

Minutes of a meeting of the Finance and Resources Committee held on 29th April 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, A. Elrick, M. Facey, R. Keen, S. Perry, C. Searing, B. Vickers

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

Public Participation – There were no representations made. It was agreed that the representative from CADs would answer any questions when the grant application is discussed.

161.0.F24 To receive apologies for absence

Apologies were received from Councillors Matthews and Metcalfe.

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

There were no declarations of interests.

163.0.F24 To receive and approve the minutes of the Finance and Resources Committee meeting held on 18th March 2024

The minutes of the previous meeting of the Finance and Resources Committee, held on 18th March 2024, were presented by the Chairman.

Resolved that the minutes of the meeting held on 18th March 2024 were approved as an accurate record and signed by the Chairman.

164.0.F24 Matters arising from previous minutes

A query regarding grants would be covered later in the agenda.

A question was raised if the investments had now been completed, it was confirmed that the investments will be made once the precept had been received.

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

No meetings had taken place.

166.0.F24 Chairman's report

Items would be covered during the meeting.



167.0.F24 To receive the list of payments up to 17th April 2024

A query was raised regarding the purchase of a television. It was confirmed this was for the Highbridge Community Centre for a new media suit and was purchased with the CIL monies that were expiring.

The list of payments attached to these minutes were noted.

168.0.F24 To approve the bank reconciliation for March 2024

A query raised regarding the interest was answered by the RFO.

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

169.0.F24 To review the Risk Management Policy

The RFO had highlighted some amendments on the circulated report.

The Chairman stated that agreements are being put in place for services provided by Somerset Council and the delivery of services will need to be monitored.

Resolved that the updated policy is approved.

170.0.F24 To consider the floral displays report

The Chairman gave some background information and an overview of the report.

A list of the flowerbeds that are not being planted by Somerset Council was requested.

The Growing Group are a small number of volunteers who will be planting the flowerbeds on the Esplanade and are also working with Burnham and Highbridge in Bloom to plant the two flowerbeds by the Highbridge Community Centre.

Due to the late notification of the cancellation of the service, the Town Council is limited on what it can do. Management of floral displays will be considered going forward.

Resolved that the Committee ratified the decision to purchase the hanging baskets and watering of them at a cost of £1,880. The Committee approve the allocation of remaining floral displays budget for the watering of the flowerbeds on the Esplanade and agree to exceed the budget by up to £1,000.

Resolved that the exploring the option for sponsorship of floral displays is approved.



171.0.F24 To consider renewal of the Rural Market Town Group subscription
Resolved that the subscription is not renewed.

172.0.F24 To receive the grants update from 2023/24 budget allocation

The RFO confirmed that all grant monitoring forms due had now been received. Three grant monitoring forms are due back at the end of September.

£2,003 of unspent grant funds had been returned, so the grant allocation total for 23/24 was £30,328.

Six applications have been received for the current grant application round.

Councillors requested that the grant applications deadline be re-advertised.

173.0.F24 To consider grant application from GADS for £2,500 towards costs for music in the Park events to be held in May, June and July 2024

It was noted that the agreed maximum grant allocation this year would be £2,000.

Resolved that a grant allocation of £2,000 is awarded.

(One member of the public left the meeting at this juncture)

174.0.F24 To receive verbal update regarding Health and Safety

The Town Clerk advised the Committee that Worknest had carried out a health and safety inspection on 4th March 2024 and the reports had now been received. Full copies of the reports are available for Councillors on the portal.

The general council report had a score rating of 99% which gives an overall risk rating of trivial. There were five items to be addressed, two have been complete and the remainder are due to be completed by 31st August 2024.

The Princess Theatre scored a risk rating of 91%, which is an overall risk rating of tolerable. Twenty eight items are to be addressed, none with immediate action.

There had been a significant improvement on the scores, which had been achieved by the hard work of the Deputy Clerk.

The Committee thanked the Deputy Clerk.

(Councillor Baker left the meeting at this juncture)

175.0.F24 Date of next meeting

The next meeting of the Finance and Resources Committee will be held on 3rd June 2024 at 7 pm.



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

176.0.F24 Resolved to exclude members of the press and public as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies (Admission to Meetings) Act 1960.

177.0.F24 To make a decision regarding allotment tenancy issue

The Town Clerk gave some background information regarding the historic issue.

Resolved that the current tenancy agreement for Plot 9A can continue at the Highbridge Allotments.

Signed by chair.....

date.....

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