



## MINEHEAD TOWN COUNCIL

Minutes from the Meeting of Minehead Town Council held on  
Tuesday 26<sup>th</sup> August 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. No matters were raised.

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

**Apologies:** Councillors Sharjeel, Beynon, Kravis and Jewell.

**In Attendance:** B Parker (Town Clerk), J Chapman (Deputy Clerk & RFO) and 1 member of the public.

**2025/137.** To receive apologies for absence.

Councillors Sharjeel, Beynon, Kravis and Jewell's apologies for absence were received.

**2025/138.** 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.

**2025/139.** To receive reports from Somerset Councillors and the Local Policing Team.

There were no representatives from the local policing team present. Somerset Councillors Chilcott and Hadley sent their apologies.

**2025/140.** To receive updates from councillors on Advisory groups and Outside Bodies.

There were no councillor updates.

**2025/141.** To approve and sign the Minutes of the [Full Council Meeting held on Tuesday 22<sup>nd</sup> July 2025](#)

**RESOLVED** the Minutes of the Full Council Meeting held on Tuesday 22<sup>nd</sup> July 2025 were approved and signed by the chair.

**2025/142.** To receive the Minutes of the [Planning & Licencing Committee Meeting held on Tuesday 5<sup>th</sup> August 2025](#)

The Minutes of the Planning & Licencing Committee Meeting held on Tuesday 5th August 2025 were **received**.

**2025/143.** To receive the Minutes of the [Finance and General Purposes Committee held on Tuesday 12<sup>th</sup> August 2025](#).

The Minutes of the Finance and General Purposes Committee held on Tuesday 12th August 2025 were **received**.

**2025/144.** Accounts

- i. To approve the following payments over £1,500:
  - Payment of £2,080.01 inc. VAT to executors for Mr John Welch (Landlord) for 2 months' rent for Summerland Road Council Offices. (*Rent arising from delayed completion of office sale to MTC*)
  - Payment of £3,804.00 inc. VAT to Complete Weed Control for targeted street weed control in Minehead. (*Street weed response strategy approved in December 2024 Minute number 2024/204*)

**RESOLVED** the payment of £3,804.00 inc. VAT to complete weed control was approved.

Following consideration of the payment of £2,080.01 inc. VAT and the matters discussed under minute 2025/151, it was proposed and seconded that authority be delegated to the Clerk to settle the invoice up to a maximum of £2,000.00 inc. VAT, once a revised invoice has been issued.

**RESOLVED** to delegate the clerk the authority to pay up to £2,000.00 inc. VAT on receipt of the revised invoice.

- ii. To note payments made in July and August to date

The payments made in July and August to date were **noted**.

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

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

- iv. To note income receipts for July

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

- v. To note bank reconciliations for July

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

**2025/145.** To consider an application for co-option to Minehead Town Council in the Alcombe South Ward.

An application for co-option to Minehead Town Council from a member of the public was considered.

The candidate spoke to Councillors, explaining why they wanted to join MTC. Councillors voted to suspend standing orders, and the applicant and attendees of the meeting were then invited to leave the room to allow a paper ballot to take place. Attendees were then invited to rejoin the room, and standing orders were reinstated.

**RESOLVED** for Mr Jerry Milton to be co-opted to Minehead Town Council representing Alcombe South Ward.

After signing the declaration of acceptance of office, which was witnessed by the Clerk as proper officer, Mr Milton took his place in the meeting as a councillor.

**2025/146.** To consider a quotation for the installation of festive lighting for 2025, noting that the lights are provided under an existing supply contract.

The Clerk reported that the festive lighting contract extension had been approved by Council in December 2023. To avoid additional fees, the installation element of the contract had been separated and now required formal approval. The quotation included onsite support for the Christmas light switch on event and removal in the New Year.

It was noted that the contract does not cover onsite assistance for failures. However, the contractor has previously provided support when issues arose and worked hard to minimise costs, particularly during last year's storms.

Councillors noted this was the final year of the two year extension, with a further update on future festive lighting to follow. A query was raised regarding the quality of decoration and lighting of the Christmas tree in Wellington Square. It was confirmed that any additional lighting would be outside the current contract and could be considered at extra cost, with the matter also taken into account when planning for future years.

**RESOLVED** the quotation for the installation of festive lighting, onsite support for the Christmas light switch on event and removal in the New Year was approved.

**2025/147.** To receive report on Tree surveys of significant trees on Minehead Town Council areas including recently devolved assets and to consider the quotations.

A report of significant trees on Minehead Town Council areas was circulated alongside the agenda. The report was **received**.

Three quotes for tree survey work were considered. It was queried whether the recommended quote was chosen on cost alone. The contractor submitting the lower quotation was confirmed as reputable and reliable. Councillors asked if they could nominate specific trees for inspection. The Clerk advised that councillor suggestions could be submitted but would likely be picked up in the survey. Councillors agreed the importance of tree surveys and that the Clerk would keep them updated on progress and any resulting works.

The virement of funds from the Devolution Earmarked Reserve was discussed, as a number of devolved trees may require works. To support effective risk management, it was agreed that the Clerk should be authorised to commission urgent tree works where required.

**RESOLVED** to approve the contractor who provided Quote A (£9,310.00) to carry out the survey of MTC managed trees and to authorise the Clerk to engage the contractor and arrange for the works to begin without delay.

**RESOLVED** the virement of £5,000 from the Devolution Ear Marked Reserve to the tree management budget and the delegation to the clerk expenditure, within the remaining tree management budget, for any high priority works arising from the survey.

**2025/148.** To consider a request from the Minehead Twinning Society for Minehead Town Council to invite representatives from St. Berthevin to visit Minehead in 2026.

An email was received from the Twinning Society requesting an invitation for representatives from St. Berthevin to visit Minehead in 2026. Councillors reviewed the value of the arrangement, noting that the formal agreement is now in its 35<sup>th</sup> year. While the society's membership is small, it is highly valued by participants and has included exchanges of gifts over the years. Councillors recognised uncertainty around the Council's role and agreed that a meeting with the Twinning Society would clarify responsibilities.

**RESOLVED** to agree in principle to invite representatives from St. Berthevin in 2026, subject to a meeting with the Twinning Society to confirm roles and expectations.

**2025/149.** To note Somerset Council's Local Transport Plan consultation and consider a response from the Town Council. <https://somersetcouncil.citizenspace.com/active-travel/copy-of-local-transport-plan-2025/>

Somerset Council is inviting feedback on the draft countywide transport plan. Councillors considered whether to submit a Council wide response. The consultation was **noted** and it was agreed that councillors and residents could submit individual responses using the above link.

**2025/150.** To consider awarding a £1,000 grant to St. Michael's Pool towards the cost of a new pool cover, under Section 137 of the Local Government Act 1972.

A grant application was received from St Michael's Pool towards the cost of a new pool cover. The amount requested fell outside the scope of the current grant awarding policy, and was therefore referred by the Finance and General Purposes Committee to Full Council for consideration, given the important role the community-run pool plays for Minehead residents.

The Deputy Clerk confirmed that sufficient funds are available within the grants budget, and the Clerk advised that, should Council wish to approve the application, it may be lawfully awarded under Section 137 of the Local Government Act 1972.

**RESOLVED** the awarding of a £1,000 grant to St. Michael's Pool towards the cost of a new pool cover, under Section 137 of the Local Government Act 1972 was approved.

**2025/151.** To receive and note an update on the 999-year leasehold purchase of the Minehead Town Council Offices.

The Clerk provided an update on the purchase of the Town Council offices. The contract was reviewed, signed and sealed during the previous week in accordance with Standing Orders, with two councillors acting as witnesses. Contracts were exchanged and completion took place on Friday 22<sup>nd</sup> August. Due to the delay in finalising the purchase, two months' rent became payable beyond the intended rent-free period. However, the landlord has agreed to issue a revised invoice to reflect the actual completion date and to ensure the rent is accurately apportioned. The total purchase cost was £110,000 + VAT. The update was **noted**.

The meeting closed at 20:25

Councillor Craig Palmer

Chair of Minehead Town Council

August 2025

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