



MINEHEAD TOWN COUNCIL

Agenda

Members of the public are invited to attend the Statutory Annual Meeting of Minehead Town Council to be held on
Tuesday 26th May 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.

1. Election of Mayor (Chair of the Council) and acceptance of office.
2. Election of Deputy Mayor.
3. To receive apologies for absence.
4. To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the Meeting.
5. To receive reports from Somerset Councillors and the Local Policing Team.
6. To receive updates from councillors on Advisory Groups and Outside Bodies.
7. To approve and sign the [Minutes of the Full Council Meeting held on 28th April 2026](#)
8. To receive the [Minutes of the Finance and General Purposes Committee Meeting held on Tuesday 12th May 2026](#)
9. To receive the [Minutes of the Planning Committee Meeting held on Tuesday 5th May 2026](#)
10. Review of Committees.
 - i. To approve the Committee Structure for 2026/27 municipal year.
 - ii. To agree to appoint members to the Finance and General Purposes Committee.
 - iii. To approve the Terms of Reference for Finance and General Purposes Committee. *(See Attachment)*
 - iv. To agree to appoint members to the Planning and Licencing Committee.
 - v. To approve the Terms of Reference for the Planning and Licencing Committee. *(See Attachment)*
11. Review of subcommittees.
 - i. To agree to appoint members to The Staffing Subcommittee.
 - ii. To approve the Terms of Reference for The Staffing Subcommittee. *(See Attachment)*

12. Review of Advisory Groups.
 - i. To approve the Advisory Group arrangements for the 2026/27 municipal year. *(See Attachment)*
 - ii. To agree to appointment members to Advisory Groups.
 - iii. To approve the Terms of Reference for Advisory Groups. *(See Attachment)*
13. To agree Town Council representation on outside bodies. *(See Attachment)*
14. To approve the calendar of meetings for 2026/27 municipal year. *(See Attachment)*
15. To review the Council's and staff subscriptions to other bodies. *(See Attachment)*
16. To note the arrangements for insurance cover in respect of all insurable risks for 2026/27. *(See Councillor Attachment)*
17. To note the payments made under section 137 of the Local Government Act 1972 by Minehead Town Council in 2025/26. *(See Attachment)*
18. To note the Minehead Town Council Asset Register. *(See Attachment)*
19. To note Minehead Town Council's standing orders, financial regulations and Scheme of Delegation for 2026/27. *(See Attachment)*
20. Accounts.
 - i. To note the payments made for April. *(See Attachment)*
 - ii. To note budget & expenditure reports for April. *(See Attachment)*
 - iii. To note income received for April. *(See Attachment)*
 - iv. To note bank reconciliations for April. *(See Attachment)*
21. To consider complaints received regarding the Council's use of glyphosate in street weed control, review current processes and determine whether any changes to practice are required.



Ben Parker
Town Clerk
20th May 2026