



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

9th July 2024

To: All Members of the Finance and Governance Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **FINANCE AND GOVERNANCE COMMITTEE** to be held on **15th 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 Finance and Governance Committee

Councillor P. Clayton
Councillor M. Facey
Councillor R. Keen
Councillor M. Murphy
Councillor B. Vickers

Councillor A. Elrick
Councillor G. Gudka (Chair)
Councillor A. Matthews
Councillor C. Searing

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.

Finance and Governance Meeting Agenda

15th July 2024

- 197.0.F24 Apologies for absence**
- 198.0.F24 To receive any declarations of interest on items included on this agenda**
- 199.0.F24 To receive and approve the minutes of the Finance and Governance meeting held on 3rd June 2024**
- 200.0.F24 Matters arising from previous minutes**
- 201.0.F24 To receive for information minutes of sub-committees**
- 202.0.F24 To receive the Chairs report**
- 203.0.F24 To receive the list of payments up to 8th July 2024**
- 204.0.F24 To note the income and expenditure and earmarked reserves reports up to 30th June 2024**
- 205.0.F24 To approve the bank reconciliation for June 2024**
- 206.0.F24 To review progress of the contracts list**
- 207.0.F24 To receive Responsible Finance Officers verbal update**
- 208.0.F24 To consider alarm call out report and quotations**
- 209.0.F24 To be advised of a public conveniences contribution refund**
- 210.0.F24 To receive Community Infrastructure Levy (CIL) funds update**
- 211.0.F24 To receive a Fireworks event budget update**
- 212.0.F24 To receive a Remembrance Parade budget update**
- 213.0.F24 To review the Financial Risk Management Policy**
- 214.0.F24 Date of next meeting**

The next meeting of the Committee is scheduled for 27th August 2024 at 7 pm.



**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 Utilia.

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 |
|-----------------|---------------------------------------|-----------------------------|---|-----------|---------|-------------------------|
| | Go Socialise | June grants | Grant authorised @ F&G 03.06.24 | | | £300.00 paid 28/06/24 |
| | Hillview | June grants | Grant authorised @ F&G 03.06.24 | | | £2,000.00 paid 28/06/24 |
| | Burnham Heritage Group | June grants | Grant authorised @ F&G 03.06.24 | | | £1,000.00 paid 28/06/24 |
| | Southwell House & Gardens | CIL | CIL payment authorised @ TC 25/06/24 | | | £2,000.00 paid 28/06/24 |
| | St Johns Church | CIL | CIL payment authorised @ TC 25/06/24 | | | £2,000.00 paid 28/06/24 |
| | Morland Hub | CIL | CIL payment authorised @ TC 25/06/24 | | | £1,000.00 paid 28/06/24 |
| | Burnham United Football Club | CIL | CIL payment authorised @ TC 25/06/24 | | | £1,630.00 paid 28/06/24 |
| 13/03/2024 | Bluebird Theatre CIC | BB02 | grant for choir | | | £2,000.00 |
| 05/06/2024 | Bravo | | 854 Technician - June 2024 | £1,376.00 | £275.20 | £1,651.20 |
| 10/06/2024 | A Sealey | | 1186 roof repairs - TC | | | £150.00 |
| 10/06/2024 | Proper Job | Z0009T03-1507194 | storage boxes, glue, MDF - PT | £39.32 | £7.87 | £47.19 |
| 13/06/2024 | Toolstation | XWW679759637 | PPE - safety boots | £41.20 | -£0.36 | £40.84 |
| 14/06/2024 | Bravo | | 860 Active subwoofer hire x 2 | £42.66 | £8.53 | £51.19 |
| 14/06/2024 | Glasdon UK Limited | SI888226 | Dog waste bin | £266.88 | £53.38 | £320.26 |
| 16/06/2024 | Somerset Holistic Therapies | 16.06.24 | Health Therapy Talk - The Princess Theatre | | | £60.00 |
| 17/06/2024 | SALC | INV-3222 | Chairperson course - Cllr Hendry | | | £35.00 |
| 18/06/2024 | Rhino Fire Control Ltd | | 42805 Fire Extinguisher service - Cemeteries | £607.56 | £121.53 | £729.09 |
| 18/06/2024 | Rhino Fire Control Ltd | | 42880 Fire Extinguisher service - TC | £146.73 | £29.35 | £176.08 |
| 21/06/2024 | SALC | INV-3285 | Dealing with local & regional media | | | £35.00 |
| 21/06/2024 | Glasdon UK Limited | SI888598 | Seating anchor kit | £555.41 | £111.08 | £666.49 |
| 23/06/2024 | Bravo | | 865 hire of Sub-Woofers - Club 80's | £42.66 | £8.53 | £51.19 |
| 24/06/2024 | Avalon | 02196 | Comedy Network performance June 2024 | £650.00 | £130.00 | £780.00 |
| 24/06/2024 | ITEC | | 1000639 photocopier services | £81.91 | £16.38 | £98.29 |
| 25/06/2024 | Bravo | | 866 QU16 Stereo 2 Repair | £55.00 | £11.00 | £66.00 |
| 25/06/2024 | Electro South West Ltd | | 552842 screws, nuts, washers for bench repair | £10.19 | £2.04 | £12.23 |
| 25/06/2024 | Proper Job | Z0009T02-529943 | Hi-Viz yellow paint | £2.50 | £0.50 | £3.00 |
| 26/06/2024 | Cabaret Café Bar | 020602 | catering for senior event | | | £105.00 |
| 26/06/2024 | Toolstation | XWW691991491 | padlock & batteries | £15.49 | £3.10 | £18.59 |
| 27/06/2024 | Julie Meikle | Ap-Jun24 | Community Choir - PT | | | £500.00 |
| 28/06/2024 | Amazon | INV-GB-2107583995-2024-3596 | Lockable poster frame case | £250.96 | £50.20 | £301.16 |
| 28/06/2024 | Amazon | GB451VWABEY | Fire exit sign - PT | £7.48 | £1.50 | £8.98 |
| 28/06/2024 | Aspen Services | AS123565 | dishwasher repairs - Cabaret Café | £118.00 | £23.60 | £141.60 |
| 28/06/2024 | Spot On Supplies | | 31661701 cleaning supplies - PT | £127.84 | £25.57 | £153.41 |
| 28/06/2024 | Artistes International Management Ltd | | 4806 Club 80's settlement | | | £971.03 |
| 30/06/2024 | Electro South West Ltd | | 553036 drill bits | £11.25 | £2.25 | £13.50 |
| 30/06/2024 | Biffa | 308C69257 | Waste - PT | £278.89 | £55.78 | £334.67 |

| | | | | | | | |
|------------|-------------------------------|-----------------|------------|---------------------------------------|---------|---------|-------------------|
| 01/07/2024 | Lyreco | | 6723845810 | stamps & stationery | £83.29 | £8.16 | £91.45 |
| 01/07/2024 | Sansum | INV-11933 | | Cleaning - TC | £289.94 | £57.99 | £347.93 |
| 01/07/2024 | Somerset Council | | 30070643 | hire of Apex Park for Eco Festival | | | £38.50 |
| 01/07/2024 | Business Waste | P1427061 | | Waste - Cemeteries | £35.00 | £7.00 | £42.00 |
| 01/07/2024 | Business Waste | P1427044 | | Waste - TC & Cemeteries | £93.76 | £18.76 | £112.52 |
| 02/07/2024 | Spot on Supplies | | 31661883 | cleaning products - PT | £29.22 | £5.84 | £35.06 |
| 02/07/2024 | Spot on Supplies | | 31661846 | tea sets - PT | £231.47 | £46.29 | £277.76 |
| 02/07/2024 | Iris | INV-ISL-0540251 | | payroll services | £122.61 | £22.52 | £135.13 |
| 03/07/2024 | DP Sweets & Confectionery Ltd | 0040551 | | sweets - PT | £100.03 | £20.01 | £120.04 |
| 03/07/2024 | J&R Food Service Ltd | | 146767 | ice-creams - PT | £244.48 | £48.89 | £293.37 |
| 03/07/2024 | J&R Food Service Ltd | CN147253 | | ice-creams - PT | -£4.00 | -£0.80 | -£4.80 |
| 04/07/2024 | Bravo | | 877 | Subwoofer BEES & Creedence Clearwater | £64.00 | £17.80 | £76.80 |
| 05/07/2024 | Spansec Security | | 269284 | intruder & fire alarm security | £832.50 | £166.50 | £999.00 |
| 08/07/2024 | Microshade | | 19560 | IT Services | £936.16 | £187.23 | £1,123.39 |
| | Somerset Council | | Jun-24 | pension payment | | | £8,308.84 |
| | BARB | June grants | | Grant authorised @ F&G 03.06.24 | | | £500.00 |
| | | | | | | | <u>£31,947.98</u> |

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

204.0.F24

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 |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 100 Management & Compliance | | | | | | | | |
| 1076 Precept | 0 | 952,901 | 952,901 | 0 | | | 100.0% | |
| 1077 CIL income - Highbridge | 0 | 62,385 | 0 | (62,385) | | | 0.0% | |
| 1078 CIL income - Burnham | 0 | 4,375 | 0 | (4,375) | | | 0.0% | |
| 1080 Bank Interest | 1,725 | 4,242 | 7,500 | 3,258 | | | 56.6% | |
| 1085 Grants Received | 2,400 | 2,400 | 0 | (2,400) | | | 0.0% | |
| Management & Compliance :- Income | 4,125 | 1,026,303 | 960,401 | (65,902) | | | 106.9% | 0 |
| 4000 Salaries & Wages | 25,389 | 73,481 | 308,180 | 234,699 | | 234,699 | 23.8% | |
| 4005 Employers Nat Insurance | 2,276 | 6,667 | 18,741 | 12,074 | | 12,074 | 35.6% | |
| 4010 Employers S\Annuation | 5,360 | 16,089 | 66,593 | 50,504 | | 50,504 | 24.2% | |
| 4055 Recruitment Costs | 0 | 35 | 800 | 765 | | 765 | 4.4% | |
| 4060 Training | 70 | 281 | 2,600 | 2,319 | | 2,319 | 10.8% | |
| 4065 Travel, Expenses & Subsistence | 21 | 61 | 800 | 739 | | 739 | 7.6% | |
| 4070 Office/IT Equip & Furniture | 0 | 43 | 4,000 | 3,957 | | 3,957 | 1.1% | |
| 4080 Telephone & Broadband | 55 | 1,119 | 3,700 | 2,581 | | 2,581 | 30.3% | |
| 4085 Postage | 0 | 43 | 500 | 458 | | 458 | 8.5% | |
| 4090 Stationery & Supplies | 82 | 495 | 1,700 | 1,205 | | 1,205 | 29.1% | |
| 4095 Subscriptions & Support | 1,873 | 11,218 | 23,000 | 11,782 | | 11,782 | 48.8% | |
| 4100 Insurance | 0 | 29 | 13,500 | 13,471 | | 13,471 | 0.2% | |
| 4105 Audit & Accountancy Fees | 0 | 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 | 103 | 411 | 1,500 | 1,089 | | 1,089 | 27.4% | |
| 4125 Payroll Services | 213 | 438 | 1,700 | 1,262 | | 1,262 | 25.8% | |
| 4130 PPE & Uniforms | 61 | 476 | 1,700 | 1,224 | | 1,224 | 28.0% | |
| 4135 Room Hire (Exp) | 0 | 57 | 225 | 168 | | 168 | 25.3% | |
| 4140 Climate Change | 0 | 84 | 1,500 | 1,416 | | 1,416 | 5.6% | |
| 4145 Service Devolution | 2,395 | 3,533 | 76,830 | 73,297 | | 73,297 | 4.6% | |
| 4800 CIL expenditure | 7,185 | 7,185 | 0 | (7,185) | | (7,185) | 0.0% | 7,185 |
| Management & Compliance :- Indirect Expenditure | 45,082 | 122,955 | 537,569 | 414,614 | 0 | 414,614 | 22.9% | 7,185 |
| Net Income over Expenditure | (40,957) | 903,348 | 422,832 | (480,516) | | | | |
| 6000 plus Transfer from EMR | 7,185 | 7,185 | | | | | | |
| Movement to/(from) Gen Reserve | (33,772) | 910,534 | | | | | | |
| 110 Democratic & Civic | | | | | | | | |
| 4200 Mayors Allowance | 681 | 1,306 | 5,000 | 3,694 | | 3,694 | 26.1% | |
| 4210 Election Expenses | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4215 Civic Events | 34 | 43 | 2,500 | 2,457 | | 2,457 | 1.7% | |

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 |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4220 Remembrance Wreath | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| Democratic & Civic :- Indirect Expenditure | 715 | 1,348 | 12,600 | 11,252 | 0 | 11,252 | 10.7% | 0 |
| Net Expenditure | (715) | (1,348) | (12,600) | (11,252) | | | | |
| <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 | 19,020 | 21,020 | 32,300 | 11,280 | | 11,280 | 65.1% | |
| Grants & Donations :- Indirect Expenditure | 19,020 | 21,020 | 35,000 | 13,980 | 0 | 13,980 | 60.1% | 0 |
| Net Expenditure | (19,020) | (21,020) | (35,000) | (13,980) | | | | |
| <u>200 The Old Court House</u> | | | | | | | | |
| 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) | | | | |
| <u>210 Other Assets</u> | | | | | | | | |
| 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) | | | | |

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 |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 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 | 75 | 247 | 5,000 | 4,753 | | 4,753 | 4.9% | |
| 4430 Benches | 10 | 10 | 2,500 | 2,490 | | 2,490 | 0.4% | |
| 4440 Dog/Litter Bins | 267 | 375 | 600 | 225 | | 225 | 62.6% | |
| 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 | 1,056 | 4,461 | 69,250 | 64,789 | 0 | 64,789 | 6.4% | 336 |
| Net Income over Expenditure | (1,056) | (4,461) | (68,690) | (64,229) | | | | |
| 6000 plus Transfer from EMR | 336 | 336 | | | | | | |
| Movement to/(from) Gen Reserve | (720) | (4,126) | | | | | | |
| 410 Town Rangers | | | | | | | | |
| 4500 Tools & Equipment | 0 | 72 | 2,000 | 1,928 | | 1,928 | 3.6% | |
| 4505 Vehicle Running Costs | 53 | 512 | 1,800 | 1,288 | | 1,288 | 28.5% | |
| 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 | 53 | 585 | 7,440 | 6,855 | 0 | 6,855 | 7.9% | 0 |
| Net Expenditure | (53) | (585) | (7,440) | (6,855) | | | | |

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 |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <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 | 3,675 | 8,860 | 36,850 | 27,990 | | | 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 | 123 | 535 | 2,500 | 1,965 | | 1,965 | 21.4% | |
| 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 | 3,016 | 9,276 | 47,350 | 38,074 | 0 | 38,074 | 19.6% | 0 |
| Net Income over Expenditure | 659 | (416) | (10,500) | (10,084) | | | | |
| <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 | 5,598 | 22,536 | 71,900 | 49,364 | | | 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 S/Annuation | 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% | |

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 |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 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 | 176 | 1,968 | 9,000 | 7,032 | | 7,032 | 21.9% | |
| 4380 Security & Alarms | 0 | 490 | 2,000 | 1,510 | | 1,510 | 24.5% | |
| 4385 Maintenance | 121 | 1,457 | 13,000 | 11,543 | | 11,543 | 11.2% | |
| 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 | 18,659 | 61,375 | 249,197 | 187,822 | 0 | 187,822 | 24.6% | 445 |
| Net Income over Expenditure | (13,060) | (38,839) | (177,297) | (138,458) | | | | |
| 6000 plus Transfer from EMR | 381 | 445 | | | | | | |
| Movement to/(from) Gen Reserve | (12,679) | (38,394) | | | | | | |
| Grand Totals:- Income | 13,509 | 1,059,669 | 1,070,926 | 11,257 | | | 98.9% | |
| Expenditure | 89,752 | 227,577 | 1,070,926 | 843,349 | 0 | 843,349 | 21.3% | |
| Net Income over Expenditure | (76,243) | 832,092 | 0 | (832,092) | | | | |
| plus Transfer from EMR | 7,902 | 7,966 | | | | | | |
| Movement to/(from) Gen Reserve | (68,340) | 840,058 | | | | | | |

Earmarked Reserves

204.0.F24

| <u>Account</u> | <u>Opening Balance</u> | <u>Net Transfers</u> | <u>Closing Balance</u> |
|------------------------------------|------------------------|----------------------|------------------------|
| 320 Property Maintenance - EMR | 147,700.00 | | 147,700.00 |
| 321 Youth Projects - EMR | 5,000.00 | | 5,000.00 |
| 323 Princess Cultural Recovery Gra | 3,100.00 | | 3,100.00 |
| 324 Legacy Clock - EMR | 10,220.00 | | 10,220.00 |
| 325 Service Transfer - EMR | 49,700.00 | | 49,700.00 |
| 326 IT/Office Equipment - EMR | 18,586.17 | | 18,586.17 |
| 327 HR Contingency - EMR | 30,000.00 | | 30,000.00 |
| 328 Grounds Equipment - EMR | 9,310.60 | | 9,310.60 |
| 329 Coronation - EMR | 800.00 | | 800.00 |
| 330 General Maintenance - EMR | 28,606.35 | | 28,606.35 |
| 331 Princess Artistic Material Gra | 4,700.00 | | 4,700.00 |
| 332 Town Crier - EMR | 280.00 | | 280.00 |
| 335 Highbridge Regeneration | 9,800.00 | | 9,800.00 |
| 336 Legal Fees - EMR | 5,900.00 | | 5,900.00 |
| 338 Replacement Van - EMR | 31,800.00 | | 31,800.00 |
| 339 Tesco S106 - EMR | 4,805.69 | | 4,805.69 |
| 340 Past Mayor badges - EMR | 1,000.00 | | 1,000.00 |
| 341 Neighbourhood Plan - EMR | 5,800.00 | | 5,800.00 |
| 342 You Are Here Boards - EMR | 750.00 | | 750.00 |
| 343 Princess Mainti/Renewals - EMR | 12,300.00 | | 12,300.00 |
| 344 SIDS - EMR | 408.34 | -335.70 | 72.64 |
| 345 Burnham EVO HTAP - EMR | 900.00 | | 900.00 |
| 346 Tree Maintenance - EMR | 7,500.00 | | 7,500.00 |
| 347 Cemeteries Extension - EMR | 93,700.00 | | 93,700.00 |
| 348 Burnham Shop Fronts Grant - EM | 9,900.00 | | 9,900.00 |
| 370 PMC SALC Grant - EMR | 1,700.00 | | 1,700.00 |
| 372 PMC Artistic Budget - EMR | 4,607.70 | | 4,607.70 |
| 374 PMC Somerset Community Grant | 3,000.00 | -381.29 | 2,618.71 |
| 375 PMC Match Funding - EMR | 5,000.00 | | 5,000.00 |
| 380 Cemeteries Provision - EMR | 82,500.00 | | 82,500.00 |
| 385 High St Fund - EMR | 50,000.00 | -63.54 | 49,936.46 |
| 386 Events - EMR | 6,123.27 | | 6,123.27 |
| 400 CIL - EMR | 119,800.85 | -7,185.41 | 112,615.44 |
| | <u>765,298.97</u> | <u>-7,965.94</u> | <u>757,333.03</u> |

Date:02/07/2024

Burnham & Highbridge Town Council Current Year

Page 1

Time: 15:51

Bank Reconciliation Statement as at 30/06/2024
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 | 30/06/2024 | | 1,464,111.96 |
| | | | <u>1,464,111.96</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 1,464,111.96 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 1,464,111.96 |
| | | Balance per Cash Book is :- | 1,464,111.96 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:02/07/2024

Burnham & Highbridge Town Council Current Year

Page 1

Time: 15:40

Bank Reconciliation Statement as at 30/06/2024
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 | 30/06/2024 | | 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:02/07/2024

Burnham & Highbridge Town Council Current Year

Page 1

Time: 15:45

Bank Reconciliation Statement as at 30/06/2024
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 | 30/06/2024 | | 429.35 |
| | | | <u>429.35</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 429.35 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 429.35 |
| | | Balance per Cash Book is :- | 429.35 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:02/07/2024

Burnham & Highbridge Town Council Current Year

Page 1

Time: 15:47

Bank Reconciliation Statement as at 30/06/2024
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 | 30/06/2024 | | 13,032.52 |
| | | | <u>13,032.52</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 13,032.52 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 13,032.52 |
| | | Balance per Cash Book is :- | 13,032.52 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:02/07/2024

Burnham & Highbridge Town Council Current Year

Page 1

Time: 15:39

Bank Reconciliation Statement as at 30/06/2024
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 | 30/06/2024 | | 3.00 |
| | | | <u>3.00</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 3.00 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 3.00 |
| | | Balance per Cash Book is :- | 3.00 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate



Transactions from 28-JUN-2024 to 30-JUN-2024

| | | | |
|--|--|--------------------------------|--------------------------------|
| Account name or alias Linked Account | Account number [REDACTED] | Sort code [REDACTED] | Account currency GBP |
| Debit or credit Any | Current cleared balance 1461542.98 | | |

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.

The interest rate is 1.70% gross 1.71% AER.
This is based on the balance of 30th of June 2024.

| Date | Type | Transaction details | Debit | Credit | Balance |
|-------------|------|------------------------|-------------|-------------------|---------------------|
| | | Closing balance | | | 1,463,111.96 |
| 28-Jun-2024 | | FROM 56092431 | | 145,340.73 | 1,463,111.96 |
| 28-Jun-2024 | INT | 28JUN GRS 54374901 | | 1,725.47 | 1,317,771.23 |
| | | Opening balance | | | 1,316,045.76 |
| | | Totals | 0.00 | 147,066.20 | |



Transactions from 28-JUN-2024 to 30-JUN-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 13526.02 | | |

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 | | | 13,032.52 |
| 28-Jun-2024 | EBP | B O S T C ATF, CCLA CONSOLIDATION | -220,000.00 | | 13,032.52 |
| 28-Jun-2024 | CHG | 31MAY A/C 87132346 | -30.12 | | 233,032.52 |
| 28-Jun-2024 | BAC | CARD TXNS 250624, 48510771 | | 253.50 | 233,062.64 |
| 28-Jun-2024 | | 000260 | | 236.00 | 232,809.14 |
| 28-Jun-2024 | | 000259 | | 102.00 | 232,573.14 |
| | | Opening balance | | | 232,471.14 |
| | | Totals | -220,030.12 | 591.50 | |



Transactions from 28-JUN-2024 to 30-JUN-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 1725.00 | | |

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 |
| 28-Jun-2024 | | TO 54374901 | -145,340.73 | | 1,000.00 |
| 28-Jun-2024 | D/D | MONTH 3, BACS | -26,615.45 | | 146,340.73 |
| 28-Jun-2024 | EBP | BURNHAM UNITED FOO, BURNHAM FOOTBALL, FP 28/06/24 40, 46024557598544000N | -1,630.00 | | 172,956.18 |
| 28-Jun-2024 | EBP | SEDGEMOOR COMMUNIT, MORLAND HUB, FP 28/06/24 40, 07024500376761000N | -1,000.00 | | 174,586.18 |
| 28-Jun-2024 | EBP | BURNHAM ON SEA RAI, BURNHAM HERITAGE, FP 28/06/24 40, 22024510463661000N | -1,000.00 | | 175,586.18 |
| 28-Jun-2024 | EBP | GO SOCIALISE, GO SOCIALIZE, FP 28/06/24 40, 45024459402901000N | -300.00 | | 176,586.18 |
| 28-Jun-2024 | EBP | 2ND HIGHBRIDGE BRO, 2ND HB BROWNIES, FP 28/06/24 40, 44024445432066000N | -300.00 | | 176,886.18 |
| 28-Jun-2024 | EBP | HIGHBRIDGE YOUTH A, HIGHBRIDGE YOUTH A, FP 28/06/24 40, 33024451951010000N | -1,000.00 | | 177,186.18 |
| 28-Jun-2024 | EBP | V JONES, V JONES, FP 28/06/24 40, 14024453864701000N | -45.00 | | 178,186.18 |
| 28-Jun-2024 | EBP | SCREWFIX DIRECT LI, SCREWFIX, FP 28/06/24 40, 25024455318170000N | -23.55 | | 178,231.18 |
| 28-Jun-2024 | EBP | PKF LITTLEJOHN LLP, PKF LITTLEJOHN, FP 28/06/24 40, 57024515656979000N | -6,276.00 | | 178,254.73 |
| 28-Jun-2024 | EBP | ESSEX COUNTY COUNC, ESSEX COUNTY COUNC, FP 28/06/24 40, 45024509284380000N | -6.00 | | 184,530.73 |
| 28-Jun-2024 | EBP | RIVERSIDE PLANT NU, RIVERSIDE PLANT, FP 28/06/24 40, 22024449662256000N | -816.00 | | 184,536.73 |
| 28-Jun-2024 | EBP | SPOT ON SUPPLIES, SPOT ON SUPPLIES, FP 28/06/24 40, 17024501189040000N | -72.95 | | 185,352.73 |
| 28-Jun-2024 | EBP | CAROL HELLEND, HELLEND KITCHEN, FP 28/06/24 40, 49024500900826000N | -350.00 | | 185,425.68 |
| 28-Jun-2024 | EBP | HARDKNOX BOXING CI, HARD KNOX BOXING, FP 28/06/24 40, 45024452338122000N | -880.00 | | 185,775.68 |
| 28-Jun-2024 | EBP | BURNHAM ON SEA SWI, BOS SWIMMING CLUB, FP 28/06/24 40, 57024449152114000N | -2,000.00 | | 186,655.68 |

| | | | | |
|-------------|-----|--|-----------|------------|
| 28-Jun-2024 | EBP | PROPER JOB SUPERST, PROPER JOB SUPERST, FP 28/06/24 40, 17024451688558000N | -6.00 | 188,655.68 |
| 28-Jun-2024 | EBP | GC SOUND AND LIGHT, GC SOUND LIGHT, FP 28/06/24 40, 56024507495908000N | -36.00 | 188,661.68 |
| 28-Jun-2024 | EBP | ELAN CITY LTD, ELAN CITY, FP 28/06/24 40, 06024513130376000N | -234.94 | 188,697.68 |
| 28-Jun-2024 | EBP | BURNHAM BOOK FESTI, BURNHAM BOOK FESTI, FP 28/06/24 40, 50024458498874000N | -530.79 | 188,932.62 |
| 28-Jun-2024 | EBP | AMAZON PAYMENTS UK, AMAZON PAYMENTS UK, FP 28/06/24 40, 47024508184195000N | -76.08 | 189,463.41 |
| 28-Jun-2024 | EBP | BLUE DIAMOND UK LT, SANDERS, FP 28/06/24 40, 36024455484979000N | -2,693.71 | 189,539.49 |
| 28-Jun-2024 | EBP | TOOL STATION, TOOL STATION, FP 28/06/24 40, 12024515803963000N | -45.56 | 192,233.20 |
| 28-Jun-2024 | EBP | BOSFEST, BOSFEST, FP 28/06/24 40, 41024452083245000N | -2,000.00 | 192,278.76 |
| 28-Jun-2024 | EBP | 1ST HUNTSPILL & HI, 1ST HUNTSPILL HB, FP 28/06/24 40, 49024508189514000N | -900.00 | 194,278.76 |
| 28-Jun-2024 | EBP | HIGHBRIDGE & BURNH, HBOS CARNIVAL CLUB, FP 28/06/24 40, 58024513621686000N | -1,500.00 | 195,178.76 |
| 28-Jun-2024 | EBP | LEE HALL, LEE HALL, FP 28/06/24 40, 20024458961374000N | -48.50 | 196,678.76 |
| 28-Jun-2024 | EBP | CHRISTOPHER WRIGHT, SIMON GOODALL TH, FP 28/06/24 40, 34024508630963000N | -2,346.10 | 196,727.26 |
| 28-Jun-2024 | EBP | LISA HUMPHREYS TRA, CABARET CAFE, FP 28/06/24 40, 39024454190970000N | -353.50 | 199,073.36 |
| 28-Jun-2024 | EBP | NEWTO NEWTON FLAG, NEWTON FLAG BANN, FP 28/06/24 40, 37024558916832000N | -28.80 | 199,426.86 |
| 28-Jun-2024 | EBP | BRIDGE SOLUTIONS U, EXCALIBUR, FP 28/06/24 40, 50024500910233000N | -61.22 | 199,455.66 |
| 28-Jun-2024 | EBP | IRIS PAYROLL, IRIS PAYROLL, FP 28/06/24 40, 58024510797064000N | -120.23 | 199,516.88 |
| 28-Jun-2024 | EBP | IRIS PAYROLL, IRIS PAYROLL, FP 28/06/24 40, 13024459725411000N | -135.13 | 199,637.11 |
| 28-Jun-2024 | EBP | PROPER JOB SUPERST, PROPER JOB SUPERST, FP 28/06/24 40, 07024445841141000N | -4.99 | 199,772.24 |
| 28-Jun-2024 | EBP | PROPER JOB SUPERST, PROPER JOB SUPERST, FP 28/06/24 40, 54024452494935000N | -7.98 | 199,777.23 |
| 28-Jun-2024 | EBP | LYRECO, LYRECO, FP 28/06/24 40, 36024454157869000N | -389.28 | 199,785.21 |
| 28-Jun-2024 | EBP | CAVAN ELLIS TRADIN, BOSDESIGN, FP 28/06/24 40, 46024455607469000N | -48.00 | 200,174.49 |
| 28-Jun-2024 | EBP | AMAZON PAYMENTS UK, AMAZON PAYMENTS UK, FP 28/06/24 40, 27024515974122000N | -8.36 | 200,222.49 |

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|-------------|-----|--|-----------|------------|
| 28-Jun-2024 | EBP | AMAZON PAYMENTS UK, AMAZON PAYMENTS UK, FP 28/06/24 40, 08024509642313000N | -23.97 | 200,230.85 |
| 28-Jun-2024 | EBP | PAROCHIAL CHURCH C, ST JOHNS CHURCH, FP 28/06/24 40, 63024458659495000N | -2,000.00 | 200,254.82 |
| 28-Jun-2024 | EBP | HIGHBRIDGE WAR MEM, SOUTHWELL HOUSE, FP 28/06/24 40, 62024508306867000N | -2,000.00 | 202,254.82 |
| 28-Jun-2024 | EBP | TOOL STATION, TOOL STATION, FP 28/06/24 40, 15024453870650000N | -33.24 | 204,254.82 |
| 28-Jun-2024 | EBP | HIGHBRIDGE RAINBOW, 1ST HB RAINBOWS, FP 28/06/24 40, 58024452589019000N | -300.00 | 204,288.06 |
| 28-Jun-2024 | EBP | 1ST BOS SCOUT GROU, 1ST BOS SCOUT TROO, FP 28/06/24 40, 08024449444806000N | -750.00 | 204,588.06 |
| 28-Jun-2024 | EBP | BURNHAM-ON-SEA SEA, BOSHB SEA CADETS, FP 28/06/24 40, 38024452007407000N | -1,500.00 | 205,338.06 |
| 28-Jun-2024 | EBP | IN CHARLEYS MEMOR, IN CHARLEYS MEMORY, FP 28/06/24 40, 45024513439736000N | -1,590.00 | 206,838.06 |
| 28-Jun-2024 | EBP | MICROSHADE BUS CON, MICROSHADE, FP 28/06/24 40, 09024458839311000N | -969.41 | 208,428.06 |
| 28-Jun-2024 | EBP | BUSINESS WASTE LTD, BUSINESS WASTE, FP 28/06/24 40, 14024508454626000N | -63.00 | 209,397.47 |
| 28-Jun-2024 | EBP | AVALON PROMOTIONS, AVALON PROMOTIONS, FP 28/06/24 40, 23024453985992000N | -780.00 | 209,460.47 |
| 28-Jun-2024 | EBP | SANSUM SOLUTIONS G, SANSUM SOLUTION GR, FP 28/06/24 40, 53024557791472000N | -347.93 | 210,240.47 |
| 28-Jun-2024 | EBP | PROPER JOB SUPERST, PROPER JOB SUPERST, FP 28/06/24 40, 26024500559399000N | -7.96 | 210,588.40 |
| 28-Jun-2024 | EBP | JOHN STAYTE SERVIC, JOHN STAYTE, FP 28/06/24 40, 52024510723667000N | -93.01 | 210,596.36 |
| 28-Jun-2024 | EBP | ITEC CONNECT LTD, ITEC, FP 28/06/24 40, 64024459564553000N | -27.05 | 210,689.37 |
| 28-Jun-2024 | EBP | BUSINESS WASTE LTD, BUSINESS WASTE, FP 28/06/24 40, 56024445627382000N | -126.78 | 210,716.42 |
| 28-Jun-2024 | EBP | BIFFA WASTE SERVIC, BIFFA, FP 28/06/24 40, 44024452335494000N | -360.06 | 210,843.20 |
| 28-Jun-2024 | EBP | AMAZON PAYMENTS UK, AMAZON PAYMENTS UK, FP 28/06/24 40, 26024454018548000N | -18.48 | 211,203.26 |
| 28-Jun-2024 | EBP | SPOT ON SUPPLIES, SPOT ON SUPPLIES, FP 28/06/24 40, 62024449204013000N | -122.75 | 211,221.74 |
| 28-Jun-2024 | EBP | HILLVIEW JUVENILE, HILLVIEW CARNIVAL, FP 28/06/24 40, 61024509505945000N | -2,000.00 | 211,344.49 |
| 28-Jun-2024 | EBP | BURNHAM & HIGHBRID, BURNHAM DISTRICT, FP 28/06/24 40, 11024449481692000N | -1,000.00 | 213,344.49 |

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| 28-Jun-2024 | EBP | BEES, BEES, FP 28/06/24 40, 02024501038418000N | -2,000.00 | 214,344.49 |
| 28-Jun-2024 | EBP | BUSINESS WASTE LTD, BUSINESS WASTE, FP 28/06/24 40, 51024452458090000N | -31.15 | 216,344.49 |
| 28-Jun-2024 | EBP | HIGH JINX, HIGH JINX, FP 28/06/24 40, 01024449296239000N | -703.50 | 216,375.64 |
| 28-Jun-2024 | EBP | SALC, SALC FEES, FP 28/06/24 40, 26024451813563000N | -2,059.51 | 217,079.14 |
| 28-Jun-2024 | EBP | MICROSHADE BUS CON, MICROSHADE, FP 28/06/24 40, 04024507640814000N | -1,123.39 | 219,138.65 |
| 28-Jun-2024 | EBP | AMAZON PAYMENTS UK, AMAZON PAYMENTS UK, FP 28/06/24 40, 27024513299195000N | -24.99 | 220,262.04 |
| 28-Jun-2024 | EBP | KJ CLEANING SERVIC, KJ CLEANING, FP 28 /06/24 40, 62024453672466000N | -684.00 | 220,287.03 |
| 28-Jun-2024 | CHG | 31MAY A/C 56092431 | -28.97 | 220,971.03 |
| 28-Jun-2024 | EBP | BURNHAM ON SEA HIG, CCLA CONSOLIDATION | 220,000.00 | 221,000.00 |
| Opening balance | | | | 1,000.00 |
| Totals | | | -220,000.00 | 220,000.00 |

Report for councillors: Alarm Call Out

Issued to: Finance & Governance Committee Meeting – 15th July 2024

Purpose of Report

For members to consider quotations and agree the use of a security firm for the Town Council's alarm call out at The Old Courthouse and the Princess Theatre.

Background

Currently at The Old Courthouse and the Princess Theatre we use Spansec Security to monitor our alarms, when the alarm goes off a keyholder is contacted and attends alone.

The process is:

1. Spansec contact the first person on the keyholder list and if not answered they continue down the list.
2. The keyholder attends the premises from a distance, if anything looks untoward the Police are called.
3. If safe to do so, the keyholder enters the building and resets the alarm.

The Worknest Health and Safety Advisor has advised against an employee keyholder attending by themselves. They have suggested the safest way would be to use a security firm to be the first keyholder.

The contract would be for a security company to be on standby, so if contacted by Spansec, they can be dispatched to site to check entrances etc. If they found anything untoward, the Police and the other keyholders would be called.

Finance

| Quotes | Total Annual keyholding fee for 2 properties | Alarm response per hour (charged double Bank Holidays) | Minimum contract | Response Time |
|---------------|---|---|-------------------------|----------------------|
| Quote 1 | £730 | £52 minimum | 36 months | 1 hour |
| Quote 2 | £898.20 | £60 | 12 months | 30 minutes |
| Quote 3 | TBC | TBC | TBC | TBC |

Please note: We are awaiting the 3rd quote which has been giving the same spec as the others, which we hope to receive before the Committee meeting.

Recommendations

The recommendation is that the Finance and Governance Committee approve the use of a security firm and agree which quotation to accept. To agree to use the Property Maintenance - EMR to cover the annual costs for 24/25. Any ongoing costs for call out charges will be covered under existing budgets.

Burnham-on-sea & Highbridge Town Council Community Infrastructure Levy Funds**Notes****BURNHAM-ON-SEA**

| <u>Date</u> | <u>Details</u> | <u>Monies received</u> | <u>Expiry date</u> | <u>Monies spent</u> | <u>Date</u> | <u>Details</u> | <u>Current balance</u> |
|-------------|---|------------------------|--------------------|---------------------|-------------|--|------------------------|
| 31/05/2017 | Burnham | £1,529 | 30/04/2022 | £1,529 | 13/06/2022 | B & H Community grant - spent from Burnham EMR | £0 |
| 21/11/2017 | Burnham | £117 | 31/10/2022 | £117 | 13/06/2022 | B & H Community grant - spent from Burnham EMR | £0 |
| 23/10/2018 | Burnham | £710 | 30/09/2023 | £710 | 13/06/2022 | B & H Community grant - spent from Burnham EMR | £0 |
| 22/10/2019 | Burnham | £983 | 30/09/2024 | £983 | 13/06/2022 | B & H Community grant - spent from Burnham EMR | £0 |
| 22/10/2019 | Burnham | £605 | 30/09/2024 | £605 | 13/06/2022 | B & H Community grant - spent from Burnham EMR | £0 |
| 10/12/2019 | Burnham | £403 | 30/11/2024 | £403 | 13/06/2022 | B & H Community grant - spent from Burnham EMR | £0 |
| 30/09/2021 | Burnham | £3,348 | 30/09/2026 | £3,348 | 13/06/2022 | B & H Community grant - spent from Burnham EMR | £0 |
| 06/04/2022 | 11/20/00045 8 dwellings off Berrow Road (Montgomery Fields – just past garage on RHS) – Burnham-on-Sea | £3,348 | 06/04/2027 | £1,630 | 28/06/2024 | Football Club - furniture | £1,718 |
| 12/08/2022 | 11/20/00040 4 dwellings on 19 Oxford Street – Burnham-on-Sea | £5,473 | 12/08/2027 | | | | £5,473 |
| 04/07/2023 | 11/22/00035 – 33 College Street, Burnham-on-Sea | £1,386 | 04/07/2028 | | | | £1,386 |
| 16/05/2024 | 11/21/00094 - Variations of Condition 2 of Planning Permission 11/20/00044 (Demolition of existing cottage and garage. Erection of 3 dwellings with associated garages, parking, landscaping and amenity space (resubmission - revised red line) to allow for amendments to all plots at 7 Brent Broad, Burnham On Sea, Somerset, TA8 2PX | £4,375 | 16/05/2029 | | | | £4,375 |

There is one further payment due for this development – April 2024.

£12,952
HIGHBRIDGE

| | | | | | | | |
|------------|------------|--------|------------|--------|------------------|--|----|
| 09/05/2018 | Highbridge | £1,765 | 04/05/2023 | £1,765 | Ap-Aug 2022 | 29/04/22 London Connection SFG £640. 27/06/22 Maiseys SF Grant £1,000. | £0 |
| 23/10/2018 | Highbridge | £6,561 | 23/10/2023 | £6,561 | Aug 22- Oct 23 | 26/08/22 Shop Front Grant HB £125 of £1,000. 26/08/22 Shop Front Grant HB £875 of £1,000. 26/08/22 Shop Front Grant HB £875. | £0 |
| 16/04/2019 | Highbridge | £8,747 | 31/03/2024 | £8,747 | Mar 24 - June 24 | 10/10/23 Christmas lights HB £1,613 (HB proportion) 28/06/24 Memorial Trust - furniture £2,000 28/06/24 Church Building Survey £1,198 of £2,000 12/03/24 Defibrillator HB £1,840. 22/03/24 £0 Feasibility Study £4,500. 28/03/24 tables & lighting Morland Hub £1,309.44 28/03/24 TV Community Centre £506.75 28/03/24 Media Equipment Community centre £195.78 28/06/24 Church Building Survey£26 of £2,000 | £0 |

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|------------|--|---------|------------|--------|-------------------|---|----------|--|
| 22/10/2019 | Highbridge | £6,561 | 30/09/2024 | £2,831 | June 24 - Sept 24 | 28/06/24 Church Building Survey £776 of £2,000 | £3,730 | |
| | | | | | | 28/06/24 Morland Hub Environmental Survey requested before planning permission £1,000 | 17/07/24 | |
| | | | | | | Bench behind Highbridge Church £555.41 | £500 | |
| | | | | | | installation of defibrillator (invoice not yet received) | | £9,641 |
| 22/10/2019 | Highbridge | £808 | 30/09/2024 | | | | £808 | |
| 22/10/2019 | Highbridge | £5,103 | 30/09/2024 | | | | £5,103 | |
| 22/10/2019 | Highbridge | £1 | 30/09/2024 | | | | £1 | |
| 10/12/2019 | Highbridge | £3,402 | 30/11/2024 | | | | £3,402 | £3,402 |
| 12/01/2021 | Highbridge | £6,561 | 12/01/2026 | | | | £6,561 | |
| 12/01/2021 | Highbridge | £590 | 12/01/2026 | | | | £590 | |
| 26/04/2022 | 11/19/00128 Highbridge | £11,141 | 26/04/2027 | | | | £11,141 | |
| 01/09/2022 | 11/19/00128 46 dwellings on land to the north of Walrow (by railway bridge) - Highbridge | £11,141 | 01/09/2027 | | | | £11,141 | |
| 04/07/2023 | Highbridge 11/19/00128 – land to the north of Walrow, Walrow Road, Highbridge | £11,141 | 04/07/2028 | | | | £11,141 | |
| 04/07/2023 | Highbridge 11/22/00030 – land to the east of Isleport Lane, Highbridge | £51,245 | 04/07/2028 | | | | £51,245 | |
| 16/05/2024 | 11/19/00128 - Erection of 46 dwellings, formation of access and ancillary works on Land To The North Of, Walrow, Walrow Road, Highbridge, Somerset, TA9 | £11,141 | 16/05/2029 | | | | £11,141 | The CIL for this development has been paid in full. |
| 16/05/2024 | 11/22/00030 - Reserved matters application seeking approval of the layout, scale, appearance & landscaping of 248 residential units, community uses/local shop, associated open space & infrastructure on Land To The East Of, Isleport Lane, Highbridge, Somerset | £51,244 | 16/05/2029 | | | | £51,244 | There are 2 further payments due for this development – one in March 2024 (overdue) and one in September 2024. |

£167,245

TOTAL CIL MONIES REMAINING

£180,197

SUMMARY FOR FINANCE & GOVERNANCE 15/07/24

| | | |
|-----------|---|----------------|
| HB | FUNDS REMAINING TO BE SPENT BY 30/09/24 | £9,641 |
| HB | FUNDS REMAINING TO BE SPENT BY 30/11/24 | £3,402 |
| HB | FUNDS REMAINING TO BE SPENT 24/25 TOTAL | <u>£13,043</u> |

Report for councillors: Fireworks Event Budget Update

Issued to: Finance & Governance Committee Meeting – 15th July 2024

Purpose of Report

To update the Finance and Governance Committee on the fireworks budget.

Background

Every year the Town Council holds an annual firework display, in 2023 the decision was made to cancel the fireworks, payment had already been made to Skyburst the fireworks company, but they agreed to roll over £5,950.00 to the 2024 event.

The budget agreed for the firework event was £11,500. Approximate

Finance

| Fireworks costs 2024 | | |
|----------------------|------------------|---|
| Product | Net Cost | Notes |
| Fireworks | £2,040 | Amount is lower than normal due to Skyburst rolling over the £5950 paid in 2023 |
| PA | £2,130 | |
| Ambulance | £630 | This is an approximate, based on last years figure and awaiting quotes |
| Signs/Barriers/Cc | £248.76 | |
| Marshalls | £811.50 | |
| Vehicle hire | £120 | |
| Fuel | £50 | |
| Radios | £72 | |
| Insurance | £1,521 | This is an approximate, based on last years figure and awaiting quotes |
| Scaffolding | £2,350 | Will be required due to high tide on the 03.11.2024 |
| total costs: | £9,973.26 | |

The Fireworks event is currently within budget.

Report for councillors: Remembrance Parade Budget Update

**Issued to: Finance and Governance Committee
Meeting – 15th July 2024**

Purpose of Report

To update members on the Remembrance Parade costs.

Background

The Remembrance Parade will take place on Sunday 10th November 2024.

The event will be organised by the Town Council and Royal British Legion. The road closures will be managed by Highbridge and Burnham-on-Sea Carnival Ltd.

Financial Implications

Somerset Council have agreed that we will not be charge for the road closure.

Highbridge and Burnham-on-Sea Carnival Ltd will not be charging labour costs.

Road closure equipment hire £705.50

The events expenditure will be within the allocated events budget.

Burnham-On-Sea and Highbridge Town Council Risk Management Policy

To be reviewed quarterly

Adopted on 13th March 2023. Reviewed January 2024. Reviewed April 2024.

Burnham-on-Sea and Highbridge Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses.

The Town Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable the Town Council to assess the risks that it faces and to implement adequate steps to minimise them.

| SUBJECT | RISK(S) IDENTIFIED | LEVEL H/M/L | MANAGEMENT/CONTROL OF RISK | REVIEW/ASSESS/REVISE |
|------------------|--|-------------|--|-------------------------------|
| FINANCE | | | | |
| Budget & Precept | Adequacy of precept in order for the Council to carry out its statutory duties | L | The Council receives monthly budget reports. Each Committee produces a DRAFT budget, which is considered by the Finance & Resources Committee before a recommendation final Draft budget is presented to Full Council for review and consideration. The report includes actual and projected position to the end of the year and indicative figures or costings obtained by the RFO. The Precept is derived directly from this information and is considered and approved by Full Council and the request submitted to the Somerset Council within the specified deadline. | Existing procedures adequate. |

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| Financial controls and records | Inadequate records | L | <p>The Council has Financial Regulations which sets out the requirements and is reviewed on an annual basis.</p> <p>Rialtas financial software is used to prepare accounts and Council subscribes to the support services.</p> <p>An order spreadsheet is completed and authorised by a manager.</p> <p>Invoices are checked before being passed to the RFO for payment. Goods received and internal authorisation procedures reviewed in 2023 and increased control introduced from January 2024. Debtors & Creditors reviewed in 2023 and increased control introduced from January 2024.</p> <p>All payments are reviewed at a Finance & Resources Committee or Full Council and minuted for transparency.</p> <p>Ticketsolve is used for issuing tickets and taking payments at the Princess Theatre.</p> | Existing procedures adequate. Pre-payment card services have been reviewed, application for Government Procurement card reviewed and approved by F&R 05/02/24. Application in process. |
| Banking | Inadequate checks | L | <p>Online bank payments are authorised by two Councillors. Councillors receive sight of invoices/documentation to check before authorising.</p> <p>Accounts are internally checked by at least two Councillors on a quarterly basis. Annual internal and external audits.</p> <p>The Council has Financial Regulations which set out banking requirements.</p> <p>Any cash is held in a locked safe.</p> <p>Cash is banked regularly. However, the Post office no longer accepts denominations smaller of a £1 that is not</p> | Existing procedures adequate |

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| | | | <p>a full money bag. Anything less than a full bag is kept in a locked safe and banked as soon as practical.</p> <p>Cheque receipts are banked at least fortnightly.</p> <p>Accounts are reconciled on a monthly basis and recorded. Earmarked reserves are accounted for separately.</p> | |
| Investment of Council Funds | Investment Policy | M | <p>Council funds currently held between 1 x bank and 1 x building society. Funds exceed recommended threshold.</p> <p>Risk Management Policy reviewed and approved F&R 23/01/24. Statement of Internal Control reviewed and approved F&R 05/02/24. Annual Investment Strategy reviewed and approved F&R 05/02/24. Investment options report produced for F&R 18/03/24. Investment decisions for 24/25 decided F&R 18/03/24 – to be carried out after receipt of precept.</p> <p>Investment of £1,000,000 into CCLA Public Sector Deposit Fund to be carried out 17/07/24 in line with Investment Policy update 18/03/24. Quarterly reports to be presented to Councillors by RFO.</p> | Reviewed policies & procedures adequate |
| Receipt and payment of grants | <p>Monies ringfenced and accurately managed</p> <p>Power to pay and authorisation of Council to pay</p> | <p>L</p> <p>L</p> | <p>The Town Council does not presently receive any regular grants. Any transactions from a grant received are itemised separately.</p> <p>All grant requests are made following the Grants Awards Policy & Procedure and a specific application form. Grant monitoring forms completed and</p> | Existing procedures adequate |

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| | | | <p>reviewed. All such expenditure goes to the Finance & Resources Committee process of approval, it is minuted and listed accordingly under the S137 expenditure heading.</p> | |
| Salaries and associated costs | <p>Salary paid incorrectly</p> <p>Unpaid Tax and Pension payments</p> | <p>L</p> <p>L</p> | <p>Financial controls in place to pay staff salaries agreed in line with NALC pay scales.</p> <p>Iris Payroll Services, an external company, is used for payroll services and the Council subscribes to support services.</p> <p>BACS payments for PAYE & Pensions made monthly. Internal check carried out by 2 Councillors on a quarterly basis.</p> <p>Annual internal and external audits.</p> | Existing procedures adequate. |
| VAT | Reclaiming | L | <p>VAT claims are completed electronically on HMRC website and acknowledgement printed and kept in office.</p> <p>Internally reviewed by at least 2 Councillors on quarterly basis. Rialtas financial software produces VAT reports.</p> <p>Financial Regulations set out the requirements. Annual internal and external audits.</p> | Existing procedures adequate. |

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| Employees | Fraud by staff | L | Insurance in place. Cash is kept in a locked safe. All payments require two Councillor signatures. All orders are authorised a manager. Division of monetary responsibilities. | Existing procedures adequate. |
| Best value accountability | Work awarded incorrectly | L | Town Council practice is to seek, if possible, three quotations for any substantial work undertaken. | Existing procedures adequate. |
| | Overspend on services | L | For major work, competitive tenders would be sought in line with the rules for contracts in Standing Orders and Financial Regulations. If problems encountered with contract, the Clerk would investigate the situation and report to the Council. | |
| Loans | High interest rates and non recognised lenders | L | Full Council to approve any loans. Loans to be taken out via PWLB and two signatures required. | Existing procedure adequate. |
| Annual Return | Not submitted within time limits | L | Rialtas are contracted to complete the end of year close down and complete the AGAR. Internal Auditors complete reviews throughout the year and sign off AGAR Agenda item on Full Council agenda for completing and signing by the Council and then checked and sent to External Auditor within time frame. | Existing procedure adequate. |

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| | | | Council could ask for an extension to the deadline. | |
| Election | Mid-term election costs | M | Some monies are earmarked if a mid-term election is called. Measures cannot be adopted to minimise risk of a contested election. | Ensure monies are earmarked for elections costs when setting budget. |
| ADMINISTRATION & LIABILITY | | | | |
| Legal Powers | Illegal activity or payments | L | The Town Council has adopted the General Power of Competence. Committees have power of expenditure, within their remit. Advice to be sought when required. | Existing procedure adequate. |
| Minutes/ Agendas/ Statutory documents | Accuracy and legality Non compliances with statutory requirements | L L | Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at the next meetings. Agendas displayed according to legal requirements. Business conducted at meetings should be managed by the Chair. | Existing procedures adequate. Members adhere to Code of Conduct and Member/Officers Relations Policy and undertake adequate training. |
| Public Liability | Risk to third party, property or individuals | M | Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Tree survey carried out in 2021 and reviewed in 2023. A maintenance programme is in place. | Existing procedures adequate. |

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| | | | Risk assessments carried out on individual events e.g. Fireworks display. All third party users of Council facilities have to complete a booking form. Health and safety services provided by Worknest. | |
| Legal liability | Legal liability as consequence of asset ownership | H | Checks undertaken on buildings on a weekly basis. Insurance in place and new equipment added ad hoc. Adequate Cemetery Rules in place. Yearly memorial inspections carried out. Health and safety services provided by Worknest. | Existing procedures adequate. |
| Employer Liability | Non-compliance with Employment Law | L | Membership of various national and regional bodies including South West Councils. Town Clerk and Deputy Clerk are members of SLCC and the Council is a member of SALC. Policies in place. Employer's Liability insurance in place. Health and safety services provided by Worknest. | Existing procedures adequate. |
| Employer Liability | Safety of staff and visitors | M/H | Employees are provided adequate direction and safety equipment needed to undertake their roles. Staff training undertaken as required and appraisals undertaken annually. Health and safety services provided by Worknest. Risk assessments carried out. Staff issued with mobile phones as | Existing procedures adequate. |

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| | | | required. | |
| Freedom of Information | Policy provision | L | The Council has a Model Publication Scheme and Freedom of Information Policy in place. The Town Council can request a fee for substantial requests. | Monitor and report any impacts made under FOI. |
| Data Protection | Mis-use of information | L | Town Council is registered with the Information Commissioner and renewed annually. Policies in place. | Ensure annual renewal of registration. |
| Council records - paper | Loss through theft, fire, damage | L/M | Historical minutes have been deposited at Somerset Archives. Burial records are stored in a fire proof safe. All records from Mid 2016 are electronic. All other records are stored in the Council office. Filing system is currently being updated. Land and buildings registered with Land Registry. | Damage or theft is unlikely and so provision is adequate. Review of data to be held annually and deposited at archive when appropriate. |
| Council records - electronic | Loss through theft, fire, damage, corruption | L/M | The Town Council's electronic records are stored on a cloud basis system. IT plan is in place for support services. Off-site daily back-up. Anti-virus protection annually renewed and installed by IT support services. | Existing procedures adequate. |

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| Members Interests | Registers of Interests | M | Councillors have a legal duty to complete a form for the Register of Members Interests and keep it up to date within 28 days of any changes and to withdraw from a meeting in the event of a pecuniary interest. Declaration of Interests is an agenda item for all meetings. | Existing procedures adequate. Members have a personal responsibility to declare interests and update their register entries. |
| ASSETS | | | | |
| Asset register | Asset register incomplete | L | An asset register is updated as required. | Existing procedures adequate. Asset register reviewed and approved F&R 18/03/24. |
| Buildings | Loss or damage | M | Buildings currently maintained on an ad hoc basis. | Existing procedures adequate. |
| Buildings | Maintenance of buildings etc | M | Buildings currently maintained on an ad hoc basis. | Existing procedures adequate. |
| Other assets e.g. dog bins, bus shelters | Loss or damage | L | Contract in place with Somerset Council for dog bins to be regularly emptied and checked. Street furniture maintained in-house. Insurance in place. | Existing procedures adequate. |

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| Vehicles | <p>Unable to use due to fire, theft, accident.</p> <p>Third party liability</p> | <p>L/M</p> <p>L/M</p> | <p>One vehicle owned by the Council. Comprehensive vehicle insurance in place.</p> <p>Driver training to be undertaken on all new vehicles. Vehicle inspected in morning before vehicle driven.</p> <p>Vehicle stored in secure car park.</p> | Existing procedures adequate. |
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