



MINEHEAD TOWN COUNCIL

Minutes from the Meeting of Minehead Town Council held on
Tuesday 25th November 2025 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 appreciation for the recent replacement of three bus shelters in the town. They asked the Council to consider installing a new bus shelter at the railway station, suggesting that it could be funded through S106 contributions as opposed to local taxpayers. The need was emphasised due to adverse weather and the impact on elderly residents who require seating and shelter.

The Clerk advised that discussions had taken place with Somerset Council regarding Bus Service Improvement Plan (BSIP) funding for a shelter at the station, alongside the replacement of three unsafe shelters in the town, subject to highways approval. However, the project proved complex, so efforts were focused on ensuring the three removed shelters were replaced. The Clerk confirmed he will revisit the possibility of progressing the station shelter now that replacements are complete.

Concerns were also raised about uneven pavements along The Avenue, posing risks for frail and mobility impaired residents. It was noted that pavements fall under Somerset Council's Highways Department. Somerset Councillor Hadley confirmed he has reported the issue and will continue to do so.

The meeting convened

Present: Councillors C Palmer (Chair), Lawton, Jewell, Hodson, Bartlett, M Palmer, Hall, Bonar and Sharjeel.

Apologies: Councillors Kravis, Milton and Beynon

In Attendance: B Parker (Town Clerk), J Chapman (Deputy Clerk & RFO), Somerset Councillor Hadley and 2 members of the public.

2025/188. To receive apologies for absence.

Councillors Kravis, Milton and Beynon's apologies were **received**.

2025/189. 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.

There were no disclosures of unregistered or other interests from councillors on matters to be considered at the meeting.

2025/190. To receive reports from Somerset Councillors and the Local Policing Team.

Somerset Councillors Chilcott, Kravis and Strom's apologies were **received**.

There were no representatives from the Local Policing Team present.

Councillor Hadley gave the following update:

- The Somerset wide Local Plan is now progressing. A call for sites has been completed, and sites are being assessed for suitability. Public consultation is expected in 2026. Residents are encouraged to participate. The new Somerset plan will replace the current West Somerset Plan.
- The Boundary Commission was due to announce proposals for Somerset's new warding arrangements on 2nd December but has delayed its response. The consultation has been reopened and is available online. <https://www.lgbce.org.uk/all-reviews/somerset>

Somerset Councillor Hadley was asked about leaf clearance in the town with concerns that other towns may be receiving a higher standard of service. He noted that a street sweeper has been seen locally but was not aware of the specific schedule. It was also noted that several gullies have recently been cleared. At the LCN Highways Subgroup, it was raised that gully clearance would be more effective if parking restrictions were introduced during scheduled works to allow full access for clearance.

2025/191. To receive updates from councillors on Advisory groups and Outside Bodies.

- Several Town Councillors attended Remembrance services in Minehead over Remembrance Day.
- Cllr Hodson reported that Somerset Activity & Sports Partnership (SASP) is now involved in the swimming pool project, working with consultants and fundraisers. A recent meeting provided confidence in the project's delivery. Swim England has awarded grant funding and identified Minehead as a priority area for a pool.
- Councillor Hall attended a beach clean organised by Plastic Free Communities, with around 40 participants. The event was well organised.
- Councillor Lawton gave an update on Quirk's Almshouses. A newly renovated cottage will be advertised for a new resident in early December. Applications can be collected from the MTC office and must be submitted by early January. There is no lower age limit and while most residents are single, this is not a requirement. Applicants must demonstrate need and a connection to the Minehead area.
- Councillor C Palmer reported a constructive meeting with Minehead Twinning Society. Outcomes will be brought to a future agenda regarding inviting the representatives from Saint Berthevin to the town.

2025/192. To approve and sign the Minutes of the [Full Council Meeting held on Tuesday 28th October 2025](#)

RESOLVED the minutes of the Full Council Meeting held on Tuesday 28th October 2025 were approved and signed by the chair as a true and accurate record of the meeting.

2025/193. To receive the Minutes of the [Planning & Licencing Committee Meeting held on Tuesday 4th November 2025](#)

The minutes of the Planning & Licencing Committee Meeting held on Tuesday 4th November 2025 were **received**.

2025/194. To receive the Minutes of the [Finance and General Purposes Committee held on Tuesday 11th November 2025](#).

The minutes of the Finance and General Purposes Committee held on Tuesday 11th November 2025 were **received**.

2025/195. Accounts

- i. To approve the following payments:
 - Payment of **£3,600 inc. VAT** to Complete Weed Control for the targeted application of herbicide for street weeds between 15th & 17th 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.

A question was raised regarding street weed control and concerns about the application process. The Clerk confirmed that a report outlining the first year of targeted herbicide reintroduction will be prepared for a future Council meeting.

RESOLVED the payments of £3,600 inc. VAT, £2,859.26 inc. VAT, £954.72 inc. VAT, £608.40 inc. VAT and £593.31 inc. VAT were approved.

- ii. To note payments made in October.

The payments made in October were **noted**.

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

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

- iv. To note income receipts for October.

The income receipts for October were **noted**.

- v. To note bank reconciliations for October.

The bank reconciliations for October were **received**.

2025/196. To consider approving and adopting the following Policies:

- i. Exceptions Policy
- ii. Legal Consultation Policy
- iii. Recruitment & Staff Management Process
- iv. Tree Risk Management Strategy (*2025 Policy Review*)

Concerns were raised regarding the need for an Exceptions Policy. However, it was noted that such a policy provides flexibility for any unforeseen circumstances. It was further noted that the Exceptions Policy, Legal Consultation Policy and Recruitment & Staff Management Process Policy are required under the Public Interest Report Action Plan approved by Council in July. The Action Plan will be presented to Full Council at the next meeting for a progress review.

The Chair confirmed that each policy would be voted on individually. It was proposed that the Legal Consultation Policy be reviewed after six months.

RESOLVED by majority that the Exceptions Policy was approved

RESOLVED the Legal Consultation Policy with amendment for a six-month review was approved.

RESOLVED Recruitment & Staff Management Process was approved.

RESOLVED Tree Risk Management Strategy was approved.

2025/197. To consider a quotation of £5,040 inc. VAT for replacing the faulty door at the accessible toilet, Warren Road Toilets.

The Clerk explained that the door to the accessible toilet at Warren Road is approximately 20 years old and has undergone numerous modifications over time, including changes to locking mechanisms. These alterations have caused structural issues, leading to users becoming locked inside and repeated unsuccessful repair attempts. It was therefore agreed that replacing the door is now the only practical solution to ensure the facility remains safe and operational. It was suggested that the replacement door is funded through the Toilet Improvements Earmarked Reserve and sufficient budget was available.

Councillors queried whether the door could be sourced locally or if a more cost effective option could be considered. Concerns about the price were noted. However, the importance of providing an accessible toilet in a location with no alternatives was emphasised.

RESOLVED to accept the quote of £5,040 inc. VAT for the replacement of the accessible toilet door at Warren Road, with funding allocated from the Toilet Improvement Earmarked Reserve.

2025/198. To receive an update on Minehead Coast and Development Trust's Destination Marketing for Minehead.

The Clerk reported that a meeting was recently held with representatives from MCDT, who are developing a more digitised destination marketing model following the closure of the information centre earlier this year. The Town Council has funded a new sustainable approach to destination marketing. To shape a community-led model, MCDT proposes creating a steering group with key partners, including the Town Council. Two councillor representatives have been requested, with the aim of holding an initial meeting in the New Year. The chair invited councillor nominations.

RESOLVED that Councillors C Palmer and Lawton will be councillor representatives at the destination marketing steering group.

2025/199. To consider the architect's quotation for reviewing the internal layout of Minehead Town Council offices.

The Clerk reported that an initial meeting had been held with the architect to discuss plans for reconfiguring the internal layout of the Council offices following completion of the 999-year leasehold purchase.

A comment was made regarding the current windows, which do not open, and it was suggested that alternative window options should be considered at the concept stage.

RESOLVED to delegate authority to the Clerk to commission the architect in accordance with the provided quotation.

2025/200. To consider and approve the Town Council's Statement of Requirements for community use of Council-owned assets.

The Council noted increasing demand from community groups to use Town Council owned open spaces. To ensure a fair and consistent approach, a Statement of Requirements (SOR) has been developed as an initial screening tool for proposed uses, ranging from small events to larger infrastructure projects. This will help applicants confirm suitability and enable the Council to assess proposals effectively, ensuring inclusivity and protecting community interests.

A draft SOR prepared by the Community Land Use Task and Finish Group was circulated prior to the meeting. While further work will be required for larger scale projects, it was agreed that this represents an important first step in a longer process, not the final stage.

RESOLVED The Statement of Requirements document was approved.

2025/201. 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.

It was noted that an historic Earmarked Reserve exists for the creation of a skate ramp. This reserve comprises a £2,000 grant originally awarded to the council for the project, which lapsed several years ago. Multiple attempts to contact the awarding body to confirm whether the funds should be returned have been unsuccessful. Councillors previously expressed interest in reallocating these funds; however, it was confirmed that a formal resolution of Full Council is required to determine the new allocation. This matter was therefore presented for discussion and decision.

A discussion was held regarding reallocating funds to a similar type of project. It was suggested that the funds be moved to the Play Areas Earmarked Reserve, supporting broader projects that provide similar benefits for younger generations rather than a single specific cause. The proposal was seconded.

RESOLVED to move the £2,000 from the skate park Earmarked Reserve to Play Area Earmarked Reserve.

2025/202. Grants

- i. To consider an application from The Regal Theatre for a small grant of £500 towards the upgrade of their lift facilities.

Councillors discussed the application and expressed uncertainty about how the proposed £500 contribution would impact the overall cost of the project, noting that such projects are typically expensive.

It was confirmed that a contribution of this nature is permissible under Section 137 of the Local Government Act 1972.

RESOLVED the £500 to The Regal Theatre towards the upgrade of their lift facilities.

2025/203. 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.)*

In previous meetings, concerns were raised regarding the level of funds held in the current account, with suggestions that surplus funds would be better placed in an account offering a higher interest rate and drawn down as required. The Deputy Clerk and RFO has recently transferred £200,000 to Hinckley & Bosworth Building Society at an interest rate of 1.75%. This arrangement leaves sufficient funds in the current account to cover known expenditure for the remainder of the financial year.

A question was raised regarding whether there is a limit on the amount that can be held or drawn down. The timescale for accessing funds was confirmed as typically one working day's notice. Councillors also noted that, in the next financial year, placing the precept in a higher-interest account and drawing down into the current account as needed could be more beneficial.

The update was **noted**.

2025/204. 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).

The dates were **noted**.

2025/205. To note the Clerk's completion of the Certificate in Local Council Administration (CiLCA).

The Clerk confirmed that he has recently completed his CiLCA qualification ahead of schedule. This council-funded qualification was a condition of accepting the role, as it is the industry-recognised standard and forms part of the eligibility criteria for a Council to adopt the General Power of Competence.

The update was **noted**.

2025/206. To note the Minehead Victorian Christmas light switch on and late night shopping event in The Avenue and The Parade on Friday 28th November 16:30 -21:00.

The Clerk provided an update on the Victorian Christmas event scheduled for Friday 28th November. Following feedback from last year, the road closure footprint has been reduced to minimise disruption on diversion routes. Core Highways will manage traffic with support from the Amenities Team. Free parking will be available in council car parks throughout the day to assist visitors.

The Rotary Club will provide marshals and Eat & Drink Arts Festival will support market stalls along The Avenue. Most shops will remain open for late-night shopping and community groups will be represented.

The event runs from 16:30 to 21:00, with the Christmas lights switch on at 18:30 at the stage area near Blenheim Road/Summerland Junction, led by students from Foxes Academy. Members were encouraged to attend and take the opportunity to connect with the community during the event. A dedicated webpage has been created and is regularly updated with event details.

<https://mineheadtowncouncil.gov.uk/your-council/minehead-victorian-christmas-public-information-guide>

The update was **noted**.

The meeting closed at 20:43

Councillor Craig Palmer

Chair of Minehead Town Council

November 2025