

# MINEHEAD TOWN COUNCIL

## FULL COUNCIL MEETING

Minutes of the Meeting held on Thursday 24 July 2018 at 7.30 pm

at the Quaker Meeting House, Bancks Street, Minehead

### Present:

Mayor: Cllr N Hercock

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

(\* denotes WSC Councillor, \*\* denotes SCC Councillor)

### Members of the Public

Cllr M Chilcott\*\*

Cllr A Hadley \*

20 members of the public

2 members of the press

### Officers in Attendance:

Mr B Howe (Acting Clerk)

Mr A Giles (Acting Responsible Financial Officer)

Minute Taker (Mrs J Notley)

**874.** Mr Howe asked that no recording should be made of the public in attendance, apologised that it had not been possible to engage a sign language interpreter for the meeting and asked people, when speaking, to face the member of the public who had hearing difficulty. Mr Howe reminded the public that the only people permitted to speak were those who had asked in advance to do so. He said that at the end of the meeting Council would discuss Staffing Issues in camera (**Item 874a**) because the discussion would involve personal details of staff which could not be aired in public

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

Apologies had been received from Cllrs G Everett and L Smith

**876. 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

<u>Member</u>	<u>Item</u>	<u>Interest</u>	<u>Time Period</u>	<u>Speak/ Vote</u>	
Cllr A Kingston-James	All	WSC Councillor	2018	yes	Stayed in the room, spoke and voted
Cllr G Miele	All	Owner of SCS	2018	yes	Stayed in the room, spoke and voted
Cllr J Parbrook	All	WSC Councillor	2018	yes	Stayed in the room, spoke and voted
Cllr R Thomas	All	WSC Councillor	2018	yes	Stayed in the room, spoke and voted
Cllr T Venner	All Item 10	WSC Councillor First Group	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

**877. 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**

No member of the public had asked to speak

**878. (a) To confirm the Minutes of the Full Council meeting held on 12 July 2018 be signed as a correct record** LGA 1972, Sch12 para41 (1) (already circulated)

Cllr Slade queried the apology from Cllr Christine Lawrence who was a County Councillor

Proposed: Cllr J Parbrook                      Seconded: Cllr Thomas

**RESOLVED:** with 13 in favour and 1 abstention (councillor not present at the meeting) that the Minutes of the Full Council meeting held on 12 July 2018 be signed as a correct record

**879. Mayor's Announcements**

The Mayor, Cllr Hercock, had attended an enjoyable tea party at the Northfield Hotel and the jazz band had been excellent.

On 21 July he took part in the promotional photographs for the Thundercats event which would take place on 4 and 5 August and would be two very good days. Cllr Andy Hadley would hand out leaflets later

The same afternoon he had opened the Garden Fete at Eastleigh Care Home which was a very good afternoon enjoyed by residents, visitors and staff

**880. Modernisation Plan for Minehead Town Council** (already circulated)

Bryan Howe and Andy Giles presented a draft Modernisation Plan for the Council. This listed Tasks, Objectives, level of priority, who would carry out the work and target dates. Tasks included reviews of Financial Regulations, Staffing, HR Policies and Procedures, Sub-Committee Structures, Standing Orders as high priority with a target date of the August Full Council meeting; reviews of IT and Communications, Public Image, Councillor Training, Council Meetings, Financial Matters, Special Projects as medium priority with a target date of the September Full Council meeting and a review of Environmental Impact as low priority with a target date to be announced. This document, which was by no means finalised, would form the basis for taking the Council forward. In the coming month Financial Regulations and Standing Orders would be reviewed which would mean that the sub-Committee structure would have to be reviewed too

Bryan Howe said if Council agreed to these plans there would be meetings during August – the working group considering Staffing would meet on 7 August and that for considering Sub-Committee structures would meet on 14 August with 16 August as the date of a pre-meeting prior to the next Full Council meeting on 21 August. All councillors would have input into reviews of Standing Orders and Financial Regulations.

Cllr Miele proposed, seconded by Cllr Harvey, that the Council should listen to what Mr Howe and Mr Giles had said and go forward with these suggested plans.

**RESOLVED:** with all in favour that the Modernisation Plan be taken forward

Bryan Howe suggested that, to start with, there should be two working groups with roughly half of the councillors on each one. He was content for councillors to be on more than one group

**881. Confirmation of appointment of Louise Crossman as Project Manager for Community Building Project**

**Recommendation:** that Council appoint Louise Crossman as Project Manager

This proposition had already been agreed under Minute No 850, 22 June 2018. Cllr Venner queried the tendering process for the Building Project. Cllr J Parbrook told him that this particular project-funding came from the CIM Fund and other funding streams. The tendering process would be the responsibility of the funder. Minehead Town Council was not responsible for the funding of the project or the tendering process. Under Standing Order 11a Minehead Town Council is not able to bring settled matters back to the Council for 6

months. The relevant papers had been signed by the Mayor and the process had to be left as it was. Mr Howe said that Colin Johnson (SASP) would come to the next meeting and explain the process

## **882. Review of Banking Mandates**

Mr Giles said he would like Council to pre-empt work to be done under Financial Regulations. He hoped there would be at least 6 councillors in pool of authorised signatories and that each bank account should have at least 2 signatories of authorisation. A change would be required to the Santander account because the mandate requires either one person to sign or any two from the number on the mandate or all six. Mr Giles said there was no reason why the Chair of Finance or the Deputy Chair cannot be signatories. He would be recommending that that all payments come to the Finance Sub-Committee and would ask for signatories to come from that Sub-Committee. Cllr Venner said he would volunteer to stay as signatory on the Santander account. Cllrs Harvey, J Parbrook and L Smith were already signatories and further volunteers were Cllrs Kingston-James, Slade, Malin, and A Parbrook

Proposed: Cllr J Parbrook

Seconded: Cllr Miele

**RESOLVED:** with all in favour that Council have a pool of at least six signatories for the bank mandates

## **883. Letter of Support for Rail Link** (already circulated)

To approve the draft Letter of Support already agreed in principle

Cllr Harvey called for any comments on the letter and Cllr Malin suggested some slight amendments

**RESOLVED:** with all in favour that the amended letter should be sent

## **884. Council Reports:**

### **Somerset County Council: Cllr Mandy Chilcott**

Cllr Chilcott reported that the consultation on the future of libraries had closed with over 7,000 responses. She emphasised Minehead library was not affected by the consultation and would be running the Mischief Maker Book Challenge again this summer and it was a great scheme. Somerset County Council was facing real and difficult challenges over funding which had been halved over the last seven years, taking inflation into account. Cllr Chilcott was the portfolio holder for Finance at County Hall and would be happy to talk about budgets if anyone wanted to after the meeting. A lot of the shortfall was around children's services, an example being the huge cost of transporting children to and from school – about £12m per year to transport children – far higher than an urban area. Another major problem was elderly care fees. County Hall recognised that more money had to be put in and there would be an additional £8m over this financial year to finance care providers. £6.6m had been raised in the 2% precepted from every home in Somerset. If anyone wanted to see facts and

figures about the county there was a fascinating website - Somerset Intelligence - packed with information about Somerset.

### **West Somerset Council: Cllr Andy Hadley**

Rail Link: Cllr Hadley reported that West Somerset Council had an intention to support the idea of a feasibility study on the Rail Link but this had still to go to Full Council.

District Council merger: 4 of 6 heads of service had already been recruited – 4 internally and 2 externally. A majority of officers at West Somerset House were applying for jobs and interviewing was presently taking place. The whole process should be finished by next April when the new Council stands.

Boundary commission: consultation on this closes on 27 August and covers warding boundaries for District Council only. The proposed warding areas are similar to what were suggested by WSC.

New Council: the formation of this is progressing quite well. A shadow council of all 84 councillors exists and a shadow executive of 8 councillors - 4 from Taunton Deane and 4 from WSC. The old councils will be stood down on 1 April 2019 and elections for the new council will take place on 2 May 2019. The shadow council will be the authoritative body for that 30 days. There is a lot of work to do with working groups sorting out all policies which need to be common to both areas.

Lamps on sea front: these have all been changed with, hopefully, a marked improvement. With other lighting effects also coming through from MCCT this should make the sea front a much better place.

Cllr Hadley, on behalf of the Minehead Events Group, reminded everyone of the upcoming summer festival on the sea front with 2 days speedboat and jetski racing.

### **885. Local Government Boundary Commission Review of Somerset West & Taunton** (already circulated)

Mr Howe summarised the present situation. As Chairman of the Shadow authority Cllr J Parbrook said the Working Group on the new Shadow Council had been working on the Review for over a year. She was pleased to say that their recommendations to the Boundary Commission have been largely accepted. There would be only slight changes in Minehead to give 2,000 electors to each ward for every councillor. There would be half as many councillors all over district. There would be 5 councillors to cover Minehead and Alcombe with the boundary of Minehead not changing and wards changing very slightly. There will be 1 councillor for Minehead South, 2 for Minehead Central, 1 for Alcombe and 1 for Minehead North

### **886. Update on the Minehead Business Improvement District from Graham Sizer, Chamber of Trade**

Mr Sizer reported on the progress of the BID. A board of directors had been elected and the structure of the company had been completed. The business plan was now under

consideration and is also on the website. Businesses had said they wanted four main themes tackled – events, public realm, marketing and cost savings to the businesses. The first three had £22,000 each per annum to spend attached to them. He suggested that Council and BID may partner up on 2 of the projects under these themes – events and public realm. He suggested that BID and MTC pool resources on restoring the electric supply in The Parade and together apply for S106 funds. Then both could work in partnership to restore Christmas lights, provide extra flowers and possibly more seating in The Avenue for next year. Time was of the essence as the electric supply needed to be in by the end of October. He also asked Council to consider the release of a £5,000 donation to BID towards Christmas events. He also asked for a letter of support for a bid for S106 money. Cllr Miele suggested Mr Sizer come along to Council’s next Finance Committee meeting.

**887. Invoices for Payment over £1,000 and Direct Debits, BACS and Manual Payments for May, June and July 2018** - any invoice with an amount over £1,000 shall be presented to Council

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

Mr Giles explained the new set-out of the payments. Cllr Venner queried the £13,000 contract for emptying litter and dog bins made in May. Mr Giles said he would find the paperwork and bring the contract back to Council

Cllr Venner proposed this contract should be brought back to Council for approval, seconded by Cllr Bolton

Approved with all in favour

Cllr Venner commented on the bill for laying new carpets, repairing computers etc following the flooding of the offices. He wondered what money had come in from any insurance claim. Mr Giles told him that a claim was going to be made and some claims may need to be made against the landlord’s policy and some claims against the Council insurance policy. Cllr Miele said the actual claim was still being finalised and this would be ongoing for 4-5 weeks. He said Council’s insurance company was going to make a claim against the landlord’s insurance company – council’s premium would not be affected.

Cllr Venner was worried about possible Council overspending. Mr Giles said a Budget Monitoring Report would be produced and budgets which had been set would need to be monitored. At this point he had identified no areas to worry about.

Proposed: Cllr Miele

Seconded: Cllr M Smith

**RESOLVED** with all in favour that the schedule of payments shall be authorised

Proposed: Cllr Venner

Seconded: Cllr Thomas

**RESOLVED** with all in favour that Council should now discuss the next item in camera

Mr Howe asked the press and public to leave the meeting

The meeting closed at 8.44 pm