



MINEHEAD TOWN COUNCIL

MINUTES OF THE STATUTORY ANNUAL COUNCIL MEETING

HELD ON TUESDAY 4 MAY 2021 AT 7.30 PM

Remote Virtual Meeting via Zoom

The Meeting was 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

Chair: Cllr P Bolton* (Mayor)

Councillors Present: Cllr T Bloomfield, Cllr O Harvey, Cllr N Hercock, Cllr A Kingston-James (Deputy Mayor), Cllr M Kingston-James, Cllr A Lawton, Cllr J Malin, Cllr C Palmer*, Cllr M Palmer, Cllr H Rose, Cllr T Venner*

Councillors in Attendance: Cllr C Lawrence**
Cllr M Chilcott**

*(*denotes Somerset West and Taunton "SWaT" Councillor
**denotes Somerset County Councillor "SCC")*

Officers in Attendance: Ms S Rawle (Clerk)
Mr B Howe (Deputy Clerk)
Mrs J Notley (Note-taker)

Members of the Press and Public: 1 member of the Public
0 members of the Press

The Mayor welcomed everyone to the Meeting as host on Zoom and told the Meeting that all participants would be kept muted until they wished to speak. He welcomed members of the public watching on Facebook.

1109 CONFIRMATION THAT A QUORUM WAS PRESENT [LGA 1972, Sch.12, paras 12, 28](#)

It was confirmed by the Mayor that the meeting was quorate.

1110 ELECTION OF MAYOR AND ACCEPTANCE OF OFFICE [LGA1972s14 \(1\), 15\(1&2\), 33\(1\) and 34\(1&2\)](#)

The Clerk asked for nominations for Mayor.

Cllr Venner nominated Cllr Bolton as Mayor, seconded by Cllr Harvey. Cllr Bolton agreed to the nomination and, no other nominations being received, a vote was held and unanimously agreed.

The Clerk announced that Cllr Bolton was elected Mayor of Minehead for 2021/2022.

RESOLVED: That Cllr Bolton be elected Mayor, unless he resigns or becomes disqualified, and shall continue in office and preside at the Annual Meeting until his successor is elected at the next Annual Meeting of the Council.

The Mayor signed the Declaration of Acceptance of Office, witnessed by the Zoom participants at the Meeting, to be signed at a later date by the Clerk.

Cllr Bolton thanked Councillors and said he would do his best to serve the residents of Minehead as Mayor.

1111 TO RECEIVE APOLOGIES FOR ABSENCE [LGA 1972 s 85 \(1\)](#)

All Councillors were present.

1112 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF ANY AGENDA ITEMS [\(Localism Act 2011\)](#)

Member	Item	Interest	Time Period	Speak/Vote
Cllr P Bolton	All	SWaT Councillor	2021	Stayed in the room, spoke and voted
Cllr C Palmer	All	SWaT Councillor	2021	Stayed in the room, spoke and voted
Cllr T Venner	All	SWaT Councillor Director of Minehead BID	2021	Stayed in the room, spoke and voted

DISPENSATIONS [\(Localism Act 2011\)](#)

No-one had requested any dispensations.

1113 ELECTION OF DEPUTY MAYOR

Cllr Malin nominated Cllr A Kingston-James as Deputy Mayor, seconded by Cllr Bolton. Cllr Kingston-James agreed to the nomination and, no other nominations being received, a vote was held and unanimously agreed.

The Clerk announced that Cllr A Kingston-James was elected Deputy Mayor for 2021/2022.

Cllr Kingston-James thanked Councillors for putting their trust in him for the next 12 months.

1114 TO REVIEW DELEGATION ARRANGEMENTS TO COMMITTEES

The Deputy Clerk said Councillors could agree to increase the members of the Finance and Staffing Committee and the Amenities and Environment Committee to 10 Councillors on each.

Proposed: Cllr Bolton
Agreed with all in favour.

Seconded: Cllr A Kingston-James

1115 TO AGREE THE APPOINTMENT OF COMMITTEE CHAIRS

1115.1 *Finance and Staffing Committee*

Cllr Rose nominated Cllr C Palmer, seconded by Cllr Venner.

Cllr C Palmer was elected Chair of the Finance and Staffing Committee, with all in favour.

Cllr A Kingston-James nominated Cllr Lawton as Deputy Chair, seconded by Cllr Bolton.

Cllr Lawton was elected Deputy Chair of Finance and Staffing Committee, with all in favour.

1115.2 *Amenities and Environment Committee*

Cllr Malin nominated Cllr Bloomfield, seconded by Cllr M Kingston-James.

Cllr Bloomfield was elected Chair of the Amenities and Environment Committee, with all in favour.

Cllr Bloomfield nominated Cllr M Palmer as Deputy Chair, seconded by Cllr Venner.

Cllr M Palmer was elected Deputy Chair of Amenities and Environment Committee, with all in favour.

1115.3 *Planning Committee*

Cllr Rose nominated Cllr C Palmer, seconded by Cllr Malin.

Cllr C Palmer declined the nomination saying he was on the Planning Committee at Somerset West and Taunton Council which might give rise to a potential conflict of interest. For this reason, he also wished to be removed as a member of the Planning Committee.

Cllr Bloomfield nominated Cllr Lawton, seconded by Cllr Malin.

Cllr Lawton was elected Chair of the Planning Committee, with all in favour.

Cllr Venner nominated Cllr M Palmer as Deputy Chair, seconded by Cllr Bolton.

Cllr M Palmer was elected Deputy Chair of the Planning Committee, with all in favour.

1116 TO AGREE THE APPOINTMENT OF MEMBERS TO COMMITTEES

Amenities and Environment Committee

Cllr Harvey, Cllr Hercock, Cllr M Kingston-James, Cllr C Palmer, Cllr Rose, Cllr Venner.
Remaining 2 members to be elected from new Councillors joining MTC after elections on 6 May 2021.

Finance and Staffing Committee

Cllr Bloomfield, Cllr Harvey, Cllr Malin, Cllr M Palmer, Cllr Rose, Cllr Venner.
Remaining 2 members to be elected from new Councillors joining MTC after elections on 6 May 2021.

Planning Committee

Cllr Bloomfield, Cllr Harvey, Cllr Hercock, Cllr M Kingston-James, Cllr Malin, Cllr Rose, Cllr Venner.

Remaining 4 members to be elected from new Councillors joining MTC after elections on 6 May 2021.

Proposed: Cllr Bloomfield

Seconded: Cllr Bolton

Agreed with all in favour that Committee Members were appointed as set out above.

1117 TO AGREE THE SCHEDULE OF MEETINGS FOR 2021/22

Councillors had seen the proposed Schedule of Meetings for the Council year 2021/2022. The Clerk said she and the Deputy Clerk had discussed at length the possibility of hosting the Annual Town Meeting and had done desk-top risk assessments for face-to-face meetings. In view of the fact that restrictions were still in place and Council would struggle to handle public admission to limited space at the Community Building they felt that they had to advise Councillors to postpone any Town Meeting and possibly also the Full Council meeting scheduled for 25 May 2021. These, legally, would have to be face-to-face meetings. The Clerk said she was awaiting further guidance on holding meetings after Zoom meetings permission ended.

In reply to a question from Cllr Venner, Ms Rawle said there was no legal requirement to convene a Town Meeting, merely that if held it had to be between 1 March and 1 June. The Deputy Clerk said he thought few organisations would have much to report at a Town Meeting as, owing to COVID, not much had happened during the previous year. He said there was an Annual Report from the Mayor, presently in draft form, which he would be sending to any Councillors who wanted it. He was concerned there would be public criticism of Council if it arranged in-person meetings before 21 June.

Cllr M Kingston-James said he had had much experience of arranging gatherings during COVID restrictions for over a year and the safety aspects were very important. Risk assessments were needed for each event, marshalling of the public, social distancing rules

followed and ensuring members of the public were attending in their individual bubbles made public gatherings very difficult.

Cllr Rose said she could see no reason why meetings should not go ahead as most people had been vaccinated.

Proposed: Cllr Bolton

Seconded: Cllr A Kingston-James

Agreed with 11 in favour and 1 against that the Calendar of Meetings for 2021/2022 was accepted with the provision that the Annual Town Meeting would not be held in 2021 and that possibly the Full Council meeting scheduled for 25 May 2021 may not go ahead.

The Deputy Clerk said another provisional date to note was the proposed official opening of the Community Building on Friday, 16 July 2021. All funders would be invited to attend, and anyone interested in seeing the Community Building would be able to come along.

1118 TO AGREE THE APPOINTMENT OF MEMBERS TO ADVISORY/WORKING GROUPS

(i) *Allotments Advisory Group*

Cllr Bloomfield, Cllr Harvey, Cllr C Palmer, Cllr M Palmer

Proposed: Cllr Bolton

Seconded: Cllr Lawton

Agreed with all in favour.

(ii) *Cemetery Advisory Group*

Cllr Bloomfield, Cllr A Kingston-James, Cllr M Kingston-James, Cllr M Palmer

Proposed: Cllr Bolton

Seconded: Cllr A Kingston-James

Agreed with all in favour.

(iii) *Community Building Management Group*

Cllr Bloomfield, Cllr Bolton, Cllr Hercock, Cllr A Kingston-James

Proposed: Cllr Bolton

Seconded: Cllr A Kingston-James

Agreed with all in favour.

(iv) *Flooding Advisory Group*

Cllr Bloomfield, Cllr A Kingston-James, Cllr Rose

Proposed: Cllr Bolton

Seconded: Cllr Lawton

Agreed with all in favour.

(v) *Greener Minehead Advisory Group*

Cllr Harvey, Cllr M Palmer, Cllr Rose

Proposed: Cllr Bolton

Seconded: Cllr M Kingston-James

Agreed with all in favour.

(vi) *Hopcott Common Advisory Group*

Cllr Bloomfield, Cllr Bolton, Cllr A Kingston-James, Cllr Malin, Cllr Rose
Proposed: Cllr Bolton **Seconded: Cllr Bloomfield**
Agreed with all in favour.

(vii) *Partnership Advisory Group*

Cllr Bolton, Cllr A Kingston-James, Cllr Lawton, Cllr M Palmer
Proposed: Cllr M Palmer **Seconded: Cllr Bolton**
Agreed with all in favour.

(viii) *Public Conveniences Advisory Group*

Cllr C Palmer Cllr M Palmer
Proposed: Cllr Bolton **Seconded: Cllr Hercock**
Agreed with all in favour.

(ix) *Risk Management Advisory Group*

Cllr Bloomfield, Cllr Harvey, Cllr Lawton, Cllr Malin, Cllr Venner, Responsible Finance Officer
Proposed: Cllr Bolton **Seconded: Cllr Lawton**
Agreed with all in favour.

(x) *Staffing Advisory Group*

Staffing/Interview Panel/Staff Induction/Training

Cllr Bloomfield, Cllr A Kingston-James, Cllr Lawton, Cllr C Palmer, Cllr M Palmer
Proposed: Cllr Bolton **Seconded: Cllr A Kingston-James**
Agreed with all in favour.

Grievances

Cllr Harvey, Cllr Venner
Proposed: Cllr A Kingston-James **Seconded: Cllr Bloomfield**
Agreed with all in favour.

Appeals

Cllr Bloomfield, Cllr Lawton, Cllr Malin
Proposed: Cllr Lawton **Seconded: Cllr A Kingston-James**
Agreed with all in favour.

1119 TO AGREE TOWN COUNCIL REPRESENTATION ON OUTSIDE BODIES

The Mayor said Council would elect representatives *en bloc*.

Outside Body	Councillor(s)
Broadlands Retirement Home	Cllr Hercock
Business Improvement District (“BID”)	Cllr Lawton, Cllr Venner
Cuckoo Meadow Steering Group	Cllr Bloomfield, Cllr Venner
Ellicombe Gardens Residents’ Association	Cllr Bloomfield, Cllr Bolton, Cllr M Palmer, (new Councillor, TBA)
League Of Friends of Minehead Hospital	Cllr Malin
Minehead Area Panel	Cllr A Kingston-James
Minehead Coastal Development Team	Cllr A Kingston-James, Cllr Lawton, Cllr M Palmer
Minehead & Porlock Bus Group	Cllr Hercock, Cllr Venner
Minehead Shopwatch	Cllr Bloomfield
Minehead Twinning Association	Cllr Bloomfield, Cllr A Kingston-James, Cllr M Palmer
Minehead Youth Club	Cllr Venner
Plastic-Free Community Group	Cllr Harvey, Cllr A Kingston-James
Quirke’s Almshouses (<i>4-year appointment</i>)	Cllr P Bolton, Cllr Lawton, Cllr J Malin
West Somerset Advice Bureau	Cllr Bloomfield
West Somerset Flood Group	Cllr Bloomfield, Cllr A Kingston-James

Proposed: Cllr Bolton

Seconded: Cllr Bloomfield

Agreed with all in favour.

1120 TO ADJOURN THE MEETING FOR PUBLIC INCLUSION *(Standing Order no 3e)*

No-one had asked to speak.

1121 TO DISCUSS THE CREATION OF A VISION STATEMENT FOR THE COUNCIL AND REVIEW OF THE TOP TEN PRIORITIES

The Clerk said that some of Council’s Top Ten Priorities were no longer relevant as they had been achieved in the previous twelve months. This made it a good time for Councillors to think about a Vision Statement for MTC and where they would like to see Council in, say, five years’ time. This would be a good exercise and useful to think about it in the context of the unitary reorganisation.

Cllr Lawton proposed adding “in conjunction with partners” to the present Priority 10. She was also anxious about the amount of abuse the area had suffered from, such as littering and bonfires and was keen to protect Minehead’s part of the coast and National Park from this abuse. Cllr Lawton suggested a priority “To protect and enhance our immediate environments especially in relation to the coast and the National Park and its environs.” Cllr Venner also wanted stronger and more equal partnerships with outside organisations such as the County and District Councils, the new authority, the Chamber of Trade and Minehead BID. He thought this should be a priority in its own right, for the benefit of the town. Cllr Bolton wished to have a priority of supporting social mobility (including improving transport links) in Minehead for both the younger and older generations and any initiatives which encouraged tourism to the town. Cllr Bloomfield suggested changing priority 7 slightly

to include enabling better Wifi. Other suggestions included supporting any initiatives encouraging job creation.

The Deputy Clerk said he and the Clerk would remove the priorities already achieved, reword the suggested new priorities and also give new Councillors who would be joining Council their opportunity to make suggestions. These would then be drafted and circulated for consideration and brought back to the next Full Council Meeting.

The Mayor thanked residents for attending who were watching on Facebook.

The Meeting closed at 8.40 pm.