

# MINEHEAD TOWN COUNCIL

**Minutes of the Extraordinary Full Council Meeting held on Monday 17 September 2018 at 7.30pm at The Old Hospital, The Avenue, Minehead**

**The meeting was digitally recorded**

**Present:**

**Mayor:** Cllr N Hercock

**Councillors:** Cllr P Bolton, Cllr G Everett, Cllr O Harvey, Cllr A Kingston-James\*, Cllr J Malin, Cllr S Slade, Cllr L Smith, Cllr M Smith, Cllr R Thomas\*, Cllr T Venner\*

(\* denotes WSC Councillor)

**Members of the Public**

12 members of the public

**Officers in Attendance:**

Mr B Howe (Acting Clerk)

Mr Howe said that the meeting was being digitally recorded and asked that no filming should be made of the public in attendance. Mr Howe reminded the public that the only people permitted to speak were those who had asked in advance to do so

**935. Apologies for absence** [LGA 1972 s 85 \(1\)](#)

Cllr L Culverhouse, Cllr R Dinnick, G Miele, Cllr A Parbrook, Cllr J Parbrook\*

**936. 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

Member	Item	Interest	Time Period	Speak/ Vote	
Cllr Kingston-James	All	WSC Councillor	2018	yes	Stayed in the room, spoke and voted
Cllr Thomas	All	WSC Councillor	2018	yes	Stayed in the room, spoke and voted
Cllr Venner	All	WSC Councillor	2018	yes	Stayed in the room, spoke and voted

**(i) Dispensations** [In accordance with the provisions of the Localism Act 2011 in respect of members](#)

None



Membership of the Committee shall be 8 members plus the Mayor/Chairperson of the Town Council

The Committee shall meet every month and the minutes of the meeting will be approved by Full Council

## **TERMS OF REFERENCE**

- To exercise all functions of the Council in respect of open spaces, recreation grounds, play areas, village greens, allotments, public rights of way, burial ground and the cemetery, public conveniences, footway lighting, street furniture, environmental services, property in the ownership or control of the Council
- To oversee the management of properties owned by Minehead Town Council including the proposed Community Building and offices
- To purchase/lease and maintain such vehicles and equipment as may be required to carry out the Council's duties in connection with the facilities under the control of the Committee
- To monitor all matters relating to leases and bye-laws in connection with the facilities under the control of the Committee
- To consider matters relating to the acquisition of land or buildings for recreational, burial or related purposes and make recommendations to Full Council
- To consider matters relating to environmental protection and enhancement
- To work with other partnerships and other agencies to enhance and promote Minehead Town Council
- To consider and respond to consultation documents when the appropriate scheduled Committee is not within the given timeframe to meet the deadline
- To review and monitor the following budgets:

Summerland Road Offices, Minehead Cemetery, Allotments, Depot and Works, Recreation Grounds and playing fields, open spaces, public toilets, floral displays, Christmas lights, security cameras, entertainments

To make recommendations to the Council in respect of all matters within the Committee's Terms of Reference

## **DELEGATED POWERS**

Authority to sign urgent cheques up to the value of £1,000

Such delegated powers as may be conferred by the Council from time to time to deal with specific matters

### **(b) Finance and Staffing Committee Terms of Reference**

The Committee shall be named: **THE FINANCE AND STAFFING COMMITTEE**

Membership of the Committee shall be 8 members plus the Mayor/Chairperson of the Town Council

The Committee shall meet every month and the minutes of the meeting will be approved by Full Council

### **TERMS OF REFERENCE**

To review the arrangements for the governance of the Council and financial affairs and the stewardship of the resources at the Council's disposal. This is to include an assessment of the risks facing the Council and the steps taken to manage those risks

To scrutinize the preparation of the budget and statement of accounts for audit

To consider and if necessary to negotiate on the Council's behalf such matters as may be delegated by the Council from time to time

To give consideration and make recommendations to the Council with regard to all staffing matters

Employment procedure adopted by the Council

To make recommendations to the Council in respect of all matters within the Committee's Terms of Reference

### **DELEGATED POWERS**

Authority to sign urgent cheques up to the value of £1,000

Such delegated powers as may be confirmed by the Council from time to time to deal with specific matters

#### **(c) Planning Committee Terms of Reference**

The Committee shall be named: **THE PLANNING COMMITTEE**

Membership of the Committee shall be 8 members plus the Mayor/Chairperson of the Town Council

The Committee shall meet every month and the minutes of the meeting will be approved by Full Council

### **TERMS OF REFERENCE**

- To consider all planning applications
- To study relevant plans, visit relevant sites and consider any comments from members of the parish before coming to a decision

- To consider whether to canvass opinion for and against applications to assist with a fair determination of applications
- To ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Councils standing orders
- To ensure that any objections or recommendations are based solely on planning criteria
- To consider environmental aspects when considering planning applications
- To monitor the general environment of the parish and report to the planning authorities any potential planning breaches
- To respond on behalf of the Town Council when a time-sensitive response is required
- To respond to all consultations regarding planning issues or issues that will have an impact on planning, the Committee is authorised to make written representation or to elect a member to attend the hearing
- When an application is subject to appeal the Committee is authorised to make written representation or to elect a member to attend the hearing
- To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations

To make recommendations to the Council in respect of all matters within the Committee's Terms of Reference

## **DELEGATED POWERS**

Such delegated powers as may be conferred by the Council from time to time to deal with specific matters

Mr Howe confirmed that the minutes of all three Committees would go to Full Council. The Terms of Reference could be altered if necessary by individual Committees at their first meetings

## **Advisory Groups**

Mr Howe said it had been agreed to form several advisory groups, of 3 or 5 councillors, who would also work with outside bodies and would be looking at details of projects, possibly on a weekly basis

<b>Advisory Group</b>	<b>Councillors</b>
<b>Public Conveniences</b>	Cllrs P Bolton, O Harvey, J Parbrook, M Smith, R Thomas
<b>Flooding</b>	Cllrs A Kingston-James, M Smith, R Thomas
<b>Community Building</b>	Cllrs P Bolton, O Harvey, J Parbrook, R Thomas, L Smith

<b>Partnership</b>	Cllrs P Bolton, G Everett, A Kingston-James, A Parbrook, S Slade
<b>Cemetery</b>	Cllrs G Everett, A Parbrook, R Thomas
<b>Staffing: Interview panel/staff induction/training</b>	Cllrs P Bolton, A Kingston-James, J Malin, J Parbrook, S Slade
<b>Grievances</b>	Cllrs P Bolton, A Kingston-James, J Malin, J Parbrook, S Slade
<b>Appeals</b>	Cllr G Everett, R Thomas, L Smith, T Venner, Vacancy

Mr Howe said that councillors not present at the meeting may also wish to volunteer for advisory groups and these would be added at a later date. The Mayor can attend Staffing Group meetings but cannot vote

The Mayor thanked everyone for attending

The meeting closed at 7.45pm