

Minehead Town Council



To All Members of Minehead Town Council

You are summoned to the Annual Meeting of the Minehead Town Council

ANNUAL COUNCIL MEETING

Date: **Monday 16 May 2016**

Time: 7.30pm

Venue: Council Chamber, the Town Hall, Minehead

Enquiries: 01643 707213

Mayor: Cllr J Parbrook

Councillors: Cllr D Archer, Cllr L Culverhouse, Cllr G Everett,
Cllr. O Harvey, Cllr N Hercock, Cllr A Kingston-James,
Cllr A Lewis, Cllr J Malin, Cllr G Miele, Cllr A Parbrook,
Cllr L Smith, Cllr M Smith, Cllr. R Thomas, Cllr T Venner,
Cllr S Vine

ALL COUNCIL MEETINGS ARE OPEN TO THE PUBLIC AND PRESS
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Yours sincerely

Mrs S Sanders – Town Clerk

11 May 2016

A G E N D A

Members are reminded that Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and Biodiversity.

1. **Confirmation that a Quorum is present** (LGA 1972, Sch.12, paras 12, 28).
2. **Election of Mayor and Acceptance of Office** LGA1972s14 (1), 15(1&2), 33(1) and 34(1&2)
3. **Apologies for absence** LGA 1972 s 85 (1)

4. **Declarations of Interest** In accordance with the provisions of the Localism Act 2011 in respect of members

To receive and record any declarations of interest in respect of any matters included on the Agenda for consideration at this meeting

5. **Adjournment of Meeting for Public Inclusion in accordance with Standing Order No.1c**

Subject to standing order 1(c), members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business on the agenda

The period of time which is designated to public participation shall not exceed 15 minutes

ITEMS 6 – 22 will be considered by Council and resolved accordingly

6. **Election of Deputy Mayor**
7. **To confirm and sign the Minutes of the Full Council meeting held on 19 April 2016 be signed as a correct record** LGA 1972, Sch12 para41 (1)
8. **To review delegation arrangements to Committees, sub-committees, employees and other local authorities** – (Standing Order #2,Jiii)
9. **To review Terms of Reference for Committees** (Standing Order #2,Jiv)

10. **To receive nominations for Appointments to Committees** (Standing order #2,Jv)
 - **Amenities & General Purposes Committee**
 - **Finance Committee**
 - **Planning Committee**
 - **Staffing Committee**
 - **Allotments Committee**

11. **To consider Appointment of any new Committees, confirmation of the terms of reference, the number of Members and receipt of nominations to them** (Standing Order #2,Jvi)

12. **To consider arrangements for review and adoption of appropriate Standing Orders/Financial Regulations** (Standing Order #2,Jvii)

13. **To review arrangements, including charters with other local authorities, and review contributions made to expenditure incurred by other local authorities** (Standing Order #2,Jviii)

14. **To review representation on or work with external bodies and arrangements for reporting back** (Standing Order #2,Jix)
 - **Broadlands Retirement Home**
 - **Minehead Area Panel**
 - **Minehead Development Trust**
 - **League of Friends for Minehead Hospital**
 - **West Somerset Advice Panel**
 - **Quirke's Almshouses (4 year appointment)**

15. **To make arrangements for the review and inventory of land and assets including buildings and office equipment** (Standing Order #2,Jxi)

16. **To make arrangements for the review and confirmation of arrangements of insurance cover in respect of all risks** (Standing Order #2,Jxii)

17. **To make arrangements for the review of the Council's and/or employees' membership of other bodies** (Standing Order #2,Jxii)
18. **To make arrangements for reviewing the Council's complaints procedure, procedure for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998** (Standing Order #2,Jxiv)
19. **To make arrangements for the establishment or review of the Council's policy for dealing with press/media** (Standing Order #2,Jxv)
20. **To approve the schedule of meeting dates for 2016/17. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead** (Standing Order #2,Jxvi)
21. **Finance - Authorised cheque signatories renewed** – Two Councillors are required to act as cheque signatories. To confirm that the Town Clerk / RFO be authorised to amend the bank mandate if required
22. **Member to check invoices for payment** – a member of the Council is required to check invoice payments for accuracy before being signed off for payment
23. (i) **Minehead Development Trust – this item has been brought forward from the Full Council meeting of 19 April 2016**

After a discussion by Councillors regarding the Old Hospital building and the various technical requirements that were needed before approval could be agreed, it was decided to defer the item to the May Full Council meeting with the following recommendation

Recommendation: that the Full Council resolve to approve the Section 106 Application from Minehead Development Trust providing a lease (at least 15 years) and an appropriate Business Plan is in place
- (ii) **A second recommendation has been submitted by Cllr A Lewis and Cllr L Culverhouse for inclusion on this Agenda**

Recommendation: This Council supports in principle the efforts of Minehead Development Trust to develop a community hub in the old hospital building

24. **Invoice for Payment over £1,000 (5 mins)** - any invoice with an amount over £1,000 shall be presented to Council

West Somerset Council NNDR / Irnham Rd Buildings
(Function Room Area) £3,926.30

Zurich Municipal Insurance 2016/17 £11,809.20 (inc VAT)

Alchemy Garage Doors – new garage door for the Cemetery
workshop -Minute number 238 (i) £1435.44

P. Broadey - Refurbishment of the Irnham Road Toilets
£1,000.00

Sheasby Tree Surgery - Replacement of Trees at the Cemetery and
Cross Farm Park £1,000 (inc VAT)

Coombers Security Systems – Updated security alarm at Depot
£1144.19 (inc VAT)

Recommendation: If the amount is in order it shall be proposed, seconded and authorised by resolution of the Council

25. **Payments for April 2016 (5 mins)** – Lists to be circulated at the May Full Council Meeting

Recommendation: A schedule of payments shall be prepared by the Town Clerk to be presented to Council. If the schedule is in order it shall be proposed, seconded and authorised by resolution of the Council.

The Press and Public may be excluded due to the confidential nature of the business under Section 1 Sub Section (2) of the Public Bodies (Admission to Meeting) Act 1960 from any items on the Agenda deemed to contain exempt information.