



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

21st June 2023

To: All Members of the Town Council

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **BURNHAM ON SEA AND HIGHBRIDGE TOWN COUNCIL** to be held on **27th June 2023** at The Morland Hub, Pearce Drive, Highbridge TA9 6FU 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.

A handwritten signature in black ink, appearing to be "K Noble", written on a white background.

Katherine Noble

Town Clerk

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

Members of Burnham and Highbridge Town Council

Councillor R. Baker
Councillor S. Barber
Councillor P. Clayton
Councillor A. Elrick
Councillor M. Facey
Councillor J. Flurry
Councillor G. Gudka
Councillor R. Keen
Councillor A. Matthews

Councillor B. Metcalfe
Councillor L. Millard (Mayor)
Councillor A. Morgan
Councillor M. Murphy
Councillor S. Perry (Deputy Mayor)
Councillor C. Searing
Councillor B. Vickers
Councillor J. Warren
Councillor P. Wynn

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 otherwise by the Chair. In accordance with standing orders the public participation time will not exceed 15 minutes in total with no individual speaker exceeding 3 minutes.

Town Council Committee Meeting Agenda 27th June 2023

65.0.T23 To receive apologies for absence

66.0.T23 To receive any declarations of interest on items included on this agenda

67.0.T23 Appointment of the Mayors Cadets for the ensuing year

68.0.T23 To receive and approve the minutes of the Town Council meeting held on Monday 15th May

69.0.T23 Matters arising from previous minutes

Response to The Environment Agency's consultation on proposed to Hinkley Point C's water discharge activity permit

70.0.T23 To receive the Mayors report

71.0.T23 To receive report from the Police

72.0.T23 To receive any reports from Somerset Councillors

73.0.T23 To receive minutes of previous committee meetings (minutes circulated and available on website)

Town Improvements Committee – 22nd May 2023

Planning Committee – 24th May and 14th June 2023

Finance and Resources Committee – 5th June 202

Princess Management Committee – 6th June 2023

Planning Committee – 14th June 2023

74.0.T23 To receive reports from town councillor representatives appointed to outside bodies

75.0.T23 To consider appointing a representative on to the Seed Consortium

- 76.0.T23 Introduction to the Youth Council**
- 77.0.T23 To agree the Youth Council's Terms of Reference**
- 78.0.T23 To appoint Members to the Youth Town Council**
- 79.0.T23 To receive verbal update from the Homelessness Working Group**
- 80.0.T23 To receive a Climate and Ecology Working Group update**
- 81.0.T23 To consider report for funds to set up a Repair Cafe**
- 82.0.T23 To receive list of payments up to 11th June 2023**
- 83.0.T23 To approve list of Direct Debit/BACS/Standing Orders payees for the year**
- 84.0.T23 To consider the internal audit report for 2022/23**
- 85.0.T23 To approve the Annual Governance Statement (s.1 of the Annual Governance and Accountability Return for 2022/23)**
- 86.0.T23 To approve the Annual Accounting Statement for the year ending 31 March 2023 (s.2 Annual Governance and Accountability Return 2022/23)**
- 87.0.T23 To note the public rights and publication notice dates**
- 88.0.T23 To note the Princess Management Committees agreed action plan following the Princess review**
- 89.0.T23 To consider the expression of interest letter relating to the Princess Theatre**
- 90.0.T23 To appoint one member and a substitute to the Local Community Network**
- 91.0.T23 Date of next meeting**
To note the date of the next meeting, which is scheduled for **7th August 2023 at 7pm**



Minutes Town Council

Subtitle	Annual Town Council Meeting
Date	15/05/2023
Time	19:00 -
Location	Council Chamber, Old Courthouse, Jaycroft Rd, Burnham-on-Sea, TA8 1LE
Chair	
Attendees	Cllr Ross Baker, Cllr Sue Barber, Cllr Peter Clayton, Cllr Alasdair Elrick, Cllr Mike Facey, Cllr Julie Flurry, Cllr Ganesh Gudka, Cllr Roger Keen, Cllr Alan Matthews, Cllr Benjamin Metcalfe, Cllr Lesley Millard, Cllr Andrew Morgan, Cllr Sharon Perry, Katherine Noble Town Clerk, Cllr Barbara Vickers and Cllr James Warren
Absentees	Cllr Mike Murphy , Cllr Paul Wynn and Cllr Catherine Searing

00.0 Public Participation

There were eight members of the public present and Somerset Councillor Hendry.

There were no registered speakers.

42.0.T23 Election of the Mayor for the ensuing year and to receive the declaration of acceptance

Resolved that Councillor Millard was re-elected as Mayor. The declaration of acceptance of office was signed.

43.0.T23 To receive apologies for non-attendance

Apologies were received from Councillors Searing and Wynn.

44.0.T23 To receive any declarations of interest on items included on this Agenda

There were no declarations of interests.

45.0.T23 Election of Deputy Mayor for the ensuing year and to receive the declaration of acceptance of office

Resolved that Councillor Perry be re-elected as Deputy Mayor. The declaration of acceptance of office was signed.

46.0.T23 Election of Mayor's Representative for the ensuing year and to receive the declaration of acceptance of office

Resolved that Councillor Keen be appointed as the Mayor's Representative. The acceptance form was signed.

47.0.T23 To receive and approve the minutes of the Town Council meeting held on 6.3.23 (copy enclosed)

The minutes of the previous Council meeting held on 6th March 2023 were present by the Mayor.

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

48.0.T23 Matters arising from previous minutes

There were no matters arising.

49.0.T23 To receive the outgoing Mayor's report

A detailed report was given at the Annual Towns Meeting. Actions from that meeting are being progressed. The Rangers are undertaking an audit of signs and will report any potholes they come across. Councillor Millard had met residents who raised concerns about anti-social behavior and is seeking to arrange for CCTV to be installed.

Councillor Millard thanked the Deputy Mayors, Councillors Perry and Vickers for their support over the past year and the Town Clerk and staff were also thanked for their help.

50.0.T23 To receive report from the Police

The report was noted.

51.0.T23 To receive any reports from Somerset Councillors

Somerset Councillor Clayton circulated a report. A copy will be published on the website.

52.0.T23 To receive minutes of previous committee meetings

Draft minutes have been circulated by email & added to the website

Finance and Resources Committee - 13th March and 24th April

Burial Board Committee - 15th March

Town Improvements Committee- 20th March

Planning Committee - 22nd March, 12th April and 3rd May

Princess Management - 11th May

The Chair of the Finance and Resources Committee gave an overview of the last two meetings and the grants awarded. There were no questions raised.

The Chair of the Burial Committee thanked the cemeteries staff for the work they do to keep the cemeteries in such good order. Long term plans are being considered. There were no questions raised.

The Vice-Chair of the Town Improvements Committee gave an overview of the main issues being dealt with by the Committee. There were no questions raised.

The Chair of the Planning Committee confirmed that a few issues were still outstanding. There were no questions raised.

The Chair of the Princess Management Committee reported that the Highbridge Festival of Arts was very successful, as was the screening of Winter on Fire. The Coronation screening was well attended. There were no questions raised.

53.0.T23 To receive list of payments to 08.05.23

The circulated list of payments to be made were noted.

54.0.T23 To receive reports from town councillor representatives appointed to outside bodies

Councillor Millard reported that the Fritzlar Reception was very successful and enjoyed by all.

Councillor Warren gave an update on the Community Association. The first stage of the roof repairs were starting and they would be fundraising for the next section of the roof.

Councillor Vickers attended a tea party on 9th May at Abbeyfields, which she thoroughly enjoyed.

55.0.T23 To review and adopt the terms of reference for the Committees of the Council

Councillor Gudka gave an overview of the main changes and the rationale behind them.

The document was considered page by page.

Amendments;

3.2.6 - add etc after display.

8.4 - in the sentence 10.3 should be replaced with 8.3.

Resolved that subject to the above amendments, the Committees Terms of Reference and Scheme of Delegation is adopted.

56.0.T23 To appoint the Committees of the Council and membership for the civic year 2023/24

Planning

Human Resources Sub Committee

Town Improvements

Finance and Resources

Princess Management Committee

Burials

Resolved that the Committees are agreed and Committee Membership is approved as follows;



Committee	Members
Finance and Resources Committee	Councillor Gudka Councillor Elrick Councillor Baker Councillor Perry Councillor Vickers Councillor Metcalfe Councillor Facey Councillor Clayton Councillor Matthews Councillor Searing Councillor Keen
HR Sub Committee	Councillor Perry Councillor Gudka Councillor Elrick Councillor Facey Councillor Clayton Councillor Keen Councillor Matthews
Town Improvements Committee	Councillor Warren Councillor Vickers Councillor Morgan Councillor Gudka Councillor Clayton Councillor Searing Councillor Facey Councillor Wynn
Princess Management Committee	Councillor Perry Councillor Warren Councillor Vickers Councillor Baker Councillor Clayton Councillor Keen Councillor Searing Councillor Flurry
Planning Committee	Councillor Elrick Councillor Baker Councillor Vickers Councillor Morgan Councillor Clayton Councillor Wynn

	Councillor Metcalfe Councillor Flurry
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****Resolved**** that the Committee Chairs are elected as follows;

Finance and Resources Committee - Councillor Gudka
 HR Sub Committee - Councillor Perry
 Town Improvement Committee - Councillor Warren
 Princess Management Committee - Councillor Perry
 Planning Committee - Councillor Elrick

57.0.T23 To appoint members to outside bodies for the ensuing year

NALC Coastal Communities Network - 1
Highbridge Festival of Art - 2
Somerset Association of Local Councils 1 (with the clerk)
Town Twinning – Fritzlar (German) - The Mayor is Patron to the Society
Highbridge Community Hall Management Committee - 2
Sedgemoor Cycle Group - 2
BAY Centre - 2
Friends of the Princess Group - 1
Sedgemoor Community Partnership (Morland Hall) - 1
Sea Cadet Corps - 1
Air Training Corps - 1
Hinkley Point Community Forum - 1
Burnham Chamber of Trade - 1
Burnham & Highbridge Abbeyfield Society - 1
67 Bus Forum - 1 (with the RFO)
Rural Services Network - 1
Seed Arts Panel 1
BiARS Management Committee - 1
Abbeyfield - 1
Highbridge Festival for Arts - 1

Resolved that the representative on outside bodies are appointed as follows and that each organisation is contacted to confirm that a representative is required and accepted.



Body	No. of Representatives	Nomination
NALC Coastal Community Network	1	Councillor Clayton
Highbridge Festival of Art	2	Councillors Vickers and Perry
Somerset Association of Local Councils	1 & Clerks	Councillor Gudka (Councillor Millard to deputise)
Town Twinning- Fritzlar Germany	1	Mayor – (Lesley Millard)
Highbridge Community Hall Management Committee	2	Councillors Morgan & Keen
Sedgemoor Cycle Group	2	Councillor Metcalfe
BAY Centre	2	Councillors Warren & Barber
Friends of Princess Group	1 + BDO	PMC Chair – Councillor Perry & Councillor Flurry
Sedgemoor Community Partnership (Morland Hall)	1	Councillor Morgan
Sea Cadet Corp	1	Councillor Matthews
Air Training Corp	1	Councillor Millard
Hinkley Point Community Forum	1	Councillor Gudka
Burnham Chamber of Trade	1	TIMPS Chair – Councillor Warren
Burnham & Highbridge Abbeyfield Society	1	Councillor Millard
67 Bus forum	1 (with RFO)	Councillor Barber
Rural Services Network	1	Councillor Millard
Seed Arts Panel	1 (& Princess Manager)	Councillor Keen
BiARS Management Committee	1	Councillor Barber

Burnham and Highbridge Community Association	1	Councillor Warren
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58.0.T23 To consider and adopt the Strategic Plan 2023-2027

The Mayor explained that Members had been working on the plan for some time and had sought residents views. This is a working, flexible document that will be reviewed regularly.

Resolved that the Strategic Plan is adopted.

59.0.T23 To review and adopt amended Complaints Procedure

The updated procedure was considered.

Resolved that the Complaints Procedure is adopted.

60.0.T23 To consider the sanction recommendations received from Somerset Council's Standards Hearing held on 2nd May 2023 in relation to a breach of the Code of Conduct by Councillor Murphy and agree actions to be taken

The Mayor said " the Code Of Conduct is a very important document that enables councillors and staff to work together in mutual respect. We have a duty of care to all our staff and must make it very clear that we do not condone any breaches of the code".

Councillor Gudka stated the Liberal Democrat party will be undertaking an internal review and when asked, confirmed the findings would be made public.

Several Councillors commented on how the inappropriate and disrespectful behavior was not condoned and there would be no tolerance for such behaviour.

Support has been given and will continue to be given to the member of staff.

Members were asked to consider the sanction recommendations from the Standards Sub- Committee and agree any amendments.

Resolved the following sanctions are approved;

1. The Town Council issue a formal censure to Councillor Murphy
2. The Town Council arranges training , in consultation with the Monitoring Officer, for Councillor Murphy by a reputable trainer, to include:

- Equalities
- Member/Officer relationships
- Professional boundaries
- Interpersonal relationships

The training to be completed within a period of three months and the completion to be reported to Somerset Council.

3. That Councillor Murphy issues a genuine written apology to the Complainant for his conduct as found by the Sub-Committee as soon as possible.
4. Councillor Murphy is excluded from the Council's offices, with the exceptions of meeting rooms as necessary for attending Council meetings, until he has undertaken the training.
5. Councillor Murphy is removed from any committees/sub-committees/working groups until he has completed the training recommended.

(Somerset Councillor Hendry left the meeting at this juncture)

61.0.T23 To review and adopt the updated Financial Regulations

Councillor Gudka gave an overview of the changes.

Resolved that the updated Financial Regulations are adopted.

62.0.T23 To review and adopt the updated Standing Orders

The Standing Orders were being updated to the current NALC model.

Resolved that the updated Standing Orders are approved.

63.0.T23 To consider response to the Department of Levelling up, Housing and Communities consultation on the introduction of a use class for short term lets and associated permitted development rights

[Link to consultation documents](#)

Resolved that the item is deferred to the Planning Committee for consideration and the Committee are delegated to respond on behalf of the Council.

64.0.T23 To consider response to the The Environment Agency's consultation on proposed change to Hinkley Point C's water discharge activity permit

[Link to consultation details](#)

Resolved that Councillors Millard, Warren and Metcalf are delegated to respond on behalf of the Council.

(Two members of the public left the meeting at this juncture)

65.0.T23 Date of next Meeting - 27th June 2023

The next meeting will take place on 27th June 2023 at the Morland Hub, Highbridge.

Response to The Environment Agency's consultation on proposed to Hinkley Point C's water discharge activity permit

EDF were going to insert Acoustic Fish Deterrents that work using sonar, to try and keep the fish away from the huge inlet pipes for the cooling water. A massive 130,000 litres of water are sucked in per second. It is estimated that 250,000 fish and other marine life will be sucked in and killed every single day, for over 60 years. This would be 11 billion fish over the lifespan of Hinkley C. The fish are sucked in, pass through the pipe with the cooling water, pass by an Archimedes screw and sent out via a recovery shoot, by this time the majority of fish are dead or dying.

There is mesh on the inlet pipes , but small fish in particular juveniles will pass through and become entwined. It is only these fish that are being counted, those that are injured and die or get trapped in the mesh are not included in the modelling. Loss of juveniles will have a catastrophic effect on future population, and on the food chains in the area.

Water by the power station will be 12 degrees warmer, and that will affect the ecosystem. Although it is tidal it has yet to be seen the effect of so many dead fish and other marine biota will have on water quality.

The original plan, was to install the AFD system, and EDF have said this would help reduce the fish deaths by 75% This was agreed at the time of the original application. , but this is now the third time that NNGB is seeking to have it removed.

It is not only the sea or estuary near Hinkley that will be affected, it will affect the numbers of fish in 8 other rivers, one of those is The Parrett. The whole of the Severn estuary ecosystem is very fragile. We have a huge range of fish, some are rarer than others. ALL WILL BE DEVASTATED. one of those is an eel, *Anguilla Anguilla*, that Crosses from the Sargasso Sea , just above the Caribbean where they and their larvae returns to our waters and grow to maturity in our rivers. Then the cycle starts again. This is just one example of a protected species.

Toxicity of the water due to the dying /marine life has not been modelled taking all aspects into account.

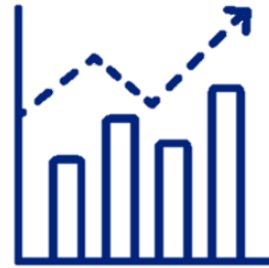
The Environment Agency are stating that the water is from open sea and as such they do not have responsibility. Yet every document including government Documents refers to water from the Severn Estuary.



Incidents reported to police in the last 3 months for Burnham On Sea :

Volume of Reports

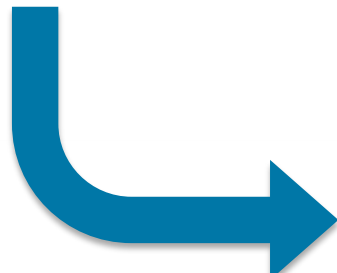
1276 incidents have been reported.



There have been 260 incidents of anti social behaviour reported to police. This means that anti social behaviour accounts for 20% of the incidents reported.

77% was ASB Nuisance

34% were neighbour disputes



Harassment, alarm and distress to 1 or more persons not of the same household as the offender

Types of Crime :

- 1) **Violence against the person : 76**
- 2) **Criminal Damage : 35**
- 3) **Public Order : 42**
- 4) **Theft : 33**
- 5) **Sexual offences : 12**
- 6) **Burglary : 15**
- 7) **Misc offences : 1063**



Top ASB locations :

- 1) **Caxton Road, Highbridge : 8 times**
- 2) **Marine Drive : 7 times**
- 3) **Church Street, Highbridge : 5 times**
- 4) **Market Street, Highbridge : 5 times**
- 5) **South Avenue, Highbridge : 4 times**

These areas appear on the patrol plan and are managed by frequent patrols And intelligence gathering. 60 arrests have been made in relation to these offences. There are no identifiable crime trends.



Community Interventions :



We have seen a significant increase in reported incidents, the highest percentage of this has been thefts. We have started engaging with shops in the Burnham and Highbridge area and aim to visit every retail premises and offer crime prevention advice and ensure these incidents are being reported and followed up with CCTV being provided to us in order to progress the investigations.

We have started getting back into our community engagements with schools and offering lessons.

We also had a very successful walk around Highbridge Estate with the Town Council



Sedgemoor Creative People and Places (CPP) Consortium Partnership Agreement

Preamble

This document updates and replaces the previous Consortium Partnership agreement entered into on 11 December 2019 and previously updated on 11 February 2021. This version contains the following updates:

- Changes to representatives of Consortium Partnership organisations where required

Details of Consortium Partnership Organisations ('the partners')

Homes in Sedgemoor (lead)

Contact: Claire Tough, Director of Neighbourhoods

claire.tough@homesinsedgemoor.org

01278 435400

Address: Bridgwater House, Kings Square, Bridgwater, Somerset TA6 3AR

Bridgwater Senior Citizens' Forum

Contact: Ken Jones, Glen Burrows

Address: c/o The Secretary, 1 Blake Place, Bridgwater, Somerset. TA6 5AU

Bridgwater Town Council

Contact: David Mears (Town Clerk), Cllr Irena Hubble

Address: Town Hall, High Street, Bridgwater TA6 3BL

Community Council for Somerset

Contact: Val Bishop (CEO),

Tel: 01823 331222

Address: Viney Court, Viney Street, Taunton, TA1 3FB

Somerset Film

Contact: Deb Richardson (Creative Director), Phil Shepherd (Community Ambassador)

Address: The Engine Room, 50/52 High Street, Bridgwater TA6 3BL

Young Somerset

Contact: Nik Harwood (Chief Executive, Francesca Smith

Address: Unit 2 Suprema Estate, Edington Bridgwater TA7 9BF

Purpose of the partnership

‘The partners’ agree to come together as a strategic consortium to manage and facilitate Seed, CPP for Sedgemoor (‘the programme’). ‘The programme’ will utilise Arts Council England (ACE) and other funding to build on the passion and strength of local culture, wisdom and know-how to enable more people to take a part in creative arts and heritage. The Seed Sedgemoor CPP consortium has a ten-year vision to attract greater investment to arts and culture in Sedgemoor and to demystify and grow the arts

- as if local people mattered
- as an ordinary part of everyday life
- by the people for the people
- that uniquely reflect the things that are important to Sedgemoor communities

Partnership obligations

The consortium is led by Homes in Sedgemoor (‘the lead’) who will be solely responsible to Arts Council England (ACE) to deliver the project in accordance with ACE terms and conditions.

‘The partners’ in the consortium undertake to act in accordance with ACE’s terms and conditions of grant so far as applicable to discharging the consortium obligations under this partnership agreement and that in the event of conflict between the terms and conditions of this partnership agreement and the terms and conditions of the funding agreement between ACE and ‘the lead’, ACE’s terms and conditions will take precedence.

Financial and contractual arrangements

Financial and contractual arrangements will be made by ‘the lead’ in accordance with the agreement of ‘the partners’. ‘The lead’ will make payments from its grant and other income streams to ‘the partners’ in consideration for any agreed goods or services they provide under this partnership agreement. Any such arrangements will be entered into in strict accordance with the Consortium’s agreed conflict of interest policy.

‘The lead’ will be responsible for all funds received from ACE and will not be liable to make payments to ‘the partners’ or other parties until ‘the lead’ has received appropriate grant payments from ACE. ‘The lead’ will keep records of all project expenditure and make these financial records accessible to ACE and other funders as required.

Roles and responsibilities

‘The partners’ commit to and share the responsibility for ensuring that the ‘the programme’ is delivered to the highest possible standard and will undertake specific responsibilities as agreed during the course of the programme.

Bridgwater Senior Citizens’ Forum and Young Somerset – voice of the people

Bridgwater Town Council – embedding the legacy in local infrastructure

Community Council for Somerset – evaluation and research

Homes in Sedgemoor – lead body to hold the budget and Chair of the Consortium

Somerset Film - host organisation providing administrative and management services and facilities necessary for the CPP programme to the Programme Director and team.

Policies and procedures

The consortium is committed to delivering the agreed business plan for Seed in accordance with the policies and procedures identified therein. These include policies pertaining to health and safety including risk management, equal opportunities and the protection of children, young people and vulnerable adults.

Business Plan

A ten-year business plan with a detailed focus on the first three years of the programme has been developed by the Consortium and the Director, Seed. This plan and associated policies:

- detail the organisational structure underpinning ‘the programme’, the relationship between ‘the partners’, the Project Director and other stakeholders, including detail of how changes to contracted agreements or disputes will be managed and resolved.
- detail the strategy, targets and timelines for achieving ‘the programme’ purpose described above
- detail an activity plan and budget for the programme.
- identify responsibility for setting up consortium and stakeholder meetings, how often these will happen and what records will be kept. ‘The partners’ undertake to ensure that all necessary records are kept for a period of seven years as per ACE’s terms and conditions of grant.
- explain how monitoring information will be provided by ‘the partners’ throughout the period of the grant agreement to enable ‘the lead’ to complete regular progress reports for ACE and other funders.
- set out the responsibilities of ‘the partners’ in working with ACE’s programme-level evaluator.

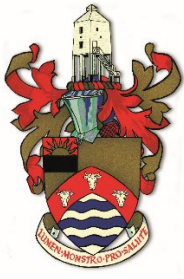
- make clear how often ‘the programme’ will be discussed by ‘the partners’ and by what methods, for example, face-to-face meetings, phone or email.
- specify who will be responsible for promoting ‘the programme’ through the media and who will handle enquiries.
- ensure that all branding is in accordance with ACE and other funder guidelines.

Duration of this agreement

‘The lead’ reserves the right to terminate this agreement if for any reason ACE need to suspend or terminate their grant, or if the terms of this agreement are breached.

Acceptance of this Agreement

Signed for and on behalf of the Consortium Partners



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

Youth Committee Terms of Reference

Date Adopted:

Review Date: Annually

1 Youth Town Council Committee

1. Burnham-on-Sea and Highbridge Youth Council has been set up to support and encourage the active engagement of young people in the decision making within the Town. They will represent the views and opinions of their generation whilst influencing and inspiring change. They will work alongside Burnham-on-Sea and Highbridge Town Council in making the town a better place.

Membership

The minimum 6 members and 2 Councillors shall meet according to the agreed schedule or as often as it deems appropriate (being not less than three times in each Town Council year). Meetings shall be held at The King Alfred School unless that is impractical, or it is thought advisable to hold meetings elsewhere, in which case an alternative suitable venue in either Burnham-on-Sea or Highbridge shall be used.

Elections

Election process to be held during September for year 12's.

Considerations

- 1.2 To assist Burnham-on-Sea and Highbridge Town Council by identifying issues affecting young people and providing advice on possible solutions.
 - 1.2.1 To respond to enquiries from the Town Council on specific youth issues.
 - 1.2.2 To encourage and engage the younger generation to get involved in projects and events in Burnham-on-Sea and Highbridge.
 - 1.2.3 To advise on youth grants
 - 1.2.4 To represent the views of the young residents in the Burnham-on-Sea and Highbridge.
 - 1.2.5 To work as a team and make things happen.
 - 1.2.6 To create opportunities and learn from them.
 - 1.2.7 To promote the importance of a youth voice.
 - 1.2.8 To make local government accessible to everyone.
 - 1.2.9 To have fun.

Quorum

For all Committee meetings to proceed a quorum of three is required.

Minutes

Minutes of the Committee's meetings will be produced as soon as possible after the meeting and marked with a DRAFT watermark and sent to the Town Clerk for uploading to the Town Council website. Draft minutes will be distributed with the agenda for the next meeting. Notice of meetings, with minutes, agendas and other papers shall, where practical, be distributed to the Committee's members electronically by email.

Repair Cafe

We were thrilled with the response for potential volunteers to set up a Repair Cafe in Highbridge and Burnham on Sea, at the Purple Spoon Cafe and Waffle Hub Methodist Church respectively. We have over 30 people who have expressed interest and are holding an initial meeting tomorrow with a view to launching in September.

The Repair Cafe is part of our Climate and Ecology plan. It is the intention for us as a council, to support the start up, for up to 6 months, while the group establishes itself.

As such I am proposing that a grant of £250 be set aside from the Climate and Ecology budget to be used to cover the cost of the start up pack, 49 Euros and also 'seed' money for low cost materials that may be needed.

Councillor Vickers

[illegible]

Payments made by Direct Debit/Standing Order and Bacs 2023-2024
Burnham-on-Sea and Highbridge Town Council

83.0.T23

Payee	Frequen	Description	Type	Amount
GLOBAL PAYMENTS	Monthly	PT Transaction Charges	D/D	Variable
BIFFA WASTE SERVIC	Monthly	PT Waste Collection	D/D	Variable
BRIDGE SOLUTIONS	Monthly	Phone System	D/D	Variable
CROWN GAS & POWER	Monthly	Gas TC	D/D	Variable
CROWN GAS & POWER	Monthly	Gas PT	D/D	Variable
DVLA-WV09XVL	Annually	Van Tax	D/D	320
EDF ENERGY	Monthly	Market Stall cabinet	D/D	7
EDF ENERGY	Two Mor	TC Office Electric	D/D	Variable
EDF ENERGY	Monthly	Brent Road Cem Electric	D/D	90
EDF ENERGY CUST PLC	Monthly	Highbridge Clock	D/D	Variable
EE LIMITED	Monthly	Sim Cards	D/D	218.8
FINTEC GROUP LTD	Quarterly	Photocopier Lease	D/D	315.68
FUEL CARD SERVICES	Monthly	Fuel	D/D	Variable
GOCARDLESS	Monthly	Design Hive Website	D/D	114
GOCARDLESS	Monthly	Ticketsolve-Ticket Fees	D/D	Variable
ICO	Annually	Information Commissioner	D/D	35
IRIS SOFTWARE LTD6	Monthly	Payroll Software	D/D	126.65
ITEC CONNECT LTD	Monthly	Photocopier Usage	D/D	Variable
J&R FOOD SERVICE	Monthly	Ice-creams PT	D/D	Variable
M J CHURCH	Monthly	Waste from Cems	D/D	Variable
OTIS LIMITED	As requir	PTAC lift maintenance	D/D	Variable
O2	Monthly	Mobile	D/D	17.04
O2 DEVICE PLAN	Monthly	Mobile	D/D	6.5
PAY & SHOP DD COLL	Monthly	Princess	D/D	Variable
POZITIVE ENERGY	Monthly	PT Elec	D/D	Variable
POZITIVE ENERGY	Monthly	TC Elec	D/D	Variable
RENTOKIL INITIAL	Monthly	PT and TC Sanitary	D/D	Variable
SOMERSET COUNCIL	Monthly	Princess Rates	D/D	798
SOMERSET COUNCIL	Monthly	TC Rates	D/D	878
SOMERSET COUNCIL	Monthly	Brent Road Rates	D/D	499
SSE ELECTRICITY	Monthly	BOS Cem	D/D	Variable
SSE ELECTRICITY	Monthly	Highbridge Cem	D/D	Variable
TIMETASTIC	Monthly	Employees Holidays App	D/D	22.8
TV LICENCE DDA	Annually	PT TV license	D/D	159
WATER2BUSINESS	Half Yea	BOS Cem Water Rates	D/D	203.18
WATER2BUSINESS	Half Yea	Highbridge Cem Water Rate	D/D	138.95
WATER2BUSINESS	Half Yea	TC Office Water Rates	D/D	104.41
WATER2BUSINESS	Half Yea	Allotments Water Rates	D/D	34.27
WATER2BUSINESS	Half Yea	Brent Road Cem Water Rat	D/D	85.71
WATER2BUSINESS	Annually	PT Water Rates	D/D	515.7
WORLDPAY	Monthly	PT Card Fees	D/D	Variable
SALARIES	Monthly	Employee Payroll	BACS	Variable

PENSIONS	Monthly	Employee Pension	BACS	Variable
HMRC PAYE	Monthly	Employee PAYE	BACS	Variable
PREPAID CARD	Annually	Annnnual Account Fee	D/D	£69.00
CURRENT ACCOUNT	Monthly	Bank Charges	D/D	Variable
ACCOUNT NO 2	Monthly	Bank Charges	D/D	Variable
COMMUNITY COUNCIL	Yearly	Membership	S/O	40

Annual Internal Audit Report 2022/23

Burnham-on-Sea and Highbridge Town Council

<https://burnham-highbridge-tc.gov.uk/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
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.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			✓
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

13/06/2022

09/11/2022

DD/MM/YYYY

Name of person who carried out the internal audit

Kevin Rose - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

31/05/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Burnham on Sea and Highbridge Town Council

Financial Year 2022-23



84.0.T23

IAC Audit and Consultancy Ltd

Audit date: 24 May 2023

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	This will be actioned and a policy put in place.
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	As Above. Financial Risk Management was reviewed.

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	Noted.

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	Noted.
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	Noted.
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	This ha been actioned.

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	This is planned and has now commenced.

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	Noted.
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	Noted.

AGAR Background Information

Whilst the Annual Governance and Accountability Report (AGAR) is approved in stages, the full AGAR should be viewed as a whole document.

The Town Council is required, by 30 June each year, to complete and approve the AGAR, which is the Statutory Accounts of the Town Council as at 31 March 2023. In doing this the Accounts and Audit Regulations 2015 require the Council to review the effectiveness of its internal control and approve the Annual Governance Statement and the Annual Accounting Statement.

Section 1, must be approved before approving Section 2 (Accounting Statements) by approving them as separate items on an agenda.

The purpose of the Annual Governance Statement is to enable the Council to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices. Ensuring that public money is safeguarded and properly accounted for.

This assurance is in the form of a number of statements known as assertions, to which the Council needs to answer 'yes' or 'no'. The Council needs to have evidence to support a 'yes' answer to an assertion.

The Town Council conducted an annual review of its risk management policy at its meeting in March 2023. Councillors are appointed to undertake internal checks on a quarterly base.

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Burnham & Highbridge Town Council

Income and Expenditure Account for Year Ended 31st March 2023

31st March 2022

31st March 2023

Income Summary

707,399

INCOME - PRECEPT

697,808

2,218

INCOME - BANK INTEREST

2,764

709,617

Sub Total

700,572

Operating Income

0

DEMOCRATIC & CIVIC

830

0

GRANTS

50,086

55,806

PRINCESS

106,303

6,670

ART COUNCIL CRF GRANT

0

5,000

SOMERSET COMMUNITY FOUNDATION

0

27,356

ART COUNCIL CRF#2 GRANT

0

4,996

SALC GRANT

0

1,500

SALC C GRANT

0

4,004

FOTP GRANT

0

3,000

SDC Grant

0

2,200

Stage 3 funding

0

2,575

OLD COURTHOUSE

375

1,028

ALLOTMENT HIGHBRIDGE

1,142

2,630

TOWN IMPROVEMENTS

1,517

3,348

CIL

31,102

137,000

BURNHAM EVO CIM FUND

0

7,000

BURNHAM EVO HTAP

0

63,748

BURIALS

56,328

1,037,478

Total Income

948,254

Running Costs

366,367

MANAGEMENT AND COMPLIANCE

366,844

10,778

DEMOCRATIC & CIVIC

23,960

77,055

JOINT FUNDING WITH OTHERS

82,311

35,099

GRANTS

47,938

122,327

PRINCESS

193,138

6,713

ART COUNCIL CRF GRANT

(43)

5,000

SOMERSET COMMUNITY FOUNDATION

0

23,709

ART COUNCIL CRF#2 GRANT

0

3,650

SALC GRANT

800

1,223

SALC C GRANT

926

1,529

FOTP GRANT

1,845

0

Stage 3 funding

283

16,179

OLD COURTHOUSE

20,992

613

OTHER PROPERTIES

576

557

ALLOTMENT HIGHBRIDGE

89

44,760

TOWN IMPROVEMENTS

48,302

3,719

TOWN RANGERS

2,278

170,032

BURNHAM EVO CIM FUND

60,143

11,500

BURNHAM EVO HTAP

0

87,204

EARMARKED RESERVES

41,718

46,541

BURIALS

36,675

1,034,555

Total Expenditure

928,774

Burnham & Highbridge Town Council**Income and Expenditure Account for Year Ended 31st March 2023**

31st March 2022		31st March 2023
	General Fund Analysis	
298,105	Opening Balance	317,658
1,037,478	Plus : Income for Year	948,254
<hr/>		<hr/>
1,335,584		1,265,913
1,034,555	Less : Expenditure for Year	928,774
<hr/>		<hr/>
301,029		337,138
(16,629)	Transfers TO / FROM Reserves	(120,105)
<hr/>		<hr/>
317,658	Closing Balance	457,244
<hr/>		<hr/>

21/06/2023

Burnham & Highbridge Town Council

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

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance and Resources								
101 MANAGEMENT AND COMPLIANCE								
1176 INCOME - PRECEPT	707,399	697,808	697,808	0			100.0%	
1196 INCOME - BANK INTEREST	2,218	2,764	2,000	(764)			138.2%	
MANAGEMENT AND COMPLIANCE :- Income	709,617	700,572	699,808	(764)			100.1%	0
4000 SALARIES & WAGES	252,495	207,564	282,651	75,087		75,087	73.4%	
4001 EMPLOYERS NAT INSURANCE	22,374	19,315	27,051	7,736		7,736	71.4%	
4002 EMPLOYERS SI ANNUATION	50,638	43,824	59,654	15,830		15,830	73.5%	
4003 PENSION DEFICIT	6,660	6,977	7,000	23		23	99.7%	
4005 RECRUITMENT COSTS	37	987	600	(387)		(387)	164.5%	
4008 TRAINING	0	833	0	(833)		(833)	0.0%	833
4009 TRAVEL & SUBSISTENCE	154	329	250	(79)		(79)	131.4%	
4016 CLEANING etc	0	837	0	(837)		(837)	0.0%	
4019 PHOTOCOPY CHARGES	1,623	1,141	1,500	359		359	76.1%	
4020 MISCELLANEOUS EXPENDITURE	920	1,618	500	(1,118)		(1,118)	323.5%	450
4021 TELEPHONE & BROADBAND	2,983	3,851	3,000	(851)		(851)	128.4%	
4022 POSTAGE	260	205	200	(5)		(5)	102.7%	
4023 STATIONERY	1,082	1,132	1,250	118		118	90.5%	
4024 PROFFESIONAL / ADVISORY BODIES	3,240	27,237	3,250	(23,987)		(23,987)	838.1%	
4025 INSURANCES	4,953	22,124	5,500	(16,624)		(16,624)	402.3%	16,838
4033 IT PROVISION	7,626	12,501	8,000	(4,501)		(4,501)	156.3%	523
4036 SECURITY & ALARMS	0	418	0	(418)		(418)	0.0%	
4049 IT EQUIPMENT	964	757	0	(757)		(757)	0.0%	
4057 AUDIT FEE	2,700	395	3,000	2,605		2,605	13.2%	
4058 LEGAL FEES	0	700	0	(700)		(700)	0.0%	
4059 OTHER PROF'L FEES	3,990	7,323	5,000	(2,323)		(2,323)	146.5%	318
4061 BANK CHARGES	1,247	1,294	1,500	206		206	86.3%	
4076 PAYROLL SERVICES	1,190	1,565	1,250	(315)		(315)	125.2%	
4081 WEBSITE FEES	1,230	1,155	2,000	845		845	57.8%	
4329 EVENTS	0	2,761	0	(2,761)		(2,761)	0.0%	
MANAGEMENT AND COMPLIANCE :- Indirect Expenditure	366,367	366,844	413,156	46,312	0	46,312	88.8%	18,962
Net Income over Expenditure	343,250	333,728	286,652	(47,076)				
6000 plus Transfer from EMR	0	18,962						
6001 less Transfer to EMR	25,000	0						
Movement to/(from) Gen Reserve	318,250	352,690						

Continued over page

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

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 DEMOCRATIC & CIVIC								
1340 INCOME - EVENT	0	830	0	(830)			0.0%	
DEMOCRATIC & CIVIC :- Income	0	830	0	(830)				0
4008 TRAINING	0	105	0	(105)		(105)	0.0%	105
4100 MAYORS ALLOWANCE	5,000	5,231	5,000	(231)		(231)	104.6%	
4104 PAST MAYOR'S BADGES	0	43	0	(43)		(43)	0.0%	43
4110 ELECTION EXPENSES	3,278	17,787	6,000	(11,787)		(11,787)	296.4%	10,132
4115 ENTERTAINMENT	2,500	795	2,500	1,705		1,705	31.8%	194
DEMOCRATIC & CIVIC :- Indirect Expenditure	10,778	23,960	13,500	(10,460)	0	(10,460)	177.5%	10,474
Net Income over Expenditure	(10,778)	(23,130)	(13,500)	9,630				
6000 plus Transfer from EMR	0	10,474						
6001 less Transfer to EMR	2,722	0						
Movement to/(from) Gen Reserve	(13,500)	(12,657)						
105 JOINT FUNDING WITH OTHERS								
4006 CONT SDC RE TOILETS	38,055	43,311	38,200	(5,111)		(5,111)	113.4%	2,628
4007 CONT SDC DOG BINS	24,000	24,000	24,500	500		500	98.0%	
4013 CCTV CAMERAS	15,000	15,000	15,150	150		150	99.0%	
JOINT FUNDING WITH OTHERS :- Indirect Expenditure	77,055	82,311	77,850	(4,461)	0	(4,461)	105.7%	2,628
Net Expenditure	(77,055)	(82,311)	(77,850)	4,461				
6000 plus Transfer from EMR	0	2,628						
6001 less Transfer to EMR	3,795	0						
Movement to/(from) Gen Reserve	(80,850)	(79,683)						
107 GRANTS								
1170 INCOME - GRANTS SDC	0	50,086	0	(50,086)			0.0%	
GRANTS :- Income	0	50,086	0	(50,086)				0
4714 GRANT - Jubilee SDC	0	44	0	(44)		(44)	0.0%	
4729 GRANT - CAB	2,700	2,700	2,700	0		0	100.0%	
4750 REMEMBRANCE WREATH	100	0	100	100		100	0.0%	
4761 GRANTS BUDGET	32,299	45,194	32,300	(12,894)		(12,894)	139.9%	1,150
GRANTS :- Indirect Expenditure	35,099	47,938	35,100	(12,838)	0	(12,838)	136.6%	1,150
Net Income over Expenditure	(35,099)	2,148	(35,100)	(37,248)				
6000 plus Transfer from EMR	0	1,150						
Movement to/(from) Gen Reserve	(35,099)	3,298						

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

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance and Resources :- Income	709,617	751,487	699,808	(51,679)			107.4%	
Expenditure	489,299	521,053	539,606	18,553	0	18,553	96.6%	
Net Income over Expenditure	220,318	230,434	160,202	(70,232)				
plus Transfer from EMR	0	33,214						
less Transfer to EMR	31,517	0						
Movement to/(from) Gen Reserve	188,801	263,648						

Properties**201 OLD COURTHOUSE**

1000 INCOME - RENT	2,200	0	1,000	1,000			0.0%	
1010 INCOME - LETTING	375	375	250	(125)			150.0%	
OLD COURTHOUSE :- Income	2,575	375	1,250	875			30.0%	0
4011 BUSINESS RATES	7,795	8,358	8,400	42		42	99.5%	
4012 WATER RATES	215	387	700	313		313	55.3%	
4014 ELECTRICITY	1,275	938	1,750	812		812	53.6%	
4015 GAS	3,032	1,931	3,000	1,069		1,069	64.4%	
4016 CLEANING etc	323	2,404	500	(1,904)		(1,904)	480.7%	
4036 SECURITY & ALARMS	877	527	1,000	473		473	52.7%	
4037 PROPERTY MAINTENANCE	2,512	6,447	2,500	(3,947)		(3,947)	257.9%	5,044
4053 STATUTORY BUILDING CHECKS	150	0	150	150		150	0.0%	
OLD COURTHOUSE :- Indirect Expenditure	16,179	20,992	18,000	(2,992)	0	(2,992)	116.6%	5,044
Net Income over Expenditure	(13,604)	(20,617)	(16,750)	3,867				
6000 plus Transfer from EMR	0	5,044						
Movement to/(from) Gen Reserve	(13,604)	(15,573)						

209 OTHER PROPERTIES

4014 ELECTRICITY	101	167	180	13		13	92.7%	
4312 WATER FOUNTAIN	173	100	500	400		400	20.1%	
4324 HIGHBRIDGE CLOCK ELEC	339	308	500	192		192	61.7%	
OTHER PROPERTIES :- Indirect Expenditure	613	576	1,180	604	0	604	48.8%	0
Net Expenditure	(613)	(576)	(1,180)	(604)				
6001 less Transfer to EMR	2,000	0						
Movement to/(from) Gen Reserve	(2,613)	(576)						

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211 ALLOTMENT HIGHBRIDGE								
1000 INCOME - RENT	1,028	1,142	1,155	13			98.9%	
ALLOTMENT HIGHBRIDGE :- Income	1,028	1,142	1,155	13			98.9%	0
4012 WATER RATES	505	89	400	311		311	22.2%	
4037 PROPERTY MAINTENANCE	52	0	1,500	1,500		1,500	0.0%	
ALLOTMENT HIGHBRIDGE :- Indirect Expenditure	557	89	1,900	1,811	0	1,811	4.7%	0
Net Income over Expenditure	471	1,053	(745)	(1,798)				
6001 less Transfer to EMR	1,000	0						
Movement to/(from) Gen Reserve	(529)	1,053						
Properties :- Income	3,603	1,517	2,405	888			63.1%	
Expenditure	17,349	21,657	21,080	(577)	0	(577)	102.7%	
Net Income over Expenditure	(13,746)	(20,140)	(18,675)	1,465				
plus Transfer from EMR	0	5,044						
less Transfer to EMR	3,000	0						
Movement to/(from) Gen Reserve	(16,746)	(15,096)						
Town Improvements								
301 TOWN IMPROVEMENTS								
1170 INCOME - GRANTS SDC	300	0	0	0			0.0%	
1313 INCOME - SIGNAL BOX	120	40	0	(40)			0.0%	
1315 INCOME - Seat Donations	0	877	0	(877)			0.0%	
1316 INCOME - Firework Donations	2,210	600	1,500	900			40.0%	
TOWN IMPROVEMENTS :- Income	2,630	1,517	1,500	(17)			101.1%	0
4020 MISCELLANEOUS EXPENDITURE	0	30	0	(30)		(30)	0.0%	
4040 GROUNDS MAINTENANCE	3,431	2,173	5,000	2,827		2,827	43.5%	517
4042 VEHICLE RUNNING COSTS	0	110	0	(110)		(110)	0.0%	
4086 PARISH ONLINE	700	0	700	700		700	0.0%	
4303 SEATS	407	659	1,250	591		591	52.7%	
4304 BUS SHELTER CLEANING	690	690	1,000	310		310	69.0%	
4307 DOG/LITTER BINS	863	95	1,500	1,405		1,405	6.3%	
4311 FLORAL DECORATIONS	4,000	4,355	4,000	(355)		(355)	108.9%	
4319 CHRISTMAS TREES & LIGHTING	3,064	0	2,800	2,800		2,800	0.0%	
4320 CHRISTMAS LIGHTS	20,000	22,994	20,000	(2,994)		(2,994)	115.0%	
4327 TOURISM	2,000	0	0	0		0	0.0%	
4329 EVENTS	3,312	2,902	5,000	2,098		2,098	58.0%	

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4389 TOWN CENTRE CLEANING	6,000	6,043	6,000	(43)		(43)	100.7%	
4394 FIREWORKS DISPLAY COSTS	0	8,250	9,500	1,250		1,250	86.8%	
4728 GRANT - SDC HB Xmas	295	0	0	0		0	0.0%	
TOWN IMPROVEMENTS :- Indirect Expenditure	44,760	48,302	56,750	8,448	0	8,448	85.1%	517
Net Income over Expenditure	(42,130)	(46,785)	(55,250)	(8,465)				
6000 plus Transfer from EMR	0	517						
6001 less Transfer to EMR	2,688	0						
Movement to/(from) Gen Reserve	(44,818)	(46,268)						
303 TOWN RANGERS								
4042 VEHICLE RUNNING COSTS	1,154	1,749	1,500	(249)		(249)	116.6%	
4044 VEHICLE REPLACEMENT	2,075	0	3,000	3,000		3,000	0.0%	
4048 VEHICLE INSURANCE	490	529	590	61		61	89.7%	
TOWN RANGERS :- Indirect Expenditure	3,719	2,278	5,090	2,812	0	2,812	44.7%	0
Net Expenditure	(3,719)	(2,278)	(5,090)	(2,812)				
6001 less Transfer to EMR	1,325	0						
Movement to/(from) Gen Reserve	(5,044)	(2,278)						
305 CIL								
1183 INCOME - CIL BoS	3,348	0	0	0			0.0%	
1184 INCOME - CIL HB	0	31,102	0	(31,102)			0.0%	
CIL :- Income	3,348	31,102	0	(31,102)				0
Net Income	3,348	31,102	0	(31,102)				
6001 less Transfer to EMR	3,348	0						
Movement to/(from) Gen Reserve	0	31,102						
307 BURNHAM EVO CIM FUND								
1172 INCOME - GRANTS OTHER	100,000	0	0	0			0.0%	
1186 INCOME - SDC Business Support	30,000	0	0	0			0.0%	
1331 INCOME - FOTP CIM Match fundin	7,000	0	0	0			0.0%	
BURNHAM EVO CIM FUND :- Income	137,000	0	0	0				0
4088 SEAFRONT ARTWORK	5,000	0	0	0		0	0.0%	
4752 GRANT - Shop Front	14,905	4,833	0	(4,833)		(4,833)	0.0%	
4984 Burnham EVO CIM EMR	150,127	55,310	0	(55,310)		(55,310)	0.0%	1,070
BURNHAM EVO CIM FUND :- Indirect Expenditure	170,032	60,143	0	(60,143)	0	(60,143)		1,070
Net Income over Expenditure	(33,032)	(60,143)	0	60,143				
6000 plus Transfer from EMR	114,959	1,070						
6001 less Transfer to EMR	122,095	0						

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Movement to/(from) Gen Reserve	(40,168)	(59,073)						
308 BURNHAM EVO HTAP								
1188 INCOME - HTAP	7,000	0	0	0			0.0%	
BURNHAM EVO HTAP :- Income	7,000	0	0	0				0
4178 Seed seawall art	7,000	0	0	0		0	0.0%	
4985 Burnham EVO HTAP EMR	4,500	0	0	0		0	0.0%	
BURNHAM EVO HTAP :- Indirect Expenditure	11,500	0	0	0	0	0		0
Net Income over Expenditure	(4,500)	0	0	0				
6000 plus Transfer from EMR	4,500	0						
Movement to/(from) Gen Reserve	0	0						
Town Improvements :- Income	149,978	32,619	1,500	(31,119)			2174.6%	
Expenditure	230,011	110,722	61,840	(48,882)	0	(48,882)	179.0%	
Net Income over Expenditure	(80,033)	(78,103)	(60,340)	17,763				
plus Transfer from EMR	119,459	1,586						
less Transfer to EMR	129,456	0						
Movement to/(from) Gen Reserve	(90,030)	(76,516)						
Ear Marked Reserves								
501 EARMARKED RESERVES								
4033 IT PROVISION	0	0	0	0		0	0.0%	16
4329 EVENTS	0	51	0	(51)		(51)	0.0%	51
4811 GENERAL MAINTENANCE	0	1,440	0	(1,440)		(1,440)	0.0%	3,540
4890 GENERAL MAINTENANCE EMR	10	67	0	(67)		(67)	0.0%	67
4916 CIL Burnham EMR	0	7,697	0	(7,697)		(7,697)	0.0%	7,697
4917 CIL Highbridge EMR	3,000	3,515	0	(3,515)		(3,515)	0.0%	3,515
4918 Town Crier EMR	35	0	0	0		0	0.0%	
4919 Civic Events EMR	877	442	0	(442)		(442)	0.0%	442
4920 Covid Grants EMR	4,482	0	0	0		0	0.0%	
4923 Property Maintenance EMR	6,855	3,192	0	(3,192)		(3,192)	0.0%	3,125
4924 Grounds Main EMR	907	0	0	0		0	0.0%	
4925 IBABS EMR	4,559	0	0	0		0	0.0%	
4927 Christmas Lights EMR	4,902	0	0	0		0	0.0%	
4928 Tourism EMR	1,000	0	0	0		0	0.0%	
4935 Replacement T'Imp's EMR	6,438	0	0	0		0	0.0%	
4946 Tesco S106 EMR	1,646	0	0	0		0	0.0%	

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4953 Fireworks EMR	9,311	767	0	(767)		(767)	0.0%	767
4959 Training EMR	4,174	2,493	0	(2,493)		(2,493)	0.0%	1,561
4963 Joint Funding with Others EMR	5,256	0	0	0		0	0.0%	
4966 Office Equipment EMR	557	60	0	(60)		(60)	0.0%	60
4967 Staffing Budget EMR	0	6,075	0	(6,075)		(6,075)	0.0%	6,075
4969 New garage	0	1,350	0	(1,350)		(1,350)	0.0%	1,350
4973 IT Equipment EMR	2,719	1,177	0	(1,177)		(1,177)	0.0%	1,177
4975 Princess Maint & Renewals EMR	3,225	3,609	0	(3,609)		(3,609)	0.0%	5,109
4979 Handyman Equipment EMR	1,321	0	0	0		0	0.0%	
4980 Jubilee Projects EMR	0	348	0	(348)		(348)	0.0%	348
4983 SIDS EMR	151	0	0	0		0	0.0%	
4988 Events EMR	2,500	0	0	0		0	0.0%	
4989 Princess Staff Budget EMR	6,788	2,098	0	(2,098)		(2,098)	0.0%	2,098
4991 Princess Stat Bldg Checks EMR	350	0	0	0		0	0.0%	
4992 Cem Professional Fees EMR	1,950	0	0	0		0	0.0%	
4993 Cem Tree Trimming EMR	350	0	0	0		0	0.0%	
4997 Cem General Maintenance EMR	1,953	2,142	0	(2,142)		(2,142)	0.0%	2,142
5400 Princes Reserves EMR	3,029	0	0	0		0	0.0%	
5402 Closed Business Grant EMR	8,857	5,195	0	(5,195)		(5,195)	0.0%	5,195
EARMARKED RESERVES :- Indirect Expenditure	87,204	41,718	0	(41,718)	0	(41,718)		44,335
Net Expenditure	(87,204)	(41,718)	0	41,718				
6000 plus Transfer from EMR	88,328	44,335						
6001 less Transfer to EMR	1,124	0						
Movement to/(from) Gen Reserve	0	2,617						

Ear Marked Reserves :- Income	0	0	0	0			0.0%
Expenditure	87,204	41,718	0	(41,718)	0	(41,718)	0.0%
Net Income over Expenditure	(87,204)	(41,718)	0	41,718			
plus Transfer from EMR	88,328	44,335					
less Transfer to EMR	1,124	0					
Movement to/(from) Gen Reserve	0	2,617					

Princess

108 PRINCESS							
1000 INCOME - RENT	1,561	2,907	1,590	(1,317)			182.8%
1010 INCOME - LETTING	17,106	21,813	14,000	(7,813)			155.8%
1063 INCOME - PERFORMING RIGHTS	1,606	1,755	1,600	(155)			109.7%

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1065 INCOME - CAFE RENT	3,300	5,950	5,400	(550)			110.2%	
1090 INCOME - TECHNICIAN	6,542	300	3,500	3,200			8.6%	
1098 INCOME - PT MERCHANDISE	1,956	4,445	1,600	(2,845)			277.8%	
1168 INCOME - SPONSORSHIP	1,269	754	1,500	746			50.3%	
1169 INCOME - INSURANCE CLAIMS	0	13,600	0	(13,600)			0.0%	
1172 INCOME - GRANTS OTHER	1,000	1,000	10,000	9,000			10.0%	
1320 INCOME - REFRESHMENTS/LETS	0	900	0	(900)			0.0%	
1321 INCOME - BOX OFFICE	6,774	5,009	5,600	591			89.5%	
1322 INCOME - BOX OFFICE REVENUE	5,729	33,604	7,500	(26,104)			448.1%	
1323 INCOME - CAFE	96	0	0	0			0.0%	
1330 INCOME - MEMBERSHIPS	857	465	1,200	735			38.8%	
1332 INCOME - PARTICIPATION PT	3,925	10,094	3,500	(6,594)			288.4%	
1333 INCOME - MISCELLANEOUS	0	450	0	(450)			0.0%	
1334 INCOME - ART SALES	109	206	300	94			68.6%	
1366 INCOME - STAGE SOUND/LIGHTING	345	20	50	30			40.0%	
1780 INCOME - PV CELLS	3,631	3,031	3,500	469			86.6%	
PRINCESS :- Income	55,806	106,303	60,840	(45,463)			174.7%	0
4000 SALARIES & WAGES	54,906	70,638	60,525	(10,113)		(10,113)	116.7%	2,467
4001 EMPLOYERS NAT INSURANCE	4,639	5,890	4,700	(1,190)		(1,190)	125.3%	
4002 EMPLOYERS SI ANNUATION	10,414	12,172	10,650	(1,522)		(1,522)	114.3%	
4009 TRAVEL & SUBSISTENCE	0	129	0	(129)		(129)	0.0%	
4011 BUSINESS RATES	0	7,088	9,000	1,912		1,912	78.8%	
4012 WATER RATES	1,474	617	2,800	2,183		2,183	22.0%	
4014 ELECTRICITY	9,037	12,253	10,000	(2,253)		(2,253)	122.5%	
4015 GAS	4,173	3,675	3,750	75		75	98.0%	
4016 CLEANING etc	3,003	2,861	3,400	539		539	84.1%	579
4018 PRINCESS MAINT & RENEWALS	9	130	0	(130)		(130)	0.0%	
4020 MISCELLANEOUS EXPENDITURE	0	4,882	500	(4,382)		(4,382)	976.3%	1,129
4021 TELEPHONE & BROADBAND	1,166	755	2,000	1,245		1,245	37.7%	
4023 STATIONERY	0	200	0	(200)		(200)	0.0%	201
4025 INSURANCES	3,384	3,485	4,400	915		915	79.2%	
4027 TECHNICIAN COST	3,361	8,943	3,500	(5,443)		(5,443)	255.5%	3,375
4032 PUBLICITY	3,051	6,566	5,500	(1,066)		(1,066)	119.4%	945
4033 IT PROVISION	2,419	2,536	1,500	(1,036)		(1,036)	169.1%	
4036 SECURITY & ALARMS	858	2,369	1,500	(869)		(869)	157.9%	466
4037 PROPERTY MAINTENANCE	6,717	7,930	7,000	(930)		(930)	113.3%	
4038 MAINTENANCE CONTRACTS	0	590	0	(590)		(590)	0.0%	
4052 TRADE WASTE DISPOSAL	932	4,024	2,500	(1,524)		(1,524)	161.0%	
4053 STATUTORY BUILDING CHECKS	0	942	500	(442)		(442)	188.4%	
4055 PROGRAMMED PERFORMANCES	0	4,265	0	(4,265)		(4,265)	0.0%	

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4059 OTHER PROF'L FEES	0	7,846	0	(7,846)		(7,846)	0.0%	7,846
4063 PERFORMING RIGHTS	0	3,197	1,600	(1,597)		(1,597)	199.8%	305
4064 CARD PAYMENT FEES	2,404	2,258	2,000	(258)		(258)	112.9%	
4065 BOX OFFICE CHARGES	5,697	7,244	6,720	(524)		(524)	107.8%	
4066 STAGE SOUND/LIGHTING	2,292	3,063	2,000	(1,063)		(1,063)	153.2%	1,322
4067 CATERING EXPENDITURE	252	39	0	(39)		(39)	0.0%	12
4071 SEED GRANT EXPENDITURE	850	0	0	0		0	0.0%	
4072 ART SALES EXPENDITURE	70	102	100	(2)		(2)	101.7%	
4077 PTAC MERCHANDISE	1,214	1,778	960	(818)		(818)	185.2%	
4087 PARTICIPATION FREELANCE	0	4,546	1,350	(3,196)		(3,196)	336.8%	
4392 FOOTFALL MONITORS	7	102	100	(2)		(2)	102.0%	
4811 GENERAL MAINTENANCE	0	23	0	(23)		(23)	0.0%	46
PRINCESS :- Indirect Expenditure	122,327	193,138	148,555	(44,583)	0	(44,583)	130.0%	18,693
Net Income over Expenditure	(66,521)	(86,835)	(87,715)	(880)				
6000 plus Transfer from EMR	0	18,693						
6001 less Transfer to EMR	8,015	(622)						
Movement to/(from) Gen Reserve	(74,536)	(67,520)						
110 ART COUNCIL CRF GRANT								
1190 INCOME - ACE Grant	6,670	0	0	0			0.0%	
ART COUNCIL CRF GRANT :- Income	6,670	0	0	0				0
4032 PUBLICITY	380	0	0	0		0	0.0%	
4037 PROPERTY MAINTENANCE	961	0	0	0		0	0.0%	
4058 LEGAL FEES	765	0	0	0		0	0.0%	
4436 CRF Artists Fees	1,650	(43)	0	43		43	0.0%	
4437 CRF IT equip and Asset purchas	2,957	0	0	0		0	0.0%	
ART COUNCIL CRF GRANT :- Indirect Expenditure	6,713	(43)	0	43	0	43		0
Net Income over Expenditure	(43)	43	0	(43)				
111 SOMERSET COMMUNITY FOUNDATION								
1172 INCOME - GRANTS OTHER	5,000	0	0	0			0.0%	
SOMERSET COMMUNITY FOUNDATION :- Income	5,000	0	0	0				0
4000 SALARIES & WAGES	4,568	0	0	0		0	0.0%	
4049 IT EQUIPMENT	432	0	0	0		0	0.0%	
SOMERSET COMMUNITY FOUNDATION :- Indirect Expenditure	5,000	0	0	0	0	0		0
Net Income over Expenditure	0	0	0	0				

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112 ART COUNCIL CRF#2 GRANT								
1172 INCOME - GRANTS OTHER	27,356	0	0	0			0.0%	
ART COUNCIL CRF#2 GRANT :- Income	27,356	0	0	0				0
4000 SALARIES & WAGES	7,100	0	0	0		0	0.0%	
4027 TECHNICIAN COST	3,850	0	0	0		0	0.0%	
4033 IT PROVISION	1,399	0	0	0		0	0.0%	
4049 IT EQUIPMENT	1,131	0	0	0		0	0.0%	
4440 CRF Programme Delivery Artisti	6,477	0	0	0		0	0.0%	
4442 CRF COVID compliant capital co	2,200	0	0	0		0	0.0%	
4443 CRF Access costs	1,553	0	0	0		0	0.0%	
ART COUNCIL CRF#2 GRANT :- Indirect Expenditure	23,709	0	0	0	0	0		0
Net Income over Expenditure	3,647	0	0	0				
6001 less Transfer to EMR	3,647	0						
Movement to/(from) Gen Reserve	0	0						
113 SALC GRANT								
1172 INCOME - GRANTS OTHER	4,996	0	0	0			0.0%	
SALC GRANT :- Income	4,996	0	0	0				0
4027 TECHNICIAN COST	3,500	500	0	(500)		(500)	0.0%	
4087 PARTICIPATION FREELANCE	150	300	0	(300)		(300)	0.0%	
SALC GRANT :- Indirect Expenditure	3,650	800	0	(800)	0	(800)		0
Net Income over Expenditure	1,346	(800)	0	800				
6001 less Transfer to EMR	1,346	0						
Movement to/(from) Gen Reserve	(0)	(800)						
114 SALC C GRANT								
1172 INCOME - GRANTS OTHER	1,500	0	0	0			0.0%	
SALC C GRANT :- Income	1,500	0	0	0				0
4000 SALARIES & WAGES	978	102	0	(102)		(102)	0.0%	
4016 CLEANING etc	245	824	0	(824)		(824)	0.0%	824
SALC C GRANT :- Indirect Expenditure	1,223	926	0	(926)	0	(926)		824
Net Income over Expenditure	277	(926)	0	926				
6000 plus Transfer from EMR	0	824						
6001 less Transfer to EMR	277	0						
Movement to/(from) Gen Reserve	0	(102)						

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

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
115 FOTP GRANT								
1172 INCOME - GRANTS OTHER	4,004	0	0	0			0.0%	
FOTP GRANT :- Income	4,004	0	0	0				0
4000 SALARIES & WAGES	168	0	0	0		0	0.0%	
4032 PUBLICITY	127	0	0	0		0	0.0%	
4087 PARTICIPATION FREELANCE	916	1,845	0	(1,845)		(1,845)	0.0%	
4329 EVENTS	318	0	0	0		0	0.0%	
FOTP GRANT :- Indirect Expenditure	1,529	1,845	0	(1,845)	0	(1,845)		0
Net Income over Expenditure	2,475	(1,845)	0	1,845				
6001 less Transfer to EMR	2,475	0						
Movement to/(from) Gen Reserve	(0)	(1,845)						
116 SDC Grant								
1172 INCOME - GRANTS OTHER	3,000	0	0	0			0.0%	
SDC Grant :- Income	3,000	0	0	0				0
Net Income	3,000	0	0	0				
6001 less Transfer to EMR	3,000	0						
Movement to/(from) Gen Reserve	0	0						
117 Stage 3 funding								
1172 INCOME - GRANTS OTHER	2,200	0	0	0			0.0%	
Stage 3 funding :- Income	2,200	0	0	0				0
4000 SALARIES & WAGES	0	283	0	(283)		(283)	0.0%	283
Stage 3 funding :- Indirect Expenditure	0	283	0	(283)	0	(283)		283
Net Income over Expenditure	2,200	(283)	0	283				
6000 plus Transfer from EMR	0	283						
6001 less Transfer to EMR	2,200	0						
Movement to/(from) Gen Reserve	0	0						
Princess :- Income	110,532	106,303	60,840	(45,463)			174.7%	
Expenditure	164,151	196,949	148,555	(48,394)	0	(48,394)	132.6%	
Net Income over Expenditure	(53,619)	(90,647)	(87,715)	2,932				
plus Transfer from EMR	0	19,801						
less Transfer to EMR	20,960	(622)						
Movement to/(from) Gen Reserve	(74,579)	(70,224)						

Burial Committee

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

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901 BURIALS								
1001 INCOME - WAYLEAVES	4,851	4,846	4,850	4			99.9%	
1172 INCOME - GRANTS OTHER	10,000	0	0	0			0.0%	
1198 INCOME - COMMONWEALTH WAR G	62	31	50	19			62.4%	
1315 INCOME - Seat Donations	0	600	0	(600)			0.0%	
1881 INCOME - EXCLUSIVE RIGHTS	16,360	15,410	10,000	(5,410)			154.1%	
1882 INCOME - INTERMENTS	24,465	26,740	19,000	(7,740)			140.7%	
1883 INCOME - NEW MEMORIALS	7,560	7,485	8,200	715			91.3%	
1884 INCOME - ADDTL INSCPTS	450	1,050	0	(1,050)			0.0%	
1885 INCOME - TRANSFER DEEDS	0	165	0	(165)			0.0%	
BURIALS :- Income	63,748	56,328	42,100	(14,228)			133.8%	0
4011 BUSINESS RATES	11,277	12,161	11,900	(261)		(261)	102.2%	
4012 WATER RATES	338	507	1,350	843		843	37.5%	
4014 ELECTRICITY	1,686	2,237	1,750	(487)		(487)	127.8%	
4075 BJBC PWLB LOAN REPAYMENT	14,404	7,202	7,202	(0)		(0)	100.0%	
4303 SEATS	0	1,013	0	(1,013)		(1,013)	0.0%	
4805 EQUIPMENT PURCHASE	1,726	0	2,000	2,000		2,000	0.0%	
4806 SUPPLIES & SERVICES	548	181	500	319		319	36.2%	
4808 PROVISION FOR PATHS	2,140	0	0	0		0	0.0%	
4809 PUMP MAINTENANCE	0	0	1,300	1,300		1,300	0.0%	
4810 EQUIPMENT MAINTENANCE	1,220	2,712	1,200	(1,512)		(1,512)	226.0%	
4811 GENERAL MAINTENANCE	1,509	4,583	1,500	(3,083)		(3,083)	305.5%	
4812 MECH GRAVE DIGGER	5,616	1,960	5,500	3,540		3,540	35.6%	
4813 TREE TRIMMING	1,164	1,202	3,000	1,798		1,798	40.1%	
4814 FUEL FOR MOWERS	815	679	1,050	371		371	64.7%	
4815 WASTE COLLECTION	2,919	2,238	2,500	262		262	89.5%	
4817 PROVISION FOR WALLS	0	0	2,000	2,000		2,000	0.0%	
4818 Water Testing	700	0	1,000	1,000		1,000	0.0%	
4820 NEW TREE	479	0	500	500		500	0.0%	
BURIALS :- Indirect Expenditure	46,541	36,675	44,252	7,577	0	7,577	82.9%	0
Net Income over Expenditure	17,207	19,652	(2,152)	(21,804)				
6001 less Transfer to EMR	5,100	0						
Movement to/(from) Gen Reserve	12,107	19,652						
Burial Committee :- Income	63,748	56,328	42,100	(14,228)			133.8%	
Expenditure	46,541	36,675	44,252	7,577	0	7,577	82.9%	
Net Income over Expenditure	17,207	19,652	(2,152)	(21,804)				
less Transfer to EMR	5,100	0						
Movement to/(from) Gen Reserve	12,107	19,652						

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

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,037,478	948,254	806,653	(141,601)			117.6%	
Expenditure	1,034,555	928,774	815,333	(113,441)	0	(113,441)	113.9%	
Net Income over Expenditure	2,924	19,480	(8,680)	(28,160)				
plus Transfer from EMR	207,787	103,979						
less Transfer to EMR	191,157	(622)						
Movement to/(from) Gen Reserve	19,553	124,082						

Burnham & Highbridge Town Council

Income and Expenditure Account for Year Ended 31st March 2023

31st March 2022

31st March 2023

Income Summary

707,399

INCOME - PRECEPT

697,808

2,218

INCOME - BANK INTEREST

2,764

709,617

Sub Total

700,572

Operating Income

0

DEMOCRATIC & CIVIC

830

0

GRANTS

50,086

55,806

PRINCESS

106,303

6,670

ART COUNCIL CRF GRANT

0

5,000

SOMERSET COMMUNITY FOUNDATION

0

27,356

ART COUNCIL CRF#2 GRANT

0

4,996

SALC GRANT

0

1,500

SALC C GRANT

0

4,004

FOTP GRANT

0

3,000

SDC Grant

0

2,200

Stage 3 funding

0

2,575

OLD COURTHOUSE

375

1,028

ALLOTMENT HIGHBRIDGE

1,142

2,630

TOWN IMPROVEMENTS

1,517

3,348

CIL

31,102

137,000

BURNHAM EVO CIM FUND

0

7,000

BURNHAM EVO HTAP

0

63,748

BURIALS

56,328

1,037,478

Total Income

948,254

Running Costs

366,367

MANAGEMENT AND COMPLIANCE

366,844

10,778

DEMOCRATIC & CIVIC

23,960

77,055

JOINT FUNDING WITH OTHERS

82,311

35,099

GRANTS

47,938

122,327

PRINCESS

193,138

6,713

ART COUNCIL CRF GRANT

(43)

5,000

SOMERSET COMMUNITY FOUNDATION

0

23,709

ART COUNCIL CRF#2 GRANT

0

3,650

SALC GRANT

800

1,223

SALC C GRANT

926

1,529

FOTP GRANT

1,845

0

Stage 3 funding

283

16,179

OLD COURTHOUSE

20,992

613

OTHER PROPERTIES

576

557

ALLOTMENT HIGHBRIDGE

89

44,760

TOWN IMPROVEMENTS

48,302

3,719

TOWN RANGERS

2,278

170,032

BURNHAM EVO CIM FUND

60,143

11,500

BURNHAM EVO HTAP

0

87,204

EARMARKED RESERVES

41,718

46,541

BURIALS

36,675

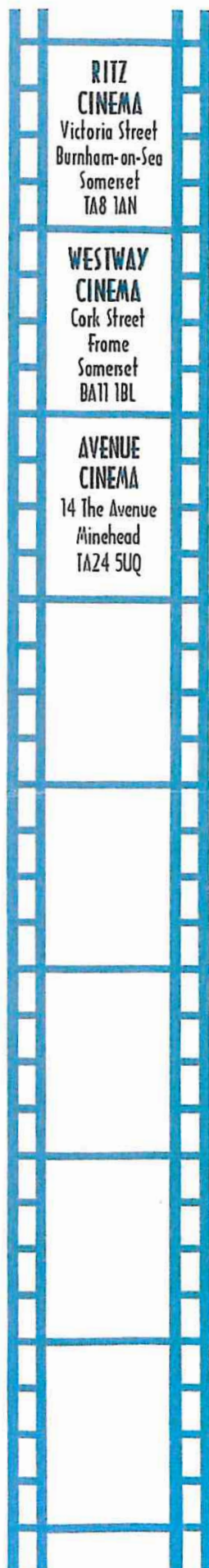
1,034,555

Total Expenditure

928,774

Burnham & Highbridge Town Council**Income and Expenditure Account for Year Ended 31st March 2023**

31st March 2022		31st March 2023
	General Fund Analysis	
298,105	Opening Balance	317,658
1,037,478	Plus : Income for Year	948,254
<hr/>		<hr/>
1,335,584		1,265,913
1,034,555	Less : Expenditure for Year	928,774
<hr/>		<hr/>
301,029		337,138
(16,629)	Transfers TO / FROM Reserves	(120,105)
<hr/>		<hr/>
317,658	Closing Balance	457,244
<hr/>		<hr/>



S. & B. CINEMAS Ltd.

Ms Katherine Noble
Town Clerk
Burnham on Sea & Highbridge Town Council

Dear Katherine,

20th January 2023

The Princess Theatre and Arts Centre

We write in connection to the above community asset which we understand through social media and direct community feedback is once again facing a challenging time.

Being residents of Burnham on Sea ourselves, we are very fond of The Princess Theatre and feel that we would like to help it have a meaningful and fulsome place in the heart of the community long into the future.

For this reason, we would like to express our interest in taking on The Princess Theatre and Arts Centre which we believe could both compliment and benefit from being part of the S & B Cinemas Group.

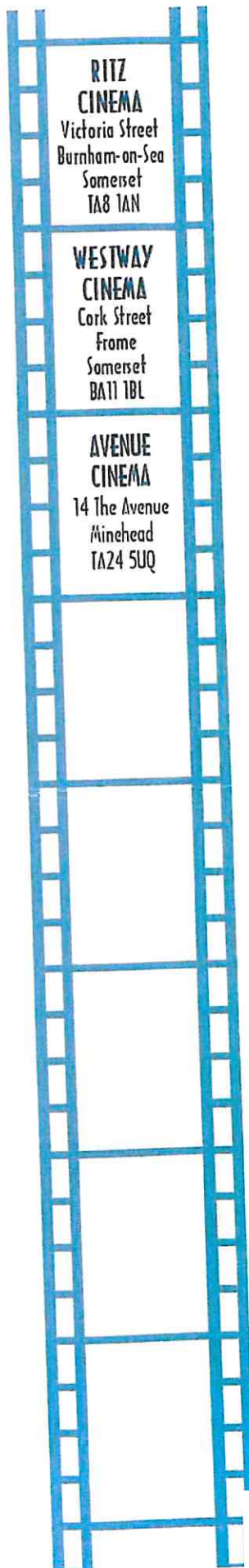
We appreciate this will not be an easy decision for the board of trustees to make but we would like to open dialogue to see if there is a way we could support the Theatre and Arts Centre to fulfil its true potential for the community of Burnham on Sea and Highbridge.

We are sure the board of trustees will know some of the background to S & B Cinemas but to help we provide below a few of the aspects we are particularly proud of which we believe serves to illustrate our credentials, experience, ethos and approach.

S & B Cinemas Limited

- The Business is family owned by Pat & Beryl Scott, residents of Burnham on Sea for over 15 years.

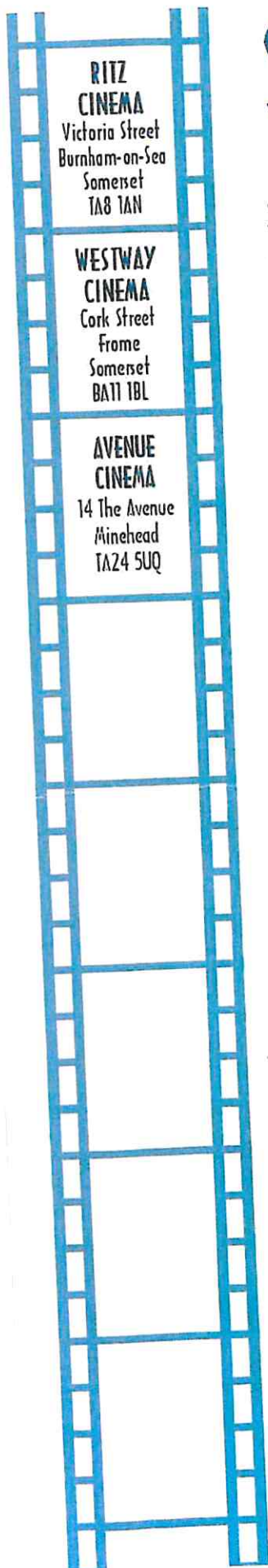
13A VICTORIA STREET, BURNHAM-ON-SEA, SOMERSET. TA8 1AI



S. & B. CINEMAS Ltd.

- Prior to starting S & B, Pat had extensive experience of running events (Live and film) as he was responsible for this in his time in the RAF.
- After leaving the RAF, Pat was the manager of the very successful Roses Theatre in Tewkesbury in the 1970's where he met Beryl .
www.rosestheatre.org
- S & B Cinemas was formed in 2004 and has traded successfully ever since. Originally set up to take on The Ritz which was an empty shell. This was developed into a 2 screen cinema with a 3rd Screen added in 2009.
- In 2017 S&B were approached to take on the failing Westway Cinema in Frome which itself was shut after a period of poor trading. This was turned around with 2 extra Screens added making this a cherished community amenity which to this day is a hub of activity in the town.
- In 2019 S & B were approached by the Minehead Town Council to see if we would be interested in developing a Cinema for the local community. This involved the purchase and development of a derelict property into what is now a successful 3 screen "new" Cinema serving the local community. The Mayor of Minehead would happily provide testament to this if asked.
- Pat & Beryl are supported by an experienced team at S & B Cinemas; a team which has the ability, capacity and desire to invest in the success of The Princess Theatre again for the benefit of the local community.
- S & B Cinemas is a long established and financially sound business who could and would stand behind the running of the Princess Theatre & Arts Centre

13A VICTORIA STREET, BURNHAM-ON-SEA, SOMERSET, TA8 1AL



S. & B. CINEMAS Ltd.

The Princess opportunity

We believe that The Princess offers a real opportunity to develop a community focused "hub", not only for live entertainment but for a whole range of complimentary community focused activities and events / interests.

The Proposal

In its broadest form, we would be interested in taking on all of the internal aspects of running the Princess, leaving the board of trustees / Council solely responsible for the external aspects of the building only.

The specific terms will need to be discussed and agreed but would need to feature a realistic period of Peppercorn rent whilst we invest, develop and establish the asset we believe we could all be proud of.

In summary, we have a proven track record of successfully running events based businesses and would be very interested in starting dialogue along the above lines which we believe could relieve the trustees of the current burden and challenges, benefit the public purse and provide a community asset we could all be proud of.

We look forward to hearing from you with a view to meeting to discuss this proposal in more detail.

Yours sincerely

Pat & Beryl Scott

13A VICTORIA STREET, BURNHAM-ON-SEA, SOMERSET, TA8 1AL