

**Minutes of a meeting of the Finance and Resources Committee held on 18<sup>th</sup> March 2024 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

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

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

**Public Participation** – A member of the public stated that the bus shelters needed repainting.

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

Apologies were received from Councillor Facey.

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

There were no declarations of interests.

**145.0.F24 To receive and approve the minutes of the Finance and Resources Committee meeting held on 5<sup>th</sup> February 2024**

(Councillor Metcalfe joined the meeting at this juncture)

The minutes of the previous meeting of the Finance and Resources Committee, held on 5<sup>th</sup> February 2024, were presented by the Chairman.

**Resolved** that the minutes of the meeting held on 5<sup>th</sup> February 2024 were approved as an accurate record and signed by the Chairman.

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

(one member of the public joined the meeting at this juncture)

There were no matters arising.

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

A meeting of the Human Resources Sub-Committee took place earlier in the day. The advert for the cemeteries seasonal grounds person would be advertised later this week.

**148.0.F24 Chairman's report**

Items would be covered during the meeting.

Signed by chair.....

date.....



**149.0.F24 To receive the list of payments up to 7<sup>th</sup> March 2024**

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

**150.0.F24 To note the income and expenditure and earmarked reserves reports up to February 2024**

The report was noted, no queries were raised.

**151.0.F24 To approve the bank reconciliation for February 2024**

One of the reconciliation documents had been omitted from the agenda bundle, but was circulated separately.

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

**152.0.F24 To consider investment options report**

The RFO confirmed there was an error in the report, as the Town Council would not be covered by the Financial Service Compensation Scheme due to its budget being over the £500,000 threshold. Also, the recommended minimum balance to be maintained in the Natwest current account would be £450,000.

Councillor Gudka gave an overview of the options. Option four was discounted due to the minimum investment requirement and the length of investment.

Several questions were raised and answered. It was suggested that a broker is commissioned to give further advice. The CCLA has got a AA Af/S1 rating.

**Resolved** that £450,000 is maintained in the Natwest current account, £500,000 in the Nationwide saver and the appropriate balance transferred into the CCLA deposit fund which will be drawn down on a quarterly basis. The RFO is to prepare quarterly update reports for the Committee.

**153.0.F24 To receive feedback from Q3 internal check**

The internal check was undertaken by Councillors Gudka and Matthews and no issue raise or control measures required.

**154.0.F24 To consider a date for the next round of grants**

**Resolved** that grant applications would be considered at the meeting on 3<sup>rd</sup> June. Details to be advertised as soon as possible.

**155.0.F24 Grants 2023/24 update report**

A query was raised that some grant details were missing. The RFO confirmed that there were different deadlines depending on the expenditure type and all who were due to submit reports had done so.



The report was noted.

**156.0.F24 To review and approve the Asset Register**

Some queries were raised and answered.

**Resolved** that the updated asset register is approved.

**157.0.F24 To consider recommendation from the Human Resources Sub-Committee regarding the renewal of the legal expenses insurance policy**

Councillor Perry gave an overview of the historic policy, which had been considered at the Human Resources Sub-Committee and explained that most of the areas were covered on the Council's main policy. The exceptions were discussed and it was considered these were low risk.

**Resolved** that the policy is not renewed.

**158.0.F24 To consider Community Infrastructure Levy (CIL) expenditure request**

A query was raised regarding the CIL expenditure deadline and it was confirmed it was the end of March. Several comments were made and it was agreed that other options should be considered including the provision of a public toilet.

**Resolved** that the Committee agree the release of the CIL funds for a feasibility study to be undertaken on what the old ticket office could be used for.

**159.0.F24 To consider the request to apply for a SALC grant towards Doctor Bike Repair Workshops**

**Resolved** that the Committee approves the request and a grant application is submitted.

**160.0.F24 Date of next meeting**

The next meeting of the Finance and Resources Committee will be held on 29<sup>th</sup> April 2024 at 7 pm.

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
22/02/2024	Amazon	INV-GB-134870891-2024-3633	key tags	£8.32	£1.66	£9.98
14/02/2024	Amazon	GB45APAABEY	WD40 - Cemeteries	£18.31	£3.66	£21.97
20/02/2024	Amazon	GB45YTKABEY	3 x litter pickers	£61.12	£12.24	£73.36
22/02/2024	Amazon	GB46AKDABEY	Filming prohibition sign	£6.75	£1.36	£8.11
14/02/2024	Amazon	GB456KCABEY	10 x certificate frames	£47.67	£9.57	£57.24
10/02/2024	Bridge Solutions	DG-13323	Phone system	£222.98	£44.60	£267.58
09/02/2024	Business Waste	P1326520	Paper waste - TC	£1.26	£0.25	£1.51
28/02/2024	Character Graphics		36997 advertising - PT	£425.00	£85.00	£510.00
19/02/2024	DL Gutter Cleaning	19.02.24	gutter clean - TC			£350.00
16/02/2024	Faye Barnes	16.02.24	art sale settlement			£201.40
14/02/2024	GWilliamsofEdington	INV-16642	repair hedge cutting equipment	£186.84	£37.38	£224.22
09/02/2024	Huthwaite Freston Williams-Jones	INV-3086	Building survey - 6 Princess St	£2,250.00	£450.00	£2,700.00
14/02/2024	JR Food Service	CN 975763	credit note - PT merchandise	-£22.36	-£4.47	-£26.83
25/01/2024	JR Food Service		968408 PT merchandise	£388.76	£77.75	£466.51
14/02/2024	JR Food Service		975373 PT merchandise	£252.24	£50.44	£302.68
15/02/2024	MJ Church	B13697-512832	Waste services - cemeteries	£183.60	£36.72	£220.32
15/02/2024	MJ Church	B13697-512833	Waste services - cemeteries	£171.70	£34.34	£206.04
15/02/2024	MJ Church	B13697-512834	Waste services - cemeteries	£95.54	£19.11	£114.65
20/02/2024	Proper Job	Z0009T03-1482355	sweets & sundries - PT	£40.09	£6.66	£46.75
14/02/2024	Screwfix		1465231560 safety equipment & tools	£84.13	£16.83	£100.96
12/02/2024	SLCC	BK214903-1	Microsoft excel course - reception	£140.00	£28.00	£168.00
09/02/2024	Spot on Supplies		31654631 cleaning supplies - PT	£282.53	£56.51	£339.04
20/02/2024	Spot on Supplies		31655035 cleaning supplies - PT	£6.45	£1.29	£7.74
12/02/2024	TWC		78 window cleaning - PT March			£48.50
08/02/2024	V Jones		6405 emergency call out blocked urinal - PT			£170.00
26/02/2024	Bravo		776 Technician Princess God Man film	£95.00	£19.00	£114.00
27/02/2024	ITEC		961799 photocopier services	£25.09	£5.02	£30.11
28/02/2024	KJ Cleaning Services	PrincessT008	Cleaning - PT			£390.00
27/02/2024	Lyreco		6723743922 Dahle 507 Trimmer	£32.99	£6.60	£39.59
27/02/2024	Lyreco	CN6723743664	Dahle 507 Trimmer	-£32.99	-£6.60	-£39.59

29/02/2024	Morland Community Hub	INV-0438	Hall hire 27.02.28			£30.00
26/02/2024	Sedgemoor Tree Services Ltd		3948 Priority tree works	£2,469.64	£493.93	£2,963.57
26/02/2024	Sedgemoor Tree Services Ltd		3949 Priority tree works	£780.36	£156.08	£936.44
29/02/2024	Lyreco		6723751242 stationery & stamps - TC	£71.80	£6.86	£78.66
29/02/2024	Biffa	308C48024	waste collection - PT	£236.53	£47.31	£283.84
01/03/2024	Sansum Solutions	INV-11173	Cleaning - TC	£280.16	£56.03	£336.19
04/03/2024	Bravo		783 Boxing - 2nd technician	£152.00	£30.40	£182.40
04/03/2024	Bravo		782 Receiver & mic rental	£21.34	£4.27	£25.61
29/02/2024	MJ Church		515911 Waste services - cemeteries	£45.90	£9.18	£55.08
29/02/2024	MJ Church		515912 Waste services - cemeteries	£25.50	£5.10	£30.60
29/02/2024	MJ Church		515913 Waste services - cemeteries	£20.74	£4.15	£24.89
01/03/2024	Business Waste	P1339608	Paper waste - TC	£23.76	£4.76	£28.52
28/02/2024	Bravo		779 Technician - Feb 24	£1,125.00	£225.00	£1,350.00
09/02/2024	Proper Job	Z0009T02-490272	Padlock & chain	£7.48	£1.50	£8.98
07/03/2024	Hard Knox	07002024	Hard Knox show settlement			£4,019.05
12/02/2024	John Tonks	VR-PTBOS	settlement Voodoo Room show			£1,870.78
15/02/2024	BDPS		2 settlement Mother Goose show			£9,244.66
16/02/2024	Michael Mason		912 settlement Carpenters show			£1,518.49
Cashbook payments						
	Somerset Council		Feb-24 pension payment			£7,009.67
	Pre-paid top up					£500.00
	SCC Receipts	G002410 719005 BOSH	Burnham & Highbridge Road Closures			£575.00
						<u>£38,196.27</u>