



## MINEHEAD TOWN COUNCIL

Minutes from the Finance and General Purposes Committee Meeting of Minehead Town Council  
held on  
Tuesday 14<sup>th</sup> October 2025 at 7.30 pm at  
the Town Council Offices, 3 Summerland Road, Minehead, TA24 5BP

**Present:** Councillors Hodson (Chair), C Palmer, Lawton, M Palmer and Jewell

**Apologies:** Councillors Bartlett, Hall, Milton & Beynon

**Not Present:** Councillors Bonar, Sharjeel and Kravis

**In Attendance:** B Parker (Town Clerk), J Chapman (Deputy Clerk & RFO)

There was a 15-minute open forum at the beginning of the Meeting for residents of Minehead to speak on any matter related to the agenda. No matters were raised.

**2025/70.** To receive apologies for absence.

Councillors Bartlett, Hall, Beynon & Milton apologies were **received**.

**2025/71.** To receive disclosures of unregistered or other interests from councillors on matters to be considered at the Meeting.

There were no disclosures of unregistered or other interests from councillors on matters to be considered at the meeting.

**2025/72.** To Approve and Sign Minutes of the [Finance and General Purposes Committee meeting on Tuesday 9<sup>th</sup> September 2025](#).

**RESOLVED** the Minutes of the Finance and General Purposes Committee meeting on Tuesday 9<sup>th</sup> September 2025 were approved and signed by the chair as a true and accurate record.

### **2025/73. Accounts**

i. To approve the following payments over £500:

- Payment of **£910.00 inc. VAT** to Langford Lakes Christmas Tree Farm for the supply and delivery of 2 x Christmas Trees (One for Wellington Square and one for Hopcott Corner)
- Payment of **£684.00 inc. VAT** to LBH Electricals for the Electrical Installation Condition Report and fault finding and repair work for external lighting at Minehead Community Centre.
- Payment of **£1,413.30 inc. VAT** to Exmoor Skip Hire for 4 x skip exchanges and 2 x wheelie bin exchanges at Compound & Community Centre.

The Chair introduced each payment item separately, and the committee considered and voted on each item individually.

**RESOLVED** the payment of £910.00 inc. VAT was approved.

**RESOLVED** the payment of £684.00 inc. VAT was approved.

**RESOLVED** the payment of £1,413.30 inc. VAT were approved.

- ii. To recommend the following payments over £1,500:
  - Payment of **£1,766.40 inc. VAT** to Eagle Plant for 2 x Hedge Cutter and 1 x Strimmer for Amenities Team. (*Delegated authority for machinery purchases up to £1,500 per item given to clerk in June 2025 Full Council Minute Number 2025/110*)

**RESOLVED** to recommend the payment of £1,766.40 inc. VAT to Full Council for approval.

- iii. To receive payments made for September.

Councillors discussed the current initial public toilet contract arrangements. The Clerk advised that the existing contract for toilet supplies, including hand dryers and toilet rolls, is historic and complex and requires further time for a detailed review. A request was made to share the contract breakdown with the committee.

Concerns were raised regarding the electricity costs associated with the town's CCTV system and the Jubilee Clock. It was noted that the existing CCTV system is ageing and may no longer provide footage of sufficient quality to support prosecutions. The Clerk was asked to obtain costings for upgrading the CCTV system and in the interim, to source quotations for the disconnection and reconnection of the relevant electricity supplies.

A further request was made for the total of wages, National Insurance, and related staffing costs to be clearly summarised and included in the monthly payments schedule available for public viewing.

The payments made for September were **received**.

- iv. To receive budget, income & expenditure reports for September.

A comment was made thanking the RFO for ensuring the precept figure now appears correctly within the relevant section of the budget.

The budget, income & expenditure reports for September were **received**.

- v. To receive Income receipts for September.

The Income receipts for September were **received**.

- vi. To receive bank reconciliations for September.

The bank reconciliations for September were **received**.

**2025/74.** To consider a quotation for a replacement net at the seafront Pirate Ship Play Area.

Councillors noted that the play netting at the Pirate Ship play area on the Esplanade is beyond repair due to wear and tear. It was confirmed that the damage was not caused by vandalism or misuse. To maintain safety and compliance, replacement is necessary.

**RESOLVED** to approve the quotation for the replacement net at the Pirate Ship play area.

**2025/75.** To consider a quotation for the patching of potholes for the access road at Alcombe common.

Councillors considered the condition of the access road to Alcombe Common, which has deteriorated due to limited historical maintenance, resulting in several large potholes. The quotation provided was noted as an estimate and may not cover all required repairs. The Clerk confirmed that funding is available from the previous year's underspend in the Alcombe Common maintenance budget, supported by an external grant.

**RESOLVED** to approve the quotation for patching potholes on the access road using the previous year's underspend from the Alcombe Common earmarked reserve.

**2025/76.** To consider options on the replacement glass for the seafront shelters on the Esplanade.

Councillors were provided with a report that identified a number of options for the replacement glass on the two newer shelters on the esplanade. Following vandalism, the glass panels from the shelters were removed for safety. Councillors reviewed options for replacement, including like-for-like glass, polycarbonate alternatives, redesign, or taking no action. Concerns were raised that reinstating the original design may encourage further antisocial behaviour.

**RESOLVED** to take no action at this time and defer any replacement pending a future design review of the shelters.

**2025/77.** To consider a report regarding the commissioning of feasibility and design work for potential improvements to the toilet facilities in Blenheim Gardens.

*The meeting was adjourned at 20:24 for a brief recess and reconvened at 20:26.*

A report into the feasibility into toilet facility improvement in Blenheim was **received**.

Councillors discussed the ongoing issues affecting the existing toilet facilities and drainage infrastructure. As part of wider improvement plans, the potential to repurpose the storm shelter was considered.

Following a recent meeting, the Amenities Advisory Group expressed support for converting the shelter into separate male and female toilet units, with the nearby former gents' block to be adapted as an accessible toilet. Concerns were raised regarding the shelter's limited size, potential heritage implications and the need for stakeholder consultation and proper planning.

**RESOLVED** to authorise the Clerk to engage the appointed architect to undertake all necessary stages of work, including design proposal, planning application and building regulations submission. The architect will liaise with relevant stakeholders to assess the feasibility and viability of the project and prepare a design. This will include a proposal for converting the shelter into a men's and ladies' block and the existing men's block into an accessible toilet. The proposal will be presented to Council for consideration.

**2025/78.** To receive an update on councillor suggestions and further considerations for the 2026/27 budget setting process

Councillors met informally on 30<sup>th</sup> September to discuss potential projects and associated costs that may impact the forthcoming and future budgets. The Clerk and RFO advised that several budget lines are fixed or committed and reminded councillors that the precept must be submitted to Somerset Council in January. Early sharing of ideas is essential to inform the budget setting process.

The update was **received**.

**RESOLVED** to dedicate the November Finance and General Purposes Committee meeting to budget planning for the next financial year. The meeting will commence at 18:30 on Tuesday 11<sup>th</sup> November.

**2025/79.** To consider a request from Eat & Drink Arts Festival to host a one day event on Minehead Esplanade on Saturday 4<sup>th</sup> July 2026.

A request was received to host a one-day Eat & Drink Arts Festival on the Minehead Esplanade on Saturday 4<sup>th</sup> July 2026. The event would incur no cost to the Council and being held on the pedestrianised esplanade, would not require road closures. It was noted that permissions must be secured to comply with historic land covenants.

**RESOLVED** to approve the request for the event, subject to covenant approval and the submission of all required Licencing and health and safety documentation.

**2025/80.** To receive an update on the first payment due from Somerset Council for Alexandra Road and North Road car parks, and to appoint two councillors to witness the sealing of the Car Park Management Service Level Agreement (SLA) with Somerset Council, in accordance with Standing Orders.

Somerset Council calculated the amount owed to Minehead Town Council for the four month period from devolution to August. However, they are unable to raise a purchase order for MTC's invoice as the SLA has not yet been signed. Councillors raised several queries and identified errors within the SLA.

**RESOLVED** to defer this item to Full Council, pending the required amendments.

**2025/81.** To consider a request from Somerset Council for Minehead Town Council to provide a quotation for, and if accepted, undertake a paid grounds maintenance service at the Rainbow Way Development.

Somerset Council approached MTC to provide a quotation to deliver grounds maintenance services at Rainbow Way, Minehead, on a contract basis. The Clerk and Amenities Manager visited the site and confirmed that the Amenities Team has the capacity and equipment to undertake the work. A specification has been received and is under review.

The Clerk explained that under Section 111 of the Local Government Act 1972, the Council has the power to undertake activities incidental to its functions. In this arrangement, MTC would act as an independent contractor, providing grounds maintenance to the housing authority. The housing authority would remain responsible for its statutory landlord functions.

**RESOLVED** to approve the preparation and submission of a quotation for the Rainbow Way contract, subject to a committee quorum of email approvals.

**2025/82.** To note the appointment of contractors to undertake boundary fence replacement works at the cemetery.

A long-standing issue involving a town council tree and a neighbouring property's boundary fence at the cemetery has now been resolved. Following consideration, it was agreed that using the Council's approved contractors to carry out the necessary works represented the most cost-effective and efficient approach.

The update was **noted**.

The meeting closed at 21:27.

Councillor Bill Hodson  
Finance and General Purposes Committee Chair  
October 2025