



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

11th October 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 **16th October 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", enclosed in a thin black rectangular border.

Katherine Noble
Town Clerk

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

Members of the Finance and Resources Committee

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

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

Public participation

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

16th October 2023

- 82.0.F23 Apologies for absence**
- 83.0.F23 To receive any declarations of interest on items included on this agenda**
- 84.0.F23 To receive and approve the minutes of the Finance and Resources meeting held on 4th September 2023 and the Extraordinary meeting on 26th September 2023**
- 85.0.F23 Matters arising from previous minutes**
- 86.0.F23 To receive the Chairs report**
- 87.0.F23 To receive the list of payments up to 9th September 2023**
- 88.0.F23 To note the income and expenditure and earmarked reserves reports up to end of September 2023**
- 89.0.F23 To approve the bank reconciliation for September 2023**
- 90.0.F23 Office Accommodation Working Group update report and to agree expenditure required – to follow**
- 91.0.F23 To consider responding to the NALC consultation to update Model Financial Regulations**
- 92.0.F23 To receive feedback from internal check undertaken by Councillors Gudka and Matthews**
- 93.0.F23 To receive cemeteries equipment update report**
- 94.0.F23 To note Interim External Audit report**
- 95.0.F23 To appoint Internal Auditor for 2023/24**
- 96.0.F23 Date of next meeting**

The next meeting of the Committee is scheduled for 27th November 2023 at 7 pm.



Minutes of a meeting of the Finance and Resources Committee held on 4th September 2023 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

Present: Councillors P Clayton, M Facey, R Keen, A Matthews, S Perry, C Searing, B Vickers

In attendance: K Noble (Town Clerk) and eleven members of the public

Public Participation

Two representatives from Zone Youth Club spoke in relation to their grant application and gave an overview of the service they provide.

A representative from the King Alfred Boxing Club gave some background information relating to their grant application.

Two representatives from The Waffle Hub provided information about the charity and how any grant money would be spent.

In the absence of the Committee Chairman, Councillor Matthews chaired the meeting.

65.0.F23 To receive apologies for absence

Apologies were received from Councillors Baker and Gudka.

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

Councillor Keen declared an interest in the grant applications for the Highbridge Community Hall Trust and the King Alfred Boxing Club.

Councillor Clayton declared an interest in the Burnham Pantomime Society.

67.0.F23 To receive and approve the minutes of the Finance and Resources Committee meeting held on 17th July 2023

The minutes of the previous meeting of the Finance and Resources Committee, held on 17th July 2023, were presented by the Chairman.

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

68.0.F23 Matters arising from previous minutes

There were no matters arising.

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

No meetings had taken place.

Signed by chair.....

date.....



70.0.F23 Chairman's report

There was no report.

71.0.F23 To receive the list of payments up to 25th August 2023

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

72.0.F23 To note the income and expenditure and earmarked reserves reports up to 31st July 2023

Some queries were raised regarding the earmarked reserves. The Clerk was asked to provide a breakdown on the Highbridge CIL and the Highbridge Regeneration monies and the spending time constraints.

A query was raised whether the remaining monies in the Coronation EMR should be moved into general reserves. The Clerk confirmed movements into general reserves will take place at the end of the financial year.

An update on the legacy clock was requested, it was confirmed that details are available in the Town Improvement Committee minutes.

73.0.F23 To approve the bank reconciliation for July 2023

Resolved the bank reconciliation was approved and signed by the Chairman.

74.0.F23 To ratify the expenditure for the valuations of The Old Courthouse and the former SS&L building

The Chairman explained that following quotations received and in consultation with committee members, the valuations were undertaken to prevent any further delays.

Resolved The Committee approves the expenditure of £1,000 + VAT for the valuations of the two properties.

75.0.F23 To consider the following grant applications

The Chairman confirm that £19,800 was available in the grant budget. Representatives from the organisations were given the opportunity to respond to any queries raised.

75.1.F23 Burnham on Sea and Highbridge Air Cadets - £486

Resolved that the request for £486 towards IT equipment is approved.

75.2.F23 BEES - £1,000

Resolved that the grant request for £1,000 towards equipment, materials and room hire for the musical theatre group was approved.



75.3.F23 Burnham and District Pantomime Society - £2,500

(Councillor Clayton left the meeting whilst this application was considered)

Resolved that the grant request for £2,500 towards the installation and hire of sound and lighting equipment for the 2024 production of Mother Goose was approved.

(Councillor Clayton re-joined the meeting)

75.4.F23 Burnham Heritage Group - £1,220

Resolved that the grant request for £1,220 for reprinting of leaflets was approved.

75.5.F23 Burnham on Sea and Highbridge Sea Cadets - £400

Resolved the request for £400 for the purchase of equipment for paddle boards was approved.

The RFO was asked to clarify the closing balance, as details provided in the paperwork was incorrect.

75.6.F23 Highbridge Community Hall Trust - £1,350

(Councillor Keen left the meeting at this juncture)

Resolved that the grant request for £1,350 for maintenance works at the Hall was approved.

75.7.F23 King Alfred Amateur Boxing Club - £500

Resolved that the grant request for £500 to help subsidise fees and the purchase of tracksuits etc for families with financial constraints was approved.

(Councillor Keen re-joined the meeting at this juncture)

75.8.F23 Monarchs Gymnastics Club - £2,500

Resolved that £2,000 be awarded towards the travel costs to Germany for a competition.

75.9.F23 Somerset Youth Theatre CIC - £2,500

Resolved that the grant request for £2,500 to be able to provide opportunities in theatre and arts for children and young adults.

75.10.F23 The Waffle Hub - £2,500

Resolved that the request for £2,500 towards the purchase of IT equipment is approved was approved.

75.11.F23 The Zone Youth Club - £5,000

Resolved that £2,500 is awarded towards continuing to provide and expand on activities available for children.



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

75.12.F23 Pride on Sea - £2,500

Councillor Keen proposed that the grant be awarded, subject to other funding being obtained. This was not seconded.

Resolved that the request of £2,500 towards the inclusive Pride event in 2024 was approved.

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

76.0.F23 To note trees update report

The Clerk gave a brief overview of the circulated report. No issues were raised.

77.0.F23 Date of next meeting

The next meeting of the Committee is scheduled for 16th October 2023 at 7 pm.

Signed by chair.....

date.....



Minutes of a meeting of an Extraordinary Finance and Resources Committee held on 26th September 2023 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

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

In attendance: K Noble (Town Clerk), N Brookes (RFO) and 2 members of the public.

Public Participation – None.

78.0.F23 To receive apologies for absence

Apologies were received from Councillors Baker and Facey.

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

There were no declarations of interest.

80.0.F23 To consider the Beautification Grant Applications

The Chair gave an overview of the grant monies available and the criteria.

80.1.F23 SeaBreeze - £305

Resolved that the grant request for £305 is approved.

80.2.F23 Prim and Proper - £1,000

The RFO informed members that a second quotation for the works was awaited.

Resolved that a half of the proven cost, up to a maximum of £720, is approved.

80.3.F23 Kyffins - £,1000

Resolved that the grant request is rejected due to the application not meeting criteria.

80.4.F23 BOS Hair and Color Bar - £1,000

Resolved that the grant request for £1,000 is approved.

81.0.F23 Date of next meeting

The date of the next meeting is scheduled 16th October 2023 at 7pm.

Signed by chair.....

date.....

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	entered into Rialtas
15/09/2023	Amazon	CN-GB-135362781-2023-437	Credit note - spray paint	-£36.00	-£7.20	-£43.20	y
17/09/2023	Amazon	GB3A7ZAABEY	letter trays	£10.12	£2.04	£12.16	y
19/09/2023	Amazon	GB3ABE8ABEY	computer accessories	£22.46	£4.51	£26.97	y
19/09/2023	Amazon	GB3AFLKABEY	extension lead	£14.45	£2.89	£17.34	y
21/09/2023	Amazon	GB3AHDDABEY	stationery	£9.00	£1.81	£10.81	y
21/09/2023	Amazon	GB3AKOEABEY	extension lead	£19.98	£4.00	£23.98	y
21/09/2023	Amazon	GB305634227	Toner for printer - Princess	£53.23	£10.64	£63.87	y
15/09/2023	Amazon	INV-GB-876295715-2023-325795	wall calender	£24.96	£5.00	£29.96	y
22/09/2023	Amazon	INV-GB-1374848515-2023-454	ethernet cable - RFO	£14.98	£3.00	£17.98	y
19/09/2023	Blueshift	4000-4095	Domain name renewal	£24.99	£5.00	£29.99	y
26/09/2023	Bravo	660	technician Princess - September	£1,125.00	£225.00	£1,350.00	y
26/08/2023	Bridgwater Mowers	89635	mower - Rangers	£749.17	£149.83	£899.00	fixed asset y
13/07/2023	Character Graphics	35963	Spring/Summer brochure Princess			£640.00	y
09/08/2023	Character Graphics	36083	posters Film Club - Princess	£40.00	£8.00	£48.00	y
15/09/2023	Character Graphics	36299	Autumn/Winter brochure Princess			£680.00	y
25/09/2023	Character Graphics	36337	Hansel & Gretel posters			£120.00	y
19/09/2023	Greenways	820	cemetery maintenance			£2,491.78	y
21/09/2023	GHT	INV 0000035096	Valuations of SS&L Building & Jaycroft Road	£1,000.00	£200.00	£1,200.00	y
25/09/2023	HBOS Carnival	Sep-23	advert - The Princess			£120.00	y
26/09/2023	Highspeed Training	INV_2034037	training - Princess	£164.00	£32.80	£196.80	y
27/09/2023	Skyburst	B3327	Firework display balance	£4,958.33	£991.67	£5,950.00	y
28/09/2023	Amazon	GB3B00ABEY	crafting paper	£11.80	£2.37	£14.17	y
18/09/2023	Amazon	INV-GB-1343761015-2023-9942	lanyards - Princess	£14.56	£2.92	£17.48	y
30/06/2023	LGRC	1589	Locum services - Jo Swift April 2023	£1,437.44	£287.49	£1,724.93	y
15/08/2023	LGRC	1636	Locum services - Fran Pridding June 2023	£3,080.22	£616.04	£3,696.26	y
18/09/2023	Microshade	18333	Desktop RFO	£616.00	£123.20	£739.20	fixed asset y
22/09/2023	National Theatre	SINRT1022548	NTL Good 20 Apr 2023 55% Net sales	£244.29	£48.86	£293.15	y
27/09/2023	Phillip Smith	PWS03	The Princess Theatre - programming consultant			£580.15	y
18/09/2023	Proper Job	Z0009T03-1459423	Multi purpose service spray	£2.08	£0.42	£2.50	y
20/09/2023	Proper Job	Z0009T03-1459657	Mini roller & tray	£6.25	£1.25	£7.50	y
26/09/2023	Proper Job	Z0009T03-1461142	double sided tape & trunking	£5.21	£1.04	£6.25	y
22/09/2023	Rialtas	31053	Bookings re-launch Group training	£500.00	£100.00	£600.00	y
12/09/2023	Screwfix	1413843395	site boots - Cemetery			£42.99	y
20/01/2023	SLCC	BK209110-1	National Planning Policy training - KN	£30.00	£6.00	£36.00	y
14/06/2023	SLCC	BK210872-1	Themed Summit Planning training - ED	£60.00	£12.00	£72.00	y
30/06/2023	SLCC	SD129-1	Job Advert - Gold Package	£395.00	£79.00	£474.00	y
31/01/2023	SLCC	SD557-1	3 x weeks gold package BOSH 013	£309.00	£61.80	£370.80	y
25/09/2023	TWC	49	window cleaning - Princess			£48.50	y
19/09/2023	Bridgwater Mowers	90051	Blower - cemeteries	£225.00	£45.00	£270.00	y
30/09/2023	Lyreco	6723633286	stationery - TC	£84.31	£9.36	£93.67	y
01/10/2023	Sansum	INV-10326	Cleaning - TC	£280.16	£56.03	£336.19	
02/10/2023	SALC	INV-2604	Affiliation fee Apr23-Mar24			£2,150.89	
28/09/2023	GT Building Services	15786	heating system check - Princess	£116.40	£23.28	£139.68	y
27/09/2023	KJ Cleaning Services	Princess T001	cleaning services - Princess			£375.00	y
30/09/2023	Bravo	675	Technician - Fleetwood Mac Songbook	£144.00	£28.80	£172.80	y
27/09/2023	James Hallam	527277106	Insurance - Fireworks	£1,521.00	£182.52	£1,703.52	y
05/10/2023	Hebden Arboriculture	1193	Health assessments trees - cemeteries			£440.00	
21/09/2023	Amazon	INVGB1220239212023145029	Ronseal woodstain	£65.34	£13.06	£78.40	y
08/10/2023	Microshade	18371	IT services	£955.92	£191.18	£1,147.10	
28/09/2023	Proper Job	Z0009T03-1461568	PSE single x 2	£7.50	£1.50	£9.00	y
02/10/2023	Fleetwood Mac Songbook	INV0071	performance settlement - Princess			£1,822.53	
06/07/2023	Burnham Book Festival	1001	Box office settlement			£1,421.14	y

09/10/2023	Business Waste Ltd		9630	waste disposal	£22.00	£4.40	£26.40
30/09/2023	Morland Hub	INV-0339		Hall hire			£30.00
26/09/2023	Otis	23056480/U1		Maintenance - Princess Theatre	£116.28	£23.26	£139.54
07/09/2023	Spansec		228050	Repair junction box - Princess Theatre	£65.00	£13.00	£78.00
06/10/2023	Best of the West		929790	Merchandise - Princess Theatre	£343.24	£68.64	£411.88

Cashbook payments

Somerset Council	Sep-23	pension payment	£7,548.86
Somerset Youth Theatre		Grant approved at F&R Committee on 4th September	£2,500.00
Burnham & District Pantomime Society		Grant approved at F&R Committee on 4th September	£2,500.00
King Alfred Amateur Boxing Club		Grant approved at F&R Committee on 4th September	£500.00
Burnham Chamber of Trade		Christmas lights switch ceremony approved at TIMPS Committee on 11th September	£3,786.00
Prim n Proper		Grant approved at F&R Committee on 26th September	£720.00
Pre-paid top up			£500.00
Seabreeze		Grant approved at F&R Committee on 26th September	£305.00
			<u>£51,816.92</u>

11/10/2023

Burnham & Highbridge Town Council 2023/24

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Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Management & Compliance								
1076 Precept	0	768,500	768,500	0			100.0%	
1078 CIL income - Burnham	0	8,488	0	(8,488)			0.0%	
1080 Bank Interest	1,215	7,103	500	(6,603)			1420.6%	
1100 Miscellaneous income	0	63,771	0	(63,771)			0.0%	
Management & Compliance :- Income	1,215	847,862	769,000	(78,862)			110.3%	0
4000 Salaries & Wages	25,104	132,503	270,000	137,497	137,497		49.1%	
4005 Employers Nat Insurance	2,002	7,974	26,810	18,836	18,836		29.7%	
4010 Employers S\Annuation	5,037	27,866	60,627	32,761	32,761		46.0%	
4050 Pension Deficit	0	0	8,280	8,280	8,280		0.0%	
4055 Recruitment Costs	704	1,627	600	(1,027)	(1,027)		271.2%	
4060 Training	152	2,805	2,000	(805)	(805)		140.3%	
4065 Travel & Subsistence	0	0	500	500	500		0.0%	
4070 Office/IT Equip & Furniture	846	875	8,000	7,125	7,125		10.9%	
4075 Miscellaneous Expenditure	0	245	500	255	255		49.0%	200
4080 Telephone & Broadband	405	2,432	3,150	718	718		77.2%	
4085 Postage	0	43	500	457	457		8.5%	
4090 Stationery & Supplies	214	1,194	1,500	306	306		79.6%	
4095 Subscriptions & Support	1,013	15,102	20,000	4,898	4,898		75.5%	
4100 Insurance	0	869	6,500	5,631	5,631		13.4%	
4105 Audit & Accountancy Fees	0	395	3,000	2,605	2,605		13.2%	
4110 Legal Fees	0	0	1,000	1,000	1,000		0.0%	
4115 Professional & Consulting Fees	5,878	19,052	3,000	(16,052)	(16,052)		635.1%	
4120 Bank Charges	81	750	1,500	750	750		50.0%	
4125 Payroll Services	106	758	1,400	642	642		54.2%	
4130 PPE & Uniforms	43	567	1,500	933	933		37.8%	
4135 Room Hire (Exp)	30	82	250	168	168		32.8%	
4140 Climate Change	826	1,005	5,000	3,995	3,995		20.1%	
4145 LGR	0	0	10,000	10,000	10,000		0.0%	
4375 Cleaning	0	(606)	0	606	606		0.0%	
4380 Security & Alarms	0	(101)	0	101	101		0.0%	
4385 Maintenance	2	2	0	(2)	(2)		0.0%	
Management & Compliance :- Indirect Expenditure	42,444	215,439	435,617	220,178	0	220,178	49.5%	200
Net Income over Expenditure	(41,228)	632,423	333,383	(299,040)				
6000 plus Transfer from EMR	0	200						
Movement to/(from) Gen Reserve	(41,228)	632,623						

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Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Democratic & Civic</u>								
4200 Mayors Allowance	417	2,500	5,000	2,500		2,500	50.0%	
4210 Election Expenses	0	0	3,000	3,000		3,000	0.0%	
4215 Civic Events	43	982	2,500	1,518		1,518	39.3%	
4220 Remembrance Wreath	0	0	100	100		100	0.0%	
Democratic & Civic :- Indirect Expenditure	460	3,482	10,600	7,118	0	7,118	32.8%	0
Net Expenditure	(460)	(3,482)	(10,600)	(7,118)				
<u>120 Joint Funding With Others</u>								
4250 Cont SDC RE Toilets	0	21,055	38,500	17,445		17,445	54.7%	
4255 Cont SDC Dog Bins	0	12,070	24,500	12,430		12,430	49.3%	
4260 CCTV Cameras	0	7,500	15,300	7,800		7,800	49.0%	
Joint Funding With Others :- Indirect Expenditure	0	40,625	78,300	37,675	0	37,675	51.9%	0
Net Expenditure	0	(40,625)	(78,300)	(37,675)				
<u>130 Grants & Donations</u>								
4300 Grant - CAB (S.142)	0	2,700	2,700	0		0	100.0%	
4305 Grants Made	13,956	26,456	32,300	5,844		5,844	81.9%	
Grants & Donations :- Indirect Expenditure	13,956	29,156	35,000	5,844	0	5,844	83.3%	0
Net Expenditure	(13,956)	(29,156)	(35,000)	(5,844)				
<u>200 The Old Court House</u>								
1005 Old Court House Letting	0	0	250	250			0.0%	
The Old Court House :- Income	0	0	250	250			0.0%	0
4350 Business Rates	878	5,264	10,050	4,786		4,786	52.4%	
4355 Utilities	107	669	9,000	8,332		8,332	7.4%	
4375 Cleaning	449	2,200	800	(1,400)		(1,400)	275.0%	
4380 Security & Alarms	30	30	1,000	970		970	3.0%	
4385 Maintenance	5	936	3,000	2,064		2,064	31.2%	
4390 H&S/Fire/Inspections	0	914	300	(614)		(614)	304.6%	
4395 Equipment/Furniture	0	70	1,000	930		930	7.0%	
The Old Court House :- Indirect Expenditure	1,469	10,082	25,150	15,068	0	15,068	40.1%	0
Net Income over Expenditure	(1,469)	(10,082)	(24,900)	(14,818)				
<u>210 Other Assets</u>								
4360 Electricity Town Centre	7	40	300	260		260	13.3%	

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4365 Highbridge Clock Elec	0	196	700	504		504	28.0%	
4415 Water Fountain	0	651	500	(151)		(151)	130.1%	
Other Assets :- Indirect Expenditure	7	887	1,500	613	0	613	59.1%	0
Net Expenditure	(7)	(887)	(1,500)	(613)				
300 Allotment Highbridge								
1300 Allotment Rents Received	0	1,218	1,115	(103)			109.2%	
Allotment Highbridge :- Income	0	1,218	1,115	(103)			109.2%	0
4370 Water Rates	0	34	500	466		466	6.9%	
4385 Maintenance	0	283	500	217		217	56.6%	
Allotment Highbridge :- Indirect Expenditure	0	317	1,000	683	0	683	31.7%	0
Net Income over Expenditure	0	901	115	(786)				
400 TIMPS								
1400 Signal Box	0	20	40	20			50.0%	
TIMPS :- Income	0	20	40	20			50.0%	0
4385 Maintenance	29	634	2,000	1,366		1,366	31.7%	
4430 Benches	0	0	1,500	1,500		1,500	0.0%	
4435 Bus Shelter Cleaning	0	0	1,000	1,000		1,000	0.0%	
4440 Dog/Litter Bins	0	59	1,500	1,441		1,441	3.9%	
4445 Speed Indicator Devices	0	0	500	500		500	0.0%	
4450 Floral Decorations	0	0	3,000	3,000		3,000	0.0%	
4455 Christmas Lights	0	0	26,000	26,000		26,000	0.0%	
4460 Tourism	0	1,896	2,000	104		104	94.8%	
4465 Events Expenditure	0	1,340	10,000	8,660		8,660	13.4%	
4470 Town Centre Cleaning	0	3,000	7,000	4,000		4,000	42.9%	
4475 Carnival Events Week	6,479	8,604	14,000	5,396		5,396	61.5%	
TIMPS :- Indirect Expenditure	6,509	15,532	68,500	52,968	0	52,968	22.7%	0
Net Income over Expenditure	(6,509)	(15,512)	(68,460)	(52,948)				
410 Town Rangers								
4500 Tools & Equipment	755	813	3,000	2,187		2,187	27.1%	
4505 Vehicle Running Costs	36	804	1,600	796		796	50.2%	
4510 Vehicle Replacement	0	0	3,000	3,000		3,000	0.0%	
4515 Vehicle Insurance	0	320	600	280		280	53.3%	
Town Rangers :- Indirect Expenditure	791	1,937	8,200	6,263	0	6,263	23.6%	0
Net Expenditure	(791)	(1,937)	(8,200)	(6,263)				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
500 Cemeteries								
1500 Wayleaves	0	0	4,850	4,850			0.0%	
1505 Commonwealth War Memorials	0	0	50	50			0.0%	
1515 EROB	1,105	4,565	7,000	2,435			65.2%	
1520 Interments	3,265	13,695	15,000	1,305			91.3%	
1525 Memorials	1,210	2,160	8,000	5,840			27.0%	
Cemeteries :- Income	5,580	20,420	34,900	14,480			58.5%	0
4350 Business Rates	499	7,107	12,750	5,643		5,643	55.7%	
4355 Utilities	(242)	779	7,000	6,221		6,221	11.1%	
4600 Equipment Purchase/Maintenance	225	2,009	7,000	4,991		4,991	28.7%	
4605 Provision For Paths	0	0	5,000	5,000		5,000	0.0%	
4610 Pump Maintenance	0	0	1,400	1,400		1,400	0.0%	
4615 General Maintenance	0	1,298	2,000	702		702	64.9%	
4620 Mech Grave Digger	0	2,625	6,500	3,875		3,875	40.4%	
4625 Tree & Hedge Maintenance	0	20	3,000	2,980		2,980	0.7%	
4630 Fuel For Mowers	59	306	2,000	1,694		1,694	15.3%	
4635 Waste Collection	232	906	3,000	2,094		2,094	30.2%	
4640 Provision for Walls	0	0	2,000	2,000		2,000	0.0%	
4645 Water Testing	0	1,005	1,250	245		245	80.4%	
Cemeteries :- Indirect Expenditure	772	16,054	52,900	36,846	0	36,846	30.3%	0
Net Income over Expenditure	4,808	4,366	(18,000)	(22,366)				
600 Princess								
1600 Storage Hire	0	0	3,200	3,200			0.0%	
1605 Lettings	60	2,378	25,000	22,622			9.5%	
1615 Café Rent	570	3,420	6,600	3,180			51.8%	
1620 Technician	0	95	8,000	7,906			1.2%	
1625 PT Merchandise	77	671	3,000	2,329			22.4%	
1640 Box Office - Card Sales	35	471	1,800	1,329			26.2%	
1645 Box Office Revenue	11,048	30,617	7,500	(23,117)			408.2%	
1646 Film income	384	574	0	(574)			0.0%	
1650 Memberships	163	986	2,000	1,015			49.3%	
1655 Participation PT	682	5,083	7,500	2,417			67.8%	
1660 Art Sales	131	992	400	(592)			248.1%	
1665 Stage Sound/Lighting	0	0	50	50			0.0%	
1670 PV Cells	0	116	3,500	3,384			3.3%	
Princess :- Income	13,150	45,403	68,550	23,147			66.2%	0
4000 Salaries & Wages	3,537	24,368	81,998	57,630		57,630	29.7%	
4005 Employers Nat Insurance	279	1,233	8,349	7,116		7,116	14.8%	

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Employers S\Annuation	789	4,292	18,286	13,994		13,994	23.5%	
4040 FOH/Duty Management	0	0	14,650	14,650		14,650	0.0%	
4060 Training	494	1,020	1,500	480		480	68.0%	
4065 Travel & Subsistence	0	24	500	476		476	4.9%	
4070 Office/IT Equip & Furniture	168	222	5,000	4,778		4,778	4.4%	
4075 Miscellaneous Expenditure	15	315	500	185		185	62.9%	
4080 Telephone & Broadband	0	0	2,000	2,000		2,000	0.0%	
4100 Insurance	0	0	6,500	6,500		6,500	0.0%	
4350 Business Rates	798	4,688	9,000	4,312		4,312	52.1%	
4355 Utilities	205	13,780	26,000	12,220		12,220	53.0%	9,700
4375 Cleaning	611	3,796	8,500	4,704		4,704	44.7%	
4380 Security & Alarms	65	553	1,500	947		947	36.9%	
4385 Maintenance	116	4,490	10,000	5,510		5,510	44.9%	
4390 H&S/Fire/Inspections	116	1,218	1,000	(218)		(218)	121.8%	
4635 Waste Collection	177	1,014	3,000	1,987		1,987	33.8%	
4700 Technician Cost	1,269	7,785	17,000	9,215		9,215	45.8%	
4701 Show costs	2,315	16,202	0	(16,202)		(16,202)	0.0%	
4702 Film costs	0	114	0	(114)		(114)	0.0%	
4705 Advertising & Marketing	1,786	3,250	6,000	2,750		2,750	54.2%	
4710 Licences (exp)	0	2,843	800	(2,043)		(2,043)	355.4%	
4715 Card Payment Fees	120	1,376	3,000	1,624		1,624	45.9%	
4725 Technical Theatre	0	1,078	4,000	2,922		2,922	26.9%	
4730 Backstage Expenses	0	0	500	500		500	0.0%	
4735 Art Sales Expenditure	0	418	100	(318)		(318)	418.0%	
4740 PTAC Merchandise	0	19	1,320	1,301		1,301	1.5%	
4745 Participation Freelance	0	1,285	3,000	1,715		1,715	42.8%	1,285
4750 Footfall Monitors	0	10	100	90		90	10.2%	
4765 Match Funding	0	0	5,000	5,000		5,000	0.0%	
Princess :- Indirect Expenditure	12,860	95,392	239,103	143,711	0	143,711	39.9%	10,985
Net Income over Expenditure	290	(49,989)	(170,553)	(120,564)				
6000 plus Transfer from EMR	0	10,985						
Movement to/(from) Gen Reserve	290	(39,004)						
Grand Totals:- Income	19,945	914,923	873,855	(41,068)			104.7%	
Expenditure	79,267	428,902	955,870	526,968	0	526,968	44.9%	
Net Income over Expenditure	(59,322)	486,020	(82,015)	(568,035)				
plus Transfer from EMR	0	11,185						
Movement to/(from) Gen Reserve	(59,322)	497,205						

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Burnham & Highbridge Town Council 2023/24

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Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Property Maintenance - EMR	150,129.92		150,129.92
321 Youth Projects - EMR	7,448.56	-200.00	7,248.56
322 TIMPS - EMR	11,903.02		11,903.02
323 Princess Cultural Recovery Gra	3,181.00		3,181.00
324 Legacy Clock - EMR	10,221.85		10,221.85
325 Asset Transfer - EMR	39,750.70		39,750.70
326 IT/Office Equipment - EMR	11,881.34		11,881.34
327 HR Contingency - EMR	48,579.56		48,579.56
328 Ground Equipment - EMR	1,225.52		1,225.52
329 Coronation - EMR	1,263.19	0.00	1,263.19
330 General Maintenance - EMR	15,422.48		15,422.48
331 Princess Artistic Material Gra	4,707.42		4,707.42
332 Town Crier - EMR	515.00		515.00
334 Grounds Maintenance - EMR	19,031.56		19,031.56
335 Highbridge Regeneration	9,802.00		9,802.00
336 Legal Fees - EMR	5,932.00		5,932.00
338 Replacement Van - EMR	25,825.00	3,000.00	28,825.00
339 Tesco S106 - EMR	4,805.69		4,805.69
340 Past Mayor badges - EMR	1,930.00		1,930.00
341 Neighbourhood Plan - EMR	5,803.00		5,803.00
342 You Are Here Boards - EMR	750.00		750.00
343 Pricess Maint/Renewals - EMR	12,339.02		12,339.02
344 SIDS - EMR	708.78		708.78
345 Burnham EVO HTAP - EMR	900.00		900.00
346 Tree Trimming - EMR	10,442.00		10,442.00
347 Brent Rd Construction - EMR	74,714.50		74,714.50
348 Burnham Shop Fronts Grant - EM	9,900.00		9,900.00
370 PMC SALC 2 Grant - EMR	921.83		921.83
371 PMC FOTP Grant - EMR	1,340.72	-1,285.00	55.72
372 PMC Artistic Budget - EMR	3,000.00	754.00	3,754.00
373 PMC SALC 3C Grant - - EMR	790.79		790.79
380 CEM Professional Fees - EMR	4,700.50		4,700.50
381 CEM Provision of Paths - EMR	68,836.73		68,836.73
382 CEM Equipment Purchase - EMR	7,846.00		7,846.00
383 CEM Provision for Walls - EMR	0.00	2,000.00	2,000.00
384 Solar Panels - EMR	0.00	500.00	500.00
385 High St Fund - EMR	0.00	50,000.00	50,000.00
400 CIL - Highbridge	33,583.33	31,102.00	64,685.33
	<u>610,133.01</u>	<u>85,871.00</u>	<u>696,004.01</u>

Date:06/10/2023

Burnham & Highbridge Town Council 2023/24

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Time: 15:33

Bank Reconciliation Statement as at 30/09/2023
for Cashbook 4 - Nationwide Saver

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Saver	30/09/2023		505,910.81
			<u>505,910.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			505,910.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			505,910.81
		Balance per Cash Book is :-	505,910.81
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:06/10/2023

Burnham & Highbridge Town Council 2023/24

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Time: 15:26

Bank Reconciliation Statement as at 30/09/2023
for Cashbook 1 - Natwest Current Account

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Current Account	30/09/2023		942,094.04
			<u>942,094.04</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			942,094.04
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			942,094.04
		Balance per Cash Book is :-	942,094.04
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:09/10/2023

Burnham & Highbridge Town Council 2023/24

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Time: 11:14

Bank Reconciliation Statement as at 30/09/2023
for Cashbook 2 - NatWest 2 account – Princess

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest 2 Account - Princess	30/09/2023		118,499.59
			<u>118,499.59</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			118,499.59
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			118,499.59
		Balance per Cash Book is :-	118,499.59
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:06/10/2023

Burnham & Highbridge Town Council 2023/24

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Time: 15:56

Bank Reconciliation Statement as at 30/09/2023
for Cashbook 3 - Cashplus Pre-paid card

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Cashplus Pre-Paid Card	30/09/2023		68.02
			<u>68.02</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			68.02
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			68.02
		Balance per Cash Book is :-	68.02
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:06/10/2023

Burnham & Highbridge Town Council 2023/24

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Bank Reconciliation Statement as at 30/09/2023
for Cashbook 5 - Princess Float

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Princess Float	30/09/2023		0.80
			<u>0.80</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.80
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.80
		Balance per Cash Book is :-	0.80
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 06/10/2023

Burnham & Highbridge Town Council 2023/24

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Time: 15:26

User: NICOLE

Bank Reconciliation up to 30/09/2023 for Cashbook No 1 - Natwest Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/09/2023	DD	-352.45		-352.45		R <input type="checkbox"/>	Crown Gas & Power
01/09/2023	DD	352.45		352.45		R <input type="checkbox"/>	Crown Gas & Power
01/09/2023	DD	798.00		798.00		R <input type="checkbox"/>	Somerset Council
01/09/2023	DD	7.00		7.00		R <input type="checkbox"/>	EDF
04/09/2023	DD	212.39		212.39		R <input type="checkbox"/>	Biffa
04/09/2023	DD	70.69		70.69		R <input type="checkbox"/>	Fuelcard
04/09/2023			570.00	570.00		R <input type="checkbox"/>	Receipt(s) Banked
06/09/2023	15427	1,200.00		1,200.00		R <input type="checkbox"/>	G Williams of Edington
06/09/2023	391853985-	5.99		5.99		R <input type="checkbox"/>	Amazon
06/09/2023	2184178055	6.45		6.45		R <input type="checkbox"/>	Amazon
06/09/2023	BHTC06	34.00		34.00		R <input type="checkbox"/>	Hellend's Kitchen
06/09/2023	20008563	498.96		498.96		R <input type="checkbox"/>	Highspeed Training Limited
06/09/2023	3810601	156.14		156.14		R <input type="checkbox"/>	SafetySigns4Less
06/09/2023	1	60.10		60.10		R <input type="checkbox"/>	Gaynor Brown
06/09/2023	Z0009T02-4	29.95		29.95		R <input type="checkbox"/>	Proper Job
06/09/2023	10394	600.00		600.00		R <input type="checkbox"/>	The Stage Media Company Ltd
06/09/2023	1231233595	21.45		21.45		R <input type="checkbox"/>	Amazon
06/09/2023	135362781-	119.90		119.90		R <input type="checkbox"/>	Amazon
06/09/2023	144038251-	11.97		11.97		R <input type="checkbox"/>	Amazon
06/09/2023	145497301-	3.85		3.85		R <input type="checkbox"/>	Amazon
06/09/2023	1552236595	5.99		5.99		R <input type="checkbox"/>	Amazon
06/09/2023	890608965-	4.99		4.99		R <input type="checkbox"/>	Amazon
06/09/2023	1985745465	26.13		26.13		R <input type="checkbox"/>	Amazon
06/09/2023	DWAB-068	1,500.00		1,500.00		R <input type="checkbox"/>	Dog with a Bone Creative Agenc
06/09/2023	18114	1,082.89		1,082.89		R <input type="checkbox"/>	Microshade Business Consultant
06/09/2023	131022581-	5.14		5.14		R <input type="checkbox"/>	Amazon
06/09/2023	138597251-	3.00		3.00		R <input type="checkbox"/>	Amazon
06/09/2023	23036385	139.54		139.54		R <input type="checkbox"/>	Otis limited
06/09/2023	22026978	356.03		356.03		R <input type="checkbox"/>	Otis limited
06/09/2023	GB37U61ABE	18.67		18.67		R <input type="checkbox"/>	Amazon
06/09/2023	GB38C91ABE	19.99		19.99		R <input type="checkbox"/>	Amazon
06/09/2023	BHTC07	32.00		32.00		R <input type="checkbox"/>	Hellend's Kitchen
06/09/2023	13.08.23	412.50		412.50		R <input type="checkbox"/>	Jessie Maddox - Cleaner
06/09/2023	43591	9.00		9.00		R <input type="checkbox"/>	Proper Job
06/09/2023	DWG0176	32.85		32.85		R <input type="checkbox"/>	Dance with Georgia
06/09/2023	30025618	43,555.18		43,555.18		R <input type="checkbox"/>	Somerset Council
06/09/2023	428740	1.00		1.00		R <input type="checkbox"/>	Proper Job
06/09/2023	1821582165	4.45		4.45		R <input type="checkbox"/>	Amazon
06/09/2023	GB38FB5ABE	42.07		42.07		R <input type="checkbox"/>	Amazon
06/09/2023	1809	780.00		780.00		R <input type="checkbox"/>	Avalon Promotions Ltd
06/09/2023	invoice1	72.20		72.20		R <input type="checkbox"/>	June James - Art
06/09/2023	127445	168.34		168.34		R <input type="checkbox"/>	Mynett Electrical Ltd
06/09/2023	91478	109.61		109.61		R <input type="checkbox"/>	Robson Electrics
06/09/2023	280	11,640.00		11,640.00		R <input type="checkbox"/>	Rutland Renewables
06/09/2023	800	2,391.78		2,391.78		R <input type="checkbox"/>	Greenways Ground Maintenance
06/09/2023	1585	3,696.26		3,696.26		R <input type="checkbox"/>	Local Government Resource Cent
06/09/2023	1444004	14.00		14.00		R <input type="checkbox"/>	Proper Job
06/09/2023	227905	531.62		531.62		R <input type="checkbox"/>	Spansec Security Ltd - PT Alar

Bank Reconciliation up to 30/09/2023 for Cashbook No 1 - Natwest Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
06/09/2023	1LJC-H1WV-	4.96		4.96		R <input type="checkbox"/>	Amazon
06/09/2023	122023921-	78.40		78.40		R <input type="checkbox"/>	Amazon
06/09/2023	1633431175	4.55		4.55		R <input type="checkbox"/>	Amazon
06/09/2023	BHTC08	45.00		45.00		R <input type="checkbox"/>	Hellend's Kitchen
06/09/2023	434335	25.98		25.98		R <input type="checkbox"/>	Proper Job
06/09/2023	1500677655	7.48		7.48		R <input type="checkbox"/>	Amazon
06/09/2023	INV-2364	30.00		30.00		R <input type="checkbox"/>	The Somerset Association
06/09/2023	CM0923.10	624.00		624.00		R <input type="checkbox"/>	Covered Marquees
06/09/2023	BACS	42.97		42.97		R <input type="checkbox"/>	Katherine Noble
06/09/2023	BACS	7,377.55		7,377.55		R <input type="checkbox"/>	SCC Pension
06/09/2023	DD	24.00		24.00		R <input type="checkbox"/>	Timetastic
06/09/2023			210.00	210.00		R <input type="checkbox"/>	Receipt(s) Banked
08/09/2023	DD	5,967.96		5,967.96		R <input type="checkbox"/>	HMRC
08/09/2023	DD	126.65		126.65		R <input type="checkbox"/>	Iris
08/09/2023			375.00	375.00		R <input type="checkbox"/>	Receipt(s) Banked
11/09/2023	DD	43.21		43.21		R <input type="checkbox"/>	Fuelcard
11/09/2023	DD	878.00		878.00		R <input type="checkbox"/>	Somerset Council
11/09/2023	DD	499.00		499.00		R <input type="checkbox"/>	Somerset Council
14/09/2023			260.00	260.00		R <input type="checkbox"/>	Receipt(s) Banked
15/09/2023	DD	28.10		28.10		R <input type="checkbox"/>	Bankline
15/09/2023	DD	114.00		114.00		R <input type="checkbox"/>	Gocardless-Design Hive
15/09/2023	DD	698.00		698.00		R <input type="checkbox"/>	Gocardless-Ticketsolve
15/09/2023	23080180	698.00		698.00		R <input type="checkbox"/>	Ticketsolve Ltd
15/09/2023	DD	-698.00		-698.00		R <input type="checkbox"/>	Ticketsolve
18/09/2023	DD	94.32		94.32		R <input type="checkbox"/>	Crown Gas & Power
18/09/2023	DD	188.80		188.80		R <input type="checkbox"/>	Crown Gas & Power
19/09/2023			390.00	390.00		R <input type="checkbox"/>	Receipt(s) Banked
20/09/2023	DD	71.15		71.15		R <input type="checkbox"/>	EDF
20/09/2023			48.00	48.00		R <input type="checkbox"/>	Receipt(s) Banked
20/09/2023			430.00	430.00		R <input type="checkbox"/>	Receipt(s) Banked
20/09/2023			325.55	325.55		R <input type="checkbox"/>	Receipt(s) Banked
21/09/2023	31646930	190.32		190.32		R <input type="checkbox"/>	Spot-On-Supplies Hygiene Ltd
21/09/2023	7714790500	2,174.39		2,174.39		R <input type="checkbox"/>	Somerset Council
21/09/2023	GB39AWRAB	35.61		35.61		R <input type="checkbox"/>	Amazon
21/09/2023	439856	3.99		3.99		R <input type="checkbox"/>	Proper Job
21/09/2023	440131	8.99		8.99		R <input type="checkbox"/>	Proper Job
21/09/2023	GB39H45ABE	213.29		213.29		R <input type="checkbox"/>	Amazon
21/09/2023	15449	113.75		113.75		R <input type="checkbox"/>	G Williams of Edington
21/09/2023	2023-34864	54.22		54.22		R <input type="checkbox"/>	Amazon
21/09/2023	2397	50.00		50.00		R <input type="checkbox"/>	The Somerset Association
21/09/2023	1773	2,538.00		2,538.00		R <input type="checkbox"/>	Solutions on Stage
21/09/2023	SWS113027	60.00		60.00		R <input type="checkbox"/>	Somerset Web Services
21/09/2023	31646946	121.57		121.57		R <input type="checkbox"/>	Spot-On-Supplies Hygiene Ltd
21/09/2023	1455567	1.75		1.75		R <input type="checkbox"/>	Proper Job
21/09/2023	1410126102	119.92		119.92		R <input type="checkbox"/>	Screwfix Direct Ltd t/a Trade
21/09/2023	18237	1,086.49		1,086.49		R <input type="checkbox"/>	Microshade Business Consultant
21/09/2023	30999	642.00		642.00		R <input type="checkbox"/>	Rialtas Business Solutions Ltd
21/09/2023	10182	312.19		312.19		R <input type="checkbox"/>	Sansum Solutions Group Ltd

Bank Reconciliation up to 30/09/2023 for Cashbook No 1 - Natwest Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
21/09/2023	43	28.50		28.50		R <input type="checkbox"/>	Lee Hall trading as TWC
21/09/2023	7720370512	1,938.62		1,938.62		R <input type="checkbox"/>	Somerset Council
21/09/2023	SI006242	168.00		168.00		R <input type="checkbox"/>	Keep Britain Tidy
21/09/2023	1RXT-DVX9-	269.55		269.55		R <input type="checkbox"/>	Amazon
21/09/2023	15730	1,026.00		1,026.00		R <input type="checkbox"/>	G.T Building Services Ltd
21/09/2023	21.08.23	1,182.00		1,182.00		R <input type="checkbox"/>	Mr Parfitt
21/09/2023	PWS02	717.50		717.50		R <input type="checkbox"/>	Phillip Smith
21/09/2023	212516	107.90		107.90		R <input type="checkbox"/>	Tungate Group
21/09/2023	30961	600.00		600.00		R <input type="checkbox"/>	Rialtas Business Solutions Ltd
21/09/2023	15406	156.67		156.67		R <input type="checkbox"/>	G Williams of Edington
21/09/2023	BACS	2,500.00		2,500.00		R <input type="checkbox"/>	The Zone Youth Club
21/09/2023	BACS	7,209.77		7,209.77		R <input type="checkbox"/>	SCC Pension
21/09/2023	BACS	2,500.00		2,500.00		R <input type="checkbox"/>	Pride on Sea
21/09/2023	BACS	1,350.00		1,350.00		R <input type="checkbox"/>	Highbridge Community Hall
21/09/2023	BACS	2,500.00		2,500.00		R <input type="checkbox"/>	Waffle Hub
21/09/2023	BACS	1,000.00		1,000.00		R <input type="checkbox"/>	BEES
21/09/2023	BACS	2,000.00		2,000.00		R <input type="checkbox"/>	Monarchs Sports Club
21/09/2023	BACS	486.00		486.00		R <input type="checkbox"/>	290 Air Sqn Cadets
21/09/2023	BACS	400.00		400.00		R <input type="checkbox"/>	Sea Cadets
21/09/2023	BACS	1,220.00		1,220.00		R <input type="checkbox"/>	Burnham Heritage Group
22/09/2023			50.00	50.00		R <input type="checkbox"/>	Receipt(s) Banked
22/09/2023			50.00	50.00		R <input type="checkbox"/>	Receipt(s) Banked
25/09/2023	DD	267.46		267.46		R <input type="checkbox"/>	Bridge Solutions
26/09/2023	DD	118.81		118.81		R <input type="checkbox"/>	ITEC
28/09/2023	DD	20,833.02		20,833.02		R <input type="checkbox"/>	Payroll
29/09/2023	DD	28.79		28.79		R <input type="checkbox"/>	Natwest
29/09/2023	DD	278.25		278.25		R <input type="checkbox"/>	MJChurch
29/09/2023	DD	218.80		218.80		R <input type="checkbox"/>	EE
29/09/2023			1,215.06	1,215.06		R <input type="checkbox"/>	Receipt(s) Banked
		<u>144,298.27</u>	<u>3,923.61</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 09/10/2023

Burnham & Highbridge Town Council 2023/24

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User: NICOLE

Bank Reconciliation up to 30/09/2023 for Cashbook No 2 - NatWest 2 account – Princess

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
06/09/2023	SINRNT1012	70.40		70.40		R <input checked="" type="checkbox"/>	Royal National Theatre
06/09/2023	647	1,350.00		1,350.00		R <input checked="" type="checkbox"/>	Bravo Events Ltd
18/09/2023	DD	30.75		30.75		R <input checked="" type="checkbox"/>	Global Payments
18/09/2023	DD	89.23		89.23		R <input checked="" type="checkbox"/>	Global Payments
18/09/2023	DD	24.03		24.03		R <input checked="" type="checkbox"/>	Global payments
29/09/2023	DD	23.76		23.76		R <input checked="" type="checkbox"/>	Natwest
30/09/2023	13.09.23	0.30		0.30		R <input checked="" type="checkbox"/>	Princess Float
30/09/2023	BACS	2,375.03		2,375.03		R <input checked="" type="checkbox"/>	Ticketsolve
30/09/2023			162.50	162.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/09/2023			157.00	157.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/09/2023			92.50	92.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/09/2023			746.00	746.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/09/2023			11,734.00	11,734.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/09/2023			459.00	459.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/09/2023			35.43	35.43		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/09/2023			60.00	60.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>3,963.50</u>	<u>13,446.43</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 06/10/2023

Burnham & Highbridge Town Council 2023/24

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Time: 15:56

User: NICOLE

Bank Reconciliation up to 30/09/2023 for Cashbook No 3 - Cashplus Pre-paid card

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
16/09/2023	BACS	48.46		48.46		R <input type="checkbox"/>	Facebook
20/09/2023	BACS	198.00		198.00		R <input type="checkbox"/>	St Johns Ambulance
21/09/2023	BACS	50.69		50.69		R <input type="checkbox"/>	Mailchimp
27/09/2023	BACS	12.99		12.99		R <input type="checkbox"/>	Zoom
28/09/2023	BACS	198.00		198.00		R <input type="checkbox"/>	St Johns Ambulance
30/09/2023	BACS	74.40		74.40		R <input type="checkbox"/>	Highspeed Training
		<u>582.54</u>	<u>0.00</u>				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 06/10/2023

Burnham & Highbridge Town Council 2023/24

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User: NICOLE

Bank Reconciliation up to 30/09/2023 for Cashbook No 5 - Princess Float

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
30/09/2023	13.09.23		0.30	0.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>0.30</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Report for councillors: Office Accommodation Working Group Update

Issued to: Finance & Resources – 16th September 2023

Background

Valuations have been undertaken on the former SS&L building in Princess Street and The Old Courthouse.

The Office Accommodation Working Group are liaising with Somerset Council to negotiate a mutually agreeable price for the building, if the Town Council decided to pursue the purchase.

However, before being able to consider progressing the purchase of the former SS&L building and to ensure it is financially viable to proceed, a full structural survey will need to be undertaken.

Estimates for the works required to make the building suitable for council offices will also need to be obtained.

Finance

Quotes are currently being sought for a full building survey, although not all have been received to date.

There is no specific budget currently available for this, therefore the Committee would need to make a recommendation to Council for the monies to be released from EMR or to agree to go over budget. The options are;

Professional & Consulting Fees cost centre 4115

Legal Fees EMR

Property Maintenance EMR

Recommendation

That the Finance and Resources Committee recommend to Council, that a maximum of £2,800 is allocated for a full building survey to be undertaken on the former SS&L building and to agree the allocation of the expenditure.

Consultation to Update Model Financial Regulations

The National Association of Local Councils (NALC) is working with The Parkinson Partnership LLP to update its 2019 Model Financial Regulations for England and Wales.

The model financial regulations are part of a support package that local (parish and town) councils receive through their NALC and county association membership. They are an essential tool for councils of all sizes, setting out the framework within which the council ensures responsible, sustainable and compliant management of its finances.

NALC is seeking views on the technical aspects of the regulations. The responses will inform the revision and content of these regulations. The consultation will not result in any changes to existing legislation.

NALC would like to know:

Is the description of budget preparation (Section 3) adequate, and if not, what changes should be made?

How should we improve the wording (Section 4) about expenditure monitoring?

What changes are needed to manage safe and satisfactory delegation of authority to staff (Section 5)?

Suggestions for amendments to improve control of online payments and banking (Sections 5 and 6)?

What revisions are needed to manage procurement (Sections 10,11 and 12) effectively?

What additional regulations may be necessary concerning financial risk management (Section 17)?

Which regulations create challenges for transparency or protecting personal and commercially sensitive data?

What, if anything, should be removed from the model regulations and why?

Which paragraphs, if any, are obsolete and need replacing?

Are there any other issues that should be covered within financial regulations?

Report for councillors: Cemeteries update report

Issued to: Finance & Resources 16.10.2023

Mower Purchase

2 of the mowers from Burnham cemetery were no longer working they had been looked at and could not be fixed, these were over 3 years old and have now been replaced.

Finance

The cost of the 2 mowers was £1,200.00.

(The equipment ideally should not be over 3 years old due to the vibrations and continued use, a lot of the cemetery's equipment is now over 3 years old and due to be replaced.)

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **Burnham On Sea & Highbridge Town Council - SO0045**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below.

Other matters not affecting our opinion which we draw to the attention of the authority:

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2022/23 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

3 External auditor certificate 2022/23

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

We do not certify completion because:

We have received correspondence bringing information to our attention that we must consider before certifying the completion of our review and the discharging of our responsibilities.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

26/09/2023