

MINEHEAD TOWN COUNCIL

ANNUAL MEETING OF THE FULL COUNCIL

**Minutes of the Meeting held on Tuesday 22 May 2018 at 7.30pm
at the Quaker Meeting House, Bancks Street, Minehead**

Present:

Mayor: Cllr J Parbrook*

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

(* denotes WSC Councillor, ** denotes SCC Councillor)

Members of the Public

Cllr C Lawrence **

Cllr M Chilcott * **

Cllr A Hadley *

17 members of the public

1 member of the press

Officers in Attendance:

Town Clerk (Mrs S Sanders)

Minute Taker (Mrs J Notley)

802. Confirmation that a Quorum is present (LGA 1972, Sch.12, paras 12, 28)

It was confirmed by the Council that a Quorum was present.

The Mayor, Cllr Jean Parbrook, congratulated Cllr Culverhouse on her very recent marriage and wished her well in the future, then stepped down from office

803. Election of Mayor and Acceptance of Office LGA1972s14 (1), 15(1&2), 33(1) and 34(1&2)

The meeting was passed over to the Town Clerk who asked for nominations for Mayor. Councillor Norman Hercock was nominated for Mayor by Cllr A

806. 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 notified the Town Council that they wished to speak

807. Election of Deputy Mayor

Councillor Gail Everett was nominated and accepted the nomination as Deputy Mayor

Nominated: Cllr J Parbrook

Seconded: Cllr Thomas

For: 10

Against: 3

Abstentions: 0

RESOLVED: that Cllr Everett be elected Deputy Mayor unless she resigns or becomes disqualified, shall continue in office and preside at the Annual Meeting until her successor is elected at the next Annual Meeting of the Council

808. To confirm and sign the Minutes of the Full Council meeting held on 27 March 2018 (previously circulated) [LGA 1972, Sch12 para41 \(1\)](#)

Cllr M Smith asked that Minute 777 record that all bus companies must provide vehicles accessible to the disabled by the end of 2019

Proposed : Cllr A Parbrook

Seconded : Cllr Cllr Thomas

RESOLVED with 12 in favour and 1 abstention that the Minutes of the Full Council meeting held on 27 March 2018 be signed as a correct record

809. To receive nominations for Appointments to Committees [\(Standing order #2,Jv\)](#)

- **Amenities & General Purposes Committee**
- **Finance Committee**
- **Planning Committee**
- **Staffing Committee**

- **Amenities & General Purposes Committee**

RESOLVED: that Councillors Culverhouse, Dinnick, Harvey, Kingston-James, Miele and A Parbrook and Thomas be elected to the Committee

Councillor A Parbrook was nominated and accepted the nomination for Chair of the Amenities & General Purposes Committee and Councillor Harvey was nominated and accepted the nomination for Deputy Chair

Proposed: Cllr M Smith Seconded: Cllr Culverhouse

RESOLVED with all in favour: that Councillor A Parbrook be elected Chair of the Amenities and General Purposes Committee and Cllr Harvey is elected Deputy Chair until the next Annual Meeting and that the vacancy be filled after the Alcombe by-election

- **Finance Committee**

RESOLVED: that Councillors Harvey, Kingston-James, Malin, Miele, A Parbrook, L Smith and R Thomas be elected to the Committee

Councillor Miele was nominated and accepted the nomination for Chair of the Finance Committee and Councillor Thomas was nominated and accepted the nomination for Deputy Chair

Proposed: Cllr Dinnick Seconded: Cllr J Parbrook

RESOLVED with all in favour: that Councillor Miele be elected Chair of the Finance Committee and Cllr Thomas is elected Deputy Chair until the next Annual Meeting and that the vacancy be filled after the Alcombe by-election

- **Planning Committee**

RESOLVED with all in favour: that Councillors Dinnick, A Parbrook, L Smith and M Smith, be elected to the Committee

Councillor Dinnick was nominated and accepted the nomination for Chair of the Planning Committee and Councillor L Smith was nominated and accepted the nomination for Deputy Chair

Proposed: Cllr A Parbrook Seconded: Cllr M Smith

RESOLVED: that Councillor Dinnick be elected Chair of the Planning Committee and Cllr L Smith is elected Deputy Chair until the next Annual Meeting

- **Staffing Committee**

RESOLVED: that Councillors A Parbrook, J Parbrook, Miele, be elected to the Committee

Councillor J Parbrook was nominated and accepted the nomination for Chair of the Staffing Committee

Proposed: Cllr Thomas

Seconded: Cllr Harvey

RESOLVED with all in favour: that Councillor J Parbrook be elected Chair of the Staffing Committee until the next Annual Meeting

- **Community Building Committee (a sub-Committee of Amenities and General Purposes Committee)**

RESOLVED: that Councillors J Parbrook and L Smith be elected to the Committee

Councillor J Parbrook was nominated and accepted the nomination for Chair of the Community Building Committee

Proposed: Cllr A Parbrook

Seconded: Cllr Dinnick

RESOLVED with all in favour: that Councillor J Parbrook be elected Chair of the Staffing Committee until the next Annual Meeting and that the vacancy be filled after the Alcombe by-election

810. To consider Appointment of any new Committees, confirmation of the terms of reference, the number of Members and receipt of nominations to them (Standing Order #2,Jvi)

- **Environment Committee**

Councillors would be putting together a new Committee which would encompass Flooding, Allotments and Public Conveniences. Cllr Brenda Maitland-Walker of West Somerset Council will be a co-opted expert. The

Committee will come back to Full Council with the date of its first meeting and details of the Chair and Deputy and proposed Terms of Reference

Proposed: A Parbrook

Seconded L Culverhouse

RESOLVED with all in favour: that Councillors Dinnick, Harvey, Kingston-James, A Parbrook, M Smith, Thomas and Venner be elected to the Committee until the next Annual Meeting and that the vacancy be filled after the Alcombe by-election.

811. To agree delegation arrangements to Committees, sub-committees, employees and other local authorities – (Standing Order #2,Jiii)

It was agreed that should the Council need to review delegation arrangements it would do so later in the year

Proposed: Cllr J Parbrook

Seconded: R Dinnick

RESOLVED with all in favour: that delegation arrangements, should they need to be reviewed, be reviewed later in 2018

812. To review Terms of Reference for Committees (Standing Order #2,Jiv)

The Clerk explained that all Committees had Terms of Reference set by Full Council and the new Environment Committee would need its own Terms of Reference. It was proposed to defer reviewing these until later in the year when all Terms of Reference could be reviewed at the same time.

Proposed: Cllr J Parbrook

Seconded: Cllr Thomas

RESOLVED with all in favour: that Terms of Reference for all Committees be reviewed later in the year

813. To review representation on or work with external bodies and arrangements for reporting back (Standing Order #2,Jix)

- **Broadlands Retirement Home**
- **Minehead Area Panel**
- **Minehead Development Trust**
- **League of Friends for Minehead Hospital**
- **West Somerset Advice Bureau**
- **Quirke's Almshouses (4 year appointment)**

- 819. To make arrangements for reviewing the Council's complaints procedure, procedure for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998** (Standing Order #2,Jxiv)
- 820. To make arrangements for the establishment or review of the Council's policy for dealing with press/media** (Standing Order #2,Jxv)

Cllr Malin said the recommendation to deal with these items later in the year if necessary was proposed every year. He wanted to know when Council was going to conduct these reviews. The Town Clerk said Standing Orders (item 814) were reviewed a few months previously when new ones came out. Cllr Malin wanted to review all items. Cllr J Parbrook pointed out that Council had already reviewed Financial Regulations (item 814), Council had no charters with other local authorities (item 815), an Inventory had been carried out when the offices were moved (item 816), Council's insurance was tied into a 5 year insurance cover and didn't need reviewing this year (item 817) and Council had no memberships of other bodies apart from those mentioned in minute 813. Council's adoption of the Data Protection Act 1998 (item 819) would be discussed under item 826. The policy for dealing with the press and media had been reviewed two years ago (item 820).

Proposed: Cllr Everett

Seconded: Cllr Harvey

RESOLVED with 11 in favour and 2 abstentions: that the items above will be dealt with later in the year if required by Council

- 821. To approve the schedule of meeting dates for 2018/19. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead** (Standing Order #2,Jxvi)

The Town Clerk distributed the Meetings Planner for 2018/2019 and reminded Council that the dates for the new Environment Committee meetings would not yet be on it

Proposed: Cllr Thomas

Seconded: Cllr Miele

RESOLVED with all in favour: that the schedule of meetings for 2018/2019 be agreed and published

- 822. Finance - Authorised cheque signatories renewed** – Two Councillors are required to act as cheque signatories. To confirm that the Town Clerk / RFO be authorised to amend the bank mandate if required

Recommendation: That Council agree to the two Councillors required to act as cheque signatories

Proposed: Cllr Harvey Seconded: Cllr Dinnick

RESOLVED with all in favour: that Councillors J Parbrook and L Smith are authorised signatories for the Council's National Westminster Bank Account, Cllr Thomas will verify Direct Debits and BACS payments and verify bank statements from National Westminster Bank and Santander

- 823. Member to check invoices for payment** – a member of the Council is required to check invoice payments for accuracy before being signed off for payment

Proposed: Cllr J Parbrook Seconded: Cllr Dinnick

RESOLVED with all in favour: that Cllr Everett is authorised to check invoices for accuracy during 2018/2019

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

May Payments:

G B Sports & Leisure – Play equipment inspection refresher course –
£1,176 (inc VAT)

Minehead Eye CIC – Provision of Youth Services contribution –
£3,000

PD & GM Storey Ltd – Alcombe Common Scrub control –
£1,965.60(inc VAT)

South West Councils – HR Support £6,954.28 (inc VAT)

Thrings LLP – Professional Advice/Services – £2,808.00 (inc VAT)

West Somerset Council – NNDR/Irnham Road Function Room Building
– £3,894.70

Zurich Municipal Insurance – Insurance 2018/2019 –
£11,930.62

Medland Sanders Twose Ltd – Replacement Ride-on Tractor –
£14,520.00 (inc VAT)

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

Cllr J Parbrook said Council had been making a contribution to Minehead Eye CIC for Youth Services and she thought it would be a good idea to ask a representative to come to a meeting and say in what way such money was used for the Youth Services. The Town Clerk said Minehead Eye also had events in Cuckoo Meadow, etc and suggested the Finance Committee look at increasing Youth Services provision. Councillor Venner queried payments to Thrings and SW Councils and asked the date when these payments would be discussed. The Mayor said discussion would be deferred to Item 829

Proposed: Cllr J Parbrook Seconded: Cllr Thomas
For: 10 Against: 2 Abstention: 1

RESOLVED: that Council agrees to the payment of the above invoices

825. Payments for March /April 2018 – Lists to be circulated at the May 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

Cllr Venner queried payments to Mr A Gardner and asked if he was self-employed or not and would he be joining the staff. The Town Clerk said at the moment Mr Gardner was helping out and the Mayor said this would be dealt with under Staffing Issues (item 829)

Cllr Venner wanted to know about the contract for cleaning the public conveniences and when this would go out to tender. The Mayor told him that the Town Council had been maintaining the toilets because West Somerset Council would otherwise have closed them all at short notice. It had not been possible to put out the contract to tender because as yet ownership had not been transferred from West Somerset Council to Minehead Town Council.

Cllr Miele queried an un-presented cheque to Hedley Price but the Town Clerk told him it had now been cashed.

Proposed: Cllr A Parbrook Seconded: Cllr Thomas
For: 10 Against: 0 Abstentions: 0

RESOLVED: that Council agree the payment of invoices for March/April 2017

826. Adoption of Draft General Data Protection Regulation Policy (included)
Recommendation: that Council adopt the Draft General Data Protection Regulation Policy

The Town Clerk explained that much of the Policy did not apply to Minehead Town Council as it did not generally keep personal details about the public. The exception to this was people having allotments but it was necessary to keep their details to be able to correspond with them. However on surrendering an allotment personal a guarantee would be given that details would be destroyed within one month. Where the cemetery was concerned Funeral Directors' rules would be followed

Proposed: Cllr Dinnick

Seconded: Cllr Harvey

RESOLVED with all in favour: that Council adopt the Draft General Data Protection Regulation Policy

827. Report in the Public Interest under Schedule 7 of the Local Audit and Accountability Act 2014

The Mayor reported that the full Report had still not arrived. It would be necessary to have another meeting shortly after it had

828. The Press and Public may be excluded due to the confidential nature of the business under Section 1 Sub Section (2) of the Public Bodies (Admission to Meeting) Act 1960 from any items on the Agenda deemed to contain exempt information

The Mayor said that the Press and Public would now have to leave

829. Councillors discussed Staffing Issues

The Mayor thanked everyone for attending and the meeting closed at 8.59 pm.

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