



## MINEHEAD TOWN COUNCIL

Minutes from the Finance and General Purposes Committee Meeting of Minehead Town Council  
held on  
Tuesday 11<sup>th</sup> November 2025 at 6.30 pm at  
the Town Council Offices, 3 Summerland Road, Minehead, TA24 5BP

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

**Apologies:** Councillor Beynon.

**Not present:** Councillors Bonar, Sharjeel & 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.

**2025/83.** To receive apologies for absence.

Councillor Beynon apologies for absence were **received**.

**2025/84.** 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.

**2025/85.** To Approve and Sign Minutes of the [Finance and General Purposes Committee meeting on Tuesday 14<sup>th</sup> October 2025](#).

**RESOLVED** the minutes of the Finance and General Purposes Committee meeting on Tuesday 14<sup>th</sup> October 2025 were approved and signed by the committee chair as a true and accurate record.

**2025/86.** Accounts

i. To receive payments made for October.

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

ii. To receive budget, income & expenditure reports for October.

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

iii. To receive Income receipts for October.

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

iv. To receive bank reconciliations for October.

A comment was made regarding the amount of money currently being held in the current account. The deputy Clerk and RFO confirmed that savings account transfers were planned and the council would be informed in due course.

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

#### **2025/87. 2026/27 Budget**

- i. To review and amend the draft budget for the 2026/27 financial year, with potential changes to allocations and items.

The Deputy Clerk and Responsible Financial Officer presented a draft budget for the financial year 2026/27. This initial draft was prepared using a combination of known figures, feedback from previous meetings, the current rate of inflation (4.1%) and other relevant information available at this stage.

Councillors reviewed the draft in detail and discussed each budget line to ensure accuracy and alignment with council priorities. A copy of the current Earmarked Reserves (EMRs) was also made available to assist with the discussion and inform decisions on future allocations.

Main areas of discussion included:

- **Staffing in the Offices** – Concerns were raised regarding insufficient office cover. It was noted that the additional administration staff position, which had been budgeted for in the current financial year, remains unfilled. Councillors expressed concern about this situation.
- **Subscriptions** – Discussions took place regarding current subscriptions, the increase due to the council adopting civic.ly, the potential future use of AI and possible changes to the finance system.
- **Councillor IT Equipment** – The possibility of the council providing IT equipment to councillors was discussed. If this was acted on, it was agreed that the offer should be extended to all councillors. This proposal would be put to Full Council
- **Hospitality** – An increase in hospitality arrangements was discussed for hosting visitors from Minehead’s Twinning Partner, Saint Berthevin Town Council, in 2026. A budget of £1,500 for hospitality was considered.
- **Cemetery Fees** – The costs of burials were discussed. It was agreed that fees should be reassessed before the next financial year.
- **Depots** – The need for depot facilities was discussed, including whether an earmarked reserve should be created to purchase a site for consolidating depot space. It was agreed to review the current EMR provision and consider reallocating funds for a depot EMR rather than funding through the budget.
- **Income from Property Rentals** – Additional income generated by new assets through devolution was discussed. It was noted that this income will help offset other costs associated with devolution.
- **Open Spaces Projects** – Projects discussed included new bins for the seafront, new benches in Parks Walk and replacement benches for The Parade. Additional budget lines were created to cover larger-scale projects or unforeseen costs related to newly devolved assets, separate from day-to-day expenses.
- **Toilet Refurbishment** – Concerns were raised that the current EMR is insufficient for the planned refurbishment of Blenheim Gardens toilets. It was agreed that more funds should be allocated into the toilets EMR to reflect a realistic project total.

- **Playground Equipment** – The provision of play equipment across the town was discussed, with consideration given to incorporating new equipment into future plans.
- **Tree Works** – With an increase in tree stock, it was noted that tree maintenance budgets may need adjustment for the next financial year, pending the outcome of the ongoing tree surveys.
- **Blenheim Gardens Perimeter Fencing** – The need to replace the perimeter fencing at Blenheim Gardens was discussed and whether it should be looked at as a one-off project or to build up an EMR.

Further refinements will be made based on updated figures, additional feedback and any decisions arising from forthcoming meetings before a final draft is presented for approval.

The meeting closed at 20:48

Councillor Bill Hodson  
Finance and General Purposes Committee Chair  
November 2025