



MINEHEAD TOWN COUNCIL

Agenda

Members of the public are invited to attend the Meeting of Minehead Town Council to be held on

Tuesday 24th February 2026 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.

This will be followed by a presentation from the Minehead Coast and Development Trust on the 2026 Minehead Bay Festival.

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 27th January 2026](#).
6. To receive the Minutes of the [Planning & Licencing Committee Meeting held on Tuesday 3rd February 2026](#).
7. To receive the Minutes from the [Finance and General Purposes Committee Meeting held on Tuesday 10th February 2026](#).
8. Accounts
 - i. To approve the following payments (*See Councillor attachment*):
 - Payment of **£2,340 inc. VAT** to MTF Training for excavator training for 4 x amenities staff members (*Staff training needs discussed in February 2025's Finance and General Purposes Committee Minute Number 2025/15 Recommended by the Finance and General Purposes Committee;*)
 - Payment of **£3,645** to MS Tree Services for various tree works across Minehead Town Council sites (*Delegated authority for expenditure up to £7,000 granted to the Clerk at the December 2025 Full Council meeting, Minute 2025/218; Recommended by the Finance and General Purposes Committee*)
 - Payment of **£540 inc. VAT** to JaLee First Aid Training for emergency first aid at work training for all MTC staff.
 - ii. To note payments made for January (*See Attachment*)
 - iii. To note budget income & expenditure reports for January (*See Attachment*)

- iv. To note income received for January (*See Attachment*)
 - v. To note bank reconciliations for January (*See Attachment*)
9. To receive and consider a business case proposing the creation and recruitment of two new posts (*See attachment*):
- Administration Support Officer
 - Head of Amenities and Assets
10. To consider a quotation of **£4,510.38 inc. VAT** for ten new, one-metre-square planters in Guernsey granite colour to replace the existing, aged, planters along the Harbour and Quay. (*Recommended by the Amenities Advisory Group, See attachment*)
11. To consider a quotation of **£535 exc. VAT** for capping off redundant drains at the Summerland Car Park public conveniences, following an inspection recommending improvements to drainage (*See councillor attachment*)
12. To consider submitting an S106 funding application for the installation of a controlled temperature system at the Community Centre; to review the quotes received and select a preferred contractor; and to delegate authority to the Clerk to progress the works, subject to the funding application being successful. (*See councillor attachment*)
13. To receive and consider a quotation of **£1,400 exc. VAT** for annual reviews and updates of asbestos management plans for MTC properties. (*See councillor attachment*)
14. To consider the Town Council organising a community beach clean, in partnership with local organisations, as part of Keep Britain Tidy's Great British Spring Clean on Saturday 21st March 2026. <https://www.keepbritaintidy.org/our-work/eliminating-litter/great-british-spring-clean>
15. To consider hosting a Somerset Day community picnic and fun day in Blenheim Gardens on Saturday 9th May 2026, in partnership with Minehead Rotary Club.
16. To note the forthcoming submission of a planning application for the conversion of the storm shelter in Blenheim Gardens into male and female toilet facilities.
17. To note the interim progress report submitted to Somerset Association of Local Councils (SALC) regarding the enhanced Youth Worker at Minehead Eye, funded through a SALC grant in year one and part-funded by MTC in year two. (*See attachment*)
18. To note that the scheduled March meetings of the Finance and General Purposes Committee and Full Council will not take place on their usual dates. Instead, a single combined meeting will be held on **Tuesday 17th March 2026 at 7:30 p.m. in the Community Centre.**



Ben Parker
Town Clerk
19th February 2026.