



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

24<sup>th</sup> January 2024

To: All Members of the Town Council

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **TOWN COUNCIL** to be held on **30<sup>th</sup> 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 white background.

Katherine Noble  
Town Clerk

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

### **Members of the Burnham and Highbridge Town Council**

Councillor R. Baker  
Councillor S. Barber  
Councillor P. Clayton  
Councillor M. Murphy  
Councillor S. Perry (Deputy Mayor)  
Councillor C. Searing  
Councillor B. Vickers  
Councillor J. Warren  
Councillor P. Wynn

Councillor B. Metcalfe  
Councillor L. Millard (Mayor)  
Councillor A. Elrick  
Councillor M. Facey  
Councillor J. Flurry  
Councillor G. Gudka  
Councillor R. Keen (Mayors Rep)  
Councillor A. Matthews  
Councillor A. Hendry

## **Public participation**

A public participation session will now be held before the meeting starts. Anyone wishing to speak on any matters is encouraged to give notice of the request and subject matter to the Town Clerk no later than midday on the last working day prior to the meeting. Public participation shall be restricted to the public participation session, unless directed otherwise by the Chair. In accordance with standing orders the public participation time will not exceed 15 minutes in total with no individual speaker exceeding 3 minutes.

## **Town Council Committee Meeting Agenda**

**30<sup>th</sup> January 2024**

**192.0.T24 Apologies for absence**

**193.0.T24 To receive any declarations of interest on items included on this agenda**

**194.0.T24 To receive and approve the minutes of the Town Council meeting held on 12<sup>th</sup> December 2023**

**195.0.T24 Matters arising from previous minutes**

**196.0.T24 To receive the Mayors report**

**197.0.T24 To receive report from the Police**

**198.0.T24 To receive any reports from Somerset Councillors**

**199.0.T24 To receive minutes of previous committee meetings**

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

Town Improvements Committee - 13<sup>th</sup> December 2023 and 22<sup>nd</sup> January

Princess Management Committee - 19<sup>th</sup> December 2023

Planning Committee - 20<sup>th</sup> December 2023 and 10<sup>th</sup> January

Finance & Resources Committee - 27<sup>th</sup> November 2023 and 15<sup>th</sup> January

**200.0.T24 To receive list of payments up to 23<sup>rd</sup> January 2024**

**201.0.T24 To receive Town Council Accounts for month of December 2023**

**202.0.T24 To receive reports from town councillor representatives appointed to outside bodies**

**203.0.T24 To receive Working Group update reports**

- Better BOS
- Climate and Ecology
- Highbridge Regeneration



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- Office Accommodation
- Homelessness

**204.0.T24 To consider interim Internal Audit report and comments**

**205.0.T24 To consider the recommendation from the Finance and Resources Committee for setting the budget for 2024/25**

**206.0.T24 To consider the recommendation from the Finance and Resources Committee for setting of the Precept for 2024/25**

**207.0.T24 To receive a Community Infrastructure Levy (CIL) update and approve expenditure**

**208.0.T24 To consider quotations for office telephone service and award contract**

**209.0.T24 To appoint one Councillor on to the following Committees**

- Town Improvements Committee
- Planning Committee

**210.0.T24 To appoint a representative to the following outside bodies**

- Highbridge Community Hall Management Committee
- Sedgemoor Community Partnership (Morland Hall)

**211.0.T24 To appoint a Working Group to review the Standing Orders, Financial Regulations and Committee Terms of Reference and Delegations**

**212.0.T24 To consider a response to the consultation on a Material Change to Hinkley Point C's Development Consent Order**

**213.0T24 To consider a response to the Department for Levelling Up, Housing and Communities consultation on Street Vote Development Orders**

<https://www.gov.uk/government/consultations/street-vote-development-orders-consultation>

**214.0.T24 To consider taking part in the Great British Spring Clean 15<sup>th</sup> – 31<sup>st</sup> March 2024**

**215.0.T24 Date of next meeting**

The next meeting of the Town Council is scheduled for 27<sup>th</sup> February 2024 at 7 pm.



## **Minutes of a meeting of the Town Council held on 12<sup>th</sup> December 2023 at the Morland Hub, Pearce Drive, Highbridge at 7 pm**

**Present:** Councillors L. Millard (Chair), R. Baker, S. Barber, P. Clayton, J. Flurry, G. Gudka, R. Keen, A. Mathews, B. Metcalfe, M. Murphy S. Perry, C. Searing, B. Vickers, J. Warren

**In attendance:** K Noble - Town Clerk, E Dutton – Deputy Town Clerk, Somerset Councillor Hendry, Police Sergeant Hardaway and 7 Members of the Public.

### **Public Participation:**

One member of the public stated that the railway leaflets and Town Crier postcards are nearly out of stock and the Council should consider paying for them to be reprinted.

The Mayor began the meeting by wishing everyone a Happy Christmas and peaceful New Year.

### **164.0.T23 Apologies for absence**

Apologies were received from Councillors Elrick, Facey and Wynn.

### **165.0.T23 To receive any declarations of interest on items included on this agenda**

There were no declarations of interests.

### **166.0.T23 To receive and approve the minutes of the Town Council meeting held on 30<sup>th</sup> October 2023**

The minutes of the previous meeting of the Town Council, held on 30<sup>th</sup> October 2023, were presented by the Mayor.

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

### **167.0.T23 Matters arising from previous minutes**

A query was raised regarding the AGAR challenge and it was confirmed that an update would be given at the next meeting.

### **168.0.T23 To receive Mayors report**

The Mayor read out the following statement;

“On 31<sup>st</sup> November, I attended the LCN meeting and will now be joining a working group to look at developing relationships with the Youth of the parishes.

I joined Highbridge Youth Theatre on a ‘Spooky Tour’ of Sopha! The young people were very convincing and scary!!

Signed by Chair.....

Date.....



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& Highbridge**  
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I also attended a performance of 'Sister Act' at the Princess Theatre. It was great to see the theatre full of people, laughter and song!

I had a meeting with Mr Milford, the Principal of King Alfred's School, to discuss how we can work together in the future. I am pleased to say that Sally-Anne Hetherington, his PA, is representing the school on the Highbridge Regeneration Working Group. I was also pleased to switch on the Christmas Tree lights at the school on a very cold and frosty evening!

I met with a GWR representative, Luke Farley, to look at ways of enhancing Highbridge Station. Councillor Vickers and Keen joined us, also Ruth Coull from Our Highbridge. We have now had another meeting and have decided how we are going to spend the £5,000 that Luke has allocated to provide a Travel Plan for the station to include cycle and footpaths. He has now designed new signs to go on lamp posts and bus shelters to help people find their way around the 2 towns. These will be in place in January. We will then audit cycle and footpaths to ensure good signage to our town's assets such as Apex Park, River Brue, sea front and coast path. This is bringing together several projects, the Transport Strand of our Climate and Ecology work and the Highbridge Regeneration Framework.

I attended the Armistice Day and Remembrance Services in both Burnham and Highbridge, to remember the fallen and value the work of current members of the services at home and abroad.

I was pleased to accept an invitation from the Burnham Flower Group to attend their demonstration. It was good to see such a thriving and active group in the town. I also supported a Xmas Fair to raise funds for Breast Cancer and attended the Moose International Carol Service which has become a favourite tradition in the town.

I was pleased to attend both Burnham and Highbridge Christmas lights switch on. It was good to see the strong sense of community at both events. Many thanks to all those who worked so hard to make the events a success.

I was happy to attend the Christmas Party for the Princess Volunteers to recognise their sterling work in helping to run the theatre. They do an amazing job".

**169.0.T23 To receive any reports from Somerset Councillors**

Somerset Councillor Murphy circulated a report at the meeting, which is attached to these minutes.

**170.0.T23 To receive minutes of previous committee meetings**

Planning Committee - 8<sup>th</sup> November and 29<sup>th</sup> November

Councillor Clayton presented the minutes and no questions were raised.

Signed by Chair.....

Date.....



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Town Improvements Committee - 13<sup>th</sup> November

No questions were raised.

Princess Management - 21<sup>st</sup> November

Councillor Perry confirmed the defibrillator had been installed outside the Princess Theatre. No questions were raised.

Finance and Resources Committee - 27<sup>th</sup> November

Councillor Gudka gave an overview of the budget that was considered, although it did not include devolution costs. No issues were raised.

Youth Town Council - 28<sup>th</sup> November

Councillor Millard confirmed that a new Chair had been appointed and new members would be appointed at the next meeting in the new year.

**171.0.T23 To receive list of payments up to 5<sup>th</sup> December 2023**

The attached list of payments was received and noted and no queries raised.

**172.0.T23 To receive Town Council Accounts for month of November 2023**

Councillor Gudka confirmed that accounts are broadly where they should be and explained the changes to the Princess show income/expenditure figures and the reasons for the changes.

The accounts for November were received and no queries raised.

**173.0.T23 To approve the bank reconciliation for November 2023**

**Resolved** that the bank reconciliation was approved and signed by the Mayor.

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

The Fritzlar Twinning Group will be visiting Germany in July 2024 and Councillor Millard hopes to join them.

Councillor Gudka had attended the SALC AGM and a report was circulated with the agenda.

**175.0.T23 To receive Working Group update reports**

- Town Board/Better BoS – Councillor Gudka gave an overview of the previously circulated report and confirmed the group has been renamed as 'Better BoS'. The new website has been launched.
- Climate and Ecology – The new Annual Plans for next year have been created, which are in the process of being finalised and will be brought to the next Council meeting.



The group have made the decision to start working towards the group becoming a CIC. This will enable them to apply for grants and build in sustainability for the future.

The Growing Group are now working in partnership with Burnham and Highbridge in Bloom. They are holding a workshop once a month to support the planting and maintenance of flowers throughout the 2 towns. They are working with Clean Surroundings to join together as a community, to improve the standard of our flower beds. The group is applying for a grant to support this aim.

The Somerset Wildlife Trust and Our Highbridge are providing some great opportunities for residents to join them as they plan to develop the Brue Green Pathway.

Two meetings have been held to create a Climate Adaptation Plan led by Somerset Wildlife Trust.

- Highbridge Regeneration – An overview of the notes from the meeting was given. The next meeting will be held on 24<sup>th</sup> January 2024.
- Office Accommodation – No further update. Discussions with Somerset Council are ongoing.
- Homelessness – No further update.

#### **176.0.T23 To consider recommendations from Homelessness Working Group**

**Resolved** that following actions are approved;

1. Once a month feedback session, Homeless Watch (including but not limited to) Town Council representative, Somerset Council, Housing Associations, Waffle Hub, Morland Hub Food Bank (Trussell Trust), Police representation, NHS & other VCFSE's.
2. Promote how to present homelessness, seek help due to threat of becoming homeless or how the general public can report homelessness (via notice boards, website, social media, local press, VCFSE organisations).
3. Utilise Town Rangers to report any rough sleepers via Street Link, Somerset Council website or by calling the Somerset Council's Homeless Department directly and/or to advise where to present.

#### **177.0.T23 To consider and approve Highbridge Regeneration Working Groups Terms of Reference**

**Resolved** that the Highbridge Regeneration Working Groups Terms of Reference are approved.



**178.0.T23 To receive feedback from meeting with the Head of Education Places and to agree any actions**

An overview of the circulated meeting notes was given.

**Resolved** that the Council approves the actions as follows;

1. A further meeting to be arranged in January when more recent and detailed data will be provided. Overall, Councillors did not agree with the data being used for the decision. Councillor Metcalfe will analyse the data to enable us to understand the decision - making process better.
2. Letters are sent to Somerset Councillors representing Burnham-on-Sea and Highbridge to ask them to advocate on the Town Council's behalf at Somerset Council, the importance of supporting the bid for a new school at the Brue Farm Estate.

**179.0.T23 To consider response to Somerset Council Public Space Protection Order 2023 consultation**

The proposed changes relating to Burnham beach were discussed.

**Resolved** that the Council does not agree with the proposed changes to areas 1-3 on Burnham beach and request that the order is not changed.

(Councillor Warren joined the meeting at this juncture)

**180.0.T23 To consider correspondence from Countrywide Partnership for the Council to consider taking on the ownership of the Community Centre, Isleport Lane, Highbridge**

A discussion took place and several concerns were raised regarding the need for another community facility.

**Resolved** that the Town Council would not take on the ownership of the Community Centre. That the Town Clerk is instructed to liaise with the developer regarding options for the space including a possible community shop and report back to the next meeting.

**181.0.T23 To consider a request from a resident for additional street lighting in Broadhurst Gardens**

Some councillors had been to the site and it was noted that some of the lights are being covered by vegetation.

**Resolved** that the shrubbery should be cut back in the first instance.

**182.0.T23 To receive Esplanade play area update**

It was confirmed that Somerset Council would not give permission for the play area to be installed. Options for the equipment to be installed on other sites is being progressed. A query was raised regarding funding





from Sedgemoor District Council and it was confirmed the High Street Fund of £50,000 given to the Town Council also covers the Esplanade. Discussions are taking place in relation to the remaining CIM funding.

**183.0.T23 To ratify decision to postpone Fireworks event and to consider rearranging the event**

**Resolved** that the informal decision to postpone the fireworks was ratified. It was unanimously agreed that the fireworks event should be postponed until November 2024.

**184.0.T23 To review the decision for the seawall art contribution**

**Resolved** that the project does not go ahead due to financial constraints.

**185.0.T23 To consider writing to Lloyds Bank following announcement of the Burnham-on-Sea branch closure**

**Resolved** that the Council writes to Lloyds Bank to ask if they would consider establishing a Banking Hub.

**186.0.T23 To receive community funded 20 mph speed limits update**

Due to the report only being received today and as there were some queries with the details, this will be deferred until the next meeting.

**187.0.T23 To receive verbal report regarding the Somerset Council asset and service devolution**

Councillor Gudka explained that due to the financial issues at Somerset Council some services will be cut unless the Town Council fund them. As yet very little information has been provided by Somerset Council.

The Town Council is holding a consultation to ascertain residents views to guide the Council on services to be prioritised.

**188.0.T23 To consider response to the Somerset River Authority draft Strategy and Flood Action Plan consultation**

Councillors and residents were urged to read the Strategy and to respond to the consultation.

**189.0.T23 To consider recommendation from the Finance and Resources Committee to release funds from property maintenance earmarked reserve to carry out a survey on the former school building and cost the works**

Councillor Gudka gave some background information and answered questions raised.

**Resolved** that monies are released from the earmarked reserves for a survey and project estimate to be undertaken.



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**190.0.T23 To consider request from the Town Board to release funds from the High Street fund earmarked reserve cover start-up costs**

Some capital monies are required for set up costs.

**Resolved** that the Town Clerk is delegated to release up to £1,000 from the High Street Fund earmarked reserve for set up costs.

**191.0.T23 Date of next meeting**

The next meeting of the Town Council is scheduled for 15<sup>th</sup> January 2024 at 7 pm.

DRAFT

Signed by Chair.....

Date.....

## SOMERSET COUNCIL

MIKE MURPHY

DECEMBER 2023

### An Update on the Financial Emergency

Last month Somerset Council declared a Financial Emergency because the costs of delivering services are rising much faster than the Council's income.

This is mostly due to the rise in social care costs, for instance in residential care placements where the weekly cost has increased from £577 per week in 2022/23 to £850 per week this year. Care home fees are still rising as inflation continues to affect staffing costs, energy and food. Increased interest rates have affected care service providers too, as they have household mortgages and rentals.

Although Council Tax rates are lower in Somerset than in other similar unitary councils in the south west, the annual increase is limited by Government and so the gap between income and expenditure is growing and we have to find more savings.

For the current financial year, the projected overspend has been reduced to £18.7million, an improvement of approximately £8million. However, we need further reductions in spending to better protect our reserves for future years as we know the difficult financial situation will continue. Every payment over £100 now has to be approved by an expenditure board and we are expecting further improvement before the financial year end.

In February, Somerset Council needs to set a budget for the next financial year (2024/5). The Chancellor's Autumn Statement was extremely disappointing for Councils as there was no acknowledgement of the difficult situation for local government, and so we already know that our budget setting will be both more difficult and painful.

33 Council Leaders of all political parties, including Cllr Bill Revans Leader of Somerset Council, have written to the Secretary of State to say they are in a significantly worse financial position than before the Autumn Statement. A new survey reveals that local authorities are having to plan more severe cuts to services and that seven in ten of the councils responding are no longer confident that they can balance their budget next year.

Recently, Nottingham City Council declared a Section 114 Notice because their finances are unsustainable. In Somerset we are determined to avoid a S114 by working proactively to find ways to set a budget without the intervention of Government Commissioners.

At December's Executive meeting in Shepton Mallet the Executive of Somerset Council set out the plan for dealing with next year's £87m budget gap. The approved actions include requesting what's called a Capitalisation Direction from the Westminster Government. This allows Somerset Council to fund day-to-day spending with proceeds from the sale of assets or borrowing from the Public Works Loan Board. In addition to this, General Fund Reserves are being strengthened and savings are being identified constantly.

### **What does all of this mean?**

Council Tax in Somerset will have to go up by the maximum allowed by Government. That will still leave our Council Tax rates lower than in other comparable Council areas. For example, if we had Dorset's council tax rate or Wiltshire's council tax base we wouldn't be in this situation. Dorset didn't freeze its council tax for six years and Wiltshire's homes were significantly more expensive and therefore in higher bands in 1991 when Council Tax was put in place.

We acknowledge that many household budgets are already stretched by the high cost of living, so it's important that one of the recommendations at the Executive meeting is to up-rate our Council Tax Reduction Scheme in line with inflation, at the same rate as benefits will rise next year (6.7%). A further recommendation is that the Exceptional Hardship scheme will continue, ensuring that those on the lowest incomes in our communities are protected. The decisions will be taken by Full Council on 20th December.

Consultation on where savings may be made in next year's expenditure will be launched in the coming days, as we are determined that Somerset's voices will be heard at this difficult time and in the early years of the new Somerset Council.

This is a national situation. We are not on our own as a Council, but we will see a very real impact on local services.

## Changes are coming to waste collections next year

Recycling and rubbish collection days will be changing for more than 120,000 homes in Somerset in February next year.

The changes come as new collection routes are introduced by Somerset Council's contractor, SUEZ recycling and recovery UK. The new routes will make rounds more efficient, more manageable for crews whilst reducing mileage and carbon emissions.

The changes come at no cost to the council.

In February 2024, recycling and rubbish collection day schedules will change for around 85% of homes in the west of the county, covering the former Sedgemoor and Somerset West and Taunton areas, as well as a small part of South Somerset.

Anyone with a change to their collection day schedule will be written to twice before anything changes, first with a letter in January. Roughly, three weeks after the letter arrives, residents will receive a service guide which includes a collection day calendar for the next 18 months.

It is important that residents know their new collection days – crews will not be able to come back for either recycling or refuse if you miss your new collection day.

Because some towns and villages will be covered by more than one route, days may change for some households but not others.

Residents may have:

- a change to collection day
- a change in week that their rubbish is collected
- a one-off interim rubbish collection

There will be no changes to:

- collection days for garden waste subscribers
- clinical waste collections
- communal property collections with shared collections (such as blocks of flats, houses of multiple occupancy and retirement developments)
- schools waste collections

Changes to routes and collection days for the rest of the county – in the former Mendip and South Somerset areas – are expected to be introduced in June 2024.

Further information can be found online at [www.somerset.gov.uk/waste](http://www.somerset.gov.uk/waste)



## **Housing regeneration project in Taunton nearing completion**

Phase A of the North Taunton Woolaway Project (NTWP) is nearing completion and an opening ceremony with special guests took place, to celebrate the milestone.

To date, Somerset Council's regeneration scheme has replaced 26 Woolaway homes, which the Government designated as defective, with 47 new and more sustainable homes for tenants.

The new homes include a mix of 1 and 2 bedroom flats and bungalows, 3 bedroom chalets and 3 and 4 bedroom houses, including 5 wheelchair adapted properties.

The homes benefit from energy efficiency measures such as solar panels, triple glazed windows and air source heat pumps, which will allow tenants to live in highly insulated buildings, have lower energy bills and produce less carbon emissions.

A ceremony took place with speeches, a tour of one of the new homes as well as a presentation of a bouquet of flowers, to welcome one of the new tenants.

## **Willow Man receives study funding boost as public engagement starts**

A plan to revive the once-iconic Willow Man sculpture has received a funding boost from National Highways, the company responsible for England's motorways and major A roads.

Willow Man, close to Bridgwater, Junction 23 M5 has deteriorated in recent years and is now barely recognisable.

Created by artist Serena De la Hay and unveiled in 2000, the sculpture was commissioned by South West Arts to mark the millennium and celebrates the role of willow in the ecology and craft tradition of the Somerset Levels.

Somerset Council has been granted £35,000 of funding from National Highways' Designated Funding programme for an initial feasibility looking at the possibility of repairing/enhancing and relocating the Willow Man.

A future scheme could see the sculpture rebuilt using more robust materials.

The funding will cover a range of activities including engagement, initial designs and costings, artists impressions, as well as searches and surveys covering land ownership and topography to identify potential sites.

The Council is asking people for their views and is launching an online engagement page where you can have your say.

It will also be liaising with local parish councils and other key stakeholders over the coming weeks to gather their views.

Have your say here: visit <https://somersetcouncil.citizenspace.com> and search 'Willow Man'.



### Somerset Council awarded £5m for new health research partnership

Somerset Council has been awarded £5m over five years by the National Institute for Health and Care Research (NIHR) to form a Health Determinants Research Collaboration' (HDRC) - a new research partnership to improve health and reduce health inequalities across the county.

The HDRC will see Somerset Council join forces with Spark Somerset, UWE Bristol and the Institute of Health Equity at University College London to enable the Council to make better decisions to improve health in Somerset, informed by existing evidence and new research and shaped by local people.

The NIHR will provide £1 million per year for the next 5 years to support the creation of a staffed unit within the council that will work to involve communities in research, provide council staff and the public with opportunities to develop their skills, and help the council to use evidence and do research.

The funding of £55m NIHR is investing in 11 new HDRCs across the country to enable local authorities to use evidence and undertake research to improve health in their communities and tackle health inequalities.

Somerset's HDRC, which is expected to launch in January 2024, will focus on the building blocks of good health such as housing, education and the physical environment to tackle the root causes of health inequalities and wider deprivation. Because of this it intends to involve directorates across the Council, such as Transport, Housing, Planning and Education among others, to apply health evidence and to develop research capability.

Through the programme, the council will involve communities in applying evidence about the building blocks of health to local decisions, and in doing new research where there is not enough evidence.

### Somerset Young People in care win award for their work on homes for children

A group of young people in care and care leavers have won an award from a leading advocacy group for their work on homes for children.

Young people from Somerset in Care Councils (SiCC) and Somerset Leaving Care Councils (SLCC) were presented with an award from A National Voice - a leading advocacy group for care leavers and children in care. Winning the 'Collaboration' category, the award recognised the efforts of young people on the Homes and Horizons project, a partnership between Somerset Council, Shaw Trust, and Somerset NHS Foundation Trust to develop 10 homes for children, 2 therapeutic schools and a therapeutic fostering service.

Young people from both SiCC and SLCC have been actively involved on the Homes and Horizons project from the start, helping the Council decide to partner with Shaw Trust. The young people visited children's homes across the UK to see how they were run, interviewing staff and residents to find out what worked well. They also represented young people in decision-making groups, and spoke to neighbours about the project. They even selected furniture and décor and chose the name of this award-winning initiative – Homes and Horizons.

As a result, Somerset's children have homes for children designed with people who have direct experience of the care system, which led to the Homes and Horizons project winning an MJ award for partnership and innovation.

## Swimming Pool Support Fund

Somerset Council has been awarded £211,208 from the government's Swimming Pool Support Fund (Phase 1). The money will be divided across five swimming pool facilities within Somerset at Frome Leisure Centre, Shepton Mallet Lido, Wells Leisure Centre, Brean Splash and Burnham-on-Sea Swim and Sports Academy. The funding is designed to help swimming pool operators with the increased costs of utility bills and swimming pool chemicals.

Somerset Council has also submitted an application to Phase 2 of the Swimming Pool Support Fund which will provide grant funding for capital investments to help swimming pools become more energy efficient. We await the outcome of our application for Phase 2 which is expected in the new year.

Find out more about the Support fund at <https://www.gov.uk/government/news/nearly-200-leisure-centres-supported-by-swimming-pool-support-fund>

## Royal Recognition for Somerset Charities

Four Somerset charities are celebrating today (November 14) after winning the coveted King's Award for Voluntary Service (KAVS).

Equivalent to an MBE for individuals, KAVS is the highest award given to voluntary groups in the UK, celebrating outstanding work done by charities.

They are awarded annually and normally only about a third of groups nominated nationally actually receive an award – but in Somerset this year all four charities nominated were successful.

This year's local recipients are:

- **West Somerset Food Cupboard** - Originating in 2007 from the response of a church group to real food deprivation on their doorsteps, the WSFC is now a charity in its own right. It has an approach to delivery quite unlike other food banks.
- **Refugee Aid From Taunton** - Entirely volunteer run and led, it functions with minimal overheads and uncomplicated structures but has improved the lives of thousands of displaced people in Britain and abroad.
- **Crewkerne and District Museum and Heritage Centre** - This is small independent museum in South Somerset entirely run by volunteers and is financially sound so does not rely on public funds.
- **Share and Repair, Bath** - There are other repair charities, but the combination of repairing, lending, training and educating is out of the ordinary. The initiative in providing environmental lessons for schools demonstrates the wide-ranging approach of this charity.

Organisations wanting to be considered for next year's KAVS can get all the information they need here: [www.kavs.dcms.gov.uk](http://www.kavs.dcms.gov.uk)



## Somerset Council offers businesses six hours of expert advice

Somerset Council is offering local businesses the opportunity to get mentoring support from some of the best business minds in the county.

Following a highly successful search for mentors it is now time to match them to local business owners who can benefit from six hours of free mentoring. All businesses who have been trading for over a year and employ two or more staff are welcome to apply, although the programme is particularly aimed at businesses who are looking to hire new staff or those planning to introduce new products and services.

Forty Mentors have been selected from executive and senior management level business leaders and successful entrepreneurs. They include a former NASDAQ CEO, a soft drinks manufacturer who supplies major retailers internationally and a multi-million pound NHS equipment supplier. All understand the challenges associated with running and growing a business and the value of an impartial sounding board.

Aside from offering valuable feedback, mentors specialise in a range of subject areas including; growth strategy, finance, marketing, HR, e-commerce, bid writing, acquisition, exit strategy, and much more.

There are 40 spaces for mentees available so businesses are encouraged to visit the website to find out more information <https://www.somerset.gov.uk/business-economy-and-licences/somerset-business-mentoring/>

## A vision for Tonedale

Somerset Council is delighted to hear that the Government has awarded nearly £20 million for ToneWorks and Tone Dale project.

Somerset West and Taunton Council previously submitted bids to Round 1 and 2 of the Levelling Up Fund, from the Department of Housing, Local Government and Communities. This recent announcement has been awarded based on the Round 2 submission.

The £19,987,663 will provide an opportunity for Somerset Council working in partnership with stakeholders and the community, to transform and sustainably regenerate the nationally significant heritage site at Toneworks and enhance associated land for community use.

The Toneworks site, which is in Somerset Council ownership has already received funding from DCMS/Historic England from the Heritage Stimulus and Covid Cultural Recovery Fund for repairs since its acquisition in 2020. This has allowed decontamination, structural repairs, and vital stabilisation to the most vulnerable parts of the site.

Over summer and autumn of 2023, Somerset Council has welcomed over three hundred local people into the site on guided tours which have allowed a glimpse at the works that have been achieved to date. The tours were also an excellent opportunity together knowledge, memories and understanding about the history of the site from the community in and around Wellington.

The ambitious plan for Tonedale will restore and save a nationally important heritage site and a much-loved historic landmark.

This funding has been awarded by the government and does not affect Somerset Councils' financial emergency. The money can only be spent on this specific project and cannot be used for services that Somerset Council delivers. Somerset Council will not be making a financial contribution to this project.

## Beyond the bruises – Somerset's new fight against non-physical domestic abuse

A new campaign aims to raise the profile of lesser-known types of domestic abuse and encourage those who may not realise they are being abused to come forward for support and advice.

Launching on White Ribbon Day and at the beginning of the worldwide campaign 16 Days of Action Somerset Council has commissioned 12 short films to shine the spotlight on non-physical types of domestic abuse.

The films direct anyone who is experiencing these forms of abuse to a new website, [somersetdomesticabuse.org.uk](https://somersetdomesticabuse.org.uk), where they can get more information, support and advice or by contacting the service on 0800 69 49 999.

The films, available to view here: <https://bit.ly/12DACF>, will be launched on TV and across a range of social, digital and video sharing platforms.

The new films are part of Somerset Council's ongoing commitment to raise awareness of domestic abuse.

The Domestic Abuse Act 2021 created a legal definition of domestic abuse:

1. Both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards are aged 16 years or over
2. Both persons are "personally connected" (including ex-partners and family members)

You do not have to be living with the person who is being abusive to you.

There are many types of behaviours that can form non-physical domestic abuse, these may include:

- Violent or threatening behaviour
- Controlling or coercive behaviour
- Economic abuse
- Psychological or emotional
- Stalking and harassment - including online or via text message

If you are experiencing any form of domestic abuse, worried about someone you know, or are concerned about the impact of your behaviour towards others, then help is available: [somersetdomesticabuse.org.uk](https://somersetdomesticabuse.org.uk) or by telephoning 0800 69 49 999 - between 8am – 8pm, 7 days a week.

In an emergency you should always dial 999. If you are worried that an abuser may overhear your call you can remain silent, tap the phone and dial 55 when prompted by the operator who will send help.

If you are deaf, hard of hearing or speech-impaired you can register with [emergencySMS.net](https://emergencySMS.net). Once registered you will be able to send a text to 999 if you require help in an emergency.



## Areas of Outstanding Natural Beauty Renamed National Landscapes

From 22<sup>nd</sup> November, all designated Areas of Outstanding Natural Beauty (AONBs) in England and Wales are becoming National Landscapes, including Somerset's Mendip Hills, Quantock Hills, and Blackdown Hills National Landscapes.

The new name reflects their national importance; the vital contribution they make to protect the nation from the threats of climate change, nature depletion and the wellbeing crisis, whilst also creating greater understanding and awareness for the work that they do.

This is a significant milestone for the UK and the next step in fully realising the National Landscapes' vision to be the leading exemplars of how thriving, diverse communities can work with and for nature in the UK: restoring ecosystems, providing food, storing carbon to mitigate the effects of climate change, safeguarding against drought and flooding, whilst also nurturing people's health and wellbeing.

National Landscapes teams have been at the forefront of delivering natural solutions to the main challenges facing the nation for many years. The new brand underscores their commitment to redoubling their efforts and engaging with a wider audience. In 2019, teams set themselves the most ambitious targets for nature in the sector and continue to work to meet them.

By 2030, National Landscapes aim that, within their boundaries: at least 200,000 hectares of the most valuable natural areas (Sites of Special Scientific Interest or SSSIs), which equates to 1 ¼ times the size of London, will be in favourable condition; 100,000 hectares of wildlife-rich habitat outside of SSSIs will be created or restored, which is roughly nine times the size of Manchester; and 36,000 hectares of woodland, which is a little smaller than the Isle of Wight, will have been planted or allowed to regenerate.

National Landscapes Partnerships will also focus on habitat restoration to ensure the protection of some of our most endangered species and increase their work to help more people to enjoy time spent in beautiful places.

Because of their size and scope, National Landscapes are ideally positioned to address the environmental issues the UK is facing. There are 46 National Landscapes in the UK, covering 14% of England, Wales and Northern Ireland including moorland, farmland, coast, forests, including UNESCO World Heritage Sites, Biosphere Reserves, a Geopark and International Dark Sky Reserves. They are the UK's nearby countryside - 66% of people in England (44 million) live within 30 minutes of a National Landscape and at least 170 million people visit them every year.

## Somerset Council scores A- for climate work

Somerset Council has been recognised as a leader in its work to respond to the climate emergency.

The authority achieved a score of A- ("Leadership") from CDP for its performance in 2023. This rating compares to a regional average of B and a Global average of C.

CDP is seen as the 'gold standard of environmental' reporting and this is the first time the new Somerset Council has been scored by the not-for-profit charity.

CDP runs the environmental disclosure system and helps organisations make their environmental impact transparent, reduce their impact and act as environmental leaders.

The score is based on the Council's climate-related projects, strategies and activities. These include its plans for expanding the county's electric vehicle charging network, its Tree Strategy and work to encourage the uptake of 'retrofit' home heat efficiency.

The A- score demonstrates that through these documents and climate activities, Somerset Council has demonstrated best practice standards across adaptation and mitigation, set ambitious goals and made progress towards achieving those goals.

Ahead of, and post vesting day of the new unitary authority on 1 April 2023, officers across Somerset Council have been working collaboratively on climate related activities.

## New waste reforms for businesses in England – Simpler Recycling

Somerset Council is urging businesses to log-on and start planning early for new rules on recycling.

The national 'Simpler Recycling' reforms announced in October mean all businesses - and organisations like hospitals and schools - must have separate food waste and recycling collections in place by the end of March 2025.

Businesses have a legal Duty of Care to store waste safely and to dispose of it using a registered waste carrier.

The Somerset Council-supported 'Business of Recycling' website has advice on how to prepare for the new regulations, including a tool that lets you check if your waste carrier is registered.

Businesses with fewer than ten full-time employees have until 31 March 2027 to meet these requirements.

Recyclable materials to be separated from general waste include:

- Glass such as drinks bottles and rinsed empty food jars
- Metal such as drinks cans and food tins
- Plastic such as rinsed empty food containers and bottles
- Paper such as old newspapers and envelopes
- Cardboard such as delivery boxes and packaging
- Food waste including tea bags, coffee grounds, leftovers or waste generated by food preparation (NB. There is no minimum amount for food waste)

Businesses will need to have a separate food bin, and a refuse bin, but recyclable materials can be mixed to reduce the number of bins needed.

Plastic, film, and flexibles collections across all premises will also be implemented by 31 March 2027.



| DATE OF INVOICE | SUPPLIER                             | INVOICE NUMBER               | DESCRIPTION   | NET     | VAT     | GROSS      | Notes       |
|-----------------|--------------------------------------|------------------------------|---|---------|---------|------------|-------------|
| 22/11/2023      | Amazon                               | DS-ASE-INV-GB-2023-484358334 | Town Criers wig                                     |         |         | £33.98     | EMR         |
| 23/11/2023      | Amazon                               | GB3GC2NABEY                  | hoover attachment                                   | £17.48  | £3.49   | £20.97     |             |
| 29/11/2023      | AM Productions                       | Rave on                      | show settlement                                     |         |         | £2,221.73  |             |
| 27/11/2023      | Bravo                                |                              | 716 equipment hire Greatest Magician Show           | £21.34  | £4.27   | £25.61     |             |
| 29/11/2023      | Bravo                                |                              | 722 Technician - Cinderella show                    | £95.00  | £19.00  | £114.00    |             |
| 01/11/2023      | Business Waste                       | P1245877                     | paper waste collection - TC                         | £22.00  | £4.40   | £26.40     |             |
| 27/11/2023      | Hellends Kitchen                     | BHTC9                        | Mini buffet - Volunteers xmas do                    |         |         | £105.00    |             |
| 21/11/2023      | Highbridge & Burnham-on-Sea Carnival | BOSH 107                     | Remembrance Day Parade                              |         |         | £695.62    |             |
| 23/11/2023      | ITEC                                 |                              | 929960 photocopier services                         | £82.48  | £16.50  | £98.98     |             |
| 22/11/2023      | J&R Food Service Ltd                 |                              | 948196 Icecreams - Princess Theatre                 | £532.86 | £106.57 | £639.43    |             |
| 16/11/2023      | JRB Enterprise Ltd                   |                              | 26240 Dog bag dispenser                             | £108.55 | £21.71  | £130.26    |             |
| 22/11/2023      | Loyal Company of Town Criers         |                              | 40 Membership 2023 for Town Crier                   |         |         | £25.00     |             |
| 15/11/2023      | MJ Church Plant Ltd                  |                              | 495146 Waste services - cemeteries                  | £25.50  | £5.10   | £30.60     |             |
| 15/11/2023      | MJ Church Plant Ltd                  |                              | 495147 Waste services - cemeteries                  | £27.10  | £5.44   | £32.64     |             |
| 15/11/2023      | MJ Church Plant Ltd                  |                              | 495148 Waste services - cemeteries                  | £20.74  | £4.15   | £24.89     |             |
| 09/11/2023      | The Nornen Project CIC               | N204                         | Show revenue - All Hands                            |         |         | £5,066.50  |             |
| 23/11/2023      | PPL PRS Ltd                          | 01733196SIN2571100           | PRS Music licence                                   | £362.90 | £72.58  | £435.48    |             |
| 27/11/2023      | PPL PRS Ltd                          | 01733196SIN2574697           | PRS Music licence                                   | £136.03 | £27.21  | £163.24    |             |
| 27/11/2023      | PPL PRS Ltd                          | 01733196SIN2574699           | PRS Music licence                                   | £172.77 | £34.55  | £207.32    |             |
| 22/11/2023      | Proper Job                           | Z0009T02-467999              | sweets, adapter, cable ties                         | £28.93  | £5.80   | £34.73     |             |
| 29/11/2023      | Purnells                             |                              | 125983 printing gift vouchers                       | £24.00  | £4.80   | £28.80     |             |
| 23/11/2023      | Radio Solutions                      | SO685776                     | 4 x 2 way radios - Princess                         | £491.94 | £98.39  | £590.33    | fixed asset |
| 29/11/2023      | Screwfix                             | A15202473182                 | Battery charger                                     | £29.16  | £5.83   | £34.99     |             |
| 22/11/2023      | Screwfix                             |                              | 1438142811 thermal work gloves                      | £16.65  | £3.32   | £19.97     |             |
| 23/11/2023      | Screwfix                             |                              | 1438575505 gloves, ratchet anvil lopper             | £57.47  | £11.49  | £68.96     |             |
| 24/11/2023      | SLCC                                 | MEM246561-1                  | Town Clerk membership fee                           |         |         | £357.00    |             |
| 27/11/2023      | Somerset Council                     |                              | 30039788 Joint Funding public services contribution |         |         | £37,280.60 |             |
| 24/11/2023      | Spot on Supplies                     |                              | 31651264 cleaning supplies - PT                     | £100.68 | £20.14  | £120.82    |             |
| 21/11/2023      | TWC                                  |                              | 63 window cleaning - Princess                       |         |         | £48.50     |             |
| 30/11/2023      | Biffa                                | 308C31723                    | Waste services - Princess                           | £236.61 | £47.32  | £283.93    |             |
| 27/11/2023      | Burnham Evening Flower Club          | 27.11.23                     | Show settlement                                     |         |         | £554.10    |             |
| 01/12/2023      | Business Waste                       | P1275703                     | paper waste collection - TC                         | £33.00  | £6.60   | £39.60     |             |
| 30/10/2023      | KJ Cleaning Services                 | PrincessT002                 | Cleaning - Princess                                 |         |         | £570.00    |             |
| 04/12/2023      | KJ Cleaning Services                 | PrincessT004                 | Cleaning - Princess                                 |         |         | £675.00    |             |
| 30/11/2023      | Lyreco                               |                              | 61505454 chairs, stationery & sundries              | £410.68 | £82.14  | £492.82    |             |
| 03/12/2023      | Robson Electrics                     |                              | 91660 Defibrillator installation - Princess         | £337.50 | £67.50  | £405.00    |             |
| 01/12/2023      | Sansum Solutions                     | INV-10697                    | Cleaning - TC                                       | £280.16 | £56.03  | £336.19    |             |
| 28/11/2023      | V Jones                              |                              | 6368 Plumbing - Princess                            |         |         | £386.00    |             |

|            |                  |         |                                      |           |         |                             |
|------------|------------------|---------|--------------------------------------|-----------|---------|-----------------------------|
| 09/11/2023 | Robson Electrics | 91629   | Christmas tree lights & installation | £3,000.00 | £600.00 | £3,600.00                   |
| 06/11/2023 | PF Cusack        | 1449425 | Road sign clip                       | £3.00     | £0.60   | £3.60                       |
| 08/12/2023 | Re:ACT           | R-046   | Cinderella settlement                |           |         | £4,693.42 added on 11/12/23 |
|            |                  |         |                                      |           |         | <u>£60,722.01</u>           |

## **JANUARY 2024**

**Council's Financial Position:** As part of the Local Government Finance Settlement, the Government announced a 6.1% increase in Core Spending Power for Somerset Council. The provisional settlement is less than being forecast mainly due to reductions in Service Grant and New Homes Bonus but partially offset by a higher than forecast increase in Social Care Grant. In November, Somerset Council's Executive declared a financial emergency with a projected budget gap of £100m for 2024/25. The Council is currently inviting the public to have their say on finances and council services. The consultation is open to everyone and can be found at [www.somersetcouncil.citizenspace.com/comms/budget-consultation-2024-2025/](http://www.somersetcouncil.citizenspace.com/comms/budget-consultation-2024-2025/) or can be completed in libraries across Somerset. The consultation closes on 22 January.

**End of Charges for DIY Waste:** Following a recent change of Government legislation current charges for disposing of construction and demolition materials including: asbestos, plasterboard, hardcore and rubble from household DIY projects have been removed. Each calendar month every household will be able to take up to eight, 50 litre sacks (or equivalent 2m sheets of asbestos or plasterboard) free of charge to a recycling site over a maximum of four visits in a month. Households will need to pre-book trips to dispose of this DIY waste, telling the council the amount of material they are disposing (up to 8x50 litre sacks per month) and the number of times they will need to visit (up to four visits per month). Disposal of asbestos, plasterboard or hardcore/rubble in excess of the free allowance can be paid for online.

**Changes to waste collection days:** Somerset Council recycling and rubbish collection days change for more than 120,000 households in western parts of the county in February. New collection routes are being introduced for homes in the former Sedgemoor and Somerset West and Taunton areas, as well as a small part of South Somerset. This means many homes in these areas will have a change in collection days from the week beginning Monday 12 February 2024. Changes will be made for the rest of the county later in the year. If a household's collection days are changing, they will receive a letter in early January making this clear. This will be followed by a service guide – including a collection day calendar – arriving near the end of January.

**Phosphate Mitigation:** The Government has awarded Somerset Council £9.6m of funding to deliver phosphate mitigation measures which will unlock the delivery of new homes across the area and provide for long term nature recovery. The

funding will be used to expand the Council's existing phosphate credit scheme and deliver both interim and long-term phosphate mitigation measures including the use of new energy efficient water processing technology trialled at the Fivehead Wastewater Treatment Works near Taunton earlier this year.

**Health Research Grant:** The National Institute for Health and Care Research has awarded Somerset £5m over five years to form a Health Determinants Research Collaboration – a new research partnership to improve health and reduce health inequalities across the county. Somerset's HDRC, which is expected to launch in January 2024, will focus on the building blocks of good health such as housing, education and the physical environment to tackle the root causes of health inequalities and wider deprivation. Through the programme, the council will involve communities in applying evidence about the building blocks of health to local decisions, and in doing new research where there is not enough evidence.

**The Range:** A Taunton superstore has been fined £960,000, reduced to £640,000 for an early guilty plea, for food hygiene offences following a successful prosecution by Somerset Council. Guilty pleas were entered by CDS (Superstores International) Ltd, operating as The Range Home and Leisure at Hankridge, Taunton, for seven food hygiene offences in September 2023. An Emergency Hygiene Prohibition Notice was served in August 2022 to prohibit the business selling food for human consumption. During monitoring visits made to the premises, it was found that food was being sold in contravention to the Order which could have caused an imminent risk to health.

**School Appeals Panel Members:** Somerset Council is looking for new volunteers to become Independent Panel Members for School Appeals. Independent Panels hear and decide on admission, exclusion and transport issues for maintained schools and Academy schools in Somerset. A panel meets when a parent or school lodges an appeal against a decision related to a child's education. These panels are independent of Somerset Council and the governing bodies of the school. The Panels meet online so there is no need to travel, and applications are welcome from across Somerset. No qualifications are needed and full training is provided. For more information, and to apply, please visit [www.assemblevolunteers.somerset.gov.uk/opportunities/50638-independent-school-appeals-panels-member-2023-07-17](http://www.assemblevolunteers.somerset.gov.uk/opportunities/50638-independent-school-appeals-panels-member-2023-07-17) or email [neil.milne@somerset.gov.uk](mailto:neil.milne@somerset.gov.uk)

**Minutes of a meeting of an Extraordinary Towns Improvements  
Committee held on 13<sup>th</sup> December 2023 at The Princess Theatre,  
Princess Street, Burnham-on-Sea at 7 pm**

**Present:** Councillors J. Warren (Chair), P. Clayton, M. Facey, G. Gudka, C. Searing, B. Vickers

**In attendance:** E. Dutton, Deputy Town Clerk and 2 members of the public.

**Public Participation:**

One member of the public stated that the Towns needed more information leaflets and the Council should consider paying for them.

**92.0.I23 Apologies for absence**

Apologies were received from Councillor Wynn.

**93.0.I23 To receive any declarations of interest on items included on this agenda**

There were no declarations of interests.

**94.0.I23 To consider the draft committee budget, deferred from last meeting, for recommendation to the Finance and Resources Committee**

The draft budget was reviewed and Councillors were given the opportunity to raise questions, which were answered. Amendments were made as agreed.

**Resolved** that the Committee submits the budget request for £68,690 (£560 income, expenditure £69,250) to the Finance & Resources Committee.

**95.0.I23 Date of next meeting**

The next meeting of the Town Improvements Committee is scheduled for 22<sup>nd</sup> January 2024 at 7 pm.



**Minutes of a meeting of the Towns Improvements Committee held on 22<sup>nd</sup> January 2024 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

**Present:** Councillors J. Warren (Chair), P. Clayton, M. Facey, G. Gudka, C. Searing, B. Vickers

**In attendance:** E. Dutton (Deputy Town Clerk) and 4 members of the public

**Public Participation:**

A member of the public spoke regarding agenda item 105.0.124 they asked the Committee to consider that if the continental market operator was reputable to give it a go for one year.

**96.0.124 Apologies for absence**

Apologies were received from Councillor Wynn.

**97.0.124 To receive any declarations of interest on items included on this agenda**

There were no declarations of interests.

**98.0.124 To receive and approve the minutes of the TIMPS meeting held on 13<sup>th</sup> November and the Extraordinary meeting held on 13<sup>th</sup> December 2023**

The minutes of the previous meeting of the Towns Improvements Committee meeting held on 13<sup>th</sup> November 2023 and the Extraordinary meeting held on 13<sup>th</sup> December 2023, were presented by the Chairman.

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

**99.0.124 Matters arising from previous minutes**

The Nornen Street Art are liaising directly with Berrow for the display of their artwork.

DBS checks have not yet been undertaken, due to needing to use an umbrella company and not meeting their specified conditions of a minimum of 5 applicants.



**100.0.124 To receive the Chairs report**

The Chairman reported that the litter in the town has gotten significantly worse and suggested the Town Council should fully embrace the Great British Spring Clean between the 15<sup>th</sup> and 31<sup>st</sup> March 2024.

**101.0.124 To receive update report from the Town Rangers**

The Town Rangers report was noted.

Councillor Gudka asked the Deputy Clerk if the next report could show what the Rangers had planned for the next 3 months.

**102.0.124 To receive a verbal update on the Christmas lights**

The Deputy Clerk stated that several issues had arisen with the displays and a meeting with the contractor has been arranged as per the contract. This will be reported back to the next meeting.

**103.0.124 To note the most recent committee income and expenditure report**

No queries were raised and the report was noted.

**104.0.124 To note the most recent footfall report**

The footfall report was noted.

**105.0.124 To consider request to hold a continental market**

An email from the Retail Group stating they were against holding the market had been circulated prior to the meeting for the Members consideration.

**Resolved** that the Committee requested the Deputy Clerk to invite the organising company to attend a meeting for further discussion, with the possibility of holding the market after the school holidays in September. A full detailed business plan will be required to include details of what is sold on the stalls, responsibility of the clean-up and how they intend to pick local traders.

**106.0.124 To consider request from St Joseph's School for a dog bin to be placed at the lane leading into the School**

**Resolved** that the Committee agree to pay Somerset Council for the purchase and installation of a new post and dog poo bin at a cost of £200 and emptying of the bin 2 times per week at a cost of £278 per annum.

The Committee requested the Deputy Clerk contacts St Joseph's School and gain further information to find the best location to place the dog bin.

**107.0.I24 To consider reprinting of railway leaflets and Town Crier postcards**

Further information from the Tourist Information was requested on whether they are required and for consideration at the next meeting.

**108.0.I24 To consider report regarding Temporary Traffic Regulation Order application for 2024 events**

**Resolved** that the Committee submit a joint TTRO with The Burnham Chamber of Trade and Our Highbridge for the Fireworks and other events within the towns, at a cost £575, to be taken from the events budget 400/4465.

**109.0.I24 Date of next meeting**

To note the date of the next meeting, which is scheduled **25<sup>th</sup> March 2024 at 7pm.**



**Minutes of a meeting of the Princess Management Committee held  
on 19<sup>th</sup> December 2023 in the Council Chamber, The Old  
Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

**Present:** Councillors S. Perry (Chair), P. Clayton, J. Flurry, C. Searing, B. Vickers, J. Warren

**In attendance:** K Noble (Town Clerk), J Hook (Theatre Manager) and 5 members of the public

**Public Participation:** One member of the public stated that a friend who wanted to attend the free Carnival Queen selection event, was asked to pay a fee on the door.

Another member of the public raised concerns about fire safety and issues with the seating due to the kickboards reducing the leg room.

**75.0.M23 Apologies for absence**

Apologies were received from Councillor Keen.

**76.0.M23 To receive any declarations of interest on items included on this agenda**

There were no declarations of interests.

**77.0.M23 To receive and approve the minutes of the Princess Management meeting held on 21<sup>st</sup> November 2023**

The minutes of the previous meeting of the Princess Management Committee, held on 21<sup>st</sup> November 2023, were presented by the Chair.

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

**78.0.M23 Matters arising from previous minutes**

The Theatre Manager gave a further update regarding the kickboards and confirmed work is being undertaken on options for covering the seating area when not in use.

The defibrillator has been installed and thanks were given to Tesco's.

**79.0.M23 To receive the Chairs report**

The Chair had attended one of the Cinderella shows. With approximately 50 young people on the stage their enjoyment was shared by all. Over 700 had attended the show performances.

A thank you party organised for the volunteers, which was funded by the Town Council and a grant from Sedgemoor District Council, was enjoyed by all. Staff were thanked for organising the event and councillors and staff were thanked for donating the raffle prizes.

Signed by Chair.....

date.....



**80.0.M23 To receive the Princess update report**

The Theatre Manager gave an overview of the circulated report.

The Cinderella production was a huge success and the children who took part were thrilled and proud to be on a professional stage.

Three more shows for next year have been confirmed today.

Tickets sales have increased for the same period last year.

It was noted that the Comedy Network had been missed off the report, but it was stated it had been well attended with nearly 60 people purchasing tickets. The later start time will hopefully encourage more attendees.

'A panto in a week' is taking place at the Theatre and the performance to participants relatives etc is taking place on Thursday.

**81.0.M23 To note the most recent committee income and expenditure report**

The Theatre Manager explained the change to the income and expenditure reporting and the differences between the three different show options. Monies are held in a control accounts until the show has taken place and then the funds are allocated to the nominal codes, which reflect the actual amounts.

A question regarding the technical income was raised and it was confirmed the monies are included in the box office revenue.

The pv cells were only fitted in September, so unlikely to achieve the anticipated income for this year.

Other questions raised were answered.

The report was noted.

**82.0.M23 To receive update on the implementation of the Theatre review recommendations**

Since the Theatre Manager and Marketing and Programming Officer have been at the Theatre, a lot of work has been undertaken to streamline processes. Recommendations from the review are being progressed and implemented including that of the staffing structure, a review of the contracts and improvements to marketing and programming, and this will continue. The Café lease has been reviewed and extended for 1 year with amended terms and the contract is to be finalised.

The Theatre Manager and Responsible Finance Officer have undertaken a lot of work on the accounts.

A full update will be given in due course.



**83.0.M23 To consider amendments to community users Theatre charges for 2024/25, as deferred from the last meeting**

Councillors Vickers confirmed a meeting had taken place and at this stage no further changes were proposed. This could be reviewed again in the future.

**Resolved** that the community users charges, as attached, are approved.

**84.0.M23 To consider the draft committee budget for a recommendation to the Finance and Resources Committee**

An amendment was made to the six-month figures for the art sales/participation, due to re-coding.

As agreed at the Human Resources Sub-Committee, in consultation with the Princess Management Committee and then approved by the Finance and Resources Committee, the vacant Front of House position has been removed from the staffing structure and the budget line has been removed. The Committees also agreed for Casual Duty Officers to be appointed to help during busy periods.

A Councillor stated that the budget showed progress and a step in the right direction.

Queries raised were answered by the Theatre Manager.

It was also confirmed that a marketing campaign promoting the rooms for hire will be undertaken in due course.

**Resolved** that the Committee submits the budget request for £177,297 (£71,900 income, expenditure £249,197) to the Finance & Resources Committee.

**85.0.M23 Date of next meeting**

The next meeting is scheduled for 16<sup>th</sup> January 2024 at 7pm.



**Minutes of a meeting of the Planning Committee held on 20<sup>th</sup>  
December 2023 in the Council Chamber, The Old Courthouse,  
Jaycroft Road, Burnham-on-Sea at 7 pm**

**Present:** Councillors A Elrick (Chairman), P Clayton, B Metcalfe, B Vickers

**In attendance:** Elaine Dutton, Deputy Town Clerk and 1 member of the public

**Public Participation:**

There were no representations made.

**121.0.P23 To receive apologies for absence**

Apologies were received from Councillors Wynn, Flurry and Baker.

**122.0.P23 To receive any declarations of interest on items included on this agenda**

There were no declarations of interests.

**123.0.P23 To receive and approve the minutes of the Planning meeting held on 29<sup>th</sup> November 2023**

The minutes of the previous meeting of the Planning Committee, held on 29<sup>th</sup> November 2023, were presented to the Chairman.

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

**124.0.P23 To consider the following planning applications, copies of which are available from: [https://sdc.somerset.gov.uk/planning\\_online](https://sdc.somerset.gov.uk/planning_online)**

**124.1.P23 Planning application number: 11/23/00110/CM**

**Proposal:** Erection of extension to south elevation

**Location:** 10 Nightingale Close, Burnham-on-Sea

**Resolved** to support this application.

**124.2.P23 Planning application number: 11/23/00117/CM**

**Proposal:** Erection of extension to east elevation and ramp to rear garden

**Location:** 8 Trinity Rise, Burnham-on-Sea

**Resolved** to support this application.

Signed by Chair.....

Date.....



**124.3.P23 Planning application number: 11/23/00120/AGE**

**Proposal:** Erection of 4 no.non-illuminated advertisement/sponsorship signs

**Location:** Isleport roundabout, Bristol Road, Highbridge

**Resolved** to support this application.

**124.4.P23 Planning application number: 11/23/00121/POA**

**Proposal:** Proposed erection of new 2 bed dwelling, with associated parking

**Location:** Land to the south of 11 Isleport Lane, Highbridge

**Resolved** to support this application.

**124.5.P23 Planning application number: 11/23/00122/CM**

**Proposal:** Erection of extension to south-west elevation and interior alterations

**Location:** 37 St Marys Road, Burnham-on-Sea

**Resolved** to support this application.

**125.0.P23 Application are for noting**

11/23/00126/SR - 1A Gardenhurst, Burnham-on-Sea

Fell 1 no. Scots Pine (T1) (TPO Ref A2)

SDC565937265 - Mr Beans, 59-61 High Street, Burnham-on-Sea

Application for a new pavement licence

The applications were noted.

**126.0.P23 Date of next meeting**

The next meeting of the Committee is scheduled for 10<sup>th</sup> January 2024 at 7 pm.



**Minutes of a meeting of the Planning Committee held on 10<sup>th</sup>  
January 2024 in the Council Chamber, The Old Courthouse,  
Jaycroft Road, Burnham-on-Sea at 7 pm**

**Present:** Councillors R. Baker, P. Clayton, J. Flurry, B. Metcalfe, B. Vickers

**In attendance:** Elaine Dutton, Deputy Town Clerk, and 4 members of public

In the absence of the Committee Chairman, Cllr Clayton Chaired the meeting.

**Public Participation:**

There was 1 member of the public that spoke against planning application number 11/23/00112/CM.

**127.0.P24 To receive apologies for absence**

Apologies were received from Councillors Elrick and Wynn.

**128.0.P24 To receive any declarations of interest on items included on this agenda**

There were no declarations of interest.

**129.0.P24 To receive and approve the minutes of the Planning meeting held on 20<sup>th</sup> December 2023**

The minutes of the previous meeting of the Planning Committee, held on 20<sup>th</sup> December 2023, were presented to the Chairman.

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

**130.0.P24 To consider the following Planning Applications, copies of which are available from: [https://sdc.somerset.gov.uk/planning\\_online](https://sdc.somerset.gov.uk/planning_online)**

**130.1.P24 Planning application number: 11/23/00099/CM**

**Proposal:** Loft conversion, with the erection of a dormer to the rear side (east) roof and the installation of velux balcony window to the front (south) roof

**Location:** 26 Clyce Road, Highbridge

**Resolved:** To support this application.

**130.2.P24 Planning application number: 11/23/00112/CM**

**Proposal:** Retrospective application for erection of a storage building

**Location:** 30A Highbridge Road, Burnham-on-Sea

**Resolved:** To object to this application due to the impact of the building on its neighbours through loss of privacy, noise, out of keeping, visual impact. The building is within 2 metres of the neighbouring property therefore the apex exceeds the 2.5m height allowed.

**130.3.P24 Planning application number: 11/23/00124/POA**

**Proposal:** Erection of 70 bed care home on site of existing (to be demolished) including parking provision and associated works

**Location:** 19 Oxford Street, Burnham-on-Sea

**Resolved:** to object to this application due to a lack of parking provision. There are not enough allocated spaces.

The committee would also like it noted they would like to see some of the buildings history preserved and any change of use must be made in a new application.

**131.0.P24 Application for noting**

11/23/00132/SR - 5A Gardenhurst, Burnham-on-Sea

Crown reduce height of London plane (T1) (TPO ref G1) by 2-2.5m, reduce laterals by approx 1.5m to provide a 2m clearance from the property and crown lift by 1.5m above ground level to provide clearance over boundary wall and neighbouring property's garage

The application was noted.

**132.0.P24 Date of next meeting**

The next meeting of the Committee is scheduled for 31<sup>st</sup> January 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 national 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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& Highbridge**  
TOWN COUNCIL

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.



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

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.....



## DATE OF

| INVOICE    | SUPPLIER                          | INVOICE NUMBER    | DESCRIPTION                                    | NET       | VAT     | GROSS      |
|------------|-----------------------------------|-------------------|--|-----------|---------|------------|
| 25/10/2023 | Avalon                            | 1913              | performance fee deposit                        | £650.00   | £130.00 | £780.00    |
| 06/12/2023 | Bravo                             | 728               | Technician Princess Vol Party                  | £76.00    | £15.20  | £91.20     |
| 06/12/2023 | Business Waste                    | P1281213          | Paper waste - TC                               | £11.00    | £2.20   | £13.20     |
| 06/12/2023 | Business Waste                    | C1281212          | Paper waste - TC                               | -£11.00   | -£2.20  | -£13.20    |
| 08/12/2023 | Business Waste                    | P1281606          | Paper waste - TC                               | £11.00    | £2.20   | £13.20     |
| 08/12/2023 | Business Waste                    | C1281605          | Paper waste - TC                               | -£11.00   | -£2.20  | -£13.20    |
| 05/12/2023 | Gwilliams                         | INV-16372         | mowers repairs - cemeteries                    | £176.71   | £35.34  | £212.05    |
| 08/12/2023 | Microshade                        | 18644             | IT Services                                    | £920.16   | £184.03 | £1,104.19  |
| 30/11/2023 | MJ Church                         | 497602            | Waste services - cemeteries                    | £20.74    | £4.15   | £24.89     |
| 30/11/2023 | MJ Church                         | 497603            | Waste services - cemeteries                    | £26.86    | £5.37   | £32.23     |
| 30/11/2023 | MJ Church                         | 497604            | Waste services - cemeteries                    | £33.66    | £6.73   | £40.39     |
| 05/12/2023 | Pozitive Energy                   | 4104820234583590  | Utilities - PT                                 | £2,079.09 | £415.82 | £2,494.91  |
| 21/11/2023 | Proper Job                        | Z0009T02-467392   | Cleaning materials - cemeteries                | £5.47     | £1.10   | £6.57      |
| 01/12/2023 | Proper Job                        | Z0009T02-470634   | sweets - PT                                    | £28.62    | £5.72   | £34.34     |
| 05/12/2023 | Proper Job                        | Z0009T02-471696   | Bow handle-aluminium                           | £2.49     | £0.50   | £2.99      |
| 10/11/2023 | Proper Job                        | Z0009T03-1469352  | sweets - PT                                    | £19.57    | £3.91   | £23.48     |
| 05/12/2023 | Somerset Council                  | 30042228          | installation & maintenance - Flowers           | £4,355.00 | £871.00 | £5,226.00  |
| 06/12/2023 | Steve Parker Services Ltd         | 1083              | annual service pumping system - Cemeteries     | £420.00   | £84.00  | £504.00    |
| 08/12/2023 | The Bluebirds                     | INV-0089          | 10 x sessions Choir Oct-Dec - PT               |           |         | £525.00    |
| 02/10/2023 | Toolstation                       | XWW453316103      | safety boots - Cemeteries                      | £33.52    | -£0.29  | £33.23     |
| 24/10/2023 | Toolstation                       | XWW474192836      | cable ties for Poppies for lamposts            | £25.28    | £5.06   | £30.34     |
| 02/11/2023 | Toolstation                       | XWW482248682      | rechargeable batteries for PAT tester          | £18.20    | £3.64   | £21.84     |
| 02/11/2023 | Toolstation                       | XWW482259619      | tape measure - Cemeteries                      | £5.52     | £1.11   | £6.63      |
| 07/12/2023 | V Jones                           | 6378              | Plumbing works - PT                            |           |         | £122.00    |
| 24/11/2023 | Worle Operatic & Dramatic Society | SI-1951           | Sister Act - settlement                        |           |         | £11,343.78 |
| 05/12/2023 | Derek Jones                       | 6                 | Organ playing - Carol Service Highbridge       |           |         | £35.00     |
| 12/12/2023 | Ms R Tree                         | 2022001074        | Take a Chance on Us Show settlement            |           |         | £2,860.16  |
| 10/12/2023 | Bridge Solutions                  | DG-12514          | Phone system                                   | £222.94   | £44.59  | £267.53    |
| 11/12/2023 | Iris                              | INV-ISL-0359488   | Payroll services                               | £112.61   | £22.52  | £135.13    |
| 14/12/2023 | Amazon                            | GB31SDWABEY       | microwave - TC                                 | £74.98    | £15.00  | £89.98     |
| 03/12/2023 | Sarah-Louise Hay                  | AEWKB181123SLY    | An Evening Without Kate Bush - show settlement |           |         | £954.13    |
| 13/12/2023 | Elan City                         | SAJ-UK/2023/01482 | Battery for SIDS radar                         | £91.66    | £18.33  | £109.99    |
| 14/12/2023 | Toolstation                       | XWW521335991      | Riveter, rivet pack & drill bit set            | £40.33    | £8.07   | £48.40     |

## Cashbook payments

Somerset Council

Mar-23 pension payment

£5,783.40

£32,943.78

| DATE OF INVOICE | SUPPLIER                              | INVOICE NUMBER              | DESCRIPTION  | NET     | VAT     | GROSS     |
|-----------------|---------------------------------------|-----------------------------|--|---------|---------|-----------|
| 02/01/2024      | Amazon                                | INV-FR-881203615-2024-1     | ride on mower jack lift & accessories                |         |         | £139.98   |
| 09/01/2024      | Steve Parker Services Ltd             |                             | 1110 Repairs to BOS Cem Pump                         | £240.00 | £48.00  | £288.00   |
| 09/01/2024      | Steve Parker Services Ltd             |                             | 1109 Repairs to Brent Road Cem Pump                  | £387.15 | £77.43  | £464.58   |
| 09/01/2024      | Robert Fay                            | 8 - Apex                    | settlement for art sale                              |         |         | £45.60    |
| 08/01/2024      | Ball Fire Protection                  |                             | 26069 fire extinguisher service & replace            | £410.65 | £82.13  | £492.78   |
| 10/01/2024      | Bridge Solutions                      | DG-12960                    | Phone system   | £222.88 | £44.58  | £267.46   |
| 31/12/2023      | Business Waste                        | P1303943                    | Paper waste - TC                                     | £2.52   | £0.50   | £3.02     |
| 10/01/2024      | Iris                                  | INV-ISL-0377374             | payroll services                                     | £112.61 | £22.52  | £135.13   |
| 05/01/2024      | KJ Cleaning Services                  | PrincessT005                | Cleaning - PT  |         |         | £360.00   |
| 08/01/2024      | Microshade                            |                             | 18778 IT Services                                    | £931.51 | £186.30 | £1,117.81 |
| 31/12/2023      | MJ Church                             | B13697-502589               | Waste services - cemeteries                          | £28.56  | £5.71   | £34.27    |
| 31/12/2023      | MJ Church                             | B13697-502590               | Waste services - cemeteries                          | £41.14  | £8.23   | £49.37    |
| 31/12/2023      | MJ Church                             | B13697-502591               | Waste services - cemeteries                          | £27.20  | £5.44   | £32.64    |
| 06/01/2024      | Mynett Electrical                     |                             | 127564 fix faulty emergency exit lighting            | £86.03  | £17.21  | £103.24   |
| 10/01/2024      | Robson Electrics                      |                             | 91712 disconnection & removal Xmas trees             | £920.00 | £184.00 | £1,104.00 |
| 05/01/2024      | Screwfix                              | 1451235895                  | Chainsaw safety gloves PPE cemeteries                | £20.83  | £4.16   | £24.99    |
| 22/12/2023      | Spansec Security                      | 228481                      | renewal of alarm contract                            | £492.24 | £98.45  | £590.69   |
| 05/01/2024      | Toolstation                           | XWW535017358                | torches and hooks for fire safety Hi-Viz Fire Warden | £21.44  | £4.29   | £25.73    |
| 12/01/2024      | Amazon                                | INV-GB-2107583995-2024-212  | Poster frames - Princess Theatre                     | £250.96 | £50.19  | £301.15   |
| 12/01/2024      | V Jones                               |                             | 6385 supply & install hot water heaters              |         |         | £2,174.00 |
| 20/11/2023      | Bravo                                 |                             | 680 Technician fees - Princess                       | £314.68 | £62.94  | £377.62   |
| 20/11/2023      | Bravo                                 |                             | 695 Technician fees - Princess                       | £162.00 | £32.40  | £194.40   |
| 16/01/2024      | Amazon                                | GB41ENZABEY                 | safety sign door                                     | £6.24   | £1.25   | £7.49     |
| 16/01/2024      | Amazon                                | DS-ASE-INV-GB-2024-24020988 | Cloverleaf socket converter for PAT testing machine  |         |         | £4.98     |
| 15/01/2024      | V Jones                               |                             | 6386 replace external bib taps - allotments          |         |         | £135.00   |
| 10/01/2024      | GT Building Services                  |                             | 15928 annual boiler service - The Old Courthouse     | £235.00 | £47.00  | £282.00   |
| 16/01/2024      | Spot on Supplies                      |                             | 31653382 toilet roll                                 | £59.92  | £11.98  | £71.90    |
| 15/01/2024      | Screwfix                              | 1454315792                  | Fire & Smoke door seals - Princess Theatre           | £29.16  | £5.83   | £34.99    |
| 16/01/2024      | Arien Designs Limited                 |                             | 8974 Update of civic boards                          | £67.75  | £13.55  | £81.30    |
| 16/01/2024      | Mr P Parfitt                          | 16.01.24                    | Grave digging - Cemeteries                           |         |         | £1,246.00 |
| 17/01/2024      | Highbridge Community Hall             | 24.01.24                    | room hire  |         |         | £15.00    |
| 10/01/2024      | Les Locksmith & Building Services Ltd | 10.01.24                    | Change lock at SS&L Building for survey              |         |         | £160.00   |
| 16/01/2024      | Proper Job                            | Z0009T03-1478119            | storage boxes -PT                                    | £25.40  | £5.08   | £30.48    |
| 18/01/2024      | PPL PRS                               | 01733196SIN2613450          | PRS Music licence                                    | £473.43 | £94.69  | £568.12   |

Cashbook payments

Somerset Council

Jan-24 pension payment

£8,944.58£19,908.30



15/01/2024

## Burnham &amp; Highbridge Town Council 2023/24

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

Month No: 9

## Cost Centre Report

|  | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>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%         |                         |

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

Month No: 9

## Cost Centre Report

|   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>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<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent        | Transfer<br>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<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>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<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>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 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      | <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<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>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>         |                       |                          |                          |                    |         |                         |



## 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

| Cost Code  |                                  | 2022/23 |        | 2023/24 |             |           | 2024/25 | NOTES  |
|------------|----------------------------------|---------|--------|---------|-------------|-----------|---------|--|
|            |                                  | 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  |
|            | <b>TOTAL</b>                     | <b>107,845</b>   | <b>248,621</b> | <b>105,355</b>   | <b>133,259</b>     | <b>196,671</b>   | <b>118,025</b> |  |
|            |                                  |                  |                |                  |                    |                  |                |  |
|            |                                  | <b>2022/2023</b> |                | <b>2023/2024</b> |                    |                  | <b>2024/25</b> | <b>NOTES</b>   |
|            |                                  | <b>Budget</b>    | <b>Actual</b>  | <b>Budget</b>    | <b>To end Sept</b> | <b>Est Y End</b> | <b>Budget</b>  |  |
|            | <b>EXPENDITURE</b>               |                  |                |                  |                    |                  |                |  |
|            |                                  |                  |                |                  |                    |                  |                |  |
| <b>100</b> | <b>MANAGEMENT AND COMPLIANCE</b> |                  |                |                  |                    |                  |                |  |
| 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 | 15,000 |   |
|            |   |        |        |        |        |        |        |   |
| <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    | -      | to be removed   |
|            |   |        |        |        |        |        |        |   |
| <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 | Earmark  |
|            | DEFIBRILLATOR                  |        |        |        |        |        | 250    | New Nominal to be added  |
| <b>410</b> | <b>TOWN RANGERS</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>CEMETERIES</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>1,070,926</b> |   |

| <b>BUDGET</b> | 2023/24 | 2024/25   |
|---------------|---------|-----------|
|               | £       | £         |
| INCOME        | 105,355 | 118,025   |
| EXPENDITURE   | 955,870 | 1,070,926 |
| DIFFERENCE    | 850,515 | 952,901   |

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

| <u>Account</u>                         | <u>Current Balance</u> | <u>Transfer<br/>to/from other<br/>EMR's</u> | <u>Proposed<br/>Balance</u> | <u>Transfer to<br/>General Reserves</u> | <u>Expected to be<br/>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                                |   |

**Precept 2024/25****Recommendation from the Finances and Resource Committee**

If the budget is approved at £952,901. The 2024/25 recommended Precept request is £952,901, with £0 being used from general reserves. This would leave approximately £367,357 in general reserves (c.4 months expenditure).

Tax base for 2024/25 – 6644.64

| <b>Budget</b> | <b>Precept request £</b> | <b>To be taken from reserves</b> | <b>Band D £</b> | <b>Annual Increase £</b> |
|---------------|--------------------------|----------------------------------|-----------------|--------------------------|
| 952,901       | 952,901                  | 0                                | 143.41          | 27.31                    |

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



**Burnham-on-sea & Highbridge Town Council Community Infrastructure Levy Funds****BURNHAM-ON-SEA**

| <u>Date</u> | <u>Details</u>   | <u>Monies<br/>received</u> | <u>Expiry date</u> | <u>Monies<br/>spent</u> | <u>Date</u> | <u>Details</u>                                 | <u>Current<br/>balance</u> |
|-------------|--|----------------------------|--------------------|-------------------------|-------------|--|----------------------------|
| 31/05/2017  | Burnham  | £1,529                     | 30/04/2022         | £1,529                  | 13/06/2022  | B & H Community grant - spent from Burnham EMR | £0                         |
| 21/11/2017  | Burnham  | £117                       | 31/10/2022         | £117                    | 13/06/2022  | B & H Community grant - spent from Burnham EMR | £0                         |
| 23/10/2018  | Burnham  | £710                       | 30/09/2023         | £710                    | 13/06/2022  | B & H Community grant - spent from Burnham EMR | £0                         |
| 22/10/2019  | Burnham  | £983                       | 30/09/2024         | £983                    | 13/06/2022  | B & H Community grant - spent from Burnham EMR | £0                         |
| 22/10/2019  | Burnham  | £605                       | 30/09/2024         | £605                    | 13/06/2022  | B & H Community grant - spent from Burnham EMR | £0                         |
| 10/12/2019  | Burnham  | £403                       | 30/11/2024         | £403                    | 13/06/2022  | B & H Community grant - spent from Burnham EMR | £0                         |
| 30/09/2021  | Burnham  | £3,348                     | 30/09/2026         | £3,348                  | 13/06/2022  | B & H Community grant - spent from Burnham EMR | £0                         |
| 06/04/2022  | 11/20/00045 8 dwellings off Berrow Road (Montgomery Fields – just past garage on RHS) – Burnham-on-Sea | £3,348                     | 06/04/2027         |                         |             |  | £3,348                     |
| 12/08/2022  | 11/20/00040 4 dwellings on 19 Oxford Street – Burnham-on-Sea   | £5,473                     | 12/08/2027         |                         |             |  | £5,473                     |
| 04/07/2023  | 11/22/00035 – 33 College Street, Burnham-on-Sea  | £1,386                     | 04/07/2028         |                         |             |  | £1,386                     |

**HIGHBRIDGE**

|            |  |         |            |        |             |   |                |
|------------|--|---------|------------|--------|-------------|---|----------------|
|            |  |         |            |        |             |   | <u>£10,207</u> |
| 09/05/2018 | Highbridge   | £1,765  | 04/05/2023 | £1,765 | Ap-Aug 2022 | 29/04/22 London Connection SFG £640.<br>27/06/22 Maiseys SF Grant £1,000.<br>26/08/22 Shop Front Grant HB £125 of £1,000.   | £0             |
| 23/10/2018 | Highbridge   | £6,561  | 23/10/2023 | £3,363 | 26/08/2022  | 26/08/22 Shop Front Grant HB £875 of £1,000.<br>26/08/22 Shop Front Grant HB £875.<br>10/10/23 Christmas lights HB £1,613 (HB proportion) - subject to Council approval | £3,198         |
| 16/04/2019 | Highbridge   | £8,747  | 31/03/2024 |        |             |   | £8,747         |
| 22/10/2019 | Highbridge   | £6,561  | 30/09/2024 |        |             |   | £6,561         |
| 22/10/2019 | Highbridge   | £808    | 30/09/2024 |        |             |   | £808           |
| 22/10/2019 | Highbridge   | £5,103  | 30/09/2024 |        |             |   | £5,103         |
| 22/10/2019 | Highbridge   | £1      | 30/09/2024 |        |             |   | £1             |
| 10/12/2019 | Highbridge   | £3,402  | 30/11/2024 |        |             |   | £3,402         |
| 12/01/2021 | Highbridge   | £6,561  | 12/01/2026 |        |             |   | £6,561         |
| 12/01/2021 | Highbridge   | £590    | 12/01/2026 |        |             |   | £590           |
| 26/04/2022 | 11/19/00128 Highbridge   | £11,141 | 26/04/2027 |        |             |   | £11,141        |
| 01/09/2022 | 11/19/00128 46 dwellings on land to the north of Walrow (by railway bridge) - Highbridge | £11,141 | 01/09/2027 |        |             |   | £11,141        |
| 04/07/2023 | Highbridge 11/19/00128 – land to the north of Walrow, Walrow Road, Highbridge            | £11,141 | 04/07/2028 |        |             |   | £11,141        |
| 04/07/2023 | Highbridge 11/22/00030 – land to the east of Isleport Lane, Highbridge                   | £51,245 | 04/07/2028 |        |             |   | £51,245        |

£119,637**TOTAL CIL MONIES REMAINING****£129,844**

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**Report for councillors:**

**Telephone, Broadband and Wi-Fi  
contract**

**Issued to:**

**Town Council Meeting 30/01/2024**

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### **Purpose of Report**

For members to consider quotations and agree a contract for the provision of telephone and broadband, at the Town Council offices and Princess Theatre.

### **Background**

The Town Councils current contract for telephone and broadband ends in January. The current provision has had functionality issues which means that operations are not as efficient as they could be and support from our provider has also not been proactive.

The need is for a softphone that can be installed on our laptops and workstations that we will be able to work from anywhere without causing any service issues. Calls can be transferred when answered and there is the ability to record calls for training and quality purposes.

The background portals from all of these providers allow us to manage how our calls are handled. There is the ability to change the main answer messages at a click of a button and answerphone facilities for everyone.

All the options can grow with staffing numbers and provide support which includes a helpline and email contact for any issues that arise.

**Options A and B** offer mobile apps as standard for each user, so can easily be accessed if working from home.

**Option C** requires you to use their handsets, which would mean taking the unit with you when you work from home and then becomes reliant on roaming signal, therefore making the likelihood of reception not very good.

I have had demonstrations on all of the systems and they are all user friendly.

The routers will need upgrading as our old ones are end of life.

## Financial Implications

The Town Council are currently paying £267 a month.

Prices shown are for 10 users.

| Company    | 2 Years<br>Includes<br>Broadband<br>per month | 3 Years<br>Includes<br>Broadband<br>per month | Annual<br>Cost   | One off fee  | New Router  |
|------------|---|---|--|--|---|
| <b>A -</b> | £345.56                                       | £345.56                                       | £4146.72   | £95.95   | £382 each<br>plus<br>engineer to install<br>£420  |
| <b>B -</b> | £272.50                                       | £270.00                                       | <b>2 year</b><br>contract<br>£3270<br><br><b>3 year</b><br>contract<br>£3240 | <b>2 year</b><br>contract £850<br><br><b>3 year</b><br>contract<br>£0.00 | <b>2 year</b> contract £390<br><br><b>3 year</b> contract £0.00<br>Includes 2 new<br>complementary<br>routers and<br>installation |
| <b>C -</b> | £311.16                                       | £311.16                                       | £3733.92   | £150.00  | £418 per router   |

## Recommendation

The recommendation is for option B on a 3 year contract, as it is the cheapest overall, has no one off fees, includes 2 new routers and it provides everything that the Council requires.

Elaine Dutton Deputy Clerk

January 2024

## Consultation on a Material Change to Hinkley Point C's Development Consent Order

Following the approval of Hinkley Point C's Development Consent Order in 2013 and the start of construction in 2016 we have continued to develop our project and are now proposing to apply for consent to make a number of further changes to our original plans – helping to implement current best practice and make the operational station more efficient.

From today until the 29th February, we will be seeking your views on a number of proposed changes through a public consultation that will allow us to shape our application before it is submitted in early 2025.

The consultation will cover a range of different changes and includes alterations to Hinkley Point C's;

### **ACOUSTIC FISH DETERRENT**

The removal of the requirement to install an Acoustic Fish Deterrent system associated with the power station's cooling water system.

We will also be seeking your views on our plans to create over 300 hectares of new habitat. Our plans include proposals for large areas of new saltmarsh but also includes the planting of seagrass and kelp, developing native oyster beds and removing weirs on three rivers to help migrating fish to reach their breeding grounds.

### **INTERIM SPENT FUEL STORE**

A change from a 'wet' interim spent fuel store to a 'dry' interim spent fuel store and associated increase in the building's size.

### **EQUIPMENT STORAGE BUILDING**

Replacement of the previously proposed access control building for the interim spent fuel store with a larger new equipment storage building.

### **METEOROLOGICAL MAST**

The redesign, relocation and lowering of the meteorological mast and removal of supporting meteorological station that is no longer required.

### **RETENTION OF ELECTRICAL SUBSTATION**

The retention of the existing temporary electrical substation as a permanent feature in order to supply electricity to neighbouring Hinkley Point A and Hinkley Point B power stations during their decommissioning.

### **SLUICE GATE STORAGE STRUCTURES**

The addition of four new structures to house sluice gates and lifting beams in the area close to the power station's cooling water forebays.

More information, including detailed proposals for all the changes is available online – please use this link to access the full Hinkley Point C Consultation Overview Document January 2024 :

[www.edfenergy.com/hpc-dco](http://www.edfenergy.com/hpc-dco)

### **Taking Part in the Consultation**

We will also be running a series of public events, both in person and online throughout the consultation period. Please join any of these to explore the plans further, ask questions and share your views that will be used to shape our application. Full details of our events and access to a virtual exhibition is available at [www.edfenergy.com/hpc-dco](http://www.edfenergy.com/hpc-dco)

There were face to face public events held in January

### **Virtual Events**

Thursday 1 February 2024 - 10am - 12pm

There were virtual events held in January.

Kind regards,  
The Hinkley Point C Community Relations Team