

**Minutes of a meeting of the Finance and Governance Committee
held on 27th August 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, A. Matthews, M. Murphy, C. Searing

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

Public Participation:

There were no representations made.

215.0 F24 To receive apologies for absence

Apologies for absence were received from Councillors Elrick, Keen and Vickers.

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

There were no declarations of interests.

217.0 F24 To receive and approve the minutes of the Finance and Governance Committee meeting held on 15th July 2024

The minutes of the previous meeting of the Finance and Governance Committee, held on 15th July 2024, were presented by the Chairman.

Resolved that the minutes of the meeting held on 15th July 2024 were approved as an accurate record and signed by the Chairman.

218.0 F24 Matters arising from previous minutes

There were no matters arising.

219.0 F24 To receive for information minutes of sub-committees

There were no matters to be raised.

220.0 F24 Chairman's report

A written report had been submitted with the agenda. A query was raised whether SEED had enough funding for the Art Road Trip Project to proceed. The Town Clerk would check before the contribution is made.

221.0 F24 To receive the list of payments up to 16th June 2024

A query was raised regarding the joint funding for services invoices and if these were now finalised. The RFO confirmed a query had been



raised again with Somerset Council earlier today, as the balance was not showing a credit note.

The list of payments attached to these minutes were noted.

222.0 F24 To note the income and expenditure up to 31st July 2024

The reports were noted

223.0 F24 To approve the bank reconciliation for July 2024

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

224.0 F24 To receive an update on aged debtors

Three debtors are over three months overdue. The Theatre Manager is dealing with the queries.

225.0 F24 To consider response to correspondence received

225.1 To consider a request from Burnham-on-Sea Chamber of Trade and Commerce for a contribution towards the Christmas lights switch-on event

Resolved that the Committee approve a contribution of £3,881 to the Burnham Christmas lights switch-on event.

226.0 F24 To appoint two Councillors to be signatories on the Nationwide account

Two additional signatories are required along with Councillor Clayton. The Town Clerk and RFO are also signatories.

Resolved Councillors Gudka and Searing are appointed as the additional signatories on the Nationwide account

227.0 F24 To receive feedback from meeting with Christmas lights contractor

Notes from the meeting were reviewed. Highbridge permissions have been submitted to the contractor and Burnham's will be provided next week. Several options have been considered for increasing the lighting for the Burnham switch-on event, we have not received permissions to proceed with this.

228.0 F24 To receive progress of the contracts list report

The report was noted. This is an ongoing process but improvements have been made.

229.0 F24 To receive feedback from the internal check (Q1) undertaken by Councillors Facey and Vickers



Councillor Facey advised that the process was straight forward and no issues were raised. The RFO was thanked for her guidance.

230.0 F24 To receive Responsible Finance Officers (RFO) verbal update

The July interest payment for the CCLA investment was £2,129.29 and the interest is paid directly to the Town Council. An update regarding funds to be drawn down will be considered at the next meeting.

The last two grant payments from the June grant allocation will be paid later this week. £9,655 is remaining in the budget.

231.0 F24 To receive update regarding Health and Safety

Further progress is being made with regards to the Princess Theatre.

The report was noted.

232.0 F24 To confirm date for the next round of grants

Resolved the next round of grants will be considered at the meeting on 30th September. The deadline for submitting applications is 17th September.

233.0 F24 To consider and approve the Memorandum of Understanding for the public conveniences contribution

The figure quoted was incorrect, as the contribution will be £53,866.

Resolved that subject to the contribution being changed to £53,866 the Memorandum of Understanding is agreed.

234.0 F24 To consider making a recommendation to Council for the purchase of a Speed Indicator Device (SID) for Highbridge from the Community Infrastructure Levy (CIL)

Resolved that Committee agrees to make a recommendation to Council to release £2,432 from CIL funds for the purchase of a speed indicator device as shown as option 3 in the report.

235.0 F24 To consider recommendation from Asset & Amenities Committee for £123.42 additional funds for SID repairs

Resolved that the additional expenditure of £123.42 for repairs to the vandalised SID is approved and to be taken from general reserves.

236.0 F24 Date of next meeting

The next meeting of the Finance and Governance Committee will be held on 30th September 2024 at 7 pm.