

**Minutes of a meeting of the Finance and Resources Committee held
on 5th June 2023 in the Council Chamber, The Old Courthouse,
Jaycroft Road, Burnham-on-Sea at 7 pm**

Present: Councillors G Gudka (Chair), P Clayton, A Elrick, M Facey, R Keen, A Matthews, S Perry, C Searing, B Vickers

In attendance: K Noble, Town Clerk and three members of the public

Public Participation – No representations were made.

34.0.F23 To receive apologies for absence

Apologies were received from Councillor Baker.

35.0.F23 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

36.0.F23 To elect the Committee Vice Chair for the ensuing year

Councillor Elrick was proposed by Councillor Gudka and seconded.

Councillor Matthews was proposed by Councillor Facey and seconded.

Resolved Councillor Matthews was elected as Vice Chair of the Finance and Resources Committee.

37.0.F23 To receive and approve the minutes of the Finance and Resources Committee meeting held on 24th April 2023

The minutes of the previous meeting of the Finance and Resources Committee, held on 14th April 2023, were presented by the Chairman.

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

38.0.F23 Matters arising from previous minutes

There were no matters arising.

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

The Chair of the HR Sub Committee advised that a meeting of the Sub Committee had taken place on 1st June and the Princess Management Committee were in attendance to receive a presentation on the Princess review report. The HR Sub Committee considered the items relating to staffing matters and the operational recommendations would be



considered at an Extraordinary meeting of the Princess Management Committee on 20th June.

40.0.F23 Chairman's report

Any items will be addressed during the meeting.

41.0.F23 To receive the list of payments up to 27th May 2023

The list of payments attached to these minutes were noted and no queries raised.

42.0.F23 To note end of year accounts

The full report will be considered at the next Council meeting.

There are some adjustments to be made for accruals and movement to EMRs. However, the overall position is better than anticipated. If all goes to plan this year, we might expect to end with a general reserve approximately equal to 5 months of expenditure.

The report was noted.

43.0.F23 To consider internal audit report for recommendation to Council

The report was reviewed. There has not been a permanent RFO in post and most issues have been picked up through the internal checks.

The comments column will be completed before the report is considered at Council.

Resolved that Council are recommended to agree the report and confirm the points raised are to be actioned.

44.0.F23 Council Office relocation project verbal update

Officers and Members are working with Somerset Council to progress the project, but availability has been an issue.

45.0.F23 To consider grant application timetable

Resolved that the next round of grant applications will be considered at the meeting on 14th September. The deadline for submitting applications will be 25th August.

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

It was agreed that this request should be considered as a grant. It is an important event in the towns calendar.

Resolved that the grant request for £495 is approved.



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

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

A presentation had been given at a recent meeting, updating the Committee of the work undertaken by the Citizens Advice team. Paperwork had been provided and checks completed.

Resolved that the grant monies of £2,700 allocated are released to the Citizens Advice Sedgemoor.

48.0.F23 Date of next meeting

The next meeting of the Finance and Resources Committee will be held on 17th July 2023 at 7 pm.

DRAFT

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

