Minehead Town Council

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

NOTICE OF FULL COUNCIL MEETING

Date: Tuesday 22nd September 2026
Time: 7.30 pm
Venue: Community Building, Irnham Road, Minehead TA24 5DW

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

Dear Councillors,

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



Ben Parker
Town Clerk
17th September 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 25th August 2026. ***LGA 1972 Sch 12 para 41***

6. To receive the Minutes of the Finance and General Purposes Committee meeting held on Tuesday 8th September 2026.

7. To receive the Minutes of the Planning & Licencing Committee meeting held on Tuesday 1st September 2026.

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

i. To approve the following payments over £3,000:
- Payment of **£6,484.21 inc. VAT** to Festive Lighting for 40% rental and 40% installation of Christmas lights. Christmas 2026. Second invoice of three. (*Discussed and approved at June 2026 Full Council Meeting; minute number 2026/103*).

ii. To receive Payments made in August.

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

iv. To receive income receipts for August.

v. To receive bank reconciliations for August.

9. To receive a report on the Mid-Year Review of the Council's Risk Assessments and consider their re-approval. *(See attachment)*

10. To consider a quotation for a review of the town's security and monitoring requirements. *(See attachment)*

11. To reconsider a quote for the repairs to the bank along the stream at the Parkhouse Road entrance of Parks Walk following the deferral agreed at the previous meeting pending confirmation of ownership information.

12. To receive an update on the planning application for the conversion of the former public toilets at Blenheim Gardens, consider the draft tender documentation and determine whether authority should be delegated to the Town Clerk to issue the tender documentation upon receipt of planning approval. *(See councillor attachment)*

13. To receive an update on the Christmas Light Switch on Event planning due to take place on Friday 27th November 2026. *(See attachment)*

14. To co – opt Councillor Basketfield to the Planning and Licencing Committee.

15. To note the upcoming Tree planting and Apple Celebration Day taking place at Ellicombe Open Space (Off Ellicombe Roundabout) on Saturday 26th September 12 – 4 pm. *(See attachment)*

16. To receive an update on staffing recruitment and associated vacancies.

End of Agenda

CIRCULATION

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

Minutes from the Full Council Meeting of Minehead Town Council held on Tuesday 25th August 2026 at 7:30 p.m. in the Community Building, Irnham Road, Minehead TA24 5DW

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

Apologies: Councillors Bartlett**,** Bonar and Milton

In attendance: J Chapman (Deputy Clerk & RFO) Somerset Councillors Chilcott, Hadley and 1 member 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 welcomed the addition of a Priorities and Direction document for Minehead but raised a concern about the mention of reducing the amount of annual bedding used in the floral displays around Minehead in favour of perennial plants. It was said that both residents and visitors to the town loved the current colourful displays and felt that a reduction in the highly visual impact displays would be disappointing for all.
A member of the public commented that they welcomed the extension to the Office opening hours.
A member of the public commented that the Minehead proportion of precept is over 1 million pounds, and they would like to see a resident consultation on what services and projects the people of Minehead would like to see in future years.

2026/130. To receive Apologies for Absence ***LGA 1972 s 85 (1)***

Councillors Bartlett, Bonar and Milton's apologies for absence were received.

2026/131 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.

2026/132. To receive reports from Somerset Councillors and the Local Policing Team.

There were no members of the Local Policing Team present.

Somerset Councillor Hadley gave the following updates:

- Somerset Council's Children's Services and Social care have received an extra 7 million investment to use for the My World My Tomorrow project. The aim of this project is to reduce the need for care places, increase stability for young people, increase support for

families, increase the number of foster carers and deliver savings in providing these services.

- Somerset Council are starting a campaign to recruit more foster places and mentors for young people. The Council would like Town and Parish Councils' help in promoting this campaign by their social media and other notification channels.
- The Best Value Notice that Somerset Council has recently received from Central Government has not been endorsed by a cross-party committee and they are asking for further information on what improvements are required in the areas of governance, financial management and performance to improve the Council's rating.
- There are changes to how planning decisions are made coming in. Small developments' & household decisions where applications are for 1 to 9 units inclusive, are to be decided by Planning Officer decision. Larger developments will still go to Committee.
- There is a Council Tax consultation running until 28.09.2026 for residents to record their comments on Somerset Councils potential changes to their council tax reduction scheme.

Somerset Councillor Chilcott gave the following updates:

- The report that Councillor Chilcott & Councillor Hadley have produced about the removal of defunct signage around Minehead has been completed and they would be sending the signage list to Somerset Council's Highways department soon.
- It has been observed that there is a lack of direction signs to the Coach parking section at the Railway Station car park for visiting coaches to follow. Councillor Chilcott would be pushing for extra signage from Somerset Council to improve this.
- A bid for funding for the B3191 Watchet to Blue Anchor coastal road reinstatement has been submitted to the Central Government's Structures Fund. Unfortunately, there wasn't time for a public consultation on this, as there was only a short time frame before bids had to be submitted. There is a demonstration of support for reinstating the road organised for 26th August 2026 7pm. Demonstrators to meet on the Watchet side of the current road closure.

Somerset Councillor Kravis gave the following updates:

- Re-emphasised the importance of Somerset Council's campaign to increase the number of fosterers in Somerset.
- Confirmed that he supported the re-instatement of the B3191 and hoped the residents of Watchet and surrounding areas would get behind it.

2026/133. To receive reports from councillors, advisory groups and outside bodies.

Cllr Hodson reported that he had attended the latest Strategic Pool Group meeting. The group were finalising the configuration of the pool and associated costs for several options. Once complete, the group would be ready to present their report to the town council.

2026/134. To approve and sign the Minutes of the Full Council Meeting held on Tuesday 28th July 2026.
LGA 1972 Sch 12 para 41

The Chair observed that there was an error with the attendees of the July 2026 meeting. A councillor was mentioned twice and a councillor was omitted. The attended list was amended, and the amendment was initialled by the Chair.

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

2026/135 To receive the Minutes of the Finance and General Purposes Committee meeting held on Tuesday 11th August 2026.

Initial…….

The minutes of the Finance and General Purposes Committee meeting held on Tuesday 11th August 2026 were **received.**

2026/136. To receive the Minutes of the Planning & Licencing Committee meeting held on Tuesday 4th August 2026.

The minutes of the Planning & Licencing Committee meeting held on Tuesday 4th August 2026 were **received.**

2026/137. Accounts ***Accounts and Audit Regulations 2015***

i. To receive Payments made in July.

The payments made in 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.**

2026/138. To consider an application for a Councillor co-option to the Periton & Woodcombe Ward of Minehead Town Council ***LGA 1972 S 87 & Local Elections (Parishes and Communities) Rules 2006 r 5***

The Council considered an application for co-option from a member of the public. The candidate addressed Members, outlining their reasons for wishing to join Minehead Town Council.

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

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

RESOLVED that Mrs Stacey Maycock be co-opted to Minehead Town Council to represent Periton and Woodcombe Ward.

Councillor M Palmer left the meeting at 20.02

Councillor M Palmer returned at 20.05

Following the completion of her Declaration of Acceptance of Office, which were duly signed and witnessed by the Deputy Clerk as Proper Officer of the Council, the newly co-opted Member took her seat and joined the meeting as a Councillor.

2026/139. To receive the MTC financial report for Quarter 1 of the 2026/2027 financial year (See attachment

Cllr C Palmer highlighted a figure error in the report. The Deputy Clerk & RFO confirmed that there was and apologised for the mistake.

A question was raised about Minehead Town Council not receiving any income from the North Road & Alexandra Road car parks since devolution in May 2025. The Deputy Clerk explained that the Service Level Agreement had not been signed by Somerset Council and both The Clerk and Deputy Clerk had chased this signing on numerous occasions. Councillors Chilcott, Hadley and Kravis offered to chase this up on behalf of Minehead Town Council. It was agreed to use their offer of assistance,

The MTC financial report for Quarter 1 of the 2026/2027 was **received.**

2026/140 To approve and adopt the Minehead Town Council Priorities and Direction Document recommended from Finance and General Purposes Committee.

It was proposed and seconded to accept and approve this document.

> **RESOLVED** by majority that Minehead Town Priorities and Direction Document was **approved and adopted.**

2026/141. To consider submitting an application for Minehead to become a watermark town.

Councillors discussed the implications and benefits of becoming a watermark town including fund matching.

It was proposed and seconded to submit an application for Minehead to become a watermark town.

RESOLVED that the Council submit an application for Minehead to become a watermark town. Passed by majority.

2026/142 To consider a quote for the repairs to the bank along the stream at the Parkhouse Road entrance of Parks Walk

A question was raised over the ownership of the drainage pipe that runs into the stream within the area where the bank is collapsing. The mayor has contacted Somerset Council's Highways department to see if the pipe is connected to the highway network leading to a possible contribution to the repair. To date, he has not received a reply. The damage is longstanding and has been declining slowly.

It was proposed & seconded to defer this project for one month whilst further ownership information is gathered.

RESOLVED To defer for one month whilst ownership information is gathered. Passed by majority.

2026/143 To consider and approve the Cycle to Work Scheme Policy.

It was proposed and seconded to adopt the Cycle to Work scheme.

RESOLVED Passed by majority, that the Cycle to Work scheme is **adopted.**

2026/144 To consider and approve quotations for footpath safety works at Blenheim Gardens, Parks Walk and Minehead Cemetery. (Item deferred from July Full Council meeting)

Each area now had their own specific quote.

Members discussed the three different options for the existing cobble bridge. Option 2 (tarmac) was chosen due to its lower slip risk properties, and the overall depth of the path would not change the bridge height significantly.

It was discussed that the drainage gulley to the existing drain after the bridge had been removed from the quote, as requested, therefore part 4 of the Parks Walk quote was to retarmac the path only.

Members discussed that the total price on the latest quote included all of the other bridge options, and as only one option for the bridge is to be chosen, the overall cost is less than the quote total. This requires pointing out to the contractor.

The Blenheim Gardens patching quote remains the same as the original quote presented in July.

The Minehead Cemetery quote was discussed. It was decided that as the area to be retarmacked is the parking area outside the Cemetery gates; the connecting path to the Lychgate and the area outside the Lychgate connecting to the public pavement, Council would like further details of ownership of these areas before any works are undertaken.

It was proposed & seconded to approve parts 2, 4, 5 and 6 of the Parks Walk quote

It was proposed & seconded to approve the Blenheim Gardens quote

It was proposed & seconded to defer a decision on the Minehead Cemetery works for one month whilst further ownership information is obtained.

RESOLVED To approve and implement the works in Parks Walk contained in parts 2,4,5 and 6 of the quote.

To approve and implement the work contained in the Blenheim Gardens quote.

To defer a decision on the Minehead Cemetery works for one month whilst further ownership information is obtained. Passed by majority.

2026/145 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.

RESOLVED The First Quarter Report for year 2 of the Enhanced Youth Worker Project was **noted.**

2026/146 To receive further correspondence from the freeholder outlining repairs carried out to the rear of the offices and to consider the request for full payment.

Members discussed the freeholders' reply in detail, what the signed 999-year lease contained about external and internal repair liabilities. and what the previous rental agreement contained about external and internal repairs. On investigation both signed contracts say that the freeholder is liable for the external works to the property.

It was proposed and seconded that further amicable negotiation on the level of Minehead Town Council's contribution towards the cost of the roof works would be delegated to the Clerk.

> **RESOLVED** that the Clerk be authorised to seek an amicable resolution with the freeholders' about the external roof work.

Councillor Kravis left the meeting at 20.42

2026/147. To receive and note an update on the recruitment of an Administration Officer and Head of Amenities & Assets.

RESOLVED It was noted that an Administration Officer had been appointed and would be starting in September. The recruitment of the Head of Amenities & Assets would be readvertised in September.

The meeting closed at 20:45

Councillor C Palmer
Chair of Minehead Town Council
August 2026

Initial…….

Minutes of the Finance and General Purposes Committee Meeting of Minehead Town Council held on
Tuesday 8th September 2026 at 7:30 p.m. in the Minehead Community Centre, Irnham Road, Minehead TA24 5DW.

Present: Councillors Jewell (Committee Chair), C Palmer, Basketfield, Hodson, Kravis, Lawton, Milton, M Palmer and Sharjeel.
Apologies: Councillor Bartlett, Beynon, Bonar, Hall, Jeffery and Maycock
In attendance: B Parker (Town Clerk) J Chapman (Deputy Clerk & RFO) and 2 members of the public

A member of the public wished to raise concerns regarding the lack of public toilet facilities within the town. It was noted that this had resulted in a number of individuals using the toilet facilities at Jubilee Café, leading to repeated drainage issues due to the volume of use. The member of the public advised that the drainage infrastructure was not designed to accommodate public usage levels and expressed the view that the provision of additional public toilets should be a priority in supporting the visitor experience.

A member of the public also raised concerns regarding rough sleeping within the seafront shelters and on benches along the seafront. It was noted that the shelters had been used by a number of individuals throughout the summer period. While acknowledging that rough sleeping is a national issue, the member of the public expressed the view that the matter was particularly noticeable in Minehead and raised concerns regarding perceptions of safety for residents and visitors.

Councillors discussed the issue of rough sleeping and acknowledged the need for partnership working with Somerset Council, as the authority with responsibility for rough sleeping and homelessness services.

The members of the public left the meeting at 19:36.

2026/19. To receive Apologies for Absence ***LGA 1972 s 85 (1)***

Councillor Bartlett, Beynon, Bonar, Hall, Jeffery and Maycock apologies for absence were received.

2026/20. 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.

2026/21. To approve and sign the Minutes of the Finance & General Purposes Committee meeting held on Tuesday 11th August 2026.

RESOLVED the minutes of the Finance & General Purposes Committee meeting held on Tuesday 11th August 2026 were approved.

2026/22. Accounts

i. To recommend the following payments over £3,000:
- Payment of **£6,484.21 inc. VAT** to Festive Lighting for 40% rental and 40% installation of Christmas lights. Christmas 2026. Second invoice of three. (*Discussed and approved at June 2026 Full Council Meeting; minute number 2026/103*).

Initial .....

A question was raised as to whether the matter needed to be referred back to Council, given that the expenditure had already been approved. The Clerk confirmed that, while the payment could have been processed under the existing approval, the invoicing arrangement had been split across a number of invoices and it was therefore considered appropriate to bring the matter to councillors' attention in the interests of transparency.

RESOLVED the payment of £6,484.21 inc. VAT was recommended to Full Council for approval.

ii. To receive payments made for August.

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

iii. To receive budget, income & expenditure reports for August.

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

iv. To receive income receipts for August.

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

v. To receive bank reconciliations for August.

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

2026/23. To consider a quotation for the upgrade of the drainage infrastructure serving Jubilee Gardens Café.

Councillors considered a quotation obtained by the tenant for works to upgrade the drainage infrastructure serving the café. Members were advised that the tenant had raised concerns regarding the capacity of the existing drainage system, which was experiencing difficulties due to the volume of use associated with public use of the café toilets. Following a review of the lease, councillors noted that responsibility for the maintenance, repair and any required upgrades to the drainage infrastructure rested with the tenant. Councillors further noted that the lease requires the toilet facilities to be made available for public use and permits the tenant to levy a charge for their use.

Whilst acknowledging the lease position, councillors recognised the wider issues arising from the limited provision of public toilets along this section of the seafront and the pressures this places on the café facilities. Members expressed a willingness to explore a mutually beneficial solution and suggested that, should the Council consider making a contribution towards the works, assurances would be sought from the tenant regarding the continued availability of the toilets for public use.

Following discussion, it was proposed and seconded that negotiations be delegated to the Clerk, in consultation with the Chair of the Finance and General Purposes Committee and the Mayor.

RESOLVED that negotiations regarding the drainage improvements at the café be delegated to the Clerk, in consultation with the Chair of the Finance and General Purposes Committee and the Mayor.

2026/24. To consider the purchase of a replacement storage safe for the storage of fuel canisters.

Councillors considered a quotation for the provision of replacement fuel storage facilities at the depot. Councillors noted their responsibilities under health and safety legislation and the need to ensure that fuel was stored safely and in accordance with relevant regulations and good practice.

During discussion, councillors queried whether delivery costs could be avoided by collecting the unit directly, noting that one of the suppliers was based locally. The Clerk advised that this option could be investigated but would be dependent on the size and weight of the unit and whether suitable transport

arrangements were available. It was further noted that the supplier may offer a discount for new customers, and councillors requested that this be explored prior to purchase.

> **RESOLVED** that authority be delegated to the Clerk to purchase a replacement fuel storage facility up to a value of £2,910.00, subject to investigating the feasibility of collection to reduce delivery costs and exploring any available new customer discount.

2026/25. To confirm the date and venue for the informal councillor session to review earmarked reserves.

Following discussion at the Committee's August meeting, councillors considered arrangements for an informal session to review the Council's earmarked reserves in advance of the budget-setting process. It was noted that the previously proposed date of 15th September coincided with a Climate Emergency briefing which a number of councillors wished to attend. The Clerk advised that the review of earmarked reserves would form an important part of the budget-setting process and should take place in sufficient time to inform the development of the Council's budget.

Councillors discussed alternative dates and meeting arrangements. It was proposed and seconded that the informal earmarked reserves review session be held on Tuesday 6th October 2026 at 7:00 pm at the Council Offices. It was further proposed that the Planning Committee meeting scheduled for that evening be brought forward to 6:00 pm to accommodate the session.

> **RESOLVED** that an informal councillor session to review the Council's earmarked reserves be held on Tuesday 6th October 2026 at 7:00 pm at the Council Offices, and that the Planning Committee meeting on that date be rescheduled to commence at 6:00 pm.

2026/26. To agree the approach to be taken in reviewing fees and charges for the 2027/28 financial year.

During the 2025/26 budget-setting process, councillors expressed a desire to undertake a more detailed review of the Council's fees and charges prior to setting the 2027/28 budget. The Chair invited councillors to consider how this review should be undertaken and reminded members that any recommendations would need to be developed sufficiently in advance to inform the budget-setting process.

Following discussion, councillors agreed that the October meeting of the Finance and General Purposes Committee would be dedicated to a detailed review of the Council's fees and charges for 2027/28.

> **RESOLVED** that the October 2026 meeting of the Finance and General Purposes Committee be dedicated to reviewing the Council's fees and charges for the 2027/28 financial year.

2026/27. To consider quotation for seasonal tractor mounted flail works in Town Council areas.

Councillors considered a quotation for tractor-mounted flail works to large grassed areas and hedgerows across Town Council land. Councillors noted that the contractor had undertaken these works on behalf of the Council for a number of years and had consistently provided the most economically advantageous quotation.

Councillors further noted that, whilst elements of grass cutting within rewilding areas could be undertaken by the Council's in-house Amenities Team, the use of a specialist contractor for large-scale flailing and hedge cutting remained the most efficient and cost-effective approach. The nature of the work, the extent of the areas involved, and the uneven ground conditions within certain locations were all factors considered. Councillors recognised that the contractor's specialist machinery and expertise enabled the works to be completed more efficiently and with reduced operational risk, whilst also minimising wear and tear and the potential for damage to the Council's own equipment.

> **RESOLVED** to approve the quotation of £2,150.00 for the flailing of Town Council land, as detailed within the submitted quotation.

2026/28. To consider whether the informal car park adjacent to the Community Centre should remain available for use and, if not, to agree a phased approach for its closure and user notification.

Councillors considered the current informal parking arrangements on the site of the former grandstand at Irnham Recreation Ground, adjacent to the Community Centre. Concerns were raised regarding the continued use of the area for parking without formal designation, together with the potential loss of income to the Council's Alexandra Road Car Park following its transfer into Town Council ownership.

Councillors also considered the role the area plays in supporting users of the Community Centre and the potential impact that the removal of free parking provision may have on accessibility and use of the facility. The need to balance legal, financial and community considerations in any future decision relating to the site was acknowledged.

During discussion, councillors recognised that any decision to close the area to parking was likely to be unpopular with some users. It was noted that the parking arrangement had developed informally over time and concerns were raised that its continued use may be inconsistent with the recreational purposes for which the land was originally provided under the Luttrell estate covenants. Councillors discussed the need to regularise the position and provide users with adequate notice of any changes.

It was suggested that the informal parking area be closed, with advance notice given to users and a closure date set for 31st December 2026. Councillors also discussed the potential for the Town Council, as owner of Alexandra Road Car Park, to explore discussions with Somerset Council regarding parking fees and charges in order to support Community Centre users.

It was proposed and seconded that the informal parking area adjacent to the Community Centre be closed with effect from 31st December 2026.

> **RESOLVED** that the informal parking area adjacent to the Community Centre be closed with effect from 31st December 2026.

2026/29. To review the current advisory groups and invite expressions of interest from councillors wishing to join them.

Following a review of the Council's current advisory groups, councillors considered the effectiveness of the existing arrangements. It was noted that a number of advisory groups had not met for some time and that councillors were often addressing issues through informal member discussions and briefings as required.

Councillors also discussed the potential future development of the Council's committee structure, particularly in service areas such as amenities, recognising that this may be more feasible once current staffing vacancies have been filled and appropriate officer support is available.

Members acknowledged the value of informal discussions in enabling councillors to explore issues, share information and develop ideas prior to formal consideration by the Council or its committees.

It was proposed and seconded that the current advisory group structure be withdrawn, with councillors continuing to engage through informal discussions, briefings and working arrangements as required and that future governance arrangements be kept under review.

> **RESOLVED** by majority that the Council's current advisory group structure be discontinued, with councillors continuing to engage through informal discussions and briefings as required, and that future governance arrangements be reviewed as the Council's committee structure develops.

2026/30. To note the Local Government Services Pay Agreement for 2026.

Councillors noted that agreement had been reached on the 2026 national pay award for Local Government Services ("Green Book") employees.

Councillors reviewed the revised pay scales, which reflected a 3.3% increase in pay. Councillors further noted that the award would be backdated to 1st April 2026. It was acknowledged that provision for the anticipated pay award had been included within the Council's 2026/27 budget-setting process and that sufficient funds had therefore been allocated within the approved staffing budgets to accommodate the increase without requiring any additional budget provision.

The Local Government Services Pay Agreement for 2026 was **noted.**

The meeting closed at 21:20.

Councillor Ben Jewell
Chair of The Finance and General Purposed Committee
September 2026

Initial ……..

MINEHEAD TOWN COUNCIL

Minutes of the Planning and Licencing Committee Meeting of Minehead Town Council
held on
Tuesday 1st September 2026 at 10.30 am at the Town Council Offices

Present: Councillors M Palmer (Chair), B Jewell and C Palmer
Apologies: Councillors: Lawton, Hodson, Bartlett
Officers in Attendance: Klaudia Pietrusiewicz (Admin Assistant)

2026/42. To receive Apologies for Absence. ***LGA 1972 s 85 (1)***

Councillors: Lawton, Hodson. Bartlett apologies were **received.**

2026/43. 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.

2026/44. To approve and sign the Minutes of the Planning & Licencing Committee meeting held on Tuesday 4th August 2026.
RESOLVED the Minutes of the Planning & Licencing Committee Meeting of Minehead Town Council held on Tuesday 4th August 2026 were approved and signed by the chair as a true and accurate record.

2026/45. 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

2026/46. To consider the Planning & Licencing Applications received.
The applications were considered and comments are included in Appendix 1 and Appendix 2.

The meeting closed at 11:00 am

Initial …….

APPENDIX 1

Application	Recommendation
3/21/26/040 Erection of a single storey extension to the side **Vennland Business Park, Mart Road, Minehead, TA24 5BJ**	**RESOLVED** The Committee could see no material reason to object the application
3/21/26/044 Replacement of 1 No. single storey chalet and car port with 1 No. two storey dwelling and erection of detached garage **Cedar Wood Chalet**, **Duster Lodge, Manor Road, Minehead, TA24 6EW**	Although somewhat reduced in scale, the committee is still of the opinion the proposed dwelling is out of keeping with the character of Dunster lodge and will impact the visual amenity of the lodge. **RESOLVED** The Committee objects to this application.
3/21/26/045 Replacement of current chipboard flooring, polystyrene insulation and modern, bitumen coated, concrete slab with Limestone flags and breathable lime mortar in front living room **2 Church Farm Cottages, Church Road, Minehead, TA24 5JR**	**RESOLVED** The Committee could see no material reason to object the application
3/21/26/048 Removal of existing flat roofs and construction of replacement pitched roofs, including continuation of the existing main roof over the utility room, WC and entrance hall, and formation of a new gable projection over the principal bedroom. **47 Parkhouse Road, Minehead, TA24 8AD**	**RESOLVED** The Committee could see no material reason to object the application
3/21/26/049 Erection of first floor side extension **Flat 1, Chapel House, Periton Road, Minehead, TA24 8DX**	**RESOLVED** The Committee could see no material reason to object the application

Initial …….

APPENDIX 2

Application	**Recommendation**
WK/000057512 – Application for Street trading consent **Gasworks/ Quay West Carpark (TA24 5UL) and Blue Anchor Sea Front (TA24 6JT**	The Committee kindly request to leave the area clean and tidy after use. **RESOLVED** the committee had no objection to the application.
WK/000057603 - Application for grant of premises licence **Aurora Foxes Hotel, The Esplanade, Minehead, Somerset TA24 5QP**	**RESOLVED** the committee had no objection to the application. .

Cllr M Palmer
Chair of the Planning and Licencing Committee
September 2026

Initial …….

Minehead Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
432		03/08/2026		NatWest Current Acc	AUG26DD3	Subscription	Scribe Accounts		292.00	58.40	350.40
433		03/08/2026		NatWest Current Acc	AUG26DD4	Civicly	Starboard Systems Ltd		527.00	105.40	632.40
430		03/08/2026		NatWest Current Acc	AUG26DD1	Rent - Depot 31	PM & PD Bohun		755.00		755.00
431		03/08/2026		NatWest Current Acc	AUG26DD2	Lease of BG21 DSX	Mitsubishi HC Capital UK Pl		343.99	68.80	412.79
436		03/08/2026		NatWest Current Acc	AUG26DD7	Water or/and Sewage	Water2Business Ltd		44.58	8.92	53.50
434		03/08/2026		NatWest Current Acc	AUG26DD5	Water or/and Sewage	Water2Business Ltd		316.59	30.19	346.78
435		03/08/2026		NatWest Current Acc	AUG26DD6	Water or/and Sewage	Water2Business Ltd		167.86	17.04	184.90
438		04/08/2026		NatWest Current Acc	AUG26PY2	Vehicle Maintenance	Beaver Garages		99.96	8.27	108.23
439		04/08/2026		NatWest Current Acc	AUG26PY3	Waste Collection	ESH Commercials Ltd		801.00	160.20	961.20
437		04/08/2026		NatWest Current Acc	AUG26PY1	IT Support	AR Computing		67.00	13.40	80.40
450		04/08/2026		NatWest Current Acc	AUG26PY14	Music Performance	Rewind		250.00		250.00
442		04/08/2026		NatWest Current Acc	AUG26PY6	Music Performance	Weston Brass		250.00		250.00
443		04/08/2026		NatWest Current Acc	AUG26PY7	Music Performance	Watchet Town Band		250.00		250.00
444		04/08/2026		NatWest Current Acc	AUG26PY8	Business Rates	Somerset Council		332.00		332.00
445		04/08/2026		NatWest Current Acc	AUG26PY9	Business Rates	Somerset Council		325.00		325.00
447		04/08/2026		NatWest Current Acc	AUG26PY11	Business Rates	Somerset Council		608.00		608.00
441		04/08/2026		NatWest Current Acc	AUG26PY5	Sundries- maintenance	Tudor Environmental		119.50	23.90	143.40
449		04/08/2026		NatWest Current Acc	AUG26PY13	Business Rates	Somerset Council		453.00		453.00
448		04/08/2026		NatWest Current Acc	AUG26PY12	Business Rates	Somerset Council		420.00		420.00
446		04/08/2026		NatWest Current Acc	AUG26PY10	Business Rates	Somerset Council		293.00		293.00
440		04/08/2026		NatWest Current Acc	AUG26PY4	Business Rates	Somerset Council		330.00		330.00
429		05/08/2026		CashPlus – Pre Paid (	AUG26PP1	Coffee	Iceland		7.95		7.95
451		05/08/2026		NatWest Current Acc	AUG26DD8	Website Hosting	Word Gets Around Ltd		35.00		35.00
453		06/08/2026	2026/122 FC July 2026	NatWest Current Acc	AUG26PY16	Training	Society of Local County Cle		400.00		400.00
452		06/08/2026		NatWest Current Acc	AUG26PY15	Sundries- maintenance	Active Signs (Minehead) Lt		48.60	9.72	58.32
454		07/08/2026		CashPlus – Pre Paid (	AUG26PP2	Licences	Microsoft		131.26		131.26
455		10/08/2026		CashPlus – Pre Paid (	AUG26PP3	Milk	Iceland		1.20		1.20
456		10/08/2026		CashPlus – Pre Paid (	AUG26PP4	Fuel	Central		55.30	11.06	66.36
458		10/08/2026		CashPlus – Pre Paid (	AUG26PP6	Fuel	Tesco		39.19	7.84	47.03
460		10/08/2026		NatWest Current Acc	AUG26DD9	Electricity	YU Energy		146.43	7.32	153.75
457		10/08/2026		CashPlus – Pre Paid (	AUG26PP5	Sundries- maintenance	Parks Lane Home Furnishe		6.25	1.25	7.50
461		10/08/2026		NatWest Current Acc	AUG26DD10	Electricity	YU Energy		28.15	1.41	29.56
462		10/08/2026		NatWest Current Acc	AUG26DD11	Equipment Rental	Initial Washroom Hygiene		129.26	25.85	155.11

Minehead Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
463		10/08/2026		NatWest Current Acc	AUG26DD12	Equipment Rental	Initial Washroom Hygiene		206.06	41.20	247.26
464		10/08/2026		NatWest Current Acc	AUG26DD13	Equipment Rental	Initial Washroom Hygiene		493.61	98.74	592.35
465		10/08/2026		NatWest Current Acc	AUG26DD14	Equipment Rental	Initial Washroom Hygiene		1,069.57	213.92	1,283.49
459		11/08/2026		CashPlus – Pre Paid	AUG26PP7	Hosting - accessibility	20i Ltd		6.99	1.40	8.39
467		11/08/2026		NatWest Current Acc	AUG26PY17	Music Performance	Secret Seven		250.00		250.00
468		11/08/2026		NatWest Current Acc	AUG26PY18	Music Performance	Kingsbury Episcopi Band		250.00		250.00
466		11/08/2026		NatWest Current Acc	AUG26DD15	Electricity	Scottish Power		222.86	11.14	234.00
469		12/08/2026		NatWest Current Acc	AUG26DD16	H & S	BrightHR		24.00	4.80	28.80
473		12/08/2026		CashPlus – Pre Paid	AUG26PP8	Fuel	Tesco		68.52	13.70	82.22
474		14/08/2026		CashPlus – Pre Paid	AUG26PP9	Free Press	TG Jones High Street Ltd		2.20		2.20
475		14/08/2026		CashPlus – Pre Paid	AUG26PP10	Mobile Phone	GiffGaff Ltd		8.33	1.67	10.00
490		17/08/2026		NatWest Current Acc	AUG26DD17	EAP	BrightHR		24.40	4.88	29.28
491		17/08/2026		NatWest Current Acc	AUG26DD18	Broadband/Telephones	BT		110.94	22.19	133.13
470		18/08/2026		NatWest Current Acc	AUG26PY19	Net Wages	MTC Employees		27,491.67		27,491.67
471		18/08/2026		NatWest Current Acc	AUG26PY21	Tax & National Insurance (ee 8	Local Government Pension		8,558.48		8,558.48
472		18/08/2026		NatWest Current Acc	AUG26PY20	Tax & National Insurance (ee 8	HMRC		9,594.36		9,594.36
487		18/08/2026		CashPlus – Pre Paid	AUG26PP12	Milk	Iceland		1.20		1.20
497		18/08/2026		NatWest Current Acc	AUG26DD25	Land Registration	HM Land Registry		45.00		45.00
479		18/08/2026		NatWest Current Acc	AUG26PY24	Sundries- maintenance	CRS Building Supplies Ltd		72.61	14.52	87.13
484		18/08/2026		NatWest Current Acc	AUG26PY29	Sundries- maintenance	Minehead Sawmills		29.67	5.93	35.60
481		18/08/2026		NatWest Current Acc	AUG26PY26	Waste Collection	ESH Commercials Ltd		1,135.50	227.10	1,362.60
480		18/08/2026		NatWest Current Acc	AUG26PY25	Sundries- maintenance	Eagle Plant		46.82	9.36	56.18
485		18/08/2026		NatWest Current Acc	AUG26PY31	Sundries- maintenance	Toolstation Ltd		47.22	9.44	56.66
486		18/08/2026		NatWest Current Acc	AUG26PY32	Machinery Purchase	Tufferman Ltd		516.64	103.33	619.97
482		18/08/2026		NatWest Current Acc	AUG26PY27	Music Performance	Evolution		250.00		250.00
477		18/08/2026		NatWest Current Acc	AUG26PY22	Window/shelter Cleaning	Westrip Cleaning Services		173.00		173.00
488		18/08/2026		CashPlus – Pre Paid	AUG26PP13	Sundries- maintenance	Ironmongery Direct		80.70	16.14	96.84
489		18/08/2026		CashPlus – Pre Paid	AUG26PP14	Sundries- maintenance	Ironmongery Direct		75.00	15.00	90.00
498		18/08/2026		NatWest Current Acc	AUG26DD24	Electricity	British Gas		143.98	7.19	151.17
496		18/08/2026		NatWest Current Acc	AUG26DD23	Electricity	EDF Energy		350.50	17.53	368.03
492		18/08/2026		NatWest Current Acc	AUG26DD19	Electricity	EDF Energy		27.04	1.35	28.39
493		18/08/2026		NatWest Current Acc	AUG26DD20	Electricity	EDF Energy		21.08	1.05	22.13
494		18/08/2026		NatWest Current Acc	AUG26DD21	Electricity	EDF Energy		23.84	1.19	25.03
495		18/08/2026		NatWest Current Acc	AUG26DD22	Electricity	EDF Energy		74.29	3.71	78.00

Minehead Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
478		18/08/2026		NatWest Current Acc	AUG26PY23	Property Maintenance	CJG Fire Protection Ltd		216.00	43.20	259.20
483		18/08/2026		NatWest Current Acc	AUG26PY28	Sundries-Cleaning	Initial Washroom Hygiene		291.42	58.28	349.70
499		19/08/2026		NatWest Current Acc	AUG26DD26	Lease of HW69 OJE	Lex Autolease Ltd		271.69	54.34	326.03
500		19/08/2026		NatWest Current Acc	AUG26DD27	Gas	Valda Energy		141.41	7.07	148.48
262		20/08/2026		NatWest Current Acc	AUG26DD28	IT Support	AR Computing		212.50	42.50	255.00
522		22/08/2026		CashPlus – Pre Paid	AUG26PP15	Free Press	TG Jones High Street Ltd		2.20		2.20
476		24/08/2026		CashPlus – Pre Paid	AUG26PP11	Mobile Phone	GiffGaff Ltd		6.67	1.33	8.00
506		24/08/2026		NatWest Current Acc	AUG26DD34	BusinessSafe	Peninsula Business Ltd		167.56	31.65	199.21
504		24/08/2026		NatWest Current Acc	AUG26DD32	Electricity	EDF Energy Cust plc		58.16	2.91	61.07
503		24/08/2026		NatWest Current Acc	AUG26DD31	Electricity	EDF Energy Cust plc		53.98	2.70	56.68
501		24/08/2026		NatWest Current Acc	AUG26DD29	Electricity	EDF Energy Cust plc		44.52	2.23	46.75
505		24/08/2026		NatWest Current Acc	AUG26DD33	Electricity	EDF Energy Cust plc		19.52	0.98	20.50
502		24/08/2026		NatWest Current Acc	Aug26DD30	Electricity	EDF Energy Cust plc		59.85	2.99	62.84
523		26/08/2026		CashPlus – Pre Paid	AUG26PP16	Milk	Iceland		1.20		1.20
508		26/08/2026		NatWest Current Acc	AUG26PY33	Sundries- maintenance	Screwfix Direct Ltd		80.75	16.16	96.91
519		27/08/2026		NatWest Current Acc	AUG26PY44	Training	Somerset Association of Lo		50.00		50.00
510		27/08/2026		NatWest Current Acc	AUG26PY35	Stationery	Viking Office UK Ltd		102.07	20.43	122.50
507		27/08/2026		NatWest Current Acc	AUG26DD35	Electricity	British Gas		27.11	1.36	28.47
515		27/08/2026		NatWest Current Acc	AUG26PY40	Vehicle Maintenance	Neil Arnold Tyres Ltd		25.00	5.00	30.00
516		27/08/2026		NatWest Current Acc	AUG26PY41	Waste Collection	ESH Commercials Ltd		345.00	69.00	414.00
509		27/08/2026		NatWest Current Acc	AUG26PY34	Music Performance	J A Kidd (Rough Justice)		250.00		250.00
512		27/08/2026		NatWest Current Acc	AUG26PY37	Music Performance	Samphire		250.00		250.00
518		27/08/2026		NatWest Current Acc	AUG26PY43	Music Performance	Taunton Concert Band		250.00		250.00
513		27/08/2026		NatWest Current Acc	AUG26PY38	Sundries- maintenance	Active Signs (Minehead) Lt		177.42	35.48	212.90
517		27/08/2026		NatWest Current Acc	AUG26PY42	Land Maintenance	A Binding		450.00		450.00
511		27/08/2026		NatWest Current Acc	AUG26PY36	Sundries- maintenance	CRS Building Supplies Ltd		256.45	51.29	307.74
514		27/08/2026		NatWest Current Acc	AUG26PY39	Sundries- maintenance	City Plumbing Supplies Hol		41.63	8.33	49.96
521		28/08/2026		NatWest Current Acc	AUG26DD37	Broadband/Telephones	South West Communicatio		424.39	84.88	509.27
520		28/08/2026		NatWest Current Acc	AUG26DD36	Bank Admin Fee	NatWest Group PLC		35.00		35.00
524		28/08/2026		CashPlus – Pre Paid	AUG26PP17	Fuel	Tesco		71.00	14.20	85.20
525		29/08/2026		CashPlus – Pre Paid	AUG26PP18	Free Press	TG Jones High Street Ltd		2.20		2.20
526		31/08/2026		CashPlus – Pre Paid	Aug26PP19	Subscription	Canva Pty Ltd		180.00		180.00
								Total	**64,134.85**	**1,961.76**	**66,096.61**

Minehead Town Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/08/2026 and 31/08/2026)

Allotments

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
1030	Income Allotments	5,625.00	10.00	-5,615.00				-5,615.00	(-99%)
1258	Allotment Deposit/Creditors		50.00	50.00				50.00	(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**	**60.00**	**-5,565.00**	**5,500.00**		**5,500.00**	**-65.00**	**(-0%)**

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	820.00	-3,180.00				-3,180.00	(-79%)
1023	Memorials	5,000.00	628.00	-4,372.00				-4,372.00	(-87%)
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	345.00	555.00	555.00	(61%)
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	58.16	641.84	641.84	(91%)
	SUB TOTAL	**22,400.00**	**2,581.00**	**-19,819.00**	**51,891.00**	**3,973.34**	**47,917.66**	**28,098.66**	**(37%)**

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	50.00	8,650.00	8,650.00	(99%)
4014	Accessibility (Meetings)				500.00		500.00	500.00	(100%)
4059	Elections (EMR Linked)								(N/A)
4364	Hospitality Council				1,650.00	1.20	1,648.80	1,648.80	(99%)
	SUB TOTAL				**11,850.00**	**51.20**	**11,798.80**	**11,798.80**	**(99%)**

Community Centre

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
1003	S106 Solar & Air Conditioning Pr								(N/A)
1032	IncomeMinehead Football Club	9,250.00	770.83	-8,479.17				-8,479.17	(-91%)
1036	Income Other								(N/A)
1037	Income Hall Hire	18,000.00	1,072.00	-16,928.00				-16,928.00	(-94%)

Minehead Town Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/08/2026 and 31/08/2026)

1072	Income Tennis Courts	500.00	175.32	-324.68				-324.68	(-64%)
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	196.50	1,303.50	1,303.50	(86%)
4405	Cleaning and Windows				1,200.00	58.48	1,141.52	1,141.52	(95%)
4416	General Maintenance				3,000.00	6.25	2,993.75	2,993.75	(99%)
4419	Gas				6,200.00	141.41	6,058.59	6,058.59	(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	143.98	7,656.02	7,656.02	(98%)
4445	Equipment Rental				900.00		900.00	900.00	(100%)
4447	Equipment				500.00	283.00	217.00	217.00	(43%)
4496	S106 Solar & Air Con project								(N/A)
	SUB TOTAL	**27,750.00**	**2,018.15**	**-25,731.85**	**60,961.00**	**3,365.77**	**57,595.23**	**31,863.38**	**(35%)**

Community Services & Suppo

		Receipts			Payments			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
1039	Income Other								(N/A)
4004	Wages, NI and Pension								(N/A)
4020	Health & Wellbeing YouthWorker				13,000.00		13,000.00	13,000.00	(100%)
4075	Community Grants				5,000.00		5,000.00	5,000.00	(100%)
4356	Local Bus Service (EMR Linked)								(N/A)
4360	Youth Club				6,000.00		6,000.00	6,000.00	(100%)
4362	Christmas				25,000.00		25,000.00	25,000.00	(100%)
4363	Town Entertainments				10,750.00	2,250.00	8,500.00	8,500.00	(79%)
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**	**2,250.00**	**65,000.00**	**65,000.00**	**(96%)**

Depot Team

		Receipts			Payments			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
4001	Wages, NI and Pension				380,000.00	25,072.79	354,927.21	354,927.21	(93%)
4011	Staff Training/Conferences				5,000.00		5,000.00	5,000.00	(100%)
4024	Phone and Broadband				1,440.00	48.34	1,391.66	1,391.66	(96%)
4407	Uniforms all clothing				2,000.00		2,000.00	2,000.00	(100%)
4418	Safety Equipment / Signs				2,000.00		2,000.00	2,000.00	(100%)
	SUB TOTAL				**390,440.00**	**25,121.13**	**365,318.87**	**365,318.87**	**(93%)**

Depots & Compound

		Receipts			Payments			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
4106	New Depot monthly rent				9,060.00	755.00	8,305.00	8,305.00	(91%)
4334	Refuse and Recycling				15,000.00	1,740.00	13,260.00	13,260.00	(88%)

Minehead Town Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/08/2026 and 31/08/2026)

4415	General Maintenance			2,500.00	70.77	2,429.23	2,429.23 (97%)
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	276.84	3,923.16	3,923.16 (93%)
	SUB TOTAL			**40,346.00**	**3,555.61**	**36,790.39**	**36,790.39 (91%)**

Governance & Administration

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
1033	Income Other							(N/A)
1050	VAT Refund							(N/A)
1176	Precept Received							(N/A)
1190	Interest received	18,000.00	1,577.97	-16,422.03				-16,422.03 (-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	24.40	605.60	605.60 (96%)
4008	Staff Training/Conferences				1,000.00	400.00	600.00	600.00 (60%)
4018	Hospitality				200.00	10.35	189.65	189.65 (94%)
4021	Stationery				750.00	76.69	673.31	673.31 (89%)
4022	Phone and Broadband				4,100.00	391.05	3,708.95	3,708.95 (90%)
4023	Subscriptions				19,173.00	999.00	18,174.00	18,174.00 (94%)
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	131.26	1,868.74	1,868.74 (93%)
4042	Business Safe Subscription				2,235.00	191.56	2,043.44	2,043.44 (91%)
4050	Legal and Professional Fees				6,000.00	45.00	5,955.00	5,955.00 (99%)
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**	**1,577.97**	**-16,422.03**	**277,858.00**	**14,945.70**	**262,912.30**	**246,490.27 (83%)**

Open Spaces & Recreation

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
1031	Income Bowling Club	800.00		-800.00				-800.00 (-100%)
1034	Income Alcombe Football Club	1,200.00		-1,200.00				-1,200.00 (-100%)
1035	Income Commemorative benche							(N/A)
1038	Income Other	40,000.00		-40,000.00				-40,000.00 (-100%)
1051	Alcombe Common Grant	15,963.00		-15,963.00				-15,963.00 (-100%)
1082	Property Rental in	30,000.00	1,000.00	-29,000.00				-29,000.00 (-96%)
4100	Playgrounds Maintenance				5,000.00	102.28	4,897.72	4,897.72 (97%)
4209	Tree Works				10,000.00		10,000.00	10,000.00 (100%)
4351	Alcombe Common Grant				15,963.00		15,963.00	15,963.00 (100%)
4358	Weed Removal				14,000.00		14,000.00	14,000.00 (100%)
4382	Town Security				7,000.00		7,000.00	7,000.00 (100%)
4402	Blenheim Gardens				18,000.00	177.42	17,822.58	17,822.58 (99%)
4404	Seafront/Culvercliffe				10,000.00	225.00	9,775.00	9,775.00 (97%)

Minehead Town Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/08/2026 and 31/08/2026)

4408	The Parks				10,000.00		10,000.00	10,000.00 (100%)
4409	Car Parks				10,000.00	657.00	9,343.00	9,343.00 (93%)
4417	General Maintenance				5,500.00	690.95	4,809.05	4,809.05 (87%)
4435	Water				1,000.00		1,000.00	1,000.00 (100%)
4437	Tree Replacement Fund (Ave) (E							(N/A)
4442	Electricity				4,000.00	414.54	3,585.46	3,585.46 (89%)
4449	Bench Purchases							(N/A)
	SUB TOTAL	**87,963.00**	**1,000.00**	**-86,963.00**	**110,463.00**	**2,267.19**	**108,195.81**	**21,232.81 (10%)**

Public Toilets

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
1040	Income Other							(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 (EMR Linke							(N/A)
4420	General Maintenance				9,000.00	207.31	8,792.69	8,792.69 (97%)
4436	Public Toilet Improvements (EM				75,000.00		75,000.00	75,000.00 (100%)
4438	Water				12,000.00	484.45	11,515.55	11,515.55 (95%)
4443	Electricity				5,500.00	234.25	5,265.75	5,265.75 (95%)
4446	Equipment Rental				9,750.00	1,898.50	7,851.50	7,851.50 (80%)
4448	Equipment				2,500.00		2,500.00	2,500.00 (100%)
4450	Cleaning Materials				3,200.00	291.42	2,908.58	2,908.58 (90%)
	SUB TOTAL				**157,450.00**	**6,088.36**	**151,361.64**	**151,361.64 (96%)**

Town Centre Maintenance

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
4105	Wellington Square/Monuments (				5,000.00	71.69	4,928.31	4,928.31 (98%)
4361	Floral Displays				11,000.00		11,000.00	11,000.00 (100%)
4369	Britain In Bloom/Green Flag				500.00		500.00	500.00 (100%)
	SUB TOTAL				**16,500.00**	**71.69**	**16,428.31**	**16,428.31 (99%)**

Town Council Offices

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
4325	Office Refit (EMR Linked)							(N/A)
4400	Cleaning and Windows				400.00	56.50	343.50	343.50 (85%)
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	146.43	2,553.57	2,553.57 (94%)
4425	Equipment Rental				262.00		262.00	262.00 (100%)
	SUB TOTAL				**11,990.00**	**810.93**	**11,179.07**	**11,179.07 (93%)**

Minehead Town Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/08/2026 and 31/08/2026)

Vehicles, Plant & Equipment

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1004	Income - Other							(N/A)
1041	Insurance Claim pay out							(N/A)
4327	Equipment Maintenance				4,500.00	46.82	4,453.18	4,453.18 (98%)
4328	Equipment				7,500.00	47.22	7,452.78	7,452.78 (99%)
4329	Vehicle Maintenance				3,800.00	173.56	3,626.44	3,626.44 (95%)
4330	Fuel				7,000.00	234.01	6,765.99	6,765.99 (96%)
4331	Vehicle Purchase							(N/A)
4332	Road Tax				2,500.00		2,500.00	2,500.00 (100%)
4333	Lease of Tipper HW69 0JE				4,000.00	271.69	3,728.31	3,728.31 (93%)
4335	Lease of Vehicle BG21 DSX				4,750.00	343.99	4,406.01	4,406.01 (92%)
4337	Insurance claim purchases					516.64	-516.64	-516.64 (N/A)
4432	Vehicle Replacement (EMR Link				10,000.00		10,000.00	10,000.00 (100%)
	SUB TOTAL				**44,050.00**	**1,633.93**	**42,416.07**	**42,416.07 (96%)**

Summary

NET TOTAL	**161,738.00**	**7,237.12**	**-154,500.88**	**1,246,549.00**	**64,134.85**	**1,182,414.15**	**1,027,913.27**
V.A.T.					1,961.76		
GROSS TOTAL		**7,237.12**			**66,096.61**		

Minehead Town Council

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
145		03/08/2026		NatWest Current Acc	AUG26COM1	Tennis Court Hire	[redacted]		3.63		3.63
147		03/08/2026		NatWest Current Acc	AUG26FU3	Funeral Payment			220.00		220.00
146		03/08/2026		NatWest Current Acc	AUG26COM2	Community Centre Classes			80.00		80.00
148		04/08/2026		NatWest Current Acc	AUG26FU4	Inscription			38.00		38.00
149		04/08/2026		NatWest Current Acc	AUG26COM5	Community Centre Classes			198.00		198.00
177		04/08/2026		CCLA Investments	Dividend August 2(	Dividend			990.23		990.23
174		04/08/2026		NatWest Current Acc	AUG26COM30	Community Centre Classes			60.00		60.00
173		04/08/2026		NatWest Current Acc	AUG26COM29	Community Centre Classes			80.00		80.00
175		04/08/2026		NatWest Current Acc	AUG26COM31	Community Centre Classes			144.00		144.00
150		04/08/2026		NatWest Current Acc	AUG26COM6	Tennis Court Hire			25.93		25.93
152		06/08/2026		NatWest Current Acc	AUG26COM8	Community Centre Classes			30.00		30.00
153		06/08/2026		NatWest Current Acc	AUG26COM9	Tennis Court Hire			14.52		14.52
154		10/08/2026		NatWest Current Acc	AUG26COM10	Tennis Court Hire			3.59		3.59
155		11/08/2026		NatWest Current Acc	AUG26COM11	Tennis Court Hire			3.63		3.63
159		12/08/2026		NatWest Current Acc	AUG26AFC13	Rental of Community Centre &			770.83		770.83
156		12/08/2026		NatWest Current Acc	AUG26COM12	Tennis Court Hire			3.63		3.63
158		13/08/2026		NatWest Current Acc	AUG26ALT15	Allotment			60.00		60.00
157		13/08/2026		NatWest Current Acc	AUG26COM14	Tennis Court Hire			18.61		18.61
160		17/08/2026		NatWest Current Acc	AUG26FU16	Funeral Payment			999.00		999.00
162		17/08/2026		NatWest Current Acc	AUG26FU18	Funeral Payment			334.00		334.00
163		17/08/2026		NatWest Current Acc	AUG26FU19	Funeral Payment			400.00		400.00
161		17/08/2026		NatWest Current Acc	AUG26COM17	Tennis Court Hire			3.63		3.63
164		18/08/2026		NatWest Current Acc	AUG26COM20	Tennis Court Hire			3.63		3.63
151		19/08/2026		NatWest Current Acc	AUG26COM7	Tennis Court Hire			80.00		80.00
167		21/08/2026		NatWest Current Acc	AUG26FU23	Memorials			340.00		340.00
166		21/08/2026		NatWest Current Acc	AUG26FU22	Memorials			125.00		125.00
165		21/08/2026		NatWest Current Acc	AUG26FU22	Memorials			125.00		125.00
168		24/08/2026		NatWest Current Acc	AUG26OTH24	Rental of Property - Warren Ro			1,000.00		1,000.00
169		26/08/2026		NatWest Current Acc	AUG26COM25	Tennis Court Hire			3.63		3.63
170		27/08/2026		NatWest Current Acc	AUG26COM26	Tennis Court Hire			10.89		10.89
171		28/08/2026		NatWest Current Acc	AUG26COM27	Community Centre Classes			135.00		135.00
172		28/08/2026		NatWest Current Acc	AUG26COM28	Community Centre Classes			345.00		345.00
176		28/08/2026		NatWest Liquidity Ma	Interest Aug 2026	Interest			587.74		587.74

Minehead Town Council

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
								Total	7,237.12		7,237.12

Minehead Town Council

Prepared by: _____ Date: 2/9/2026

Name and Role (Clerk/RFO etc)

Approved by: J.Chapman Date: 2/9/2026

Name and Role (RFO/~~Chair of Finance~~ etc)

	Bank Reconciliation at 31/08/2026			
	Cash in Hand 01/04/2026			1,236,567.11
	ADD			
	Receipts 01/04/2026 - 31/08/2026			667,314.31
				1,903,881.42
	SUBTRACT			
	Payments 01/04/2026 - 31/08/2026			474,556.05
A	**Cash in Hand 31/08/2026** (per Cash Book)			**1,429,325.37**
	Cash in hand per Bank Statements			
	Petty Cash	31/08/2026	0.00	
	NatWest Current Account	31/08/2026	436,918.94	
	NatWest Liquidity Manager Accoun	31/08/2026	387,537.89	
	CCLA Investments	31/08/2026	305,304.62	
	CashPlus – Pre Paid Card	31/08/2026	664.89	
	Hinckley & Rugby EMR Account	31/08/2026	298,899.03	
				1,429,325.37
	Less unpresented payments			
				1,429,325.37
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**1,429,325.37**
	A = B Checks out OK			

Created by Scribe

RA Ref	DEVO/1	
Team	Council	
SWP required		No

Risk Assessment Title: Management of Devolved Assets and Services (Post-Transfer) – Ongoing Delivery & Review
Completed By - Name: Ben Parker
Date of Review: September 2026
Council Approval Date: 17th March 2026 (Minute Number: 2026/51)
Council Review Date: 22nd September 2026 **Date for next Review:** Ongoing

HAZARD	RISK	PERSONS INVOLVED	Initial Risk Score			CONTROL MEASURES (Inc statutory requirements)	Residual Risk Score	
			SEVERITY (1-5)	LIKELIHOOD (1-5)	OVERALL SCORE		LIKELIHOOD (1-5)	OVERALL SCORE
• Legal & Governance Responsibilities Post-Transfer	• Unclear or poorly managed ongoing legal, lease, or SLA obligations could lead to compliance failures or disputes.	• Staff • Councillors • Legal representatives	**4**	**3**	**12**	• All lease agreements and service-specific arrangements retained and reviewed regularly; obligations reflected in Standing Orders, policies and committee TORs. • Full asset transfers logged/registered with HM Land Registry; outstanding registrations and title updates tracked to completion (work ongoing). • SLAs with Somerset Council (e.g., car park enforcement/collection) monitored and updated as required. • Civic.ly used to capture statutory compliance and key dates (e.g., inspection/renewal cycles, lease milestones).	**2**	**8**
• Financial Sustainability of Devolved Services	• Operational, staffing and long-term maintenance costs may exceed initial	• Staff • Councillors • Members of the public	**4**	**4**	**16**	• Annual review of financial implications across all devolved services. • Quarterly budget monitoring reports presented to Council, with monthly	**3**	**12**

Name of Risk Assessment: Transfer of Assets and Services from Somerset Council to Minehead Town Council
Review Date: September 2026

RA Ref	DEVO/1
Team	Council
SWP required	No

	budgets, impacting precept and service levels.					real-time budget updates provided to support timely decision-making • Earmarked Reserves for infrastructure and reinvestment reviewed annually. • A formal Earmarked Reserve Policy with timeframes and lifecycle planning to be developed in 2026. • Multi-year budgeting and monitoring through Scribe. • Proactive identification of grant opportunities. • Income from devolved car parks reinvested into maintenance and service enhancement.		
• Operational Capacity & Workforce Resilience	• Service levels may be impacted by increased operational workload, insufficient capacity, or staff absence.	• Staff • Councillors • Members of the public	**3**	**4**	**12**	• Staffing structure reviewed following devolution. • Additional administrative and service management post funded from April 2026 to meet operational demand. • Knowledge sharing takes place across teams where practical to support continuity of service delivery and reduce reliance on individual officers. • Civic.ly is being progressively implemented to support asset management, maintenance scheduling, inspection recording and compliance monitoring across devolved assets. • Regular review of staff workloads through 1:1s and team reviews. • Revised rotas and improved office	**2**	**6**

RA Ref	DEVO/1	
Team	Council	
SWP required		No

						arrangements to support service delivery. • Administrative Assistant recruited and fully inducted into Council systems and procedures, providing additional resilience and administrative capacity to support devolved services.		
• Public Understanding of Responsibilities	• Residents may be confused about which authority is responsible for which services, leading to misdirected complaints.	• Members of the public • Residents • Businesses	**3**	**3**	**9**	• Clear and regular communication through website, updated signage, press releases, and social media. • Information available at community events and LCN meetings. • Updated site information boards on devolved assets. • Escalation routes for Somerset Council vs MTC responsibilities maintained and publicised.	**2**	**6**
• Asset & Infrastructure Condition (Post-Transfer)	• Previously deferred maintenance or ageing infrastructure may present hazards or financial pressures.	• Staff • Councillors • Members of the public • Volunteers	**4**	**4**	**16**	• Regular inspections of parks, open spaces, car parks and associated infrastructure to identify defects and maintenance needs. • Weekly inspections of higher-risk areas, including all play areas and Esplanade life rings, with defects recorded and actioned promptly. • Sufficient budget provision for reactive repairs, particularly for play areas, open-space fixtures, and high-use public infrastructure. • Independent tree surveys undertaken in accordance with the Council's Tree Risk Management Strategy, with findings recorded and	**2**	**8**

RA Ref	DEVO/1	
Team	Council	
SWP required		No

Minehead Town Council

						monitored. • Civic.ly is being progressively implemented to support asset management, maintenance scheduling, inspection recording and compliance monitoring across devolved assets. • Long-term asset replacement and enhancement programme in place to ensure lifecycle planning across devolved assets. • Memorial bench and tree policy supports structured renewal, replacement and community-funded enhancements. • Grant funding opportunities actively pursued to support improvement projects and reduce reliance on the precept.		
• Environmental & Biodiversity Risks	• Service expansion could increase carbon output or impact biodiversity.	• Staff • Councillors • Members of the public • Environment	**3**	**3**	**9**	• Commitment to ongoing MTC rewilding programme extended across devolved sites. • Sustainable grounds maintenance practices adopted. • Investment in low-emission equipment where possible. • Environmental considerations embedded in project planning.	**2**	**6**
• Health & Safety Compliance Across Devolved Sites	• Injuries may occur due to unsafe play areas, pathways, open spaces or car	• Staff • Councillors • Members of the public • Volunteers	**4**	**3**	**12**	• Weekly inspections of play areas by trained staff, including defect reporting and action tracking. • Weekly checks of life rings on Esplanade. • All required operational compliance	**2**	**8**

RA Ref	DEVO/1	
Team	Council	
SWP required		No

	parks.					maintained on buildings, electrical assets and public infrastructure. • Machinery maintained in line with manufacturer guidance and replacement cycles. • Budget maintained for maintenance and reactive works across MTC assets and infrastructure, reviewed annually. • Full PPE provided and replaced when required. • Staff receive mandatory e-learning in core H&S topics. • H&S boards maintained and updated in depots and operational sites. • Out-of-hours reporting system for urgent public hazards. • Dynamic risk assessments for non-routine tasks.		
• Administrative & Service Management Workload	• The administrative, scheduling, reporting, and customer-service burdens of managing devolved assets exceed current office capacity, leading to delays, errors or service failure.	• Staff • Councillors • Public	**4**	**4**	**16**	• New administrative and service management post funded from April 2026, providing additional capacity to support operational delivery and customer-facing demands. • Civic.ly implemented to streamline scheduling, inspections, reporting and workflow management, improving oversight and reducing administrative burden. • Clear job descriptions developed for all new roles, ensuring defined responsibilities, performance expectations and effective monitoring of post holders.	**2**	**8**

RA Ref	DEVO/1	
Team	Council	
SWP required		No

						• Internal processes strengthened and workloads re-balanced, improving efficiency and service resilience. • Annual review of staffing requirements to align capacity with service expansion and future devolution impacts. • Clear escalation routes established for high-priority operational issues, ensuring timely response and accountability. • Civic.ly implementation continues to streamline inspections, compliance monitoring, work scheduling and asset management activities associated with devolved services. • Council currently has 15 of 16 councillor seats filled, supporting resilience and oversight of devolved services.		
• Preparedness for Future Devolution / SC Financial Instability (Including S114 Risk)	• Further service transfers or emergency changes (including potential S114 from Somerset Council) may place sudden pressure on MTC resources.	• Staff • Councillors • Members of the public	**4**	**4**	**16**	• Regular liaison with Somerset Council through LCN meetings and Clerk networks. • Ongoing monitoring of Somerset Council's financial position. • General and earmarked reserves maintained at adequate levels. • Clear understanding of SC-provided services and potential impact of withdrawal. • Civic.ly and improved staffing structure provide capacity to respond to increased service load. • Regular review of costs, liabilities	**2**	**8**

RA Ref	DEVO/1	
Team	Council	
SWP required		No

						• and risks associated with possible future transfers. • Experience gained through the successful first phase of devolution has strengthened the Council's understanding of operational, financial and governance implications associated with future asset and service transfers.		

Additional Control Measures *(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).*	**Action by Whom** *(list the name of the person/people who have been designated to conduct actions)*	**Action by When** *(set timescales for the completion of the actions – remember to prioritise them)*	**Action Completed** *(record the actual date of completion for each action listed)*	**Residual Risk Rating**
September 2026 Mid-Year Review: The Council has now successfully completed and embedded the first phase of asset and service devolution from Somerset Council into normal operational service delivery arrangements. Governance, operational and financial controls continue to operate effectively, with no significant issues identified during the review period. Improvements since adoption of this risk assessment include the successful implementation of Scribe accounting software, ongoing rollout of Civic.ly asset management software, recruitment and induction of an Administrative Assistant, continued	•			

RA Ref	DEVO/1	
Team	Council	
SWP required		No

professional development of key officers, and increased council capacity with 15 of 16 councillor positions now filled. Whilst devolution remains a strategic consideration, many of the risks identified within this assessment are now reflected within the Council's financial, governance and operational risk assessments. Subject to future devolution opportunities, consideration should be given at the next annual review to incorporating relevant controls into the Council's corporate risk framework and retiring this standalone risk assessment.				
	•			
DATE OF REVIEW: *Record actual date of review*	**COMMENTS:** *Record any comments reviewer wishes to make. Including recommendations for future reviews.*			
DATE OF REVIEW:	**COMMENTS:**			
DATE OF REVIEW:	**COMMENTS:**			

Risk Matrix

RA Ref	DEVO/1	
Team	Council	
SWP required		No

Minehead Town Council

Risk Rating				Consequence (Impact/Severity)				
Very High (VH) 15-25	High (H) 10-12	Medium (M) 5-9	Low (L) 1-4	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
				• No material impact on service finance, or reputation • Issue easily resolved.	• Some service disruption • Minor financial impact • Easily managed internally • Minimal reputational concern.	• Noticeable impact on service • Moderate financial cost • Internal governance concern • Short-term negative publicity.	• Serious disruption to service • High financial cost • Adverse external scrutiny • Reputational damage requiring management intervention.	• Significant service failure • Major financial loss • Statutory breach • Severe reputational damage • Long-term operational impact.
Likelihood Descriptor			**Consequence Descriptor**					
Likelihood (Probability/Chance)	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.	5.	Almost Certain	M-5	H-10	VH-15	VH-20	VH-25
	There is a strong possibility the event will occur. Between 65% - 95% chance of occurring.	4.	Likely	L-4	M-8	H-12	VH-16	VH-20
	The event has occurred before or could again. Between 35% - 65% chance of occurring.	3.	Possible	L-3	M-6	M-9	H-12	VH-15
	The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring.	2.	Unlikely	L-2	L-4	M-6	M-8	H-10
	The event has not occurred before, but it may occur in exceptional circumstances. < 5% chance of occurring.	1.	Rare	L-1	L-2	L-3	L-4	M-5

RA Ref	FRA.26	
Team	Council	
SWP required		No

Minehead Town Council

Risk Assessment Title: Financial Risk Management Review 2026/27
Completed By - Name: Ben Parker
Date of Assessment: January 2026
Date of Review: September 2026
Council Approval Date: 17th March 2026 (Minute Number: 2026/51)
Council Review Date: 22nd September 2026 **Date for next Review:** March 2027

HAZARD	RISK	PERSONS INVOLVED	Initial Risk Score			CONTROL MEASURES (Inc statutory requirements)	Residual Risk Score	
			SEVERITY (1-5)	LIKELIHOOD (1-5)	OVERALL SCORE		LIKELIHOOD (1-5)	OVERALL SCORE
• Compliance with law and Proper Practices	• Council does not fulfil its duties and obligations • Council exceeds its powers	• Staff • Councillors	**5**	**4**	**20**	• Every disbursement has an identifiable power to spend through appropriate legislation. • Reports are written and provided in advance alongside agenda to inform council decision. • Accurate minute taking with accurate advice provided before resolutions with identifiable powers to act sited and clear resolutions recorded. • Staff training provided as required. • Staff aware of Legal Powers and Duties and the statutory provisions in which they relate. • Staff induction and training programme in place for all new staff. Refreshers available as required. • Councillor induction and training programme in place. • Additional training of Councillors	**2**	**10**

RA Ref	FRA.26
Team	Council
SWP required	No

						and staff as required. • Monthly Full Council meetings held. • Appointment of qualified and experienced Internal Auditor. • Internal audit reports received by Council • A mid-term audit health check is carried out by the internal auditor. Findings are reported to the Council, and any recommended improvements are implemented promptly. • Town Council is a member of Somerset Association of Local Councils for advice and/or training if required. • Clerk is a member of the Society of Local Council Clerks for advice and/or training if required. • Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually. • Statement of Accounts approved annually by the Council. • Weekly Staff meetings in place to continually monitor risk. • Stable staffing structure in place, including clear succession/cover arrangements for the Town Clerk role. • Clear terms of reference for each committee reviewed annually. • All other relevant policies in place		

						and reviewed by staff and Councillors. • CiLCA qualified Clerk in post. • Deputy Clerk & RFO enrolled on the Certificate in Local Council Administration (CiLCA) programme. • Clerk enrolled on the Level 4 Community Governance Degree from April 2027, funded by the Council, supporting continued professional development and organisational resilience. • All statutory financial returns (AGAR, precept demand, public inspection notice) completed and published within required deadlines.		
• Business Continuity & Loss of Key Officer(s) (Town Clerk/Deputy & RFO)	• Loss, illness, or absence of key staff • Disruption of payroll, financial reporting, budget monitoring and statutory returns.	• Staff • Councillors	**4**	**3**	**12**	• Clear financial procedures and documented processes in place. • Deputy cover arrangements identified for key tasks. • Access permissions and passwords held securely in a known location for emergency use as required. • External payroll software. • Regular reporting ensures visibility of financial position to Council • Migration to Scribe (cloud accounting) in 2026 improves resilience through browser-based access, role-based permissions and supplier support; reduces single-point dependency. • Additional Administrative Assistant appointed during 2026 and fully	**2**	**8**

RA Ref	FRA.26	
Team	Council	
SWP required		No

						• inducted into Council procedures, providing additional resilience across office administration and customer service functions. • Knowledge sharing takes place between the Clerk, Deputy Clerk & RFO and Administrative Assistant to improve organisational resilience.		
• Computer Systems/ICT Failure	• Services at risk. • Loss of data and valuable records.	• Staff • Councillors	**4**	**3**	**12**	• Daily encrypted backups with periodic test restores; backups stored off-site/segmented in line with a 3-2-1 approach. • ICT maintenance and support contract in place; proactive patching and monitoring. • Business Interruption insurance in place. • Endpoint protection, device encryption, and access controls. • Documented Incident Response procedure (incl. recovery objectives and escalation to Clerk where relevant). • Annual PAT testing undertaken where required • Periodic test restores undertaken to confirm integrity of backup data. • Use of cloud-based accounting systems reduces dependency on local installations and enables access during local device or site outages.	**2**	**8**

RA Ref	FRA.26	
Team	Council	
SWP required		No

Minehead Town Council

• Cyber Security, Fraud & Unauthorised Access	• Unauthorised access • Data breach, or fraud via phishing, malware, credential compromise, or supplier payment manipulation	• Staff • Councillors	**5**	**3**	**15**	• Information Security and Acceptable Use Policies in place and reviewed regularly. • Council communications delivered via the official .gov.uk domain (enhanced security, authenticity, and reduced impersonation risk). • Multi-factor authentication (MFA) on banking and critical systems; strong password policy and periodic resets. • Staff and Councillor cyber awareness training (incl. phishing and social engineering). • Verified supplier bank detail changes using call-back to known contacts (never rely on email-only changes). • Segregation of duties: 3 signatories required for bank transfers; different councillor signatories across accounts. • Access control reviews at least annually; prompt leaver access removal. • Endpoint protection, patching, and logging; regular review of security alerts by ICT support. • Business Interruption and Legal Expenses insurance in place. • Finance software access governed by role-based permissions, leaver access removed promptly.	**2**	**10**

RA Ref	FRA.26	
Team	Council	
SWP required		No

Minehead Town Council

• Fraud, Mandate Fraud & Financial Irregularity	• Fraudulent requests, supplier impersonation • Unauthorised amendments to bank details, or deliberate misstatement • Loss of Council funds.	• Staff • Councillors	**5**	**3**	**15**	• Independent call-back verification for any change to supplier bank details. • Segregation of duties between preparation, approval, and payment. • Three signatories for significant bank transfers. • Supplier setup and changes authorised by Clerk/RFO and checked by Councillor. • Fidelity Guarantee Insurance in place. • Internal Audit reviews financial controls annually.	**2**	**10**
• Impact of Somerset Council Financial Position on Existing and Future Devolved Assets/Services	• Additional services being devolved to Town/Parish Councils • Risks arising from poor communication or relationship issues with Somerset Council • The broader uncertainty caused by Somerset Council's financial position, including the potential for a Section 114	• Staff • Councillors • Members of the public / Minehead residents	**5**	**3**	**15**	• Successful first-phase devolution completed, including open spaces, with established operational arrangements in place. • Contingency established through the Devolution Costs Ear Marked Reserve. • General Reserves are maintained at an appropriate level (in line with statutory guidance and the Council's Reserve Policy) to provide financial resilience and capacity to respond to unforeseen costs, emergency expenditure, or service impacts arising from Somerset Council's financial position or future devolution requirements. • Reserve levels are reviewed at least annually by Council as part of the budget-setting process and	**2**	**10**

RA Ref	FRA.26	
Team	Council	
SWP required		No

	notice					monitored throughout the year by the Clerk and RFO through regular budget monitoring. • Access to Somerset Council asset lists, service costings and service intervals to support future devolution considerations or mitigation planning in the event of a Section 114 notice. • Town Council maintains an understanding of all current SC-provided services and associated risks in the event of an S114 notice or reduction in service levels. • Every disbursement is supported by an identifiable legal power to spend, including acquisition and operation of assets/services. • Regular liaison with the assigned Somerset Council Officer for ongoing devolution matters. • Council reviews, evaluates and monitors all known costings, liabilities, and related information before entering any further devolution agreements. • Ongoing communication with Somerset Council via Local Community Network meetings and monthly Clerks meetings. • Regular communication with neighbouring Councils, including active participation in Local		

RA Ref	FRA.26	
Team	Council	
SWP required		No

						Community Network groups. • Support network of Somerset Clerks in place, maintaining regular professional communication channels. • Town Council membership of Somerset Association of Local Councils for governance, procedural, and training support. • Clerk membership of the Society of Local Council Clerks for additional support, advice, and training. • Somerset Council devolution framework in place to guide future asset/service transfers. • Established in-house amenities team already delivering a broad range of services, including newly devolved areas. • Comprehensive, routinely updated asset register, including equipment and machinery. • Dedicated Devolution Risk Assessment produced and under regular review. • Proactive equipment and machinery replacement programme, informed by the asset register. • Contingency fund strategy under development to mitigate increased operational costs. • Cloud based accounting software supports rapid reporting and forecasting during periods of		

RA Ref	FRA.26	
Team	Council	
SWP required		No

Minehead Town Council

						change, aiding timely decisions on reserves and service impacts. • Insurance cover in place, including Public Liability, Employers' Liability, and Material Damage.		
• Control of income and expenditure.	• Misappropriation of funds by staff or councillors	• Staff • Councillors	**3**	**3**	**9**	• Delegated payment powers to Clerk and RFO as required. • Scheme of delegation adopted and in operation, with delegated spending limits established and scheduled for formal review in October 2026. • Clear terms of reference for each committee reviewed annually. • All payments over £1,500 recommended by Finance & General Purposes committee and approved by Full Council. • Bank reconciliations signed off by councillors • Suppliers paid by direct debit or standing order approved by Council annually and reviewed as required. • Staff salaries approved by council annually and reviewed as required. • Quarterly internal Councillor account checks by appointed councillors • All payments reported to both Finance and General Purposes Committee and to Full Council. • All income reported to Finance and General Purposes Committee and to Full Council. • Fidelity guarantee insurance in	**1**	**3**

RA Ref	FRA.26
Team	Council
SWP required	No

Minehead Town Council

						place • Payments over £500 published on website. • 3 signatories required for bank transfers • Different councillor signatories for different bank accounts • Financial risk spread across multiple banking accounts • Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually. • Payment runs prepared by RFO/Clerk and authorised in accordance with Financial Regulations; segregation of duties maintained. • New suppliers and amendments to supplier bank details verified independently prior to first payment. • Scribe accounting system provides councillors with read-only access to financial information, increasing transparency and oversight.		
• Financial record keeping	• Financial records are incomplete or inaccurate • VAT not recovered correctly	• Staff • Councillors	**3**	**3**	**9**	• Quarterly internal Councillor account checks by appointed councillors • Suitably qualified staff in post. • Fidelity guarantee insurance in place. • Procedures regularly reviewed by Internal Auditor. • Financial Regulations, Councillor Code of Conduct, publication	**1**	**3**

						scheme and Standing Orders in place and reviewed annually. • VAT returns prepared and reconciled quarterly; sample-checked by Internal Auditor/appointed Councillor annually. • Financial records are maintained using Scribe cloud accounting software. • Successful migration from Rialtas Omega to Scribe completed and reconciled, with historic records retained for audit purposes. • Legacy system retained in read-only/archive form to preserve the audit trail for prior years.		
• Financial System Migration (Rialtas/Omega to Scribe)	• Migration errors, data integrity issues, or timing slippage during transfer to the Scribe cloud accounting system • Disruption of financial processing, reporting, or statutory returns.	• Staff • Councillors	**4**	**3**	**12**	• Approved migration plan and timeline successfully delivered with support from Scribe. • Parallel running and reconciliation exercises completed to verify opening balances, suppliers and outstanding items. • Data validation and reconciliation checks completed and signed off by the RFO. • Read-only/archive access retained to the legacy system for audit trail purposes. • Staff training completed as part of the implementation process. • Internal Auditor notified of migration and able to review post go-live	**2**	**6**

RA Ref	FRA.26	
Team	Council	
SWP required		No

						transactions as required. • Migration from Rialtas Omega to Scribe was completed successfully during 2026, with financial data reconciled and verified as part of the implementation process. • Scribe now operates as the Council's primary accounting system, providing cloud-based access, role-based permissions and improved business continuity arrangements. • Historic accounting records remain available for audit and reference purposes, maintaining a complete financial audit trail. • Councillors are provided with read-only access to Scribe, increasing transparency and strengthening financial oversight.		
• Treasury Management & Banking Provider Exposure	• Financial loss or disruption • Over reliance on a single banking provider • Account balances exceed FSCS protection limits.	• Staff • Councillors	**5**	**3**	**15**	• Funds spread across multiple authorised banking institutions. • Balance levels reviewed monthly by Clerk/RFO to remain within FSCS protection where possible. • Councillor review of bank reconciliations. • Banking provider stability monitored (publicly available credit ratings/statements).	**2**	**6**
• Procurement, Tendering and Contract Management	• Non-compliance with procurement legislation or poor contract	• Staff • Councillors	**4**	**3**	**12**	• Financial Regulations and Standing Orders define procurement thresholds and procedures. • Three quotations obtained for all	**2**	**6**

	management may lead to challenge, increased costs, or failure to achieve value for money.					• contracts above set thresholds. • Public Contracts Regulations 2015 thresholds complied with. • Contracts Register maintained and reviewed annually. • Performance monitoring of contractors undertaken by Clerk/Line Managers. • Council approval required for awarding contracts above delegated limits. • Use of SALC/NALC templates for tendering where appropriate.		
• Cash Plus – Pre-paid card	• Misappropriation of funds by staff	• Staff	**2**	**3**	**6**	• Low maximum balance and transaction limits applied. • Card held securely and only issued for use as necessary. • Sign-in/out log maintained with receipts matched to entries. • All purchases reported to F&GP Committee and Full Council. • Fidelity Guarantee and Legal Expenses insurance in place. • Financial Regulations and Staff policies (including disciplinary) in place and reviewed annually.	**1**	**2**
• Challenges by Members of the Public and employee disputes	• Excessive staff time spent on complex or unexpected public requests and challenges. • Employment	• Staff • Councillors • Members of the public / Minehead residents	**5**	**4**	**20**	• Commitment to account transparency on website for access and availability to information. • Every disbursement has an identifiable power to spend through appropriate legislation. • Accurate minute taking with accurate advice provided before	**2**	**10**

	disputes or claims leading to cost and disruption. • Financial Claims against the Council.					resolutions with identifiable powers to act sited and clear resolutions recorded. • Town Council is a member of Somerset Association of Local Councils for advice and/or training if required. • Complaints policy and escalation process in place. • Clerk is a member of the Society of Local Council Clerks for advice and/or training if required. • Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually. • Membership of professional HR service allowing for access to advice and guidance as required. • Probation period in place for new staff. • Employee contracts in place and comply with relevant laws and legislations. • Appropriate training of staff where required/identified. • All associated employment policies in place and reviews annually. • Occupational risk assessments in place and reviewed as required. • Staff performance and welfare reviews in place via monthly manager one to ones. • Health and safety boards in place		

						• across all sites, allowing staff with access to accident/hazard reporting and all related health and safety information. • Health and safety boards reviewed, updated and documents replenished as required. • Personal accident, Employers liability, Legal expenses and Fidelity Insurance cover in place. • Publication Scheme and FOI process in place; requests tracked and responded to within statutory timescales. • Unreasonable/Unacceptable Behaviour policy (or equivalent) applied where necessary to manage persistent or vexatious contact.		

Additional Control Measures *(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).*	**Action by Whom** *(list the name of the person/people who have been designated to conduct actions)*	**Action by When** *(set timescales for the completion of the actions – remember to prioritise them)*	**Action Completed** *(record the actual date of completion for each action listed)*	**Residual Risk Rating**
Following the successful implementation of Scribe during 2026, the likelihood of migration-related issues has reduced significantly. The risk has been retained for the remainder of the financial year to monitor post-implementation operation and may be removed or incorporated into broader financial systems				

RA Ref	FRA.26	
Team	Council	
SWP required		No

Minehead Town Council

risks at the next annual review.				
DATE OF REVIEW: *Record actual date of review*	**COMMENTS:** *Record any comments reviewer wishes to make. Including recommendations for future reviews.*			
DATE OF REVIEW:	**COMMENTS:**			
DATE OF REVIEW:	**COMMENTS:**			

RA Ref	FRA.26	
Team	Council	
SWP required		No

Minehead Town Council

Risk Matrix

Risk Rating			
Very High (VH) 15-25	High (H) 10-12	Medium (M) 5-9	Low (L) 1-4

Likelihood Descriptor			Consequence Descriptor	Consequence (Impact/Severity)				
				1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
				• No material impact on service finance, or reputation • Issue easily resolved.	• Some service disruption • Minor financial impact • Easily managed internally • Minimal reputational concern.	• Noticeable impact on service • Moderate financial cost • Internal governance concern • Short-term negative publicity.	• Serious disruption to service • High financial cost • Adverse external scrutiny • Reputational damage requiring management intervention.	• Significant service failure • Major financial loss • Statutory breach • Severe reputational damage • Long-term operational impact.
Likelihood (Probability/Chance)	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.	5.	Almost Certain	M-5	H-10	VH-15	VH-20	VH-25
	There is a strong possibility the event will occur. Between 65% - 95% chance of occurring.	4.	Likely	L-4	M-8	H-12	VH-16	VH-20
	The event has occurred before or could again. Between 35% - 65% chance of occurring.	3.	Possible	L-3	M-6	M-9	H-12	VH-15
	The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring.	2.	Unlikely	L-2	L-4	M-6	M-8	H-10
	The event has not occurred before, but it may occur in exceptional circumstances. < 5% chance of occurring.	1.	Rare	L-1	L-2	L-3	L-4	M-5

RA Ref	GRA.26	
Team	Council	
SWP required		No

Minehead Town Council

Risk Assessment Title: Governance Risk Management Review 2026/27
Completed By - Name: Ben Parker
Date of Assessment: January 2026
Date of Review: September 2026
Council Approval Date: 17th March 2026 (Minute Number: 2026/51)
Council Review Date: 22nd September 2026 **Date for next Review:** March 2027

HAZARD	RISK	PERSONS INVOLVED	Initial Risk Score			CONTROL MEASURES (Inc statutory requirements)	Residual Risk Score	
			SEVERITY (1-5)	LIKELIHOOD (1-5)	OVERALL SCORE		LIKELIHOOD (1-5)	OVERALL SCORE
• Compliance with law and Proper Practices	• Council does not fulfil its duties and obligations • Council exceeds its powers	• Staff • Councillors	**5**	**4**	**20**	• Every disbursement has an identifiable power to spend through appropriate legislation. • Reports are written and provided in advance alongside agenda to inform council decision. • Accurate minute taking with accurate advice provided before resolutions with identifiable powers to act sited and clear resolutions recorded. • Staff training provided as required. • Staff aware of Legal Powers and Duties and the statutory provisions in which they relate. • Staff induction and training programme in place for all new staff. Refreshers available as required. • Councillor induction and training programme in place. • Additional training of Councillors and staff as required. • Monthly Full Council meetings held. • Appointment of qualified and	**2**	**10**

						experienced Internal Auditor. • Internal audit reports received by Council • A mid-term audit health check is carried out by the internal auditor. Findings are reported to the Council, and any recommended improvements are implemented promptly. • Town Council is a member of Somerset Association of Local Councils for advice and/or training if required. • Clerk is a member of the Society of Local Council Clerks for advice and/or training if required. • All councillors receive a structured induction on appointment. • New Councillors are expected to complete Councillor Essentials and Code of Conduct training within six months of appointment with refresher training for all other councillors available. • Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually. • Latest model Standing Orders, Financial Regulations and Scheme of Delegation adopted and reviewed periodically to ensure they remain fit for purpose and reflect legislative and operational requirements. • Statement of Accounts approved		

						annually by the Council. • Weekly Staff meetings in place to continually monitor risk. • Stable staffing structure in place, including clear succession/cover arrangements for the Town Clerk role. • Clear terms of reference for each committee reviewed annually. • All other relevant policies in place and reviewed by staff and Councillors. • CiLCA qualified Clerk in post. • Deputy Clerk & RFO enrolled on CiLCA qualification. • Clerk due to commence Level 4 Community Governance Degree in April 2027 supported by Council funding and learner agreement.		
• Legislation Changes/ Processes & Partnership working with Somerset Council	• Legislation changes could impact service delivery • Poor relationship/ communication with Somerset Council affecting local democracy	• Staff • Councillors	**4**	**4**	**16**	• Town council is a member of Somerset Association of Local Councils for advice/support on any legislative changes • Clerk is a member of the society of Local Council Clerks for advice/support on any legislative changes • Representation at monthly Somerset Council Clerks meetings. • Regular communication with neighbouring Councils including continued engagement with Local Community Network groups • Support network of Somerset Clerks in place with regular professional	**2**	**8**

						communication channel in place. • Guidance and support provided through regular contact with internal auditor.		
• Council Meetings	• Council meetings not held regularly and conducted properly • Council business not properly recorded • Decisions not implemented	• Staff • Councillors • Members of the public / Minehead residents	**5**	**4**	**20**	• Every disbursement has an identifiable power to spend through appropriate legislation. • Reports are written and provided in advance alongside agenda to inform council decision. • Accurate minute taking with accurate advice provided before resolutions with identifiable powers to act sited and clear resolutions recorded. • Staff & councillor training provided as required. • Staff & councillors made aware of Legal Powers and Duties and the statutory provisions in which they relate. • Council meetings appropriately advertised and open for the public to attend as per legislation. • Monthly Full Council meetings held. • 12-month calendar of meetings created and approved at the Annual Town Council Meeting in May • Appointment of qualified and experienced Internal Auditor. • Councillors receive Agendas and relevant document information within statutory required timeframe. • Agendas and minutes published on website.	**2**	**10**

RA Ref	GRA.26
Team	Council
SWP required	No

Minehead Town Council

						• Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually. • Standing Orders are upheld when undertaking Council business in meetings. • Decision follow up/action monitoring system in development. • Town Council is a member of Somerset Association of Local Councils for advice and/or training if required. • Clerk is a member of the Society of Local Council Clerks for advice and/or training if required. • Council meetings held in public unless a legitimate qualification to exclude public under the Public Bodies (Admission to Meetings) Act 1960 S.1 (2) • No confidential Minutes are written. Only supplementary confidential notes to minutes are to be recorded. • CiLCA qualified Clerk in post. • Chair elected as first item of business at Annual council meeting in May. • Chairperson chairs meetings through their own interpretation of standing orders. • Council currently has 15 of 16 seats filled, strengthening democratic representation and reducing risks associated with inactivity or lack of		

						quorum.		
• Councillors	• Councillors acting improperly or unlawfully	• Staff • Councillors	**5**	**4**	**20**	• Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually. • Councillors must complete a Register of Interests and are expected to keep it updated as required. • Clear terms of reference for each committee reviewed annually. • Standing agenda item at all meetings for Councillors to declare any unregistered interests. • Councillor induction programme delivered by the Clerk, supported by completion of Councillor Essentials and Code of Conduct training. • Additional training of Councillors and staff as required. • Town Council is a member of Somerset Association of Local Councils for advice and/or training if required. • Clerk is a member of the Society of Local Council Clerks for advice and/or training if required. • High councillor occupancy levels improve distribution of workload and decision-making resilience.	**2**	**10**

RA Ref	GRA.26	
Team	Council	
SWP required		No

Minehead Town Council

• Staff	• Staff acting improperly or unlawfully	• Staff • Councillors	**5**	**4**	**20**	• Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually. • Staffing sub committee in place to review and monitor all staffing matters • Each post holder has an individual job description, and performance management (including appraisals, objectives and target-setting) is undertaken in accordance with their role. • Regular staffing one to ones/appraisal system in place • Staff training provided as required. • Staff aware of Legal Powers and Duties and the statutory provisions in which they relate. • Staff induction and training programme in place for all new staff. Refreshers available as required. • Appointment of qualified and experienced Internal Auditor. • Accurate minute taking with accurate advice provided before resolutions with identifiable powers to act sited and clear resolutions recorded. • Additional Administrative Assistant appointed and fully inducted into Council procedures and systems. • Structured learning and development plans in place for key office staff.	**2**	**10**

• Forward planning / resources	• Inefficient use of resources • Objectives not identified / achieved • Insufficient resources to deliver objectives	• Staff • Councillors	**5**	**3**	**15**	• Council Action plan in place and reviewed annually • Earmarked reserves reviewed annually. • Monthly Budget Monitoring between Clerk and RFO meeting in place. • Monthly Finance and General Purposes Committee meetings. • Quarterly budget monitoring reports to Finance Committee. • Budget setting timetable in place. • Precept set at a level to account of current and future service requirements. • Council staffing structure reviewed following recruitment of Administrative Assistant and vacancy within the Head of Amenities & Assets position. • Ongoing recruitment process in place to fill Head of Amenities & Assets post.	**2**	**10**
• Data Protection & GDPR Compliance	• Failure to comply with UK GDPR and Data Protection Act 2018 • Unauthorised access, loss, or misuse of personal data, Regulatory action, reputational damage and loss of public trust.	• Staff • Councillors • Members of the public / Minehead residents	**4**	**3**	**12**	• Data Protection Policy and Privacy Notices in place and reviewed annually. • Clerk acts as Data Protection Officer. • Staff and Councillor training in data protection and information handling. • Use of official .gov.uk domain to ensure secure and authenticated communication. • Secure storage of personal data, with restricted access and password protection. • Encryption and MFA used on	**2**	**8**

						relevant systems and devices. • Clear data retention and disposal procedures based on retention schedules. • Subject Access Request (SAR) procedure in place and monitored. • Breach reporting procedure in place in accordance with statutory timelines. • Regular review of data processing activities by Clerk. • Website and IT systems maintained to ensure compliance with accessibility and security requirements. • Access permissions reviewed as staff roles evolve and updated promptly following staffing changes.		
• Impact of Somerset Council Financial Position on Existing and Future Devolved Assets/Services	• Additional services being devolved to Town/Parish Councils • Risks arising from poor communication or relationship issues with Somerset Council • The broader uncertainty caused by Somerset Council's financial position, including	• Staff • Councillors • Members of the public / Minehead residents	**5**	**4**	**20**	• Successful first-phase devolution completed, including open spaces, with established operational arrangements in place. • Contingency established through the Devolution Costs Ear Marked Reserve. • General Reserves are maintained at an appropriate level (in line with statutory guidance and the Council's Reserve Policy) to provide financial resilience and capacity to respond to unforeseen costs, emergency expenditure, or service impacts arising from Somerset Council's financial position or future devolution requirements	**2**	**10**

RA Ref	GRA.26
Team	Council
SWP required	No

Minehead Town Council

	the potential for a Section 114 notice					• Reserve levels are reviewed at least annually by Council as part of the budget-setting process and monitored throughout the year by the Clerk and RFO through regular budget monitoring. • Access to Somerset Council asset lists, service costings and service intervals to support future devolution considerations or mitigation planning in the event of a Section 114 notice. • Town Council maintains an understanding of all current SC-provided services and associated risks in the event of an S114 notice or reduction in service levels. • Every disbursement is supported by an identifiable legal power to spend, including acquisition and operation of assets/services. • Regular liaison with the assigned Somerset Council Officer for ongoing devolution matters. • Council reviews, evaluates and monitors all known costings, liabilities, and related information before entering any further devolution agreements. • Ongoing communication with Somerset Council via Local Community Network meetings and monthly Clerks meetings. • Regular communication with neighbouring Councils, including		

RA Ref	GRA.26	
Team	Council	
SWP required		No

						active participation in Local Community Network groups. • Support network of Somerset Clerks in place, maintaining regular professional communication channels. • Town Council membership of Somerset Association of Local Councils for governance, procedural, and training support. • Clerk membership of the Society of Local Council Clerks for additional support, advice, and training. • Somerset Council devolution framework in place to guide future asset/service transfers. • Established in-house amenities team already delivering a broad range of services, including newly devolved areas. • Comprehensive, routinely updated asset register, including equipment and machinery. • Dedicated Devolution Risk Assessment produced and under regular review. • Proactive equipment and machinery replacement programme, informed by the asset register. • Contingency fund strategy under development to mitigate increased operational costs. • Insurance cover in place, including Public Liability, Employers' Liability, and Material Damage.		

RA Ref	GRA.26	
Team	Council	
SWP required		No

Additional Control Measures *(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).*	**Action by Whom** *(list the name of the person/people who have been designated to conduct actions)*	**Action by When** *(set timescales for the completion of the actions – remember to prioritise them)*	**Action Completed** *(record the actual date of completion for each action listed)*	**Residual Risk Rating**
DATE OF REVIEW: *Record actual date of review*	**COMMENTS:** *Record any comments reviewer wishes to make. Including recommendations for future reviews.*			
DATE OF REVIEW:	**COMMENTS:**			
DATE OF REVIEW:	**COMMENTS:**			

Risk Matrix

RA Ref	GRA.26	
Team	Council	
SWP required		No

Minehead Town Council

Risk Rating			
Very High (VH) 15-25	High (H) 10-12	Medium (M) 5-9	Low (L) 1-4

Likelihood Descriptor			Consequence Descriptor	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
				• No material impact on service finance, or reputation • Issue easily resolved.	• Some service disruption • Minor financial impact • Easily managed internally • Minimal reputational concern.	• Noticeable impact on service • Moderate financial cost • Internal governance concern • Short-term negative publicity.	• Serious disruption to service • High financial cost • Adverse external scrutiny • Reputational damage requiring management intervention.	• Significant service failure • Major financial loss • Statutory breach • Severe reputational damage • Long-term operational impact.
Likelihood (Probability/Chance)	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.	5.	Almost Certain	M-5	H-10	VH-15	VH-20	VH-25
	There is a strong possibility the event will occur. Between 65% - 95% chance of occurring.	4.	Likely	L-4	M-8	H-12	VH-16	VH-20
	The event has occurred before or could again. Between 35% - 65% chance of occurring.	3.	Possible	L-3	M-6	M-9	H-12	VH-15
	The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring.	2.	Unlikely	L-2	L-4	M-6	M-8	H-10
	The event has not occurred before, but it may occur in exceptional circumstances. < 5% chance of occurring.	1.	Rare	L-1	L-2	L-3	L-4	M-5

RA Ref	ORA.26	
Team	Council	
SWP required		No

Minehead Town Council

Risk Assessment Title: Operational Risk Management Review 2026/27
Completed By - Name: Ben Parker
Date of Assessment: January 2026
Date of Review: September 2026
Council Approval Date: 17th March 2026 (Minute Number: 2026/51)
Council Review Date: 22nd September 2026

Date for next Review: March 2027

HAZARD	RISK	PERSONS INVOLVED	Initial Risk Score			CONTROL MEASURES (Inc statutory requirements)	Residual Risk Score	
			SEVERITY (1-5)	LIKELIHOOD (1-5)	OVERALL SCORE		LIKELIHOOD (1-5)	OVERALL SCORE
• Compliance with law and Proper Practices	• Council does not fulfil its duties and obligations • Council exceeds its powers	• Staff • Councillors	**5**	**4**	**20**	• Every disbursement has an identifiable power to spend through appropriate legislation. • Reports are written and provided in advance alongside agenda to inform council decision. • Accurate minute taking with accurate advice provided before resolutions with identifiable powers to act sited and clear resolutions recorded. • Staff training provided as required. • Staff aware of Legal Powers and Duties and the statutory provisions in which they relate. • Staff induction and training programme in place for all new staff. Refreshers available as required. • Councillor induction and training programme in place. • Additional training of Councillors and staff as required. • Monthly Full Council meetings held.	**2**	**10**

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Team	Council	
SWP required		No

Minehead Town Council

						• Appointment of qualified and experienced Internal Auditor. • Internal audit reports received by Council • A mid-term audit health check is carried out by the internal auditor. Findings are reported to the Council, and any recommended improvements are implemented promptly. • Town Council is a member of Somerset Association of Local Councils for advice and/or training if required. • Clerk is a member of the Society of Local Council Clerks for advice and/or training if required. • Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually. • Statement of Accounts approved annually by the Council. • Weekly Staff meetings in place to continually monitor risk. • Stable staffing structure in place, including clear succession/cover arrangements for the Town Clerk role. • Clear terms of reference for each committee reviewed annually. • All other relevant policies in place and reviewed by staff and Councillors. • CiLCA qualified Clerk in post. • All statutory financial returns (AGAR, precept demand, public inspection		

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Team	Council	
SWP required		No

Minehead Town Council

						notice) completed and published within required deadlines. • Publication Scheme and Freedom of Information processes in place to ensure transparency and statutory compliance.		
• Employees	• Staff put at risk through unsafe working environment • Staff put themselves and others at risk through inappropriate working practices • Staff not fulfilling the roles to which they have been appointed • Unskilled work force	• Staff • Councillors	**5**	**4**	**20**	• Health and Safety Policy in place and reviewed annually. • Lone Working Policy and risk assessment in place, both reviewed annually • Outsourced health and safety advice/recording platform • As part of health and safety contract with peninsula, a yearly health and safety audit takes place and findings reported to Council, with necessary required actions taken. • Staff training programme in place, identifying all staff certification, dates obtained and expiry dates. • Probation period in place for new staff. • Employee contracts in place, complying with relevant employment laws and legislations. • Appropriate training of staff where required/identified. • H &S system used to store risk assessments and professional, specialist support and guidance available 24/7, through H&S contract provider when required. • Employers liability insurance in place.	**2**	**10**

						• Equipment and machinery regularly maintained as per manufacturer specification with documented maintenance records. • Training needs budgeted for. • Town Council Asset register in place. Reviewed and updated regularly. • Proactive maintenance programme of all machinery and equipment as per manufacturers recommendations. • Staff performance and welfare reviews in place via monthly manager one to ones. • Health and safety boards in place across all sites, allowing staff with access to accident/hazard reporting and all related health and safety information. • Health and safety boards reviewed, updated and documents replenished as required. • All Risk Assessments are current and reviewed as required, with automated review emails sent out by business safe system when a review is due. • New Risk Assessments created as/when required for new tasks. • All relevant employment policies in place and reviewed as required. • Additional Administrative Assistant appointed and fully inducted into Council procedures, systems and health and safety arrangements. • Training and competency records		

						maintained across office and amenities teams.		
• Business Continuity – Loss or Absence of Key Staff	• Unexpected absence, loss, or turnover of key staff • Disruption of operational service delivery, statutory processes, or scheduled maintenance and inspections.	• Staff • Councillors • Members of the public	**4**	**3**	**12**	• Key operational processes are undertaken by experienced staff, with knowledge shared across the team where practical to support continuity during periods of absence. • Operational priorities are reviewed and resources redirected where necessary during periods of staff absence to maintain essential service delivery. • Extended notice periods included in contracts for key managerial, financial, and operational roles to ensure adequate handover and recruitment time. • Cloud-based systems (e.g., Scribe for accounting and Civic.ly for asset and task management) support continuity by providing centralised, accessible information and reducing dependency on individual staff. • Training matrix in place identifying essential competencies and ensuring appropriate redundancy of skills across staff teams. • Regular 1:1 welfare and performance meetings enable early identification of issues that may affect continuity. • Access permissions and key system	**2**	**8**

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Team	Council	
SWP required		No

						credentials held securely and accessible to authorised senior staff for emergency use. • Succession planning considerations incorporated into staffing structure and reviewed periodically. • External support available via professional bodies (SALC, SLCC) and contracted services if required during unexpected gaps. • Additional Administrative Assistant provides additional operational resilience and support for office-based functions during periods of staff absence. • Deputy Clerk & RFO undertaking CiLCA qualification to increase organisational knowledge and resilience. • Recruitment process underway to fill the vacant Head of Amenities & Assets position. Responsibilities temporarily overseen through existing management arrangements pending appointment.		
• Buildings (General)	• Public / staff at risk through use of unsuitable / unsafe buildings and working practices	• Staff • Councillors • Members of the Public	**5**	**4**	**20**	• Council owned property inspected regularly. • All MTC owned/occupied buildings have a current Electrical Safety Inspection Certificate. • All MTC owned/occupied buildings have a current Fire Risk Assessment. • All MTC owned/occupied buildings (Pre 2000) have a current asbestos	**2**	**10**

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SWP required		No

Minehead Town Council

						risk assessment. • All MTC owned/occupied buildings are subject to weekly compliance checks such as fire call point testing, legionella, fire escapes, fire call points etc. and findings recorded. • Every MTC owned/occupied building has its own log book containing site specific information • All required buildings have fire extinguishing media in place and inspected annually by certified contractor. • Buildings insurance/public liability insurance in place. • Risk assessments for council tasks associated with buildings in place and updated as required. • All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor. • All firefighting media serviced annually and visually inspected monthly • CCTV coverage across sites • Proactive maintenance programme across all sites • Building and contents insurance in place.		
• Computer Systems/ ICT Failure	• Services at risk. Loss of data and valuable records.	• Staff • Councillors • Members of	**4**	**3**	**12**	• Daily encrypted backups with periodic test restores; backups stored off-site/segmented in line with a 3-2-1	**2**	**8**

		the Public				approach. • ICT maintenance and support contract in place; proactive patching and monitoring. • Business Interruption insurance in place. • Endpoint protection, device encryption, and access controls. • Documented Incident Response procedure (incl. recovery objectives and escalation to Clerk where relevant). • Annual PAT testing undertaken where required • Periodic test restores undertaken to confirm integrity of backup data. • Cloud-based accounting and operational systems reduce dependency on local devices and enable access during outages, supporting continuity of service delivery.		
• Vehicles	• Public / staff at risk through use of unsuitable / unsafe vehicles	• Staff • Councillors • Members of the Public	**4**	**3**	**12**	• Vehicles inspected daily prior to use, using inspection proforma, accessible via mobile phone. All reports saved digitally and centrally. Faults actioned as required. • All fleet vehicles serviced, and MOT checked yearly. • Vehicle replacement programme in place with appropriate ear marked budget available. • Vehicles insurance/public liability insurance in place.	**1**	**4**

						• Staff training recording matrix in place, identifying all staff certification, dates obtained and expiry dates. • Appropriate training of staff where required/identified. • Employee driver licence information obtained annually, and information held on personal file • Drivers' handbook in place and available to all required staff. • All necessary risk assessments in place and updated as required.		
• Equipment/Machinery	• Public / staff at risk through use of unsuitable / unsafe equipment/machinery	• Staff • Councillors • Members of the Public	**4**	**3**	**12**	• All amenities associated equipment visually inspected prior to use. • Clear Fault-reporting system in place. • Detailed safety inspection of equipment carried out regularly. • Equipment and machinery regularly maintained with documented maintenance records. • Asset register maintained through a combination of Civic.ly and supporting spreadsheet records, with Civic.ly being progressively rolled out to strengthen asset management, maintenance scheduling and compliance monitoring. • Civic.ly provides automated reminders for servicing, inspections, MOTs, taxation and other compliance requirements where applicable. • MTC equipment contains a unique Asset tag number. • Equipment replacement budget in	**1**	**4**

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Team	Council	
SWP required		No

						place. • Employee insurance/public liability insurance in place. • Staff training programme in place, identifying all staff certification, dates obtained and expiry dates • Appropriate training of staff where required/identified. • All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor. • Machinery/Task specific risk assessments in place and updated. • Dynamic Risk Assessment Template in use • Proactive equipment replacement programme in place • HAVS monitoring system in development and to be implemented following phased equipment assessment. • Employee self-assessment forms completed regularly • Asset register includes estimated replacement years of machinery/equipment		
• Impact of Somerset Council Financial Position on Existing and Future Devolved Assets/Services	• Additional services being devolved to Town/Parish Councils • Risks arising from poor	• Staff • Councillors • Members of the Public	**5**	**3**	**15**	• Successful first-phase devolution completed, including open spaces, with established operational arrangements in place. • Contingency established through the Devolution Costs Ear Marked Reserve.	**2**	**10**

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SWP required	No

Minehead Town Council

	communication or relationship issues with Somerset Council • The broader uncertainty caused by Somerset Council's financial position, including the potential for a Section 114 notice					• General Reserves are maintained at an appropriate level (in line with statutory guidance and the Council's Reserve Policy) to provide financial resilience and capacity to respond to unforeseen costs, emergency expenditure, or service impacts arising from Somerset Council's financial position or future devolution requirements. • Reserve levels are reviewed at least annually by Council as part of the budget-setting process and monitored throughout the year by the Clerk and RFO through regular budget monitoring. • Access to Somerset Council asset lists, service costings and service intervals to support future devolution considerations or mitigation planning in the event of a Section 114 notice. • Town Council maintains an understanding of all current SC-provided services and associated risks in the event of an S114 notice or reduction in service levels. • Every disbursement is supported by an identifiable legal power to spend, including acquisition and operation of assets/services. • Regular liaison with the assigned Somerset Council Officer for ongoing devolution matters. • Council reviews, evaluates and		

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Team	Council
SWP required	No

						• monitors all known costings, liabilities, and related information before entering any further devolution agreements. • Ongoing communication with Somerset Council via Local Community Network meetings and monthly Clerks meetings. • Regular communication with neighbouring Councils, including active participation in Local Community Network groups. • Support network of Somerset Clerks in place, maintaining regular professional communication channels. • Town Council membership of Somerset Association of Local Councils for governance, procedural, and training support. • Clerk membership of the Society of Local Council Clerks for additional support, advice, and training. • Somerset Council devolution framework in place to guide future asset/service transfers. • Established in-house amenities team already delivering a broad range of services, including newly devolved areas. • Comprehensive, routinely updated asset register, including equipment and machinery. • Dedicated Devolution Risk		

						Assessment produced and under regular review. • Proactive equipment and machinery replacement programme, informed by the asset register. • Contingency fund strategy under development to mitigate increased operational costs. • Cloud based accounting software supports rapid reporting and forecasting during periods of change, aiding timely decisions on reserves and service impacts. • Insurance cover in place, including Public Liability, Employers' Liability, and Material Damage.		
• Play Areas	• Public at risk through use of unsuitable/unsafe equipment	• Staff • Councillors • Members of the Public	**4**	**3**	**12**	• All equipment inspected weekly by trained staff with site specific proformas filled in and filed appropriately. • Clear Fault reporting system in place. • Ability to undertake minor repairs in house with access to fencing/barriers for unsafe equipment as required. • Annual inspection carried out by ROSPA and insurance provider. • Equipment replacement budget amount established through weekly inspection findings and in place for 2024/25. • Public liability insurance in place. • Risk assessments in place and updated as required.	**1**	**4**
• Cemetery	• Future service at	• Staff	**5**	**4**	**20**	• All associated cemetery operations	**2**	**10**

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SWP required	No

	risk due to limited available space at existing facility • Public/staff at risk through unsafe site and working practices	• Councillors • Members of the Public				equipment inspected before use. • Replacement budget for associated cemetery operations equipment in place. • Public liability and Employers insurance in place. • Cemetery Operations risk assessments in place and updated as required. • Staff training recording matrix in place, identifying all staff certification, dates obtained and expiry dates. • Memorial safety inspections scheduled and undertaken in accordance with the Council's inspection programme. • Appropriate signage in place for users of the facility • All Council owned/occupied buildings have a current Electrical safety inspection certificate. • All Council owned/occupied buildings have a current Fire Risk assessment in place. • All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor. • Budget set aside for ongoing facilities improvement • Earmark reserve created setting aside funds for cemetery extension / new cemetery. • Ongoing communication with ICCM		

						regarding statutory duties and possible options relating to available burial space within parish boundaries. • Representations to be made to local planning authority to identify suitable land for cemetery extension/new cemetery. • Buildings insurance/public liability insurance. • Compliance with Burial and Cremation Act requirements, including proper record keeping and grave-space management.		
• Offices	• Public/staff at risk through use of unsuitable / unsafe buildings and working practices • Public/ staff at risk through use of unsuitable/unsafe equipment • Future service at risk due to short term lease in place on existing offices	• Staff • Councillors • Members of the public	**4**	**4**	**16**	• Employee insurance/public liability insurance. • Risk assessments in place and updated as required. • Out of hours contact information is current, reviewed and updated as required. • Security and fire alarm systems in place and regularly maintained. • Weekly fire alarm testing, emergency escape route checks in place • Monthly emergency lighting testing and visual extinguisher checks. • All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor. • The Council now holds a 999-year lease on its offices, ensuring continuity of occupation and significantly reducing strategic and	**2**	**8**

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Team	Council	
SWP required		No

						operational accommodation risk. • Earmarked reserve available to fund the planned office refit, ensuring the long-term suitability of the premises, including provision for growth, dedicated meeting space and a dedicated Council chamber. • Buildings insurance/public liability insurance. • All Council owned/occupied buildings have a current Electrical safety inspection certificate. • All Council owned/occupied buildings have a current Fire Risk assessment in place. • CCTV System in place for staff and public safety. • All MTC owned/occupied buildings (Pre 2000) have a current asbestos risk assessment.		
• Community Building	• Risk of underutilisation of facility • Ongoing Running costs • Public/staff at risk through use of unsuitable / unsafe buildings and working practices • Public/ staff at risk through use of unsuitable/unsafe	• Staff • Councillors • Members of the public	**4**	**4**	**16**	• Significant customer base established. • Administration Assistant provides administrative support for bookings and customer enquiries relating to the facility. • Contingency built into revenue budget to support running costs. • Out of hours contact information is current, reviewed and updated as required. • Security and fire alarm systems in place and regularly maintained. • All required electrical equipment	**2**	**8**

	equipment					subject to annual Portable Appliance Testing certification by certified contractor. • Buildings insurance/public liability insurance. • User/hire agreements in place. Currently fully booked with user waiting list in place • Caretaker employed with established cleaning schedule and daily evening locking up routine in place. • Classes and groups are required to undertake their own risk assessments for activities being undertaken including the main user, Minehead AFC. • All Council owned/occupied buildings have a current Electrical safety inspection certificate. • All Council owned/occupied buildings have a current Fire Risk assessment in place. • All Council owned/occupied buildings are subject to weekly compliance checks such as legionella, fire escapes, fire call points etc. and findings recorded. • All required buildings have fire extinguishing media in place and inspected annually by certified contractor. • Buildings insurance/public liability insurance in place. • Risk assessments for council tasks		

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SWP required		No

						associated with buildings in place and updated as required. • Appropriate site security measures in place, including locking, intruder alarms, CCTV and reporting mechanisms for vandalism or antisocial behaviour.		
• Public Conveniences	• Public/staff at risk through use of unsuitable/unsafe buildings • Public/staff at risk through unsafe working practices • Reputational loss due to poorly maintained/misused facilities	• Staff • Councillors • Members of the public	**4**	**3**	**12**	• All Council owned/occupied buildings are subject to weekly compliance checks such as legionella, fire escapes, fire call points etc. and findings recorded. • All Council owned/occupied buildings have a current Electrical safety inspection certificate. • Buildings insurance / public liability insurance in place. • Budget for responsive repairs in place. • Earmarked reserve in place for enhancement of facilities. • Risk assessments in place and reviewed. • All toilets have a facility that complies with The Equalities Act with eligible key holder access only. • Cleaning arrangements carried out by in house amenities team enabling for both a proactive and reactive service. • 7 day a week service provision by in house amenities team with emergency contact number • Toilet blocks locked at night. • Appropriate site security measures in	**1**	**4**

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Team	Council	
SWP required		No

						place, including locking, CCTV coverage where applicable, and reporting mechanisms for vandalism or antisocial behaviour.		
• Allotments	• Public at risk from unsafe facilities or through inappropriate/unsafe practices carried out by other users.	• Staff • Councillors • Members of the public	**3**	**3**	**9**	• Buildings insurance/public liability insurance • Allotment holders provided with a terms and conditions document that is reviewed regularly. • Plot holders manage their own risk beyond that which is reasonably expected of the Council. • Communal areas regularly checked and maintained by amenities team. • All tenancy information held centrally and securely. • Allotment tenancy agreement in place. • Allotment Holder Deposit Scheme in place. • Regular site and plot condition reports carried out with findings reported and action taken. • Unsatisfactory allotment plots follow a clear process of improvement notification. • Annual invoicing system in place with more than one contact type required to ensure contact can be made. • Regular Allotment Advisory group meetings	**1**	**3**
• Parks & Open Spaces	• Risks through unsafe or poorly maintained open	• Staff • Councillors • Members of	**4**	**3**	**12**	• All MTC-managed open spaces subject to routine operational oversight and reactive inspections.	**2**	**8**

	spaces, equipment, vegetation, or infrastructure. • Increased responsibility following devolution may lead to greater maintenance demands • Unsafe conditions if not adequately monitored, or reputational damage if areas fall below expected standards.	the public • Volunteers				• Weekly checks of life rings on the Esplanade and proactive replacement/repair where required. • LOLER inspection and safe-use procedures in place for flag poles. • Grounds maintenance tasks (grass cutting, strimming, litter picking, hedge trimming, bin emptying, path clearance, minor repairs) undertaken by trained in-house staff. • Tree surveys of significant or higher-risk trees carried out by an independent qualified surveyor in accordance with the MTC Tree Risk Management Strategy. • Monthly inspections implemented across all major open spaces to identify defects, hazards and maintenance needs. • Civic.ly is being progressively rolled out to record assets, schedule inspections, log defects and track maintenance actions across Council-managed open spaces. • Volunteers supported and supervised appropriately, with activity aligned to Council guidelines (e.g. Blenheim Gardens volunteer group and other local volunteer activity). • Rewilding areas managed in accordance with the Council's environmental and biodiversity approach, balancing sustainability with public safety.		

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SWP required		No

						• Dynamic risk assessments carried out for non-routine tasks. • Public Liability insurance in place. • Proactive maintenance and replacement programme for open-space assets (bins, benches, signage, fencing, etc.). • Clear reporting channels for hazards, defects, vandalism, or anti-social behaviour.		
• Car Parks (Alexandra Road & North Road)	• Risks due to unsafe or poorly maintained car park surfaces, equipment, lighting, or layout. • Financial and operational risks may arise from ineffective inspection, unclear responsibilities, or failure to maintain long-stay parking standards and EV/disabled bays. • Reputational risk may occur if facilities are not maintained to expected levels.	• Staff • Councillors • Members of the public	**4**	**3**	**12**	• Long-stay car parks (Alexandra Road & North Road) maintained by MTC for grounds maintenance, vegetation control, surface upkeep and line marking, ensuring spaces remain safe and clearly defined. • Somerset Council management agreement in place covering fee collection and parking enforcement, clarifying division of responsibilities. • Monthly inspections undertaken by in-house staff to check surface condition, signage, markings, lighting, EV charging points, ticket machines and general safety. • Any defects or hazards logged on Civic.ly, with follow-up actions monitored through the system. • Vegetation management undertaken as part of regular GM rounds to maintain visibility and safety. • EV charging points, disabled bays and payment machines included within inspection routines.	**2**	**8**

						• Clear reporting process to Somerset Council for enforcement-related issues or machine faults falling under SC responsibilities. • Public Liability insurance in place. • Risk assessments in place and updated as required. • Appropriate site security measures in place (locking where required, surveillance where applicable, clear signage). • Dynamic risk assessments used for non-routine maintenance tasks or incidents. • Proactive monitoring for deterioration of surfaces, markings, drainage or emerging hazards, allowing planned maintenance before deterioration presents safety risks.		
• Volunteer Management	• Volunteers may be placed at risk through unsafe working practices, insufficient supervision, unclear responsibilities, or inadequate training. • Poor coordination or communication could lead to accidents, inconsistent	• Volunteers • Staff • Councillors • Members of the public	**4**	**3**	**12**	• Volunteers engaged only in appropriate tasks and activities that are proportionate to their skill level, experience and the Council's operational needs. • Clear guidance provided to volunteers outlining permitted activities, safety expectations, reporting processes and escalation routes. • Volunteer work coordinated with Amenities staff to prevent conflicting or unsafe work activity. • Supervisory support provided by Amenities staff where required, particularly for higher-risk or	**2**	**8**

	standards of work, conflict with staff tasks, reputational harm, or failure to maintain Council assets to required standards.					• tool-based tasks. • Volunteers reminded they must not use Council-owned mechanical equipment or undertake hazardous tasks unless specifically authorised and trained. • Regular review of volunteer activity, including informal welfare checks by staff. • Defects, hazards, or maintenance findings from volunteers logged onto Civic.ly, ensuring issues are captured, prioritised, and acted upon. • Public Liability insurance covers authorised volunteer activity. • Dynamic risk assessments used where volunteers are involved in non-routine tasks or community activity. • Lone volunteering discouraged unless risk-assessed and appropriate controls are in place. • Clear boundaries established between volunteer activity and professional tasks such as tree work, machinery operation, and significant repairs. • Volunteer groups (e.g., Blenheim Gardens volunteers) included in communication loops for planned works or maintenance that may affect safety or access.		

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SWP required		No

Additional Control Measures *(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).*	**Action by Whom** *(list the name of the person/people who have been designated to conduct actions)*	**Action by When** *(set timescales for the completion of the actions – remember to prioritise them)*	**Action Completed** *(record the actual date of completion for each action listed)*	**Residual Risk Rating**
DATE OF REVIEW: *Record actual date of review*	**COMMENTS:** *Record any comments reviewer wishes to make. Including recommendations for future reviews.*			
DATE OF REVIEW:	**COMMENTS:**			
DATE OF REVIEW:	**COMMENTS:**			

Risk Matrix

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Team	Council	
SWP required		No

Minehead Town Council

Risk Rating				Consequence (Impact/Severity)				
Very High (VH) 15-25	High (H) 10-12	Medium (M) 5-9	Low (L) 1-4	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
				• No material impact on service finance, or reputation • Issue easily resolved.	• Some service disruption • Minor financial impact • Easily managed internally • Minimal reputational concern.	• Noticeable impact on service • Moderate financial cost • Internal governance concern • Short-term negative publicity.	• Serious disruption to service • High financial cost • Adverse external scrutiny • Reputational damage requiring management intervention.	• Significant service failure • Major financial loss • Statutory breach • Severe reputational damage • Long-term operational impact.
Likelihood Descriptor			**Consequence Descriptor**					
Likelihood (Probability/Chance)	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.	**5.**	**Almost Certain**	**M-5**	**H-10**	**VH-15**	**VH-20**	**VH-25**
	There is a strong possibility the event will occur. Between 65% - 95% chance of occurring.	**4.**	**Likely**	**L-4**	**M-8**	**H-12**	**VH-16**	**VH-20**
	The event has occurred before or could again. Between 35% - 65% chance of occurring.	**3.**	**Possible**	**L-3**	**M-6**	**M-9**	**H-12**	**VH-15**
	The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring.	**2.**	**Unlikely**	**L-2**	**L-4**	**M-6**	**M-8**	**H-10**
	The event has not occurred before, but it may occur in exceptional circumstances. < 5% chance of occurring.	**1.**	**Rare**	**L-1**	**L-2**	**L-3**	**L-4**	**M-5**

Item 9. Report on the Review of the Council's Risk Assessments

Background

The Council maintains a suite of corporate risk assessments covering governance, financial management, operational activities and the management of devolved assets and services. These assessments were approved by the Council in March 2026 and are subject to regular review to ensure they remain accurate, proportionate and reflective of the Council's current activities, staffing arrangements and operating environment. The Clerk has undertaken a mid-year review of the assessments and associated control measures.

Needs

The review has identified a number of control measure updates to reflect developments since the assessments were approved, including:

- Recruitment and induction of an additional Administrative Assistant, increasing organisational resilience and administrative capacity.
- Successful migration from Rialtas Omega to Scribe, which is now the Council's primary accounting system.
- Adoption and implementation of the Council's Scheme of Delegation and updated governance documents.
- Enrolment of the Deputy Clerk & RFO on the CiLCA qualification and approval for the Clerk to commence the Level 4 Community Governance Degree.
- Ongoing implementation of the Civic.ly asset management system to strengthen asset monitoring, maintenance scheduling and compliance management.
- Increased councillor capacity, with 15 of 16 council seats now occupied.
- Minor amendments to ensure several controls more accurately reflect current working practices and operational arrangements.

No significant new risks have been identified and no changes to risk scores are proposed as part of this review. The purpose of the amendments is to ensure the assessments remain current and accurately reflect the Council's control environment.

With regard to the devolution risk assessment, this was introduced to support the transition of assets and services from Somerset Council. The first phase of devolution has now become embedded within normal Council operations and many of the risks identified are now reflected within the Council's wider governance, financial and operational risk assessments. As such, this is expected to be the final year of the standalone devolution risk assessment, subject to any future devolution opportunities.

Financial & Legal Considerations

There are no direct financial implications arising from the approval of the reviewed risk assessments. However, the control measures contained within the assessments are designed to safeguard Council assets, finances, resources and service delivery and therefore contribute to the Council's overall financial resilience.

The Council has a responsibility to maintain and regularly review an effective system of internal control, including arrangements for the management of risk. The preparation, review and monitoring of Risk Assessments supports compliance with the Local Government Act 1972, the Accounts and Audit Regulations 2015 (particularly Regulation 4, which requires authorities to ensure that their financial management is adequate and effective and that they maintain a sound system of internal control), and the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which identifies risk management as a key component of effective governance and internal control. The reviewed assessments assist the Council in identifying, evaluating and managing risks to its finances, assets, operations, reputation and statutory responsibilities, whilst demonstrating good governance and accountability to residents.

Recommendation

Members are invited:

- Note the Clerk's mid-year review of the Council's Risk Assessments.
- Consider the amendments and updates identified within the reviewed assessments.
- Confirm that the reviewed Risk Assessments continue to accurately reflect the Council's current risk profile, controls and operating arrangements.
- Re-approve the reviewed Risk Assessments.

Ben Parker
Town Clerk
September 2026

Item 10. Report on the Commissioning of a CCTV Needs Assessment for Minehead

Background

Minehead has a legacy public CCTV network that was installed many years ago to address the needs and issues facing the town at that time. Historically, the system formed part of wider district council arrangements and, for a period, benefited from volunteer monitoring. However, the system is now largely obsolete, is no longer actively monitored and is not considered to reflect either modern technological standards or current operating practices.

The town itself has also changed significantly since the original CCTV infrastructure was installed. Patterns of activity, town centre usage, licensed premises, visitor movements and areas of concern have evolved. Locations that may once have justified camera coverage may no longer represent the highest priority areas, whilst other locations may now warrant consideration.

In parallel, advances in CCTV technology have transformed the way public space surveillance can be delivered. Many businesses and organisations now operate their own systems, whilst modern town-wide systems can be managed without the need for dedicated 24-hour monitoring, instead enabling authorised access to recordings when required for crime prevention, public safety investigations or evidential purposes.

Somerset Council continues to support a number of legacy monitored CCTV systems across the county. However, as part of local government restructuring and budget pressures, the ongoing costs of those systems are now borne by the relevant town councils. It should therefore be assumed that any future public CCTV provision within Minehead would require local funding and ownership arrangements if it were to proceed.

Before any decision can be made regarding future investment, it is therefore necessary to establish whether the existing infrastructure has any residual value, whether it can be adapted for modern use, what level of coverage the town requires, and what future options are available.

A quotation has been received from a specialist CCTV contractor to undertake an initial technical evaluation of the existing CCTV infrastructure. The proposal would involve a comprehensive site survey and the production of a detailed report identifying the current configuration, condition and future options for the network.

Needs

The proposed exercise is not a commitment to install, replace or upgrade CCTV infrastructure. Rather, it is intended to provide the Council with an independent assessment of need and opportunity upon which future decisions can be based.

The proposed review would:

- Assess the condition and capability of the existing CCTV infrastructure.
- Identify what equipment, cabling, power supplies and transmission systems remain serviceable.
- Review whether existing assets could form part of any future CCTV solution.
- Assess whether camera locations continue to reflect current patterns of activity, crime prevention needs and public safety considerations.
- Consider whether additional or alternative locations should be examined.
- Identify potential operational models that do not rely on continuous monitoring.
- Provide the technical information necessary to inform future procurement exercises.

Initially the assessment would focus on the historic CCTV route between Wellington Square and Butlin's, reflecting the original core network. Depending upon the findings and any future Council aspirations, a subsequent phase could consider wider areas of the town.

The resulting report would form the basis of a specification that could be developed into a tender document should the Council wish to explore the installation or upgrading of CCTV infrastructure.

Given that neither Somerset Council nor the police are likely to provide capital funding for a Minehead CCTV network, the assessment will also provide clarity on the scale of any future commitment before resources are directed towards a full procurement exercise.

Financial & Legal Considerations

Provision exists within the Council's Town Security budget to meet the cost of the proposed needs assessment.

The quotation received is for a technical evaluation of the existing infrastructure at a cost of £1,500 plus VAT. Should the work be completed within a single day, the quoted cost would reduce by 50%.

Commissioning the assessment does not commit the Council to any further expenditure. Instead, it provides the information necessary to understand the condition of existing assets, identify future requirements and support informed decision-making before any larger financial commitment is considered.

The Council has powers to support crime prevention and community safety initiatives, including the provision of CCTV where considered appropriate and proportionate.

Relevant powers include Local Government and Rating Act 1997, Section 31 and The Crime and Disorder Act 1998, Section 17, which places a **duty** on local authorities to consider the impact of their decisions on crime and disorder within their area.

Should the Council choose to progress any future CCTV scheme, detailed consideration would also need to be given to data protection requirements, surveillance legislation, governance arrangements, operational policies and the responsibilities of the Council as Data Controller.

The proposed assessment itself presents minimal legal risk and will assist the Council in understanding the implications of any future scheme before decisions are taken.

Recommendation

That Council accepts the quotation for a CCTV needs assessment and technical review of the town's existing CCTV infrastructure, funded from the Town Security budget, with the findings to be reported back to Council for consideration.

Ben Parker
Town Clerk
September 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.

Aa 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.

Item 13. Update on The Minehead Christmas Light Switch-On Event 2026

Planning is underway for the Christmas Light Switch-On Event scheduled for Friday 27th November 2026**.**

One of the key points of feedback received following previous events was that a significant number of attendees continued to congregate within Wellington Square for the switch-on, resulting in crowd overspill and an increased safety risk. This occurred despite the existing road closure being in place from Floyds Corner to the Tregonwell Road junction and the main countdown activity being centred around the Blenheim Road junction.

To address this, work has been progressing on proposals to expand the road closure arrangements to include Park Street and Friday Street**.** This represents a substantially larger traffic management operation than has previously been undertaken and extends beyond the in-house traffic management expertise available within the Council team.

The Clerk has therefore met with Highbridge & Burnham Carnival Club to discuss managing the road closure and traffic management arrangements on the Council's behalf. Initial indications are that the cost of this service will be in the region of £2,000, with a Temporary Traffic Regulation Order (TTRO) expected to cost approximately £300 in addition.

Provision exists within the approved event budget of £5,000 to accommodate these costs and, under the Council's Scheme of Delegation, the Clerk has authority to progress the necessary arrangements. Given the importance of the event to the community, it is considered essential that appropriate safety measures are in place, with traffic management likely to represent the most significant area of expenditure. As in previous years, efforts will continue to secure entertainment and supporting attractions through partnership working, donations and community support wherever possible.

The event will once again benefit from a street market, community group participation, local performances, a stage and classic vehicle displays, helping to create a vibrant town-centre celebration. Following feedback from previous years, the intention is to move away from the Victorian theme. Whilst appreciated by some, engagement and participation levels have been more limited than anticipated. Instead, the focus will be on delivering a tasteful, inclusive and community-led Christmas event**,** centred on local people, local organisations and the festive atmosphere itself. The aim is to provide a welcoming evening for residents and visitors alike, with the Town Council facilitating the event while allowing the community to remain firmly at its heart.

Ben Parker
Town Clerk
September 2026

National Trust





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Nature days at Ellicombe Open Space

August & September 2026

Community Conversation

Thursday 13th August

1pm- 3pm

Join the National Trust & Minehead Town Council and find out about an exciting new nature project happening at Ellicombe Open Space in Minehead.

Tree planting & Apple celebrations

Saturday 26th September

12-4pm

Free forest school activities with Ema from Wild Wellies!

Plant fruit trees and bulbs

Enjoy Apple tasting & juicing

Suitable for all ages led by the National Trust orchard and garden teams.

Booking not required. Meet us at Ellicombe Open Space, Minehead, near Mallard Road.

Drop in or stay for the day.

PEOPLE'S POSTCODE LOTTERY
POSTCODE EARTH TRUST