

**Minutes of a meeting of the Town Council held on 20th January 2025
in the Council Chamber, The Old Courthouse, Jaycroft Road,
Burnham-on-Sea at 7 pm**

Present: Councillors S. Perry (Chair), R. Baker, S. Barber, P. Clayton, M. Facey, G. Gudka, A. Hendry, R. Keen, A. Matthews, B. Metcalfe, L. Millard, M. Murphy, K. Pearce, C. Searing, B. Vickers

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

Public Participation: There were no representations made.

407.0.T24 Apologies for absence

Apologies were received from Councillors Flurry and Wynn. Councillor Pearce would be arriving later in the meeting.

408.0.T24 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

409.0.T24 To receive and approve the minutes of the Town Council meeting held on 10th December 2024

(One member of the public joined the meeting during this item)

The minutes of the previous meeting of the Town Council, held on 10th December 2024, were presented by the Mayor.

Resolved that the minutes be taken as read, confirmed and signed by the Mayor.

410.0.T24 Matters arising from previous minutes

There were no matters arising.

411.0.T24 To receive Mayor's report

The Mayor's report was circulated with the agenda, no questions were raised.

412.0.T24 To receive report from the Police

Concerns were raised about the increase in violent crime and Councillors requested that a meeting be arranged with the new Police Sergeant.

413.0.T24 To receive any reports from Somerset Councillors

No queries were raised on the circulated report.



- 414.0.T24 To receive minutes of previous committee meetings**
Planning Committee – 11th December 2024 and 8th January 2025
No questions were raised.
Finance & Governance – 16th December 2024 and 6th January 2025
No questions were raised.
Assets & Amenities – 17th December 2024
No questions were raised.
- 415.0.T24 To receive list of payments up to 13th January 2025**
The attached list of payments was received and noted.
- 416.0.T24 To receive Town Council Accounts for month of December 2024**
The accounts for December were received and no queries raised.
- 417.0.T24 To approve the bank reconciliation for December 2024**
Resolved that the bank reconciliation was approved and signed by the Mayor.
- 418.0.T24 To receive reports from town councillor representatives appointed to outside bodies**
Councillor Gudka had submitted an updated Better BOS report.
The circulated reports were noted.
- 419.0.T24 To receive Working Group update reports**
- Devolution – Minutes of the last meeting had been circulated. Councillor Facey, as Chair of the Group, gave an overview of the discussions.
No questions were raised.
- 420.0.T24 To consider the recommendation from the Finance and Resources Committee for setting of the budget for 2025/26**
Councillor Gudka, as Chairman of the Finance and Governance Committee, gave an overview of the budget setting process.
It was stated that although no councillors wanted to increase the precept, there was a balance to be struck and services needed to be preserved. Committee Members, Officers and the Devolution Working Group had worked closely to produce the budget, ensuring services are still provided to the residents of the towns.
Councillor Gudka gave an overview of each budget area and gave explanations for increases. Councillors had the opportunity to raise any questions.



Resolved that the budget for 2025/26 of £1,324,115 (income £129,225, expenditure £1,453,340) is approved and the proposed earmarked reserves are carried forward.

421.0.T24 To consider the recommendation from the Finance and Resources Committee for setting of the Precept for 2025/26

(Councillor Pearce joined the meeting at the start of this item).

Councillor Gudka gave an overview of the Finance and Governance Committee's considerations when making this recommendation. Due to the level of uncertainty regarding other services that may need to be provided by the Town Council, the Committee was not recommending reserves be used, as they are already at the lower end of what is expected to be kept.

Resolved that the Council approve the precept request for 2025/26 at £1,324,115.

422.0.T24 To consider the recommendation from the Finance and Governance Committee to use the HR contingency earmarked reserves for the implementation of staffing proposals, as required

Resolved that the recommendation to use the HR contingency earmarked reserves for staffing proposals is approved to a maximum of £3,500 + VAT.

423.0.T24 To agree to allocate £8,830 from the general maintenance earmarked reserves for repairs to cemetery fencing

Resolved that £8,830 is taken from the general maintenance earmarked reserves for repairs to the cemetery fencing.

424.0.T24 To consider response to correspondence received

424.1 To consider a response to the 'Strengthening the Standards and Conduct Framework for Local Authorities in England' Government Consultation

Resolved that a Task and Finish Group of Councillors Vickers, Murphy, Keen, Clayton, Searing, Pearce and Millard are appointed to draft a response, which will be circulated to all Councillors before submission.

424.2 To consider a response to the "Local audit reform: a strategy for overhauling the local audit system in England" consultation

Resolved that Councillors Gudka, Metcalfe, Matthews and the RFO draft a response to the consultation.



424.3 To consider the purchase of a plaque for “Operation Tribute-Poppy of Honour”, the new National & Commonwealth WW1 Memorial

Councillor Keen gave an overview of the project.

Resolved that a plaque is purchased at a cost of £75.00, with the inscription of – For the 145 of Burnham-on-Sea and Highbridge, who gave their today for our tomorrow, we will remember them.

425.0.T24 To appoint a Working Group to review the Standing Orders, Financial Regulations and Committee Terms of Reference and Delegations

Resolved Councillors Perry, Millard, Gudka, Vickers and Metcalfe are appointed onto the Working Group to review the documents.

426.0.T24 To consider recommendations from the Task & Finish Group for proposed changes to the Strategic Plan

The Mayor explained that changes were highlighted in red, although Aim 3 is completely new. Each page was reviewed and a couple of amendments required.

Resolved that the amended Strategic Plan is adopted.

427.0.T24 To consider quotations for the purchase of a replacement ride on lawn mower

Resolved that a new ride on lawn mower is purchased, with the redundant lawn mower disposed of and removed from the asset register. Quote 2 is accepted at a cost of £3,974.00 plus VAT, to be allocated from the following cost centres - cemeteries equipment/maintenance - £2,610, tools and equipment - £364 and £1,000 from the grounds equipment earmarked reserve.

428.0.T24 Date of next meeting

Resolved: The next meeting of the Town Council is scheduled for 4th March 2025 at 7 pm

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
24/11/2024	Stephanie Anne Hamer	PT02	Seated Exercise - PT Oct 24			£240.00
05/12/2024	Proper Job	Z0009T02-572073	corner brace x 2	£33.00	£0.07	£0.40
11/12/2024	Amazon	INV-GB-829618305-2024-267487	compost for Growing Group	£15.98	£3.20	£19.18
11/12/2024	Steve Parker Services		1493 annual service pumps Brent Rs & WF Rd cems	£560.00	£112.00	£672.00
12/12/2024	Amazon	GB41TNKUABEY	trees ties Growing Group	£29.13	£5.84	£34.97
12/12/2024	The Starlight Dance Group Ltd Somerset Council		9000360 Nutcracker show settlement Dec-24 pension payment			£1,934.60 £6,646.00
15/11/2024	Quicksign		10789 signs for Allotments	£45.00	£9.00	£54.00
30/11/2024	Business Waste	P1557655	waste collection - TC & Cem	£14.96	£2.99	£17.95
01/12/2024	Business Waste	P1561105	waste collection - TC & Cem	£105.64	£21.14	£126.78
03/12/2024	PPL PRS	SIN2898585	PRS shows	£455.32	£91.06	£546.38
05/12/2024	Purnells		128530 posters - Princess	£86.00	£17.20	£103.20
12/12/2024	Proper Job	Z0009T03-1555303	4 x jugs	£5.00	£1.00	£6.00
12/12/2024	Green Machine		37918 cleaning December - PT	£796.53	£159.31	£955.84
12/12/2024	Rotacentral	INV-1124	Rotacentral subscription - volunteers			£195.00
13/12/2024	Amazon	1HVD-DKLN-9JTC	garden stakes - Growing Group			£29.98
15/12/2024	Amazon	GB41UH75ABEY	LED circular lamps	£89.05	£17.82	£106.87
16/12/2024	ITEC		1056414 photocopier services	£18.44	£3.68	£22.12
17/12/2024	On Your Bike	INV-2744	Session at Brent Knoll Primary	£333.33	£66.67	£400.00
17/12/2024	Business Waste	C1565508	waste collection - Cem	-£17.50	-£3.50	-£21.00
18/12/2024	BKH Car & Van Repairs		5725 van repairs	£400.00	£80.00	£480.00
19/12/2024	Amazon	GB41VHGCABEY	keyboard for Cllrs tablets	£19.98	£3.99	£23.97
19/12/2024	Screwfix		2000988839 padlock	£25.41	£5.08	£30.49
20/12/2024	Amazon	GB41VQ9XABEY	PAT Tester	£357.49	£71.50	£428.99
20/12/2024	Business Waste	P1565509	waste collection - Cem	£17.50	£3.50	£21.00
20/12/2024	Somerset Council		30093909 Joint Funding for services			£41,933.10
20/12/2024	Amazon	GB41VS4XABEY	bamboo plant stakes	£17.47	£3.50	£20.97
23/12/2024	Business Waste	P1569868	waste collection - TC	£11.88	£2.38	£14.26
23/12/2024	Business Waste	P1569870	waste collection - TC	£23.76	£4.76	£28.52
23/12/2024	Business Waste	C1569866	waste collection - TC	-£35.64	-£7.14	-£42.78
23/12/2024	Business Waste	C1570064	waste collection - Cem	-£17.50	-£3.50	-£21.00
29/12/2024	Amazon	GB4C411ABEC	keyboard for Cllrs tablets	-£19.98	-£3.99	-£23.97
30/12/2024	Iris	INV-ISL-0745500	payroll services	£118.24	£23.65	£141.89

30/12/2024	Honalee Media Ltd	30.12.24	Santas Christmas Cracker settlement			£1,480.00
31/12/2024	Biffa	308C00523	waste collection - PT	£374.33	£74.87	£449.20
31/12/2024	Business Waste	P1584649	waste collection - TC	£11.22	£2.24	£13.46
31/12/2024	Business Waste	P1584656	waste collection - Cem	£22.00	£4.40	£26.40
01/01/2025	Sansum	INV-12745	cleaning - TC	£289.94	£57.99	£347.93
01/01/2025	Business Waste	P1580261	waste collection - TC & Cem	£93.76	£18.76	£112.52
01/01/2025	Business Waste	P1580244	waste collection - Cem	£35.00	£7.00	£42.00
02/01/2025	Parfitt	02.01.25	grave digging Oct-Dec 24			£1,089.00
05/01/2025	SLCC Enterprises Ltd	BK219222-1	Using Chat GPT webinar for Town Clerk 21.1.25	£15.00	£3.00	£18.00
05/01/2025	Amazon	GB5F0DABEY	Strimmer Cord x 2 reels	£61.06	£12.22	£73.28
06/01/2025	Double Brace	SI-2775	website upgrade - PT	£75.00	£15.00	£90.00
07/01/2025	May Roofing Limited	INV-1472	fix loose roof tile - PT	£480.00	£96.00	£576.00
08/01/2025	Microshade		20301 IT services	£963.25	£192.65	£1,155.90
24/01/2024	Highbridge Community Hall	24.01.24	room hire			£15.00
	Hannah Harris	BC111	refund burial 2022 duplicate payment			£210.00
						£60,824.40

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
09/12/2024	Delta River Blues	09.12.24	performance fee - PT			£200.00
10/12/2024	Otis	24073146-U4	lift repairs - PT	£360.45	£72.09	£432.54
19/12/2024	Otis	24075036-U1	contractual maintenance lift - PT	£132.75	£26.55	£159.30
30/12/2024	Glayshears Landscaping Ltd	30.12.24	fencing repair storm damage - Cemeteries			£8,830.00
02/01/2025	Proper Job	Z0009T02-577444	batteries	£8.33	£1.67	£10.00
03/01/2025	Toolstation	XWW869914731	plastic screw covers	£2.35	£0.48	£2.83
06/01/2025	Proper Job	Z0009T03-1560339	cleaning sundries	£10.47	£2.10	£12.57
07/01/2025	Les Locksmith	07.01.25	broken lock repair - TC			£120.00
09/01/2025	Robson Electrics	92334	dismantle Xmas trees	£920.00	£184.00	£1,104.00
09/01/2025	Proper Job	Z0009T03-1560825	4 x storage boxes	£16.67	£3.33	£20.00
09/01/2025	Angels Kitchen - Kerry Hemms	041220	cupcake decorating workshop - PT			£465.00
09/01/2025	Local Company of Town Criers	0065	subs for Town Crier membership			£35.00
10/01/2025	Business Waste	P1588280	waste collection - TC & Cem	£3.96	£0.79	£4.75
11/01/2025	Electro SW Ltd	562041	screws & washers	£13.26	£2.65	£15.91
13/01/2025	Amazon	GB52AM6ABEY	hammerite paint for Bandstand/Bogey Wheels	£231.77	£46.35	£278.12
	RNLI		Mayors Charity Event - donation			£660.00
						<u>£12,350.02</u>