

# MINEHEAD TOWN COUNCIL

## MEETING OF THE FULL COUNCIL

**Minutes of the Meeting held on Tuesday 27 March 2018 at 7.30pm  
at the Quaker Meeting House, Bancks Street, Minehead**

### **Present:**

Councillor J Parbrook\* (Mayor)

Cllrs L Culverhouse, R Dinnick, G Everett, O Harvey, N Hercock, A Kingston-James\*, J Malin, G Miele, A Parbrook, M Smith, R Thomas\*, T Venner\*, S Vine

(\* denotes WSC Councillor, \*\* denotes Somerset County Councillor)

### **Members of the Press and Public**

Cllrs M Chilcott\* \*\* and A Hadley\*

Mr Colin Johnson

8 members of the public

3 members of the press

### **Officers in Attendance:**

Town Clerk (Mrs S Sanders)

Minute Taker (Mrs J Notley)

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

Apologies were received from Cllrs A Lewis and L Smith

#### **771. 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 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 A Kingston-James	All	WSC Councillor	2018	yes	Stayed in the room, spoke and voted
Cllr G Miele	780	Personal	2018	no	Stayed in the room; did not speak or vote
Cllr T J 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*

There were no dispensation requests

**772. 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 members of the public had asked to speak

**773. Avon and Somerset Police Update**

The Mayor said she had received an email from Sgt Williams to say that he had forgotten he would be on leave on this date and therefore unable to deliver the Police Update

**774. To confirm and sign as a correct record the Minutes of the Full Council meeting held on 16 January 2018 (previously circulated) *LGA 1972, Sch12 para41 (1)***

Councillor Malin wished to amend Minute 751 and had prepared a suggested amended Minute. The Mayor told him that meetings had a note taker to keep accurate records.

Councillor Malin called for a vote to amend the Minute. Councillor Miele asked for this to be a named vote.

**Proposal: To amend the Minutes of the Full Council meeting held on 16 January 2018**

Proposed: Cllr Malin

Seconded: Cllr Venner

**For:** Cllrs Malin and Venner (2)

**Abstentions:** Cllrs Dinnick and Kingston-James (not present at that meeting), Cllr Culverhouse (3)

**Against:** Cllrs J Parbrook, Everett, Harvey, Hercock, Miele, A Parbrook, M Smith, R Thomas, S Vine (9)

The amendment fell

Cllr M Smith put forward a question raised by Cllr Lewis who had sent his apologies. The increase of 5% to the precept agreed at the last meeting was actually shown by West Somerset Council as an increase of 3.7%. The Mayor explained that the 5% increase was calculated on the previous year's precept. Then the total precept amount is divided by the number of homes covered. Because there was an increase of about 50 homes the actual increase in payment from each home equated to 3.7%.

**To confirm and sign as a correct record the Minutes of the Full Council meeting held on 16 January 2018**

Proposed : Cllr Vine

Seconded : Cllr Everett

**RESOLVED with a majority in favour that the Minutes of the Full Council meeting held on 16 January 2018 be signed as a correct record**

**775. Mayor's Announcements**

The Mayor, Cllr J Parbrook, said that since the last Full Council meeting she had attended the Holocaust Remembrance Day on 27 January at St Andrew's Church and the open day of the new Funeral Directors in Park Street on 29 January.

Other planned engagements were called off due to the bad weather.

The Mayor commented that, on the subject of bad weather, all would be aware that the Council Administrative Offices in Summerland Road were closed because of water damage when a water pipe burst in the flat above. The staff had been temporarily housed in the Children's Centre in Alcombe and Minehead Town Council was indebted to Somerset County Council for allowing this.

Cllr Miele had been dealing with the insurance claim on behalf of the Council and the Mayor thanked him for giving so much of his time to attend to this for the Council. She said it was anticipated that it would be at least two months before the Council could move back in as it was awaiting quotes from the landlord's building contractor.

The Mayor reported that, in the previous week, the Minister for local Government and Communities had approved a new District Council, replacing West Somerset Council and Taunton Deane Borough Council. The new Council has the working title of Somerset West and Taunton, but this was not set in stone and could be changed. There would now be an extremely busy year, preparing for the new Council which would come into being in May 2019, after the elections.

Finally, the Mayor welcomed Councillor Ralph Dinnick, the new Town Councillor for Minehead North, having won the by-election held on 22 February 2018.

**776. Report on progress of new Community/Sports Hall**

The Mayor welcomed Colin Johnson, the Enterprise Partnership Director of Somerset Activity and Sports Partnership, to give a report on the progress of the new community/sports hall at the Irnham Road Recreation Ground. Mr Johnson said the project had started in 2015 and envisaged a modern, multi-purpose building which would not just be used at weekends. Minehead Football Club would use the building at weekends and one evening in the week, the building would be accessible for the whole community and also licensed. It must be sustainable and generate income and will be owned by Minehead Town Council. To date, even at this early stage, he had received 11 letters from people who wished to use it. It had taken a lot of work over the past 18 months to raise money and complete funding applications. The bid for CIM funding had been successful with approval from West Somerset Council Cabinet and Full Council. The bid for S106 money funding had been approved and would be before West Somerset Council in May. Funding had also been applied for from the Football

Foundation and Jewsons Community Fund. If approved, the project will receive discounts on wholesale prices.

Mr Johnson supplied Councillors with written details of costs and added that a project manager and structural engineer would be needed. The project now needed £150,000 to make the building happen.

Councillor Malin said councillors had not had a chance to read the report and look at the figures supplied. The Town Clerk replied that Mr Johnson's report had only just been completed because figures were awaited. She said figures were not normally circulated without explanation. The Mayor said no money would be spent that night: a sum would be put aside in an earmarked reserve.

There was general discussion about the project and Councillor Venner suggested that this was an ideal opportunity to put aside double the amount of £150,000 and build offices for the Town Council to replace the ones sold a while ago. Mr Johnson said it would probably be possible, subject to planning approval, to build offices alongside the new building but it would not be possible to incorporate offices into the present design. The Mayor said it would be disingenuous for the Council to try to use this building as the build had been costed to within an inch of its life and funding bids were for a multi-purpose community building.

**Recommendation:** that putting a sum of £150,000 in an earmarked reserve for the project should be discussed at the next Finance Committee meeting on 11 April

Proposed: Cllr Hercock

Seconded: Cllr Dinnick

**RESOLVED: with one abstention and the majority in favour that this recommendation be discussed at the Finance Committee meeting on 11 April 2018**

The Mayor thanked Mr Johnson for attending the meeting

#### **777. Continuation of Local Bus Service in 2018**

The Mayor recounted the recent history of the Minehead/Porlock and Town bus services and handed out a timetable for the Town bus. Ridlers, under new management, were now running without any subsidy the first three services of the

day. The last service (in red on the timetable) would cost £12 per day. The cost to Minehead Town Council would be £3,120 per annum. The Council had put aside £6,000 to subsidise the bus service. Meanwhile Porlock had been landed with additional cost to purchase extra services from Atwest to maintain the Minehead/Porlock service.

Councillors discussed the position at length and whether Minehead Town Council should agree to contribute £3,120 or the full £6,000 put aside towards the cost of the services. Payment would be to Somerset County Council and it was necessary to reach agreement at this time as SCC needed to know what funds would be forthcoming next January. Councillor Venner suggested the Council agree to contribute the full £6,000 and monitor the bus use over the next three months, asking for passenger numbers from Ridders.

Cllr M Smith asked about disabled-access buses and the Mayor replied that she had asked Ridders about this provision but they were not in a position to provide these at the moment. Cllr M Smith pointed out that every bus company has to provide a lowered-floor bus by the end of 2019.

**Recommendation:** that Minehead Town Council should agree to contribute the sum of £6,000 towards the local bus services

Proposed: Cllr Venner

Seconded: Cllr Hercock

**RESOLVED: with all in favour that Minehead Town Council should agree to contribute the sum of £6,000 towards the local bus services**

#### **778. Financial Reports for the year ending 31 March 2018**

**Recommendation:** that Council consider the following reports for resolution:

- Insurance - Annual verbal update to be noted by Council  
The Town Clerk said there had been no claims during the year. The present claim resulting from the flood damage would come into 2018/2019 financial year
- Updated Risk Assessment of Financial and Non-Financial Audit Controls – March 2018 – (handed out at the meeting)

The Town Clerk reported that this year the only changes were to bring names and dates up to date

- MTC Risk Assessment Document 2017/18 – (handed out at the meeting)  
The Town Clerk reported that all risk areas, including the depot, cemetery, play areas and even meetings at the present location, had been reviewed and put together by Jeremy Baldwin and herself
- Retain services of the Internal Auditor for 2018 - 19

Proposed: Cllr Thomas

Seconded: Cllr Vine

**RESOLVED:** with two abstentions and the rest in favour that Council approve the above reports

**779. Invoices for Payment over £1,000** - any invoice with an amount over £1,000 shall be presented to Council

- **Bristol City Council** – Supply of spring bedding plants – £1706.52 (inc VAT)
- **Masons Kings** – Annual service of tractor, excavator, mower, – £1906.54
- **Derek Merson** – 1 x Vauxhall Vivaro, new works vehicle – £7,440.00
- **Somerset County Council** – Local council price-share bus service 10/11 – £5,998.90
- **Messrs Thrings, Solicitors** – Professional Services – £3,960.00 (inc VAT)

Cllr Venner asked about the purchase of the replacement works vehicle. The Mayor told him the old vehicle broke down outside Bridgwater and would have needed replacement clutch, gearbox, flywheel, etc. The gearbox replacement would have cost around £3,000 with the cost for doing all the work estimated at £8,125. Derek Merson had found a replacement, second-hand van and the old one was sold to a private individual for £750.

Councillor Venner queried the invoice from Thrings Solicitors when the Council already had a local solicitor. The Mayor told him that these were specialist solicitors who dealt with an employment issue and that solicitors have to be paid promptly. Councillor Venner asked what this issue was but the Mayor said she could not discuss this in a public forum.

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

Proposed: Cllr A Parbrook

Seconded: Cllr Dinnick

**RESOLVED** with two against, one abstention and eleven in favour: that Councillors agree to the payment of the above invoices

- 780. Direct Debits, BACS and Manual Payments for January and February 2018 -** to review the schedule of payments for the months of January and February 2018 Lists to be circulated at the March Full Council Meeting

**Direct Debits, BACS and Manual Payments for December 2017** – agreed but not voted on – to be resolved at the March 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 Mayor reminded Councillors that although the Schedule for December 2017 had been agreed at the last meeting no formal vote had taken place. The Schedule had been noted and agreed, to be confirmed at this meeting

Proposed: Cllr Everett

Seconded: Cllr Hercock

**RESOLVED with one abstention and thirteen in favour that the schedule of payments for December 2017 be authorised**

To review the schedule of payments for the months of January and February 2018 (lists circulated at the 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.

Cllr Malin asked about the payment to Best Connection for supply of agency staff. The Town Clerk told him that January's payment would be the last. Cllr

Venner asked if the groundsman concerned was self-employed and the Mayor said he was at the moment. She told Cllr Venner that there was soon to be a full staffing review. Cllr Venner wanted to know what the payment was for which was made to Martin James for HR work. The Mayor told him she would not discuss this in a public forum.

Proposed: Cllr A Parbrook

Seconded: Cllr Dinnick

**RESOLVED with two against, one abstention and eleven in favour that the schedule of payments for January and February 2018 be authorised**

The Mayor thanked everyone for attending and reminded the meeting that any members of the public could come along and ask questions at the Annual Town Meeting.

The meeting closed at 8.45 pm.