

**Minutes of a meeting of the Finance and Governance Committee
held on 3rd June 2024 in the Council Chamber, The Old Courthouse,
Jaycroft Road, Burnham-on-Sea at 7 pm**

Present: Councillors G. Gudka (Chair), P. Clayton, M. Facey, R. Keen, A. Matthews, C. Searing, B. Vickers

In attendance: K. Noble (Town Clerk), N. Brookes (RFO) and 23 members of the public.

Public Participation:

There were no representations made.

Representatives from organisations applying for grants, would be given the opportunity to answer questions when the applications are discussed.

178.0.F24 To receive apologies for absence

Apologies were received from Councillor Murphy.

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

Councillor Keen declared an interest in item 184.18, the grant application for the Morland Hub by virtue of being a Trustee.

Councillor Matthews declared an interest in item 184.22, the grant application for the Sea Cadets due to being the council's appointed representative for the Sea Cadets.

180.0.F24 To receive and approve the minutes of the Finance and Resources Committee meeting held on 29th April 2024

The minutes of the previous meeting of the Finance and Resources Committee, held on 29th April 2024, were presented by the Chairman.

Resolved that the minutes of the meeting held on 29th April 2024 were approved as an accurate record and signed by the Chairman.

181.0.F24 Matters arising from previous minutes

There were no matters arising.

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

No meetings have taken place.

183.0.F24 Chairman's report

Councillors Gudka and Facey had undertaken the fourth quarterly check and there were no issues of concern.

Signed by Chair.....

date.....



184.0.F24 To consider grant applications

The available grant budget is £30,000. The grants policy sets a maximum allocation of £2,000 per organisation. It is possible that some of the monies could be allocated from the CIL Funds.

The Committee welcomed new applications.

184.1 1st Highbridge Rainbows - £300

Resolved that the grant request for £300 towards the purchase of badge books, badges and trips is approved.

184.2 2nd Highbridge Brownies - £300

Resolved that the grant request for £300 towards the purchase of badge books, badges and trips is approved.

184.3 1st Burnham Scout Troop - £750

Resolved that the grant request for £750 towards a week's camping trip in August 2024 is approved.

184.4 BEES - £3,000

Resolved that £2,000 is awarded towards costumes, props, sound and lighting for the Matilda and Little Mermaid productions in July and November 2024. The grant cannot be used for paying the theatre hire costs.

184.5 BOS Fest - £2,500

Resolved that £2,000 is awarded towards event costs.

184.6 Burnham & District in Bloom - £1,000

Resolved that the grant request for £1,000 for the purchase of sustainable plants for the flower beds outside B&M and May's Café is approved.

184.7 Burnham Heritage Group - £1,000

Resolved that the grant request for £1,000 towards leaflets is approved.

184.8 Children's Air Ambulance - £250

Resolved that the grant request for £250 towards helicopter service provision is approved.

184.9 Go Socialise - £300

Resolved that the request for £300 to purchase games, art materials and refreshments and to go towards room hire is approved.



184.10 Highbridge Youth Arts - £2,000

A representative answered several questions raised by the Councillors.

Resolved that £1,000 is awarded towards studio hire.

184.11 In Charley's Memory - £1,590

A query was raised regarding The Zone's grant from last year and it was confirmed that any unspent monies were returned to the Council.

Resolved that the grant request of £1,590 towards activities is approved.

184.12 Southwell House & Gardens - £2,000

Resolved that a recommendation is made to Town Council to release £2,000 CIL funds for the purchase of furniture.

184.13 St John's Church - £2,000

Resolved that a recommendation is made to Town Council to release £2,000 CIL funds towards preparatory drawings and survey for the Ark Project.

184.14 Burnham-on-Sea Swimming Club - £2,170

A representative answered questions raised by the Councillors.

Resolved that £2,000 is awarded towards swimming classes.

184.15 1st Huntspill & Highbridge Scout Troop - £900

Resolved that the request for £900 for the purchase of bell tents is approved.

184.16 Berrow Primary School - £2000

A representative from the School Governors answered several questions raised by Councillors.

It was agreed to defer this grant request until September, where further information requested can be provided.

(Four members of the public left the meeting at this juncture)

184.17 Hard Knox School of Boxing - £879.98

Resolved that the request for £879.98 for the purchase of equipment is approved.



184.18 Morland Hub - £1,000

(Councillor Keen left the meeting during the consideration of this grant)

A representative explained the urgency of the funding request.

Resolved that a recommendation is made to Town Council to release £1,000 CIL funds for a bat survey. If this is not approved, the funding would be made from the grant budget.

(Councillor Keen re-joined the meeting at this juncture)

184.19 HBOS Carnival Club - £3,000

(Five members of the public left the meeting at this juncture)

Resolved that £1,500 is awarded towards the event costs.

184.20 Hillview Junior Carnival Club - £2,000

Resolved that the grant request for £2,000 towards the carnival cart costs is approved.

184.21 Burnham & Highbridge Brass Band - £875

Resolved that the grant request for £875 for waterproof jackets is approved.

184.22 Burnham-on-Sea & Highbridge Sea Cadets - £1,500

(Councillor Matthews left the meeting during the consideration of this grant)

Resolved that the request for £1,500 towards a bike trailer is approved.

(Councillor Matthews re-joined the meeting at this juncture)

184.23 Weston Hospice Care - £1,575

This application had been withdrawn.

184.24 Burnham United Football Club - £1,630

Resolved that a recommendation is made to Town Council to release £1,630 CIL funds for refurbishment of the club house. If this is not approved, the funding would be made from the grant budget.

184.25 Somerset Youth Theatre - £2,000

Some concerns were raised regarding the request for running costs. Representatives had already left the meeting.



It was agreed to defer this grant request until September, where detailed costings and further information can be provided.

184.26 BARB - £500

Resolved that the request for £500 for the hire of a PA system for an Emergency Services Day event is approved.

(Eleven members of the public left the meeting at this juncture)

185.0.F24 To receive the list of payments up to 22nd May 2024

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

186.0.F24 To note the income and expenditure and earmarked reserves reports up to 30th April 2024

A query was raised regarding earmarked reserves movements and it was confirmed these were at year end.

The reports were noted.

187.0.F24 To approve the bank reconciliation for April 2024

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

188.0.F24 To note end of year accounts

The accounts were noted and no queries raised.

189.0.F24 To receive the Responsible Finance Officer's verbal update

The Council had recently been picked for a random VAT spot check, which was successfully completed.

All councillors need to complete the forms for the government procurement card application to proceed.

A CIL contribution was received in May - £4,375 for Burnham-on-Sea and £62,385 for Highbridge.

190.0.F24 To appoint signatories for Investment Application CCLA Public Sector Deposit Fund

The RFO gave an overview of the report and confirmed that £1,000,000 would be invested.

Resolved that the appointed signatories are the Town Clerk, the RFO and Councillors Gudka and Keen. The RFO will also be the appointed administrator for the account. Councillor Matthews will certify the bank statements.



191.0.F24 To consider year end internal audit report 2023/24 for recommendations to Council

It was noted that significant improvements had been made to the process and officers were thanked.

Resolved to recommend the report to Council and report to Council that the Finance and Governance Committee will review progress of the contracts list as a standing agenda item.

192.0.F24 To appoint Internal Auditor for 2024/25

Resolved that Hillside Business Services are appointed to undertake the 2024/25 internal audit.

193.0.F24 To appoint 2 members to undertake quarterly internal checks for 2024/25

Resolved that Councillors Facey and Vickers are appointed to undertake the 2024/25 internal checks. Councillors Gudka and Matthews will help with the transition.

194.0.F24 To consider gas and electricity quotations and award contract for Council buildings

A lengthy discussion took place regarding the quotes and the inadequate information provided by the broker. Feedback will be given to NALC. Concerns were raised regarding the green energy data. Due to the current contract ending, it was agreed to look at the options in financial terms. Some concerns were also raised regarding Utilita.

Resolved that a 12 month electricity contract is awarded to Utilita.

Resolved that a 12 month gas contract is awarded to Crown Gas & Power.

195.0.F24 To consider the Highbridge Regeneration Working Group's request to hire Highbridge Community Hall for consultation events

The Group would like to consult with businesses, but the events will now be held after the election.

Resolved that a maximum of £120 is allocated from the room hires budget for consultation events to take place.

196.0.F24 Date of next meeting

The next meeting of the Finance and Governance Committee will be held on 15th July 2024 at 7 pm.

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
06/03/2024	Elancity	SAJ-UK/2024/01584	3 x batteries & charger SIDS	£335.70	£67.14	£402.84
01/04/2024	Axe Brue Drainage Board	10-0031-5	Agricultural drainage rates			£12.33
30/04/2024	Sedgemoor Community Partnership	INV-0473	Hall hire - April 2024			£30.00
30/04/2024	Cavan Ellis		Apr-24 2 x arts sales			£68.40
03/05/2024	Bravo		819 SENNHEISER Wireless Receiver - G3 hire	£347.49	£69.49	£416.98
07/05/2024	Otis	24027444-U4	equipment fault - lift - PT	£265.97	£53.19	£319.16
07/05/2024	Proper Job	Z0009T02-516788	dust pan & brush, expanding foam	£4.99	£1.00	£5.99
07/05/2024	The Priory Learning Trust		1076 Sister Act - show settlement			£6,250.61
07/05/2024	Toolstation	XWW644437401	PPE & fire sign	£129.12	£2.83	£131.95
08/05/2024	Microshade		19301 IT Services	£926.16	£185.23	£1,111.39
08/05/2024	Proper Job	Z0009T02-516908	glue & Rackbolt key	£4.15	£0.83	£4.98
09/05/2024	Amazon	1TYC-XTT9-7F7K	4 x banners			£84.00
09/05/2024	Highspeed Training	INV_2199494	Manual Handling & H&S training x 1	£56.00	£11.20	£67.20
13/05/2024	Premier Trophies	SI24702	Mayor badge engraved	£8.33	£1.67	£10.00
13/05/2024	The Starlight Dance Group Ltd		9000056 Art Attack - show settlement			£3,637.17
13/05/2024	TWC		98 window cleaning - Princess			£28.50
14/05/2024	Hillside Business Services		151 year end audit			£374.00
14/05/2024	Toolstation	XWW651615265	staple gun & staples	£21.19	£4.24	£25.43
15/05/2024	J&R Food Service		116922 icecreams & water - Princess	£447.00	£89.40	£536.40
15/05/2024	LP Creatives Ltd		529 The Post Office scandal - show settlement			£1,939.59
16/05/2024	Toolstation	XWW653621864	stanley knife & first aid kit	£23.86	£4.77	£28.63
17/05/2024	PPL PRS	01733195SIN2718925	Music licence fee - PT	£646.76	£129.36	£776.12
17/05/2024	Yandle & Sons		9290 hardwood slats to repair Highbridge bench	£107.77	£21.55	£129.32
17/05/2024	Bravo		833 technician - May 2024	£1,376.00	£275.20	£1,651.20
17/05/2024	PPL PRS	01733196SIN2720748	PRS Jan - Apr 2024	£386.62	£77.32	£463.94
18/05/2024	Mynett Electrical		127651 Emergency lighting test	£72.00	£14.40	£86.40
19/05/2024	Bravo		835 RCF718AS Subwoofer hire	£33.32	£6.66	£39.98
20/05/2024	Amazon	GB4KN5QABEY	work backpack	£16.38	£3.28	£19.66
21/05/2024	Les Locksmith & Building Services Ltd	21.05.24	Fire door & new lock reception			£180.00
22/05/2024	Burnham Waste		65395 skip hire - Cemeteries	£237.50	£47.50	£285.00

22/05/2024 Bridgwater Mowers	093487	Mower for BOS Cemetery	£658.33	£131.67	£790.00
Somerset Council		May-24 pension payment			£8,308.84
Macbeth Funeral Services		refund overpayment			£220.00
					<u>£28,436.01</u>