



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

18th June 2024

To: All Members of the Town Council

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **TOWN COUNCIL** to be held on **25th June 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

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 Burnham and Highbridge Town Council

Councillor R. Baker
Councillor P. Clayton
Councillor M. Facey
Councillor G. Gudka
Councillor R. Keen (Deputy Mayor)
Councillor B. Metcalfe
Councillor M. Murphy
Councillor C. Searing
Councillor P. Wynn

Councillor S. Barber
Councillor A. Elrick
Councillor J. Flurry
Councillor A. Hendry
Councillor A. Matthews
Councillor L. Millard
Councillor S. Perry (Mayor)
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.

Town Council Committee Meeting Agenda

25th June 2024

- 287.0.T24 Apologies for absence**
- 288.0.T24 To receive any declarations of interest on items included on this agenda**
- 289.0.T24 Better BOS presentation**
- 290.0.T24 To receive and approve the minutes of the Town Council meeting held on 13th May 2024**
- 291.0.T24 Matters arising from previous minutes**
- 292.0.T24 To receive and approve the minutes of the final Princess Committee meeting held on 4th April 2024**
- 293.0.T24 To receive the Mayors report**
- 294.0.T24 To receive report from the Police**
- 295.0.T24 To receive any reports from Somerset Councillors**
- 296.0.T24 To receive minutes of previous committee meetings**
Draft minutes have been circulated by email & added to the website
Planning Committee 15th May and 5th June
Assets & Amenities Committee 28th May
Finance & Governance Committee 3rd June
- 297.0.T24 To receive list of payments up to 12th June 2024**
- 298.0.T24 To receive Town Council Accounts for month of May 2024**
- 299.0.T24 To approve the bank reconciliation for May 2024**
- 300.0.T24 To agree release of earmarked reserves**
- 301.0.T24 To approve list of Direct Debit/BACS/Standing Orders payees for the year**



- 302.0.T24 To receive reports from town councillor representatives appointed to outside bodies**
- 303.0.T24 To receive Working Group update reports**
- Climate and Ecology
 - Highbridge Regeneration
 - Homelessness
- 304.0.T24 To consider response to correspondence/consultations received**
- 304.1 To consider supporting The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill
- 304.2 To consider recommendation from the Planning Committee to the government consultation on Alcohol in Licenced Pavement Areas
- 304.3 To consider a request from Marie Curie Charity to allow collection at the fireworks event
- 305.0T24 To receive Internal Audit year end report for 2023-24**
- 306.0.T24 To be advised of the conclusion of audit relating the objection to 2022/23 AGAR and to undertake action to revisit the 2024/25 forecast**
- 307.0.T24 To approve the Annual Governance Statement (s.1 of the Annual Governance and Accountability Return for 2023/24)**
- 308.0.T24 To approve the Annual Accounting Statement for the year ending 31 March 2024 (s.2 Annual Governance and Accountability Return 2023/24)**
- 309.0.T24 To note the public rights and publication notice dates**
- 310.0.T24 To consider the purchase of Deputy Mayor's Pendant**
- 311.0.T24 To consider recommendation from the Finance and Governance Committee to release CIL funds for the following**
- 311.1 Burnham United Football Club - £1,630 for refurbishment of the Club House
- 311.2 Sedgemoor Community Partnership (Morland Community Hub) - £1,000 for a bat survey
- 311.3 St John's Church - £2,000 towards preparatory drawings and survey
- 311.4 Highbridge War Memorial Trust, Southwell House & Gardens - £2,000 for purchase of furniture



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- 312.0.T24 To appoint members onto the Burnham Local Community Network Highways Working Group**
- 313.0.T24 To agree to set up a Devolution Working Group, appoint membership and agree and Terms of Reference**
- 314.0.T24 To appoint a Task and Finish Group to apply for a Baking Hub**
- 315.0.T24 Motion by Councillor Keen - That the Council formally requests Somerset Council Highways Department to look at the installation of a pedestrian crossing point on the B3139 Oxford Street, Burnham-on-Sea, outside or near the St Joseph's School entrance and the Catholic Church**
- 316.0.T24 Motion by Councillor Gudka – That the Town Council requests the Boundary Commission carry out a review of our electoral arrangements concurrently with that planned for Somerset Council, with a view to producing a more uniform and equitable pattern of representation – particularly in view of the significant increases in population planned in the Town Council Ward of Highbridge.**
- 317.0.T24 Date of next meeting**

The next meeting of the Town Council is scheduled for 5th August 2024 at 7 pm.



**Minutes of a meeting of the Town Council held on 13th May 2024 in
the Council Chamber, The Old Courthouse, Jaycroft Road,
Burnham-on-Sea at 7 pm**

Present: Councillors S. Perry (Mayor), R. Baker, P. Clayton, A. Elrick, M. Facey, J. Flurry, G. Gudka, A. Hendry, R. Keen, L. Millard, A. Matthews, B. Metcalfe, M. Murphy, C. Searing, B. Vickers, P. Wynn

In attendance: K. Noble (Town Clerk) and 7 members of the public.

Public Participation:

One member of the public spoke in relation to the office building and was concerned about the costings and wanted to know the value of the Old Courthouse. The resident also stated that the former SS&L building is the only building left in Burnham with any heritage. Councillor Gudka will respond to the resident but did state that both buildings were valued independently, as were the repair costings.

Another resident raised concerns regarding the grass growing in the pavements and between buildings in the town centre and that the pavements are sloping and not smooth.

260.0.T24 Election of the Mayor for the ensuing year and to receive the declaration of acceptance

Resolved that Councillor Sharon Perry was elected as Mayor. The declaration of acceptance of office was signed.

Councillor Perry thanked Councillor Millard for all she achieved whilst Mayor.

261.0.T24 Apologies for absence

No apologies were received.

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

Councillor Keen declared an interest in item 272.0.T24 relating to the Morland Hub.

263.0.T24 Election of Deputy Mayor for the ensuing year and to receive the declaration of acceptance

Resolved that Councillor Roger Keen be elected as Deputy Mayor. The declaration of acceptance of office was signed.



264.0.T24 To receive and approve the minutes of the Town Council meeting held on 2nd April 2024

The minutes of the previous meeting of the Town Council, held on 2nd April 2024, were presented by the Mayor.

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

265.0.T24 Matters arising from previous minutes

The CCTV contribution will be within budget this year.

266.0.T24 To receive and approve the minutes of the Town Improvements meeting held on 25th March 2024

Councillor Warren had resigned from the Council recently and was thanked for his hard work.

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

267.0.T24 To receive the outgoing Mayor's report

Councillor Millard read out the following statement "Recently I have attended two local events. I thoroughly enjoyed the Choral Society Concert and of course my first ride on a Harley Davidson motorbike!

I also went to visit the new premises of ESS CIO in Langport and we discussed how they could bring their services to Highbridge. I also attended a seminar on funding opportunities for Town Councils run by SALC. I attended the LCN meeting in Puriton which I am pleased to say featured presentations from our 2 local community hubs; the Waffle Hub and Morland Community Hub. They were excellent role models for other parishes to show how to listen to the community and then find ways of supporting them. I also recently attended the LCN Focus Group for Youth. We are working to find a way of engaging with our young people. We are in discussions with In Charleys Memory, King Alfreds School and Barnardos.

On Friday the Highbridge Councillors and myself met with Dan Pearce the Senior Mentor for Accessibility for GWR at Highbridge Station. We walked the route people with mobility problems have to take to get from one platform to the other. It raised many concerns including lack of signage, no crossing, uneven footpath and overgrown vegetation. It is also a 400 metre walk. We now know that Somerset Council have responsibility for the footbridge adjacent to the road bridge and the surface of the road bridge. It is Network Rail's responsibility to look after the road bridge structure. We raised concerns about possible movement of the road creating serious bumps going over the bridge.



Dan is now going to arrange a meeting between ourselves, Network Rail and Somerset Council. We stressed the importance of collaboration to ensure cohesive working.

I would like to thank the officers and my councillor colleague for their support over the last 2 years. It has been a privilege to serve our towns.”

268.0.T24 To receive any reports from Somerset Councillors

Somerset Councillor Clayton will circulate a report in due course.

269.0.T24 To receive minutes of previous committee meeting

Planning Committee - 3rd and 24th April

No questions were raised.

Princess Management Committee - 4th April

No questions were raised.

Finance and Resources Committee - 29th April

The floral displays and CADs grants were discussed at the meeting.

No questions were raised.

270.0.T24 To receive list of payments up to 6th May 2024

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

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

There were no reports.

272.0.T24 To ratify the CIL expenditure and agree further expenditure

Resolved that the expenditure of £2,011.97 is ratified.

Resolved that a bench can be purchased for installation on the Poplar Estate at a maximum cost of £700.

273.0.T24 To receive Working Group update reports

- **Better BOS** – An open day was held at the end of April and approximately 30 people attended. For those who were unable to attend the information is now available on the Better BOS website and all are encouraged to give feedback and any new ideas would be welcome.

274.0.T.24 To review and adopt the updated committee structure and terms of reference for the Committees of the Council



Resolved that the updated committee structure and terms of reference for the Committees of the Council are approved.

A new calendar of dates will be made available; however, the Asset & Amenities Committee will be held on the dates agreed for the Princess Management Committee.

275.0.T.24 To appoint membership to the Committees of the Council for the civic year 2024/25

Resolved that the following Committee Membership was approved for the 2024/25 civic year;

			TOTAL
Finance & Governance	Ganesh Gudka	Mike Facey	9
	Mike Murphy	Peter Clayton	
	Barbara Vickers	Cath Searing	
	Alasdair Elrick	Roger Keen	
	Alan Matthews		
HR Sub-Committee	Lesley Millard	Mike Facey	7
	Ganesh Gudka	Peter Clayton	
	Barbara Vickers	Alan Matthews	
	Roger Keen		
Asset and Amenities	Lesley Millard	Peter Clayton	10
	Ganesh Gudka	Paul Wynn	
	Mike Murphy	Mike Facey	
	Ross Baker	Cath Searing	
	Ben Metcalfe	Julie Flurry	
Planning	Barbara Vickers	Peter Clayton	8
	Ross Baker	Julie Flurry	
	Lesley Millard	Paul Wynn	
	Ben Metcalfe	Alistair Hendry	

276.0.T24 To elect Chairs and Vice Chairs of Committees of the Council for the civic year 2024/25

It was noted that Vice-Chairs are not normally appointed at a Council meeting, however, as the new structure was being discussed it was agreed this would be the sensible option.

Resolved that the Committee Chairs and Vice Chairs of the Council Committees are elected as follows for the 2024/25 civic year;



BiARS Management Committee	Councillor Keen
Burnham and Highbridge Community Association	Councillor Gudka
Better BOS	Councillor Gudka and Councillor Murphy as Deputy
Local Community Network	Councillor Millard and Councillor Flurry as Deputy

Appointments to the Friends of Princess Group, Bus Group, Hinckley Point Community Forum are no longer required.

278.0.T24 To appoint members to the following ongoing working groups;

Resolved that the Working Group members were appointed as follows;

- Climate and Ecology – Councillors Millard, Gudka, Flurry and Vickers.
- Highbridge Regeneration – All Highbridge Town Councillors and Councillor Millard.
- Princess Theatre Review – Councillors Perry, Vickers, Clayton, Metcalfe, Millard and Matthews.
- Homelessness – Councillors Baker, Vickers and Metcalfe.
- Growing Group – Councillors Perry, Millard, Wynn and Metcalfe.

279.0.T.24 To ratify the Planning Committee’s response to the accelerated planning system consultation

The response was circulated to members for comments, before being submitted.

Resolved that the response be approved.

280.0.T24 To review and adopt updated Complaints Procedure

Resolved that the updated Complaints Procedure is adopted.

281.0.T24 To review and adopt updated Standing Orders

Resolved that the updated Standing Orders are adopted

282.0.T24 To review and adopt updated Financial Regulations

Resolved that the updated Financial Regulations are adopted.

283.0.T24 To agree to cancel councillor drop-in sessions

The first few sessions were well attended, however, it is not a successful way of engaging with residents. The Mayor thanked



Councillors Millard, Vickers, Searing and Keen for attending the sessions.

Resolved that the councillor drop-in sessions are cancelled.

284.0.T24 Date of next meeting

Resolved: The next meeting of the Town Council is scheduled for 25th June 2024 at 7 pm

285.0.T24 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

(Councillor Elrick left the meeting at this juncture)

286.0.T24 Play area equipment contract

The Town Clerk gave an update following the decision made at the last meeting.

Resolved that the Town Clerk makes a request to the CIM funders for monies be redirected to other improvements on the seafront.



**Minutes of a meeting of the Princess Management Committee held
on 4th April 2024 in the Council Chamber, The Old Courthouse,
Jaycroft Road, Burnham-on-Sea at 7 pm**

Present: Councillors S. Perry (Chair), R. Baker, P. Clayton, R. Keen, C. Searing, J. Warren

In attendance: K Noble (Town Clerk), J Hook (Theatre Manager) and one member of the public

Public Participation:

95.0.M24 Apologies for absence

Apologies for absence were received from Councillors Flurry and Vickers.

96.0.M24 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

97.0.M24 To receive and approve the minutes of the Princess Management meeting held on 8th February 2024

The minutes of the previous meeting of the Princess Management Committee, held on 8th February 2024, were presented by the Chair.

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

98.0.M24 Matters arising from previous minutes

There were no matters arising.

99.0.M24 To receive the Chairs report

The Working Group, set up by the Council to review how other theatres are managed, visited two theatres recently, as reported at the Town Council meeting on 2nd April.

100.0.M24 To receive the Princess update report

The Theatre Manager gave an overview of the report. Since the report was produced, more tickets had been sold for Into the Woods and the two shows in April. Several questions were raised and answered.

There is a good range of shows now scheduled until the end of the year.

The Theatre Manager confirmed that the promoters of the Tina Turner Experience had cancelled the show. Hansel and Gretel's performances, which were predominately aimed at school attendance were cancelled as

Signed by Chair.....

Date.....



the re-arranged date didn't allow enough time for schools to plan this into their schedules.

It was noted that the ticket sales for the King Alfred's production of Sister Act are selling extremely well.

The ticket sales for the Comedy Network vary each month and going forward it might be better to hold them bi-monthly.

The Highbridge Festival of Arts not only sold a lot of tickets, there were also 700 individual entrants and 31 schools and ensembles. Congratulations were given to the festival organisers and positive feedback had been received about the Theatre and staff. The staff were thanked for their hard work.

It was suggested that the Theatre could work with Age UK with regards to the senior sessions.

The new brochure will be distributed shortly.

A discussion regarding closing the Theatre on Mondays was considered, as detailed in the report.

Resolved that the Theatre can close on Mondays when there are no bookings.

101.0.M24 To note the most recent committee income and expenditure report

A query was raised regarding the donations and it was confirmed that when tickets are purchased there is an option to donate.

The report was noted.

102.0.M24 To receive update on the implementation of the Theatre review recommendations

It was noted that a lot of progress had been made. Members of the Committee should advocate the Theatre.

The report was noted.

103.0.M24 To consider purchasing of café equipment and furniture

The Theatre Manager has inspected the furniture which is all in good condition.

A query was raised regarding the electrical items being PAT tested and it was confirmed they would be done if they haven't already been tested. It was also confirmed that the till was owned by the Council.

Resolved that the café furniture and equipment listed in the report is purchased at a cost of £1,380 to be paid for from the maintenance budget.

104.0.M24 To consider report regarding temporary café/bar arrangement

That Theatre Manager gave an overview of the report and reiterated the need for a bar service for shows. A lengthy discussion took place.



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Resolved that delegated authority is given to the Town Clerk and Theatre Manager to appoint an interim operator. The interim operator would pay 15% commission on their net sales in the first month, with an additional £200 in the months following.

105.0.M24 Date of next meeting

The next meeting of the Committee is scheduled for 28th May 2024 at 7pm.

106.0.M24 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.

107.0.M24 To approve storage unit lease

Resolved that a lease is approved for the Burnham and District Pantomime Society to use storage unit 2.

108.0.M24 To consider freelance technician services contract

Resolved that the Committee award the Freelance Technicians Services Contract to Bravo Events Ltd for 1 year, as set out in the report.

Signed by Chair.....

Date.....

Report from Somerset Councillor John Cook -Woodman

Voluntary redundancies update: In total 201 applications for voluntary redundancy have been accepted by Somerset Council. Within this number are 49 voluntary redundancies, where costs to the council exceeded £100,000 each. The total cost of the voluntary redundancies is £12.8m with an expected ongoing wage bill reduction of £8.2m. The Council needs to save around £40m from the pay bill by reducing the number of staff and managers, including senior directors, approximately 25% of staff in total.

Compulsory redundancies update: The Council has launched a 45-day consultation on restructuring which could lead to a significant reduction in Executive and Service Directors. The consultation runs from mid-May to June with those being made redundant leaving the authority between November and March 2025. Consultation on restructuring and any consequent redundancies at lower tier levels will take place later in the summer.

General Election Voter Registration: For residents who have recently turned 18 or just moved home, it is important to act to ensure that they are registered to vote in the General Election. The deadline to register is midnight on Tuesday 18 June. Applications can be made on line at www.gov.uk/register-to-vote The deadline to apply for a postal vote is 5pm Wednesday 19 June. Those who are registered to vote at the polling station but do not have an accepted photo ID can apply for a Voter Authority Certificate before the deadline at 5pm on Wednesday 26 June via: www.gov.uk/apply-for-photo-id-voter-authority-certificate The deadline to apply for a proxy vote is 5pm on Wednesday 26 June.

Safe disposal of small gas canisters: Due to the increasing number of gas canisters being put out with recycling, crews have had to manually check recycling ahead of the automated sorting process to avoid fires. This year alone, more than 1,000 gas canisters fires have been avoided. The small canisters, mainly used for camping gas stoves, are often mistakenly put in the kerbside recycling 'Bright Blue Bag'. The bag can be used to recycle empty aerosol bottles but should never be used to dispose of gas canisters. Gas canisters must be taken a local household recycling site.

Call for sites to offset future developments: Somerset Council is seeking submissions of land for the potential delivery of phosphate mitigation schemes and Biodiversity Net Gain to support the delivery of new development in Somerset. The "call for sites" aims to gauge the level of interest from landowners, land promoters and land managers, with sites put forward to be assessed through a transparent process and criteria. Prioritised phosphate mitigation sites will go on to negotiate a legal agreement and where eligible, a price for the Council to purchase the arising P-Credits using some of the £9.6m secured from the Government's Local Nutrient Mitigation Fund. Biodiversity Net Gain schemes will go on to negotiate a legal agreement, which can then be logged on the national biodiversity gain sites register, and then sold on to developers. Further information can be found at <https://www.somerset.gov.uk/planning-buildings-and-land/environmental-call-for-sites/>

School Streets Trial: A trial aiming to reduce issues with parking and congestion around the schools and encourage more sustainable travel is starting with Otterhampton Primary school in Combwich, Bridgwater on 3 June. School Streets will be repeated across four other schools which are yet to be confirmed. The trial means there will be temporary road closures during school pick up and drop off outside the selected schools. There are two volunteer stewards to carry out the road closure with support of local PCSOs.

Road surface dressing: Somerset Council's new partner Kiely Bros are launching a programme of road repairs across the County's network this month. Kiely were awarded a four-year contract from 1 April to carry out a wide range of services, including surface dressing and will be

Report from Somerset Councillor John Cook -Woodman

introducing a new piece of machinery known as the Multipatcher, which is a vehicle that can carry out small scale surface dressing works, but also repair a range of other defects. Once preparation work is done, the surface treatments programme, which includes surface dressing, starts in July. Details of this year programme can be found at <https://www.somerset.gov.uk/roads-travel-and-parking/surface-dressing/>

Volunteer to help Home Library Service Users: Volunteers are needed across Somerset to help keep a vital library lifeline thriving. The Home Library Service (HLS) is looking for people who can lead teams of volunteers in Bridgwater, Wellington, Yeovil, Frome, Chard and Crewkerne. The HLS is free and available to anyone who cannot visit a library in person – the housebound, carers, or people vulnerable because of their health. The Lead Volunteers liaise with Somerset Libraries, keep in touch with local volunteers and arrange cover for sickness, and use their local knowledge to support customers and the Home Library Service

Highways Fine for Nextfibre Networks: Broadband provider Nextfibre Networks Ltd has received fines and charges totalling more than £11k after pleading guilty to two offences in Somerset which magistrates said posed a danger to pedestrians. Somerset Council prosecuted the firm following works carried out in Bridgwater. Nextfibre Networks Ltd admitted failing to install proper traffic management to ensure the safety of pedestrians while working in two of the town's streets in breach of the New Roads and Street Works Act 1991. Along with the two charges in Somerset, Nextfibre Networks Ltd also pleaded guilty to nine similar charges in Devon and had to pay a total of £30k in fines and charges.



Minutes of a meeting of the Planning Committee held on 15th May 2024 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

Present: Councillors R. Baker, P. Clayton, A. Hendry (Chair), B. Vickers, P. Wynn

In attendance: Elaine Dutton, Deputy Town Clerk, and 2 members of the public

Public Participation:

One resident raised concerns that there were a number of electric wheelchairs being used within the towns and suggested we should consider installing parking bays. Councillor Clayton stated the concerns would be more suited at the Assets and Amenities Committee.

170.0.P24 To receive apologies for absence

Apologies for absence were received from Councillors Metcalfe, Millard and Flurry.

171.0.P24 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

172.0.P24 To receive and approve the minutes of the Planning meeting held on 24th April 2024

The minutes of the previous meeting of the Planning Committee, held on 24th April 2024, were presented to the Chairman.

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

173.0.P24 To consider the following Planning Applications, copies of which are available from: https://sdc.somerset.gov.uk/planning_online

173.1.P24 Planning application number: 11/23/00115/LE

Proposal: Erection of a 2 storey extension

Location: 2 Brightstowe Road, Burnham-on-Sea

Resolved to support this application.

173.2.P24 Planning application number: 11/24/00015/STP

Proposal: Erection of a part single, part two storey extension to create two self-contained apartments and alterations to the fenestrations of the main residence

Location: 1 South Avenue, Highbridge

Resolved to support this application.

173.3.P24 Planning application number: 11/24/00025/STP

Signed by Chair.....

Date.....



Proposal: Change of use of an office building to veterinary practice, including minor external changes to doors, windows and the instillation of an external lift, an external gas storage unit, external plant, and dog walking area

Location: Unit 4, Works 22, Bennett Road, Highbridge

Resolved to support this application.

174.0.P24 Applications for noting

11/24/00031 – Bay View Gardens, Burnham-on-Sea

Notice of intent to install fixed line broadband apparatus.

11/24/00032 – Brue Crescent, Holm Close and Lundy Drive, Burnham-on-Sea

Notice of intent to install fixed line broadband electronic communications apparatus

11/24/00033 – Channel Court, Burnham-on-Sea

Notice of intent to install fixed line broadband apparatus

The applications were noted.

175.0.P24 Date of next meeting

The next meeting of the Committee is scheduled for 5th June 2024 at 7 pm.



Minutes of a meeting of the Planning Committee held on 5th June 2024 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

Present: Councillors R. Baker, P. Clayton, J. Flurry, A. Hendry (Chair), B. Metcalfe, L. Millard, B. Vickers.

In attendance: Elaine Dutton, Deputy Town Clerk, and 2 members of the public.

Public Participation:

There were no representations made.

176.0.P24 To receive apologies for absence

Apologies for absence were received from Councillor Wynn.

177.0.P24 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

178.0.P24 To receive and approve the minutes of the Planning meeting held on 15th May 2024

The minutes of the previous meeting of the Planning Committee, held on 15th May 2024, were presented to the Chairman.

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

179.0.P24 To consider the following Planning Applications, copies of which are available from: https://sdc.somerset.gov.uk/planning_online

179.1.P24 Planning application number: 11/24/00034/FHY

Proposal: Erection of a single storey rear (south) extension and installation of a dormer window to the rear first floor

Location: 6 Stoppard Road, Burnham-on-Sea

Resolved to support this application.

179.2.P24 Planning application number: 11/24/00035/FHY

Proposal: Erection of a single storey wrap around extension to the rear (south) and side (west) elevations

Location: 5 Donstan Road, Highbridge

Signed by Chair.....

Date.....



Resolved to support this application.

(Cllr Metcalfe entered the room at this juncture)

179.3.P24 Planning application number: 11/24/00036/FHY

Proposal: Erection of a two-storey extension, new porch to the front NE elevation and single storey extension to the rear SW elevation

Location: 201A Berrow Road, Burnham-on-Sea

Resolved to support this application.

180.0.P24 To consider response to the Home Office alcohol in licensed pavement areas (accessible) consultations for recommendation to Council

Resolved that Cllrs Hendry, Clayton and Baker are appointed to consider the response to the consultation for recommendation to Town Council.

181.0.P24 To note the following application

11/24/00038/FHY - 36 Market Street, Highbridge

Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (use Class E) to mixed use including 1 no. Flat (use Class C3)

The application was noted.

182.0.P24 Date of next meeting

The next meeting of the Committee is scheduled for 26th June 2024 at 7 pm.



**Minutes of a meeting of the Assets & Amenities Committee held on
28th May 2024 in the Council Chamber, The Old Courthouse,
Jaycroft Road, Burnham-on-Sea at 7 pm**

Present: Councillors P. Clayton (Chair), R. Baker, M. Facey, J. Flurry, G. Gudka, L. Millard, P. Wynn

In attendance: K Noble (Town Clerk), J Hook (Theatre Manager) and three members of the public

Public Participation: There were no representations made.

01.A24 Apologies for absence

Apologies were received from Councillors Murphy and Searing.

02.A24 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

03.A24 To note the most recent committee income and expenditure report

No queries were raised and the report was noted.

04.A24 To request two Councillors be nominated for DBS checks for events

Currently only Councillor Clayton is DBS checked.

Resolved that Councillors Flurry and Wynn were appointed for DBS checks to be undertaken.

05.A24 To note the most recent footfall report

A query was raised regarding how the data is obtained and a member of the public confirmed it was via mobile phone data.

06.A24 To receive Town Rangers report

A query was raised if the costings for the SID repair had now been received, it was confirmed they were still awaited. It was confirmed the SIDs are insured.

The Rangers were thanked for all their work.

07.A24 To note Speed Indicator Devices (SIDS) data

The data is supplied to the Police.

Signed by Chair..... Date.....



08.A24 To consider response to correspondence received

08.1 Letter from resident regarding installation of a skate park

Although the Town Council do not own the suggested land and skate parks are costly, the Committee are supportive of the letter. Signposting to funding opportunities will be provided.

Resolved that the Committee confirm support but acknowledge restrictions. A copy of the letter is sent to Somerset Council regarding updating the skate park at Apex Park and the Basc Ground to see if there is an opportunity for a skate park to be sited at this location.

09.A24 Princess Theatre

09.1 To receive update on the implementation of the Theatre review recommendations

Good progress has been made and some items are still ongoing.

09.2 To receive Theatre Managers update report

The Theatre Manager gave an overview of the report and confirmed the shows and participation groups have been well attended.

The Theatre Manager, staff and volunteers were thanked for their hard work.

A few suggestions regarding updating the report further were made and it was agreed to provide ongoing data for year on year comparisons and to show the cost of subsidies provided.

A query was raised why the Dancing with Georgia tickets were not being on sale. The Theatre Manager advised this maybe due to the company selling tickets directly, but will confirm.

It was suggested some more interesting ideas could be incorporated in the over 65s events.

10.A24 Cemeteries

10.1 To receive cemeteries update report

The cemeteries report was noted.



11.A24 Allotments

11.1 To receive allotments update report

It was confirmed that improvements to the management of the allotment site are being made and regular inspections are taking place.

The Committee asked that the reports include updates from the inspections.

12.A24 Date of next meeting

The date of the next meeting of the Assets and Amenities Committee will be held on 23rd July 2024 at 7pm.

DRAFT



**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>

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
	Cashplus		top up pre-paid card				£500.00 paid 15/05/24
06/02/2024	Ricoh	102413487	photocopier - PT	£83.20	£16.64	£99.84	paid 05/06/24
19/05/2024	Ricoh	102475362	photocopier - PT	£124.85	£24.97	£149.82	paid 05/06/24
21/05/2024	Sanders	107092	plants - Growing Group	£980.61	£196.13	£1,176.74	paid 07/06/24
06/06/2022	SALC	INV-0980	Affiliation fee 22-23			£2,059.51	
10/04/2024	Bridge Solutions	DG-14187	phone system	£239.90	£47.98	£287.88	
12/04/2024	Newton Newton Flag & Banner	SI-3817	D-Day flag	£24.00	£4.80	£28.80	
10/05/2024	Bridge Solutions	DG-14475	phone system	-£29.07	-£5.83	-£34.90	
17/05/2024	Proper Job	Z0009T03-1500227	4 x Union flag bunting	£6.63	£1.33	£7.96	
21/05/2024	ITEC	990328	photocopier services	£22.54	£4.51	£27.05	
21/05/2024	Proper Job	Z0009T02-520414	2 x masking tape	£6.65	£1.33	£7.98	
21/05/2024	Proper Job	Z0009T02-520423	4 x Hi-Viz yellow paint	£5.00	£1.00	£6.00	
21/05/2024	Toolstation	XWW658134866	4 x Minotaur side cutters	£37.97	£7.59	£45.56	
22/05/2024	Essex County Council	102079762X	ClIr DBS check	£5.00	£1.00	£6.00	
23/05/2024	Burnham Book Festival	1003	Book festival settlement			£530.79	
24/05/2024	Amazon	GB4LLGVABEY	Fire door sign	£15.40	£3.08	£18.48	
24/05/2024	Toolstation	XWW661128639	Safety boots	£33.53	-£0.29	£33.24	
28/05/2024	John Stayte Services (WSM) Ltd	98945	2 x propane gas	£88.58	£4.43	£93.01	
28/05/2024	Spot on Supplies	31659855	Cleaning supplies - PT	£102.29	£20.46	£122.75	
28/05/2024	Spot on Supplies	31659856	Cleaning supplies - TC	£60.79	£12.16	£72.95	
29/05/2024	KJ Cleaning Services	Princess T0011	Cleaning - PT			£684.00	
30/05/2024	Bosdesign	0001	mounted & framed print			£48.00	
30/05/2024	Elancity	SAJ-UK/2024/01754	SIDS inspection	£195.78	£39.16	£234.94	
30/05/2024	GC Sound & Light	GCSL4231	hire of portable sound system	£30.00	£6.00	£36.00	
30/05/2024	Proper Job	Z0009T03-1504021	1 x charger cable	£4.16	£0.83	£4.99	
31/05/2024	Biffa	308C63959	waste collection - PT	£300.05	£60.01	£360.06	
31/05/2024	Lyreco	0018-6723821959	hoover, sundries, stationery	£328.09	£61.19	£389.28	
31/05/2024	PKF Littlejohn	SB20233231	external audit fee 2022-23	£5,230.00	£1,046.00	£6,276.00	
31/05/2024	V Jones	6448	WC repairs - PT			£45.00	
31/05/2024	Business Waste	P1415981	Waste - Cemeteries	£25.96	£5.19	£31.15	
01/06/2024	Business Waste	P1409645	Waste collection - TC & Cem	£105.64	£21.14	£126.78	
01/06/2024	Microshade	19386	Adobe acrobat licence annual	£601.92	£120.38	£722.30	
01/06/2024	Sansum	INV-11717	Cleaning - TC	£289.94	£57.99	£347.93	
01/06/2024	Business Waste	P1418270	Waste - Cemeteries	£35.00	£7.00	£42.00	
01/06/2024	Microshade	CN19386	Adobe acrobat licence annual	-£601.92	-£120.38	-£722.30	
01/06/2024	Microshade	19505	Adobe acrobat licence annual	£807.84	£161.57	£969.41	
03/06/2024	Amazon	INV-GB-136995291-2024-2003	D-Day napkins	£6.97	£1.39	£8.36	
03/06/2024	Amazon	INV-GB-340046585-2024-1583	D-Day decorations	£20.82	£4.17	£24.99	

03/06/2024 Avalon	02160	Comedy network - May	£650.00	£130.00	£780.00
04/06/2024 Iris	INV-ISL-0507953	payroll services	£112.61	£22.52	£135.13
04/06/2024 Iris	INV-ISL-0508596	payroll services - year end	£100.19	£20.04	£120.23
05/06/2024 Screwfix	1503388115	PPE	£19.63	£3.92	£23.55
06/06/2024 Amazon	GB4ND30ABEY	Safety signs	£20.01	£3.96	£23.97
06/06/2024 Amazon	INV-GB-130844271-2024-39690	spray paint X 6	£63.42	£12.66	£76.08
06/06/2024 ARJ Fire Safety Ltd	070423	Fire risk assessment renewal - PT			£350.00
06/06/2024 High Jinx Entertainments Ltd	2024-527-HJ	High Jinx Magic Show settlement			£703.50
07/06/2024 Cabaret Café Bar		20601 D-Day celebration afternoon tea			£353.50
08/06/2024 Microshade		19432 IT Services	£936.16	£187.23	£1,123.39
10/06/2024 Business Waste	P1418489	Waste - Cemeteries	£52.50	£10.50	£63.00
10/06/2024 Business Waste	P1418488	Waste - Cemeteries	£35.00	£7.00	£42.00
10/06/2024 Business Waste	C1418487	Waste - Cemeteries	-£35.00	-£7.00	-£42.00
10/06/2024 Business Waste	C1418486	Waste - Cemeteries	-£35.00	-£7.00	-£42.00
10/06/2024 Bridge Solutions	DG-14835	phone system	-£159.80	-£31.96	-£191.76
10/06/2024 Sanders		107106 Plants for Esplanade Flower beds	£2,494.31	£498.80	£2,993.11
10/06/2024 Sanders	CN107108	Plants for Esplanade Flower beds	-£249.50	-£49.90	-£299.40
11/06/2024 Riverside Plant Nurseries	005	hanging baskets	£680.00	£136.00	£816.00
11/06/2024 Mr C Wright	11.06.24	Simon Goodall & Bourne Again Shadows settlement			£2,346.10
12/06/2024 TWC		105 Window cleaning - PT			£48.50

In Charleys Memory	June grants	Grant authorised @ F&G 03.06.24			£1,590.00
Burnham-on-Sea & Highbridge Sea Cadets	June grants	Grant authorised @ F&G 03.06.24			£1,500.00
Burnham-on-Sea Swimming Club	June grants	Grant authorised @ F&G 03.06.24			£2,000.00
BEES	June grants	Grant authorised @ F&G 03.06.24			£2,000.00
HBOS Carnival Club	June grants	Grant authorised @ F&G 03.06.24			£1,500.00
1st Huntspill & Highbridge scout Group	June grants	Grant authorised @ F&G 03.06.24			£900.00
Burnham & District in Bloom	June grants	Grant authorised @ F&G 03.06.24			£1,000.00
Highbridge Youth Arts	June grants	Grant authorised @ F&G 03.06.24			£1,000.00
Hard Knox Boxing Club	June grants	Grant authorised @ F&G 03.06.24			£880.00
1st Burnham-on-Sea Scout Troop	June grants	Grant authorised @ F&G 03.06.24			£750.00
BOSFest	June grants	Grant authorised @ F&G 03.06.24			£2,000.00
1st Highbridge Rainbows	June grants	Grant authorised @ F&G 03.06.24			£300.00
2nd Highbridge Brownies	June grants	Grant authorised @ F&G 03.06.24			£300.00
Hellends Kitchen		return of deposit - Café			£350.00

£40,361.25

17/06/2024

Burnham & Highbridge Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

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	952,901	952,901	0			100.0%	
1077 CIL income - Highbridge	62,385	62,385	0	(62,385)			0.0%	
1078 CIL income - Burnham	4,375	4,375	0	(4,375)			0.0%	
1080 Bank Interest	1,956	2,516	7,500	4,984			33.5%	
Management & Compliance :- Income	68,716	1,022,177	960,401	(61,776)			106.4%	0
4000 Salaries & Wages	24,020	48,093	308,180	260,087	260,087		15.6%	
4005 Employers Nat Insurance	2,196	4,391	18,741	14,350	14,350		23.4%	
4010 Employers S\Annuation	5,360	10,728	66,593	55,865	55,865		16.1%	
4055 Recruitment Costs	0	35	800	765	765		4.4%	
4060 Training	61	211	2,600	2,389	2,389		8.1%	
4065 Travel, Expenses & Subsistence	24	40	800	760	760		5.0%	
4070 Office/IT Equip & Furniture	43	43	4,000	3,957	3,957		1.1%	
4080 Telephone & Broadband	327	959	3,700	2,741	2,741		25.9%	
4085 Postage	0	43	500	458	458		8.5%	
4090 Stationery & Supplies	(226)	413	1,700	1,287	1,287		24.3%	
4095 Subscriptions & Support	3,445	9,345	23,000	13,655	13,655		40.6%	
4100 Insurance	29	29	13,500	13,471	13,471		0.2%	
4105 Audit & Accountancy Fees	5,604	1,209	4,000	2,791	2,791		30.2%	
4110 Legal Fees	0	0	1,000	1,000	1,000		0.0%	
4115 Professional & Consulting Fees	0	0	5,000	5,000	5,000		0.0%	
4120 Bank Charges	124	308	1,500	1,192	1,192		20.6%	
4125 Payroll Services	0	225	1,700	1,475	1,475		13.2%	
4130 PPE & Uniforms	314	415	1,700	1,285	1,285		24.4%	
4135 Room Hire (Exp)	0	57	225	168	168		25.3%	
4140 Climate Change	84	84	1,500	1,416	1,416		5.6%	
4145 Service Devolution	1,138	1,138	76,830	75,692	75,692		1.5%	
Management & Compliance :- Indirect Expenditure	42,542	77,767	537,569	459,802	0	459,802	14.5%	0
Net Income over Expenditure	26,173	944,411	422,832	(521,579)				
110 Democratic & Civic								
4200 Mayors Allowance	208	625	5,000	4,375	4,375		12.5%	
4210 Election Expenses	0	0	5,000	5,000	5,000		0.0%	
4215 Civic Events	8	8	2,500	2,492	2,492		0.3%	
4220 Remembrance Wreath	0	0	100	100	100		0.0%	
Democratic & Civic :- Indirect Expenditure	217	633	12,600	11,967	0	11,967	5.0%	0
Net Expenditure	(217)	(633)	(12,600)	(11,967)				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

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>120 Joint Funding With Others</u>								
4250 Cont SDC RE Toilets	0	0	44,000	44,000		44,000	0.0%	
4255 Cont SDC Dog Bins	0	0	25,000	25,000		25,000	0.0%	
4260 CCTV Cameras	0	0	15,000	15,000		15,000	0.0%	
Joint Funding With Others :- Indirect Expenditure	0	0	84,000	84,000	0	84,000	0.0%	0
Net Expenditure	0	0	(84,000)	(84,000)				
<u>130 Grants & Donations</u>								
4300 Grant - CAB (S.142)	0	0	2,700	2,700		2,700	0.0%	
4305 Grants Made	2,000	2,000	32,300	30,300		30,300	6.2%	
Grants & Donations :- Indirect Expenditure	2,000	2,000	35,000	33,000	0	33,000	5.7%	0
Net Expenditure	(2,000)	(2,000)	(35,000)	(33,000)				
<u>200 The Old Court House</u>								
1000 Rent Received	600	600	0	(600)			0.0%	
The Old Court House :- Income	600	600	0	(600)				0
4350 Business Rates	953	1,906	10,650	8,744		8,744	17.9%	
4355 Utilities	525	1,245	6,000	4,755		4,755	20.7%	
4375 Cleaning	350	664	5,000	4,336		4,336	13.3%	
4380 Security & Alarms	0	0	800	800		800	0.0%	
4385 Maintenance	209	112	3,000	2,888		2,888	3.7%	
4390 H&S/Fire/Inspections	72	72	600	528		528	12.0%	
4395 Equipment/Furniture	0	(172)	0	172		172	0.0%	
The Old Court House :- Indirect Expenditure	2,109	3,826	26,050	22,224	0	22,224	14.7%	0
Net Income over Expenditure	(1,509)	(3,226)	(26,050)	(22,824)				
<u>210 Other Assets</u>								
4360 Electricity Town Centre	0	27	220	193		193	12.1%	
4365 Highbridge Clock Elec	172	172	450	278		278	38.1%	
4415 Water Fountain	0	0	1,000	1,000		1,000	0.0%	
Other Assets :- Indirect Expenditure	172	198	1,670	1,472	0	1,472	11.9%	0
Net Expenditure	(172)	(198)	(1,670)	(1,472)				
<u>300 Allotment Highbridge</u>								
1300 Allotment Rents Received	70	1,260	1,215	(45)			103.7%	
Allotment Highbridge :- Income	70	1,260	1,215	(45)			103.7%	0

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

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
4370 Water Rates	0	75	200	125		125	37.6%	
4385 Maintenance	238	308	600	293		293	51.3%	
Allotment Highbridge :- Indirect Expenditure	238	383	800	417	0	417	47.8%	0
Net Income over Expenditure	(168)	877	415	(462)				
400 TIMPS								
1400 Signal Box	0	0	60	60			0.0%	
1410 Grass Cutting	0	0	500	500			0.0%	
TIMPS :- Income	0	0	560	560			0.0%	0
4365 Highbridge Clock Elec	0	17	0	(17)		(17)	0.0%	
4385 Maintenance	125	172	5,000	4,828		4,828	3.4%	
4430 Benches	0	0	2,500	2,500		2,500	0.0%	
4440 Dog/Litter Bins	0	109	600	491		491	18.1%	
4445 Speed Indicator Devices	196	531	500	(31)		(31)	106.3%	
4450 Floral Decorations	0	0	4,400	4,400		4,400	0.0%	
4455 Christmas Lights	0	0	26,000	26,000		26,000	0.0%	
4460 Tourism	0	1,896	2,500	604		604	75.8%	
4465 Events Expenditure	131	680	10,000	9,320		9,320	6.8%	
4470 Town Centre Cleaning	0	0	6,000	6,000		6,000	0.0%	
4475 Carnival Events Week	0	0	11,500	11,500		11,500	0.0%	
4485 Defibrillator	0	0	250	250		250	0.0%	
TIMPS :- Indirect Expenditure	452	3,406	69,250	65,844	0	65,844	4.9%	0
Net Income over Expenditure	(452)	(3,406)	(68,690)	(65,284)				
410 Town Rangers								
4500 Tools & Equipment	32	72	2,000	1,928		1,928	3.6%	
4505 Vehicle Running Costs	404	459	1,800	1,341		1,341	25.5%	
4510 Vehicle Replacement	0	0	3,000	3,000		3,000	0.0%	
4515 Vehicle Insurance	0	0	640	640		640	0.0%	
Town Rangers :- Indirect Expenditure	436	531	7,440	6,909	0	6,909	7.1%	0
Net Expenditure	(436)	(531)	(7,440)	(6,909)				
500 Cemeteries								
1500 Wayleaves	0	0	4,850	4,850			0.0%	
1515 EROB	1,865	3,585	7,000	3,415			51.2%	
1520 Interments	835	1,275	20,000	18,725			6.4%	
1525 Memorials	275	325	5,000	4,675			6.5%	
Cemeteries :- Income	2,975	5,185	36,850	31,665			14.1%	0

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

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
4350 Business Rates	1,384	1,883	12,200	10,317		10,317	15.4%	
4355 Utilities	1,450	2,941	3,500	559		559	84.0%	
4600 Equipment Purchase/Maintenance	696	696	7,000	6,304		6,304	9.9%	
4605 Provision For Paths	0	0	5,000	5,000		5,000	0.0%	
4610 Pump Maintenance	0	0	1,400	1,400		1,400	0.0%	
4615 General Maintenance	20	95	2,000	1,905		1,905	4.8%	
4620 Mech Grave Digger	0	0	6,500	6,500		6,500	0.0%	
4625 Tree & Hedge Maintenance	0	0	3,000	3,000		3,000	0.0%	
4630 Fuel For Mowers	232	232	1,000	768		768	23.2%	
4635 Waste Collection	131	413	2,500	2,087		2,087	16.5%	
4640 Provision for Walls	0	0	2,000	2,000		2,000	0.0%	
4645 Water Testing	0	0	1,250	1,250		1,250	0.0%	
Cemeteries :- Indirect Expenditure	3,914	6,260	47,350	41,090	0	41,090	13.2%	0
Net Income over Expenditure	(939)	(1,075)	(10,500)	(9,425)				
600 Princess								
1600 Storage Hire	0	0	3,300	3,300			0.0%	
1605 Lettings	6,669	7,823	33,000	25,177			23.7%	
1615 Café Rent/Commission	570	1,140	6,800	5,660			16.8%	
1625 PT Merchandise	807	1,062	3,600	2,538			29.5%	
1630 Donations Received	98	212	0	(212)			0.0%	
1640 Box Office - Card Sales	(1,522)	0	0	0			0.0%	
1645 Show income	4,142	4,901	13,500	8,599			36.3%	
1650 Memberships	60	60	300	240			20.0%	
1655 Participation PT	556	1,028	7,500	6,472			13.7%	
1660 Art Sales	75	75	200	125			37.5%	
1670 PV Cells	637	637	3,500	2,863			18.2%	
1680 Advertising income	0	0	200	200			0.0%	
Princess :- Income	12,092	16,938	71,900	54,962			23.6%	0
4000 Salaries & Wages	7,370	14,930	97,317	82,387		82,387	15.3%	
4005 Employers Nat Insurance	695	1,389	4,755	3,366		3,366	29.2%	
4010 Employers S\Annuation	1,130	2,260	14,275	12,015		12,015	15.8%	
4060 Training	0	0	1,500	1,500		1,500	0.0%	
4065 Travel, Expenses & Subsistence	0	14	150	137		137	9.0%	
4070 Office/IT Equip & Furniture	465	2,544	3,200	656		656	79.5%	
4080 Telephone & Broadband	161	473	1,900	1,427		1,427	24.9%	
4100 Insurance	0	0	5,000	5,000		5,000	0.0%	
4350 Business Rates	798	1,600	9,000	7,400		7,400	17.8%	
4355 Utilities	3,128	5,815	26,500	20,685		20,685	21.9%	

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

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
4375 Cleaning	815	1,791	9,000	7,209		7,209	19.9%	
4380 Security & Alarms	0	490	2,000	1,510		1,510	24.5%	
4385 Maintenance	338	1,336	13,000	11,664		11,664	10.3%	
4390 H&S/Fire/Inspections	0	52	1,500	1,448		1,448	3.5%	
4635 Waste Collection	300	606	3,000	2,394		2,394	20.2%	
4700 Technician Cost	1,757	2,897	17,500	14,603		14,603	16.6%	
4701 Show costs	(29)	684	13,500	12,816		12,816	5.1%	64
4705 Advertising & Marketing	128	472	7,000	6,528		6,528	6.7%	
4710 Licences (exp)	1,033	1,033	1,500	467		467	68.9%	
4715 Card Payment Fees	1,601	3,026	7,500	4,474		4,474	40.3%	
4725 Technical Theatre	(38)	380	3,500	3,120		3,120	10.9%	
4730 Backstage Expenses	0	0	500	500		500	0.0%	
4735 Art Sales Expenditure	0	68	100	32		32	68.4%	
4740 PTAC Merchandise	447	750	3,000	2,250		2,250	25.0%	
4745 Participation Freelance	0	0	3,000	3,000		3,000	0.0%	
Princess :- Indirect Expenditure	20,097	42,611	249,197	206,586	0	206,586	17.1%	64
Net Income over Expenditure	(8,005)	(25,673)	(177,297)	(151,624)				
6000 plus Transfer from EMR	0	64						
Movement to/(from) Gen Reserve	(8,005)	(25,609)						
Grand Totals:- Income	84,453	1,046,160	1,070,926	24,766			97.7%	
Expenditure	72,177	137,615	1,070,926	933,311	0	933,311	12.9%	
Net Income over Expenditure	12,276	908,545	0	(908,545)				
plus Transfer from EMR	0	64						
Movement to/(from) Gen Reserve	12,276	908,609						

Explanations for overspends

Budget Code	Name of budget	Comments
100/4095	Subscriptions & Support	SALC affiliation fee 22-23 invoice received this year, no prior notification received
210/4365	Highbridge Clock Elec	Unmetered supply invoices increased substantially after budget was set. Costing c.£150 per month.
300/4370	Water Rates	Bill for Oct-Mar included – should have been accrual
300/4385	Maintenance	Skip hire needed due to changeover of several plots
400/4445	Speed Indicator Devices	2023/24 invoice to come out of EMR
400/4460	Tourism	Invoice for the year for footfall counters
500/4355	Utilities	Bills for Oct-Mar included – should have been accrual
600/4070	Office/IT Equip & Furniture	Café furniture & equipment purchased in Café changeover
600/4710	Licences	Invoice for Jan-Apr included – should have been accrual
600/4715	Card Payment Fees	Includes box office charges which contras with Show income 1645
600/4735	Art Sales Expenditure	This is a contra – income received and payment to artist minus commission

Date:12/06/2024

Burnham & Highbridge Town Council Current Year

Page 1

Time: 13:56

Bank Reconciliation Statement as at 31/05/2024
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	31/05/2024		577.24
			<u>577.24</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			577.24
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			577.24
		Balance per Cash Book is :-	577.24
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:12/06/2024

Burnham & Highbridge Town Council Current Year

Page 1

Time: 13:52

Bank Reconciliation Statement as at 31/05/2024
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	31/05/2024		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:12/06/2024

Burnham & Highbridge Town Council Current Year

Page 1

Time: 13:59

Bank Reconciliation Statement as at 31/05/2024
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	31/05/2024		225,736.74
			<u>225,736.74</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			225,736.74
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			225,736.74
		Balance per Cash Book is :-	225,736.74
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:12/06/2024

Burnham & Highbridge Town Council Current Year

Page 1

Time: 14:08

Bank Reconciliation Statement as at 31/05/2024
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	31/05/2024		1,353,438.35
			<u>1,353,438.35</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,353,438.35
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,353,438.35
		Balance per Cash Book is :-	1,353,438.35
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:12/06/2024

Burnham & Highbridge Town Council Current Year

Page 1

Time: 13:50

Bank Reconciliation Statement as at 31/05/2024
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	31/05/2024		0.50
			<u>0.50</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.50
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.50
		Balance per Cash Book is :-	0.50
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate



Transactions from 31-MAY-2024 to 31-MAY-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 228538.98		

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			225,736.74
31-May-2024	CHG	03MAY A/C 87132346	-35.88		225,736.74
31-May-2024	BAC	CARD TXNS 280524, 48581061		60.00	225,772.62
31-May-2024	BAC	CARD TXNS 280524, 48510771		162.20	225,712.62
31-May-2024		000256		136.00	225,550.42
		Opening balance			225,414.42
Totals			-35.88	358.20	



Transactions from 31-MAY-2024 to 31-MAY-2024

Account name or alias Linked Account	Account number [REDACTED]	Sort code [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 1316798.94		

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 1.70% gross 1.71% AER.
This is based on the balance of 31st of May 2024.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			1,352,438.35
31-May-2024		FROM 56092431		47.46	1,352,438.35
31-May-2024	INT	31MAY GRS 54374901		1,934.26	1,352,390.89
		Opening balance			1,350,456.63
		Totals	0.00	1,981.72	



Transactions from 31-MAY-2024 to 31-MAY-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 1000.00		

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
31-May-2024		TO 54374901	-47.46		1,000.00
31-May-2024	CHG	03MAY A/C 56092431	-37.54		1,047.46
31-May-2024	BAC	[REDACTED] ALLOTMENT [REDACTED] - LA, FP 31/05 724 1217, RP4679969553354600		85.00	1,085.00
		Opening balance			1,000.00
Totals			-85.00	85.00	



Report for councillors: Request for use of Earmarked Reserves

Issued to: Town Council – 25th June 2024

1. Purpose of Report

To request the use of Earmarked Reserve Funds.

2. Details of invoices

- Elancity invoice SAJ-UK/2-24/01584 (3 x batteries & charger SIDS) **£335.70** to come out of **EMR 344 – SIDS** (current balance £408.34 – earmarked from 23-24).
- Cabaret Café Bar invoice 20601 (D-Day celebration afternoon tea) **£353.50**, Amazon – 2 x invoices totalling **£27.79** for D-Day decorations & Proper Job invoice Z0009T03-150227 FOR **£6.63** D-Day decorations. Total = **£387.92** to come out of **EMR 374 – PMC** Somerset Community Grant (current balance £3,000 – earmarked from 23-24).

3. Recommendation

To allocate payment of the above invoices to the Earmarked Reserves set aside from 2023-24.

Payments made by Direct Debit/Standing Order 2024-2025
Burnham-on-Sea and Highbridge Town Council

Payee	Frequency	Description	Type	Amount	Notes
GLOBAL PAYMENTS	Monthly	PT Transaction Charges	D/D	Variable	
CROWN GAS & POWER	Monthly	Gas TC - L002468	D/D	Variable	
CROWN GAS & POWER	Monthly	Gas PT - L002474	D/D	Variable	
DVLA-WV09XVL	Annually	Van Tax	D/D	335	
EDF ENERGY CUST PLC	Monthly	Highbridge Clock - 1135100000	D/D	Variable	
EE LIMITED	Monthly	Sim Cards	D/D	Variable	
FLOTEK GROUP	Monthly	Phone system	D/D	Variable	
FUEL CARD SERVICES	Monthly	Fuel	D/D	Variable	
GOCARDLESS	Monthly	Design Hive Website - TC	D/D	114	
GOCARDLESS	Monthly	Ticketsolve-Ticket Fees	D/D	Variable	
SOMERSET COUNCIL	Monthly	Princess Rates - 1051384	D/D	798	
SOMERSET COUNCIL	Monthly	TC Rates - 130825	D/D	953	
SOMERSET COUNCIL	Monthly	Brent Road Rates - 130958	D/D	499	
SOMERSET COUNCIL	Monthly	Burnham Road Rates - 1119501	D/D	202	NEW started May 2024
SOMERSET COUNCIL	Monthly	Westfield Road Rates - 1119503	D/D	239	NEW started May 2024
TIMETASTIC	Monthly	Employees Holidays App	D/D	Variable	
TV LICENCE DDA	Annually	PT TV license	D/D	159	
WATER2BUSINESS	Half Yearly	Highbridge Cem Water Rates - 0191263203	D/D	236.06	
WATER2BUSINESS	Half Yearly	TC Office Water Rates - 11611529	D/D	168.92	
WATER2BUSINESS	Half Yearly	Allotments Water Rates - 11677383	D/D	75.26	
WATER2BUSINESS	Half Yearly	Brent Road Cem Water Rates - 11804429	D/D	132.22	
WATER2BUSINESS	Half Yearly	PT Water Rates - 23840708	D/D	1213.47	
WATER2BUSINESS	Half Yearly	Water Splash Feature - 11104249	D/D	121.51	
XEROX	Quarterly	Photocopier lease	D/D	Variable	
SALARIES	Monthly	Employee Payroll	D/D	Variable	
PENSIONS	Monthly	Employee Pension	BACS	Variable	
HMRC PAYE	Monthly	Employee PAYE	D/D	Variable	
PREPAID CARD	Annually	Annual Account Fee	D/D	£69.00	to be replaced by Government Procurement card
CURRENT ACCOUNT	Monthly	Bank Charges	D/D	Variable	
ACCOUNT NO 2	Monthly	Bank Charges	D/D	Variable	
COMMUNITY COUNCIL	Yearly	Membership	S/O	40	
PULSE HD	Monthly	Phone system	D/D	Variable	NEW start June 2024
UTILITA	Monthly	Electricity - Cemeteries	D/D	Variable	NEW start June 2024
UTILITA	Monthly	Electricity - PT	D/D	Variable	NEW start Aug 2024
UTILITA	Monthly	Electricity - TC	D/D	Variable	NEW start Aug 2024
UTILITA	Monthly	Electricity - Market stall	D/D	Variable	NEW start Nov 2024
BARCLAYS	Monthly	Account fee	D/D	Variable	NEW start Aug 2024

Representatives to Outside Bodies Report

Councillor Millard:

Abbeyfield - no meetings held

Morland Hub - Attended 2 trustees meetings. Received reports on preparations for planning application. Luckily no bats were found on the site. They just need to put up a bat box.

Highbridge Arts festival - I was unable to attend their AGM. Cllr Keen did so on our behalf.

Rural Services Network - no meetings but I have received their newsletters with interest.

Climate and Ecology Working Group Report for the Town Council Meeting on the 25th June

Eco festival

The festival was a great success. We aimed to attract young families and children and were well rewarded. We signed up new volunteers to the Bus Group and the Plastic Free Group. The children particularly enjoyed the investigation of freshwater invertebrates and planting their own sunflower to grow at home. They also enjoyed using pedal power to make a smoothie!

Overall, the festival raised awareness of environmental issues and helped people to understand what they could do to make our towns a better place to live.

The Rhythm Harmony Drummers provided a wonderful background to the afternoon.

SALC Grant

We have been successful in our application for £2,400 to commission On Your Bike to work in our schools. They will be giving maintenance workshops, Dr Bike at the end of the school day and working with children in Year 5 and above during the day when they will be learning about the importance of keeping fit, maintaining their bikes well and road safety. The letter of invitation has now gone out and this will be happening during July and September.

Repair Cafes

The Cafes have now worked with Burnham and Weston Solar Energy to acquire a Thermal Imaging Camera. This will be offered to the community in the autumn and a member of the group will go out to homes and use the camera to show where houses are losing heat. This will be a free service.

Brue Green Pathway

Our Highbridge and Somerset Wildlife Trust have held several walks and activity sessions. These have included What if walks, Bat survey and a botanical survey. They have created a regular community who are enjoying exploring and finding out about our local area.

Bus User Group

The group held a very useful meeting with Somerset Council, Bridgwater and Taunton College, and First Bus officers. We recognised the difficulties our young people were having in getting to and from college and school. Having held an online survey we had some strong data to emphasise the problem. Somerset Council, First Bus, and Bridgwater and Taunton College staff will now be attending the bus group meetings. We look forward to continuing to press for improvement.

Growing Group in partnership with Burnham and Highbridge in Bloom

The group has worked very hard to design, purchase and plant sustainable coastal plants in the Esplanade flower beds. We had help from many members of the community to achieve this task. Particular thanks must go to John and Sharon Perry who designed and purchased the plants.

We must also thank Sanders for their support in supplying the plants at a local community price.

We must also thank BARB and other local people who are helping with watering the plants. We will now organise our maintenance plan for the beds.

The strength of all that we have achieved has been community engagement. Our community has come together to make a difference to our towns.

Highbridge Regeneration Report for the Town Council on 25th June

The Group has been working hard on completing the action plan for the next 3 years. During this time we have also been working with GWR to enhance the station forecourt and platforms. We are in the process of applying for a grant to create welcome boards and planters on both platforms. We await the findings of the feasibility study to see if we can use the old ticket office. Fingerpost signs are being purchased working with GWR and the Somerset Coast Path Officer. We are working with Nick Tait to explore ways forward with both the St Johns Ambulance building and the derelict buildings near the YMCA. These developments will be an integral part of the Bank St and Market St regeneration.

Dear Local Council

I am writing to ask your Council to support our campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal.

Let me begin by introducing myself. I am the researcher for Lord (Don) Foster (hence my email address), who has been campaigning on this issue in the House of Lords. I am also the parliamentary advisor to Electrical Safety First, a UK Charity dedicated to reducing the deaths and injuries caused by electricity.

As you will probably know lithium battery fires are on the increase – there have been over 1000 in the past few years, nearly 200 injuries and a dozen fatalities. Homes have been destroyed. The cost to the UK runs into £billions. You will doubtless know of examples in your area.

Lord Foster and Electrical Safety First are promoting the attached Bill (a summary of which is included at the end of this email) to ensure greater safety in the use and disposal of lithium batteries and are aiming to get it into law as soon as possible. It has its First Reading on 5th June.

We have the support of many national organisations, as the attached logos show – including the National Fire Chiefs Council, the Association of Ambulance Chief Executives, the Royal Society for the Prevention of Accidents and the Royal Society for Public Health. In addition 2 coroners have called for the law to be tightened to ensure greater safety.

We are now contacting more locally based organisations, and it would be great if your Council was able to support this campaign. It would be a great boost.

Please do get in touch if you require any further information.

PS Don't worry if you are not meeting before June 5th. That is only the 1st Reading – other stages will follow, so you won't be too late. Your support will be valuable at any time.

Clause 1 would require third party *independent* approval-testing for e-bikes, e-scooters and their batteries before entering the UK market.

Clause 2: incidents of fires and harmful fumes resulting from lithium-ion batteries in waste vehicles and landfills are increasing. There are reportedly more than 200 landfill fires annually, making up 48 percent of all fires, costing £158 million and contributing significantly to pollution. This clause requires the government to establish regulations for the safe disposal of used lithium-ion batteries.

Clause 3 addresses specific fire concerns, ensuring safer access, charging, and storage of lithium-ion batteries. While an outright ban is suggested by some, conversion kits remain a financially practical solution, especially for gig economy workers reliant on sustainable transportation. Implementing a standardised approach to kits could establish design and installation controls, mitigating foreseeable risks.

The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill

A Bill to make provisions regarding the safety of electric-powered micromobility vehicles and of lithium batteries; to give duties to the Secretary of State regarding those matters; and for connected purposes.

1. The safety of electric-powered micromobility vehicles and secondary lithium-ion batteries used to power such vehicles

(1) No person shall after 31st August 2025 place on the UK market any electric-powered micromobility vehicle or a secondary lithium-ion battery used to power such vehicles unless –

(a) conformity assessment procedures have been carried out by a conformity assessment body ('CAB') authorised by the Secretary of State to carry out such assessments; and

(b) the manufacturer has drawn up the technical documentation and declaration of conformity; and

(c) the electric-powered micromobility vehicle and the battery used to power such vehicles bear the CE or UKCA mark to demonstrate conformity with designated or harmonised standards.

(2) The Secretary of State must within 6 months of the passing of this Act publish a list of CABs recognised as being able to carry out conformity assessment procedures pursuant to subsection (1).

(3) Where in the opinion of a CAB, a product covered by this Act has successfully met the essential safety requirements of applicable regulations, it shall issue a certificate of conformity to the manufacturer.

(4) Where a certificate of conformity has been issued pursuant to subsection (3) a manufacturer must display a CE or a UKCA mark on any product covered by this Act before it is placed on the UK market.

(5) No person shall display a CE or a UKCA mark on any product covered by this Act unless a certificate of conformity has been issued for the product given in accordance with this Act.

2. Disposal of Secondary Lithium-ion Batteries

(1) The Secretary of State must, within 6 months of the passing of this Act, make regulations regarding the safe disposal of lithium batteries.

(2) The regulations made pursuant to subsection (1) may include a requirement for sellers of such batteries to:

(a) Display a prominent warning about the dangers of improper disposal of lithium batteries not in accordance with those regulations; and

(b) Attach as part of the sale

(i) Information regarding the cell chemistry of lithium batteries and;

(ii) information regarding the safe disposal of such batteries.

3. Duties of the Secretary of State

(1) (1) The Secretary of State must, within 12 months of the passing of this Act, make regulations

(a) Specifying safety standards for micromobility vehicle conversion kits and associated components; and

(b) Requiring that all micromobility vehicles have either

(i) a non-proprietary charging system with a communications protocol;
or

(ii) a proprietary charging system with a matched charger

and such regulations may include details of the means by which those standards will be enforced and the penalties for failing to comply with those standards.

(2) The Secretary of State must within 6 months of the passing of this Act consult such persons as he considers have an interest in this matter on whether to implement an interim measure which prohibits the sale of universal chargers for electric-powered micromobility vehicles until such time as the regulations detailed in (1) (a) or (1) (b) come into force.

4. Offences

Any person who fails to comply with the terms of this Act commits an offence.

5. Interpretation

In this Act, the following terms have the following meanings:

- 'Electric-powered micromobility' means electric scooters or electric bicycles powered by secondary lithium-ion batteries, as defined in the Department of Transport 2020 publication 'Future of Transport Regulatory Review Moving Britain Ahead Call for Evidence'.
- 'A lithium battery' is a non-rechargeable battery with lithium as an anode.
- 'A secondary lithium-ion battery' is a type of rechargeable battery in which the main reaction is the transport and intercalation of lithium ions into the cathode and anode respectively as defined in the BEIS Research Paper No 2020/037 entitled 'Domestic Battery Energy Storage Systems A Review of Safety Risks'.
- 'A proprietary charging system' comprises of a manufacturer specified plug and socket system designed only to operate in combination with each other.

- 'A non-proprietary charging system' comprises of a non-manufacturer specified plug and socket system consisting of a standardised plug and socket and a communications protocol.
- 'A communications protocol' is a set of formal rules describing how to transmit or exchange data.
- 'A CE marking' means a mark consisting of the symbol "CE" set out in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A 'UKCA' marking is a UK Conformity Assessed marking displayed in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A conversion kit is the electrical drive train, battery and charging system, that is fitted to a regular pedal bicycle to convert it to an electric bike.

6. Regulations

(1) The Secretary of State must, within six months of the passing of this Act, make regulations specifying:

- (a) Any amendments to the definition of the term 'electric-powered micromobility' that, in the Secretary of State's opinion, are necessary.
- (b) The penalties that shall apply to breaches of this Act.

(2) Regulations under this Act shall be made by statutory instrument pursuant to the negative resolution procedure.

7. Extent, Commencement, and Short Title

(1) This Act extends to the whole of the UK, subject to resolutions being passed by

- (a) The Scottish Parliament;
- (b) Senedd Cymru;
- (c) The Northern Ireland Assembly

applying it to their respective countries.

(2) This Act comes into force on the day on which it is passed.

(3) This Act may be cited as the Safety of Electric-Powered Micromobility and Lithium Batteries Act 2023."



Home Office

Alcohol Licensing – consumption of alcohol in licensed pavement areas / off-sales

Government consultation

This consultation begins on 16 May 2024

This consultation ends on 11 July 2024

About this consultation

- To:** This is a public consultation. Any member of the public can respond. The consultation covers England and Wales where these proposals apply.
- Duration:** For 8 weeks from 16/05/24 to 11/07/24
- Enquiries (including requests for the paper in an alternative format) to:** Alcohol team
5th Floor, Fry Building
Home Office
2 Marsham Street, SW1P 4DF
Email: alcohollicensingconsultations@homeoffice.gov.uk
- How to respond:** Responses should be submitted online through the GOV.UK website.
- Response paper:** A response to this consultation exercise will be published in due course on the GOV.UK website.

All responses will be treated as public, unless stated otherwise.

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Executive Summary

The Licensing Act 2003 ('the Act') covers the retail sale and supply of alcohol in England and Wales. The Act allows premises licence holders to sell alcohol for consumption on site ('on-sales'), for consumption off site ('off-sales'), or both. Off-sales enables a business to sell alcohol for takeaway ('takeaway drinks') or delivery. Off-sales also enables a business to sell alcohol for consumption in a separately licensed pavement area - if a business wishes to place removable furniture on the pavement adjacent to their premises relevant to the serving, sale or consumption of food and drink, they need to have a separate pavement licence which is regulated by the Business and Planning Act 2020 (England) and the Highways Act 1980 (Wales).

When applying for a premises licence, an individual can ask to do on-sales only, off-sales only, or both – the fee for the premises licence is the same regardless of what is covered. If a holder of an existing on-sales only licence subsequently wishes to add off-sales to their licence, they can apply to their Licensing Authority for a variation. This may be a minor or major variation, depending on the context; each variation has a different associated cost.

The Business and Planning Act 2020 (2020 Act) introduced regulatory easements to support businesses during the COVID-19 pandemic. Alcohol licensing easements enabled on-sales only premises licence holders to automatically also do off-sales without any need to amend their licence. This meant that when pubs and restaurants were initially closed because of the pandemic, these businesses were able to sell alcohol for take-away and/or delivery.

The 2020 Act also streamlined the process for obtaining a pavement licence and capped relevant application fees. Together, the 2020 Act easements relating to alcohol and pavement licensing meant that businesses with an on-sales only premises licence could automatically sell alcohol for consumption in a licensed pavement area.

The Levelling Up and Regeneration Act 2023 has made permanent the provisions set out in the 2020 Act relating to pavement licensing, but the future of the off-sales element has not yet been decided and the provision is due to lapse in March 2025. This will mean that those businesses with on-sales only licences that have made use of the easement and wish to continue to do off-sales would require a licence variation. The process for obtaining a variation to a licence can be costly and time consuming.

However, the Government remains committed to supporting the hospitality sector whilst it faces ongoing financial challenges. In September 2023, we made it clear that the Government's ultimate goal is to create a unified consent regime that includes licensing consent for the consumption and sale of alcohol in the outside pavement area before the provision lapses next year. We have identified new options to consult on that would enable premises to more easily sell alcohol for consumption in a licensed pavement area, whilst ensuring that licensing authorities and local residents continue to have a say about what happens in their area.

The Proposals

- **Option 1 – Make permanent the temporary regulatory easements for off-sales under the Business and Planning Act 2020, whereby any on-sales alcohol premise licence automatically covers off-sales as well.**

OR

- **Option 2 – Amend the Licensing Act to extend the definition of on-sales so that it includes consumption in a licenced pavement area.**

OR

- **Option 3 – Amend the Licensing Act to permit on-sales only premises licence holders the right to make off-sales to any area for which there is a pavement licence.**

Introduction

This consultation seeks views on whether changes should be made to the Licensing Act 2003 in order to make it easier for businesses with a premises licence to sell alcohol for consumption in an adjacent licensed pavement area. This consultation considers all businesses including those that are currently taking advantage of the temporary measures in the Business and Planning Act 2020, as well as future new licensees.

This consultation sets out three possible options:

1. Option 1: Make current arrangements - as set out in the Business and Planning Act 2020 - permanent. This would mean that on-sales only licence holders would automatically be able to continue to do off-sales without the need for a licence variation. If this option is taken forward, we propose to introduce it by means of a Legislative Reform Order (LRO) under Section 1 of the Legislative and Regulatory Reform Act 2006 (LRRA)¹.
2. Option 2: Amend the Licensing Act to extend the definition of on-sales so that it includes consumption in a licenced pavement area. This would mean that on-sales only licence holders would be able to automatically sell alcohol for consumption in an adjacent licensed pavement area without any need for a licence variation. If this option is taken forward, we propose it would be introduced by means of an LRO.
3. Option 3: Amend the Licensing Act to permit on-sales only premises licence holders the right to make off-sales to any area for which there is a pavement licence. As with option 2, this would mean that on-sales only licence holders would be able to automatically sell alcohol for consumption in an adjacent licensed pavement area without any need for a licence variation. If this option is taken forward, we propose it would be introduced by means of an LRO.

All options are set out in detail in the next section. Views are invited on all aspects of the consultation paper.

An Impact Assessment for the options set out in this consultation is attached. Comments on the Impact Assessment are welcome.

The consultation is aimed at the hospitality industry, local licensing authorities, the police, licensed premises, members of the public and any other interested parties in England and Wales where these proposals would apply. Copies of the consultation are being sent to:

- Local Government Association
- National Association of Licensing Enforcement Officers
- Institute of Licensing
- National Police Chiefs' Council

¹ Legislative and Regulatory Reform Act 2006 (legislation.gov.uk)

- Residents' associations
- Association of Police and Crime Commissioners
- Night Time Industries Association
- UK Hospitality
- British Beer and Pub Association
- Association of Convenience Stores
- Wine and Spirits Trade Association
- Alcohol Health Alliance
- Alcohol Change UK
- Institute of Alcohol Studies
- Drinkaware
- Portman Group
- Community Alcohol Partnerships

However, this list is not exhaustive or exclusive. Responses are welcomed from anyone with an interest in, or views on, the subject covered by this paper.

Legislative Reform Order Considerations

Given that the options above would likely make use of a Legislative Reform Order, this consultation is being conducted in accordance with the provisions of Section 13 of the Legislative and Regulatory Reform Act 2006.

Both Houses of Parliament scrutinise draft LROs. This is done by the Business and Trade Committee in the House of Commons and the Delegated Powers and Regulatory Reform Committee in the House of Lords. Each Committee might take oral or written evidence to help it decide these matters, and each Committee would then be expected to report. Copies of Committees' reports are available on the Parliament website at Business and Trade Committee in the Commons; and Delegated Powers and Regulatory Reform Committee in the Lords.

Responding to this consultation document is your first and main opportunity to make your views known as part of the consultation process. Responses should be submitted online through the GOV.UK website.

All responses will be treated as public. Should an LRO be progressed, the names of those making representations will be disclosed to Parliament. If you ask for your representation not to be disclosed, in accordance with Section 14(3) of the LRA, the Government should not disclose the content of that representation without your express consent and, if the representation relates to a third party, their consent too. Alternatively, the Government may disclose the content of the representation in such a way as to preserve your anonymity and that of any third party involved.

If you give information about a third party which the Government believes may be damaging to the interests of that third party, the Government does not have to pass on

such information to Parliament if they do not believe it is true or are unable to obtain the consent of the third party to disclose. This applies whether or not you ask for your representation not to be disclosed. The Scrutiny Committees may, however, be given access on request to all representations as originally submitted, as a safeguard against improper influence being brought to bear on Ministers in their formulation of legislative reform orders.

In the event that an LRO is taken forward, when the Minister lays proposals before Parliament you are welcome to put your views before either or both of the Scrutiny Committees. In the first instance, this should be in writing. The Committees will normally decide on the basis of written submissions whether to take oral evidence. Your submission should be as concise as possible, and should focus on one or more of the criteria listed below that a Legislative Reform Order needs to meet, as set out in section 3 of the Legislative Regulatory Reform Act 2006:

- There are no non-legislative alternatives that will achieve the intended outcome of the provision;
- The effect of the provision is proportionate to the policy objective;
- The provision strikes a fair balance between the public interest and the interests of any person adversely affected by it;
- The provision does not remove any necessary protection;
- The provision does not prevent anyone from continuing to exercise any right or freedom which they might reasonably expect to continue to exercise;
- The provision is not constitutionally significant and;
- Where a provision will restate an enactment, it makes the law more accessible or more easily understood.

Contact details for the Scrutiny Committees who scrutinise Legislative Reform Orders can be found below: Business and Trade Committee² and the Delegated Powers and Regulatory Reform Committee³.

² <https://committees.parliament.co.uk/committee/365/business-and-trade-committee>

³ <https://committees.parliament.co.uk/committee/173/delegated-powers-and-regulatory-reform-committee>

Questionnaire

Option 1: Make permanent the temporary regulatory easements for off-sales under the Business and Planning Act 2020, whereby any on-sales alcohol premise licence automatically covers off-sales as well. This would apply to existing and future premises licence holders.

What would this option mean in practice for **existing** licence holders?

- Holders of licences which only cover on-sales would automatically continue to be entitled to make off-sales, without any need to amend their licence. This would enable pubs and restaurants that only have an on-sales licence to sell alcohol for take-away and delivery.
- It would also allow these premises to sell alcohol for consumption in the area covered by any pavement licence that they have.
- There could be an option for licensing authorities to impose a condition which precludes sales for takeaway and/or delivery and/or for consumption in a licensed pavement area, should that be necessary in connection with individual premises in order to uphold licensing objectives⁴.

What would this option mean in practice for **new** licence applicants?

- Any premises licence applicant would automatically be able to make off-sales as well as on-sales.
- This means the licence holder would automatically be able to sell alcohol for take away, provide delivery services and to sell alcohol for consumption in the area covered by any pavement licence that they have.
- New licence applicants would still be required to place a notice in a local newspaper.
- There could be an option for licensing authorities to impose a condition which precludes sales for takeaway and/or delivery and/or for consumption in a licensed pavement area, should that be necessary in connection with individual premises in order to uphold licensing objectives. Applicants could also suggest such a voluntary condition⁵.

Further information

- This amendment could be made via a Legislative Reform Order.
- The process for the grant, variation and renewal of premises licences would remain the same, with no amendments to determination periods, duration of licences, statutory consultees and fee levels.
- Premises licence plans would not need to be amended.

⁴ For example, if takeaway sales were creating anti-social behaviour nearby in the locality (but away from the premises), a condition could remove the automatic granting of the takeaway sales; or a condition might set a terminal hour for sales for consumption in the licensed pavement area, whilst allowing for continued sales for consumption inside the premises, in order to avoid noise problems at night in a residential neighbourhood.

⁵ Please see note 4 above.

- The process for the review of a licence would remain the same. Licensing authorities and residents would still be able to request a review of existing licences if there are concerns about noise, crime and anti-social behaviour.

Q1. To what extent do you agree that option 1 would provide a suitable long-term replacement to the temporary off-sales permission that the Business and Planning Act 2020 has been providing? (*Required)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Q2. If you agree that option 1 would provide a suitable long-term replacement to the temporary off-sales permission, which the Business and Planning Act 2020 has been providing, please tell us why (please select all that apply). (*Not required)

- Minimise costs to businesses
- Ease of understanding
- Simplicity to put into practice
- Other (please fill out the free text box below)

Q3. If you agree that option 1 would provide a suitable long-term replacement to the temporary off-sales permission, do you also agree that there should be the option to exclude takeaway and/or delivery by means of a licence condition if deemed necessary by licensing authorities in order to uphold licensing objectives? (*Not required)

- Strongly agree
- Agree
- Neither agree nor disagree

Disagree

Strongly disagree

Q4. If you agree that option 1 would provide a suitable long-term replacement to the temporary off-sales permission, do you also agree that there should be the option to exclude sale for consumption in a licensed pavement area by means of a licence condition if deemed necessary by licensing authorities in order to uphold licensing objectives? (*Not required)

Strongly agree

Agree

Neither agree nor disagree

Disagree

Strongly disagree

Q5. If you disagree that option 1 would provide a suitable long-term replacement to the temporary off-sales permission that the Business and Planning Act 2020 has been providing, please tell us why (please select all that apply). (*Not required)

Concerns about increases to crime and / or anti-social behaviour

Other (please fill out the free text box below)

Option 2: Amend the wording in the Licensing Act 2003 to extend the definition of on-sales so that it includes consumption in a licenced pavement area.

What would this option mean in practice for **existing** licence holders?

- This would mean that when the regulatory easements set out in the Business and Planning Act 2020 lapse in March 2025, on-sales only licence holders who wish to continue to sell alcohol for consumption in an adjacent licensed pavement area would automatically be able to continue to do so.
- There would be no need for existing on-sales only licence holders to make any application to vary their premises licence if they wish to continue to sell alcohol in an adjacent licenced pavement area, thus saving businesses time and money. A valid pavement licence would still be required, as is currently the case.
- To sell alcohol for take-away or delivery, an off-sales licence would still be needed, thus requiring a variation to the existing on-sales only licence.
- To mitigate any potential increase in disorder associated with alcohol being consumed in the pavement area, terminal hours for the operation of a pavement licence will remain in place, even if the permitted terminal hours inside the premises are later.

What would this option mean in practice for **new** licence applicants?

- This option would mean that when the regulatory easements lapse in March 2025, if someone wishes to sell alcohol for consumption in the pavement area, they would need both a pavement licence and a premises on-licence.
- Adopting this option would mean premises that fall into the category above would no longer need an off-sales licence. However, an off-sales licence would still be needed if the business wished also to sell alcohol for takeaway or delivery.
- The process for the refusal of a licence would remain the same, as would the process for appeals and hearings. Licensing authorities and residents would still be able to object to new licence applications if there are concerns about noise, crime and anti-social behaviour.
- New licence applicants would still be required to place a notice in a local newspaper.

Further information

- This amendment could be made to the Act via a Legislative Reform Order.
- The process for the grant, variation, and renewal of premises licences would remain the same, with no amendments to determination periods, duration of licences, statutory consultees and fee levels.
- Premises licence plans would not need to be amended. The pavement area would not form part of the area included in the premises licence plan.
- Local authorities can attach specific conditions to pavement licences where those conditions are reasonable and there is valid supporting evidence for the justification of the condition. Local authorities can revoke a licence or amend a licence with the licence holder's position, under certain circumstances.
- The process for the review of a licence would remain the same. Licensing authorities and residents would still be able to request a review of existing licences if there are concerns about noise, crime and anti-social behaviour.

Q6. To what extent do you agree that option 2 would provide a suitable long-term replacement to the temporary off-sales permission that the Business and Planning Act 2020 has been providing? (*Required)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Q7. If you agree that option 2 would provide a suitable long-term replacement to the temporary off-sales permission that the Business and Planning Act 2020 has been providing, please tell us why (please select all that apply). (*Not required)

- Minimise costs to businesses
- Ease of understanding
- Simplicity to put into practice
- Other (please fill out the free text box below)

Q8. If you disagree that option 2 would provide a suitable long-term replacement to the temporary off-sales permission that the Business and Planning Act 2020 has been providing, please tell us why (please select all that apply). (*Not required)

- Concerns about increases to crime and / or anti-social behaviour
- Other (please fill out the free text box below)

Option 3: Amend the Licensing Act to permit on-sales only premises licence holders the right to make off-sales to any area for which there is a pavement licence.

What would this option mean in practice for **existing** licence holders?

- As with option 2, this option would mean that when the regulatory easements set out in the Business and Planning Act 2020 lapse in March 2025, on-sales only licence holders who wish to continue to sell alcohol for consumption in an adjacent licensed pavement area would automatically be able to continue to do so.
- There would be no need for existing on-sales only licence holders to make any application to vary their premises licence if they wish to continue to sell alcohol in an adjacent licensed pavement area, thus saving businesses time and money. A valid pavement licence would still be required, as is currently the case.
- To sell alcohol for take-away or delivery, an off-sales licence would still be needed, thus requiring a variation to any existing on-sales only licence.
- To mitigate any potential increase in disorder associated with alcohol being consumed in the pavement area, terminal hours for the operation of a pavement licence will remain in place, even if the permitted terminal hours inside the premises is later.

What would this option mean in practice for **new** licence applicants?

- This option would mean that when the regulatory easements lapse in March 2025, if someone wishes to sell alcohol for consumption in the pavement area, they would need both a pavement licence and a premises on-sales licence.
- Adopting this option would mean premises that fall into the category above would no longer need an off-sales licence. However, an off-sales licence would still be needed if the business wished also to sell alcohol for takeaway or delivery.
- The process for the refusal of a licence would remain the same, as would the process for appeals and hearings. Licensing authorities and residents would still be able to object to new licence applications if there are concerns about noise, crime and anti-social behaviour.
- New licence applicants would still be required to place a notice in a local newspaper.

Further information

- This amendment could be made via a Legislative Reform Order.
- The process for the grant, variation and renewal of premises licences would remain the same, with no amendments to determination periods, duration of licences, statutory consultees and fee levels.
- Premises licence plans would not need to be amended. The pavement area would not form part of the area included in the premises licence plan.
- Local authorities can attach specific conditions to pavement licences where those conditions are reasonable and there is valid supporting evidence for the justification of the condition. Local authorities can revoke a licence or amend a licence with the licence holder's position, under certain circumstances.
- The process for the review of a licence would remain the same. Licensing authorities and residents would still be able to request a review of existing licences if there are concerns about noise, crime and anti-social behaviour.

Premises wishing to offer the sale of alcohol for takeaway or delivery would need to apply for off-sales to be added to their on-sales premises licence.

Q9. To what extent do you agree that option 3 would provide a suitable long-term replacement to the temporary off-sales permission that the Business and Planning Act 2020 has been providing? (*Required)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Q10. If you agree that option 3 would provide a suitable long-term replacement to the temporary off-sales permission that the Business and Planning Act 2020 has been providing, please tell us why (please select all that apply). (*Not required)

- Minimise cost to businesses
- Ease of understanding
- Simplicity to put into practice
- Other (please fill out the free text box below)

Q11. If you disagree that option 3 would provide a suitable long-term replacement to the temporary off-sales permission, which the Business and Planning Act 2020 has been providing, please tell us why (please select all that apply). (*Not required)

- Concerns about increases to crime and / or anti-social behaviour
- Other (please fill out the free text box below)

Q12. As detailed above, options 2 and 3 have the same implications for new and existing premises licence holders. Of the two, which - if either - is your preferred option? (*Not required)

- Option 2
- Option 3
- Neither option 2 or 3
- No preference

Q13. If you ticked either option 2 or option 3 as your preference, please explain the reason you selected that option as your preference in the free text box below. (*Not required)

Q14. If you are responding as a licensing officer or on behalf of a licensing authority, please state how many on-sales only licensed premises in your area have taken up the opportunity to automatically do off-sales without amending their licence. An estimate is acceptable. (*Not required)

Total number of premises in your area that are licensed for on-sales only	
Of that total, how many have taken up the opportunity to automatically do off-sales to a licensed pavement area without amending their licence	
Of that total, how many have taken up the opportunity to automatically do takeaway drinks without amending their licence	
Of that total, how many have taken up the opportunity to automatically offer delivery without amending their licence	

Q15. Please use the space provided below to provide any comments you have on any matter covered in this consultation. If your submission is lengthy, please submit your answers via this form and email additional information and data to: alcohollicensingconsultations@homeoffice.gov.uk (*Not required)

Thank you for participating in this consultation.

About you

Please use this section to tell us about yourself

Full name (optional)	
Job title or capacity in which you are responding to this consultation exercise (for example, member of the public)	
Date	
Company name/organisation (if applicable)	Burnham-on-Sea and Highbridge Town council
Address (optional) Postcode	The Old Courthouse Jaycroft Road Burnham-on-Sea Somerset TA8 1LE
If you do not wish for your response to be disclosed to Parliament, please tick this box. Please see the introduction for details.	<input type="checkbox"/>
If you would like us to acknowledge receipt of your response, please tick this box	<input checked="" type="checkbox"/>
Email address to which the acknowledgement should be sent	deputyclerk@burnham-highbridge-tc.gov.uk

If you are a representative of a group, please tell us the name of the group and give a summary of the people or organisations that you represent.

Contact details and how to respond

Responses should be submitted online through the GOV.UK website.

Complaints or comments

If you have any complaints or comments about the consultation process you should contact the Home Office at alcohollicensingconsultations@homeoffice.gov.uk.

Extra copies

Further paper copies of this consultation can be obtained from this address and it is also available online at GOV.UK. Alternative format versions of this publication can be requested from alcohollicensingconsultations@homeoffice.gov.uk

Publication of response

A paper summarising the responses to this consultation will be published in due course online at Gov.UK.

Representative groups

Representative groups are asked to give a summary of the people and organisations they represent when they respond.

Confidentiality

Information provided in response to this consultation, including personal information, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), the General Data Protection Regulation (UK GDPR) and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Home Office.

The Home Office will process your personal data in accordance with the DPA and in the majority of circumstances, this will mean that your personal data will not be disclosed to third parties.

Consultation principles

The principles that government departments and other public bodies should adopt for engaging stakeholders when developing policy and legislation are set out in the consultation principles.

<https://www.gov.uk/government/publications/consultation-principles-guidance>



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This publication is available online at Gov.UK.

Any enquiries regarding this publication should be sent to us at:

Alcohol team
5th Floor, Fry Building
Home Office
2 Marsham Street, SW1P 4DF

or by email to: alcohollicensingconsultations@homeoffice.gov.uk

Marie Curie Charity Request

I hope you are well. I don't know who is the best person to speak to about the Fireworks display at Burnham, but I just wondered if someone could tell me the process of being the allocated charity to do a bucket collect on the night of the 2024 fireworks?

I know it is a little early to be thinking about firework night but when I looked into it last year I was too late! Marie Curie has lots of keen volunteers in the Burnham area who I am sure would love to collect at this event.

Marie Curie is the UK's leading end of life care charity – our main aim is to provide the best end of life care for everyone who needs it. Marie Curie provides expert nursing and personal care, and emotional or bereavement support to patients and families.

Our hospice care at home provides expert, hands-on care to anyone with an illness they're likely to die from, and those close to them, in the comfort of their own home. We can manage your symptoms and provide vital emotional support, so you feel safe, reassured and get the vital services which could otherwise be out of reach.

Marie Curie provide other support services, such as an information and support line, a companionship service and bereavement service. This means that Marie Curie can be there for everyone throughout all stages of terminal illness, and support loved ones left behind.

In Somerset, we have a Hospice at Home care team that currently provide care for around 250 patients and their families. We also have Marie Curie nurses in Musgrove Park Hospital, along with a companionship service and Advanced Care Planning services in Somerset. Your support will help us fund these vital local services, and help more people access the end of life care they deserve.

Here is a quote from one of our volunteers in North Somerset whose Mum received Marie Curie care: "The most memorable thing about the two Marie Curie palliative nurses who came to us was that they always asked how I was. I was shocked - I was not the patient. But it made me feel so supported and not alone. They were the only people up to that point who had ever asked how I was. So when I thought about which charity to support I chose Marie Curie as the need for palliative care is huge, the need for such wonderful nurses is great and many people prefer to remain at home for as long as possible... and I wouldn't want other people to be in the situation I found myself in."



Internal Audit Report 2023-24

Burnham-on-Sea and Highbridge Town Council

Introduction

Hillside Business Services has completed an Internal Audit, in order to verify the Annual Governance and Accountability Return (AGAR) for Burnham-on-Sea and Highbridge Town Council, for the financial year ending 31st March 2024.

This work has been undertaken by reviewing records and other documentation provided by the Town Council, including; accounting records, bank statements, policies, minutes, invoices, receipts, contract documentation, staff and PAYE records, and review of the council website.

The conclusion of both this audit and an interim audit carried out earlier in the financial year have been used to assess the council against the internal control objectives detailed in the Annual Internal Audit report within the AGAR.

Findings identified during Internal Audit testing have been listed in the table below, along with recommendations on how improvement can be made.

Conclusion

I can confirm that, for Burnham-on-Sea and Highbridge Town Council, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Significant improvements have been made during the year, with staff and members being committed to reviewing processes and making changes where necessary. The speedy progress of implementing recommendations from the interim audit is also notable.

The finding below is a medium risk 'housekeeping', and although it should be implemented to ensure best practice, it does not affect the overall opinion.

Findings & Recommendations:

Finding	Risk Level	Recommendation for Improvement
<p>The council, due to its size, has a number areas of large expenditure. These are now being documented in a 'Contracts List', along with details of when they were last reviewed and when they are due for review/renewal.</p> <p>The Contracts List is still work in progress and work needs to continue for it to be complete and kept up to date, but extensive progress has already been made.</p>	<p>Medium</p>	<p>The council must continue with the good work to complete the Contracts List and keep it up to date, ensuring that all contracts are reviewed regularly.</p>

Signature: *T Roper*

Date: 14th May 2024



DDI: [REDACTED]

Email: [REDACTED]

Date:
29 May 2024

Ref: [REDACTED]

Sent by email:

Burnham-on-Sea and Highbridge Town Council: audit of accounts for the year ended 31 March 2023

Dear Ms [REDACTED]

Thank you for your email of objection dated 8 August 2023 in connection with Burnham-on-Sea and Highbridge Town Council (the Council). You have raised matters in respect of the 2022/23 Annual Governance and Accountability Return (AGAR).

We wrote to you on 30 November 2023 to inform you that one of your eligible objections had been accepted for further consideration. We have written to the Council and received its formal response and all of the additional information that we requested. All documents material to our decisions on the accepted objections are in the public domain or have previously been shared with you.

You have not asked us to consider reporting on this matter in a public interest report; however, we have considered whether each accepted objection should be included in a public interest report.

Our decisions following consideration of the accepted objection under Step 3 of the National Audit Office's Auditor Guidance Note 04 are set out below:

Objection 2: You object to the budget and precept setting process for 2023/24, particularly in relation to Unit 108.

Findings: This objection relates to the response given in Assertion 1 of the Annual Governance Statement.

Unit 108 is the account heading for the Princess Theatre and Arts Centre, which is owned and operated by the Council. You have asserted that there were issues with the financial control and management of the Unit 108 accounts during 2022/23; we have reviewed the budget and precept setting process.

We have included below the relevant extracts of the Council's Financial Regulations, which were in place during 2022/23 in respect of budget and precept setting:

3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the current year, it shall thereafter formulate and

PKF Littlejohn LLP
[REDACTED]

submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Resources committee and the council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

The requirements of Section 49A of the Local Government Finance Act 1992 (LGFA) are as follows:

49A Calculation of council tax requirement by authorities in England

(1) In relation to each financial year a local precepting authority in England must make the calculations required by this section.

(2) The authority must calculate the aggregate of—

(a) the expenditure the authority estimates it will incur in the year in performing its functions and will charge to a revenue account for the year in accordance with proper practices,

(b) such allowance as the authority estimates will be appropriate for contingencies in relation to amounts to be charged or credited to a revenue account for the year in accordance with proper practices,

(c) the financial reserves which the authority estimates it will be appropriate to raise in the year for meeting its estimated future expenditure, and

(d) such financial reserves as are sufficient to meet so much of the amount estimated by the authority to be a revenue account deficit for any earlier financial year as has not already been provided for.

(3) The authority must calculate the aggregate of—

(a) the income which it estimates will accrue to it in the year and which it will credit to a revenue account for the year in accordance with proper practices, other than income which it estimates will accrue to it in respect of any precept issued by it, and

(b) the amount of the financial reserves which the authority estimates that it will use in order to provide for the items mentioned in paragraphs (a) and (b) of subsection (2) above.

(4) If the aggregate calculated under subsection (2) above exceeds that calculated under subsection (3) above, the authority must calculate the amount equal to the difference; and the amount so calculated is to be its council tax requirement for the year.

...

Copies of budget paperwork relating to the preparation of the Unit 108 budgets for income and expenditure and the Council's approval of the 2023/24 precept and budget were requested and the following documents were also inspected:

- We reviewed the minutes of the Princess Management Committee (PMC) meeting of 15 November 2022, where the budget was considered at minute reference 51.0.M23.
- We reviewed the minutes of the Finance and Resources Committee (FRC) meeting of 21 November 2022. At minute reference 52.0.F22, it was resolved that the PMC should treble the run-rate for income.
- We reviewed the minutes of the PMC meeting of 14 December 2022 where the FRC recommendation to treble the run-rate for income was not accepted. A revised draft PMC Budget for 2023/24 was reviewed at minute reference 57.0.M22.
- The minutes of the FRC meeting of 9 January 2023 were reviewed. We noted that at minute reference 10.0.F23, no issues were raised in relation to the updated PMC budget. At minute reference 11.0.F23, the FRC recommended a budget of £850,515 for 2023/24; the recommended precept request was £768,500, with the shortfall of £82,015 being met from general reserves.
- We reviewed the minutes of the full Council meeting of 16 January 2023. At minute reference 16.0.T23, the Council resolved that the budget for 2023/24 be set in accordance with the figures proposed by the FRC above.
- We have reviewed the 2023/24 precept request which was for £768,500 and was dated 20 January 2023.

From the documentation reviewed above, in our view, it can be seen that the process carried out during 2022/23 for setting the 2023/24 budget and precept was in line with the Council's financial regulations and the statutory requirements of Section 49A of the LGFA were met.

The Council explained that due to the cyclical nature of the income and expenditure relating to individual shows, a control account is used to hold accounting transactions before they are allocated to individual shows, i.e. the income and expenditure is accounted for within the system when it is invoiced and incurred, but then requires to be allocated from the control account to the Unit 108 account.

The Council also explained that the budget monitoring of the Unit 108 income and expenditure was hampered due to staffing issues during 2022/23 which meant this exercise of allocating transactions from the control account to the Unit 108 account was mainly carried out at the year end and therefore many transactions were erroneously allocated to Month 12 as a result. The Council has explained that new RFO and theatre manager are now working together on a more regular basis to ensure that this exercise is carried out on a timely basis throughout the year.

As a result of the work that we have carried out, it has come to our attention that the Unit 108 income and debtors figures as at 31/3/23 were overstated by £25,349. This will have had an impact on the preparation of the Council's 2024/25 budget.

We will recommend that the Council revisits its 2024/25 budget forecast; since it is based on incorrect figures and answers 'No' to Assertion 1 of the Annual Governance Statement for 2023/24.

Conclusion: We do not uphold this objection to the 2022/23 AGAR; however, we are minded to raise a reporting matter in our external auditor report on the 2023/24 AGAR in respect of this matter.

In our view, Section 1, Assertion 1 of the 2023/24 AGAR should be answered 'No' since the data used to prepare the budget for 2024/25 was incorrect.

Having considered whether the accepted objection should be included in a public interest report, we have decided not to take this course of action. Please note that there is no right of appeal against a decision not to issue a public interest report in respect of an objection.

At this stage, we would like to remind both you and the Council of the need to ensure compliance with relevant data protection legislation (including GDPR). This could include, for example, redacting personal information (such as the objector's name, address or other identifying information) from any subsequent publication or sharing of the objections and related correspondence.

Yours sincerely

A black rectangular redaction box covering the signature of the sender.

PKF Littlejohn LLP

cc Burnham-on-Sea and Highbridge Town Council c/o Katherine Noble – Council Clerk/RFO

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **Burnham On Sea & Highbridge Town Council - SO0045**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below.

Other matters not affecting our opinion which we draw to the attention of the authority:

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2022/23 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

3 External auditor certificate 2022/23

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

We do not certify completion because:

We have received correspondence bringing information to our attention that we must consider before certifying the completion of our review and the discharging of our responsibilities.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

26/09/2023

Cost Code		2022/23		2023/24			2024/25	NOTES
		Budget	Actual	Budget	To end Sept	Est Y End	Budget	
N/C	INCOME							
100	MANAGEMENT AND COMPLIANCE							
1080	BANK INTEREST	2,000	2,218	500	15,591	18,000	7,500	
1085	GRANTS RECEIVED	-	50,086	-	-	-	-	
1077	CIL INCOME - HIGHBRIDGE				62,385	62,385	-	
1078	CIL INCOME - BURNHAM				1,386	1,386	-	
	NEW CIL	-	31,103					N/A
200	THE OLD COURTHOUSE							
1005	OLD COURTHOUSE LETTING	250	375	250	-	-	-	
300	ALLOTMENT HIGHBRIDGE							
1300	ALLOTMENT RENTS RECEIVED	1,155	1,142	1,115	1,218	1,218	1,215	
400	TIMPS							
1400	SIGNAL BOX	0	40	40	60	60	60	
1405	EVENT DONATIONS	1500	1477	-	-	1,700	0	
1410	GRASS CUTTING					500	500	
500	CEMETERIES							
1500	WAYLEAVES	4,850	4,846	4,850	-	4,850	4,850	
1505	COMMONWEALTH WAR MEMORIALS	50	31	50	-	32	-	N/A
	MEMORIAL BENCHES	-	600	-	-	-	-	N/A
1515	EROB	10,000	15,410	7,000	4,565	9,130	7,000	
1520	INTERMENTS	19,000	26,740	15,000	13,695	27,390	20,000	
1525	MEMORIALS	8,200	8,700	8,000	2,160	4,320	5,000	
600	PRINCESS							
1600	STORAGE HIRE	1,590	2,907	3,200	1,630	3,000	3,300	
1605	LETTINGS	14,000	21,813	25,000	9,161	30,000	33,000	
	PERFORMING RIGHTS	1,600	1,755	-	-	-	-	N/A
1615	CAFE RENT/COMMISSION	5,400	5,950	6,600	3,420	6,600	6,800	
1620	TECHNICIAN	3,500	300	8,000	221	-	-	N/A
1625	PT MERCHANDISE	1,600	4,445	3,000	671	900	3,600	
1630	DONATIONS	1,500	754	-	446	460	-	
	INSURANCE CLAIMS	-	13,600	-	-	-	-	N/A
	GRANTS OTHER	10,000	1,000	-	-	-	-	N/A
	REFRESHMENTS	-	900	-	-	-	-	N/A
1640	BOX OFFICE - CARD SALES	5,600	5,009	1,800	1,675	3,350	-	N/A
1645	SHOW INCOME	7,500	33,604	7,500	8,144	11,300	13,500	
1646	FILM INCOME	-	-	-	100	100	-	
1650	MEMBERSHIPS	1,200	465	2,000	540	540	300	

1655	PARTICIPATION PT	3,500	10,094	7,500	5,867	7,500	7,500	
1660	ART SALES	300	206	400	208	400	200	
1665	STAGE SOUND/LIGHTING	50	20	50	-	50	-	N/A
1670	PV CELLS	3,500	3,031	3,500	116	1,500	3,500	
1680	ADVERTISING						200	
	TOTAL	107,845	248,621	105,355	133,259	196,671	118,025	
		2022/2023		2023/2024		2024/25		NOTES
		Budget	Actual	Budget	To end Sept	Est Y End	Budget	
	EXPENDITURE							
100	MANAGEMENT AND COMPLIANCE							
4000	SALARIES & WAGES	282,651	207,564	270,000	132,503	284,000	308,180	
4005	EMPLOYERS NAT INSURANCE	27,051	19,315	26,810	7,974	17,232	18,741	
4010	EMPLOYERS S'ANNUATION	59,654	43,824	60,627	27,866	60,311	66,593	
4050	PENSION DEFICIT	7,000	6,977	8,280	4,170	8,350	-	N/A
4055	RECRUITMENT COSTS	600	987	600	1,627	1,627	800	
4060	TRAINING	-	833	2,000	2,805	2,850	2,600	
4065	TRAVEL, EXPENSES & SUBSISTENCE	250	329	500	140	500	800	
4070	OFFICE/IT EQUIPMENT & FURNITURE	1,500	1,141	8,000	875	1,500	4,000	
4075	MISCELLANEOUS EXPENDITURE	500	1,618	500	245	245	-	
4080	TELEPHONE & BROADBAND	3,000	3,851	3,150	1,757	3,548	3,700	
4085	POSTAGE	200	205	500	175	400	500	
4090	STATIONERY & SUPPLIES	1,250	1,132	1,500	880	1,800	1,700	
4095	SUBSCRIPTIONS AND SUPPORT	3,250	27,237	20,000	15,102	20,000	23,000	
4100	INSURANCES	5,500	22,124	6,500	870	13,200	13,500	
4105	AUDIT & ACCOUNTANCY FEES	3,000	395	3,000	395	5,000	4,000	
4110	LEGAL FEES	-	700	1,000	-	1,000	1,000	
4115	PROFESSIONAL & CONSULTANTS FEES	5,000	7,323	3,000	19,052	23,000	5,000	
4120	BANK CHARGE	1,500	1,294	1,500	750	1,500	1,500	
4125	PAYROLL SERVICES	1,250	1,565	1,400	758	1,550	1,700	
4130	PPE & UNIFORMS			1,500	567	1,300	1,700	
4135	ROOM HIRE			250	82	150	225	
4140	CLIMATE CHANGE			5,000	1,005	5,000	1,500	
4145	SERVICE DEVOLUTION			10,000	-	-	76,830	
	CLEANING etc	-	837					N/A
	SECURITY & ALARMS	-	418					N/A
	EVENTS	-	2,761					N/A
110	DEMOCRATIC & CIVIC							
4200	MAYORS ALLOWANCE	5,000	5,231	5,000	2,500	5,000	5,000	
4210	ELECTION EXPENSES	6,000	17,787	3,000	-	3,000	5,000	
4215	CIVIC EVENTS	2,500	795	2,500	982	1,964	2,500	
	PAST MAYORS BADGES	-	43	-	-	-	-	N/A
4220	REMEMBRANCE WREATH	100	-	100	-	100	100	

120	<u>JOINT FUNDING WITH OTHERS</u>							
4250	CONT SDC RE TOILETS	38,200	43,311	38,500	21,055	42,110	44,000	
4255	CONT SDC DOG BINS	24,500	24,000	24,500	12,070	24,140	25,000	
4260	CCTV CAMERAS	15,150	15,000	15,300	7,500	15,000	15,000	
130	<u>GRANTS & DONATIONS</u>							
4300	GRANT - CAB (S.142)	2,700	2,700	2,700	2,700	2,700	2,700	
4305	GRANTS MADE	32,300	45,239	32,300	26,456	32,300	32,300	
200	<u>THE OLD COURTHOUSE</u>							
4350	BUSINESS RATES	8,400	8,358	10,050	5,264	10,528	10,650	
4355	UTILITIES	5,450	3,256	9,000	669	5,250	6,000	
4375	CLEANING	500	2,404	800	2,200	4,750	5,000	
4380	SECURITY & ALARMS	1,000	527	1,000	30	532	800	
4385	MAINTENANCE	2,500	6,447	3,000	938	1,500	3,000	
4390	H&S/FIRE/INSPECTIONS	150	-	300	914	914	600	
4395	NEW EQUIPMENT/FURNITURE	-	-	1,000	70	140	-	N/A
210	<u>OTHER ASSETS</u>							
4360	ELECTRICITY TOWN CENTRE	180	167	300	40	180	220	
4415	WATER FOUNTAIN	500	100	500	651	3,034	1,000	
4365	HIGHBRIDGE CLOCK ELEC	500	308	700	196	392	450	
300	<u>ALLOTMENT HIGHBRIDGE</u>							
4370	WATER RATES	400	89	500	34	68	200	
4385	MAINTENANCE	1,500	-	500	283	283	600	
400	<u>TIMPS</u>							
4385	MAINTENANCE	5,000	2,173	2,000	634	1,000	5,000	
4430	BENCHES	1,250	659	1,500	-	1,326	2,500	
4435	BUS SHELTER CLEANING	1,000	690	1,000	-	-	-	N/A
4440	DOG/LITTER BINS	1,500	95	1,500	59	614	600	
4445	SPEED INDICATOR DEVICES	0	0	500	0	0	500	
4450	FLORAL DECORATIONS	4,000	4,355	3,000	0	4,355	4,400	
4455	CHRISTMAS LIGHTS	20,000	22,994	26,000	0	28,000	26,000	
4460	TOURISM	-	-	2000	1896	1896	2,500	
4465	EVENTS EXPENDITURE	5,000	2,902	10,000	1,340	8,500	10,000	
4470	TOWN CENTRE CLEANING	6,000	6,043	7,000	3,000	6,000	6,000	
4475	CARNIVAL EVENTS WEEK	9500	8250	14,000	8604	14,000	11,500	
4485	DEFIBRILLATOR						250	
410	<u>TOWN RANGERS</u>							
4500	TOOLS AND EQUIPMENT	-	-	3,000	813	1,626	2,000	
4505	VEHICLE RUNNING COSTS	1,500	1,749	1,600	804	1,608	1,800	

4510	VEHICLE REPLACEMENT	3,000	-	3,000	-	3,000	3,000	
4515	VEHICLE INSURANCE	590	529	600	320	640	640	
500	CEMETERIES							
4350	BUSINESS RATES	11,900	12,161	12,750	7,107	12,200	12,200	
4355	UTILITIES	3,100	2,744	7,000	1,723	2,800	3,500	
	BJBC PWLB LOAN REPAYMENT	7,202	7,202					N/A
4600	EQUIPMENT PURCHASE/MAINTENANCE	2,000	-	7,000	2009	4,018	7,000	
	SUPPLIES & SERVICES	500	181					N/A
4605	PROVISION FOR PATHS			5,000	0	0	5,000	
4610	PUMP MAINTENANCE	1,300	0	1,400	0	1,400	1,400	
	EQUIPMENT MAINTENANCE	1,200	2,712					N/A
4615	GENERAL MAINTENANCE	1,500	4,538	2,000	1,298	2,596	2,000	
4620	MECH GRAVE DIGGER	5,500	1,960	6,500	2,625	5,250	6,500	
4625	TREE & HEDGE MAINTENANCE	3,000	1,202	3,000	20	3,000	3,000	
4630	FUEL FOR MOWERS	1,050	679	2,000	306	612	1,000	
4635	WASTE COLLECTION	2,500	2,238	3,000	906	1,812	2,500	
4640	PROVISION FOR WALLS	2,000	0	2,000	0	0	2,000	
4645	WATER TESTING	1,000	-	1,250	1,005	1,005	1,250	
	NEW TREE	500	-					N/A
600	PRINCESS							
4000	SALARIES & WAGES	60,525	70,638	81,998	24,368	69,874	97,317	
4005	EMPLOYERS NAT INSURANCE	4,700	5,890	8,349	1,233	3,494	4,755	
4010	EMPLOYERS SVANNUATION	10,650	12,172	18,286	4,292	13,104	14,275	
4040	FOH/DUTY MANAGEMENT	-	-	14,650	-	-	-	
4060	TRAINING	-	-	1,500	1,020	1,400	1,500	
4065	TRAVEL & SUBSISTENCE	-	129	500	24	48	150	
4070	OFFICE/IT EQUIPMENT & FURNITURE	1,500	2,536	5,000	222	444	3,200	
	STATIONERY	-	200				-	N/A
4075	MISCELLANEOUS EXPENDITURE	500	4,882	500	-		-	N/A
4080	TELEPHONE & BROADBAND	2,000	755	2,000	850	1,800	1,900	
4100	INSURANCE	4,400	3,485	6,500	4,527	4,527	5,000	
4350	BUSINESS RATES	9,000	7,088	9,000	4,688	9,000	9,000	
4355	UTILITIES	16,550	16,545	26,000	13,780	27,000	26,500	
4375	CLEANING etc	3,400	2,861	8,500	4,105	8,210	9,000	
4380	SECURITY & ALARMS	1,500	2,369	1,500	553	1,800	2,000	
4385	MAINTENANCE	7,000	8,543	10,000	4,500	9,500	13,000	
4390	H&S/FIRE/INSPECTIONS	500	942	1,000	1,218	1,500	1,500	
4635	WASTE COLLECTION	2,500	4,024	3,000	1,014	3,000	3,000	
4700	TECHNICIAN COST	3,500	8,943	17,000	7,785	17,000	17,500	
4701	SHOW COSTS	-	4,265	-	9,422	12,500	13,500	
4702	FILM COSTS	-	-	-	114	114	-	N/A
4705	ADVERTISING & MARKETING	5,500	6,566	6,000	3,250	6,000	7,000	
	OTHER PROF FEES	-	7,846				-	N/A

4710	LICENCES	1,600	3,197	800	2,843	3,500	1,500	
4715	CARD PAYMENT FEES	2,000	2,258	3,000	4,642	8,000	7,500	
	BOX OFFICE CHARGES	6,720	7,244					N/A
4725	TECHNICAL THEATRE	2,000	3,063	4,000	1,078	4,000	3,500	
4730	BACKSTAGE EXPENSES	-	39	500	-	500	500	
4735	ART SALES EXPENDITURE	100	102	100	551	600	100	
4740	PTAC MERCHANDISE	960	1,778	1,320	533	1,000	3,000	
4745	PARTICIPATION FREELANCE	1,350	4,546	3,000	1,285	2,800	3,000	
4750	FOOTFALL MONITORS	100	102	100	10	-	-	N/A
	GRANT EXPENDITURE	-	41,781	-	-	3,273	-	N/A
4765	MATCH FUNDING	-	-	5,000	-	5,000	-	N/A
	TOTAL	801,833	849,037	955,870	436,526	934,194	1,070,926	

BUDGET	2023/24	2024/25
	£	£
INCOME	105,355	118,025
EXPENDITURE	955,870	1,070,926
DIFFERENCE	850,515	952,901



AGAR Background Information

Whilst the Annual Governance and Accountability Report (AGAR) is approved in stages, the full AGAR should be viewed as a whole document.

The Town Council is required, by 30 June each year, to complete and approve the AGAR, which is the Statutory Accounts of the Town Council as at 31 March 2024. In doing this, the Accounts and Audit Regulations 2015 require the Council to review the effectiveness of its internal control and approve the Annual Governance Statement and the Annual Accounting Statement.

Section 1, must be approved before approving Section 2 (Accounting Statements) by approving them as separate items on an agenda.

The purpose of the Annual Governance Statement is to enable the Council to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices. Ensuring that public money is safeguarded and properly accounted for.

This assurance is in the form of a number of statements known as assertions, to which the Council needs to answer 'yes' or 'no'. The Council needs to have evidence to support a 'yes' answer to an assertion.

Councillors are appointed to undertake internal checks on a quarterly basis.
 Financial Risk Management Policy to be reviewed on a quarterly basis.
 Income & Expenditure Reports provided for Council & Committee meetings.
 Regular updates provided on Grant, CIL & EMR expenditure.
 All payment lists approved by Finance & Governance Committee/Town Council.

2023/24

- All 4 quarterly internal checks took place in 2023/24
- Bank reconciliations signed monthly
- Adopted Annual Investment strategy on 05/02/24
- Reviewed & Approved Asset Register 18/03/24
- Reviewed & Approved Budget for 24/25 23/01/24
- Reviewed & Approved Financial Regulations 2024 on 13/05/24
- Reviewed & Approved Financial Risk Management Policy 2024 on 23/01/24
To be reviewed quarterly. Updated & reviewed: 29/04/24
- Reviewed & Approved Standing Orders 2024 on 13/05/24
- Reviewed & Approved Statement of Internal Control 2024 on 05/02/24
- Reviewed & Approved Terms of Reference 2024 on 14/05/24

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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26/04/2024

Burnham & Highbridge Town Council 2023/24

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Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

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>100 Management & Compliance</u>								
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	18,321	38,475	500	(37,975)			7695.0%	
1550 22-23 Write Offs	0	(33,515)	0	33,515			0.0%	
Management & Compliance :- Income	<u>18,321</u>	<u>837,231</u>	<u>769,000</u>	<u>(68,231)</u>			<u>108.9%</u>	<u>0</u>
4000 Salaries & Wages	23,922	277,443	263,125	(14,318)		(14,318)	105.4%	
4005 Employers Nat Insurance	2,179	21,484	26,810	5,326		5,326	80.1%	
4010 Employers S\Annuation	5,335	61,773	60,627	(1,146)		(1,146)	101.9%	
4050 Pension Deficit	0	0	8,280	8,280		8,280	0.0%	
4055 Recruitment Costs	50	1,677	600	(1,077)		(1,077)	279.5%	
4060 Training	60	2,865	2,000	(865)		(865)	143.3%	
4065 Travel, Expenses & Subsistence	15	368	500	132		132	73.6%	
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	0	3,220	3,150	(70)		(70)	102.2%	
4085 Postage	107	357	500	143		143	71.4%	
4090 Stationery & Supplies	39	1,357	1,500	143		143	90.5%	
4095 Subscriptions & Support	1,932	26,942	20,000	(6,942)		(6,942)	134.7%	
4100 Insurance	18,507	14,849	6,500	(8,349)		(8,349)	228.4%	
4105 Audit & Accountancy Fees	4,395	5,186	3,000	(2,186)		(2,186)	172.9%	
4110 Legal Fees	0	0	1,000	1,000		1,000	0.0%	
4115 Professional & Consulting Fees	0	26,022	9,875	(16,147)		(16,147)	263.5%	2,250
4120 Bank Charges	105	1,407	1,500	93		93	93.8%	
4125 Payroll Services	113	1,525	1,400	(125)		(125)	109.0%	
4130 PPE & Uniforms	135	1,335	1,500	165		165	89.0%	169
4135 Room Hire (Exp)	0	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%	
4800 CIL expenditure	8,352	8,352	0	(8,352)		(8,352)	0.0%	7,042
Management & Compliance :- Indirect Expenditure	<u>65,245</u>	<u>458,692</u>	<u>435,617</u>	<u>(23,075)</u>	<u>0</u>	<u>(23,075)</u>	<u>105.3%</u>	<u>9,782</u>
Net Income over Expenditure	<u>(46,924)</u>	<u>378,539</u>	<u>333,383</u>	<u>(45,156)</u>				
6000 plus Transfer from EMR	33,647	36,387						
6001 less Transfer to EMR	111,659	111,659						
Movement to/(from) Gen Reserve	<u>(124,936)</u>	<u>303,267</u>						

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Democratic & Civic</u>								
4200 Mayors Allowance	417	5,000	5,000	(0)		(0)	100.0%	
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	330	1,404	2,500	1,096		1,096	56.2%	
4220 Remembrance Wreath	0	100	100	0		0	100.0%	
Democratic & Civic :- Indirect Expenditure	<u>747</u>	<u>15,769</u>	<u>10,600</u>	<u>(5,169)</u>	<u>0</u>	<u>(5,169)</u>	<u>148.8%</u>	<u>59</u>
Net Expenditure	<u>(747)</u>	<u>(15,769)</u>	<u>(10,600)</u>	<u>5,169</u>				
6000 plus Transfer from EMR	0	59						
Movement to/(from) Gen Reserve	<u>(747)</u>	<u>(15,710)</u>						
<u>120 Joint Funding With Others</u>								
4250 Cont SDC RE Toilets	6,875	42,711	38,500	(4,211)		(4,211)	110.9%	
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	<u>6,875</u>	<u>81,711</u>	<u>78,300</u>	<u>(3,411)</u>	<u>0</u>	<u>(3,411)</u>	<u>104.4%</u>	<u>0</u>
Net Expenditure	<u>(6,875)</u>	<u>(81,711)</u>	<u>(78,300)</u>	<u>3,411</u>				
<u>130 Grants & Donations</u>								
4300 Grant - CAB (S.142)	0	2,700	2,700	0		0	100.0%	
4305 Grants Made	(2,003)	30,328	32,300	1,972		1,972	93.9%	
Grants & Donations :- Indirect Expenditure	<u>(2,003)</u>	<u>33,028</u>	<u>35,000</u>	<u>1,972</u>	<u>0</u>	<u>1,972</u>	<u>94.4%</u>	<u>0</u>
Net Expenditure	<u>2,003</u>	<u>(33,028)</u>	<u>(35,000)</u>	<u>(1,972)</u>				
<u>200 The Old Court House</u>								
1005 Old Court House Letting	0	59	250	191			23.7%	
The Old Court House :- Income	<u>0</u>	<u>59</u>	<u>250</u>	<u>191</u>			<u>23.7%</u>	<u>0</u>
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	709	5,990	9,000	3,010		3,010	66.6%	
4375 Cleaning	316	3,463	800	(2,663)		(2,663)	432.9%	
4380 Security & Alarms	0	(101)	1,000	1,101		1,101	(10.1%)	
4385 Maintenance	97	2,843	3,000	157		157	94.8%	
4390 H&S/Fire/Inspections	300	1,188	300	(888)		(888)	396.0%	
4395 Equipment/Furniture	165	563	1,000	437		437	56.3%	
The Old Court House :- Indirect Expenditure	<u>1,587</u>	<u>22,705</u>	<u>25,150</u>	<u>2,445</u>	<u>0</u>	<u>2,445</u>	<u>90.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,587)</u>	<u>(22,646)</u>	<u>(24,900)</u>	<u>(2,254)</u>				

	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	91	300	209		209	30.5%	
4365 Highbridge Clock Elec	306	1,516	700	(816)		(816)	216.6%	
4415 Water Fountain	122	3,160	500	(2,660)		(2,660)	632.0%	
Other Assets :- Indirect Expenditure	436	4,767	1,500	(3,267)	0	(3,267)	317.8%	0
Net Expenditure	(436)	(4,767)	(1,500)	3,267				
<u>300 Allotment Highbridge</u>								
1300 Allotment Rents Received	(1,225)	1,218	1,115	(103)			109.2%	
Allotment Highbridge :- Income	(1,225)	1,218	1,115	(103)			109.2%	0
4370 Water Rates	0	355	500	145		145	71.0%	
4385 Maintenance	0	979	500	(479)		(479)	195.9%	
Allotment Highbridge :- Indirect Expenditure	0	1,335	1,000	(335)	0	(335)	133.5%	0
Net Income over Expenditure	(1,225)	(117)	115	232				
<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	25	694	2,000	1,306		1,306	34.7%	
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	446	1,500	1,054		1,054	29.7%	
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	0	23,796	26,000	2,204		2,204	91.5%	1,613
4460 Tourism	0	1,896	2,000	104		104	94.8%	
4465 Events Expenditure	575	6,776	10,000	3,224		3,224	67.8%	
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	669	55,094	68,500	13,406	0	13,406	80.4%	1,613
Net Income over Expenditure	(669)	(52,738)	(68,460)	(15,722)				
6000 plus Transfer from EMR	1,613	1,613						
6001 less Transfer to EMR	57,838	57,838						
Movement to/(from) Gen Reserve	(56,894)	(108,963)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>410 Town Rangers</u>								
4500 Tools & Equipment	732	1,870	3,000	1,130		1,130	62.3%	
4505 Vehicle Running Costs	47	1,346	1,600	254		254	84.1%	
4510 Vehicle Replacement	0	0	3,000	3,000		3,000	0.0%	
4515 Vehicle Insurance	629	949	600	(349)		(349)	158.1%	
Town Rangers :- Indirect Expenditure	1,408	4,164	8,200	4,036	0	4,036	50.8%	0
Net Expenditure	(1,408)	(4,164)	(8,200)	(4,036)				
6001 less Transfer to EMR	6,000	6,000						
Movement to/(from) Gen Reserve	(7,408)	(10,164)						
<u>500 Cemeteries</u>								
1500 Wayleaves	0	4,851	4,850	(1)			100.0%	
1505 Commonwealth War Memorials	31	31	50	19			62.4%	
1515 EROB	55	8,745	7,000	(1,745)			124.9%	
1520 Interments	840	22,310	15,000	(7,310)			148.7%	
1525 Memorials	390	5,200	8,000	2,800			65.0%	
Cemeteries :- Income	1,316	41,137	34,900	(6,237)			117.9%	0
4350 Business Rates	0	9,103	12,750	3,647		3,647	71.4%	
4355 Utilities	110	4,875	7,000	2,125		2,125	69.6%	
4600 Equipment Purchase/Maintenance	998	6,689	7,000	311		311	95.6%	
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	105	1,467	2,000	533		533	73.3%	
4620 Mech Grave Digger	912	4,783	6,500	1,717		1,717	73.6%	
4625 Tree & Hedge Maintenance	0	3,018	3,000	(18)		(18)	100.6%	
4630 Fuel For Mowers	267	958	2,000	1,042		1,042	47.9%	
4635 Waste Collection	62	2,277	3,000	723		723	75.9%	
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	2,454	35,222	52,900	17,678	0	17,678	66.6%	0
Net Income over Expenditure	(1,138)	5,916	(18,000)	(23,916)				
6001 less Transfer to EMR	9,311	9,311						
Movement to/(from) Gen Reserve	(10,449)	(3,395)						
<u>600 Princess</u>								
1085 Grants Received	3,000	3,000	0	(3,000)			0.0%	3,000
1600 Storage Hire	1,672	3,302	3,200	(102)			103.2%	

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

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
1605 Lettings	4,174	33,037	25,000	(8,037)			132.1%	
1615 Café Rent/Commission	570	6,840	6,600	(240)			103.6%	
1620 Technician	1,414	2,685	8,000	5,316			33.6%	
1625 PT Merchandise	263	3,299	3,000	(299)			110.0%	
1630 Donations Received	76	908	0	(908)			0.0%	
1640 Box Office - Card Sales	718	5,114	1,800	(3,314)			284.1%	
1645 Show income	(180)	13,074	7,500	(5,574)			174.3%	
1646 Film income	0	198	0	(198)			0.0%	
1650 Memberships	0	750	2,000	1,250			37.5%	
1655 Participation PT	425	8,811	7,500	(1,311)			117.5%	
1660 Art Sales	0	979	400	(579)			244.8%	
1665 Stage Sound/Lighting	39	161	50	(111)			322.7%	
1670 PV Cells	0	1,809	3,500	1,691			51.7%	
1680 Advertising income	13	13	0	(13)			0.0%	
Princess :- Income	12,184	83,979	68,550	(15,429)			122.5%	3,000
4000 Salaries & Wages	7,307	70,578	81,998	11,420		11,420	86.1%	
4005 Employers Nat Insurance	695	5,727	8,349	2,622		2,622	68.6%	
4010 Employers S\Annuation	1,130	11,386	18,286	6,900		6,900	62.3%	
4040 FOH/Duty Management	0	0	14,650	14,650		14,650	0.0%	
4060 Training	0	1,299	1,500	201		201	86.6%	
4065 Travel, Expenses & Subsistence	0	24	500	476		476	4.9%	
4070 Office/IT Equip & Furniture	1,428	2,891	5,000	2,109		2,109	57.8%	
4075 Miscellaneous Expenditure	21	272	500	228		228	54.4%	
4080 Telephone & Broadband	0	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	3,518	31,104	26,000	(5,104)		(5,104)	119.6%	9,700
4375 Cleaning	2,159	9,447	8,500	(947)		(947)	111.1%	
4380 Security & Alarms	(489)	1,205	1,500	295		295	80.4%	160
4385 Maintenance	687	9,451	10,000	549		549	94.5%	
4390 H&S/Fire/Inspections	0	1,657	1,000	(657)		(657)	165.7%	
4635 Waste Collection	269	2,802	3,000	198		198	93.4%	
4700 Technician Cost	1,996	16,040	17,000	960		960	94.4%	
4701 Show costs	(650)	10,867	0	(10,867)		(10,867)	0.0%	
4702 Film costs	0	414	0	(414)		(414)	0.0%	300
4705 Advertising & Marketing	657	4,592	6,000	1,408		1,408	76.5%	
4710 Licences (exp)	0	3,989	800	(3,189)		(3,189)	498.6%	
4715 Card Payment Fees	724	9,699	3,000	(6,699)		(6,699)	323.3%	
4725 Technical Theatre	21	1,303	4,000	2,697		2,697	32.6%	
4730 Backstage Expenses	0	301	500	199		199	60.2%	

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

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
4735 Art Sales Expenditure	0	1,376	100	(1,276)		(1,276)	1375.6%	
4740 PTAC Merchandise	0	2,253	1,320	(933)		(933)	170.7%	
4745 Participation Freelance	450	2,960	3,000	40		40	98.7%	1,285
4750 Footfall Monitors	0	10	100	90		90	10.2%	
4765 Match Funding	0	0	5,000	5,000		5,000	0.0%	
Princess :- Indirect Expenditure	<u>19,923</u>	<u>215,398</u>	<u>239,103</u>	<u>23,705</u>	<u>0</u>	<u>23,705</u>	<u>90.1%</u>	<u>11,445</u>
Net Income over Expenditure	<u>(7,739)</u>	<u>(131,420)</u>	<u>(170,553)</u>	<u>(39,133)</u>				
6000 plus Transfer from EMR	0	11,445						
6001 less Transfer to EMR	19,862	19,862						
Movement to/(from) Gen Reserve	<u>(27,601)</u>	<u>(139,836)</u>						
Grand Totals:- Income	30,597	965,981	873,855	(92,126)			110.5%	
Expenditure	97,342	927,885	955,870	27,985	0	27,985	97.1%	
Net Income over Expenditure	<u>(66,745)</u>	<u>38,096</u>	<u>(82,015)</u>	<u>(120,111)</u>				
plus Transfer from EMR	35,260	49,503						
less Transfer to EMR	204,669	204,669						
Movement to/(from) Gen Reserve	<u>(236,155)</u>	<u>(117,070)</u>						

Burnham & Highbridge Town Council 2023/24
Income and Expenditure Account for Year Ended 31st March 2024

31st March 2023		31st March 2024
	Operating Income	
0	Management & Compliance	837,231
0	The Old Court House	59
0	Allotment Highbridge	1,218
0	TIMPS	2,357
0	Cemeteries	41,137
0	Princess	83,979
<u>0</u>	Total Income	<u>965,981</u>
	Running Costs	
0	Management & Compliance	458,692
0	Democratic & Civic	15,769
0	Joint Funding With Others	81,711
0	Grants & Donations	33,028
0	The Old Court House	22,705
0	Other Assets	4,767
0	Allotment Highbridge	1,335
0	TIMPS	55,094
0	Town Rangers	4,164
0	Cemeteries	35,222
0	Princess	215,398
<u>0</u>	Total Expenditure	<u>927,885</u>
	General Fund Analysis	
0	Opening Balance	457,244
0	Plus : Income for Year	965,981
<u>0</u>		<u>1,423,224</u>
0	Less : Expenditure for Year	927,885
<u>0</u>		<u>495,340</u>
0	Transfers TO / FROM Reserves	155,166
<u>0</u>	Closing Balance	<u>340,174</u>

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Property Maintenance - EMR	150,129.92	-2,429.92	147,700.00
321 Youth Projects - EMR	7,448.56	-2,448.56	5,000.00
322 TIMPS - EMR	11,903.02	-11,903.02	0.00
323 Princess Cultural Recovery Gra	3,181.00	-81.00	3,100.00
324 Legacy Clock - EMR	10,221.85	-1.85	10,220.00
325 Service Transfer - EMR	39,750.70	9,949.30	49,700.00
326 IT/Office Equipment - EMR	11,881.34	6,704.83	18,586.17
327 HR Contingency - EMR	48,579.56	-18,579.56	30,000.00
328 Grounds Equipment - EMR	1,225.52	8,085.08	9,310.60
329 Coronation - EMR	1,263.19	-463.19	800.00
330 General Maintenance - EMR	15,422.48	13,183.87	28,606.35
331 Princess Artistic Material Gra	4,707.42	-7.42	4,700.00
332 Town Crier - EMR	515.00	-235.00	280.00
334 Grounds Maintenance - EMR	19,031.56	-19,031.56	0.00
335 Highbridge Regeneration	9,802.00	-2.00	9,800.00
336 Legal Fees - EMR	5,932.00	-32.00	5,900.00
338 Replacement Van - EMR	25,825.00	5,975.00	31,800.00
339 Tesco S106 - EMR	4,805.69		4,805.69
340 Past Mayor badges - EMR	1,930.00	-930.00	1,000.00
341 Neighbourhood Plan - EMR	5,803.00	-3.00	5,800.00
342 You Are Here Boards - EMR	750.00		750.00
343 Princess Maint/Renewals - EMR	12,339.02	-39.02	12,300.00
344 SIDS - EMR	708.78	-300.44	408.34
345 Burnham EVO HTAP - EMR	900.00		900.00
346 Tree Maintenance - EMR	10,442.00	-2,942.00	7,500.00
347 Cemeteries Extension - EMR	74,714.50	18,985.50	93,700.00
348 Burnham Shop Fronts Grant - EM	9,900.00		9,900.00
370 PMC SALC Grant - EMR	921.83	778.17	1,700.00
371 PMC FOTP Grant - EMR	1,340.72	-1,340.72	0.00
372 PMC Artistic Budget - EMR	3,000.00	1,607.70	4,607.70
373 PMC SALC 3C Grant - EMR	790.79	-790.79	0.00
374 PMC Somerset Community Grant	0.00	3,000.00	3,000.00
375 PMC Match Funding - EMR	0.00	5,000.00	5,000.00
380 Cemeteries Provision - EMR	4,700.50	77,799.50	82,500.00
381 CEM Provision of Paths - EMR	68,836.73	-68,836.73	0.00
382 CEM Equipment Purchase - EMR	7,846.00	-7,846.00	0.00
385 High St Fund - EMR	0.00	50,000.00	50,000.00
386 Events - EMR	0.00	6,123.27	6,123.27
400 CIL - EMR	33,583.33	86,217.52	119,800.85
	<u>610,133.01</u>	<u>155,165.96</u>	<u>765,298.97</u>

Section 2 – Accounting Statements 2023/24 for

BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	1,047,896	1,067,377	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	697,808	768,500	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	250,446	197,481	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	366,765	448,390	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	7,202	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	554,806	479,495	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,067,377	1,105,473	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,060,954	1,155,449	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	949,703	923,911	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)		✓		<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

DDMM/YYYY

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



Report for councillors: **To consider purchasing Deputy Mayor's Pendant**

Issued to: **Town Council – 25th June 2024**

Purpose of Report

For members to consider purchasing a Deputy Mayor's pendant.

Background

The Town Council does not own a Deputy Mayor's pendant. The pendant that has been used is for a Deputy Mayoress, which should only be worn by a Wife of the Mayor. Obviously, this is not suitable for a male Deputy Mayor.

The Council has another pendent, which was used by the previous Mayor's representative, but this should be worn by the current Mayor's Husband at official events.

The propose purchase would be for a pendant on a blue ribbon collaret.

Financial Implications

Quotes have been received from companies that specialise in civic regalia.

Two quotes have been received;

	Item	Cost
Company A	Sterling silver gilt and enamelled pendant. Pendant multi-piece special shape size 68mm x 106mm. Enamelled five colours. Top panel enamelled. Polished hard gold plated finish. Attached to 32mm wide blue ribbon collarette. Packed in case.	£1,682
Company B	No.6 pendant, die struck to shape, size 50 x	£998.86



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	<p>60mm, the crest would be hand-painted enamelled, attached to a red ribbon collarette with a worded title bar engraved and enamel filled applied to the apex.</p>	
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Company A



Company B



Recommendation

That the Council agrees to purchase a Deputy Mayor's Badge, to be funded from and agrees preferred design.



Grant application summary

Name of organisation: Burnham United AFC

Category: Sport and Leisure

Amount of funding previously awarded since 2019: £4,933

Total number of applications: 2

Type of funding requested: Capital

Total cost of project: £8,500

Amount requested: £1,630

Total number of residents estimated to benefit from the grant: over 400

Grant application detail

Type of organisation: Grassroots football club

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

What is the current membership

Adults: 160

Children: 200

Please list any Burnham-on-Sea and Highbridge Town Councillors associated with your group: n/a

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:

Grassroots football club consisting of teams from Under 6's to veterans football. The junior arm has teams in every age group from under 6's to under 16's.

The senior part of the club has three men's teams in Saturday league football, one Sunday league team, a veterans team and a ladies team.

The club is also home to Burnham Hockey club, as well as two skittles teams and a darts team.

Our primary aim is to make football accessible to all, no matter age, gender or ability, the club is run entirely by volunteers who aim is to be there to support people during their footballing journey, encourage a health, active lifestyle and to promote the enjoyment of sport.



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The secondary is to be available to the community, by letting the facilities available to those who wish to use, like the hockey club, the skittles teams and darts team. This provides an important social connection to those involved in those clubs. We also make the clubhouse available to members of the local community for private hire aiming to keep the costs as low as we can so it is affordable to all.

Type of grant: capital 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?:

As you may have seen we have been raising money in order to replace the roof of the clubhouse, which have been successful in doing.

The roof was replaced because it was leaking badly and was becoming a health and safety issue, we now need to replace the carpet in the bar area and replace the skittle alley as well, as both have been damaged due to the roof leaking.

We also want to replace the ceiling tiles throughout the clubhouse as many have been damaged by the leaking roof.

Replacing the carpet and skittle will make the clubhouse a more welcoming for members of the football club and beyond. As stated earlier the clubhouse is home to other groups in the community including the hockey club, skittles teams and a darts team.

We want to make the bar area a welcoming area for parents, grandparents, and anyone else who comes to the club support their child(ren), and give them a safe haven from the poor weather as well.

As we stated earlier we also make the clubhouse available to anyone who wants to hire for a private event, this includes birthday parties, engagement parties, and wakes as well. The clubhouse is an asset to the local community and we want to make it as welcoming as possible, but a water damaged carpet and damaged skittle alley take away from what we as a committee are trying to provide to the local community.

Who will benefit from the project?

This will benefit all who use the clubhouse. The football club embodies the FootALL mentality meaning football is for all.

The clubhouse is available to all who want to use it – everyone is welcome.

If you have selected Others please specify

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

Including parents, supporters, volunteers, players, skittlers and a dart's players it will be over 1000 people.



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How will they benefit?:

Welcoming clubhouse, more comfortable environment, better facilities.

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:

Success will be measured by feedback from all that use it, more private hire bookings and also increased usage should see an increase in revenue for the club from better clubhouse usage.

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.:

Plan to start the project end of June/start of July.

Item description:

The money will be spent on part of the total cost of the project

Carpet tile £1,800.00
Glue £240
Fitting £300
LVT £960
Latex prep £580
Fitting £480
Glue £130
Door bars/Accessories £60
20 boxes ceiling tiles £3,400
Paint/misc £550

Total project cost: £8,500

How much money are you requesting: £1,630

Any other funding applied for:

Somerset FA grant £350 awarded
HPC Community Fund

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 are applying for a grant from Hinckley Point, who after speaking with them, they are very keen to support the project, as it fits with their mission statement of showing how they can have a positive impact in the local communities and looking to support an active lifestyle.

We have been awarded a grant from Somerset FA for £350 to help with costs of the planned refurb.



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Most recent approved accounts summary

Opening balance: £9,156.66

Total income: £70,970.15

Total expenditure: £72,087.99

Closing balance: £8,038.82 + £10,527.24 = £18,566.06

Date of accounts: 2022/2023 May - April



Grant application summary

Name of organisation: Sedgemoor Community Partnership (Morland Community Hub)

Category: Community Hub

Amount of funding previously awarded since 2019: 0

Total number of applications: 0

Type of funding requested: Capital

Total cost of project: £1,434

Amount requested: £1,000

Total number of residents estimated to benefit from the grant: 450+

Grant application detail

Type of organisation: charity

Please provide charity number, Company registration number or details if other:
286493

What is the current membership

Adults: 6 x trustees + 22 volunteers

Children:

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

Cllr Roger Keen

Cllr Lesley Millard (TC rep)

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:

All community activities associated with a community hub ie:

Community café, pop-up library, Friday lunch group, bingo, chat n chill, pop up tots, Little Ninjas karate, Brownies, ladies crafting, art wellbeing, private hire etc.,

Combatting loneliness and isolation, and promoting mental health.

Type of grant: capital 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



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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?:

We are ready to apply for planning permission for our rebuild project but now have to have a Dusk Bat Emergence Survey carried out before proceeding with the application.

Who will benefit from the project?

All users of the Morland Hub and the Men's Shed

If you have selected Others please specify

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

450+

How will they benefit?:

All users of the Hub would benefit from having a new, modern community building.

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:

This will be a major feel good project for the Morland Estate and the rest of Highbridge and Burnham as a whole, and bring some much needed investment to a deprived area. We have had a lot of support already and positive press coverage.

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.:

We are planning early June but may have a slight delay if funding becomes an issue.

Item description:

Single Dusk Bat Emergence Survey with 4 bat surveyors, including sonogram analysis £995

Additional reporting to include survey data within an ecology report £200

VAT £239

Total project cost: £1,434 inc vat

How much money are you requesting: £1,000

Any 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):

Remainder from existing funds



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Most recent approved accounts summary

Opening balance: £16,796

Total income: £8,650

Total expenditure: £22,560

Closing balance: £2,886

Date of accounts: 03.04.2024



Grant application summary

Name of organisation: St John the Evangelist Church, Highbridge

Category: Church

Amount of funding previously awarded since 2019: £1,500

Total number of applications: 1

Type of funding requested: Capital

Total cost of project: £5,898

Amount requested: £2,000

Total number of residents estimated to benefit from the grant: parish population 2021 census – 5,103 residents

Grant application detail

Type of organisation: Church

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

St John's is a charity with excepted status. The Church is registered with code 6

What is the current membership

Adults: 48

Children: 6

Please list any Burnham-on-Sea and Highbridge Town Councillors associated with your group: none

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:

St John's Mission Statement is to proclaim the Gospel of Jesus Christ as it has been received by the Church of England by the nurture of faith among the people of the community by word, pastoral care and practical service. Our church vision is to be 'a people of courage sharing God's love across our community.' We express this in a multitude of ways. As well as providing a rich range of worship, from Holy Communion to informal family services, the church also offers the baptisms, weddings and funerals to which every parishioner has a legal right, offering support at life's most significant moments. We are the venue for important civic occasions such as Remembrance Sunday, and create community cohesion through major festivals. A yearly service allows families to remember loved ones who have died and receive the care of the church family. We visit sick and less mobile people in their homes. We have a vital



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relationship with Churchfield Church School, who worship in our building every week and who learn about Christianity, British values and heritage through our ministry. Children from the school (and elsewhere) come to our regular informal family services, at which our 30-strong school choir perform. We were pleased to welcome the Town Council and local dignitaries to our Christmas Community Carol Service in 2023. As well as worship and pastoral care, the church is a growing and innovative venue for the arts. Theatre groups, musicians, history events and art exhibitions are all regular features. Our monthly Blues in the Pews events are in their 3rd year, and were kindly supported by the Town Council in 2022. St John's Church Hall provides facilities that are hired at favourable rates to St John Ambulance cadet force, Brownies and Rainbows, as well as our own St John's Youth Group, launched in 2023. The Hall is also used for private celebrations, arts events, sales, and many social events including a weekly community coffee morning. The church building was completed in 1859 and is one of the most significant structures in Highbridge. Where many other historic and iconic buildings have been lost or sold, St John's has been in continuous use for 165 years, continuing to adapt and strengthen its place in the community over the changing decades. The church is open to the public 365 days a year, providing along with its well-kept grounds, a place of solace and stillness for people of all faiths and none.

Type of grant: capital 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?:

'St John's Ark Project' is a major intervention to address defects and improve our buildings to make them fit for purpose in the 21st Century. The church roof leaks when there is heavy rain, and this causes both alarm and discomfort, as well as deterioration of fabric. Advice from our architect confirms the roof is beyond economical repair. Replacing it is a major undertaking, but also an opportunity to make the Victorian structure more efficient and reduce energy use, by introducing insulation and installing solar panels. This is in line with the Church of England's commitment to reduce carbon emissions and work toward net zero by 2030. In addition to the roof project, the Church Hall (built in the 1950s) is also showing its age. The project envisages either replacing it with a new hall, or redeveloping some of the interior space of the church, or a combination. Certainly new toilets and kitchen, with internal access, will be required. This will benefit those cherished youth organisations who currently enjoy the facilities, as well as all those ad hoc groups and events mentioned above. In order to achieve these long-term aims, significant grant funding and fundraising will be required. But before we can formulate a plan, we require measured drawings of the entire site, as well as quantity surveyor's report on the cost of roof replacement. We have worked with our church architect, Emma Green of B2, to prioritise these drawings and survey, and obtained quotations for both. A grant from the Town Council would significantly offset the cost of these, which would otherwise be a stretch, and



thus hold up the entire project. The drawings and survey are the focus of this application. Though these preparatory works are only an initial part of St John's Ark Project, they undergird everything we do from here on. Once obtained, our architect will generate an Options Appraisal for community consultation, where local people can see and contribute to what is possible for their parish church. Reordering of space could also open up future revenue options, such as use of the church wedding receptions, training, conference and other events. As St John's is the parish church for Highbridge, it is genuinely the entire parish that would benefit, not only our congregation. Churches have a faith foundation of which we are proud; yet we also exist for all. Not only is St John's a venue for life's most significant moments — from cradle to grave — it is also an icon of hope and love within a community that has not had the investment it deserves. Should the church building become unusable, it would be a devastating blow to the town. We are facing that possibility, and are determined to act to save the building.

Who will benefit from the project?

Young people, unemployed people, older people, people with disabilities, people with low income, ethnic and minority groups. The project will help us continue to support people involved in the arts and also the entire community of Churchfield Church School.

If you have selected Others please specify

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

Certainly the 5,103 people who live in our parish will benefit (2021 census). It will also benefit those who come from across the county to our events, e.g. Blues in the Pews, of which around 50% are non-local (50-75 people).

How will they benefit?:

The Ark Project, kick started by these preparatory drawings and survey, will help to ensure that St John's remains a place of social cohesion, spiritual support, practical care and artistic expression for all who live in our town. Gathering together combats both the isolation of poverty and the period of the Covid pandemic; a benefit reflected in feedback from our events.

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:

The first stage of community consultation will begin with a survey our congregation, before being rolled out more widely. This will measure public opinion about the church and its potential. Attendance at services and events is recorded weekly. Fundraising events will gauge public support, raise money and maintain momentum. Use of feedback forms, electronic giving and online surveys will help us track success in the long term. We have an excellent relationship with local press, Burnham-on-Sea.com, BBC Radio Somerset, and local print media and would use these all to good effect.



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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.:

June 2024 - drawings and survey undertaken September 2024 - options appraisal completed and next phase of community consultation launched. The entire project is estimated to take up to 5 years if a phased approach is employed, making an estimated completion date of 2029.

Item description:

£1,000 will be spent on quantity survey. The winning quotation for this was received from Hookway Chartered Surveyors and totalled £1,200 (including VAT). The second £1,000 will go toward the costs of measured topographical drawings of our entire site (church, hall and gardens). The winning quotation for this work was received from Anthony Brookes and totalled £4,698 (including VAT).

Total project cost:

For initial work of drawings and survey £5,898

How much money are you requesting:

£2,000

Any other funding applied for:

National Churches Trust small grants scheme (in process - deadline 30th June)

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):

The remaining funding for these drawings and survey will be met, partly from historic building reserves, of which the church has around £9K, as well as partly from donations and from localised fundraising events.

Most recent approved accounts summary

Total income: £ 57,057

Total expenditure: £60,363

Closing balance: £26,301.83

Date of accounts: 31 December 2023



Grant application summary

Name of organisation: Highbridge War Memorial Trust, Southwell House & Gardens

Category: Charity

Amount of funding previously awarded since 2019: 0

Total number of applications: 0

Type of funding requested: Revenue

Total cost of project: unlimited

Amount requested: £2,000

Total number of residents estimated to benefit from the grant: Highbridge Community

Grant application detail

Type of organisation: charity

Please provide charity number, Company registration number or details if other:
304555.

What is the current membership

Adults: 6 trustees

Children: n/a

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

none

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:

We are a hire facility consisting of a small building with seating for 32 (more if standing), although the building is small, we have substantial outside hire facility consisting of a large tarmac area (old tennis courts) now laid out for children's play with kick board goals to either end. Grassed area where part of this has been given to the council for lease over a set period of time of which they have installed the children's play equipment and whereby the council ensures the grass cutting to that area only in return. A small area houses the local football team, Burnbridge FC, changing room facility, this generates a small annual fee. The rest of the grassed area is for leisure to anyone visiting the area ad hoc or to anyone hiring the building. A



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designated area for car parking with secure bike locking equipment and with the tarmac area used as an overspill parking area.

The grounds also house the sunken garden where the grade 2 listed war memorial for the S&D railway workers is housed, with the addition of plaques added commemorating WW2 and where local residents have also added their own memorial for loved ones. All of this is under the charitable trust known as Highbridge War Memorial Trust and Southwell House & Gardens.

Any group or individual hiring this facility will get all the above mentioned within their hire agreement.

We (the trustees), as a charitable organisation ensure the good upkeep of this building and land. We are very fortunate to have a small group of volunteers but on occasion require skilled works carried out, i.e. removal of fallen/diseased trees, replacement to worn/damaged paving slabs or crumbling bricks on the beds and wall area within the sunken garden. We try to create an oasis of colour to be enjoyed by all local residents.

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?:

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?

We are looking to make the rooms more manageable for those hiring and to secure more hires in the future, this includes:

- The replacement of the old heavy chairs to lighter and easier to manoeuvre and pack away to what we have at present.
- Extra foldable tables and chairs that can be used outside during hires to make full use of the outdoor areas on fair weather days. This would then result in the looking to buy some form of container to sit within the grounds and to house the extra furniture we aim to purchase.
- Studier and more secure lockers for each regular group to use for their own equipment that they require during each of their meetings.

Benefit the community

It is envisaged that with furniture to make use of the outside and the secure facilities for housing groups belongings would be more of an incentive to smaller groups looking at what we have to offer more favourably. To be able to turn up and have



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everything within the building and not having to haul back and forth would be a time saver to many and would result in not having to rely on just one or two to ensure items required are available at that time. Not only benefitting those already using the building but giving them the opportunity to make full use of the outside area too. With these extras we would look to secure more hires for maybe children's play groups where the outside area would be an added extra to many hire facilities.

Who will benefit from the project?

Young people, unemployed people, older people, people with disabilities, people with low income, ethnic or minority groups

If you have selected Others please specify

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

The benefit will be available to anyone who attends the groups held within the building and on occasions when there have been outdoor events open to the community. Being able to take up hobbies. Join in with any events hosted by the trust to include craft fairs, and car boot sales.

How will they benefit?:

Highbridge has been labelled as a deprived area and was put forward for the levelling up fund at one time and recently we have had the Hands of Change coming along and now using our building, we envisage this would be highly beneficial to those residents who live in the many flats that surround us and who have no access to outside space and to those residents on low income who use Hands of Change being able to spend some time outdoors with others in similar situations to themselves. All benefitting from the lovely outdoor area we have to offer with comfortable seating for the duration of their hires.

Groups already using our premises include:

2 x AA meetings, U3a card making, U3a boardgames, Dog obedience, Stitching & Quilting, Hands of Change, Baby Sensory, Baby First Aid, Menopause group

All of the above would all be able to carry out their meetings outside on good weather days.

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:

Success can be measured in any new hires gained from this outdoor project. The use of items by groups already using Southwell House. The extra benefit to the charity in being able to offer refreshments outside when holding any fundraising events and thereby freeing up the house to use for alternative use than refreshments/catering. We have been fortunate in getting press coverage on many of our events over the last few years. To see an increase in funds coming into the charity would be a telling sign of success, which is the aim of the Trustees to see a good cash flow to ensure the running of this charity for the community.



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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.:

It would be put into practise almost immediately should we be successful, making full use of the spring, summer and autumn weather that would enable the use of what we propose to have available to groups.

Item description:

£261.60 x Table & 4 chairs, fully foldable

£276.60 x 1 table trolley?

5 sets = £1308.00

10ft shipping container = £2,750.00

£236.40 locker cabinet

Total project cost:

How much money are you requesting: £2,000 would be a great help towards the cost with our additional fund raising to support.

Any 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 hold our own fundraising days, 1st Saturday of the month with a pop-up charity shop, this is also open in the summer months to car booters or craft sellers.

We also receive donated fabric and wool with a team of volunteers making items that can be sold at the various local craft days throughout Highbridge and Burnham.

We would like to hold additional events for the local community to help raise funds this would also promote awareness of our facilities available to hire for private use, just a few ideas of: outdoor cinema/indoor film nights, casino evening, Race night, garden party with music.

Most recent approved accounts summary

Inc & Exp for the year ended 31/03/23

Total income: £5,591

Total expenditure: £4,002

Closing balance: £19,927 (31/03/23)

Devolution Working Group Terms of Reference

General

The purpose of the Devolution Working Group is to carry out the necessary research and to prepare a costed report to Council regarding the devolution of various services from Somerset Council.

Terms of Reference

1. The Working Group must consist of at least six Councillors, including the Finance and Governance Committee Chair, the Chair of Assets and Amenities Committee and the Chair of the Human Resources Sub-Committee and Council Officers (Vice Chairs to deputise).
2. A Chair will be appointed by the Working Group and will be the main point of contact.
3. The Working Group will meet at least twice per month during the term of the project.
4. The Working Group will report to Full Council as needed.
5. The Working Group will liaise with Somerset Council with regards to the devolution of various services.
6. The Working Group will consider the impact of each proposed service to be devolved to the Town Council including financial, staffing and resources.

I attended St Joseph's school this afternoon and was given a presentation by the children of year 4 on the findings they put together for cars passing the school entrance.

I was impressed by the work the Children had done, and how the results were put together and presented by them.

There is already a 20 MPH limit in place when the lights are flashing, otherwise it's a 30 MPH road.

I am told the school no longer has a lollypop person.

The results of the speed data show an alarming no of cars exceeding the 30 MPH limit.

I'm told a lot of parent's park in the Catholic church carpark when dropping off or collecting their children, so they need to cross the main rd. to get to and from school.

The school and the PCSO Craig Dee that is working with the children have asked for us to look at the possibility of a proper pedestrian crossing on the B3139 Oxford St outside the school (maybe by the Catholic Church), I would therefore like to put a motion to council for discussion at our next meeting.

Notice of Motion to Council

That this council formally requests the Somerset Council Highways dept to look at the installation of a pedestrian crossing point on the B3139 Oxford street, Burnham on Sea, outside or near the St Joseph's School entrance and the Catholic Church, this also has the support of the Police and the school.

Cllr Roger Keen

Motion to Council – Review of electoral arrangements for the Town Council

The present electoral arrangements for Somerset Council were put in place as a temporary measure with the intention of them being reviewed by the Boundary Commission before the next Somerset election in 2027 – the aim being to reduce the present membership of 110 to a figure in the mid 80s . This reduction of approximately 25% would mean a likely reduction for the parish from 4 members to 3 members. Assuming the usual pattern of single member wards this would mean three wards instead of the present two.

At the moment, the representation of our electorate on the Town Council by councillors is haphazard and uneven. Not only do we have wards of 1,3,3,5 and 6 members but the number of electors per councillor varies from 731 to 937 – a range of ± 103 from a mean of 834, i.e. $\pm 12.4\%$

Ward	Electors	Councillors	Electors per councillor
Burnham North	5021	6	837
Burnham Central	2810	3	937
Burnham South	2192	3	731
Burnham Marine	748	1	748
Highbridge	4405	5	881

(figures May 2024)

In the coming years this imbalance will get worse due to the current and planned building in Highbridge e.g. Brue Farm, Isleport Grove, Walrow, Lakeside, Boatyard. This will increase the number of electors per councillor for that ward significantly and will mean Highbridge will probably overtake Burnham Central as the having the most electors per councillor.

The review of electoral arrangements for Somerset gives us the opportunity to rationalise our wards and make them more equitable. To give a hypothetical example, if there were to be three Somerset wards covering the parish and not including parts of neighbouring parishes, it would be possible for each of these Somerset wards to contain two 3-member town wards. Given that the Somerset wards will have been designed to have roughly equal electorates, this would produce a better balance of town council ward representation.

The fact that the Boundary Commission will be re-warding Somerset gives us the ideal chance to request that a review of our boundaries takes place at the same time which will address the anomalies in our present arrangements. Accordingly, it is proposed that:

Motion:

The Town Council request that the Boundary Commission carry out a review of our electoral arrangements concurrently with that planned for Somerset Council, with a view to producing a more uniform and equitable pattern of representation – particularly in view of the significant increases in population planned in the town council ward of Highbridge.