Minehead Town Council
The Council Offices, 3 Summerland Road, Minehead, TA24 5BP
Email: info@mineheadtowncouncil.gov.uk
Tel: 01643 707213

NOTICE OF FULL COUNCIL MEETING

Date: Tuesday 16th June 2026
Time: 7.30 pm
Venue: Community Building, Irnham Road, Minehead TA24 5DW

ALL COUNCIL MEETINGS ARE OPEN TO THE PUBLIC AND PRESS
Public Bodies (admission to Meetings) Act 1960

Dear Councillors,

You are hereby summoned to attend the Full Council meeting of Minehead Town Council. The meeting will consider the items set out in the agenda. It is not lawful for the Council to consider business not on the agenda ***(Local Government Act 1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).***

Ben Parker
Town Clerk
11th June 2026

PUBLIC FORUM

There will be a 15-minute public forum prior to the commencement of the meeting, during which residents of Minehead and Alcombe (who would not ordinarily be permitted to speak during the meeting except at the discretion of the Chair) may raise matters relating to the town. Each speaker will be limited to a maximum of three minutes. Please note that, in accordance with statutory requirements, the Council is unable to make decisions on any matters not included on the published agenda.

In accordance with the Openness of Local Government Bodies Regulations 2014, members of the public may photograph, film, audio record and report on this meeting, including via social media. While no prior notification is required, advance notice would assist the Council in making reasonable arrangements. This entitlement applies only to public sessions; recording must cease if the meeting moves into private session. Recording should be conducted in a reasonable and non-disruptive manner, and equipment must be clearly visible at all times. The use of intrusive lighting, flash photography or oral commentary during the meeting is not permitted. The Chair retains the discretion to manage recording to ensure the orderly conduct of the meeting.

A G E N D A

Members are reminded that, in the exercise of all Council functions, due regard must be given to relevant statutory responsibilities, including (but not limited to) equal opportunities, crime and disorder, health and safety, human rights, and biodiversity.

1. To receive Apologies for Absence ***LGA 1972 s 85 (1)***

2. To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the meeting ***Localism Act 2011 S 26 - 34***

3. To receive reports from Somerset Councillors and the Local Policing Team.

4. To receive reports from councillors, advisory groups and outside bodies.

5. To approve and sign the Minutes of the Statutory Annual Meeting of Minehead Town Council held on Tuesday 26th May 2026. ***LGA 1972 Sch 12 para 41***

6. To receive the Minutes of the Planning & Licencing Committee meeting held on Tuesday 2nd June 2026.

7. Accounts (*See attachments*) ***Accounts and Audit Regulations 2015***

i. To approve the following payments:
   - Payment of **£2,729.78 exc. VAT** to Danfo UK for the final 50% of the sales value for the replacement door at Warren Road Accessible Toilets. (*Item discussed at November 2025's Full Council Meeting Minute Number 2025/197 and December 2025's Full Council Meeting Minute Number 2025/213)*

ii. To receive Payments made in May.

iii. To receive budget income & expenditure reports for May.

iv. To receive income receipts for May.

v. To receive bank reconciliations for May.

8. AGAR 2025 – 2026 (*See attachments*) ***Accounts and Audit Regulations 2015***

i. To receive the annual internal audit report for 2025/26.

ii. To approve the annual governance statement (*Section 1 of the Annual Governance and Accountability Return for 2025/26*)

iii. To approve the annual accounting statement for the year ending 31st March 2026. (*Section 2 of the Annual Governance and Accountability Return for 2025/26*)

9. To receive a report on the festive lights tender and to consider and approve the appointment of a contractor for the town's festive lighting scheme (2026–2028). (*See attachment)* ***LGA 1972 s 144***

10. To receive a report on the sand accumulation on the esplanade and to consider delegating the authority to the clerk to organise its removal. (*See attachment*) ***LGA 1972 s 101***

11. To note the purchase of a new tipper van and receive an update on the Amenities Team fleet. *(See attachment)* ***LGA 1972 s 111***

12. To receive and note an update on recruitment for two available posts at Minehead Town Council. *(See councillor attachment)* ***LGA 1972 s 111***

13. To note a Minehead Town Council nomination for The Somerset Council Chair's Awards for Service to the Community 2026. *(See councillor attachment)*

End of Agenda

CIRCULATION

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

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. Councillor Kravis accepted the nomination.

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

A vote was taken between the two candidates. The votes were tied and the Chair's casting vote was exercised in accordance with statutory provisions.

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 undergone 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.

Initial ……………….

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.

Initial ………………..

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

APPENDIX A

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

Initial ………………..

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 FINSIH 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

Initial ……………….

Minutes of the Planning and Licensing Committee Meeting of Minehead Town Council held on Tuesday 2nd June 2026 at 6:30 p.m. in the Minehead Town Council Offices

Present: Councillors M Palmer, Lawton, C Palmer and Hodson
Apologies: Councillor Bartlett
In attendance: B Parker (Town Clerk)

2026/25. To appoint a chair of the Planning & Licencing Committee for the 2026/27 Municipal Year.

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

> **RESOLVED** that councillor M Palmer be elected Chair of the Planning and Licencing Committee for the 2026/27 municipal year.

2026/26. To receive Apologies for Absence ***LGA 1972 s 85 (1)***

Councillor Bartlett's apologies for absence were **received**.

2026/27. To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the meeting ***Localism Act 2011 S 26 - 34***

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

2026/28. To approve and sign the Minutes of the Planning & Licencing Committee meeting held on Tuesday 5th May 2026.

> **RESOLVED** the minutes of the Planning & Licencing Committee meeting held on Tuesday 5th May 2026 were approved and signed by the committee chair as a true and accurate record.

2026/29. To consider the Planning Applications received.

The applications were considered and comments are at Appendix 1.

2026/30. To consider the Licensing Applications received.

The applications were considered and comments are at Appendix 2.

The meeting closed at 19:04

APPENDIX 1

Application	Recommendation
3/21/26/023 Erection of ball stop netting, steel posts and associated works **Land at Minehead Cricket, Luttrell Way, Minehead, TA24 6DF**	**RESOLVED** the committee could see no material reason to object the application.
3/21/26/026 Erection of two dwellings and associated development **Maples, Ellicombe Lane, Minehead, TA24 6TR**	Councillors considered previous applications relating to the property and noted their refusal, including that the subsequent appeal was dismissed and the original decision upheld. They also noted the response from the Minehead Conservation Society. Councillors further observed that the proposed development lies outside the current development boundary and considered that it does not support local housing need. **RESOLVED** that the Committee objects to the development, supports the upholding of the previous appeal decision and endorses the material considerations identified in earlier applications, together with the comments submitted by the Minehead Conservation Society.
3/21/26/028 Demolition of garage and store and erection of double garage with office and gym in roof space, removal of flat roof over utility room of dwelling and construction of pitched roof together with canopy roof on the east and south elevations **27A Ponsford Road, Minehead, TA24 5DX**	**RESOLVED** the committee could see no material reason to object the application.
3/21/26/029 Demolition of conservatory and single-storey side and rear extension and erection of a two-storey side and rear extension, including side lean-to, with associated internal alterations **15 Lower Park, Minehead, TA24 8AY**	**RESOLVED** the committee could see no material reason to object the application.

T/21/26/004 Notification to crown-raise (to approximately 4 metres above ground level) one sycamore tree within Minehead Wellington Square Conservation Area to the rear of 51 Bampton Street (overhanging 55), Minehead **55 Bampton Street, Minehead, TA24 5TU**	**RESOLVED** that Councillors agreed to defer the decision to the Tree Officer at Somerset Council.
3/21/26/030 Conversion of former guest house into 3 No. flats **Tranmere House, 24 Tregonwell Road, Minehead, TA24 5DU**	Councillors noted that, whilst it was regrettable to see this type of accommodation/business cease, they considered that the provision of additional residential accommodation would be beneficial to the town. **RESOLVED** the committee could see no material reason to object the application.

APPENDIX 2

Application	Recommendation
Variation of Premisses Licence **The Banckers Draught, Royal British Legion, Bancks Street, Minehead, TA24 5DJ**.	Councillors considered the significant variation between the proposed licence and the existing licence for the premises, in particular the extended closing times. They discussed the implications of this variation within a built-up residential area. **RESOLVED** that the Committee objects to the application on the grounds of concerns regarding the prevention of public nuisance, specifically in relation to the proposed late closing times in a residential area, in accordance with one of the four licensing objectives under the Licensing Act 2003.

Councillor M Palmer
Chair of the Planning and Licencing Committee
June 2026

Minehead Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
104		01/05/2026		NatWest Current Acc	MAY26DD3	Broadband/Telephones	South West Communicatioı		413.03	82.61	495.64
											495.64
105		01/05/2026		NatWest Current Acc	MAY26DD4	Subscription	Scribe Accounts		292.00	58.40	350.40
											350.40
108		01/05/2026		NatWest Current Acc	MAY26DD7	Water or/and Sewage	Water2Business Ltd		120.47		120.47
											120.47
102		01/05/2026		NatWest Current Acc	MAY26DD1	Rent - Depot 31	PM & PD Bohun		755.00		755.00
											755.00
134		01/05/2026		CashPlus – Pre Paid (	MAY26PP1	Fuel	Tesco		67.71	13.54	81.25
											81.25
103		01/05/2026		NatWest Current Acc	MAY26DD2	Lease of BG21 DSX	Mitsubishi HC Capital UK Pl		688.99	68.80	757.79
											757.79
106		01/05/2026		NatWest Current Acc	MAY26DD5	Road Tax	DVLA		230.00		230.00
											230.00
107		01/05/2026		NatWest Current Acc	MAY26DD6	Water or/and Sewage	Water2Business Ltd		43.25		43.25
											43.25
113		01/05/2026		NatWest Current Acc	MAY26DD9	Water or/and Sewage	Water2Business Ltd		53.50		53.50
											53.50
135		02/05/2026		CashPlus – Pre Paid (	MAY26PP2	Free Press & Milk	Co-operative		2.20		2.20
											2.20
110		05/05/2026		NatWest Current Acc	MAY26DD10	Website Hosting	Word Gets Around Ltd		50.00		50.00
											50.00
112		06/05/2026		NatWest Current Acc	MAY26PY2	Advertising	Hutchinson Marketing Ltd (		195.00	39.00	234.00
											234.00
111		06/05/2026	2026/69 April 2026 FC	NatWest Current Acc	MAY26PY1	Vehicle Purchase	Super Trucks UK (Impex Tı		416.67	83.33	500.00
											500.00
136		08/05/2026		CashPlus – Pre Paid (	MAY26PP3	Free Press & Milk	Iceland		1.20		1.20
											1.20
137		08/05/2026		CashPlus – Pre Paid (	MAY26PP5	Free Press & Milk	Co-operative		2.20		2.20
											2.20
184		08/05/2026		CashPlus – Pre Paid (	MAY26PP7	Licences	Microsoft		123.43		123.43
											123.43
138		08/05/2026		CashPlus – Pre Paid (	MAY26PP4	Fuel	Tesco		51.99	10.40	62.39
											62.39
109		09/05/2026		NatWest Current Acc	MAY26DD8	Water or/and Sewage	Water2Business Ltd		222.57	22.39	244.96
											244.96
139		11/05/2026		CashPlus – Pre Paid (	MAY26PP6	Hosting - accessibility	20i Ltd		6.99	1.40	8.39
											8.39

Minehead Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
115		11/05/2026		NatWest Current Acc	MAY26DD12	Electricity	YU Energy		58.15	2.91	61.06
											61.06
126		11/05/2026		NatWest Current Acc	MAY26PY8	Business Rates	Somerset Council		608.00		608.00
											608.00
121		11/05/2026		NatWest Current Acc	MAY26PY3	Business Rates	Somerset Council		453.00		453.00
											453.00
123		11/05/2026		NatWest Current Acc	MAY26PY5	Business Rates	Somerset Council		332.00		332.00
											332.00
124		11/05/2026		NatWest Current Acc	MAY26PY6	Business Rates	Somerset Council		325.00		325.00
											325.00
125		11/05/2026		NatWest Current Acc	MAY26PY7	Business Rates	Somerset Council		333.00		333.00
											333.00
127		11/05/2026		NatWest Current Acc	MAY26PY9	Business Rates	Somerset Council		420.00		420.00
											420.00
122		11/05/2026		NatWest Current Acc	MAY26PY4	Business Rates	Somerset Council		330.00		330.00
											330.00
114		11/05/2026		NatWest Current Acc	MAY26DD11	Electricity	Scottish Power		222.86	11.14	234.00
											234.00
128		11/05/2026		NatWest Current Acc	MAY26PY10	Sundries- maintenance	Ben Parker		47.06	9.43	56.49
											56.49
116		11/05/2026		NatWest Current Acc	MAY26DD13	Electricity	YU Energy		16.63	0.83	17.46
											17.46
117		11/05/2026		NatWest Current Acc	MAY26DD14	Equipment Rental	Initial Washroom Hygiene		124.89	24.98	149.87
											149.87
118		11/05/2026		NatWest Current Acc	MAY26DD15	Equipment Rental	Initial Washroom Hygiene		199.09	39.81	238.90
											238.90
119		11/05/2026		NatWest Current Acc	MAY26DD16	Equipment Rental	Initial Washroom Hygiene		476.92	95.38	572.30
											572.30
120		11/05/2026		NatWest Current Acc	MAY26DD17	Equipment Rental	Initial Washroom Hygiene		1,033.41	206.67	1,240.08
											1,240.08
141		12/05/2026		NatWest Current Acc	MAY26DD18	H & S	BrightHR		24.00	4.80	28.80
											28.80
130		12/05/2026		NatWest Current Acc	MAY26PY12	Equipment Rental	Eagle Plant		515.10	103.02	618.12
											618.12
132		12/05/2026		NatWest Current Acc	MAY26PY15	Waste Collection	ESH Commercials Ltd		953.00	190.60	1,143.60
											1,143.60
129		12/05/2026		NatWest Current Acc	MAY26PY11	Sundries - Furniture	Active Signs (Minehead) Lt		120.20	24.04	144.24
											144.24
131		12/05/2026	2026/28 April 2026 FC	NatWest Current Acc	MAY26PY13	Property Maintenance	HI-Tec Drains		535.00	107.00	642.00
											642.00

Minehead Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
133		12/05/2026		NatWest Current Acc	MAY26PY14	Property Maintenance	Comprehensive Renovatior		180.00		180.00
											180.00
148		13/05/2026	2026/60 i April 2026	NatWest Current Acc	MAY26PY21	Subscription	Somerset Association of Lo		2,547.24		2,547.24
											2,547.24
147		13/05/2026	2026/20 F & GP May 2026	NatWest Current Acc	MAY26PY20	Year End Audit	Rialtas Business Solutions I		938.00	187.60	1,125.60
											1,125.60
144		13/05/2026		NatWest Current Acc	MAY26PY17	Sundries- maintenance	CRS Building Supplies Ltd		6.20	1.24	7.44
											7.44
143		13/05/2026		NatWest Current Acc	MAY26PY16	Vehicle Maintenance	Alliance Automotive UK LV		11.26	2.25	13.51
											13.51
142		13/05/2026	2026/27 FC Feb 2026	NatWest Current Acc	MAY26PY23	Street Furniture	Amberol Ltd		3,758.65	751.73	4,510.38
											4,510.38
146		13/05/2026		NatWest Current Acc	MAY26PY19	Drainage Rates	Parrett InternalDrainage Bo		3.84		3.84
											3.84
145		13/05/2026	2026/60 i April 2026	NatWest Current Acc	MAY26PY18	Youth Club	Minehead Eye CIC		6,000.00	1,200.00	7,200.00
											7,200.00
149		14/05/2026	2026/68 FC April 2026	NatWest Current Acc	MAY26PY22	Machinery Purchase	Eagle Plant		700.00	140.00	840.00
											840.00
150		14/05/2026		NatWest Current Acc	MAY26DD19	Electricity	EDF Energy		33.09	1.65	34.74
											34.74
152		15/05/2026		NatWest Current Acc	MAY26DD21	EAP	BrightHR		24.40	4.88	29.28
											29.28
185		15/05/2026		CashPlus – Pre Paid (	MAY26PP8	Refreshments	Iceland		7.95		7.95
											7.95
186		15/05/2026		CashPlus – Pre Paid (	MAY26PP9	Mobile Phone	GiffGaff Ltd		8.33	1.67	10.00
											10.00
151		15/05/2026		NatWest Current Acc	MAY26DD20	Broadband/Telephones	BT		110.94	22.19	133.13
											133.13
187		16/05/2026		CashPlus – Pre Paid (	MAY26PP10	Free Press	Co-operative		2.20		2.20
											2.20
155		18/05/2026		NatWest Current Acc	MAY26PY24	Net Wages	MTC Employees		27,466.27		27,466.27
											27,466.27
156		18/05/2026		NatWest Current Acc	MAY26PY25	Tax & National Insurance (ee 8	HMRC		9,579.73		9,579.73
											9,579.73
157		18/05/2026		NatWest Current Acc	MAY26PY26	Pension Contributions	Local Government Pension		8,130.58		8,130.58
											8,130.58
154		18/05/2026		NatWest Current Acc	MAY26DD23	Electricity	Smartest Energy Business I		67.30	3.36	70.66
											70.66
153		18/05/2026		NatWest Current Acc	MAY26DD22	Sundries-Cleaning	Initial Washroom Hygiene		75.00	15.00	90.00
											90.00

Minehead Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
189		19/05/2026		CashPlus – Pre Paid (	MAY26PP12	Refreshments	Co-operative		8.18	0.67	8.85
											8.85
190		19/05/2026		CashPlus – Pre Paid (	MAY26PP13	Refreshments	Iceland		8.40	0.50	8.90
											8.90
191		19/05/2026		CashPlus – Pre Paid (	MAY26PP14	Sundries- maintenance	ToolChimp		76.03	15.21	91.24
											91.24
188		19/05/2026		CashPlus – Pre Paid (	MAY26PP11	Fuel	Tesco		63.34	12.67	76.01
											76.01
160		19/05/2026		NatWest Current Acc	MAY26DD26	Lease of HW69 OJE	Lex Autolease Ltd		271.69	54.34	326.03
											326.03
159		19/05/2026		NatWest Current Acc	MAY26DD25	Electricity	British Gas		318.20	63.67	381.87
											381.87
158		19/05/2026		NatWest Current Acc	MAY26DD24	Electricity	EDF Energy		330.89	16.54	347.43
											347.43
161		20/05/2026		NatWest Current Acc	MAY26DD28	IT Support	AR Computing		212.50	42.50	255.00
											255.00
183		20/05/2026		NatWest Current Acc	MAY26PY39	Window/shelter Cleaning	Westrip Cleaning Services		173.00		173.00
											173.00
179		20/05/2026		NatWest Current Acc	MAY26PY35	Sundries -health & safety	Severnside Safety Supplies		104.00	20.80	124.80
											124.80
174		20/05/2026		NatWest Current Acc	MAY26PY30	Sundries- maintenance	CRS Building Supplies Ltd		254.53	50.91	305.44
											305.44
176		20/05/2026		NatWest Current Acc	MAY26PY32	Vehicle Maintenance	AE Autos Ltd		235.30	47.06	282.36
											282.36
172		20/05/2026		NatWest Current Acc	MAY26PY27	Waste Collection	ESH Commercials Ltd		560.00	112.00	672.00
											672.00
178		20/05/2026		NatWest Current Acc	MAY26PY34	Equipment Rental	Eagle Plant		80.00	16.00	96.00
											96.00
180		20/05/2026		NatWest Current Acc	MAY26PY36	Equipment Rental	St John Ambulance		184.50	36.90	221.40
											221.40
173		20/05/2026		NatWest Current Acc	MAY26PY29	Sundries- maintenance	City Plumbing Supplies Hol		20.75	4.15	24.90
											24.90
163		20/05/2026		NatWest Current Acc	MAY26DD29	Electricity	EDF Energy		78.13	3.91	82.04
											82.04
164		20/05/2026		NatWest Current Acc	MAY26DD30	Electricity	EDF Energy		19.82	0.99	20.81
											20.81
165		20/05/2026		NatWest Current Acc	MAY26DD31	Electricity	EDF Energy		42.86	2.14	45.00
											45.00
182		20/05/2026		NatWest Current Acc	MAY26PY38	Equipment Servicing	Astor Bannerman (Medical)		648.00	129.60	777.60
											777.60

Minehead Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
175		20/05/2026		NatWest Current Acc	MAY26PY31	Sundries-Cleaning	Initial Washroom Hygiene		194.28	38.86	233.14
											233.14
181		20/05/2026	2026/60 i April 2026 2026/72	NatWest Current Acc	MAY26PY37	S106 Money - Solar/Air Con pro	Somerset Renewables Ltd		2,160.00	432.00	2,592.00
											2,592.00
171		21/05/2026		NatWest Current Acc	MAY26DD37	Broadband/Telephones	South West Communicatio		410.32	82.06	492.38
											492.38
177		21/05/2026		NatWest Current Acc	MAY26PY33	Stationery	Viking Office UK Ltd		95.90	19.20	115.10
											115.10
168		21/05/2026		NatWest Current Acc	MAY26DD34	Electricity	EDF Energy		61.34	3.07	64.41
											64.41
170		21/05/2026		NatWest Current Acc	MAY26DD36	Electricity	British Gas		31.84	1.59	33.43
											33.43
169		21/05/2026		NatWest Current Acc	MAY26DD35	Electricity	EDF Energy		56.78	2.84	59.62
											59.62
166		21/05/2026		NatWest Current Acc	MAY26DD32	Electricity	EDF Energy		46.52	2.33	48.85
											48.85
167		21/05/2026		NatWest Current Acc	MAY26DD33	Electricity	EDF Energy		19.76	0.99	20.75
											20.75
162		21/05/2026		NatWest Current Acc	MAY26DD27	Electricity	EDF Energy		29.77	1.49	31.26
											31.26
202		23/05/2026		CashPlus – Pre Paid	May26PP16	Free Press	TG Jones High Street Ltd		2.20		2.20
											2.20
201		23/05/2026		CashPlus – Pre Paid	May26PP15	Mobile Phone	GiffGaff Ltd		6.67	1.33	8.00
											8.00
192		26/05/2026		NatWest Current Acc	MAY26DD39	Gas	Scottish Power		488.86	97.77	586.63
											586.63
203		27/05/2026		CashPlus – Pre Paid	May26PP17	Milk	Iceland		1.20		1.20
											1.20
204		28/05/2026		CashPlus – Pre Paid	May26PP18	Fuel	Morrisons		100.59	20.12	120.71
											120.71
199		29/05/2026	2025/187 FC Oct 25	NatWest Current Acc	MAY26PY45	Civicly	Starboard Systems Ltd		527.00	105.40	632.40
											632.40
200		29/05/2026		NatWest Current Acc	MAY26DD40	Bank Admin Fee	NatWest Group PLC		35.00		35.00
											35.00
196		29/05/2026		NatWest Current Acc	MAY26PY42	Sundries- maintenance	CRS Building Supplies Ltd		168.77	33.75	202.52
											202.52
198		29/05/2026		NatWest Current Acc	MAY26PY44	Vehicle Maintenance	L & S Engineers Ltd		199.10	39.82	238.92
											238.92
195		29/05/2026		NatWest Current Acc	MAY26PY41	Waste Collection	ESH Commercials Ltd		630.00	126.00	756.00
											756.00

Minehead Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
197		29/05/2026		NatWest Current Acc	MAY26PY43	Music	Taunton Barbershop Harm		150.00		150.00
											150.00
194		29/05/2026		NatWest Current Acc	MAY26PY40	Property Maintenance	Comprehensive Renovatior		400.00		400.00
											400.00
205		30/05/2026		CashPlus – Pre Paid (	May26PP19	Free Press & Milk	Co-operative		4.65		4.65
											4.65
193		30/05/2026		NatWest Current Acc	MAY26DD38	BusinessSafe	Peninsula		167.56	31.65	199.21
											199.21
206		30/05/2026		CashPlus – Pre Paid (	May26PP20	Coffee	Iceland		4.25		4.25
											4.25
								Total	**80,196.97**	**5,202.88**	**85,399.85**

Minehead Town Council

Transactions for CashPlus – Pre Paid Card

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Cashed date
134	01/05/2026	MAY26PP1	Fuel	Tesco	-81.25	31/05/2026
135	02/05/2026	MAY26PP2	Free Press & Milk	Co-operative	-2.20	31/05/2026
136	08/05/2026	MAY26PP3	Free Press & Milk	Iceland	-1.20	31/05/2026
137	08/05/2026	MAY26PP5	Free Press & Milk	Co-operative	-2.20	31/05/2026
138	08/05/2026	MAY26PP4	Fuel	Tesco	-62.39	31/05/2026
184	08/05/2026	MAY26PP7	Licences	Microsoft	-123.43	31/05/2026
139	11/05/2026	MAY26PP6	Hosting - accessibility	20i Ltd	-8.39	31/05/2026
185	15/05/2026	MAY26PP8	Refreshments	Iceland	-7.95	31/05/2026
186	15/05/2026	MAY26PP9	Mobile Phone	GiffGaff Ltd	-10.00	31/05/2026
187	16/05/2026	MAY26PP10	Free Press	Co-operative	-2.20	31/05/2026
188	19/05/2026	MAY26PP11	Fuel	Tesco	-76.01	31/05/2026
189	19/05/2026	MAY26PP12	Refreshments	Co-operative	-8.85	31/05/2026
190	19/05/2026	MAY26PP13	Refreshments	Iceland	-8.90	31/05/2026
191	19/05/2026	MAY26PP14	Sundries- maintenance	ToolChimp	-91.24	31/05/2026
131644	19/05/2026		Transfer from NatWest Current Account		413.28	31/05/2026
201	23/05/2026	May26PP15	Mobile Phone	GiffGaff Ltd	-8.00	31/05/2026
202	23/05/2026	May26PP16	Free Press	TG Jones High Str	-2.20	31/05/2026
203	27/05/2026	May26PP17	Milk	Iceland	-1.20	31/05/2026
204	28/05/2026	May26PP18	Fuel	Morrisons	-120.71	31/05/2026
205	30/05/2026	May26PP19	Free Press & Milk	Co-operative	-4.65	31/05/2026
206	30/05/2026	May26PP20	Coffee	Iceland	-4.25	31/05/2026
					-213.94	

Minehead Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 09/06/2026)

Allotments

		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1030	Income Allotments	5,625.00				5,625.00	50.00		50.00						
1258	Allotment Deposit/Cre						100.00		100.00						
4102	Grounds Maintenance			2,500.00						2,500.00	226.78		226.78		
4368	Allotment Improvemer														
4430	Water			1,600.00						3,000.00	185.11		185.11		
4457	Allotment Deposit refu														
	SUB TOTAL	**5,625.00**		**4,100.00**		**5,625.00**	**150.00**		**150.00**	**5,500.00**	**411.89**		**411.89**		

Cemetery & Churchyard

		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1020	Purchase Of Graves	5,200.00				5,200.00	134.00		134.00						
1021	Burial Fees	8,200.00				8,200.00	1,575.00		1,575.00						
1022	Interment of Ashes	3,200.00				4,000.00	1,000.00		1,000.00						
1023	Memorials	4,500.00				5,000.00	734.00		734.00						
4002	Wages, NI and Pensio			39,500.00						40,500.00	6,234.30		6,234.30		
4101	Grounds Maintenance			8,500.00						3,000.00					
4326	Refuse and Recycling			1,000.00						900.00					
4403	General Maintenance														
4406	Equipment			2,000.00						2,000.00					
4422	Rates			4,541.00						4,541.00	906.50		906.50		
4424	Bench Purchases														
4428	Cemetery Land Purch														
4429	Water			300.00						250.00	57.54		57.54		
4439	Electricity			700.00						700.00	130.36		130.36		

Minehead Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 09/06/2026)

		Last Year 2025 -2026 Receipts Budget	Last Year Receipts Actual	Last Year Payments Budget	Last Year Payments Actual	Current Year Receipts Budget	Current Year Receipts Actual	Current Year Receipts Forecast	Current Year Receipts Total	Current Year Payments Budget	Current Year Payments Actual	Current Year Payments Forecast	Current Year Payments Total	Next Year Receipts Budget	Next Year Payments Budget
	SUB TOTAL	**21,100.00**		**56,541.00**		**22,400.00**	**3,443.00**		**3,443.00**	**51,891.00**	**7,328.70**		**7,328.70**		

Civic & Democratic

		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
4009	Mayor's Allowance			800.00						600.00					
4010	Civic Expenses			600.00						400.00					
4012	Members' Travel/Train			750.00						8,700.00	81.67		81.67		
4014	Accessibility (Meetings			500.00						500.00					
4059	Elections (EMR)			2,500.00											
4364	Hospitality Council			150.00						1,650.00	43.87		43.87		
	SUB TOTAL			**5,300.00**						**11,850.00**	**125.54**		**125.54**		

Community Centre

		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1003	S106 Solar & Air Conc						21,500.00		21,500.00						
1032	IncomeMinehead Foot	9,250.00				9,250.00	2,312.49		2,312.49						
1036	Income Other														
1037	Income Hall Hire	19,000.00				18,000.00	2,290.50		2,290.50						
1072	Income Tennis Courts	600.00				500.00	128.75		128.75						
4003	Wages, NI and Pensio			28,500.00						30,500.00	4,190.44		4,190.44		
4028	Phone and Broadbanc			1,500.00						1,300.00	221.88		221.88		
4031	Licences			650.00						750.00					
4041	Computer Equipment /														
4082	Tennis Courts/MUGA/(			1,000.00						1,000.00					
4336	Refuse and Recycling			2,000.00						1,500.00	211.50		211.50		

Minehead Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 09/06/2026)

4405	Cleaning and Window:			1,800.00						1,200.00	156.56		156.56		
4416	General Maintenance			5,000.00						3,000.00	649.00		649.00		
4419	Gas			5,950.00						6,200.00	977.72		977.72		
4426	Rates			3,144.00						3,311.00	660.89		660.89		
4433	Building Maintenance			3,000.00											
4434	Water			2,800.00						3,000.00	706.32		706.32		
4441	Electricity			8,300.00						7,800.00	802.50		802.50		
4445	Equipment Rental			1,000.00						900.00	191.34		191.34		
4447	Equipment			500.00						500.00	296.31		296.31		
4496	S106 Solar & Air Con										22,981.02		22,981.02		
	SUB TOTAL	**28,850.00**		**65,144.00**		**27,750.00**	**26,231.74**		**26,231.74**	**60,961.00**	**32,045.48**		**32,045.48**		

Community Services &

		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1039	Income Other														
1056	Health & Wellbeing Yo														
4004	Wages, NI and Pensio														
4020	Health & Wellbeing Yo									13,000.00	13,000.00		13,000.00		
4075	Community Grants			5,000.00						5,000.00					
4356	Local Bus Service			6,200.00											
4360	Youth Club			6,000.00						6,000.00	6,000.00		6,000.00		
4362	Christmas			20,000.00						25,000.00					
4363	Town Entertainments			11,000.00						10,750.00	491.97		491.97		
4381	Citizens Advice Suppo			5,000.00						5,000.00					
4495	Tourism			5,000.00						2,500.00					
4900	Devolution Costs														

Minehead Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 09/06/2026)

	SUB TOTAL			58,200.00						67,250.00	19,491.97		19,491.97		

Depot Team

		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
4001	Wages, NI and Pensio			322,083.00						380,000.00	50,047.89		50,047.89		
4011	Staff Training/Conferei			4,000.00						5,000.00					
4024	Phone and Broadbanc			600.00						1,440.00	96.68		96.68		
4043	Business Safe Subscr														
4407	Uniforms all clothing			2,000.00						2,000.00					
4418	Safety Equipment / Si(			2,000.00						2,000.00	209.38		209.38		
	SUB TOTAL			330,683.00						390,440.00	50,353.95		50,353.95		

Depots & Compound

		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
4103	Grounds Maintenance														
4106	New Depot monthly re			9,060.00						9,060.00	1,510.00		1,510.00		
4334	Refuse and Recycling			17,000.00						15,000.00	2,355.00		2,355.00		
4415	General Maintenance			3,000.00						2,500.00	46.78		46.78		
4421	Cleaning Materials			200.00						300.00					
4423	Rates			7,786.00						7,786.00	1,419.47		1,419.47		
4431	Water			1,000.00						1,500.00	318.32		318.32		
4440	Electricity			4,500.00						4,200.00	566.25		566.25		
4444	Equipment Rental														

	SUB TOTAL			**42,546.00**						**40,346.00**	**6,215.82**		**6,215.82**		

Governance & Administration

		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1033	Income Other														
1050	VAT Refund														
1176	Precept Received	1,011,635.00					546,255.50		546,255.50						
1190	Interest received	18,000.00				18,000.00	3,118.00		3,118.00						
4000	Wages, NI and Pensio			180,228.00						205,000.00	24,773.83		24,773.83		
4007	HR Support/EAP			720.00						630.00	96.80		96.80		
4008	Staff Training/Confere			750.00						1,000.00					
4018	Hospitality			200.00						200.00	8.60		8.60		
4021	Stationery			750.00						750.00	111.30		111.30		
4022	Phone and Broadbanc			4,000.00						4,100.00	756.67		756.67		
4023	Subscriptions			3,800.00						19,173.00	7,234.24		7,234.24		
4025	Insurance			20,350.00						23,000.00	19,464.39		19,464.39		
4026	Website			1,200.00						1,700.00	113.98		113.98		
4027	Photocopier			1,000.00						1,000.00					
4030	Advertising/Recruitme			350.00						4,000.00	195.00		195.00		
4039	IT Support			2,700.00						2,700.00	425.00		425.00		
4040	Computer Equipment /			3,500.00						2,000.00	449.36		449.36		
4042	Business Safe Subscr			2,235.00						2,235.00	627.12		627.12		
4050	Legal and Professiona			10,000.00						6,000.00					
4055	Bank Charges			600.00						570.00	70.00		70.00		
4057	Audit Fees			3,500.00						3,800.00	938.00		938.00		

Minehead Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 09/06/2026)

	SUB TOTAL	1,029,635.00		235,883.00		18,000.00	549,373.50		549,373.50	277,858.00	55,264.29		55,264.29		

Open Spaces & Recreation

		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1031	Income Bowling Club	800.00				800.00									
1034	Income Alcombe Footl	1,200.00				1,200.00									
1035	Income Commemorati														
1038	Income Other	2,400.00				40,000.00	1,320.00		1,320.00						
1051	Alcombe Common Gra	10,500.00				15,963.00									
1052	S106 grant benches T														
1082	Property Rental in					30,000.00	7,100.00		7,100.00						
4100	Playgrounds Maintena			6,000.00						5,000.00	6.20		6.20		
4209	Tree Works			10,000.00						10,000.00	580.00		580.00		
4351	Alcombe Common Gra			10,500.00						15,963.00	1,360.00		1,360.00		
4358	Weed Removal			10,000.00						14,000.00					
4382	Town Security									7,000.00					
4402	Blenheim Gardens									18,000.00	215.20		215.20		
4404	Seafront/Culvercliffe									10,000.00	3,758.65		3,758.65		
4408	The Parks									10,000.00	86.36		86.36		
4409	Car Parks									10,000.00	1,307.49		1,307.49		
4417	General Maintenance			20,000.00						5,500.00	2,752.11		2,752.11		
4427	Rates														
4435	Water			800.00						1,000.00	104.04		104.04		
4437	Tree Replacement Fu			6,000.00											
4442	Electricity			5,000.00						4,000.00	828.61		828.61		
4449	Bench Purchases														
4461	Criminal damage/vanc														
4995	The Parks benches pla														

Minehead Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 09/06/2026)

Code	Title	Last Year Receipts Budget	Last Year Receipts Actual	Last Year Payments Budget	Last Year Payments Actual	Current Year Receipts Budget	Current Year Receipts Actual	Current Year Receipts Forecast	Current Year Receipts Total	Current Year Payments Budget	Current Year Payments Actual	Current Year Payments Forecast	Current Year Payments Total	Next Year Receipts Budget	Next Year Payments Budget
	SUB TOTAL	**14,900.00**		**68,300.00**		**87,963.00**	**8,420.00**		**8,420.00**	**110,463.00**	**10,998.66**		**10,998.66**		

Public Toilets

		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1040	Income Other						79.76		79.76						
4005	Wages, NI and Pensio			38,500.00						40,500.00	6,175.85		6,175.85		
4414	Blen Grdns new wcs														
4420	General Maintenance			8,000.00						9,000.00	1,223.20		1,223.20		
4436	Public Toilet Improvem			75,000.00						75,000.00					
4438	Water			6,763.00						12,000.00	998.16		998.16		
4443	Electricity			5,000.00						5,500.00	638.67		638.67		
4446	Equipment Rental			9,750.00						9,750.00	2,271.89		2,271.89		
4448	Equipment			4,500.00						2,500.00	648.00		648.00		
4450	Cleaning Materials			4,200.00						3,200.00	269.28		269.28		
	SUB TOTAL			**151,713.00**			**79.76**		**79.76**	**157,450.00**	**12,225.05**		**12,225.05**		

Town Centre Maintenance

		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1060	Income Floral Displays														
4105	Wellington Square/Mo			6,000.00						5,000.00	164.70		164.70		
4361	Floral Displays			12,000.00						11,000.00	1,472.12		1,472.12		
4369	Britain In Bloom/Greer			600.00						500.00					

Minehead Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 09/06/2026)

Code	Title	Last Year 2025 -2026 Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Year 2026 - 2027 Receipts Budget	Receipts Actual	Receipts Forecast	Receipts Total	Payments Budget	Payments Actual	Payments Forecast	Payments Total	Next Year Receipts Budget	Next Year Payments Budget
	SUB TOTAL			**18,600.00**						**16,500.00**	**1,636.82**		**1,636.82**		

Town Council Offices

Code	Title	Last Year 2025 -2026 Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Year 2026 - 2027 Receipts Budget	Receipts Actual	Receipts Forecast	Receipts Total	Payments Budget	Payments Actual	Payments Forecast	Payments Total	Next Year Receipts Budget	Next Year Payments Budget
4325	Office Refit														
4400	Cleaning and Window			400.00						400.00	53.00		53.00		
4401	General Maintenance			2,500.00						1,500.00	321.00		321.00		
4410	Buildings Insurance C			12,000.00						600.00					
4411	Rates			5,988.00						6,078.00	1,213.50		1,213.50		
4412	Water			450.00						450.00	133.61		133.61		
4413	Electricity			5,750.00						2,700.00	429.92		429.92		
4425	Equipment Rental			262.00						262.00	59.91		59.91		
4460	Summerland Room (A														
	SUB TOTAL			**27,350.00**						**11,990.00**	**2,210.94**		**2,210.94**		

Vehicles, Plant & Equipment

Code	Title	Last Year 2025 -2026 Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Year 2026 - 2027 Receipts Budget	Receipts Actual	Receipts Forecast	Receipts Total	Payments Budget	Payments Actual	Payments Forecast	Payments Total	Next Year Receipts Budget	Next Year Payments Budget
1004	Income - Other						11,629.16		11,629.16						
4327	Equipment Maintenan			3,000.00						4,500.00	145.10		145.10		
4328	Equipment			4,500.00						7,500.00	1,351.88		1,351.88		
4329	Vehicle Maintenance			2,800.00						3,800.00	661.34		661.34		
4330	Fuel			5,500.00						7,000.00	1,257.07		1,257.07		
4331	Vehicle Purchase														
4332	Road Tax			1,800.00						2,500.00	920.00		920.00		
4333	Lease of Tipper HW69			3,400.00						4,000.00	543.38		543.38		

4335	Lease of Vehicle BG2'		4,750.00				4,750.00	634.98	634.98
4432	Vehicle Replacement (		10,000.00				10,000.00	416.67	416.67
	SUB TOTAL		**35,750.00**		**11,629.16**	**11,629.16**	**44,050.00**	**5,930.42**	**5,930.42**

Summary

TOTAL	**1,100,110.00**	**1,100,110.00**	**161,738.00**	**599,327.16**	**599,327.16**	**1,246,549.00**	**204,239.53**	**204,239.53**

Minehead Town Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/05/2026 and 31/05/2026)

Allotments

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
1030	Income Allotments	5,625.00	50.00	-5,575.00				-5,575.00	(-99%)
1258	Allotment Deposit/Creditors		100.00	100.00				100.00	(N/A)
4102	Grounds Maintenance				2,500.00	226.78	2,273.22	2,273.22	(90%)
4430	Water				3,000.00	106.18	2,893.82	2,893.82	(96%)
	SUB TOTAL	**5,625.00**	**150.00**	**-5,475.00**	**5,500.00**	**332.96**	**5,167.04**	**-307.96**	**(-2%)**

Cemetery & Churchyard

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
1020	Purchase Of Graves	5,200.00	134.00	-5,066.00				-5,066.00	(-97%)
1021	Burial Fees	8,200.00		-8,200.00				-8,200.00	(-100%)
1022	Interment of Ashes	4,000.00	800.00	-3,200.00				-3,200.00	(-80%)
1023	Memorials	5,000.00	170.00	-4,830.00				-4,830.00	(-96%)
4002	Wages, NI and Pension				40,500.00	3,088.58	37,411.42	37,411.42	(92%)
4101	Grounds Maintenance				3,000.00		3,000.00	3,000.00	(100%)
4326	Refuse and Recycling				900.00		900.00	900.00	(100%)
4406	Equipment				2,000.00		2,000.00	2,000.00	(100%)
4422	Rates				4,541.00	453.00	4,088.00	4,088.00	(90%)
4424	Bench Purchases								(N/A)
4428	Cemetery Land Purchase								(N/A)
4429	Water				250.00	57.54	192.46	192.46	(76%)
4439	Electricity				700.00	61.34	638.66	638.66	(91%)
	SUB TOTAL	**22,400.00**	**1,104.00**	**-21,296.00**	**51,891.00**	**3,660.46**	**48,230.54**	**26,934.54**	**(36%)**

Civic & Democratic

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
4009	Mayor's Allowance				600.00		600.00	600.00	(100%)
4010	Civic Expenses				400.00		400.00	400.00	(100%)
4012	Members' Travel/Training/IT				8,700.00		8,700.00	8,700.00	(100%)
4014	Accessibility (Meetings)				500.00		500.00	500.00	(100%)
4059	Elections (EMR)								(N/A)
4364	Hospitality Council				1,650.00	27.58	1,622.42	1,622.42	(98%)
	SUB TOTAL				**11,850.00**	**27.58**	**11,822.42**	**11,822.42**	**(99%)**

Community Centre

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
1003	S106 Solar & Air Conditioning Pı		678.98	678.98				678.98	(N/A)
1032	IncomeMinehead Football Club	9,250.00	2,312.49	-6,937.51				-6,937.51	(-75%)
1036	Income Other								(N/A)
1037	Income Hall Hire	18,000.00	790.00	-17,210.00				-17,210.00	(-95%)

1072	Income Tennis Courts	500.00	51.80	-448.20				-448.20 (-89%)
4003	Wages, NI and Pension				30,500.00	2,075.75	28,424.25	28,424.25 (93%)
4028	Phone and Broadband				1,300.00	110.94	1,189.06	1,189.06 (91%)
4031	Licences				750.00		750.00	750.00 (100%)
4082	Tennis Courts/MUGA/Gym				1,000.00		1,000.00	1,000.00 (100%)
4336	Refuse and Recycling				1,500.00	68.00	1,432.00	1,432.00 (95%)
4405	Cleaning and Windows				1,200.00	56.50	1,143.50	1,143.50 (95%)
4416	General Maintenance				3,000.00		3,000.00	3,000.00 (100%)
4419	Gas				6,200.00	488.86	5,711.14	5,711.14 (92%)
4426	Rates				3,311.00	330.00	2,981.00	2,981.00 (90%)
4434	Water				3,000.00		3,000.00	3,000.00 (100%)
4441	Electricity				7,800.00	318.20	7,481.80	7,481.80 (95%)
4445	Equipment Rental				900.00		900.00	900.00 (100%)
4447	Equipment				500.00		500.00	500.00 (100%)
4496	S106 Solar & Air Con project					2,160.00	-2,160.00	-2,160.00 (N/A)
	SUB TOTAL	**27,750.00**	**3,833.27**	**-23,916.73**	**60,961.00**	**5,608.25**	**55,352.75**	**31,436.02 (35%)**

Community Services & Suppo

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
1039	Income Other							(N/A)
4004	Wages, NI and Pension							(N/A)
4020	Health & Wellbeing YouthWorker				13,000.00		13,000.00	13,000.00 (100%)
4075	Community Grants				5,000.00		5,000.00	5,000.00 (100%)
4356	Local Bus Service							(N/A)
4360	Youth Club				6,000.00	6,000.00		(0%)
4362	Christmas				25,000.00		25,000.00	25,000.00 (100%)
4363	Town Entertainments				10,750.00	414.50	10,335.50	10,335.50 (96%)
4381	Citizens Advice Support				5,000.00		5,000.00	5,000.00 (100%)
4495	Tourism				2,500.00		2,500.00	2,500.00 (100%)
	SUB TOTAL				**67,250.00**	**6,414.50**	**60,835.50**	**60,835.50 (90%)**

Depot Team

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
4001	Wages, NI and Pension				380,000.00	24,793.86	355,206.14	355,206.14 (93%)
4011	Staff Training/Conferences				5,000.00		5,000.00	5,000.00 (100%)
4024	Phone and Broadband				1,440.00	90.01	1,349.99	1,349.99 (93%)
4407	Uniforms all clothing				2,000.00		2,000.00	2,000.00 (100%)
4418	Safety Equipment / Signs				2,000.00	104.00	1,896.00	1,896.00 (94%)
	SUB TOTAL				**390,440.00**	**24,987.87**	**365,452.13**	**365,452.13 (93%)**

Depots & Compound

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
4106	New Depot monthly rent				9,060.00	755.00	8,305.00	8,305.00 (91%)
4334	Refuse and Recycling				15,000.00	2,075.00	12,925.00	12,925.00 (86%)

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
4415	General Maintenance				2,500.00		2,500.00	2,500.00 (100%)
4421	Cleaning Materials				300.00		300.00	300.00 (100%)
4423	Rates				7,786.00	753.00	7,033.00	7,033.00 (90%)
4431	Water				1,500.00		1,500.00	1,500.00 (100%)
4440	Electricity				4,200.00	279.64	3,920.36	3,920.36 (93%)
	SUB TOTAL				**40,346.00**	**3,862.64**	**36,483.36**	**36,483.36 (90%)**

Governance & Administration

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
1033	Income Other							(N/A)
1050	VAT Refund							(N/A)
1176	Precept Received							(N/A)
1190	Interest received	18,000.00	1,537.11	-16,462.89				-16,462.89 (-91%)
4000	Wages, NI and Pension				205,000.00	12,273.34	192,726.66	192,726.66 (94%)
4007	HR Support/EAP				630.00	48.40	581.60	581.60 (92%)
4008	Staff Training/Conferences				1,000.00		1,000.00	1,000.00 (100%)
4018	Hospitality				200.00	6.05	193.95	193.95 (96%)
4021	Stationery				750.00	106.90	643.10	643.10 (85%)
4022	Phone and Broadband				4,100.00	748.34	3,351.66	3,351.66 (81%)
4023	Subscriptions				19,173.00	3,074.24	16,098.76	16,098.76 (83%)
4025	Insurance				23,000.00		23,000.00	23,000.00 (100%)
4026	Website				1,700.00	56.99	1,643.01	1,643.01 (96%)
4027	Photocopier				1,000.00		1,000.00	1,000.00 (100%)
4030	Advertising/Recruitment				4,000.00	195.00	3,805.00	3,805.00 (95%)
4039	IT Support				2,700.00	212.50	2,487.50	2,487.50 (92%)
4040	Computer Equipment /Licences				2,000.00	123.43	1,876.57	1,876.57 (93%)
4042	Business Safe Subscription				2,235.00	459.56	1,775.44	1,775.44 (79%)
4050	Legal and Professional Fees				6,000.00		6,000.00	6,000.00 (100%)
4055	Bank Charges				570.00	35.00	535.00	535.00 (93%)
4057	Audit Fees				3,800.00	938.00	2,862.00	2,862.00 (75%)
	SUB TOTAL	**18,000.00**	**1,537.11**	**-16,462.89**	**277,858.00**	**18,277.75**	**259,580.25**	**243,117.36 (82%)**

Open Spaces & Recreation

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
1031	Income Bowling Club	800.00		-800.00				-800.00 (-100%)
1034	Income Alcombe Football Club	1,200.00		-1,200.00				-1,200.00 (-100%)
1035	Income Commemorative benche							(N/A)
1038	Income Other	40,000.00		-40,000.00				-40,000.00 (-100%)
1051	Alcombe Common Grant	15,963.00		-15,963.00				-15,963.00 (-100%)
1082	Property Rental in	30,000.00	1,000.00	-29,000.00				-29,000.00 (-96%)
4100	Playgrounds Maintenance				5,000.00	6.20	4,993.80	4,993.80 (99%)
4209	Tree Works				10,000.00		10,000.00	10,000.00 (100%)
4351	Alcombe Common Grant				15,963.00		15,963.00	15,963.00 (100%)
4358	Weed Removal				14,000.00		14,000.00	14,000.00 (100%)
4382	Town Security				7,000.00		7,000.00	7,000.00 (100%)
4402	Blenheim Gardens				18,000.00	95.20	17,904.80	17,904.80 (99%)
4404	Seafront/Culvercliffe				10,000.00	3,758.65	6,241.35	6,241.35 (62%)

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
4408	The Parks				10,000.00		10,000.00	10,000.00 (100%)
4409	Car Parks				10,000.00	657.00	9,343.00	9,343.00 (93%)
4417	General Maintenance				5,500.00	132.51	5,367.49	5,367.49 (97%)
4435	Water				1,000.00		1,000.00	1,000.00 (100%)
4437	Tree Replacement Fund (Ave)							(N/A)
4442	Electricity				4,000.00	397.17	3,602.83	3,602.83 (90%)
4449	Bench Purchases							(N/A)
	SUB TOTAL	**87,963.00**	**1,000.00**	**-86,963.00**	**110,463.00**	**5,046.73**	**105,416.27**	**18,453.27 (9%)**

Public Toilets

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
1040	Income Other		79.76	79.76				79.76 (N/A)
4005	Wages, NI and Pension				40,500.00	2,945.05	37,554.95	37,554.95 (92%)
4414	Blen Grdns new wcs							(N/A)
4420	General Maintenance				9,000.00	1,182.81	7,817.19	7,817.19 (86%)
4436	Public Toilet Improvements (EM				75,000.00		75,000.00	75,000.00 (100%)
4438	Water				12,000.00	222.57	11,777.43	11,777.43 (98%)
4443	Electricity				5,500.00	287.60	5,212.40	5,212.40 (94%)
4446	Equipment Rental				9,750.00	1,834.31	7,915.69	7,915.69 (81%)
4448	Equipment				2,500.00	648.00	1,852.00	1,852.00 (74%)
4450	Cleaning Materials				3,200.00	269.28	2,930.72	2,930.72 (91%)
	SUB TOTAL		**79.76**	**79.76**	**157,450.00**	**7,389.62**	**150,060.38**	**150,140.14 (95%)**

Town Centre Maintenance

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
4105	Wellington Square/Monuments				5,000.00	85.34	4,914.66	4,914.66 (98%)
4361	Floral Displays				11,000.00		11,000.00	11,000.00 (100%)
4369	Britain In Bloom/Green Flag				500.00		500.00	500.00 (100%)
	SUB TOTAL				**16,500.00**	**85.34**	**16,414.66**	**16,414.66 (99%)**

Town Council Offices

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
4325	Office Refit							(N/A)
4400	Cleaning and Windows				400.00	26.50	373.50	373.50 (93%)
4401	General Maintenance				1,500.00		1,500.00	1,500.00 (100%)
4410	Buildings Insurance Contribution				600.00		600.00	600.00 (100%)
4411	Rates				6,078.00	608.00	5,470.00	5,470.00 (90%)
4412	Water				450.00		450.00	450.00 (100%)
4413	Electricity				2,700.00	58.15	2,641.85	2,641.85 (97%)
4425	Equipment Rental				262.00		262.00	262.00 (100%)
	SUB TOTAL				**11,990.00**	**692.65**	**11,297.35**	**11,297.35 (94%)**

Minehead Town Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/05/2026 and 31/05/2026)

Vehicles, Plant & Equipment

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
1004	Income - Other		575.00	575.00				575.00	(N/A)
4327	Equipment Maintenance				4,500.00	122.10	4,377.90	4,377.90	(97%)
4328	Equipment				7,500.00	1,351.88	6,148.12	6,148.12	(81%)
4329	Vehicle Maintenance				3,800.00	445.66	3,354.34	3,354.34	(88%)
4330	Fuel				7,000.00	283.63	6,716.37	6,716.37	(95%)
4331	Vehicle Purchase								(N/A)
4332	Road Tax				2,500.00	575.00	1,925.00	1,925.00	(77%)
4333	Lease of Tipper HW69 0JE				4,000.00	271.69	3,728.31	3,728.31	(93%)
4335	Lease of Vehicle BG21 DSX				4,750.00	343.99	4,406.01	4,406.01	(92%)
4432	Vehicle Replacement (EMR)				10,000.00	416.67	9,583.33	9,583.33	(95%)
	SUB TOTAL		**575.00**	**575.00**	**44,050.00**	**3,810.62**	**40,239.38**	**40,814.38**	**(92%)**

Summarv

	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position
NET TOTAL	**161,738.00**	**8,279.14**	**-153,458.86**	**1,246,549.00**	**80,196.97**	**1,166,352.03**	**1,012,893.17**
V.A.T.					5,202.88		
GROSS TOTAL		**8,279.14**			**85,399.85**		

Minehead Town Council

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
28		01/05/2026		NatWest Current Acc	MAY26COM1	Tennis Court Hire	[redacted]		14.98		14.98
											14.98
32		01/05/2026		NatWest Current Acc	MAY26FU2	Funeral Payment			534.00		534.00
											534.00
26		05/05/2026		NatWest Current Acc	MAY26COM3	Community Centre Classes			60.00		60.00
											60.00
60		05/05/2026		CCLA Investments	Dividend May 2026	Dividend			931.41		931.41
											931.41
27		06/05/2026		NatWest Current Acc	MAY26COM4	Community Centre Classes			30.00		30.00
											30.00
29		06/05/2026		NatWest Current Acc	MAY26COM6	Community Centre Classes			120.00		120.00
											120.00
30		06/05/2026		NatWest Current Acc	MAY26COM7	Community Centre Classes			96.00		96.00
											96.00
31		06/05/2026		NatWest Current Acc	MAY26COM5	Tennis Court Hire			3.63		3.63
											3.63
33		07/05/2026		NatWest Current Acc		Community Centre Classes			30.00		30.00
											30.00
34		07/05/2026		NatWest Current Acc		Community Centre Classes			174.00		174.00
											174.00
35		08/05/2026		NatWest Current Acc		Funeral Payment			200.00		200.00
											200.00
37		11/05/2026		NatWest Current Acc		Memorials			170.00		170.00
											170.00
36		11/05/2026		NatWest Current Acc		Community Centre Classes			100.00		100.00
											100.00
38		12/05/2026		NatWest Current Acc		Rental of Community Centre &			2,312.49		2,312.49
											2,312.49
42		14/05/2026		NatWest Current Acc	MAY26COM8	Tennis Court Hire			3.63		3.63
											3.63
59		15/05/2026		NatWest Current Acc		Allotment			75.00		75.00
											75.00
43		15/05/2026		NatWest Current Acc	MAY26COM9	Tennis Court Hire			3.63		3.63
											3.63
44		18/05/2026		NatWest Current Acc	MAY26OTH11	S106 Money - Solar/Air Con pro			678.98		678.98
											678.98
56		18/05/2026	2026/69 April 2026 FC	NatWest Current Acc	MAY26OTH16	Vehicle sale			575.00		575.00
											575.00

Minehead Town Council

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
45		19/05/2026		NatWest Current Acc		Rental of Community Centre &	[redacted]				
46		19/05/2026		NatWest Current Acc		Rental of Community Centre &	[redacted]				
47		19/05/2026		NatWest Current Acc	MAY26COM10	Tennis Court Hire	[redacted]		14.78		14.78
											14.78
54		19/05/2026		NatWest Current Acc		Allotment	[redacted]		75.00		75.00
											75.00
48		21/05/2026		NatWest Current Acc	MAY26OTH12	Contribution	[redacted]				
51		22/05/2026		NatWest Current Acc		Electricity	[redacted]		79.76		79.76
											79.76
53		26/05/2026		NatWest Current Acc		Funeral Payment	[redacted]		200.00		200.00
											200.00
52		26/05/2026		NatWest Current Acc		Rental of Property - Warren Rc	[redacted]		1,000.00		1,000.00
											1,000.00
49		28/05/2026		NatWest Current Acc	MAY26COM13	Tennis Court Hire	[redacted]		7.52		7.52
											7.52
58		29/05/2026		NatWest Current Acc		Community Centre Classes	[redacted]		180.00		180.00
											180.00
50		29/05/2026		NatWest Current Acc	MAY26COM14	Tennis Court Hire	[redacted]		3.63		3.63
											3.63
61		29/05/2026		NatWest Liquidity Ma	Interest May 2026	Interest	[redacted]		605.70		605.70
											605.70
								Total	**8,279.14**		**8,279.14**

Minehead Town Council

RECONCILIATION - NatWest Current Account 31-05-2026

From Accounts	£643,173.32
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£643,173.32**

Minehead Town Council

RECONCILIATION - NatWest Liquidity Manager Account 31-05-2026

From Accounts	£385,631.12
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£385,631.12**

Minehead Town Council

RECONCILIATION - CCLA Investments 31-05-2026

From Accounts	£302,385.25
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£302,385.25**

Minehead Town Council

RECONCILIATION - CashPlus – Pre Paid Card 31-05-2026

From Accounts	£358.99
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£358.99**

Minehead Town Council

RECONCILIATION - Hinckley & Rugby EMR Account 31-05-2026

From Accounts	£298,899.03
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£298,899.03**

Minehead Town Council
Internal Audit Financial Year 2025/26

Internal Control Objectives (ICO)	Test	Observations/Recommendations	Notes
ICO A Proper bookkeeping	Is the cash book maintained and up to date?	Yes.	Rialtas accounting system.
	Is the cash book arithmetically correct?	Yes.	Ditto.
	Is the cash book regularly balanced?	Yes.	Ditto.
ICO B Standing Orders, Financial Regulations and Payment Controls	Has the council adopted Standing Orders formally? Latest date of review and re-adoption.	Yes, June 2025, adopted 22/7/25.	June/July 2026.
	Has the council adopted Financial Regulations formally? Latest date of review and re-adoption.	Yes, June 2025, adopted 22/7/25.	June/July 2026.
	Has a Responsible Financial Officer been appointed with specific duties?	Yes.	
	Have items or services above the *de minimis* amount (per FinRegs) been purchased competitively?	n/a	
	Are payments in the cash book supported by purchase orders, invoices, authorised and minuted?	Yes.	

	Has VAT on payments been identified, recorded and reclaimed?	Yes.	Reclaimed quarterly.
EITHER	Is s137 expenditure separately recorded and within the statutory annual limit?	Yes.	
	Have s137 payments been approved and included in the Minutes as such?	Yes.	Suggest specifically described as s137 for clarity.
OR	Is eligibility for the General Power of Competence evidenced properly?	n/a	
	Date of adoption/confirmation of GPoC; next date for re-adoption	n/a	
ICO C Risk Management Arrangements	Does a review of the Minutes identify any unusual financial activity?	Yes.	Issues relating to Somerset Council devolution; to be expected and already anticipated.
	Do Minutes record the Council carrying out an annual risk assessment or review of their risk management scheme?	Yes.	March 2025.
	Date of Risk Assessment /Management Policy review and adoption.	March 2025, Minute 2025/47.	
	Is insurance cover appropriate and adequate?	Yes.	
	Are internal financial controls documented (is there an	Yes.	

	adopted policy, and are IC checks noted in Minutes?) and regularly reviewed?		
ICO D Budgetary controls	Has the Council prepared an annual budget in support of its precept and has this been minuted separately as being approved?	Yes, yes.	Automatic transfer of excess income over expenditure
	Has the precept been calculated from the budget and been approved as a £figure as a separate Minute?	Yes.	November 2024 Minutes.
	Does the budget include an actual completed year?	Yes.	
	Is expenditure against budget regularly reported to council?	Yes.	Monthly, noted in Minutes.
	Are there any significant unexplained variances from budget?	No.	
	Where necessary, does the council have a formal Investment Policy (bank balances over £100K)?	Yes.	May 2025.
	Has the Council agreed a General Reserve Policy?	Yes.	May 2025.
	Are General Reserves and Ear-marked Reserves specifically noted in the Budget? Are specific justifications available?	Not specifically.	Rialtas generic Budget format.
ICO E Income Controls	Is income recorded properly and banked promptly?	Yes.	

	Does the precept recorded agree to the Council Tax authority's notification?	Yes.	
	Are security controls over cash and near-cash adequate and effective?	n/a	
ICO F Cash Procedures	Is all cash spent recorded and supported by VAT invoices/receipts?	n/a	
	Is cash expenditure reported to each Council meeting?	n/a	
	Is cash reimbursement carried out regularly?	n/a	
ICO G Payroll Controls	Do all employees have contracts of employment with clear terms and conditions? Were they, or a statement of employment particulars, issued on or prior to Day 1 of employment?	Yes.	
	Do salaries paid agree with those approved by the Council?	Yes.	
	Are salaries above the National Living Wage / Minimum Wage?	Yes.	
	Are other payments to employees reasonable and approved by the Council?	Yes.	
	Have PAYE/NIC been properly operated by the Council as an employer?	Yes.	

	Has the council complied with the requirements of the Pensions Regulator?	Uncertain.	Correspond with Pensions Regulator to establish status.
ICO H Asset Controls	Does the Council maintain a register of all material assets owned or in its care?	Yes.	
	Are the assets and investments registers up to date? When were these last reviewed?	Yes, March 2026.	
	Does the asset insurance valuations agree with those in the asset register?	n/a	Insurance provided on basis of Precept.
ICO I Bank account reconciliations	Is there a bank reconciliation for each account and is this reported to Council?	Yes.	
	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes, monthly to council.	
	Are there any unexplained balancing entries in any reconciliation?	No.	
ICO J Year-end Procedures	Are year-end accounts prepared on the correct accounting basis? (Receipts and Payments, or Income and Expenditure)?	Yes, I&E.	
	Do accounts agree with the cash book?	Yes.	
	Has a year-end bank reconciliation been undertaken?	Yes.	

	Is there an audit trail from underlying financial records to the accounts?	Yes.	
	Where appropriate, have debtors and creditors been recorded properly?	Yes.	
ICO K Exemption from limited assurance review ("external audit")	For the previous financial year (2024/25) did the council correctly declare itself exempt?	n/a	
ICO L Transparency: For smaller councils with turnover over £200,000	Have the following been published? All items of expenditure above £500; List of councillor or member responsibilities; Location of public land and building assets; Minutes, agendas and papers of formal meetings; organisation chart; list of employees with annual salary >£50K.	Yes.	
ICO M Exercise of public rights	Did the council correctly arrange for public rights inspection of the accounts (2024/25)?	Yes.	
ICO N Publication of 2024/25 AGAR	Were the following published? Governance statement; Accounting Statements; Internal Audit Report(s); Limited Assurance Review certificate/Exemption	Yes.	

	certificate; Notice of Conclusion of Audit.		
ICO O Digital & Data Compliance*	Has the council adopted a Data Protection Policy?	Yes.	May 2025.
	Has the council put in place Privacy Notices?	Yes.	April 2024.
	Is the council registered with the Information Commissioner's Office?	Yes.	DD December.
	Does the council's website meet accessibility requirements?	Yes.	Accessibility Statement on website. Last test 11/3/25, achieved 95% score.
	IT Policy: date adopted. Does it include training requirements for councillors?	Yes.	
	Publication Scheme – has the council adopted an ICO-compliant publication scheme?	Yes.	
	FoI/SAR – does the council have a clear procedure for dealing with these?	Yes.	
	Does the council own its website? (Best practice .gov.uk, but .org.uk acceptable.)	Yes.	
	Does it operate with at least one council-owned email address?	Yes.	
ICO P Councils with Charities	Are all Charities up to date with Charity Commission filing requirements?	n/a	

	Has the council been named as Sole Trustee on the Charity Commission Register?	n/a	
	Is the council as sole trustee acting in accordance with the Charity Trust Deed?	n/a	
	Are the Charity meetings and accounts recorded separately from those of the Council?	n/a	
Other areas of audit			
Procedural/best practice	Have points raised on the last Internal Audit report been considered by Council, actioned and minuted?	Yes.	
Councils that are Burial Authorities	Records of burials and ERoBs tally with receipts?	Yes.	
Councils with Allotments	Correct notice given of increases in fees?	n/a	
	Appropriate leases in place?	Yes.	

* New Internal Control Objective O (Trust Funds become ICO P): "The authority has complied with laws, regulations & proper practices relating to digital and data compliance.".

Per Pro Services Ltd
June 2026
Notes:

PER PRO SERVICES LTD

‘No’ and ‘Not covered’ supplementary report for internal audit 2025/26

Minehead Town Council

Internal Control Objective F – cash payments
‘Not covered’. The smaller authority does not use cash.

Internal Control Objective K – exemption from limited assurance review
‘Not covered’. The smaller authority did not exempt in 2024/25.

Annual Internal Audit Report 2025/26

Minehead Town Council

mineheadtowncouncil.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✔		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✔		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✔		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✔		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✔		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✔
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✔		
H. Asset and investments registers were complete and accurate and properly maintained.	✔		
I. Periodic bank account reconciliations were properly carried out during the year.	✔		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✔		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*			✔
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✔		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✔		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✔		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✔		

	Yes	No	Not applicable
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✔

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 30/04/2026 28/04/2026 03/06/2026

Name of person who carried out the internal audit: Judith Lawson

Signature of person who carried out the internal audit: J Lawson

Date: 08/06/2026

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

MINEHEAD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed Yes	Agreed No*		*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
	Yes	No	N/A	
9. **(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.**			✓	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓			*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

16/06/2026

and recorded as minute reference:

2026/

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

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Section 2 – Accounting Statements 2025/26 for

MINEHEAD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	760,576	1,073,201	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	931,642	1,011,635	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	104,573	192,405	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	421,530	552,974	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	302,060	534,691	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	1,073,201	1,189,576	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	1,117,024	1,236,567	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	1,727,426	1,731,766	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

[signature]

Date 11/06/2026

I confirm that these Accounting Statements were approved by this authority on this date:

16/06/2026

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Summary Report on Christmas Light Tender Returns (2026–2028)

Background

At the Full Council meeting in February 2026, Members approved the issue of an Invitation to Tender (ITT) for the provision of Christmas lighting in Minehead for the period 2026–2028.

The ITT was published on the Council's website and circulated directly to invited contractors. Four compliant submissions were received by the closing date.

While all Members have access to the full tender documents, this report provides a consolidated summary of each submission alongside key clarification points to support decision-making.

The tender invited proposals to include lighting concepts for Blenheim Gardens. Although all contractors provided outline ideas, there was consistent feedback—confirmed through clarification discussions—that delivering a high-quality scheme in the Gardens would require investment in additional electrical infrastructure.

This report therefore focuses on the main town lighting scheme, with Blenheim Gardens to be considered separately.

Summary of Tender Submissions

Submission A

Contractor Overview

Established provider with over 50 years' experience delivering large-scale urban and commercial lighting schemes, including high-profile locations (e.g. London sites). The contractor also has significant portfolio experience in shopping centres.

Financial Summary

- Annual Cost: £15,861.46 (+ VAT)
- Total 3-Year Cost: **£47,584.37** (+ VAT)

Additional Costs / Exclusions: Call-out charges apply for maintenance issues; Optional centralised switch-on control available at additional cost

Design Approach: The proposed "Magical Minehead" scheme uses warm white LED motifs to create a traditional and conservation-area-appropriate aesthetic, supported by a detailed visual pack.

Delivery & Technical Approach: A full-service model is proposed. Installation is expected to be delivered via a subcontractor (not yet finalised). Replacement festoon lighting is proposed in Wellington Square. The festoon in the proposal includes IP66 rated lighting which offers a very strong outdoor protection level.

Maintenance: Maintenance is included, with call-out charges. Optional centralised controls are available at additional cost.

Clarifications & Officer Discussions

- The contractor confirmed that uplighting could be delivered but indicated it was not their preferred or strongest design solution.
- Discussions highlighted potential for light spill onto nearby residential properties, though the contractor considered overall impact manageable.
- It was confirmed that installation would rely on an as yet unknown subcontractor, introducing some delivery dependency.
- Once the contract is awarded, it would then be transferred to a contract manager (to be confirmed), who would oversee delivery.

Key Strengths

- Established supplier with strong track record
- Attractive and well-presented scheme
- Competitive pricing

Key Risks / Concerns

- Call-out charges apply
- Subcontractor not yet confirmed
- Business model appears focused on securing new contracts; limited evidence provided of long-term retention in comparable settings.
- "Eco motifs" may present durability challenges in coastal environments.
- Global supplier may result in longer lead times on equipment.

Overall Assessment: A strong submission with good visual quality and delivery capability, but with some reliance on subcontracting and moderate design and cost risks identified through clarification.

Submission B

Overview: A South coast-based contractor delivering schemes across over 30 towns and cities, with a strong operational focus.

Financial Summary

- Annual Cost: £14,500 (+ VAT)
- Total 3-Year Cost: **£43,500** (+ VAT)

Additional Costs / Exclusions: No explicit additional call-out charges stated; Opportunity to expand scheme using remaining budget

Design Approach: A festive scheme using bauble and ribbon motifs with warm and cool white lighting. The design is practical and appropriate, though less distinctive.

Delivery & Technical Approach: Fully in-house delivery, including installation and maintenance. Designed with coastal considerations in mind. The use of IP44 lighting represents a standard outdoor protection rating.

Maintenance: Proactive system with app-based reporting and strong response times. No explicit call-out charges identified.

Clarifications & Officer Discussions

- The contractor confirmed flexibility to expand or enhance the scheme within available budget if required.
- Clarification discussions noted that no site visit had been undertaken, and proposals were based on existing information.
- Technical specification (e.g. IP ratings) was confirmed as standard rather than high-end.

Key Strengths

- Low cost option
- No subcontractor risk
- Strong operational delivery model

Key Risks / Concerns

- Lower technical specification
- Less ambitious design
- Limited site-specific design development at tender stage
- No known site visits may introduce a risk of unforeseen additional costs.

Overall Assessment: A cost-effective and operationally strong submission, but with a more basic technical and design offer compared to other tenders.

Submission C

Overview: A design-led contractor with over 25 years' experience delivering schemes for local authorities and commercial centres. Including previous 5 years with Minehead Town Council.

Financial Summary

- Annual Cost: £13,668.46 (+ VAT)*
- Total 3-Year Cost: **£41,005.38** (+ VAT)*

* Blenheim Gardens proposal was included in the submission but is not included in the above price.

Additional Costs / Exclusions: Call-outs charges apply (£450) where issues relate to external infrastructure.

Design Approach: A cohesive "Victorian Christmas" scheme using traditional warm white lighting and garlands, aligned with the Conservation Area. There are options for additional scheme reviews prior to contract commencement, should councillors wish to review the design. Includes Blenheim Gardens concepts within the base proposal. However, this is recommended to be omitted and to form part of a wider discussion around Blenheim Gardens at a later date.

Delivery & Technical Approach: Delivered via subcontractor, supported by structured project management and inspection processes. The lighting scheme offers a mix of different IP ratings all around IP65+, providing a high level of weather protection.

Maintenance: Defined SLAs (4-hour emergency response; 48-hour standard). Call-outs chargeable only in certain circumstances.

Clarifications & Officer Discussions

- The contractor confirmed that the scheme was intentionally not a like-for-like repeat, aiming to refresh the town's offer.
- Uplighting proposals were explored in detail:
    - The contractor acknowledged that uplighting may appear less traditionally "Christmassy" over previous display.
- The design was confirmed as flexible and capable of refinement in collaboration with the Council.

Key Strengths

- Lowest cost option
- Strong, cohesive and design-led proposal
- Good alignment with Conservation Area
- Proposed use of a subcontractor that knows the town and its infrastructure.

Key Risks / Concerns

- Uplighting option carries acknowledged limitations and risks
- Design may be too focused on a unique style

Overall Assessment: A well-developed and flexible design-led submission that meets the Council's aspirations, but with some acknowledged limitations around uplighting and delivery structure. Their locally based workshop and manufacturer means they are well placed to provide additional support away from the core contract potentially at minimal additional cost, based on previous experience.

Submission D

Overview: An experienced UK contractor with a strong focus on engineering quality, durability, and reliability.

Financial Summary

- Year 1: £19,769.11 (+ VAT)
- Year 2: £14,930.11 (+ VAT)
- Year 3: £14,930.11 (+ VAT)
- Total 3-Year Cost: **£49,629.33** (+ VAT)

Design Approach: A functional and flexible scheme offering two layout options. Focus on robust and reliable delivery.

Delivery & Technical Approach: Installation delivered by a subcontractor with direct experience in Minehead. High-specification (IP68) infrastructure and redesigned power systems to improve resilience. Festoon lighting proposed has a 5 year manufacturer warranty, with an expected 12 year life span.

Maintenance: Preventative maintenance model with defined response times. Call-out charges apply.

Clarifications & Officer Discussions

- Through detailed discussions, the contractor explicitly advised against the use of uplighting.
- They confirmed they could not recommend or deliver uplighting in good faith, due to the high likelihood of light spill affecting nearby residential properties.
- As a result, the design intentionally excludes uplighting in favour of more reliable and appropriate alternatives.
- The contractor demonstrated a clear understanding of historic faults in Minehead and explained how their design directly addresses these issues (e.g. separate power supplies, improved cabling).
- Strong assurance was provided that the proposed system is designed to minimise failures and isolate faults.

Key Strengths

- Highest technical specification (IP68).
- Strong focus on reliability and fault prevention.
- Directly addresses historic issues.
- Honest and risk-aware approach to design decisions.
- Proposed use of a subcontractor that knows the town and its infrastructure.

Key Risks / Concerns

- Higher initial cost
- Call-out charges apply
- Permanent festoon in tree may be affected by sap and dust accumulation over time, potentially reducing lighting performance beyond the first year.

Overall Assessment: A robust and technically focused submission, offering confidence in long-term reliability. Clarification discussions demonstrated an emphasis on responsible design and failure mitigation.

Financial & Legal Considerations

All tenders are within the approved budget of £20,000 per annum.

Members should note that call-out charges and optional elements, clarified through discussions, may affect total lifecycle costs. However, some contractors offer better assurances against failure and risk of call outs than others.

The provision of Christmas lighting is authorised under Section 144 of the Local Government Act 1972, which permits the supply of Christmas lighting to attract visitors.

A structured procurement process has been followed, including tender issue, sealed submissions, and evaluation against defined criteria. Clarification discussions with all tenderers form part of good procurement practice and have informed this assessment.

Options

Councillors are encouraged to give full and careful consideration to all returned tenders, recognising that each submission presents a different approach to delivering Christmas in Minehead.

In assessing the proposals, it would be prudent to consider whole-life cost implications and to be mindful of any assumptions made where a site visit has not taken place, as these can sometimes result in unforeseen requirements or additional costs. Members may also wish to reflect on the suitability and durability of proposed materials in the context of Minehead's coastal environment.

Due regard should be given to each contractor's track record, including experience of delivering comparable schemes in outdoor and coastal town centre environments, where operational and environmental challenges can differ significantly from enclosed or retail-based settings. Consideration should also be given to the clarity of delivery arrangements, contractor resourcing, and evidence of reliable programme delivery.

Submissions which demonstrate a clear understanding of Minehead’s specific requirements, alongside a consistent history of successful delivery in similar or local settings, may provide additional confidence in achieving a well-managed and effective scheme.

Ben Parker
Town Clerk
June 2026

Report on the Sand Accumulation on Minehead Esplanade

Background

Members will be aware that, as part of the devolution agreement with Somerset Council, a substantial section of the Esplanade is now managed by Minehead Town Council under a lease arrangement. This differs from a full asset transfer in that Somerset Council retains certain landowner responsibilities. However, as with most lease agreements, the day-to-day responsibility for keeping the area clean, tidy and presentable rests with Minehead Town Council.

The agreement includes limited exceptions relating to bins and lighting columns. It also references sand clearance within Somerset Council's ongoing street cleansing responsibilities, which typically extends to routine sweeping but does not cover significant accumulations following storms.

In December, the Amenities Team carried out a substantial clearance of sand from the Esplanade in conjunction with Environment Agency reprofiling works, enabling sand to be returned to the beach. It has always been the intention to adopt a more proactive and reactive approach going forward, preventing sand build-up from reaching levels requiring major intervention and maintaining a high standard of presentation.

However, due to a combination of factors, including the wetter and milder winter, Environment Agency works to stabilise sea defences and restricted access to the slipway the planned follow-up clearance in March did not take place.

Current Position and Need

There are now notable accumulations of sand in key areas of the Esplanade, particularly:

- Opposite the main entrance to Butlin's
- Adjacent to the flats at Trinity Way

These areas are important access points to the beach and highly visible to visitors. The current condition impacts both accessibility and the overall appearance of the seafront.

As a town that relies heavily on tourism, it is essential that the Esplanade is maintained in a clean and presentable condition, particularly in advance of the summer holiday period, which begins in late July.

Minehead Town Council has an agreement with the Environment Agency allowing suitable material (once checked for debris, litter etc) to be returned below the tide line, providing a practical method of disposal.

Delivery Options

Options to undertake the works include:

- Engaging external contractors (quotes are currently being sought), or
- Utilising the in-house Amenities Team, potentially through adjusted working patterns and limited overtime, supported by plant hire.

The Amenities Team is currently operating at peak seasonal demand and any reallocation of their time would need to be carefully managed to avoid impacting other essential services.

The operational method, timing and delivery approach will need to remain flexible to ensure the most efficient and effective outcome.

Financial and Legal Considerations

While final costs will depend on the agreed delivery method, it is anticipated that the works can be completed within a maximum budget of £5,500, for which provision exists within the Open Spaces & Recreation (4404 Seafront/Culvercliffe) budget.

Under Section 101 of the Local Government Act 1972, the Council may delegate authority to the Clerk to manage and authorise these works. The Council's powers to maintain and manage open spaces are supported by legislation including Public Health Act 1875 s.164 and Open Spaces Act 1906 ss.9 & 10.

Recommendation

It is recommended that:

Council delegates authority to the Town Clerk to organise and deliver the removal of sand from Minehead Esplanade, using the most appropriate and cost-effective method available, with a maximum budget allocation of £5,500 from the identified budget.

Ben Parker
Town Clerk
June 2026

Amenities Vehicle Update

Councillors will be aware that the provision and condition of vehicles for the Amenities Team has been discussed at recent Full Council meetings. Delegated authority was granted to the Town Clerk to purchase a replacement van and to progress diagnostic works on other vehicles that had been reporting multiple fault codes.

On 1st June, the Council took delivery of a new Suzuki Carry tipper van at a cost of £16,295 exc. VAT. This purchase has enabled sufficient operational capacity for two additional vehicles to be removed from service and sent for specialist assessment.

On 8th June, both vehicles were transported via low loader to a specialist workshop. As previously agreed by Council, upfront payment was required for both transport and diagnostic works. The costs incurred are as follows:

- Transport / recovery (2 vehicles): £850 + VAT
- Workshop diagnostics (2 vehicles): £600 + VAT

The outcome of these diagnostic assessments will enable an informed decision to be made regarding any necessary repairs and associated costs. Further updates will be provided once the findings are received.

Ben Parker
Town Clerk
June 2026