



## MINEHEAD TOWN COUNCIL

### Agenda

Members of the public are invited to attend the Meeting of Minehead Town Council to be held on  
Tuesday 25<sup>th</sup> November 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 28<sup>th</sup> October 2025](#)
6. To receive the Minutes of the [Planning & Licencing Committee Meeting held on Tuesday 4<sup>th</sup> November 2025](#)
7. To receive the Minutes of the [Finance and General Purposes Committee held on Tuesday 11<sup>th</sup> November 2025](#).
8. Accounts
  - i. To approve the following payments (*See Councillor attachment*):
    - Payment of **£3,600 inc. VAT** to Complete Weed Control for the targeted application of herbicide for street weeds between 15<sup>th</sup> & 17<sup>th</sup> October
    - Payment of **£2,859.26 inc. VAT** to Bristol City Council for supply and delivery of spring flower bedding displays.
    - Payment totalling **£954.72 inc. VAT** to Vincents for service and various repairs to Ride on Lawn mower flail deck.
    - Payment totalling **£608.40 inc. VAT** to Konica Minolta for equipment rental and photocopying fees.
    - Payment of **£593.31 inc. VAT** to Greenham Safety and Workplace Supplies for consumables for the Amenities Team.
  - ii. To note payments made in October (*See attachment*)
  - iii. To note budget income & expenditure reports for October (*See attachment*)
  - iv. To note income receipts for October (*See attachment*)
  - v. To note bank reconciliations for October (*See attachment*)

9. To consider approving and adopting the following Policies (*See attachment*):
  - i. Exceptions Policy
  - ii. Legal Consultation Policy
  - iii. Recruitment & Staff Management Process
  - iv. Tree Risk Management Strategy (*2025 Policy Review*)
10. To consider a quotation of £5,040 inc. VAT for replacing the faulty door at the accessible toilet, Warren Road Toilets. (*See councillor attachment*)
11. To receive an update on Minehead Coast and Development Trust's Destination Marketing for Minehead. (*See attachment*)
12. To consider the architect's quotation for reviewing the internal layout of Minehead Town Council offices.
13. To consider and approve the Town Council's Statement of Requirements for community use of Council-owned assets. (*See attachment*)
14. To consider the reallocation of £2,000 from the Skate Ramp Earmarked Reserve, following the discontinuation of the project and unsuccessful attempts to contact the grant awarding organisation regarding the return of funds.
15. Grants
  - i. To consider an application from The Regal Theatre for a small grant of £500 towards the upgrade of their lift facilities. (*See Councillor attachment*)
16. To note the ongoing transfer of funds from the Current Account to the Hinkley & Bosworth Savings Account. (*Discussed in October's Full Council minute number 2025/177 iv & November's Finance and General Purposes Minute Number 2025/86 iv.*)
17. To note the scheduled ESF and Tigers tournaments using King George Playing Field and Irnham Recreation Ground in 2026: ESF Football (25–26 April), Tigers Rugby (2–3 May) and ESF Netball (16–17 May).
18. To note the Clerk's completion of the Certificate in Local Council Administration (CiLCA).
19. To note the Minehead Victorian Christmas light switch on and late night shopping event in The Avenue and The Parade on Friday 28<sup>th</sup> November 16:30 -21:00.



Ben Parker

Town Clerk

20<sup>th</sup> November 2025