



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

16th July 2024

To: All Members of the Assets & Amenities Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **ASSETS & AMENITIES COMMITTEE** to be held on **23rd July 2024** in the Council Chamber, Old Courthouse, Jaycroft Road, TA8 1LE at **7.00 pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Building doors will be open at 6:45pm

A handwritten signature in black ink, appearing to be "K Noble", enclosed in a thin black rectangular border.

Katherine Noble
Town Clerk

Please contact the Town Council reception (01278 788088) if you need further information on this agenda.

Members of the Assets & Amenities Committee

Councillor R. Baker
Councillor M. Facey
Councillor G. Gudka
Councillor L. Millard
Councillor C. Searing

Councillor P. Clayton (Chair)
Councillor J. Flurry
Councillor B. Metcalfe
Councillor M. Murphy
Councillor P. Wynn

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.

Assets & Amenities Committee Meeting Agenda 23rd July 2024

- 13.A24 Apologies for absence**
- 14.A24 To receive any declarations of interest on items included on this agenda**
- 15.A24 To receive and approve the minutes of the Assets & Amenities meeting held on 28th May 2024**
- 16.A24 Matters arising from previous minutes**
- 17.A24 To note the most recent committee income and expenditure report**
- 18.A24 To note the most recent footfall report**
- 19.A24 To receive Town Rangers report**
- 20.A24 To note speed indicator devices (SIDS) data**
- 21.A24 To consider speed indicator device repair report**
- 22.A24 Princess Theatre**
 - 22.1 To receive Theatre Managers update report
 - 22.2 To consider technical theatre equipment report and quotations
 - 22.3 To consider green room facilities report and quotations
- 23.A.24 Cemeteries**
 - 23.1 To receive cemeteries update report
- 24.A.24 Allotments**
 - 24.1 To receive allotments update report
- 25.A24 Date of next meeting**

The next meeting of the Committee is scheduled for 24th September 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 and that external funding would need to be sought. 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.

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

17.A24

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 The Old Court House								
1000 Rent Received	75	675	0	(675)			0.0%	
The Old Court House :- Income	75	675	0	(675)				0
4350 Business Rates	953	2,859	10,650	7,791		7,791	26.8%	
4355 Utilities	511	1,756	6,000	4,244		4,244	29.3%	
4375 Cleaning	326	989	5,000	4,011		4,011	19.8%	
4380 Security & Alarms	0	0	800	800		800	0.0%	
4385 Maintenance	186	297	3,000	2,703		2,703	9.9%	
4390 H&S/Fire/Inspections	0	72	600	528		528	12.0%	
4395 Equipment/Furniture	0	(172)	0	172		172	0.0%	
The Old Court House :- Indirect Expenditure	1,975	5,801	26,050	20,249	0	20,249	22.3%	0
Net Income over Expenditure	(1,900)	(5,126)	(26,050)	(20,924)				
210 Other Assets								
4360 Electricity Town Centre	27	53	220	167		167	24.2%	
4365 Highbridge Clock Elec	148	320	450	131		131	71.0%	
4415 Water Fountain	0	0	1,000	1,000		1,000	0.0%	
Other Assets :- Indirect Expenditure	175	373	1,670	1,297	0	1,297	22.3%	0
Net Expenditure	(175)	(373)	(1,670)	(1,297)				
300 Allotment Highbridge								
1300 Allotment Rents Received	35	1,295	1,215	(80)			106.6%	
Allotment Highbridge :- Income	35	1,295	1,215	(80)			106.6%	0
4370 Water Rates	0	75	200	125		125	37.6%	
4385 Maintenance	0	308	600	293		293	51.3%	
Allotment Highbridge :- Indirect Expenditure	0	383	800	417	0	417	47.8%	0
Net Income over Expenditure	35	912	415	(497)				
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	96	268	5,000	4,732		4,732	5.4%	
4430 Benches	673	673	2,500	1,827		1,827	26.9%	
4440 Dog/Litter Bins	267	375	600	225		225	62.6%	

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

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
4445 Speed Indicator Devices	0	531	500	(31)		(31)	106.3%	336
4450 Floral Decorations	680	680	4,400	3,720		3,720	15.5%	
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	24	704	10,000	9,296		9,296	7.0%	
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	<u>1,740</u>	<u>5,146</u>	<u>69,250</u>	<u>64,104</u>	<u>0</u>	<u>64,104</u>	<u>7.4%</u>	<u>336</u>
Net Income over Expenditure	<u>(1,740)</u>	<u>(5,146)</u>	<u>(68,690)</u>	<u>(63,544)</u>				
6000 plus Transfer from EMR	336	336						
Movement to/(from) Gen Reserve	<u>(1,405)</u>	<u>(4,810)</u>						
Grand Totals:- Income	110	1,970	1,775	(195)			111.0%	
Expenditure	3,890	11,703	97,770	86,067	0	86,067	12.0%	
Net Income over Expenditure	<u>(3,780)</u>	<u>(9,733)</u>	<u>(95,995)</u>	<u>(86,262)</u>				
plus Transfer from EMR	336	336						
Movement to/(from) Gen Reserve	<u>(3,444)</u>	<u>(9,397)</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>500 Cemeteries</u>								
1500 Wayleaves	0	0	4,850	4,850			0.0%	
1515 EROB	1,990	5,575	7,000	1,425			79.6%	
1520 Interments	1,010	2,285	20,000	17,715			11.4%	
1525 Memorials	675	1,000	5,000	4,000			20.0%	
Cemeteries :- Income	<u>3,675</u>	<u>8,860</u>	<u>36,850</u>	<u>27,990</u>			24.0%	0
4350 Business Rates	940	2,823	12,200	9,377		9,377	23.1%	
4355 Utilities	1,290	4,230	3,500	(730)		(730)	120.9%	
4600 Equipment Purchase/Maintenance	0	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	608	703	2,000	1,297		1,297	35.1%	
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	57	289	1,000	711		711	28.9%	
4635 Waste Collection	124	537	2,500	1,963		1,963	21.5%	
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	<u>3,018</u>	<u>9,278</u>	<u>47,350</u>	<u>38,072</u>	0	38,072	19.6%	0
Net Income over Expenditure	<u>657</u>	<u>(418)</u>	<u>(10,500)</u>	<u>(10,082)</u>				
<u>600 Princess</u>								
1600 Storage Hire	0	0	3,300	3,300			0.0%	
1605 Lettings	1,696	9,519	33,000	23,481			28.8%	
1615 Café Rent/Commission	0	1,140	6,800	5,660			16.8%	
1625 PT Merchandise	114	1,175	3,600	2,425			32.6%	
1630 Donations Received	52	264	0	(264)			0.0%	
1645 Show income	3,179	8,080	13,500	5,420			59.9%	
1650 Memberships	30	90	300	210			30.0%	
1655 Participation PT	500	1,527	7,500	5,973			20.4%	
1660 Art Sales	0	75	200	125			37.5%	
1670 PV Cells	0	637	3,500	2,863			18.2%	
1680 Advertising income	29	29	200	171			14.6%	
Princess :- Income	<u>5,598</u>	<u>22,536</u>	<u>71,900</u>	<u>49,364</u>			31.3%	0
4000 Salaries & Wages	7,307	22,237	97,317	75,080		75,080	22.8%	
4005 Employers Nat Insurance	695	2,084	4,755	2,671		2,671	43.8%	
4010 Employers SIAnnuation	1,130	3,390	14,275	10,885		10,885	23.8%	
4060 Training	0	0	1,500	1,500		1,500	0.0%	
4065 Travel, Expenses & Subsistence	0	14	150	137		137	9.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4070 Office/IT Equip & Furniture	39	2,583	3,200	617		617	80.7%	
4080 Telephone & Broadband	55	634	1,900	1,266		1,266	33.3%	
4100 Insurance	0	0	5,000	5,000		5,000	0.0%	
4350 Business Rates	798	2,398	9,000	6,602		6,602	26.6%	
4355 Utilities	2,360	8,174	26,500	18,326		18,326	30.8%	
4375 Cleaning	770	2,562	9,000	6,438		6,438	28.5%	
4380 Security & Alarms	0	490	2,000	1,510		1,510	24.5%	
4385 Maintenance	246	1,582	13,000	11,418		11,418	12.2%	
4390 H&S/Fire/Inspections	357	410	1,500	1,090		1,090	27.3%	
4635 Waste Collection	279	885	3,000	2,115		2,115	29.5%	
4700 Technician Cost	1,516	4,413	17,500	13,087		13,087	25.2%	
4701 Show costs	1,846	2,530	13,500	10,970		10,970	18.7%	445
4705 Advertising & Marketing	330	803	7,000	6,197		6,197	11.5%	
4710 Licences (exp)	0	1,033	1,500	467		467	68.9%	
4715 Card Payment Fees	1,149	4,175	7,500	3,325		3,325	55.7%	
4725 Technical Theatre	0	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	0	750	3,000	2,250		2,250	25.0%	
4745 Participation Freelance	500	500	3,000	2,500		2,500	16.7%	
Princess :- Indirect Expenditure	<u>19,378</u>	<u>62,094</u>	<u>249,197</u>	<u>187,103</u>	<u>0</u>	<u>187,103</u>	<u>24.9%</u>	<u>445</u>
Net Income over Expenditure	<u>(13,779)</u>	<u>(39,558)</u>	<u>(177,297)</u>	<u>(137,739)</u>				
6000 plus Transfer from EMR	381	445						
Movement to/(from) Gen Reserve	<u>(13,398)</u>	<u>(39,113)</u>						
Grand Totals:- Income	9,273	31,396	108,750	77,354			28.9%	
Expenditure	22,396	71,372	296,547	225,175	0	225,175	24.1%	
Net Income over Expenditure	<u>(13,123)</u>	<u>(39,976)</u>	<u>(187,797)</u>	<u>(147,821)</u>				
plus Transfer from EMR	381	445						
Movement to/(from) Gen Reserve	<u>(12,741)</u>	<u>(39,531)</u>						

Burnham On Sea

May 2024

74,292

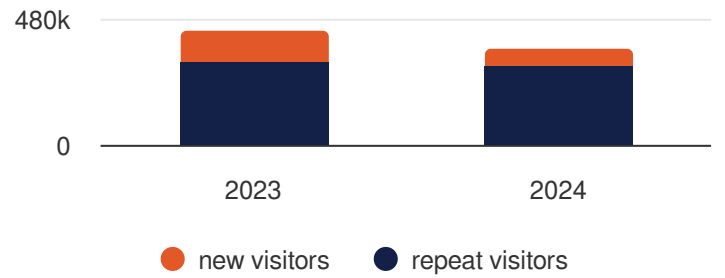
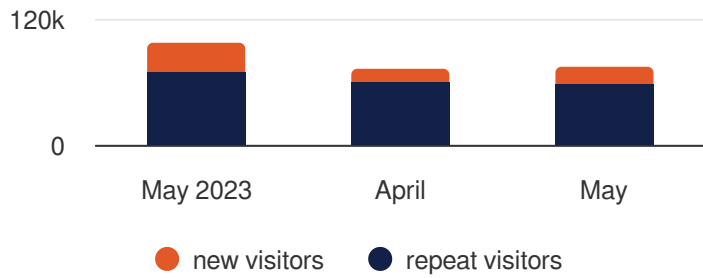
Total visits this period

Footfall is
2%
up based
on last
month

2,397

Average visitors per day

Overall footfall statistics



Headlines

- The change in footfall compared to the previous month is a **2%** increase
- The total number of visitors was **74,292** of which **57,757 (78%)** have visited previously and **16,535 (22%)** were new
- The average number of visitors per day has increase by **0%** based on the year to date average
- Footfall for the year to date has decreased by **-19%** (-67,968) based on the same period last year
- The busiest zone during May was the **High Street / Regent Street Jct** with **51,800** visitors, **70%** of the total venue visitors

Busiest Days

- The busiest day this month was **Saturday 25th** with **3,018**, **4%** of the total of which **408 (14%)** were new visitors
- During this day the busiest time was between **12:00 and 13:00**
- Average Dwell for the day was **219** minutes

Geo-Sense Footfall Headline Report 18.A243

Burnham on Sea

June 2024

72,470

Total visits this period

Footfall is

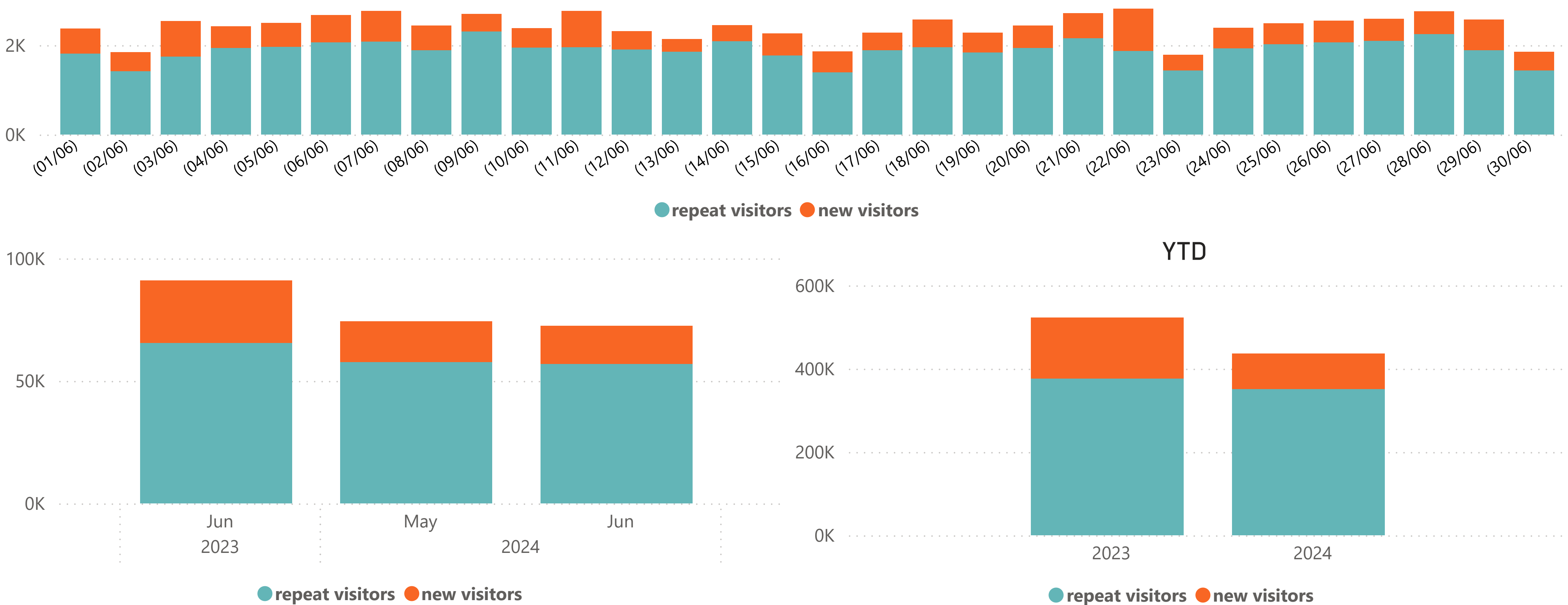
-2%

down based on last month

2,416

Average visitors per day

Overall footfall statistics



Headlines

- The change in footfall compared to the previous month is a **-2 % decrease**
- The total number of visitors was **72,470** of which **56,904 (79%)** have visited previously and **15,566 (21 %)** were new
- The average number of visitors per day has **increased** by **0 %** based on the year to date average
- Footfall for the year to date has **decreased** by **-16% (-86,106)** based on the same period last year
- The busiest zone during **June** was **High Street / Regent Street Jct** with **51,695** visitors **71%** of the total venue visitors

Busiest Days

- The busiest day this month was **Saturday 22nd** with **2,810**, **4 %** of the total of which **942 (34%)** were new visitors
- During this day the busiest time of day was between **14:00 and 15:00**
- Average Dwell for the day was **231** minutes

Intelli-Sense Analytics

powered by GEO-Sense

<https://proximityfutures.com>

Report for councillors: Town Rangers Update Report

Issued to: Assets and Amenities Committee – 23rd July 2024

Purpose of Report

To give an update on the work the Town Rangers have completed throughout Burnham and Highbridge.

Litter

The Town Rangers are continuing to be proactive in tidying the towns.

Cemetery Support

The Rangers have assisted with collecting the fuel and equipment required.

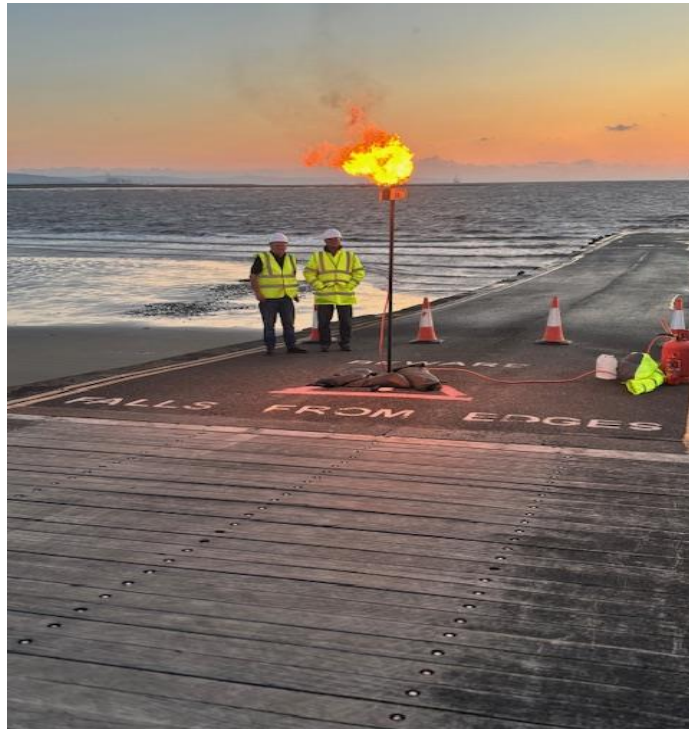
Hanging Baskets

The hanging baskets were delivered on the 5th June and the Rangers completed the task of installing them throughout the High Street and at the Princess Theatre.



D-Day 80

On the 6th June at 9am the Rangers raised the D-Day 80 flags in Burnham and Highbridge. They were also in attendance during the evening to set up the barriers and lit the beacon.



Speed Indicator Device (SIDS)

The Rangers are carrying on with installing the one SID at the agreed locations.

The Rangers have been preparing a list of other lampposts throughout Burnham and Highbridge, for the Deputy Clerk to request permission from Somerset Council to use them for the SIDs.

Allotments

The Rangers cleared the empty plots and debris that was on the allotment site and inspections are being completed on a monthly basis.



Benches

A new bench has been installed in Hope Gardens.

Before



After



The bench on Church Street, Highbridge has been repaired and painted:



Dog Poo Bin

The new dog poo bin adjacent to the Burnham Cemetery has been installed.

Flowerbeds

The Rangers helped the Growing Group with the planting of the Esplanade flowerbeds.



Speed Indicator Devices (SIDS) data

The Speed indicator device is installed Mondays for 2 weeks at a time. Due to annual leave/sickness and failed data download there is only one set of data supplied.

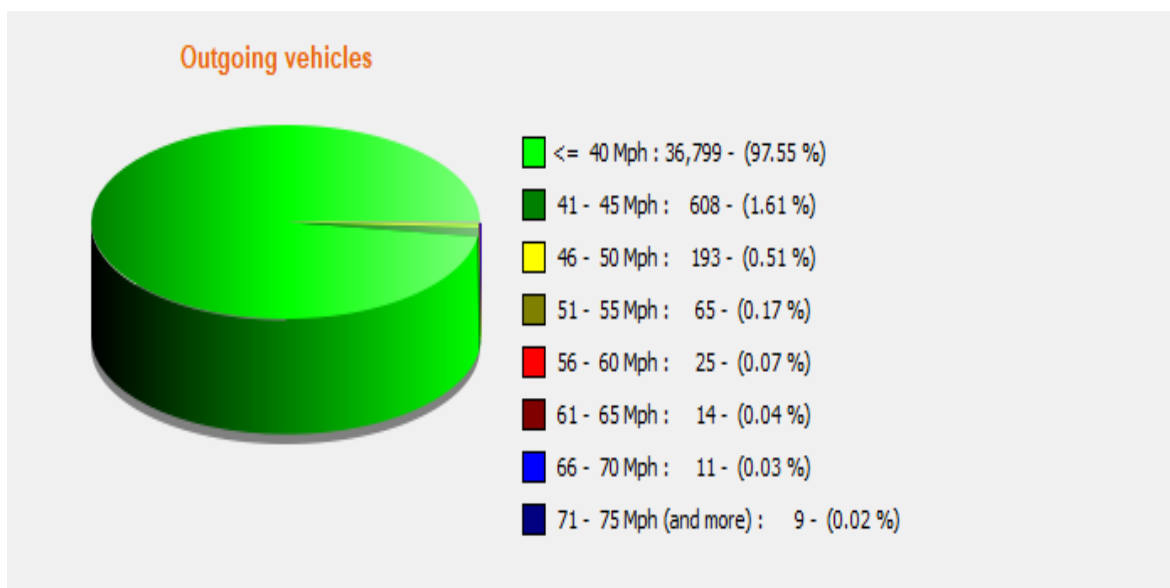
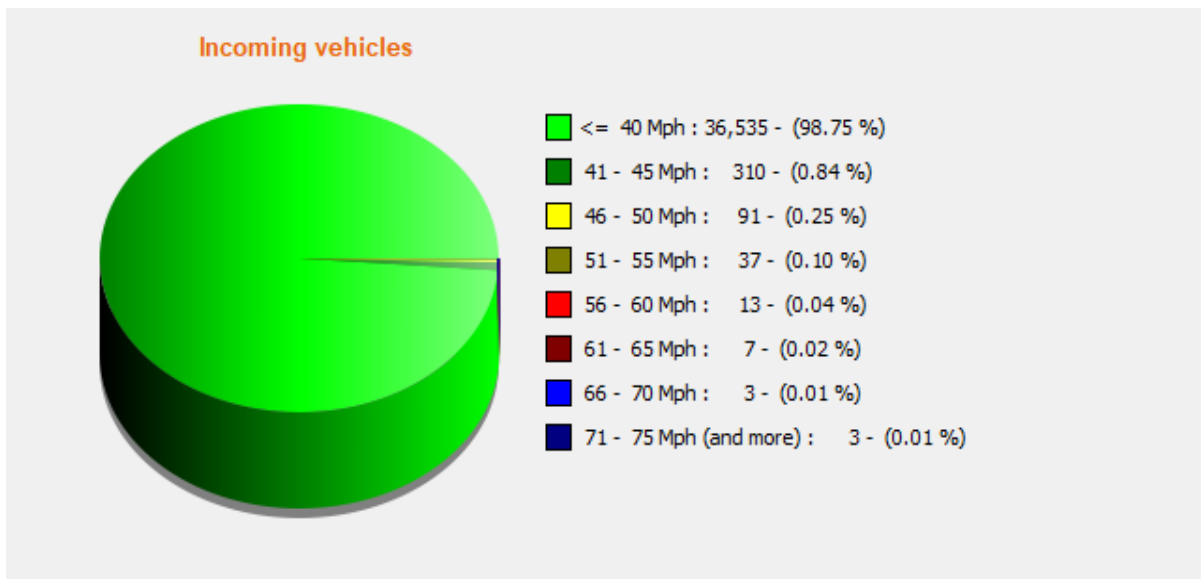
Love Lane – Stoddens Road

Start date: Monday, May 13, 2024 9:00 AM

End date: Tuesday, May 28, 2024 8:30 AM

Average speed:

— Incoming direction (26.70 Mph) — Outgoing direction (28.42 Mph)



- Further data available if required.



Report for councillors: Speed Indicator Device Repair Report

Issued to: Assets and Amenities Committee – 23rd July 2024

Purpose of Report

To consider the repair of the Speed Indicator Device (SID).

Background

The Speed Indicator Device that was previously vandalised on the Esplanade, was sent to Elancity to see if it could be repaired. The cost of the repair will be £427.64. Our insurance excess makes it uneconomical to use the insurance.

Finance

The available budget is £304.22.

Recommendation

To agree for the repairs to be undertaken and make a recommendation to the Finance and Governance Committee for the additional funds.

Assets and Amenities Committee – Tuesday 23rd July 2024

This report shows the activity at The Princess Theatre and Arts Centre from 21st May to 16th July 2024.

Participation Groups	Number of attendees
Community Choir (Now on Summer break until September)	64
Kurling	140
Open Art Studio	67

Shows 21st May to 16th July 2024		
Event	Type of hire	Number of Attendees
Comedy Network	Princess	29
High Jinx Magic Show	Split	73
D Day Concert	Princess (Seniors)	80
Simon Goodall & The Bourne Again Shadows	Split	175
Comedy Network	Princess	46
Club 80's	Split	114
Creedence Clearwater Review	Split	151
Seated Exercise and Therapies for Health	Princess (Seniors)	30
Matilda the Musical	Hire	387
Everly Brothers & Friends	Split	197
Dance With Georgia	Hire	198

Regular hirers of The Princess Theatre and Arts Centre
Rock Choir
Burnham Excellent Entertainers
React
Burnham & District Panto

Events Coming Up	Tickets sold to date
July 2024	
Dr Patti Boulaye	80
Mini First Aid (3 sessions for different age groups)	20
August 2024	
Johnny Cash Revisited	102
Seniors Event: Tea Time Tunes	60
September 2024	
Seniors event: Flower arranging	
James Partridge – Assembly Bangers	178
Top Secret Magic of Science	71

Looking for Me Friend – Music of Victoria Wood	22
Seniors Event: Flower arranging workshop	
Beatles Complete	184
October 2024	
Delta River Blues Band	
Craig Morris Psychic Medium	On Sale
Desperados – Eagles Tribute	On Sale
Women in Rock	On Sale
Seniors Event: Pottery Painting	
The Noise Next Door	On Sale
Take a Chance on Us – Abba Tribute	On Sale
More shows are booked for the remainder of 2024 and we are already booking into 2025	

Ticket Sales Comparison		
	Tickets purchased	Revenue
21st May 2023 to 16 th July 2023	789	£8,042.00
21 st May 2024 to 16 th July 2024	1226	£17,470.00

Sales Comparisons 22/23 – 23/24						
2022/23	Ticket sales	Revenue £		2023/24	Ticket sales	Revenue £
July	708	10,352.50		July	486	3961.60
August	433	4967.50		August	698	7979.90
September	628	7236.00		September	799	12,335.00
October	752	8882.50		October	1098	16,641.90
November	888	10,779.60		November	846	13,176.50
December	376	4668.00		December	308	4925.40
January '23	722	9995.50		January '24	850	14,128.90
February	609	10,927.20		February	554	11,510.85
March	911	6740.60		March	1213	14,291.35
April	307	2554.70		April	1325	18,005.85
May	663	4821.40		May	972	9693.10
June	394	4705.20		June	675	8860.80
Total	7391	£86,585.70	Total	9824	£135,511.15	

Use of Venue Weekdays Mon-Thurs		
From September 2024	AM	PM
Monday		Regular Hirer
Tuesday	Art Group	Mixed Textiles Group
Wednesday	Baby Bluebirds Princess Community Choir	Thriving Voices

Thursday	Kurling	Proposed Seated Exercise Group Regular hirer
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This represents the regular events/hire, this is in addition to the semi-regular and one-off hires of the venue facilities.

News

Princess Community Choir

Although currently on a summer break, The Princess Community Choir will be back in September, they will be busy rehearsing for their Christmas performances at The Princess Theatre.

New Groups

As shown above, we are looking forward to the new Creative Textiles participation group starting in September. The Seated Exercise & Therapies for Health as part of our Seniors events was so successful, we are now hoping to arrange a Seated Exercise participation group on Thursday afternoons.

Use of Smaller Hire Spaces

We are increasing the use of some of our smaller spaces, The Mendip and Quantock rooms, these are used primarily for dressing rooms, but offer a great space for smaller meetings and we are pleased to have secured a booking for 14 sessions during the period July 2024 to April 2025 for a private hirer.

Café

We are pleased to report that the Cabaret Café Bar opened on 4th June and have been popular with visitors to the Princess Theatre.

Seniors Events

Our Seniors events, made possible by the HPC Community Fund grant we were awarded, started with the D Day Anniversary event on 6th June, we were thrilled to welcome the Mayor and her Consort to the event where The Princess Community Choir performed songs from the era. The sell-out event provided patrons with wonderful tea and cakes (provided by The Cabaret Café Bar). We also hosted the Seated Exercise and Therapies for Health event on 3rd July, this was also a sell-out event and of course delicious tea and cakes were served after all that exercise! Our next

Seniors event is Tea Time Tunes with entertainment from Steve West, this will include afternoon tea and an opportunity to dance along too, this

event is already sold out. We are really pleased that these events are proving to be popular and extend a big thank you to the generosity of The HPC Community Fund who have helped to make this possible.



Touring shows/Theatre Shows

We are pleased that we have had 6 sell out shows recently and we are almost sold out for James Partridge - Assembly Bangers (who was at Glastonbury!) and Beatles Complete. We are busy working on the programme for 2025/2026 with a genre of entertainment that we hope will appeal to everyone in our community.

Report for councillors: Theatre Technical Equipment

Issued to: Assets and Amenities Committee 23rd July 2024

Purpose of Report

To consider the request for the purchase of technical equipment.

Background

1). Bravo Events our appointed contractor for the supply of theatrical technical services stored and allowed the Princess Theatre to use the Subwoofer Speakers in the auditorium, these are needed for many of our shows. In April when Bravo Events vacated their storage facility at The Princess Theatre, they removed the speakers and now charge us each time we need to use them. We have greatly increased the amount of shows at the Princess and these speakers are needed more, we are charged at a rate of £40.00 plus VAT each day they are required. These do form part of our technical specification offered to visiting companies.

It would be advantageous financially for The Princess Theatre to purchase our own speakers so they are readily available for use (per our technical specification) and no incur hire costs from Bravo Events.

2). For stage productions there are black cloth masking legs and borders fitted from the drop bars, these mask the workings at the side of the stage and provide privacy for performers waiting in the 'wings' to come onto stage, there are some gaps in the coverage and we would seek to purchase additional black cloth masking in the same design and colour as the ones in use to close the gaps and make the audience view more favourable.

Financial Implications

Speakers		
Company	Proposed work	Cost (excl VAT)
Company A	Supply Subwoofer Speakers x 2	£1,998.00
Company B	Supply Subwoofer Speakers x 2	£1580.00 plus £40.00 delivery = £1620.00
Company C	Supply Subwoofer Speakers x 2	£1498.14 Local company - we can collect at a cost of £27.90 = £1526.04

The preferred supplier would be Company C, they are more local and represent a competitive cost. The cost of the Subwoofer Speakers is **£1526.04** plus VAT (this is the equivalent of 38 hires), they would give us years of service and would be an asset to our technical equipment provision.

The cost of the black cloth masking is **£850.57** plus VAT, this is from a specialist company who provided our existing masking and the items will be made to match the colour and design of existing masking. Therefore, we are unable to obtain three quotations for this exact product, we have however investigated costs for a similar product and it was £948.81. The company preferred to

supply matching products represents a competitive cost. (Funds to be released from EMR372)

Recommendation

That the Assets and Amenities Committee agree to the above proposal and recommend to Council to release funds in the amount £2376.61 from Ear Marked Reserves, to allow this equipment to be purchased in order to provide a professional sound and viewing experience for our patrons.

Report for councillors: Green Room Facilities

Issued to: Assets and Amenities Committee 23rd July 2024

Purpose of Report

To consider quotations for the provision of a Green Room Facility in the backstage area of the theatre.

Background

The Princess Theatre receives visiting performers using the back-stage areas and we are required to provide 'riders' for them, this can range from technical requirements to hospitality. Our hospitality offer is limited to tea/coffee and drinking water. We currently have no running water in the backstage area except for the toilet areas and it is clearly not acceptable to collect drinking water from there. We have to rely on collecting water from the café to fill an urn or kettle. (They are not always open when the visiting companies arrive), we have to buy in bottles of water for the bands to have access to drinking water.

In addition, there is no facility if the café is closed for staff to have access to fresh drinking water or be able to wash cups etc.

There is a storage room in the backstage area that can be converted into a kitchenette and will allow us to provide fresh running water, hot water for washing up and a storage and work area for the preparation of refreshments, this room can be locked to allow access to only authorised users.

The work will involve installing the plumbing pipework for the water supply and for a pumped waste water removal system. The work required will also include some electrical work.

Financial Implications

Plumbing		
Company	Proposed work	Cost (excl VAT)
Company A	Supply necessary plumbing and sink using existing piece of worktop	£4227.00
Company B	Supply necessary plumbing and sink with worktop	£2434.00
Company C	Supply necessary plumbing and sink incorporated in double and single base units with laminate worktops	£3345.00

Electrical work		
Company	Proposed work	Cost (excl VAT)
Company A	Carry out necessary electrical work to feed electrical installations in kitchenette area	£259.41
Company B	Carry out necessary electrical work to feed electrical installations in kitchenette area	£223.71
Company C	Carry out necessary electrical work to feed electrical installations in kitchenette area	£466.45

For plumbing, the preference is company C as they will provide a more complete job with cupboards etc, they are a larger company and demonstrated a high level of knowledge of the job required than other companies consulted.

For electrics, the preference is company B, they demonstrated a good understanding of the work required and have a knowledge of working with the electrics in the building.

The costs for the plumbing work required will be £3,345.00 plus VAT.

The costs for the associated electrical work will be £223.71 plus VAT (£3,100 from EMR 323 and £468.71 from EMR 343)

Recommendation

That the Assets and Amenities Committee agree to the above project and approve quote C for the plumbing aspect and Company B for the electrical works. That a recommendation is made to Council to release funds in the amount of £3568.71 from Earmarked Reserves, to allow this work to be carried out so that safe refreshment facilities will be available to visiting performers and staff.



Report for councillors: Cemeteries Update Report

Issued to: Assets and Amenities Committee – 23rd July 2024

Purpose of Report

To give an update on the 3 cemeteries at Highbridge, Brent Road and Westfield Road.

Staffing

There are 2 full time and 1 part time members of staff within the cemeteries.

A seasonal grounds person started on the 10th May 2024, he has settled in well and is enjoying the work.

The Deputy Clerk has been making regular inspections of the 3 cemeteries and they are all now a good standard. Comments have been received from members of the public on how nice they are looking.

Burials

June

	Number of Burials	Number of Ashes
Burnham		
Brent Road	1	
Highbridge		

July

	Number of Burials	Number of Ashes
Burnham		
Brent Road	2	1
Highbridge		1



Report for councillors: Allotments Update Report

Issued to: Assets and Amenities Committee – 23rd July 2024

Purpose of Report

To give an update on the management of the allotments at Walrow, Highbridge.

Number of plots	Number of vacant plots	Number on waiting list
36	0	9

In May, a skip was hired and the Rangers had a tidy up of the empty plots and any debris that had been left behind, once the clean up was complete, we were able to re-let the empty plots to the next person on the waiting list.

Inspections

The Rangers and the Deputy Clerk carried out an inspection on the 3rd June, at this inspection two of the plots were found to be untidy and letters were sent out asking them to ensure they were cleaned up before a re inspection on the 17th June, the letters were received well and now all plots are up to standard.

The next inspection will be held in August.

Shed Break Ins

On the 4th July, it was reported to reception there had been a number of break ins at the sheds on the allotments. All plot holders were contacted and asked to check their sheds for any missing items and to report to the Police. Currently no items have been reported as stolen.