



NOTICE OF FULL COUNCIL MEETING

Date: Tuesday 25th August 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*).

Jo Chapman
Deputy Clerk & Responsible Financial Officer
19th August 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 Full Council Meeting held on Tuesday 28th July 2026](#). **LGA 1972 Sch 12 para 41**
6. To receive the [Minutes of the Finance and General Purposes Committee meeting held on Tuesday 11th August 2026](#).
7. To receive the [Minutes of the Planning & Licencing Committee meeting held on Tuesday 4th August 2026](#).
8. Accounts (See attachments) **Accounts and Audit Regulations 2015**
 - i. To receive Payments made in July.
 - ii. To receive budget income & expenditure reports for July.
 - iii. To receive income receipts for July.
 - iv. To receive bank reconciliations for July.
9. To consider an application for a Councillor co-option to the Periton & Woodcombe Ward of Minehead Town Council (See Councillor attachment) **LGA 1972 S 87 & Local Elections (Parishes and Communities) Rules 2006 r 5**
10. To receive the MTC financial report for Quarter 1 of the 2026/27 financial year. (See attachment)
11. To approve and adopt the Minehead Town Council Priorities and Direction Document (See attachment, Recommendation from the Finance and General Purposes Committee)
12. To consider submitting an application for Minehead to become a watermark town. (See attachment)
13. To consider a quote for the repairs to the bank along the stream at the Parkhouse Road entrance of Parks Walk. (See attachment)
14. To consider and approve the Cycle to Work Scheme Policy. (See attachment)

15. To consider and approve quotations for footpath safety works at Blenheim Gardens, Parks Walk and Minehead Cemetery. *(Item deferred from the July Full Council meeting, See councillor attachment)*
16. To note the First Quarter Report for Year 2 of the Enhanced Youth Worker Project, jointly funded by Minehead Town Council, Minehead EYE and Living Better. (See attachment)
17. To receive further correspondence from the freeholder outlining repairs carried out to the rear of the offices and to consider the request for payment. *(See Councillor attachment)*
18. To receive and note an update on the recruitment of an Administration Officer and Head of Amenities & Assets.

End of Agenda

CIRCULATION

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



Minutes from the Full Council Meeting of Minehead Town Council

held on

Tuesday 28th July 2026 at 7:30 p.m. in the Community Building, Irnham Road, Minehead TA24 5DW

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

Apologies: Councillor Bonar

In attendance: B Parker (Town Clerk) J Chapman (Deputy Clerk & RFO) Somerset Councillors Chilcott, Hadley and 4 members of the public.

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. The following matters were raised:

A member of the public expressed their appreciation for the floral displays throughout the town, commenting on how attractive and well-maintained they are. They asked that their thanks be passed on to the Town Council's Amenities Team for their efforts, noting that the displays are greatly appreciated by both residents and visitors.

2026/108. To receive Apologies for Absence [LGA 1972 s 85 \(1\)](#)

Councillor Bonar's apologies for absence were received.

2026/109. To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the meeting [Localism Act 2011 S 26 - 34](#)

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.

2026/110. To receive reports from Somerset Councillors and the Local Policing Team.

There were no members of the Local Policing Team present.

Somerset Councillor Chilcott gave the following updates:

- Somerset Councillors may submit motions for consideration by Somerset Council. These are debated at Full Council and, where approved, can influence Council policy and practice. Recent examples included a motion to maximise take-up of Pupil Premium funding by moving eligible families to an opt-out rather than opt-in system, which was approved by Council. Other motions considered included improving financial management and accountability through the provision of periodic process reports to the Audit Committee, supported by an annual summary report and strengthening planning enforcement to ensure a consistent and fair approach to addressing planning breaches and their impact on local communities. Some motions were carried, while others were not approved.
- At the most recent Full Council meeting, it was reported that Somerset Council had been issued with a Best Value Notice. Councillor Chilcott explained that this is a formal notification from Government expressing concerns regarding the Council's ability to fulfil its Best Value duty to secure continuous improvement in the way its functions are exercised. The notice highlights the

seriousness of the Council's current position and the need to demonstrate improvements in governance, performance and financial management.

Somerset Councillor Hadley gave the following updates:

- Somerset Council's programme of commercial property sales is currently forecast to result in an estimated loss of £90 million.
- The Council's debt has exceeded £1 billion and is expected to increase slightly before reducing. Annual repayments and interest costs are understood to be in the region of £50 million; however, the overall borrowing remains within recommended limits.
- The Care Quality Commission (CQC) has rated Somerset Council's Adult Social Care service as "Requires Improvement". Children's Services have also been downgraded to "Requires Improvement", although services for care leavers continue to be rated as "Good".
- Planning performance remains a concern, with delays in decision-making continuing and a number of planning enforcement investigations still outstanding.
- An application has been submitted relating to the Hopcott Road housing development to vary the Section 106 Agreement. Details are available on the [Somerset Council website](#). The matter is currently scheduled to be determined under delegated officer powers; however, Councillors Hadley and Chilcott have both requested that the application be called in for committee consideration. An independent viability assessment is still awaited.
- Somerset Council has appointed a new Chief Finance Officer.
- A Harbour Board meeting was held the previous day, attended by a number of representatives from the Minehead and West Somerset area. Work is continuing on the development of a business plan for Somerset's harbours and ports.

Somerset Councillor Kravis gave the following updates:

- Expressed concern regarding the asset sales, taking the view that the disposals may not be in the Council's long-term interests. However, he noted that the action was being undertaken in response to a Government directive.
- Supports the free school meals opt out motion recently approved at Full Council.
- Reminded attendees that Somerset Council Full Council meetings include a public session, which provides members of the community with an opportunity to ask questions and have their voices heard.

2026/111. To receive reports from councillors, advisory groups and outside bodies.

Cllr C Palmer reported on the South West in Bloom judges' visit to Minehead in July. He considered the visit to have been successful and noted that the results will be announced in October.

2026/112. To approve and sign the [Minutes of the Full Council Meeting held on Tuesday 16th June 2026](#).
LGA 1972 Sch 12 para 41

RESOLVED the minutes of the Full Council Meeting held on Tuesday 16th June 2026 were approved and signed by the chair as a true and accurate record of the meeting.

2026/113. To receive the [Minutes of the Finance and General Purposes Committee meeting held on Tuesday 14th July 2026](#).

The minutes of the Finance and General Purposes Committee meeting held on Tuesday 14th July 2026 were **received**.

2026/114. To receive the [Minutes of the Planning & Licencing Committee meeting held on Tuesday 7th July 2026](#).

The minutes of the Planning & Licencing Committee meeting held on Tuesday 7th July 2026 were **received**.

2026/115. Accounts *Accounts and Audit Regulations 2015*

- i. To approve the following payments:
 - Payment of **£3,708.00 inc. VAT** to Complete Weed Control for the supply and application of herbicide to pavements and associated kerbs in Minehead. (*Targeted street weed control strategy discussed and approved at December 2025's Full Council Meeting; Minute Number 2025/216*)
 - Payment of **£6,484.21 inc. VAT** to Festive Lighting Co. Ltd for the 40% instalment towards the rental and installation of the 2026 Christmas lighting displays. (*Contractor was appointed to deliver the town's Christmas lighting scheme by Full Council in June 2026 Minute Number 2026/103*)
 - Payment of **£6,703.92 inc. VAT** to Bristol City Council for the supply and delivery of the towns summer floral displays.

A question was raised regarding the delivery costs associated with the flower order from Bristol City Council. The Clerk advised that delivery charges had been included in the overall cost and that, as Minehead Town Council had placed a smaller order, it did not meet the threshold for free delivery. It was suggested that collecting the flowers directly might be more cost-effective; however, the Clerk advised that this would be unlikely and could result in higher overall costs once travel and collection expenses were taken into account.

RESOLVED by majority, the payment of £3,708.00 inc. VAT were approved.

RESOLVED the payment of £6,484.21 inc. VAT were approved.

RESOLVED the payment of £6,703.92 inc. VAT were approved.

- ii. To receive Payments made in June.

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

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

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

- iv. To receive income receipts for June.

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

- v. To receive bank reconciliations for June.

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

2026/116. To consider applications for the co-option of Councillors to the Periton & Woodcombe and to the Minehead North Ward of Minehead Town Council **LGA 1972 S 87 & Local Elections (Parishes and Communities) Rules 2006 r 5**

The Council considered applications for co-option from two members of the public. Both candidates addressed Members, outlining their reasons for wishing to join Minehead Town Council.

Following the presentations, Members voted to suspend Standing Orders. The candidates and members of the public were then asked to leave the meeting to allow Members to discuss the applications and determine the matter by vote.

Upon completion of the vote, the candidates and members of the public were invited to return to the meeting. Members then voted to reinstate Standing Orders.

RESOLVED that Mr Adrian Basketfield be co-opted to Minehead Town Council to represent Periton and Woodcombe Ward, and that Ms Mandy Jeffery be co-opted to Minehead Town Council to represent Minehead North Ward.

Following the completion of their Declarations of Acceptance of Office, which were duly signed and witnessed by the Clerk as Proper Officer of the Council, the newly co-opted Members took their seats and joined the meeting as Councillors.

2026/117. To receive the vehicle workshop appraisals following diagnostic works to amenities vehicles and to consider the appropriate next steps. [LGA 1972 S 111](#)

Following completion of the diagnostic assessments of the Amenities vehicles, quotations were obtained for the required repair works. Members were provided in advance of the meeting with copies of the diagnostic reports, quotations and the Clerk's subsequent enquiries to the workshops, together with the responses received.

Members considered the quotations received for the two vehicles. The quotation for the first vehicle totalled £2,609.88 inc. VAT and was considered sufficiently comprehensive to provide confidence that the vehicle would be returned to full working order. The quotation for the second vehicle totalled £2,760.77 inc. VAT; however, there remained some uncertainty regarding the full extent of the repairs required, with the possibility that additional faults, including a battery replacement, could be identified once works commenced.

The Clerk advised that the reduced availability of the fleet was having a significant impact on service delivery. Despite these challenges, the Amenities Team had continued to maintain services to a high standard.

It was proposed and seconded that authority be delegated to the Clerk, in consultation with the Mayor, to determine whether the repair works should proceed and, if so, to commission the necessary works.

RESOLVED by majority that authority be delegated to the Clerk, in consultation with the Mayor, to determine whether to proceed with the repair works and to commission the necessary works as appropriate.

The Clerk advised that, based on the information available, he was minded to proceed with the recommended repairs. It was anticipated that the works would resolve the issues affecting the first vehicle, and there was optimism that the identified repairs to the second vehicle would similarly return it to service. Members were further advised that, once the vehicles had been repaired and returned to operation, a comprehensive review of the Council's fleet would need to be undertaken, with a view to establishing a proactive vehicle replacement programme.

2026/118. To receive and consider a request for the installation of a "Letters to a Loved One" letterbox at the seafront or in Blenheim Gardens.

The Clerk advised Members that a local funeral director had approached the Council with a proposal to install a "Letters to a Loved One" post box, providing a means for individuals to commemorate and maintain a connection with the memory of a loved one.

Details of the proposal had been circulated with the agenda. Members were advised that the Town Council's involvement would be limited to granting permission for the use of Council land and agreeing a suitable location. The funeral director would be responsible for all costs associated with the installation, maintenance, operation and management of the scheme.

Whilst several potential locations had been identified, Blenheim Gardens was the preferred location. Members also considered whether the proposal would be appropriate within a conservation area and whether the installation could be considered intrusive.

Members discussed the proposal and questioned the suitability of locations such as Blenheim Gardens and the Seafront. It was suggested that a cemetery setting may be more appropriate and a proposal was put

forward that the post box be located within the cemetery. As the proposal was not seconded, no vote was taken.

Further discussion took place regarding the suitability of Blenheim Gardens, with some Members considering it to be an appropriate location, subject to any necessary permissions being obtained. Members also expressed the view that the initiative would be more appropriate if delivered collaboratively by local funeral directors rather than a single business.

It was proposed and seconded that, subject to the initiative being delivered as a collaborative project involving local funeral directors, approval in principle be given for the installation of a "Letters to a Loved One" post box within Blenheim Gardens, with the exact location to be determined and subject to any necessary planning and regulatory consents.

RESOLVED by majority that, subject to the initiative being delivered as a collaborative project involving local funeral directors, approval in principle be given for the installation of a "Letters to a Loved One" post box within Blenheim Gardens, with the exact location to be agreed and subject to all necessary permissions and consents being obtained.

2026/119. To receive a letter from the freeholder outlining repairs carried out to the rear of the offices and to consider the request for payment. [*LGA 1972 S 111*](#)

Members were advised that, following the freeholder's appointment of a contractor to undertake minor works to the freeholder's section of the building, a more significant defect had been identified in the roof of the rear extension of the building.

Owing to the nature and urgency of the issue, and during a period when the Clerk was absent, the necessary remedial works were authorised and subsequently completed. A letter from the freeholder outlining the circumstances, detailing the works undertaken and enclosing an invoice for £3,985.00, had been circulated with the agenda for Members' consideration.

Members discussed the matter in detail, including the respective liabilities of the freeholder and the Town Council. Concerns were also raised regarding the Council's legal position and its ability to determine liability based on the information currently available.

It was proposed and seconded that the matter be referred to the Council's solicitors for advice. Upon being put to the vote, the motion was not carried.

It was then proposed and seconded that the Clerk be authorised to seek an amicable resolution with the freeholder and prepare a draft response on behalf of the Council.

RESOLVED that the Clerk be authorised to seek an amicable resolution with the freeholder and prepare a draft response, with any proposed settlement and correspondence to be subject to the approval of a quorate number of councillors before being issued.

2026/120. To confirm the retention of Per Pro Services Ltd as the Council's Independent Internal Auditor for the 2026/27 financial year, including the provision of both mid-year and end-of-year internal audit reviews. [*Accounts and Audit Regulations 2015 Regulation 5 \(1\)*](#)

Councillor Jewell left the meeting at 20:56

Following completion of the most recent Annual Governance and Accountability Return (AGAR), the Clerk advised that it was an appropriate time for the Council to consider arrangements for internal audit services for the forthcoming financial year.

The Clerk reported that Per Pro Services had been appointed as the Council's Internal Auditor for several years and had consistently provided a thorough and constructive assessment of the Council's governance,

financial management and internal controls. The Clerk noted that the support and recommendations provided through the internal audit process had assisted the Council in strengthening its governance arrangements and improving its financial resilience.

In addition to undertaking the formal internal audit function, Per Pro Services had provided advice and support throughout the year when required. The Clerk further confirmed that the auditor met the independence and competency requirements prescribed for local council internal auditors.

Members were asked to consider retaining the services of Per Pro Services for the forthcoming year, including both interim and year-end internal audit reviews.

RESOLVED that Per Pro Services Ltd be reappointed as the Council's Independent Internal Auditor for the 2026/27 financial year, to undertake the Council's mid-year and year-end internal audit reviews and provide associated internal audit services as required.

2026/121. To consider contributing 50% of the cost of installing a public access defibrillator on the Bandstand in Blenheim Gardens in partnership with the Minehead Community Defib Group. *Public Health Act 1936 S 234*

Councillor Jewell returned at 20:57

The Clerk presented a proposal for the installation of a public access defibrillator at the bandstand in Blenheim Gardens. Members were advised that the Minehead Community Defib Group had identified the Gardens as a suitable location and was supportive of a partnership approach to the project.

Members noted that the Town Council and the Minehead Community Defib Group would each contribute 50% of the installation costs, with ownership, insurance, maintenance, inspections and ongoing management of the unit to be undertaken by the Defib Group. Provision existed within the Blenheim Gardens budget to fund the Council's contribution.

RESOLVED that the Town Council approve a 50% contribution towards the installation of a public access defibrillator at the bandstand in Blenheim Gardens, with the remaining costs and all ongoing responsibilities to be met by the Minehead Community Defib Group.

2026/122. Training and Professional Development

- i. To consider financially supporting the Town Clerk's enrolment on the Community Governance Degree programme and to approve the associated training expenditure.

The Clerk presented a report on the SLCC Community Governance Level 4 Qualification and advised that, following completion of the Certificate in Local Council Administration (CiLCA), this represented the next stage of professional development available specifically for local council officers. Members were advised that the qualification would further develop knowledge and expertise in areas including governance, finance, law, asset management and community leadership.

The anticipated benefits to the Council, including enhanced in-house expertise, strengthened governance arrangements, reduced reliance on external advice and the opportunity to apply learning directly to Council projects and priorities, were outlined.

Members noted that the total course cost would be £8,000 over two years, with a £400 deposit required to secure a place on the February 2027 intake. It was further noted that a training agreement would be entered into to protect the Council's financial investment.

During discussion, it was suggested that the Council complete its current recruitment process before committing to the qualification.

It was proposed and seconded that the Council financially support the Town Clerk's enrolment on the SLCC Community Governance Degree programme and approve the associated expenditure, subject to an appropriate training agreement being put in place.

RESOLVED that the Town Council support the Town Clerk's enrolment on the SLCC Community Governance Degree programme and approve the associated training expenditure, including payment of the required deposit, subject to an appropriate Learning Agreement being entered into to protect the Council's financial investment.

Following the resolution, the Learning Agreement was executed by the Chair on behalf of the Council and by the Clerk in acknowledgement of the terms and conditions attached to the training support.

- ii. To note the Deputy Clerk is due to commence CiLCA training in September.

Councillors noted that the Deputy Clerk had enrolled on the Certificate in Local Council Administration (CiLCA) and was due to commence the qualification in September. The Deputy Clerk had elected to self-fund the course. The Clerk recommended that consideration be given to granting study leave, if required, to support completion of the qualification. Members welcomed this commitment to professional development. The update was **noted**.

2026/123. To consider and approve quotations for footpath safety works at Blenheim Gardens, Parks Walk and Minehead Cemetery.

Members received a report prepared by the Deputy Clerk and RFO regarding the condition of pedestrian paths across a number of Council-owned open spaces, including Blenheim Gardens, The Parks and Minehead Cemetery. The report highlighted a number of areas where surfaces had deteriorated and identified priority repairs required to address safety concerns and reduce future maintenance liabilities.

Members considered the Deputy Clerk's recommendations for a phased programme of repairs, together with associated quotations and funding options. It was noted that investment in priority works would improve public safety, protect Council assets and help reduce the risk of future claims and more extensive repair costs.

During discussion, Members highlighted the difficulties experienced by those with mobility and accessibility issues when crossing the cobbled bridge on Parks Walk. It was suggested that, rather than replacing the existing cobbled surface, the bridge could be resurfaced entirely. Members also questioned whether the proposed drainage works were required as an immediate priority and considered whether these works could be deferred.

Concerns were raised regarding the impact of any alterations to the bridge on the character of The Parks. However, Members acknowledged that accessibility and safety considerations arising from the condition of the surface outweighed concerns regarding the impact of any alterations on the character of The Parks. Members discussed the potential use of alternative materials, including concrete, and considered whether such options may prove more cost-effective and less complex to deliver. It was also suggested that additional detail regarding the scope of works included within each quotation would assist Members in reaching an informed decision.

It was proposed and seconded that further information be obtained, including a breakdown of the quotations and consideration of alternative materials for the bridge surface.

RESOLVED that consideration of the proposed works be deferred pending receipt of further information, including a detailed breakdown of the quotations and an assessment of alternative materials for the bridge surface at Parks Walk.

2026/124. To receive a report on the Cycle to Work Scheme and to consider adopting a defined method for its provision to employees.

Members received a report prepared by the Deputy Clerk and RFO regarding the introduction of a Cycle to Work Scheme for Town Council employees. The report outlined the available options and recommended joining the Halfords Cycle2Work scheme, which would provide employees with access to bicycles and associated equipment through a salary sacrifice arrangement.

Members enquired whether alternative providers had been considered and were advised that the proposed scheme offered the most suitable range of options and represented the preferred provider. Clarification was also sought regarding the level of additional administration that would be required of the Council.

It was proposed and seconded that the Council approve the introduction of a Cycle to Work Scheme in principle and that officers prepare a draft policy for consideration at the next meeting of the Council, including proposed eligibility criteria, expenditure limits and operational arrangements.

RESOLVED by majority that the introduction of a Cycle to Work Scheme be approved in principle and that officers prepare a draft policy, including proposed eligibility criteria, expenditure limits and operational arrangements, for consideration at the next Full Council meeting.

2026/125. To receive an update on the MMS Stronger Together SALC-funded Health and Wellbeing Project and to consider granting delegated authority to the Clerk to pay project-related invoices from the grant fund. **LGA 1972 S 137**

Members received an update from the Clerk on the delivery of the Stronger Together Project, funded through the SALC Health and Wellbeing Grant. The project had been developed in partnership with Minehead Middle School to provide positive activities and wellbeing support for pupils during the summer holidays.

The Clerk advised that, since publication of the agenda, the originally proposed cinema element of the project had required amendment as the cinema operators were unable to support an additional scheme during the summer period due to existing commitments. Alternative options had therefore been explored and a revised arrangement had been agreed with Butlin's, which would provide child day passes at a significantly reduced rate, enabling the project objectives to be achieved whilst remaining within the approved budget.

Members noted that the Minehead Eye would continue to form part of the project and that all expenditure would be funded from the existing SALC Health and Wellbeing Grant allocation.

Members noted the update.

RESOLVED that authority be delegated to the Clerk to settle invoices and make any associated payments required for the delivery of the Stronger Together Project, provided that all expenditure remains within the approved SALC Health and Wellbeing Grant allocation.

2026/126. To Co-opt Councillor Jewell on to the Planning and Licencing Committee.

In accordance with the Committee's Terms of Reference, appointments of new Members to committees must be approved by Full Council.

RESOLVED that Councillor Jewell be appointed to the Planning and Licensing Committee.

2026/127. To note the completion of Councillors' quarterly spot checks of the Council's accounts and financial records.

Councillors M. Palmer and Lawton reported that they had recently undertaken the quarterly spot checks of the Council's accounts in accordance with the Council's financial controls. The Chair thanked both Councillors for their time and assistance in carrying out the review. The update was **noted**.

2026/128. To resolve to exclude members of the press and public in order to consider matters relating to current staff vacancies at Minehead Town Council. *Public Bodies (Admission to Meetings) Act 1960*

The Chair advised that, due to the confidential nature of the business relating to current staff vacancies, it was necessary for the Council to consider the matter in private session. Members therefore considered a motion to exclude the press and public.

RESOLVED that, in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the consideration of matters relating to current staff vacancies at Minehead Town Council.

2026/129. To receive an update on current staff vacancies and resolve any actions necessary to support the filling of vacant posts.

Cllr Beynon left the meeting at 21:26, at which point a temporary recess was called. The meeting reconvened at 21:31.

Members received a confidential report regarding the recruitment of the Head of Amenities and Assets and Administration Officer posts. Members noted the outcome of the previous recruitment exercise and considered arrangements for readvertising and future appointments.

Members discussed the proposed salary ranges for the vacancies and considered the level of authority to be delegated to the Staffing Sub-Committee in relation to recruitment and appointment matters.

RESOLVED that the Head of Amenities and Assets post be readvertised with an amended salary range, and that the Staffing Sub-Committee be authorised to negotiate starting salaries within the approved salary scales for both the Head of Amenities and Assets and Administration Officer posts, where necessary to secure the most suitable candidate, with any appointments and agreed starting salaries to be reported to Full Council.

The detailed discussion and salary provisions agreed by Members are recorded within the confidential notes of this item.

The meeting closed at 21:59

Councillor C Palmer
Chair of Minehead Town Council
July 2026



**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



**Minutes of the Planning and Licensing Committee Meeting of Minehead Town Council
held on
Tuesday 4th August 2026 at 6:30 p.m. in the Minehead Town Council Offices**

Present: Councillors M Palmer (Chair), Lawton, Hodson, Jewell, C Palmer and Bartlett

In attendance: B Parker (Town Clerk), Councillors Jeffery and Basketfield.

2026/36. To receive Apologies for Absence [LGA 1972 s 85 \(1\)](#)

There were no apologies for absence.

2026/37. 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.

2026/38. To approve and sign the [Minutes of the Planning & Licencing Committee meeting held on Tuesday 7th July 2026.](#)

RESOLVED the minutes of the Planning & Licencing Committee meeting held on Tuesday 7th July 2026 were approved and signed by the committee chair as a true and accurate record of the meeting.

2026/39. Application VSC/21/26/001 - Land off Hopcott Road, Minehead - To consider the application for Modification or Discharge of a Planning Obligation (Section 106 Agreement) relating to affordable housing provision at Land off Hopcott Road, Minehead, and to determine whether the Town Council wishes to make representations to Somerset Council.

Under Item 1(a) of the Standing Orders, the Chair exercised their discretion to vary the order of business and agreed that this item would be considered as the final agenda item.

The Committee considered the planning application in detail and expressed both surprise and frustration that a matter of such significance had been referred to the Town Council for notification only, rather than consultation.

Members noted that a previous application to amend the Section 106 Agreement had not ultimately been completed and, therefore, the original obligations remained in force. The Committee further noted that the original agreement secured 35% affordable housing together with Section 106 community contributions. Members understood that the first Section 106 payment was due upon commencement of development but that this payment had not been made.

The Committee reviewed the submitted viability assessment. Whilst acknowledging the conclusions contained within the report, Members agreed that a reduction in a developer's anticipated profit margin is not, in itself, a material planning consideration that would justify the removal or variation of planning obligations.

Members also discussed the Section 106 contributions and noted that, as development had already commenced, the first payment should have been made and that the second instalment was also due. In the Committee's view, both payments should be made in accordance with the original agreement and there was no justification for the proposed variation.

The Committee agreed that the preferred outcome would be for the development to be delivered in full compliance with the original planning obligations, including both the agreed affordable housing provision and the Section 106 contributions. Members discussed the significant local need for affordable housing and emphasised the importance of retaining the agreed provision for the benefit of the Minehead community.

Following discussion, the Committee concluded that there were a number of material planning grounds upon which an objection could be made. It was agreed that the Town Clerk would prepare a formal response on behalf of the Council, setting out the Committee's planning objections and the material considerations supporting them.

RESOLVED to object to the proposed variation of the Section 106 Agreement and to submit a formal objection to Somerset Council on behalf of Minehead Town Council, with the detailed planning grounds for objection to be prepared by the Town Clerk in consultation with the Committee Chair.

2026/40. To receive updates on the development of the Somerset Council Local Plan and any related consultations affecting the town

Members noted that the Local Plan consultation had been extended for further public comment.

2026/41. To consider the Planning Applications received. *(See Appendix 1)*

The meeting closed at 19:07

APPENDIX 1

Application	Recommendation
3/21/26/037 Replacement of garage roof, installation of metal railing in place of hedge at front and various external works 28 Bampton Street, Minehead, TA24 5TT	The Committee welcomed the proposal and commented positively on the restoration of the building's front elevation, noting that the revised design would more closely reflect its historic appearance and character. The Committee discussed the inclusion of solar panels within the Conservation Area and questioned whether they were consistent with the local vernacular. However, given that the panels would be positioned on the rear-facing roof slope and would have limited visibility from the public realm, Members considered that a reasonable balance had been achieved between heritage considerations and sustainable energy measures. RESOLVED by majority the committee could see no material planning reason to object to the application.

3/21/26/038 Replacement of garage roof, installation of metal railing in place of hedge at front and various external works 28 Bampton Street, Minehead, TA24 5TT	The Committee welcomed the proposal and commented positively on the restoration of the building's front elevation, noting that the revised design would more closely reflect its historic appearance and character. The Committee discussed the inclusion of solar panels within the Conservation Area and questioned whether they were consistent with the local vernacular. However, given that the panels would be positioned on the rear-facing roof slope and would have limited visibility from the public realm, Members considered that a reasonable balance had been achieved between heritage considerations and sustainable energy measures. RESOLVED by majority the committee could see no material planning reason to object to the application.
3/21/26/039 Demolition of existing rear conservatory and erection of single storey flat roof rear extension forming enlarged kitchen and snug area. 29 Blenheim Road, Minehead, TA24 5PZ	RESOLVED the committee could see no material planning reason to object to the application.
3/21/26/036 Change of use of basement office into 1 No. dwelling 9 Blenheim Road, Minehead, TA24 5PZ	The Committee discussed the proposed development and expressed concerns regarding the limited provision of natural light to the dwelling, questioning whether the living accommodation would provide an acceptable level of amenity for future occupants. Members also considered the site's location within a flood zone and raised concerns about the potential flood risk associated with the development. RESOLVED the Committee object to the application on the grounds of the inadequate provision of natural light to the proposed dwelling and concerns regarding flood risk arising from the site's location within a designated flood zone.

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

Minehead Town Council

04 August 2026 (2026 - 2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
273		01/07/2026		NatWest Current Acc	JUL26DD1	Rent - Depot 31	PM & PD Bohun		755.00		755.00
											755.00
274		01/07/2026		NatWest Current Acc	JUL26DD2	Lease of BG21 DSX	Mitsubishi HC Capital UK Pl		343.99	68.80	412.79
											412.79
275		01/07/2026		NatWest Current Acc	JUL26DD3	Subscription	Scribe Accounts		292.00	58.40	350.40
											350.40
276		01/07/2026		NatWest Current Acc	JUL26DD4	Civicy	Starboard Systems Ltd		527.00	105.40	632.40
											632.40
277		01/07/2026		NatWest Current Acc	JUL26DD5	Water or/and Sewage	Water2Business Ltd		337.43	16.87	354.30
											354.30
278		01/07/2026		NatWest Current Acc	JUL26DD6	Water or/and Sewage	Water2Business Ltd		176.64	8.83	185.47
											185.47
279		01/07/2026		NatWest Current Acc	JUL26DD7	Water or/and Sewage	Water2Business Ltd		44.58	8.92	53.50
											53.50
321		01/07/2026		CashPlus – Pre Paid	JUN26PP24	Stationery	Galaxy Wholsalers Ltd		10.22	2.04	12.26
											12.26
281		02/07/2026		NatWest Current Acc	JUL26PY2	Sundries- maintenance	Eagle Plant		302.00	60.40	362.40
											362.40
280		02/07/2026		NatWest Current Acc	JUL26PY1	Machinery Purchase	Tufferman Ltd		620.82	124.16	744.98
											744.98
284		02/07/2026		NatWest Current Acc	JUL26PY5	Vehicle Maintenance	Neil Arnold Tyres Ltd		20.83	4.17	25.00
											25.00
285		02/07/2026		NatWest Current Acc	JUL26PY6	Waste Collection	ESH Commercials Ltd		85.50	17.10	102.60
											102.60
282		02/07/2026		NatWest Current Acc	JUL26PY3	Music	PPL PRS Ltd		297.60	59.52	357.12
											357.12
283		02/07/2026		NatWest Current Acc	JUL26PY4	Sundries -health & safety	Workwear Ltd		105.24	21.05	126.29
											126.29
286		02/07/2026		NatWest Current Acc	JUL26PY7	Sundries-Cleaning	Initial Washroom Hygiene		194.28	38.86	233.14
											233.14
287		02/07/2026		NatWest Current Acc	JUL26PY8	Music Performance	Quick Silver		250.00		250.00
											250.00
348		02/07/2026		CashPlus – Pre Paid	JUL26PP1	Milk	Iceland		1.20		1.20
											1.20
349		02/07/2026		CashPlus – Pre Paid	JUL26PP2	Fuel	Tesco		63.07	12.61	75.68
											75.68
350		04/07/2026		CashPlus – Pre Paid	JUL26PP3	Free Press	TG Jones High Street Ltd		2.20		2.20
											2.20

Minehead Town Council

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PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
332		06/07/2026		NatWest Current Acc	JUL26PY18	Civicy	Starboard Systems Ltd		527.00	105.40	632.40
											632.40
333		06/07/2026		NatWest Current Acc	JUL26DD8	Website Hosting	Word Gets Around Ltd		35.00		35.00
											35.00
330		06/07/2026		NatWest Current Acc	JUL26PY16	Music Performance	DVO (T Gibbons)		150.00		150.00
											150.00
331		06/07/2026		NatWest Current Acc	JUL26PY17	Sundries- maintenance	Reflex Sports Ltd		80.00	16.00	96.00
											96.00
327		06/07/2026		NatWest Current Acc	JUL26PY13	Business Rates	Somerset Council		325.00		325.00
											325.00
328		06/07/2026		NatWest Current Acc	JUL26PY14	Business Rates	Somerset Council		332.00		332.00
											332.00
325		06/07/2026		NatWest Current Acc	JUL26PY11	Business Rates	Somerset Council		608.00		608.00
											608.00
323		06/07/2026		NatWest Current Acc	JUL26PY9	Business Rates	Somerset Council		453.00		453.00
											453.00
324		06/07/2026		NatWest Current Acc	JUL26PY10	Business Rates	Somerset Council		420.00		420.00
											420.00
326		06/07/2026		NatWest Current Acc	JUL26PY12	Business Rates	Somerset Council		293.00		293.00
											293.00
329		06/07/2026		NatWest Current Acc	JUL26PY15	Business Rates	Somerset Council		330.00		330.00
											330.00
334		07/07/2026		NatWest Current Acc	JUL26DD10	H & S	BrightHR		24.00	4.80	28.80
											28.80
351		07/07/2026		CashPlus – Pre Paid	JUL26PP4	Licences	Microsoft		123.43		123.43
											123.43
354		08/07/2026		CashPlus – Pre Paid	JUL26PP7	Milk	Iceland		1.20		1.20
											1.20
353		08/07/2026		CashPlus – Pre Paid	JUL26PP6	Vehicle Maintenance	Alliance Automotive UK LV		28.43	5.69	34.12
											34.12
352		08/07/2026		CashPlus – Pre Paid	JUL26PP5	Fuel	Tesco		52.48	10.50	62.98
											62.98
355		08/07/2026		CashPlus – Pre Paid	JUL26PP8	Fuel	Tesco		24.41	4.88	29.29
											29.29
356		08/07/2026		CashPlus – Pre Paid	JUL26PP9	Fuel	Tesco		40.55	8.11	48.66
											48.66
335		09/07/2026		NatWest Current Acc	JUL26DD11	Electricity	YU Energy		130.73	6.54	137.27
											137.27
336		09/07/2026		NatWest Current Acc	JUL26DD12	Electricity	YU Energy		27.24	1.36	28.60
											28.60

Minehead Town Council

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PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
357		10/07/2026		CashPlus – Pre Paid	JUL26PP10	Sundries- maintenance	Ironmongery Direct		75.00	15.00	90.00
											90.00
358		11/07/2026		CashPlus – Pre Paid	JUL26PP11	Free Press	TG Jones High Street Ltd		2.20		2.20
											2.20
359		11/07/2026		CashPlus – Pre Paid	JUL26PP12	Hosting - accessibility	20i Ltd		6.99	1.40	8.39
											8.39
337		13/07/2026		NatWest Current Acc	JUL26DD13	Electricity	Scottish Power		222.86	11.14	234.00
											234.00
338		13/07/2026		NatWest Current Acc	JUL26DD14	Equipment Rental	Initial Washroom Hygiene		401.00	80.20	481.20
											481.20
339		14/07/2026		NatWest Current Acc	JUL26DD15	EAP	BrightHR		24.40	4.88	29.28
											29.28
360		14/07/2026		CashPlus – Pre Paid	JUL26PP13	Subscription	20i Ltd		25.00	5.00	30.00
											30.00
343		14/07/2026		NatWest Current Acc	JUL26PY23	Play Area Inspections	Playsafety Ltd		937.00	187.40	1,124.40
											1,124.40
344		14/07/2026		NatWest Current Acc	JUL26PY24	Sundries- maintenance	Minehead Sawmills		30.40	6.08	36.48
											36.48
342		14/07/2026		NatWest Current Acc	JUL26PY22	Sundries-Cleaning	Bunzl UK Ltd (Greenham)		413.70	82.74	496.44
											496.44
340		14/07/2026		NatWest Current Acc	JUL26PY20	Vehicle Maintenance	Alliance Automotive UK LV		5.44	1.09	6.53
											6.53
347		14/07/2026		NatWest Current Acc	JUL26PY27	Waste Collection	ESH Commercials Ltd		766.00	153.20	919.20
											919.20
345		14/07/2026		NatWest Current Acc	JUL26PY25	Music Performance	Strange Folk		175.00		175.00
											175.00
346		14/07/2026	2026/65 April 2026 FC	NatWest Current Acc	JUL26PY26	Contribution	Minehead & Coast Develop		2,500.00		2,500.00
											2,500.00
341		14/07/2026		NatWest Current Acc	JUL26PY21	Sundries- maintenance	Ironmongery Direct		75.00	15.00	90.00
											90.00
361		15/07/2026		CashPlus – Pre Paid	JUL26PP14	Fuel	Tesco		46.72	9.34	56.06
											56.06
363		15/07/2026	2026/05 F & GP July 2026	NatWest Current Acc	JUL26PY28	Weed Spraying	Complete Weed Control		3,090.00	618.00	3,708.00
											3,708.00
362		15/07/2026		CashPlus – Pre Paid	JUL26PP15	Milk	Iceland		1.20		1.20
											1.20
389		15/07/2026		CashPlus – Pre Paid	JUL26PP16	Mobile Phone	GiffGaff Ltd		8.33	1.67	10.00
											10.00
367		15/07/2026		NatWest Current Acc	JUL26DD16	Broadband/Telephones	BT		110.94	22.19	133.13
											133.13

Minehead Town Council

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PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
365		15/07/2026	2026/05 F & GP July 2026	NatWest Current Acc	JUL26PY30	GasOil	WesternFuel		878.80	43.94	922.74
											922.74
366		15/07/2026		NatWest Current Acc	JUL26PY31	Music Performance	Chrystal Bliss		240.00		240.00
											240.00
364		15/07/2026		NatWest Current Acc	JUL26PY29	Sundries- maintenance	Integration Design 2000 Lt		503.00	100.60	603.60
											603.60
369		15/07/2026		NatWest Current Acc	JUL26DD18	Electricity	EDF Energy		325.65	16.28	341.93
											341.93
368		15/07/2026		NatWest Current Acc	JUL26DD17	Electricity	Smartest Energy Business I		61.50	3.08	64.58
											64.58
393		16/07/2026		CashPlus – Pre Paid	JUL26PP20	Fuel	Tesco		55.91	11.18	67.09
											67.09
373		16/07/2026		NatWest Current Acc	JUL26PY33	Weed Spraying	Complete Weed Control		250.00	50.00	300.00
											300.00
390		16/07/2026		CashPlus – Pre Paid	JUL26PP17	Refreshments	Bake House		175.00		175.00
											175.00
391		16/07/2026		CashPlus – Pre Paid	JUL26PP18	Milk	Iceland		1.65		1.65
											1.65
392		16/07/2026		CashPlus – Pre Paid	JUL26PP19	Refreshments	Poundland Ltd		1.25	0.25	1.50
											1.50
370		16/07/2026		NatWest Current Acc	JUL26DD19	Electricity	EDF Energy		20.29	1.01	21.30
											21.30
371		16/07/2026		NatWest Current Acc	JUL26DD20	Electricity	EDF Energy		28.29	1.41	29.70
											29.70
372		16/07/2026		NatWest Current Acc	JUL26DD21	Electricity	EDF Energy		70.21	3.51	73.72
											73.72
374		17/07/2026		NatWest Current Acc	JUL26PY34	Net Wages	MTC Employees		28,222.15		28,222.15
											28,222.15
375		17/07/2026		NatWest Current Acc	JUL26PY35	Tax & National Insurance (ee &	HMRC		10,051.20		10,051.20
											10,051.20
376		17/07/2026		NatWest Current Acc	JUL26PY36	Pension Contributions	Local Government Pension		8,824.09		8,824.09
											8,824.09
378		17/07/2026		NatWest Current Acc	JUL26DD23	Electricity	British Gas		127.00	6.35	133.35
											133.35
377		17/07/2026		NatWest Current Acc	JUL26DD22	Electricity	EDF Energy		25.37	1.27	26.64
											26.64
394		18/07/2026		CashPlus – Pre Paid	JUL26PP21	Free Press	TG Jones High Street Ltd		2.20		2.20
											2.20
379		20/07/2026		NatWest Current Acc	JUL26DD24	IT Support	AR Computing		212.50	42.50	255.00
											255.00

Minehead Town Council

04 August 2026 (2026 - 2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
382		20/07/2026		NatWest Current Acc	JUL26DD27	Lease of HW69 OJE	Lex Autolease Ltd		271.69	54.34	326.03
											326.03
380		20/07/2026		NatWest Current Acc	JUL26DD25	Electricity	Valda Energy		166.63	8.33	174.96
											174.96
381		20/07/2026		NatWest Current Acc	JUL26DD26	Equipment Rental	Initial Washroom Hygiene		688.83	137.77	826.60
											826.60
388		21/07/2026		NatWest Current Acc	JUL26DD33	Land Registration	HM Land Registry		160.00		160.00
											160.00
397		21/07/2026		CashPlus – Pre Paid	JUL26PP24	Fuel	Central		36.67	7.34	44.01
											44.01
395		21/07/2026		CashPlus – Pre Paid	JUL26PP22	Milk	Iceland		1.20		1.20
											1.20
396		21/07/2026		CashPlus – Pre Paid	JUL26PP23	Refreshments	Poundland Ltd		2.00		2.00
											2.00
385		21/07/2026		NatWest Current Acc	JUL26DD30	Electricity	EDF Energy		52.93	2.65	55.58
											55.58
383		21/07/2026		NatWest Current Acc	JUL26DD28	Electricity	EDF Energy		43.62	2.18	45.80
											45.80
387		21/07/2026		NatWest Current Acc	JUL26DD32	Electricity	EDF Energy		18.95	0.95	19.90
											19.90
384		21/07/2026		NatWest Current Acc	JUL26DD29	Electricity	EDF Energy		58.68	2.93	61.61
											61.61
398		22/07/2026		CashPlus – Pre Paid	JUL26PP25	Mobile Phone	GiffGaff Ltd		6.67	1.33	8.00
											8.00
386		22/07/2026		NatWest Current Acc	JUL26DD31	Electricity	EDF Energy		57.07	2.85	59.92
											59.92
406		24/07/2026		CashPlus – Pre Paid	JUL26PP30	Free Press	TG Jones High Street Ltd		2.20		2.20
											2.20
399		24/07/2026		NatWest Current Acc	JUL26DD34	BusinessSafe	Peninsula		167.56	31.65	199.21
											199.21
402		25/07/2026		CashPlus – Pre Paid	JUL26PP26	Milk	Iceland		1.20		1.20
											1.20
403		25/07/2026		CashPlus – Pre Paid	JUL26PP27	Fuel	Morrisons		90.77	18.15	108.92
											108.92
400		27/07/2026		NatWest Current Acc	JUL26DD35	Electricity	British Gas		26.26	1.31	27.57
											27.57
404		28/07/2026		CashPlus – Pre Paid	JUL26PP28	Sundries- maintenance	Poundland Ltd		1.25	0.25	1.50
											1.50
410		28/07/2026		NatWest Current Acc	JUL26PY40	Sundries- maintenance	LBS Worldwide Ltd		282.69	56.54	339.23
											339.23

Minehead Town Council

04 August 2026 (2026 - 2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
405		28/07/2026		CashPlus – Pre Paid	JUL26PP29	Fuel	Tesco		68.83	13.77	82.60
											82.60
411		28/07/2026		NatWest Current Acc	JUL26PY41	Waste Collection	ESH Commercials Ltd		741.00	148.20	889.20
											889.20
408		28/07/2026		NatWest Current Acc	JUL26PY38	Music Performance	Fun Puppets		250.00		250.00
											250.00
409		28/07/2026		NatWest Current Acc	JUL26PY39	Property Maintenance	PD Flagpole Consultants		349.00		349.00
											349.00
407		28/07/2026		NatWest Current Acc	JUL26PY37	Sundries-Cleaning	Bunzl UK Ltd (Greenham)		100.78	20.16	120.94
											120.94
412		28/07/2026		NatWest Current Acc	JUL26PY42	Window/shelter Cleaning	Westrip Cleaning Services		173.00		173.00
											173.00
414		28/07/2026		NatWest Current Acc	JUL26PY44	Training	Somerset Association of Lo		85.00		85.00
											85.00
415		28/07/2026		NatWest Current Acc	JUL26PY45	Sundries- maintenance	CRS Building Supplies Ltd		294.09	58.82	352.91
											352.91
413		28/07/2026		NatWest Current Acc	JUL26PY43	Land Maintenance	Eagle Plant		498.00	99.60	597.60
											597.60
416		28/07/2026		NatWest Current Acc	JUL26PY46	Property Maintenance	Comprehensive Renovator		1,300.00		1,300.00
											1,300.00
401		29/07/2026		NatWest Current Acc	JUL26DD36	Broadband/Telephones	South West Communicatio		425.05	85.01	510.06
											510.06
420		29/07/2026		NatWest Current Acc	JUL26PY51	Vehicle Maintenance	Vincent Tractors Ltd		661.52	132.30	793.82
											793.82
424		29/07/2026		NatWest Current Acc	JUL26PY55	Waste Collection	ESH Commercials Ltd		325.00	65.00	390.00
											390.00
418		29/07/2026	min2026/115 FCJuly26	NatWest Current Acc	JUL26PY48	Floral Displays	Bristol City Council		5,586.60	1,117.32	6,703.92
											6,703.92
423		29/07/2026	min 2026/115 FC July26	NatWest Current Acc	JUL26PY54	Christmas Lights	Festive Lighting Co Ltd		5,403.51	1,080.70	6,484.21
											6,484.21
422		29/07/2026		NatWest Current Acc	JUL26PY53	Music Performance	Minehead Community Orch		250.00		250.00
											250.00
417		29/07/2026		NatWest Current Acc	JUL26PY47	Sundries -health & safety	Bunzl UK Ltd (Greenham)		47.02	9.40	56.42
											56.42
419		29/07/2026		NatWest Current Acc	JUL26PY49	Sundries -health & safety	Medisave (UK) Ltd		241.86	48.38	290.24
											290.24
421		29/07/2026		NatWest Current Acc	JUL26PY52	Sundries -health & safety	Lidl		35.46	4.49	39.95
											39.95
425		30/07/2026		NatWest Current Acc	JUL26PY56	Vehicle Maintenance	Bradshaw Electric Vehicles		2,300.64	460.13	2,760.77
											2,760.77

Minehead Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
	426	30/07/2026		NatWest Current Acc	JUL26PY57	Vehicle Maintenance	Bradshaw Electric Vehicles		2,174.90	434.98	2,609.88
											2,609.88
	427	31/07/2026		CashPlus – Pre Paid	JUL26PP31	Licences	Microsoft		1.78		1.78
											1.78
	428	31/07/2026		NatWest Current Acc	JUL26DD37	Bank Admin Fee	NatWest Group PLC		35.00		35.00
											35.00
Total									90,913.22	6,372.95	97,286.17

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/07/2026 and 31/07/2026)

Governance & Administration

Code	Title	Receipts			Payments			Net Position
		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	1,604.39	-16,395.61				-16,395.61 (-91%)
4000	Wages, NI and Pension				205,000.00	12,386.90	192,613.10	192,613.10 (93%)
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	3.60	196.40	196.40 (98%)
4021	Stationery				750.00	20.27	729.73	729.73 (97%)
4022	Phone and Broadband				4,100.00	433.38	3,666.62	3,666.62 (89%)
4023	Subscriptions				19,173.00	1,346.00	17,827.00	17,827.00 (92%)
4025	Insurance				23,000.00		23,000.00	23,000.00 (100%)
4026	Website				1,700.00	41.99	1,658.01	1,658.01 (97%)
4027	Photocopier				1,000.00		1,000.00	1,000.00 (100%)
4030	Advertising/Recruitment				4,000.00		4,000.00	4,000.00 (100%)
4039	IT Support				2,700.00	212.50	2,487.50	2,487.50 (92%)
4040	Computer Equipment /Licences				2,000.00	150.21	1,849.79	1,849.79 (92%)
4042	Business Safe Subscription				2,235.00	167.56	2,067.44	2,067.44 (92%)
4050	Legal and Professional Fees				6,000.00	160.00	5,840.00	5,840.00 (97%)
4055	Bank Charges				570.00	35.00	535.00	535.00 (93%)
4057	Audit Fees				3,800.00		3,800.00	3,800.00 (100%)
SUB TOTAL		18,000.00	1,604.39	-16,395.61	277,858.00	15,005.81	262,852.19	246,456.58 (83%)

Town Council Offices

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- 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	130.73	2,569.27	2,569.27 (95%)
4425	Equipment Rental				262.00	59.91	202.09	202.09 (77%)
SUB TOTAL					11,990.00	825.14	11,164.86	11,164.86 (93%)

Depot Team

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4001	Wages, NI and Pension				380,000.00	26,525.72	353,474.28	353,474.28 (93%)
4011	Staff Training/Conferences				5,000.00		5,000.00	5,000.00 (100%)
4024	Phone and Broadband				1,440.00	6.67	1,433.33	1,433.33 (99%)
4407	Uniforms all clothing				2,000.00		2,000.00	2,000.00 (100%)
4418	Safety Equipment / Signs				2,000.00	280.62	1,719.38	1,719.38 (85%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/07/2026 and 31/07/2026)

SUB TOTAL				390,440.00	26,813.01	363,626.99	363,626.99 (93%)
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Civic & Democratic

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- 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	85.00	8,615.00	8,615.00 (99%)
4014	Accessibility (Meetings)				500.00		500.00	500.00 (100%)
4059	Elections (EMR)							(N/A)
4364	Hospitality Council				1,650.00	4.40	1,645.60	1,645.60 (99%)
SUB TOTAL					11,850.00	89.40	11,760.60	11,760.60 (99%)

Cemetery & Churchyard

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1020	Purchase Of Graves	5,200.00	608.00	-4,592.00				-4,592.00 (-88%)
1021	Burial Fees	8,200.00	525.00	-7,675.00				-7,675.00 (-93%)
1022	Interment of Ashes	4,000.00	400.00	-3,600.00				-3,600.00 (-90%)
1023	Memorials	5,000.00	694.00	-4,306.00				-4,306.00 (-86%)
4002	Wages, NI and Pension				40,500.00	3,117.18	37,382.82	37,382.82 (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		250.00	250.00 (100%)
4439	Electricity				700.00	57.07	642.93	642.93 (91%)
SUB TOTAL		22,400.00	2,227.00	-20,173.00	51,891.00	3,627.25	48,263.75	28,090.75 (37%)

Allotments

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1030	Income Allotments	5,625.00	30.00	-5,595.00				-5,595.00 (-99%)
1258	Allotment Deposit/Creditors		150.00	150.00				150.00 (N/A)
4102	Grounds Maintenance				2,500.00		2,500.00	2,500.00 (100%)
4430	Water				3,000.00		3,000.00	3,000.00 (100%)
SUB TOTAL		5,625.00	180.00	-5,445.00	5,500.00		5,500.00	55.00 (0%)

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%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/07/2026 and 31/07/2026)

4334 Refuse and Recycling	15,000.00	1,550.00	13,450.00	13,450.00 (89%)
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	713.00	7,073.00	7,073.00 (90%)
4431 Water	1,500.00		1,500.00	1,500.00 (100%)
4440 Electricity	4,200.00	275.79	3,924.21	3,924.21 (93%)
SUB TOTAL	40,346.00	3,293.79	37,052.21	37,052.21 (91%)

Vehicles, Plant & Equipment

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1004 Income - Other							(N/A)
4327 Equipment Maintenance				4,500.00	617.87	3,882.13	3,882.13 (86%)
4328 Equipment				7,500.00	757.27	6,742.73	6,742.73 (89%)
4329 Vehicle Maintenance				3,800.00	5,191.76	-1,391.76	-1,391.76 (-36%)
4330 Fuel				7,000.00	1,358.21	5,641.79	5,641.79 (80%)
4331 Vehicle Purchase							(N/A)
4332 Road Tax				2,500.00		2,500.00	2,500.00 (100%)
4333 Lease of Tipper HW69 OJE				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		10,000.00	10,000.00 (100%)
SUB TOTAL				44,050.00	8,540.79	35,509.21	35,509.21 (80%)

Community Centre

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1003 S106 Solar & Air Conditioning Pi							(N/A)
1032 IncomeMinehead Football Club	9,250.00	770.83	-8,479.17				-8,479.17 (-91%)
1036 Income Other		1,362.43	1,362.43				1,362.43 (N/A)
1037 Income Hall Hire	18,000.00	1,310.00	-16,690.00				-16,690.00 (-92%)
1072 Income Tennis Courts	500.00	190.59	-309.41				-309.41 (-61%)
4003 Wages, NI and Pension				30,500.00	2,095.21	28,404.79	28,404.79 (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	367.50	1,132.50	1,132.50 (75%)
4405 Cleaning and Windows				1,200.00	284.30	915.70	915.70 (76%)
4416 General Maintenance				3,000.00		3,000.00	3,000.00 (100%)
4419 Gas				6,200.00	166.63	6,033.37	6,033.37 (97%)
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	127.00	7,673.00	7,673.00 (98%)
4445 Equipment Rental				900.00	191.34	708.66	708.66 (78%)
4447 Equipment				500.00		500.00	500.00 (100%)
4496 S106 Solar & Air Con project							(N/A)
SUB TOTAL	27,750.00	3,633.85	-24,116.15	60,961.00	3,672.92	57,288.08	33,171.93 (37%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/07/2026 and 31/07/2026)

Open Spaces & Recreation

Code	Title	Receipts			Payments			Net Position
		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 benches		1,500.00	1,500.00				1,500.00 (N/A)
1038	Income Other	40,000.00	7,197.32	-32,802.68				-32,802.68 (-82%)
1051	Alcombe Common Grant	15,963.00		-15,963.00				-15,963.00 (-100%)
1082	Property Rental in	30,000.00	6,000.00	-24,000.00				-24,000.00 (-80%)
4100	Playgrounds Maintenance				5,000.00	1,125.04	3,874.96	3,874.96 (77%)
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	3,340.00	10,660.00	10,660.00 (76%)
4382	Town Security				7,000.00		7,000.00	7,000.00 (100%)
4402	Blenheim Gardens				18,000.00	349.00	17,651.00	17,651.00 (98%)
4404	Seafront/Culvercliffe				10,000.00	498.00	9,502.00	9,502.00 (95%)
4408	The Parks				10,000.00	153.50	9,846.50	9,846.50 (98%)
4409	Car Parks				10,000.00	657.00	9,343.00	9,343.00 (93%)
4417	General Maintenance				5,500.00	90.00	5,410.00	5,410.00 (98%)
4435	Water				1,000.00		1,000.00	1,000.00 (100%)
4437	Tree Replacement Fund (Ave)							(N/A)
4442	Electricity				4,000.00	388.22	3,611.78	3,611.78 (90%)
4449	Bench Purchases							(N/A)
SUB TOTAL		87,963.00	14,697.32	-73,265.68	110,463.00	6,600.76	103,862.24	30,596.56 (15%)

Community Services & Suppo

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1039	Income Other							(N/A)
4004	Wages, NI and Pension							(N/A)
4020	Health & Wellbeing Youth Worker				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	6,000.00 (100%)
4362	Christmas				25,000.00	5,403.51	19,596.49	19,596.49 (78%)
4363	Town Entertainments				10,750.00	4,112.60	6,637.40	6,637.40 (61%)
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	9,516.11	57,733.89	57,733.89 (85%)

Town Centre Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4105	Wellington Square/Monuments				5,000.00	70.84	4,929.16	4,929.16 (98%)
4361	Floral Displays				11,000.00	5,586.60	5,413.40	5,413.40 (49%)
4369	Britain In Bloom/Green Flag				500.00	177.90	322.10	322.10 (64%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/07/2026 and 31/07/2026)

SUB TOTAL

16,500.00 5,835.34 10,664.66 10,664.66 (64%)

Public Toilets

Receipts

Payments

Net Position

Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1040	Income Other		75.00	75.00				75.00 (N/A)
4005	Wages, NI and Pension				40,500.00	2,972.43	37,527.57	37,527.57 (92%)
4414	Blen Grdns new wcs							(N/A)
4420	General Maintenance				9,000.00	1,953.00	7,047.00	7,047.00 (78%)
4436	Public Toilet Improvements (EM				75,000.00		75,000.00	75,000.00 (100%)
4438	Water				12,000.00	514.07	11,485.93	11,485.93 (95%)
4443	Electricity				5,500.00	291.58	5,208.42	5,208.42 (94%)
4446	Equipment Rental				9,750.00	838.58	8,911.42	8,911.42 (91%)
4448	Equipment				2,500.00		2,500.00	2,500.00 (100%)
4450	Cleaning Materials				3,200.00	523.24	2,676.76	2,676.76 (83%)
SUB TOTAL			75.00	75.00	157,450.00	7,092.90	150,357.10	150,432.10 (95%)

Summary

NET TOTAL	161,738.00	22,417.56	-139,320.44	1,246,549.00	90,913.22	1,155,635.78	1,016,315.34
V.A.T.		20,899.62			6,372.95		
GROSS TOTAL		43,317.18			97,286.17		

Minehead Town Council

04 August 2026 (2026 - 2027)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
91		01/07/2026		NatWest Current Acc	JUL26COM1	Community Centre Classes			80.00		80.00
											80.00
92		01/07/2026		NatWest Current Acc	JUL26ALT2	Allotment			60.00		60.00
											60.00
94		01/07/2026		NatWest Current Acc	JUL26COM4	Community Centre Classes			168.00		168.00
											168.00
93		01/07/2026		NatWest Current Acc	JUL26OTH3	Property rental - Jubilee Cafe			5,000.00		5,000.00
											5,000.00
138		02/07/2026		NatWest Current Acc	JUL26COM42	Tennis Court Hire			7.26		7.26
											7.26
139		02/07/2026		NatWest Current Acc	JUL26COM43	Community Centre Classes			30.00		30.00
											30.00
140		02/07/2026		NatWest Current Acc	JUL26COM44	Community Centre Classes			120.00		120.00
											120.00
141		02/07/2026		NatWest Current Acc	JUL26COM45	Community Centre Classes			192.00		192.00
											192.00
144		02/07/2026		CCLA Investments	Dividend July 2026	Dividend			954.77		954.77
											954.77
98		03/07/2026		NatWest Current Acc	JUL26FU7	Funeral Payment			200.00		200.00
											200.00
97		03/07/2026		NatWest Current Acc	JUL26COM6	Community Centre Classes			30.00		30.00
											30.00
96		03/07/2026		NatWest Current Acc	JUL26OTH5	Access across Council Land			6.00		6.00
											6.00
99		06/07/2026		NatWest Current Acc	JUL26COM8	Community Centre Classes			60.00		60.00
											60.00
100		06/07/2026		NatWest Current Acc	JUL26COM9	Tennis Court Hire			3.63		3.63
											3.63
103		07/07/2026		NatWest Current Acc	JUL26COM10	Tennis Court Hire			3.63		3.63
											3.63
104		08/07/2026		NatWest Current Acc	JUL26COM11	Tennis Court Hire			3.63		3.63
											3.63
105		08/07/2026		NatWest Current Acc	JUL26CCOM12	Tennis Court Hire			22.24		22.24
											22.24
106		13/07/2026		NatWest Current Acc	JUL26AFC13	Rental of Community Centre &			770.83		770.83
											770.83
107		14/07/2026		NatWest Current Acc	JUL26COM14	Tennis Court Hire			10.89		10.89
											10.89

Minehead Town Council

04 August 2026 (2026 - 2027)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
108		15/07/2026		NatWest Current Acc		Funeral Payment			999.00		999.00
											999.00
109		15/07/2026		NatWest Current Acc	JUL26COM15	Tennis Court Hire			7.26		7.26
											7.26
111		16/07/2026		NatWest Current Acc	JUL26OTH17	Repairs			210.32	42.06	252.38
											252.38
110		16/07/2026		NatWest Current Acc	JUL26CCOM16	Tennis Court Hire			10.89		10.89
											10.89
113		17/07/2026		NatWest Current Acc	JUL26ALT19	Allotment			60.00		60.00
											60.00
114		17/07/2026		NatWest Current Acc	JUL26OTH20	Land Maintenance			1,785.00	357.00	2,142.00
											2,142.00
112		17/07/2026		NatWest Current Acc	JUL26COM18	Tennis Court Hire			3.63		3.63
											3.63
115		20/07/2026		NatWest Current Acc	JUL26COM21	Tennis Court Hire			3.63		3.63
											3.63
116		20/07/2026		NatWest Current Acc	JUL26OTH23	Weed Spraying			510.00	102.00	612.00
											612.00
118		20/07/2026		NatWest Current Acc	JUL26OTH23	Sundries- maintenance			75.00	15.00	90.00
											90.00
117		22/07/2026		NatWest Current Acc	JUL26VAT24	VAT refund				19,918.24	19,918.24
											19,918.24
119		22/07/2026		NatWest Current Acc	JUL26COM25	Tennis Court Hire			15.04		15.04
											15.04
120		23/07/2026		NatWest Current Acc	JUL26OTH26	Grass Cutting Contribution			2,700.00		2,700.00
											2,700.00
121		23/07/2026		NatWest Current Acc	JUL26OTH27	Play Area Inspections			1,986.00	397.20	2,383.20
											2,383.20
122		23/07/2026		NatWest Current Acc	JUL26COM28	Tennis Court Hire			14.42		14.42
											14.42
126		24/07/2026		NatWest Current Acc	JUL26FU31	Funeral Payment			334.00		334.00
											334.00
127		24/07/2026		NatWest Current Acc	JUL26FU32	Memorials			250.00		250.00
											250.00
124		24/07/2026		NatWest Current Acc	JUL26FU30	Inscription			176.00		176.00
											176.00
125		24/07/2026		NatWest Current Acc	JUL26FU30	Inscription			180.00		180.00
											180.00
123		24/07/2026		NatWest Current Acc	JUL26COM29	Tennis Court Hire			11.11		11.11
											11.11

Minehead Town Council

04 August 2026 (2026 - 2027)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
128		24/07/2026		NatWest Current Acc	JUL26OTH33	Rental of Property - Warren Ro			1,000.00		1,000.00
											1,000.00
130		27/07/2026		NatWest Current Acc	JUL26OTH35	Commemorative Bench			1,500.00		1,500.00
											1,500.00
131		27/07/2026		NatWest Current Acc	JUL26COM36	Refund - energy			1,362.43	68.12	1,430.55
											1,430.55
129		27/07/2026		NatWest Current Acc	JUL26COM34	Tennis Court Hire			3.63		3.63
											3.63
132		28/07/2026		NatWest Current Acc	JUL26COM37	Tennis Court Hire			3.63		3.63
											3.63
133		29/07/2026		NatWest Current Acc	JUL26FU38	Memorials			88.00		88.00
											88.00
142		30/07/2026		NatWest Current Acc	JUL26ALT40	Allotment			60.00		60.00
											60.00
134		30/07/2026		NatWest Current Acc	JUL26COM39	Tennis Court Hire			18.07		18.07
											18.07
135		30/07/2026		NatWest Current Acc	JUL26COM40	Tennis Court Hire			48.00		48.00
											48.00
136		31/07/2026		NatWest Current Acc	JUL26COM41	Community Centre Classes			285.00		285.00
											285.00
137		31/07/2026		NatWest Current Acc	JUL26COM41	Community Centre Classes			345.00		345.00
											345.00
143		31/07/2026		NatWest Liquidity Ma	Interest July 2026	Interest			649.62		649.62
											649.62
Total									22,417.56	20,899.62	43,317.18

Minehead Town Council

Prepared by: J. Chapman
Name and Role (Clerk/RFO etc)

Date: 3/8/2026

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 31/07/2026			
	Cash in Hand 01/04/2026		1,236,567.11
	ADD		
	Receipts 01/04/2026 - 31/07/2026		660,077.19
			1,896,644.30
	SUBTRACT		
	Payments 01/04/2026 - 31/07/2026		408,459.44
A	Cash in Hand 31/07/2026 (per Cash Book)		1,488,184.86
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2026	0.00	
	NatWest Current Account 31/07/2026	497,023.07	
	NatWest Liquidity Manager Account 31/07/2026	386,950.15	
	CCLA Investments 31/07/2026	304,314.39	
	CashPlus – Pre Paid Card 31/07/2026	998.22	
	Hinckley & Rugby EMR Account 31/07/2026	298,899.03	
			1,488,184.86
	Less unrepresented payments		
			1,488,184.86
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,488,184.86
A = B Checks out OK			



Interim Financial Review April - July 2026 inclusive

Overview

Hello & welcome to the first interim financial review on the new accounting software package Scribe.

Hopefully you have all received your log in details for Scribe and have been able to assess the accounts (including any uploaded invoices) online, at leisure.

This report reviews the first third of this financial year (2026-2027) covering the months' April to July inclusive.

Minehead Town Councils account balances as 31st July 2026 read:

NatWest current account	£497,023.07
NatWest Liquidity account	£386,950.15
CCLA Investments	£304,314.39
PrePaid Card	£998.22
Hinckley & Rugby EMR account	£298,899.03
Total as at 31.07.2026	£1,488,184.86

The total funds required to furnish the Earmarked Reserves cost codes, creditor accounts and the recommended buffer of six months expenses (approx £90K per month) in case the County Council ceases to exist is £1,136,774.70

This leaves a small general reserve surplus of £305,000.00 built up from previous financial years' underspends.

At this stage of the financial year, the accounts are within their 2026-27 allocated budgets with the exception of the vehicle maintenance budget (4329), due to the unforeseen problems with the two electric vehicles and the purchase of a new Suzuki carrier van (4432 vehicle replacement). These two cost code overspends have been funded from the general reserve surplus mentioned above.

For this review the following cost centre analysis should be read in conjunction with the detailed budget summary & ear marked reserves print.

Cost centre: Allotments.

This cost centre is where it should be at this early stage in the financial year. The allotment year starts at the beginning of November, with annual payments coming in during October and the water bill covering the busy period, summer coming in for payment in October as well.

Cemetery & Churchyard

This cost centre is on target to end the year as expected. Each cost code contains funds corresponding to the type of task required. The £10000.00 Cemetery Improvement earmarked reserve could be used for any shortfall that may occur if either the memorial testing or path tarmacing takes place in 2026/2027.

Civic & Democratic

This cost centre is on target to end the year as expected. The cost code 4012 Members Travel/Training contains funds to purchase laptops for council business as requested at 2026-27 budget setting.

The cost code 4364 Hospitality Council includes a £1000 provision for hospitality to cover a Minehead Twinning Association event should they host Minehead's twinning partners during 2026/2027.

Community Centre.

This cost centre is where it should be at this time in the financial year, based on this third's figures there is likely to be a small shortfall on the cost code 4336 Refuse & recycling due to the increase in football club events through the Summer. This may something to consider when reviewing the football club's rent amount, reviewable in September.

Community Services & Support

This cost centre is on track to end the year as expected. Costs this year include the final tranche of the agreement to fund a Health & Wellbeing Youth worker (cost code 4020) at the Minehead Eye.

The cost code 4363 is slightly ahead at the end of this time, due to many the events being funded by Minehead Town Council taking place during the Spring & Summer.

Party in the Park May 2026 (£1000 contribution)

Bands in Blenheim Gardens 2026

Bay Festival sponsorship (£2500 contribution)

Depot Team

This cost centre is where I expect it to be at this period in the financial year.

Depots & Compound.

This cost centre is on course to finish the year as expected. A lot of the cost codes are set figures for the year: e.g. new depot rental, and business rates.

Governance & Administration

This cost centre is where it should be at this time. A couple of cost codes, 4023 Subscriptions & 4025 Insurance show more has been spent than one third of the annual budget. This is due to the annual town wide insurance becoming payable on the 1st April and many of the annual subscriptions eg. SALC, SLCC being paid at the start of the financial year. The remainder of the subscriptions are paid monthly eg Scribe, Civicly and should use up the rest of the allocated budget.

4050 Legal and Professional holds the funds payable for the solicitor carrying out work to register unregistered land devolved from Somerset Council in Minehead Town Council's name at the Land Registry. Any funding shortfall is coming from the Devolution earmarked reserve, as agreed in 2025.

Open Spaces & Recreation

This cost centre is on target for this third of the financial year.

There are a couple of cost codes that may need discussion at a later date.

1038 Income Other. The budgeted figure was set to include £36000 income earned from our percentage share of North Road & Alexandra Road car park revenue. To date, Minehead Town Council has yet to receive any income from these devolved car parks, The formal agreement is with Somerset Council and has yet to be signed & returned. Both The Clerk and Deputy Clerk have chased the signing of the corresponding car park agreement and the non-payment of any income. Minehead Town Council has been paying the business rates on these two car parks since May 2025. Any further suggestions that may help bring this matter to a satisfactory conclusion would be greatly appreciated.

The largest possible expenses for the cost codes is tarmacing the paths at The Parks, Blenheim Gardens to make them safe for public. Revised quotes are included in this meeting.

Public Toilets

This cost centre is on target to end the year as expected.

Cost code 4436 Public toilet improvements has a budget of £75000.00 in it. This is on top of the Toilets earmarked reserves, £128606.28 (31st July 2026) Total to use £ 203,606.28, if the new toilet block build commences in 2026-2027. If not, the £75000 will be transferred to the earmarked reserve to be used at a later date.

Town Centre Maintenance

This cost centre is where I would expect it to be at this time in the financial year.

Town Centre Offices

Again, this cost centre is on target to end the financial year as expected.

Vehicles, Plant & Equipment

Most of the cost codes in this cost centre are where I would expect them to be at this period in the financial year.

4329 Vehicle maintenance is over budget due to the two electric vehicles requiring collection and investigation by their provider. The overspend and any further costs to get them back into useage, will come from the general reserve surplus.

To recap, at this point in the financial year, the accounts remain on track to close within budget.

J Chapman

Deputy Clerk & RFO

16.08.2026

Minehead Town Council

18 August 2026 (2026 - 2027)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 18/08/2026)

		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year 2027-2028	
Allotments		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	125.00		125.00					5,625.00	
1258	Allotment Deposit/Cre						300.00		300.00						
4102	Grounds Maintenance			2,500.00						2,500.00	226.78		226.78		2,500.00
4368	Allotment Improvemer														
4430	Water			1,600.00						3,000.00	185.11		185.11		3,200.00
4457	Allotment Deposit refu														
SUB TOTAL		5,625.00		4,100.00		5,625.00	425.00		425.00	5,500.00	411.89		411.89	5,625.00	5,700.00

		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year 2027-2028	
Cemetery & Churchyard		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	742.00		742.00					4,000.00	
1021	Burial Fees	8,200.00				8,200.00	2,100.00		2,100.00					6,000.00	
1022	Interment of Ashes	3,200.00				4,000.00	1,620.00		1,620.00					3,500.00	
1023	Memorials	4,500.00				5,000.00	1,894.00		1,894.00					4,000.00	
4002	Wages, NI and Pensio			39,500.00						40,500.00	15,585.84		15,585.84		
4101	Grounds Maintenance			8,500.00						3,000.00					3,000.00
4326	Refuse and Recycling			1,000.00						900.00					900.00
4403	General Maintenance														
4406	Equipment			2,000.00						2,000.00					1,500.00
4422	Rates			4,541.00						4,541.00	2,265.50		2,265.50		4,541.00
4424	Bench Purchases														
4428	Cemetery Land Purch														
4429	Water			300.00						250.00	57.54		57.54		250.00
4439	Electricity			700.00						700.00	246.89		246.89		750.00

Minehead Town Council

18 August 2026 (2026 - 2027)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 18/08/2026)

SUB TOTAL	21,100.00	56,541.00	22,400.00	6,356.00	6,356.00	51,891.00	18,155.77	18,155.77	17,500.00	10,941.00
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Civic & Democratic

		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year 2027-2028	
		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					600.00
4010	Civic Expenses			600.00						400.00					450.00
4012	Members' Travel/Train			750.00						8,700.00	166.67		166.67		2,200.00
4014	Accessibility (Meetings			500.00						500.00					500.00
4059	Elections (EMR Linker			2,500.00											2,500.00
4364	Hospitality Council			150.00						1,650.00	57.96		57.96		1,650.00
SUB TOTAL				5,300.00						11,850.00	224.63		224.63		7,900.00

Community Centre

		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year 2027-2028	
		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	3,854.15		3,854.15					9,250.00	
1036	Income Other						1,362.43		1,362.43						
1037	Income Hall Hire	19,000.00				18,000.00	4,979.50		4,979.50					17,000.00	
1072	Income Tennis Courts	600.00				500.00	580.96		580.96					500.00	
4003	Wages, NI and Pensio			28,500.00						30,500.00	10,476.07		10,476.07		
4028	Phone and Broadbanc			1,500.00						1,300.00	443.76		443.76		1,300.00
4031	Licences			650.00						750.00					750.00
4041	Computer Equipment ,														
4082	Tennis Courts/MUGA/			1,000.00						1,000.00					1,000.00
4336	Refuse and Recycling			2,000.00						1,500.00	853.75		853.75		1,500.00

Minehead Town Council

18 August 2026 (2026 - 2027)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 18/08/2026)

4405	Cleaning and Window:	1,800.00				1,200.00	937.71		937.71		1,500.00		
4416	General Maintenance	5,000.00				3,000.00	855.25		855.25		3,000.00		
4419	Gas	5,950.00				6,200.00	1,240.28		1,240.28		7,200.00		
4426	Rates	3,144.00				3,311.00	1,650.89		1,650.89		3,311.00		
4433	Building Maintenance	3,000.00											
4434	Water	2,800.00				3,000.00	706.32		706.32		2,800.00		
4441	Electricity	8,300.00				7,800.00	1,172.81		1,172.81		5,500.00		
4445	Equipment Rental	1,000.00				900.00	382.68		382.68		1,000.00		
4447	Equipment	500.00				500.00	363.31		363.31		3,500.00		
4496	S106 Solar & Air Con						22,981.02		22,981.02				
SUB TOTAL		28,850.00	65,144.00			27,750.00	32,277.04	32,277.04	60,961.00	42,063.85	42,063.85	26,750.00	32,361.00

Community Services &

		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year 2027-2028	
		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		15,000.00
4075	Community Grants			5,000.00						5,000.00					5,000.00
4356	Local Bus Service (EM			6,200.00											
4360	Youth Club			6,000.00						6,000.00	6,000.00		6,000.00		6,000.00
4362	Christmas			20,000.00						25,000.00	5,403.51		5,403.51		25,000.00
4363	Town Entertainments			11,000.00						10,750.00	6,729.57		6,729.57		10,950.00
4381	Citizens Advice Suppc			5,000.00						5,000.00					
4495	Tourism			5,000.00						2,500.00					3,000.00
4900	Devolution Costs														

Minehead Town Council

18 August 2026 (2026 - 2027)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 18/08/2026)

SUB TOTAL		58,200.00		67,250.00		31,133.08	31,133.08	64,950.00
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		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year 2027-2028	
Depot Team		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	126,670.46		126,670.46		
4011	Staff Training/Confere			4,000.00						5,000.00					5,000.00
4024	Phone and Broadbanc			600.00						1,440.00	158.36		158.36		1,560.00
4043	Business Safe Subscr														
4407	Uniforms all clothing			2,000.00						2,000.00					2,300.00
4418	Safety Equipment / Si			2,000.00						2,000.00	496.37		496.37		2,000.00
SUB TOTAL				330,683.00						390,440.00	127,325.19		127,325.19		10,860.00

		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year 2027-2028	
Depots & Compound		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	3,775.00		3,775.00		9,060.00
4334	Refuse and Recycling			17,000.00						15,000.00	6,085.00		6,085.00		15,000.00
4415	General Maintenance			3,000.00						2,500.00	46.78		46.78		2,500.00
4421	Cleaning Materials			200.00						300.00	98.52		98.52		300.00
4423	Rates			7,786.00						7,786.00	3,558.47		3,558.47		7,786.00
4431	Water			1,000.00						1,500.00	318.32		318.32		1,500.00
4440	Electricity			4,500.00						4,200.00	1,450.42		1,450.42		4,000.00
4444	Equipment Rental														

Minehead Town Council

18 August 2026 (2026 - 2027)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 18/08/2026)

SUB TOTAL		42,546.00								40,346.00				15,332.51		15,332.51		40,146.00	
Governance & Administration		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year 2027-2028					
		Receipts		Payments		Receipts				Payments				Receipts	Payments				
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget				
1033	Income Other					210.00			210.00										
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	6,366.17		6,366.17							18,000.00			
4000	Wages, NI and Pensio			180,228.00						205,000.00	61,934.53		61,934.53						
4007	HR Support/EAP			720.00						630.00	193.60		193.60			630.00			
4008	Staff Training/Confere			750.00						1,000.00	400.00		400.00			5,000.00			
4018	Hospitality			200.00						200.00	30.65		30.65			200.00			
4021	Stationery			750.00						750.00	190.91		190.91			750.00			
4022	Phone and Broadbanc			4,000.00						4,100.00	1,576.43		1,576.43			4,500.00			
4023	Subscriptions			3,800.00						19,173.00	10,218.24		10,218.24			19,400.00			
4025	Insurance			20,350.00						23,000.00	19,464.39		19,464.39			22,000.00			
4026	Website			1,200.00						1,700.00	239.95		239.95			1,700.00			
4027	Photocopier			1,000.00						1,000.00	442.92		442.92			1,200.00			
4030	Advertising/Recruitme			350.00						4,000.00	195.00		195.00			800.00			
4039	IT Support			2,700.00						2,700.00	850.00		850.00			3,000.00			
4040	Computer Equipment ,			3,500.00						2,000.00	866.72		866.72			2,000.00			
4042	Business Safe Subscr			2,235.00						2,235.00	986.24		986.24			2,235.00			
4050	Legal and Professiona			10,000.00						6,000.00	160.00		160.00			4,500.00			
4055	Bank Charges			600.00						570.00	140.00		140.00			570.00			
4057	Audit Fees			3,500.00						3,800.00	1,118.00		1,118.00			4,000.00			

Minehead Town Council

18 August 2026 (2026 - 2027)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 18/08/2026)

SUB TOTAL		1,029,635.00		235,883.00		18,000.00	552,831.67		552,831.67	277,858.00	99,007.58		99,007.58	18,000.00	72,485.00
Open Spaces & Recreation		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year 2027-2028	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1031	Income Bowling Club	800.00				800.00	200.00		200.00					800.00	
1034	Income Alcombe Footl	1,200.00				1,200.00	308.34		308.34					1,200.00	1,200.00
1035	Income Commemorati						1,500.00		1,500.00						
1038	Income Other	2,400.00				40,000.00	8,776.85		8,776.85						
1051	Alcombe Common Gr	10,500.00				15,963.00								15,963.00	
1052	S106 grant benches T														
1082	Property Rental in					30,000.00	14,100.00		14,100.00					30,000.00	
4100	Playgrounds Maintena			6,000.00						5,000.00	1,506.76		1,506.76		5,000.00
4209	Tree Works			10,000.00						10,000.00	1,375.00		1,375.00		10,000.00
4351	Alcombe Common Gr			10,500.00						15,963.00	1,360.00		1,360.00		15,693.00
4358	Weed Removal			10,000.00						14,000.00	3,340.00		3,340.00		12,000.00
4382	Town Security									7,000.00					7,000.00
4402	Blenheim Gardens									18,000.00	564.20		564.20		18,000.00
4404	Seafront/Culvercliffe									10,000.00	4,256.65		4,256.65		10,000.00
4408	The Parks									10,000.00	239.86		239.86		25,000.00
4409	Car Parks									10,000.00	3,278.49		3,278.49		10,000.00
4417	General Maintenance			20,000.00						5,500.00	3,051.61		3,051.61		5,000.00
4427	Rates														
4435	Water			800.00						1,000.00	104.04		104.04		1,000.00
4437	Tree Replacement Fur			6,000.00											5,500.00
4442	Electricity			5,000.00						4,000.00	1,620.51		1,620.51		4,000.00
4449	Bench Purchases														
4461	Criminal damage/vanc														
4497	Commemorative Benc														

Minehead Town Council

18 August 2026 (2026 - 2027)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 18/08/2026)

4995 The Parks benches pl:

SUB TOTAL	14,900.00	68,300.00	87,963.00	24,885.19	24,885.19	110,463.00	20,697.12	20,697.12	47,963.00	129,393.00
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		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year 2027-2028	
Public Toilets		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						154.76		154.76						
4005	Wages, NI and Pensio			38,500.00						40,500.00	15,093.14		15,093.14		
4414	Blen Grdns new wcs (l														
4420	General Maintenance			8,000.00						9,000.00	5,905.98		5,905.98		5,500.00
4436	Public Toilet Improverr			75,000.00						75,000.00					
4438	Water			6,763.00						12,000.00	2,389.68		2,389.68		11,000.00
4443	Electricity			5,000.00						5,500.00	1,208.02		1,208.02		5,500.00
4446	Equipment Rental			9,750.00						9,750.00	5,008.97		5,008.97		9,750.00
4448	Equipment			4,500.00						2,500.00	648.00		648.00		1,500.00
4450	Cleaning Materials			4,200.00						3,200.00	938.13		938.13		3,200.00
4498	Public wcs refresh														20,000.00
SUB TOTAL				151,713.00			154.76		154.76	157,450.00	31,191.92		31,191.92		56,450.00

		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year 2027-2028	
Town Centre Maintenance		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 Display:														
4105	Wellington Square/Mo			6,000.00						5,000.00	334.28		334.28		5,000.00
4361	Floral Displays			12,000.00						11,000.00	7,610.99		7,610.99		11,000.00
4369	Britain In Bloom/Greer			600.00						500.00	197.70		197.70		700.00

Minehead Town Council

18 August 2026 (2026 - 2027)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 18/08/2026)

SUB TOTAL		18,600.00								16,500.00				8,142.97		8,142.97		16,700.00	
Town Council Offices		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year 2027-2028					
		Receipts		Payments		Receipts				Payments				Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget				
4325	Office Refit (EMR Link																		
4400	Cleaning and Window:			400.00						400.00	106.00		106.00		400.00				
4401	General Maintenance			2,500.00						1,500.00	321.00		321.00		1,000.00				
4410	Buildings Insurance C			12,000.00						600.00					900.00				
4411	Rates			5,988.00						6,078.00	3,037.50		3,037.50		6,078.00				
4412	Water			450.00						450.00	133.61		133.61		450.00				
4413	Electricity			5,750.00						2,700.00	950.83		950.83		2,700.00				
4425	Equipment Rental			262.00						262.00	119.82		119.82		262.00				
4460	Summerland Room (A																		
SUB TOTAL		27,350.00								11,990.00				4,668.76		4,668.76		11,790.00	
Vehicles, Plant & Equipment		Last Year 2025 -2026				Current Year 2026 - 2027								Next Year 2027-2028					
		Receipts		Payments		Receipts				Payments				Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget				
1004	Income - Other						776.25		776.25										
1041	Insurance Claim pay c						11,054.16		11,054.16										
4327	Equipment Maintenan			3,000.00						4,500.00	792.97		792.97		4,500.00				
4328	Equipment			4,500.00						7,500.00	1,081.92		1,081.92		6,000.00				
4329	Vehicle Maintenance			2,800.00						3,800.00	8,173.79		8,173.79		5,000.00				
4330	Fuel			5,500.00						7,000.00	3,292.30		3,292.30		10,000.00				
4331	Vehicle Purchase										-416.67		-416.67						
4332	Road Tax			1,800.00						2,500.00	1,280.00		1,280.00		3,500.00				

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 18/08/2026)

4333	Lease of Tipper HW69	3,400.00			4,000.00	1,086.76	1,086.76	4,000.00
4335	Lease of Vehicle BG2	4,750.00			4,750.00	1,666.95	1,666.95	
4337	Insurance claim purch					6,571.30	6,571.30	
4432	Vehicle Replacement	10,000.00			10,000.00	16,711.67	16,711.67	30,000.00
SUB TOTAL		35,750.00		11,830.41	11,830.41	44,050.00	40,240.99	63,000.00

Summary

TOTAL	1,100,110.00	1,100,110.00	161,738.00	628,760.07	628,760.07	1,246,549.00	438,596.26	438,596.26	115,838.00	522,676.00
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Minehead Town Council
Reserves Balance
2026 - 2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Office Purchase/Refurb	134,383.14				134,383.14
Devolution Costs	68,365.88		8,339.20		60,026.68
Elections	3,500.00	2,500.00			6,000.00
Cemetery Extension	70,000.00				70,000.00
Toilets	128,606.28				128,606.28
Play Areas / Equipment	17,000.00				17,000.00
Replace Vehicles/Equip	8,833.33	12,000.00	16,711.67		4,121.66
Alcombe Common	10,000.00				10,000.00
Monuments/Historical	4,586.00				4,586.00
Cemetery Improvements	10,000.00				10,000.00
Community Building	28,856.00				28,856.00
Local Bus Service	24,800.00	5,200.00			30,000.00
Trees (The Avenue)	500.00				500.00
Total Earmarked	509,430.63	19,700.00	25,050.87		504,079.76
TOTAL RESERVE	509,430.63	19,700.00	25,050.87		504,079.76
GENERAL FUND					934,619.03
TOTAL FUNDS					1,438,698.79



Item 11. Report on the Minehead Town Council Priorities & Direction Document

Background

Minehead Town Council currently operates with a guiding document that outlines broad ambitions for the Council and the community. Whilst this provides a general sense of purpose, the need for a clearer framework that sets out its priorities, direction of travel and desired outcomes over the short, medium and longer term has been identified.

It is recognised across the local government sector as good governance practice for councils to maintain an agreed strategic framework that establishes a clear vision and direction. Such documents provide a reference point for policy development, decision-making, budget setting and service planning, helping ensure that Council activity remains aligned with agreed priorities and objectives.

The Priorities & Direction Document has been developed to provide that framework. It is not intended to be an operational delivery plan or detailed work programme. Rather, it sets out what the Council wishes to achieve, the outcomes it seeks to deliver and the direction it wishes to take, providing a basis upon which future decisions can be made. It focuses on the Council's aspirations, priorities and strategic objectives rather than prescribing how individual projects or activities will be delivered.

The document was initially prepared by the Town Clerk and has subsequently been reviewed by Members, with amendments made following discussion and feedback. The revised document has now been considered by the Finance & General Purposes Committee, which has recommended it for approval and adoption by Full Council.

Need

There is a need for Minehead Town Council to have a document that:

- Clearly articulates the Council's priorities and strategic direction.
- Provides a framework for policy development and decision-making.
- Supports consistency across Council and committee decisions.
- Assists with short, medium and long-term planning.
- Helps inform budget setting and resource allocation.
- Provides clarity for Members, officers and residents regarding the Council's intentions and priorities.

- Demonstrates good governance, accountability and effective stewardship of public resources.

The document has been intentionally developed as a framework focussed on what the Council wishes to achieve rather than the detailed mechanisms by which those outcomes will be delivered.

Financial and Legal Considerations

The Priorities & Direction Document is a strategic document and, in itself, has no direct financial implications. Its purpose is to provide a framework for future decision-making and the prioritisation of resources. Any financial commitments arising from the priorities identified within the document will be subject to separate reports, budget considerations and approvals in accordance with the Council's established governance processes.

The document will assist the Council in aligning expenditure, projects and service delivery with agreed priorities, providing a clear basis against which future proposals can be assessed.

There is no statutory requirement for a town council to adopt a priorities or corporate-style plan. However, maintaining a clear statement of priorities and direction supports transparency, accountability, sound governance and effective decision-making. It provides an overarching framework within which Council policies, projects and services can be considered and developed.

The document is intended to remain a live document and will be subject to regular review to ensure it remains relevant, reflects the Council's evolving priorities and records progress against agreed objectives. Amendments may be made from time to time as determined by the Council.

Recommendation

That Council adopts the Minehead Town Council Priorities & Direction Document and agrees that it shall remain a live document subject to ongoing review and amendment as required.

Ben Parker
Town Clerk
August 2026

Minehead Town Council: Priorities & Direction

Short, Medium and Long Term Objectives



Introduction

This document sets out Minehead Town Council's overarching priorities, direction and ambitions across the short, medium and long term. It is intended to provide a strategic framework to guide decision-making, resource allocation and service delivery, ensuring that all activity aligns with the Council's wider mission and vision for the town.

As a local authority, primarily supported through the town precept, the Council recognises the importance of balancing ambition with affordability and value for money. This document therefore intends to reflect a realistic and deliverable programme of work, focused on making meaningful improvements for residents while ensuring financial sustainability and responsible stewardship of public funds.

Together, these priorities will support Minehead Town Council in delivering high-quality local services, strengthening the community and enhancing the town in a way that is both forward-thinking and grounded in what can be practically achieved.

Mission Statement

Our Mission

“To make Minehead a welcoming, environmentally responsible, well-maintained and forward-thinking coastal town through effective local leadership, high-quality service delivery and strong community partnerships. We will celebrate and protect Minehead’s unique coastal character, heritage and landscape, ensuring the town’s distinct identity continues to shape everything we do.”

Mission Statement

What We Want to Achieve (The What)

- A town that is attractive, vibrant, safe and welcoming.
- A strong local identity celebrating Minehead's distinctive features and sense of place.
- High-quality public services delivered locally with pride.
- A greener, healthier, more sustainable environment.
- A confident, engaged and empowered community.
- Modern, efficient and future-ready council operations.

How We Will Achieve It (The How)

- Investing in public spaces, visitor experience and civic infrastructure.
- Expanding local service delivery through devolution and organic growth of capacity.
- Strengthening partnerships with local businesses, to create town-wide cohesion and shared goals.
- Strengthening community engagement and volunteer support.
- Managing resources responsibly and transparently.
- Building a flexible, resilient workforce and modern facilities.

Theme: A Welcoming and Attractive Town

Short-Term Priorities

- Blenheim Gardens Toilets: Full refurbishment.
- Improved signage around the town, including in parks.
- New “Welcome to Minehead” gateway signage.
- High-level Grounds Maintenance and colourful bedding displays.
- Delivering improved Grounds Maintenance standards following devolution of open spaces.
- Redevelopment of Ellicombe open space into a valued community wildlife area.
- Regular toilet redecorating/refresh programme.
- Celebrate signature identity features
- Expand Green Flag awards beyond Blenheim Gardens
- Enhanced partnership working with local businesses to ensure shared goals for the town
- Improve and expand community events / council presence at events.

Medium-Term Priorities

- Review of play area provision and creation of a town-wide Play Strategy.
- Investment in updated boundary fencing around Blenheim Gardens.
- Improve and maintain public realm infrastructure, including seating, planting, litter facilities and streetscape enhancements, to create an attractive and welcoming environment..
- Enhance public safety, security and road safety measures, including crime prevention and traffic management initiatives, to support a safe, welcoming town.

Long-Term Priorities

- Replacement programme for street trees in coordination with Somerset Council.
- Protection of conservation areas and key heritage features.
- Long-term enhancement of the town’s image and identity

Theme: The Seafront

Our Seafront Vision

“To create a clean, attractive, safe and welcoming seafront that reflects Minehead’s identity, supports tourism and provides year-round enjoyment for residents.”

Short and Medium Term Actions

- Consistent, high-quality maintenance to ensure a clean, tidy and inviting appearance.
- Clearer signage and wayfinding from the seafront into the town centre and vice versa.
- Enhanced planting, seating, bins and signage.
- Working collaboratively with community to coordinate improvements and visitor experience.
- Integration of Minehead’s heritage (coastal, maritime, traditional seaside culture).

Long-Term Aspirations

- A cohesive seafront strategy that links open spaces, heritage protection and tourism development.

Theme: Environment & Sustainability

Key Environmental Commitments

- Rewilding across multiple public open spaces.
- Sustainable, pollinator-friendly perennial bedding (reduction in annuals while keeping colour).
- Creation of wildlife corridors and wildflower zones through devolved land management.
- Maintenance and sustainable management of Alcombe Common as a key natural asset.
- Support and expansion of volunteers for environmental and green projects.
- Solar panels at Minehead Community Centre; explore renewable energy upgrades for other sites.
- Progression in Southwest in Bloom with aspirations for national-level recognition.
- Expansion of Green Flag accreditation to more parks.

Theme: Stronger Community & Better Engagement

Short-Term Actions

- Increased office opening hours (Mon–Fri) as an accessible information hub.
- Staff assisting residents with enquiries relating to: Minehead Town Council, Somerset Council, local support and tourism.
- Improved relations with local press and public.
- High standard and benchmark for openness and transparency.
- Strengthened community group support, liaison, and empowerment.
- Encourage more community volunteers in open spaces.
- Continue and expand community engagement events.

Medium-Term Actions

- Improved public understanding and education about council roles and responsibilities.
- Better youth representation across all demographics.
- Promote and influence sustainable development that reflects the needs and aspirations of the community

Long-Term Actions

- Closer working partnerships with neighbouring town/parish councils (support, data sharing, joint delivery).
- Support role as a service-delivery partner in the context of continued devolution.

Theme: Effective, Modern & Sustainable Council Operations

Short-Term Priorities

- Updated, refurbished and modernised council offices to include new council chamber, support long term operational delivery and improve accessibility.
- Review of earmarked reserves and alignment to future priorities.
- Improved workforce structure: flexible, resilient teams that reduce single-point-of-failure risk.
- Expansion of staff numbers to ensure service continuity and wellbeing.
- Ensure the Council has the capability and governance arrangements to maximise opportunities for the community..

Medium-Term Priorities

- Strengthen digital infrastructure to enable accessible, efficient and innovative council services.

Long-Term Priorities

- New depot facility with capacity for all amenities staff, vehicles and equipment.

Theme: Devolution & Local Service Delivery

Our Approach to Devolution

- Embrace and expand devolved responsibilities with Somerset Council.
- Provide improved GM standards and consistent open space management.
- Build an efficient, skilled workforce capable of delivering more services locally.
- Use devolution as an opportunity for greater local control of local matters.
- Position Minehead Town Council as a service-delivery partner for neighbouring parishes.
- Ensure sustainable funding and capacity planning through strategic reserves.
- Create vibrant and welcoming open spaces that cater for the whole community



Minehead Town Council: Our Future Direction

- Invest in public spaces and community facilities.
- Deliver environmental leadership and sustainable management.
- Strengthen community voice, identity and partnership.
- Modernise council operations and infrastructure.
- Expand local service delivery through strategic devolution.
- Build a resilient and future-ready town for all residents and visitors.
- *Advocate for Minehead on wider strategic issues beyond the Council's direct remit.*

Thank You

Questions & Discussion

Minehead Town Council — Working for Our Community



Item 12. Report on the Watermark Town Award

Background

The Town Clerk recently met with representatives of Wessex Water to better understand the Watermark Town Award and the opportunities it may offer to Minehead.

The Watermark Town Award is a Wessex Water initiative that encourages communities to promote better understanding of water management, environmental protection, climate resilience and sustainable water use. Towns achieving Watermark Town status commit to delivering a combination of awareness campaigns and practical projects that encourage residents to value and protect local watercourses and the wider environment. Further information on the initiative can be found [here](#).

The programme is designed to be flexible, allowing participating councils and community organisations to develop projects that reflect local priorities and opportunities. Activities can range from community awareness campaigns and educational initiatives through to practical environmental improvements and biodiversity projects.

Applications for each programme year are typically invited during the autumn, with successful projects commencing in January and running throughout the calendar year. This provides councils and community partners with an opportunity to identify suitable activities and develop proposals in advance of an application being submitted.

The Clerk has held initial discussions with representatives of Minehead Green Action Group regarding the possibility of supporting a future application. Feedback has been positive, with the group indicating a willingness to work alongside the Town Council in identifying and delivering appropriate projects should the Council wish to proceed.

Needs

Should the Council wish to pursue Watermark Town status, officer time will be required to coordinate engagement with community groups, partners and residents, and to oversee any projects undertaken as part of the programme.

The Watermark framework places significant emphasis on partnership working and community involvement. Initial discussions suggest that Minehead Green Action Group may be well placed to support the development and delivery of projects, enabling a community-led approach whilst maintaining appropriate Town Council oversight.

At this stage, the Council is not being asked to commit to specific projects. Rather, Members are invited to consider whether they wish to support the principle of working towards Watermark Town status and exploring potential opportunities in advance of the next application window.

Participation may also provide opportunities to develop future environmental initiatives and strengthen partnership working with local organisations and volunteers.

Financial and Legal Considerations

The Watermark programme can provide grant funding of up to £2,000 towards eligible local projects.

Whilst participation in the scheme does not require the Town Council to commit financial resources, some participating councils choose to supplement external funding with their own contribution in order to increase the number, scale or impact of projects delivered within their communities.

Should Minehead Town Council wish to provide financial support for Watermark projects, Members may wish to consider a number of options. These could include supporting eligible projects through the existing grants budget in accordance with the Council's Grant Awarding Policy, allocating funding from General Reserves where appropriate, or making specific budget provision from the 2027/28 financial year.

Some participating councils have chosen to provide up to £2,000 of match funding alongside Watermark funding opportunities in order to increase the scale and impact of projects delivered within their communities. Adopting a similar approach would provide flexibility to support local initiatives, strengthen funding bids and demonstrate the Council's commitment to environmental improvement and community-led action.

Alternatively, where projects are led by community organisations rather than the Council directly, financial support could be considered through the Council's existing Grant Awarding Policy and normal grant application process. This would allow proposals to be assessed against established criteria whilst maintaining transparency and consistency in decision-making.

The Watermark scheme itself is a voluntary framework and does not require a specific statutory power for participation. Any individual projects delivered as part of the programme would be considered separately and undertaken using the appropriate statutory powers available to the Council.

Officer support for the initiative would represent an indirect resource commitment, although partnership working with local organisations such as Minehead Green Action Group may assist in reducing the administrative burden associated with project delivery.

Recommendation

That Council supports Minehead Town Council working towards Watermark Town status in partnership with Minehead Green Action Group, authorises the Town Clerk to submit an application on the Council's behalf, and considers providing up to £2,000 of match funding to support eligible projects.

Ben Parker
Town Clerk
August 2026



Item 13. Report on Parks Walk Stream Bank Repair Works

Background

As councillors are aware, Minehead Town Council took on a number of parks and open spaces from Somerset Council as part of the devolution agreement completed in May 2025. Several of the assets transferred showed evidence of limited historic maintenance and significant underinvestment.

Parks Walk is one such open space. A watercourse runs through the length of the parks network before reaching the lower end of Parks Walk, where it enters a culvert beneath The Avenue and subsequently discharges into the channel beyond.

At the Parkhouse Road entrance to Parks Walk, a section of the stream bank has collapsed and has progressively deteriorated over a number of years. Whilst the issue does not currently represent a major structural failure or immediate risk, it is visually unsightly and continued deterioration is likely to increase both the scale of the problem and the cost of any future remedial works.

Need for the Works

During the winter months, the stream experiences significant increases in both water volume and flow velocity. It is well recognised that once water exploits a point of weakness, erosion will continue and often accelerate over time.

A small drainage pipe, believed to serve highway drainage from the adjacent road, discharges directly into the stream at the point where the bank has failed. The damage appears to be concentrated around the pipe outfall, and it is considered likely that water escaping from the pipe has undermined the bank from behind, contributing to its collapse over time.

Importantly, the repair is focused on the outlet of the pipe where it enters the watercourse and does not require extensive excavation or the excavation of large areas of surrounding land. The proposed works are therefore relatively contained and are intended to stabilise the affected area, reinstate the collapsed bank and walling and repair the pipe at its discharge point to prevent further erosion.

A quotation has been obtained from a local contractor to undertake the necessary remedial works. These works include:

- Repairing and stabilising the collapsed bank;
- Reinstating the adjoining wall structure; and
- Repairing the damaged drainage pipe at its outfall to prevent recurrence of the issue.

The total cost of the works is £4,776 including VAT.

It is considered advantageous to undertake the repairs during the current period of lower water levels. Completing the works before autumn and winter will reduce the risk of further erosion and avoid the additional challenges associated with working during periods of higher flow and storm events.

Financial and Legal Considerations

The Town Council has allocated funding within the current financial year for proactive improvements and maintenance within The Parks. However, this budget is also expected to be used for forthcoming repairs to sections of the path network.

Given the nature of the issue and the purpose for which the reserve was established, it is recommended that funding for these works is drawn from the Devolution Earmarked Reserve (EMR). Sufficient funds are available within this reserve to meet the full cost of the project.

The Council has the power to undertake these works under Section 111 of the Local Government Act 1972, together with its wider powers and responsibilities relating to the management and maintenance of open spaces and land within its ownership.

Recommendation

Members are recommended to approve the quotation of £4,776 (including VAT) for the repair and reinstatement works to the stream bank, retaining wall and drainage pipe at Parks Walk, with funding to be met from the Devolution Earmarked Reserve and to authorise the works to proceed at the earliest opportunity.

MINEHEAD TOWN COUNCIL CYCLE TO WORK SCHEME POLICY



Approved:

Reviewed:

POLICY UPDATE TIMELINE

Policy Number	Version	Owner	Date Published	Review Due	Review Team
	V1	MTC	2026	2028	Council

Distribution

Internal: All MTC Staff

External: Councillors/Partners

Overview

The Cycle to Work Scheme gives employees the opportunity to hire a cycle and allowable cycle accessories for commuting to work or business use.

The Council will fund the initial purchase, and employees pay it back over time through salary sacrifice. The money is taken from the employee's gross salary resulting in reduced tax and National Insurance contributions for both the employee and employer.

Minehead Town Council has agreed to fund bicycles up to a maximum price of:

£1500.00 (manual push bicycle) including any permitted cycle to work scheme accessories.

£2500.00 (electric bicycle) including any cycle to work scheme accessories.

The final amount of the bicycle and accessories to be purchased will be determined by the employee's salary remaining above the National Minimum Wage after any cycle to work deduction has been taken.

The Council has selected Halfords Cycle2Work Scheme to administer the scheme.

The reasons for selection were:

- Halfords is a leading provider of a government approved cycle to work scheme.
- They also offer a large selection of bikes through their stores and other independent stores that accept Halfords Cycle2Work scheme.
- Halfords are authorised by the Financial Conduct Authority (FCA) to carry out limited-scope activities under FRN 724263, Specifically, this includes authorisation for the consumer hire of bicycles.

Halfords will own the bike for the entire duration of the scheme and offer various options following at the end of the initial hire term.

Criteria to qualify for the Cycle to Work scheme

- Be an employee on a permanent contract or a fixed term contract for the duration of the salary sacrifice agreement
- Be in receipt of a regular monthly salary at the time deductions are due to commence.
- Earn above National Minimum Wage and the National Insurance contributions Lower Earnings Limit, after the amount of sacrifice is taken from the normal salary.
- All applicants must be over 18 years of age, as the scheme is a credit agreement.
- The cycle must be used by the employee at least 50% for commuting to and from your workplace and/or business travel.

You cannot obtain a cycle for your partner, family member or friend. If it is found that the cycle is not used by you this will be considered abuse of the scheme. In addition, if you are not using the cycle for your own use, you are not entitled to the tax savings. Any tax savings already realised will be reversed.

How the Scheme Works

1. The employee will receive the Minehead Town Council Halfords Cycle2Work employer scheme number at the start of the Cycle to Work scheme process.
2. The employee obtains a quote for a bicycle and accessories package, ensuring that the price is guaranteed for 30 days either instore or online.
3. The employee will register the Minehead Town Council scheme number on the Halfords Cycle2Work scheme web page.
4. Halfords will then send the Cycle2Work scheme application to Minehead Town Council for approval and invoice the Council for the cost of the bike and /or accessories, if the application is approved.
5. Once the invoice has been paid, A letter of collection will be sent to the employee to collect the chosen bicycle package from their participating store or download the letter of collection and set up a delivery date if buying online.
6. The salary sacrifice hire agreement will then commence for the initial hire period.
7. When the initial hire period ends, Halfords will contact the employee to discuss their options. These are currently:
 - The option for the employee to enter a zero-cost 'extended hire' arrangement directly with Halfords until the value has depreciated to a point of negligible tax value. When this happens, Halfords will then transfer ownership of the bike and/or accessories, so you become the rightful owner. This solution maximises the scheme's savings.
 - The employee can take immediate ownership of the bike at the end of initial 'hire' (salary sacrifice) by making a payment direct to Halfords for the "fair market value" of the bike. The "fair market value" as determined by HMRC is usually 18% or 25% of the original value. The bike and/or accessories will become theirs immediately.

- The option to return the bike at the end of the initial 'hire' (salary sacrifice) period to your local Halfords store where it will be safety checked and donated to ReCycle where bikes are refurbished and sent to Africa.

FAQ's

Is the cycle considered to be a taxable benefit? –

No, the Cycle to Work scheme is exempt from taxable deductions and there is no requirement to declare this on your P11d.

Does this affect my pension?

Participation in the Cycle to Work scheme does not directly affect Local Government Pension Scheme members pensions, as the salary sacrifice monthly payments are deducted after the employees pension contribution has been deducted. However, participating in the Cycle to Work scheme may impact other benefits and tax credits that the employee may receive. It is recommended that the applicant checks this prior to applying to join the Cycle to Work scheme.

What happens if I have family, sick or unpaid leave

The Council is unable to reduce any statutory pay by the amount of your salary sacrifice, therefore, if you have entered into a hire agreement and you are in receipt of statutory pay only or no pay, your salary sacrifice deductions will be put on hold and resumed when you are in receipt of a salary that is above the minimum salary requirements. In these circumstances we reserve the right to extend the period of the salary sacrifice agreement or with your agreement increase your monthly payments when you return to normal pay.

What happens once I have made all payments due under the initial hire agreement?

When all payments have been made Halfords will contact you to discuss your options.

What happens if I leave during the agreement?

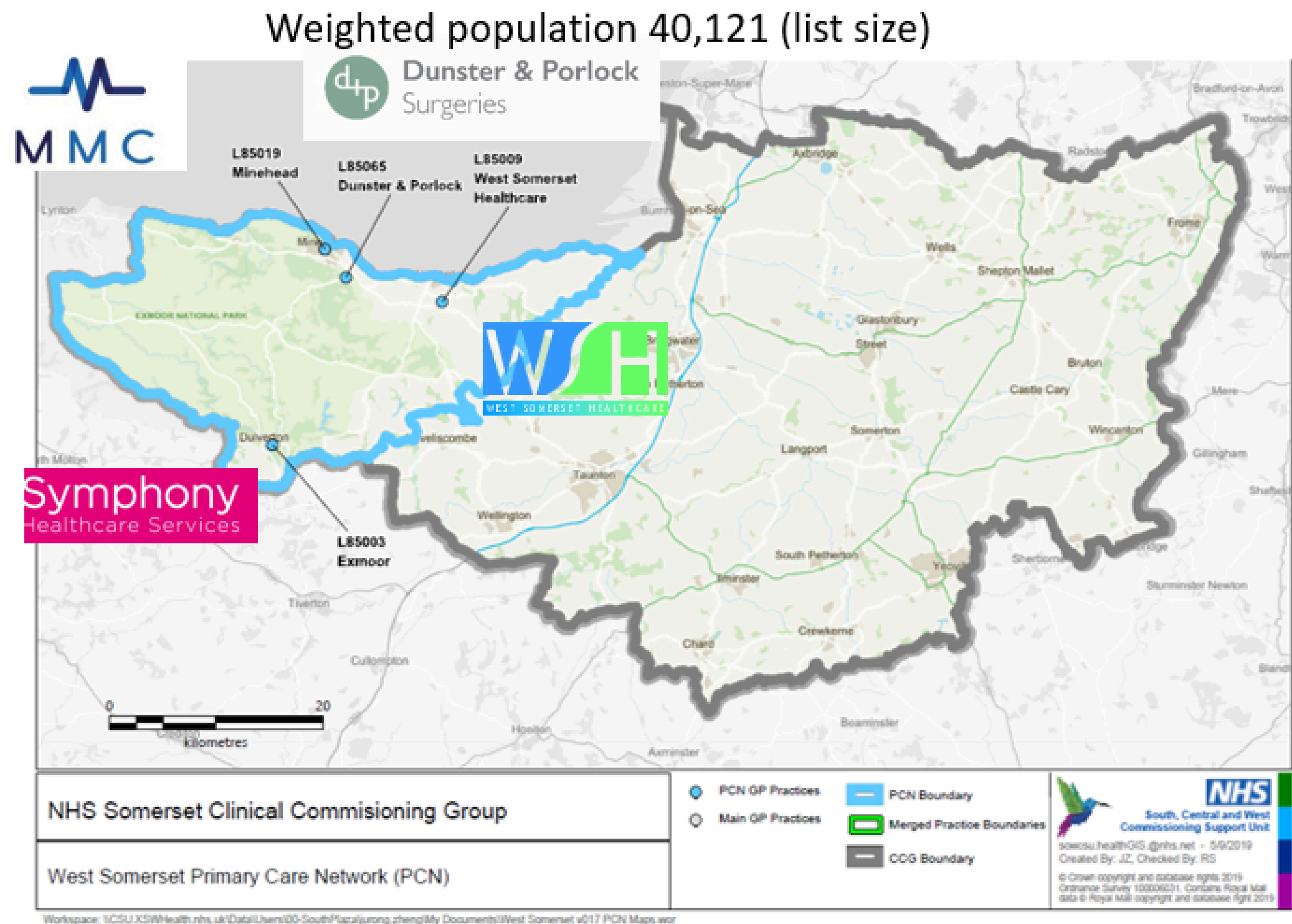
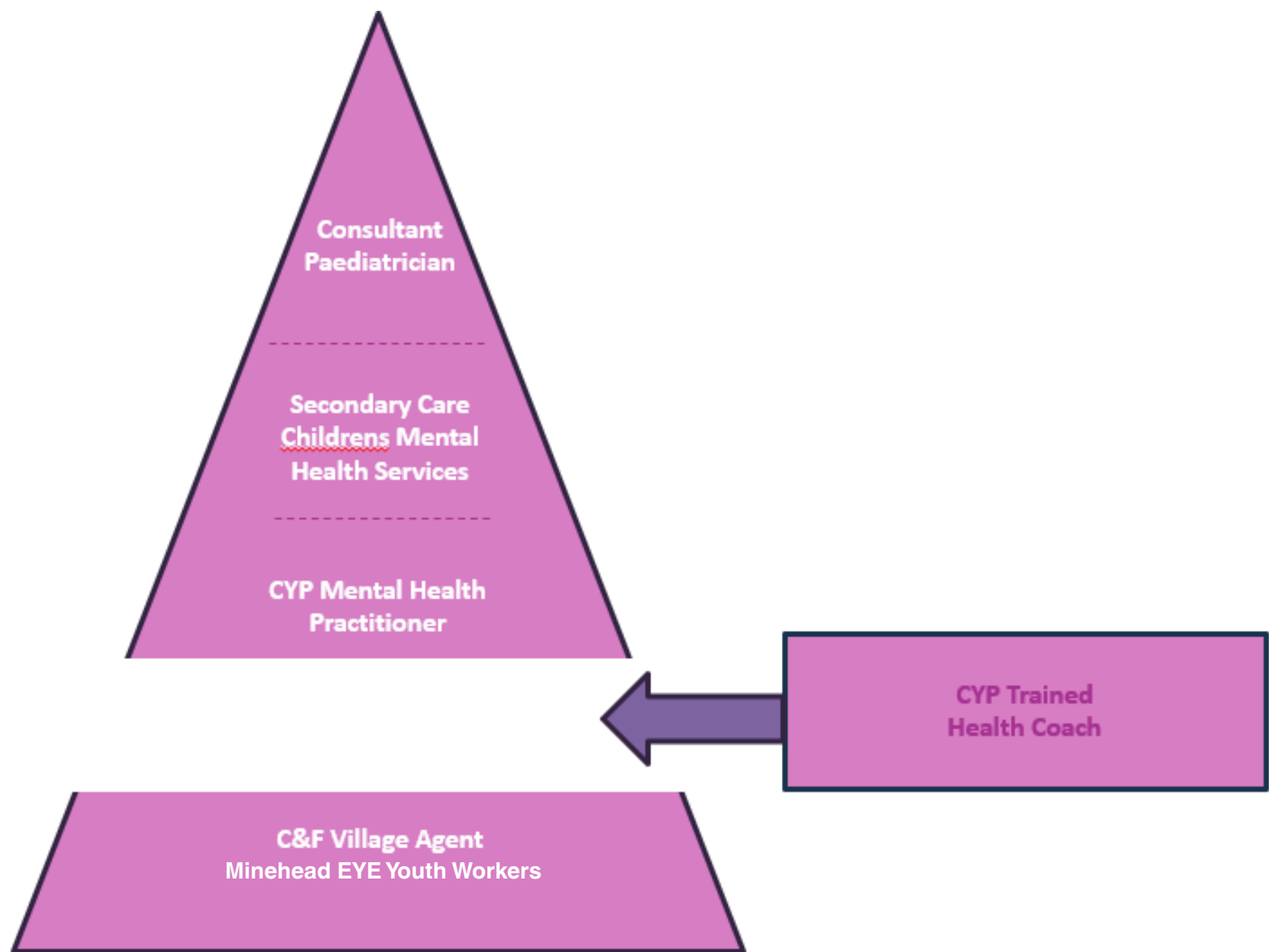
Employees leaving employment while participating in the bike scheme must be prepared to repay any outstanding amounts from their final salary.

It's advisable for employees to review their agreements and understand their financial obligations before making any decisions regarding their employment status.



Children and Young People's West Somerset Health and Wellbeing Coach

MINEHEAD
EYE
YOUTHSERVICES



PAUL MATCHAM, CEO | MINEHEAD EYE YOUTH SERVICES

APRIL 2026 - JULY 2026

18

REFERRALS

9

AVERAGE NUMBER OF
SESSIONS PER REFERRAL

823

NUMBER OF TIMES YOUNG PEOPLE
ENGAGED WITH THE HEALTH COACH
THROUGH UNIVERSAL SETTINGS



PAUL MATCHAM, CEO | MINEHEAD EYE YOUTH SERVICES

CASE STUDY: 15-YEAR-OLD - 17 SESSIONS

Referred to CYP Health Coaching due to:

- Poor school attendance
- Social isolation
- Low self-esteem
- Emotional dysregulation
- Self-harm and suicidal thoughts

Key contributing factors included:

- Bereavement following father's death
- Difficulties forming friendships
- Feelings of rejection and low self-worth
- Ongoing family stress
- Thoughts/urges of harming others



PAUL MATCHAM, CEO | MINEHEAD EYE YOUTH SERVICES

How we supported them:

- Developed a strong therapeutic relationship and safe space for discussion.
- Supported emotional awareness and understanding of thoughts, feelings, and behaviours.
- Challenged negative thinking patterns and strengthened coping strategies.
- Created and implemented a safety plan with family and school.
- Worked closely with CAMHS, Forensic CAMHS, safeguarding teams, police, and education professionals to manage risk, following three major disclosures in the space of a month.
- Made a referral to Children's Social Care and Forensic CAMHS.
- Encouraged healthy emotional expression through writing and artwork.
- Improved communication skills and help-seeking behaviours.
- Supported school with managing safeguarding risks and advised school in their support for the young person whilst there.
- Developed in depth safety plan for when the young person is feeling out of control/impulsive, to be used in keeping themselves and others safe (family, peers, general public).

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Outcomes

- Increased self-awareness and emotional literacy.
- More willing to seek support during times of crisis.
- Better understanding of the consequences of actions and behaviours.
- Improved engagement with school and safeguarding interventions.
- Demonstrated increased resilience following personal setbacks.
- Developed stronger support networks and greater confidence in managing difficult thoughts and feelings safely.
- Presented as more hopeful, reflective, and emotionally regulated at discharge.
- Ongoing/continued support from Forensic CAMHS and Police.



PHYSICAL HEALTH & LIFESTYLE

Sleep hygiene
Migraine management
Weight management
Active lifestyle

EMOTIONAL WELLBEING

Low mood & depression
Anger management
Emotional regulation
Stress & exam stress
Coping with self-harm

SOCIAL & PERSONAL DEVELOPMENT

Building trust
Self-confidence & self-esteem
Healthy relationships
Low school attendance

SPECIALIST SUPPORT

Trauma recovery
Selective mutism
Vocal tics

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