He also felt that there should be delegated powers to certain Committees. The Report had received a couple of replies from Councillors, but the Deputy Clerk suggested having an informal meeting after 17 May to make a decision. It would also be useful to use that informal meeting to discuss Standing Orders and Financial Regulations. There would be some new Councillors and such a meeting would also bring them up to speed. He briefly summarised the contents of the Report. He asked Councillors to read the Report and send their comments in.

1532 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

**Proposed: Cllr Bolton**

**Seconded: Cllr Malin**

**Agreed** with all in favour to continue the Meeting *in camera* as there were staffing issues to discuss.

The Mayor thanked all those attending and watching on Facebook.

The Public Meeting ended at 8.07 pm.