



MINEHEAD TOWN COUNCIL

Agenda

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

Tuesday 28th April 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 West Somerset Tidal Lagoon Project of up to 15 minutes, on their proposals for a new tidal lagoon for West Somerset.

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 17th March 2026](#).
6. To receive the Minutes of the [Planning & Licencing Committee Meeting held on Tuesday 31st March 2026](#).
7. Accounts
 - i. To note the payments made in accordance with approved Council minutes (*See attachment*).
 - ii. To approve the following payments (*See councillor attachment*):
 - Payment of **£7,200 inc. VAT** to Minehead Eye Youth Services for delivery of Minehead Youth Club as per SLA.
 - Payment of **£6,077.50** to Somerset Council for the business rates for The Minehead Town Council Offices.
 - Payment of **£2,547.24 inc. VAT** to Somerset Association of Local Councils for regional and National affiliation Fees.
 - Payment of **£1,351.75 inc. VAT** to LBS for compost for the towns bedding displays.
 - Payment of **£624.23 inc. VAT** to Western Fuel for the supply of fuel for machinery used by the amenities team.

- iii. To receive payments made for March (*See Attachment*)
 - iv. To receive budget income & expenditure reports for March (*See Attachment*)
 - v. To receive income receipts for March (*See Attachment*)
 - vi. To receive and note the bank reconciliations for March and the financial year end (*See Attachment*)
- 8. To receive a report on the final quarter of the 2025-26 financial year and overview of the years accounts (*See attachment*)
- 9. To receive a report on the adoption of Revised Standing Orders, Financial Regulations and a New Scheme of Delegation and to consider the recommendations. (*See attachment*)
- 10. To review and approve the following policies as part of the Council's routine governance and assurance processes (*See attachments*):
 - i. Code of Conduct
 - ii. Publication Scheme
 - iii. Data Protection Policy
 - iv. IT Policy
 - v. General Reserves Policy
 - vi. Annual Investments Strategy
- 11. To conduct a periodic review of the Minehead Town Council Public Interest Report Action Plan, as discussed at the December 2025 Full Council meeting (*Minute Number 2025/15, See attachment*).
- 12. To receive and consider a sponsorship proposal from Minehead Coast and Development Trust for the Minehead Bay Festival on 29th August 2026. (*Decision deferred in March's Full Council meeting pending a further meeting with organisers and councillors which has now taken place, see councillor attachment*)
- 13. To consider an application from the 1st Exmoor Scout Group to use an area of unused land off Staunton Road, located behind the Harepark allotments, for scouting and associated outdoor activities. (*See councillor attachment*)
- 14. To consider an application from Leigh Danter & Sons to hold an autumn funfair at Marsh Common from Wednesday 9th September to Sunday 13th September 2026, with site setup and breakdown from Monday 7th September to Monday 14th September 2026 (*See councillor attachment*)
- 15. To note the settlement of a historic insurance matter relating to Amenities Team machinery and to consider delegating authority to the Clerk to procure necessary replacement equipment.
- 16. To receive a further update on fleet management following discussion at the March Full Council meeting. (*Minute number 2026/43*)

17. To receive and note the annual report for the SALC funded enhanced youth worker role at Minehead Eye. *(See attachment)*
18. To receive and note the final report from Citizens Advice West Somerset and to receive an update from the clerk regarding their scheduled closure at the end of April. *(See attachment)*
19. To receive and note an update on the installation of photovoltaic (PV) panels and a controlled-temperature system at the Community Building, funded through a Section 106 developer contribution linked to planning application 3/21/13/084 (Ellicombe Meadows).
20. To receive an update on Minehead Town Council's Community Engagement Events and to consider and approve the dates for the 2026/27 municipal year. *(See attachment)*



Ben Parker
Town Clerk
23rd April 2026.