

MINEHEAD TOWN COUNCIL

**Minutes of the Full Council Meeting held on Tuesday 26 February 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, Cllr R Dinnick, Cllr G Everett, Cllr O Harvey, Cllr A Kingston-James*, Cllr J Malin, Cllr A Parbrook, Cllr J Parbrook*, Cllr S Slade, Cllr L Smith, Cllr M Smith, Cllr R Thomas*, Cllr T Venner*

(* denotes WSC Councillor)

Members of the Public and Press

8 members of the public

2 members 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

1169. To receive apologies for absence [LGA 1972 s 85 \(1\)](#)

Apologies had been received, and were accepted, from Cllrs L Culverhouse and G Miele

1170. To receive declarations of Interest [In accordance with the provisions of the Localism Act 2011 in respect of members](#)

(i) 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 Everett	1184	Personal (on Working Group)	2019	yes	Stayed in the room, spoke and voted
Cllr Kingston-James	All 1184	WSC Councillor Personal	2019	yes no	Stayed in the room, spoke and voted Left the room
Cllr J Malin	1184	Personal	2019	yes	Stayed in the room
Cllr A Parbrook	1184	Personal (on Working Group)	2019	yes	Stayed in the room, spoke and voted

Member	Item	Interest	Time Period	Speak/ Vote	
Cllr J Parbrook	All	WSC Councillor	2019	yes	Stayed in the room, spoke and voted
Cllr Thomas	All 1184	WSC Councillor Personal (on Working Group)	2019	yes	Stayed in the room, spoke and voted
Cllr Venner	All	WSC Councillor	2018	Yes	Stayed in the room, spoke and voted

(ii) Dispensations *In accordance with the provisions of the Localism Act 2011 in respect of members*

A request was made for a dispensation under item 1182

(iii) Arrangements for pre-election period (“purdah”)

The Deputy Clerk informed Councillors about an information video from Bruce Lang (Monitoring Officer. WSC). He said meetings would carry on as normal but with a scaled down agenda and no political debates outside normal business

1171. To fill Casual Vacancy for Councillor

Councillors heard presentations from two prospective candidates, Steven Heard and Craig Palmer. A secret ballot resulted in Steven Heard being co-opted as Councillor for Minehead South Ward

1172. To agree the minutes of the Full Council meeting on 22 January 2019 - Minutes to be agreed by Councillors who were in attendance

Minute 1136 – amended to show Cllr Christine Lawrence (SCC) was present and gave a report from Somerset County Council

Minute 1139 – amended to remove Deputy Mayor’s Engagements

Proposed: Cllr Bolton

Seconded: Cllr Slade

RESOLVED unanimously that, subject to the above amendments, Council approved the Minutes of the Full Council meeting on 22 January 2019

1173. To receive the minutes of Planning Committee meeting on 5 February 2019 - Minutes to be agreed by Councillors who were in attendance

Proposed: Cllr Slade

Seconded: Cllr A Parbrook

RESOLVED unanimously that Council approved the Minutes of the Planning Committee meeting on 5 February 2019

1174. To receive the minutes of Finance and Staffing Committee meeting on 11 February 2019 - Minutes to be agreed by Councillors who were in attendance

Proposed: Cllr Venner

Seconded: Cllr Bolton

RESOLVED unanimously that Council approved the Minutes of the Finance and Staffing Committee meeting on 11 February 2019

1175. To receive the minutes of Amenities and Environment Committee meeting on 12 February 2019

Referring to Minute 1165 Cllr Malin said he had not seen a copy of the Tree Report. Cllr Harvey said he would prepare a one page summary of it for Councillors' information

Proposed: Cllr Kingston-James Seconded: Cllr Thomas

RESOLVED unanimously that Council approved the Minutes of the Amenities and Environment Committee meeting on 12 February 2019

1176. To consider and approve:

Recommendations from the Finance and Staffing Committee

- Approve an Internal Audit allowance of up to 5 days
- Approve Risk Management being considered by the two Committees of Minehead Town Council as follows:
 - Amenities and Environment Committee to consider practical risks (playground equipment/amenity works)
 - Finance and Staffing Committee – financial risk (Budget/delivery programme)
- Approve the quotation for providing a water supply at Wellington Square (subject to requesting a contribution to the costs and permission from West Somerset Council)
- Approve insurance arrangements with Zurich Municipal being extended for a further twelve months

Proposed: Cllr Venner Seconded: Cllr J Parbrook

RESOLVED unanimously that Council approved the recommendations from the Finance and Staffing Committee

Recommendations from the Amenities and Environment Committee

- Full Council to adopt the Tree Report (November 2018)

Proposed: Cllr Kingston-James Seconded: Cllr Slade

RESOLVED with all in favour that Council adopts the Tree Report

1177. To approve amendment to Financial Regulations

The proposed amendment to Financial Regulations would give the Clerk authority to authorise emergency payments and payments for the Community Building which have to be made very promptly. This will form part of the Financial Regulations along with other necessary amendments to the present standard NALC Financial Regulations. Cllr Venner proposed 2 slight amendments to the alterations: (a) such payments relating to the construction of the Community Building should be for a 3 month period only and it would be for the new Council to review the amendment at the first Full Council meeting in May 2019 and (b) that it was important that all three signatories suggested (the Mayor

and the Chairs of both Committees) should give written consent to any payments under the amendment so there is a paper trail attached to any such payments.

Proposed: Cllr Venner

Seconded: Cllr Bolton

RESOLVED with all in favour that, subject to the above, Council approve the suggested amendment to Financial Regulations and that Standing Orders be reinstated by the new Council at its first formal meeting in May 2019

Proposed: Cllr Venner

Seconded: Cllr Bolton

RESOLVED with all in favour that Financial Regulations be amended for a three month period

1178. To receive reports from:

- Police – Written report received and read to the meeting
- Somerset County Council – no report
- West Somerset Council – Cllr J Parbrook reminded the meeting that the new Somerset West and Taunton Council would come into force from 1 April 2019, a balanced budget had been agreed and WSC had declared a Climate Emergency in line with the SCC declaration

1179. To receive updates:

The Clerk reported that current MTC activities included:

- Developing the Bands in Blenheim Gardens concert programme
- Maintaining the concession in Blenheim Gardens for 2019 (refreshments, deck chairs and putting)
- Collaboratively working with the BID to enhance the summer floral displays
- Arranging Christmas festivities for 2019
- Renovation and improvements to Public Conveniences
- the Community Building
- Updating Minehead Town Council Facebook site to keep residents up to date with activities – for information only, not discussion
- Support in principle received from WSC for the Section 106 funding for a total project value of £16,100 for signage, noticeboards and street furniture

The Clerk reported she had had meetings with Ian Liddell-Grainger, MP, Cllr Mandy Chilcott (SCC) Cllr M Dewdney (WSC); Ms J Souter (Asset Manager WSC) re Blenheim Gardens Café and the summer programme; Sheasby Tree Services for tree work as reported and authorised by the Amenities and Environment Committee; Darren Hill (WSC) re grounds maintenance; Paul Matcham, Minehead Youth Club re Service Level Agreement to come to March Full Council meeting via Finance & Staffing Committee

The Clerk had received commendations concerning Cllr Bolton and his partner for their handling of a knife related incident and MTC Grounds Staff for tidying up the

overgrown, sandy roundabout (responsibility of SCC Highways) near the Golf Club. The Clerk also said she had attended a very useful, SALC training course

The Deputy Clerk reported that the invitation to tender for the toilet cleaning contract had elicited, to date, seven responses. The three-year baseline published included “call out and repair”. Tenders would be opened after the closing date of 1 March 2019 in the presence of Cllrs Kingston-James and Smith

Mr Howe reported that as far as the community building was concerned access to Alexandra Road Car Park had been agreed with WSC and Council was compiling a Steering Group to cover the project build. Councillors were asked to submit community representatives for consideration for this Group. Costs were currently right on the budget previously agreed and work continued to mitigate the risk of overspend. Councillors would be kept informed. The Ground Survey and Asbestos Survey of garages to be demolished as part of the build were complete. Minehead Football Club had brought a container on to the site as a temporary equipment store. The field behind the Rose Garden was being levelled and tidied by Messrs C J Lynch

Cllr Smith reported on behalf of the Public Conveniences Working Group. She said the open information morning had been a success with 22 people attending with some completing the small survey. There was unanimous agreement in the survey that public toilets were essential, 50% of respondents thought charging was appropriate, 25% were opposed to charging and 25% did not know. Work on the Ladies’ toilet in Blenheim Gardens would start shortly, converting them into “unisex” with a disabled facility. There were plans in place to conduct a digital survey of toilet use in July 2019 for 1 month, with an estimated cost of £900. Work on the Summerland Place toilets had started and plans were under way for the longer term, including pictures to brighten up the plastering that had recently taken place

1180. To receive Mayor’s Announcements

The Mayor had had no engagements during the month. The Deputy Clerk raised the need to engrave the mayoral chain and the Mayor was to return the chain to the Council offices after an engagement on Saturday 2 March. Cllr Bolton had stood in for the Mayor at the previous Mayor’s Coffee Morning which was attended by 15 people and he said the main concerns raised related to housing due to be built in Minehead in the following few years and, in particular, a new residential development proposed on North Hill

1181. To adjourn the meeting for Public Inclusion (Standing Order No 1c)

No-one had asked to speak

1182. To receive a payments schedule for invoices - value over £1,000

To authorise payments in the payments schedule

Financial Regulations to be waived for two payments

The Deputy Clerk informed Council that a further cheque had been added to the list to pay for the parking agreement at Alexandra Road Car Park in connection with work on

the Community Building. The Clerk requested Councillors to suspend Financial Regulation 6.2 to allow two payments made by the Deputy Clerk using his personal credit card. This had been necessary to ensure the efficient operation of council business and plans were in hand with Council's bank to ensure this need would not recur.

Proposed: Cllr Venner

Seconded: Cllr Malin

RESOLVED with all in favour that Financial Regulation 6.2 be suspended for two payments made by the Deputy Clerk

Payments under £1,000 had already been approved by Finance & Staffing Committee

Proposed: Cllr Venner

Seconded: Cllr J Parbrook

RESOLVED with all in favour that Council approve the payments schedule of seven payments over £1,000

1183. To resolve to exclude members of the press and public [Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Cllr Kingston-James

Seconded: Cllr J Parbrook

RESOLVED with all in favour that members of the press and public be excluded from the meeting