



The Old Courthouse,
Jaycroft Road,
Burnham on Sea,
TA8 1LE

30th May 2023

To: Finance and Resources Committee Members

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **FINANCE AND RESOURCES COMMITTEE** to be held on **5th June 2023** in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea, TA8 1LE at **7.00 pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Building doors will be open at 6:45pm

A handwritten signature in black ink, appearing to be "K Noble", is enclosed in a thin black rectangular border.

Katherine Noble

Town Clerk

Please contact the Town Council reception (01278 788088) if you need further information on this agenda.

Members of the Finance and Resources Committee

Councillor R. Baker
Councillor P. Clayton
Councillor A. Elrick
Councillor M. Facey
Councillor G. Gudka (Chair)
Councillor R. Keen

Councillor A. Matthews
Councillor B. Metcalfe
Councillor S. Perry
Councillor C. Searing
Councillor B. Vickers

Public participation

A public participation session will now be held before the meeting starts. Anyone wishing to speak on any matters is encouraged to give notice of the request and subject matter to the Town Clerk no later than midday on the last working day prior to the meeting.

Public participation shall be restricted to the public participation session, unless directed other Chairman. In accordance with standing orders the public participation time will not exceed 15 total with no individual speaker exceeding 3 minutes.

Finance and Resources Committee Meeting Agenda

5th June 2023

- 34.0.F23 To receive apologies for absence**
- 35.0.F23 To receive any declarations of interest on items included on this agenda**
- 36.0.F23 To elect the Committee Vice Chair for the ensuing year**
- 37.0.F23 To receive and approve the minutes of the Finance and Resources Committee meeting held on 24th April 2023**
- 38.0.F23 Matters arising from previous minutes**
- 39.0.F23 To receive for information minutes of sub-committees**
- 40.0.F23 Chairman's report**
- 41.0.F23 To receive the list of payments up to 27th May 2023**
- 42.0.F23 To note end of year accounts**
- 43.0.F23 To consider internal audit report for recommendation to Council**
- 44.0.F23 Council Office relocation project verbal update**
- 45.0.F23 To consider grant application timetable**
- 46.0.F23 To consider grant application from BARB for £495 for the hire of a PA system for the Escape Day event on 27th August**



**Burnham-on-Sea
& Highbridge**
TOWN COUNCIL

47.0.F23 To approve release of agreed allocated grant funding to the Citizens Advice Sedgemoor

48.0.F23 Date of next meeting

To note the date of the next meeting, which is scheduled **17th July 2023**
at 7pm

Minutes Finance and Resources Committee

Date	24/04/2023
Time	19:00 -
Location	Council Chamber, Old Courthouse, Jaycroft Rd, Burnham-on-Sea, TA8 1LE
Chair	Cllr Ganesh Gudka
Attendees	Cllr Peter Clayton, Cllr Alasdair Elrick, Cllr Mike Facey, Cllr Ganesh Gudka, Cllr Roger Keen, Cllr Alan Matthews, Cllr Sharon Perry, Cllr Catherine Searing, Katherine Noble Town Clerk and Cllr Barbara Vickers
Absentees	Cllr Ross Baker, Cllr Benjamin Metcalfe and Cllr Mike Murphy

00.0 Public participation

There were 8 members of the public present. There were no registered speakers.

21.0.F23 To receive apologies for non-attendance

Apologies were received from Councillors Baker and Murphy.

22.0.F23 To receive any declarations of interest on items included on this Agenda

Councillor Gudka declared a non-pecuniary interest in the grant application from Eco-Centre buy virtue of being a member.

23.0.F23 Presentation by Citizens Advice Sedgemoor CEO

Amy Jones, Chief Executive, was welcomed to the meeting. Ms Jones gave an informative presentation including statistics and changes in service requirements since 2019. There had been a 46% increase in clients.

Ms Jones responded to questions raised by Councillors.

(Ms Jones left the meeting at this juncture).

24.0.F23 To receive and approve the minutes of the Finance & Resources Committee meeting held on Monday 13th March 2023 (

The minutes of the previous meeting of the Finance and Resources Committee held on 13th March were presented by the Chairman.

Resolved that the minutes be taken as read, confirmed and signed by the Chairman.

25.0.F23 Matters arising from previous minutes

There were no matters arising.

26.0.F23 To receive for information minutes of sub-committees

The minutes of sub-committee meetings had been previously circulated and were noted.

27.0.F23 Chairman's report

The Chairman reported that the development of a system of checks and internal controls were continuing and the recent internal check went smoothly, with no major issues raised.

28.0.F23 To receive list of payments to 24.4.23

The following list of payments were noted;

DATE OF INVOICE	SUPPLIER	INVOICE NO.	DESCRIPTION	NET	VAT	GROSS
01/02/2023	A&S Scooby Sue's	None	Cleaning Princess Theatre	£ 179.50	£ -	£ 179.50
01/03/2023	Avalon	01390	Performance Fee Deposit	£ 650.00	£130.00	£ 780.00
01/04/2023	Bravo Events Ltd	562	General Technician	£ 80.00	£ 16.00	£ 96.00
17/04/2023	Bravo Events Ltd	566	General Technician	£ 1,125.00	£ 225.00	£ 1,350.00
30/03/2023	Character Graphics	35502	Posters	£ 47.00	£ 9.40	£ 56.40



17/04/2023	CJK Vehicle Repairs	38433	MOT	£ 54.85	£ -	£ 54.85
18/04/2023	Devon Association of Local Councils	4851	Advertising	£ 30.00	£ 6.00	£ 36.00
21/03/2023	Evac Chair	PRO03770 4	Wall mounted Evac Chair	£ 722.00	£ 144.40	£ 866.40
06/04/2023	Expenses Payment - Fuel	N/A	Reimburse ment of expenses incurred	£ 8.90	£ -	£ 8.90
15/03/2023	Filmbankm edia	06291159	Film Rental	£ 87.00	£ 17.40	£ 104.40
01/03/2023	Filmbankm edia	06291161	Film Rental	£ 87.00	£ 17.40	£ 104.40
01/03/2023	Filmbankm edia	06290281	Film Rental	£ 87.00	£ 17.40	£ 104.40
14/02/2023	Footfall Logistics	F1133	Tracker Annual Support	£ 102.00	£ 20.40	£ 122.40
05/04/2023	G William of Edington	14491	Lawn Mower Repairs	£ 130.00	£ 26.00	£ 156.00
05/04/2023	Hellands Kitchen	PT008	Theatre Meals	£ 50.00	£ -	£ 50.00
20/04/2023	Hellands Kitchen	BHTC01a	King's Coronation Deposit	£ 300.00	£ -	£ 300.00
20/04/2023	Hellands Kitchen	PTO030	Theatre Meals	£ 20.00	£ -	£ 20.00
24/04/2023	Hellands Kitchen	BHTC02	Theatre Meals	£ 60.00	£ -	£ 60.00
21/03/2023	High Speed Training	INV_18984 17	Manual Handling Training	£ 427.50	£ 85.50	£ 513.00
03/04/2023	House of Flags	SI2369928 27	Flags	£ 1,055.00	£ 211.00	£ 1,266.00
31/03/2023	James Hallam Corporate	522753820	Aviva Group Personal Accident Insurance	£ 442.80	£ -	£ 442.80
31/03/2023	James Hallam Corporate	522752785	Commercial Combined Insurance	£ 15,821.88	£ -	£ 15,821.88



31/03/2023	James Hallam Corporate	522754146	Commercial Motor Insurance	£ 573.80	£ -	£ 573.80
13/04/2023	John Tolley Carpentry	None	Access Panel in Door	£ 500.00	£ 100.00	£ 600.00
29/03/2023	King Alfred Concert Band	001021	Music Civic Awards Ceremony	£ 150.00	£ -	£ 150.00
31/03/2023	LGRC	1538	Locum RFO	£ 3,490.92	£ 698.18	£ 4,189.10
31/03/2023	Lyreco	6723487442	Office supplies and janitorial	£ 122.87	£ 17.77	£ 140.64
08/04/2023	Microshade	17554	IT Hosting and Support	£ 791.98	£ 158.39	£ 950.37
16/04/2023	MJ Church Plant	447195	Wheelie Bin (Highbridge Cemetery)	£ 20.74	£ 4.15	£ 24.89
16/04/2023	MJ Church Plant	447193	Wheelie Bin (Westfield Road Cemetery)	£ 35.02	£ 7.00	£ 42.02
16/04/2023	MJ Church Plant	447194	Wheelie Bin (Brent Road Cemetery)	£ 20.74	£ 4.15	£ 24.89
07/04/2023	Mynett Electrical Ltd	127390	Water Feature Electricals	£ 140.00	£ 28.00	£ 168.00
12/04/2023	NALC	6373494579	Event Ticket	£ 43.37	£ 8.67	£ 52.04
23/03/2023	OTIS	23016217/U1	Lift Maintenance	£ 116.28	£ 23.26	£ 139.54
16/04/2023	P Parfitt	31.01-03.04	Grave Digging	£ 1,443.00	£ -	£ 1,443.00
04/04/2023	Passion for Somerset CIC	23/MO17	Somerset Flags	£ 27.00	£ 5.40	£ 32.40
28/03/2023	Premier Trophies	SI-22231	Badge Engraving	£ 42.50	£ 8.50	£ 51.00
29/03/2023	Proper Job	Z0009T02-392010	Decorating Materials	£ 23.09	£ 4.63	£ 27.72



04/04/2023	Proper Job	Z0009T02-394001	Sweets, Paint and Batteries	£ 30.78	£ 6.16	£ 36.94
04/04/2023	Proper Job	Z0009T03-1423804	Batteries	£ 6.13	£ 1.23	£ 7.36
04/04/2023	Proper Job	Z0009T03-1423805	Paint	£ 7.49	£ 1.50	£ 8.99
03/04/2023	Proximity Futures Ltd.	2845	Football Counters 12 Month Support	£ 1,896.00	£ 379.20	£ 2,275.20
27/03/2023	SALC	INV-2095	Councillor Training	£ 50.00	£ -	£ 50.00
27/03/2023	SALC	INV-2114	Councillor Training	£ 15.00	£ -	£ 15.00
31/03/2023	SALC	INV-2161	Councillor Training	£ 40.00	£ -	£ 40.00
01/04/2023	Sansum Solutions Group Ltd	INV-9357	Cleaning	£ 260.16	£ 52.03	£ 312.19
01/04/2023	Skyburst	D3327	Fireworks	£ 2,125.00	£ 425.00	£ 2,550.00
24/03/2023	Somerset CC Pension Fund	MAR Contribution	Pension Contribution	£ -	£ -	£ 5,783.40
30/03/2023	Somerset CC Pension Fund	61246788	Pension Service	£ 112.83	£ -	£ 112.83
28/02/2023	Spansec Security Ltd	227384	Alarm System Maintenance Contract	£ 473.42	£ 94.68	£ 568.10
07/03/2023	Spot On	31637508	Cleaning Supplies	£ 166.38	£ 33.28	£ 199.66
10/04/2023	SW Legionella Risk Assessment	BHTC042023	Legionella Risk Assessments	£ 1,295.00	£ -	£ 1,295.00
18/04/2023	Take Art	INV-2003	Origami Club	£ 250.00	£ -	£ 250.00
12/04/2023	Tidal Tales Collective	014	Performance of The Oak and the Ash	£ 200.00	£ -	£ 200.00

29.0.F23 To consider quotations and award electricity contract

The quotations for the electricity contract for two cemeteries was considered. A lengthy discussion took place regarding the different options.

Resolved that the quotation from SSE for a green energy supply of electricity for 12 months, at an annual cost of £2,199.93, was approved.

30.0.F23 Council Insurance renewal update

The Clerk had consulted the Chair of the Committee regarding the quotations, as the information was not received until a few days before the renewal date, due to the brokers negotiations with the insurers to try and secure a better deal. The Council use an independent broker for obtaining quotations from an extensive list of providers.

The insurance quotation had been significantly higher due a the number of factors including an increase in cyber claims, the previous provider withdrawing from the local government sector and the sectors insurance being under priced in past few years. The premium for the Princess Theatre & Arts Centre was £4,527.04 and £11,294.84 for all other areas.

The Committee noted acceptance of the insurance policy.

31.0.F23 To consider releasing grant funding to The Nornen Project CIC

The Clerk confirmed that several funding grants had been awarded to the Nornen project including from the National Lottery and details of these had been received and reviewed.

Resolved that the grant for £2,500 which was previously agreed, is released.

32.0.F23 To consider applications received for grant funding and agree any funds to be awarded:

Members were given the opportunity to raise questions and organisations representatives who were present at the meeting were asked to respond.

32.1.F23 BOSFest - £2,500

Resolved the request for £2,500 towards the music and arts festival in September is approved.

32.2.F23 Cultural Arts Development Society - £3,000

Resolved that a grant of £2,500 is awarded towards the events in June and July, but must not be used for the Coronation event.

32.3.F23 Sedgemoor Playday - £2,500

(1 member of the public left the meeting at this juncture)

Resolved that the request for £2,500 for the playday event in August is approved, providing confirmation is received that Somerset Council is continuing to support the event. The Clerk is delegated to release the funds once the condition is met.

32.4.F23 Eco-Centre CBS - £2,500

Resolved that the grant application is rejected. It was noted that the Climate and Ecology group could review the work of the Eco Centre and bring a proposal to fund this work from the relevant budget.

32.5.F23 Mark Youth Theatre - £2,500

Resolved that the grant application is rejected.

32.6.F23 Somewhere House Somerset - £2,500

Resolved that the request for £2,500 towards a new counselling service project is approved.



**Burnham-on-Sea
& Highbridge**
TOWN COUNCIL

33.0.F23 The next meeting of this committee will be held on Monday 5th June 2023

The next meeting of the Finance and Resources Committee will be held on 5th June 2023.

SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
Amazon	DS-ASE-INV-GB-2023-199838091	Banner	£ 12.99	£ 4.00	£ 16.99
Axe Brue	10-0031-5	Drainage Rates	£ -	£ -	£ 12.36
Berrow Community Association	737	Hire of SS Nornen	£ 82.50	£ 16.50	£ 99.00
Bravo Events	595	General technician	£ 198.00	£ 39.60	£ 237.60
Bravo Events	584	General technician	£ 1,125.00	£ 225.00	£ 1,350.00
Character Graphics	35729	Magazine	£ 180.00	£ 36.00	£ 216.00
High Speed Training	1940660	Staff Training	£ 155.00	£ 31.00	£ 186.00
LGRC	1524	Locum Services	£ 3,336.91	£ 667.38	£ 4,004.29
LGRC	1577	Locum Services	£ 1,851.15	£ 370.23	£ 2,221.38
Lyreco	00068541666	Office Supplies	£ 286.12	£ 49.72	£ 335.84
Microshade	17794	Acrobat Licence	£ 601.92	£ 120.38	£ 722.30
		Water Heater			
Mynett Electrical Ltd	127407	Repair	£ 130.59	£ 26.12	£ 156.71
		Water feature			
Mynett Electrical Ltd	127408	repair	£ 151.80	£ 30.36	£ 182.16
		Emergency Lighting			
		System checks and			
Mynett Electrical Ltd	127409	repair	£ 121.74	£ 24.35	£ 146.09
		The Crucible, 55%			
National Theatre	SINRNT1019785	Net Sales	£ 100.38	£ 20.08	£ 120.46
		Life of Pi, 55% Net			
National Theatre	SINRNT1019948	Sales	£ 126.04	£ 25.21	£ 151.25
		Othello, 55% Net			
National Theatre	SINRNT1019787	Sales	£ 178.29	£ 35.66	£ 213.95
Proper Job	Z0018T03-289028	Night Latch	£ 3.12	£ 0.63	£ 3.75
Proper Job	Z0009T02-410625	Batteries	£ 2.49	£ 0.50	£ 2.99
SLCC	BK210357-1	CiLCA Course	£ 250.00	£ 50.00	£ 300.00
Spansec Security	227482	Fire System	£ 45.00	£ 9.00	£ 54.00
Spot-on-Supplies	31641588	Cleaning materials	£ 76.33	£ 15.27	£ 91.60

22/05/2023

Burnham & Highbridge Town Council

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 MANAGEMENT AND COMPLIANCE</u>							
1176 INCOME - PRECEPT	697,808	697,808	0			100.0%	
1196 INCOME - BANK INTEREST	2,764	2,000	(764)			138.2%	
MANAGEMENT AND COMPLIANCE :- Income	700,572	699,808	(764)			100.1%	0
4000 SALARIES & WAGES	207,564	282,651	75,087		75,087	73.4%	
4001 EMPLOYERS NAT INSURANCE	19,315	27,051	7,736		7,736	71.4%	
4002 EMPLOYERS SVANNUATION	43,824	59,654	15,830		15,830	73.5%	
4003 PENSION DEFICIT	6,977	7,000	23		23	99.7%	
4005 RECRUITMENT COSTS	987	600	(387)		(387)	164.5%	
4008 TRAINING	833	0	(833)		(833)	0.0%	833
4009 TRAVEL & SUBSISTENCE	329	250	(79)		(79)	131.4%	
4016 CLEANING etc	837	0	(837)		(837)	0.0%	
4019 PHOTOCOPY CHARGES	1,141	1,500	359		359	76.1%	
4020 MISCELLANEOUS EXPENDITURE	1,618	500	(1,118)		(1,118)	323.5%	450
4021 TELEPHONE & BROADBAND	3,851	3,000	(851)		(851)	128.4%	
4022 POSTAGE	205	200	(5)		(5)	102.7%	
4023 STATIONERY	1,132	1,250	118		118	90.5%	
4024 PROFFESIONAL / ADVISORY BODIES	27,237	3,250	(23,987)		(23,987)	838.1%	
4025 INSURANCES	22,124	5,500	(16,624)		(16,624)	402.3%	16,838
4033 IT PROVISION	12,501	8,000	(4,501)		(4,501)	156.3%	523
4036 SECURITY & ALARMS	418	0	(418)		(418)	0.0%	
4049 IT EQUIPMENT	757	0	(757)		(757)	0.0%	
4057 AUDIT FEE	395	3,000	2,605		2,605	13.2%	
4058 LEGAL FEES	700	0	(700)		(700)	0.0%	
4059 OTHER PROF'L FEES	7,323	5,000	(2,323)		(2,323)	146.5%	318
4061 BANK CHARGES	1,294	1,500	206		206	86.3%	
4076 PAYROLL SERVICES	1,565	1,250	(315)		(315)	125.2%	
4081 WEBSITE FEES	1,155	2,000	845		845	57.8%	
4329 EVENTS	2,761	0	(2,761)		(2,761)	0.0%	
MANAGEMENT AND COMPLIANCE :- Indirect Expenditure	366,844	413,156	46,312	0	46,312	88.8%	18,962
Net Income over Expenditure	333,728	286,652	(47,076)				
6000 plus Transfer from EMR	18,962						
Movement to/(from) Gen Reserve	352,690						
<u>102 DEMOCRATIC & CIVIC</u>							
1340 INCOME - EVENT	830	0	(830)			0.0%	
DEMOCRATIC & CIVIC :- Income	830	0	(830)				0

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4008 TRAINING	105	0	(105)		(105)	0.0%	105
4100 MAYORS ALLOWANCE	5,231	5,000	(231)		(231)	104.6%	
4104 PAST MAYOR'S BADGES	43	0	(43)		(43)	0.0%	43
4110 ELECTION EXPENSES	17,787	6,000	(11,787)		(11,787)	296.4%	10,132
4115 ENTERTAINMENT	795	2,500	1,705		1,705	31.8%	194
DEMOCRATIC & CIVIC :- Indirect Expenditure	23,960	13,500	(10,460)	0	(10,460)	177.5%	10,474
Net Income over Expenditure	(23,130)	(13,500)	9,630				
6000 plus Transfer from EMR	10,474						
Movement to/(from) Gen Reserve	(12,657)						
<u>105 JOINT FUNDING WITH OTHERS</u>							
4006 CONT SDC RE TOILETS	43,311	38,200	(5,111)		(5,111)	113.4%	2,628
4007 CONT SDC DOG BINS	24,000	24,500	500		500	98.0%	
4013 CCTV CAMERAS	15,000	15,150	150		150	99.0%	
JOINT FUNDING WITH OTHERS :- Indirect Expenditure	82,311	77,850	(4,461)	0	(4,461)	105.7%	2,628
Net Expenditure	(82,311)	(77,850)	4,461				
6000 plus Transfer from EMR	2,628						
Movement to/(from) Gen Reserve	(79,683)						
<u>107 GRANTS</u>							
1170 INCOME - GRANTS SDC	50,086	0	(50,086)			0.0%	
GRANTS :- Income	50,086	0	(50,086)				0
4714 GRANT - Jubilee SDC	44	0	(44)		(44)	0.0%	
4729 GRANT - CAB	2,700	2,700	0		0	100.0%	
4750 REMEMBRANCE WREATH	0	100	100		100	0.0%	
4761 GRANTS BUDGET	45,194	32,300	(12,894)		(12,894)	139.9%	1,150
GRANTS :- Indirect Expenditure	47,938	35,100	(12,838)	0	(12,838)	136.6%	1,150
Net Income over Expenditure	2,148	(35,100)	(37,248)				
6000 plus Transfer from EMR	1,150						
Movement to/(from) Gen Reserve	3,298						
<u>108 PRINCESS</u>							
1000 INCOME - RENT	2,907	1,590	(1,317)			182.8%	
1010 INCOME - LETTING	21,813	14,000	(7,813)			155.8%	

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1063 INCOME - PERFORMING RIGHTS	1,755	1,600	(155)			109.7%	
1065 INCOME - CAFE RENT	5,950	5,400	(550)			110.2%	
1090 INCOME - TECHNICIAN	300	3,500	3,200			8.6%	
1098 INCOME - PT MERCHANDISE	4,445	1,600	(2,845)			277.8%	
1168 INCOME - SPONSORSHIP	754	1,500	746			50.3%	
1169 INCOME - INSURANCE CLAIMS	13,600	0	(13,600)			0.0%	
1172 INCOME - GRANTS OTHER	1,000	10,000	9,000			10.0%	
1320 INCOME - REFRESHMENTS/LETS	900	0	(900)			0.0%	
1321 INCOME - BOX OFFICE	5,009	5,600	591			89.5%	
1322 INCOME - BOX OFFICE REVENUE	33,604	7,500	(26,104)			448.1%	
1330 INCOME - MEMBERSHIPS	465	1,200	735			38.8%	
1332 INCOME - PARTICIPATION PT	10,094	3,500	(6,594)			288.4%	
1333 INCOME - MISCELLANOUS	450	0	(450)			0.0%	
1334 INCOME - ART SALES	206	300	94			68.6%	
1366 INCOME - STAGE SOUND/LIGHTING	20	50	30			40.0%	
1780 INCOME - PV CELLS	3,031	3,500	469			86.6%	
PRINCESS :- Income	106,303	60,840	(45,463)			174.7%	0
4000 SALARIES & WAGES	70,638	60,525	(10,113)		(10,113)	116.7%	2,467
4001 EMPLOYERS NAT INSURANCE	5,890	4,700	(1,190)		(1,190)	125.3%	
4002 EMPLOYERS SVANNUATION	12,172	10,650	(1,522)		(1,522)	114.3%	
4009 TRAVEL & SUBSISTENCE	129	0	(129)		(129)	0.0%	
4011 BUSINESS RATES	7,088	9,000	1,912		1,912	78.8%	
4012 WATER RATES	617	2,800	2,183		2,183	22.0%	
4014 ELECTRICITY	12,253	10,000	(2,253)		(2,253)	122.5%	
4015 GAS	3,675	3,750	75		75	98.0%	
4016 CLEANING etc	2,861	3,400	539		539	84.1%	579
4018 PRINCESS MAINT & RENEWALS	130	0	(130)		(130)	0.0%	
4020 MISCELLANEOUS EXPENDITURE	4,882	500	(4,382)		(4,382)	976.3%	1,129
4021 TELEPHONE & BROADBAND	755	2,000	1,245		1,245	37.7%	
4023 STATIONERY	200	0	(200)		(200)	0.0%	201
4025 INSURANCES	3,485	4,400	915		915	79.2%	
4027 TECHNICIAN COST	8,943	3,500	(5,443)		(5,443)	255.5%	3,375
4032 PUBLICITY	6,566	5,500	(1,066)		(1,066)	119.4%	945
4033 IT PROVISION	2,536	1,500	(1,036)		(1,036)	169.1%	
4036 SECURITY & ALARMS	2,369	1,500	(869)		(869)	157.9%	466
4037 PROPERTY MAINTENANCE	7,930	7,000	(930)		(930)	113.3%	
4038 MAINTENANCE CONTRACTS	590	0	(590)		(590)	0.0%	
4052 TRADE WASTE DISPOSAL	4,024	2,500	(1,524)		(1,524)	161.0%	
4053 STATUTORY BUILDING CHECKS	942	500	(442)		(442)	188.4%	
4055 PROGRAMMED PERFORMANCES	4,265	0	(4,265)		(4,265)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4059 OTHER PROF'L FEES	7,846	0	(7,846)		(7,846)	0.0%	7,846
4063 PERFORMING RIGHTS	3,197	1,600	(1,597)		(1,597)	199.8%	305
4064 CARD PAYMENT FEES	2,258	2,000	(258)		(258)	112.9%	
4065 BOX OFFICE CHARGES	7,244	6,720	(524)		(524)	107.8%	
4066 STAGE SOUND/LIGHTING	3,063	2,000	(1,063)		(1,063)	153.2%	1,322
4067 CATERING EXPENDITURE	39	0	(39)		(39)	0.0%	12
4072 ART SALES EXPENDITURE	102	100	(2)		(2)	101.7%	
4077 PTAC MERCHANDISE	1,778	960	(818)		(818)	185.2%	
4087 PARTICIPATION FREELANCE	4,546	1,350	(3,196)		(3,196)	336.8%	
4392 FOOTFALL MONITORS	102	100	(2)		(2)	102.0%	
4811 GENERAL MAINTENANCE	23	0	(23)		(23)	0.0%	46
PRINCESS :- Indirect Expenditure	193,138	148,555	(44,583)	0	(44,583)	130.0%	18,693
Net Income over Expenditure	(86,835)	(87,715)	(880)				
6000 plus Transfer from EMR	18,693						
6001 less Transfer to EMR	(622)						
Movement to/(from) Gen Reserve	(67,520)						
110 ART COUNCIL CRF GRANT							
4436 CRF Artists Fees	(43)	0	43		43	0.0%	
ART COUNCIL CRF GRANT :- Indirect Expenditure	(43)	0	43	0	43		0
Net Expenditure	43	0	(43)				
113 SALC GRANT							
4027 TECHNICIAN COST	500	0	(500)		(500)	0.0%	
4087 PARTICIPATION FREELANCE	300	0	(300)		(300)	0.0%	
SALC GRANT :- Indirect Expenditure	800	0	(800)	0	(800)		0
Net Expenditure	(800)	0	800				
114 SALC C GRANT							
4000 SALARIES & WAGES	102	0	(102)		(102)	0.0%	
4016 CLEANING etc	824	0	(824)		(824)	0.0%	824
SALC C GRANT :- Indirect Expenditure	926	0	(926)	0	(926)		824
Net Expenditure	(926)	0	926				
6000 plus Transfer from EMR	824						
Movement to/(from) Gen Reserve	(102)						

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>115 FOTP GRANT</u>							
4087 PARTICIPATION FREELANCE	1,845	0	(1,845)		(1,845)	0.0%	
FOTP GRANT :- Indirect Expenditure	<u>1,845</u>	<u>0</u>	<u>(1,845)</u>	<u>0</u>	<u>(1,845)</u>		<u>0</u>
Net Expenditure	<u>(1,845)</u>	<u>0</u>	<u>1,845</u>				
<u>117 Stage 3 funding</u>							
4000 SALARIES & WAGES	283	0	(283)		(283)	0.0%	283
Stage 3 funding :- Indirect Expenditure	<u>283</u>	<u>0</u>	<u>(283)</u>	<u>0</u>	<u>(283)</u>		<u>283</u>
Net Expenditure	<u>(283)</u>	<u>0</u>	<u>283</u>				
6000 plus Transfer from EMR	283						
Movement to/(from) Gen Reserve	<u>0</u>						
<u>201 OLD COURTHOUSE</u>							
1000 INCOME - RENT	0	1,000	1,000			0.0%	
1010 INCOME - LETTING	375	250	(125)			150.0%	
OLD COURTHOUSE :- Income	<u>375</u>	<u>1,250</u>	<u>875</u>			<u>30.0%</u>	<u>0</u>
4011 BUSINESS RATES	8,358	8,400	42		42	99.5%	
4012 WATER RATES	387	700	313		313	55.3%	
4014 ELECTRICITY	938	1,750	812		812	53.6%	
4015 GAS	1,931	3,000	1,069		1,069	64.4%	
4016 CLEANING etc	2,404	500	(1,904)		(1,904)	480.7%	
4036 SECURITY & ALARMS	527	1,000	473		473	52.7%	
4037 PROPERTY MAINTENANCE	6,447	2,500	(3,947)		(3,947)	257.9%	5,044
4053 STATUTORY BUILDING CHECKS	0	150	150		150	0.0%	
OLD COURTHOUSE :- Indirect Expenditure	<u>20,992</u>	<u>18,000</u>	<u>(2,992)</u>	<u>0</u>	<u>(2,992)</u>	<u>116.6%</u>	<u>5,044</u>
Net Income over Expenditure	<u>(20,617)</u>	<u>(16,750)</u>	<u>3,867</u>				
6000 plus Transfer from EMR	5,044						
Movement to/(from) Gen Reserve	<u>(15,573)</u>						
<u>209 OTHER PROPERTIES</u>							
4014 ELECTRICITY	167	180	13		13	92.7%	
4312 WATER FOUNTAIN	100	500	400		400	20.1%	
4324 HIGHBRIDGE CLOCK ELEC	308	500	192		192	61.7%	
OTHER PROPERTIES :- Indirect Expenditure	<u>576</u>	<u>1,180</u>	<u>604</u>	<u>0</u>	<u>604</u>	<u>48.8%</u>	<u>0</u>
Net Expenditure	<u>(576)</u>	<u>(1,180)</u>	<u>(604)</u>				

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
211 ALLOTMENT HIGHBRIDGE							
1000 INCOME - RENT	1,142	1,155	13			98.9%	
ALLOTMENT HIGHBRIDGE :- Income	1,142	1,155	13			98.9%	0
4012 WATER RATES	89	400	311		311	22.2%	
4037 PROPERTY MAINTENANCE	0	1,500	1,500		1,500	0.0%	
ALLOTMENT HIGHBRIDGE :- Indirect Expenditure	89	1,900	1,811	0	1,811	4.7%	0
Net Income over Expenditure	1,053	(745)	(1,798)				
301 TOWN IMPROVEMENTS							
1313 INCOME - SIGNAL BOX	40	0	(40)			0.0%	
1315 INCOME - Seat Donations	877	0	(877)			0.0%	
1316 INCOME - Firework Donations	600	1,500	900			40.0%	
TOWN IMPROVEMENTS :- Income	1,517	1,500	(17)			101.1%	0
4020 MISCELLANEOUS EXPENDITURE	30	0	(30)		(30)	0.0%	
4040 GROUNDS MAINTENANCE	2,173	5,000	2,827		2,827	43.5%	517
4042 VEHICLE RUNNING COSTS	110	0	(110)		(110)	0.0%	
4086 PARISH ONLINE	0	700	700		700	0.0%	
4303 SEATS	659	1,250	591		591	52.7%	
4304 BUS SHELTER CLEANING	690	1,000	310		310	69.0%	
4307 DOG/LITTER BINS	95	1,500	1,405		1,405	6.3%	
4311 FLORAL DECORATIONS	4,355	4,000	(355)		(355)	108.9%	
4319 CHRISTMAS TREES & LIGHTING	0	2,800	2,800		2,800	0.0%	
4320 CHRISTMAS LIGHTS	22,994	20,000	(2,994)		(2,994)	115.0%	
4329 EVENTS	2,902	5,000	2,098		2,098	58.0%	
4389 TOWN CENTRE CLEANING	6,043	6,000	(43)		(43)	100.7%	
4394 FIREWORKS DISPLAY COSTS	8,250	9,500	1,250		1,250	86.8%	
TOWN IMPROVEMENTS :- Indirect Expenditure	48,302	56,750	8,448	0	8,448	85.1%	517
Net Income over Expenditure	(46,785)	(55,250)	(8,465)				
6000 plus Transfer from EMR	517						
Movement to/(from) Gen Reserve	(46,268)						
303 TOWN RANGERS							
4042 VEHICLE RUNNING COSTS	1,749	1,500	(249)		(249)	116.6%	
4044 VEHICLE REPLACEMENT	0	3,000	3,000		3,000	0.0%	
4048 VEHICLE INSURANCE	529	590	61		61	89.7%	
TOWN RANGERS :- Indirect Expenditure	2,278	5,090	2,812	0	2,812	44.7%	0
Net Expenditure	(2,278)	(5,090)	(2,812)				

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>305 CIL</u>							
1184 INCOME - CIL HB	31,102	0	(31,102)			0.0%	
CIL :- Income	31,102	0	(31,102)				0
Net Income	31,102	0	(31,102)				
<u>307 BURNHAM EVO CIM FUND</u>							
4752 GRANT - Shop Front	4,833	0	(4,833)		(4,833)	0.0%	
4984 Burnham EVO CIM EMR	55,310	0	(55,310)		(55,310)	0.0%	1,070
BURNHAM EVO CIM FUND :- Indirect Expenditure	60,143	0	(60,143)	0	(60,143)		1,070
Net Expenditure	(60,143)	0	60,143				
6000 plus Transfer from EMR	1,070						
Movement to/(from) Gen Reserve	(59,073)						
<u>501 EARMARKED RESERVES</u>							
4033 IT PROVISION	0	0	0		0	0.0%	16
4329 EVENTS	51	0	(51)		(51)	0.0%	51
4811 GENERAL MAINTENANCE	1,440	0	(1,440)		(1,440)	0.0%	3,540
4890 GENERAL MAINTENANCE EMR	67	0	(67)		(67)	0.0%	67
4916 CIL Burnham EMR	7,697	0	(7,697)		(7,697)	0.0%	7,697
4917 CIL Highbridge EMR	3,515	0	(3,515)		(3,515)	0.0%	3,515
4919 Civic Events EMR	442	0	(442)		(442)	0.0%	442
4923 Property Maintenance EMR	3,192	0	(3,192)		(3,192)	0.0%	3,125
4953 Fireworks EMR	767	0	(767)		(767)	0.0%	767
4959 Training EMR	2,493	0	(2,493)		(2,493)	0.0%	1,561
4966 Office Equipment EMR	60	0	(60)		(60)	0.0%	60
4967 Staffing Budget EMR	6,075	0	(6,075)		(6,075)	0.0%	6,075
4969 New garage	1,350	0	(1,350)		(1,350)	0.0%	1,350
4973 IT Equipment EMR	1,177	0	(1,177)		(1,177)	0.0%	1,177
4975 Princess Maint & Renewals EMR	3,609	0	(3,609)		(3,609)	0.0%	5,109
4980 Jubilee Projects EMR	348	0	(348)		(348)	0.0%	348
4989 Princess Staff Budget EMR	2,098	0	(2,098)		(2,098)	0.0%	2,098
4997 Cem General Maintenance EMR	2,142	0	(2,142)		(2,142)	0.0%	2,142
5402 Closed Business Grant EMR	5,195	0	(5,195)		(5,195)	0.0%	5,195
EARMARKED RESERVES :- Indirect Expenditure	41,718	0	(41,718)	0	(41,718)		44,335
Net Expenditure	(41,718)	0	41,718				
6000 plus Transfer from EMR	44,335						
Movement to/(from) Gen Reserve	2,617						

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901 BURIALS							
1001 INCOME - WAYLEAVES	4,846	4,850	4			99.9%	
1198 INCOME - COMMONWEALTH WAR G	31	50	19			62.4%	
1315 INCOME - Seat Donations	600	0	(600)			0.0%	
1881 INCOME - EXCLUSIVE RIGHTS	15,410	10,000	(5,410)			154.1%	
1882 INCOME - INTERMENTS	26,740	19,000	(7,740)			140.7%	
1883 INCOME - NEW MEMORIALS	7,485	8,200	715			91.3%	
1884 INCOME - ADDTL INSCPTS	1,050	0	(1,050)			0.0%	
1885 INCOME - TRANSFER DEEDS	165	0	(165)			0.0%	
BURIALS :- Income	56,328	42,100	(14,228)			133.8%	0
4011 BUSINESS RATES	12,161	11,900	(261)		(261)	102.2%	
4012 WATER RATES	507	1,350	843		843	37.5%	
4014 ELECTRICITY	2,237	1,750	(487)		(487)	127.8%	
4075 BJBC PWLB LOAN REPAYMENT	7,202	7,202	(0)		(0)	100.0%	
4303 SEATS	1,013	0	(1,013)		(1,013)	0.0%	
4805 EQUIPMENT PURCHASE	0	2,000	2,000		2,000	0.0%	
4806 SUPPLIES & SERVICES	181	500	319		319	36.2%	
4809 PUMP MAINTENANCE	0	1,300	1,300		1,300	0.0%	
4810 EQUIPMENT MAINTENANCE	2,712	1,200	(1,512)		(1,512)	226.0%	
4811 GENERAL MAINTENANCE	4,583	1,500	(3,083)		(3,083)	305.5%	
4812 MECH GRAVE DIGGER	1,960	5,500	3,540		3,540	35.6%	
4813 TREE TRIMMING	1,202	3,000	1,798		1,798	40.1%	
4814 FUEL FOR MOWERS	679	1,050	371		371	64.7%	
4815 WASTE COLLECTION	2,238	2,500	262		262	89.5%	
4817 PROVISION FOR WALLS	0	2,000	2,000		2,000	0.0%	
4818 Water Testing	0	1,000	1,000		1,000	0.0%	
4820 NEW TREE	0	500	500		500	0.0%	
BURIALS :- Indirect Expenditure	36,675	44,252	7,577	0	7,577	82.9%	0
Net Income over Expenditure	19,652	(2,152)	(21,804)				
Grand Totals:- Income	948,254	806,653	(141,601)			117.6%	
Expenditure	928,774	815,333	(113,441)	0	(113,441)	113.9%	
Net Income over Expenditure	19,480	(8,680)	(28,160)				
plus Transfer from EMR	103,979						
less Transfer to EMR	(622)						
Movement to/(from) Gen Reserve	124,082						



IAC Audit and Consultancy Ltd

Audit date: 24 May 2023

Burnham on Sea and Highbridge Town Council

Financial Year 2022-23

Year End Internal Audit Observations

C *This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Council has formally documented Internal Controls	<i>Council has not formally documented Internal Controls.</i>	Council should formally document its Internal Controls. (Example formats used by other Councils have been provided to the Clerk).	Medium	
2	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	<i>The Council has not reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015.</i>	Council to note the requirement for it to regularly review its internal control system.	High	

D *The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	The Council has reviewed any points raised by the External Auditor as required	<i>From a review of Minutes it was not possible to verify that the Council has reviewed the report of the External Auditor</i>	The Council to ensure that, on an annual basis, it formally records a review of the External Auditors report in the Minutes of the relevant meeting.	Medium	

G *Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Salaries paid agree with those approved by the council	<i>The Council paid arrears to staff in November 2022. A listing of the value of arrears paid was provided during the audit visit but detail of how the amounts were computed was not available.</i>	Council to ensure that, in future, details of computation of arrears payable is retained for audit purposes.	Medium	
2	The Council, or nominated committee, has reviewed and approved any changes to staff rates of pay, or terms of conditions, made during the financial year.	<i>The HR sub-committee agreed the payment of a bonus to staff at a meeting held on 06/10/2022. Minutes of the meeting do not state the value of bonus to be paid.</i>	Council to ensure that details of Council approval for changes to staff terms and conditions are formally recorded. Due to potential GDPR issues and the need for Minutes to be publically available it may be appropriate for the details of any changes to be documented by a separate schedule to be signed and dated by the Chair of the relevant meeting.	High	
3	The Council has published the details of Members Allowances paid in accordance with Regulation 15 (3) of Members Allowances Regulations 2003.	<i>The Council has not published the details of Members Allowances paid in accordance with Regulation 15 of Members Allowances Regulations 2003.</i>	The Council to note the publication requirements in respect of Members Allowances and to ensure that details of allowances paid are published in accordance with the Regulations.	High	

H *Asset and investments registers were complete and accurate and properly maintained.*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	The asset register has been subject to review by Council	<i>The asset register has not been subject to review by Council during the 2022-23 financial year. It was last subject to review and approval in February 2022.</i>	The Council should formally review the asset register each year prior to the approval of the Accounting Statements	Medium	

I **Periodic bank account reconciliations were properly carried out during the year.**

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Cash floats & balances are supported with cashier's certificate (Year End)	<i>Year end cash floats & balances were not supported with a cashier's certificate confirming the value held as at 31st March.</i>	Year end cash balances held should be supported with a cash statement stating the denomination and value of cash held. This should be signed and dated by the cash custodian, and an independent person.	Medium	
2	Bank reconciliations have been signed and dated as evidence of independent review (Year End)	<i>Year end bank reconciliations have not been signed and dated as evidence of independent review.</i>	Prior to the approval of the Accounting Statements the year end Bank reconciliation and supporting banks statements should be subject to independent review and signed and dated as evidence of this review.	Medium	



23 MAY 2023

BARB
Marine Rescue Centre
The Esplanade
Burnham-On-Sea
Somerset
TA8 1BB

The Town Clerk
The Council Offices
Old Court
Jaycroft Road
Burnham-on-Sea
TA8 1LE

21 May 2023

Dear Members of the Council

I am writing to ask if we might make an application through the Council's Events Fund for help with the hire of a PA System for ESCAPE DAY this year which is on Sunday 27th August. As you know, many thousands of people come to this event, and it is imperative that all events and demonstrations are explained and commented on. The cost is expected to be £495. If we are unable to find help with funding the cost will have to fall upon BARB Search and Rescue's own charity funds.

We would be very grateful if the Council would consider helping us again year as we feel it is an important event for the town.

Yours sincerely



Roger Flower

Hon. President and Event Organiser