

MINEHEAD TOWN COUNCIL

**Minutes of the Full Council Meeting held on Tuesday 26 March 2019
at 7.30pm at the Quaker Meeting House, Bancks Street, Minehead**

The meeting was digitally recorded

Present:

Mayor: Cllr N Hercock

Councillors: Cllr P Bolton, L Culverhouse, Cllr O Harvey, Cllr S Heard, Cllr A Kingston-James*, Cllr J Malin, Cllr S Slade, Cllr M Smith, Cllr R Thomas*, Cllr T Venner*
(* denotes WSC Councillor)

Councillor in Attendance: Cllr Christine Lawrence (Somerset County Council)

Members of the Public and Press

14 members of the public

1 member of the press

Officers in Attendance:

Ms J Bashford (Clerk)

Mr B Howe (Deputy Clerk)

Mrs J Notley - Minute Taker

The Clerk reminded all present that the meeting was being digitally recorded and provided microphones for speakers and requested any filming be kept to the meeting only

1207. To receive apologies for absence [LGA 1972 s 85 \(1\)](#)

Apologies had been received, and were accepted, from Cllrs R Dinnick, G Everett, G Miele, A Parbrook, J Parbrook

1208. To receive:

(a) Declarations of Interests in respect of any Agenda items ([Localism Act 2011](#))

Member	Item	Interest	Time Period	Speak/ Vote	
Cllr Bolton	1217	Personal	2019	No	Stayed in the room
Cllr Kingston-James	All	WSC Councillor	2019	yes	Stayed in the room, spoke and voted
Cllr Thomas	All	WSC Councillor	2019	yes	Stayed in the room, spoke and voted
Cllr Venner	All	WSC Councillor	2018	Yes	Stayed in the room, spoke and voted

that Council had a representative on the bus project group in years to come

Proposed: Cllr Venner

Seconded: Cllr Slade

RESOLVED with all in favour that Council approve continued support for the Minehead-Porlock bus service for the financial year 1 April 2019 – 31 March 2020

(ii) to approve cancellation of vehicle tracking contract

Councillors received a report from the Clerk that the tracking contract had been signed on 13 April 2016 and Councillors questioned whether this was associated with cheaper insurance. Cllr Malin expressed concern about the contract as he could not find that it had been approved by Council and asked that the matter be referred to the internal auditor

Proposed: Cllr Venner

Seconded: Cllr Bolton

RESOLVED with all in favour that the vehicle tracking contract be cancelled

(iii) to approve two private and confidential issues to be considered by the Internal Audit

Cllr Malin asked that all issues referred to the Internal Auditor be added as appendices to the Internal Auditor's report

Proposed: Cllr Venner

Seconded: Cllr Bolton

RESOLVED with all in favour that all issues referred to the Internal Auditor be added as appendices to the Internal Auditor's report

1214. To approve Bryan Howe as Responsible Financial Officer (RFO) in accordance with Financial Regulation 1.8

Proposed: Cllr Venner

Seconded: Cllr Heard

RESOLVED with all in favour that Bryan Howe be appointed as Responsible Financial Officer (RFO) in accordance with Financial Regulation 1.8

Cllr Slade asked that the website be updated accordingly

1215. To approve adoption of Interim Internal Audit report in accordance with Financial Regulation 1.13

Cllr Venner informed Councillors that the Interim Internal Audit report had been gone through in detail at the Finance and Staffing Committee. Cllr Malin asked for all referred issues to be included as an appendix to the report

Proposed: Cllr Venner

Seconded: Cllr Bolton

RESOLVED with all in favour that Council adopt the Interim Audit Report

1216. To approve Chair of Finance and Staffing Committee to verify bank reconciliation in accordance with Financial Regulation 2.2

Proposed: Cllr Slade

Seconded: Cllr Bolton

RESOLVED with all in favour that the Chair of the Finance and Staffing Committee should be appointed to verify bank reconciliations

1217. To approve 12 months Service Level Agreement with Minehead Youth Club

Cllr Venner said this represented the Council's commitment to the young people of Minehead and said he would propose Council put aside £5,000 under a Service Level Agreement with the Youth Club for the present financial year which was a £2,000 increase on the previous year, and that a Councillor be appointed to the board of the Minehead Youth Club

Proposed: Cllr Venner

Seconded: Cllr Slade

RESOLVED with all in favour that Council approve a new Service Legal Agreement with Minehead Youth Club including a contribution of £5,000 for the 2019/2020 financial year and appoint a representative to the board of Minehead Youth Club

1218. To receive Bank Mandate report and actions in accordance with Financial Regulation 5.1

Bryan Howe, Deputy Clerk, updated councillors on the bank mandates and said there were presently 8 signatories on NatWest mandates of which 3 were needed for each payment. These would be looked at again after the May elections. There were 3 signatories for the CCLA account. He recommended that monies in the Santander account, which needed only one signature, be moved to a NatWest savings account, which would not result in any financial loss to the Council and removed an element of risk

Proposed: Cllr Venner

Seconded: Cllr Bolton

RESOLVED with all in favour that monies in Council's Santander account be moved to a NatWest savings account

1219. To receive Community Building report

Bryan Howe, Deputy Clerk, gave a verbal report on the progress of the Community Building project. He said discussions were still in progress but he was confident that the building would be constructed within the approved budget, capped at £900,000, with Council contributing no more than the agreed £300,000 allocated in the 2019/2020 budget. He recommended that:-

- (i) the Clerk and the Mayor be given powers to sign the contract with Qube Construction Ltd within the capped budget of £900,000 to construct a community building on the Irnham Road Recreation Ground and
- (ii) the old Council Chamber furniture and surplus equipment be sold via ebay

Proposed: Cllr Venner

Seconded: Cllr Thomas

RESOLVED with all in favour the Clerk and the Mayor be given powers to sign the contract with Qube Construction Ltd within the capped budget of £900,000 to construct a community building on the Irnham Road Recreation Ground

Proposed: Cllr Venner

Seconded: Cllr Bolton

RESOLVED with all in favour that the old Council Chamber furniture (apart from the Chairman's chair) be sold via ebay

1220. To adjourn the meeting for Public Inclusion (Standing Order No 1c)

Cllrs received a short presentation from Bob Rivett in support of the recommendation from the Amenities and Environment Committee that Council support the District and County Councils' climate change emergency declaration

1221. To approve recommendation from Amenities and Environment Committee that Minehead Town Council support the District and County Councils' climate emergency declaration

In discussion Cllr Smith supported the proposal, adding that Council was already committed to making Minehead a "green town" by using environmentally friendly products, environmentally friendly allotments, weed control, cleaner streets, recycling, low carbon practices, and better litter and dog bins. Cllr Smith said she was not standing for re-election to allow her to concentrate more time on these important matters and expressed particular concern about the continued use of glyphosate. Cllr Slade supported Cllr Smith's concerns, adding that glyphosate was carcinogenic. Cllr Venner suggested that a member of Forum 21, a well-established local environmental group, should be asked to be included on a Minehead Town Council advisory committee, advising on environmental matters. Councillors were advised that a specific budget would be needed to support this priority

Proposed: Cllr Harvey

Seconded: Cllr Smith

RESOLVED with all in favour that Minehead Town Council support the District and County Councils' climate emergency declaration

1222. To approve awarding Toilet Cleaning Contract to Tender B, with a break clause after 12 months and seasonal toilet cleaning adjustments budget

Two tenders had been received for the Toilet Cleaning contract.

Proposed: Cllr Venner

Seconded: Cllr Bolton

RESOLVED with all in favour that the contract be awarded to Tender B, with a break clause after 12 months and the seasonal toilet cleaning adjustments budget

1223. To approve the Annual Town Meeting date and dates for 2019/2020 Council meetings
Councillors had received the draft calendar of meetings. The Deputy Clerk, in response to a query from Cllr Slade, explained the Annual Town Meeting was a meeting for the community, giving an opportunity for residents of Minehead to ask questions of existing Councillors and for any new Councillors to be introduced. It would also be an opportunity for charities and Minehead groups to give five-minute presentations on their activities and achievements in the previous 12 months. Cllr Venner said 2019 was unusual because of elections and suggested that in 2020 the Annual Town meeting is held earlier in the year, possibly in April

Proposed: Cllr Venner

Seconded: Cllr Smith

RESOLVED with all in favour that the Annual Town Meeting be held on 14 May and the draft Calendar of Meetings be approved

1224. To receive Mayor's Announcements

The Mayor had held a Coffee Morning on 18 March with a good attendance and had attended a Choral Matins at Wells Cathedral welcoming the new High Sheriff of Somerset, Johnny Halliday

1225. To receive a payments schedule for invoices - value over £1,000

To authorise payments in the payments schedule

There were seven payments over £1,000 presented for authorisation and two urgent payments.

Proposed: Cllr Venner

Seconded: Cllr Malin

RESOLVED with all in favour that the urgent payments were authorised

Proposed: Cllr Venner

Seconded: Cllr Smith

RESOLVED with all in favour that the payments schedule be approved for payment

There being no confidential issues the meeting closed at 8.35 pm.