



## MINEHEAD TOWN COUNCIL

### Agenda

Members of the public are invited to attend the Meeting of Minehead Town Council to be held on Tuesday 28<sup>th</sup> October 2025 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. To receive apologies for absence.
2. To receive disclosures of unregistered or other interests and to consider any prior requests for dispensations 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 and sign the Minutes of the [Full Council Meeting held on Tuesday 23<sup>rd</sup> September 2025](#)
6. To receive the Minutes of the [Planning & Licencing Committee Meeting held on Tuesday 7<sup>th</sup> October 2025](#)
7. To receive the Minutes of the [Finance and General Purposes Committee held on Tuesday 14<sup>th</sup> October 2025.](#)
8. Accounts
  - i. To approve the following payments over £1,500 (*Payments recommended by October's Finance and General Purposes Committee. See councillor attachment*):
    - 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*)
  - ii. To approve the following urgent Payments (*See councillor attachment*):
    - Payment of **£726.00 inc. VAT** to Exmoor Skip Hire for 2 x skip exchanges at Marshfield Road Compound.
    - Payment of **£2000** to A. Binding for seasonal tractor-mounted hedge cutting and grass topping on Minehead Town Council maintained areas. (*Works agreed at the September 2025 Full Council meeting, Minute Number 2025/161*)
  - iii. To note payments made in September (*See attachment*)
  - iv. To note budget income & expenditure reports for September (*See attachment*)

- v. To note income receipts for September *(See attachment)*
  - vi. To note bank reconciliations for September *(See attachment)*
9. To receive and review the Quarter 2 Financial Report for Minehead Town Council. *(See attachment)*
  10. To consider earmarking a parcel of Town Council land for the development of a community pump track.
  11. To receive a report on the repainting of the exterior of the Town Council offices and to consider the recommendations. *(See attachment)*
  12. To receive a report on the replacement of bus shelters in Minehead and to consider the recommendations. *(See attachment)*
  13. To consider the adoption of Civic.ly, a new asset management system for local councils. *(See attachment)*
  14. 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 amended Car Park Management Service Level Agreement (SLA) with Somerset Council, in accordance with Standing Orders. *(Deferred to Full Council from the Finance and General Purposes Committee)*
  15. To consider the appointment of a traffic management contractor to assist with the road closure for the Christmas Light Switch-On event on 28<sup>th</sup> November 2025.
  16. To note the Quarter 2 data report from Citizens Advice West Somerset. *(See attachment)*
  17. To note recent vandalism to the War Memorial at Martlett Road and urgent repairs carried out at a cost of £3,000 inc. VAT, following email approval from councillors as per Financial Regulation 5.14.
  18. To note the following time changes to the upcoming committee meetings to be held at the Minehead Town Council Offices:
    - Planning and Licencing Committee to be held on Tuesday 4<sup>th</sup> November at 6:30 pm.
    - Finance and General Purposes Meeting to be held on Tuesday 11<sup>th</sup> November at 6:30 p.m.



Ben Parker

Town Clerk

23<sup>rd</sup> October 2025