



MINEHEAD TOWN COUNCIL

Minutes from the Statutory Annual Meeting of Minehead Town Council held on
Tuesday 26th May 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. No matters were raised.

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

In Attendance: B Parker (Town Clerk), Somerset Councillors Chilcott and Hadley.

2026/74. Election of Mayor (Chair of the Council) and acceptance of office.

Councillor Kravis was nominated through a proposer and seconder. Cllr Kravis accepted the nomination.

Councillor C Palmer was also nominated through a proposer and seconder. Cllr C Palmer accepted the nomination.

A vote was taken between the two candidates.

RESOLVED that Councillor C Palmer be elected Chair of Minehead Town Council and Mayor of Minehead unless they resign or become disqualified and shall continue in office until their successor is elected at the next Annual Meeting of Minehead Town Council in May 2027. The Declaration of Acceptance of Office was duly signed by the chair and countersigned by the Clerk in their capacity as Proper Officer, who also witnessed the signature.

2026/75. Election of Deputy Mayor.

Councillor Lawton was nominated through a proposer and seconder. Cllr Lawton accepted the nomination.

Councillor Milton was also nominated through a proposer and seconder. Cllr Milton accepted the nomination.

RESOLVED by majority that Councillor Milton be elected Vice Chair of Minehead Town Council and Deputy Mayor of Minehead unless they resign or become disqualified and shall continue in office until their successor is elected at the next Annual Meeting of Minehead Town Council in May 2027.

2026/76. To receive apologies for absence.

There were no apologies for absence.

2026/77. To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the Meeting.

Councillor Kravis has a standing declaration as a Somerset Councillor.

There were no further disclosures of unregistered or other interests from Councillors on matters to be considered at the Meeting.

2026/78. To receive reports from Somerset Councillors and the Local Policing Team.

There were no representatives from the Local Policing team present.

Councillor Chilcott gave the following updates:

- Recruitment to appoint a permanent Chief Finance Officer was undertaken, and a candidate was initially offered the post but subsequently withdrew. As a result, interim arrangements have continued, with the current interim officer expected to remain in place until the end of March 2027.
- SEND services in the area have experienced significant delays in issuing Education, Health and Care Plans (EHCPs), leading to extended waiting times. Additional funding is now being directed into SEND support, alongside a number of proposals aimed at improving service delivery.
- She advised that she is continuing to follow up with Somerset Council regarding the recent street tree pruning works, including seeking clarification on longer-term maintenance arrangements. A response is still awaited.

Councillor Hadley gave the following updates:

- Local Housing Needs Assessment for 2025–2045 has now been published, outlining housing requirements across the county. This will play a key role in informing the development of the Local Plan.
- Attendance at the most recent Local Plan meeting noted that initial areas of land across the county have been identified for potential development. The draft plan is expected to be published for consultation around September 2027, and it will be important for residents to provide feedback at that stage.
- The Somerset Retail and Leisure Needs Assessment has also been published, setting out projected requirements for these sectors across the county. This will help guide Local Plan policies and future decisions relating to town centre development.
- Councillor Hadley expressed his thanks to the Chair of the Town Council, Cllr Craig Palmer, along with the Clerk and the wider Council, for their work over the past year, and provided an overall overview from a Somerset Council perspective. He noted that 2025/26 has been a particularly challenging financial year, with adult and children’s social care accounting for approximately two thirds of total expenditure. A range of factors continues to place increasing pressure on these services, with consequential impacts on other areas such as highways and transport.
- He also highlighted the growing importance of town councils in the current climate and concluded by extending his thanks to local residents for their continued support.

2026/79. To receive updates from councillors on Advisory Groups and Outside Bodies.

Councillor Hodson provided an update on the Pool Group and the long-awaited feasibility study. The report was expected around this week. However, the initial draft has to undergo revisions and comments before it can be finalised and published. The intention is for the completed report, along with its recommendations, to be presented to Full Council in due course.

2026/80. To approve and sign the [Minutes of the Full Council Meeting held on 28th April 2026](#)

RESOLVED the Minutes of the Full Council Meeting held on 28th April 2026 were approved and signed by the chair as a true and accurate record of the meeting.

2026/81. To receive the [Minutes of the Finance and General Purposes Committee Meeting held on Tuesday 12th May 2026](#)

The minutes of the Finance and General Purposes Committee Meeting held on Tuesday 12th May 2026 were **received**.

2026/82. To receive the [Minutes of the Planning & Licencing Committee Meeting held on Tuesday 5th May 2026](#)

The minutes of the Planning & Licencing Committee Meeting held on Tuesday 5th May 2026 were **received**.

2026/83. Review of Committees.

- i. To approve the Committee Structure for 2026/27 municipal year.

RESOLVED the Committee Structure for 2026/27 municipal year was approved as outlined in *Appendix A*.

- ii. To agree to appoint members to the Finance and General Purposes Committee.

RESOLVED for **ALL** Minehead Town councillors to be appointed members of the Finance and General Purposes committee.

- iii. To approve the Terms of Reference for Finance and General Purposes Committee.

RESOLVED the Terms of Reference for Finance and General Purposes Committee were approved.

- iv. To agree to appoint members to the Planning and Licencing Committee.

RESOLVED Councillors M Palmer, Bartlett, Hodson, Lawton, C Palmer were appointed as members of the Planning and Licencing Committee.

- v. To approve the Terms of Reference for the Planning and Licencing Committee.

RESOLVED the Terms of Reference for the Planning and Licencing Committee were approved.

2026/84. Review of subcommittees.

- i. To agree to appoint members to The Staffing Subcommittee.

RESOLVED Councillors Lawton, M Palmer, Hall, Hodson, Jewell, C Palmer were appointed as members of The Staffing Subcommittee.

- ii. To approve the Terms of Reference for The Staffing Subcommittee.

RESOLVED the Terms of Reference for The Staffing Subcommittee were approved.

2026/85. Review of Advisory Groups.

- i. To approve the Advisory Group arrangements for the 2026/27 municipal year.

RESOLVED the Advisory Group arrangements for the 2026/27 municipal year were approved as outlined in *Appendix A*.

ii. To agree to appointment members to Advisory Groups.

RESOLVED it was approved to appoint members to Advisory Groups as outlined in *Appendix A*.

iii. To approve the Terms of Reference for Advisory Groups.

RESOLVED the Terms of Reference for Advisory Groups were approved.

2026/86. To agree Town Council representation on outside bodies.

Councillors were invited to consider becoming Council representatives on the Local Community Network (LCN) working groups, and the Clerk was requested to investigate this further.

RESOLVED the Town Council representation and member representatives on outside bodies was approved as outlined in *Appendix A*.

2026/87. To approve the calendar of meetings for 2026/27 municipal year.

RESOLVED the calendar of meetings for 2026/27 municipal year was approved.

2026/88. To review the Council's and staff subscriptions to other bodies.

In accordance with Standing Orders, councillors reviewed the Council's and staff subscriptions to external bodies. A report previously approved by Council in March was included with the agenda for reference.

RESOLVED the Council's and staff subscriptions to other bodies was reviewed.

2026/89. To note the arrangements for insurance cover in respect of all insurable risks for 2026/27.

The arrangements for insurance cover in respect of all insurable risks for 2026/27 were **noted**.

2026/90. To note the payments made under section 137 of the Local Government Act 1972 by Minehead Town Council in 2025/26.

Councillors received an attachment alongside the agenda which included a summary of grants paid during the 2025/26 financial year, including those awarded under Section 137 of the Local Government Act 1972. The payments made were **noted**.

2026/91. To note the Minehead Town Council Asset Register.

The asset register was provided to councillors alongside the agenda. It was noted that this was the same register approved in March; however, as a live document, it remains subject to ongoing updates and amendment. The asset register was **noted**.

2026/92. To note Minehead Town Council's standing orders, financial regulations and Scheme of Delegation for 2026/27.

It was noted that the Town Council's Standing Orders, Financial Regulations, and Scheme of Delegation for the 2026/27 financial year, as approved in April 2026, remain in place and are subject to a six-month review, as agreed at that meeting.

2026/93. Accounts.

- i. To note the payments made for April.

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

- ii. To note budget & expenditure reports for April.

The budget & expenditure reports for April were **noted**.

- iii. To note income received for April.

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

- iv. To note bank reconciliations for April.

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

2026/94. 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.

Members considered the approach to street weed control, which involves the targeted use of glyphosate-based herbicides. It was suggested that spraying could be paused pending a public consultation. The issue was noted as highly contentious, with concerns raised both when glyphosate is used and when it is not. Members discussed potential environmental impacts and emphasised the importance of effective contractor management where external providers are engaged.

It was further noted that the Council has previously invested considerable time and resources in exploring glyphosate-free alternatives. However, these were not found to be sufficiently effective. The use of glyphosate-based products was therefore considered to provide the most effective approach, helping to manage costs to the taxpayer while maintaining generally weed-free streets.

RESOLVED with 8 in favour, 1 against and 3 abstentions, to continue with targeted street weed control using specialist contractors to apply glyphosate-based herbicides, ensuring all work is carried out safely, responsibly and in accordance with relevant guidance and best practice.

The meeting closed at 20:34

Councillor Craig Palmer
Chair of Minehead Town Council
May 2026



MINEHEAD TOWN COUNCIL 2026 – 2027

MAYOR – Cllr C Palmer
DEPUTY MAYOR – Cllr J Milton

FULL COUNCIL (*6)	
CHAIR – Cllr C Palmer	DEPUTY CHAIR – Cllr J Milton
Cllr T Bartlett	Cllr B Jewell
Cllr C Beynon	Cllr M Kravis
Cllr J Bonar	Cllr M Palmer
Cllr B Hall	Cllr B Hodson
Cllr M Sharjeel	Cllr A Lawton

COMMITTEES

FINANCE AND GENERAL PURPOSES COMMITTEE (*5)	
Cllr B Hodson	Cllr T Bartlett
Cllr C Beynon	Cllr M Kravis
Cllr J Bonar	Cllr A Lawton
Cllr B Hall	Cllr C Palmer
Cllr M Sharjeel	Cllr M Palmer
Cllr B Jewell	Cllr J Milton

PLANNING & LICENSING COMMITTEE (*3)	
Cllr M Palmer	Cllr T Bartlett
Cllr B Hodson	Cllr A Lawton
Cllr C Palmer	

SUB COMMITTEES

STAFFING SUB COMMITTEE (*3)	
Cllr A Lawton	Cllr M Palmer
Cllr B Hall	Cllr B Hodson
Cllr B Jewell	Cllr C Palmer

*Number of councillors required to be present to achieve a quorum

ADVISORY GROUPS:

AMENITIES ADVISORY GROUP Allotments, Cemetery, Public Toilets, Open Spaces, Depots (Min 3 Councillors)	
Cllr M Palmer	Cllr A Lawton
Cllr C Palmer	Cllr B Jewell
Cllr B Hall	Cllr B Hodson

RISK, POLICY, & PROCEDURS ADVISORY GROUP Council Policies & Procedures. Risk Management (Minimum 3 Councillors)	
Cllr B Hodson	Cllr C Palmer
Cllr M Palmer	Cllr B Jewell

COMMUNITY FUNDING ADVISORY GROUP To identify Town Council & community eligible for external funding (Minimum 3 Councillors)	
Cllr B Jewell	Cllr C Palmer
Cllr M Palmer	Cllr A Lawton
Cllr M Sharjeel	Cllr C Beynon

TASK AND FINSH GROUPS

MINEHEAD COMMUNITY LAND USE TASK AND FINISH GROUP To develop a clear and practical Statement of Requirements to guide community led projects that seek to use land owned or managed by Minehead Town Council (Minimum 3 Councillors)	
Cllr B Jewell	Cllr B Hall
Cllr M Palmer	Cllr C Beynon
Cllr B Hodson	Cllr C Palmer

REPRESENTATIVES ON OUTSIDE BODIES

MINEHEAD PEOPLE & PLACE PARTNERSHIP	Cllr C Palmer
MINEHEAD TWINNING GROUP	Cllr B Jewell
MINEHEAD YOUTH CLUB	Cllr C Beynon
SOMERSET BUS PARTNERSHIP	Cllr M Kravis
PLASTIC-FREE COMMUNITY GROUP	Cllr A Lawton Cllr M Palmer Cllr B Hall
QUIRKE'S ALMSHOUSES TRUSTEES (4 year appointment)	Cllr B Hodson Cllr C Palmer Cllr J Milton
WEST SOMERSET FLOOD GROUP	Cllr C Palmer
MINEHEAD POOL PROJECT	Cllr B Hodson