



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

17th January 2024

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 **23rd January 2024** 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**

**23rd January 2024**

**118.0.F24 Apologies for absence**

**119.0.F24 To receive any declarations of interest on items included on this agenda**

**120.0.F24 To receive and approve the minutes of the Finance and Resources meeting held on 27<sup>th</sup> November 2023 and the Extraordinary meeting held on 15<sup>th</sup> January 2024**

**121.0.F24 Matters arising from previous minutes**

**122.0.F24 To receive for information minutes of sub-committees**

**123.0.F24 To receive the Chairs report**

**124.0.F24 To note the income and expenditure and earmarked reserves reports up to end of December 2023**

**125.0.F24 To approve the bank reconciliation for December 2023**

**126.0.F24 To review draft 2024/25 budget and precept examples and make a recommendation to Council**

**127.0.F24 To review the Risk Management Policy**

**128.0.F24 To consider the interim Internal Audit Report**

**129.0.F24 To consider a request from The Men's Shed for a contribution towards the purchase of a defibrillator**

**130.0.F24 Date of next meeting**

The next meeting of the Committee is scheduled for 5<sup>th</sup> February 2024 at 7 pm.



**Minutes of a meeting of the Finance and Resources Committee held on 27<sup>th</sup> November 2023 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

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

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

**Public Participation** – None.

**97.0.F23 To receive apologies for absence**

Apologies were received from Councillor Vickers.

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

There were no declarations of interest.

**99.0.F23 To receive and approve the minutes of the Finance and Resources Committee meeting held on 16<sup>th</sup> October 2023**

The minutes of the previous meeting of the Finance and Resources Committee, held on 16<sup>th</sup> October 2023, were presented by the Chairman.

**Resolved** that the minutes of the meeting held on the 16<sup>th</sup> October be taken as read, confirmed and signed by the Chairman.

**100.0.F23 Matters arising from previous minutes**

There were no matters arising.

**101.0.F23 To receive for information minutes of sub-committees**

Councillor Perry advised that a HR Sub-Committee meeting had taken place and the notification of the nation pay award had been received and approved. A Display Screen Equipment Policy had been considered and adopted.

**102.0.F23 Chairman's report**

There were no items raised.

**103.0.F23 To receive the list of payments up to 21<sup>st</sup> November 2023**

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

Signed by chair.....

date.....

**104.0.F23 To note the income and expenditure and earmarked reserves reports up to the end of October 2023**

The accounts are broadly where they were expected to be.

There were no queries raised and the reports were noted.

**105.0.F23 To approve the bank reconciliation for October 2023**

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

**106.0.F23 To receive feedback from Q2 internal check undertaken by Councillors Gudka and Matthews**

The quarter 2 check had been undertaken earlier in the day. Processes are coming together and there were no discrepancies found. More development on documentation to confirm goods have been received before payments are made is required.

**107.0.F23 To review and agree Fees and Charges for 2024/25**

The Chair gave background to the increases and questions raised were answered.

**Resolved** that the Fees and Charges, as attached, are approved for 2024/25.

**108.0.F23 To consider draft committee budget for 2024/25**

The draft budget was reviewed. The over spend on this year's professional and consultant fees budget was mainly due to the Locum RFO work. A query was raised whether the legal fees for next year need increasing, but costs would be covered by an EMR.

**109.0.F23 Date of next meeting**

The next meeting of the Finance and Resources Committee will be held on 8<sup>th</sup> January 2024 at 7 pm.

**110.0.F23 To resolve to exclude members of the press and public as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies (Admission to Meetings) Act 1960**

**Resolved** to exclude members of the press and public as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies (Admission to Meetings) Act 1960.

**111.0.F23 To consider HR-Sub Committee staffing report**

**Resolved** that the following changes are made to the Princess Theatre Staffing structure - That the Front of House Co-ordinator's role is deleted



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from the structure. The Marketing and Programming Officer's position is established as a substantive position. That Casual Duty Officers are recruited to oversee shows during busy periods at a maximum cost £5,000 per annum.

**Resolved** that the Council employ a seasonal worker for 2 days a week for a period of 6 months between 1<sup>st</sup> April 2024-30<sup>th</sup> September 2024, at a cost of £4,681.73 (plus sundries e.g. PPE/training etc £1,100), to be reviewed as an ongoing cost each year.

Signed by chair.....

date.....



**Minutes of a meeting of the Finance and Resources Committee held on 15<sup>th</sup> January 2024 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

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

**In attendance:** K. Noble (Town Clerk), N. Brookes (RFO), Councillor Millard, Councillor Murphy and 4 members of the public.

**Public Participation** – There were no representations made.

**112.0.F24 To receive apologies for absence**

There were no apologies for absence.

**113.0.F24 To receive any declarations of interest on items included on this agenda**

There were no declarations of interests.

**114.0.F24 To receive the list of payments up to 8<sup>th</sup> January 2023**

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

**115.0.F24 To review the responses to the precept public consultation**

Councillor Gudka gave an overview of the report and each of the seven service areas were considered.

1. Transport – It has been noted that Somerset Council have recognised the importance of this service. It was agreed that it would not be viable for the Town Council to fund any services.

(Councillor Clayton joined the meeting at this juncture)

2. Highways – A discussion regarding the Highways Stewards Scheme took place and it was noted that Exmoor, who trial the scheme, had difficulty in filling the time. Some of the smaller parishes within the LCN had expressed an interest. It was confirmed that the Town Council could work with other LCN areas. A part-time person would be sufficient for the Town Council's needs.
3. Public Conveniences – The Town Council currently cover two thirds of the costs for the public conveniences and it will cost another £25,000 plus 10% for maintenance to ensure all public conveniences remain open. The consultation results showed this was an important service, which Members agreed with.

Signed by chair.....

date.....



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4. Street Scene – A query was raised if the Highbridge Recycling Centre would be closing, it was confirmed this is not one of the 5 sites to close. The Town Clerk was asked to request further information regarding proposals for changes to the litter bin emptying. Planting will only be provided if the costs are met by the Town Council, so alternative options to work with volunteers will be considered.
5. Open Spaces – Somerset Council will continue to maintain the play areas etc, but no equipment will be replaced. The Town Council could take on smaller parks this year, but this was not favourable. It is anticipated that play areas will be transferred to the Town Council next year. It was felt that some monies should be included in the budget for equipment repairs/forward planning.
6. Tourism – There is no risk to the Tourist Information Centre as it is not funded by Somerset Council, however, the Town Council will lobby Somerset Council to ensure the peppercorn rent remains without any increase.
7. Community Resilience – The Town Council could store gel bags for flooding events but would not purchase any more.

A long discussion regarding CCTV took place. The cameras may not need to be monitored, as long as recording is taking place. There could be another option to move the system. Sedgemoor District Council were going to upgrade the CCTV cameras, but this did not happen and some cameras are not working. It was agreed that the CCTV contribution should remain in the budget.

**Resolved** that the following amounts are incorporated into the draft budget;

Highway Steward	£25,000
Public Conveniences	£31,830
Play Areas	£10,000

**Resolved** that the Town Clerk writes to Somerset Council to request that the CCTV service is maintained for public safety and that the cameras that are not working are reinstated.

#### **116.0.F24 To review the draft budget for 2024/2025**

The Committee reviewed all the budget lines and debated several items. A query was raised regarding investments and if the Council is receiving a good interest return. It was confirmed that the Investment Policy is being reviewed and would be considered by the Committee shortly.

Some concerns were raised that the cemetery interments income was too low, especially compared to the previous year's income.

Signed by chair.....

date.....



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A discussion regarding the Princess Theatre's income took place and whether the income should be increased. It was agreed that the current amount was achievable and should remain as it. It wouldn't stop the ambition to increase the income.

It was noted that the pension deficit payments would not be required in 2024/25.

There was a discussion regarding the grants budget and it was agreed that the grant policy should be reviewed in February/March.

Councillor Vickers put forward a proposal to stop providing dog bags , which was seconded by Councillor Perry but was not carried.

**Resolved** that the following amendments be made to the draft budget;

Income

100/1080, Bank Interest – Increase to £7,500

500/1520, Interments – Increase to £20,000

Expenditure

100/4140, Climate Change – Reduce to £1,500

The updated budget would be reviewed again at the next meeting.

**117.0.F24 Date of next meeting**

The next meeting of the Finance and Resources Committee will be held on 23<sup>rd</sup> January 2024 at 7 pm.

Signed by chair.....

date.....





## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 9

## 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
<b>100 Management &amp; Compliance</b>								
1076 Precept	0	768,500	768,500	0			100.0%	
1077 CIL income - Highbridge	0	62,385	0	(62,385)			0.0%	
1078 CIL income - Burnham	0	1,386	0	(1,386)			0.0%	
1080 Bank Interest	859	18,627	500	(18,127)			3725.4%	
1085 Grants Received	0	2,025	0	(2,025)			0.0%	
<b>Management &amp; Compliance :- Income</b>	<b>859</b>	<b>852,923</b>	<b>769,000</b>	<b>(83,923)</b>			<b>110.9%</b>	<b>0</b>
4000 Salaries & Wages	24,338	205,895	263,125	57,230		57,230	78.2%	
4005 Employers Nat Insurance	2,213	14,946	26,810	11,864		11,864	55.7%	
4010 Employers S\Annuation	5,335	45,769	60,627	14,858		14,858	75.5%	
4050 Pension Deficit	0	0	8,280	8,280		8,280	0.0%	
4055 Recruitment Costs	0	1,627	600	(1,027)		(1,027)	271.2%	
4060 Training	0	2,805	2,000	(805)		(805)	140.3%	
4065 Travel & Subsistence	257	518	500	(18)		(18)	103.7%	
4070 Office/IT Equip & Furniture	156	1,214	8,000	6,786		6,786	15.2%	120
4075 Miscellaneous Expenditure	0	245	500	255		255	49.0%	200
4080 Telephone & Broadband	424	2,642	3,150	508		508	83.9%	
4085 Postage	0	213	500	287		287	42.5%	
4090 Stationery & Supplies	115	1,087	1,500	413		413	72.5%	
4095 Subscriptions & Support	1,856	22,718	20,000	(2,718)		(2,718)	113.6%	
4100 Insurance	0	(3,658)	6,500	10,158		10,158	(56.3%)	
4105 Audit & Accountancy Fees	396	791	3,000	2,209		2,209	26.4%	
4110 Legal Fees	0	0	1,000	1,000		1,000	0.0%	
4115 Professional & Consulting Fees	(2,155)	23,772	9,875	(13,897)		(13,897)	240.7%	
4120 Bank Charges	127	1,101	1,500	399		399	73.4%	
4125 Payroll Services	113	1,188	1,400	212		212	84.8%	
4130 PPE & Uniforms	6	1,077	1,500	423		423	71.8%	169
4135 Room Hire (Exp)	65	163	250	87		87	65.2%	
4140 Climate Change	400	851	5,000	4,149		4,149	17.0%	
4145 LGR	0	0	10,000	10,000		10,000	0.0%	
4375 Cleaning	11	11	0	(11)		(11)	0.0%	
<b>Management &amp; Compliance :- Indirect Expenditure</b>	<b>33,658</b>	<b>324,975</b>	<b>435,617</b>	<b>110,642</b>	<b>0</b>	<b>110,642</b>	<b>74.6%</b>	<b>489</b>
<b>Net Income over Expenditure</b>	<b>(32,799)</b>	<b>527,948</b>	<b>333,383</b>	<b>(194,565)</b>				
6000 plus Transfer from EMR	0	489						
<b>Movement to/(from) Gen Reserve</b>	<b>(32,799)</b>	<b>528,437</b>						
<b>110 Democratic &amp; Civic</b>								
4200 Mayors Allowance	417	3,750	5,000	1,250		1,250	75.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 9

## 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
4205 Town Crier	0	59	0	(59)		(59)	0.0%	59
4210 Election Expenses	0	0	3,000	3,000		3,000	0.0%	
4215 Civic Events	35	1,017	2,500	1,483		1,483	40.7%	
4220 Remembrance Wreath	0	100	100	0		0	100.0%	
Democratic & Civic :- Indirect Expenditure	<b>452</b>	<b>4,926</b>	<b>10,600</b>	<b>5,674</b>	<b>0</b>	<b>5,674</b>	<b>46.5%</b>	<b>59</b>
<b>Net Expenditure</b>	<b>(452)</b>	<b>(4,926)</b>	<b>(10,600)</b>	<b>(5,674)</b>				
6000 plus Transfer from EMR	0	59						
<b>Movement to/(from) Gen Reserve</b>	<b>(452)</b>	<b>(4,867)</b>						
<u>120 Joint Funding With Others</u>								
4250 Cont SDC RE Toilets	0	35,836	38,500	2,664		2,664	93.1%	
4255 Cont SDC Dog Bins	0	24,070	24,500	430		430	98.2%	
4260 CCTV Cameras	0	15,000	15,300	300		300	98.0%	
Joint Funding With Others :- Indirect Expenditure	<b>0</b>	<b>74,905</b>	<b>78,300</b>	<b>3,395</b>	<b>0</b>	<b>3,395</b>	<b>95.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(74,905)</b>	<b>(78,300)</b>	<b>(3,395)</b>				
<u>130 Grants &amp; Donations</u>								
4300 Grant - CAB (S.142)	0	2,700	2,700	0		0	100.0%	
4305 Grants Made	0	33,981	32,300	(1,681)		(1,681)	105.2%	
Grants & Donations :- Indirect Expenditure	<b>0</b>	<b>36,681</b>	<b>35,000</b>	<b>(1,681)</b>	<b>0</b>	<b>(1,681)</b>	<b>104.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(36,681)</b>	<b>(35,000)</b>	<b>1,681</b>				
<u>200 The Old Court House</u>								
1005 Old Court House Letting	28	28	250	222			11.3%	
The Old Court House :- Income	<b>28</b>	<b>28</b>	<b>250</b>	<b>222</b>			<b>11.3%</b>	<b>0</b>
4070 Office/IT Equip & Furniture	135	181	0	(181)		(181)	0.0%	
4350 Business Rates	878	7,898	10,050	2,152		2,152	78.6%	
4355 Utilities	1,923	3,522	9,000	5,478		5,478	39.1%	
4375 Cleaning	298	2,194	800	(1,394)		(1,394)	274.3%	
4380 Security & Alarms	0	(71)	1,000	1,071		1,071	(7.1%)	
4385 Maintenance	0	1,013	3,000	1,987		1,987	33.8%	
4390 H&S/Fire/Inspections	0	914	300	(614)		(614)	304.6%	
4395 Equipment/Furniture	75	145	1,000	855		855	14.5%	
4635 Waste Collection	33	77	0	(77)		(77)	0.0%	
The Old Court House :- Indirect Expenditure	<b>3,342</b>	<b>15,874</b>	<b>25,150</b>	<b>9,276</b>	<b>0</b>	<b>9,276</b>	<b>63.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,314)</b>	<b>(15,846)</b>	<b>(24,900)</b>	<b>(9,054)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 9

## 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
<b>210 Other Assets</b>								
4360 Electricity Town Centre	9	66	300	234		234	21.9%	
4365 Highbridge Clock Elec	0	196	700	504		504	28.0%	
4415 Water Fountain	0	3,038	500	(2,538)		(2,538)	607.7%	
Other Assets :- Indirect Expenditure	<b>9</b>	<b>3,300</b>	<b>1,500</b>	<b>(1,800)</b>	<b>0</b>	<b>(1,800)</b>	<b>220.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(9)</b>	<b>(3,300)</b>	<b>(1,500)</b>	<b>1,800</b>				
<b>300 Allotment Highbridge</b>								
1300 Allotment Rents Received	0	1,218	1,115	(103)			109.2%	
Allotment Highbridge :- Income	<b>0</b>	<b>1,218</b>	<b>1,115</b>	<b>(103)</b>			<b>109.2%</b>	<b>0</b>
4370 Water Rates	0	355	500	145		145	71.0%	
4385 Maintenance	6	317	500	183		183	63.4%	
Allotment Highbridge :- Indirect Expenditure	<b>6</b>	<b>672</b>	<b>1,000</b>	<b>328</b>	<b>0</b>	<b>328</b>	<b>67.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6)</b>	<b>546</b>	<b>115</b>	<b>(431)</b>				
<b>400 TIMPS</b>								
1400 Signal Box	0	240	40	(200)			600.0%	
1405 Event Donations Received	0	1,700	0	(1,700)			0.0%	
1410 Grass Cutting	0	417	0	(417)			0.0%	
TIMPS :- Income	<b>0</b>	<b>2,357</b>	<b>40</b>	<b>(2,317)</b>			<b>5891.7%</b>	<b>0</b>
4385 Maintenance	0	662	2,000	1,338		1,338	33.1%	
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	237	1,500	1,263		1,263	15.8%	
4445 Speed Indicator Devices	92	92	500	408		408	18.3%	
4450 Floral Decorations	4,355	4,355	3,000	(1,355)		(1,355)	145.2%	
4455 Christmas Lights	0	6,226	26,000	19,774		19,774	23.9%	
4460 Tourism	0	1,896	2,000	104		104	94.8%	
4465 Events Expenditure	0	6,201	10,000	3,799		3,799	62.0%	
4470 Town Centre Cleaning	0	6,000	7,000	1,000		1,000	85.7%	
4475 Carnival Events Week	(1,521)	9,577	14,000	4,423		4,423	68.4%	
4480 Burnham Evolution	0	1,463	0	(1,463)		(1,463)	0.0%	
TIMPS :- Indirect Expenditure	<b>2,926</b>	<b>36,708</b>	<b>68,500</b>	<b>31,792</b>	<b>0</b>	<b>31,792</b>	<b>53.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,926)</b>	<b>(34,352)</b>	<b>(68,460)</b>	<b>(34,108)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 9

## 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
<b>410 Town Rangers</b>								
4500 Tools & Equipment	40	909	3,000	2,091		2,091	30.3%	
4505 Vehicle Running Costs	0	1,090	1,600	510		510	68.1%	
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	<b>40</b>	<b>2,319</b>	<b>8,200</b>	<b>5,881</b>	<b>0</b>	<b>5,881</b>	<b>28.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(40)</b>	<b>(2,319)</b>	<b>(8,200)</b>	<b>(5,881)</b>				
<b>500 Cemeteries</b>								
1500 Wayleaves	0	4,750	4,850	100			97.9%	
1505 Commonwealth War Memorials	0	0	50	50			0.0%	
1515 EROB	2,070	7,075	7,000	(75)			101.1%	
1520 Interments	2,635	18,220	15,000	(3,220)			121.5%	
1525 Memorials	775	2,985	8,000	5,015			37.3%	
Cemeteries :- Income	<b>5,480</b>	<b>33,030</b>	<b>34,900</b>	<b>1,870</b>			<b>94.6%</b>	<b>0</b>
4350 Business Rates	499	8,604	12,750	4,146		4,146	67.5%	
4355 Utilities	2,709	4,543	7,000	2,457		2,457	64.9%	
4600 Equipment Purchase/Maintenance	177	2,531	7,000	4,469		4,469	36.2%	
4605 Provision For Paths	0	0	5,000	5,000		5,000	0.0%	
4610 Pump Maintenance	420	420	1,400	980		980	30.0%	
4615 General Maintenance	0	1,303	2,000	697		697	65.2%	
4620 Mech Grave Digger	0	2,625	6,500	3,875		3,875	40.4%	
4625 Tree & Hedge Maintenance	0	377	3,000	2,623		2,623	12.6%	
4630 Fuel For Mowers	0	581	2,000	1,419		1,419	29.1%	
4635 Waste Collection	67	1,393	3,000	1,607		1,607	46.4%	
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	<b>3,871</b>	<b>23,383</b>	<b>52,900</b>	<b>29,517</b>	<b>0</b>	<b>29,517</b>	<b>44.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,609</b>	<b>9,647</b>	<b>(18,000)</b>	<b>(27,647)</b>				
<b>600 Princess</b>								
1600 Storage Hire	0	1,630	3,200	1,570			50.9%	
1605 Lettings	4,784	27,694	25,000	(2,694)			110.8%	
1615 Café Rent	570	5,130	6,600	1,470			77.7%	
1620 Technician	0	1,155	8,000	6,845			14.4%	
1625 PT Merchandise	536	2,311	3,000	689			77.0%	
1630 Donations Received	45	663	0	(663)			0.0%	
1640 Box Office - Card Sales	343	3,007	1,800	(1,207)			167.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 9

## 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
1645 Box Office Revenue	2,836	11,289	7,500	(3,789)			150.5%	
1646 Film income	0	198	0	(198)			0.0%	
1650 Memberships	60	660	2,000	1,340			33.0%	
1655 Participation PT	941	7,587	7,500	(87)			101.2%	
1660 Art Sales	(1,103)	246	400	154			61.5%	
1665 Stage Sound/Lighting	0	101	50	(51)			202.0%	
1670 PV Cells	0	116	3,500	3,384			3.3%	
Princess :- Income	<b>9,012</b>	<b>61,787</b>	<b>68,550</b>	<b>6,763</b>			<b>90.1%</b>	<b>0</b>
4000 Salaries & Wages	7,657	48,656	81,998	33,342		33,342	59.3%	
4005 Employers Nat Insurance	743	3,643	8,349	4,706		4,706	43.6%	
4010 Employers S\Annuation	1,708	8,495	18,286	9,791		9,791	46.5%	
4040 FOH/Duty Management	0	0	14,650	14,650		14,650	0.0%	
4060 Training	0	1,114	1,500	386		386	74.3%	
4065 Travel & Subsistence	0	24	500	476		476	4.9%	
4070 Office/IT Equip & Furniture	549	1,330	5,000	3,670		3,670	26.6%	
4075 Miscellaneous Expenditure	0	0	500	500		500	0.0%	
4080 Telephone & Broadband	0	1,074	2,000	926		926	53.7%	
4100 Insurance	0	4,527	6,500	1,973		1,973	69.6%	
4350 Business Rates	798	7,082	9,000	1,918		1,918	78.7%	
4355 Utilities	2,164	22,036	26,000	3,964		3,964	84.8%	9,700
4375 Cleaning	675	5,650	8,500	2,850		2,850	66.5%	
4380 Security & Alarms	0	553	1,500	947		947	36.9%	
4385 Maintenance	340	5,962	10,000	4,038		4,038	59.6%	
4390 H&S/Fire/Inspections	0	1,218	1,000	(218)		(218)	121.8%	
4635 Waste Collection	194	2,037	3,000	963		963	67.9%	
4700 Technician Cost	253	11,061	17,000	5,939		5,939	65.1%	
4701 Show costs	(17,836)	10,867	0	(10,867)		(10,867)	0.0%	
4702 Film costs	0	414	0	(414)		(414)	0.0%	300
4705 Advertising & Marketing	(342)	3,207	6,000	2,793		2,793	53.5%	
4710 Licences (exp)	(1)	3,515	800	(2,715)		(2,715)	439.4%	
4715 Card Payment Fees	1,945	7,484	3,000	(4,484)		(4,484)	249.5%	
4720 Box Office Charges	(222)	0	0	0		0	0.0%	
4725 Technical Theatre	162	1,282	4,000	2,718		2,718	32.0%	
4730 Backstage Expenses	76	301	500	199		199	60.2%	
4735 Art Sales Expenditure	0	707	100	(607)		(607)	706.8%	
4740 PTAC Merchandise	28	1,138	1,320	182		182	86.2%	
4745 Participation Freelance	(29)	2,510	3,000	490		490	83.7%	1,285
4750 Football Monitors	0	10	100	90		90	10.2%	
4765 Match Funding	0	0	5,000	5,000		5,000	0.0%	
Princess :- Indirect Expenditure	<b>(1,141)</b>	<b>155,896</b>	<b>239,103</b>	<b>83,207</b>	<b>0</b>	<b>83,207</b>	<b>65.2%</b>	<b>11,285</b>
<b>Net Income over Expenditure</b>	<b>10,152</b>	<b>(94,109)</b>	<b>(170,553)</b>	<b>(76,444)</b>				
6000 plus Transfer from EMR	0	11,285						
<b>Movement to/(from) Gen Reserve</b>	<b>10,152</b>	<b>(82,824)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 9

## 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
Grand Totals:- Income	15,379	951,343	873,855	(77,488)			108.9%	
Expenditure	43,163	679,641	955,870	276,229	0	276,229	71.1%	
<b>Net Income over Expenditure</b>	<b>(27,784)</b>	<b>271,702</b>	<b>(82,015)</b>	<b>(353,717)</b>				
plus Transfer from EMR	0	11,833						
<b>Movement to/(from) Gen Reserve</b>	<b>(27,784)</b>	<b>283,536</b>						

## 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	Grounds Equipment - EMR	1,225.52		1,225.52
329	Coronation - EMR	1,263.19	-420.00	843.19
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	-228.46	286.54
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	Princess 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 - EMR	33,583.33	31,102.00	64,685.33
		<u>610,133.01</u>	<u>85,222.54</u>	<u>695,355.55</u>



Date:09/01/2024

Burnham &amp; Highbridge Town Council 2023/24

Page 1

Time: 12:37

Bank Reconciliation Statement as at 31/12/2023  
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	31/12/2023		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:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Date:09/01/2024

Burnham & Highbridge Town Council 2023/24

Page 1

Time: 12:35

Bank Reconciliation Statement as at 31/12/2023  
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	31/12/2023		156,676.86
			<u>156,676.86</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			156,676.86
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			156,676.86
		Balance per Cash Book is :-	156,676.86
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Date:09/01/2024

Burnham &amp; Highbridge Town Council 2023/24

Page 1

Time: 12:13

Bank Reconciliation Statement as at 31/12/2023  
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	31/12/2023		666,889.01
			<u>666,889.01</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			666,889.01
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			666,889.01
		Balance per Cash Book is :-	666,889.01
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Date:10/01/2024

Burnham & Highbridge Town Council 2023/24

Page 1

Time: 10:08

Bank Reconciliation Statement as at 31/12/2023  
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	31/12/2023		813.63
			<u>813.63</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			813.63
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			813.63
		Balance per Cash Book is :-	813.63
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Date:09/01/2024

Burnham &amp; Highbridge Town Council 2023/24

Page 1

Time: 12:29

Bank Reconciliation Statement as at 31/12/2023  
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	31/12/2023		4.90
			<u>4.90</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4.90
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			4.90
		Balance per Cash Book is :-	4.90
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

<b>Account name or alias</b> BOS No 2 Ac	<b>Account number</b> [REDACTED]	<b>Sort code</b> [REDACTED]	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 163272.16		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk).

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					156,676.86
29-Dec-2023	CHG	01DEC A/C 87132346	-33.11		156,676.86
29-Dec-2023	BAC	CARD TXNS 261223, 48510771		30.00	156,709.97
29-Dec-2023	BAC	CARD TXNS 251223, 48510771		169.00	156,679.97
29-Dec-2023	BAC	CARD TXNS 231223, 48510771		341.00	156,510.97
29-Dec-2023	BAC	CARD TXNS 211223, 48510361		45.00	156,169.97
29-Dec-2023	BAC	CARD TXNS 201223, 48510361		60.00	156,124.97
Opening balance					156,064.97
Totals			-33.11	645.00	

<b>Account name or alias</b> Linked Account	<b>Account number</b> [REDACTED]	<b>Sort code</b> [REDACTED]	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 657020.02		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk).

The interest rate is 1.45% gross 1.46% AER.  
This is based on the balance of 31st of December 2023.

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					665,889.01
29-Dec-2023		TO 56092431	-275.29		665,889.01
29-Dec-2023	INT	29DEC GRS 54374901		858.73	666,164.30
Opening balance					665,305.57
Totals			-275.29	858.73	

<b>Account name or alias</b> BOS HB Main Current Ac	<b>Account number</b> [REDACTED]	<b>Sort code</b> [REDACTED]	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 2170.72		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk).

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					1,000.00
29-Dec-2023	D/D	EE LIMITED, Q04582128481572931	-241.60		1,000.00
29-Dec-2023	CHG	01DEC A/C 56092431	-33.69		1,241.60
29-Dec-2023		FROM 54374901		275.29	1,275.29
Opening balance					1,000.00
Totals			-275.29	275.29	



		2022/23		2023/24			2024/25	NOTES
Cost Code		Budget	Actual	Budget	To end Sept	Est Y End	Budget	
N/C	INCOME							
<b>100</b>	<b>MANAGEMENT AND COMPLIANCE</b>							
1080	BANK INTEREST	2,000	2,218	500	15,591	18,000	7,500	High interest rates this year
1085	GRANTS RECEIVED	-	50,086	-	-	-	-	
	SPONSORSHIP	-				-	-	
1077	CIL INCOME - HIGHBRIDGE				62,385	62,385	-	
1078	CIL INCOME - BURNHAM				1,386	1,386	-	
	NEW CIL	-	31,103					Delete
<b>200</b>	<b>THE OLD COURTHOUSE</b>							
1005	OLD COURTHOUSE LETTING	250	375	250	-	-	-	
<b>300</b>	<b>ALLOTMENT HIGHBRIDGE</b>							
1300	ALLOTMENT RENTS RECEIVED	1,155	1,142	1,115	1,218	1,218	1,215	
<b>400</b>	<b>TIMPS</b>							
1400	SIGNAL BOX	0	40	40	60	60	60	
1405	EVENT DONATIONS	1500	1477	-	-	1,700	0	
1410	GRASS CUTTING					500	500	
<b>500</b>	<b>CEMETERIES</b>							
1500	WAYLEAVES	4,850	4,846	4,850	-	4,850	4,850	
	GRANT	-	-	-	-	-	-	
1505	COMMONWEALTH WAR MEMORIALS	50	31	50	-	32	-	No longer receiving a contribution
	MEMORIAL BENCHES	-	600	-	-	-	-	
1515	EROB	10,000	15,410	7,000	4,565	9,130	7,000	
1520	INTERMENTS	19,000	26,740	15,000	13,695	27,390	20,000	
1525	MEMORIALS	8,200	8,700	8,000	2,160	4,320	5,000	
<b>600</b>	<b>PRINCESS</b>							

1600	STORAGE HIRE	1,590	2,907	3,200	1,630	3,000	3,300	Invoiced in November for half year.
1605	LETTINGS	14,000	21,813	25,000	9,161	30,000	33,000	
	PERFORMING RIGHTS	1,600	1,755	-	-	-	-	We are an undisclosed agent therefore this is not income, we take no profit from this. Not included as a nominal 23/24
1615	CAFE RENT	5,400	5,950	6,600	3,420	6,600	6,800	Change Code name to RENT/COMMISSION
1620	TECHNICIAN	3,500	300	8,000	221	-	-	Delete, this is included in the show income
1625	PT MERCHANDISE	1,600	4,445	3,000	671	900	3,600	
1630	DONATIONS	1,500	754	-	446	460	-	
	INSURANCE CLAIMS	-	13,600	-	-	-	-	Delete
	GRANTS OTHER	10,000	1,000	-	-	-	-	
	REFRESHMENTS	-	900	-	-	-	-	Delete
1640	BOX OFFICE - CARD SALES	5,600	5,009	1,800	1,675	3,350		Delete, this is included in the Show Income
1645	BOX OFFICE REVENUE	7,500	33,604	7,500	8,144	11,300	13,500	rename to SHOW INCOME
1646	FILM INCOME	-	-	-	100	100	-	
1650	MEMBERSHIPS	1,200	465	2,000	540	540	300	
1655	PARTICIPATION PT	3,500	10,094	7,500	5,867	7,500	7,500	
1660	ART SALES	300	206	400	208	400	200	Only a small commission of this money is TC income - most is paid back to artist.
1665	STAGE SOUND/LIGHTING	50	20	50	-	50	-	Delete
1670	PV CELLS	3,500	3,031	3,500	116	1,500	3,500	Replacement PVC cells only installed in Sept 2023
	ADVERTISING						200	New nominal to be added
	TOTAL	107,845	248,621	105,355	133,259	196,671	118,025	
		2022/2023		2023/2024			2024/25	NOTES
		Budget	Actual	Budget	To end Sept	Est Y End	Budget	
	EXPENDITURE							
100	MANAGEMENT AND COMPLIANCE							
4000	SALARIES & WAGES	282,651	207,564	270,000	132,503	284,000	308,180	
4005	EMPLOYERS NAT INSURANCE	27,051	19,315	26,810	7,974	17,232	18,741	% of wage increase + 3%

4010	EMPLOYERS S\ANNUATION	59,654	43,824	60,627	27,866	60,311	66,593	% of wage increase + 3%
4050	PENSION DEFICIT	7,000	6,977	8,280	4,170	8,350	-	Notification that no payment required in 24/25
4055	RECRUITMENT COSTS	600	987	600	1,627	1,627	800	
4060	TRAINING	-	833	2,000	2,805	2,850	2,600	
4065	TRAVEL & SUBSISTENCE	250	329	500	140	500	800	Change name - TRAVEL, EXPENSES & SUBSISTENCE. To include DSE eye tests
4070	OFFICE/IT EQUIPMENT & FURNITURE	1,500	1,141	8,000	875	1,500	4,000	Earmark balance
4075	MISCELLANEOUS EXPENDITURE	500	1,618	500	245	245	-	
4080	TELEPHONE & BROADBAND	3,000	3,851	3,150	1,757	3,548	3,700	
4085	POSTAGE	200	205	500	175	400	500	
4090	STATIONERY & SUPPLIES	1,250	1,132	1,500	880	1,800	1,700	
4095	SUBSCRIPTIONS AND SUPPORT	3,250	27,237	20,000	15,102	20,000	23,000	
4100	INSURANCES	5,500	22,124	6,500	870	13,200	13,500	
4105	AUDIT & ACCOUNTANCY FEES	3,000	395	3,000	395	5,000	4,000	
4110	LEGAL FEES	-	700	1,000	-	1,000	1,000	
4115	PROFESSIONAL & CONSULTANTS FEES	5,000	7,323	3,000	19,052	23,000	5,000	
4120	BANK CHARGE	1,500	1,294	1,500	750	1,500	1,500	
4125	PAYROLL SERVICES	1,250	1,565	1,400	758	1,550	1,700	
4130	PPE & UNIFORMS			1,500	567	1,300	1,700	
4135	ROOM HIRE			250	82	150	225	
4140	CLIMATE CHANGE			5,000	1,005	5,000	1,500	
4145	LGR			10,000	-	-	76,830	Change name - SERVICE DEVOLUTION, Earmark balance. Includes £10,000 for general increased expenditure, £25,000 for Highways, additional £31,830 for public conveniences and £10,000 for Open Spaces.
	CLEANING etc	-	837					
	SECURITY & ALARMS	-	418					
	EVENTS	-	2,761					

<b>110</b>	<b><u>DEMOCRATIC &amp; CIVIC</u></b>							
4200	MAYORS ALLOWANCE	5,000	5,231	5,000	2,500	5,000	5,000	
	TOWN CRIER	-	-	-	-	-	-	
4210	ELECTION EXPENSES	6,000	17,787	3,000	-	3,000	5,000	
4215	CIVIC EVENTS	2,500	795	2,500	982	1,964	2,500	
	PAST MAYORS BADGES	-	43	-	-	-	-	
4220	REMEMBRANCE WREATH	100	-	100	-	100	100	
<b>120</b>	<b><u>JOINT FUNDING WITH OTHERS</u></b>							
4250	CONT SDC RE TOILETS	38,200	43,311	38,500	21,055	42,110	44,000	
4255	CONT SDC DOG BINS	24,500	24,000	24,500	12,070	24,140	25,000	
4260	CCTV CAMERAS	15,150	15,000	15,300	7,500	15,000	16,000	
<b>130</b>	<b><u>GRANTS &amp; DONATIONS</u></b>							
4300	GRANT - CAB (S.142)	2,700	2,700	2,700	2,700	2,700	2,700	
4305	GRANTS MADE	32,300	45,239	32,300	26,456	32,300	32,300	
<b>200</b>	<b><u>THE OLD COURTHOUSE</u></b>							
4350	BUSINESS RATES	8,400	8,358	10,050	5,264	10,528	10,650	
4355	UTILITIES	5,450	3,256	9,000	669	5,250	6,000	
4375	CLEANING & WASTE	500	2,404	800	2,200	4,750	5,000	Change name. To include recycling and sanitary bins
4380	SECURITY & ALARMS	1,000	527	1,000	30	532	800	
4385	MAINTENANCE	2,500	6,447	3,000	938	1,500	3,000	
4390	H&S/FIRE/INSPECTIONS	150	-	300	914	914	600	
4395	NEW EQUIPMENT/FURNITURE	-	-	1,000	70	140	1,000	
<b>210</b>	<b><u>OTHER ASSETS</u></b>							
4360	ELECTRICITY TOWN CENTRE	180	167	300	40	180	220	
	VICTORIAN DRINKING FTN	-	-	-	-	-	-	Delete
	ELEC CLOCK	-	-	-	-	-	-	Delete
	CLOCK INSTALLATION	-	-	-	-	-	-	Delete
4415	WATER FOUNTAIN	500	100	500	651	3,034	1,000	Yearly deep clean/chlorine tablets overspend was agreed to be taken out of general reserves

4365	HIGHBRIDGE CLOCK ELEC	500	308	700	196	392	450	
<b>300</b>	<b><u>ALLOTMENT HIGHBRIDGE</u></b>							
4370	WATER RATES	400	89	500	34	68	200	
4385	MAINTENANCE	1,500	-	500	283	283	600	
<b>400</b>	<b><u>TIMPS</u></b>							
4385	MAINTENANCE	5,000	2,173	2,000	634	1,000	5,000	Bus shelters maintenance, Rotunda, you are here boards £1000 + each £750 in EMR - future - posterboards
4430	BENCHES	1,250	659	1,500	-	1,326	2,500	Replace 3 benches repair 1
4435	BUS SHELTER CLEANING	1,000	690	1,000	-	-	-	Now in house
4440	DOG/LITTER BINS	1,500	95	1,500	59	614	600	payment to Somerset to empty bin by cem alleyway £70 quarterly and we purchase poo bags
4445	SPEED INDICATOR DEVICES	0	0	500	0	0	500	earmark what's left in this year to next
4450	FLORAL DECORATIONS	4,000	4,355	3,000	0	4,355	4,400	
4455	CHRISTMAS LIGHTS	20,000	22,994	26,000	0	28,000	26,000	Xmas tree lights bought this year for re-use it was agreed the overspend comes out of the general reserves
4460	TOURISM	-	-	2000	1896	1896	2,500	To include Footfall Counters & Leaflets
4465	EVENTS EXPENDITURE	5,000	2,902	10,000	1,340	8,500	10,000	To include Christmas lights events, D day 80, Remembrance
4470	TOWN CENTRE CLEANING	6,000	6,043	7,000	3,000	6,000	6,000	Handyman
4475	CARNIVAL EVENTS WEEK	9500	8250	14,000	8604	14,000	11,500	
	DEFIBRILLATOR						250	New Nominal to be added
<b>410</b>	<b><u>TOWN RANGERS</u></b>							
4500	TOOLS AND EQUIPMENT	-	-	3,000	813	1,626	2,000	
4505	VEHICLE RUNNING COSTS	1,500	1,749	1,600	804	1,608	1,800	
4510	VEHICLE REPLACEMENT	3,000	-	3,000	-	3,000	3,000	
4515	VEHICLE INSURANCE	590	529	600	320	640	640	
<b>500</b>	<b><u>CEMETERIES</u></b>							
4350	BUSINESS RATES	11,900	12,161	12,750	7,107	12,200	12,200	
4355	UTILITIES	3,100	2,744	7,000	1,723	2,800	3,500	

	BJBC PWLB LOAN REPAYMENT	7,202	7,202					
4600	EQUIPMENT PURCHASE/MAINTENANCE	2,000	-	7,000	2009	4,018	7,000	Ride on mower needed in future
	SUPPLIES & SERVICES	500	181					
4605	PROVISION FOR PATHS			5,000	0	0	5,000	Earmark
4610	PUMP MAINTENANCE	1,300	0	1,400	0	1,400	1,400	
	EQUIPMENT MAINTENANCE	1,200	2,712					
4615	GENERAL MAINTENANCE	1,500	4,538	2,000	1,298	2,596	2,000	
4620	MECH GRAVE DIGGER	5,500	1,960	6,500	2,625	5,250	6,500	
4625	TREE & HEDGE MAINTENANCE	3,000	1,202	3,000	20	3,000	3,000	
4630	FUEL FOR MOWERS	1,050	679	2,000	306	612	1,000	
4635	WASTE COLLECTION	2,500	2,238	3,000	906	1,812	2,500	
4640	PROVISION FOR WALLS	2,000	0	2,000	0	0	2,000	Earmark
4645	WATER TESTING	1,000	-	1,250	1,005	1,005	1,250	
	NEW TREE	500	-					
<b>600</b>	<b>PRINCESS</b>							
4000	SALARIES & WAGES	60,525	70,638	81,998	24,368	69,874	97,317	
4005	EMPLOYERS NAT INSURANCE	4,700	5,890	8,349	1,233	3,494	4,755	% of wage increase + 3%
4010	EMPLOYERS S\ANNUATION	10,650	12,172	18,286	4,292	13,104	14,275	% of wage increase + 3%
4040	FOH/DUTY MANAGEMENT	-	-	14,650	-	-	-	
4060	TRAINING	-	-	1,500	1,020	1,400	1,500	
4065	TRAVEL & SUBSISTENCE	-	129	500	24	48	150	
4070	OFFICE/IT EQUIPMENT & FURNITURE	1,500	2,536	5,000	222	444	3,200	
	STATIONERY	-	200				-	Delete, items come under 4070
4075	MISCELLANEOUS EXPENDITURE	500	4,882	500	-		-	Delete
4080	TELEPHONE & BROADBAND	2,000	755	2,000	850	1,800	1,900	
4100	INSURANCE	4,400	3,485	6,500	4,527	4,527	5,000	

4350	BUSINESS RATES	9,000	7,088	9,000	4,688	9,000	9,000	
4355	UTILITIES	16,550	16,545	26,000	13,780	27,000	26,500	Contract up for renewal again next year
4375	CLEANING etc	3,400	2,861	8,500	4,105	8,210	9,000	A new contractor was appointed in September
4380	SECURITY & ALARMS	1,500	2,369	1,500	553	1,800	2,000	
4385	MAINTENANCE	7,000	8,543	10,000	4,500	9,500	13,000	Additional £3,000 to start putting aside for boiler replacement
4390	H&S/FIRE/INSPECTIONS	500	942	1,000	1,218	1,500	1,500	
4635	WASTE COLLECTION	2,500	4,024	3,000	1,014	3,000	3,000	
4700	TECHNICIAN COST	3,500	8,943	17,000	7,785	17,000	17,500	
4701	SHOW COSTS	-	4,265	-	9,422	12,500	13,500	Inc PRS & CC
4702	FILM COSTS	-	-	-	114	114	-	Due to poor attendance, the film showings are on hold
4705	ADVERTISING & MARKETING	5,500	6,566	6,000	3,250	6,000	7,000	
	OTHER PROF FEES	-	7,846				-	Delete
4710	LICENCES	1,600	3,197	800	2,843	3,500	1,500	
4715	CARD PAYMENT FEES	2,000	2,258	3,000	4,642	8,000	7,500	
	BOX OFFICE CHARGES	6,720	7,244					Council is an undisclosed agent for booking fee
4725	TECHNICAL THEATRE	2,000	3,063	4,000	1,078	4,000	3,500	
4730	BACKSTAGE EXPENSES	-	39	500	-	500	500	
4735	ART SALES EXPENDITURE	100	102	100	551	600	100	Contra
4740	PTAC MERCHANDISE	960	1,778	1,320	533	1,000	3,000	
4745	PARTICIPATION FREELANCE	1,350	4,546	3,000	1,285	2,800	3,000	
4750	FOOTFALL MONITORS	100	102	100	10	-	-	Not useful
	GRANT EXPENDITURE	-	41,781	-	-	3,273	-	
4765	MATCH FUNDING	-	-	5,000	-	5,000	-	Monies to be earmarked
	<b>TOTAL</b>	<b>801,833</b>	<b>849,037</b>	<b>955,870</b>	<b>436,526</b>	<b>934,194</b>	<b>1,072,926</b>	

# BUDGET

2023/24	2024/25
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	£	£
INCOME	105,355	118,025
EXPENDITURE	955,870	1,072,926
DIFFERENCE	850,515	954,901



**Burnham-on-Sea & Highbridge Town Council 2024/25**  
**Earmarked Reserves**

<u>Account</u>	<u>Current Balance</u>	<u>Transfer to/from other EMR's</u>	<u>Proposed Balance</u>	<u>Transfer to General Reserves</u>	<u>Expected to be used this year</u>	<u>Notes</u>
320 - Property Maintenance EMR	150,129.92		150,100.00	29.92		
321 - Youth Projects EMR	7,248.56		5,000.00	2,248.56		Youth Town Council
322 - TIMPS EMR	11,903.02	- 11,903.02	-	-		moved to 330 - General Maintenance EMR
323 - Princess Cultural Recovery Grant	3,181.00		3,100.00	81.00		May be used in 2023/24
324 - Legacy Clock EMR	10,221.85		-	-	10,221.85	Expect to be used in 2023/24
325 - Service Transfer EMR	39,750.70		39,700.00	50.70		rename from 325 - Asset Transfer EMR
326 - IT/Office Equipment	11,881.34		11,800.00	81.34		
327 - HR Contingency EMR	48,579.56		30,000.00	18,579.56		
328 - Grounds Equipment EMR	1,225.52	7,846.00	9,000.00	71.52		
329 - Coronation	843.19		800.00	43.19		
330 - General Maintenance EMR	15,422.48	11,903.02	27,300.00	25.50		includes 322 TIMPS EMR
331 - Princess Artistic Material Grant	4,707.42		4,700.00	7.42		
332 - Town Crier EMR	286.54		280.00	6.54		
333 - H/B Youth Project EMR	-		-	-		
334 - Grounds Maintenance EMR	19,031.56	- 19,031.56	-	-		moved to 347 - CEM Extension EMR
335 - Highbridge Regeneration	9,802.00		9,800.00	2.00		
336 - Legal Fees EMR	5,932.00		5,900.00	32.00		
338 - Replacement Van	28,825.00		28,800.00	25.00		
339 - Tesco S106 EMR	4,805.69		4,805.69	-		
340 - Past Mayor Badges EMR	1,930.00		1,000.00	930.00		
341 - Neighbourhood Plan EMR	5,803.00		5,800.00	3.00		
342 - You Are Here Boards EMR	750.00		-	-	750.00	Expect to be used in 2023/24
343 - Princess Maint/Renewals EMR	12,339.02		12,300.00	39.02		
344 - SIDS EMR	708.78		-	708.78		
345 - Burnham EVO HTAP EMR	900.00		900.00	-		
346 - Tree Maintenance EMR	10,442.00		7,500.00	2,942.00		rename from 346 - Tree Trimming EMR
347 - CEM Extension EMR	74,714.50	19,031.56	93,700.00	46.06		rename from 347 - Brent Rd Construction EMR
348 - Burnham Shop Front Grants EMR	9,900.00		9,900.00	-		
370 - PMC SALC Grant EMR	921.83	790.79	1,700.00	12.62		rename from 370 - PMC SALC 2 Grant EMR
371 - PMC FOTP Grant EMR	55.72		-	55.72		
372 - PMC Artistic Budget EMR	3,754.00		3,700.00	54.00		
373 - PMC SALC 3C Grant EMR	790.79	- 790.79	-	-		moved to 370 - PMC SALC Grant EMR
380 - CEM Provision EMR	4,700.50	70,836.73	75,500.00	37.23		rename from 380 - CEM Professional Fees EMR
381 - CEM Provision of Paths EMR	68,836.73	- 68,836.73	-	-		moved to 380 - CEM Provision EMR
382 - CEM Equipment Purchase EMR	7,846.00	- 7,846.00	-	-		moved to 328 - Grounds Equipment EMR
383 - CEM Provision for Walls EMR	2,000.00	- 2,000.00	-	-		moved to 380 - CEM Provision EMR
384 - Solar Panels EMR	500.00		-	500.00		
385 - High St Fund EMR	50,000.00		50,000.00	-		
400 - CIL Highbridge	64,685.33		64,685.33	-		
	695,355.55	-	657,771.02	26,612.68	10,971.85	

**BUDGET/PRECEPT 2024/25****DRAFT BUDGET**

	<b>£</b>
INCOME	118,025
EXPENDITURE	1,072,926
<b>BUDGET 2024/25</b>	<b>954,901</b>

**PRECEPT EXAMPLES**

2023/24 precept request was £768,500 = £116.10 for a Band D property (tax base 6619.03)

**Tax base for 2024/25 - 6644.64**

<b>Precept request £</b>	<b>To be taken from reserves</b>	<b>Band D £</b>	<b>Annual Increase £</b>
954,901	0	143.71	27.61
935,803	19,098 - 2%	140.84	24.74
907,156	47,745 - 5%	136.52	20.42
859,411	95,490 - 10%	129.34	13.24

Anticipated general reserves at year end - Estimate £416,891

## Burnham-On-Sea and Highbridge Town Council Risk Management Policy

*Adopted on 13<sup>th</sup> March 2023. To be reviewed annually*

Burnham-on-Sea and Highbridge Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses.

The Town Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable the Town Council to assess the risks that it faces and to implement adequate steps to minimise them.

SUBJECT	RISK(S) IDENTIFIED	LEVEL H/M/L	MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS/REVISE
<b>FINANCE</b>				
Budget & Precept	Adequacy of precept in order for the Council to carry out its statutory duties	L	The Council receives monthly budget reports. Each Committee produces a DRAFT budget, which is considered by the Finance & Resources Committee before a recommendation final Draft budget is presented to Full Council for review and consideration. The report includes actual and projected position to the end of the year and indicative figures or costings obtained by the RFO. The Precept is derived directly from this information and is considered and approved by Full Council and the request submitted to the Somerset Council within the specified deadline.	Existing procedures adequate.

Financial controls and records	Inadequate records	L	<p>The Council has Financial Regulations which sets out the requirements and is reviewed on an annual basis.</p> <p>Rialtas financial software is used to prepare accounts and Council subscribes to the support services.</p> <p>An order spreadsheet is completed and authorised by a manager.</p> <p>Invoices are checked before being passed to the RFO for payment. Goods received and internal authorisation procedures reviewed in 2023 and increased control introduced from January 2024.</p> <p>Debtors &amp; Creditors reviewed in 2023 and increased control introduced from January 2024.</p> <p>All payments are reviewed at a Finance &amp; Resources Committee or Full Council and minuted for transparency.</p> <p>Ticketsolve is used for issuing tickets and taking payments at the Princess Theatre.</p>	Existing procedures adequate. Pre-payment card services are currently under review.
Banking	Inadequate checks	L	<p>Online bank payments are authorised by two Councillors. Councillors receive sight of invoices/documentation to check before authorising.</p> <p>Accounts are internally checked by at least two Councillors on a quarterly basis. Annual internal and external audits.</p> <p>The Council has Financial Regulations which set out banking requirements.</p> <p>Any cash is held in a locked safe.</p> <p>Cash is banked regularly. However, the Post office no longer accepts denominations smaller of a £1 that is not</p>	Existing procedures adequate

			<p>a full money bag. Anything less than a full bag is kept in a locked safe and banked as soon as practical.</p> <p>Cheque receipts are banked at least fortnightly.</p> <p>Accounts are reconciled on a monthly basis and recorded. Earmarked reserves are accounted for separately.</p>	
Investment of Council Funds	Investment Policy	H	Council funds currently held between 1 x bank and 1 x building society. Funds exceed recommended threshold.	Current policy being reviewed and investment options being explored.
Receipt and payment of grants	<p>Monies ringfenced and accurately managed</p> <p>Power to pay and authorisation of Council to pay</p>	<p>L</p> <p>L</p>	<p>The Town Council does not presently receive any regular grants. Any transactions from a grant received are itemised separately.</p> <p>All grant requests are made following the Grants Awards Policy &amp; Procedure and a specific application form. Grant monitoring forms completed and reviewed.</p> <p>All such expenditure goes to the Finance &amp; Resources Committee process of approval, it is minuted and listed accordingly under the S137 expenditure heading.</p>	Existing procedures adequate

Salaries and associated costs	Salary paid incorrectly  Unpaid Tax and Pension payments	L  L	Financial controls in place to pay staff salaries agreed in line with NALC pay scales. Iris Payroll Services, an external company, is used for payroll services and the Council subscribes to support services. BACS payments for PAYE & Pensions made monthly. Internal check carried out by 2 Councillors on a quarterly basis. Annual internal and external audits.	Existing procedures adequate.
VAT	Reclaiming	L	VAT claims are completed electronically on HMRC website and acknowledgement printed and kept in office. Internally reviewed by at least 2 Councillors on quarterly basis. Rialtas financial software produces VAT reports. Financial Regulations set out the requirements. Annual internal and external audits.	Existing procedures adequate.
Employees	Fraud by staff	L	Insurance in place. Cash is kept in a locked safe. All payments require two Councillor signatures. All orders are authorised a manager. Division of monetary responsibilities.	Existing procedures adequate.
Best value accountability	Work awarded incorrectly	L	Town Council practice is to seek, if possible, three quotations for any substantial work undertaken.	Existing procedures adequate.

	Overspend on services	L	<p>For major work, competitive tenders would be sought in line with the rules for contracts in Standing Orders and Financial Regulations.</p> <p>If problems encountered with contract, the Clerk would investigate the situation and report to the Council.</p>	
Loans	High interest rates and non recognised lenders	L	<p>Full Council to approve any loans. Loans to be taken out via PWLB and two signatures required.</p>	Existing procedure adequate.
Annual Return	Not submitted within time limits	L	<p>Rialtas are contracted to complete the end of year close down and complete the AGAR.</p> <p>Internal Auditors complete reviews throughout the year and sign off AGAR</p> <p>Agenda item on Full Council agenda for completing and signing by the Council and then checked and sent to External Auditor within time frame.</p> <p>Council could ask for an extension to the deadline.</p>	Existing procedure adequate.
Election	Mid-term election costs	M	<p>Some monies are earmarked if a mid-term election is called. Measures cannot be adopted to minimise risk of a contested election.</p>	Ensure monies are earmarked for elections costs when setting budget.

ADMINISTRATION & LIABILITY				
Legal Powers	Illegal activity or payments	L	<p>The Town Council has adopted the General Power of Competence.</p> <p>Committees have power of expenditure, within their remit.</p> <p>Advice to be sought when required.</p>	Existing procedure adequate.
Minutes/ Agendas/ Statutory documents	<p>Accuracy and legality</p> <p>Non compliances with statutory requirements</p>	<p>L</p> <p>L</p>	<p>Minutes and agendas are produced in the prescribed method and adhere to legal requirements.</p> <p>Minutes are approved and signed at the next meetings. Agendas displayed according to legal requirements.</p> <p>Business conducted at meetings should be managed by the Chair.</p>	<p>Existing procedures adequate.</p> <p>Members adhere to Code of Conduct and Member/Officers Relations Policy and undertake adequate training.</p>
Public Liability	Risk to third party, property or individuals	M	<p>Insurance in place.</p> <p>Open spaces checked regularly.</p> <p>Trees investigated when damage reported.</p> <p>Tree survey carried out in 2021 and reviewed in 2023. A maintenance programme is in place.</p> <p>Risk assessments carried out on individual events e.g. Fireworks display.</p> <p>All third party users of Council facilities have to complete a booking form.</p> <p>Health and safety services provided by Worknest.</p>	Existing procedures adequate.
Legal liability	Legal liability as consequence of asset ownership	H	<p>Checks undertaken on buildings on a weekly basis.</p> <p>Insurance in place and new equipment</p>	Existing procedures adequate.



			added ad hoc. Adequate Cemetery Rules in place. Yearly memorial inspections carried out. Health and safety services provided by Worknest.	
Employer Liability	Non-compliance with Employment Law	L	Membership of various national and regional bodies including South West Councils. Town Clerk and Deputy Clerk are members of SLCC and the Council is a member of SALC. Policies in place. Employer's Liability insurance in place. Health and safety services provided by Worknest.	Existing procedures adequate.
Employer Liability	Safety of staff and visitors	M/H	Employees are provided adequate direction and safety equipment needed to undertake their roles. Staff training undertaken as required and appraisals undertaken annually. Health and safety services provided by Worknest. Risk assessments carried out. Staff issued with mobile phones as required.	Existing procedures adequate.
Freedom of Information	Policy provision	L	The Council has a Model Publication Scheme and Freedom of Information Policy in place. The Town Council can request a fee for substantial requests.	Monitor and report any impacts made under FOI.

Data Protection	Mis-use of information	L	Town Council is registered with the Information Commissioner and renewed annually. Policies in place.	Ensure annual renewal of registration.
Council records - paper	Loss through theft, fire, damage	L/M	Historical minutes have been deposited at Somerset Archives. Burial records are stored in a fire proof safe. All records from Mid 2016 are electronic. All other records are stored in the Council office. Filing system is currently being updated. Land and buildings registered with Land Registry.	Damage or theft is unlikely and so provision is adequate. Review of data to be held annually and deposited at archive when appropriate.
Council records - electronic	Loss through theft, fire, damage, corruption	L/M	The Town Council's electronic records are stored on a cloud basis system. IT plan is in place for support services. Off-site daily back-up. Anti-virus protection annually renewed and installed by IT support services.	Existing procedures adequate.
Members Interests	Registers of Interests	M	Councillors have a legal duty to complete a form for the Register of Members Interests and keep it up to date within 28 days of any changes and to withdraw from a meeting in the event of a pecuniary interest. Declaration of Interests is an agenda item for all meetings.	Existing procedures adequate.  Members have a personal responsibility to declare interests and update their register entries.

ASSETS				
Asset register	Asset register incomplete	L	An asset register is updated as required.	Existing procedures adequate. Asset register currently being updated.
Buildings	Loss or damage	M	Buildings currently maintained on an ad hoc basis.	Existing procedures adequate.
Buildings	Maintenance of buildings etc	M	Buildings currently maintained on an ad hoc basis.	Existing procedures adequate.
Other assets e.g. dog bins, bus shelters	Loss or damage	L	Contract in place with Somerset Council for dog bins to be regularly emptied and checked. Street furniture maintained in-house. Insurance in place.	Existing procedures adequate.
Vehicles	Unable to use due to fire, theft, accident.  Third party liability	L/M  L/M	One vehicle owned by the Council. Comprehensive vehicle insurance in place. Driver training to be undertaken on all new vehicles. Vehicle inspected in morning before vehicle driven. Vehicle stored in secure car park.	Existing procedures adequate.



## INTERIM Internal Audit Report 2023-24

### Burnham-on-Sea and Highbridge Town Council

#### Introduction

Hillside Business Services has completed an Interim Internal Audit, which was conducted on the same basis as a year end internal audit to verify the Annual Governance and Accountability Return (AGAR). This internal audit was completed during November and December 2023 and included documents up to the end of September 2023 (six month review).

This work has been undertaken by reviewing records and other documentation provided by the Town Council, including; accounting records, bank statements, policies, minutes, invoices, receipts and review of the website.

Findings identified during Internal Audit testing have been listed in the table below, along with recommendations on how improvement can be made.

#### Conclusion

It is noted that both the Clerk and RFO are relatively new to post. Since their appointments, they have been reviewing procedures/processes in place and are making improvements where needed. From the documents provided for the internal audit testing, these improvements were clear to see. For example, there is vast improvement, from the start of year to the end of September, in the audit trail for authorising payment of invoices, and in budget monitoring.

Some areas are still work in progress. For this reason, some areas have not been tested during this interim audit, notably the Asset Register. This will be tested at year end.

Other areas where further improvement is still required are noted below in the findings.

If the council continues to implement improvements at the soonest opportunity, they will be in a good position to meet the requirements of the AGAR; *'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'*.

#### Findings & Recommendations:

Finding	Risk Level	Recommendation for Improvement
<p>The council currently does not have an Investment Strategy.</p> <p>At 1st April 2023, the council had brought forward balances totalling £1,060, 436.19 (£554,525.39 held in three NatWest accounts and the remainder in one Nationwide account). The balances held are far in excess of the FCS protection, per banking group.</p>	High	<p>In line with the requirements of the JPAG Practitioners Guide 2023: "Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested, in accordance with an approved strategy which needs to have regard to DLUHC's statutory Guidance on local government investments. If total investments are to exceed the threshold specified in DLUHC's statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the DLUHC guidance."</p>
<p>A list of contracts was supplied for the internal audit, but appears incomplete. The Clerk confirmed that this was 'work in progress'.</p>	Medium	<p>The council needs to ensure that it has a full list of contracts detailing when the contracts were awarded, and when they are due for review.</p> <p>For transparency and completeness, the council should retain a record of all companies approached for quotes, which details whether or not a quote was actually supplied.</p>

<p>During testing , it was noted that there is lack of evidence to confirm the checking of invoices prior to payment.</p> <p>This was queried with the Clerk and RFO, who confirmed they are in the process of putting more stringent procedures in place, and they hoped this would be implemented from the start of January.</p> <p>A copy of the proposed new procedure was provided, and appears to be adequate.</p>	Medium	<p>The Council should ensure the new procedures for checking invoices prior to payment is implemented as soon as possible.</p>
<p>It is understood from discussion with the Clerk that the council currently only reviews its Risk Register on an annual basis. This level of review is not adequate for a council of this size.</p>	Medium	<p>The council should ensure that it reviews and updates the Risk Register more frequently.</p> <p>For a council of this size, it is recommended that this is done at least quarterly, or sooner if new/higher impacts risks are identified.</p>
<p>The council has good procedures in place for collecting income, for most areas. For example, the collection of income in relation to the cemetery.</p> <p>However, at present the council do not invoice for the lease of allotments and leases are not reviewed and updated regularly.</p>	Medium	<p>To ensure that all income is charged accurately and received/banked, the council needs to improve the system in relation to allotment leases.</p> <p>It is recommended that the leases are reviewed on an annual basis and invoices raised for the income due.</p>
<p>During the interim internal audit, a report showing income/invoices not paid was provided. However, this report shows no detail of follow up action taken / to be taken to ensure that all income is collected.</p> <p>When queried with the Clerk and RFO, they confirmed that this is an area for improvement and will be looking to develop a new process as soon as possible.</p> <p>This will be tested further during the year end internal audit.</p>	Medium	<p>The Council should ensure that it develops and implements the new procedures as soon as possible.</p>

Signature: *T Roper*

Date: 19th December 2023

21 NOV 2023

[REDACTED]  
Burnham-on-Sea & Highbridge Men's Shed

14<sup>th</sup> November 2023

Burnham-on-Sea & Highbridge Town Council  
The Old Court House  
Jaycroft Road  
Burnham-on-Sea  
Somerset  
TA8 1LE  
For the attention of the Town Clerk

Dear Sir *or Madam*

Re: Burnham-on-Sea & Highbridge Men's Shed needing a Defibrillator

Burnham-on-Sea & Highbridge Men's Shed has now been operational for six years. We meet from 9.45am until 12.45pm and 1.45pm until 4.45pm on Tuesdays & Thursdays.

Additionally we have a morning and afternoon session on Monday for Ladies

We are located at the Moreland Community Hall, Pearce Drive, Highbridge, TA9 3FU and currently attract up to 10 persons each session, which is close to our capacity.

The brief summary of the objectives of Men's Sheds is:

Somewhere to go

Something to do

Someone to talk to

An opportunity to learn new skills

Also, to improve the mental health and wellbeing of all the members by giving them a safe place to make friends, share meaningful activities and talk (the latter being something men are renowned not to be good at).

The average age of our members is the mid 60's

From a recent first aid course given to the Shed by the local St. John's Ambulance organisation we have become more acutely aware of the health of our members. A demonstration of the use of a defibrillator was given and the benefit of its use became immediately apparent.

We write to enquire if Burnham-on-Sea & Highbridge Town Council, like a number of authorities, offers grants which would enable our organisation to buy a defibrillator?

Should any member, or members, of the Town Council wish to visit Men's Shed and see the facilities and our activities, they would be very welcome. Please feel free to contact me at the above address (or phone me) and I will be more than pleased to make the arrangements.

Thank you for your consideration of our request.

Yours faithfully

Russel Gleed  
Chairman

Burnham-on-Sea & Highbridge Men's Shed