

**Minutes of a meeting of the Finance and Governance Committee
held on 15th July 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), Councillor Perry and two members of the public.

Public Participation: A member of the public asked if Councillors would be attending the meeting at Hinkley Point C tomorrow.

197.0 F24 To receive apologies for absence

There were no apologies received.

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

There were no declarations of interests.

199.0 F24 To receive and approve the minutes of the Finance and Governance Committee meeting held on 3rd June 2024

The minutes of the previous meeting of the Finance and Governance Committee, held on 3rd June 2024, were presented by the Chairman.

Resolved that the minutes of the meeting held on 3rd June 2024 were approved as an accurate record and signed by the Chairman.

200.0 F24 Matters arising from previous minutes

There were no matters arising.

201.0 F24 To receive for information minutes of sub-committees

The minutes of the meeting held on 2nd July had been circulated to all councillors.

202.0 F24 To receive the Chairs report

Council had approved the recommendation for Community Infrastructure Levy (CIL) monies to be released.

Committee Members will be meeting with the Christmas lights contractor next week.

The first quarters internal check has been undertaken.



203.0 F24 To receive the list of payments up to 8th July 2024

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

204.0 F24 To note the income and expenditure and earmarked reserves reports up to 30th June 2024

A query was raised regarding the subscriptions and support budget. The RFO confirmed that a report on overspends was provided at the last Council meeting and this related to the SALC affiliation fee for 2022/23.

The payments were noted.

205.0 F24 To approve the bank reconciliation for June 2024

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

206.0 F24 To review progress of the contracts list

The utilities contracts have been updated on the list. Further work is continuing and a detailed report will be provided at the next meeting.

207.0 F24 To receive Responsible Finance Officers verbal update

The government procurement card application has now been submitted.

The investment transfer to the CCLA fund will take place on 17th July. A quarterly update will be received in October.

The majority of the approved grants have been paid, only two are outstanding.

The RFO queried the additional information required from the two deferred grant applications, which was confirmed. Berrow School had invited councillors to visit the school in relation to their grant application. Councillors Vickers and Keen agreed to attend.

CIL payments approved at Council have been made. The annual report has been submitted to Somerset Council.

The Annual Governance and Accountability Return (AGAR) form was submitted to the external auditor on 28th June 2024.

The VAT return has been submitted for the first quarter.

208.0 F24 To consider alarm call out report and quotations

The Chair of the Human Resources Sub-Committee explained that health and safety concerns had been received relating to the alarm call out procedure.

The three quotations were considered.



Resolved that subject to review of the contract by the Town Clerk, quotation 3 is approved at a cost of £312 per annum and £55 per hour per call out (double charge on bank holidays).

209.0 F24 To be advised of a public conveniences contribution refund

After being advised that the Highbridge public conveniences had been closed for two months last year, the Town Clerk requested a refund of the Town Council's contribution for that period. £2,291.66 will be deducted from this year's invoice.

210.0 F24 To receive Community Infrastructure Levy (CIL) funds update

Details of monies spent and deadlines was provided. The Council need to keep planning for spending of the monies.

The report was noted.

211.0 F24 To receive a Fireworks event budget update

The report was noted.

212.0 F24 To receive a Remembrance Parade budget update

The report was noted.

213.0 F24 To review the Financial Risk Management Policy

Updates had been highlighted on the circulated document.

Resolved the updated Finance Risk Management Policy is approved.

214.0 F24 Date of next meeting

The next meeting of the Finance and Governance Committee will be held on 27th August 2024 at 7 pm.

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