



MINEHEAD TOWN COUNCIL

Agenda

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

Tuesday 17th March 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 Citizens Advice West Somerset of up to 15 minutes, on their work within the local community.

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 24th February 2026.](#)
6. To receive the Minutes of the [Planning & Licencing Committee Meeting held on Tuesday 3rd March 2026.](#)
7. Accounts
 - i. To approve the following payments (*See Councillor attachment*):
 - Payment of **£3,888.00 inc. VAT** to Zurich Management Services Limited for 15 x Desktop Rebuild Cost Assessments (*Works discussed and approved at December 2025's Full Council Meeting, Minute Number 2025/219*)
 - Payment of **£2,808.98 Inc. VAT** to Glasdon for 2 x benches at seafront and Blenheim Gardens (*Benches fully funded through private donations*)
 - Payment of **£2,052.00 inc. VAT** to WestCountry Heating Ltd for repair and maintenance works to boilers at Minehead Community Centre. (*Works discussed and approved at December 2025's Full Council Meeting, Minute Number 2025/217*)
 - Payment of **£1,598.52 inc. VAT** to CJG Fire Protection Ltd for annual fire extinguisher and emergency lighting preventive maintenance across MTC buildings.
 - Payment of **£874.20 inc. VAT** to GB Sport & Leisure for the supply of a nest swing, chains and fittings. (*Works discussed and approved at January 2026's Full Council Meeting, Minute Number 2026/12*)

- Payment of **£510.00 inc. VAT** to Riverside Plant Nurseries for 2 x new trees at Blenheim Gardens and Woodcombe Walk (*Trees fully funded through Private donations*)
 - ii. To receive payments made for February (*See Attachment*)
 - iii. To receive budget income & expenditure reports for February (*See Attachment*)
 - iv. To receive income receipts for February (*See Attachment*)
 - v. To receive bank reconciliations for February (*See Attachment*)
8. To receive a report on the current fleet vehicles for the Amenities Team and to consider delegating authority to the Clerk to undertake any required repairs or replacement purchases within the approved budget. (*See attachment*)
9. To receive and consider a sponsorship proposal from Minehead Coast and Development Trust for the Minehead Bay Festival on 29th August 2026. (*See councillor attachment*)
10. To receive a report on the Christmas lighting tender document outlining amendments made following councillor feedback and to approve the final draft document. (*See attachment*)
11. To receive the proposed fees and charges for 2026/27 from the Community Land Use Advisory Group. (*See attachment*)
12. To review and approve the regular payments including staff salaries for 2026/27 financial year. (*See attachment*)
13. To receive and approve the updated Minehead Town Council asset register. (*See attachment*)
14. To receive a report on Minehead Town Council's insurance provision for 2026/27 and to consider the quotations for full Council cover. (*See attachment*)
15. To review the councillor arrangements for the quarterly internal financial checks in 2026/27 and to appoint two councillors to carry out these checks for the forthcoming financial year.
16. To receive and approve the reviewed Financial, Governance, Operational and Devolution Risk Assessments for 2026/27. (*See attachment*)
17. Grants
- i. To consider an application from Minehead Cricket Club for a grant of £500.
18. To receive a progress update on the tree replanting works in The Avenue.



Ben Parker
Town Clerk
12th March 2026.