



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

11th July 2023

To: All Members of the Finance and Resources Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **FINANCE AND RESOURCES COMMITTEE** to be held on **17th July 2023** in the Council Chamber, Old Courthouse, Jaycroft road, 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", written on a light blue background.

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 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.

Finance and Resources Meeting Agenda

17th July 2023

- 49.0.F23 Apologies for absence**
- 50.0.F23 To receive any declarations of interest on items included on this agenda**
- 51.0.F23 To receive and approve the minutes of the Finance and Resources meeting held on 24th April 2023**
- 52.0.F23 Matters arising from previous minutes**
- 53.0.F23 To receive for information minutes of sub-committee meetings**
- 54.0.F23 To receive the Chairs report**
- 55.0.F23 To receive the list of payments up to 8th July 2023**
- 56.0.F23 Verbal update on changes to accounting system**
- 57.0.F23 To consider quotations and award electricity contract for Princess Theatre**
- 58.0.F23 To consider quotations and award electricity contract for The Old Courthouse**
- 59.0.F23 To consider quotations and award the gas contract for the Princess Theatre and The Old Courthouse**
- 60.0.F23 To consider quotations and award electricity contract for Brent Road Cemetery**
- 61.0.F23 To ratify decision to appoint a grass cutting contractor**
- 62.0.F23 To appoint 2 Members to undertake the quarterly internal checks**
- 63.0.F23 To consider funding allocation for the Eco Festival**
- 64.0.F23 Date of next meeting**

The next meeting of the Committee is scheduled for 4th September 2023 at 7 pm.



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.

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.

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
03/07/2023	A B Memorials		58 plaque for rose garden	£ 150.00	£ 30.00	£ 180.00	
04/07/2023	Amazon	INV-GB-1821854245-2023-356	materials for door repairs	£ 40.67	£ 8.13	£ 48.80	
27/06/2023	Amazon	INV-GB-2133827995-2023-68	tarp clips, bungee cords etc	£ 18.32	£ 3.66	£ 21.98	
07/07/2023	Amazon	GB36K66ABEY	The Ladykillers (blu-ray)	£ 13.32	£ 2.67	£ 15.99	
03/05/2023	Avalon Promotions Ltd		1554 performance fee deposit	£ 650.00	£ 130.00	£ 780.00	
10/07/2023	Bravo Events Ltd		624 Technician	£ 117.00	£ 23.40	£ 140.40	
28/06/2023	Expenses claim-mileage-I Cowlard		collection of new theatre equipment			£ 25.65	
02/06/2023	Filmbankmedia		6296050 Lightyear licence fee	£ 15.00	£ 3.00	£ 18.00	
02/06/2023	GH Tyres	20357-08	motor repairs	£ 15.00	£ 3.00	£ 18.00	
23/06/2023	GT Building Services Ltd		15693 annual caterins service & gas safety check	£ 220.00	£ 44.00	£ 264.00	
06/06/2023	Gwilliams of Edington Ltd	INV-15032	strimmer repairs	£ 43.31	£ 8.66	£ 51.97	
01/07/2023	HBOS Carnival	2023/2	hire of transit tipper			£ 97.65	
04/07/2023	Hellends Kitchen	BHTC04	Aspen sub-contractor - repair kitchen equipment			£ 357.60	
28/03/2023	James Hallam Ltd		522629120 cyber insurance renewal			£ 868.95	
08/07/2023	Microshade VSM		17986 IT provision	£ 934.43	£ 186.88	£ 1,121.31	
30/06/2023	Microshade VSM		18084 IT provision	£ 200.64	£ 40.13	£ 240.77	
30/06/2023	Morland	INV-0301	Hall hire			£ 30.00	
23/06/2023	Proper Job	Z0018T03-297878	roof nuts & bolts, hasp & staple	£ 2.49	£ 0.50	£ 2.99	
01/07/2023	Sansum	INV-9834	Commercial Cleaning Contract	£ 260.16	£ 52.03	£ 312.19	
31/03/2023	A & S Scooby Sue's	March invoice	Cleaning Princess Theatre			£ 328.12	
30/04/2023	A & S Scooby Sue's	April invoice	Cleaning Princess Theatre			£ 215.62	
31/05/2023	A & S Scooby Sue's	May invoice	Cleaning Princess Theatre			£ 203.12	
30/06/2023	A & S Scooby Sue's	June invoice	Cleaning Princess Theatre			£ 150.62	
03/07/2023	Teleshore (UK) Ltd		40589 H&S PUWER inspection	£ 350.74	£ 70.15	£ 420.89	
12/06/2023	Toolstation	XWW352798606	Safety boots	£ 33.52	-£ 0.29	£ 33.23	
28/06/2023	Trade UK-Screwfix		1389595846 Ear Defenders	£ 34.16	£ 6.83	£ 40.99	
						<u>£ 5,988.84</u>	
15/06/2023	Orangebox Theatre Company	OB265	Carpenters Experience Show - Princess			£ 1,699.74	paid 07/07/23
06/07/2023	SLCC	QL203330-1	Filca course - Nicole Brookes	£ 120.00	£ 24.00	£ 144.00	paid 07/07/23

PREPAID CARD TRANSACTIONS 1ST APRIL -8TH JULY 2023

DATE OF INVOICE	SUPPLIER	DESCRIPTION	NET	VAT	GROSS
13.04.23	Burnham Service Station	Fuel for Cemeteries			£111.80
16.04.23	Zoom	Online Meeting App	£12.99	£0.00	£12.99
22.04.23	Mailchimp	Advertising	£1.26	£0.25	£1.51
22.04.23	Zettle				£18.00
17.04.23	Toolstation	Road marking paint spray	£19.93	£3.99	£23.92
21.04.23	Mailchimp	Advertising	£42.17	£8.43	£50.60
01.04.23	Ebay				£20.14
19.04.23	Ebay	Poster order			£32.70
21.04.23	Thomas Keys	Set of Keys			£35.00
21.04.23	Dulux Centre	5 litre paint Shadow Chic Grey	£48.16	£9.63	£57.79
24.04.23	Cashplus bank	annual card fee			£69.00
04.05.23	Post Office	Gift Cards for Coronation Competition			£200.00
16.05.23	Zoom	Zoom			£12.99
18.05.23	Severn Estuary Partnership	Conference Cllr Millard attending			£70.00
22.05.23	Corgi Direct/Plumbase	Thermometer - use for Legionella Risk assesment	£45.60	£5.40	£51.00
25.05.23	JRB Enterprises	Dog Poo Bags	£50.30	£11.76	£70.56
25.05.23	The laptop Shop	Cllrs laptop repair			£10.00
22.05.23	Ironmongery Direct	Safety Fire Door Handle	£101.10	£20.22	£121.32
29.05.23	Facebook	Paid Ad			£40.00
20.05.23	Mailchimp	Advertising	£42.18	£8.44	£50.61
04.05.23	Asda	Bunting etc Coronation	£18.33	£1.67	£22.00
18.05.23	Facebook	Paid Ad			£20.00
22.05.23	Facebook	Paid ad			£20.00
17.06.23	Zoom	Zoom	£12.99	£0.00	£12.99
28.06.23	Zettle	New lock for Cemetery			£30.00
28.06.23	Zettle	Keys for Cemetery cut			£35.00
28.06.23	Post Office	Postage	£0.40	£0.00	£0.40
20.06.23	Mailchimp	Advertising	£40.88	£8.18	£49.05
16.06.23	Facebook	Paid Ad			£15.87
07.06.23	Facebook	Paid Ad			£40.00

05.06.23	Wickes	Black paint	£20.83	£4.17	£25.00
19.06.23	Screwfix	door lock	£45.82	£9.17	£54.99
19.06.23	Screwfix	door lock pad	£49.99	£10.00	£59.99
07.07.23	Sanders	Rose Bush for cemetary	£19.99	£0.00	£19.99
08.07.23	Stichting Repair Café	Repair Café Registration			£41.97
					<u>£1,507.18</u>

Report for councillors:

Electricity contract for The Princess Theatre

Issued to:

**Finance & Resources Committee Meeting
17th July 2023**

Purpose of Report

To agree electricity contract for The Princess Theatre.

Background

The electricity contract for The Princess Theatre is due for renewal on the 25th July 2023. Costgard (broker) have contacted several companies, the contract is currently with Pozitive Energy and as this is a Half Hourly meter their National Centre has a problem with their software for switching suppliers. The prices are shown on the next page.

These are brown prices. Green prices would be an extra £472pa
please be aware these prices change daily.

Recommendation

In line with the Council's Ecology and Climate Emergency Action Plan, the recommendation is to accept the quotation from Pozitive Energy for green electricity. The Committee need to decide whether to agree to a 12 or 24 or 36 month contact.

Elaine Dutton
Deputy Town Clerk
July 2023

Quote Results for Burnham On Sea & Highbridge Town Council

Utility Type: Half Hourly Electric

Site Address: Princess Hall, Princess Street, Burnham-On-Sea, Somerset, TA8 1EH

Meter Number: 2200030509614

Contract Start Date: 26/07/2023

Consumption: Annual (47,285 kWh) of which: Day (37,559 kWh) / Night (9,726 kWh), Available Capacity: 120 kVA

Date Quoted: 11/07/2023

We've searched our network of suppliers and found these deals for your business:

Supplier	Contract Duration	Product Name	Unit Rate (Day) p/kWh	Night Rate p/kWh	Available Capacity	Standing Charge	Bespoke Charges	Annual Cost / Commission	Annual Diff
POZITIVE ENERGY	22 months	CURRENT CONTRACT	18.5300	15.0800	0.0000 £ kVa/M	68.4400 p/day	0.00 £/Y	£8,676	-
POZITIVE ENERGY	12 months	Fully Fixed	30.4850	26.6940	4.8780 p kVa/D	75.0000 p/day	4241.30 £/Y	£20,698 £284	+ £12,022 (139% Increase)
POZITIVE ENERGY	36 months	Fully Fixed	30.5130	26.6510	5.3700 p kVa/D	75.0000 p/day	4241.30 £/Y	£20,920 £284	+ £12,243 (141% Increase)
POZITIVE ENERGY	24 months	Fully Fixed	30.8600	27.0500	5.1130 p kVa/D	75.0000 p/day	4241.30 £/Y	£20,976 £284	+ £12,300 (142% Increase)

Report for councillors: Electricity contract for the Town Council offices

**Issued to: Finance & Resources Committee Meeting
17th July 2023**

Purpose of Report

To agree electricity contract for The Town Council Offices.

Background

The electricity contract for The Town Council offices is due for renewal on the 15th July 2023. Costgard (broker) have contacted several companies, the submitted quotations are below. The contract is currently with Pozitive Energy. Please be aware these prices change daily.

Supplier	Duration	Annual Cost	Difference/ Current cost (£)	Increase (%)
Current Contract (Pozitive Energy)	24 months	£958.00		
Pozitive Energy	12 months	£1623.00	£665.00	69%
E-on next (green energy)	12 months	£1838.00	£880.00	92%
EDF	12 months	£1713.00	£755.00	79%
Pozitive Energy	24 months	£1645.00	£687.00	72%
E-on next (green energy)	24 months	£1884.00	£927.00	97%
EDF	24 months	£1759.00	£801.00	84%
Pozitive Energy	36 months	£1628.00	£687.00	72%
E-on next (green energy)	36 months	N/A	N/A	N/A
EDF	36 months	£1764.00	£806.00	84%

Recommendation

In line with the Council's Ecology and Climate Emergency Action Plan, the recommendation is to accept the quotation from E-on next for green electricity. The Committee need to decide whether to agree to a 12 or 24 or 36 month contact.

Elaine Dutton
Deputy Town Clerk
July 2023

Report for councillors: **Gas contracts for The Princess and Town Council Offices**

Issued to: **Finance & Resources Committee Meeting
17th July 2023**

Purpose of Report

To agree Gas contracts for The Princess and Town Council offices.

Background

The gas contracts for The Princess and Town Council offices are due for renewal on the 31st July 2023. Costgard (broker) have contacted several companies, the submitted quotations are below. The contract is currently with Crown Gas and Power.

Supplier	Duration	Annual Cost	Difference/ Current cost (£)	Increase (%)
Current Contract (Crown Gas & Power)	25 months	£5,584.36		
Pozitive Energy	12 months	£13,254.60	£7,670.24	137.35%
SSE	12 months	£13,298.44	£7,714.08	138.14%
SSE Green	12 months	£14,133.04	£8,548.68	153.08%
Pozitive Energy	24 months	£13,249.20	£7,664.84	137.26%
SSE	24 months	£13,424.98	£7,840.62	140.40%
SSE Green	24 months	£14,259.58	£8,675.23	155.35%
Pozitive Energy	36 months	£12,995.64	£7,411.28	132.71%
SSE	36 months	£13,561.57	£7,977.21	142.85%
SSE Green	36 months	£14,396.17	£8,811.82	157.79%



The quotes above cover the cost for gas supplies for both sites, please be aware these prices change daily.

Recommendation

In line with the Council's Ecology and Climate Emergency Action Plan, the recommendation is to accept the quotation from SSE for green gas. The Committee need to decide whether to agree to a 12 or 24 or 36 month contact.

Elaine Dutton
Deputy Town Clerk
July 2023

Report for councillors:

Electric contract for the Brent Road Cemetery

Issued to:

**Finance & Resources Committee Meeting
17th July 2023**

Purpose of Report

To agree electricity contract for The Brent Road cemetery.

Background

The electricity contract for The Brent Road Cemetery is due for renewal on the 15th July 2023. Costgard (broker) have contacted several companies, the submitted quotations are below. The contract is currently with EDF.

Supplier	Duration	Annual Cost	Difference/ Current cost (£)	Increase (%)
Current Contract (EDF)	12 months	£1005.00		
Pozitive Energy	12 months	£1072.00	£67.00	7%
E-on next (green energy)	12 months	£888.00	-£26	12% saving
EDF	12 months	£977.00	£-£28.00	3% saving
Pozitive Energy	24 months	£1083.00	£78.00	8%
E-on next (green energy)	24 months	£880.00	-£125.00	12% saving
EDF	24 months	£1000.00	-£5.00	0% saving
Pozitive Energy	36 months	£1075.00	£70.00	7%
E-on next (green energy)	36 months	N/A	N/A	N/A
EDF	36 months	£1002.00	-£2.00	0% saving

please be aware these prices change daily.

Recommendation

In line with the Council's Ecology and Climate Emergency Action Plan, the recommendation is to accept the quotation from E-on next for green electricity. The Committee need to decide whether to agree to a 12 or 24 or 36 month contact.

Elaine Dutton
Deputy Town Clerk
July 2023

Report for councillors: Cemeteries Grass Cutting

**Issued to: Finance and Resources Committee Meeting
17th July 2023**

Purpose of Report

To consider the recommendation from the HR Sub-Committee to approve the appointment of a contractor to cut and strim the grass at the cemeteries for 2 days per work over a 3-month period at a cost of £6,875.34.

Background

The HR Sub Committee considered a detailed report at its meeting on 4th June for additional grass cutting support during the grass growing season and considered all options.

The additional support with the grass cutting would help to ensure the cemeteries are maintained to a good standard and meet today's demands, service standards and health & safety requirements.

Recommendation

To ratify the decision of the HR Sub-Committee to approve the appointment of a contractor to cut and strim the grass at the cemeteries for 2 days per work over a 3-month period at a cost of £6,875.34.

A recommendation is made to Council to approve a virement from the salaries and wages budget to the professional and consultant fees to cover this cost.

E Dutton
Deputy Town Clerk

Proposal to request £1500 be set aside from the budget for Climate and Ecology, to support the Eco Festival to be held on September 30th from 1-4pm in Apex Park.

Purpose of the Eco Festival:

- To raise awareness of the aims of our Action Plan
- To create a community engagement event to encourage environmental awareness and involvement in our activities.
- To encourage people to enjoy our beautiful Apex Park and other green spaces.
- To encourage walking in and around the towns
- To link to the Somerset Coast Festival which will have 3 organised walks on our coast

Current costing:

- Town Band £300
- Gazebo £450
- FUSE run plastic sculpture workshop £300
- We still wait to hear from other organisations

Lesley Millard
Cllr Lesley Millard
Lead for Climate and Ecology