



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

14<sup>th</sup> January 2025

To: All Members of the Town Council

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **TOWN COUNCIL** to be held on **20<sup>th</sup> January 2025** 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", written on a white background.

Katherine Noble  
Town Clerk

***Please contact the Town Council reception (01278 788088) if you need further information on this agenda.***

### **Members of the Burnham and Highbridge Town Council**

Councillor R. Baker  
Councillor P. Clayton  
Councillor J. Flurry  
Councillor A. Hendry  
Councillor A. Matthews  
Councillor L. Millard  
Councillor K. Pearce  
Councillor C. Searing  
Councillor P. Wynn

Councillor S. Barber  
Councillor M. Facey  
Councillor G. Gudka  
Councillor R. Keen  
Councillor B. Metcalfe  
Councillor M. Murphy  
Councillor S. Perry (Chair)  
Councillor B. Vickers

## **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.

## **Town Council Committee Meeting Agenda 20<sup>th</sup> January 2025**

- 407.0.T24 Apologies for absence**
- 408.0.T24 To receive any declarations of interest on items included on this agenda**
- 409.0.T24 To receive and approve the minutes of the Town Council meeting held on 10<sup>th</sup> December 2024**
- 410.0.T24 Matters arising from previous minutes**
- 411.0.T24 To receive the Mayors report**
- 412.0.T24 To receive report from the Police**
- 413.0.T24 To receive any reports from Somerset Councillors**  
To receive the written report of the Somerset Ward Councillors
- 414.0.T24 To receive minutes of previous committee meetings**  
*Draft minutes have been circulated by email & added to the website*  
Planning Committee – 8<sup>th</sup> January 2025  
Finance & Governance – 16<sup>th</sup> December 2024 and 6<sup>th</sup> January 2025  
Assets & Amenities – 17<sup>th</sup> December 2024
- 415.0.T24 To receive list of payments up to 13<sup>th</sup> January 2025**
- 416.0.T24 To receive Town Council Accounts for month of December 2024**
- 417.0.T24 To approve the bank reconciliation for December 2024**
- 418.0.T24 To receive reports from town councillor representatives appointed to outside bodies**  
To receive written reports from Town Council representatives on outside bodies



**419.0.T24 To receive Working Group update reports**

To receive written reports from Town Council representatives on working groups

- Devolution

**420.0.T24 To consider the recommendation from the Finance and Resources Committee for setting of the budget for 2025/26**

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

**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**

**423.0.T24 To agree to allocate £8,830 from the general maintenance earmarked reserves for repairs to 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  
[https://www.gov.uk/government/consultations/strengthening-the-standards-and-conduct-framework-for-local-authorities-in-england?utm\\_source=emailmarketing&utm\\_medium=email&utm\\_campaign=strengthening\\_the\\_standards\\_and\\_conduct\\_framework\\_for\\_local\\_authorities\\_in\\_england\\_government\\_consultation&utm\\_content=2025-01-06](https://www.gov.uk/government/consultations/strengthening-the-standards-and-conduct-framework-for-local-authorities-in-england?utm_source=emailmarketing&utm_medium=email&utm_campaign=strengthening_the_standards_and_conduct_framework_for_local_authorities_in_england_government_consultation&utm_content=2025-01-06)

424.2 To consider a response to the "Local audit reform: a strategy for overhauling the local audit system in England" consultation  
[https://www.gov.uk/government/consultations/local-audit-reform-a-strategy-for-overhauling-the-local-audit-system-in-england/local-audit-reform-a-strategy-for-overhauling-the-local-audit-system-in-england?utm\\_source=emailmarketing&utm\\_medium=email&utm\\_campaign=news\\_bulletin\\_18\\_december\\_2024&utm\\_content=2024-12-23](https://www.gov.uk/government/consultations/local-audit-reform-a-strategy-for-overhauling-the-local-audit-system-in-england/local-audit-reform-a-strategy-for-overhauling-the-local-audit-system-in-england?utm_source=emailmarketing&utm_medium=email&utm_campaign=news_bulletin_18_december_2024&utm_content=2024-12-23)

424.3 To consider the purchase of a plaque for "Operation Tribute-Poppy of Honour", the new National & Commonwealth WW1 Memorial  
<https://westmonktonparishcouncil.gov.uk/operation-tribute-poppy-of-honour/>



**Burnham-on-Sea  
& Highbridge**  
TOWN COUNCIL

- 425.0.T24 To appoint a Working Group to review the Standing Orders, Financial Regulations and Committee Terms of Reference and Delegations**
- 426.0.T24 To consider recommendations from the Task & Finish Group for proposed changes to the Strategy Plan**
- 427.0.T24 To consider quotations for the purchase of a replacement ride on lawn mower**
- 428.0.T24 Date of next meeting**

The next meeting of the Town Council is scheduled for 4<sup>th</sup> March 2025 at 7 pm.



**Minutes of a meeting of the Town Council held on 10<sup>th</sup> December 2024 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

**Present:** Councillors S. Perry (Chair), S. Barber, P. Clayton, M. Facey, J. Flurry, 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) and four members of the public.

**Public Participation:**

A resident spoke in regards to the Hinkley Point C consultation and raised several concerns regarding the damage to the environment, the devastation that will be caused to the Severn Estuary and the significant impact on the area. Residents should be made aware of the consultation and the issues. The Council should invite other organisations to a Council meeting to hear their views.

**389.0.T24 Apologies for absence**

Apologies were received from Councillor Wynn.

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

There were no declarations of interests.

**391.0.T24 To receive and approve the minutes of the Town Council meeting held on 28<sup>th</sup> October 2024**

The minutes of the previous meeting of the Town Council, held on 28th October 2024, were presented by the Mayor.

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

**392.0.T24 Matters arising from previous minutes**

There were no matters arising. A request was made that page numbers are added to minutes.

**393.0.T24 To receive Mayor's report**

Councillor Perry gave an overview of events attended since the last meeting including the Sea Cadets Biennial Royal Navy Parade, Somerset Prepared Community Resilience Day, Fireworks Display, Remembrance Parade and St John's Church Service, short service on Armistice Day, Burnham-on-Sea In Bloom, the Wedding Singer production, Burnham-on-Sea Christmas lights switch-on, Highbridge Youth Arts Club, King Alfred's Christmas lights switch-on event,



Weston Hospice Care “light up a life” service. A funding raising event was held in aid of the RNLI. The Deputy Mayor attended the Highbridge Christmas lights switch-on, the Secret World Annual Ball and the Moose Carol Service. A full copy of the report will be published on the Council’s website.

**394.0.T24 To receive any reports from Somerset Councillors**

(Councillor Flurry joined the meeting at this juncture)

Some queries were raised regarding to the boundary review and the reduction in Somerset Councillors. Options are still being considered.

**395.0.T24 To receive minutes of previous committee meetings**

Planning Committee - 30<sup>th</sup> October 2024 and 20<sup>th</sup> November 2024

No questions were raised.

Finance & Governance Committee - 11<sup>th</sup> November 2024

No questions were raised.

Assets & Amenities Committee - 19<sup>th</sup> November 2024

No questions were raised.

**396.0.T24 To receive list of payments up to 29<sup>th</sup> November 2024**

The attached list of payments was received and noted.

**397.0.T24 To receive Town Council Accounts for month of November 2024**

The accounts for November were received and no queries raised.

**398.0.T24 To receive reports from town councillor representatives appointed to outside bodies**

Following Councillor Perry’s attendance at the Somerset Community Preparedness Day event, it was suggested that the Council should consider its response to emergencies. **Resolved** that as part of the Strategic Plan review, the Council considers how it prepares for emergencies by producing an Emergency Plan and Flood Plan.

The Waffle Hub have now held the public meeting.

Some queries were raised regarding the Armed Forces Covenant, which were answered, and it was noted that many veterans are not known in Somerset.

**399.0.T24 To receive Working Group update reports**

- Devolution – Minutes of the last meeting were circulated with the agenda. No questions were raised.
- Banking Hub – Some questions were raised regarding adequacy of the deposit machine for businesses and availability of being able to



confirm ID for banking purposes. Councillor Perry confirmed these would be raised at the meeting with LINK.

- Princess Review – No questions were raised.

**400.0.T24 To receive feedback from events held in November**

Staff were recognised and thanked for their hard work.

A comment was made that the speakers for the firework display should be extended, this has already happened, but could be considered further.

The organisers of the Christmas lights switch-on events were also thanked.

**401.0.T24 To agree to disband the Climate & Ecology Working Group and appoint 2 members onto the Green Team CIO (outside body). To consider amendments to the Strategic Plan and to note the Climate Adaptation Plan**

**Resolved** that the Climate and Ecology Working Group be disbanded.

**Resolved** that Councillors Metcalfe and Clayton are appointed as the Council's representatives on the Green Team CIO Committee.

The suggested amendments to the Strategic Plan will be considered as part of the review.

The Climate Adaptation Plan was noted.

**402.0.T24 To appoint a Task and Finish Group to undertake a full review of the Strategic Plan and make recommendations to Council**

**Resolved** that a Task and Finish Group are appointed to undertake a review of the Strategic Plan and make recommendations to Council. Councillors Murphy, Vickers, Gudka, Millard, Clayton, Perry and Metcalfe are appointed onto the Group.

**403.0.T24 To consider response to correspondence received**

**403.1 To consider a response to the government consultation on enabling remote attendance and proxy voting at local authority meetings**

**Resolved** that councillors should individually respond to the consultation.

**403.2 To consider the Hinkley Point C consultation on material change to Hinkley Point C's development consent order**

The consultation will commence early in 2025 and a group should consider and prepare a response on behalf of the



Council. Councillors are also encouraged to respond individually.

**Resolved** that Councillors Metcalfe, Millard, Vickers, Murphy, Clayton and Pearce review the consultation documents and prepare a response on behalf of the Council.

**403.3 To consider a response to the consultation on proposed arrangements for admissions for the Dunstan Catholic Educational Trust for 2026/27**

It was agreed that individual councillors should respond if they wish to do so.

**403.4 To consider a response to the Somerset Council consultation on the proposed local validation checklist**

It was agreed that councillors should respond individually.

**403.5 To consider the recommendation from the Assets & Amenities Committee in response to the law commission consultation papers on burial and cremation**

**Resolved** that the recommended response is approved.

**404.0.T24 To review the criteria for nominations for civic awards**

A lengthy discussion took place and several queries and suggestions were discussed.

**Resolved** that the updated criteria for nominations was approved, subject to the following changes;

The individual award for help and support with the cost of living is removed and replaced with a Life Time Achievement Award. That the nominations for previous recipients of a Civic Award would be eligible for the life time achievement award.

**405.0.T24 To consider upgrading office staff computer software to Microsoft 365**

**Resolved** the proposal for Microsoft 365 to be installed on office staff computers was approved. The set up costs of £1,905 + VAT be taken from the IT earmarked reserve.

**406.0.T24 Date of next meeting**

**Resolved:** The next meeting of the Town Council is scheduled for 20<sup>th</sup> January 2025 at 7 pm.



## **Mayor's Report to Town Council – January 2025**

The build-up to Christmas was very busy and I was pleased to be invited to attend and participate in many seasonal events.

On Thursday 12th December, I, along with other Town Councillors, welcomed guests as they attended a Volunteers' Christmas Party at the Princess Theatre and Arts Centre. The thank you event was in recognition of the many community minded residents who undertook voluntary work on behalf of the Town Council during the past year. Council staff and Councillors had also donated gifts for a raffle on the afternoon. It was a very enjoyable afternoon and was greatly appreciated by those in attendance.

That evening, I was delighted to be invited to the Burnham and Highbridge Choral Society Christmas Carol Concert, held at the Church of Our Lady and the English Martyrs. This was a wonderful evening, attended by over 180 people. The Choral Society entertained us with John Rutter's Magnificat and several familiar Christmas songs. We also enjoyed music from the Burnham and Highbridge Town Band. It was a very special evening and a great start to Christmas.

On Monday 16<sup>th</sup> December, I was pleased to be asked, once again, to the Monday Club's Presentation of Annual Awards and to their Christmas celebrations. As always, I received a very warm welcome. I was delighted to recognise the successes of individual members of the group and the contributions made by volunteers to the organisation of their weekly meetings.

I was invited to attend the St. Andrew's Community Carol Service on Sunday 22<sup>nd</sup> December and to give a reading. It was a very engaging service, with a mixture of readings given by members of the community and an opportunity to sing traditional carols.

On Monday 23<sup>rd</sup> December, together with the Town Crier, I visited Burnham Hospital and various Care Homes in the Town. It was a pleasure to talk with residents and staff. It was evident that the staff we met were all working hard to ensure that Christmas would be a joyful occasion for everyone.

The local branch of the Motor Neurone Disease Association held its annual fund-raising charity film screening at the Ritz Cinema on Monday 13<sup>th</sup> January. The cinema was full. I was pleased to be invited to support this important charity. A raffle was also held after the film screening and a considerable amount of money was raised as a result of the generosity of all those attending.

Cllr Sharon Perry  
Mayor, Burnham and Highbridge Town Council

# Incidents reported to police in the last 3 months Burnham and Highbridge

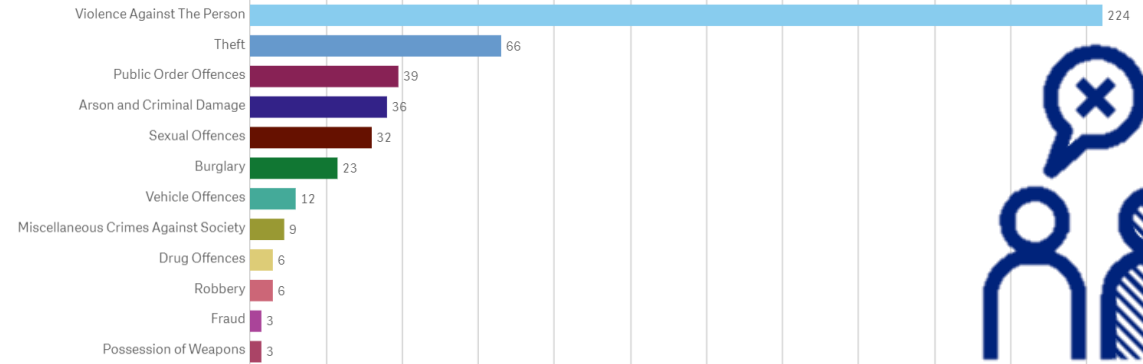


## Volume of Reports

Number Reported Incidents : 155

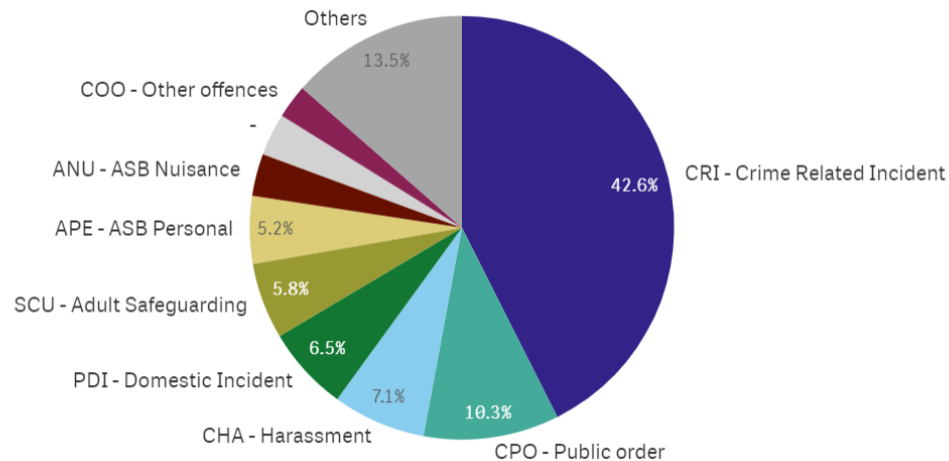


## Types of Crime :



## Top KER locations :

One Stop ASDA  
Co Op Tanning Drive

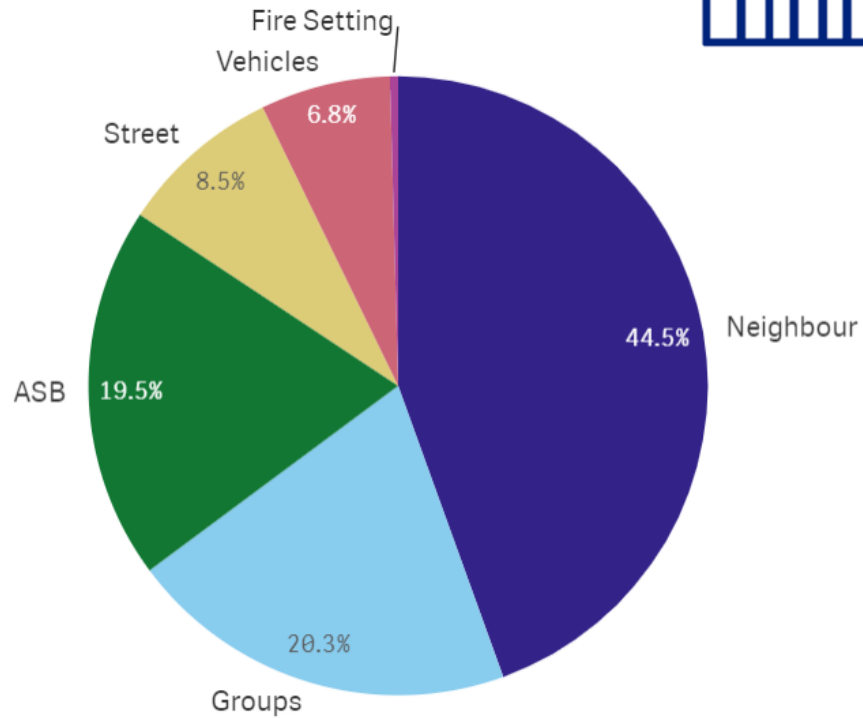


# ASB Incidents reported to police in the last 3 months in Burnham and Highbridge

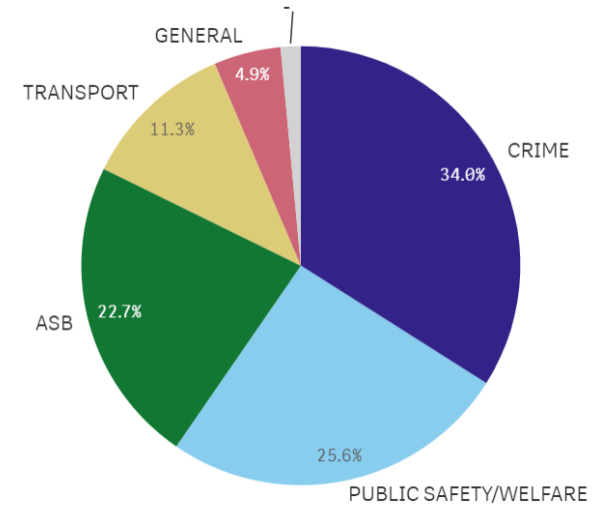


## Volume of Reports

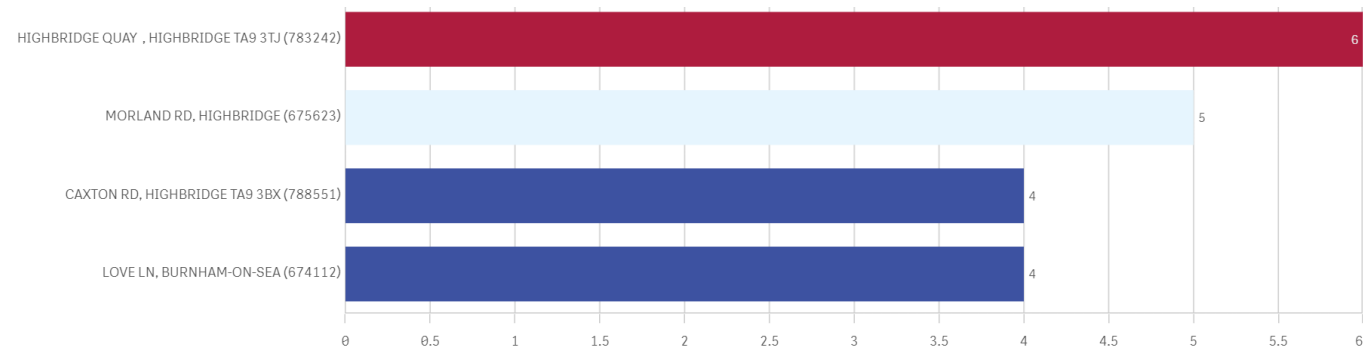
Number Reported Incidents : 203



## Call Type :



## Top locations :



# Community Beat Team:

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- Drug Dealing - Ongoing intelligence gathering. Beat team are targeting the Supply and use of Controlled Drugs in the areas of Highbridge including housing estates and the surrounding main roads.
- Shoplifting – Several days of action have been undertaken by local beat team targeting persistent offenders. An operation is currently being held OP KER – this is targeting Knife Enabled Robberies, which is where shoplifters are using weapons, namely knives/needles, to make good their escape.
- The beat team are performing regular foot patrols in and around the Town Centre. After a period of low staffing and high operational demand we are able to start embedding ourselves back into the community – We are looking for local hubs to be able to work out of.

## Your Beat Team:

PS 4621 Jen Atkinson

PC 2819 Adrian Jones

PC 3086 Harry Long

PCSO 9146 Craig Dunbar



## SOMERSET COUNCIL CONSERVATIVE GROUP BLUE NOTE FOR JANUARY 2025.

### LOCAL PLAN CALL FOR SITES.

Somerset Council will **be launching a Call for Sites in the new year** as it prepares to develop its first Local Plan. The new Somerset Local Plan will generally supersede all existing former district council Local Plans, which will remain part of the Development Plan until they are officially replaced.

The Call for Sites is a six-week period where landowners, developers, and site promoters are invited to submit land they want to be considered for future development.

Submissions can be for various uses including housing, economic development, gypsy and traveller pitches and plots, and renewable energy installations.

You can keep up to date with the Somerset Local Plan and other planning policy news by signing up To the Plan-it Somerset Newsletter.

<https://www.somerset.gov.uk/planning-buildings-and-land/plan-it-somerset-newsletter-sign-up/>

### NEW FOSTERING CAMPAIGN

20<sup>th</sup> December saw the release of Somerset Councils latest Fostering promotional film which is being aired on ITV and SKY from 20 December 2024 **until 16 February 2025**.

You can watch out for the film during ad breaks - you can also view it here - <https://www.youtube.com/watch?v=BZc-vespgeE>

More foster carers are urgently needed in Somerset – can you make a difference to a child’s life and help to change a child’s story? - call 0800 587 9900.

<https://www.fosteringinsomerset.org.uk/>

### SOMERSET BUSINESS SURVEY 2024-25

Somerset Council, working with the Somerset Growth Board, has recently launched the fourth iteration of the Somerset Business Survey.

The survey is an opportunity for Somerset businesses of all types, shapes and sizes, to tell the Council and Growth Board what it is like to do business in the county and what is most important to them. Questions ask respondents about the nature of their business, their growth aspirations, as well as their barriers to, and opportunities for, success. For example, if businesses are facing challenges around recruitment or staff retention, struggling with digital connectivity or getting access to finance, or simply lacking the space needed to grow, we want to know.

The survey that **closes on 24 January 2025** will take approximately 10-15 minutes to complete and is anonymous, but businesses can provide contact details at the end to be kept in the loop about the survey results and details of other economic development initiatives.

The results of the survey will help shape the new Somerset Economic Prosperity Strategy, which is currently in development, and will also support the wider work of the Economic Prosperity

Service. <https://somersetcouncil.citizenspace.com/economic-development/business-survey-2024/>

**Somerset Councillors came together to back local farmers and food producers in their last meeting of 2024. With 3 motions passed that backed our rural communities, there was a clear message that Somerset Council is pro-farmers and the vital role they play in our economy and environment.**

Conservative Councillors Faye Purbrick and Lucy Trimnell delivered impassioned statements for the debates that followed their proposed motions to oppose the family farm tax and support meat, dairy and arable farmers across our county.

More details of the motions can be found here:-

<https://www.somersetcountyconservatives.org.uk/news/support-our-farmers-and-stop-family-farm-tax>

There are nearly 4,500 farms in Somerset employing nearly 10,500 people. NFU analysis suggested 75% of commercial farms will be affected by this new tax meaning a total potential impact in Somerset of over 3300 farming families.

## **ROAD CLOSURE NEEDED FOR EASTOVER CELEBRATION MILE WORKS**

Somerset Council and contractor Taylor Woodrow have announced a change to traffic management to help deliver the next stage of the Celebration Mile improvements in Bridgwater. This project is funded as part of the Town Deal £3.6 billion package approved by the previous government in 2019. £23.2m was awarded to the Bridgwater Town Deal.

The initial plan had been to carry out the remaining works on Eastover in Bridgwater under a one-way traffic control.

However, unmapped utilities under the road have made work more complicated and impossible to do safely without a full road closure. There have already been several near misses with traffic failing to comply with the current one-way system.

Eastover will therefore be closed to all traffic from 2 January for up to 6 months – though the team will be doing its utmost to complete the works sooner. Without a full road closure, the remaining work on Eastover is likely to take up to 9 months.

Eastover will remain open to shoppers and visitors throughout, and extra signs will make it clear the street is open for business.

Traders and affected residents are being kept up-to-date on the closure.

## YEOVIL TRIANGLE SET TO RE-OPEN EARLY IN THE NEW YEAR

One of the most exciting areas in the rejuvenation of Yeovil town centre is due to be unveiled to the public in **early January 2025**. Yeovils Triangle area will unveil a new amphitheatre style entertainment space and community hub.

The area known as 'The Triangle' at the eastern end of the town has been the focus of complex and extensive redevelopment and upgrades, in a transformation designed to boost much needed investment in Yeovil's economy.

The creation of the state-of-the-art amphitheatre style entertainment space came about after local people and businesses shared ideas about what they would like to see in their town, for their community.

The space features seating for about 100, around an open space that incorporates a water feature which will be commissioned in the spring.

The open space in the heart of town will be a place for people to gather or simply take time out during the day. A raised stage with large screen for live performances and screened events, as well as art installations commissioned and co-created with local community groups during the Covid pandemic, will create what is hoped will become a popular focal point for the community.

## This item was also on last months sheet – PEOPLE LIVING IN SOMERSET ARE REMINDED THEY HAVE ACCESS TO A DEMAND RESPONSIVE TRANSPORT SERVICE KNOWN AS SLINKY

Demand responsive transport is a bookable, flexible service which residents can use if there is no public transport alternative. All users need to do is register online to start using the Slinky bus to get to the shops, to visit friends and family, get to college or social clubs, or access medical appointments.

You can also call:

- [01749 880482](tel:01749880482) for Mendip area
- [01823 331266](tel:01823331266) for Sedgemoor, Taunton and Wellington area
- [01643 707090](tel:01643707090) for West Somerset area
- [01935 477399](tel:01935477399) for South Somerset area

The service is available to anyone in Somerset who does not have access to a regular bus service, which is especially helpful to those in more rural locations.

Previously having your own transport precluded you from using the service but from 1<sup>st</sup> September, that has changed – car owners can use Slinky.

**This item was also on last month's sheet but consultation still open - HAVE YOUR SAY ON A NEW POLITICAL MAP FOR SOMERSET COUNCIL – CONSULTATION CLOSES ON 20<sup>TH</sup> JANUARY.**

The Boundary Commission has launched a consultation on new division boundaries in Somerset - <https://www.lgbce.org.uk/all-reviews/somerset>

A public consultation has been launched to help shape new council divisions for Somerset Council. The Local Government Boundary Commission for England wants to hear people's views on where they live, to help make sure that the new divisions reflect the size and shape of local communities.

An electoral review is being carried out to make sure that each local councillor represents about the same number of electors, and that the divisions they represent reflect community identities.

The Local Government Boundary Commission has decided that the number of councillors in Somerset Council should be **96**. This is a change from the current council, which has **110** members.

This stage of the consultation last for 10 weeks and closes on 20 January

Boundary Commission Timetable:-

|                                   |  |
|-----------------------------------|--|
| 22 October 2024 - 20 January 2025 | -carry out an initial public consultation with communities |
| 3 June 2025 - 11 August 2025      | -carry out a public consultation on our proposals          |
| 2 December 2025                   | -publish our recommendations                               |
| TBC                               | -ask Parliament to approve our recommendations             |
| 2027                              | -New arrangements apply to local election                  |

**OTHER OPEN CONSULTATIONS - <https://somersetcouncil.citizenspace.com/>**

Proposed local validation checklist – closes 10<sup>th</sup> January

Budget Consultation – closes 15<sup>th</sup> January

2026-27 Admission arrangements for Somerset Council closes 20<sup>th</sup> January

Somerset Business Survey 24/25 – closes 24 January

Public Space Protection Order Consultation for former Mendip District Council Area





**Minutes of a meeting of the Planning Committee held on 8<sup>th</sup>  
January 2025 in the Council Chamber, The Old Courthouse,  
Jaycroft Road, Burnham-on-Sea at 7 pm**

**Present:** Councillors P. Clayton, A. Hendry (Chair), K. Pearce, B. Vickers, J Wynn

**In attendance:** E Dutton, Deputy Town Clerk and 1 member of the public

**Public Participation:** There were no representations made.

**254.0.P24 To receive apologies for absence**

Apologies were received from Councillor Wynn.

**255.0.P24 To receive any declarations of interest on items included on this agenda**

There were no declarations of interest.

**256.0.P24 To receive and approve the minutes of the Planning meeting held on 20<sup>th</sup> November 2024**

The minutes of the previous meeting of the Planning Committee, held on 20<sup>th</sup> November 2024, were presented by the Chairman.

**Resolved** that the minutes of the meeting held on 20<sup>th</sup> November 2024 were approved as an accurate record and signed by the Chairman.

**257.0.P24 Matters arising from previous minutes**

There were no matters arising.

**258.0.P24 To consider response to correspondence received**

To consider a request from a resident for additional parking restrictions on Gass Close, Highbridge

**Resolved** to recommend to Council to support the request to have double yellow lines installed on Gass Close.

(1 member of the public arrived at this juncture).

**259.1.P24 Planning application number: 11/24/00068/FHY (amended plans)**

**Proposal:** Change of use of store room to be incorporated into existing dwelling and external alterations

**Location:** Apartment 1, Vicarage Chambers, Victoria Street, Burnham-on-Sea

**Resolved** to support this application.

Signed by Chair.....

Date.....



- 259.2.P24 Planning application number: 11/24/00083/FHY**  
**Proposal:** Erection of a single storey extension to the rear with reinstatement of former garage  
**Location:** 19 Stoneleigh Close, Burnham-on-Sea  
**Resolved** to support this application.
- 259.3.P24 Planning application number: 11/24/00085/FHY**  
**Proposal:** Erection of extension to porch, erection of single storey extension to the rear to replace conservatory, erection of first floor extension to the side and erection of attached garage  
**Location:** 182 Stoddens Road, Burnham-on-Sea  
**Resolved** to support this application.
- 259.4.P24 Planning application number: 11/24/00087/FHY**  
**Proposal:** Erection of a canopy and enclosure over patio  
**Location:** Avenue Tennis Club, The Grove, Burnham-on-Sea  
**Resolved** to support this application.
- 259.5.P24 Planning application number: 11/24/00089/EF**  
**Proposal:** Variation of condition 29 of planning permission 11/18/00087 (outline application with some matters reserved, for the erection of up to 110 dwellings.) to allow preliminary groundworks and works of demolition before the approval of the surface water drainage scheme  
**Location:** Land at Lakeside, Highbridge  
**Resolved** to object to this application on the grounds of flooding risks.
- 261.0.P24 To ratify the response to an application for a new premises licence at Alinda's Thai Cuisine, 25 High Street, Burnham-on-Sea**  
**Resolved** to support this application.
- 262.0.P24 To ratify the response to an application for a new premises licence at Larkins, 2 High Street, Burnham-on-Sea**  
**Resolved** to support this application.



**263.0.P24 To note the following applications**

11/24/00086/FHY - Unit 1, Siger Drive, Highbridge

Application for prior approval for the proposed installation of 155 solar PV panels onto the roof

11/24/00088/FHY – 23 Links Gardens, Burnham-on-Sea

Certificate of Lawfulness for the proposed single storey side extension

The applications were noted.

**264.0.P24 Date of next meeting**

The next meeting of the Committee is scheduled for 29<sup>th</sup> January 2025 at 7 pm.

DRAFT



**Minutes of a meeting of the Finance and Governance Committee  
held on 16<sup>th</sup> 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 11<sup>th</sup> November 2024**

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

**Resolved** that the minutes of the meeting held on 11<sup>th</sup> 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 9<sup>th</sup> 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.

Signed by Chair..... Date.....



**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 19<sup>th</sup> 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 6<sup>th</sup> 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.

**287.0F24 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.



**Minutes of a meeting of the Finance and Governance Committee  
held on 6<sup>th</sup> January 2025 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, K. Pearce, C. Searing, B. Vickers

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

**Public Participation:** There were no representations made.

**288.0.F24 To receive apologies for absence**

There were no apologies for absence received.

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

There were no declarations of interests.

**290.0.F24 To receive and approve the minutes of the Finance and Governance Committee meeting held on 16<sup>th</sup> December 2024**

The minutes of the previous meeting of the Finance and Governance Committee, held on 16<sup>th</sup> December 2024, were presented by the Chairman.

**Resolved** that the minutes of the meeting held on 16<sup>th</sup> December 2024 were approved as an accurate record and signed by the Chairman.

**291.0.F24 Matters arising from previous minutes**

There were no matters arising.

**292.0.F24 To receive for information minutes of sub-committees**

No meetings had taken place.

**293.0.F24 Chairman's report**

The main focus of work has been around the budget.

**294.0.F24 To consider the investment update quarterly report  
Recommendations**

**Resolved** that £250,000 of funds are transferred from the Public Sector Deposit fund into the main Natwest account for the next quarters expenditure.



**295.0.F24 To receive Responsible Finance Officer's verbal update**

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

The RFO confirmed that Rialtas has been enlisted for the year end service again, to aid the smooth transition into the new financial year. The cost is £912 + VAT.

Following a complaint made by the RFO regarding the setting up of the government procurement account, Barclays have credited the Council £400 for the inconvenience caused.

The Community Infrastructure Levy (CIL) expenditure for St Johns Church was denied by Somerset Council and therefore the expenditure has now been allocated from the grants budget.

Councils have been invited to participate in a feedback to an LGPS consultation for the pension scheme. The Government is looking to alter the processes slightly so that they can best benefit the growth of the UK economy. The consultation document had been reviewed by the RFO and in consultation with the Committee Chairman, it was agreed that due to the technicality of the report a response would not be made. The Committee will be informed if there are any significant changes or developments.

**296.0.F24 To review the draft budget for 2025/26 and precept examples and agree a recommendation to Council**

The Chairman gave an overview of each cost centre and Councillors were given the opportunity to comment or raise any queries.

Over £300,000 of the additional costs are a direct result of taking over the services from Somerset Council, which would cease if the Town Council does not take them over. The Town Council will endeavour to improve the service provision to the towns.

It was acknowledged that some households are struggling financially. The Town Council has worked hard to keep any increase to a minimum.

**Resolved** that the Finance and Governance Committee recommends to Council to accept the budget of £1,324,115 for 2025/26. The recommendation for the Precept request is £1,324,115, with no reserves to be used.

**297.0.F24 Date of next meeting**

The next meeting of the Finance and Governance Committee will be held on 10<sup>th</sup> February 2025 at 7 pm.



**Minutes of a meeting of the Assets & Amenities Committee held on 17<sup>th</sup> December 2024 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

**Present:** Councillors P. Clayton (Chair), M. Facey, G. Gudka, L Millard, M. Murphy, C. Searing

**In attendance:** E Dutton (Deputy Town Clerk), J Hook (Theatre Manager), N Brookes (RFO) and two members of the public

**Public Participation:** There were no representations made

**53.A24 Apologies for absence**

Apologies were received from Councillors Wynn, Baker and Flurry.

**54.A24 To receive any declarations of interest on items included on this agenda**

There were no declarations of interests.

**55.A.24 To receive and approve the minutes of the Assets & Amenities meeting held on 19<sup>th</sup> November 2024**

The minutes of the previous meeting of the Assets & Amenities Committee meeting held on 19<sup>th</sup> November 2024, were presented by the Chairman.

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

**56.A.24 Matters arising from previous minutes**

There were no matters arising.

**57.A24 To note the most recent committee income and expenditure report**

No queries were raised and the report was noted.

**58.A.24 To note the most recent footfall report**

It was discussed that the number of visitors from last year had gone down, it was something to be aware of and events should be encouraged to bring more people into the town.

The report was noted.





**59.A.24 To receive Town Rangers report**

The report was noted.

**60.A.24 Princess Theatre**

**60.1 To receive Theatre Managers update report**

The Theatre Manager gave an overview of the report.

The choir have been busy practising for the Christmas concert.

Three of the local groups using the theatre were asked how many participants they had in their cast and crew. During the 18 days they were in, between them there was 170 cast and crew working on the stage, and 1325 patrons to see their shows, that was in addition to all the visitors for the participation groups and other events.

In addition to the 18-day community groups, there were 35 other times the theatre had bookings and only 3 days in November the building wasn't used including weekends. The Theatre Manager expressed it was lovely to see it so well used and in a variety of ways.

**61.A.24 Cemeteries**

**61.1 To receive cemeteries update report**

The cemeteries report was noted.

**62.A.24 Allotments**

**62.1 To receive allotments update report**

The allotments report was noted.

**63.A.24 To consider the draft committee budget for 2025-2026 for recommendation to the Finance and Governance Committee**

The draft budget was reviewed and Councillors were given the opportunity to raise questions, which were answered. An amendment was made as agreed.

**Resolved** that the Committee submits the amended draft budget to the Finance & Governance Committee.

**64.A.24 Date of next meeting**

The next meeting of the Committee is scheduled for 14<sup>th</sup> January 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<br>Somerset Council |                              | 9000360 Nutcracker show settlement<br>Dec-24 pension payment |         |         | £1,934.60<br>£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> |

13/01/2025

## Burnham &amp; Highbridge Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Cost Centre Report

|  | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>100 Management &amp; Compliance</b>                     |                       |                        |                       |                          |                          |                    |               |                         |
| 1076 Precept   | 0                     | 952,901                | 952,901               | 0                        |                          |                    | 100.0%        |                         |
| 1077 CIL income - Highbridge                               | 0                     | 165,857                | 0                     | (165,857)                |                          |                    | 0.0%          |                         |
| 1078 CIL income - Burnham                                  | 0                     | 8,265                  | 0                     | (8,265)                  |                          |                    | 0.0%          |                         |
| 1080 Bank Interest   | 3,910                 | 25,313                 | 7,500                 | (17,813)                 |                          |                    | 337.5%        |                         |
| 1085 Grants Received                                       | 0                     | 2,400                  | 0                     | (2,400)                  |                          |                    | 0.0%          |                         |
| <b>Management &amp; Compliance :- Income</b>               | <b>3,910</b>          | <b>1,154,736</b>       | <b>960,401</b>        | <b>(194,335)</b>         |                          |                    | <b>120.2%</b> | <b>0</b>                |
| 4000 Salaries & Wages                                      | 24,444                | 226,090                | 308,180               | 82,090                   |                          | 82,090             | 73.4%         |                         |
| 4005 Employers Nat Insurance                               | 2,255                 | 17,222                 | 18,741                | 1,519                    |                          | 1,519              | 91.9%         |                         |
| 4010 Employers S\Annuation                                 | 5,451                 | 49,947                 | 66,593                | 16,646                   |                          | 16,646             | 75.0%         |                         |
| 4055 Recruitment Costs                                     | 0                     | 85                     | 800                   | 715                      |                          | 715                | 10.6%         |                         |
| 4060 Training  | 105                   | 2,606                  | 2,600                 | (6)                      |                          | (6)                | 100.2%        |                         |
| 4065 Travel, Expenses & Subsistence                        | 73                    | 136                    | 800                   | 664                      |                          | 664                | 17.0%         |                         |
| 4070 Office/IT Equip & Furniture                           | 7                     | 91                     | 4,000                 | 3,909                    |                          | 3,909              | 2.3%          |                         |
| 4080 Telephone & Broadband                                 | 255                   | 2,893                  | 3,700                 | 807                      |                          | 807                | 78.2%         |                         |
| 4085 Postage   | 0                     | 213                    | 500                   | 288                      |                          | 288                | 42.5%         |                         |
| 4090 Stationery & Supplies                                 | 18                    | 1,249                  | 1,700                 | 451                      |                          | 451                | 73.5%         |                         |
| 4095 Subscriptions & Support                               | 1,051                 | 21,538                 | 23,000                | 1,462                    |                          | 1,462              | 93.6%         |                         |
| 4100 Insurance   | 0                     | 29                     | 13,500                | 13,471                   |                          | 13,471             | 0.2%          |                         |
| 4105 Audit & Accountancy Fees                              | 0                     | 3,285                  | 4,000                 | 715                      |                          | 715                | 82.1%         |                         |
| 4110 Legal Fees  | 0                     | 5,280                  | 1,000                 | (4,280)                  |                          | (4,280)            | 528.0%        | 5,280                   |
| 4115 Professional & Consulting Fees                        | 0                     | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%          |                         |
| 4120 Bank Charges  | 103                   | 1,126                  | 1,500                 | 374                      |                          | 374                | 75.1%         |                         |
| 4125 Payroll Services                                      | 236                   | 1,337                  | 1,700                 | 363                      |                          | 363                | 78.6%         |                         |
| 4130 PPE & Uniforms  | 0                     | 1,292                  | 1,700                 | 408                      |                          | 408                | 76.0%         |                         |
| 4135 Room Hire (Exp)                                       | 0                     | 147                    | 225                   | 78                       |                          | 78                 | 65.3%         |                         |
| 4140 Climate Change  | 0                     | 123                    | 1,500                 | 1,378                    |                          | 1,378              | 8.2%          |                         |
| 4145 Service Devolution                                    | 7,650                 | 11,527                 | 76,830                | 65,303                   |                          | 65,303             | 15.0%         |                         |
| 4760 Grant Expenditure                                     | 333                   | 1,333                  | 0                     | (1,333)                  |                          | (1,333)            | 0.0%          |                         |
| 4800 CIL expenditure                                       | 0                     | 13,322                 | 0                     | (13,322)                 |                          | (13,322)           | 0.0%          | 13,322                  |
| <b>Management &amp; Compliance :- Indirect Expenditure</b> | <b>41,983</b>         | <b>360,870</b>         | <b>537,569</b>        | <b>176,699</b>           | <b>0</b>                 | <b>176,699</b>     | <b>67.1%</b>  | <b>18,602</b>           |
| <b>Net Income over Expenditure</b>                         | <b>(38,073)</b>       | <b>793,866</b>         | <b>422,832</b>        | <b>(371,034)</b>         |                          |                    |               |                         |
| 6000 plus Transfer from EMR                                | 0                     | 18,602                 | 0                     | (18,602)                 |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>                      | <b>(38,073)</b>       | <b>812,468</b>         | <b>422,832</b>        | <b>(389,636)</b>         |                          |                    |               |                         |
| <b>110 Democratic &amp; Civic</b>                          |                       |                        |                       |                          |                          |                    |               |                         |
| 4200 Mayors Allowance                                      | 417                   | 3,806                  | 5,000                 | 1,194                    |                          | 1,194              | 76.1%         |                         |
| 4210 Election Expenses                                     | 0                     | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%          |                         |

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Cost Centre Report

|   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4215 Civic Events                                 | 223                   | 2,154                  | 2,500                 | 346                      |                          | 346                | 86.2%        |                         |
| 4220 Remembrance Wreath                           | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |
| Democratic & Civic :- Indirect Expenditure        | <b>640</b>            | <b>5,959</b>           | <b>12,600</b>         | <b>6,641</b>             | <b>0</b>                 | <b>6,641</b>       | <b>47.3%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                            | <b>(640)</b>          | <b>(5,959)</b>         | <b>(12,600)</b>       | <b>(6,641)</b>           |                          |                    |              |                         |
| <u>120 Joint Funding With Others</u>              |                       |                        |                       |                          |                          |                    |              |                         |
| 4250 Cont SDC RE Toilets                          | 19,359                | 44,000                 | 44,000                | 0                        |                          | 0                  | 100.0%       |                         |
| 4255 Cont SDC Dog Bins                            | 12,000                | 24,000                 | 25,000                | 1,000                    |                          | 1,000              | 96.0%        |                         |
| 4260 CCTV Cameras                                 | 0                     | 0                      | 15,000                | 15,000                   |                          | 15,000             | 0.0%         |                         |
| Joint Funding With Others :- Indirect Expenditure | <b>31,359</b>         | <b>68,000</b>          | <b>84,000</b>         | <b>16,000</b>            | <b>0</b>                 | <b>16,000</b>      | <b>81.0%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                            | <b>(31,359)</b>       | <b>(68,000)</b>        | <b>(84,000)</b>       | <b>(16,000)</b>          |                          |                    |              |                         |
| <u>130 Grants &amp; Donations</u>                 |                       |                        |                       |                          |                          |                    |              |                         |
| 4300 Grant - CAB (S.142)                          | 0                     | 2,700                  | 2,700                 | 0                        |                          | 0                  | 100.0%       |                         |
| 4305 Grants Made                                  | 0                     | 27,928                 | 32,300                | 4,372                    |                          | 4,372              | 86.5%        | (2,000)                 |
| Grants & Donations :- Indirect Expenditure        | <b>0</b>              | <b>30,628</b>          | <b>35,000</b>         | <b>4,372</b>             | <b>0</b>                 | <b>4,372</b>       | <b>87.5%</b> | <b>(2,000)</b>          |
| <b>Net Expenditure</b>                            | <b>0</b>              | <b>(30,628)</b>        | <b>(35,000)</b>       | <b>(4,372)</b>           |                          |                    |              |                         |
| 6000 plus Transfer from EMR                       | (2,000)               | (2,000)                | 0                     | 2,000                    |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>             | <b>(2,000)</b>        | <b>(32,628)</b>        | <b>(35,000)</b>       | <b>(2,372)</b>           |                          |                    |              |                         |
| <u>200 The Old Court House</u>                    |                       |                        |                       |                          |                          |                    |              |                         |
| 1005 Old Court House Letting                      | 40                    | 840                    | 0                     | (840)                    |                          |                    | 0.0%         |                         |
| The Old Court House :- Income                     | <b>40</b>             | <b>840</b>             | <b>0</b>              | <b>(840)</b>             |                          |                    |              | <b>0</b>                |
| 4350 Business Rates                               | 0                     | 7,624                  | 10,650                | 3,026                    |                          | 3,026              | 71.6%        |                         |
| 4355 Utilities                                    | 1,854                 | 5,186                  | 6,000                 | 814                      |                          | 814                | 86.4%        |                         |
| 4375 Cleaning                                     | 337                   | 3,070                  | 5,000                 | 1,930                    |                          | 1,930              | 61.4%        |                         |
| 4380 Security & Alarms                            | 0                     | 617                    | 800                   | 183                      |                          | 183                | 77.2%        |                         |
| 4385 Maintenance                                  | 661                   | 808                    | 3,000                 | 2,192                    |                          | 2,192              | 26.9%        |                         |
| 4390 H&S/Fire/Inspections                         | 0                     | 868                    | 600                   | (268)                    |                          | (268)              | 144.6%       |                         |
| The Old Court House :- Indirect Expenditure       | <b>2,853</b>          | <b>18,172</b>          | <b>26,050</b>         | <b>7,878</b>             | <b>0</b>                 | <b>7,878</b>       | <b>69.8%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                | <b>(2,813)</b>        | <b>(17,332)</b>        | <b>(26,050)</b>       | <b>(8,718)</b>           |                          |                    |              |                         |
| <u>210 Other Assets</u>                           |                       |                        |                       |                          |                          |                    |              |                         |
| 4360 Electricity Town Centre                      | 2                     | 189                    | 220                   | 31                       |                          | 31                 | 85.8%        |                         |
| 4365 Highbridge Clock Elec                        | 129                   | 1,130                  | 450                   | (680)                    |                          | (680)              | 251.0%       |                         |
| 4415 Water Fountain                               | 0                     | 15                     | 1,000                 | 985                      |                          | 985                | 1.5%         |                         |
| Other Assets :- Indirect Expenditure              | <b>131</b>            | <b>1,334</b>           | <b>1,670</b>          | <b>336</b>               | <b>0</b>                 | <b>336</b>         | <b>79.9%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                            | <b>(131)</b>          | <b>(1,334)</b>         | <b>(1,670)</b>        | <b>(336)</b>             |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Cost Centre Report

|  | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>300 Allotment Highbridge</b>              |                       |                        |                       |                          |                          |                    |               |                         |
| 1300 Allotment Rents Received                | 0                     | 1,400                  | 1,215                 | (185)                    |                          |                    | 115.2%        |                         |
| Allotment Highbridge :- Income               | <b>0</b>              | <b>1,400</b>           | <b>1,215</b>          | <b>(185)</b>             |                          |                    | <b>115.2%</b> | <b>0</b>                |
| 4370 Water Rates                             | 0                     | 319                    | 200                   | (119)                    |                          | (119)              | 159.7%        |                         |
| 4385 Maintenance                             | 45                    | 405                    | 600                   | 195                      |                          | 195                | 67.5%         |                         |
| Allotment Highbridge :- Indirect Expenditure | <b>45</b>             | <b>725</b>             | <b>800</b>            | <b>75</b>                | <b>0</b>                 | <b>75</b>          | <b>90.6%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>           | <b>(45)</b>           | <b>675</b>             | <b>415</b>            | <b>(260)</b>             |                          |                    |               |                         |
| <b>400 TIMPS</b>                             |                       |                        |                       |                          |                          |                    |               |                         |
| 1400 Signal Box                              | 0                     | 357                    | 60                    | (297)                    |                          |                    | 595.0%        |                         |
| 1405 Event Donations Received                | 0                     | 500                    | 0                     | (500)                    |                          |                    | 0.0%          |                         |
| 1410 Grass Cutting                           | 0                     | 417                    | 500                   | 83                       |                          |                    | 83.3%         |                         |
| TIMPS :- Income                              | <b>0</b>              | <b>1,274</b>           | <b>560</b>            | <b>(714)</b>             |                          |                    | <b>227.4%</b> | <b>0</b>                |
| 4385 Maintenance                             | 0                     | 293                    | 5,000                 | 4,707                    |                          | 4,707              | 5.9%          |                         |
| 4430 Benches                                 | 0                     | 1,999                  | 2,500                 | 501                      |                          | 501                | 80.0%         |                         |
| 4440 Dog/Litter Bins                         | 0                     | 633                    | 600                   | (33)                     |                          | (33)               | 105.5%        |                         |
| 4445 Speed Indicator Devices                 | 0                     | 959                    | 500                   | (459)                    |                          | (459)              | 191.8%        | 336                     |
| 4450 Floral Decorations                      | 0                     | 5,020                  | 4,400                 | (620)                    |                          | (620)              | 114.1%        |                         |
| 4455 Christmas Lights                        | 0                     | 3,000                  | 26,000                | 23,000                   |                          | 23,000             | 11.5%         |                         |
| 4460 Tourism                                 | 0                     | 1,896                  | 2,500                 | 604                      |                          | 604                | 75.8%         |                         |
| 4465 Events Expenditure                      | 161                   | 7,887                  | 10,000                | 2,113                    |                          | 2,113              | 78.9%         |                         |
| 4470 Town Centre Cleaning                    | 3,000                 | 6,000                  | 6,000                 | 0                        |                          | 0                  | 100.0%        |                         |
| 4475 Carnival Events Week                    | 0                     | 8,382                  | 11,500                | 3,118                    |                          | 3,118              | 72.9%         |                         |
| 4485 Defibrillator                           | 0                     | 80                     | 250                   | 170                      |                          | 170                | 32.0%         |                         |
| TIMPS :- Indirect Expenditure                | <b>3,161</b>          | <b>36,149</b>          | <b>69,250</b>         | <b>33,101</b>            | <b>0</b>                 | <b>33,101</b>      | <b>52.2%</b>  | <b>336</b>              |
| <b>Net Income over Expenditure</b>           | <b>(3,161)</b>        | <b>(34,875)</b>        | <b>(68,690)</b>       | <b>(33,815)</b>          |                          |                    |               |                         |
| 6000 plus Transfer from EMR                  | 0                     | 336                    | 0                     | (336)                    |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>        | <b>(3,161)</b>        | <b>(34,539)</b>        | <b>(68,690)</b>       | <b>(34,151)</b>          |                          |                    |               |                         |
| <b>410 Town Rangers</b>                      |                       |                        |                       |                          |                          |                    |               |                         |
| 4500 Tools & Equipment                       | 0                     | 594                    | 2,000                 | 1,406                    |                          | 1,406              | 29.7%         |                         |
| 4505 Vehicle Running Costs                   | 499                   | 1,509                  | 1,800                 | 291                      |                          | 291                | 83.9%         |                         |
| 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         | <b>499</b>            | <b>2,103</b>           | <b>7,440</b>          | <b>5,337</b>             | <b>0</b>                 | <b>5,337</b>       | <b>28.3%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                       | <b>(499)</b>          | <b>(2,103)</b>         | <b>(7,440)</b>        | <b>(5,337)</b>           |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Cost Centre Report

|   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>500 Cemeteries</b>                     |                       |                        |                       |                          |                          |                    |              |                         |
| 1500 Wayleaves                            | 0                     | 4,750                  | 4,850                 | 100                      |                          |                    | 97.9%        |                         |
| 1515 EROB                                 | 2,135                 | 15,250                 | 7,000                 | (8,250)                  |                          |                    | 217.9%       |                         |
| 1520 Interments                           | 1,510                 | 11,975                 | 20,000                | 8,025                    |                          |                    | 59.9%        |                         |
| 1525 Memorials                            | 160                   | 4,515                  | 5,000                 | 485                      |                          |                    | 90.3%        |                         |
| <b>Cemeteries :- Income</b>               | <b>3,805</b>          | <b>36,490</b>          | <b>36,850</b>         | <b>360</b>               |                          |                    | <b>99.0%</b> | <b>0</b>                |
| 4350 Business Rates                       | 441                   | 7,964                  | 12,200                | 4,236                    |                          | 4,236              | 65.3%        |                         |
| 4355 Utilities                            | 1,528                 | 7,851                  | 3,500                 | (4,351)                  |                          | (4,351)            | 224.3%       |                         |
| 4600 Equipment Purchase/Maintenance       | 44                    | 3,231                  | 7,000                 | 3,769                    |                          | 3,769              | 46.2%        |                         |
| 4605 Provision For Paths                  | 0                     | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%         |                         |
| 4610 Pump Maintenance                     | 560                   | 560                    | 1,400                 | 840                      |                          | 840                | 40.0%        |                         |
| 4615 General Maintenance                  | 438                   | 1,665                  | 2,000                 | 335                      |                          | 335                | 83.2%        |                         |
| 4620 Mech Grave Digger                    | 0                     | 1,157                  | 6,500                 | 5,343                    |                          | 5,343              | 17.8%        |                         |
| 4625 Tree & Hedge Maintenance             | 285                   | 285                    | 3,000                 | 2,716                    |                          | 2,716              | 9.5%         |                         |
| 4630 Fuel For Mowers                      | 0                     | 829                    | 1,000                 | 171                      |                          | 171                | 82.9%        |                         |
| 4635 Waste Collection                     | 124                   | 1,372                  | 2,500                 | 1,128                    |                          | 1,128              | 54.9%        |                         |
| 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%         |                         |
| 4650 Rose Garden Memorial Expense         | 0                     | 228                    | 0                     | (228)                    |                          | (228)              | 0.0%         |                         |
| <b>Cemeteries :- Indirect Expenditure</b> | <b>3,419</b>          | <b>25,142</b>          | <b>47,350</b>         | <b>22,208</b>            | <b>0</b>                 | <b>22,208</b>      | <b>53.1%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>        | <b>386</b>            | <b>11,348</b>          | <b>(10,500)</b>       | <b>(21,848)</b>          |                          |                    |              |                         |
| <b>600 Princess</b>                       |                       |                        |                       |                          |                          |                    |              |                         |
| 1600 Storage Hire                         | 0                     | 1,541                  | 3,300                 | 1,759                    |                          |                    | 46.7%        |                         |
| 1605 Lettings                             | 1,762                 | 26,190                 | 33,000                | 6,810                    |                          |                    | 79.4%        |                         |
| 1615 Café Rent/Commission                 | 0                     | 4,395                  | 6,800                 | 2,405                    |                          |                    | 64.6%        |                         |
| 1625 PT Merchandise                       | 192                   | 3,401                  | 3,600                 | 199                      |                          |                    | 94.5%        |                         |
| 1630 Donations Received                   | 43                    | 708                    | 0                     | (708)                    |                          |                    | 0.0%         |                         |
| 1645 Show income                          | 1,508                 | 23,950                 | 13,500                | (10,450)                 |                          |                    | 177.4%       | 1,136                   |
| 1650 Memberships                          | 0                     | 150                    | 300                   | 150                      |                          |                    | 50.0%        |                         |
| 1655 Participation PT                     | 573                   | 4,731                  | 7,500                 | 2,769                    |                          |                    | 63.1%        |                         |
| 1660 Art Sales                            | 0                     | 1,088                  | 200                   | (888)                    |                          |                    | 543.8%       |                         |
| 1670 PV Cells                             | 0                     | 5,363                  | 3,500                 | (1,863)                  |                          |                    | 153.2%       |                         |
| 1680 Advertising income                   | 0                     | 138                    | 200                   | 62                       |                          |                    | 68.8%        |                         |
| <b>Princess :- Income</b>                 | <b>4,078</b>          | <b>71,653</b>          | <b>71,900</b>         | <b>247</b>               |                          |                    | <b>99.7%</b> | <b>1,136</b>            |
| 4000 Salaries & Wages                     | 8,371                 | 71,323                 | 97,317                | 25,994                   |                          | 25,994             | 73.3%        |                         |
| 4005 Employers Nat Insurance              | 755                   | 5,318                  | 4,755                 | (563)                    |                          | (563)              | 111.8%       |                         |
| 4010 Employers S\Annuation                | 1,195                 | 10,663                 | 14,275                | 3,612                    |                          | 3,612              | 74.7%        |                         |
| 4060 Training                             | 0                     | 683                    | 1,500                 | 817                      |                          | 817                | 45.5%        |                         |



## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Cost Centre Report

|   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4065 Travel, Expenses & Subsistence     | 0                     | 60                     | 150                   | 90                       |                          | 90                 | 40.2%         |                         |
| 4070 Office/IT Equip & Furniture        | 150                   | 4,012                  | 3,200                 | (812)                    |                          | (812)              | 125.4%        | 768                     |
| 4080 Telephone & Broadband              | 156                   | 1,592                  | 1,900                 | 308                      |                          | 308                | 83.8%         |                         |
| 4100 Insurance                          | 0                     | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%          |                         |
| 4350 Business Rates                     | 798                   | 7,186                  | 9,000                 | 1,814                    |                          | 1,814              | 79.8%         |                         |
| 4355 Utilities                          | 2,968                 | 20,608                 | 26,500                | 5,892                    |                          | 5,892              | 77.8%         |                         |
| 4375 Cleaning                           | 936                   | 6,098                  | 9,000                 | 2,902                    |                          | 2,902              | 67.8%         |                         |
| 4380 Security & Alarms                  | 21                    | 1,742                  | 2,000                 | 258                      |                          | 258                | 87.1%         |                         |
| 4385 Maintenance                        | 175                   | 8,282                  | 13,000                | 4,718                    |                          | 4,718              | 63.7%         | 3,569                   |
| 4390 H&S/Fire/Inspections               | 0                     | 2,269                  | 1,500                 | (769)                    |                          | (769)              | 151.3%        |                         |
| 4635 Waste Collection                   | 374                   | 2,189                  | 3,000                 | 811                      |                          | 811                | 73.0%         |                         |
| 4700 Technician Cost                    | 1,376                 | 12,583                 | 17,500                | 4,917                    |                          | 4,917              | 71.9%         |                         |
| 4701 Show costs                         | 1,619                 | 13,132                 | 13,500                | 368                      |                          | 368                | 97.3%         | 2,701                   |
| 4705 Advertising & Marketing            | 166                   | 2,561                  | 7,000                 | 4,439                    |                          | 4,439              | 36.6%         |                         |
| 4710 Licences (exp)                     | 0                     | 816                    | 1,500                 | 684                      |                          | 684                | 54.4%         |                         |
| 4715 Card Payment Fees                  | 197                   | 1,760                  | 7,500                 | 5,740                    |                          | 5,740              | 23.5%         |                         |
| 4725 Technical Theatre                  | 0                     | 4,084                  | 3,500                 | (584)                    |                          | (584)              | 116.7%        | 2,760                   |
| 4730 Backstage Expenses                 | 161                   | 361                    | 500                   | 139                      |                          | 139                | 72.2%         |                         |
| 4735 Art Sales Expenditure              | 0                     | 992                    | 100                   | (892)                    |                          | (892)              | 991.8%        |                         |
| 4740 PTAC Merchandise                   | 0                     | 1,930                  | 3,000                 | 1,070                    |                          | 1,070              | 64.3%         |                         |
| 4745 Participation Freelance            | 0                     | 2,987                  | 3,000                 | 13                       |                          | 13                 | 99.6%         |                         |
| <b>Princess :- Indirect Expenditure</b> | <b>19,419</b>         | <b>183,231</b>         | <b>249,197</b>        | <b>65,966</b>            | <b>0</b>                 | <b>65,966</b>      | <b>73.5%</b>  | <b>9,798</b>            |
| <b>Net Income over Expenditure</b>      | <b>(15,341)</b>       | <b>(111,578)</b>       | <b>(177,297)</b>      | <b>(65,719)</b>          |                          |                    |               |                         |
| 6000 plus Transfer from EMR             | 646                   | 9,798                  | 0                     | (9,798)                  |                          |                    |               |                         |
| 6001 less Transfer to EMR               | 0                     | 1,136                  | 0                     | (1,136)                  |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>   | <b>(14,696)</b>       | <b>(102,917)</b>       | <b>(177,297)</b>      | <b>(74,380)</b>          |                          |                    |               |                         |
| <b>Grand Totals:- Income</b>            | <b>11,833</b>         | <b>1,266,393</b>       | <b>1,070,926</b>      | <b>(195,467)</b>         |                          |                    | <b>118.3%</b> |                         |
| <b>Expenditure</b>                      | <b>103,509</b>        | <b>732,313</b>         | <b>1,070,926</b>      | <b>338,613</b>           | <b>0</b>                 | <b>338,613</b>     | <b>68.4%</b>  |                         |
| <b>Net Income over Expenditure</b>      | <b>(91,676)</b>       | <b>534,080</b>         | <b>0</b>              | <b>(534,080)</b>         |                          |                    |               |                         |
| plus Transfer from EMR                  | (1,354)               | 26,735                 | 0                     | (26,735)                 |                          |                    |               |                         |
| less Transfer to EMR                    | 0                     | 1,136                  | 0                     | (1,136)                  |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>   | <b>(93,030)</b>       | <b>559,679</b>         | <b>0</b>              | <b>(559,679)</b>         |                          |                    |               |                         |

Date:09/01/2025

Burnham &amp; Highbridge Town Council Current Year

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Time: 11:17

Bank Reconciliation Statement as at 31/12/2024  
for Cashbook 6 - CCLA Public Sector Deposit

User: NICOLE

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>              | <u>Balances</u>   |
|--|-----------------------|-----------------------------|-------------------|
| CCLA Public Sector Deposit             | 31/12/2024            |                             | 750,000.00        |
|  |                       |                             | <u>750,000.00</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>               |                   |
|  |                       | 0.00                        |                   |
|  |                       |                             | <u>0.00</u>       |
|  |                       |                             | 750,000.00        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                             |                   |
|  |                       | 0.00                        |                   |
|  |                       |                             | <u>0.00</u>       |
|  |                       |                             | 750,000.00        |
|  |                       | Balance per Cash Book is :- | 750,000.00        |
|  |                       | Difference is :-            | 0.00              |

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Date:10/01/2025

Burnham &amp; Highbridge Town Council Current Year

Page 1

Time:08:12

Bank Reconciliation Statement as at 31/12/2024  
for Cashbook 7 - Government Procurement Card

User: NICOLE

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>              | <u>Balances</u> |
|--|-----------------------|-----------------------------|-----------------|
| Government Procurement Card            | 31/12/2024            |                             | -344.86         |
|  |                       |                             | <u>-344.86</u>  |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>               |                 |
|  |                       | 0.00                        |                 |
|  |                       |                             | <u>0.00</u>     |
|  |                       |                             | -344.86         |
| <u>Unpresented Receipts (Plus)</u>     |                       |                             |                 |
|  |                       | 0.00                        |                 |
|  |                       |                             | <u>0.00</u>     |
|  |                       |                             | -344.86         |
|  |                       | Balance per Cash Book is :- | -344.86         |
|  |                       | Difference is :-            | 0.00            |

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Date:09/01/2025

Burnham &amp; Highbridge Town Council Current Year

Page 1

Time: 11:16

Bank Reconciliation Statement as at 31/12/2024  
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                       | 31/12/2024            |                             | 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:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Date:09/01/2025

Burnham & Highbridge Town Council Current Year

Page 1

Time: 11:09

Bank Reconciliation Statement as at 31/12/2024  
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           | 31/12/2024            |                             | 47,778.95        |
|  |                       |                             | <u>47,778.95</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>               |                  |
|  |                       | 0.00                        |                  |
|  |                       |                             | <u>0.00</u>      |
|  |                       |                             | 47,778.95        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                             |                  |
|  |                       | 0.00                        |                  |
|  |                       |                             | <u>0.00</u>      |
|  |                       |                             | 47,778.95        |
|  |                       | Balance per Cash Book is :- | 47,778.95        |
|  |                       | Difference is :-            | 0.00             |

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Date:08/01/2025

Burnham &amp; Highbridge Town Council Current Year

Page 1

Time: 15:58

Bank Reconciliation Statement as at 31/12/2024  
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                | 31/12/2024            |                             | 410,167.64        |
|  |                       |                             | <u>410,167.64</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>               |                   |
|  |                       | 0.00                        |                   |
|  |                       |                             | <u>0.00</u>       |
|  |                       |                             | 410,167.64        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                             |                   |
|  |                       | 0.00                        |                   |
|  |                       |                             | <u>0.00</u>       |
|  |                       |                             | 410,167.64        |
|  |                       | Balance per Cash Book is :- | 410,167.64        |
|  |                       | Difference is :-            | 0.00              |

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Date:09/01/2025

Burnham &amp; Highbridge Town Council Current Year

Page 1

Time: 15:37

Bank Reconciliation Statement as at 31/12/2024  
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                 | 31/12/2024            |                             | 13.80           |
|  |                       |                             | <u>13.80</u>    |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>               |                 |
|  |                       | 0.00                        |                 |
|  |                       |                             | <u>0.00</u>     |
|  |                       |                             | 13.80           |
| <u>Unpresented Receipts (Plus)</u>     |                       |                             |                 |
|  |                       | 0.00                        |                 |
|  |                       |                             | <u>0.00</u>     |
|  |                       |                             | 13.80           |
|  |                       | Balance per Cash Book is :- | 13.80           |
|  |                       | Difference is :-            | 0.00            |

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Date:09/01/2025

Burnham & Highbridge Town Council Current Year

Page 1

Time: 11:15

Bank Reconciliation Statement as at 31/12/2024  
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                         | 31/12/2024            |                             | 5.50            |
|  |                       |                             | <u>5.50</u>     |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>               |                 |
|  |                       | 0.00                        |                 |
|  |                       |                             | <u>0.00</u>     |
|  |                       |                             | 5.50            |
| <u>Unpresented Receipts (Plus)</u>     |                       |                             |                 |
|  |                       | 0.00                        |                 |
|  |                       |                             | <u>0.00</u>     |
|  |                       |                             | 5.50            |
|  |                       | Balance per Cash Book is :- | 5.50            |
|  |                       | Difference is :-            | 0.00            |

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....



# Statement of Account

417.0.T24

Miss Brookes  
The Old Courthouse  
Jaycroft Road  
Burnham-on-Sea  
Somerset  
TA8 1LE

5 January 2025

Account name: **BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL**  
Account number: [REDACTED]  
Statement period: **30/11/2024 to 31/12/2024**

## Account summary

Total valuation as at 31 December 2024 **£750,000.00**  
Total valuation as at last statement at 30 November 2024 **£750,000.00**

## Holdings as at 31 December 2024

| Fund name   | Unit/share holdings | Price per unit/share | Value              |
|---|---------------------|----------------------|--------------------|
| <b>The Public Sector Deposit Fund SC4</b><br>[REDACTED] | 750,000.0000        | £1.00                | £750,000.00        |
| <b>Total value</b>                                      |                     |                      | <b>£750,000.00</b> |

The average Fund yield for this period was 4.75% p.a.

Income for the period is as follows:

| Month    | Date paid  | Method                            | Amount (£) | Destination |
|----------|------------|-----------------------------------|------------|-------------|
| Dec 2024 | 03/01/2025 | Paid to Nominated Bank<br>Details | £3,026.64  |             |

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

[www.ccla.co.uk](http://www.ccla.co.uk)

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
Registered address: One Angel Lane, London EC4R 3AB.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, [www.ccla.co.uk](http://www.ccla.co.uk). Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on [www.ccla.co.uk/glossary](http://www.ccla.co.uk/glossary). If you would like the information in an alternative format or have any queries, please call us on [REDACTED] or email us at [REDACTED]







## Transactions from 31-DEC-2024 to 31-DEC-2024

|   |  |                              |                                |
|---|--|------------------------------|--------------------------------|
| <b>Account name or alias</b><br>BOS No 2 Ac | <b>Account number</b><br>[REDACTED]        | <b>Sort code</b><br>60-04-12 | <b>Account currency</b><br>GBP |
| <b>Debit or credit</b><br>Any               | <b>Current cleared balance</b><br>49293.45 |                              |                                |

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](http://www.FSCS.org.uk).

| Date                   | Type | Transaction details        | Debit         | Credit        | Balance          |
|------------------------|------|----------------------------|---------------|---------------|------------------|
| <b>Closing balance</b> |      |                            |               |               | <b>47,778.95</b> |
| 31-Dec-2024            | CHG  | 29NOV A/C 87132346         | -32.21        |               | 47,778.95        |
| 31-Dec-2024            | BAC  | CARD TXNS 261224, 48510771 |               | 141.00        | 47,811.16        |
| 31-Dec-2024            | BAC  | CARD TXNS 251224, 48510771 |               | 44.00         | 47,670.16        |
| 31-Dec-2024            | BAC  | CARD TXNS 241224, 48510771 |               | 318.00        | 47,626.16        |
| <b>Opening balance</b> |      |                            |               |               | <b>47,308.16</b> |
| <b>Totals</b>          |      |                            | <b>-32.21</b> | <b>503.00</b> |                  |

## **Better Bos Meeting - 19th December 2024 from cllr Ganesh Gudka**

### **General**

Better Bos would like to request access to the raw footfall data in order to provide further analysis both for the council and the group. The group includes people with expertise in data analysis and would like to use it to measure the success of any initiatives. The relevant group members can meet with officers to arrange the best way to receive the data, but I am aware that a detailed export to excel, for example, is possible.

### **Signage**

Daniel May had, in the previous week, a positive meeting with representatives of the Growing Group regarding Better BoS's proposal for signage based in the planters. The Growing Group as a whole will review this, but the initial feedback suggested this will come forward as a joint proposal from the two groups. We will also seek support from business groups as well and seek external funding.

There is likely to be a need for permissions from Somerset and it is hoped the Town Council will support this after Council has reviewed the formal proposal.

### **Events.**

The vision is to pull together event organisers with enabling works and a network to share knowledge and practical support. This will be discussed more at the next meeting.

### **Administrative Matters**

Two new members were admitted to group:

- Rebecca Coleman, representing one of the key cultural events in the town.
- Jonathan Benson – a resident with significant experience in design.

The chair is also in discussions with a local business owner about joining.

A schedule of meetings for 2025 was agreed. All meetings are on a Thursday at 7:30pm

9<sup>th</sup> January

20<sup>th</sup> February

3<sup>rd</sup> April

15<sup>th</sup> May

26<sup>th</sup> June

7<sup>th</sup> August

18<sup>th</sup> September

30<sup>th</sup> October

11<sup>th</sup> December (social / informal meeting)

## **Better Bos Meeting - 9th January 2025 from cllr Ganesh Gudka**

### **General**

Following on from the notes from the last meeting, Officers should expect a formal email request from Better BoS for access to footfall data. Ideally a meeting can be arranged where the data download is agreed and then sent.

A proposal was shared for User Research to develop our understanding of demographic needs and wants to inform future plans. This will be based on in depth interviews, rather than simple surveys. The next step will be to define profiles of the types of people that could be interviewed.

### **Signage**

Following the previously reported positive meeting with representatives of the Growing Group regarding Better BoS' proposal for signage based in the planters, The Growing Group is waiting for the final version of the presentation so that they can discuss at their next meeting.

### **Events**

The Project Initiation Document (PID) envisages

1. Link with existing organisations who plan to hold an event to signpost to policies and procedures. Making available "off the shelf" documents that can be modified to meet organisers needs.
2. Create opportunities for community groups to develop a collaborative approach to event planning and utilisation of equipment they are willing to share.

A Facebook Group is in the process of being set up that could operate as a bounded space for event organisers to share ideas and support.

### **Enterprise Hub**

Better BoS will be work with trade groups to develop this proposal and will continue to attend Chamber meetings as an associate. It is also known that Waffle Hub is looking at community facilities as an expansion of its operations and ideas will be shared between the two.

## **Meeting of the Burnham-on-Sea Chamber of Trade and Commerce, Friday 3<sup>rd</sup> January 2025 from Cllr. Sharon Perry**

A breakfast meeting of the BOS Chamber of Trade and Commerce was held on Friday 3<sup>rd</sup> January. In attendance were Sir Ashley Fox, MP, a spokesperson for Better BOS, and various members of the business community in Burnham.

Sir Ashley began by offering his assessment of the impact of the recent Government budget. He asked those present to share with him their concerns and what effects they believe the budget will have on their businesses. He also reiterated his willingness to work with the town and its Town Council in any bids for investment. However it was his opinion that, with the Government's recent proposals regarding local government reorganisation, it would be some time before any monies would become available.

Those who were present at the meeting raised the following issues:

1. Concerns were expressed at the impact of the Government's decisions regarding raising employers' contributions to National Insurance, the raising of the minimum wage, and the introduction of employment rights from day one. It was felt that these measures would all have a significant impact on small businesses. The additional costs would, it was felt, be passed onto consumers, who would then have less to spend.
2. One member voiced their frustration at the difficulty of employing people for more than 16 hours a week. They explained that some of their employees were not willing to work beyond 16 hours because it impacted on their ability to receive benefits.
3. Some members had historically been involved in schemes to improve Burnham-on-Sea, which had not resulted in many changes. It was felt that work needs to begin imminently to plan for the future, so that a plan is in place and ready to submit when/if the Government offers funding for local improvement schemes.

A spokesperson for Better Bos was also present at the meeting and was able to explain the work that has been undertaken so far. Better Bos was now a CIO and had three ideas to take forward:



1. To look at the impact of visitors attending various events in Burnham throughout the year;
2. To establish a business incubator, to bring together like-minded entrepreneurs.
3. To improve signage in the town to celebrate its history and locality and to support local businesses.

The Chair of the BOS Chamber, Matt Scott, then spoke about the links the chamber was making with other Chambers of Commerce in the locality. He asked members for their views on what they would like to see from the Chamber in future. There were also plans to hold future events which would hopefully appeal to more businesses in the area. The Chamber is aiming to reach out to more people and establish better connections between them.

### **King Alfred's School Community Breakfast 12th December 2024 from Cllr Sharon Perry**

King Alfred's School held another Community Breakfast on 12th December. In attendance were many representatives from local organisations and business. Presentations were made by the Burnham Food Bank and Burnham Community Centre. We also heard from The Priory Learning Trust's Director of Secondary School and Standards, Gregg Morrison, on an initiative entitled "Cradle to Career".

The focus of the meeting was to explore ways of working together on three initiatives: Food poverty, Early Years provision, and Mental Health in Young People. The next meeting will be held on 21st March.

## Devolution Working Group

### Minutes of the meeting held on 6<sup>th</sup> January 2025 at 6pm, at The Old Courthouse, Jaycroft Road, Burnham-on-Sea

**Present:** Cllrs Clayton, Facey (Chair), Gudka, Matthews, Millard, Perry, Vickers and the Town Clerk

#### 1. Apologies for absence

There were no apologies.

#### 2. Public Conveniences Specification

The cleaning specification for the public conveniences contract is being drafted. The Working Group were asked to consider some details, which will be recommended to Council for approval.

**Resolved** the following details are included in the cleaning specification, to be recommended for approval by Council;

Opening hours: Summer – 7.30am-8pm

Winter (Oct-March) – 7.30am – 5pm

Toilets to be open 7 days per week

The Assets & Amenities Committee will consider later opening requests for events.

Number of cleans per day: Summer – 5 for esplanade and 4 for all others.

Winter – 3 for esplanade and 2 for all others.

A deep clean to take place twice per year before the changing of opening hours.

The contract should include the provision of consumables, hygiene services, removal of waste and maintenance services.

#### 3. To review public convenience lease

The draft Heads of Terms were reviewed and several issues were raised that need to be put forward to Somerset Council. Members were asked to contact the Town Clerk before Monday if they had any further queries. The Town Clerk is meeting with the Head of Estates Operations next week.

There may be an option to take on the whole building at Apex Park. Further details will be reported back at the next meeting.

#### 4. Service costs

The insurance quotation for the public conveniences is £805.79 and the budget was amended accordingly.

**5. Agenda items for next meeting**

- Feedback from meeting with Somerset Council regarding the public conveniences.
- To review floral display options.

**6. Date of next meeting**

The next meeting will be held on 22<sup>nd</sup> January 2025 at 6pm.

| Cost Code  |                                  | 2023/24        |                | 2024/25        |                | 2025/26        | NOTES                                  |
|------------|----------------------------------|----------------|----------------|----------------|----------------|----------------|--|
|            |                                  | Budget         | Actual         | Budget         | To end Sept    | Est Y End      |  |
| N/C        | INCOME                           |                |                |                |                |                |  |
| <b>100</b> | <b>MANAGEMENT AND COMPLIANCE</b> |                |                |                |                |                |  |
| 1077       | CIL INCOME - HIGHBRIDGE          |                | 62,385         | 0              | 62,385         | 165,857        | N/A                                    |
| 1078       | CIL INCOME - BURNHAM             |                | 1,386          | 0              | 4,375          | 8,265          | N/A                                    |
| 1080       | BANK INTEREST                    | 500            | 38,475         | 7,500          | 13,011         | 26,000         | 15,000                                 |
| 1085       | GRANTS RECEIVED                  |                |                | 0              | 2,400          | 2,400          | N/A                                    |
| 1550       | 22-23 WRITE-OFFS                 |                | -33,515        |                |                |                | N/A                                    |
| <b>200</b> | <b>THE OLD COURTHOUSE</b>        |                |                |                |                |                |  |
| 1005       | OLD COURTHOUSE LETTING           | 250            | 59             | 0              | 773            | 1,000          | 200                                    |
| <b>500</b> | <b>CEMETERIES</b>                |                |                |                |                |                |  |
| 1500       | WAYLEAVES                        | 4,850          | 4,851          | 4,850          | 0              | 4,850          | 4,850                                  |
| 1505       | COMMONWEALTH WAR MEMORIALS       | 50             | 31             |                |                |                | N/A                                    |
| 1515       | EROB                             | 7,000          | 8,745          | 7,000          | 10,220         | 14,000         | 8,000                                  |
| 1520       | INTERMENTS                       | 15,000         | 22,310         | 20,000         | 7,285          | 10,000         | 10,000                                 |
| 1525       | MEMORIALS                        | 8,000          | 5,200          | 5,000          | 3,435          | 5,000          | 5,000                                  |
| <b>600</b> | <b>PRINCESS</b>                  |                |                |                |                |                |  |
| 1085       | GRANTS RECEIVED                  |                | 3,000          | 0              | 0              | 0              | 0                                      |
| 1600       | STORAGE HIRE                     | 3,200          | 3,302          | 3,300          | 1,541          | 3,300          | 3,300                                  |
| 1605       | LETTINGS                         | 25,000         | 33,037         | 33,000         | 16,577         | 33,000         | 33,000                                 |
| 1615       | CAFE RENT/COMMISSION             | 6,600          | 6,840          | 6,800          | 2,759          | 5,600          | 6,800                                  |
| 1620       | TECHNICIAN                       | 8,000          | 2,685          |                |                |                | N/A                                    |
| 1625       | PT MERCHANDISE                   | 3,000          | 3,299          | 3,600          | 1,988          | 4,000          | 4,100                                  |
| 1630       | DONATIONS                        |                | 908            |                | 457            | 550            | -                                      |
| 1640       | BOX OFFICE - CARD SALES          | 1,800          | 5,114          |                |                |                | N/A                                    |
| 1645       | SHOW INCOME                      | 7,500          | 13,074         | 13,500         | 14,415         | 28,830         | 25,000                                 |
| 1646       | FILM INCOME                      |                | 198            |                |                |                | N/A                                    |
| 1650       | MEMBERSHIPS                      | 2,000          | 750            | 300            | 180            | 180            | N/A-discontinue for 25/26              |
| 1655       | PARTICIPATION PT                 | 7,500          | 8,811          | 7,500          | 2,560          | 7,000          | 7,000                                  |
| 1660       | ART SALES                        | 400            | 979            | 200            | 946            | 1,100          | 1,000                                  |
| 1665       | STAGE SOUND/LIGHTING             | 50             | 160            |                |                |                | N/A                                    |
| 1670       | PV CELLS                         | 3,500          | 1,809          | 3,500          | 3,061          | 4,500          | 4,000                                  |
| 1680       | ADVERTISING                      |                | 13             | 200            | 83             | 200            | 100                                    |
| <b>700</b> | <b>ESTATES</b>                   |                |                |                |                |                | NEW COST CENTRE (300, 400 amalgamated) |
| 1300       | ALLOTMENT RENTS RECEIVED         | 1,115          | 1,218          | 1,215          | 1,400          | 1,400          | 1,260                                  |
| 1400       | SIGNAL BOX                       | 40             | 240            | 60             | 336            | 350            | 200                                    |
| 1405       | EVENT DONATIONS                  |                | 1,700          |                |                | 500            | 0                                      |
| 1410       | GRASS CUTTING                    |                | 417            | 500            | 0              | 415            | 415                                    |
|            |                                  |                |                |                |                |                |  |
|            |                                  |                |                |                |                |                |  |
|            | <b>TOTAL</b>                     | <b>105,355</b> | <b>197,481</b> | <b>118,025</b> | <b>150,187</b> | <b>328,297</b> | <b>129,225</b>                         |

|            |                                  | 2023/2024 |         | 2024/2025 |             | 2025/26   | NOTES   |  |
|------------|----------------------------------|-----------|---------|-----------|-------------|-----------|---------|--|
|            |                                  | Budget    | Actual  | Budget    | To end Sept | Est Y End |         | Budget   |
|            | <b>EXPENDITURE</b>               |           |         |           |             |           |         |  |
| <b>100</b> | <b>MANAGEMENT AND COMPLIANCE</b> |           |         |           |             |           |         |  |
| 4000       | SALARIES & WAGES                 | 270,000   | 277,443 | 308,180   | 146,646     | 301,800   | 382,600 | increased costs additional staff                                     |
| 4005       | EMPLOYERS NAT INSURANCE          | 26,810    | 21,484  | 18,741    | 9,678       | 25,200    | 45,700  | increased costs additional staff, higher employers NI 25/26          |
| 4010       | EMPLOYERS S'ANNUATION            | 60,627    | 61,773  | 66,593    | 32,230      | 68,100    | 95,700  | increased costs additional staff                                     |
| 4050       | PENSION DEFICIT                  | 8,280     | 0       | 0         |             |           | -       |  |
| 4055       | RECRUITMENT COSTS                | 600       | 1,677   | 800       | 85          | 800       | 3,000   |  |
| 4060       | TRAINING                         | 2,000     | 2,865   | 2,600     | 1,961       | 3,400     | 8,000   | increased costs additional staff. 22/23 invoices from SALC           |
| 4065       | TRAVEL, EXPENSES & SUBSISTENCE   | 500       | 368     | 800       | 63          | 200       | 800     |  |
| 4070       | OFFICE/IT EQUIPMENT & FURNITURE  | 8,000     | 1,214   | 4,000     | -53         | 4,000     | 10,000  | earmark balance at year end  |
| 4075       | MISCELLANEOUS EXPENDITURE        | 500       | 245     |           |             |           |         | N/A  |
| 4080       | TELEPHONE & BROADBAND            | 3,150     | 3,220   | 3,700     | 2,048       | 3,520     | 4,300   |  |
| 4085       | POSTAGE                          | 500       | 357     | 500       | 170         | 500       | 600     | price increase this year   |
| 4090       | STATIONERY & SUPPLIES            | 1,500     | 1,357   | 1,700     | 668         | 1,500     | 2,000   |  |
| 4095       | SUBSCRIPTIONS AND SUPPORT        | 20,000    | 26,942  | 23,000    | 17,178      | 27,000    | 30,000  |  |
| 4100       | INSURANCES                       | 6,500     | 14,849  | 13,500    | 29          | 15,625    | 20,000  |  |
| 4105       | AUDIT & ACCOUNTANCY FEES         | 3,000     | 5,186   | 4,000     | 2,889       | 6,690     | 5,000   | 22/23 external audit cost £6,276                                     |
| 4110       | LEGAL FEES                       | 1,000     | 0       | 1,000     | 0           | 6,000     | 5,000   |  |
| 4115       | PROFESSIONAL & CONSULTANTS FEES  | 3,000     | 26,022  | 5,000     | 0           | 5,000     | 15,000  |  |
| 4120       | BANK CHARGE                      | 1,500     | 1,407   | 1,500     | 778         | 1,555     | 1,700   |  |
| 4125       | PAYROLL SERVICES                 | 1,400     | 1,525   | 1,700     | 875         | 1,750     | 1,900   | increased costs if additional staff                                  |
| 4130       | PPE & UNIFORMS                   | 1,500     | 1,335   | 1,700     | 942         | 1,885     | 2,500   | increased costs if additional staff                                  |
| 4135       | ROOM HIRE                        | 250       | 208     | 225       | 147         | 225       | 225     |  |
| 4140       | CLIMATE CHANGE                   | 5,000     | 851     | 1,500     | 456         | 1,500     | -       | earmark balance at year end  |
| 4145       | SERVICE DEVOLUTION               | 10,000    | 0       | 76,830    | 3,557       | 76,830    | -       |  |
| 4375       | CLEANING                         |           | 11      |           |             |           |         | N/A  |
| 4800       | CIL EXPENDITURE                  |           | 8,352   |           | 0           | 0         |         | N/A  |
|            | PROVISION FOR BAD DEBTS          |           |         |           |             |           | 2,000   | new nominal TBC  |
| <b>110</b> | <b>DEMOCRATIC &amp; CIVIC</b>    |           |         |           |             |           |         |  |
| 4200       | MAYORS ALLOWANCE                 | 5,000     | 5,000   | 5,000     | 2,556       | 5,055     | 5,000   |  |
| 4205       | TOWN CRIER                       |           | 59      |           | 0           |           | -       |  |
| 4210       | ELECTION EXPENSES                | 3,000     | 9,206   | 5,000     | 0           | 6,000     | 10,000  | By-election February to exceed budget                                |
| 4215       | CIVIC EVENTS                     | 2,500     | 1,404   | 2,500     | 1,859       | 4,200     | 2,500   | agreed overspend - Civic regalia                                     |
| 4220       | REMEMBRANCE WREATH               | 100       | 100     | 100       | 0           | 100       | 100     |  |
| <b>120</b> | <b>JOINT FUNDING WITH OTHERS</b> |           |         |           |             |           |         |  |
| 4250       | CONT SDC RE TOILETS              | 38,500    | 42,711  | 44,000    | 24,641      | 44,000    | N/A     | no joint funding for 25/26. Additional costs 24/25 - Devolution fund |
| 4255       | CONT SDC DOG BINS                | 24,500    | 24,000  | 25,000    | 12,000      | 24,000    | N/A     | no joint funding for 25/26   |
| 4260       | CCTV CAMERAS                     | 15,300    | 15,000  | 15,000    | 0           | 15,000    | 25,000  |  |
| 4470       | TOWN CENTRE CLEANING             | 7,000     | 6,000   | 6,000     | 3,000       | 6,000     | 6,000   | moved from TIMPS   |
| <b>140</b> | <b>COMMUNITY</b>                 |           |         |           |             |           |         | NEW COST CENTRE - Grants & Events                                    |
| 4300       | GRANT - CAB (S.142)              | 2,700     | 2,700   | 2,700     | 0           | 2,700     | 2,700   |  |
| 4305       | GRANTS MADE                      | 32,300    | 30,328  | 32,300    | 22,645      | 31,428    | 30,000  | included St Johns Church in year end                                 |
| 4455       | CHRISTMAS LIGHTS                 | 26,000    | 23,796  | 26,000    | 0           | 26,000    | 26,000  | moved from TIMPS   |
| 4465       | EVENTS EXPENDITURE               | 10,000    | 6,776   | 10,000    | 1,434       | 10,000    | 10,000  | moved from TIMPS   |

|            |                                   |        |        |        |        |        |         |   |
|------------|-----------------------------------|--------|--------|--------|--------|--------|---------|---|
| 4475       | CARNIVAL EVENTS WEEK              | 14,000 | 9,577  | 11,500 | 4,255  | 11,500 | 16,500  | moved from TIMPS  |
| <b>200</b> | <b>THE OLD COURTHOUSE</b>         |        |        |        |        |        |         |   |
| 4070       | OFFICE/IT EQUIP & FURNITURE       |        | -17    |        |        |        |         | N/A   |
| 4350       | BUSINESS RATES                    | 10,050 | 8,776  | 10,650 | 5,718  | 11,435 | 12,000  |   |
| 4355       | UTILITIES                         | 9,000  | 5,990  | 6,000  | 2,446  | 5,200  | 6,240   |   |
| 4375       | CLEANING                          | 800    | 3,463  | 5,000  | 1,985  | 4,340  | 3,000   |   |
| 4380       | SECURITY & ALARMS                 | 1,000  | -101   | 800    | 617    | 800    | 5,000   | Provision towards alarm replacement                     |
| 4385       | MAINTENANCE                       | 3,000  | 2,843  | 3,000  | 110    | 3,000  | 5,000   |   |
| 4390       | H&S/FIRE/INSPECTIONS              | 300    | 1,188  | 600    | 757    | 1,725  | 3,000   | security alarm call out fee increase                    |
| 4395       | NEW EQUIPMENT/FURNITURE           | 1,000  | 563    |        |        |        |         | N/A   |
| <b>500</b> | <b>CEMETERIES</b>                 |        |        |        |        |        |         |   |
| 4350       | BUSINESS RATES                    | 12,750 | 9,103  | 12,200 | 5,643  | 11,285 | 11,750  |   |
| 4355       | UTILITIES                         | 7,000  | 4,875  | 3,500  | 5,301  | 7,400  | 6,000   | accruals done incorrectly for 24/25                     |
| 4605       | PROVISION FOR PATHS               | 5,000  | 0      | 5,000  | 0      | 5,000  | 5,000   | earmark balance at year end                             |
| 4610       | PUMP MAINTENANCE                  | 1,400  | 1,047  | 1,400  | 0      | 1,400  | 1,400   |   |
| 4615       | GENERAL MAINTENANCE - CEMETERIES  | 2,000  | 1,467  | 2,000  | 919    | 2,000  | 1,500   |   |
| 4620       | MECH GRAVE DIGGER                 | 6,500  | 4,783  | 6,500  | 1,157  | 5,500  | 6,500   |   |
| 4635       | WASTE COLLECTION                  | 3,000  | 2,277  | 2,500  | 950    | 2,400  | 2,800   |   |
| 4640       | PROVISION FOR WALLS               | 2,000  | 0      | 2,000  | 0      | 2,000  | 2,000   | earmark balance at year end                             |
| 4645       | WATER TESTING                     | 1,250  | 1,005  | 1,250  | 0      | 1,250  | 1,500   |   |
| 4650       | ROSE GARDEN MEMORIALS EXPENDITURE |        |        |        | 228    | 230    | -       |   |
| <b>600</b> | <b>PRINCESS</b>                   |        |        |        |        |        |         |   |
| 4000       | SALARIES & WAGES                  | 81,998 | 70,578 | 97,317 | 45,095 | 95,289 | 110,350 | including £5,000 for Duty Officers                      |
| 4005       | EMPLOYERS NAT INSURANCE           | 8,349  | 5,727  | 4,755  | 2,784  | 7,784  | 14,200  |   |
| 4010       | EMPLOYERS S'ANNUATION             | 18,286 | 11,386 | 14,275 | 6,790  | 14,487 | 16,145  |   |
| 4040       | FOH/DUTY MANAGEMENT               | 14,650 | 0      |        |        |        |         | N/A   |
| 4060       | TRAINING                          | 1,500  | 1,299  | 1,500  | 563    | 2,000  | 2,000   |   |
| 4065       | TRAVEL & SUBSISTENCE              | 500    | 24     | 150    | 60     | 120    | 150     |   |
| 4070       | OFFICE/IT EQUIPMENT & FURNITURE   | 5,000  | 2,891  | 3,200  | 2,797  | 3,200  | 4,000   |   |
| 4075       | MISCELLANEOUS EXPENDITURE         | 500    | 272    |        |        |        |         | N/A   |
| 4080       | TELEPHONE & BROADBAND             | 2,000  | 1,345  | 1,900  | 1,126  | 2,250  | 2,340   |   |
| 4100       | INSURANCE                         | 6,500  | 4,527  | 5,000  | 0      | 4,755  | 5,500   |   |
| 4350       | BUSINESS RATES                    | 9,000  | 7,880  | 9,000  | 4,792  | 9,600  | 9,990   |   |
| 4355       | UTILITIES                         | 26,000 | 31,104 | 26,500 | 12,286 | 28,000 | 30,000  |   |
| 4375       | CLEANING etc                      | 8,500  | 9,447  | 9,000  | 3,961  | 9,000  | 3,000   |   |
| 4380       | SECURITY & ALARMS                 | 1,500  | 1,205  | 2,000  | 1,615  | 2,000  | 2,000   |   |
| 4385       | MAINTENANCE                       | 10,000 | 9,451  | 13,000 | 4,208  | 13,000 | 18,000  | £5,000 included for accrued cost of boiler replacement. |
| 4390       | H&S/FIRE/INSPECTIONS              | 1,000  | 1,657  | 1,500  | 1,996  | 2,500  | 2,500   |   |
| 4635       | WASTE COLLECTION                  | 3,000  | 2,802  | 3,000  | 1,420  | 3,000  | 3,500   |   |
| 4700       | TECHNICIAN COST                   | 17,000 | 16,040 | 17,500 | 8,455  | 17,500 | 18,000  |   |
| 4701       | SHOW COSTS                        | 0      | 10,867 | 13,500 | 7,416  | 13,500 | 13,500  | includes BO charges Ticketsolve                         |
| 4702       | FILM COSTS                        | 0      | 414    |        |        |        |         | N/A   |
| 4705       | ADVERTISING & MARKETING           | 6,000  | 4,592  | 7,000  | 1,791  | 7,000  | 7,000   |   |
| 4710       | LICENCES                          | 800    | 3,989  | 1,500  | 647    | 700    | 750     |   |
| 4715       | CARD PAYMENT FEES                 | 3,000  | 9,699  | 7,500  | 1,110  | 3,000  | 3,000   |   |
| 4725       | TECHNICAL THEATRE                 | 4,000  | 1,303  | 3,500  | 1,260  | 2,520  | 3,500   |   |
| 4730       | BACKSTAGE EXPENSES                | 500    | 301    | 500    | 0      | 500    | 500     |   |
| 4735       | ART SALES EXPENDITURE             | 100    | 1,376  | 100    | 863    | 1,000  | 800     |   |



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## Burnham &amp; Highbridge Town Council Current Year

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## Earmarked Reserves

| Account                            | Opening Balance   | Net Transfers     | Closing Balance   |
|------------------------------------|-------------------|-------------------|-------------------|
| 320 Property Maintenance - EMR     | 147,700.00        | -5,280.00         | 142,420.00        |
| 321 Youth Projects - EMR           | 5,000.00          |                   | 5,000.00          |
| 323 Princess Cultural Recovery Gra | 3,100.00          | -3,100.00         | 0.00              |
| 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         | -948.70           | 11,351.30         |
| 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          | -2,759.78         | 1,847.92          |
| 374 PMC Somerset Community Grant   | 3,000.00          | -1,789.68         | 1,210.32          |
| 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        | -11,321.94        | 108,478.91        |
|                                    | <u>765,298.97</u> | <u>-25,599.34</u> | <u>739,699.63</u> |



**BUDGET/PRECEPT 2025/26****DRAFT BUDGET**

|                       | £                |
|-----------------------|------------------|
| INCOME                | 129,225          |
| EXPENDITURE           | 1,453,340        |
| <b>BUDGET 2025/26</b> | <b>1,324,115</b> |

**PRECEPT EXAMPLES**

2024/25 precept request was £952,901 = £143.41 for a Band D property (tax base 6644.64)

**Tax base for 2025/26 - 6803.48**

| Precept request £ | To be taken from reserves | Band D £ | Annual Increase £ |
|-------------------|---------------------------|----------|-------------------|
| 1,324,115         | 0                         | 194.62   | 51.21             |
| 1,297,633         | 26,482 - 2%               | 190.73   | 47.32             |
| 1,257,909         | 66,206 - 5%               | 184.89   | 41.48             |
| 1,191,703         | 132,412 - 10%             | 175.16   | 31.75             |

**Anticipated general reserves at year end - Estimate £402,463**

**Precept 2025/26****Recommendation from the Finances and Governance Committee**

If the budget is approved at £1,324,115, the 2025/26 recommended Precept request is £1,324,115, with £0 being used from general reserves. This would leave an estimated £402,463 in general reserves (c.4 months expenditure).

Tax base for 2025/26 – 6803.48

| <b>Budget</b> | <b>Precept request £</b> | <b>To be taken from reserves</b> | <b>Band D £</b> | <b>Annual Increase £</b> |
|---------------|--------------------------|----------------------------------|-----------------|--------------------------|
| 1,324,115     | 1,324,115                | 0                                | 194.62          | 51.21                    |

2024/25 precept request was £952,901 = £143.41 for a Band D property (tax base 6644.64)



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**Report for councillors: Cemetery Fencing Repairs**

**Issued to: Town Council Meeting - 20<sup>th</sup> January 2025**

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### **1. Purpose of Report**

To advise members of storm damage and to consider recommendation for expenditure.

### **2. Background**

The fencing at Westfield Cemetery was damaged during the storm in December. Haras fencing was hired as a temporary measure to ensure it was secure. Three quotations were obtained for repair and replacement of 96m of fencing and posts, which was dealt with as an urgent operational matter.

### **3. Financial implications**

The cost to repair and replace the fencing and posts was £8,830.00.

### **4. Recommendation**

To agree a recommendation to take £8,830.00 from the General Maintenance EMR for repairs to cemetery fencing.



**Burnham-on-Sea and Highbridge Town Council  
Strategic Plan  
2023-2027**



## **Introduction**

This Strategic plan takes as its starting point documents produced by the Town Council in recent years. The Neighbourhood Plan was adopted in 2018. The Burnham Evolution Bid was partially successful and contains ideas that can be taken forward this year by the Burnham High St Task Force Group utilising the £50,000 put aside for this purpose by Sedgemoor DC. The Highbridge Regeneration Bid to the Levelling Up Fund, written by Sedgemoor District Council, was sadly unsuccessful in 2022 but was part of the wider Regeneration Framework for the development of Highbridge which was adopted by Sedgemoor DC as a planning document and will be taken up by Somerset Council.

In addition, it takes note of relevant SDC documents such as the Local Plan and supporting background material where these are relevant to the two towns. However, it is not intended that this plan should be limited to what is in these documents but represents a 4-year programme of actions to be taken by the Town Council, which as well as taking forward ideas in these documents, also include others which have been discussed.

Local Government is undergoing change as we move towards a unitary authority, the new Somerset Council. It is still not clear how this will impact on the work of the Town Council. This Town Council will continue to put itself at the heart of our community and respond to the needs of our residents. We will continue to focus our work around the Vision and Mission Statement.

## **Vision**

**'At the heart of our community'**

### **Mission Statement:**

We will:

- Celebrate our uniqueness.
- Optimise the economic performance of our towns
- Create a sense of place: a place where people want to live and choose to spend their time.
- Maximise the potential of existing assets and resources.
- Become a vibrant coastal destination.
- Promote a more sustainable and greener lifestyle for all



Reviewed and updated at Council on 30<sup>th</sup> October 2023 & 27<sup>th</sup> February 2024

## **Strategic Aims for 2023-27**

### **We will aim to:**

#### **1. Develop an efficient, transparent council at the heart of our community representing the needs of our residents and improving access to services**

##### Success criteria:

- The staff team and councillors have the right IT and other tools to work effectively
- There is improved communication across the council and towns
- Committee structures and meeting diaries are appropriate to the council's priorities
- The public are able to raise concerns with councillors in suitable forums
- Information about the council and its activities is available both online and in print to maximise reach
- Good governance, fiscal responsibility and the habits of a good employer are embedded in the council
- The council is positively engaged in LCNs in the new Unitary authority

#### **2. Develop the cultural and economic well-being of our towns by drawing on the Highbridge Regeneration Plan, the Burnham High St Task Force involving other stakeholders**

##### Success criteria:

- The increased number of local residents are using local businesses day to day
- The towns are connected to sources of employment and business opportunity
- Open public spaces in the town centres provide a place for people to enjoy
- Community facilities and events are used to their maximum potential
- There is good public and active transport connections which allow people to reach places for work and leisure
- The town centres continue to be full of independent shops where people spend money in local businesses
- A Strategic Plan is in place for the development of the Princess Theatre and surrounding area
- Princess St is a cultural and civic hub attracting residents and visitors alike

### **3. Create a greener and sustainable future for our towns by working with interested stakeholders**

Success criteria:

The Council has:

- Enabled the community to work towards a net-zero target for 2030
- Ensured its operations are on the route to becoming net zero by 2030
- A plan to help adapt to the worst impacts of climate changes
- Encouraged a healthy life-style that makes the most of natural assets
- The community benefits from locally sourced food and renewable energy
- There is increased biodiversity in our green and blue (water) spaces
- The sea front has several activities and attractions to make it a destination for visitors

### **4. Enhance the well-being of our residents**

Success criteria:

- Both towns provide a wide variety of opportunities for sport, leisure and cultural activities for all ages
- There is a well-informed directory of support groups available in the towns both on-line and in print.
- Community groups are encouraged to identify need and find creative ways to support people

Strategic Aim 1: To develop an efficient, transparent council at the heart of our community, representing the needs of our residents and improving access to services.

| Action   | Lead Councillor/ Officer/ Committee       | Timescale<br>Year 1/2/3/4         | Review of action taken  |
|--|---|-----------------------------------|---|
| Review the IT systems including: <ul style="list-style-type: none"> <li>• Better website platform</li> <li>• Web access for meeting papers</li> <li>• Improve email/ Office systems</li> <li>• Bring your own device policy for councillors</li> </ul>   | Cllr Baker/ Town Clerk/ Deputy Town Clerk | By the end of Year 1 (April 2024) | Some improvements have been made to the website.<br><br>Microsoft 35 being installed at the end of January 25.<br><br>Ongoing |
| Improve communication of meetings and consultations: <ul style="list-style-type: none"> <li>• Better website platform</li> <li>• Find best practice and explore further use of social media to promote the Town Council</li> <li>• Review the visibility and use of noticeboards</li> <li>• Distribute information to the library and community hubs</li> <li>• Councillor drop-in sessions to be set up twice a year</li> <li>• Ensure residents know the pathways for raising</li> </ul> | Chair/ Town Clerk/ Cllr Perry             | By the end of Year 2 (April 2025) | Ongoing   |



|   |   |   |   |
|---|---|---|---|
| <p>their concerns</p> <ul style="list-style-type: none"> <li>Explore ways of increasing community use of our website</li> </ul>   |   |   |   |
| <p>Ensure the financial reporting system is delivering transparency and control.<br/>Continuously review procurement practices to ensure value for money as per audit regulations</p> | <p>Chair of Finance/ RFO/ Town Clerk</p>  | <p>By the end of Year 1 then continuously until the end of Year 4</p>       | <p>Relaunch of the accounting system for 2024/25 ensures the accounts are easier for councilors and the public to understand.</p> <p>More financial information is provided at Council and Committee meetings.</p> <p>Improved financial processes have been established.</p> <p>Ongoing.</p> |
| <p>To reconfigure the Old Courthouse to become effective and useful building for all that use it for now and in the future</p>  | <p>Town Clerk/Assets and Amenities</p>    | <p>Plan April 2025<br/>Changes April 2026</p>                               | <p>Ongoing.</p>   |
| <p>Review committee structures annually and have a rolling programme of policy review to ensure the fiscal duties of the council are fulfilled</p>                                    | <p>Town Council</p>                       | <p>Annually</p>   | <p>Core governance documents are reviewed annually and considered at Council in May. ongoing annually. Other policies are being updated on a rolling programme.</p>   |
| <p>Achieve the Local Council Award run by NALC. Apply for Quality then Gold.</p>  | <p>Chair of Council and Town Clerk</p>    | <p>Achieve the Quality by Year 3 and be working towards Gold by Year 4.</p> |   |
| <p>To continue to work with LCNs</p>  | <p>Council Representative and Council</p> |   | <p>Ongoing</p>  |

Strategic Aim 2: To develop the cultural and economic well-being of our towns by drawing on the Highbridge Regeneration Plan and the High St Taskforce, including other stakeholders

| <b>Action</b>  | <b>Lead Councillor/ Officer/ Committee</b>       | <b>Timescale Year<br/>1/2/3/4</b>                     | <b>Review of action taken</b> |
|--|--|---|-------------------------------|
| <p>Develop a sustainable business plan for the Princess Theatre.</p> <ul style="list-style-type: none"> <li>• Use the independent advisors report to explore options available</li> <li>• Consult with the community on future plans</li> <li>• Present a report to the Town Council with fully costed recommendations for the future of the theatre.</li> </ul> | <p>Asset &amp; Amenities Committee/ Officers</p> |   |                               |
| <p>Improve our town and as a Town Council we will be</p> <ul style="list-style-type: none"> <li>• Explore car parking provision / pedestrianisation</li> <li>• Stimulate the High St growth</li> <li>• Review disabled access to the High St</li> <li>• Events to stimulate footfall</li> </ul>  | <p>Working group</p>                             | <p>Working group to take action through years 2-4</p> |                               |

| Councillors will continue with the walkabouts on Poplar and Moorlands Estates   | Highbridge Councillors   |   |  |
|---|--|---|--|
| <ul style="list-style-type: none"> <li>• To ask Somerset Council to trial first hour free parking at Bank street car park</li> <li>• To send a letter to Somerset Council to encourage EV parking facilities at the car park.</li> <li>• Explore the possibility of a BT portal-charge points for phones and a payphone for emergencies by contacting BT and ascertain interest</li> <li>• Ask Somerset Council to investigate the development of the derelict houses by the YMCA to see if it could be used as a nursery school/family unit.</li> <li>• Support Our Highbridge by giving them advice as they work with Somerset Council on possibility of taking over the lease of St John Ambulance building</li> </ul> | <p>Town Council/Somerset</p> <p>Town Council</p> <p>Town Council/Somerset</p> <p>Town Council/Somerset</p> <p>Town Council</p> | <p>Year 4</p> <p>Year 4</p> <p>Year 4</p> <p>Year 4</p> <p>Work to be completed during Year 2-4</p> <p>Work to be completed during Year 2-4</p> |  |

|   |   |   |  |
|---|---|---|--|
| <ul style="list-style-type: none"> <li>• Continue to support Highbridge Community Hall by giving advice</li> <li>• Support the use of the Millennium Green for community use - adverts on our website</li> <li>• Review the feasibility study for repurpose of the old station building</li> <li>• Continue to work with GWR to encourage signage to direct passengers to the east platform and better access for the disabled</li> </ul> | <p>Town Council</p> <p>Town Council</p> <p>Town Council</p> <p>Town Council, Somerset Council, Network Rail and GWR</p> | <p>Work to be completed during Year 2-4</p> <p>Year 2</p> <p>Work to be completed during Year 2-4</p> |  |
| <p>Explore other ideas to enhance the seafront</p>  | <p>Better Bos/Working Group</p>   | <p>Year 2-4</p>   |  |
| <p>To put in process to develop and review Neighborhood Plan</p>  | <p>Town Council/Community Group</p>   | <p>To be arranged</p>   |  |

### Strategic Aim 3: Create a greener and sustainable future for our towns

| Action  | Lead Councillor/ Officer/ Committee   | Timescale Year<br>1/2/3/4  | Review of action taken |
|---|---|----------------------------|------------------------|
| To work towards a net zero carbon for 2030 <ul style="list-style-type: none"> <li>To continue to review the TC working practices and contracts to reflect this aim</li> </ul>   | Town Clerk/ Officers/F&G Committee/Assets and Amenities Committee   | 1-4                        |                        |
| Create a plan to adapt to climate change <ul style="list-style-type: none"> <li>Town Council to work to build climate resilience for both towns</li> </ul>  | Town Clerk/ Officers/Council  | By Year 4                  |                        |
| Encourage a healthy lifestyle that makes the most of natural assets <ul style="list-style-type: none"> <li>Ensure all the towns green spaces are well maintained and encourage residents to make full use of them</li> <li>Encourage greater wildlife diversity in our green and blue spaces</li> <li>To prioritise and implement actions suggested by LCWIP</li> </ul> | Town Clerk and Officers/ ssets and Amenities Committee<br><br>Town Clerk/ Officers/Growing Group<br><br>Working Group | By Year 3                  |                        |
| Encourage the provision of locally sourced food and renewable energy <ul style="list-style-type: none"> <li>Encourage local producers to give their excess food to the community</li> <li>Provide information about renewable energy on the website and signpost people to providers</li> </ul>   | Town Clerk and Officers   | By Year 4<br><br>By Year 3 |                        |
| Explore ways of ensuring that the seafront has a variety of activities and attractions to attract visitors <ul style="list-style-type: none"> <li>Continue to plant sustainable plants to give</li> </ul>   | Town Clerk and Officers/ Assets and Amenities Committee/ Growing Group  | Year 1-4                   |                        |

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| <p>all year round displays</p> <ul style="list-style-type: none"><li>• Explore ways of making the seafront more attractive with a variety of activities, including events such as the fireworks</li></ul> | <p>Assets and Amenities Committee</p> |  |  |
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**Strategic Aim 4: To enhance the well-being of our residents.**

| <b>Action</b>   | <b>Lead Councillor/ Officer/ Committee</b> | <b>Timescale Year<br/>1/2/3/4</b> | <b>Review of action taken</b>                     |
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| <p>The Town Council will use the devolution of services to take control of green spaces, play parks and local environment</p> <p>Will ensure the environment around Burnham and Highbridge is clean, welcoming and a pleasure to walk around</p>  | Town Council                               |                                   |   |
| <p>To ensure that well-being is kept in mind whilst delivering the Climate and Ecology Action Plan.</p> <ul style="list-style-type: none"> <li>• Use the energy strand to support residents to reduce their energy use.</li> <li>• Use the Sustainability strand to encourage reuse, reduce, recycle and repair</li> <li>• Use the Transport strand to encourage active transport choice (walking, cycling)</li> <li>• Use the Ecology strand to enhance, protect and encourage the active use of our green and blue (water) spaces.</li> </ul> | Climate and Ecology Working Group          | Years 1-4                         |   |
| Maintain a cost of living support tool on the website. Publicise this on all  | Cllrs Baker and Vickers/ Officers          | Review by April 25                | Information provided on website and updated on an |

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| <p>media platforms. Ensure people at the Information Centres for Somerset Council are aware of it and support its use.<br/>Use the Energy Information Hubs to give individual face to face support</p>   |   |             | ongoing basis. |
| <p>Create a working group to Identify all support groups in the town, then create a directory. Publicise via social media/ website/ print then circulate to community areas.<br/>Also work with Sport Groups to show where they operate and what they offer. Publicise as above.<br/>Create a Town Handbook to contain all above information. Encourage new groups to grow and develop by supporting through grant applications.</p> | Working Group (to be decided) and Cllr Metcalfe | By April 26 |                |
| <p>To produce an emergency plan to assist residents during emergencies and to consider further plans e.g. flood plan</p>   | Town Clerk/ Officers/Councillors                | Year 3      |                |



## Appendix

These were actions that were originally identified in the originally Strategic Plan and have now been completed.

| <b>Strategic Aim 1:</b>  |  |
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| <b>Action</b>  | <b>What the Council have done</b>  |
| Review the IT systems including: <ul style="list-style-type: none"> <li>• Web access for meeting papers</li> </ul>   | A VSM Portal is being used for Councillors access to meeting papers. Meeting papers are published on the website.  |
| Continue Drop-in sessions before each Town Council meeting   | Due to poor attendance, it was agreed at Council in May 2024 to cancel the drop-in sessions.   |
| Improve communication of meetings and consultations:   | Information regarding Council activities and events are being distributed to more outlets e.g. Morland Hub, The Waffle Hub, Tesco's etc.<br><br>The Council's Facebook page was relaunched in February 24. |
| Investigate moving the Town Council offices to the old SS& L building in Princess St.<br>Create a report to bring to TC with recommendations.<br>Improve current accommodation for staff in the short term.<br>Review accessibility of all Town Council buildings for the public.  | Council agreed in April 2024 not to pursue the purchase of the former SS&L building due to the costs.  |
| Review committee structures annually and have a rolling programme of policy review to ensure the fiscal duties of the council are fulfilled  | Changes to the Committee structure were approved by Council in May 2024.   |
| <b>Strategic Aim 2:</b>  |  |
| Develop a sustainable business plan for the Princess Theatre. <ul style="list-style-type: none"> <li>• Use the independent advisors report to explore options available</li> <li>• Consult with the community on future plans</li> </ul> Present a report to the Town Council with fully costed recommendations for the future of the theatre. | New Theatre Manager recruited in September.<br><br>Working Group now established and setting out an Action Plan.   |
| Resolve the play park situation and then explore   | Permission for the play area to be installed on the sea front was not granted by Somerset  |

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| <p>other ideas to enhance the sea front.<br/>Present a report to TC with recommendations that are costed. Seek funding to complete the project.</p>   | <p>Council.<br/>The project is now closed.</p>  |
| <p>Reform the working group to develop plans for Burnham Centre using the High St Taskforce initiative<br/>Report to be presented to TC with recommendations for further action. Funding to be sought where necessary.</p>  | <p>Town Board has been established and were rebranded as Better BOS. They have set their Terms of Reference and are working on an Action Plan.<br/>Better BOS are applying to be established as a CIC.</p>  |
| <p>Reform Highbridge Regeneration Group to rework the levelling up bid plans. Group to include stakeholders.</p> <ul style="list-style-type: none"> <li>• Highbridge Station travel plan- ensure pedestrian access from the Brue Farm estate. Cycle link from Highbridge to Burnham.</li> <li>• Bank St car park- gather data to enable exploration of car park charging regime and use of space.</li> <li>• Review alternative sources of funding or a renewal bid.</li> </ul> | <p>Terms of Reference and membership was agreed in November 24.<br/>A meeting has taken place with GWR to pursue the development of the station premises and travel plan.<br/>The new working group is now established with many representatives from the community involved. They are in the process of creating a 3-year Action Plan. Nick Tait is providing support from Somerset Council. The Action Plan will go to the Town Council for ratification by July 24.<br/>The Working Group has now completed the Action Plan and will be bringing to the September meeting of the Town Council.</p>   |
| <p><b>Strategic Aim 4:</b></p>  |   |
| <p>Develop the provision of green and blue spaces for public use.</p>   | <p>Already in another section Group, Town Council, Somerset Council</p>   |
| <p>To ensure that well-being is kept in mind whilst delivering the Climate and Ecology Action Plan.<br/>Use the energy strand to support residents to reduce their energy use.<br/>Use the Sustainability strand to encourage reuse, reduce, recycle and repair<br/>Use the Transport strand to encourage active transport choice (walking, cycling)<br/>Use the Ecology strand to enhance, protect and encourage the active use of our green and blue (water) spaces.</p>      | <p>The CE Working Group has taken the following action:</p> <ul style="list-style-type: none"> <li>• Weston Solar Energy are completing energy audits on private and community buildings.</li> <li>• We now have 2 Repair Cafes, one in each town.</li> <li>• Some businesses have signed up for the City to Sea Refill Scheme to reduce single use plastic.</li> <li>• The Bus Users Group has now met with the new Leadership Team at First Bus and Cllr Mike Rigby of Somerset Council. They have established a communication link with the Operations Manager of Buses of Somerset.</li> <li>• Somerset Wildlife Trust and Our Highbridge continue to develop ideas to enhance the Brue Green Pathway.</li> <li>• The Growing Group is now working with Burnham in Bloom and Clean Surroundings to improve our planting scheme.</li> </ul> <p>The Working Group is now seeking to become a CIC to open up opportunities for applying for grants. The Group will still deliver the Action Plan for the Town Council.</p> |

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|  | <p>There are 4 Town Councillors involved in the group.</p> |
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|  | <p>The Working Group has now applied to become a CIO. We are awaiting the response.</p> |
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