



PLEASE NOTE CHANGE OF VENUE

PUBLIC NOTICE

FULL COUNCIL MEETING

Date: Tuesday 21 August 2018

Time: 7.30 pm

Venue: **The Baptist Church Hall, Parks Lane, Minehead TA24 8BS**

Enquiries: 01643 707213

Mayor: Cllr N Hercock

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

(* denotes West Somerset District Councillor)

ALL COUNCIL MEETINGS ARE OPEN TO THE PUBLIC AND PRESS

If any member of the public wishing to attend the meeting has special requirements (mobility or sensory impairment) please contact the Clerk

Yours sincerely

Bryan Howe – Acting Town Clerk

15 August 2018

AGENDA

Please note the meeting will be 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.

1. **Apologies for absence** LGA 1972 s 85 (1)
2. **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

(i) **Dispensations** In accordance with the provisions of the Localism Act 2011 in respect of members
3. **To approve the Minutes of the Finance Committee meeting on the 6 August 2018 and the minutes of Full Council held on 24 July 2018 and for the Chair of Finance and Mayor/Chairman of the Town Council to sign as a true and correct record** LGA 1972, Sch12 para41 (1) (2 sets of Minutes to follow)
4. **Mayor's Announcements**
5. **Recommendations from the Finance Committee.**
To discuss and consider the recommendation from the Finance Committee meeting on held on 6 August 2018
 - **Audit reports:** Recommended that all points in the auditor's report will be addressed in the modernisation plan
 - **Enhancement of central island in the parade:** Recommended that the Town Council become partners with the 'Minehead BID' organisation and fully fund the electrical supply at the parade at £6,789 plus VAT with 'Minehead BID' contributing £3,000 towards the work
 - **Grants:** to approve grants to the Minehead Museum for £420 and the Minehead Male Voice Choir £500
 - **Contract for litter and dog waste:** Recommended to retrospectively agree the contract
 - **Councillors Allowances:** The clerk to make recommendations
 - **I.T Upgrades:** To discuss the report
 - **Public Address System:** To discuss the report
 - **Training:** Recommended to agree the proposed training

6. **Boundary Commission Consultation – Cllr J Parbrook**
To agree West Somerset Council’s recommendations regarding the Warding Arrangements for Minehead Town Council (WSC Report enclosed)
7. **Council Reports:**
Somerset County Council:
West Somerset Council:
8. **Christmas Festivities – Bill Howard (5 minutes)**
9. **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 – 3 minutes per person
10. **Town Council’s Priorities.** To start the debate in creating the Council’s top five priorities. (5 minutes)
11. **Invoices for Payment over £1,000 and Direct Debits, BACS and Manual Payments for August 2018 (5 mins)** - any invoice with an amount over £1,000 shall be presented to Full 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 (schedule to follow)
12. **Public Toilets:**
 - To discuss the cleaning arrangements after 28 September 2018.
 - To agree to sign the legal documents regarding freehold and lease of toilets at Blenheim Gardens, Summerland Place, Quay West and Warren Road, from West Somerset District Council.
13. **Community Building Project:**
Colin Johnson to clarify the following:
 - How the project is funded, and where the grants will be held and released.
 - How the building project is managed
 - Ownership of the building and ongoing maintenance and running costs budgets
 - Other options on the site regarding Council offices/public toilets.Clerk to recommend that the £150,000 that was recommended as a Town Council contribution to the scheme be approved

14. Heating and Air Conditioning in Offices

The clerk to report on water damage and replacement costs

15. Committee Structure

To discuss and agree the recommendations in changes to the committee structure
Financial Regulations and Standing Orders

16. To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

17. Staffing Issues.