



Minutes from the Full Council Meeting of Minehead Town Council

held on

Tuesday 16th June 2026 at 7:30 p.m. in the Community Building, 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), Bartlett, Beynon, Hodson, Jewell, Lawton, Milton, M Palmer and Sharjeel

Apologies: Councillors Bonar, Hall and Kravis

In Attendance: J Chapman (Deputy Clerk & RFO), Somerset Councillors Chilcott, Hadley and 5 members of the public.

2026/95. To receive Apologies for Absence [LGA 1972 s 85 \(1\)](#)

Councillors Bonar, Hall and Kravis' apologies for absence were **received**.

2026/96. 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.

2026/97. To receive reports from Somerset Councillors and the Local Policing Team.

There were no representatives from the local policing team present.

Councillor Hadley gave the following updates:

- Somerset Council had received an assessment from the Chartered Institute of Public Finance and Accounting (CIPFA). Their findings showed poor management across all areas reviewed. Somerset Council scored one star out of a possible five. Cllr Hadley clarified that a score of 2-3 is average.
- The planning department has a significant number of outstanding planning enforcement, especially in the Mendip area, but are working hard to clear the backlog.
- There are currently two public consultations on the Somerset Council website:
 - "Vaping amongst young people", closing 19th June 2026
 - "Alcohol & me" survey with no closing date
- New consultations coming online in June 2026 are:
 - "Help shape Somerset's future: have your say on council priorities" – this survey is very important to the area, as the consultation will shape where council future budgets are spent. Budget Consultation: <https://somersetcouncil.citizenspace.com/comms/budget-consultation-2027-2028/>
 - "Food waste pledge" – Residents can pledge to recycle their food waste and enter a draw to win compostable food waste bin liners.
 - <https://somersetcouncil.citizenspace.com/waste/pledge-to-recycle-food-jun-jul2026/>

Councillor Chilcott gave the following updates:

- She had received a reply to her letter regarding the lopsided pruning of the roadside street trees in Minehead. The response from Somerset Council stated that the pruning carried out had been proportionate and within the statutory duty expected by any council. Somerset Council would be willing to work with other groups on a future plan for Minehead's street trees. Councillor Chilcott will be working on a strategy for this.

2026/98. To receive reports from councillors, advisory groups and outside bodies.

Cllr Hodson gave an update on the Swimming Pool group. The group is waiting for the report from their appointed consultants documenting the results of the needs survey. Once the report is available, the findings will be shared with the Council and the wider community.

2026/99. 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*

RESOLVED the minutes of the Statutory Annual Meeting of Minehead Town Council held on Tuesday 26th May 2026 were approved and signed by the Chair as a true and accurate record of the meeting.

2026/100. To receive the [Minutes of the Planning & Licencing Committee meeting held on Tuesday 2nd June 2026](#).

The minutes of the Planning & Licencing Committee meeting held on Tuesday 2nd June 2026 were **received**.

2026/101. Accounts *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)*

RESOLVED the payment of £2,729.78 exc. VAT was approved.

- ii. To receive Payments made in May.

Questions were raised about the following payments:

- Mitsubishi HC Capital UK Plc £757.79 - Why the amount had increased in May. The RFO explained that the May payment was the combined total of the usual monthly rental of a works vehicle and annual road tax for that vehicle.
- Hutchinson Marketing Ltd £234.00. The RFO explained this payment was for the job vacancy adverts placed on media channels.
- Hi-Tec Drains £642.00. The RFO explained this payment was for the repairs to the main sewer at Summerland Road WCwc's, as agreed in 2025.

The payments made in May were **received**.

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

The budget income & expenditure reports for May were **received**.

- iv. To receive income receipts for May.

The income receipts for May were **received**.

- v. To receive bank reconciliations for May.

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

2026/102. AGAR 2025 – 2026 *Accounts and Audit Regulations 2015*

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

The annual internal audit report for 2025/26 was **received**.

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

RESOLVED the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return 2025/26) was approved and the Statement was signed at the meeting by the Council Chair, and by the Deputy Clerk in their capacity as the Proper Officer for the meeting.

- 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*)

RESOLVED the annual accounting statement for the year ending 31st March 2025. (Section 2 of the Annual Governance and Accountability Return for 2024/25) was approved.

2026/103. 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). *LGA 1972 s 144*

Following the tender process for the supply of Christmas lighting in Minehead for 2026–2028, four tenders were received. All submissions were made available to Councillors, and a summary report prepared by the Clerk highlighting the key aspects of each tender was presented to Councillors alongside the agenda.

Council considered and discussed the merits of the tenders based on whole-life cost implications, installation & dismantling support. Company C was proposed and seconded. A vote was taken, and a majority was reached for Company C.

RESOLVED by majority to appoint company C (Festive Lighting) to provide the festive lights in 2026, 2027 and 2028.

2026/104. To receive a report on the sand accumulation on the esplanade and to consider delegating the authority to the clerk to organise its removal. *LGA 1972 s 101*

The Clerk prepared a report on sand accumulation along the Esplanade. The report confirmed that, in accordance with the lease agreement, the Town Council is responsible for the removal of significant sand build-up. Options are currently being explored to identify the most cost-effective approach, including the use of external contractors or in-house staff. The importance of maintaining a clean and presentable seafront during the summer months was emphasised. The Clerk sought delegated authority to arrange and manage the removal works.

Council considered and discussed the different options put forward in the report. A question was raised about whether the costs quoted within the report were for multiple sand clearances or one specific sand clearance. It was confirmed that the costs were for one sand clearance only.

The in-house staff option was proposed and seconded. A vote was taken and a majority was reached for the delegation to the clerk to arrange for the in-house staff to remove the current sand accumulation.

RESOLVED by majority to delegate the authority to the Clerk to organise the current sand removal on the Esplanade using the in-house staff up to the cost reported within the report, £5500.00.

2026/105. To note the purchase of a new tipper van and receive an update on the Amenities Team fleet. *LGA 1972 s 111*

An update was provided to Councillors regarding the Council's vehicle fleet. A new tipper van was purchased at a cost of £16,295 exc. VAT and added to the fleet on 1 June 2026. Two additional vehicles

requiring further diagnostic work have returned to the workshop for investigation. These actions were undertaken by the Clerk under delegated authority in accordance with Full Council Minute 2026/43 (March 2026).

The update was **received**.

2026/106. To receive and note an update on recruitment for two available posts at Minehead Town Council. [*LGA 1972 s 111*](#)

A report was presented to Councillors providing an update on the progress of recruitment for two vacant posts at Minehead Town Council. The update was **noted**.

2026/107. To note a Minehead Town Council nomination for The Somerset Council Chair's Awards for Service to the Community 2026.

As part of the Chair of Somerset Council's annual Community Champion awards, it was noted that Minehead Town Council has submitted a nomination for community service.

The meeting closed at 20.10

Councillor C Palmer
Chair of Minehead Town Council
June 2026