

**Minutes of a meeting of the Finance and Governance Committee
held on 16th December 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, M. Murphy, C. Searing, B. Vickers

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

Public Participation: There were no representations made.

273.0.F24 To receive apologies for absence

Apologies were received from Councillor Pearce.

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

There were no declarations of interests.

275.0.F24 To receive and approve the minutes of the Finance and Governance Committee meeting held on 11th November 2024

The minutes of the previous meeting of the Finance and Governance Committee, held on 11th November 2024, were presented by the Chairman.

Resolved that the minutes of the meeting held on 11th November 2024 were approved as an accurate record and signed by the Chairman.

276.0.F24 Matters arising from previous minutes

There were no matters arising.

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

Minutes from meetings had been circulated.

278.0.F24 Chairman's report

The bulk of the work for Councillors and staff has been liaising over the devolution of services and subsequent budget.

279.0.F24 To receive the list of payments up to 9th December 2024

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

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

There were no queries raised and the reports were noted.



281.0.F24 To approve the bank reconciliation for November 2024

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

282.0.F24 To note the updated CIL spreadsheet

An extension to the deadline for £7,407 to be spent, has been agreed until April 2025. A proposal will be brought forward shortly.

283.0.F24 To receive an update on aged debtors

The Starlight Dance & Musical Theatre School, Somerset Council and Burnham Chamber of Trade accounts have all been cleared now.

Other debtors are being followed up and monthly statements are being sent. There is a risk relating to Richard Lennox as the RFO has been unable to make contact.

284.0.F24 To approve the recommendations from the Assets & Amenities Committee meeting held on 19th November 2024 for the Princess Theatre Storage Hire Fee and Charges for 2025/26

Resolved that the theatre storage hire fees for 2025/26 are approved as follows; Unit 1 - £1,704, Unit 2 - £2,571.

285.0.F24 Date of next meeting

The next meeting of the Finance and Governance Committee will be held on 6th January 2025 at 7 pm.

286.0.F24 Resolved to exclude members of the press and public as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies (Admission to Meetings) Act 1960.

287.0.F24 To consider Human Resources Sub-Committee staffing report

An overview of the report was presented. Queries raised by the Human Resources Sub-Committee were relayed. Questions were answered.

Resolved that the proposals are approved and will be budgeted for accordingly. Up to £3,500 + VAT is allocated from the professional and consulting fees budget for additional HR support.

Resolved that a recommendation is made to Council to use the HR contingency earmarked reserves for the implementation of the proposals, as required.

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
30/10/2024	GwilliamsofEdington Ltd	INV-18306	repairs to Cemeteries equipment	£185.44	£37.09	£222.53	
28/11/2024	Toolstation	X01841238461	metal dustbin & work trousers	£74.36	£14.88	£89.24	
28/11/2024	Toolstation	X02841238461	quad link security chain	£27.69	£5.54	£33.23	
28/11/2024	Purnells	128531	750 x booklets - Princess Theatre	£447.00	£22.40	£469.40	
28/11/2024	Proper Job	Z009T03-1552007	internal xmas lights - PT	£25.81	£5.17	£30.98	
30/11/2024	Lyreco	6723970969	stationery - TC	£51.35	£10.27	£61.62	
30/11/2024	BEES	30.11.24	Little Mermaid show settlement			£1,609.73	
30/11/2024	Biffa	308C95342	waste collection - PT	£222.26	£44.45	£266.71	
01/12/2024	Business Waste	P1554698	waste collection - Cemeteries	£35.00	£7.00	£42.00	
01/12/2024	Sansum	INV-12639	cleaning - TC	£289.94	£57.99	£347.93	
01/12/2024	Amazon	INV-GB-401216583-2024-577	anti-slip plugs furniture	£20.74	£4.20	£24.94	
01/12/2024	Amazon	GB41QFXJABEY	ethernet cable	£7.48	£1.50	£8.98	
02/12/2024	Somerset Council	30091006	Hedge cutting - HB Cem, fallen tree Jaycroft rd	£588.50	£117.70	£706.20	
02/12/2024	Iris	INV-ISL-0717667	payroll services	£118.24	£23.65	£141.89	
03/12/2024	Proper Job	Z009T02-571698	tinsel - PT	£3.33	£0.67	£4.00	
03/12/2024	Proper Job	Z009T03-1553112	hairspray for Xmas tree & washing up liquid - PT	£2.65	£0.53	£3.18	
04/12/2024	Steve West Entertains	005	Entertainment - Mayors Charity Event			£140.00	
05/12/2024	Amazon	GB41RM3LABEY	Plant labels	£26.62	£5.34	£31.96	
06/12/2024	SALC	1341	Procurement Act training - Depty Town Clerk			£35.00	
06/12/2024	SALC	1371	Procurement Act training - Town Clerk			£35.00	
06/12/2024	SALC	1377	Procurement Act training - RFO			£35.00	
06/12/2024	Quicksign	10832	Signs for Parking and No Dogs	£247.50	£49.50	£297.00	
06/12/2024	Amazon	CN-GB-1495171205-2024-59	table leg caps - floor protectors	-£9.01	-£1.81	-£10.82	invoice removed from payment run 12/12/24
06/12/2024	Amazon	CN-GB-1495171205-2024-58	table leg caps - floor protectors	-£9.02	-£1.81	-£10.83	invoice removed from payment run 12/12/24
06/12/2024	Amazon	CN-GB-1495171205-2024-60	table leg caps - floor protectors	-£9.01	-£1.81	-£10.82	invoice removed from payment run 12/12/24
06/12/2024	Amazon	CN-GB-1495171205-2024-61	table leg caps - floor protectors	-£9.01	-£1.81	-£10.82	invoice removed from payment run 12/12/24
06/12/2024	Amazon	CN-GB-1495171205-2024-62	table leg caps - floor protectors	-£9.01	-£1.81	-£10.82	invoice removed from payment run 12/12/24
06/12/2024	Amazon	INV-GB-1717108965-2024-11565	2 x mini printer cartridges	£54.42	£10.88	£65.30	
06/12/2024	Spot on Supplies	31669711	cleaning supplies - PT	£139.68	£27.94	£167.62	
08/12/2024	Microshade	20174	IT services	£928.32	£185.66	£1,113.98	
09/12/2024	Bravo	997	Technician - Princess December 2024	£1,376.00	£275.20	£1,651.20	
						<u>£7,580.51</u>	