

**Minutes of a meeting of the Finance and Governance Committee
held on 11th November 2024 in the Council Chamber, The Old
Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

Present: Councillors P. Clayton, M. Facey, R. Keen, A. Matthews, M. Murphy, C. Searing, B. Vickers

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

Councillor Matthews chaired the meeting.

Public Participation:

There were no representations made.

255.0.F24 To receive apologies for absence

Apologies were received from Councillors Gudka and Pearce.

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

There were no declarations of interests.

257.0.F24 To receive and approve the minutes of the Finance and Governance Committee meeting held on 30th September 2024

The minutes of the previous meeting of the Finance and Governance Committee, held on 30th September 2024, were presented by the Chairman.

Resolved that the minutes of the meeting held on 30th September 2024 were approved as an accurate record and signed by the Chairman.

258.0.F24 Matters arising from previous minutes

A thank you letter had been received from the Citizens Advice Bureau for their grant monies.

259.0.F24 To receive for information minutes of sub-committees

A meeting of the Human Resources Sub-Committee took place today.

260.0.F24 Chairman's report

There was no report available.

261.0.F24 To receive the list of payments up to 3rd November 2024

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



262.0.F24 To note the income and expenditure and earmarked reserves reports up to end of October 2024

There were no queries raised and the reports were noted.

263.0.F24 To approve the bank reconciliation for October 2024

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

264.0.F24 To draft committee budget for 2025/26

The draft budget was reviewed. It was noted that with additional services being taken on from Somerset Council, there will be an increase in the Precept, so budgets need to be carefully considered.

Further information is awaited in relation to the devolution of services e.g. insurance costs etc.

Several Councillors spoke in favour of the fireworks event which attracted many visitors to the town and gives a boost to the economy. It is also safer for people to attend organised events.

The provision of Christmas lights is in contract for another year.

Resolved that the following updates were agreed;

The events budget should remain at £10,000.

The grants budget should be reduced to £30,000. The Committee should consider lowering the maximum grant amount available per application.

The budget for the CAB grant should remain at £2,700.

265.0.F24 To review progress of the contracts list

Work to the contracts list is still ongoing and recommendations from the Internal Auditor are being implemented.

The report was noted.

266.0.F24 To receive an update on aged debtors

The update was received and debtors are being followed up.

267.0.F24 To note Interim External Audit report

The report was noted and recommendations will be implemented.

268.0.F24 To review the Financial Risk Management Policy

Resolved the updated Financial Risk Management Policy is approved.



269.0.F24 To receive Responsible Finance Officers verbal update

The grant monitoring forms for 2023/24 have been received and the process has now been completed.

BARB returned £200 from unspent grant monies.

The majority of the payments of grants from the last round will have been paid by the end of this week.

The Community Infrastructure Levy (CIL) annual report for 2023/24 has been accepted by Somerset Council. The CIL payment to St Johns Church is being challenged.

Further CIL payments of £3,890.36 for Burnham and £243.16 for Highbridge have been received. A Further payment for Highbridge of £103,228.88 is due shortly.

In light of the transfer of services, an extension to the deadline for the CIL monies due to be spent in October/November has been made.

The government procurement cards have now been received and accessed.

The RFO explained how the autumn budget will affect the Council's payroll and that confirmation had been received that Town Councils would not receive compensation for the additional costs.

270.0.F24 To receive feedback from the internal check (Q2) undertaken by Councillors Facey and Vickers

Councillor Vickers gave an overview of the areas reviewed and thanked the RFO for her time and patience.

271.0.F24 To receive verbal update regarding Health and Safety

The majority of recommendations have now been completed. A couple of policies are outstanding, but these need to be implemented Council wide.

The Deputy Clerk and Operations Officer were thanked for their work.

272.0.F24 Date of next meeting

The next meeting of the Finance and Governance Committee will be held on 16th December 2024 at 7 pm.

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
08/10/2024	Stephanie Anne Hamer	PT01	Seated exercise September x 3 - PT			£180.00 pd 30/10/24
16/10/2024	Lowes Pottery Painting	16.10.24	30 x pottery items			£360.00 pd 30/10/24
19/10/2024	Electro SW Ltd		558620 socket & bit set	£94.50	£18.90	£113.40 pd 30/10/24
21/10/2024	Screwfix		1551335875 cable ties x 2	£30.82	£6.16	£36.98 pd 30/10/24
22/10/2024	AIM Ltd		4954 Desperados show settlement			£2,355.08 pd 30/10/24
22/10/2024	AIM Ltd		4953 Women in Rock show settlement			£2,760.87 pd 30/10/24
23/10/2024	DP Sweets & Confectionery Ltd	0090221	sweets - PT	£163.88	£32.78	£196.66 pd 30/10/24
01/10/2024	Business Waste	P1496985	Waste collection - Cemeteries	£35.00	£7.00	£42.00
08/10/2024	Panter-Way Event Productions	INV-000104	No Deal Deal show settlement			£200.00
09/10/2024	Craig Morris		91024 Psychic Medium show settlement			£1,115.44
14/10/2024	V Jones		6488 water heater - Brent Rd Cem			£307.99
14/10/2024	ITEC		1037684 photocopier services	£102.92	£20.58	£123.50
17/10/2024	Proper Job	Z0009T02-561548	batteries	£6.25	£1.25	£7.50
22/10/2024	Proper Job	Z0009T03-1541492	light bulb	£2.49	£0.50	£2.99
22/10/2024	Toolstation	XWW804340591	sledgehammer	£15.82	£3.17	£18.99
24/10/2024	EvacChair	INV171641	Evac Chair maintenance contract	£101.00	£20.20	£121.20
25/10/2024	Proper Job	Z0009T02-562459	toilet duck	£5.00	£1.00	£6.00
25/10/2024	Screwfix		1553283201 fire door retainer guard	£90.83	£18.16	£108.99
25/10/2024	Screwfix		1553283228 fire document holder x 3	£19.98	£3.99	£23.97
27/10/2024	Amazon	GB41H9GTABEY	key box & plant labels	£30.85	£6.17	£37.02
28/10/2024	Toolstation	XIJ810051525	credit note-sledgehammer exchange	-£3.16	-£0.64	-£3.80
29/10/2024	BKSafetywear	BK122317	PPE - 3 x jackets, 3 x trousers	£217.48	£43.50	£260.98
29/10/2024	Spot on Supplies		31667692 cleaning products	£175.68	£35.14	£210.82
29/10/2024	Screwfix		1554371406 wellies x 3, cable cover x 2	£99.38	£6.08	£105.46
29/10/2024	Toolstation	X01811327645	PPE - work trousers	£13.44	£2.69	£16.13
29/10/2024	Toolstation	X02811327645	PPE - work trousers	£13.44	£2.69	£16.13
30/10/2024	Amazon	GB41HYCOABEY	ethernet port	£87.48	£17.50	£104.98
30/10/2024	iHasco	SIN2109132	training licence	£200.00	£40.00	£240.00
31/10/2024	Biffa	308C90174	waste collection - PT	£181.19	£36.24	£217.43
31/10/2024	Lyreco		6723944516 stamps & stationery	£153.25	£12.75	£166.00
31/10/2024	Cabaret Café	020607	buffet - senior event			£360.00
31/10/2024	Iris	INV-ISL-0666233	payroll services	£112.61	£22.52	£135.13
01/11/2024	Sansum	INV-12450	cleaning - TC	£289.94	£57.99	£347.93

01/11/2024 Amazon	GB46P04VABEI	vintage letterbox wall mounted	£43.51	£8.70	£52.21
01/11/2024 Business Waste	P1522489	waste collection - cemeteries	£111.26	£22.26	£133.52
03/11/2024 Amazon	INV-GB-1791664705-2024-19606	modem cable	£8.73	£1.75	£10.48
03/11/2024 Wessex Ambulance Service	03.11.24	ambulance cover-Fireworks			£400.00
04/11/2024 Business Waste	P1531056	waste collection - cemeteries	£35.00	£7.00	£42.00
Highbridge Community Hall	CIL	CIL payment authorised @ TC 28/10/24			£1,000.00
Burnham BMX Club	CIL	CIL payment authorised @ TC 28/10/24			£1,500.00
Ms Davis	refund Princess membership				£30.00
					<u>£13,463.98</u>