



## MINEHEAD TOWN COUNCIL

### MINUTES OF THE FINANCE AND STAFFING COMMITTEE MEETING HELD ON MONDAY 12 JULY 2021 AT 7.30 PM AT THE COMMUNITY CENTRE, IRNHAM ROAD, MINEHEAD TA24 5DW

Meeting streamed live on MTC Facebook page

*The Meeting was digitally recorded*

*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*

**Present:** Chair: Cllr C Palmer\*  
Councillors: Cllr T Bloomfield, Cllr M Burke, Cllr A Kingston-James, Cllr A Lawton,  
Cllr R Lillis, Cllr J Malin, Cllr M Palmer, Cllr T Venner\*  
(\* denotes Somerset West and Taunton District "SWaT" Councillor)

**Officers in Attendance:** Ms S Rawle – Clerk  
Mr B Howe – Deputy Clerk  
Mrs J Notley – Notetaker

**Members of the Public and Press:** 1 member of the public  
0 members of the press

**Councillors Absent:** Cllr H Rose

Cllr C Palmer welcomed Councillors, Officers and members of the public watching on Facebook.

1165 TO RECEIVE APOLOGIES FOR ABSENCE [LGA 1972 s85 \(1\)](#)

Apologies had been received from Cllr P Bolton and Cllr O Harvey.

1166 TO RECEIVE COUNCILLORS' DECLARATIONS OF INTEREST AND ANY DISPENSATIONS  
[In accordance with the provisions of the Localism Act 2011 in respect of members](#)

Member	Item	Interest	Time Period	Speak/Vote
Cllr A Kingston-James	1169.2 1172.2	Personal	12.07.2021	Stayed in the room. Did not speak nor vote
Cllr C Palmer	All	SWaT Councillor	2021	Stayed in the room, spoke and voted
Cllr T Venner	All	SWaT Councillor	2021	Stayed in the room, spoke and voted

DISPENSATIONS [Localism Act 2011](#)

There were no dispensations requested.

- 1167 TO APPROVE THE MINUTES OF THE FINANCE & STAFFING COMMITTEE MEETING HELD ON 12 APRIL 2021 - *MINUTES TO BE AGREED BY COUNCILLORS WHO WERE IN ATTENDANCE*

**Proposed: Cllr C Palmer**                      **Seconded: Cllr Lawton**  
**Agreed** with all in favour.

- 1168 TO ADJOURN THE MEETING FOR PUBLIC INCLUSION [Standing Order No 3e](#)

- 1168.1 **To receive a presentation from Andrew Hazlewood regarding "Minehead Shed"**

*Cllr C Palmer as Chair asked to receive the presentation at Item 1172.2.*

- 1169 FINANCE

- 1169.1 *To approve urgent payments for July 2021*

Payments 1-8, totalling £25,871.06.

In response to a question from Cllr Malin about item 4 the Deputy Clerk confirmed the annual Business Rates for the Community Centre were approximately £3,500.

**Proposed: Cllr C Palmer**      **Seconded: Cllr Bloomfield**  
**Approved** with all in favour.

- 1169.2 *To approve payments under £1,000*

Payments 9-21, totalling £2,649.82.

**Proposed: Cllr M Palmer**      **Seconded: Cllr Malin**  
**Approved** with 1 abstention and the rest in favour.

- 1169.3 *To recommend to Full Council payments over £1,000*

Payments 22-26, totalling £16,598.62.

**Proposed: Cllr C Palmer**      **Seconded: Cllr Burke**  
**Agreed** with all in favour to recommend payments to Full Council.

- 1169.4 *To approve payments by Procurement Card*

Payments totalling £1,433.79.

**Proposed: Cllr C Palmer**      **Seconded: Cllr Venner**  
**Approved** with all in favour.

1169.5 *To approve Regular Payments for June 2021*

Payments 1-28, totalling £6,513.31.

**Proposed: Cllr C Palmer      Seconded: Cllr Venner**  
**Approved** with all in favour.

1169.6 *To receive the Income Report for June 2021*

Councillors saw the detailed Income Report for June 2021, totalling £15,412.47.

1170 TO RECEIVE A VERBAL REPORT REGARDING BANK RECONCILIATIONS FOR THE PERIOD ENDED JUNE 2021

The Bank Reconciliation for June had not yet been carried out.

1171 TO RECEIVE A VERBAL REPORT REGARDING THE "ACTIONS LOG"

The Clerk apologised for not sending out the Actions Log which she would do the following day. She reported that there was only one outstanding item which was a review of investments. She suggested that, as this was part of the Budget process, it should be carried out in the autumn.

Cllr C Palmer suggested hearing the presentation from Mr Hazlewood, Item 1168.1, followed by consideration of 1171.2.

1172 TO CONSIDER SMALL GRANT APPLICATIONS FROM:

1172.2 **The Minehead Shed**

*(1168.1 Mr Andrew Hazlewood gave a short presentation about the Minehead Shed which was a group for both men and women in the area which was setting up a workshop and social space based on the Men's Shed models. He answered questions from several Councillors.)*

Cllr Venner said he thought the Minehead Shed was a wonderful idea and Council should award the full grant and do its utmost to support the project including sending a supporting letter for any applications Minehead Shed makes for grants to any other bodies. Cllr Bloomfield agreed and liked the project because it would help tackle loneliness which had become an issue, particularly in recent times.

Cllr M Palmer considered the application was not sufficiently specific about what the grant would be used for. She said the project should have a start and finish and that Small Grants were not for capital projects. Mr Hazlewood confirmed that tools would be needed, but also a floor and windows in the space to be leased from SWaT at Alcombe Children's Centre.

After much discussion Cllr Malin said the Committee should move to a vote.

**Proposed: Cllr Venner**

**Seconded: Cllr Bloomfield**

**Agreed** with 2 abstentions and the rest in favour that the full grant of £500 should be awarded to Minehead Shed towards providing windows in the leased space and a letter of support sent to the project to help with any of its future applications for grants to other bodies.

#### 1172.1 **Broadlands Supported Living**

Broadlands Supported Living had applied for a grant of £450 to help provide trees, fruit trees and shrubs to re-develop the gardens at Broadlands. Cllr Bloomfield hoped that, were the grant to be awarded, Broadlands would involve the MTC Councillor representative more than had been the case in the past. Cllr M Palmer was in favour of making the grant with the proviso that mention should be made somewhere in the garden of Council's contribution.

**Proposed: Cllr M Palmer**

**Seconded: Cllr Bloomfield**

**Agreed** with all in favour that a grant of £450 be awarded to Broadlands Supported Living to help provide trees, fruit trees and shrubs in the garden redevelopment scheme.

#### 1173 TO DISCUSS SUMMERLAND PLACE TOILETS

The Deputy Clerk said the refurbishment of Summerland Place toilets was scheduled to be completed by the end of July/early August. Council would now need to consider what needed to be done to the outside of the building.

##### 1173.1 *Proposed refurbishment of clock*

The Deputy Clerk told the Meeting that the builders had said that if the centrepiece of the old clock dial was removed they would not be able to replace with bricks of a similar colour to the remaining ones. Some Councillors could not remember the old clock but Cllrs Venner and Malin told the Meeting it was the clock to the old bus and coach station and very typical of 1960s design, as was the actual toilet block. Cllr Venner, supported by Cllr Lillis, said he thought Minehead BID should be involved and that the clock should be restored to its original look. It was hoped pictures could be found of the clock in its original state. The Chair reported that there was no existing clock movement and the Deputy Clerk confirmed that there had been an old electrical mechanism but this had been blocked up or plastered over. Any new movement would be electric and wired into the mains. The Deputy Clerk had obtained 3 quotes for a replacement clock which varied from £500 for a ready-made clock to around £2,000 for a restoration with a modern spin. He has contacted a local clock repairer who is going to look and see if he can make up a clock with the original shape.

**Proposed: Cllr C Palmer**

**Seconded: Cllr Malin**

**Agreed** with 1 abstention, 1 against and the rest in favour that the clock should be restored back to as near the original look as possible and that part of the funding should be sought from other sources.

### 1173.2 CCTV

The Deputy Clerk had obtained 3 quotes for CCTV to be installed on the toilet block and these ranged from £1,000 to £1,700. This would cover both entrances and the back and side of the building. Cllr Bloomfield considered this could be the cost of one episode of vandalism and asked that very good quality pictures be assured so that culprits could be identified and caught. The Deputy Clerk said the CCTV would be linked to the office CCTV and the Community Centre CCTV and possibly to a central CCTV system for the police to access remotely.

**Proposed: Cllr M Palmer**

**Seconded: Cllr Bloomfield**

**Agreed** with all in favour that CCTV should be installed on Summerland Place toilets.

### 1173.3 Exterior appearance of the building

The Deputy Clerk asked Councillors for their ideas on how the outside of the toilet block should look. Cllr C Palmer thought Council should make an effort to keep the outside as it was originally. Cllr Venner said the outside looked unkempt, untidy and shabby. It would not take much money or work to improve this. Cllr Bloomfield liked the current picture on the outside of the building but also approved of the idea of a map of Minehead and also a history of the building and Cllr Malin suggested contacting the West Somerset Free Press to see if they or their readers had any original pictures of the toilet block. Cllr C Palmer said further discussion of this should be deferred to the Amenities & Environment Committee Meeting the following evening.

### 1174 TO CONSIDER THE PURCHASE OF A NEW ELECTRIC VEHICLE

The Deputy Clerk said that the purchase of a new fully electric vehicle had been considered but it hadn't been possible to find another second-hand vehicle similar to Electric Eric and new ones were prohibitively expensive and had a 9-month waiting list. There were problems with the old, small grey van which was presently in the local garage. It was difficult to lease suitable electric vehicles. He had found an alternative vehicle which Councillors could consider – a Ligier Pulse, a French vehicle based on a forklift truck chassis which was very narrow-bodied and lightweight. There were presently no suitable English vehicles being manufactured.

Cllr C Palmer said this could be discussed at a later stage when more was known.

### 1175 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

**Proposed: Cllr C Palmer**

**Seconded: Cllr A Kingston-James**

**Agreed** to continue the Meeting *in camera* because staffing issues were being discussed.

The Public Meeting ended at 8.45 pm.