



**Minutes of the Finance and General Purposes Committee Meeting of Minehead Town Council
held on
Tuesday 11th August 2026 at 7:30 p.m. in the Minehead Community Centre, Irnham Road, Minehead
TA24 5DW.**

Present: Councillors Jewell (Committee Chair), Bartlett, C Palmer, Hall, Basketfield, Hodson, Jeffery, Lawton, M Palmer and Sharjeel

Apologies: Councillors Beynon, Bonar, Kravis and Milton.

In attendance: B Parker (Town Clerk) J Chapman (Deputy Clerk & RFO)

2026/07. To receive Apologies for Absence [LGA 1972 s 85 \(1\)](#)

Councillors Beynon, Bonar, Kravis and Milton's apologies for absence were **received**.

2026/08. 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.

2026/09. To approve and sign the [Minutes of the Finance & General Purposes Committee meeting held on Tuesday 14th July 2026](#).

RESOLVED the Minutes of the Finance & General Purposes Committee meeting held on Tuesday 14th July 2026 were approved and signed by the committee chair as a true and accurate record.

2026/10. Accounts

- i. To receive payments made for July.

A question was raised regarding the works undertaken at the Summerland Road Toilets and the scope of the works involved.

Further questions were also asked concerning the printed reports provided to Councillors. Members were reminded that they have read-only access to the system and are able to access information directly for self-service enquiries. Councillors were advised that more comprehensive report formats may be available; however, as the system is newly implemented, not all report outputs have yet been fully reviewed and assessed.

The payments made for July were **received**.

- ii. To receive budget, income & expenditure reports for July.

The budget, income & expenditure reports for July were **received**.

- iii. To receive income receipts for July.

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

- iv.** To receive bank reconciliations for July.

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

2026/11. To receive a report on the toilets at Summerland Car Park and consider the options.

The Clerk presented an options paper regarding the sensor-operated toilet flushes at the Summerland Road public toilets. Members considered the advantages and disadvantages of retaining the existing sensor-operated system compared with replacing failed units with manual flush mechanisms. Discussion included the higher maintenance requirements, repair complexity and replacement costs associated with sensor-operated flushes, together with the potential cost savings and ease of maintenance offered by manual systems. Members noted that any transition to manual flushes would be undertaken progressively as existing sensor-operated units reached the end of their service life.

RESOLVED that, upon failure of existing sensor-operated toilet flushes at the Summerland Road toilets they be replaced with manual flush mechanisms

2026/12. To receive an update on pest management and monitoring measures in Blenheim Gardens and to consider any further actions required.

The Clerk presented a report on site management measures within Blenheim Gardens. Members considered the current arrangements and discussed options to support the effective management of the gardens, including the use of monitoring equipment to help assess activity within identified areas and inform any future management actions. Members noted the need to protect Council property and support the effectiveness of ongoing site management measures.

RESOLVED to continue with the current site management arrangements and to introduce monitoring equipment within Blenheim Gardens to assist with the assessment of activity and inform future management decisions, with the Clerk being delegated authority to determine and install the most appropriate equipment.

2026/13. To consider the revised Priorities & Direction document, including member amendments, and to determine whether to recommend its adoption to Full Council.

The Clerk presented a summary of amendments to the draft Priorities & Direction document. Members noted that the document is intended to provide an overarching strategic framework setting out the Council's long-term vision, priorities and objectives for the town, focusing on what the Council wishes to achieve rather than the operational detail of how those ambitions will be delivered. Members considered the proposed revisions and the recommendation that the document be forwarded to Full Council for adoption.

RESOLVED to recommend the adoption of the Priorities & Direction document to Full Council.

2026/14. To receive and consider a proposed schedule of works for the seafront shelters and to approve its use for obtaining quotations.

The Deputy Clerk presented a proposed Schedule of Works for the Council's seafront shelters. Members noted that the schedule had been prepared to provide a consistent basis for obtaining quotations for future improvement works and to ensure that all quotations received were based on the same scope and standard of works, enabling a fair comparison between proposals. Members further agreed that the specification should make clear that contractors may identify and recommend additional or alternative works where, in their professional opinion, these are necessary or appropriate. Work would commence only following further consideration of quotations by Members.

RESOLVED that the Schedule of Works for the seafront shelters be approved as a basis for obtaining quotations, subject to an amendment requiring contractors to identify any additional or alternative works they consider necessary based on their professional expertise.

2026/15. To receive and update on the earmarked reserves review and to make further considerations.

Following the commencement of the Ear Marked Reserves review in July, the Clerk presented an update on the ongoing review process. The Committee noted that the review would form an important part of the forthcoming budget-setting process and that, with budget preparations due to commence shortly, further consideration of the Council's reserves was required. It was suggested that an informal councillor meeting be arranged in September to discuss this further with a view to presenting a comprehensive review of the Ear Marked Reserves for review by the committee at its October meeting.

RESOLVED to hold an informal meeting of Councillors on Tuesday 15th September at 7.30 p.m., either at the Council Offices or the Community Centre, to consider the Council's Ear Marked Reserves.

2026/16. To receive an update on the planning application for the conversion of the storm shelter in Blenheim Gardens into a public toilet facility and to consider any actions required to progress the project.

The Clerk provided an update on the proposed Blenheim Gardens toilet project. Members noted that additional ecological survey work had been requested as part of the planning application process and was required before the application could be determined. Members considered the quotation received for the additional work and the recommendation to proceed in order to enable the project to continue progressing through the planning process.

RESOLVED to approve the quotation in the sum of £1,254.00 inc. VAT for an additional bat survey in connection with the Blenheim Gardens toilet project, in order to enable the planning application process to continue.

2026/17. To appoint councillor Jeffery onto the staffing subcommittee.

In accordance with the Terms of Reference of the Staffing Sub-Committee, it was necessary for the Finance & General Purposes Committee to formally appoint Cllr Jeffrey to serve as a member of the Sub-Committee.

RESOLVED that Cllr Jeffrey be appointed as a member of the Staffing Sub-Committee.

2026/18. Grant applications

- i. To consider an application from St. Michael's pool group for a small grant of £500 towards the purchase of a community defibrillator. **LGA 1972 S137**

It was noted that St Michael's pool group had submitted an application for grant funding of £1,000. The Committee noted that, under the Council's Grant Awarding Policy, the Finance & General Purposes Committee has delegated authority to award grants of up to £500. The application was therefore considered in the context of the maximum award permitted under the policy.

RESOLVED to award a grant of £500 to the St Michael's Pool Group towards a community defibrillator under Section 137 of the Local Government Act 1972 and in accordance with the Council's Grant Awarding Policy.

The meeting closed at 20:43

Councillor Ben Jewell
Chair of the Finance and General Purposes Committee
August 2026