



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

11th March 2024

To: All Members of the Finance and Resources Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **FINANCE AND RESOURCES COMMITTEE** to be held on **18th March 2024** in the Council Chamber, Old Courthouse, Jaycroft Road, TA8 1LE at **7.00 pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Building doors will be open at 6:45pm

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

Katherine Noble
Town Clerk

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

Members of the Finance and Resources Committee

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

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

Public participation

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

Finance and Resources Meeting Agenda 18th March 2024

143.0.F24 Apologies for absence

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

145.0.F24 To receive and approve the minutes of the Finance and Resources meeting held on 5th February 2024

146.0.F24 Matters arising from previous minutes

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

148.0.F24 To receive the Chairs report

149.0.F24 To receive the list of payments up to 7th March 2024

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

151.0.F24 To approve the bank reconciliation for February 2024

152.0.F24 To consider investment options report

153.0.F24 To receive feedback from Q3 internal check undertaken by Councillors Gudka and Matthews

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

155.0.F24 Grants 2023/24 update report

156.0.F23 To review and approve the Asset Register

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

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



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

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

160.0.F24 Date of next meeting

The next meeting of the Committee is scheduled for 29th April 2024 at 7 pm.

Minutes of a meeting of the Finance and Resources Committee held on 5th 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 23rd January 2024

The minutes of the previous meeting of the Finance and Resources Committee, held on 23rd 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 23rd 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.



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 18th March 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	GWilliams of Edington	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>

Detailed Income & Expenditure by Budget Heading 29/02/24

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Management & Compliance								
1076 Precept	0	768,500	768,500	0			100.0%	
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	678	20,153	500	(19,653)			4030.7%	
1550 22-23 Write Offs	(33,515)	(33,515)	0	33,515			0.0%	
Management & Compliance :- Income	(32,837)	818,909	769,000	(49,909)			106.5%	0
4000 Salaries & Wages	24,122	253,521	263,125	9,604		9,604	96.4%	
4005 Employers Nat Insurance	2,180	19,304	26,810	7,506		7,506	72.0%	
4010 Employers S\Annuation	5,335	56,438	60,627	4,189		4,189	93.1%	
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	(178)	353	500	147		147	70.5%	
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	3,220	3,150	(70)		(70)	102.2%	
4085 Postage	38	250	500	250		250	50.0%	
4090 Stationery & Supplies	133	1,318	1,500	182		182	87.9%	
4095 Subscriptions & Support	902	25,010	20,000	(5,010)		(5,010)	125.1%	
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	2,250	26,022	9,875	(16,147)		(16,147)	263.5%	2,250
4120 Bank Charges	98	1,302	1,500	198		198	86.8%	
4125 Payroll Services	113	1,413	1,400	(13)		(13)	100.9%	
4130 PPE & Uniforms	101	1,200	1,500	300		300	80.0%	169
4135 Room Hire (Exp)	30	208	250	42		42	83.2%	
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%	
Management & Compliance :- Indirect Expenditure	35,411	393,447	435,617	42,170	0	42,170	90.3%	2,739
Net Income over Expenditure	(68,248)	425,463	333,383	(92,080)				
6000 plus Transfer from EMR	2,250	2,739						
Movement to/(from) Gen Reserve	(65,998)	428,202						
110 Democratic & Civic								
4200 Mayors Allowance	417	4,583	5,000	417		417	91.7%	

Detailed Income & Expenditure by Budget Heading 29/02/24

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4205 Town Crier	0	59	0	(59)		(59)	0.0%	59
4210 Election Expenses	0	9,206	3,000	(6,206)		(6,206)	306.9%	
4215 Civic Events	57	1,074	2,500	1,426		1,426	43.0%	
4220 Remembrance Wreath	0	100	100	0		0	100.0%	
Democratic & Civic :- Indirect Expenditure	474	15,022	10,600	(4,422)	0	(4,422)	141.7%	59
Net Expenditure	(474)	(15,022)	(10,600)	4,422				
6000 plus Transfer from EMR	0	59						
Movement to/(from) Gen Reserve	(474)	(14,963)						
<u>120 Joint Funding With Others</u>								
4250 Cont SDC RE Toilets	0	35,836	38,500	2,664		2,664	93.1%	
4255 Cont SDC Dog Bins	0	24,000	24,500	500		500	98.0%	
4260 CCTV Cameras	0	15,000	15,300	300		300	98.0%	
Joint Funding With Others :- Indirect Expenditure	0	74,836	78,300	3,464	0	3,464	95.6%	0
Net Expenditure	0	(74,836)	(78,300)	(3,464)				
<u>130 Grants & Donations</u>								
4300 Grant - CAB (S.142)	0	2,700	2,700	0		0	100.0%	
4305 Grants Made	375	32,331	32,300	(31)		(31)	100.1%	
Grants & Donations :- Indirect Expenditure	375	35,031	35,000	(31)	0	(31)	100.1%	0
Net Expenditure	(375)	(35,031)	(35,000)	31				
<u>200 The Old Court House</u>								
1005 Old Court House Letting	0	59	250	191			23.7%	
The Old Court House :- Income	0	59	250	191			23.7%	0
4070 Office/IT Equip & Furniture	0	(17)	0	17		17	0.0%	
4350 Business Rates	0	8,776	10,050	1,274		1,274	87.3%	
4355 Utilities	966	5,281	9,000	3,719		3,719	58.7%	
4375 Cleaning	572	3,148	800	(2,348)		(2,348)	393.4%	
4380 Security & Alarms	0	(101)	1,000	1,101		1,101	(10.1%)	
4385 Maintenance	705	2,746	3,000	254		254	91.5%	
4390 H&S/Fire/Inspections	0	888	300	(588)		(588)	296.0%	
4395 Equipment/Furniture	0	399	1,000	602		602	39.9%	
The Old Court House :- Indirect Expenditure	2,243	21,118	25,150	4,032	0	4,032	84.0%	0
Net Income over Expenditure	(2,243)	(21,059)	(24,900)	(3,841)				

Detailed Income & Expenditure by Budget Heading 29/02/24

Month No: 11

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	83	300	217		217	27.6%	
4365 Highbridge Clock Elec	164	1,210	700	(510)		(510)	172.9%	
4415 Water Fountain	0	3,038	500	(2,538)		(2,538)	607.7%	
Other Assets :- Indirect Expenditure	172	4,332	1,500	(2,832)	0	(2,832)	288.8%	0
Net Expenditure	(172)	(4,332)	(1,500)	2,832				
<u>300 Allotment Highbridge</u>								
1300 Allotment Rents Received	1,225	2,443	1,115	(1,328)			219.1%	
Allotment Highbridge :- Income	1,225	2,443	1,115	(1,328)			219.1%	0
4370 Water Rates	0	355	500	145		145	71.0%	
4385 Maintenance	527	979	500	(479)		(479)	195.9%	
Allotment Highbridge :- Indirect Expenditure	527	1,335	1,000	(335)	0	(335)	133.5%	0
Net Income over Expenditure	698	1,108	115	(993)				
<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	0	2,357	40	(2,317)			5891.7%	0
4385 Maintenance	7	669	2,000	1,331		1,331	33.5%	
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	376	1,500	1,124		1,124	25.1%	
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	16,650	23,796	26,000	2,204		2,204	91.5%	
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	16,727	54,425	68,500	14,075	0	14,075	79.5%	0
Net Income over Expenditure	(16,727)	(52,068)	(68,460)	(16,392)				

Detailed Income & Expenditure by Budget Heading 29/02/24

Month No: 11

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
410 Town Rangers								
4500 Tools & Equipment	228	1,138	3,000	1,862		1,862	37.9%	
4505 Vehicle Running Costs	208	1,298	1,600	302		302	81.1%	
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	437	2,756	8,200	5,444	0	5,444	33.6%	0
Net Expenditure	(437)	(2,756)	(8,200)	(5,444)				
500 Cemeteries								
1500 Wayleaves	0	4,851	4,850	(1)			100.0%	
1505 Commonwealth War Memorials	0	0	50	50			0.0%	
1515 EROB	2,005	8,690	7,000	(1,690)			124.1%	
1520 Interments	2,830	21,470	15,000	(6,470)			143.1%	
1525 Memorials	740	4,810	8,000	3,190			60.1%	
Cemeteries :- Income	5,575	39,821	34,900	(4,921)			114.1%	0
4350 Business Rates	0	9,103	12,750	3,647		3,647	71.4%	
4355 Utilities	110	4,764	7,000	2,236		2,236	68.1%	
4600 Equipment Purchase/Maintenance	1,537	5,692	7,000	1,308		1,308	81.3%	
4605 Provision For Paths	0	0	5,000	5,000		5,000	0.0%	
4610 Pump Maintenance	0	1,047	1,400	353		353	74.8%	
4615 General Maintenance	29	1,362	2,000	638		638	68.1%	
4620 Mech Grave Digger	0	3,871	6,500	2,629		2,629	59.6%	
4625 Tree & Hedge Maintenance	2,641	3,018	3,000	(18)		(18)	100.6%	
4630 Fuel For Mowers	57	690	2,000	1,310		1,310	34.5%	
4635 Waste Collection	725	2,215	3,000	785		785	73.8%	
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	5,098	32,767	52,900	20,133	0	20,133	61.9%	0
Net Income over Expenditure	477	7,054	(18,000)	(25,054)				
600 Princess								
1600 Storage Hire	0	1,630	3,200	1,570			50.9%	
1605 Lettings	2,403	28,863	25,000	(3,863)			115.5%	
1615 Café Rent	570	6,270	6,600	330			95.0%	
1620 Technician	0	1,271	8,000	6,730			15.9%	
1625 PT Merchandise	573	3,036	3,000	(36)			101.2%	
1630 Donations Received	49	832	0	(832)			0.0%	
1640 Box Office - Card Sales	606	4,396	1,800	(2,596)			244.2%	

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Detailed Income & Expenditure by Budget Heading 29/02/24

Month No: 11

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	1,964	13,253	7,500	(5,753)			176.7%	
1646 Film income	0	198	0	(198)			0.0%	
1650 Memberships	30	750	2,000	1,250			37.5%	
1655 Participation PT	471	8,386	7,500	(886)			111.8%	
1660 Art Sales	358	979	400	(579)			244.8%	
1665 Stage Sound/Lighting	21	122	50	(72)			244.7%	
1670 PV Cells	1,693	1,809	3,500	1,691			51.7%	
Princess :- Income	8,738	71,795	68,550	(3,245)			104.7%	0
4000 Salaries & Wages	7,307	63,270	81,998	18,728		18,728	77.2%	
4005 Employers Nat Insurance	695	5,032	8,349	3,317		3,317	60.3%	
4010 Employers S\Annuation	131	10,256	18,286	8,030		8,030	56.1%	
4040 FOH/Duty Management	0	0	14,650	14,650		14,650	0.0%	
4060 Training	185	1,299	1,500	201		201	86.6%	
4065 Travel & Subsistence	0	24	500	476		476	4.9%	
4070 Office/IT Equip & Furniture	(60)	1,463	5,000	3,537		3,537	29.3%	
4075 Miscellaneous Expenditure	0	251	500	249		249	50.2%	
4080 Telephone & Broadband	135	1,345	2,000	655		655	67.2%	
4100 Insurance	0	4,527	6,500	1,973		1,973	69.6%	
4350 Business Rates	0	7,880	9,000	1,120		1,120	87.6%	
4355 Utilities	2,863	27,586	26,000	(1,586)		(1,586)	106.1%	9,700
4375 Cleaning	1,278	7,288	8,500	1,212		1,212	85.7%	
4380 Security & Alarms	489	1,694	1,500	(194)		(194)	113.0%	160
4385 Maintenance	2,777	8,764	10,000	1,236		1,236	87.6%	
4390 H&S/Fire/Inspections	0	1,657	1,000	(657)		(657)	165.7%	
4635 Waste Collection	496	2,533	3,000	467		467	84.4%	
4700 Technician Cost	2,507	14,044	17,000	2,956		2,956	82.6%	
4701 Show costs	650	11,517	0	(11,517)		(11,517)	0.0%	
4702 Film costs	0	414	0	(414)		(414)	0.0%	300
4705 Advertising & Marketing	673	3,935	6,000	2,065		2,065	65.6%	
4710 Licences (exp)	0	3,989	800	(3,189)		(3,189)	498.6%	
4715 Card Payment Fees	1,057	8,974	3,000	(5,974)		(5,974)	299.1%	
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	623	1,376	100	(1,276)		(1,276)	1375.6%	
4740 PTAC Merchandise	1,115	2,253	1,320	(933)		(933)	170.7%	
4745 Participation Freelance	0	2,510	3,000	490		490	83.7%	1,285
4750 Football Monitors	0	10	100	90		90	10.2%	
4765 Match Funding	0	0	5,000	5,000		5,000	0.0%	
Princess :- Indirect Expenditure	22,922	195,475	239,103	43,628	0	43,628	81.8%	11,445
Net Income over Expenditure	(14,184)	(123,681)	(170,553)	(46,872)				
6000 plus Transfer from EMR	0	11,445						
Movement to/(from) Gen Reserve	(14,184)	(112,236)						

Detailed Income & Expenditure by Budget Heading 29/02/24

Month No: 11

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	(17,299)	935,384	873,855	(61,529)			107.0%	
Expenditure	84,386	830,543	955,870	125,327	0	125,327	86.9%	
Net Income over Expenditure	(101,685)	104,841	(82,015)	(186,856)				
plus Transfer from EMR	2,250	14,243						
Movement to/(from) Gen Reserve	(99,435)	119,085						

Explanations for allotment budget overspend

Budget Code	Name of budget	Comments
300/4385	Allotment Maintenance	Priority tree works carried out as a result of a tree assessment

Date:08/03/2024

Burnham & Highbridge Town Council 2023/24

Page 1

Time:09:12

Bank Reconciliation Statement as at 29/02/2024
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	29/02/2024		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:

NameSignedDate

Signatory 2:

NameSignedDate

Date:08/03/2024

Burnham & Highbridge Town Council 2023/24

Page 1

Time:09:18

Bank Reconciliation Statement as at 29/02/2024
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	29/02/2024		197.78
			<u>197.78</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			197.78
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			197.78
		Balance per Cash Book is :-	197.78
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:08/03/2024

Burnham & Highbridge Town Council 2023/24

Page 1

Time:09:40

Bank Reconciliation Statement as at 29/02/2024
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	29/02/2024		183,962.41
			<u>183,962.41</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			183,962.41
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			183,962.41
		Balance per Cash Book is :-	183,962.41
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:08/03/2024

Burnham & Highbridge Town Council 2023/24

Page 1

Time:09:15

Bank Reconciliation Statement as at 29/02/2024
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	29/02/2024		6.70
			<u>6.70</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			6.70
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			6.70
		Balance per Cash Book is :-	6.70
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate



Transactions from 29-FEB-2024 to 29-FEB-2024

Account name or alias	Account number	Sort code	Account currency
Linked Account	Current cleared balance		GBP
Debit or credit	520228.04		
Any			

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.

The interest rate is 1.45% gross 1.46% AER.
This is based on the balance of 29th of February 2024.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			532,816.15
29-Feb-2024		TO 56092431	-30,537.43		532,816.15
29-Feb-2024	INT	29FEB GRS 54374901		677.78	563,353.58
		Opening balance			562,675.80
		Totals	-30,537.43	677.78	

Account name or alias BOS HB Main Current Ac	Account number Current cleared balance -6821.51	Sort code	Account currency GBP
Debit or credit Any			

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.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			1,000.00
29-Feb-2024	D/D	EE LIMITED, Q04582128497943825	-241.60		1,000.00
29-Feb-2024	EBP	BURNHAM ON SEA & H, MANS SHED GRANT, FP 29/02/24 40, 47023912725459000N	-375.00		1,241.60
29-Feb-2024	EBP	EVENT POWER ENGINE, EVENT POWER ENGINE, FP 29/02/24 40, 52023913278250000N	-19,980.00		1,616.60
29-Feb-2024	EBP	LEE HALL, TWC, FP 29/02/24 40, 14023903678402000N	-28.50		21,596.60
29-Feb-2024	EBP	SOLUTIONS ON STAGE, SOLUTIONS ON STAGE, FP 29/02/24 40, 45023903117052000N	-598.80		21,625.10
29-Feb-2024	EBP	ROBERT FAY, ROBERT FAY - ART, FP 29/02/24 40, 34023911422288000N	-296.40		22,223.90
29-Feb-2024	EBP	BUSINESS WASTE LTD, BUSINESS WASTE, FP 29/02/24 40, 17023902581671000N	-26.40		22,520.30
29-Feb-2024	EBP	BIFFA WASTE SERVIC, BIFFA, FP 29/02/24 40, 28023903932062000N	-311.45		22,546.70
29-Feb-2024	EBP	TOOL STATION, TOOL STATION, FP 29/02/24 40, 59023912151840000N	-33.24		22,858.15
29-Feb-2024	EBP	PROPER JOB SUPERST, PROPER JOB SUPERST, FP 29/02/24 40, 62023911724498000N	-8.68		22,891.39
29-Feb-2024	EBP	SHOWMAN LIVE, SHOWMAN LIVE, FP 29/02/24 40, 10023911147496000N	-775.44		22,900.07
29-Feb-2024	EBP	SANSUM SOLUTIONS G, SANSUM SOLUTION GR, FP 29/02/24 40, 18023905403633000N	-312.19		23,675.51
29-Feb-2024	EBP	M J CHURCH PLANT, MJ CHURCH WASTE CE, FP 29/02/24 40, 11023906401790000N	-48.14		23,987.70
29-Feb-2024	EBP	M J CHURCH PLANT, MJ CHURCH WASTE CE, FP 29/02/24 40, 60023903422290000N	-42.84		24,035.84
29-Feb-2024	EBP	M J CHURCH PLANT, MJ CHURCH WASTE CE, FP 29/02/24 40, 56023913329586000N	-32.64		24,078.68
29-Feb-2024	EBP	M J CHURCH PLANT, MJ CHURCH WASTE CE, FP 29/02/24 40, 51023905669644000N	-24.89		24,111.32
29-Feb-2024	EBP	BRIDGWATER MOWERS, BRIDGWATER MOWERS, FP 29/02/24 40, 64023913381577000N	-790.00		24,136.21

29-Feb-2024	EBP	FAYE BARNES HAIRDR, FAYE BARNES, FP 29 /02/24 40, 03023931830013000N	-125.40	24,926.21
29-Feb-2024	EBP	IRIS PAYROLL, IRIS PAYROLL, FP 29/02/24 40, 23023909587532000N	-135.13	25,051.61
29-Feb-2024	EBP	PROPER JOB SUPERST, PROPER JOB SUPERST, FP 29/02/24 40, 57023902132397000N	-39.22	25,186.74
29-Feb-2024	EBP	ITEC CONNECT LTD, ITEC, FP 29/02/24 40, 55023912796038000N	-27.26	25,225.96
29-Feb-2024	EBP	SOMERSET COUNCIL, SOMERSET COUNCIL, FP 29/02/24 40, 12023905320575000N	-327.60	25,253.22
29-Feb-2024	EBP	PROPER JOB SUPERST, PROPER JOB SUPERST, FP 29/02/24 40, 18023903736133000N	-34.47	25,580.82
29-Feb-2024	EBP	MICROSHADE BUS CON, MICROSHADE, FP 29/02/24 40, 47023903239124000N	-1,117.81	25,615.29
29-Feb-2024	EBP	LEE HALL, TWC, FP 29/02/24 40, 21023902645948000N	-48.50	26,733.10
29-Feb-2024	EBP	SOLUTIONS ON STAGE, SOLUTIONS ON STAGE, FP 29/02/24 40, 41023910307838000N	-1,585.20	26,781.60
29-Feb-2024	EBP	SCREWFIX DIRECT LI, SCREWFIX, FP 29/02 /24 40, 54023911650230000N	-221.98	28,366.80
29-Feb-2024	EBP	M J CHURCH PLANT, MJ CHURCH WASTE CE, FP 29/02/24 40, 03023911072617000N	-38.35	28,588.78
29-Feb-2024	EBP	BRIDGWATER MOWERS, BRIDGWATER MOWERS, FP 29/02/24 40, 62023931772955000N	-979.00	28,627.13
29-Feb-2024	EBP	B.K.H.CAR AND VAN, BKH CAR AND VAN, FP 29/02/24 40, 06023906335645000N	-250.00	29,606.13
29-Feb-2024	EBP	SANSUM SOLUTIONS G, SANSUM SOLUTION GR, FP 29/02/24 40, 54023903294573000N	-336.19	29,856.13
29-Feb-2024	EBP	MYNETT ELEC LTD, MYNETT ELEC LTD, FP 29/02/24 40, 47023913252043000N	-713.28	30,192.32
29-Feb-2024	EBP	M J CHURCH PLANT, MJ CHURCH WASTE CE, FP 29/02/24 40, 54023912092031000N	-31.82	30,905.60
29-Feb-2024	EBP	SOMERSET COUNCIL, SOMERSET COUNCIL, FP 29/02/24 40, 34023910246121000N	-83.62	30,937.42
29-Feb-2024	EBP	KJ CLEANING SERVIC, KJ CLEANING SERVIC, FP 29/02/24 40, 37023911479158000N	-480.00	31,021.04
29-Feb-2024	CHG	02FEB A/C 56092431	-36.39	31,501.04
29-Feb-2024		FROM 54374901		31,537.43
				30,537.43
		Opening balance		1,000.00
		Totals	-30,537.43	30,537.43



Transactions from 29-FEB-2024 to 29-FEB-2024

Account name or alias BOS No 2 Ac	Account number Current cleared balance 187581.06	Sort code	Account currency GBP
Debit or credit Any			

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.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			183,962.41
29-Feb-2024	EBP	BRAVO EVENTS LTD, BRAVO EVENTS LTD, FP 29/02/24 40, 20023907539651000N	-1,350.00		183,962.41
29-Feb-2024	EBP	BRAVO EVENTS LTD, BRAVO EVENTS LTD, FP 29/02/24 40, 06023908450518000N	-194.40		185,312.41
29-Feb-2024	CHG	02FEB A/C 87132346	-30.04		185,506.81
29-Feb-2024	BAC	CARD TXNS 260224, 48510771		326.40	185,536.85
		Opening balance			185,210.45
		Totals	-1,574.44	326.40	

Report for councillors: Investment options for 2024-25

Issued to: Finance & Resources – 18th March 2024

1. Purpose of Report

For Committee to consider investment options 2024-25.

2. Background

One of our current areas of high financial risk raised through internal audit is the balance of funds we currently hold in the Councils bank accounts. As funds of £85,000 and under held in each financial institution are covered by the Financial Services Compensation Scheme, anything over this amount is considered high risk. The Finance & Resources Committee reviewed the Investment Strategy in February 2024 and requested that a report be presented detailing investment options for 2024-25.

Current investment position:

As at 31.01.24 the balance and charges of the bank accounts currently used by the Council:

- **Natwest balance: £785,077.98**, current monthly charges: c.£50 (dependent on nature of transactions), current interest rate: 1.45% on Reserve account.
- **Nationwide balance: £505,910.81**, current monthly charges: nil, current interest rate: 4.30% AER.

3. Financial implications of investment options

Option 1: Natwest Current & Reserve Accounts: Please see above for account details and appendix 1 for the cashflow required to maintain the day-to-day liquidity of the Council (based on the first 9 months of 2023-24). No risk to funds except in case of bank goes out of business.

Option 2: Nationwide Saver Account: Please see above for current 95 Day Saver account details. Minimum of 95 days notice for access to funds. Interest rate variable, reviewed quarterly, paid once a year. Other Business Savings Accounts (up to 10 options ranging from Instant Access to 5 year Term Accounts). Best interest rates currently 5% variable - 6 Month Term Account, 3.25% fixed – 5 Year Term Account.

Example 1: £500,000 investment 95 Day Saver = £21,500 interest p/a (variable)

Example 2: £500,000 investment 6 Month Term = £25,000 interest p/a (variable)

Example 3: £500,000 investment 5 Year Term = £16,250 interest p/a (fixed)
No risk to funds except in case of bank goes out of business.

Option 3: CCLA (Churches, Charities & Local Authorities) Public Sector

Deposit Fund: A short-term, cash management solution designed for local authorities. Suitable for short term investments where you are seeking a high level of capital security (low risk) and a competitive rate of interest.

Minimum initial investment: £25,000

Access to funds: same/next day

Interest rate: 5.29% variable, reviewed quarterly.

Charges: Annual management fee 0.08%. Fund management fee 0.08%. On-going charges 0.08%. Transaction charges between £3.00 - £67.50

Example: £500,000 investment Public Sector Deposit Fund = £26,450 interest p/a (variable) – fees & charges c.£1,450 = £25,000 p/a (variable). Responsible and ethical investment policy.

Investment returns not guaranteed, low risk investment, investment amount may decrease in value. See appendix 2 for details.

Option 4: CCLA (Churches, Charities & Local Authorities) Diversified Income

Fund: A medium-term, sustainable investment solution. Suitable for all charities and local authorities seeking a balanced return of income and capital growth and for whom control of relative risk is important.

Minimum initial investment: £1,000,000

Investment length: minimum 3-6 years

Interest rate: Class 2: 3.25% fixed

Charges: Annual management fee 0.06%. Fund management fee 0.65%. PRIIPS(other costs) 0.85%

Example: £500,000 investment Diversified Income Fund = £16,250 interest p/a (variable) – fees & charges up to £7,800 = £5,450 p/a (fixed). Responsible and ethical investment policy.

Investment returns not guaranteed, medium - low risk investment, investment amount may decrease in value. See appendix 3 for details.

4. Recommendation

- Maintain a minimum balance of £500,000 in Natwest Current & Reserve accounts (3 x months maximum expenditure if income is compromised).
- For the Committee to decide on investment options for remaining funds c.£1,500,000 (after receipt of precept) 2024-25.

**Appendix 1: Natwest Cashbook Reports as per Rialtas for 2023-24 April -
December**

	Total Receipts	Total Payments	Difference	Cumulative Difference
Month 1	£791,513.59	-£33,806.50	£757,707.09	£757,707.09
Month 2	£34,299.86	-£106,662.25	-£72,362.39	£685,344.70
Month 3	£16,069.92	-£59,171.29	-£43,101.37	£642,243.33
Month 4	£78,273.48	-£64,382.32	£13,891.16	£656,134.49
Month 5	£23,506.70	-£42,581.57	-£19,074.87	£637,059.62
Month 6	£17,370.04	-£148,261.77	-£130,891.73	£506,167.89
Month 7	£42,376.08	-£91,321.57	-£48,945.49	£457,222.40
Month 8	£35,686.96	-£99,523.68	-£63,836.72	£393,385.68
Month 9	£16,115.35	-£140,360.90	-£124,245.55	£269,140.13

The Public Sector Deposit Fund

Fund fact sheet – 31 December 2023

Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

Investment policy

The fund will be invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

Target investors

The fund is designed for investors who are looking for capital security and a competitive yield for their short-term investments.

Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client. Share class 4 is reserved for public sector organisation investment only.

Responsible investment policy

The fund is managed in accordance with CCLA's values-based screening policy which can be found in the policies and reports section on our website.

We monitor our counterparties' environmental, social and governance risk management on a regular basis and take action if necessary. This process is based on the work of our in-house Sustainability team and their data providers. Additional information is available on request.

Key risks

Investors should consider the following risk factors before investing: issuer/credit risk (issuer/financial institution may not pay), market risk (investment value affected by market conditions), operational risk (general business operational risks), maturity profile (timings of investment maturity), liquidity risk (investment in non-readily realisable assets), concentration risk (need for diversification and suitability of investment) and interest rate risk (changes to interest rate affecting income). Please see the fund prospectus for more details.

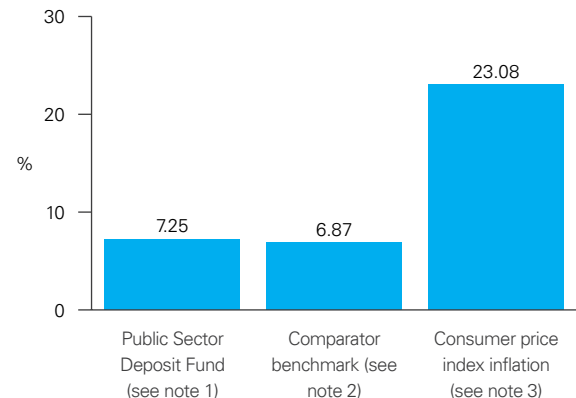
Top 10 counterparty exposures (%)

9.78%	HM Treasury
9.78%	Nationwide Building Society
9.78%	Yorkshire Building Society
9.29%	Landesbank Baden-Wuerttemberg
7.34%	National Bank of Canada
4.30%	DBS Bank Limited
3.91%	Mizuho Bank
3.91%	MUFG Bank
3.91%	SMBC Bank International plc
3.91%	Lloyds Bank Corporate Markets plc

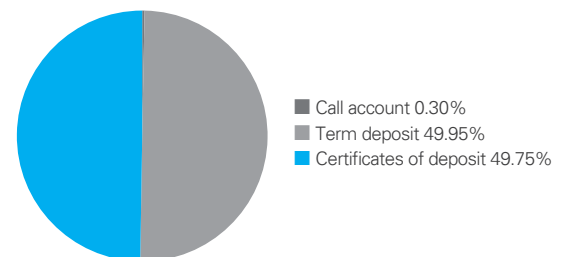
Share class 4 yield as at 31 December 2023

5.29%

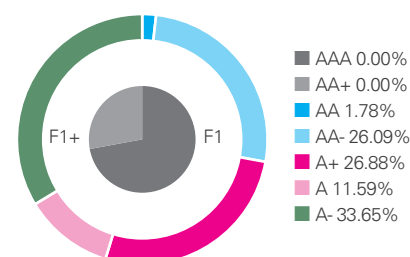
5 years performance



Asset type (%)



Credit rating (%) see note 4



Top 10 country exposures (%)

36.97%	UK
15.61%	Japan
9.99%	Canada
9.36%	Singapore
8.92%	Germany
6.12%	France
3.40%	Finland
2.76%	Netherlands
1.78%	Belgium
1.78%	Sweden

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings methodology.

Income

Average yield over the month	5.27%
Yield at the month-end shown	5.29%

Total return performance by year

12 months to 31 December	2019	2020	2021	2022	2023
The Public Sector Deposit Fund	+0.75%	+0.31%	+0.04%	+1.31%	+4.71%
Comparator benchmark	+0.58%	+0.04%	+0.05%	+1.40%	+4.69%
Relative (difference)	+0.17%	+0.27%	-0.01%	-0.09%	+0.02%

Annualised total return performance

Performance to 31 December	1 year	3 years	5 years
The Public Sector Deposit Fund	+4.71%	+2.00%	+1.41%
Comparator benchmark	+4.69%	+2.03%	+1.34%
Relative (difference)	+0.02%	-0.03%	+0.07%

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

Market update

Newly released data from the Office for National Statistics (ONS) found that the UK economy shrank slightly in the third quarter of 2023. Modest increases in industrial production and construction during the three months from July to September had been offset by a slowdown in the larger services sector. Business investment and household expenditure were also lower than in the previous quarter. The overall effect was a contraction of 0.1% in gross domestic product (GDP), a slight downgrade from the previous estimate of zero growth for the quarter. The ONS revised downwards its assessment of the three months from March to June 2023, from 0.2% to zero growth.

UK annual headline CPI growth fell relatively sharply. The headline rate for November was 3.9%, down from 4.6% in October. Core inflation slowed from an annualised rate of 5.7%, to 5.1% in November. This was the second consecutive month of marked declines in UK inflation: as recently as September, headline CPI stood at 6.7% and core CPI at 6.1%.

The major central banks once again held interest rates steady at the highs reached earlier this year of 5.00-5.25% in the US, 5.25% in the case of the Bank of England, and 4.00% for the eurozone's ECB. The Bank of England was at pains to avoid speculation about the timing and pace of rate reductions, though this did not prevent markets from pricing in easier monetary policy conditions well before the end of 2024.

Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,121m
Fitch money-market fund rating	AAAmmf
Weighted average maturity	46.68 days
Launch date	May 2011
Dealing day	Each business day (see note 5)
Withdrawals	On demand
Fund domicile	United Kingdom
ISIN (share class 4)	GB00B3LDFH01
Interest payment frequency	Monthly
Ongoing charges figure	0.08% (see note 6)

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Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30am.

Note 6: The ongoing charges figure is based on the annual management charge but excludes portfolio transaction costs.

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Diversified Income Fund - Unit Class 2 (for local authorities and public sector organisations)

Fund fact sheet – 31 December 2023

Investment objective

The fund's investment objective is to provide income and the potential for capital growth over the long-term (defined as at least 5 years) from an actively managed, diversified portfolio.

Investment policy

The fund will invest in a broad range of assets from around the world including equities (shares in companies), fixed-interest and variable-rate securities (also known as bonds), money-market instruments, cash, infrastructure related investments, which may be either liquid or illiquid in nature. The control of risk will be an important influence on the fund's portfolio structure and investment strategy and the fund will aim to constrain annual volatility (the amount by which the fund's value goes up and down) to no more than half that of the UK equity market (as measured by the MSCI United Kingdom Investable Market Index).

Target investors

The fund is designed for medium to long-term (at least 3-5 years) investors who are looking for income and the potential for capital growth and for whom control of risk is an important consideration.

Who can invest?

Any local authority, public sector, charity or professional client in the United Kingdom may invest in the fund. Investors should note that there is a minimum initial investment and holding in the fund of £1 million.

Responsible investment policy

Information about the ethical and responsible investment policies followed by the fund can be found in the policies and reports section on our website.

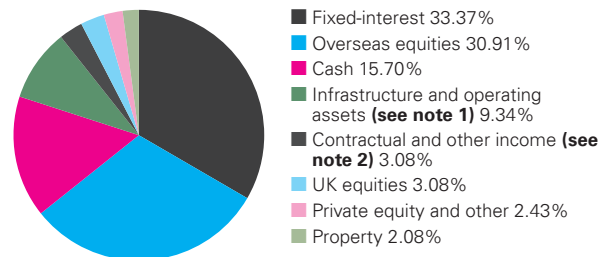
Income

The fund pays income every 3 months. As at 31 December 2023, the yield was 3.25%. This is shown as a percentage of the unit price and is based on the last 12 months' dividend of 4.79 pence per unit.

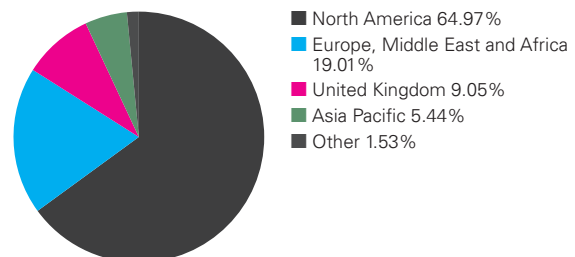
Fund update

The latest quarter was quiet in terms of Fund activity, with no substantial changes in the asset blend and relatively few individual transactions within the equity portfolio. Within fixed income, as previously reported the Fund no longer holds individual corporate bonds directly. Instead the Fund now accesses a diversified portfolio of corporate debt through the Federated Hermes Sustainable Global Investment Grade Credit Fund.

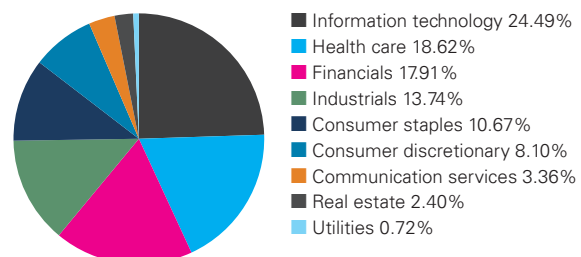
Asset allocation at 31 December 2023



Equity portfolio geographical breakdown at 31 December 2023



Equity portfolio sector breakdown at 31 December 2023



Note 1: Infrastructure: assets that facilitate the functioning of society with the potential for steady cash flows (energy-related & social).

Note 2: Contractual: assets generating contracted cashflows over a specific period and typically secured against assets.

Total return performance by year

12 months to 31 December	2019	2020	2021	2022	2023
Diversified Income Fund - Unit Class 2	+11.95%	-1.59%	+9.70%	-9.53%	+8.36%
Comparator benchmark	+12.65%	+5.05%	+4.06%	-14.18%	+8.14%

Annualised total return performance

Performance to 31 December 2023	1 year	3 years	5 years
Diversified Income Fund - Unit Class 2	+8.36%	+2.45%	+3.45%
Comparator benchmark	+8.14%	-1.15%	+2.71%

Performance shown after management fees and other expenses, with the gross income reinvested. The comparator benchmark is 20% MSCI UK Investable Market Index, 6.67% MSCI North America Index, 6.67% MSCI Europe excluding UK Index, 6.67% MSCI Pacific Index, 30% Markit iBoxx £ Gilts Index and 30% Markit iBoxx £ Non-Gilts Index. **Past performance is not a reliable indicator of future results.** Source: CCLA.

Top 10 holdings at 31 December 2023

Federated Hermes Sust Glo Invest Gr Cr Fd X5	5.97%	Federated Hermes Climate Change High Yield Cr	3.27%
Candriam Sustainable Bond Emerging Markets V	5.42%	UK Treasury 4.25% 07/12/2040	2.54%
UK Treasury Gilt 3.25% 22/01/2044	4.67%	UK Treasury 4.25% 07/12/2046	2.51%
UK Treasury 4.5% 07/12/2042	4.65%	Microsoft	1.04%
Pimco Global Investor Series Climate Bond Fund	4.35%	Greencoat UK Wind	1.03%

Key facts

ACS Manager	CCLA Fund Managers Limited
Investment manager	CCLA Investment Management Limited
Fund size	£139.1m
Number of holdings	116
Unit class 2 price	£1.47
Fund launch date	2 December 2016
Unit class 2 launch date	24 March 2017
Minimum initial investment	£1,000,000
Minimum subsequent investment	£25,000
Dealing day	Each business day (see note 3)
SEDOL	BDS68Q2
ISIN	GB00BDS68Q24
Dividend payment dates	Last business day of February, May, August, and November
Annual management charge	0.60% (see note 4)
Fund management fee (FMF)	0.65% (see note 5)
PRIPs other ongoing costs	0.85% (see note 6)

Note 3: Dealing instructions must be received by 12 noon on a business day.

Note 4: The annual management charge is taken from capital which may restrict capital growth.

Note 5: The FMF includes the annual management charge and other costs and expenses of operating and administering the fund, such as depositary, custody, audit, and regulatory fees.

Note 6: The packaged retail and insurance-based products (PRIPs) other ongoing costs include the FMF and, where relevant, synthetic charges.

Synthetic charges are the effect that costs suffered as a result of investment in relevant underlying funds or similar investments have on the fund. The PRIPs other ongoing costs do not include transaction costs. For more information on costs, including transaction costs, please see the fund's key information document.

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Report for councillors: Grants 2023-24

Issued to: Finance & Resources – 18th March 2024

1. Purpose of Report

To provide an overview of Grants approved in 2023-24.

2. Background

Grants Budget for 2023-24 = £32,300.

The Finance & Resources Committee awarded grants to 21 local organisations totalling £32,331. This financial support enabled the groups that applied to put on events in the towns, supported the sustainability of the local clubs and has enabled a variety of projects to be undertaken by local businesses and organisations. Applicants are required to complete an application and provide a copy of their constitution and bank account as well as details of how they will spend the grant. There is a monitoring form in place that enables the Town Council to ensure that the grant funding has been used appropriately. All paperwork is checked by RFO when received and grant monitoring forms followed up on a monthly basis.

3. Summary of Grants Made and Feedback

See Appendix 4 for Grants summary 2023-24.

Feedback

BOSFEST: We provided an event that benefited several hundred people over the course of the weekend, more than ever before thanks to the good weather, and no complaints received at all. A total of 240 performers took part. The community was able to enjoy a very varied selection of music and entertainment, and the fact that it was all free meant it was accessible to all.

SEDGEMOOR PLAYDAYS: The committee feel that the playday made a huge difference to all those who attended especially in this financial climate as it was a FREE day for parents and carers. 100 migrant families attended from Bridgwater and we have received an email from the organiser to say how much the day had been enjoyed. The children were all pleased with medals they had been given.

RAF AIR CADETS: We now have 16 cadets, an increase of 6 in recent weeks. As envisaged, the greater reliability of the refurbished computers has reduced the number of abandoned e learning sessions and made more simultaneous flight simulator missions possible. Less time has also been spent fixing the old

computers. Having reliable tools and resources makes the training function easier to deliver. We could not attempt multiple simultaneous flight simulator missions until now.

BEES: We were able to provide our community with sell out performances of our musical. Feedback from our audiences and the wider community was that we could have sold out for more performances. Reviews were highly appreciative and states they look forward to attending our next productions.

BURNHAM HERITAGE TRUST: As applied for: local education & visitor satisfaction. Leaflets continue to give satisfaction.

SEA CADETS: We have been able to replace and provide new resources for our SUP boards and this has enabled more of our young people to train and enjoy their time on the water. We have identified those cadets who suffer from emotional turbulence and activities such as these help with their mental and emotional wellbeing. We have several cadets who are keen to take further qualifications in this activity after experiencing the SUP.

HIGHBRIDGE COMMUNITY HALL TRUST: Cleaning the outside of the hall, windows, soffits and guttering have ensured that the hall is protected from the elements - especially during periods of heavy rain. More light is entering through cleaner windows, enabling hirers to see better and adding to the ambience. It has also raised the profile of the hall as many very positive comments were made about how sparkling the hall looks as well as having a positive write up in the local press. This has also added to the improvement of Market St as a whole, adding value to Highbridge as a town to visit. Mending the fire doors has enabled the ramp for wheelchair access to be reinstated. It has ensured all three doors are useable in the event of an emergency, enhancing the safety of the hall. The doors look robust and safe and are more water and wind tight, helping with energy costs and the comfort of the hirers.

MONARCHS GYMNASTICS: We were able to support families to send their children to their competition in Germany. We took 19 gymnasts to the competition and they gain lots of experience and had a great time meeting lots of children from Germany, Italy and Switzerland. We had a total 8 medals which was amazing as the gymnasts were competing against gymnasts that were their countries nation teams. We will be going back to the same competition this year as it has inspired many more of our younger gymnasts.

BOS HAIR & COLOR: This Beautification Grant has been such a blessing. Pier Street in Burnham is a gateway to the beach, carparks and Bus stops and has a tendency to look a bit tired and run down. Our new sign is fresh and shiny and an improved version of our precious sign. We will be adding lighting as well soon to add a bit more light on this end of town. Thank you all on the Grant committee for allowing us the honour of this grant and our beautiful new sign.

PRIM N PROPER: Giving the salon a little facelift has made it look fresh again.

SEABREEZE: The work carried out revived our shop front and helped smarten up the Victoria Street end of the town, in time for the VIP Light switch on and our busy Christmas period.

ORGANISATION	Requested for	Awarded	2023-24	Acceptance of T&C's	Paid	Monitoring form due/received
<u>Pre-June 2023</u>						
Nornen Project	Community Event	£2,500	24.04.23	Y	18.05.23	requested 09.02.24
Burnham-on-Sea CADS	Community Event	£2,500	24.04.23	Y	18.05.23	requested 09.02.24
BOSFest	Community Event	£2,500	24.04.23	Y	22.05.23	Y
Somewhere House Somerset	Revenue grant	£2,500	24.04.23	Y	18.05.23	requested 09.02.24
Sedgemoor Playdays	Community Event	£2,500	24.04.23	Y	18.05.23	Y
<u>Post-June 2023</u>						
Air Cadets	Capital project	£486	04.09.23	Y	21.09.23	Y
BEES	Capital project	£1,000	04.09.23	Y	21.09.23	Y
Burnham & District Panto	Community Event	£2,500	04.09.23	Y	18.10.23	31.03.24
Burnham Heritage Group	Revenue grant	£1,220	04.09.23	Y	21.09.23	Y
Burnham on Sea & Highbridge Sea Cadets	Capital project	£400	04.09.23	Y	21.09.23	Y
Highbridge Community Hall Trust	Capital project	£1,350	04.09.23	Y	21.09.23	Y
King Alfred Boxing Club	Revenue grant	£500	04.09.23	Y	18.10.23	30.09.24
Monarchs Gymnastics	Capital project	£2,000	04.09.23	Y	21.09.23	Y
Pride-on-Sea	Community Event	£2,500	04.09.23	Y	21.09.23	30.09.24
Somerset Youth Theatre	Community Event	£2,500	04.09.23	Y	18.10.23	30.09.24
The Waffle Hub	Capital project	£2,500	04.09.23	Y	21.09.23	30.09.24
The Zone Youth Club	Revenue grant	£2,500	04.09.23	Y	21.09.23	30.09.24
The Mens Shed	Capital project	£375	24.01.24	Y	29.02.24	31.03.24
<u>Beautification Grants - reimbursed by Somerset Council</u>						
Bos Hair & Color Bar	Capital project	£1,000.00	26.09.23	Y	1.11.23	Y
Prim & Proper	Capital project	£720.00	26.09.23	Y	18.10.23	Y
Seabreeze	Capital project	£305.00	26.09.23	Y	18.10.23	Y
	Total Grants Made	£34,356				
	Re-imburement by Somerset Council	2025				
	Total Expenditure	£32,331				

Description of Asset	Date Purchased	Purchase price	Asset Cost/Value 31/03/2023	Additions 23/24	Disposals 23/24	Date of disposal	Asset Cost/Value at 31/03/2024
Land & Buildings							
The Old Courthouse	1994	£55,000	£50,000	£9,000			£59,000
The Princess Theatre	not known	£1	£53,116				£53,116
Garage at the Old Courthouse	not known	not known	£9,000		-£9,000	n/a	£0
Sheds	not known	£1	£9,000				£9,000
Sheds	not known	£1	£9,000				£9,000
Office & Store	not known	£1	£134,008				£134,008
Paths	not known	£1	£48,664				£48,664
Office & Store	not known	£1	£71,474				£71,474
Office & Store	not known	£1	£89,343				£89,343
The Old Signal Building	Jul-19	£7,695	£7,695				£7,695
Community Assets							
The Bandstand, Manor Gardens.	not known	£1	£8,000				£8,000
Victorian Drinking Fountain.	not known	£1	£1				£1
Water fountain	not known	£6,600	£6,600				£6,600
Highbridge Clock	not known	£14,750	£14,750				£14,750
War Memorial	not known	£1	£1				£1
Allotment land	not known	£1	£1				£1
Allotment land	not known	£1	£1				£1
Brent Road Cemetery	1997	£1	£1				£1
Highbridge Cemetery	1886	£1	£1				£1
Burnham Cemetery	1886	£1	£1				£1
Street Furniture							
Stainless steel Notice boards	not known	£4,000	£4,000				£4,000
Commemorative stones/road signs x 2	not known	£800	£800				£800
Flagpole by the Water Feature	Sep-18	£1,000	£1,000				£1,000
Flagpole Highbridge	Nov 2019	£1	£1				£1
Cycle stands x 31	not known	£3,500	£3,500				£3,500
Stone planters x 3	not known	£1,750	£1,750				£1,750
Commemorative Stone	2000	£600	£600				£600
Seat/Planter	not known	£500	£500				£500
HMS Burnham plaque	2004	£500	£500				£500
Directional Finger Posts on lighting columns	not known	£3,000	£3,000				£3,000
Bus Shelters x 10	not known	£30,000	£30,000				£30,000
Public Seats	not known	£10,000	£10,000				£10,000
Welcome to Burnham & Highbridge signs x 4	not known	£3,600	£3,600				£3,600
Town Clock	not known	£3,000	£3,000				£3,000
You are Here Board Highbridge Station	not known	£4,000	£4,000				£4,000
You Are Here Boards Oxford St Carpark	not known	£4,000	£4,000				£4,000
Highbridge History Board	not known	£1,350	£1,350				£1,350
Railway memorabilia - buffers, weather vane, signals, bogie wheels	not known	£3,700	£3,700				£3,700

Railway Heritage signs 7 boards	Sep-20	£3,583	£3,583			£3,583
2 lighting columns @ £949 each	12/04/15	£1,898	£1,898			£1,898
8 lighting columns @£979 each	12/04/15	£7,832	£7,832			£7,832
You are Here board Ritz	08/04/15	£425	£425			£425
You are Here board Stonehouse Kitchen	08/04/15	£383	£383			£383
You are Here board Llyods	08/04/15	£331	£331			£331
You are Here board Biars	08/04/15	£354	£354			£354
You are Here board B&M	05/05/15	£478	£478			£478
You are Here board Printers 354.00	05/05/15	£354	£354		-£354	
You are Here board B&M	05/05/15	£354	£354			£354
20 Flagpoles for 4 flags @ £72.95 each	14/05/15	£1,459	£1,459			£1,459
Flower basket posts x 16	06/09/15	£3,521	£3,521			£3,521
7 Flagpoles for 4 flags @ £72.95 each	02/03/16	£511	£511			£511
flagpoles x 60	01/04/22	£1		£1		£1
Union Jack flags x 20	21/03/23	£1,266		£1,266		£1,266
Motorcyle Ground anchors x 4	15/09/20	£951	£951			£951
Playground equipment	07/05/21	£62,539	£62,539		-£62,539	£0
Bins and benches	01/04/21	£8,395	£8,395			£8,395
Finger posts	12/11/21	£7,726	£7,726			£7,726
Self watering planters x 4	15/07/21	£1,391	£1,391			£1,391
Seawall Art	23/11/22	£10,000		£24,000		£24,000
Furniture & Equipment						
Furniture contained in the Council Chamber						
D' Shaped mahogany table & 'D' shaped oak 20thC table		£10,000	£10,000			£10,000
20 microphones for 'D' shaped council table		£3,785	£3,785			£3,785
Loudspeaker and attenuator	28/01/16	£815	£815			£815
Projector screen	2017	£600	£600			£600
Projector	2017	£800	£800			£800
16 Smoker's box chairs @ £50 each		£800	£800			£800
2 larger comb back smoker's box chairs @ £800 each		£1,600	£1,600			£1,600
11 Single lath back chairs @ £100 each		£1,100	£1,100		-£1,100	not known £0
2 Single lath back chairs @ £100 each		£200	£200			£200
GWR poster of Burnham on Sea, hung in the Council Chamber. Purchased at auction in 2002.	2002	£1,260	£1,260			£1,260
Office furniture						
1 grey desk unit, with three-drawer unit under	2003	£885	£885		-£885	not known £0
5 desks with drawer units		£1,500	£1,500			£1,500
IT equipment						
1 HP pro processor, Hanns.G monitor, keyboard, mouse		£1,500	£1,500		-£1,500	not known £0
1 processor, 1 Hanns.G monitor, keyboard and mouse		£1,500	£1,500		-£1,500	not known £0
1 processor, 1 Hanns.G monitor, keyboard and mouse		£1,000	£1,000		-£1,000	not known £0
1 processor, 1 Hanns.G monitor, keyboard and mouse		£1,000	£1,000		-£1,000	not known £0
1 processor, 1 monitor keyboard and mouse (reception)	01/11/19	£900	£900			£900
Wi-fi wireless range extender and UTM unit	13/11/14	£646	£646			£646
1 HP laptop	20/11/18	£499	£499		-£499	not known £0
1 HP Laptop	01/02/19	£399	£399		-£399	not known £0
2 HP laptops - Town Clerk and Training	02/02/21	£932	£932			£932
1 HP Laptop	01/04/20	£274	£274		-£274	not known £0
1 HP Laptop	20/04/20	£226	£226		-£226	not known £0
Wifi Firewall Draytek	09/07/19	£310	£310			£310

5 Mobiles Nokia 2.2	27/01/19	£453	£453		-£453	not known	£0
New TC Mobile	07/04/20	£116	£116				£116
4 Jabra Headsets	02/02/21	£468	£468				£468
18 Lenovo Tablets -Cllrs	06/08/21	£3,130	£3,130				£3,130
1 laptop RFO	01/05/21	£416	£416				£416
1 laptop Deputy Clerk	15/05/21	£315	£315				£315
1 laptop Mayor	20/12/22	£249	£249				£249
1 HP processor Deputy Clerk	11/04/22	£644	£644				£644
1 HP processor Town Clerk	20/06/22	£619	£619				£619
1 Lenovo Tower Office Admin	18/06/22	£590	£590				£590
1 x monitor	27/04/22	£125	£125				£125
4 x monitors		£400		£400			£400
1 x Jabra headset RFO	2023	£125		£125			£125
KOORUI 27 inch FHD computer monitors for RFO x 2	11/09/23	£178		£178			£178
HP Pro Tower PC i5 desktop computer for RFO	18/09/23	£616		£616			£616
Fellowes Amaris Laminating Machine A3	31/12/23	£156		£156			£156
Rangers							
SIDS x 2	15/10/20	£4,500	£4,500				£4,500
Handyman's Van,Vauxhall Astra 1.3cdti Club, WV09 XVL	2009	£5,000	£5,000				£5,000
Stiga Multiclip Pr 50 SVAN 48 cm hand-propelled mower	2013	£57	£57		-£57	13/05/2021	£0
Makita Drill	2013	£150	£150				£150
Makita Grinder DGA463	2022			£100			£100
Makita Driver and battery	21/22/22	£234	£234				£234
Stihl BG85 Blower	2003			£120			£120
FS 94 RC Strimmer	2019			£200			£200
FS 94 RC Strimmer	2019			£200			£200
FS 91 R Strimmer (hedge cutting Attachment)	2020			£50			£50
Parkside Petrol Pressure PHDS4A1	2013			£350			£350
Small Makita Electric jetwasher	2015			£250			£250
Trailer BR Cem	19/07/21	£1,504	£1,504				£1,504
Tow Bar for trailer	21/07/21	£380	£380				£380
Stihl vacuum / leaf blower	21/01/22	£298	£298				£298
Petrol Pressure washer	01/03/17	£158	£158		-£158	unknown	
Stihl BR 700 Petrol Backpack Blower	21/12/22	£636	£636				£636
Weibang Virtue 53 Smp mower - Rangers	26/08/23	£749		£749			£749
24 v led pure white static string Xmas lights including 24V transformers	10/10/23	£3,226		£3,226			£3,226
Christmas Lighting for Town Trees, purchased December 2008		£800	£800		-£800	unknown	
Christmas Tree Lights	19/11/13	£997	£997		-£997	unknown	
Christmas Lighting:							
Double Bells and Stars x 3 @£375.00 each	01/10/15	£1,125	£1,125		-£1,125	unknown	
1 Tree and 8 Point Stars	01/10/15						
3m Star Trail x 6 @£225.00 each	01/10/15						
B22 Strobe Lamps x 18 @£1.75 each	01/10/15						
2m Star Weave x 10 @£190.00 each	01/10/15						
2.3m Star Bright x 16 @190.00 each	01/10/15						
2m Star Point x 11@150.00 each	01/10/15						
2m Star Glide x 12@120.00 each	01/10/15	£10,000	£10,000		-£10,000	unknown	£0
Cemeteries							
CCTV BR and HB	27/05/21	£1,570	£1,570				£1,570
Shoring equipment set of 3 frames & rams & hoses	01/11/09	£2,490	£2,490				£2,490
46" Rams for shoring	01/12/14	£820	£820				£820

sets of shoring equipment with one pump and hoses & rams x 2		£4,475	£4,475			£4,475
Shoring Equipment set of 3 frames and pump, hoses	01/10/19	£2,490	£2,490			£2,490
Stihl HL145 Hedge trimmer ATT for use with strimmer	01/05/17	£225	£225			£225
Honda Water Pump		£360	£360			£360
Redwing WS7 water heater	01/01/15	£100	£100			£100
Metal Box for flammables	01/01/94	£341	£341			£341
Chubb Fire Extinguishers	01/01/96	£200	£200	-£200	unknown	£0
Chubb Fire Extinguishers		£200	£200	-£200	unknown	£0
Stiga Pro 50s S/P Multiclip mower	01/03/20	£560	£560	-£560	2023	£0
Stiga Pro 50s S/P Multiclip mower	01/03/20	£560	£560	-£560	2023	£0
Stihl FS91R Strimmer -needs repair	01/03/20	£469	£469	-£469	unknown	£0
Stiga mowers x 2	28/07/23	£1,000		£1,000		£1,000
Stihl FS91R Strimmer	01/02/24	£408		£408		£408
Stihl BG86C-E Leafblower	19/09/23	£225		£225		£225
Stihl FS94RC Grass Strimmer	01/03/20	£353	£353			£353
8'x4' ground protection boards	01/03/20	£300	£300			£300
Hayter RZT 420H Ride on Mower	01/07/20	£2,500	£2,500			£2,500
Stiga Mower	13/05/21	£1,083	£1,083			£1,083
Stihl D71336 Leaf Blower	01/05/17	£188	£188	-£188	2022	
Fire retardant box	01/01/96	£300	£300			£300
6' Ladder	01/01/96	£120	£120			£120
Fire Ext'(Carbon Dioxide)	01/01/22	£154	£154	-£154	unknown	£0
Chubb Fire Ext' (Foam)	01/01/22	£168	£168	-£168	unknown	£0
8'x4' ground protection boards	01/01/14	£330	£330			£330
Pair beech coffin trestles	01/01/14	£163	£163			£163
bird bath	01/09/15	£140	£140			£140
Lifebuoys & Line	01/02/16	£400	£400			£400
PPE for chainsaw	01/02/16	£250	£250			£250
Aluminium Tread Steps	01/01/17	£180	£180			£180
Tanaka TBC 2390 strimmer	05/03/20	£280	£280	-£280	11.02.24	
Stihl FS91 C E Strimmer	05/07/20	£353	£353			£353
Stihl BG86 CE Blower	05/03/20	£285	£285			£285
Stihl HL KM 145 Hedge Trimer attachment	08/07/20	£265	£265			£265
Chainsaw M5 181 16"	02/09/20	£290	£290			£290
seats x 3		£1,500	£1,500			£1,500
black granite seat donated		£1	£1			£1
wooden benches in children's x 2		£1,000	£1,000			£1,000
wooden arbour in children's		£500	£500			£500
wooden donated bench on h section		£500	£500			£500
Stiga Mower multiclip	13/05/21	£542	£542			£542
Stihl FS70RC-E Strimmer	11/03/24	£359		£359		£359
wooden donated bench l section		£500	£500			£500
Fire retardant box		£341	£341			£341
Pair Wooden Coffin stools £75		£124	£124			£124
Chubb Fire Extinguishers x 2		£200	£200	-£200	unknown	
Taskmaster 17' Extension Ladder	01/01/86	£59	£59			£59
Stihl Strimmer FS90CE	05/03/2020	£450	£450			£450
Sthil Strimmer FS91R	05/03/2020	£450	£450	-£450	2022	
Sthil BG86 Blower	01/07/17	£230	£230			£230
Stihl FS94 C E Strimmer	05/03/20	£353	£353			£353
Stihl HLKM145 Hedge Trimmer	13/11/20	£265	£265			£265

Stiga Mowers	29/10/21	£1,083	£1,083			£1,083
Stihl Strimmer FS400	05/03/2020	£450		£450		£450
Stihl strimmer FS91 Cowhorn	01/02/24	£408		£408		£408
Stihl RM 4RTP Mower	01/02/24	£658		£658		£658
Stihl RM 4RTP Mower	27/02/24	£658		£658		£658
Princess Theatre						
Furniture (General)						
40 economy folding tables and 2 large table trolleys	01/11/16	£3,500	£3,500			£3,500
Community chairs @ Princess	11/03/21	£1,300	£1,300			£1,300
5 x office chairs & desks		£1,500		£1,500		£1,500
Chest freezer				£200		£200
Bar Furniture						
2 sofas		£1,604	£1,604		-£1,604	2024 £0
16 chairs (8 side chairs, 8 armchairs)		£1,448	£1,448		-£1,448	2024 £0
5 tub chairs		£1,315	£1,315		-£789	2024 £526
5 x 3ft round tables		£745	£745			£745
2 x wooden coffee tables		£150		£150		£150
Bar Equipment/Café Equipment						
3 sliding door fridges		£1,224	£1,224			£1,224
Wine Cooler Fridge		£150		£150		£150
Till		£200		£200		£200
Kitchen						
1 commercial microwave oven		£599	£599			£599
3 stainless steel tables		£1,150	£1,150			£1,150
2 x stainless steel trolleys		£300		£300		£300
1x 6 burner range cooker		£1,231	£1,231			£1,231
1 electric bain marie oven		£952	£952			£952
1 stainless steel extractor canopy and extractor fan		£5,250	£5,250			£5,250
2 stainless steel wall mounted cabinets		£646	£646			£646
1 stainless steel freezer		£810	£810			£810
1 stainless steel fridge		£769	£769			£769
1 commercial dishwasher	01/10/19	£2,000	£2,000			£2,000
Chest freezer		£200		£200		£200
Beko Fridge		£200		£200		£200
Water Boiler		£100		£100		£100
Cleaning Equipment						
Fogger	31/01/21	£300	£300			£300
Dispensers	31/01/21	£210	£210			£210
Hand dryers x 4		£1,600		£1,600		£1,600
Office Equipment						
Dell Monitor 24 inch	28/09/22	£147	£147			£147
USB Speakers Logitech Z 120 USB	28/09/22	£17	£17			£17
Vostro 3710 Tower	28/09/22	£558	£558			£558
Web cam Microsoft life cam HD 3000	28/09/22	£47	£47			£47
Jaba Evolve Headset	18/10/22	£128	£128			£128
1 laptop/footfall monitor	03/02/17	£668	£668			£668
1 processor, 1 monitor keyboard and mouse Princess took from TC offices 05/03/2023		£1,000	£1,000			£1,000
1 wfh laptop	31/03/20	£400	£400			£400
Office Harddrive	01/03/19	£864	£864			£864
2 processor, screen and keyboard		£1,000	£1,000			£1,000
1 laptop tech	22/01/21	£358	£358			£358

2 laptops	30/04/21	£832	£832			£832
1 laptop	01/05/21	£416	£416			£416
2 Jabra headsets	02/02/21	£238	£238			£238
4 x 2 way radios	23/11/23	£492		£492		£492
Conference/Gallery Equipment						
Classic Hanging system		£533	£533			£533
Picture hanging system	22/02/21	£650	£650			£650
42" TV screen & legs	15/01/21	£500	£500			£500
Wall mounted Evac Chair	21/03/23	£722		£722		£722
Defibrillator	23/10/23	£1		£2,205		£2,205
Theatre						
Stage Tab Curtains	22/02/21	£1,655	£1,655			£1,655
Stage White Cyc	22/02/21	£434	£434			£434
Stage Black Tabs	22/02/21	£690	£690			£690
AV Projector & Lens	22/02/21	£9,975	£9,975			£9,975
Bluray player	22/02/21	£355	£355			£355
AV Splitter	22/02/21	£692	£692			£692
Electric Screen	22/02/21	£1,153	£1,153			£1,153
Video Show Relay - donation	22/02/21	£1,000	£1,000			£1,000
Cables and adapters		£150	£150			£150
Small portable projector		£700		£700		£700
FOH comms		£50	£50			£50
Theatre retractable seating		£67,950	£67,950			£67,950
Stage Blacks		£2,940	£2,940			£2,940
Theatre Sound and Lighting						
2 pro-max speakers		£1,736	£1,736			£1,736
2 FBT active speakers						
Theatre lighting - including dimmers	01/04/15	£10,749	£10,749			£10,749
Mics, DI Boxes and accessories						
Digital Audio Mixing Desk	09/10/15	£1,333	£1,333			£1,333
CD Player (rack)	10/02/21	£135	£135			£135
Audio equipment						
AR2412 Stage Sound Box	15/02/21	£800	£800			£800
Yamaha piano					2024	
PA	15/02/21	£2,140	£2,140			£2,140
Stage cables						
Audio Show Relay						
PT Control Desk	28/07/21	£2,000	£2,000			£2,000
Mic Boom stand and wiring	17/06/21	£428	£428			£428
Box Office Equipment						
2 tablets	31/10/20	£360	£360			£360
PDQ/ticket Scanners	31/10/20	£510	£510			£510
Poster Frames	31/11/20	£500	£500	£251		£751
Advertising Monitor	31/11/20	£150	£150			£150
Flat screen display	30/04/21	£510	£510			£510
Building Hardware						
Auto doors	15/02/21	£9,387	£9,387			£9,387
Fire Alarm	01/02/21	£5,040	£5,040			£5,040
CCTV System PVR & 7 x cameras	2019	£470		£470		£470
Large multiple purpose waste bin				£600		£600
General Tools	01/10/21	£500	£500			£500

Rutland Renewables solar panels	16/08/23	£9,700		£9,700			£9,700
Civic regalia							
Mayor' Chain of Office		£6,470	£6,470				£6,470
Mayoress Badge of Office		£725	£725				£725
Deputy Mayor's badge of office	May-00	£725	£725				£725
Assets considered to be portable, attractive or of community significance.							
Framed copy of Burnham on Sea and Highbridge charter		£1	£1			-£1	£0
Plaque - list of Chairmen - Burnham on Sea UDC 1933 - 1974		£1	£1			-£1	not known
Plaque - Cllr N Jones OBE - Queens Birthday Honours list 1993		£1	£1			-£1	£0
Plaque - Princess Alexandria opening The Princess Theatre 1995		£1					£0
Photograph of Princess Alexandra		£1	£1			-£1	not known
Photograph of Princess Alexandra meeting dignitaries outside the Princess Theatre		£1	£1			-£1	£0
Painting of Her Majesty the Queen		£1	£1			-£1	£0
Photograph of Her Majesty the Queen visiting the radio station in December 1958		£1	£1			-£1	not known
Plaque - list of Town Mayors/Chairmen of Burnham on Sea & Highbridge Town Council formed 1973		£1	£1			-£1	£0
Coat of Arms Burnham on Sea		£1	£1			-£1	£0
Photograph of Princess Anne		£1	£1			-£1	not known
Photograph of HRH the Princess Royal and Town Mayor Coun. Neville Jones on the Esplanade 16/07/1988		£1	£1			-£1	not known
Photograph of HRH Prince Edward		£1	£1			-£1	not known
Photograph of the Earl of Wessex meeting the Mayor and Mayoress Councillor and Mrs Burrige-Clayton		£1	£1			-£1	not known
Framed display of sailors' knots presented by Mr Pusill of Burnham on Sea on 21 October 2005		£1	£1			-£1	£0
Department of Defence Commemorative Community certificate presented on 22 December 1995		£1	£1			-£1	£0
Water colour/drawing of Bandstand Manor Gardens		£1	£1			-£1	£0
Plaque of supporters contributing to the cost of the bandstand		£1	£1			-£1	£0
HMS Burnham 1940 - 1945		£1	£1			-£1	£0
Framed photograph of presentation of glass engraved memento Monday 6 September 2010		£1	£1			-£1	not known
Quartz Clock - London Clock Co		£1	£1			-£1	£0
Framed Ensign "HMS Burnham" presented by T.S Dulverton 21 October 2005		£1	£1				£1
23 off, framed certificates - Britain in Bloom 1995 - 2007 (22 in storeroom)		£1	£1			-£1	£0
3 Aerial framed photos - Burnham on Sea - 2 June 1929 & 1 August 1932		£1	£1			-£1	£0
Photograph of flag flying near St Andrew's Church 8 April 1992		£1	£1			-£1	£0
2x Plates Zur Erinnerung April 1992		£1	£1			-£1	£0
2x Plates Schwalm - Eder - Kreis		£1	£1			-£1	£0
Plaque to commemorate Liam Philips BMX Champion, Auckland , New Zealand 28 July 1913		£1	£1			-£1	£0
Framed pencil drawing of Fritzlar		£1	£1			-£1	£0
Wall plate - Fritzlar		£1	£1			-£1	£0
Framed photograph of views seen through a grille (above certificate of twinning - Fritzlar)		£1	£1			-£1	£0
Certificate of Twinning - Fritzlar		£1	£1			-£1	£0
Black and white photograph of signing at the twinning ceremony with Fritzlar 25 June 1989		£1	£1			-£1	£0

We wrote to you recently about your WorkNest Legal Expenses Insurance asking for your co-operation in completing the annual declaration that is required to support the legal expenses insurance policy that we take out on your behalf each year as part of your agreement with WorkNest.

If you fail to complete the form before your renewal date, we will use the most up to date data provided from yourselves, to generate your invoice and ensure there are no gaps in your cover.

Your annual LEI policy (covering Burnham-On-Sea and Highbridge Town Council) that WorkNest take out each year on your behalf is due to renew on 01/04/2024. To ensure that there are no gaps in that cover we need your annual declaration (headcount etc) to enable us to complete the renewal accurately.

To make this declaration all you need to do is to complete the simple form which you can find in the link below

[Burnham-On-Sea and Highbridge Town Council](#)

Please note this link works best if opened within Google Chrome.

We must point out to you that it is your responsibility to ensure that the information we use is accurate (in particular the headcount information). If the name of the business covered by the policy has changed, please notify us in the 'Additional Comments' section on the form. If a claim is made under the policy and the insurer subsequently denies cover because of the inaccuracy of the information used when taking out the policy (in particular an under-declared headcount or failure to identify a business to be covered by the policy) WorkNest will not accept any responsibility or liability for that.

Failure to provide this information will hamper our ability to offer you renewal of your Legal Expenses Insurance. If you fail to complete the form before your renewal date, we will use the most up to date data provided from yourselves, to generate your invoice and ensure there are no gaps in your cover.

Please see linked [letter](#) and [policy document](#) relating to your legal expenses insurance.

The invoice for the renewal of your annual policy will be calculated based on the headcount declared on this form. If you wish to renew all that is required is settlement of this invoice.

Thank you for your support. If you have any questions, please do not hesitate to contact us.

Kind Regards

The Contracts Team
insurance@worknest.com

CIL Funding Request from Highbridge Regeneration Working Group

Proposal:

To use the CIL funding for a feasibility study to use the old ticket office at Highbridge Station as the base for a community run bicycle hire shop.

Purpose:

The feasibility study will be organised by Severnside Partnership a CIC that works with local communities to enhance their train station. They have done this type of work in several stations on the GWR line. It will provide us with the information we need to develop the station front. If it is feasible, this will enable us to move forward with the project to put a bicycle hire shop on Highbridge Station Front. This supports our key aim to encourage active transport through the towns engaging the local community in its development. It will also provide a more stimulating frontage to the station. This will work with other plans to enhance the station with planting and gardens.

Costs:

Professional support - £500

Study - 4,000

Proposal to Finance & Resources Committee from Highbridge Regenerations WG and the Climate and Ecology WG

Proposal: That the Town Council apply for a Health and Safety grant of £2,500 from SALC (Somerset Association of Local Councils).

Purpose:

To employ 'On Your Bike', a CIC and limited company, to provide 'Doctor Bike Workshops' in our local schools.

Objectives:

To encourage young people

- to use their bikes for travel
- to understand the need for repair and maintenance of their bike
- to recognise the importance of safety on the roads