



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

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

25th March 2024

To: All Members of the Town Council

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **TOWN COUNCIL** to be held on **2nd April 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

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

2nd April 2024

238.0.T24 Apologies for absence

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

240.0.T24 To receive and approve the minutes of the Town Council meeting held on 27th February 2024

241.0.T24 Matters arising from previous minutes

242.0.T24 To receive the Mayors report

243.0.T24 To receive report from the Police

244.0.T24 To receive any reports from Somerset Councillors

245.0.T24 To receive minutes of previous committee meetings
Draft minutes have been circulated by email & added to the website

246.0.T24 To receive list of payments up to 22nd March 2024

247.0.T24 To receive Town Council Accounts and earmarked reserves reports for month of February 2024

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

249.0.T24 To receive Working Group update reports

- Better BOS
- Climate and Ecology
- Princess Theatre

250.0.T24 To consider request from the Climate and Ecology Working Group for the Council to host an Eco Festival on 1st June 2024 in the Apex Park



251.0.T24 To consider the report from the Office Accommodation Working Group

252.0.T24 To consider the CCTV report

253.0.T24 To consider the report from the Growing Group

254.0.T24 To approve the Planning Committee's recommended response to the Levelling Up, Housing and Communities change to various permitted development rights consultation

255.0.T24 To agree the committee meeting schedule for the 2024-2025 civic year

April-June meeting dates approved at the meeting held on 27th February 2024

256.0.T24 To approve disbanding the Youth Council Committee

257.0.T24 Date of next meeting

The next meeting of the Town Council is scheduled for 13th May 2024 at 7 pm.

258.0.T24 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 1960PI

259.0.T24 Play area equipment contract

Minutes of a meeting of the Town Council held on 27th February 2024 at the Morland Hub, Pearce Drive, Highbridge, TA9 3FU at 7 pm

Present: Councillors L. Millard (Chair), P. Clayton, G. Gudka, R. Keen, A. Mathews, B. Metcalfe, M. Murphy, C. Searing, J. Warren,

In attendance: K. Noble (Town Clerk) and four members of the public.

Public Participation:

A member of the public spoke in relation to the Burnham Radio Station, which provided a worldwide service with over 300 staff. Unfortunately, the station closed in 2000 and the land sold. It was agreed that the developer would pay for a memorial on the site. The resident asked for the Council's assistance in trying to get the commemorative memorial installed.

Another member of the public also stated that a Blue Plaque marking the site was produced but not installed.

The matter will be considered at the next Town Improvements meeting.

216.0.T24 Apologies for absence

Apologies were received from Councillors Baker, Barber, Elrick, Facey, Flurry, Hendry, Perry, Vickers and Wynn.

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

There were no declarations of interests.

218.0.T24 To receive and approve the minutes of the Town Council meeting held on 30th January 2024

The minutes of the previous meeting of the Town Council, held on 30th January 2024, were presented by the Mayor.

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

219.0.T24 Matters arising from previous minutes

There were no matters arising.

220.0.T24 To receive Mayor's report

The Mayor read out the following report "We are now planning our Civic Award Ceremony on 20th March. This will take place in St Andrews Church and afterwards at the Burnham Community Centre. It has been a pleasure working with Reverend Sharon on this event.



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I was pleased to attend the art exhibition by Sally Light at St John's Church in Highbridge. It was a fascinating mix of audio, poetry and fabric art. It is lovely to have art so accessible to our community.

I also gave a talk at the U3A in Burnham. I have been a member for several years and it was interesting being on the other side of the room. I was asked to speak about the role of the Mayor and what it had meant to me. It was a good opportunity to correct any misunderstandings and share my enthusiasm for our two towns.

The Deputy Mayor and myself led a follow-up meeting at the Bay Centre. The purpose of the meeting was to revisit the issues raised by the incursion of travellers onto the site last year. At the meeting in October both Somerset Council and the Police agreed to explore ways of shortening the response time, particularly on a weekend. I am pleased to say that they have achieved that and if travellers arrive on a Friday night the Out-of-Office team will send a notice to the Police which can be served that day. It was clear that residents and business owners in the area are still shaken by events from last year. We agreed to write to the Police to ask for a meeting to discuss the event and how we could enable our residents to feel more protected.

I continue to attend the LCN Focus Group for Youth. We are currently auditing provision for young people in this area. We are also exploring ways of reaching out to engage the young people in the discussion about future provision.

I have continued to support the work of the Climate and Ecology Working Group which is summarised later".

221.0.T24 To receive report from the Police

No report was provided.

222.0.T24 To receive any reports from Somerset Councillors

No questions were raised in regards to the reports circulated with agenda.

223.0.T24 To receive minutes of previous committee meetings

Planning Committee Meeting 31st January

Councillor Clayton confirmed that an objection was made at the last meeting. No questions were raised.

Finance & Resources Committee Meeting 5th February

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



Princess Management Committee Meeting 8th February

Councillor Warren gave an overview of issues raised and confirmed the Cafe lease would not be extended and Hellends Kitchen will be leaving at the end of May.

224.0.T24 To receive list of payments up to 8th February 2024

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

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

The accounts for January were received and no queries raised.

226.0.T24 To approve the bank reconciliation for January 2024

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

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

Councillor Millard had attended a meeting of the Morland Hub Trustees.

228.0.T24 To receive Working Group update reports

- Better BOS – The survey of the town centre had been completed and will be analysed before publishing. Work on long term future plans is ongoing and the group will be working with other local groups regarding the towns experiences/events.
- Climate and Ecology – The next Eco Festival is provisionally booked to be held on June 1st in Apex Park. The group are continuing to follow the process for becoming a CIC.

A meeting to draft a Climate Adaptation Action Plan with Somerset Wildlife Trust was held. It will now go out for public consultation before being brought to the council for ratification and to sit alongside the Climate Action Plan.

The Bus User Group is holding a meeting with representatives from First Bus to review progress against targets set last year. They have also run an online survey to find out how students were being affected by poor bus provision. This will then be collated and they will organise a meeting of Weston College, Bridgwater College and First Bus. The young people will be invited to put their case.

The Growing Group has been working in partnership with Burnham and Highbridge in Bloom. The Group are waiting to hear if the application for a grant from EDF has been successful. Regular hands on sessions for any local gardeners to come and help prepare the flower beds are regularly being held. Dave Perrett has acquired



funding to plant the two flower beds in Millennium Square Highbridge. The group has been supported by Clean Surroundings.

The Repair Cafes are now looking to work alongside 'On Your Bike'. The group would come along and offer a free repair service. The Repair Café Group have also obtained funding from Burnham and Weston Solar Energy CIC to buy a Thermal Imaging Camera. This will be available for the use of residents and will be accompanied by one of the group to help. This will complement the Library Service.

- Highbridge Regeneration – At a recent meeting, the group started to work on creating their Action Plan. Once the Action Plan is in a Draft form, it will be brought to the Town Council for ratification.

Various groups who share our vision for Highbridge have been identified and the group will be exploring ways of working together. We met 'On Your Bike', a CIC and Limited Company that has centres in Bridgwater and Taunton. They are looking to expand in our direction. They provide workshops that support people to repair their bikes and a course where young people learn how to repair and look after their bike and then they can take the bike home. They run workshops in schools and have community tool boards so that residents can access tools to look after their bike. They have many donated bikes and sell them to fund their activities. They have contacts for setting up a bike hire shop and would love to work in our schools and grant funding is being looked into. This clearly links to the Transport Strand of the Climate and Ecology Plan as we encourage active transport.

The Severnside Partnership are also working with the group to explore ways of enhancing Highbridge Station. There are lots of ideas including artwork, gardens and improved signage and maps.

The group hope to organise a walk around Highbridge to really look at what is happening now and identify ways of improving the Town.

- Office Accommodation – The survey report on the former SS&L building has now been received and will be reviewed at a meeting of the group tomorrow.
- Homelessness – No report was available.

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

Councillor Gudka gave an overview of the report and confirmed that the RFO had undertaken a thorough investigation of each debtor and provided evidence that money was not owed to the Council.

This will show as a cost in the 2023/24 accounts, but was accounted for during the budget/precept setting process.



Resolved that the recommendation to write off £33,514.84 of debtors stated in 2022/23 accounts is approved.

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

Whilst reviewing the committee terms of reference, the Working Group considered if each committee was effectively working and reviewed reports and minutes from meetings held. Councillor Gudka gave some background information as to why this proposal was being put forward.

Each Councillor was given the opportunity to express their views.

Resolved that as from May 2024, the Town Improvements Committee will be disbanded.

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

Resolved that the schedule for April – June 2024 is approved, except for the Princess Management meeting on 28th May which will be rescheduled.

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

Councillor Gudka gave an overview of the report. The important points were that the precept/budget setting timetable doesn't allow for month 12 accounts to be available and reserves would have been used to reduce a larger precept increase.

Resolved the circulated response was approved for submitting to the External Auditor.

233.0.T24 To review the 2023-2027 Strategic Plan

Resolved that amended Strategic Plan is approved.

234.0.T24 To review the Allotment Tenancy Agreement

Resolved that the Allotment Tenancy Agreement is approved.

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

Resolved the Planning Pre-Application Discussion Policy is approved and adopted.

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

It was noted that agreements would not be in place to be able to apply for the defibrillator funding as suggested.



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Resolved that the Council purchases a defibrillator using CIL funds, subject to permissions being received at a suitable location near Brue Farm.

237.0.T24 Date of next meeting

Resolved: The next meeting of the Town Council is scheduled for 2nd April 2024 at 7 pm and will be held at the Morland Hub.

DRAFT

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

List of invoices paid 28/03/24

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
07/03/2024	ARJ Fire Safety		801024 Fire Risk Assessment - Renewal			£300.00
11/03/2024	Bravo		785 HFA - Cover technician	£190.00	£38.00	£228.00
11/03/2024	Bravo		786 HFA - Cover technician	£171.00	£34.20	£205.20
11/03/2024	Bridgwater Mowers		92865 Strimmer cords & heads x 2	£178.76	£35.76	£214.52
11/03/2024	Bridgwater Mowers		92151 Stihl RM4.0RTP - Mower	£658.33	£131.67	£790.00
06/03/2024	Business Waste	P1346264	Paper waste - TC	£11.00	£2.20	£13.20
29/02/2024	Business Waste	P1347108	Paper waste - TC	£1.47	£0.00	£1.77
29/02/2024	J&R Food Service		980604 Princess - icecreams & water	£423.33	£84.66	£507.99
08/03/2024	Microshade		19005 IT Services	£934.51	£186.90	£1,121.41
06/03/2024	Somerset Council		30053322 public conveniences Bank St, Highbridge			£6,875.00
29/02/2024	Spansec Security		228746 Central station monitoring charge - intruder	£489.09	£97.82	£586.91
05/03/2024	Teleshore Ltd		42777 Hydraulic fluid	£40.00	£8.00	£48.00
02/02/2024	Avalon	02009	Comedy night Feb 24	£650.00	£130.00	£780.00
08/03/2024	Avalon	02010	Comedy night Mar 24	£650.00	£130.00	£780.00
11/03/2024	Bridgwater Mowers	092159	Stihl FS70RC-E - Strimmer	£299.17	£59.83	£359.00
12/03/2024	Somerset Council		30053728 emptying of dog bins	£69.68	£13.94	£83.62
10/03/2024	Bridge Solutions	DG-13906	Phone system	£239.90	£47.98	£287.88
07/03/2024	Iris	INV-ISL-0422143	payroll services	£112.61	£22.52	£135.13
13/03/2024	Screwfix		1475157851 site trainers	£29.16	£5.83	£34.99
14/03/2024	Burnham-on-Sea Community Centre	BCC-2023-5	Civic service refreshments			£22.00
07/03/2024	V Jones		6422 to fix the water heater in kitchen - BR Cemetery			£60.00
18/03/2024	Dusicake		104 Civic Awards refreshments			£280.00
17/03/2024	MJ Church		519522 Waste services - cemeteries	£20.74	£4.15	£24.89
17/03/2024	MJ Church		519523 Waste services - cemeteries	£20.74	£4.15	£24.89
17/03/2024	MJ Church		519524 Waste services - cemeteries	£20.74	£4.15	£24.89
14/03/2024	Proper Job	Z0009T02-500163	filler & scraper	£3.33	£0.67	£4.00
19/03/2024	Handle With Care Productions	UW088	Unravelling Wilburys Show settlement			£1,525.39
21/03/2024	Amazon	GB4AGK7ABEY	10 x lanyards	£8.19	£1.64	£9.83
20/03/2024	Amazon	INV-GB-877916145-2024-723	ID badges	£8.74	£1.75	£10.49
14/03/2024	Essex County Council	102073592X	DBS checks - Councillor	£10.00	£2.00	£12.00
22/03/2024	Bravo		784 Technician - Mar 24	£782.00	£156.40	£938.40
22/03/2024	Purnells		126763 Brochure The Princess Theatre	£506.00	£22.40	£528.40
12/03/2024	Medisol		8000203895 Defibrillator - paid 20/03/24	£1,839.96	£367.99	£2,207.95
Cashbook payments						
	K Noble	receipts provided	expenses for Civic Event			£28.60
	Somerset Council		Mar-24 pension payment			£8,299.61
						<u>£27,353.96</u>

22/03/2024

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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
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, Expenses & 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 Service Devolution	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%		

Continued over page

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/Commission	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 Show income	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, Expenses & 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						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Property Maintenance - EMR	150,129.92	-2,410.00	147,719.92
321 Youth Projects - EMR	7,448.56	-200.00	7,248.56
322 TIMPS - EMR	11,903.02		11,903.02
323 Princess Cultural Recovery Gra	3,181.00		3,181.00
324 Legacy Clock - EMR	10,221.85		10,221.85
325 Asset Transfer - EMR	39,750.70		39,750.70
326 IT/Office Equipment - EMR	11,881.34		11,881.34
327 HR Contingency - EMR	48,579.56		48,579.56
328 Grounds Equipment - EMR	1,225.52		1,225.52
329 Coronation - EMR	1,263.19	-420.00	843.19
330 General Maintenance - EMR	15,422.48		15,422.48
331 Princess Artistic Material Gra	4,707.42		4,707.42
332 Town Crier - EMR	515.00	-228.46	286.54
334 Grounds Maintenance - EMR	19,031.56		19,031.56
335 Highbridge Regeneration	9,802.00		9,802.00
336 Legal Fees - EMR	5,932.00		5,932.00
338 Replacement Van - EMR	25,825.00	3,000.00	28,825.00
339 Tesco S106 - EMR	4,805.69		4,805.69
340 Past Mayor badges - EMR	1,930.00		1,930.00
341 Neighbourhood Plan - EMR	5,803.00		5,803.00
342 You Are Here Boards - EMR	750.00		750.00
343 Princess Maint/Renewals - EMR	12,339.02		12,339.02
344 SIDS - EMR	708.78		708.78
345 Burnham EVO HTAP - EMR	900.00		900.00
346 Tree Trimming - EMR	10,442.00		10,442.00
347 Brent Rd Construction - EMR	74,714.50		74,714.50
348 Burnham Shop Fronts Grant - EM	9,900.00		9,900.00
370 PMC SALC 2 Grant - EMR	921.83		921.83
371 PMC FOTP Grant - EMR	1,340.72	-1,285.00	55.72
372 PMC Artistic Budget - EMR	3,000.00	754.00	3,754.00
373 PMC SALC 3C Grant - - EMR	790.79		790.79
380 CEM Professional Fees - EMR	4,700.50		4,700.50
381 CEM Provision of Paths - EMR	68,836.73		68,836.73
382 CEM Equipment Purchase - EMR	7,846.00		7,846.00
383 CEM Provision for Walls - EMR	0.00	2,000.00	2,000.00
384 Solar Panels - EMR	0.00	500.00	500.00
385 High St Fund - EMR	0.00	50,000.00	50,000.00
400 CIL - EMR	33,583.33	31,102.00	64,685.33
	<u>610,133.01</u>	<u>82,812.54</u>	<u>692,945.55</u>



Report for councillors: **Report of the Office Accommodation Working Group**

Issued to: **Town Council – 2nd April 2024**

Purpose of Report

To give an update on office accommodation options.

Background

The Office Accommodation Working Group have been exploring options for future council offices.

The Council has been considering purchasing the former SS&L building in Princess Street and discussions have taken place with Somerset Council. The Town Council agreed to have the property valued to ensure it was inline with the figure being proposed by Somerset Council. A building survey report was also commissioned to ascertain if the project would be feasible.

The building survey report has been fully reviewed by the Working Group. The main reference was to the sustained and lengthy period of neglect of routine maintenance, which has caused significant consequential deterioration.

The summary of costs for repairs is £278,200.

The building would also need some extensive internal reconfiguration works to make the space suitable for the Council's needs, which has yet to be costed.

As the Council wanted to move to a more centralised position, some, other options have been explored;

Former Job Centre building – Price unknown. There is a lack of parking and no outside space for Council equipment.

Library – To share the upstairs space. The Registrars already have an office that could not be used. The current layout would not work for council offices and it is smaller than needs require. There would be an issue with use out of hours and we would need to find alternative space for meetings. There is available outside storage space available for grounds equipment, but this would reduce parking provision. This space would need to be rented and capital monies could not be used for this purpose, therefore there would be an increase in the Precept. There is also a risk that Somerset Council could move the Library Services in the future.

Lloyds Bank – Price unknown. This will be vacant at the end of year, but again the outside space is not available and significant internal changes to the building would be required.

With the financial issues being faced by Somerset Council, the Town Council is likely to take on more services in the future and any office space needs to be large enough to accommodate the expanding workforce and have space for vehicles and machinery.

The current office building's layout is not practical for the business needs of the Council, as the layout was for a Courthouse. The building is spacious and there is ample outside space. Concerns have been raised regarding the roof but a survey has been undertaken and the roof has been found to be in good order. Some repairs are required which would cost approximately £1,000.

The buildings location is not ideal and access is difficult.

Financial Implications

To purchase the former SS&L building, undertake essential repairs and reconfigure the cost would be a minimum of £530,000. Some of this cost would be offset from the sale of Jaycroft Road and £150,000 from the property maintenance earmarked reserves. Somerset Council would be willing to allow the Town Council to rent the building (peppercorn rent), until the sale of Jaycroft Road was completed.

To stay at Jaycroft Road, the building would need upgrades to windows, heating etc and the space reconfigured. To ascertain costs, this would need an architect to be commissioned.

Recommendation

The Office Accommodation Working Group recommend that due to the financial commitment the Council should not purchase the former SS&L building. An architect should be appointed to produce plans for a reconfiguration and upgrades of Jaycroft Road, to be paid for from the maintenance earmarked reserve.



Report for councillors: **Burnham-on-Sea and Highbridge CCTV provision**

Issued to: **Town Council – 2nd April 2024**

Purpose of Report

To advise of Somerset Council's proposal for CCTV provision for the two towns.

Background

Somerset Council were considering removing the CCTV monitoring service. After much lobbying by Town and Parish Councils, Police and Officers, Somerset Council have agreed to continue with the service provided it is funded by other sources.

The cameras in Burnham-on-Sea and Highbridge have been upgraded and are digital, which provides clearer images. Four cameras have not been working in Burnham-on-Sea and these are scheduled to be fixed imminently.

There have been issues with the service and that is mainly due to a lack of communication from Somerset Council. A draft Service Level Agreement is attached, which will help deal with any current issues.

Quarterly meetings between Somerset Council and Town and Parish Clerks are being organised, so issues can be raised and addressed.

Financial Implications

The cost for the CCTV monitoring service for the towns this year is £22,386.27. This will increase in line with RPI each year.

The Town Council have £15,000 in the budget.

There could also be ad-hoc additional costs for camera repairs/replacements.

Somerset Council are requesting a 3 year financial commitment.

SERVICE LEVEL AGREEMENT – CCTV, Management and Maintenance Obligations

Document Owner:	Somerset Council
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Version

Version	Date	Description	Author
1		Service Level Agreement	
1.2	8/3/2024	Revised Service level Agreement	SAD

Approval

(By signing below, all Approvers agree to all terms and conditions outlined in this Agreement.)

Approvers	Party	Signed	Approval Date
	Somerset Council ("The Council")		
	Council ("the Client")		

This Agreement comes into force on the most recent Approval Date

Contents

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1.0 Parties to Agreement

1.1 (1) Somerset Council (The 'Council') and (2) **** Council,

2.0 Duration of Agreement

2.1 Shall come into force on 1st April 2024 and shall remain for 3 years, ending 31st March 2027.

3.0 Service Level

3.1 The Service being provided by the Council under this Agreement relates to the procurement and installation, management and maintenance of a Video Management Solution and the monitoring, maintenance and management of a CCTV monitoring system (together the CCTV IT, Management and Maintenance Obligations) in accordance with the established CCTV Code of Practice in the administrative area served by **INSERT TC NAME**

3.2 This Agreement establishes the performance levels for the Service as set out in Appendix 1 (the Service Level) and the annual financial contribution payable by **INSERT TC NAME** towards the Service as set out in Appendix 2 (the Annual Contribution).

4.0 Review of this Agreement

4.0 This Agreement will be reviewed by the Council and **INSERT TC NAME** on an annual basis.

4.1 Either party may suggest a variation to the terms of this Agreement including a variation to the Services provided to take account of any changes in law or change in how **INSERT TC NAME**

functions. Such a request should be made in writing to the Service Director, Regulatory and Operational Services or the client.

4.2 Any changes to this Agreement must be agreed by both parties and documented and a new version updated as part of ongoing version control.

5.0 Services Aims and Objectives

5.1 The Council shall provide the Service to **INSERT TC NAME** to the Service Level and in accordance with the legitimate aims of the service as set out in the Code of Practice.

5.2 Active liaison between the parties is essential. Liaison on a day-to-day basis will be between the CCTV Manager and client who shall provide and update their contact details to one another in a prompt and timely manner.

6.0 Payment Arrangements

6.1 The Client shall pay to the Council the Annual Contribution as set out in Appendix 2 within 30 days of the Council's invoice for each financial year or part thereof comprised in the Term.

6.2 All sums payable under this Agreement unless otherwise stated are exclusive of VAT and other duties or taxes.

7.0 Administrations and Technical Support

7.1 The Council shall provide the administrative and technical support necessary to provide, support and manage the Service to the Service Level. The parties each acknowledge that the Video Management System Solution shall remain in the ownership of the Council and the CCTV Equipment identified in Appendix 1 will remain in the ownership of **INSERT TC NAME**.

8.0 Increase/Decrease in Service and Termination

8.1 Where the Council and/or the Client require changes to the Service or the areas covered these changes shall be negotiated and accommodated at the earliest opportunity and recorded in writing in accordance with Clause 4.2 above.

8.2 If the payments or any part of them shall remain unpaid for a period of 30 calendar days after they have become due, the Council may give the Client 14 days notice to terminate this Agreement. Unless such sum has been paid before the expiration of such notice, this Agreement shall upon such expiration cease and the Council's obligations under it shall cease but without prejudice to the liability of the Client in respect of such or any other breach of this Agreement.

8.3 In all other circumstances, each party shall give the other not less than 6 (six) months written notice of its intention to terminate this Agreement.

9.0 Councils Additional Responsibilities

9.1 To provide a response to all complaints/enquiries within 7 working days.

9.2 To advise the Client of foreseen difficulties in Service delivery at least 5 working days prior to any anticipated disruption to Service Level

9.3 To advise the Client of any outage, non-operation, or inability to monitor any camera that is likely to persist for more than 6 hours within one working day of the day on which the event arises.

9.4 To obtain the Clients approval in advance of addition, change or removal of permanent camera locations affecting its town.

10.0 Clients Additional Responsibilities

10.1 To liaise with the Council to assess the operational position of the Service should they have any suggestions of complaints

10.2 To consider the level of Service requested by the Client ensuring adequate provision for any agreed service improvements or increases in areas requiring CCTV.

10.3 To consider reports (condition surveys) carried out by the contractor and provided by the Council on the need for additional or complimentary CCTV and make clear decisions on the finance for such work.

10.4 To advise the Council on any events within their area which may place additional capacity on the service.

11.0 Liability

11.1 Save for liability for death or personal injury arising from their negligence and/or the failure to deliver the service compliantly within the regulatory frameworks, the Council will not be liable to the Client in respect of any loss or damages incurred by the Client as a result of a failure by the Council to provide the Service.

11.2 Copyright of all images and tapes of all images will remain the property of the Council. However, as the nominated responsible officer for the day to day operation of the CCTV system, the Commissioning Officer (CCTV) has a legal obligation to ensure compliance with the Data Protection Act 2018 and the UK General Date Protection Regulation 2021 and will make all decisions on the release of information.

12.0 Force Majeure and Disaster Recovery Plan

12.1 Neither party shall have any liability under or be deemed to be in breach of this Agreement for any delays or failures in performance which result from circumstances beyond the reasonable control of that party (an event of "Force Majeure"). In the event that a Force Majeure event continues for a continuous period of more than 6 months, either party may terminate this Agreement by written notice to the other party.

13.0 Arbitration

13.1 Any dispute, difference or question between the parties to this Contract with respect to any matter or thing arising out of or relating to this Contract which cannot be resolved by negotiation within a reasonable time (being no more than 28 days) and except insofar as may be otherwise provided in this Contract, shall be referred to relevant Service Director in the first instance. Should the matter remain unresolved then the relevant Executive Director will make the decision between them and their decision shall be final and binding.

Signatories to this Agreement

Somerset Council

Date

***** Council

Date

APPENDIX 1 THE SERVICE

The Council shall provide:

1. A published annual report outlining the service operation summary, related to this agreement
2. Reasonable access to such images as allow the Client to maintain good governance aligned with the legitimate aims of the Service e.g. insurance claims
3. Right of access to such management and operational information as further the aims of good governance
4. An annual stock condition report outlining the status of the suite of cameras, repairs and maintenance undertaken and outlining investment/maintenance needs for the ensuing 12 months.
5. An annual overview of costs associated with the Service, to include a financial summary of any and all monies held in reserve on behalf of the Client
6. A Service Risk Register

In addition the Council will

7. Arrange the repair/replacement of the CCTV Equipment, as it becomes faulty, in accordance with its maintenance schedule. In the event of any camera being beyond immediate repair contact will be made with the Client to advise and seek further instructions. For repair work, the Council will liaise with the Client over timescales, once the information has been received from the contractor.
8. Undertake at least 1 routine maintenance visit per year, by the contractor, where cameras will be inspected for defects & serviced as necessary. The Client will be informed, and provided with a copy of the report when it has taken place.
9. Investigate and respond to all complaints from members of the public concerning the operation of the CCTV cameras.
10. Liaise with operational partners including the Police on a regular basis to ensure the system is utilised to its maximum potential but still remains within the operational parameters. In particular, keeping under review the operational need for cameras in conjunction with the Client as required under the Freedom of Information Act 2000
11. Register the system under the Data Protection Act 2018 and to assess the schemes impact on the Human Rights Act and other legislation as it is introduced.
12. Undertake management checks and audits as necessary to ensure the system is operated professionally, competently and in accordance with Data Protection laws, UK GDPR, Human Rights legislation, the Freedom of Information Act 2000 and other relevant applicable legislation.
13. Operate and bear the cost associated with the police "Airwave" unit installed in the control room and covering the Somerset area.
14. Recorded images will at all times remain in the Council's ownership.
15. Provide quarterly reports to include:
 - The length of time each of its camera were not operative, being monitored or recorded due to faults (by camera location)
 - What that fault was with each camera, the monitoring or recording system
 - Any updates or repairs by camera (e.g. new part ordered etc)

- On a best endeavours basis, reports or access to reports from the VMS to enable the Client to understand the active use and monitoring of cameras in their area.
 - A quarterly report of incidents identified by CCTV Operators, including if the incident was reported to the Police. Where reported to the police whether CCTV images have been provided to the Police.
16. Managing the contract with the contractor (“the Contract”) who maintains the cameras
 17. Ensuring any breakdowns/technical faults are minimized and rectified as soon as is reasonably practicable in order that down time is minimal and the Service outlined can be delivered as per specification set out in the Contract.
 18. It is important to emphasise that the CCTV system is not a “spy” system. It is intended to assist in the detection of crime and the criminals involved, and to provide evidence in support of successful prosecutions. There will be no interest shown in or deliberate monitoring of, people carrying out their legitimate business. Where covert operations are required, legitimate requests will be made through the relevant RIPA delegations.
 19. The system will meet the legitimate aims as set out in the Code of Practice
 - To help reduce the fear of crime and antisocial behaviour.
 - To deter crime and antisocial behaviour.
 - To detect crime and antisocial behaviour and provide video images as evidence in both criminal and civil proceedings.
 - To assist in the overall good management of local authority function in Somerset
 - To enhance community safety, assist in developing the economic wellbeing of the Authority areas and encourage greater use of Town Centres, car parks etc.
 - To assist the parties to achieve their respective enforcement and regulatory functions.
 - To assist in Traffic Management where applicable.

System Operation

The following services will be provided by the Council:

20. To record images from all the Clients cameras 24 hours a day, 365 days a year and manage the supporting storage system.
21. Operating the Police radio system.
22. To staff the control room 24 hours a day, 365 days a year with highly trained and licenced CCTV operators.
23. To monitor, on rotation, all CCTV cameras throughout Somerset 24 hours a day, 365 days a year proactively with the intention to identify criminal and anti-social behaviour.
24. The Council cannot guarantee to capture or respond to every incident. Monitoring will be carried out along with other cameras owned by the Council. The Monitoring Officers or the Council’s Management or the Police will determine priorities.
25. The Council reserves the right to suspend monitoring of the Cameras for the purposes of updating, repairing or renewing equipment in the Council’s Control Room or in the event that the Control Room is relocated or in the event of industrial action. The Client to be notified as set out in section 9.
26. Where an incident is identified by an operator (or via police radio, member of the public etc) the operator will take appropriate action

27. To respond to any criminal incident identified by a CCTV operator or referred to the control room from other agencies/partners.
28. Footage is held for 28 days, unless requested to be held for the purposes of an investigation. If there is sufficient grounds (under relevant code of practices) then the footage can be held for longer.
29. To record all observed incidents of criminal and anti-social activity and refer such activity to the appropriate agency for a response.
30. To provide recorded material of acceptable evidential standards to the Police for criminal prosecutions. Such evidence will include all necessary paperwork, operator logs and witness statements.
31. To provide recorded material of acceptable evidential standard to the Client for the purpose of pursuing the legitimate aims of the service e.g. damage to Council property
32. To undertake pre-arranged presentations of the systems effectiveness to community representatives of the Client.
33. To complete and retain all written and electronic information relating to the system for the recommended period of time in accordance with the Data Protection Act 2018 and the UK GDPR.
34. The Council will be responsible for authorising all requests from the Police, HM Customs and Revenue Service, appropriate Government Agencies and any other duly authorised official organisation to use the CCTV cameras as part of a surveillance operation/criminal investigation

APPENDIX 2 –ANNUAL CONTRIBUTION

1. Monitoring Charges Camera's

- (i) For the financial year 2024/2025 the charges shall be as follows

Charge per camera (Year 2024/25) - £* x Number of cameras monitored – *
Annual Monitoring Charge - £
Quarterly Monitoring Charge

- (ii) For the financial year 2025/2026 and 2026/27 the charges shall be as for the previous financial year with an annual uplift in line with RPI

Year 2:

Year 3:

2. Ad-Hoc Costs, Expenses and Charges

Any further costs, expenses or charges incurred in relation to the Service will be the responsibility of the Client

Example of new camera cost:

APPENDIX 3 – SLA MEETING AGENDA

These shall be in the form of 1 individual meeting per year, and one whole group meeting per year, with partners (police) invited.

1. Introduction
2. Round up of activity (statistics) over the previous period (SC)
3. Feedback from Town Council
4. Camera location review
5. Camera downtime / repair during the period
6. Forward look – replacement / new camera
7. AOB

APPENDIX 4 – NATIONAL CCTV CODE OF PRACTICE

[Surveillance Camera Code of Practice \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

APPENDIX 5 – CCTV CAMERAS AND LOCATIONS

(camera number, location, model, likely replacement)

Growing Group Report to Town Council

The Growing Group is part of the Climate and Ecology Working Group. It has a core membership of 6-8 people (chaired by Cllr. Millard) and has met regularly over the last six months to discuss the green spaces in Burnham-on-Sea and Highbridge.

Aims of the Group

- To raise awareness of the need for gardening for wildlife and sustainability
- To encourage and facilitate community engagement in improving our green spaces

Aims of recent work in partnership with Burnham and Highbridge in Bloom

- To enhance the beauty of Burnham-on-Sea and Highbridge in conjunction with Somerset Council, Burnham-on-Sea and Highbridge Town Council and others by the improvement of floral features within the town boundary.
- To support and encourage local residents, businesses, schools and organisations to value and improve the local environment.
- To work with interested groups or organisations to enhance and protect the natural environment in Burnham-on-Sea and Highbridge.
- To enter the towns and communities into regional Britain in Bloom competitions and other appropriate environmental competitions that will encourage, promote or sustain improvement and civic pride within the towns of Burnham-on-Sea and Highbridge.
- To promote horticulture to the residents, businesses and organisations of the towns.

Provision of Planting in Burnham-on-Sea and Highbridge

The Growing Group has been liaising with Clean Surroundings in the past six months to shape future plans for the planting of flower beds in both towns that would support our aim for sustainable planting. However, with recent developments at Somerset Council, it is now evident that we will no longer receive a service from them to plant and maintain our flower beds.

In the past couple of months, the Growing Group has appealed to the community to help with weeding flower beds in both Burnham and Highbridge and has attracted a good number of volunteers. With their help, the flower beds in Highbridge and some on the Esplanade in Burnham have been cleared of weeds.

It has now reached the point where planting needs to be undertaken to ensure that there are attractive, sustainable flower beds in both towns for the coming Spring and Summer.

The purpose of this paper is to ask the Town Council to support the work of the volunteers and the Growing Group to undertake this work by making decisions on the following:

Highbridge

There are two Town Council flower beds in Highbridge. We would like to ask the Town Council to consider granting permission to Burnham and Highbridge in Bloom to plant and maintain the two Town Council beds in Highbridge for 1 year. Burnham and Highbridge in Bloom have secured funding from local businesses to purchase plants. B&H-in-Bloom would also like permission from the Town Council to acknowledge sponsorship of the beds by mounting plaques.

Burnham-on-Sea

The seven flower beds on the Esplanade belong to Somerset Council. They are an important focal point for our town, for both locals and tourists. It is essential that these beds are planted up in time for the summer season, with plants that are attractive, sustainable and suitable for a coastal location.

We would like to ask the Town Council to apply to Somerset Council for permission to plant and maintain the 7 beds on the Esplanade. The Growing Group would then plant and maintain them for 1 year, although a plan must be formulated by the Town Council to water them.

Subject to that permission, the group would ask for funding to be released to support that planting. An example planting scheme which includes plants that meet our criteria (coastal and sustainable) is attached as Appendix A. These are plants suggested by the RHS.

The estimated cost per bed for sustainable plants is £700. This investment in longer term plants is instead of the annual costs of traditional bedding plants. The esplanade beds will have year-round flora, instead of being empty during Autumn and Winter.

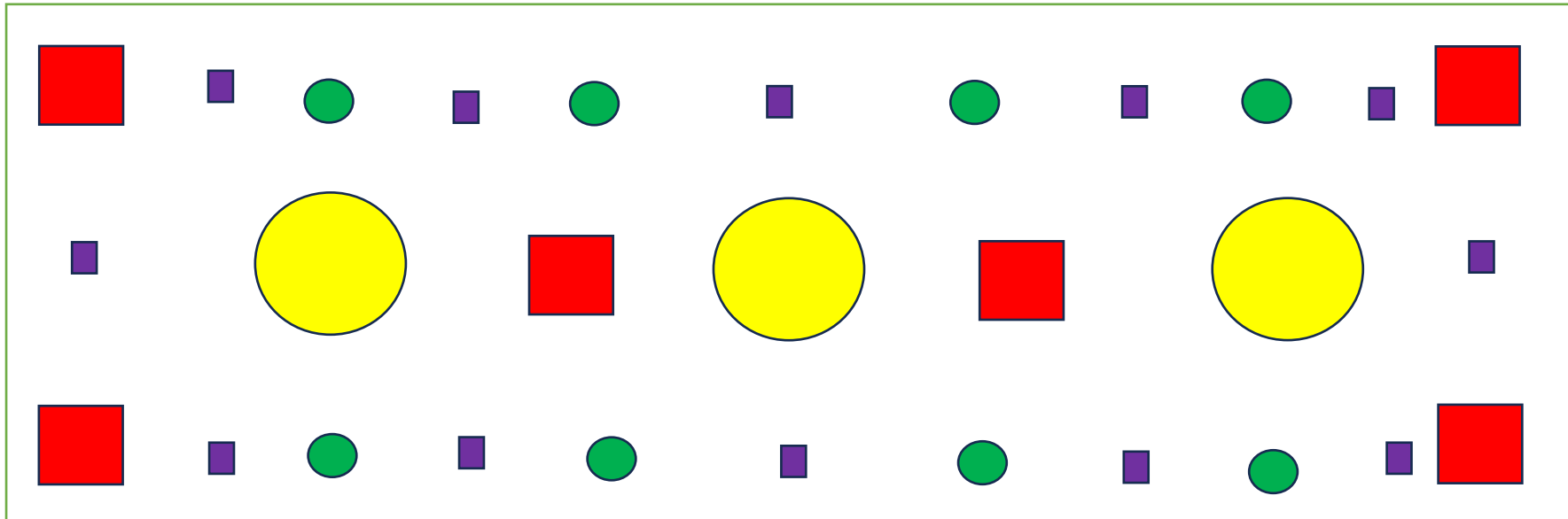
The Town Council is therefore asked to consider allocating a fund of £5,780 for the purchase of sustainable plants (£4,900) and associated sundries (£880). This can be broken down as follows:

Item	Estimated Costs
Plants per bed (£700 per bed)	£4,900
Compost (20 bags @ £8)	£160
Membranes	£120
Tools (Spades, hoes, rakes, shears)	£400
Gloves	£100
First Aid Kit	£40
Garden Waste Bags (reuseable)	£60
TOTAL	£5,780

This can be funded from either the budget for the High St Regeneration (which includes the Esplanade) or from the Devolution of Services budget. We would request that authority to spend this money is delegated to the Town Clerk, in consultation with the Growing Group.

Cllr Millard

Chair - Growing Group



Example Plants of this size

Yellow = 1.5 m = Grievellea (Red Spider Flower), Phormiums, Brachyglottis, Crambe Cordifolia (Sea Kale), Olearia x Haasti, Bupleurum fruticosum

Red = 1m = Convolvulus eneourum, Choisya

Green = 0.5m = Hebes, Helichrysum, Euonymous japonicus, berberis

Purple = 0.2m = Bearded Iris, Senecio Angel Wings, Armeria maritima (Pink sea thrift), Agapanthus

Changes to various permitted development rights: consultation

Q.1 Do you agree that the maximum depth permitted for smaller single-storey rear extensions on detached homes should be increased from 4 metres to 5 metres?

- Yes

Q.2 Do you agree that the maximum depth permitted for smaller single-storey rear extensions on all other homes that are not detached should be increased from 3 metres to 4 metres?

- Yes

Please provide your reasons.

Families are given the opportunity to increase living space.

Q.3 Do you agree that the maximum depth permitted for two-storey rear extensions should be increased from 3 metres to 4 metres?

- Yes

Q.4 Do you agree that the existing limitation requiring that extensions must be at least 7 metres from the rear boundary of the home should be amended so that it only applies if the adjacent use is residential?

- Yes

Q.5 Are there any circumstances where it would not be appropriate to allow extensions up to the rear boundary where the adjacent use is non-residential?

- Yes

Please provide your reasons.

Some industrial areas and waterways

Q.6 Do you agree that the existing limitation that the permitted development right does not apply if, as a result of the works, the total area of ground covered by buildings within the curtilage of the house (other than the original house) would exceed 50% of the total area of the curtilage (excluding the ground area of the original house) should be removed?

- Don't know

Please provide your reasons.

Difficult to ascertain due to varying sizes of property, it should be on an individual basis.

Q.7 Should the permitted development right be amended so that where a two-storey rear extension is not visible from the street, the highest part of the alternation can be as high as the highest part of the existing roof (excluding any chimney)?

- Yes

Q.8 Is the existing requirement for the materials used in any exterior work to be of a similar appearance to the existing exterior of the dwellinghouse fit for purpose?

- Yes

Q.9 Do you agree that permitted development rights should enable the construction of single-storey wrap around L-shaped extensions to homes?

- Yes

Q.10 Are there any limitations that should apply to a permitted development right for wrap around L-shaped extensions to limit potential impacts?

- No

Q.11 Do you have any views on the other existing limitations which apply to the permitted development right under Class A of Part 1 which could be amended to further support householders to undertake extensions and alterations?

- No

Q.12 Do you agree that the existing limitation that any additional roof space created cannot exceed 40 cubic metres (in the case of a terrace house) and 50 cubic metres (in all other cases) should be removed?

- Yes

Q.13 Do you agree that the existing limitation requiring that any enlargement must be set back at least 20 centimetres from the original eaves is amended to only apply where visible from the street, so that enlargements that are not visible from the street can extend up to the original eaves?

- Yes

Q.14 Should the limitation that the highest part of the alteration cannot be higher than the highest part of the original roof be replaced by a limitation that allows the ridge height of the roof to increase by up to 30 centimetres?

- Yes

Q.15 Do you agree that the permitted development right, Class B of Part 1, should apply to flats?

- Yes

Q.16 Should the permitted development right be amended so that where an alteration takes place on a roof slope that does not front a highway, it should be able to extend more than 0.15 metres beyond the plane of the roof and if so, what would be a suitable size limit?

- Don't know

Q.17 Should the limitation that the highest part of the alteration cannot be higher than the highest part of the original roof be amended so that alterations can be as high as the highest part of the original roof (excluding any chimney)?

1. Yes

Q.18 Do you agree that bin and bike stores should be permitted in front gardens?

- Yes

Q.19 Do you agree that bin and bike stores should be permitted in front gardens in article 2(3) land (which includes conservation areas, Areas of Outstanding Natural Beauty, the Broads, National Parks and World Heritage Sites)?

- Yes

Q.20 Do you agree that bin and bike stores in front gardens can be no more than 2 metres in width, 1 metre in depth and up to 1.5 metres in height?

- Yes

Q.21 Are there any other planning matters that should be considered if bin and bike stores were permitted in front gardens?

- Yes

Q.22 Should the existing limitation that in Areas of Outstanding Natural Beauty, the Broads, National Parks and World Heritage Sites development situated more than 20 metres from any wall of the dwellinghouse is not permitted if the total area of ground covered by development would exceed 10 square metres be removed?

- Yes

Q.23 Should the permitted development right be amended so that it does not apply where the dwellinghouse or land within its curtilage is designated as a scheduled monument?

- Yes

Q.24 Do you think that any of the proposed changes in relation to the Class A, B C and E of Part 1 permitted development rights could impact on: a) businesses b) local planning authorities c) communities?

- Yes

Please provide your reasons. It would be helpful if you could specify whether your comments relate to a) business, b) local planning authorities, or c) communities, or a combination and which right or rights your comments relate to.

Reduce paperwork, red tape easier for communities and allowing them to stay together.

Q.25 Do you agree that the limitation restricting upwards extensions on buildings built before 1 July 1948 should be removed entirely or amended to an alternative date (e.g. 1930)?

- Yes – removed entirely

Q.26 Do you think that the prior approvals for the building upwards permitted development rights could be streamlined or simplified?

- No

Q.27 Do you have any views on the operation of the permitted development right that allows for the construction of new dwellinghouses on a freestanding block of flats (Class A of Part 20)?

- Don't know

Q.28 Do you agree that the existing limitations associated with the permitted development right for building upwards on a freestanding block of flats (Class A of Part 20) incorporates sufficient mitigation to limit impacts on leaseholders?

- Yes

Q.29 Do you think that any of the proposed changes in relation to the Class AA of Part 1 and Class A, AA, AB, AC and AD of Part 20 permitted development rights could impact on: a) businesses b) local planning authorities c) communities?

- No

Q.30 Do you agree that the limitation restricting the permitted development right to buildings built on or before 31 December 1989 should be removed?

- Yes

Please provide your reasons.

Not fit for purpose.

Q.31 If the permitted development right is amended to allow newer buildings to be demolished, are there any other matters that should be considered?

- No

Q.32 Do you agree that the permitted development right should be amended to introduce a limit on the maximum age of the original building that can be demolished?

- No

Q.33 Do you agree that the Class ZA rebuild footprint for buildings that were originally in use as offices, research and development and industrial processes should be allowed to benefit from the Class A, Part 7 permitted development right at the time of redevelopment only?

- Yes

Please provide your reasons.

To allow for the change of purpose, to make the building more useable.

Q.34 Do you think that prior approvals for the demolition and rebuild permitted development right could be streamlined or simplified?

- No

Q.35 Do you think that any of the proposed changes in relation to the Class ZA of Part 20 permitted development right could impact on: a) businesses b) local planning authorities c) communities?

- Yes

Q.36 Do you agree that the limitation that wall-mounted outlets for EV charging cannot face onto and be within 2 metres of a highway should be removed?

- No

Q.37 Do you agree that the limitation that electrical upstands for EV charging cannot be within 2 metres of a highway should be removed?

- Yes

Q.38 Do you agree that the maximum height of electric upstands for EV recharging should be increased from 2.3 metres to 2.7 metres where they would be installed in cases not within the curtilage of a dwellinghouse or a block of flats?

- No

Q.39 Do you agree that permitted development rights should allow for the installation of a unit for equipment housing or storage cabinets needed to support non-domestic upstands for EV recharging?

- Yes

Q.40 Do you agree that the permitted development right should allow one unit of equipment housing in a non-domestic car park?

- No

Q.41 Do you agree with the other proposed limitations set out at paragraph 60 for units for equipment housing or storage cabinets, including the size limit of up to 29 cubic metres?

- Yes

Q.42 Do you have any feedback on how permitted development rights can further support the installation of EV charging infrastructure?

- No

Q.43 Do you think that any of the proposed changes in relation to the Class D and E of Part 2 permitted development right could impact on: a) businesses b) local planning authorities c) communities?

- Yes

Q.44 Do you agree that the limitation that an air source heat pump must be at least 1 metre from the property boundary should be removed?

- No

Please provide your reasons.

The limitation should remain as the air source pump can be noisy.

Q.45 Do you agree that the current volume limit of 0.6 cubic metres for an air source heat pump should be increased?

- Don't know

Q.46 Are there any other matters that should be considered if the size threshold is increased?

- Don't know

Q.47 Do you agree that detached dwellinghouses should be permitted to install a maximum of two air source heat pumps?

- Yes

Q.48 Do you agree that stand-alone blocks of flats should be permitted to install more than one air source heat pump?

- Don't know

Q.49 Do you agree that the permitted development right should be amended so that, where the development would result in more than one air source heat pump on or within the curtilage of a block flats, it is subject to a prior approval with regard to siting?

- Yes

Q.50 Are there any safeguards or specific matters that should be considered if the installation of more than one air source heat pump on or within the curtilage of a block of flats was supported through permitted development rights?

- Yes

Please provide your reasons.

Fire Risk and ventilation needs to be considered.

Q.51 Do you have any views on the other existing limitations which apply to this permitted development right that could be amended to further support the deployment of air source heat pumps?

- Don't know

Q.52 Do you think that any of the proposed changes in relation to the Class G of Part 14 permitted development right could impact on: a) businesses b) local planning authorities c) communities?

- No

Q.53 Do you think that the changes proposed in this consultation could give rise to any impacts on people who share a protected characteristic (Age; Disability; Gender Reassignment; Marriage or Civil Partnership; Pregnancy and Maternity; Race; Religion or Belief; Sex; and Sexual Orientation)?

- Don't know

Burnham on Sea & Highbridge Town Council

Timetable of Meetings 2024/25

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
APRIL 24			
	Tuesday	2 nd	Town Council
	Wednesday	3 rd	Planning
	Thursday	4 th	Princess Management
	Tuesday	16 th	Annual Towns Meeting
	Wednesday	24 th	Planning
	Monday	29 th	Finance and Resources
MAY			
	Monday	13 th	Town Council
	Wednesday	15 th	Planning
	Tuesday	28 th	Princess Management
JUNE			
	Monday	3 rd	Finance and Resources
	Wednesday	5 th	Planning
	Tuesday	25 th	Town Council
	Wednesday	26 th	Planning
JULY			
	Monday	15 th	Finance and Resources
	Wednesday	17 th	Planning
	Tuesday	23 rd	Princess Management
AUGUST			
	Monday	5 th	Town Council
	Wednesday	7 th	Planning
	Monday	26 th	Finance and Resources
	Wednesday	28 th	Planning
SEPTEMBER			
	Tuesday	17 th	Town Council
	Wednesday	18 th	Planning
	Tuesday	24 th	Princess Management
	Monday	30 th	Finance and Resources
OCTOBER			
	Wednesday	9 th	Planning
	Monday	28 th	Town Council
	Wednesday	30 th	Planning
NOVEMBER			
	Monday	11 th	Finance and Resources
	Tuesday	19 th	Princess Management
	Wednesday	20 th	Planning
DECEMBER			
	Tuesday	10 th	Town Council
	Wednesday	11 th	Planning

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	Monday	16 th	Finance and Resources
	Tuesday	17 th	Princess Management (PROVISIONAL BUDGET)
JANUARY			
	Monday	6 th	Finance and Resources
	Wednesday	8 th	Planning
	Tuesday	14 th	Princess Management
	Monday	20 th	Town Council
	Wednesday	29 th	Planning
FEBRUARY			
	Monday	10 th	Finance and Resources
	Wednesday	19 th	Planning
MARCH			
	Tuesday	4 th	Town Council
	Tuesday	11 th	Princess Management
	Wednesday	12 th	Planning
	Monday	24 th	Finance and Resources
APRIL			
	Wednesday	2 nd	Planning
	Monday	14 th	Town Council
	Wednesday	23 rd	Planning