



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

19<sup>th</sup> February 2024

To: All Members of the Town Council

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **TOWN COUNCIL** to be held on **27<sup>th</sup> February 2024** at the Morland Hub, Pearce Drive, Highbridge, TA9 3FU at **7.00 pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Building doors will be open at 6:45pm

A handwritten signature in black ink, appearing to be "K Noble", enclosed in a thin black rectangular border.

Katherine Noble  
Town Clerk

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

### **Members of the 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 27<sup>th</sup> February 2024**

**216.0.T24 Apologies for absence**

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

**218.0.T24 To receive and approve the minutes of the Town Council meeting held on 30<sup>th</sup> January 2024**

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

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

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

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

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

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

Planning Committee Meeting 31<sup>st</sup> January

Finance & Resources Committee Meeting 5<sup>th</sup> February

Princess Management Committee Meeting 8<sup>th</sup> February

**224.0.T24 To receive list of payments up to 19<sup>th</sup> January 2024**

**225.0.T24 To receive Town Council Accounts for month of January 2024**

**226.0.T24 To approve the bank reconciliation for January 2024**

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

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

- Better BOS
- Climate and Ecology
- Highbridge Regeneration



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- Office Accommodation
- Homelessness

**229.0.T24 To receive the 2022-23 debtors report and approve write-offs**

**230.0.T24 To consider disbanding the Town Improvements Committee from May 2024**

**231.0.T24 To agree Committee meeting schedule for April - June 2024**

**232.0.T24 To agree the formal response to the objection to the Annual Governance and Accountability Return (AGAR) 2022/23**

**233.0.T24 To review the 2023-2027 Strategic Plan**

**234.0.T24 To review the Allotment Tenancy Agreement**

**235.0.T24 To review and adopt the Planning Pre-Application Discussion Policy**

**236.0.T24 To consider a request from a resident of Brue Farm regarding installation of a defibrillator**

**237.0.T24 Date of next meeting**

The next meeting of the Town Council is scheduled for 2<sup>nd</sup> April 2024 at 7 pm.

**Minutes of a meeting of the Town Council held on 30<sup>th</sup> January 2024  
in the Council Chamber, The Old Courthouse, Jaycroft Road,  
Burnham-on-Sea at 7 pm**

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

**In attendance:** K. Noble (Town Clerk), Nicole Brookes (RFO), 3 members of the public and Sergeant Hardaway

**Public Participation:**

One member of the public had registered to speak but was unable to attend the meeting.

**192.0.T24 Apologies for absence**

Apologies were received from Councillors Baker, Flurry, Elrick and Wynn.

**193.0.T43 To receive any declarations of interest on items included on this agenda**

There were no declarations of interest received.

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

The minutes of the previous meeting of the Town Council, held on 12<sup>th</sup> December 2023, were presented by the Mayor.

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

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

A meeting regarding the 20 mph speed limit by St Andrews School had taken place and a sign will be erected near the Hospital in Love Lane.

A follow up meeting had been held with Phil Curd. Updated data was provided which showed that there was currently no case for a school to be built at the Brue Farm development. This will be monitored and feedback given to the local schools.

The shrubbery in Broadhurst Gardens had not been cut back. This had been passed to Somerset Council and will be chased up.

**196.0.T24 To receive Mayor's report**

The Mayor read out the following statement "We held our Community Carol Service at St John's Church in Highbridge this year. We were pleased to welcome children from Churchfield Church School and King Alfred's School Brass Ensemble. They all added a lovely Christmas feel



to the event. We had readers from local people including Emily Scott (Sopha), Ceri Joyce (Friends of the Memorial Hospital), Nadja McDevitt (Our Highbridge), Rev'd Richard Allen (Churches Together) and Jade Zerk (Hope Baptist Church). It was a lovely evening and enjoyed by all. Many thanks to Revd Martin Little for all his hard work in organising the event.

I supported St Andrews Church, attending the concert by Richard Lennox and friends. It was a wonderful evening with some interesting Christmas music. I then attended the Community Church Christmas Carol Service in Manor Gardens. It was good to see so many coming together to sing carols and it was dry! I then attended St Andrews Carol Service in the evening. Another Community Carol Service which was well supported and had a very interesting interpretation of the usual bible readings. It certainly made us think! Just before Christmas, the Town Crier and I visited some of our Nursing Homes and the Memorial Hospital. It is always good to go out with Alastair as he has such a lot of knowledge of the people and places in our two towns! There was a lot of laughter and chat at each home and in the hospital.

Since Christmas I have been working to further the work of the Climate and Ecology Working Group. There will be a report later.

I also attended the Local Community Network meeting in January. It was focussed on how we could work together to address the devolution of services from Somerset Council, particularly the Highways Steward model."

(Sergeant Hardaway joined the meeting at this juncture)

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

Sergeant Hardaway gave a verbal report. 1042 incidents had been reported in the last 3 months, 205 of which were relating to anti-social behaviour.

The Pub Watch is up and running and the Police are working with the group and local shops.

An e-scooter education action day had taken place and an enforcement action day will take place soon.

Three new PCs are joining the team in the next six weeks.

Councillors were given the opportunity to raise queries which were answered by Sergeant Hardaway.



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

Somerset Councillor Clayton's report had been circulated with the agenda. No questions were raised.

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

Town Improvements Committee - 13<sup>th</sup> December 2023 and 22<sup>nd</sup> January  
Councillor Warren gave an overview of the Chairs report. No questions were raised.

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

Councillor Perry advised that the meeting scheduled for 16<sup>th</sup> January had been postponed until 8<sup>th</sup> February. No questions were raised.

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

Councillor Clayton confirmed that two objections were made at the last meeting. No questions were raised.

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

Councillor Gudka gave an overview of items discussed at the meetings. No questions were raised.

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

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

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

The accounts for December 2023 were received and no queries raised.

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

The Twinning Group's visit to Fritzlar will be taking place from 22<sup>nd</sup>-30<sup>th</sup> June 2024.

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

- Better BOS – Plans to finish work on auditing the town centre were discussed at the last meeting.
- Climate and Ecology – The group are in the process of becoming a CIC and will be called BOSH Green Team.

The Bus Users Group is starting to collect evidence of problems that students are having getting to Weston and Bridgwater College and a meeting will then follow with the relevant organisations.

A follow up meeting with First Bus and the new Lead for Transport and Digital on Somerset Council, Richard Wilkins is also being organised.



Burnham and Weston Solar Energy are still supporting residents with their energy audits and supporting local community groups to do the same building audit.

The Growing Group are working with Burnham and Highbridge in Bloom to apply for funding to plant the Esplanade flower beds with sustainable plants. They have also held 2 Hands On sessions working on flower beds to tidy them up and prepare for spring planting. The Friends of Marine Cove are joining the group.

Our Highbridge and Somerset Wildlife Trust continue to provide opportunities for local people to attend events along the Brue Green Pathway.

The Repair Cafes are continuing to go from strength to strength.

- Highbridge Regeneration - Nick Tait, Somerset Service Manager for Policy, was welcomed to the meeting. A stimulating and interesting discussion took place about the development of various sites in Highbridge. We were able to stress concerns and ask Nick to advocate on our behalf at Somerset, including the dreadful state of the barriers around the old Canal House site and the situation with the St Johns building in Bank St car park. Councillor Hendry is also working hard on these areas.
- Office Accommodation – The survey had been undertaken and the report is awaited.
- Homelessness – An article for the Leveller is being produced.

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

Councillor Gudka gave an overview of the report and confirmed this had been reviewed at the Finance and Resources Committee and actions to address the recommendations are being progressed.

The RFO and Town Clerk were thanked for their work.

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

Councillor Gudka explained the process for drafting the budget and that each Committee made some adjustments to reflect current financial challenges. A substantial increase in the budget is to cover the cost of some Somerset Council Services, so they are not withdrawn, including the provision of public conveniences.

**Resolved** that the budget for 2024/25 of £1,070,926 is approved and the proposed earmarked reserves are carried forward.



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

Councillor Gudka explained the reasoning behind the Finance and Resources Committee's recommendation.

The proposed increase equates to £27.31 on a band D property, taking it to £143.41 per year.

In comparison with other local towns, Burnham-on-Sea and Highbridge would still be one of the lowest precept requests in the County for a band D property.

Somerset Council are offering a council tax reduction scheme.

**Resolved** that the Precept request for 2024/25 is £952,901.

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

The historical records were not complete and finding the data has been challenging. The RFO was thanked for all her work in preparing the data provided.

A substantial sum needs to be spent by the end of the year and the Highbridge Regeneration Group are looking into projects for consideration at the next meeting.

**Resolved** that the Highbridge Christmas lights purchased in October be funded from the CIL monies.

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

**Resolved** that a 3 year contract is awarded to Company B, as recommended.

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

- Town Improvements Committee

Two nominations were received.

Councillor Hendry was nominated by Councillor Clayton and seconded by Councillor Searing.

Councillor Murphy was nominated by Councillor Vickers and seconded by Councillor Gudka.

**Resolved** that Councillor Murphy is appointed to the Town Improvements Committee.





- Planning Committee

**Resolved** that Councillor Warren is appointed to the Planning Committee.

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

- Highbridge Community Hall Management Committee

Two nominations were received.

Councillor Hendry was nominated by Councillor Clayton and seconded by Councillor Facey.

Councillor Murphy was nominated by Councillor Vickers and seconded by Councillor Warren.

**Resolved** that Councillor Murphy is appointed as a representative on the Highbridge Community Hall Management Committee.

- Sedgemoor Community Partnership (Morland Hall)

**Resolved** that Councillor Millard is appointed as a representative on the 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**

**Resolved** Councillors Clayton, Gudka, Perry and Millard agreed to review the policies.

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

(Councillor Keen joined the meeting at this juncture)

Councillor Vickers gave an overview of the consultation documents and updated the Members with facts regarding the proposed changes.

**Resolved** that the Council will continue to object to the fish deterrents removal. That there should be a continuation of the research so that a system can be installed as technology improves. The creation of a new habitat is welcomed.

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

Some Councillors had met to draft a response for the Council to consider, which had been circulated at the meeting.

Councillors were asked to notify the Town Clerk by the end of the following day if they had any concerns with the draft response.



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**Resolved** that the proposed response is submitted, subject to any final comments received by the end of 31<sup>st</sup> January.

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

This would be a community participation street cleaning event. The dog fouling campaign would also commence during this period.

**Resolved** that the Town Council agrees to participate in the 2024 Great British Spring Clean

**215.0.T24 Date of next meeting**

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

Signed by Chair.....

Date.....

## SOMERSET COUNCIL REPORT FEBRUARY 2024

**2024/5 Council Budget:** Despite recent increased Government funding the scale of the Council's financial woes in Somerset have been set out in papers to the Executive meeting due to be held on 7<sup>th</sup> February. In the papers a budget gap of £36.6m for 2024/5 is predicted to increase to £147.9m in 2026/7 if no actions are taken. Without taking these actions the Council will have no choice other to issue a Section 114 (bankruptcy) notice. Consequently the Council is proposing over 260 cuts (or fee increases) to service funding in 2024/5.

A full list of cuts to funding for services can be found at <https://democracy.somerset.gov.uk/documents/s24438/Appendix%207%20-%20Detailed%20List%20of%20Savings%20Proposals.pdf>

**Changes to waste collection days:** New service guides, including an 18-month collection calendar have begun to arrive at houses in the former Sedgemoor and Somerset West and Taunton areas, as well as a small part of South Somerset. The changes which start from Monday 12<sup>th</sup> February will make rounds more efficient and manageable for crews, whilst reducing mileage and carbon emissions. Unfortunately, crews will not be able to return for collections if bins and boxes have not been put out on the correct day.

**Local nature recovery strategy:** Somerset Council has launched an online survey to shape the county's Local Nature Recovery Strategy (LNRS) which will provide a single vision for nature recovery in Somerset. The work is funded by Defra and local authorities throughout England have been appointed to lead the work. The Somerset Local Nature Recovery Strategy (LNRS) will set out local priorities and actions for restoring and creating habitats. It will identify the locations most suitable for nature restoration, and the places where the recovery or enhancement of biodiversity could make a particular contribution to other environmental benefits such as carbon sequestration, flood regulation, and access to nature-rich spaces for health and wellbeing. For more information visit [www.somerset.gov.uk/lhrs](http://www.somerset.gov.uk/lhrs)

**Voter registration:** Residents in Somerset are encouraged to make sure they are ready to vote in elections – both local and Parliamentary. The next scheduled elections in Somerset are for the Police and Crime Commissioner

(PCC) for Avon and Somerset on Thursday 2 May 2024. Everyone who votes must be on the electoral register and for those unsure if they are registered, the Electoral Services team 0300 123 2224 will be able to help. Voters also may need to update their details if they have moved house or changed their name. This can be done via: <https://www.electoralcommission.org.uk/i-am-a/voter/register-vote-and-update-your-details>

**Taunton Park and Ride:** Somerset Council has awarded a new contract to run Taunton's Park and Ride service to Stagecoach Southwest following a successful tendering bid. The Southwest-based operator will run buses Monday to Saturday from the Silk Mills and Gateway sites from 12 February 2024, taking over from First Bus South. The cost of a ticket will remain just £1 for any single journey but the frequency will change to every 20 minutes.

**Highways (1): Cross Rifles Junction, Bridgwater** The Council has reviewed plans to deliver a major infrastructure project at the A38/39 roundabout near the Cross Rifles pub and Sainsburys and made a decision to replace it with a new proposal which will require significant less disruption for residents and road users. Somerset Council has circa £10 million in Levelling Up funds from Government for the whole A38 corridor which includes both this junction and the Dunball junction near the M5. The decision enables the Council to now focus more of the funding on the Dunball scheme which has the most urgent capacity and safety issues.

**Highways (2): Roadworks Offences** Broadband provider Truespeed Communications Ltd has been hit with fines and charges totalling more than £34k after pleading guilty to five offences in Somerset. Truespeed admitted failing to install proper traffic management and guarding broken and excavated road surfaces to ensure the safety of pedestrians on a number of occasions, in breach of the New Roads and Street Works Act 1991.

Peter Clayton

Alistair Hendry

**SOMERSET COUNCIL****Mike Murphy****FEBRUARY 2024****Executive seeks to protect key services with proposed budget**

Somerset Council's Executive has agreed plans to bridge a £100m budget gap for 2024/25, welcoming steps that will see several key services protected.

Councillors were, however, given a stark warning that the broken model for funding local government and the Government's refusal to allow a 9.99% Council Tax increase undermines the authority's immediate sustainability after 2024/25.

In January, it was announced the Council would need to apply to the Government for emergency financial support, while also considering "unprecedented" and "heart-breaking" steps to bridge a £100m funding gap, including reductions to services.

At 7<sup>th</sup> February's Executive meeting it was confirmed that some of these services will be protected by working in partnership with City, Town and Parish Councils.

This includes Somerset's CCTV service, Yeovil Recreation Ground, Taunton Visitor Information Centre, the Ranger Service in the south, and locking parks in Wellington, Minehead and Taunton overnight.

Talks with Somerset's waste contractor will continue before any savings linked to closing household waste recycling centres are taken forward.

Executive also passed amendments to withdraw or change a number of savings proposals to allow alternative funding models to be explored. These include savings linked to highways maintenance, RNLI lifeguard provision, school crossing patrols, and savings linked to important democratic functions, such as Scrutiny committees.

Cllr Bill Revans, Leader of Somerset Council, said: "It is clear the current model of funding local government is broken, and this means we have had to consider heart-breaking and unpalatable cuts to services we greatly value but simply cannot afford.

"We vowed to do everything in our power to find alternative ways of funding these and I have to thank our city, town and parish councils for the way they have stepped up. We will continue to explore all options to minimise the impacts on our communities."

Executive also heard confirmation that the Council's request to increase Council Tax by more than 5% has been rejected by Government, while they are still considering the request for a capitalisation direction – where the council is allowed to borrow money or sell assets to pay for day-to-day running costs.

Cllr Revans added: "This is a disappointing decision which will impact on the long-term viability of our council. While no-one wanted to raise council tax, it was the only option we had to address a

broken system where our costs are rising faster than our income. We have been prepared to take difficult decisions locally to minimise the impact on our communities – however, we are now reliant on the Government granting a capitalisation direction. This would be another short-term measure and is not the long-term solution which is urgently needed.”

Executive voted in support of proposals to balance the budget by making significant savings (with amendments noted), increasing Council Tax by the maximum allowed, selling council assets, and using reserves (a council’s equivalent of savings). It also relies on the Government approving the capitalisation direction.

As reserves and capital funds can only be used once, for future years the Council will need to significantly reduce its budget through a transformation programme to create a leaner, more productive organisation, with fewer staff. The aim will be to keep the number of compulsory redundancies to a minimum by removing vacant posts, reducing the number of agency workers, interims and consultants, and by opening a voluntary redundancy scheme.

The proposals to set a balanced budget will now be considered by Full Council on 20 February.

### **Flood anniversary: flood resilience and adaptation a key part of Somerset’s future**

Somerset Council is marking the ten-year anniversary of the 2014 floods with the message that resilience and adaptation are more important than ever.

This winter marks ten years since the wettest winter for 250 years left large swathes of the county underwater for weeks, devastating communities, businesses and farming.

February 4, 2014, saw the then Prince of Wales escorted through flood waters to the cut-off village Muchelney to meet residents and farmers. The following day, two severe flood warnings were issued for parts of the Somerset Levels, with residents in several villages advised to evacuate and Royal Marines deployed to help reinforce flood defences at Burrowbridge.

Much flood defence and risk management work has taken place since 2014, at a cost of around £80m as part of a 20-Year Flood Action Plan (FAP) delivered by local authorities, the Environment Agency (EA), the Parrett and Axe Brue Internal Drainage Boards which are all part of the Somerset Rivers Authority (SRA) partnership set up to give Somerset an extra level of flood protection.

Work has included:

- the award-winning raising of a 500-metre section of a road into Muchelney
- dredging stretches of the River Parrett
- enhancements to the River Sowey and King’s Sedgemoor Drain system, for example with new river channels under the A372 at Beer Wall near Othery
- development of plans for a Bridgwater Tidal Barrier
- hundreds of natural flood management works to ‘Slow the Flow’ of water as part of Hills to Levels.

As a result, even though this winter has been the wettest since records began in 1910, the areas devastated in 2014 have not been badly affected. More flood risk management works are planned and the SRA is currently developing a new Strategy and Flood Action Plan for the next ten years.

However, across Somerset, the impacts of climate change mean that resilience and adaptation to flood risk will need to play a bigger part in Somerset's future.

The major flooding incident at the start of 2014 flooded 165 homes, mostly on the Levels and Moors, lasting weeks in many cases. Between May 2023 and the end of January this year, almost double that number of homes across the county flooded as a result of four storm events, the most recent being Storm Henk in January.

Although the more recent flooding has been shorter-lived, flash flooding, the last year has demonstrated the need for resilience and adaptation as climate change increases the frequency and severity of weather events.

Councillor Dixie Darch, Somerset Council's Lead Member for Environment and Climate Change and SRA Board member, said: "A lot of hard work has gone into reducing flood risk and managing the impacts since the devastating scenes we saw ten years ago.

"We've seen progress, but clearly flooding remains an issue that Somerset will have to live with as the impacts of climate change become apparent.

"All the science tells us that weather events like the storms we have seen in the last 12 months are likely to become more common and more severe.

"That means organisations and communities must work in partnership to build resilience and adapt to the challenges of flooding."

Cllr Mike Stanton, Chair of Somerset Rivers Authority, said: "All the investment that has been made across Somerset over the last decade has reduced the risks and impacts of flooding.

"Through the SRA, more funding will continue to be given for protective maintenance and improvement works that enable more safety, control and useful flexibility in the management of water systems.

"But we have to acknowledge that flood risks can never be completely removed and that places are now being affected in unexpected ways. We will all need to become more resilient and adapt to a changing climate."

Resilience is about communities understanding the risk of flooding and being well prepared, for example signing up for flood alerts, identifying flood wardens and being ready with practical steps like flood evacuation plans. Adaptation is about making changes that help limit the impacts of flooding if it does happen, for example raising electrical sockets and having water butt storage to help reduce flash flooding.

The Somerset Prepared multi-agency partnership works with communities to provide advice, support and training to help improve local resilience to all kinds of emergencies, including flooding. To find out more visit [www.somersetprepared.org.uk](http://www.somersetprepared.org.uk)

As part of its plans, the SRA is proposing to fund a new project called Adapting Somerset. Run by Somerset Wildlife Trust, it would help adapt and increase resilience to flooding and other risks linked to climate change in Somerset.

For information and guidance about flooding in Somerset, including being prepared, and what to do during and after flooding, visit [www.somerset.gov.uk/flooding](http://www.somerset.gov.uk/flooding)

For information about the SRA and its work, visit [www.somsetriversauthority.org.uk](http://www.somsetriversauthority.org.uk)

## Urgent need for Somerset residents to support local children in care

Somerset residents have the potential to make a difference to a vulnerable child's life and future, providing better outcomes for local children in care and long-term cost savings for Somerset Council.

You can change a child's story as a foster carer. This is the powerful and emotive message behind a new short film from Somerset Council's Fostering Service, which aims to highlight the important role of foster carers and encourage families and individuals with room in their homes and hearts to consider fostering.

'Willow's Story' is the third instalment in the 'Change A Child's Story' series from Fostering in Somerset; a 50 second promotional video which shares the positive impact of a foster carer on the lives of four children.

The advert had support and involvement from local sports club and team, Somerton Rugby, who took to social media to share the film and their participation.

With over 580 Somerset children currently in care, and only 152 in-house foster carers, there is an urgent need for more foster homes to provide stability and safety for vulnerable children of all ages, but particularly teenagers. In September 2023, there were almost 300 children aged between 13 – 17 in care across Somerset.

Placing looked after children with a nurturing family and stable foster home provides better outcomes for children and young people in care, ensuring that local children remain in their local communities, surrounded by the faces and places they know. However, recruiting more in-house foster carers will also reduce high-cost external placement numbers, providing significant long-term cost savings for Somerset Council, at a time when finances are under intense pressures and scrutiny.

Foster care is a rewarding paid role, with full training and support provided. No experience is necessary to foster, but you need to be aged over 21 with a spare room in your home, though what matters most is that you have the compassion, resilience and time to support a young person who may have experienced trauma.

For more information on fostering, visit [www.fosteringinsomerset.org.uk](http://www.fosteringinsomerset.org.uk) or call 0800 587 9900 and speak to our friendly team. You're not committing to anything by getting in touch to find out more, and you could change a child's story.



## Council renews successful partnership with lighting contractor

A new contract which will see cheaper and greener lighting on roads around the county has been signed by Somerset Council.

The contract with Enerveo Ltd will see essential maintenance services delivered on all the council's illuminated and non-illuminated electrical equipment across the county.

Following a procurement process and approval by Somerset Council's Executive, the tender for the new eight-year contract (which has the potential to be extended by four years) was awarded to current service provider, Enerveo Ltd. The contract covers the County's highways lights, illuminated signs, bollards and electrical equipment.

- Somerset Council has 59,593 illuminated assets to look after, consisting of lights, illuminated signs and bollards
- 65.9 per cent of these have already been changed to LED, helping towards Somerset's 2030 carbon neutral target
- Part of the new contract includes the provision of new EV charging stations

Need to report a problem on the road, including lighting issues?

Visit Report a problem on the road: <https://www.somerset.gov.uk/roads-travel-and-parking/report-a-problem-on-the-road/>

For traffic updates and roadworks follow @travelsomerset on X and Facebook.

## Trio prepares to become the voice of young people in Somerset

Three Somerset teenagers are about to be passed the torch of young democracy in action as they prepare to take up their roles as members of the county's Youth Parliament.

James Lawson, 14, Ellie Bealing, (re-elected) 16, and Emma Brown, 14, have been elected as the three new representatives and will formally take up the posts in March, taking over from Jas Fowler, who campaigned on youth crime and safety, and Joel Fowler who championed mental health and wellbeing. Ellie focused on equality, respect and inclusion and will be launching a new campaign.

Members of the Youth Parliament (MYPs) are elected through schools, colleges and youth clubs across Somerset every two years and represent Somerset at the national UK Youth Parliament. They are supported by an advisory group of self-selected young people aged 10 to 25 from all backgrounds. More members are needed to make sure young people across Somerset have a voice and make the democratic process relevant.

Their experiences, opinions and abilities makes the group interesting, strong, fun and better able to represent others. Group members take part in consultations, decision making, commissioning and grant giving, as well as campaigning on their chosen manifestos.

The age range for the advisory group has been widened to give younger people the chance to take part and to give those in their late teens and early 20s the opportunity to share their experiences and become mentors and role models.

To find out more, please get in touch with Kate Darlington - email [kate.darlington@somerset.gov.uk](mailto:kate.darlington@somerset.gov.uk) or phone 07964 699595. Somerset UK Youth Parliament is supported by Somerset Council's Youth and Community Service.

## Make sure you are ready to vote in 2024

Residents in Somerset are being encouraged to get 2024 off to a good start by making sure they are ready to vote in elections – both local and Parliamentary.

The next scheduled elections in Somerset are for the Police and Crime Commissioner (PCC) for Avon and Somerset on Thursday 2 May 2024. More details will be published nearer the time.

The PCC is responsible for holding the Chief Constable and police force to account on the public's behalf. They oversee how crime is tackled in their area and aim to make sure that the police are providing a good service.

Voter registration is at the top of the list as everyone who votes must be on the electoral register. For those unsure if they are registered, Somerset Council's Electoral Services team on 0300 123 2224 will be able to help.

Voters may need to update their details if they have moved house or changed their name. This can be done by re-registering. It's a quick and simple process:

<https://www.electoralcommission.org.uk/i-am-a/voter/register-vote-and-update-your-details>

People planning to vote in person at a polling station must provide photo ID to make sure they can cast their ballot.

Accepted forms of ID include a passport, driving licence and older person's concessionary travel pass. Documents must be original, not a photocopy – check out the information from the Electoral Commission.

Those without suitable ID can apply for a Voter Authority Certificate. Applicants need to provide their name, address, date of birth and National Insurance number.

The process is available online via <https://www.gov.uk/apply-for-photo-id-voter-authority-certificate>

Somerset Council can provide a paper form or it can be downloaded here:

<https://www.gov.uk/government/publications/apply-for-a-voter-authority-certificate-by-post-if-youre-living-in-the-uk>

People can apply for a postal vote if they are away on holiday or because their work schedule means they can't get to polling station. They may also choose to vote by post simply because it would be more convenient.

Applications can be completed online, and applicants have to reapply every three years. Full details on how to apply can be found here: <https://www.electoralcommission.org.uk/i-am-a/voter/apply-vote-post>



**Minutes of a meeting of the Planning Committee held on 31<sup>st</sup>  
January 2024 in the Council Chamber, The Old Courthouse,  
Jaycroft Road, Burnham-on-Sea at 7 pm**

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

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

**Public Participation:**

There were no representations made.

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

Apologies were received from Councillors Wynn and Baker.

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

There were no declarations of interests.

**135.0.P24 To receive and approve the minutes of the Planning meeting held on 10<sup>th</sup> January 2024**

The minutes of the previous meeting of the Planning Committee, held on 10<sup>th</sup> January 2024, were presented to the Chairman.

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

**136.0.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)**

**136.1.P24 Planning application number: 11/23/00127/POA**

**Proposal:** Variations of condition 2 of planning permission 11/20/00044 (demolition of existing cottage and garage. Erection of 3 dwellings with associated garages, parking, landscaping and amenity space (resubmission - revised red line).) To amend approved plans listed in schedule A

**Location:** 7 Brent Road, Burnham-on-Sea

**Resolved** to support this application.

Signed by Chair.....

Date.....



**136.2.P24 Planning application number: 11/23/00128/POA**

**Proposal:** Change of use from nursing home to 37 no. bedroom house of multiple occupancy

**Location:** 34-36 Berrow Road, Burnham-on-Sea

**Resolved:** to object to this application due to insufficient parking provision, overdevelopment/overcrowding, out of keeping, insufficient waste and storage area, noise and disturbance from use.

**136.3.P24 Planning application number: 11/23/00136/CM**

**Proposal:** Erection of a detached garage/workshop with home office

**Location:** 90 Highbridge Road, Burnham-on-Sea

**Resolved** to support this application.

**136.4.P24 Planning application number: 11/23/00137/CM**

**Proposal:** Erection of a single storey extension to the rear south elevation and erection of a detached garage

**Location:** 6 Steart Drive, Burnham-on-Sea

**Resolved** to support this application.

**136.5.P24 Planning application number: 11/23/00140/POA**

**Proposal:** Approval of the details of access, appearance, landscaping, layout, scale for 11/23/00054 (outline application with all matters reserved, for the erection of a dwelling)

**Location:** 74 Stoddens Road, Burnham-on-Sea

**Resolved** to support this application.

**136.6.P24 Planning application number: 11/24/00001/POA**

**Proposal:** Erection of extension to south elevation and conversion of attached garage to form additional accommodation

**Location:** The Lodge, Steart Drive, Burnham-on-Sea

**Resolved** to support this application.

**136.7.P24 Planning application number: 11/24/00002/CM**

**Proposal:** Erection of a single storey extension and porch to the south elevation on of site of existing (to be demolished)

**Location:** 16 Ashcott Close, Burnham-on-Sea

**Resolved** to support this application.



**136.8.P24 Planning application number: 11/24/00003/POA**

**Proposal:** The erection of 1 no. illuminated fascia advertisement sign, 800mm x 6891mm, to the front elevation and 1 no. illuminated fascia advertisement sign, 750mm x 3458mm, to the rear elevation. Erection of 1 no. illuminated projecting advertisement sign 500mm x 500mm and 1 no. illuminated bespoke ATM sign along with new frosted window vinyls and replacement statutory signage.

**Location:** 83 High Street, Burnham-on-Sea

**Resolved** to support this application.

**137.0.P24 To consider the following application for new premises licence:**

**Licensing Act 2003**

**Proposal:** Application for a new Premises Licence

**Location:** Little Italy on Sea, 2 the Esplanade, Burnham-on-Sea

**Resolved** to support this application.

**138.0.P24 Applications for noting**

11/23/00125/SR - 6 Brunswick Terrace, Berrow Road, Burnham-on-Sea

Crown reduce height/spread of Ginkgo (T1) by 1.5m.

11/23/00139/CM - 90 Highbridge Road, Burnham-on-Sea

Application to determine if prior approval is required for a proposed erection of a single storey extension, extending 4m from the rear north elevation.

The applications were noted.

**139.0.P24 Date of next meeting**

The next meeting of the Committee is scheduled for 21<sup>st</sup> February 2024 at 7 pm.



**Minutes of a meeting of the Finance and Resources Committee held on 5<sup>th</sup> February 2024 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

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

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

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

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

Apologies for absence were received from Councillor Baker.

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

There were no declarations of interests.

**133.0.F24 To receive and approve the minutes of the Finance and Resources Committee meeting held on 23<sup>rd</sup> January 2024**

The minutes of the previous meeting of the Finance and Resources Committee, held on 23<sup>rd</sup> January 2024, were presented by the Chairman.

It was noted that the wording was not complete on minute number 128.0.F24.

**Resolved** that the minutes of the meeting held on 23<sup>rd</sup> January 2024 were approved, subject to the amendment to minute number 128.0.F24.

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

There were no matters arising.

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

A Human Resources Sub-Committee had been held earlier this month; the minutes have been circulated. An appointment for a Casual Duty Officer at the Theatre is proceeding.

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

The internal check had been undertaken earlier today and will be reported at the next meeting.

Debtor adjustments will be considered at the next Town Council meeting.

Signed by chair.....

date.....



**137.0.F24 To consider cancelling the pre-paid card and replacing it with a government procurement card**

A query was raised regarding the transaction verification process and the RFO advised on the enhanced authorisation process with the government procurement card.

**Resolved** that the pre-paid card is cancelled and a government procurement card, as detailed in the report, is applied for.

**138.0.F24 To consider cemeteries waste services quotations and award contract**

**Resolved** that the contract is awarded to Company A as recommended.

**139.0.F24 To review and adopt the Statement of Internal Control**

The report was reviewed. It was noted that the quarterly checks were not specifically mentioned.

**Resolved** that the Statement of Internal Control is adopted.

**140.0.F24 To review the Grant Award Policy & Procedure**

The document was reviewed. The Committee would like to encourage a wider variety of applicants and will look to promote the positive stories from those who have received grants.

**Resolved** that the grant allocation amount be amended to a maximum of £2,000 per application. The Grant Award Policy and Procedure is adopted with the above change.

**141.0.F24 To review and adopt the Annual Investment Strategy**

The Strategy was reviewed and some amendments were considered. Some background information regarding the CCLA fund was given.

**Resolved** that the Annual Investment Strategy is adopted with the following amendments;

8 – Date changed to 2024/2025

8.1 – The investment will be in a best value notice or fixed term deposit account or CCLA public sector deposit fund

That the RFO researches and prepares a report on best value options for consideration at the next meeting.

**142.0.F24 Date of next meeting**

The next meeting of the Finance and Resources Committee will be held on 18<sup>th</sup> March 2024 at 7 pm.



**Minutes of a meeting of the Princess Management Committee held on 8<sup>th</sup> February 2024 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

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

**In attendance:** E Dutton (Deputy Clerk), J Hook (Theatre Manager) and one member of the public

**Public Participation:** No representations were made.

**86.0.M24 Apologies for absence**

Apologies were received from Councillor Baker.

**87.0.M24 To receive any declarations of interest on items included on this agenda**

There were no declarations of interests.

**88.0.M24 To receive and approve the minutes of the Princess Management meeting held on 19<sup>th</sup> December 2023**

The minutes of the previous meeting of the Princess Management Committee, held on 19<sup>th</sup> December 2023, were presented by the Chair.

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

**89.0.M24 Matters arising from previous minutes**

The Theatre Manager gave an update on the carnival queen event charges and confirmed no one would have been charged a ticketing fee.

The Theatre Manager confirmed she had looked into the fire regulations and checked the current report and everything was passed as being safe.

**90.0.M24 To receive the Princess update report**

The Theatre Manager gave an overview of the report.

The Mother Goose panto was really well attended and enjoyed by all.

Participation groups have been well attended.

Comedy Network was well attended by 61 people.

Really pleased to have the Post Office Scandal at the Princess Theatre and tickets are selling well.





**91.0.M24 To note the most recent committee income and expenditure report**

The report was noted and no concerns raised.

**92.0.M24 To receive update on the implementation of the Theatre review recommendations**

The Chair has asked for a full update from the Town Clerk at the next meeting.

The Chair confirmed the Terms of Reference for the PMC will be reviewed in the next couple of weeks and this will be a good opportunity to look at the recommendations of the theatre review report.

Since the Marketing Officer has been in post, there has been an increase in tickets sales at the Theatre.

An advert has been placed in What's on Somerset and the Theatre has an editorial slot, which focuses on the Post Office Scandal. Nick Wallis, the series Consultant for the recent ITV drama, will be at the Princess presenting it.

The Marketing Officer has been in touch with the tourist Information and has been allocated a window specifically for the Princess advertising. There has been valued support from other media outlets and shows are being promoted in other publications in town.

**93.0.M24 To receive update regarding Café lease**

It was reported at the last meeting that an extension to the café lease for one year had been agreed. However, the current lease holders have decided they no longer wish to continue running the café, therefore their lease will expire at the end of May.

The Theatre Manger and Town Clerk will be working on potential options for providing bar and café services at the Princess Theatre, and these options will be presented at the next meeting for consideration with recommendations then made to Town Council.

**94.0.M24 Date of next meeting**

The next meeting is scheduled for 12<sup>th</sup> March 2024 at 7pm.

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
31/01/2024	Biffa	308C42634	Waste collection - Princess Theatre	£259.54	£51.91	£311.45
20/01/2024	Bravo	756	Technician - Princess Jan 2024	£1,125.00	£225.00	£1,350.00
05/02/2024	Bravo	762	Technician Voodoo Room	£162.00	£32.40	£194.40
01/02/2024	Bridgwater Mowers	091592	2 x Strimmers - Cemeteries	£815.83	£163.17	£979.00
01/02/2024	Bridgwater Mowers	019593	1 x Stihl RM mower - Cemeteries	£658.33	£131.67	£790.00
01/02/2024	Business Waste	P1319373	Paper waste - TC	£22.00	£4.40	£26.40
31/01/2024	ITEC	953756	photocopier services	£22.72	£4.54	£27.26
31/01/2024	KJ Cleaning Servies	PrincessT007	Cleaning - PT			£480.00
31/01/2024	Lyreco	0018_6723727488	stationery & sundries	£108.46	£12.67	£121.13
31/01/2024	Lyreco	CN 0018_6723731647	stapler	-£131.98	-£26.40	-£158.38
14/01/2024	MJ Church	B13697-505974	Waste services - cemeteries	£20.74	£4.15	£24.89
14/01/2024	MJ Church	B13697-505975	Waste services - cemeteries	£26.52	£5.30	£31.82
14/01/2024	MJ Church	B13697-505976	Waste services - cemeteries	£31.96	£6.39	£38.35
31/01/2024	MJ Church	B13697-509336	Waste services - cemeteries	£27.20	£5.44	£32.64
31/01/2024	MJ Church	B13697-509337	Waste services - cemeteries	£35.70	£7.14	£42.84
31/01/2024	MJ Church	B13697-509338	Waste services - cemeteries	£40.12	£8.02	£48.14
22/11/2023	Mynett Electrical	127527	Princess Theatre - emergency lighting repairs	£594.40	£118.88	£713.28
25/01/2024	Proper Job	Z0009T02-485978	sweets - Princess Theatre	£32.69	£6.53	£39.22
26/01/2024	Robert Fay	26.01.24	Art sales settlement - Princess theatre			£296.40
01/06/2023	Sansum Solutions	INV-9700	Cleaning - TC June 2023	£260.16	£52.03	£312.19
01/02/2024	Sansum Solutions	INV-10976	Cleaning - TC	£280.16	£56.03	£336.19
18/01/2024	Screwfix	1455664480	dorgard closures	£184.98	£37.00	£221.98
24/01/2024	Showman (Live) Touring Ltd	190736	settlement - Showman Live - Princess			£775.44
22/01/2024	Solutions on Stage	INV-2021	Electrical installation Condition Report - Princess	£1,321.00	£264.20	£1,585.20
29/01/2024	Solutions on Stage	INV-2031	RaKINS inspection & report - Princess	£499.00	£99.80	£598.80
22/01/2024	Somerset Council	30046985	dog bin collection	£69.68	£13.94	£83.62
29/01/2024	Somerset Council	30047309	annual hedge cutting Highbridge Cemetery	£273.00	£54.60	£327.60
25/01/2024	TWC	75	window cleaning - Princess			£48.50
25/02/2024	TWC	77	window cleaning - Princess			£28.50
07/02/2024	BHK Car & Van	5329	Service - Rangers van	£208.33	£41.67	£250.00
06/02/2024	Event Power Engineering	501152	Christmas Lights Installation	£16,650.00	£3,330.00	£19,980.00
05/02/2024	Iris	INV-ISL-0396304	payroll services	£112.61	£22.52	£135.13
08/02/2024	Microshade	18904	IT Services	£931.51	£186.30	£1,117.81
01/02/2024	Proper Job	Z0009T02-487764	silicon & utility blades	£7.23	£1.45	£8.68
05/02/2024	Proper Job	Z0009T02-488923	paint/paintbrushes - Cemeteries toilet maintenance	£28.72	£5.75	£34.47
06/02/2024	Toolstation	XWW562402523	work boots Rangers - PPE	£33.53	-£0.29	£33.24
08/02/2024	Faye Barnes	08.02.24	Art sales settlement - Princess theatre			£125.40

Cashbook payments

The Mens Shed

Grant approved at F&R Committee on 23rd January

£375.00

£31,766.59

## Detailed Income &amp; Expenditure by Budget Heading 31/01/24

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Management &amp; Compliance</b>								
1076 Precept	0	768,500	768,500	0			100.0%	
1077 CIL income - Highbridge	0	62,385	0	(62,385)			0.0%	
1078 CIL income - Burnham	0	1,386	0	(1,386)			0.0%	
1080 Bank Interest	849	19,476	500	(18,976)			3895.1%	
1085 Grants Received	(2,025)	0	0	0			0.0%	
<b>Management &amp; Compliance :- Income</b>	<b>(1,176)</b>	<b>851,746</b>	<b>769,000</b>	<b>(82,746)</b>			<b>110.8%</b>	<b>0</b>
4000 Salaries & Wages	23,505	229,400	263,125	33,725		33,725	87.2%	
4005 Employers Nat Insurance	2,179	17,124	26,810	9,686		9,686	63.9%	
4010 Employers S\Annuation	5,335	51,104	60,627	9,523		9,523	84.3%	
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	13	531	500	(31)		(31)	106.2%	
4070 Office/IT Equip & Furniture	0	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	289	2,931	3,150	219		219	93.0%	
4085 Postage	0	213	500	287		287	42.5%	
4090 Stationery & Supplies	98	1,185	1,500	315		315	79.0%	
4095 Subscriptions & Support	1,391	24,109	20,000	(4,109)		(4,109)	120.5%	
4100 Insurance	0	(3,658)	6,500	10,158		10,158	(56.3%)	
4105 Audit & Accountancy Fees	0	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	0	23,772	9,875	(13,897)		(13,897)	240.7%	
4120 Bank Charges	104	1,204	1,500	296		296	80.3%	
4125 Payroll Services	113	1,300	1,400	100		100	92.9%	
4130 PPE & Uniforms	21	1,098	1,500	402		402	73.2%	169
4135 Room Hire (Exp)	15	178	250	72		72	71.2%	
4140 Climate Change	0	851	5,000	4,149		4,149	17.0%	
4145 LGR	0	0	10,000	10,000		10,000	0.0%	
4375 Cleaning	0	11	0	(11)		(11)	0.0%	
<b>Management &amp; Compliance :- Indirect Expenditure</b>	<b>33,061</b>	<b>358,036</b>	<b>435,617</b>	<b>77,581</b>	<b>0</b>	<b>77,581</b>	<b>82.2%</b>	<b>489</b>
<b>Net Income over Expenditure</b>	<b>(34,237)</b>	<b>493,711</b>	<b>333,383</b>	<b>(160,328)</b>				
6000 plus Transfer from EMR	0	489						
<b>Movement to/(from) Gen Reserve</b>	<b>(34,237)</b>	<b>494,200</b>						
<b>110 Democratic &amp; Civic</b>								
4200 Mayors Allowance	417	4,167	5,000	833		833	83.3%	

## Detailed Income &amp; Expenditure by Budget Heading 31/01/24

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4205 Town Crier	0	59	0	(59)		(59)	0.0%	59
4210 Election Expenses	9,206	9,206	3,000	(6,206)		(6,206)	306.9%	
4215 Civic Events	0	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>9,622</b>	<b>14,548</b>	<b>10,600</b>	<b>(3,948)</b>	<b>0</b>	<b>(3,948)</b>	<b>137.2%</b>	<b>59</b>
<b>Net Expenditure</b>	<b>(9,622)</b>	<b>(14,548)</b>	<b>(10,600)</b>	<b>3,948</b>				
6000 plus Transfer from EMR	0	59						
<b>Movement to/(from) Gen Reserve</b>	<b>(9,622)</b>	<b>(14,489)</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	(70)	24,000	24,500	500		500	98.0%	
4260 CCTV Cameras	0	15,000	15,300	300		300	98.0%	
Joint Funding With Others :- Indirect Expenditure	<b>(70)</b>	<b>74,836</b>	<b>78,300</b>	<b>3,464</b>	<b>0</b>	<b>3,464</b>	<b>95.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>70</b>	<b>(74,836)</b>	<b>(78,300)</b>	<b>(3,464)</b>				
<u>130 Grants &amp; Donations</u>								
4300 Grant - CAB (S.142)	0	2,700	2,700	0		0	100.0%	
4305 Grants Made	(2,025)	31,956	32,300	344		344	98.9%	
Grants & Donations :- Indirect Expenditure	<b>(2,025)</b>	<b>34,656</b>	<b>35,000</b>	<b>344</b>	<b>0</b>	<b>344</b>	<b>99.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>2,025</b>	<b>(34,656)</b>	<b>(35,000)</b>	<b>(344)</b>				
<u>200 The Old Court House</u>								
1005 Old Court House Letting	31	59	250	191			23.7%	
The Old Court House :- Income	<b>31</b>	<b>59</b>	<b>250</b>	<b>191</b>			<b>23.7%</b>	<b>0</b>
4070 Office/IT Equip & Furniture	(199)	(17)	0	17		17	0.0%	
4350 Business Rates	878	8,776	10,050	1,274		1,274	87.3%	
4355 Utilities	792	4,315	9,000	4,685		4,685	47.9%	
4375 Cleaning	382	2,576	800	(1,776)		(1,776)	322.0%	
4380 Security & Alarms	(30)	(101)	1,000	1,101		1,101	(10.1%)	
4385 Maintenance	1,027	2,040	3,000	960		960	68.0%	
4390 H&S/Fire/Inspections	(26)	888	300	(588)		(588)	296.0%	
4395 Equipment/Furniture	254	399	1,000	602		602	39.9%	
4635 Waste Collection	(77)	0	0	0		0	0.0%	
The Old Court House :- Indirect Expenditure	<b>3,001</b>	<b>18,875</b>	<b>25,150</b>	<b>6,275</b>	<b>0</b>	<b>6,275</b>	<b>75.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,971)</b>	<b>(18,816)</b>	<b>(24,900)</b>	<b>(6,084)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/01/24

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Other Assets</u>								
4360 Electricity Town Centre	9	74	300	226		226	24.8%	
4365 Highbridge Clock Elec	850	1,047	700	(347)		(347)	149.5%	
4415 Water Fountain	0	3,038	500	(2,538)		(2,538)	607.7%	
Other Assets :- Indirect Expenditure	<b>859</b>	<b>4,159</b>	<b>1,500</b>	<b>(2,659)</b>	<b>0</b>	<b>(2,659)</b>	<b>277.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(859)</b>	<b>(4,159)</b>	<b>(1,500)</b>	<b>2,659</b>				
<u>300 Allotment Highbridge</u>								
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	135	452	500	48		48	90.4%	
Allotment Highbridge :- Indirect Expenditure	<b>135</b>	<b>807</b>	<b>1,000</b>	<b>193</b>	<b>0</b>	<b>193</b>	<b>80.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(135)</b>	<b>411</b>	<b>115</b>	<b>(296)</b>				
<u>400 TIMPS</u>								
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	70	307	1,500	1,193		1,193	20.4%	
4445 Speed Indicator Devices	0	92	500	408		408	18.3%	
4450 Floral Decorations	0	4,355	3,000	(1,355)		(1,355)	145.2%	
4455 Christmas Lights	920	7,146	26,000	18,854		18,854	27.5%	
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	0	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>990</b>	<b>37,698</b>	<b>68,500</b>	<b>30,802</b>	<b>0</b>	<b>30,802</b>	<b>55.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(990)</b>	<b>(35,341)</b>	<b>(68,460)</b>	<b>(33,119)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/01/24

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>410 Town Rangers</b>								
4500 Tools & Equipment	0	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>0</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>0</b>	<b>(2,319)</b>	<b>(8,200)</b>	<b>(5,881)</b>				
<b>500 Cemeteries</b>								
1500 Wayleaves	101	4,851	4,850	(1)			100.0%	
1505 Commonwealth War Memorials	0	0	50	50			0.0%	
1515 EROB	(390)	6,685	7,000	315			95.5%	
1520 Interments	420	18,640	15,000	(3,640)			124.3%	
1525 Memorials	1,085	4,070	8,000	3,930			50.9%	
Cemeteries :- Income	<b>1,216</b>	<b>34,246</b>	<b>34,900</b>	<b>654</b>			<b>98.1%</b>	<b>0</b>
4350 Business Rates	499	9,103	12,750	3,647		3,647	71.4%	
4355 Utilities	110	4,654	7,000	2,346		2,346	66.5%	
4600 Equipment Purchase/Maintenance	1,624	4,155	7,000	2,845		2,845	59.4%	
4605 Provision For Paths	0	0	5,000	5,000		5,000	0.0%	
4610 Pump Maintenance	627	1,047	1,400	353		353	74.8%	
4615 General Maintenance	30	1,333	2,000	667		667	66.7%	
4620 Mech Grave Digger	1,246	3,871	6,500	2,629		2,629	59.6%	
4625 Tree & Hedge Maintenance	0	377	3,000	2,623		2,623	12.6%	
4630 Fuel For Mowers	52	634	2,000	1,366		1,366	31.7%	
4635 Waste Collection	97	1,489	3,000	1,511		1,511	49.6%	
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>4,286</b>	<b>27,669</b>	<b>52,900</b>	<b>25,231</b>	<b>0</b>	<b>25,231</b>	<b>52.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,070)</b>	<b>6,577</b>	<b>(18,000)</b>	<b>(24,577)</b>				
<b>600 Princess</b>								
1600 Storage Hire	0	1,630	3,200	1,570			50.9%	
1605 Lettings	(1,234)	26,460	25,000	(1,460)			105.8%	
1615 Café Rent	570	5,700	6,600	900			86.4%	
1620 Technician	116	1,271	8,000	6,730			15.9%	
1625 PT Merchandise	152	2,462	3,000	538			82.1%	
1630 Donations Received	121	783	0	(783)			0.0%	
1640 Box Office - Card Sales	784	3,791	1,800	(1,991)			210.6%	

## Detailed Income &amp; Expenditure by Budget Heading 31/01/24

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1645 Box Office Revenue	0	11,289	7,500	(3,789)			150.5%	
1646 Film income	0	198	0	(198)			0.0%	
1650 Memberships	60	720	2,000	1,280			36.0%	
1655 Participation PT	327	7,915	7,500	(415)			105.5%	
1660 Art Sales	375	621	400	(221)			155.2%	
1665 Stage Sound/Lighting	0	101	50	(51)			202.0%	
1670 PV Cells	0	116	3,500	3,384			3.3%	
<b>Princess :- Income</b>	<b>1,270</b>	<b>63,057</b>	<b>68,550</b>	<b>5,493</b>			<b>92.0%</b>	<b>0</b>
4000 Salaries & Wages	7,307	55,963	81,998	26,035		26,035	68.2%	
4005 Employers Nat Insurance	695	4,337	8,349	4,012		4,012	52.0%	
4010 Employers S\Annuation	1,630	10,124	18,286	8,162		8,162	55.4%	
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	192	1,522	5,000	3,478		3,478	30.4%	
4075 Miscellaneous Expenditure	251	251	500	249		249	50.2%	
4080 Telephone & Broadband	135	1,209	2,000	791		791	60.5%	
4100 Insurance	0	4,527	6,500	1,973		1,973	69.6%	
4350 Business Rates	798	7,880	9,000	1,120		1,120	87.6%	
4355 Utilities	2,688	24,723	26,000	1,277		1,277	95.1%	9,700
4375 Cleaning	360	6,010	8,500	2,490		2,490	70.7%	
4380 Security & Alarms	652	1,205	1,500	295		295	80.4%	160
4385 Maintenance	25	5,987	10,000	4,013		4,013	59.9%	
4390 H&S/Fire/Inspections	440	1,657	1,000	(657)		(657)	165.7%	
4635 Waste Collection	0	2,037	3,000	963		963	67.9%	
4700 Technician Cost	477	11,537	17,000	5,463		5,463	67.9%	
4701 Show costs	0	10,867	0	(10,867)		(10,867)	0.0%	
4702 Film costs	0	414	0	(414)		(414)	0.0%	300
4705 Advertising & Marketing	56	3,263	6,000	2,737		2,737	54.4%	
4710 Licences (exp)	473	3,989	800	(3,189)		(3,189)	498.6%	
4715 Card Payment Fees	433	7,917	3,000	(4,917)		(4,917)	263.9%	
4725 Technical Theatre	0	1,282	4,000	2,718		2,718	32.0%	
4730 Backstage Expenses	0	301	500	199		199	60.2%	
4735 Art Sales Expenditure	46	752	100	(652)		(652)	752.4%	
4740 PTAC Merchandise	0	1,138	1,320	182		182	86.2%	
4745 Participation Freelance	0	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%	
<b>Princess :- Indirect Expenditure</b>	<b>16,658</b>	<b>172,554</b>	<b>239,103</b>	<b>66,549</b>	<b>0</b>	<b>66,549</b>	<b>72.2%</b>	<b>11,445</b>
<b>Net Income over Expenditure</b>	<b>(15,388)</b>	<b>(109,497)</b>	<b>(170,553)</b>	<b>(61,056)</b>				
6000 plus Transfer from EMR	160	11,445						
<b>Movement to/(from) Gen Reserve</b>	<b>(15,228)</b>	<b>(98,052)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/01/24

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,341	952,683	873,855	(78,828)			109.0%	
Expenditure	66,517	746,157	955,870	209,713	0	209,713	78.1%	
<b>Net Income over Expenditure</b>	<b>(65,176)</b>	<b>206,526</b>	<b>(82,015)</b>	<b>(288,541)</b>				
plus Transfer from EMR	160	11,993						
<b>Movement to/(from) Gen Reserve</b>	<b>(65,016)</b>	<b>218,520</b>						



**Explanations for overspends**

**225.0.T24**

<b>Budget Code</b>	<b>Name of budget</b>	<b>Comments</b>
100/4050	Recruitment costs	Several vacancies and re-advertising of posts due to difficulties in recruitment
100/4060	Training	Additional unexpected Councillor training
100/4065	Travel & subsistence	£200 miscoding, so will be in budget
100/4095	Subscriptions & support	Additional Rialtas fees due to changes in financial system. Additional Adobe licence. SLCC prepayment of memberships for 24/25 General increase in charges
100/4115	Professional & consulting fees	Locum RFO fee Agreed virement from salaries yet to be made for additional cemeteries work
110/4210	Election expenses	By-Election in December
200/4375	Cleaning	Was previously included in 4070.
200/4390	H&S/Fire/Inspections	Additional legionella and emergency lighting testing were required
210/4415	Water Fountain	Due to repairs that were required. TIMPS approved
400/4450	Floral decorations	Under budgeted
600/4390	H&S/Fire/Inspections	Additional legionella testing and lift inspections required
600/4710	Licences	PRS from 2021
600/4715	Card payment fees	Includes box office charges which contras with Box Office – Card Sales income 1640.
600/4735	Art sales expenditure	This is a contra – income received and payment to artist minus commission

Date:09/02/2024

Burnham &amp; Highbridge Town Council 2023/24

Page 1

Time:09:32

Bank Reconciliation Statement as at 31/01/2024  
for Cashbook 4 - Nationwide Saver

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Saver	31/01/2024		505,910.81
			<u>505,910.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			505,910.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			505,910.81
		Balance per Cash Book is :-	505,910.81
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Date:09/02/2024

Burnham &amp; Highbridge Town Council 2023/24

Page 1

Time: 10:41

Bank Reconciliation Statement as at 31/01/2024  
for Cashbook 1 - Natwest Current Account

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Current Account	31/01/2024		613,658.76
			<u>613,658.76</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			613,658.76
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			613,658.76
		Balance per Cash Book is :-	613,658.76
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Date:09/02/2024

Burnham & Highbridge Town Council 2023/24

Page 1

Time:09:48

Bank Reconciliation Statement as at 31/01/2024  
for Cashbook 3 - Cashplus Pre-paid card

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Cashplus Pre-Paid Card	31/01/2024		558.80
			<u>558.80</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			558.80
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			558.80
		Balance per Cash Book is :-	558.80
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Date:09/02/2024

Burnham &amp; Highbridge Town Council 2023/24

Page 1

Time:09:56

Bank Reconciliation Statement as at 31/01/2024  
for Cashbook 2 - NatWest 2 account – Princess

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest 2 Account - Princess	31/01/2024		171,419.22
			<u>171,419.22</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			171,419.22
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			171,419.22
		Balance per Cash Book is :-	171,419.22
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Date:09/02/2024

Burnham & Highbridge Town Council 2023/24

Page 1

Time:09:45

Bank Reconciliation Statement as at 31/01/2024  
for Cashbook 5 - Princess Float

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Princess Float	31/01/2024		3.20
			3.20
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			3.20
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			3.20
		Balance per Cash Book is :-	3.20
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

<b>Account name or alias</b> [REDACTED]	<b>Account number</b> [REDACTED]	<b>Sort code</b> [REDACTED]	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 595333.57		

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

The interest rate is 1.45% gross 1.46% AER.  
This is based on the balance of 31st of January 2024.

Date	Type	Transaction details	Debit	Credit	Balance
		<b>Closing balance</b>			<b>612,658.76</b>
31-Jan-2024		TO 56092431	-29.14		612,658.76
31-Jan-2024	INT	31JAN GRS 54374901		848.64	612,687.90
		<b>Opening balance</b>			<b>611,839.26</b>
<b>Totals</b>			<b>-29.14</b>	<b>848.64</b>	



## Transactions from 31-JAN-2024 to 31-JAN-2024

<b>Account name or alias</b> BOS [REDACTED]	<b>Account number</b> [REDACTED]	<b>Sort code</b> [REDACTED]	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> -6929.57		

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

Date	Type	Transaction details	Debit	Credit	Balance
		<b>Closing balance</b>			<b>1,000.00</b>
31-Jan-2024	CHG	29DEC A/C 56092431	-29.14		1,000.00
31-Jan-2024		FROM 54374901		29.14	1,029.14
		<b>Opening balance</b>			<b>1,000.00</b>
		<b>Totals</b>	<b>-29.14</b>	<b>29.14</b>	





## Transactions from 31-JAN-2024 to 31-JAN-2024

<b>Account name or alias</b> BOS No 2 Ac	<b>Sort code</b>	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 175307.25	

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

Date	Type	Transaction details	Debit	Credit	Balance
		<b>Closing balance</b>			<b>171,419.22</b>
31-Jan-2024	CHG	29DEC A/C 87132346	-22.68		171,419.22
31-Jan-2024	BAC	CARD TXNS 280124, 48510771		944.00	171,441.90
31-Jan-2024	BAC	CARD TXNS 260124, 48510361		515.00	170,497.90
31-Jan-2024	BAC	CARD TXNS 250124, 48510361		255.50	169,982.90
31-Jan-2024	BAC	CARD TXNS 240124, 48510361		402.90	169,727.40
		<b>Opening balance</b>			<b>169,324.50</b>
		<b>Totals</b>	<b>-22.68</b>	<b>2,117.40</b>	

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**Report for councillors: 2022/23 Debtors**

**Issued to: Town Council – 27<sup>th</sup> February 2024**

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### **1. Purpose of Report**

To present to Council Debtors of £33,514.84 in respect of the accounting year 2022-23 to be written off.

### **2. Background**

After catching up with the backlog and a full investigation into legitimate Aged Debtors & Creditors it has become apparent that due to accounting inconsistencies caused by the use of temporary RFO's and the saturation of nominal codes in the old accounting system the closing balance of the Debtors presented in the year end accounts for 2022-23 is incorrect. As this forms part of the opening balances for this years accounts this figure will need to addressed before the accounts for this year end are prepared.

It is important to note that the business model the Council adopts does not allow for the validity of the majority of this figure to exist, any discrepancies have been investigated in full by the RFO and that this money is not owed to the Council. Also that measures have been put in place by the existing RFO and Town Clerk to ensure that the accounting protocols & procedures are substantially more robust and the system more succinct and easier to use.

This action will have no impact for the year end General Reserve estimate previously presented to Council as the likelihood of this inaccuracy having to be rectified has been taken into account.

### **3. Recommendation**

To write off £33,514.84 of the Debtors stated in 2022-23 accounts before the accounts are prepared for 2023-24.

# Burnham on Sea & Highbridge Town Council

## Timetable of Meetings April/May 2024

THE AGENDA FOR EACH MEETING WILL STATE THE TIME AND VENUE FOR EACH MEETING. MOST MEETINGS ARE AT 7PM AND HELD AT THE TOWN COUNCIL OFFICES, JAYCROFT ROAD, BURNHAM ON SEA

---

MONTH	DAY	DATE	COMMITTEE
<b>APRIL 24</b>			
	Tuesday	2 <sup>nd</sup>	Town Council
	Wednesday	3 <sup>rd</sup>	Planning
	Thursday	4 <sup>th</sup>	Princess Management
	Tuesday	16 <sup>th</sup>	Annual Towns Meeting
	Wednesday	24 <sup>th</sup>	Planning
	Monday	29 <sup>th</sup>	Finance and Resources
<b>MAY</b>			
	Monday	13 <sup>th</sup>	Town Council
	Wednesday	15 <sup>th</sup>	Planning
	Monday	20 <sup>th</sup>	TIMPS
	Tuesday	28 <sup>th</sup>	Princess Management
<b>JUNE</b>			
	Monday	3 <sup>rd</sup>	Finance and Resources
	Wednesday	5 <sup>th</sup>	Planning
	Tuesday	25 <sup>th</sup>	Town Council
	Wednesday	26 <sup>th</sup>	Planning

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**Report for councillors:**                      **To agree a formal response to the  
accepted objection to the 2022/23  
AGAR**

**Issued to:**                                      **Town Council Meeting - 27<sup>th</sup> February  
2024**

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### **Purpose of Report**

To agree a formal response to the objection to the Annual Governance and Accountability Return (AGAR) 2022/23

### **Background**

As previously reported, a resident made several objections to the Town Council's External Auditors, PKF Littlejohn LLP, in relation to the Town Councils AGAR submission. There were three eligible objections;

- **Objection 1:** The resident objects to the income and expenditure figures relating to Unit 108 (the theatre).
- **Objection 2:** The resident objects to the budget and precept setting process for 2023/24, particularly in relation to Unit 108.
- **Objection 3:** The resident objects to the budget monitoring during 2022/23 in relation to Unit 108.

Two of the objections raised were not accepted under Step 2 of AGN 04 for the reasons set out below:

#### **Objection 1:**

**Findings:** We note that this objection relates to items of account in the Accounting Statements, in Boxes 3 and 6; however, you have not provided facts or grounds to evidence the unlawfulness of these figures.

**Conclusion:** We do not accept this objection for further consideration.

#### **Objection 3:**

**Findings:** Following discussions with the Clerk, we have established that the Unit 108 actual income and expenditure were both above the budgeted levels for the year 2022/23. The Clerk explained that due to the cyclical nature of the income and expenditure relating to individual shows, a control account is used to hold accounting transactions before they are allocated to individual shows, i.e. the income and

expenditure is accounted for within the system when it is invoiced and incurred, but then requires to be allocated from the control account to the Unit 108 account. She explained that during 2022/23, due to staffing issues caused by being without a theatre manager and having temporary RFO cover, this exercise was mainly carried out at the year end and therefore many transactions were allocated to Month 12. It is clear that budget monitoring of the Unit 108 income and expenditure was hampered by this fact. The Council has explained that new RFO and theatre manager are now working together on a regular basis to carry out this exercise throughout the year.

Since the Council has made improvements to its processes to control the allocation of control account transactions going forward, in our view, further investigation of this objection would be disproportionate.

**Conclusion:** We do not accept this objection for further consideration.

Objection 2 was accepted for further investigation. Therefore, in respect of the accepted objection only, the Council is required to address the detailed concerns raised by the objector in their original objections (see Appendix 1)

#### **Proposed draft response for consideration;**

Background information relating to the Council;

At the Town Council's elections in May 2022 the majority of the Councillors were newly elected.

The Town Clerk had started with the Town Council Mid-August 2022. The previous Clerk had left several months before (pre-election), as had the Deputy Clerk.

A temporary inexperienced RFO was in place who had not received an adequate handover.

Budget process;

As per the Council's Standing Orders and Financial Regulations, the Princess Management Committee considered the first draft budget at a meeting on 15<sup>th</sup> November 2022.

It was noted the improvements to the Council's transparency and financial control were being made and due to the previous use of reserves, the cost increase shown from the 22/23 budget to the projection for 22/23 and budget for 23/24 were not entirely on a comparable basis.

The Business Development Officer explained any changes to the income and expenditure budget headings and Members of the Committee thoroughly reviewed all items and all Members questions and queries were considered and amendments were agreed.

The Committee submitted a budget request to the Finance & Resources Committee for; Income £50,450, Expenditure £240,433, Difference £189,983.

The Finance & Resources Committee reviewed all the Committees budget proposals at a meeting held on 21<sup>st</sup> November 2022.

Each of the Princess Theatres income and expenditure budget lines were scrutinised and a lengthy debate took place regarding the strategic plans for the theatre and the need for income to be increased to offset some of the expenditure.

The Finance and Resources Committee made the following decision in relation to the submitted Princess Management Committee budget request;

‘that a recommendation is made to the Princess Committee for officers be tasked to develop a robust plan that would treble the run-rate for income in order to demonstrate the value of the theatre as a community asset. Although the detailed plan is unlikely to be available at the time the council’s budget is finalised, the plan must be in place before the start of the new financial year in April. The Council should monitor progress against that plan during the year. That the Princess Management Committee revises the budget for the theatre to include a higher income target for the 23/24 financial year. When considering the overall budget however, the council will need to take a prudent approach before assuming the income will be delivered. The Committee undertakes a strategic review for the long term plan’.

An Extraordinary meeting of the Princess Management Committee was held on 14<sup>th</sup> December 2022, to consider the recommendation from the Finance and Resources Committee and to receive and consider a revised budget that the Business Development Officer had prepared

The Committee’s resolution was - The Committee do not accept the recommendation to triple the run rate. Officers will develop a robust plan that will increase income, although the detailed plan is unlikely to be available at the time the council’s budget is finalised, we will endeavour to have a plan in place by April. A strategic review will be undertaken for the long-term plan.

The Business Development Officer had spent many hours reviewing financial and theatre bookings data that was available at the time and put forward a revised budget with explanations of the proposed changes. Members reviewed the changes and all questions and concerns were answered. The Committee approved the revised budget for submission to the Finance and Resources Committee.

At a meeting of the Finance and Resources Committee on 9<sup>th</sup> January 2023, the resolutions from the Princess Management Committee held on 14<sup>th</sup> December 2022 were considered. The updated budget was approved and was included in the recommendation to the Council for acceptance, as part of the Council’s complete budget

Full Council reviewed the proposed budget, which was accepted at its meeting on 16<sup>th</sup> January 2023.

It should be noted that when calculating end of year figures, these are estimates only. The Theatres transactions are more complex than for other Councils budgets, as explained in the Auditors response relating to Objection 3.

The precept request set by the Council in January 2022 and the timetable necessitates that it has to be set with the Period 9 accounts being the latest available information for the current financial year. The precept set was less than the budgeted net expenditure and the drawdown on reserves was a deliberate decision as the precept was set at a level which councillors considered the maximum that householders would accept at the time. Even if the budgeted income for the Princess had been set at a level based on the month 12 outcome, that precept level that was set would still have anticipated a drawdown on reserves.

The Council feels that due diligence and process was followed when undertaking the budget process with the data available at the time. Transparency was adhered to and all reports were published with the meeting agenda's published on the Council's website. Draft and then approved Minutes were also published on the Council's website.

The attached supporting information will also be submitted with the Council's response.

### **Recommendation**

That the Council considers the above response and makes any necessary amendments before approving the response and supporting documents for submission to PKF Littlejohn LLP



## **APPENDIX 1**

### **A copy of resident's original objections**

To whom it may concern:

Pursuant to the Local Audit and Accountability Act 2014 Sections 26 & 27, I wish to exercise my rights to question the appointed auditor about the accounting records for Burnham on Sea & Highbridge Town Council to 31 March 2023.

I am a registered elector the above Council and reside at XX, Burnham on Sea, Somerset, TA8 XX

During a Finance & Resources Committee meeting of the Town Council on 17 July 2023, the Proper Officer stated that it had been necessary to re-set the Council's accounting software owing to historic configuration issues.

1. Please could you outline what impact this had on the Town Council's accounting records during the year ending 31 March 2023.
2. Please could you outline what steps the auditor had to take to ensure that the Town Council arrived at complete and accurate figures at the year ending 31 March 2023.
3. Please could you confirm for how long the Town Council's accounting software had been configured improperly.
4. Please could you comment on what measures were taken by the internal auditor concerning the misconfiguration of the accounting software.

The financial information for the unit 108 (Princess) states that full year income was £106,303 and full year expenditure was £193,138. These figures were published for the full Town Council meeting on 27 June 2023.

At the Princess Management Committee meeting on 11 April 2023, the eleven month figures tabled were income of £46,642 and expenditure of £130,294.

5. Please could you confirm what is the Town Council's accounting basis (cash or accruals).
6. Please could you confirm unit 108 had income of £59,661 and expenditure of £62,844 in month twelve. What receipts, invoices and evidence have been seen and verified to support these recorded financial transactions in month twelve.





7. Alternatively, could the auditor confirm the inaccuracy of the month eleven and all preceding income and expenditure statements published in the year for unit 108, due to the accounting software misconfiguration.

In the event that month eleven and preceding statements were inaccurate, including specifically those for month seven published for the Princess Management Committee on 15 November 2022, the figures produced by the Town Council for its budget setting process would be compromised for the year beginning 1 April 2023.

The budget for unit 108 for year beginning 1 April 2023 has been set on an estimate of income that is more consistent with financial statements published to month eleven, rather than the full year income. The impact on the Town Council has been the following:

- a. The larger deficit for unit 108 forecast than reality increased substantially the precept and/or use of reserves required for the current financial year.
- b. The Finance & Resources committee at its meeting on 21 November 2022 challenged the Princess committee to increase its forecast income over time by 200%. Based on the subsequently submitted year end figures, the increase required was only 50%.
- c. Notable public concern about both the high budget for unit 108 and the risk that unit 108 might be closed resulted.
- d. The unit 108 Business Development Officer resigned as they did not want to engage with what appears now to have been a wrong income increase target.
- e. The Town Council spent money subsequently on external staffing consultants to advise on future staffing arrangements for unit 108 as a result of the resignation.
- f. The unit 108 Programme and Marketing Officer resigned several months after the unit 108 Business Development Officer, leaving unit 108 with reduced services and greater risk to the Town Council.

8. Please could that the auditor confirm that Burnham on Sea & Highbridge Town Council has exercised appropriate care with public money and had in place appropriate governance structures concerning its accounting records during the financial year ending 31 March 2023.

9. Please could the auditor determine whether the apparent issues in



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

the Town Council's accounting records within the year ending 31 March 2023 should be reported on in the public interest pursuant to schedule 7 of the 2014 Act.



## Minutes Princess Management Committee

<b>Date</b>	15/11/2022
<b>Time</b>	19:00 -
<b>Location</b>	Council Chamber, Old Courthouse, Jaycroft Rd, Burnham-on-Sea, TA8 1LE
<b>Chair</b>	Cllr. Sharon Perry
<b>Attendees</b>	Cllr Ross Baker, Cllr Peter Clayton, Cllr Julie Flurry, Cllr Mike Murphy, Cllr Sharon Perry, Cllr Catherine Searing, Katherine Noble Town Clerk and Cllr James Warren
<b>Absentees</b>	Cllr Roger Keen
<b>Explanation</b>	You are hereby summoned to attend the next meeting of the Princess Management Committee.

Councillors, please remember to bring your computer tablet.

Yours sincerely

Katherine Noble  
Town Clerk

### 00.0.M2 Public Participation

There were five members of the public present. Two members of the public registered to speak.

The first member of the public raised concerns regarding the cost of running the theatre and suggested business people be consulted on the future business plan. Performance indicators and an end point need to be established.

A second member of the public also raised concerns regarding the costs . A large grant was previously received and improvements made to the theatre, but it was expected that income would be increased and expenditure reduced. The Council needs a clear vision for the theatre.

### 41.0.M23 To receive apologies for non-attendance

Apologies were received from Councillor Keen.

**42.0.M23 To receive any declarations of interest on items included on this Agenda**

There were no declarations of interests.

**43.0.M23 To receive and approve the minutes of the Princess Management Committee meeting held on 18 10 22 (copy enclosed)**

The minutes of the previous meeting of the Princess Management Committee held on 18th October 2022, were presented by the Chair.

**Resolved** that the minutes be taken as read and signed by the Chair, subject to Councillor Warren's name being amended under item 36.0.M2,

**44.0.M23 Matters arising from the previous minutes**

33.0.M2 - the insurance claim relating to the pv cells is still ongoing. The energy audit report is expected shortly.

35.0.M2 - The led stage lighting has been purchased in installed.

**45.0.M23 To receive the Business Development Officers report**

The Business Development Officer gave an overview of the previously circulated report.

A query was raised regarding a business plan. The working group will be meeting next week to start looking at the 5 year plan.

**46.0.M23 To receive and adopt charges and rates for 2023/24**

The Business Development gave an overview of the proposed charges for 2023/24. Some increases were being made due to higher utility costs.

**Resolved** the charges and rates for 2023/24 were approved.

- 47.0.M23 To receive and adopt Terms and Conditions of Hire**  
The invoicing process and cancellation terms have been updated.  
**Resolved** the updated Terms and Conditions were approved.
- 48.0.M23 To note the new Volunteering Policy**  
This is a new policy.  
**Resolved** the policy is approved, subject to the Grievance section being renamed Complaints.
- 49.0.M23 To discuss parking issues experienced at The Princess and agree an appropriate plan**  
The Business Development Officer explained some of the issues with the car park.  
**Resolved** that Councillor Clayton meets with the Business Development Officer to discuss options and possible solutions and will report back to the next committee meeting.
- 50.0.M23 To note the most recent committee income & expenditure reports as at 08/ 11 /2022**  
  
The previously circulated report was incorrect and an updated version including the actual monthly income was circulated to Members.  
  
(1 member of the public left the meeting at this juncture)  
  
The report was noted.
- 51.0.M23 To consider DRAFT Princess Budget for 2023/24**  
  
The Chairman read out the following statement;  
  
"As part of a move to make the council's finances more transparent and exert more financial control, we have presented the budget for all areas, including the Princess to show gross flows of income and costs in full. This approach has been agreed by the Clerk and the Chair of the Finance Committee.  
  
In part, the apparent increase in expenditure is a result of this presentation which more clearly shows the net costs that have previously been taken directly from reserves. Whilst there are genuine increases in costs such as energy and staff costs, the cost



increase shown from the 22/23 budget to the projection for 22/23 and budget for 23/24 is not entirely on a comparable basis.

That said now that we understand the running costs of the theatre, we clearly need to develop a longer term plan which bridges the gap. In the short term the Council may be able to draw upon reserves to allow us to develop the income streams and this option will be reviewed by the Full Council. However, we understand this is not sustainable in the long term and intend to assess what income sources are available to cover the running costs of the theatre".

The Business Development Officer gave an explanation for any changes to the income and expenditure budget headings and Members of the Committee were given the opportunity to raise questions and make comments for every item. Some amendments were made as agreed by the Committee.

(During the discussions 1 member of the public left the meeting and 2 members of the public rejoined the meeting before the vote was taken)

**Resolved** that the Committee submits a budget request to the Finance & Resources Committee as follows; Income £50,450, Expenditure £240,433, Difference £189,983.

**52.0.M23 The next meeting of this committee will be held on 14/ 02 /20223**

The date of the next meeting will be held on 14th February 2023.

	2021/2022		2022/2023			2023/24	NOTES
	Budget	Actual	Budget	to end Sept	Est Y End	Budget	
<b>INCOME</b>							
STORAGE HIRE	1,560	1,561	1,590	653	3,200	3,000	Change name from rent
LETTINGS	10,672	17,106	14,000	13,860	17,000	18,000	Greater safety in lettings than Box offic split deals
PERFORMING RIGHTS	1,600	1,606	1,600	989	1,600	0	We are an undisclosed agent therefore this is not income, we take no profit from this
CAFE RENT	-	3,300	5,400	3,450	5,400	6,600	To include increase for utilities costs etc
TECHNICIAN	2,300	6,542	3,500	300	4,000	3,500	
PHOTOCOPIES	0	0	0	0	0		delete
EQUIPMENT	0	0	0	0	0		delete
PT MERCHANDISE	0	1,956	1,600	1,099	1,600	2,000	
DONATIONS	1,000	1,269	1,500	624	1,000	0	Change name from Sponsorships
GRANTS - SDC	0	0	0	0	0	0	Change name to grants
INCOME - GRANTS OTHER	10,000	1,000	10,000	0	0		Delete
INCOME - PRECEPT	0	0	0	0	0		Delete
INCOME - ACE Grant	0	0	0	0	0		Delete
BOX OFFICE - CARD FEES	2,250	6,774	5,600	3,727	5,600	1,800	As with PRS we are an undisclosed agent for the booking fee
BOX OFFICE REVENUE	4,900	5,729	7,500	1,506	3,100	7,500	We have taken more in lettings 22/23
CAFÉ	0	96	0	0	0		Delete
MEMBERSHIPS	1,000	857	1,200	465	1,200	1,200	
PARTICIPATION PT	0	3,925	3,500	4,501	6,500	6,500	A further weekly activity will be added to the programme
ART SALES	300	109	300	117	240	300	
STAGE SOUND/LIGHTING	0	345	50	0	50	50	
PV CELLS	3,500	3,631	3,500	0	0	0	Currently not working. Ongoing insurance claim
<b>TOTAL</b>	<b>39,082</b>	<b>55,806</b>	<b>60,840</b>	<b>31,291</b>	<b>50,490</b>	<b>50,450</b>	

	2021/2022		2022/2023			2023/24	NOTES
	Budget	Actual	Budget	to end Sept	Est Y End	Budget	
<b>EXPENDITURE</b>							
SALARIES & WAGES	60,525	54,906	60,525	34,485	60,525	81,998	Includes Marketing & Programme Mgr fixed term post
EMPLOYERS NAT INSURANCE	4,700	4,639	4,700	3,105	4,700	8,349	
EMPLOYERS S\ANNUATION	10,650	10,414	10,650	6,750	10,650	18,286	
BUSINESS RATES	-	-	9,000	3,544	9,000	9,000	
UTILITIES	10,050	14,684	6,550	5,821	16,550	26,000	EMR used. Change name. To include water, electricity & gas
ELECTRICTY							Delete
GAS							Delete
CLEANING etc	3,400	3,003	3,400	882	3,000	9,200	This includes the contract cleaner currently funded through grants
OFFICE/IT EQUIPMENT & FURNITURE	0	0	0	0	0	5,000	New to replace photocopy charges which is not needed
MISCELLANEOUS EXPENDITURE	0	-	500	56	300	500	
TELEPHONE & BROADBAND	2,000	1,166	2,000	472	1,500	2,000	
SUBSCRIPTIONS & SUPPORT	0	0	0	0		650	Change name from professional/advisory bodies. Memberships etc
INSURANCES	4,400	3,384	4,400	3,485	3,485	6,500	Anticipated increase due to insurance claim and contract procurement
TECHNICIAN COST	3,500	3,361	3,500	950	2,500	17,000	TO previously paid from grant/EMR underspend as well as Duty Techs
ADVERTISING & MARKETING	5,500	3,051	5,500	3,518	5,500	6,000	Change name from publicity
IT PROVISION	2,500	2,419	1,500	1,688	3,000		Delete, included in Office/IT equipment & Furniture
SECURITY & ALARMS	1,500	858	1,500	1,077	1,500	1,500	
PROPERTY MAINTENANCE	7,000	6,717	7,000	5,577	7,000	10,000	
TRADE WASTE DISPOSAL	2,500	932	2,500	2,773	2,500	3,000	We are expecting increases in costs here due to cost of living
H&S/FIRE/INSPECTIONS	500	-	500	220	500	1,000	Change name from statutory building checks and to include fire extinguishers



CAFÉ/BAR	0	0	0	0	0		Delete
LICENCES	1,600	-	1,600	-	1,600	2,400	Change name from performing rights
CARD PAYMENT FEES	2,000	2,404	2,000	1,737	3,000	3,000	Increase in payments made by card
BOX OFFICE CHARGES	2,000	5,697	6,720	3,238		-	Council is an undisclosed agent for booking fee
TECHNICAL THEATRE	2,000	2,292	2,000	2,738	2,400	4,000	Change of name from stage sound/lighting. Costs have gone up for servicing, LED light replacements, additional seating servicing
BACKSTAGE EXPENSES	0	252	0	213	400	500	Change of name from catering
SEED GRANT EXPENDITURE	0	850	0	0	0		Delete
ART SALES EXPENDITURE	100	70	100	60	100	100	
PTAC MERCHANDISE	0	1,214	960	393	960	1,300	Increase in sales requires more products to be purchased
PARTICIPATION FREELANCE	0	-	1,350	2,145	3,000	5,400	Aim to add an additional activity (to be grant funded)
FOOTFALL MONITORS	100	7	100		100	100	
EARMARKED RESERVES SPENT					54,809		Expenditure from EMR as allocated
GRANT EXPENDITURE	0	0	0	0	3,273	-	Grant income received and earmarked
NEW TRAINING/DBS	0	0	0	0	0	2,500	Previously paid from EMR
NEW TRAVEL EXPENSES	0	0	0	81		500	Previously paid from F&R travel expenses budget
NEW FOH/DUTY MANAGEMENT	0	0	0	0	0	14,650	FOH previously paid from grant or underspend in EMR
NEW MATCH FUNDING	0	0	0	0	0	5,000	To address match funding needs for future projects
<b>TOTAL</b>	<b>126,525</b>	<b>122,320</b>	<b>138,555</b>	<b>85,008</b>	<b>201,852</b>	<b>245,433</b>	

<b>2023/24</b>	<b>£</b>
INCOME	50,450
EXPENDITURE	245,433
DIFFERENCE	194,983



## Minutes Finance and Resources Committee

**Date** 21/11/2022  
**Time** 19:00 -  
**Location** Council Chamber, Old Courthouse, Jaycroft Rd, Burnham-on-Sea, TA8 1LE  
**Chair** Cllr Ganesh Gudka  
**Attendees** Cllr Ross Baker, Cllr Peter Clayton, Cllr Alasdair Elrick, Cllr Mike Facey, Cllr Ganesh Gudka, Cllr Alan Matthews, Cllr Benjamin Metcalfe, Cllr Mike Murphy, Cllr Sharon Perry, Katherine Noble Town Clerk and Cllr Barbara Vickers

Yours sincerely

Katherine Noble  
 Town Clerk

### 0.0.F22 Public Participation

There were 6 members of the public present. There were no registered speakers.

### 42.0.F22 To receive apologies for non-attendance

Apologies were received from Councillors Keen and Searing.

### 43.0.F22 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

### 44.0.F22 To receive and approve the minutes of the Finance & Resources Committee meeting held on 26/09/2022

The minutes of the previous meeting of the Finance and Resources Committee held on 26th September 2022, were presented by the Chairman.



(Councillor Baker joined the meeting at this juncture)

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

(Two members of the public joined the meeting at this juncture)

**45.0.F22 Matters arising from previous minutes**

There were no matters arising.

**46.0.F22 Chairman's report**

*Prior to the meeting, any councillor member of the committee wishing to provide an announcement should first liaise with the chairman.*

There was no specific report as items would be covered later in the agenda.

**47.0.F22 To receive for information signed minutes of sub-committees**

The previously circulated minutes were noted.

**48.0.F22 To note the most recent committee income & expenditure reports as at 30/09/2022**

Staff were thanked for their efforts in producing the report.

The report was noted.

**49.0.F22 The Old Courthouse roof repairs**

The Town Clerk informed Members that in October some lead had been stolen off The Old Courthouse roof, which had been reported to the Police. Due to the urgency of the repairs an insurance claim was not made. The majority of the works have been completed, some tiles that were also damaged will be replaced shortly. The cost of the works will be a maximum of £3,750.

**50.0.F22 To appoint 2 Councillors to undertake the internal checks**

Two Councillors are required to check that financial procedures are being followed correctly for audit purposes.

**Resolved** Councillors Matthews and Gudka are appointed to undertake the internal checks.

**51.0.F22 To review the Fees and Charges for 2023/24**

**Resolved** the following charges were approved;

Signal Box - Charges to remain the same at £10 a day for charities and £20 a day for businesses.

Allotments - Charges to remain the same at £33 for a half plot and £66 for a full plot.

Hire of the Council Chamber

Business rate £18.50 per hour 9am - 5pm and £25 per hour 5pm - 9pm.

Weekends: Subject to staff availability – Double the above rates.

Charities will receive a 50% discount.

**52.0.F22 To consider the draft committee budgets for 2023/24 (Burials to follow)**

The Chairman confirmed the budgets from other committees were only being reviewed and the Town Council will approve the final budget in January.

Princess Committee - The Chairman stated that the Council needs to understand the true flows of income and expenditure without the fog of drawings from reserves, although there are some earmarked reserves created by specific grants or spend of a capital nature created by provisions over a period of time.

It is recognised that the theatre has the potential to be a valuable community asset, but that that position must be rooted in the facility being used by as many people as possible, for as many hours of every day as possible, with a large diversity of users.

Councillor Clayton reminded the committee that the theatre had been closed for a year and audience numbers are still recovering. Income will rise as more people return to attending shows etc.



**Resolved** that a recommendation is made to the Princess Committee for officers be tasked to develop a robust plan that would treble the run-rate for income in order to demonstrate the value of the theatre as a community asset. Although the detailed plan is unlikely to be available at the time the council's budget is finalised, the plan must be in place before the start of the new financial year in April. The council should monitor progress against that plan during the year. That the Princess Management Committee revises the budget for the theatre to include a higher income target for the 23/24 financial year. When considering the overall budget however, the council will need to take a prudent approach before assuming the income will be delivered. The Committee undertakes a strategic review for the long term plan.

Town Improvements Committee - No issues were raised.

Burial Committee - No issues were raised.

The Committee considered the Finance and Resources budget and Members were given the opportunity to make comments and raise any issues. A query was raised regarding support and subscriptions and a detailed breakdown was given. A comment was made by Councillor Clayton regarding the positive impact The Rangers had on the town.

**Resolved** that the Committee agrees the finance and resources budget request as follows; Income £1,865, Expenditure £595,367, Difference £593,502.

### **53.0.F22 To agree date of next meeting**

Sedgemoor District Council have confirmed the deadline for submitting Precept requests is in January, therefore some committee meeting dates need to be changed to meet the deadline.

The date of the next Finance and Resources Committee meeting is 9th January 2023 at 7 pm.

	2021/2022		2022/2023			2023/24	NOTES
	Budget	Actual	Budget	to end Sept	Est Y End	Budget	
<b>INCOME</b>							
STORAGE HIRE	1,560	1,561	1,590	653	3,200	3,000	Change name from rent
LETTINGS	10,672	17,106	14,000	13,860	17,000	18,000	Greater safety in lettings than Box office split deals
PERFORMING RIGHTS	1,600	1,606	1,600	989	1,600	0	We are an undisclosed agent therefore this is not income, we take no profit from this
CAFE RENT	-	3,300	5,400	3,450	5,400	6,600	To include increase for utilities costs etc
TECHNICIAN	2,300	6,542	3,500	300	4,000	3,500	
PHOTOCOPIES	0	0	0	0	0		delete
EQUIPMENT	0	0	0	0	0		delete
PT MERCHANDISE	0	1,956	1,600	1,099	1,600	2,000	
DONATIONS	1,000	1,269	1,500	624	1,000	0	Change name from Sponsorships
GRANTS - SDC	0	0	0	0	0	0	Change name to grants
INCOME - GRANTS OTHER	10,000	1,000	10,000	0	0		Delete
INCOME - PRECEPT	0	0	0	0	0		Delete
INCOME - ACE Grant	0	0	0	0	0		Delete
BOX OFFICE - CARD FEES	2,250	6,774	5,600	3,727	5,600	1,800	As with PRS we are an undisclosed agent for the booking fee
BOX OFFICE REVENUE	4,900	5,729	7,500	1,506	3,100	7,500	We have taken more in lettings 22/23
CAFÉ	0	96	0	0	0		Delete
MEMBERSHIPS	1,000	857	1,200	465	1,200	1,200	
PARTICIPATION PT	0	3,925	3,500	4,501	6,500	6,500	A further weekly activity will be added to the programme
ART SALES	300	109	300	117	240	300	
STAGE SOUND/LIGHTING	0	345	50	0	50	50	
PV CELLS	3,500	3,631	3,500	0	0	0	Currently not working. Ongoing insurance claim
<b>TOTAL</b>	<b>39,082</b>	<b>55,806</b>	<b>60,840</b>	<b>31,291</b>	<b>50,490</b>	<b>50,450</b>	

	2021/2022		2022/2023			2023/24	NOTES
	Budget	Actual	Budget	to end Sept	Est Y End	Budget	
<b>EXPENDITURE</b>							
SALARIES & WAGES	60,525	54,906	60,525	34,485	60,525	81,998	Includes Marketing & Programme Mgr fixed term post
EMPLOYERS NAT INSURANCE	4,700	4,639	4,700	3,105	4,700	8,349	
EMPLOYERS S\ANNUATION	10,650	10,414	10,650	6,750	10,650	18,286	
BUSINESS RATES	-	-	9,000	3,544	9,000	9,000	
UTILITIES	10,050	14,684	6,550	5,821	6,550	26,000	EMR used. Change name. To include water, electricity & gas
ELECTRICTY							Delete
GAS							Delete
CLEANING etc	3,400	3,003	3,400	882	3,000	9,000	This includes the contract cleaner currently funded through grants
OFFICE/IT EQUIPMENT & FURNITURE	0	0	0	0	0	5,000	New to replace photocopy charges which is not needed
MISCELLANEOUS EXPENDITURE	0	-	500	56	300	500	
TELEPHONE & BROADBAND	2,000	1,166	2,000	472	1,500	2,000	
SUBSCRIPTIONS & SUPPORT	0	0	0	0		650	Change name from professional/advisory bodies. Memberships etc
INSURANCES	4,400	3,384	4,400	3,485	3,485	6,500	Anticipated increase due to insurance claim and contract procurement
TECHNICIAN COST	3,500	3,361	3,500	950	2,500	17,000	TO previously paid from grant/EMR underspend as well as Duty Techs
ADVERTISING & MARKETING	5,500	3,051	5,500	3,518	5,500	6,000	Change name from publicity
IT PROVISION	2,500	2,419	1,500	1,688	3,000	-	Delete, included in Office/IT equipment & Furniture
SECURITY & ALARMS	1,500	858	1,500	1,077	1,500	1,500	
PROPERTY MAINTENANCE	7,000	6,717	7,000	5,577	7,000	10,000	
TRADE WASTE DISPOSAL	2,500	932	2,500	2,773	2,500	3,000	We are expecting increases in costs here due to cost of living
H&S/FIRE/INSPECTIONS	500	-	500	220	500	1,000	Change name from statutory building checks and to include fire extinguishers

CAFÉ/BAR	0	0	0	0	0		Delete
LICENCES	1,600	-	1,600	-	1,600	1,000	Change name from performing rights
CARD PAYMENT FEES	2,000	2,404	2,000	1,737	3,000	3,000	Increase in payments made by card
BOX OFFICE CHARGES	2,000	5,697	6,720	3,238		-	Council is an undisclosed agent for booking fee
TECHNICAL THEATRE	2,000	2,292	2,000	2,738	2,400	4,000	Change of name from stage sound/lighting. Costs have gone up for servicing, LED light replacements, additional seating servicing
BACKSTAGE EXPENSES	0	252	0	213	400	500	Change of name from catering
SEED GRANT EXPENDITURE	0	850	0	0	0		Delete
ART SALES EXPENDITURE	100	70	100	60	100	100	
PTAC MERCHANDISE	0	1,214	960	393	960	1,300	Increase in sales requires more products to be purchased
PARTICIPATION FREELANCE	0	-	1,350	2,145	3,000	3,000	Aim to add an additional activity
FOOTFALL MONITORS	100	7	100		100	100	
EARMARKED RESERVES SPENT					54,809		Expenditure from EMR as allocated
GRANT EXPENDITURE	0	0	0	0	3,273	-	Grant income received and earmarked
NEW TRAINING/DBS	0	0	0	0	0	1,500	Previously paid from EMR
NEW TRAVEL EXPENSES	0	0	0	81		500	Previously paid from F&R travel expenses budget
NEW FOH/DUTY MANAGEMENT	0	0	0	0	0	14,650	FOH previously paid from grant or underspend in EMR
NEW MATCH FUNDING	0	0	0	0	0	5,000	To address match funding needs for future projects
<b>TOTAL</b>	<b>126,525</b>	<b>122,320</b>	<b>138,555</b>	<b>85,008</b>	<b>191,852</b>	<b>240,433</b>	

<b>2023/24</b>	<b>£</b>
INCOME	50,450
EXPENDITURE	240,433
DIFFERENCE	189,983



	2021/2022		2022/2023			2023/24	NOTES
	Budget	Actual	Budget	to end Oct	Est Y End	Budget	
<b>INCOME</b>							
STORAGE HIRE	1,560	1,561	1,590	653	3,000	3200	Change name from rent
LETTINGS	10,672	17,106	14,000	13,914	20,000	25,000	Revisited estimated year end and found lettings income to be higher therefore we project a 25% increase for next year.
PERFORMING RIGHTS	1,600	1,606	1,600	1,034	1,600	0	We are an undisclosed agent therefore this is not income, we take no profit from this
CAFE RENT	-	3,300	5,400	3,450	5,400	6,600	To include increase for utilities costs etc
TECHNICIAN	2,300	6,542	3,500	300	7,000	8000	As with lettings est year end is greater and therefore we will expect to achieve a greater income here
PHOTOCOPIES	0	0	0	0	0		delete
EQUIPMENT	0	0	0	0	0		delete
PT MERCHANDISE	0	1,956	1,600	1,099	2,700	3000	More accurate figures obtained for sales, taken the price of merchandise up.
DONATIONS	1,000	1,269	1,500	624	1,000	0	Change name from Sponsorships
GRANTS - SDC	0	0	0	0		0	Change name to grants
INCOME - GRANTS OTHER	10,000	54,726	10,000	0	0		Delete
INCOME - PRECEPT	0	0	0	0	0		Delete
INCOME - ACE Grant	0	0	0	0	0		Delete
BOX OFFICE - CARD FEES	2,250	6,774	5,600	3,759	5,600	1,800	As with PRS we are an undisclosed agent for the booking fee
BOX OFFICE REVENUE	4,900	5,729	7,500	1,752	5,000	7,500	More accurate figures obtained. We have taken more in lettings 22/23
CAFÉ	0	96	0	0	0		Delete
MEMBERSHIPS	1,000	857	1,200	465	1,200	2,000	Marketing strategy to build membership.

PARTICIPATION PT	0	3,925	3,500	3,474	6,000	7,500	More accurate figures obtained and marketing strategy to include daytime activities growth for 23/24
ART SALES	300	109	300	117	240	400	Strategy for sales growth
STAGE SOUND/LIGHTING	0	345	50	0	50	50	
PV CELLS	3,500	3,631	3,500	0	0	3500	Reinstatement of PV Cells - awaiting new quote and insurance agreement
<b>TOTAL</b>	<b>39,082</b>	<b>109,532</b>	<b>60,840</b>	<b>30,641</b>	<b>58,790</b>	<b>68,550</b>	35% increase from previous 23/24 income budget (£50450 on 15.11.22)

	2021/2022		2022/2023			2023/24	NOTES
	Budget	Actual	Budget	to end Sep	Est Y End	Budget	
<b>EXPENDITURE</b>							
SALARIES & WAGES	60,525	54,906	60,525	34,485	60,525	81,998	Includes Marketing & Programme Mgr fixed term post
EMPLOYERS NAT INSURANCE	4,700	4,639	4,700	3,105	4,700	8,349	
EMPLOYERS S\ANNUATION	10,650	10,414	10,650	6,750	10,650	18,286	
BUSINESS RATES	-	-	9,000	3,544	9,000	9,000	
UTILITIES	10,050	14,684	16,550	5,821	16,550	26,000	Budget restated to include EMR spend. Change name. To include water, electricity & gas
ELECTRICTY							Delete
GAS							Delete
CLEANING etc	3,400	3,003	3,400	882	2,000	8500	Spent less on cleaning products. This includes the contract cleaner.
OFFICE/IT EQUIPMENT & FURNITURE	0	0	0	0	0	5,000	New to replace photocopy charges which is not needed
MISCELLANEOUS EXPENDITURE	0	-	500	56	300	500	
TELEPHONE & BROADBAND	2,000	1,166	2,000	472	1,500	2,000	
SUBSCRIPTIONS & SUPPORT	0	0	0	0			Remove subscriptions to UK Theatre

INSURANCES	4,400	3,384	4,400	3,485	3,485	6,500	Anticipated increase due to insurance claim and contract procurement - this figure may go up or down
TECHNICIAN COST	3,500	3,361	3,500	950	2,500	17,000	TO previously paid from grant/EMR underspend as well as Duty Techs
ADVERTISING & MARKETING	5,500	3,051	5,500	3,518	5,500	6,000	Change name from publicity
IT PROVISION	2,500	2,419	1,500	1,688	3,000		Delete, included in Office/IT equipment & Furniture
SECURITY & ALARMS	1,500	858	1,500	1,077	1,500	1,500	
PROPERTY MAINTENANCE	7,000	6,717	7,000	5,577	7,000	10,000	Ask for M&R EMR quite often
TRADE WASTE DISPOSAL	2,500	932	2,500	2,773	2,500	3,000	We are expecting increases in costs here due to cost of living
H&S/FIRE/INSPECTIONS	500	-	500	220	500	1,000	Change name from statutory building checks and to include fire extinguishers
CAFÉ/BAR	0	0	0	0	0		Delete
LICENCES	1,600	-	1,600	-	1,600	800	More accurate quote obtained for license. Change name from performing rights
CARD PAYMENT FEES	2,000	2,404	2,000	1,737	3,000	3,000	Increase in payments made by card
BOX OFFICE CHARGES	2,000	5,697	6,720	3,238		-	Council is an undisclosed agent for booking fee
TECHNICAL THEATRE	2,000	2,292	2,000	2,738	2,400	4,000	Change of name from stage sound/lighting. Costs have gone up for servicing, LED light replacements, lamps and additional seating servicing
BACKSTAGE EXPENSES	0	252	0	213	400	500	Change of name from catering
SEED GRANT EXPENDITURE	0	850	0	0	0		Delete
ART SALES EXPENDITURE	100	70	100	60	100	100	
PTAC MERCHANDISE	0	1,214	960	393	960	1,320	Increase in sales requires more products to be purchased
PARTICIPATION FREELANCE	0	-	1,350	2,145	3,000	3,000	Any additional expenditure in this area will be grant funded
FOOTFALL MONITORS	100	7	100		100	100	

EMR SPENT			-		54,809		PMO, etc
NEW GRANT EXPENDITURE	0	41781	0	0	3273	-	
NEW TRAINING/DBS	0	0	0	0	0	1,500	lowered training budget
NEW TRAVEL EXPENSES	0	0	0	81		500	Previously paid from F&R travel expenses budget
NEW FOH/DUTY MANAGEMENT	0	0	0	0	0	14,650	FOH previously paid from grant or underspend in EMR + 9 hours DM
NEW MATCH FUNDING	0	0	0	0	0	5000	To address match funding needs for future projects
<b>TOTAL</b>							
	<b>126,525</b>	<b>164,101</b>	<b>148,555</b>	<b>85,008</b>	<b>200,852</b>	<b>239,103</b>	a reduction of 2.5% from previous budget expenditure 23/24 (£245433 15.11.22)

	<b>Est yr end</b>	<b>23/24</b>	<b>%</b>
INCOME	58,790	68,550	16
EXPENDITURE	200,852	239,103	19
DIFFERNCE	142,062	170,553	20
Grant income	3,273	3,318	
PRECEPT	138,789	167,235	20



## Minutes Princess Management Committee

**Date** 14/12/2022  
**Time** 19:00 -  
**Location** Council Chamber, Old Courthouse, Jaycroft Rd, Burnham-on-Sea, TA8 1LE  
**Chair** Cllr. Sharon Perry  
**Attendees** Beccy Armory BDO, Cllr Peter Clayton, Cllr Roger Keen, Cllr Mike Murphy, Cllr Sharon Perry, Katherine Noble Town Clerk and Cllr James Warren  
**Absentees** Cllr Ross Baker, Cllr Julie Flurry and Cllr Catherine Searing

### Public Participation

There were 17 members of the public present.

Five representations were made.

The first member of the public spoke in relation to the cost of the theatre to the public and that Councillors need to engage and listen to the public, as they haven't been given a choice about how the money is spent. The resident felt the budget could not be justified and it was not sustainable.

The second member of the public also spoke regarding the cost of the theatre and for every £1 of income there was £4 of subsidy. Due to the time constraints, the Chair asked for a copy of the suggested plan to review.

The third speaker represented the Burnham and District Pantomime Society and stated that the pantomime had been held at the theatre for over 50 years and if the theatre were to close they would not be able to continue, as there are no other suitable facilities. They have members of all ages involved and entertain local audiences of up to 1,000 people. There had been vast improvements of the facility over the last few years and it would be detrimental to the town if the important community asset closed.

The final member of the public spoke of the importance of the facility and 163 people who had attended the theatre in the past 2 days signed to confirm their support for the community facility. The facility is a great asset and should not just be about money.

Signed by chair.....

date.....

The Chair stated that a written representation had been received from the Chair of the Highbridge Festival of the Arts, which the Chair read out. The festival would unlikely be able to continue without the wonderful performance space. They often receive positive comments about the theatre from visiting dancers and performers. The community would be poorer without this resource.

**53.0.M22 To receive apologies for non-attendance**

Apologies were received from Councillors Baker, Flurry and Searing.

**54.0.M22 To receive any declarations of interest on items included on this Agenda**

There were no declarations of interests.

**55.0.M22 To receive and approve the minutes of the Princess Management Committee meeting held on 15/11/2022 (copy enclosed)**

The minutes of the previous meeting of the Princess Management Committee held on 15th November 2022, were presented by the Chair.

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

**56.0.M22 To consider the recommendations of the Finance and Resource Committee relating to the draft budget**

The Chair read out the three recommendations from the Finance and Resources Committee for consideration.

The Business Development Officer spoke about the lack of clarity of the recommendations. To demonstrate the value of the community asset, Members should speak to the users of the facility.

A long list of users of the facility was read out and how the facility benefited them. 1,200 tickets had been sold since last year, 20% of sales are to people from outside the TA8 postcode and over 2,000 classes and activities have taken place. Visitors to the theatre also put additional money back into the local economy.

The District Councils are spending a lot of money on writing a cultural strategy for the unitary authority and Councils are investing in Cultural Officers. Many Councils financially support/run theatres, which are not profit making.

A lengthy discussion took place and comments included :

- The Business Development Officer only started 2 months before the pandemic and therefore hasn't had a chance and should have been asked what was a realistic income projection.
- There were no timescales with the proposal.
- The recommendations shows a lack of understanding of the theatre.
- It is a community asset not an income generator.
- Trebling income is unrealistic.
- The focus on budget control had not been happening and when running a business targets need to be set.
- Its unacceptable to be working at a loss.
- The targets are achievable, but the business process needs to be changed with increased activities.

**Resolved** the Committee does not accept the recommendation to triple the run rate. Officers will develop a robust plan that will increase income, although the detailed plan is unlikely to be available at the time the council's budget is finalised, we will endeavour to have a plan in place by April. A strategic review will be undertaken for the long-term plan.

Some members felt an apology was owed to the Business Development Officer.

(1 member of the public left the meeting and rejoined during these discussions)

#### **57.0.M22 To consider revised Draft Princess Budget for 2023/24**

The Business Development Officer had revised the budget and explained the reasons for the increased income and reduction in some expenditure. The Chair thanked the Business Development Officer for the work she had done on the budget.

**Resolved** the revised budget is recommended to the Finance and Resources Committee for approval.



### **Resignation of Business Development Officer**

Before the close of the meeting, the Chair expressed her sadness at the resignation of the Business Development Officer and thanked her for all her hard work and achievements over the past 3 years. This was also reiterated by other Councillors.



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**Committee Name & Date:** **Princess Management Committee**

**Report on agenda Item:** **To consider the recommendations from the Finance & Resource Committee 21.11.2022**

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At the Finance and Resource Committee 21.11.22 draft budgets were considered. The Princess budget was declined and these recommendations agreed.

1. That officers should be tasked to develop a robust plan that would treble the run-rate for income in order to demonstrate the value of the theatre as a community asset. Although the detailed plan is unlikely to be available at the time the council's budget is finalised, the plan must be in place before the start of the new financial year in April.
2. That the Princess Management Committee revises the budget for the theatre to include a higher income target for the 23/24 financial year.
3. To undertake a strategic review for the long-term plan.

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Key issues that have arisen from these recommendations are:

- There is no given timeline in terms of achieving treble the income
- What is the outcome if "officers" find it unrealistic, despite pursuing all avenues, to develop a plan that will 'treble' income?
- What happens if we set a treble your income plan and don't achieve it?
- The wording "the plan must be in place by the start of the financial year" suggests no choice, is this the case?

Without clarity on these points, staff are still moving forwards and below are points for discussion.

- 
1. There are 4 parts to this recommendation:
    - a. At the heart of any economic valuation method for a community asset is the concept of wellbeing or welfare. An evaluation that focuses only on market prices underestimates the full public value of a cultural institution (*2021 DCMS & ACE*)
    - b. Officers had planned to demonstrate the value of the theatre as a community asset by collecting data throughout 20/21, as you know this was not possible.



The plan is to now do this throughout 23/24 with data from both non-visitors and visitors. This will allow the council the opportunity to better understand both the economic and the wellbeing value of their investment. This data will be presented in early 24/25.

- c. No business is currently planning to triple their income, but The Princess is not a business, it is a council service that offers much more to its community. It is possible to achieve perhaps double the income over the coming 3 years but this will require further investment. This would be sought through grant funding to relieve the council of its full budgeted subsidy, as in the past 2 years.
  - i. 20/21      **£75928** budgeted      **£72428** actual      **£88681** Grants
  - ii. 21/22      **£93939** budgeted      **£74579** actual      **£65726** Grants
- d. It should be taken in to account that the last year has seen unprecedented work levels on marketing and programming due to promoter and producer confidence (across the country). Therefore, no grant funding has been raised for The Princess 22/23 however, the staffing structure is at a point where this area can be focussed on.

2. As you can see from the Budget put forward we have already achieved this recommendation with an increase of 35% on the original projections. It should be noted that no grant funding has been listed as income.
3. A working group to create a robust business plan and roadmap was voted at the 18.10.22 meeting. This working groups first meeting was 09.12 where they received a first draft of the Business Plan. This is expected to be in place by April 2023.

Author:            Beccy Armory  
Title:              Business Development Officer



## Minutes Finance and Resources Committee

<b>Date</b>	09/01/2023
<b>Time</b>	19:00 - 21:00
<b>Location</b>	Council Chamber, Old Courthouse, Jaycroft Rd, Burnham-on-Sea, TA8 1LE
<b>Chair</b>	Cllr Ganesh Gudka
<b>Attendees</b>	Cllr Peter Clayton, Cllr Alasdair Elrick, Cllr Mike Facey, Cllr Ganesh Gudka, Cllr Roger Keen, Cllr Alan Matthews, Cllr Benjamin Metcalfe, Cllr Mike Murphy, Cllr Sharon Perry, Katherine Noble Town Clerk and Cllr Barbara Vickers
<b>Absentees</b>	Cllr Ross Baker, Elaine Dutton Deputy Town Clerk and Cllr Catherine Searing

### 00.0 Public Participation

*Minutes:*

There were six members of the public present.

The Chairman confirmed that a letter supporting the Princess Theatre had been received from BEES and had been circulated to all Members.

A representative from BEES spoke in support of the Princess Theatre. The group had used the Princess Theatre since they started in 1994 and felt it was a valuable community asset and would be a great loss if it closed. User groups gathered yesterday to show their support.

The committee thanked the speaker for the information and assured him this would be taken into account in future planning .

(Councillor Metcalfe joined the meeting during the public participation)

### 1.0.F23 To receive apologies for non-attendance

*Minutes:*

Apologies were received from Councillor Baker.

### 2.0.F23 To receive any declarations of interest on items included on this Agenda.



*Unless granted a dispensation, a councillor with voting rights shall not participate in discussion or vote on a matter in which they have an interest and shall withdraw from the meeting during discussion of the matter.*

*Minutes:*

There were no declarations of interests.

**3.0.F23 To receive and approve the minutes of the Finance & Resources Committee meeting held on Monday 21st November 2022 (copy enclosed)**

*Minutes:*

The minutes of the previous meeting of the Finance and Resources Committee held on 21st November 2022, were presented by the Chairman.

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

**4.0.F23 Matters arising**

*Minutes:*

There were no matters arising.

**5.0.F23 Chairman's report**

*Prior to the meeting, any councillor member of the committee wishing to provide an announcement should first liaise with the chairman.*

*Minutes:*

Over the past 2 months work has focused on accounts and budgets.

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

*Minutes have been circulated by email*

*Minutes:*

Minutes of the Sub Committee meetings had been circulated and items will be addressed later in the agenda.

**7.0.F23 To note the most recent committee income & expenditure reports as at 30.11.2022**

*Minutes:*

Officers were thanked for getting the accounts up to date.

The report was noted.

**8.0.F23 To consider quotation for year end accounts closure**

*Minutes:*

The Clerk gave a short explanation regarding the quotation.

**Resolved** the quotation from Rialtas for closing of the year end accounts was approved at a cost of £755 + VAT.

**9.0.F23 To consider interim internal audit report for recommendation to Council**

*Minutes:*

The Chairman confirmed that Officers had raised the points mentioned in the report during the year. Recommendations were being actioned. The Investment Strategy would be reviewed by the Finance and Resources Committee in due course.

**10.0.F23 To receive Princess Management Committee report and updated draft budget for 2023/24**

*Minutes:*

The Committee noted the resolution from the Princess Management Committee meeting held on 14th December.

No issues were raised in regards to the updated Princess Committee budget.

**11.0.F23 To consider budget for 2023/24 for recommendation to Council**

*Minutes:*

The Chair stated this had been a difficult budget, especially with the large increase in energy costs and increased inflation costs. Moving away from earmarked reserves (EMRs) funding day to day expenditure and re-contracting of some services has also caused increases. EMRs have been reviewed and there is a rationale behind each reserve. It is



possible to draw on some general reserves, but there is a need to strike a balance for a sustainable future.

**Resolved** that the Finance and Resources Committee recommends to Council to accept the budget of £850,515 for 2023/24. The recommendation for the Precept request is £768,500 with £82,015 being used from general reserves.

**12.0.F23 The next meeting of this committee will be held on Monday 13th March 2023**

*Minutes:*

The next meeting will be held on 13th March 2023.

**13.0.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**

*Minutes:*

**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.

**14.0.F23 To consider HR Sub Committee report**

*Minutes:*

The Chair of the HR Sub Committee gave a detailed overview of the report. A discussion took place on each of the recommendations and members questions were answered.

**Resolved** that the HR Sub Committees recommendations were approved, excluding the item relating to the Princess Theatre which was deferred, with proposed changes to take effect from 1st April 2023.

	2021/2022		2022/2023			2023/24	NOTES
	Budget	Actual	Budget	to end Oct	Est Y End	Budget	
<b>INCOME</b>							
STORAGE HIRE	1,560	1,561	1,590	653	3,000	3200	Change name from rent
LETTINGS	10,672	17,106	14,000	13,914	20,000	25,000	Revisited estimated year end and found lettings income to be higher therefore we project a 25% increase for next year.
PERFORMING RIGHTS	1,600	1,606	1,600	1,034	1,600	0	We are an undisclosed agent therefore this is not income, we take no profit from this
CAFE RENT	-	3,300	5,400	3,450	5,400	6,600	To include increase for utilities costs etc
TECHNICIAN	2,300	6,542	3,500	300	7,000	8000	As with lettings est year end is greater and therefore we will expect to achieve a greater income here
PHOTOCOPIES	0	0	0	0	0		delete
EQUIPMENT	0	0	0	0	0		delete
PT MERCHANDISE	0	1,956	1,600	1,099	2,700	3000	More accurate figures obtained for sales, taken the price of merchandise up.
DONATIONS	1,000	1,269	1,500	624	1,000	0	Change name from Sponsorships
GRANTS - SDC	0	0	0	0		0	Change name to grants
INCOME - GRANTS OTHER	10,000	54,726	10,000	0	0		Delete
INCOME - PRECEPT	0	0	0	0	0		Delete
INCOME - ACE Grant	0	0	0	0	0		Delete
BOX OFFICE - CARD FEES	2,250	6,774	5,600	3,759	5,600	1,800	As with PRS we are an undisclosed agent for the booking fee
BOX OFFICE REVENUE	4,900	5,729	7,500	1,752	5,000	7,500	More accurate figures obtained. We have taken more in lettings 22/23
CAFÉ	0	96	0	0	0		Delete
MEMBERSHIPS	1,000	857	1,200	465	1,200	2,000	Marketing strategy to build membership.

PARTICIPATION PT	0	3,925	3,500	3,474	6,000	7,500	More accurate figures obtained and marketing strategy to include daytime activities growth for 23/24
ART SALES	300	109	300	117	240	400	Strategy for sales growth
STAGE SOUND/LIGHTING	0	345	50	0	50	50	
PV CELLS	3,500	3,631	3,500	0	0	3500	Reinstatement of PV Cells - awaiting new quote and insurance agreement
<b>TOTAL</b>	<b>39,082</b>	<b>109,532</b>	<b>60,840</b>	<b>30,641</b>	<b>58,790</b>	<b>68,550</b>	35% increase from previous 23/24 income budget (£50450 on 15.11.22)

	2021/2022		2022/2023			2023/24	NOTES
	Budget	Actual	Budget	to end Sept	Est Y End	Budget	
<b>EXPENDITURE</b>							
SALARIES & WAGES	60,525	54,906	60,525	34,485	60,525	81,998	Includes Marketing & Programme Mgr fixed term post
EMPLOYERS NAT INSURANCE	4,700	4,639	4,700	3,105	4,700	8,349	
EMPLOYERS S\ANNUATION	10,650	10,414	10,650	6,750	10,650	18,286	
BUSINESS RATES	-	-	9,000	3,544	9,000	9,000	
UTILITIES	10,050	14,684	16,550	5,821	16,550	26,000	Budget restated to include EMR spend. Change name. To include water, electricity & gas
ELECTRICTY							Delete
GAS							Delete
CLEANING etc	3,400	3,003	3,400	882	2,000	8500	Spent less on cleaning products. This includes the contract cleaner.
OFFICE/IT EQUIPMENT & FURNITURE	0	0	0	0	0	5,000	New to replace photocopy charges which is not needed
MISCELLANEOUS EXPENDITURE	0	-	500	56	300	500	
TELEPHONE & BROADBAND	2,000	1,166	2,000	472	1,500	2,000	
SUBSCRIPTIONS & SUPPORT	0	0	0	0			Remove subscriptions to UK Theatre



INSURANCES	4,400	3,384	4,400	3,485	3,485	6,500	Anticipated increase due to insurance claim and contract procurement - this figure may go up or down
TECHNICIAN COST	3,500	3,361	3,500	950	2,500	17,000	TO previously paid from grant/EMR underspend as well as Duty Techs
ADVERTISING & MARKETING	5,500	3,051	5,500	3,518	5,500	6,000	Change name from publicity
IT PROVISION	2,500	2,419	1,500	1,688	3,000		Delete, included in Office/IT equipment & Furniture
SECURITY & ALARMS	1,500	858	1,500	1,077	1,500	1,500	
PROPERTY MAINTENANCE	7,000	6,717	7,000	5,577	7,000	10,000	Ask for M&R EMR quite often
TRADE WASTE DISPOSAL	2,500	932	2,500	2,773	2,500	3,000	We are expecting increases in costs here due to cost of living
H&S/FIRE/INSPECTIONS	500	-	500	220	500	1,000	Change name from statutory building checks and to include fire extinguishers
CAFÉ/BAR	0	0	0	0	0		Delete
LICENCES	1,600	-	1,600	-	1,600	800	More accurate quote obtained for license. Change name from performing rights
CARD PAYMENT FEES	2,000	2,404	2,000	1,737	3,000	3,000	Increase in payments made by card
BOX OFFICE CHARGES	2,000	5,697	6,720	3,238		-	Council is an undisclosed agent for booking fee
TECHNICAL THEATRE	2,000	2,292	2,000	2,738	2,400	4,000	Change of name from stage sound/lighting. Costs have gone up for servicing, LED light replacements, lamps and additional seating servicing
BACKSTAGE EXPENSES	0	252	0	213	400	500	Change of name from catering
SEED GRANT EXPENDITURE	0	850	0	0	0		Delete
ART SALES EXPENDITURE	100	70	100	60	100	100	
PTAC MERCHANDISE	0	1,214	960	393	960	1,320	Increase in sales requires more products to be purchased
PARTICIPATION FREELANCE	0	-	1,350	2,145	3,000	3,000	Any additional expenditure in this area will be grant funded
FOOTFALL MONITORS	100	7	100		100	100	

EMR SPENT			-		54,809		PMO, etc
NEW GRANT EXPENDITURE	0	41781	0	0	3273	-	
NEW TRAINING/DBS	0	0	0	0	0	1,500	lowered training budget
NEW TRAVEL EXPENSES	0	0	0	81		500	Previously paid from F&R travel expenses budget
NEW FOH/DUTY MANAGEMENT	0	0	0	0	0	14,650	FOH previously paid from grant or underspend in EMR + 9 hours DM
NEW MATCH FUNDING	0	0	0	0	0	5000	To address match funding needs for future projects
<b>TOTAL</b>							
	<b>126,525</b>	<b>164,101</b>	<b>148,555</b>	<b>85,008</b>	<b>200,852</b>	<b>239,103</b>	a reduction of 2.5% from previous budget expenditure 23/24 (£245433 15.11.22)

<b>2023/24</b>	<b>£</b>
INCOME	68,550
EXPENDITURE	239,103
DIFFERNCE	170,553



## Minutes Town Council

<b>Date</b>	16/01/2023
<b>Time</b>	19:00 - 21:00
<b>Location</b>	Council Chamber, Old Courthouse, Jaycroft Rd, Burnham-on-Sea, TA8 1LE
<b>Chair</b>	Cllr. Sharon Perry
<b>Attendees</b>	Cllr Ross Baker, Cllr Peter Clayton, Cllr Alasdair Elrick, Cllr Julie Flurry, Cllr Ganesh Gudka, Cllr Roger Keen, Cllr Alan Matthews, Cllr Benjamin Metcalfe, Cllr Andrew Morgan, Cllr Mike Murphy, Cllr Sharon Perry, Cllr Catherine Searing, Katherine Noble Town Clerk, Cllr Barbara Vickers, Cllr James Warren

### 00.0.T23 Public Participation

There were 5 members of the public present.

One member of the public spoke in regard to the council expenditure. The Princess Theatre's income is less than it was in 2014. The expenditure for the Old Courthouse is high and the Council should get the building valued and move. The Council needs a vision.

### 1.0.T23 To receive apologies for non-attendance

Apologies were received from Councillors Millard, Facey, Wynn and Barber.

### 2.0.T23 To receive any declarations of interest on items included on this Agenda

There were no declarations of interests.

### 3.0.T23 To receive and approve the minutes of the Town Council meeting held on 05/12/2022 (copy enclosed)

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

### 4.0.T23 Matters arising from previous minutes

There were no matters arising.

**5.0.T23 To receive Mayors announcements**

The Mayors update will be published on the website.

**6.0.T23 To receive any reports from district councillors on district council relevant matters**

There was no report received.

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

Councillor Murphy stated that the Highbridge Hall Committee had a meeting this evening and asked if a meeting schedule could be sent to them to try avoid meeting clashes.

**8.0.T23 To receive verbal update from the Homeless Work Group**

Councillor Baker confirmed that a meeting would be held in 3 weeks and interested organisations would be invited to attend. Anyone who would like to participate can contact the Town Council. Priorities will be agreed at the meeting, including long and short term plans and developing partnerships with other organisations.

**9.0.T23 To receive verbal update from The King's Coronation Working Group**

Councillor Perry stated that an open meeting was held on 31st January, which was well attended by local groups and residents. Many suggestions were put forward, which are going to be considered by the working group on Thursday. A further open meeting will be taking place on 31st March.

Any proposals will be referred to the TIMPS Committee for consideration.

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

Planning -21st December 2022

The minutes were noted and no queries were raised.

**11.0.T23 To approve the Climate and Ecology annual plans**

Councillor Vickers thanked everyone who had been involved in the Working Group. The plans are for the coming year and are drawn from the approved Strategy Plan.

A comment was made that a number of acronyms were used and a key should be included.

**Resolved** that the Climate and Ecology annual plan is approved.

**12.0.T23 To receive details of expenditure during December 2022, as circulated**

The payment list was noted and no queries were raised.

**13.0.T23 To receive the Town Council accounts for the month of December 2022 as circulated**

The accounts for December were received and noted.

**14.0.T23 To appoint 4 additional Councillors as bank signatories for online payments**

**Resolved** Councillors Keen, Flurry, Metcalfe and Murphy are added as signatories for the online bank payments.

**15.0.T23 To consider interim internal audit report and comments**

Councillor Gudka gave an overview of the report. Most of the issues had been raised by officers during the year and actions are in hand. The Investment Strategy/Policy would be reviewed by Finance and Resources Committee in due course.

**Resolved** that the internal audit report is accepted and recommendations actioned.

**16.0.T23 To consider the recommendation from the Finance and Resources Committee for setting the budget for 2023/24**

Councillor Gudka stated that this had been a difficult process and each Committee had thoroughly reviewed their budgets. There are some significant increases, such as a 68% rise in energy costs. The Council will continue to look at areas to save money and the Princess Management Committee will be conducting a strategic review.

Committee Chairs have reviewed the earmarked reserves and made some suggested changes. These will be reviewed again during the year.

**Resolved** that the budget for 2023/24 is set at £850,515 and the proposed earmarked reserves are carried forward.

**17.0.T23 To consider the recommendation from the Finance and Resources Committee for setting of the Precept for 2023/24**

Councillor Gudka explained the reasoning behind the Finance and Resources Committee's recommendation and the need to try and find a balance.

Concerns were raised regarding the amount of money being taken from general reserves, as once it is gone it is gone and next year there will be a bigger increase. The year ahead will be used to look at cutting some net costs and review the earmarked reserves further.

The proposed increase equates to £7.60 on a band D property to £116.10 per year.

**Resolved** the Precept request for 2023/24 is £768,500. £82,015 will be taken from general reserves to meet the shortfall.

**18.0.T23 Date of next Meeting is Monday 6th March 2023**

The date of the next meeting is 6th March. The venue will be confirmed in due course.

	2021/2022		2022/2023			2023/24	NOTES
	Budget	Actual	Budget	to end Sept	Est Y End	Budget	
<b>INCOME</b>							
<b>MANAGEMENT AND COMPLIANCE</b>							
BANK INTEREST	2,000	2,218	2,000	393	786	500	
GRANTS	0		-	-	-	-	
SPONSORSHIP	0				-	-	
NEW CIL	0	0	0	11,141	31,103		
<b>OLD COURTHOUSE</b>							
RENT	-	2,200	1,000	-	-	-	Registrars moved out in July 2022
OLD COURTHOUSE LETTING	250	375	250	375	375	250	Change name from letting
<b>ALLOTMENT HIGHBRIDGE</b>							
ALLOTMENT RENTS	1,155		1,115	1,115	1,043	1,115	Change name
<b>TIMPS</b>							
SIGNAL BOX	0	120	0	40	80	40	
EVENT DONATIONS	0	2210	1,500	1,500	1,500	0	changed name from fireworks donations - to include fireworks/Christmas events etc
Christmas support	0	0	0	0	0	0	Delete
<b>CEMETERIES</b>							
WAYLEAVES	4850	4851	4,850	0	4,850	4,850	
GRANT	10000	10000		0	0	0	
COMMONWEALTH WAR MEMORIALS	0	62	50	0	50	50	
MEMORIAL BENCHES			0	1,477	1,477	0	Changed name from seat donations
GRAZING RIGHTS	430	0	0	0	0	0	Delete - not needed
EROB	7000	16360	10,000	6,500	10,000	7,000	
INTERMENTS	19000	24465	19,000	8,575	17,000	15,000	
MEMORIALS	7600	7560	8,200	4,680	8,000	8,000	
ADDITIONAL INSCRIPTIONS	1600	450	0	0	0	0	Delete will be included in Memorials
PLINTHS	0	0	0	0	0	0	Delete will be included in Memorials
<b>PRINCESS</b>							
STORAGE HIRE	1,560	1,561	1,590	653	3,200	3200	Change name from rent

LETTINGS	10,672	17,106	14,000	13,914	20,000	25,000	Greater safety in lettings than Box office split deals
PERFORMING RIGHTS	1,600	1,606	1,600	1,034	1,600	0	We are an undisclosed agent therefore this is not income, we take no profit from this
CAFE RENT	-	3,300	5,400	3,450	5,400	6,600	To include increase for utilities costs etc
TECHNICIAN	2,300	6,542	3,500	300	7,000	8000	
PHOTOCOPIES	0	0	0	0	0		delete
EQUIPMENT	0	0	0	0	0		delete
PT MERCHANDISE	0	1,956	1,600	1,099	2,700	3000	aim to sell more ice creams than sweets
DONATIONS	1,000	1,269	1,500	624	1,000	0	Change name from Sponsorships
GRANTS - SDC	0	0	0	0		0	Change name to grants
INCOME - GRANTS OTHER	10,000	54,726	10,000	0	0		Delete
INCOME - PRECEPT	0	0	0	0	0		Delete
INCOME - ACE Grant	0	0	0	0	0		Delete
BOX OFFICE - CARD FEES	2,250	6,774	5,600	3,759	5,600	1,800	As with PRS we are an undisclosed agent for the booking fee
BOX OFFICE REVENUE	4,900	5,729	7,500	1,752	5,000	7,500	We have taken more in lettings 22/23
CAFÉ	0	96	0	0	0		Delete
MEMBERSHIPS	1,000	857	1,200	465	1,200	2,000	
PARTICIPATION PT	0	3,925	3,500	3,474	6,000	7,500	
ART SALES	300	109	300	117	240	400	
STAGE SOUND/LIGHTING	0	345	50	0	50	50	
PV CELLS	3,500	3,631	3,500	0	0	3500	Currently not working. Ongoing insurance claim
<b>TOTALS</b>	<b>92,967</b>	<b>180,403</b>	<b>108,805</b>	<b>66,437</b>	<b>135,254</b>	<b>105,355</b>	



	2021/2022		2022/2023			2023/24	NOTES
	Budget	Actual	Budget	to end Sept	Est Y End	Budget	
<b>EXPENDITURE</b>							
SALARIES & WAGES	282,651	252,495	282,651	140,875	264,145	270,000	
EMPLOYERS NAT INSURANCE	27,051	22,374	27,051	11,209	23,109	26,810	
EMPLOYERS S\ANNUATION	59,654	50,638	59,654	24,362	52,401	60,627	
PENSION DEFICIT	8,000	6,660	7,000	3,560	8,280	8,280	
RECRUITMENT COSTS	600	37	600	168	600	600	Carry forward unspent from this year
NEW TRAINING	-	-				2,000	Previous expenditure from EMRs
TRAVEL & SUBSISTENCE	500	154	250	381	500	500	
OFFICE/IT EQUIPMENT & FURNITURE	1,800	1,623	1,500	847	1,500	8,000	Change name from photocopy charges
MISCELLANEOUS EXPENDITURE	1,250	920	500	205	500	500	
TELEPHONE & BROADBAND	3,000	2,983	3,000	1,639	3,278	3,150	
POSTAGE	500	260	200	154	340	500	
STATIONERY & SUPPLIES	1,500	1,082	1,250	464	1,250	1,500	
SUBSCRIPTIONS AND SUPPORT	4,950	5,170	7,270	18,129	27,402	20,000	Change name from prof/advisory bodies
INSURANCES	6,000	4,953	5,500	5,286	5,286	6,500	
PUBLICITY	-	-			-	-	Delete
IT PROVISION	7,500	7,626	8,000	5,605		-	Delete
TOOLS AND EQUIPMENT	-	-			-		Move to under Rangers
IT EQUIPMENT	1,000	964	-	503	550	-	Delete
AUDIT & ACCOUNTANCY FEES	3,000	2,700	3,000	-	3,000	3,000	Change name to add accountancy
LEGAL FEES	100	-	-	-	-	1,000	
PROFESSIONAL & CONSULTANTS FEES	5,000	3,990	5,000	1,479	2,000	3,000	Change name from other professional fees
BANK CHARGE	1,750	1,247	1,500	663	1,350	1,500	
PAYROLL SERVICES	1,500	1,190	1,250	843	1,400	1,400	
WEBSITE FEES							Delete included in Subscriptions
IBABS FEES							Delete included in Subscriptions
NEW PPE & UNIFORMS						1,500	
NEW ROOM HIRE						250	
NEW CLIMATE CHANGE						5,000	
NEW LGR						10,000	
<b>DEMOCRATIC &amp; CIVIC</b>							
MAYORS ALLOWANCE	5,000	5,000	5,000	2,731	5,000	5,000	
TOWN CRIER	-	-	-	-	-	-	

ELECTION EXPENSES	6,000	3,278	6,000	16,132	16,132	3,000	
CIVIC EVENTS	2,500	2,500	2,500	153	2,500	2,500	Change name from entertainment
CIVIC HOSPITALITY FUND	-	-	-	-	-	-	Delete
REMEMBRANCE WREATH	100	100	100	-	100	100	Moved from grants
<b>JOINT FUNDING WITH OTHERS</b>							
CONT SDC RE TOILETS	38,200	38,055	38,200	21,656	38,200	38,500	
CONT SDC DOG BINS	24,500	24,000	24,500	12,000	24,500	24,500	
CCTV CAMERAS	15,150	15,000	15,150		15,150	15,300	
PUBLIC TRANSPORT	3,000	-	-	-	-	-	Delete
GRANTS & DONATIONS							
GRANT - CAB (S.142)	2,700	2,700	2,700	2,700	2,700	2,700	
GRANTS	32,300	32,299	32,300	7,028	32,300	32,300	
<b>THE OLD COURT HOUSE</b>							
BUSINESS RATES	6,500	7,795	8,400	5,900	10,032	10,050	
UTILITIES	5,200	4,522	5,450	3,133	9,046	9,000	Change name. To include elec and water
ELECTRICITY						-	Delete - in utilities
GAS						-	Delete - in utilities
CLEANING	300	323	500	476	800	800	
SECURITY & ALARMS	1,000	877	1,000	-	1,000	1,000	
MAINTENANCE	2,500	2,512	2,500	969	2,500	3,000	
H&S/FIRE/INSPECTIONS	150	150	150	-	150	300	Change name from statutory building checks
NEW EQUIPMENT/FURNITURE						1,000	
<b>OTHER ASSETS</b>							
ELECTRICITY TOWN CENTRE	180	101	180	57	200	300	
VICTORIAN DRINKING FTN	-	-	-		-	-	
ELEC CLOCK	800	-	-		-	-	
CLOCK INSTALLATION	1,200	-	-	-	-	-	
WATER FOUNTAIN	500	173	500	100	500	500	
HIGHBRIDGE CLOCK ELEC	500	339	500	184	500	700	
ALLOTMENT HIGHBRIDGE							
WATER RATES	400	505	400	89	200	500	
PROPERTY MAINTENANCE	1,500	52	1,500	969	1,500	500	

<b>TIMPS</b>							
<b>TOWN RANGERS</b>							
TOOLS AND EQUIPMENT						3000	
VEHICLE RUNNING COSTS			1,500	795	1,600	1600	
VEHICLE REPLACEMENT			3,000	-	-	3000	
VEHICLE INSURANCE			590	529	529	600	
GROUNDS MAINTENANCE	5,000	3,431	5,000	970	2,000	2,000	
PARISH ONLINE							Delete. To be included in F&R subscriptions
BENCHES	1,250	407	1,250	1,073	1,500	1,500	Change name from seats
BUS SHELTER CLEANING	1,000	690	1,000	414	828	1,000	
DOG/LITTER BINS	1,500	863	1,500	187	856	1,500	
SPEED INDICATOR DEVICES	0	0	0	0	0	500	Are going to be used more
FLORAL DECORATIONS	4,000	4,000	4,000	0	3,000	3,000	Vired to Christmas Lights.
CHRISTMAS TREES & LIGHTING	2,800	3,064	2,800	0	3,000	0	Delete and include in budget below
CHRISTMAS LIGHTS	20,000	20,000	20,000	0	23,000	26,000	New contract to be procured
COMMUNITY CHAIRS	0	0	0	0	0	0	Delete
TOURISM	2,000	2,000	0	0	0	2,000	High Street banners
EVENTS	5,000	3,312	5,000	248	6,000	10,000	To include Christmas lights events, Kings Coronation, Remembrance
TOWN CENTRE CLEANING	6,000	6,000	6,000	3,043	6,500	7,000	
FOOTBALL MONITORS	0	0	0	0	0	0	Delete
FIREWORKS DISPLAY COSTS	0	0	9,500	0	14,000	14,000	Change name to carnival events week
<b>CEMETERIES</b>							
BUSINESS RATES	11,900	11,277	11,900	9,271	12,750	12,750	
UTILITIES	3,100	2,024	3,100	1,864	4,800	7,000	Change name . To cover water & electric
BJBC PWLB LOAN REPAYMENT	14,404	14,404	7,202	7,202	7,202	0	Finishes in 2022
EQUIPMENT PURCHASE/MAINTENANCE	3,000	2,946	3,200	1038	2,200	7,000	2 new mowers and a strimmer required
SUPPLIES & SERVICES	500	548	500	181	450	0	Delete
PROVISION FOR PATHS	2,000	2,140	0	0	0	5,000	To add to EMRs
PUMP MAINTENANCE	1,300	0	1,300	0	1,300	1,400	
EQUIPMENT MAINTENANCE							Delete now included in Equipment Purchase/Maintenance
GENERAL MAINTENANCE	1,500	1,509	1,500	535	1,100	2,000	
MECH GRAVE DIGGER	5,350	5,616	5,500	2,180	5,500	6,500	

TREE & HEDGE MAINTENANCE	3,000	1,164	3,000	1,034	3,000	3,000	Change name from tree trimming
FUEL FOR MOWERS	1,050	815	1,050	652	1,500	2,000	
WASTE COLLECTION	1,500	2,919	2,500	822	1,700	3,000	
PROVISION FOR WALLS	0	0	2,000	0	0	2,000	
WATER TESTING	700	700	1,000	0	1,000	1,250	
NEW TREE	500	479	500	0	0	0	Delete
<b>PRINCESS</b>							
SALARIES & WAGES	60,525	54,906	60,525	34,485	60,525	81,998	Includes Marketing & Programme Mgr fixed term post
EMPLOYERS NAT INSURANCE	4,700	4,639	4,700	3,105	4,700	8,349	
EMPLOYERS S\ANNUATION	10,650	10,414	10,650	6,750	10,650	18,286	
BUSINESS RATES	-	-	9,000	3,544	9,000	9,000	
UTILITIES	10,050	14,684	16,550	5,821	16,550	26,000	Budget restated to include EMR spend. Change name. To include water, electricity & gas
ELECTRICTY							Delete
GAS							Delete
CLEANING etc	3,400	3,003	3,400	882	2,000	8500	Spent less on cleaning products. This includes the contract cleaner.
OFFICE/IT EQUIPMENT & FURNITURE	0	0	0	0	0	5,000	New to replace photocopy charges which is not needed
MISCELLANEOUS EXPENDITURE	0	-	500	56	300	500	
TELEPHONE & BROADBAND	2,000	1,166	2,000	472	1,500	2,000	
SUBSCRIPTIONS & SUPPORT	0	0	0	0			Remove subscriptions to UK Theatre
INSURANCES	4,400	3,384	4,400	3,485	3,485	6,500	Anticipated increase due to insurance claim and contract procurement - this figure may go up or down
TECHNICIAN COST	3,500	3,361	3,500	950	2,500	17,000	TO previously paid from grant/EMR underspend as well as Duty Techs
ADVERTISING & MARKETING	5,500	3,051	5,500	3,518	5,500	6,000	Change name from publicity
IT PROVISION	2,500	2,419	1,500	1,688	3,000		Delete, included in Office/IT equipment & Furniture
SECURITY & ALARMS	1,500	858	1,500	1,077	1,500	1,500	
PROPERTY MAINTENANCE	7,000	6,717	7,000	5,577	7,000	10,000	Ask for M&R EMR quite often
TRADE WASTE DISPOSAL	2,500	932	2,500	2,773	2,500	3,000	We are expecting increases in costs here due to cost of living

H&S/FIRE/INSPECTIONS	500	-	500	220	500	1,000	Change name from statutory building checks and to include fire extinguishers
CAFÉ/BAR	0	0	0	0	0		Delete
LICENCES	1,600	-	1,600	-	1,600	800	More accurate quote obtained for license. Change name from performing rights
CARD PAYMENT FEES	2,000	2,404	2,000	1,737	3,000	3,000	Increase in payments made by card
BOX OFFICE CHARGES	2,000	5,697	6,720	3,238		-	Council is an undisclosed agent for booking fee
TECHNICAL THEATRE	2,000	2,292	2,000	2,738	2,400	4,000	Change of name from stage sound/lighting. Costs have gone up for servicing, LED light replacements, lamps and additional seating servicing
BACKSTAGE EXPENSES	0	252	0	213	400	500	Change of name from catering
SEED GRANT EXPENDITURE	0	850	0	0	0		Delete
ART SALES EXPENDITURE	100	70	100	60	100	100	
PTAC MERCHANDISE	0	1,214	960	393	960	1,320	Increase in sales requires more products to be purchased
PARTICIPATION FREELANCE	0	-	1,350	2,145	3,000	3,000	Any additional expenditure in this area will be grant funded
FOOTFALL MONITORS	100	7	100		100	100	
EMR SPENT			-		54,809		PMO, etc
NEW GRANT EXPENDITURE	0	41781	0	0	3273	-	
NEW TRAINING/DBS	0	0	0	0	0	1,500	lowered training budget
NEW TRAVEL EXPENSES	0	0	0	81		500	Previously paid from F&R travel expenses budget
NEW FOH/DUTY MANAGEMENT	0	0	0	0	0	14,650	FOH previously paid from grant or underspend in EMR + 9 hours DM
NEW MATCH FUNDING	0	0	0	0	0	5000	To address match funding needs for future projects
<b>TOTAL</b>	<b>792,365</b>	<b>761,756</b>	<b>816,653</b>	<b>407,696</b>	<b>866,068</b>	<b>955,870</b>	

<b>Burnham &amp; Highbridge Town Council</b>	<b>2022/23</b>	<b>2023/24</b>
<b>Expenditure</b>		
SALARIES & WAGES	282,651	270,000
EMPLOYERS NAT INSURANCE	27,051	26,810
EMPLOYERS S\ANNUATION	59,654	60,627
PENSION DEFICIT	7,000	8,280
RECRUITMENT COSTS	600	600
NEW TRAINING		2,000
TRAVEL & SUBSISTENCE	250	500
OFFICE/IT EQUIPMENT & FURNITURE	1,500	8,000
MISCELLANEOUS EXPENDITURE	500	500
TELEPHONE & BROADBAND	3,000	3,150
POSTAGE	200	500
STATIONERY & SUPPLIES	1,250	1,500
SUBSCRIPTIONS AND SUPPORT	7,270	20,000
INSURANCES	5,500	6,500
IT PROVISION	8,000	-
AUDIT & ACCOUNTANCY FEES	3,000	3,000
LEGAL FEES	-	1,000
PROFESSIONAL & CONSULTANTS FEES	5,000	3,000
BANK CHARGE	1,500	1,500
PAYROLL SERVICES	1,250	1,400
NEW PPE & UNIFORMS		1,500
NEW ROOM HIRE		250
NEW CLIMATE CHANGE		5,000
NEW LGR		10,000
<b>DEMOCRATIC &amp; CIVIC</b>		
MAYORS ALLOWANCE	5,000	5,000
ELECTION EXPENSES	6,000	3,000
CIVIC EVENTS	2,500	2,500
REMEMBRANCE WREATH	100	100
<b>JOINT FUNDING WITH OTHERS</b>		
CONT SDC RE TOILETS	38,200	38,500
CONT SDC DOG BINS	24,500	24,500
CCTV CAMERAS	15,150	15,300
<b>GRANTS &amp; DONATIONS</b>		
GRANT - CAB (S.142)	2,700	2,700
GRANTS	32,300	32,300
<b>THE OLD COURT HOUSE</b>		
BUSINESS RATES	8,400	10,050
UTILITIES	5,450	9,000
CLEANING	500	800
SECURITY & ALARMS	1,000	1,000
MAINTENANCE	2,500	3,000
H&S/FIRE/INSPECTIONS	150	300
NEW EQUIPMENT/FURNITURE		1,000

<b>OTHER ASSETS</b>		
ELECTRICITY TOWN CENTRE	180	300
WATER FOUNTAIN	500	500
HIGHBRIDGE CLOCK ELEC	500	700
WATER RATES	400	500
PROPERTY MAINTENANCE	1,500	500
<b>TIMPS</b>		
<b>TOWN RANGERS</b>		
TOOLS AND EQUIPMENT		3000
VEHICLE RUNNING COSTS	1,500	1600
VEHICLE REPLACEMENT	3,000	3000
VEHICLE INSURANCE	590	600
GROUNDS MAINTENANCE	5,000	2,000
PARISH ONLINE		
BENCHES	1,250	1,500
BUS SHELTER CLEANING	1,000	1,000
DOG/LITTER BINS	1,500	1,500
SPEED INDICATOR DEVICES	0	500
FLORAL DECORATIONS	4,000	3,000
CHRISTMAS TREES & LIGHTING	2,800	0
CHRISTMAS LIGHTS	20,000	26,000
TOURISM	0	2,000
EVENTS	5,000	10,000
TOWN CENTRE CLEANING	6,000	7,000
FIREWORKS DISPLAY COSTS	9,500	14,000
<b>CEMETERIES</b>		
BUSINESS RATES	11,900	12,750
UTILITIES	3,100	7,000
BJBC PWLB LOAN REPAYMENT	7,202	0
EQUIPMENT PURCHASE/MAINTEN	3,200	7,000
SUPPLIES & SERVICES	500	0
PROVISION FOR PATHS	0	5,000
PUMP MAINTENANCE	1,300	1,400
GENERAL MAINTENANCE	1,500	2,000
MECH GRAVE DIGGER	5,500	6,500
TREE & HEDGE MAINTENANCE	3,000	3,000
FUEL FOR MOWERS	1,050	2,000
WASTE COLLECTION	2,500	3,000
PROVISION FOR WALLS	2,000	2,000
WATER TESTING	1,000	1,250
NEW TREE	500	0
<b>PRINCESS</b>		
SALARIES & WAGES	60,525	81,998
EMPLOYERS NAT INSURANCE	4,700	8,349

EMPLOYERS S\ANNUATION	10,650	18,286
BUSINESS RATES	9,000	9,000
UTILITIES	16,550	26,000
CLEANING etc	3,400	8500
OFFICE/IT EQUIPMENT & FURNITURE	0	5,000
MISCELLANEOUS EXPENDITURE	500	500
TELEPHONE & BROADBAND	2,000	2,000
INSURANCES	4,400	6,500
TECHNICIAN COST	3,500	17,000
ADVERTISING & MARKETING	5,500	6,000
IT PROVISION	1,500	
SECURITY & ALARMS	1,500	1,500
PROPERTY MAINTENANCE	7,000	10,000
TRADE WASTE DISPOSAL	2,500	3,000
H&S/FIRE/INSPECTIONS	500	1,000
LICENCES	1,600	800
CARD PAYMENT FEES	2,000	3,000
BOX OFFICE CHARGES	6,720	-
TECHNICAL THEATRE	2,000	4,000
BACKSTAGE EXPENSES	0	500
ART SALES EXPENDITURE	100	100
PTAC MERCHANDISE	960	1,320
PARTICIPATION FREELANCE	1,350	3,000
FOOTFALL MONITORS	100	100
NEW TRAINING/DBS	0	1,500
NEW TRAVEL EXPENSES	0	500
NEW FOH/DUTY MANAGEMENT	0	14,650
NEW MATCH FUNDING	0	5000

<b>Gross Expenditure</b>	<b>816,653</b>	<b>955,870</b>
Less: Income	108,805	105,355
Reserves	10,000	82,015

<b>Gross Income</b>	<b>118,805</b>	<b>187,370</b>
<b>Precept</b>	<b>697,848</b>	<b>768,500</b>

697808 768500







**Burnham on sea and Highbridge Town Council  
Strategic Plan  
2023-2027**



## **Introduction**

This Strategic plan takes as its starting point documents produced by the Town Council in recent years. The Neighbourhood Plan was adopted in 2018. The Burnham Evolution Bid was partially successful and contains ideas that can be taken forward this year by the Burnham High St Task Force Group utilising the £50,000 put aside for this purpose by Sedgemoor DC. The Highbridge Regeneration Bid to the Levelling Up Fund, written by Sedgemoor District Council, was sadly unsuccessful in 2022 but was part of the wider Regeneration Framework for the development of Highbridge which was adopted by Sedgemoor DC as a planning document and will be taken up by Somerset Council.

In addition, it takes note of relevant SDC documents such as the Local Plan and supporting background material where these are relevant to the two towns. However, it is not intended that this plan should be limited to what is in these documents but represents a 4-year programme of actions to be taken by the Town Council, which as well as taking forward ideas in these documents, also include others which have been discussed.

Local Government is undergoing change as we move towards a unitary authority, the new Somerset Council. It is still not clear how this will impact on the work of the Town Council. This Town Council will continue to put itself at the heart of our community and respond to the needs of our residents. We will continue to focus our work around the Vision and Mission Statement.

## **Vision**

**'At the heart of our community'**

### **Mission Statement:**

We will:

- Celebrate our uniqueness.
- Optimise the economic performance of our towns
- Create a sense of place: a place where people want to live and choose to spend their time.
- Maximise the potential of existing assets and resources.
- Become a vibrant coastal destination.
- Promote a more sustainable and greener lifestyle for all



Reviewed and updated at Council on 30<sup>th</sup> October 2023 & 27<sup>th</sup> February 2024

## **Strategic Aims for 2023-27**

### **We will aim to:**

#### **1. Develop an efficient, transparent council at the heart of our community representing the needs of our residents and improving access to services**

##### Success criteria:

- The staff team and councillors have the right IT and other tools to work effectively
- There is improved communication across the council and towns
- Committee structures and meeting diaries are appropriate to the council's priorities
- The public are able to raise concerns with councillors in suitable forums
- Information about the council and its activities is available both online and in print to maximise reach
- Good governance, fiscal responsibility and the habits of a good employer are embedded in the council
- The council is positively engaged in LCNs in the new Unitary authority

#### **2. Develop the cultural and economic well-being of our towns by drawing on the Highbridge Regeneration Plan, the Burnham High St Task Force involving other stakeholders.**

##### Success criteria:

- The increased number of local residents are using local businesses day to day
- The towns are connected to sources of employment and business opportunity
- Open public spaces in the town centres provide a place for people to enjoy
- Community facilities and events are used to their maximum potential
- There is good public and active transport connections which allow people to reach places for work and leisure
- The town centres continue to be full of independent shops where people spend money in local businesses
- a Strategic Plan is in place for the development of the Princess Theatre and surrounding area
- Princess St is a cultural and civic hub attracting residents and visitors alike

### **3. Create a greener and sustainable future for our towns by delivering our Climate and Ecology Action Plan**

Success criteria:

The Council has:

- enabled the community to work towards a net-zero target for 2030
- ensured its operations are on the route to becoming net zero by 2030
- a plan to help adapt to the worst impacts of climate changes
- encouraged a healthy life-style that makes the most of natural assets
- The community benefits from locally sourced food and renewable energy
- There is increased biodiversity in our green and blue (water) spaces
- The sea front has several activities and attractions to make it a destination for visitors

### **4. Enhance the well-being of our residents**

Success criteria:

- Both towns provide a wide variety of opportunities for sport, leisure and cultural activities for all ages
- There is a well-informed directory of support groups available in the towns both on-line and in print.
- Community groups are encouraged to identify need and find creative ways to support people

Strategic Aim 1: To develop an efficient, transparent council at the heart of our community, representing the needs of our residents and improving access to services.

Action	Lead Councillor/ Officer/ Committee	Timescale Year 1/2/3/4	Review of action taken
Review the IT systems including: <ul style="list-style-type: none"> <li>• Better website platform</li> <li>• Web access for meeting papers</li> <li>• Improve email/ Office systems</li> <li>• Bring your own device policy for councillors</li> </ul>	Cllr Baker/ Town Clerk/ Deputy Town Clerk	By the end of Year 1 (April 2024)	Some improvements have been made to the website and all meeting papers are available on the website.  A VSM Portal is being used for Councillor access to meeting papers.  Councillors are all issued with Tablets for accessing meeting papers.  Ongoing.
Improve communication of meetings and consultations: <ul style="list-style-type: none"> <li>• Better website platform</li> <li>• Review the visibility and use of noticeboards</li> <li>• Distribute information to the library and community hubs</li> <li>• Continue Drop-in sessions before each Town Council meeting</li> <li>• Ensure residents know the pathways for raising their concerns</li> </ul>	Chair/ Town Clerk/ Cllr Perry	By the end of Year 2 (April 2025)	Drop in sessions are held before each Council meeting.  A Community Link drop in has also be set up with the Police.  Information regarding <b>Council</b> activities and events are being distributed to more outlets e.g. Morland Hub, The Waffle Hub, Tesco's etc  The Council's Facebook page was relaunched in February 24.

<p>Ensure the financial reporting system is delivering transparency and control. Continuously review procurement practices to ensure value for money as per audit regulations.</p>	<p>Chair of Finance/ RFO/ Town Clerk</p>	<p>By the end of Year 1 then continuously until the end of Year 4</p>	<p>Relaunch of the accounting system for 2024/25 ensures the accounts are easier for councilors and the public to understand.</p> <p>More financial information is provided at Council and Committee meetings.</p> <p>Improved financial processes have been established.</p> <p>Ongoing.</p>
<p>Investigate moving the Town Council offices to the old SS&amp; L building in Princess St. Create a report to bring to TC with recommendations. Improve current accommodation for staff in the short term. Review accessibility of all Town Council buildings for the public.</p>	<p>Accommodation Working Party (Cllrs Millard, Clayton, Gudka, Murphy) / Town Clerk</p>	<p>By the end of Year 2</p>	<p>Negotiations are ongoing with Somerset Council.</p> <p>Buildings have been valued.</p> <p>A conditional survey of the former SS&amp;L building was undertaken in January. A full report will be considered by Council before May 2024.</p>
<p>Review committee structures annually and have a rolling programme of policy review to ensure the fiscal duties of the council are fulfilled</p>	<p>Working Party (2023) to review Policies and Standing Orders (Cllrs Millard, Gudka, Clayton, Perry, Murphy) + Town Clerk</p>	<p>By the end of Year 1 and then continuously</p>	<p>Committee structure review is undertaken annually and is currently being reviewed for consideration by Council in February 24.</p> <p>Core governance documents are reviewed annually and considered at Council in May. ongoing annually. Other policies are being updated on a rolling programme.</p>

Achieve the Local Council Award run by NALC. (Foundation, Quality then Gold)	Chair of Council and Town Clerk	Achieve the Foundation Award by the end of Year 1 then Quality by Year 3 and be working towards Gold by Year 4.	
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**Strategic Aim 2: To develop the cultural and economic well-being of our towns by drawing on the Highbridge Regeneration Plan and the High St Taskforce, including other stakeholders**

<b>Action</b>	<b>Lead Councillor/ Officer/ Committee</b>	<b>Timescale Year 1/2/3/4</b>	<b>Review of action taken</b>
<p>Develop a sustainable business plan for the Princess Theatre.</p> <ul style="list-style-type: none"> <li>• Use the independent advisors report to explore options available</li> <li>• Consult with the community on future plans</li> <li>• Present a report to the Town Council with fully costed recommendations for the future of the theatre.</li> </ul>	<p>The Princess Management Committee/ Officers</p>	<p>Year 1 By the end of July 23</p> <p>TC to decide future plans by September 23</p>	<p>New Theatre Manager recruited in September.</p> <p>Working Group now established and setting out an Action Plan.</p> <p>Ongoing.</p>
<p>Resolve the play park situation and then explore other ideas to enhance the sea front. Present a report to TC with recommendations that are costed. Seek funding to complete the project.</p>	<p>Working party (Cllrs Vickers, Murphy, Clayton), Town Clerk and Somerset Council</p>	<p>Resolve play park by September 23</p> <p>Report to council by April 24</p>	<p>Permission for the play area to be installed on the sea front was not granted by Somerset Council.</p> <p>The project is now closed.</p>

<p>Reform the working group to develop plans for Burnham Centre using the High St Taskforce initiative Report to be presented to TC with recommendations for further action. Funding to be sought where necessary.</p> <ul style="list-style-type: none"> <li>• Explore car parking provision / pedestrianisation</li> <li>• Stimulate the High St growth</li> <li>• Review disabled access to the High St</li> <li>• Events to stimulate footfall</li> </ul>	<p>Working group (Cllrs Gudka, Murphy) and Somerset Council and community representatives</p>	<p>Year 1 Report by April 24</p> <p>Working group / TC/ Somerset Council to take action through years 2-4</p>	<p>Town Board has been established and were rebranded as Better BOS. They have set their Terms of Reference and are working on an Action Plan.</p> <p>Better BOS are applying to be established as a CIC.</p>
<p>Reform Highbridge Regeneration Group to rework the levelling up bid plans. Group to include stakeholders.</p> <ul style="list-style-type: none"> <li>• Highbridge Station travel plan- ensure pedestrian access from the Brue Farm estate. Cycle link from Highbridge to Burnham.</li> <li>• Bank St car park- gather data to enable exploration of car park charging regime and use of space.</li> <li>• Review alternative sources of funding or a renewal bid.</li> </ul>	<p>Working group (to be decided), Somerset Council and community representatives</p>	<p>Year 1 Report by April 24</p> <p>Work to be completed during Year 2-4</p>	<p>Terms of Reference and membership was agreed in November 24.</p> <p>A meeting has taken place with GWR to pursue the development of the station premises and travel plan.</p> <p>The new working group is now established with many representatives from the community involved. They are in the process of creating a 3-year Action Plan. Nick Tait is providing support from Somerset Council. The Action Plan will go to the Town Council for ratification by July 24.</p>

Strategic Aim 4: To enhance the well-being of our residents.

Action	Lead Councillor/ Officer/ Committee	Timescale Year 1/2/3/4	Review of action taken
<p>To ensure that well-being is kept in mind whilst delivering the Climate and Ecology Action Plan. Use the energy strand to support residents to reduce their energy use.</p> <p>Use the Sustainability strand to encourage reuse, reduce, recycle and repair</p> <p>Use the Transport strand to encourage active transport choice (walking, cycling)</p> <p>Use the Ecology strand to enhance, protect and encourage the active use of our green and blue (water) spaces.</p>	<p>Climate and Ecology Working Group</p>	<p>Years 1-4</p>	<p>The CE Working Group has taken the following action:</p> <ul style="list-style-type: none"> <li>• Weston Solar Energy are completing energy audits on private and community buildings.</li> <li>• We now have 2 Repair Cafes, one in each town.</li> <li>• Some businesses have signed up for the City to Sea Refill Scheme to reduce single use plastic.</li> <li>• The Bus Users Group has now met with the new Leadership Team at First Bus and Cllr Mike Rigby of Somerset Council. They have established a communication link with the Operations Manager of Buses of Somerset.</li> <li>• Somerset Wildlife Trust and Our Highbridge continue to develop ideas to enhance the Brue Green Pathway.</li> <li>• The Growing Group is now working with Burnham in Bloom and Clean Surroundings to improve our planting scheme.</li> </ul> <p>The Working Group is now seeking to become a CIC to open up opportunities for applying for grants. The Group will still deliver the Action Plan for the Town Council. There are 4 Town</p>

			Councillors involved in the group.
Maintain a cost of living support tool on the website. Publicise this on all media platforms. Ensure people at the Information Centres for Somerset Council are aware of it and support its use. Use the Energy Information Hubs to give individual face to face support	Cllrs Baker and Vickers/ Officers	Review by April 24	Information provided on website and updated on an ongoing basis.
Create a working group to Identify all support groups in the town, then create a directory. Publicise via social media/ website/ print then circulate to community areas. Also work with Sport Groups to show where they operate and what they offer. Publicise as above. Create a Town Handbook to contain all above information. Encourage new groups to grow and develop by supporting through grant applications.	Working Group (to be decided) and community representatives	By April 25	

Develop the provision of green and blue spaces for public use.	Climate and Ecology Working Group, Town Council, Somerset Council		See above.
<ul style="list-style-type: none"> <li>• Safeguard and enhance recreational opportunities</li> <li>• Explore ways of improving the shopping experience</li> </ul>			
Create a working group to set out a strategy for the enhancement and eventual redevelopment of the Poplar and Morland estates.	Working Group (to be decided) and Somerset Council	Year 2 By April 25	



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

The Old Courthouse  
Jaycroft Road, Burnham-on-Sea, Somerset TA8 1LE  
01278 788088  
[info@burnham-highbridge-tc.gov.uk](mailto:info@burnham-highbridge-tc.gov.uk)  
[www.burnham-highbridge-tc.gov.uk](http://www.burnham-highbridge-tc.gov.uk)

AN AGREEMENT made this                    day of                    Two Thousand and Twenty Four BETWEEN  
The Old Courthouse, Jaycroft Road, Burnham-On-Sea, TA8 1LE ('the Council')

and

Tenants Name.....

Address.....

Telephone No ..... Email address.....

The tenancy is subject to the Allotments Acts, 1908 to 1950, and to the regulations endorsed in this Agreement.

The Council agrees to let and the Tenant agrees to take on a yearly tenancy from the first day of April Two Thousand and Twenty Four the allotment plot numbered.....on the Council's allotment site at Walrow, Highbridge at the yearly rent of SIXTY SIX POUNDS (£66.00) for a full plot or THIRTY THREE POUNDS (£33.00) for a half plot and subject to the provisos and conditions hereinafter contained.

The Tenant hereby agrees with the Council as follows:-

**Tenancy, Rent and Deposit:**

1. The rent is reviewed on an annual basis and paid in advance.
2. Rent is to be paid by the first day of April in every year during the continuance of this tenancy. New Tenants are required to pay a deposit of £50, which will be held until the tenancy ends. At the end of the tenancy, this deposit will be returned to the Tenant, provided that there are no issues with the plot upon vacating; otherwise the deposit in full or part will be retained by the Council. This does not exempt the Tenant from clause 8.
3. There are 20 sheds available to rent on the allotment site. Depending on availability you can apply for a shed or be added to the waiting list. A £5.00 deposit is payable on collection of the key, locks must not be changed and on vacation of the shed all items removed. An inspection by the Council will be carried out and failure to comply with this will result in a charge for removal of rubbish left.
4. Prior permission **must be** gained from the Council in writing to erect **any structure** on the allotment plot including but not limited to, greenhouses, polytunnels, fruit cages, raised beds AND in regard to any structure for which consent has been granted to erect the same in accordance with plans or specifications (and of materials specified therein) submitted to the Council by the Tenant. Constructions must be within the boundary of the plot and kept in good condition. A maximum of 1 greenhouse, 1 fruit cage and 2 polytunnels per plot will be allowed, depending on the size of the plot. Approval for any structure and the number of structures is at the Council's discretion. All structures must be safe and maintained to a good standard.

5. The Tenant shall not underlet, assign or part with the possession of the allotment plot. Tenants **must** notify the Council if someone other than themselves is working on the plot, whether unpaid or paid. If a tenant is unable to work on the plot for a period of more than 5 weeks, due to illness or any other reason, the tenant **must** inform the Council and make arrangements for the plot to be maintained. If the tenant cannot resume working on the plot for a further 5 weeks and has not made arrangements for the plot to be maintained, the Council may issue a notice to quit.
6. Council installed allotment number posts must not be moved and be visible at all times.
7. Tenants wishing to terminate their Allotment Tenancy Agreement must give one month's previous notice in writing or email to the Council at the address on page one of this agreement. Refunds of any amount will not be given under any circumstances.
8. Before a tenant vacates a plot **all rubbish and constructions in disrepair must be removed.** The tenant shall remove any greenhouse or other building or structure erected in the allotment garden unless the Council agrees otherwise. An inspection by the Council will be carried out and failure to comply with this will result in a charge for removal of rubbish left on the plot.
9. Tenants must notify the Council of any change of address and if tenants move out of the parish of Burnham-on-Sea and Highbridge they will forfeit their tenancy the day after moving out of Burnham-on-Sea and Highbridge parish.
10. The Tenancy will be terminated if the rent is in arrears not less than 40 days, whether legally demanded or not or if the Tenant becomes bankrupt or compounds with their creditors.
11. Splitting of plots will be considered by the Council on an individual basis and not be agreed as a matter of course. Requests need to be made in writing to the Council.

#### **Cultivation and Use:**

12. The allotment plot must only be used as a household allotment garden and for no other purpose.
13. Only land on the allotment plots assigned are to be used for cultivation. Shed storage and compost heap areas (as marked on the map) to be kept tidy at all times.
14. **The whole area of the allotment** must be kept tidy and in a good state of cultivation and fertility **at all times.** The use of cardboard, artificial grass or carpet to suppress weeds is prohibited.
  - a. The Council reserves the right to clear tenanted plots that are overgrown or causing a nuisance and charge the Tenant for clearing the plot. Should the Council consider it necessary to remove materials or structures from a plot or return the plot to a reasonable state of cultivation, the Council may undertake this work and recover costs from the Tenant.
  - b. The bringing on site or use of rubble, hardcore, carpet, tyres, metal, timber, plastic and other materials not relating to crop production is prohibited. Bringing such materials on site could result in a notice and possible termination. If a Tenant is put on notice for prohibited materials and the Tenant does not remove the materials, the Council then reserves the right to clear the materials and reclaim costs from the Tenant.
15. Pathways set up by the Council must not be obstructed or reduced to enable mowing and strimming to take place. Boundaries must also be kept clear. Consult the Town Clerk about boundary hedges on private property if necessary. Tenants must not put any vegetation or other materials/items on any of the pathways or by or against any boundary fences.



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16. Written permission **must be** gained from the Council to plant any trees or fruit bushes or any crops which require more than twelve months to mature. Any trees or fruit bushes must be kept in order, not grow to excess, intrude on other plots or overgrow onto paths. The tenant may be required to remove any trees or fruit bushes causing an issue. Fruit bushes such as raspberry and blackberry must not be allowed to encroach excessively over the plot.
  17. Tenants should not cause or permit any nuisance or annoyance to the occupier of any other allotment plot.
  18. Animals or livestock of any kind are not to be kept upon the allotment garden except hens or rabbits to the extent permitted by the Allotments Act 1950, s.12(1). Written permission **must be** obtained from the Council to keep hens or rabbits and the Council's rules on keeping hens or rabbits must be adhered to.
  19. When using any sprays or fertilisers,
    - a. Only chemicals necessary for gardening purposes can be stored on site in the manufacturers' containers;
    - b. All chemicals must be locked away and out of reach of children. Manufacturers' instructions regarding safety, storage, mixing, disposal and use must be followed at all times. Current regulations must be complied with;
    - c. All reasonable care must be taken to ensure that adjoining hedges, trees and crops are not adversely affected and, in the event of damage occurring, to make good or replant as necessary; and
    - d. The Council recommends that organic and non-peat based alternatives should be used whenever possible in preference to chemicals.
  20. Motor vehicles are only allowed to park in the allocated parking bays within the adjoining carpark or on designated access, but must not obstruct other vehicles. No parking is permitted on grass verges and no overnight parking is allowed at any time.
  21. Bonfires or barbeques are not permitted on the allotment site.
  22. Sprinklers and hosepipes are not permitted to be used on the allotment site.
  23. No barbed wire or fencing of plots is allowed.
  24. Any dog brought into the allotment site must be securely held on a leash at all times. Dog faeces must be removed from the site.
  25. Any children of 16 and under entering the allotment site must be accompanied and supervised by an adult at all times.
  26. Tenants are not allowed to deposit or allow other persons to deposit on the allotment plot any refuse or decaying matter (except manure and compost in such quantities as may reasonably be required for use in cultivation and must be distributed evenly across the plot within a timely manner) or place any matter in any hedges or on the pathways situated on the allotment site.



27. The Tenant must at all times during the tenancy observe and comply fully with all enactments, statutory instruments, local, parochial or other byelaws, orders or regulations affecting the allotment site.

**Liability:**

28. The Council shall accept no liability in respect of any claim whatsoever arising from personal injury to the Tenant or any third party and the Tenant agrees to indemnify the Council in respect of any such claim made against it.

29. The Council is not responsible for loss, damage, fire or theft of any personal items on any allotment plot. The Council recommends that Tenants take out insurance to cover any personal items.

30. The Council shall accept no liability from the Tenant in respect of any damage to the allotment, to theft of any item or structure placed on the allotment. Trespassing onto other Allotments and taking produce or items which belong to someone else is strictly forbidden, unless permission has been granted by the other plot holder. Appropriate action may be taken if necessary.

**Inspections:**

31. Appointed Members or Officers of the Council are entitled to inspect any allotment plots and the condition of any building erected or being erected.

32. Periodic inspections will be carried out to ensure all terms and conditions of the Tenancy Agreement are adhered to. Any Tenant found to be in breach of these conditions will be notified and given time to improve the plot.

33. If any Tenant fails to comply with the above conditions, the Council shall, at its discretion, end the tenancy giving a maximum of 40 days notice.

The Council hereby agrees with the Tenant that the Tenant observing and performing the conditions and obligations on his part contained in this Agreement may peaceably use and enjoy the allotment plot without any interruption by the Council or any person claiming under or in trust for the Council.

The personal data obtained will only be used in relation to the administration of the allotment site and will be kept securely as per the Council's Privacy Notice, which can be found on the Council's website <https://burnham-highbridge-tc.gov.uk/home/privacy-notice> or by requesting a copy from the Council Office (address on page 1).

I can confirm I have read and understand the above agreement and agree adhere to all the conditions and give consent for my data to be held.

Signed ..... (Tenant)

Signed ..... (for the Council)

## **BURNHAM-ON-SEA AND HIGHBRIDGE TOWN COUNCIL**

### **PLANNING PRE-APPLICATION DISCUSSION POLICY**

#### **Introduction**

Burnham-on-Sea and Highbridge Town Council recognises that pre-application discussions play an important role in major planning applications and welcomes the desire of many developers to consult both the Council and the public more widely.

Good engagement with developers should ensure that communities have a genuine opportunity to have their say in shaping development proposals before any planning applications are submitted. Burnham-on-Sea and Highbridge Town Council is also aware of the importance of public perception in planning and discussions are as transparent as possible and that they are seen to be transparent.

#### **Burnham-on-Sea and Highbridge Town Council's involvement in pre-application discussions**

As a statutory consultee in the planning process, it is desirable for the Town Council to be involved in the pre-application process for the following reasons:-

- It has a good understanding of its area and the community.
- It is keen to ensure growth within the Parish is of the right type and in the right location.
- It provides an advocacy role for its residents, effectively representing their views when they feel they are unable to.
- The Town Council may be a party to Section 106 negotiations on community assets required for the Parish.

#### **Pre-determination**

In all meetings with developers' members are reminded of the critical importance of not pre-determining their position on any future application, as this could require them to take no part in the discussion. It is noted however, that expressing a pre-disposition, for example of either 'welcome in principle' or 'concerns' is permissible.

Meetings should be used to gather more information about proposals and help developers understand the concerns of the community with a view to giving them the opportunity to address those concerns in future public consultations.

#### **Pre-application discussions/briefings**

Pre-application discussions will consist of a presentation to the whole Council. Individual Councillors who are approached directly by a developer, should refrain from expressing a view that could be thought of as the view of the Town Council.

Burnham-on-Sea and Highbridge Town Council is, in general, willing to hold meetings with developers prior to public consultation on the following conditions:-

- Full public consultation is either already scheduled or firmly planned.
- Meeting notes are published.
- A genuinely open mind and willingness to adapt plans in response to feedback.

The Town Council understand there may sometimes be a need for developers to seek confidential discussions with the Town Council. The Town Council is mindful of its duties under the Freedom of Information Act 2000 and the need to ensure that as much information as possible is available to the public.

I am writing to you as a resident of Brue Farm after a recent tragic event occurred within our community.

A resident on our estate sadly lost his life after collapsing due to a heart attack at home about a week ago. After his passing, I checked to see what resources may be available in the local area that may help any future events of this nature. After looking at the defibrillator finder site, I saw the most local sites to us are Sopha - which is only accessible during retail hours, and the others are quite some distance away, an inaccessible in time for those who may not drive.

I wanted to ask if the council would consider applying for a grant from the British Heart Foundation on behalf of the residents around the River Brue area for another defib access point (perhaps somewhere like the Spar/Buncombes Garage or The Purple Spoon would be good centralised access sites for 24/7 access).

Unfortunately I cannot apply as an individual, but organisations such as a parish council can. Currently applications are due to close on 28th February.

This would be of so much benefit to the local community, especially with the new houses also being built at Brue Place and may be able to save lives in the future.

Here is the link to apply for the current grant.

<https://www.bhf.org.uk/how-you-can-help/how-to-save-a-life/defibrillators/apply-for-a-free-defibrillator-for-your-community#whocanapply>