



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

23rd April 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 **29th April 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", 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

29th April 2024

- 161.0.F24 Apologies for absence**
- 162.0.F24 To receive any declarations of interest on items included on this agenda**
- 163.0.F24 To receive and approve the minutes of the Finance and Resources meeting held on 18th March 2024**
- 164.0.F24 Matters arising from previous minutes**
- 165.0.F24 To receive for information minutes of sub-committees**
- 166.0.F24 To receive the Chairs report**
- 167.0.F24 To receive the list of payments up to 17th April 2024**
- 168.0.F24 To approve the bank reconciliation for March 2024**
- 169.0.F24 To review the Risk Management Policy**
- 170.0.F24 To consider the floral displays report**
- 171.0.F24 To consider renewal of the Rural Market Town Group subscription**
- 172.0.F24 To receive the grants update from 2023/24 budget allocation**
- 173.0.F24 To consider grant application from CADS for £2,500 towards costs for Music in the Park events to be held in May, June and July 2024**
- 174.0.F24 To receive verbal update regarding Health and Safety**
- 175.0.F24 Date of next meeting**
The next meeting of the Committee is scheduled for 3rd June 2024 at 7 pm.
- 176.0.F24 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**
- 177.0.F24 To make a decision regarding allotment tenancy issue**

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

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

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

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

143.0.F24 To receive apologies for absence

Apologies were received from Councillor Facey.

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

There were no declarations of interests.

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

(Councillor Metcalfe joined the meeting at this juncture)

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

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

146.0.F24 Matters arising from previous minutes

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

There were no matters arising.

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

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

148.0.F24 Chairman's report

Items would be covered during the meeting.

Signed by chair.....

date.....



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

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

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

The report was noted, no queries were raised.

151.0.F24 To approve the bank reconciliation for February 2024

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

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

152.0.F24 To consider investment options report

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

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

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

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

153.0.F24 To receive feedback from Q3 internal check

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

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

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

155.0.F24 Grants 2023/24 update report

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



The report was noted.

156.0.F24 To review and approve the Asset Register

Some queries were raised and answered.

Resolved that the updated asset register is approved.

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

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

Resolved that the policy is not renewed.

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

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

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

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

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

160.0.F24 Date of next meeting

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

Invoices paid 17/04/24

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
02/04/2024	21CC Group Ltd	INV-416833	D-Day Beacon	£549.00	£109.80	£658.80
27/03/2024	Ailsa Barrett	001	Costume rails			£60.00
31/03/2024	Amazon	GB4IHT0QABEI	Smart TV for Community Centre	£506.75	£101.35	£608.10
28/03/2024	Amazon	INV-GB-100145641-2024-1302	TV brackets for Community Centre	£47.21	£9.45	£56.66
28/03/2024	Amazon	INV-GB-172203951-2024-2418	Picture hanging system	£46.64	£9.34	£55.98
26/03/2024	Amazon	INV-GB-389793585-2024-272	food thermometer	£20.82	£4.16	£24.98
28/03/2024	Amazon	INV-GB-1768055535-2024-67	DJ light with stand for Community Centre	£76.37	£15.28	£91.65
30/03/2024	Amazon	INV-GB-1768055535-2024-69	Stage light for Community Centre	£72.20	£14.45	£86.65
31/03/2024	Biffa	308C55343	waste collection - PT	£269.24	£53.85	£323.09
27/03/2024	BK Safetywear	BK118853	PPE work trousers - Rangers	£101.41	£20.29	£121.70
29/03/2024	Bravo		788 Technician extra hours	£700.60	£140.12	£840.72
27/03/2024	Burnham-on-Sea.com	BS1729	job posting - seasonal Cemeteries worker			£50.00
22/03/2024	V Jones		6427 leak in Cemetery workshop			£45.00
20/03/2024	CRS	30503667734	Cement	£24.63	£4.93	£29.56
28/03/2024	Severn Community Rail Partnership		1042 Feasibility study - HB Station			£4,500.00
28/03/2024	ITEC	974846	photocopier services	£22.56	£4.52	£27.08
31/03/2024	Lyreco	0018_6723773894	stationery cupboard, stationery & stamps	£453.47	£70.69	£524.16
31/03/2024	Lyreco	0018_6723773895	stationery cupboard replacement	£336.93	£67.39	£404.32
31/03/2024	Lyreco	CN0018_672377756	faulty stationery cupboard return	-£336.93	-£67.39	-£404.32
25/03/2024	Proper Job	Z0009T03-1487410	LED bulb	£3.32	£0.67	£3.99
03/04/2024	Purnells		126819 small banner - PT	£25.00	£5.00	£30.00
01/04/2024	Rialtas	SM28912	Omega software support & maintenance for 24-25	£1,221.00	£244.20	£1,465.20
01/04/2024	Rialtas	SM28913	Cemeteries software support & maintenance for 24-25	£580.00	£116.00	£696.00
01/04/2024	Rialtas	SM28914	Bookings software support & maintenance for 24-25	£444.00	£88.80	£532.80
01/04/2024	Rialtas	SM28915	MTD annual subscription	£110.00	£22.00	£132.00
01/04/2024	Sansum	INV-11407	Cleaning - TC	£289.94	£57.99	£347.93
27/03/2024	Toolstation	XWW606574665	disposable face mask	£4.74	£0.95	£5.69
26/03/2024	Toolstation	XWW605333541	Rotary hammer drill & misc small tools	£331.66	£66.33	£397.99
01/04/2024	Business Waste	P1361209	Paper waste - TC	£23.76	£4.76	£28.52
05/04/2024	Amazon	GB4CB2EABEY	leaflet holder - PT	£10.82	£2.16	£12.98
01/04/2024	Double Brace	SI-2608	annual premium web hosting - PT	£250.00	£50.00	£300.00
05/04/2024	Hellends Kitchen	BHTC10	Café furniture & equipment			£1,380.00
02/04/2024	Iris	INV-ISL-0442118	payroll services	£112.61	£22.52	£135.13
21/03/2024	James Hallam	531895972	2024 cyber insurance renewal			£1,018.59
27/03/2024	James Hallam	532071802	2024 Commercial Combined insurance renewal			£16,913.38
27/03/2024	James Hallam	532073514	2024 ERS Commercial Motor insurance renewal			£628.60
27/03/2024	James Hallam	532074848	2024 Group Personal Accident insurance renewal			£476.72

04/04/2024	James Hallam		532311740	Increasing Regalia sum insured				£97.93
08/04/2024	Bravo		802	Technician Comedy Network & American Highway	£280.00	£56.00		£336.00
31/03/2024	Business Waste	P1369921		Paper waste - TC	£0.84	£0.17		£1.01
05/04/2024	Business Waste	P1370544		Waste - BR Cemetery	£52.50	£10.50		£63.00
05/04/2024	Business Waste	P1370547		Waste - Burnham Cemetery	£52.50	£10.50		£63.00
05/04/2024	Business Waste	P1370761		Waste - Burnham Cemetery	£35.00	£7.00		£42.00
05/04/2024	Business Waste	P1370766		Waste - BR Cemetery	£35.00	£7.00		£42.00
15/03/2024	Initial		60442043	hygiene waste - PT	£1,559.14	£311.83		£1,870.97
02/04/2024	Lyreco	CN0018_6723777818		React task chair - return	-£172.30	-£34.46		-£206.76
01/04/2024	Proximity Futures		3429	12 month support & maintenance Geo-Sense Footfall Counters	£1,896.00	£379.20		£2,275.20
29/03/2024	SALC	INV-3006		Councillor Essentials part 1				£25.00
29/03/2024	SALC	INV-3061		Councillor Essentials part 2				£25.00
05/04/2024	South West Councils	0000070041		Associate Membership subscription	£499.00	£99.80		£598.80
26/03/2024	Toolstation	X01605341454		small tools	£103.12	£20.63		£123.75
26/03/2024	Toolstation	X0260534145		Circular Saw	£118.73	£23.75		£142.48
04/04/2024	WODS	SI-1957		settlement for Into The Woods show				£1,335.60
15/04/2024	Worknest	SINV063977		Health & Safety Core - Year 2	£2,299.50	£459.90		£2,759.40
05/04/2024	Spot-on-Supplies		31657302	cleaning supplies - PT	£171.97	£34.39		£206.36
10/10/2024	Amazon	GB4CX5ABEY		noise cancelling headset -PT	£24.13	£4.82		£28.95
14/04/2024	Avalon	02097		Comedy Network show fee - April	£650.00	£130.00		£780.00
08/04/2024	BE Furniture		504832	3m varnished table -PT	£1,075.00	£215.00		£1,290.00
09/04/2024	Burnham-on-Sea.com	BS1740		job posting - seasonal Cemeteries worker				£35.00
09/04/2024	KJ Cleaning Services	PrincessT009		Cleaning -PT - Match 2024				£600.00
06/04/2024	The Fleetwood Mac & Tom Petty Legacy	06.04.24		American Highway Classic Rock settlement				£1,511.08
10/04/2024	Kraken Cleaning Limited	PT088		Gutter clearance - PT	£800.00	£160.00		£960.00
09/04/2024	Business Waste	P1371366		Waste - Highbridge Cemetery	£35.00	£7.00		£42.00
09/04/2024	Business Waste	P1371367		Waste - Highbridge Cemetery	£35.00	£7.00		£42.00
08/04/2024	Microshade		19159	IT Services	£931.51	£186.30		£1,117.81
09/04/2024	Mr Parfitt	09.04.24		Grave digging services				£912.00
02/04/2024	Proper Job	Z0009T02-506894		hooks	£3.22	£0.65		£3.87
09/04/2024	Proper Job	Z0009T02-508929		batteries/castors	£10.68	£2.15		£12.83
10/11/2023	Ballet Theatre UK Ltd	INV-3904		show settlement				£627.00

Cashbook payments

Sedgemoor Community Partnership

refund for table & lighting

£1,309.44

£51,682.37

Invoices to be paid 01/05/2024

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
17/04/2024	Julie Meikle	Jan-Mar	Community Choir - PT			£450.00
17/04/2024	BK Safetywear	BK119121	PPE - workwear Rangers	£101.41	£20.28	£121.69
11/04/2024	Bravo		804 Technician - SYT	£140.00	£28.00	£168.00
12/04/2024	Business Waste	P1373052	Cemeteries - waste	£17.50	£3.50	£21.00
11/04/2024	Delta Services GB Limited		66 scaffolding reversible ladder	£37.90	£7.58	£45.48
04/04/2024	JRB		26759 dog poo bags	£108.55	£21.71	£130.26
16/04/2024	Lyreco	6723783763	React task chair	£172.30	£34.46	£206.76
17/04/2024	Screwfix	1486425429	Dorguard retainer	£97.49	£19.50	£116.99
17/04/2024	Screwfix	1486425437	Fire & smoke door seals	£29.16	£5.83	£34.99
17/04/2024	Screwfix	1486425445	Fire & smoke door seals	£29.16	£5.83	£34.99
22/04/2024	Toolstation	XWW612568264	line marking spray paint	£18.37	£3.67	£22.04
15/04/2024	Toolstation	XWW623411178	line marking spray paint	£28.41	£5.68	£34.09
16/04/2024	TWC		89 window cleaning - PT			£48.50
08/04/2024	V Jones	6432	replace external taps - Cemeteries & Allotments			£145.00
12/04/2024	Vantech Commercials Ltd	3654	MOT Rangers van			£54.85
						£1,634.64

Date:16/04/2024

Burnham & Highbridge Town Council 2023/24

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Time:09:28

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 4 - Nationwide Saver**

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Saver	31/03/2024		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:16/04/2024

Burnham & Highbridge Town Council 2023/24

Page 1

Time: 10:37

Bank Reconciliation Statement as at 31/03/2024
for Cashbook 1 - Natwest Current Account

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Current Account	31/03/2024		440,920.53
			<u>440,920.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			440,920.53
<u>Unpresented Receipts (Plus)</u>			
31/03/2024 interest		17,753.31	
			<u>17,753.31</u>
			458,673.84
		Balance per Cash Book is :-	458,673.84
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:16/04/2024

Burnham & Highbridge Town Council 2023/24

Page 1

Time:09:30

Bank Reconciliation Statement as at 31/03/2024
for Cashbook 3 - Cashplus Pre-paid card

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Cashplus Pre-Paid Card	31/03/2024		598.44
			<u>598.44</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			598.44
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			598.44
		Balance per Cash Book is :-	598.44
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:16/04/2024

Burnham & Highbridge Town Council 2023/24

Page 1

Time:09:57

Bank Reconciliation Statement as at 31/03/2024
for Cashbook 2 - NatWest 2 account – Princess

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest 2 Account - Princess	31/03/2024		190,263.63
			<u>190,263.63</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			190,263.63
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			190,263.63
		Balance per Cash Book is :-	190,263.63
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:16/04/2024

Burnham & Highbridge Town Council 2023/24

Page 1

Time:09:18

Bank Reconciliation Statement as at 31/03/2024
for Cashbook 5 - Princess Float

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Princess Float	31/03/2024		2.20
			<u>2.20</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2.20
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2.20
		Balance per Cash Book is :-	2.20
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate



Transactions from 28-MAR-2024 to 31-MAR-2024

Account name or alias BOS No 2 Ac	Account number [REDACTED]	Sort code [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 190267.63		

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			190,263.63
28-Mar-2024	EBP	BRAVO EVENTS LTD, BRAVO EVENTS LTD, FP 28/03/24 40, 35024751659399000N	-938.40		190,263.63
28-Mar-2024	EBP	BRAVO EVENTS LTD, BRAVO EVENTS LTD, FP 28/03/24 40, 31024739430002000N	-205.20		191,202.03
28-Mar-2024	EBP	BRAVO EVENTS LTD, BRAVO EVENTS LTD, FP 28/03/24 40, 51024725870394000N	-228.00		191,407.23
28-Mar-2024	CHG	01MAR A/C 87132346	-22.78		191,635.23
28-Mar-2024	BAC	CARD TXNS 250324, 48510771		43.00	191,658.01
28-Mar-2024	BAC	CARD TXNS 230324, 48510361		134.00	191,615.01
28-Mar-2024		000247		225.00	191,481.01
		Opening balance			191,256.01
Totals			-1,394.38	402.00	



Transactions from 28-MAR-2024 to 31-MAR-2024

Account name or alias Linked Account	Account number [REDACTED]	Sort code [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 439920.53		

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 31st of March 2024.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			439,920.53
28-Mar-2024		TO 56092431	-48,469.15		439,920.53
28-Mar-2024	INT	28MAR GRS 54374901		568.15	488,389.68
		Opening balance			487,821.53
		Totals	-48,469.15	568.15	



Transactions from 28-MAR-2024 to 31-MAR-2024

Account name or alias BOS HB Main Current Ac	Account number [REDACTED]	Sort code [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 2852.08		

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
28-Mar-2024	D/D	MONTH 12, BACS	-24,734.20		1,000.00
28-Mar-2024	EBP	PROPER JOB SUPERST, PROPER JOB SUPERST, FP 28/03/24 40, 38024732486857000N	-4.00		25,734.20
28-Mar-2024	EBP	BURNHAM & HIGHBRID, BURNHAM COMMUNITY, FP 28/03/24 40, 48024752054145000N	-22.00		25,738.20
28-Mar-2024	EBP	SCREWFIX DIRECT LI, SCREWFIX, FP 28/03/24 40, 20024740067066000N	-34.99		25,760.20
28-Mar-2024	EBP	IRIS PAYROLL, IRIS PAYROLL, FP 28/03/24 40, 61024816928390000N	-135.13		25,795.19
28-Mar-2024	EBP	SPANSEC SECURITY, SPANSEC SECURITY, FP 28/03/24 40, 44024719948791000N	-586.91		25,930.32
28-Mar-2024	EBP	TELESHORE UK LTD, TELESHORE UK LTD, FP 28/03/24 40, 60024720018691000N	-48.00		26,517.23
28-Mar-2024	EBP	AVALON PROMOTIONS, AVALON PROMOTIONS, FP 28/03/24 40, 20024734321872000N	-780.00		26,565.23
28-Mar-2024	EBP	BUSINESS WASTE LTD, BUSINESS WASTE, FP 28/03/24 40, 41024726743659000N	-13.20		27,345.23
28-Mar-2024	EBP	SOMERSET COUNCIL, SOMERSET COUNTY CO, FP 28/03/24 40, 35024708516435000N	-83.62		27,358.43
28-Mar-2024	EBP	ESSEX COUNTY COUNC, ESSEX CC, FP 28/03/24 40, 42024751076272000N	-12.00		27,442.05
28-Mar-2024	EBP	AMAZON PAYMENTS UK, AMAZON PAYMENTS UK, FP 28/03/24 40, 64024744745359000N	-9.83		27,454.05
28-Mar-2024	EBP	ROBERTS MRS C, DUSICAKE, FP 28/03/24 40, 12024733043792000N	-280.00		27,463.88
28-Mar-2024	EBP	V JONES, V JONES, FP 28/03/24 40, 27024745374273000N	-60.00		27,743.88
28-Mar-2024	EBP	AVALON PROMOTIONS, AVALON PROMOTIONS, FP 28/03/24 40, 02024753541999000N	-780.00		27,803.88
28-Mar-2024	EBP	BUSINESS WASTE LTD, BUSINESS WASTE, FP 28/03/24 40, 57024715665923000N	-1.77		28,583.88
28-Mar-2024	EBP	ARJ FIRE SAFETY LI, ARJ FIRE SAFETY, FP 28/03/24 40, 26024733215224000N	-300.00		28,585.65

28-Mar-2024	EBP	BRIDGWATER MOWERS, BRIDGWATER MOWERS, FP 28/03/24 40, 08024715538058000N	-359.00		28,885.65
28-Mar-2024	EBP	BRIDGWATER MOWERS, BRIDGWATER MOWERS, FP 28/03/24 40, 52024726944102000N	-790.00		29,244.65
28-Mar-2024	EBP	PURNELLS SECRETERI, PURNELLS, FP 28/03/24 40, 64024726371473000N	-528.40		30,034.65
28-Mar-2024	EBP	AMAZON PAYMENTS UK, AMAZON PAYMENTS UK, FP 28/03/24 40, 64024720241007000N	-10.49		30,563.05
28-Mar-2024	EBP	BRIDGE SOLUTIONS U, EXCALIBUR, FP 28/03/24 40, 23024726591758000N	-287.88		30,573.54
28-Mar-2024	EBP	MICROSHADE BUS CON, MICROSHADE, FP 28/03/24 40, 02024751311897000N	-1,121.41		30,861.42
28-Mar-2024	EBP	HANDLE WITH CARE P, HANDLE WITH CARE, FP 28/03/24 40, 11024708911575000N	-1,525.39		31,982.83
28-Mar-2024	EBP	SOMERSET COUNCIL, SOMERSET COUNTY CO, FP 28/03/24 40, 19024729891160000N	-6,875.00		33,508.22
28-Mar-2024	EBP	BRIDGWATER MOWERS, BRIDGWATER MOWERS, FP 28/03/24 40, 48024748425935000N	-214.52		40,383.22
28-Mar-2024	EBP	KATHERINE NOBLE, KATHERINE NOBLE, FP 28/03/24 40, 04024742159429000N	-28.60		40,597.74
28-Mar-2024	EBP	M J CHURCH PLANT, MJ CHURCH WASTE CE, FP 28/03/24 40, 16024745055978000N	-24.89		40,626.34
28-Mar-2024	EBP	M J CHURCH PLANT, MJ CHURCH WASTE CE, FP 28/03/24 40, 60024745761735000N	-24.89		40,651.23
28-Mar-2024	EBP	M J CHURCH PLANT, MJ CHURCH WASTE CE, FP 28/03/24 40, 32024753883609000N	-24.89		40,676.12
28-Mar-2024	EBP	J&R FOOD SERVICE L, JR FOOD SERVICE L, FP 28/03/24 40, 09024715911392000N	-507.99		40,701.01
28-Mar-2024	EBP	SCC PENSION FUND, SCC PENSION FUND, FP 28/03/24 40, 52024733700238000N	-8,299.61		41,209.00
28-Mar-2024	CHG	01MAR A/C 56092431	-30.54		49,508.61
28-Mar-2024		FROM 54374901		48,469.15	49,539.15
28-Mar-2024	BAC	HOCKING SANDRA, ALL 16A&B, FP 28/03/24 1414, FP24088O08047436		70.00	1,070.00
		Opening balance			1,000.00
			Totals	-48,539.15	48,539.15

Burnham-On-Sea and Highbridge Town Council Risk Management Policy

To be reviewed quarterly

Adopted on 13th March 2023. Reviewed January 2024

Burnham-on-Sea and Highbridge Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses.

The Town Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable the Town Council to assess the risks that it faces and to implement adequate steps to minimise them.

SUBJECT	RISK(S) IDENTIFIED	LEVEL H/M/L	MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS/REVISE
FINANCE				
Budget & Precept	Adequacy of precept in order for the Council to carry out its statutory duties	L	The Council receives monthly budget reports. Each Committee produces a DRAFT budget, which is considered by the Finance & Resources Committee before a recommendation final Draft budget is presented to Full Council for review and consideration. The report includes actual and projected position to the end of the year and indicative figures or costings obtained by the RFO. The Precept is derived directly from this information and is considered and approved by Full Council and the request submitted to the Somerset Council within the specified deadline.	Existing procedures adequate.

Financial controls and records	Inadequate records	L	<p>The Council has Financial Regulations which sets out the requirements and is reviewed on an annual basis.</p> <p>Rialtas financial software is used to prepare accounts and Council subscribes to the support services.</p> <p>An order spreadsheet is completed and authorised by a manager.</p> <p>Invoices are checked before being passed to the RFO for payment. Goods received and internal authorisation procedures reviewed in 2023 and increased control introduced from January 2024. Debtors & Creditors reviewed in 2023 and increased control introduced from January 2024.</p> <p>All payments are reviewed at a Finance & Resources Committee or Full Council and minuted for transparency.</p> <p>Ticketsolve is used for issuing tickets and taking payments at the Princess Theatre.</p>	Existing procedures adequate. Pre-payment card services have been reviewed, application for Government Procurement card reviewed and approved by F&R 05/02/24. Application in process.
Banking	Inadequate checks	L	<p>Online bank payments are authorised by two Councillors. Councillors receive sight of invoices/documentation to check before authorising.</p> <p>Accounts are internally checked by at least two Councillors on a quarterly basis. Annual internal and external audits.</p> <p>The Council has Financial Regulations which set out banking requirements.</p> <p>Any cash is held in a locked safe.</p> <p>Cash is banked regularly. However, the Post office no longer accepts denominations smaller of a £1 that is not</p>	Existing procedures adequate

			<p>a full money bag. Anything less than a full bag is kept in a locked safe and banked as soon as practical.</p> <p>Cheque receipts are banked at least fortnightly.</p> <p>Accounts are reconciled on a monthly basis and recorded. Earmarked reserves are accounted for separately.</p>	
Investment of Council Funds	Investment Policy	H	<p>Council funds currently held between 1 x bank and 1 x building society. Funds exceed recommended threshold.</p>	<p>Risk Management Policy reviewed and approved F&R 23/01/24. Statement of Internal Control reviewed and approved F&R 05/02/24. Annual Investment Strategy reviewed and approved F&R 05/02/24. Investment options report produced for F&R 18/03/24. Investment decisions for 24/25 decided 18/03/24.</p>
Receipt and payment of grants	<p>Monies ringfenced and accurately managed</p> <p>Power to pay and authorisation of Council to pay</p>	<p>L</p> <p>L</p>	<p>The Town Council does not presently receive any regular grants. Any transactions from a grant received are itemised separately.</p> <p>All grant requests are made following the Grants Awards Policy & Procedure and a specific application form. Grant monitoring forms completed and reviewed.</p> <p>All such expenditure goes to the Finance & Resources Committee process of approval, it is minuted and listed accordingly under the S137 expenditure heading.</p>	<p>Existing procedures adequate</p>

Salaries and associated costs	Salary paid incorrectly Unpaid Tax and Pension payments	L L	Financial controls in place to pay staff salaries agreed in line with NALC pay scales. Iris Payroll Services, an external company, is used for payroll services and the Council subscribes to support services. BACS payments for PAYE & Pensions made monthly. Internal check carried out by 2 Councillors on a quarterly basis. Annual internal and external audits.	Existing procedures adequate.
VAT	Reclaiming	L	VAT claims are completed electronically on HMRC website and acknowledgement printed and kept in office. Internally reviewed by at least 2 Councillors on quarterly basis. Rialtas financial software produces VAT reports. Financial Regulations set out the requirements. Annual internal and external audits.	Existing procedures adequate.

Employees	Fraud by staff	L	Insurance in place. Cash is kept in a locked safe. All payments require two Councillor signatures. All orders are authorised a manager. Division of monetary responsibilities.	Existing procedures adequate.
Best value accountability	Work awarded incorrectly	L	Town Council practice is to seek, if possible, three quotations for any substantial work undertaken.	Existing procedures adequate.
	Overspend on services	L	For major work, competitive tenders would be sought in line with the rules for contracts in Standing Orders and Financial Regulations. If problems encountered with contract, the Clerk would investigate the situation and report to the Council.	
Loans	High interest rates and non recognised lenders	L	Full Council to approve any loans. Loans to be taken out via PWLB and two signatures required.	Existing procedure adequate.
Annual Return	Not submitted within time limits	L	Rialtas are contracted to complete the end of year close down and complete the AGAR. Internal Auditors complete reviews throughout the year and sign off AGAR Agenda item on Full Council agenda for completing and signing by the Council and then checked and sent to External Auditor within time frame.	Existing procedure adequate.

			Council could ask for an extension to the deadline.	
Election	Mid-term election costs	M	Some monies are earmarked if a mid-term election is called. Measures cannot be adopted to minimise risk of a contested election.	Ensure monies are earmarked for elections costs when setting budget.
ADMINISTRATION & LIABILITY				
Legal Powers	Illegal activity or payments	L	The Town Council has adopted the General Power of Competence. Committees have power of expenditure, within their remit. Advice to be sought when required.	Existing procedure adequate.
Minutes/ Agendas/ Statutory documents	Accuracy and legality Non compliances with statutory requirements	L L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at the next meetings. Agendas displayed according to legal requirements. Business conducted at meetings should be managed by the Chair.	Existing procedures adequate. Members adhere to Code of Conduct and Member/Officers Relations Policy and undertake adequate training.
Public Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Tree survey carried out in 2021 and reviewed in 2023. A maintenance programme is in place.	Existing procedures adequate.

			Risk assessments carried out on individual events e.g. Fireworks display. All third party users of Council facilities have to complete a booking form. Health and safety services provided by Worknest.	
Legal liability	Legal liability as consequence of asset ownership	H	Checks undertaken on buildings on a weekly basis. Insurance in place and new equipment added ad hoc. Adequate Cemetery Rules in place. Yearly memorial inspections carried out. Health and safety services provided by Worknest.	Existing procedures adequate.
Employer Liability	Non-compliance with Employment Law	L	Membership of various national and regional bodies including South West Councils. Town Clerk and Deputy Clerk are members of SLCC and the Council is a member of SALC. Policies in place. Employer's Liability insurance in place. Health and safety services provided by Worknest.	Existing procedures adequate.
Employer Liability	Safety of staff and visitors	M/H	Employees are provided adequate direction and safety equipment needed to undertake their roles. Staff training undertaken as required and appraisals undertaken annually. Health and safety services provided by Worknest. Risk assessments carried out. Staff issued with mobile phones as	Existing procedures adequate.

			required.	
Freedom of Information	Policy provision	L	The Council has a Model Publication Scheme and Freedom of Information Policy in place. The Town Council can request a fee for substantial requests.	Monitor and report any impacts made under FOI.
Data Protection	Mis-use of information	L	Town Council is registered with the Information Commissioner and renewed annually. Policies in place.	Ensure annual renewal of registration.
Council records - paper	Loss through theft, fire, damage	L/M	Historical minutes have been deposited at Somerset Archives. Burial records are stored in a fire proof safe. All records from Mid 2016 are electronic. All other records are stored in the Council office. Filing system is currently being updated. Land and buildings registered with Land Registry.	Damage or theft is unlikely and so provision is adequate. Review of data to be held annually and deposited at archive when appropriate.
Council records - electronic	Loss through theft, fire, damage, corruption	L/M	The Town Council's electronic records are stored on a cloud basis system. IT plan is in place for support services. Off-site daily back-up. Anti-virus protection annually renewed and installed by IT support services.	Existing procedures adequate.

Members Interests	Registers of Interests	M	Councillors have a legal duty to complete a form for the Register of Members Interests and keep it up to date within 28 days of any changes and to withdraw from a meeting in the event of a pecuniary interest. Declaration of Interests is an agenda item for all meetings.	Existing procedures adequate. Members have a personal responsibility to declare interests and update their register entries.
ASSETS				
Asset register	Asset register incomplete	L	An asset register is updated as required.	Existing procedures adequate. Asset register reviewed and approved F&R 18/03/24.
Buildings	Loss or damage	M	Buildings currently maintained on an ad hoc basis.	Existing procedures adequate.
Buildings	Maintenance of buildings etc	M	Buildings currently maintained on an ad hoc basis.	Existing procedures adequate.
Other assets e.g. dog bins, bus shelters	Loss or damage	L	Contract in place with Somerset Council for dog bins to be regularly emptied and checked. Street furniture maintained in-house. Insurance in place.	Existing procedures adequate.

Vehicles	<p>Unable to use due to fire, theft, accident.</p> <p>Third party liability</p>	<p>L/M</p> <p>L/M</p>	<p>One vehicle owned by the Council. Comprehensive vehicle insurance in place.</p> <p>Driver training to be undertaken on all new vehicles. Vehicle inspected in morning before vehicle driven.</p> <p>Vehicle stored in secure car park.</p>	Existing procedures adequate.
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Report for councillors: Floral Displays

**Issued to: Finance and Resources Committee
Meeting – 29/04/2024**

Purpose of Report

To advise members of changes to the floral displays in the towns and to request expenditure.

Background

Somerset Council have confirmed they will not be undertaking any further planting or maintenance of any floral displays this year.

The Town Council have already agreed to fund the planting of the seven flowerbeds on the Esplanade, which will be maintained by the Growing Group. The Growing Group are unable to water flowerbeds as they do not have the equipment.

The Town Council has now been advised that Somerset Council are unable to provide the service for planting, installing and watering the hanging baskets and towers, even if the Town Council paid for this service, due to the nurseries being closed and staff shortages.

An order has been placed with a nursery for 34 hanging baskets, which will be delivered in early June. The Town Rangers will be installing the baskets, but the Council does not have the staff availability or equipment for watering any floral displays.

Due to the deadline for placing the order for the flowers being the 15th April, the Town Clerk in consultation with the Mayor, Deputy Mayor and Chair of the Finance and Resources Committee, made the decision not to place an order for the towers due to the cost being £12,285 (planting, installation and watering), which significantly exceeds the allocated budget.

Going forward, we would like to look into the option of sponsorship of the hanging baskets/flowerbeds.

Financial Implications

The Council's budget for floral displays for this year is £4,400.

The cost for the purchase of the hanging baskets and watering during June and September is £1,880.



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

The quotation for watering the flowerbeds for the summer season is £2,820.

A contingency of £700 is required if additional watering (including hanging baskets) is required.

Recommendation

That the Finance and Resources Committee allocate the remaining floral displays budget for the watering of the Esplanade flowerbeds and the Committee agree to exceed the budget by up to £1,000.

That the Committee approves exploring the option for sponsorship of floral displays, subject to agreeing the terms and prices.

Membership Subscription for the Rural Market Town Group

Recent Achievements

We've enjoyed another year of great success over the past 12 months building the Market Town Group still further. Please check out the [RSN Achievements card](#) and [RSN in the news](#) to learn more.

Over the coming months we will continue to build on these achievements to provide you with the following specific benefits:-

Membership Benefits

- Providing a weekly Rural Bulletin direct to your inbox which includes key rural news stories and commentary.
- Providing a monthly Funding Digest and Government Consultations publication direct to your inbox which sets out a range of grant opportunities that may be of interest to your community, along with relevant rural consultations the Government is holding.
- Providing a Rural Market Town Group newsletter six times a year which focuses on key issues for market towns, useful good practice examples, subjects covered include rural net zero, affordable housing, transport and broadband connectivity.
- Providing an Area Profile setting out key statistics in relation to your rural area and town. This will help to establish the overall picture of your local area and your town to help you plan services and give context to your local issues.
- Providing updates at meetings about the RSN Fair Funding campaign and the implications for rural service delivery and the impact on Parish and Town Councils.
- Eight Free Rural Seminars for Members of your Council each year together with also discounted access for them to the Annual National Rural Conference held each September.

It remains vital that rural areas and rural towns have a strong voice to ensure that Government policy and decision making fully takes into account the specific needs and characteristics of those rural areas and rural towns .

We must work together to ensure that rural areas have a strong voice to campaign for a fairer funding deal for rural public services, taking into account the extra costs of delivering services to rural communities.

We are the only national champion for rural services and we appreciate your support on behalf of your communities.

Cost of Membership for 1 year is £137 + VAT



Grant application summary

Name of organisation: CADS

Category: Not for profit organisation that benefits community

Amount of funding previously awarded since 2014:

Total number of applications: 6

Type of funding requested: Revenue grant

Total cost of project: £12135

Amount requested: £2500

Total number of residents estimated to benefit from the grant: Potentially whole community-limited by size of Manor Gardens

Grant application detail

Type of organisation:

Please provide charity number, Company registration number or details if other:

Not for profit organisation that benefits community

What is the current membership

Adults: 4

Children: 0

Please list any Burnham-on-Sea and Highbridge Town Councillors associated with your group: Cllr Murphy

What are the main activities of your organisation? Include what type of group you are e.g. residents group, youth group, etc. and explain what your organisation does and its aims:

CADS is not for profit organisation run solely for the benefit of the Community. Its aims are as follows:

To increase the quality of local life through exposure to cultural opportunities/activities

To enhance the quality of events available to the community as part of the local calendar

To enable community members across all age ranges, ethnicity, genders and those with disabilities to engage with and experience a range of cultural and artistic activities



Type of grant: Revenue grant

Please include: Why you need funding to support your community project? Briefly describe the project or purpose for which you require a grant. How will it benefit the community or residents of Burnham and Highbridge? Is it for the benefit of your members, or the wider community? Is it aimed at a particular group within the community?:

CADS are planning to hold 3 free to enter music performance events in Manor Gardens (5 May, 9 June and 7 July)
They are open to all residents and visitors

Who will benefit from the project?

Everybody who wants to come along

If you have selected Others please specify

How many people from Burnham-on-Sea and Highbridge will directly benefit from your project?:

Potentially the whole community although capacity is naturally limited by the size of Manor Gardens

How will they benefit?:.

As shown in CADS aims and objectives outlined above and in our constitution.

How will you measure the success of your project? For example: footfall (how will you measure), positive press coverage (we may expect to see copies), delivered on time, on budget, increase in membership numbers, etc:

We hope to monitor footfall by using a “clicker”.

We will supply copies of positive press coverage after the events

When do you intend to start and finish your project? Please note: we will not be able to fund projects that have already started or completed before the application has been considered.:

5 May 2024 to 7 July 2024



Item description:

Total project cost: £12135

How much money are you requesting: £2500

No other funding applied for: none

How do you intend to raise the remaining project cost required to complete the project? (proof of this funding will be required before a grant is paid):

We intend to raise the remaining costs using our reserves (currently £2375), plus profits from bar sales, raffle and donations from stall holders (refreshments, craft stalls etc).

Most recent approved accounts summary

Opening balance:

£874.99

Total income:

£11884.98

Total expenditure:

£10385.43

Closing balance:

£2374.54

Date of accounts: 14 December 2023