



## MINEHEAD TOWN COUNCIL

Minutes from the Meeting of Minehead Town Council held on  
Tuesday 24<sup>th</sup> February 2026 at 7.30 pm in  
the Community Centre, Irnham Road, Minehead TA24 5DW

There was 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. The following matters were raised:

A member of the public expressed their appreciation for the improved maintenance standards around the town. They highlighted the recent grass cutting works along the banks at Townsend Road, the maintenance of the Wellington Square flower beds and the enhanced standards within Blenheim Gardens. They wished to commend the Town Council for the excellent work being carried out.

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

Zara Aitken from Minehead Coast Development Trust (MCDT) gave a presentation on the Minehead Bay Festival, scheduled to take place on 29<sup>th</sup> August 2026. She thanked the Town Council for its support in recent years, which has helped MCDT deliver a community led festival.

The Festival is a one day, free event held on the Esplanade and beach, with a focus on arts and music. Its aim is to promote local artists and musicians while also attracting higher quality performers to enhance cultural activity within the town. 2026 will be the fifth year of the Festival, which now attracts an estimated 5,000 attendees annually. The event seeks to contribute to the town's cultural identity, offer something for all ages and support the local economy by increasing footfall. Zara reported that several local businesses have noted increased trade on the day and some visitors now plan their stay in Minehead around the Festival dates.

The Festival is delivered by a team of over 40 volunteers, contributing significantly to community spirit. Despite adverse weather conditions in 2025, attendance remained strong and feedback was positive.

Zara noted that while the National Lottery Community Fund has supported the Festival in recent years, this funding is gradually reducing. The Festival will require approximately 50% match funding in 2026, equating to around £10,000. MCDT is exploring additional fundraising and sponsorship opportunities to ensure the Festival's ongoing viability. With increased support, they aim to expand the event further across the town, celebrating Minehead's heritage and culture and encouraging wider community involvement. It was highlighted that any support provided by MTC would not only help secure the Festival's future but also strengthen future grant applications by demonstrating strong local backing.

Members asked how attendance is assessed in terms of local versus non local visitors and whether Minehead residents are adequately engaged. Zara advised that, as a free event, information is largely anecdotal, but feedback suggests that around 70% of attendees are local. Marketing is focused on Minehead and West Somerset, and a post-event feedback form is used to capture further data.

*The meeting convened*

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

**Apologies:** Councillors Sharjeel and Beynon

**In attendance:** B Parker (Town Clerk), J Chapman (Deputy Clerk & RFO), Somerset Councillor Chilcott and 3 members of the public.

**2026/18.** To receive apologies for absence.

Councillors Sharjeel and Beynon's apologies were **received**.

**2026/19.** 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.

Councillor Kravis has a standing interest as a Somerset Councillor and additionally declared a personal interest in item 2026/30. For this item, he remained in the room but did not speak or vote.

There were no further disclosures of unregistered or other interests and to consider any prior requests for dispensations from councillors on matters to be considered at the meeting.

**2026/20.** To receive reports from Somerset Councillors and the Local Policing Team.

There were no members of the local policing team present.

Councillor Chilcott provided the following update:

- Somerset Council is currently in the midst of budget setting, with the budget meeting scheduled in March. The Government has agreed that SC may sell additional assets or borrow to help bridge the budget gap. Correspondence has also been received from the Government offering suggestions for supporting the Council's longer term financial position.
- A few questions have been raised regarding delays in updating circumstances on the Homefinder system, which historically affected individuals' ability to bid for properties. It was reported that there are currently very few delays and most minor updates are being processed almost immediately.
- Expressed her thanks to the Town Council for the recent tree replacement work in the town. She reported that significant tree maintenance is taking place along The Avenue, which now includes the planting of the MTC funded replacement trees. It is hoped that this will support an ongoing programme of tree replacement.

The Chair also thanked the Somerset Councillors for their continued efforts in pressing Somerset Council on tree matters.

Councillor Hadley gave the following update:

- The Boundary commission is due to publish its final report next week on the proposed Somerset Council division boundaries for the 2027 elections.

Councillor Kravis gave the following update:

- Noted that the delay in Somerset Council's budget setting process has been largely due to awaiting feedback from the Government.
- At the most recent Somerset Council Planning Meeting, he emphasised the importance of Neighbourhood Plans for local towns and parishes. The value of attending planning meetings to represent local applications was further noted.

**2026/21.** To receive updates from councillors on Advisory groups and Outside Bodies.

Cllr Lawton attended the first meeting of the Minehead Destination Marketing Steering Group. She also attended the launch of a West Somerset initiative, Promiseworks, aimed at increasing the number of mentors available to support young people aged 5–25.

Cllr Hodson reported that the feasibility study for the proposed swimming pool, funded through SASP, is in the data gathering phase. The findings are expected to be published at the end of March. He also noted that West Somerset College is seeking new governors to join the governing body.

**2026/22.** To approve and sign the Minutes of the [Full Council Meeting held on Tuesday 27<sup>th</sup> January 2026.](#)

**RESOLVED** the minutes of the Full Council Meeting held on Tuesday 27<sup>th</sup> January 2026 were approved and signed by the chair as a true and accurate record of the meeting.

**2026/23.** To receive the Minutes of the [Planning & Licencing Committee Meeting held on Tuesday 3<sup>rd</sup> February 2026.](#)

The minutes of the Planning & Licencing Committee Meeting held on Tuesday 3<sup>rd</sup> February 2026 were **received**.

**2026/24.** To receive the Minutes from the [Finance and General Purposes Committee Meeting held on Tuesday 10<sup>th</sup> February 2026.](#)

The minutes from the Finance and General Purposes Committee Meeting held on Tuesday 10<sup>th</sup> February 2026 were **received**.

**2026/25.** Accounts

- i. To approve the following payments:
  - 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.

The Clerk presented an additional invoice for councillors' consideration: **£1,176 inc. VAT** from Riverside Nurseries for four replacement trees for the Avenue.

**RESOLVED** the payments of £2,340 inc. VAT, £3,645, £540 inc. VAT and £1,176 inc. VAT were approved.

- ii. To note payments made for January.

The payments made for January were **noted**.

- iii. To note budget income & expenditure reports for January.

The budget income & expenditure reports for January were **noted**.

- iv. To note income received for January.

The income received for January was **noted**.

- v. To note bank reconciliations for January.

The bank reconciliations for January were **noted**.

**2026/26.** To receive and consider a business case proposing the creation and recruitment of two new posts:

- Administration Support Officer
- Head of Amenities and Assets

The business case prepared by the clerk and provided to councillors alongside the meeting agenda was **received**.

The business case outlined the requirement for two additional posts within the Town Council. An additional Administration Officer would work alongside the existing post holder, enabling extended office opening hours and improving office-based resilience. The creation of a Head of Amenities and Assets post would ensure continuity between Council strategy and operational delivery, while also providing day-to-day management of the amenities staff. The report confirmed that budget provision for both posts would be available from April 2026.

**RESOLVED** that the creation of the Administration Officer and Head of Amenities & Assets posts as permanent roles be approved, and that authority be delegated to the Town Clerk, in consultation with the Staffing Sub-Committee, to progress the recruitment and appointment to both positions.

**2026/27.** 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)*

Councillors were reminded that the planters located along the Harbour and the Quay, which were transferred to the Town Council under the recent devolution agreement, are in an aged condition. The existing planters do not have water-retention capability and therefore require significant watering during the summer months.

The Amenities Advisory Group had reviewed replacement options and recommended the purchase of ten new one-metre-square planters in a Guernsey granite finish, each incorporating a built-in water-retention reservoir.

**RESOLVED** that ten new, one-metre-square planters in Guernsey granite colour to replace the existing, aged, planters along the Harbour and Quay at a cost of £4,510.38 inc. VAT were approved.

**2026/28.** 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.

The clerk advised that due to a number of recent drainage issues at Summerland, a recent inspection recommended these works to improve the drainage.

**RESOLVED** the quotation of £535 exc. VAT for capping off redundant drains at the Summerland Car Park public conveniences.

**2026/29.** 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.

A project proposal for the remaining Section 106 developer contribution linked to planning application 3/21/13/084 (Ellicombe Meadows), totalling £21,500, had been developed through the Community Funding Advisory Group. The funding is designated for community facilities.

The Advisory Group proposed the installation of a controlled temperature system at the Community Building, noting that this would improve the usability of the centre for community classes, particularly during the summer months. Somerset Council had indicated support for the proposal in principle, subject to the submission of full quotations.

Due to the evidential requirements of S106 funding, the Clerk confirmed that the project must be fully costed and supported by competitive quotations. Six contractors had returned quotations for the installation of a controlled temperature system, and these were circulated to councillors.

To support the long-term sustainability of the centre, the Clerk had also obtained quotations for the installation of solar panels to power the system. The Clerk advised that if the Council wished to proceed with the option that included solar panels, an element of match funding would likely be required. All quotations for both the temperature control system and the solar panel installation were provided to councillors for consideration.

Councillors discussed whether selecting a preferred contractor prior to being awarded the grant was the best approach. The Clerk confirmed that the S106 application requires the submission of three competitive quotations, and that due to the constraints of financial regulations, standing orders and the limited time remaining to utilise the funding, this was the only realistic way to progress the project.

**RESOLVED** that the Council approves the submission of the S106 application for the Community Building controlled temperature system; that Contractor C is selected as the preferred contractor; and that the PV solar connection option is also pursued. The Clerk is delegated authority to engage the necessary contractors and progress the project, including agreeing the finer details, and is authorised to commit up to an additional £6,000

from the MTC Community Building Ear Marked Reserve, in addition to the £21,500 grant application.

**2026/30.** To receive and consider a quotation of **£1,400 exc. VAT** for annual reviews and updates of asbestos management plans for MTC properties.

*Cllr Kravis declared a personal interest in this item. He remained in the room but did not speak or vote.*

The annual reviews of asbestos management plans were due. These reviews are for sites with either known or suspected asbestos. Additional sites were added to the proposal for new inspections due to their recent devolution from Somerset Council.

**RESOLVED** the quotation of £1,400 exc. VAT for annual reviews and updates of asbestos management plans for MTC properties was approved.

**2026/31.** 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 21<sup>st</sup> March 2026. <https://www.keepbritaintidy.org/our-work/eliminating-litter/great-british-spring-clean>

Councillors were asked to consider Minehead Town Council's participation in the Great British Spring Clean, a Keep Britain Tidy initiative. As the date was approaching and this would be the Council's first year of involvement, the Clerk proposed that MTC organise a community beach clean on Saturday 21<sup>st</sup> March. If approved, the event would be staffed and promoted as a community activity, supported by MTC waste-removal arrangements, and councillors would be encouraged to take part.

The Clerk reported that early discussions with local organisations indicated optimism that the beach clean could run alongside other community initiatives planned for the same period.

**RESOLVED** that Minehead Town Council organise a community beach clean, in partnership with local organisations, as part of Keep Britain Tidy's Great British Spring Clean on Saturday 21<sup>st</sup> March 2026 be approved.

**2026/32.** To consider hosting a Somerset Day community picnic and fun day in Blenheim Gardens on Saturday 9<sup>th</sup> May 2026, in partnership with Minehead Rotary Club.

Councillors were informed that the Rotary Club were keen to support more community events in the town, and the Town Council, wishing to build on the success of last year's VE Day 80 celebration in Blenheim Gardens, were exploring options for a similar community event. It was noted that Somerset Day had been under-celebrated in the town, and it was therefore proposed that a Somerset Day celebration be held on the weekend prior to Somerset Day. Somerset Day 2026 falls on Monday 11<sup>th</sup> May 2026.

The event, similar in style to the VE Day celebration, would be a community-led event staffed by MTC, featuring live entertainment, stalls, and support from the café.

**2026/33.** 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.

It was noted that the facilities within the converted shelter would provide both male and female toilets, with the former gents' block being converted into an accessible toilet.

The forthcoming planning submission was **noted**.

**2026/34.** 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.

It was noted that the project has already delivered positive outcomes and demonstrated the significant community impact that can be achieved when local organisations work collaboratively. The tragic Cutcombe Hill incident further highlighted the importance of this role. The contribution of the LCN to this project was also acknowledged.

The interim report for the enhanced youth worker at Minehead eye was **noted**.

*Councillor M Palmer left the meeting at 20:51.*

**2026/35.** 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 17<sup>th</sup> March 2026 at 7:30 p.m. in the Community Centre.

A single combined meeting of Minehead Town Council will be held on Tuesday 17<sup>th</sup> March 2026 at 7:30 p.m. in the Community Centre was **noted**.

The meeting closed at 20:52.

Councillor Craig Palmer  
Chair of Minehead Town Council  
February 2026.