



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

4<sup>th</sup> February 2025

To: All Members of the Finance and Governance Committee

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **FINANCE AND GOVERNANCE COMMITTEE** to be held on **10<sup>th</sup> February 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 Finance and Governance Committee**

Councillor P. Clayton  
Councillor G. Gudka (Chair)  
Councillor A. Matthews  
Councillor Kate Pearce  
Councillor B. Vickers

Councillor M. Facey  
Councillor R. Keen  
Councillor M. Murphy  
Councillor C. Searing

## **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.

## **Finance and Governance Meeting Agenda**

### **10<sup>th</sup> February 2025**

- 298.0.F24 Apologies for absence**
- 299.0.F24 To receive any declarations of interest on items included on this agenda**
- 300.0.F24 To receive and approve the minutes of the Finance and Governance meeting held on 6<sup>th</sup> January 2025**
- 301.0.F24 Matters arising from previous minutes**
- 302.0.F24 To receive for information signed minutes of sub-committees**
- 303.0.F24 To receive the Chairs report**
- 304.0.F24 To receive the list of payments up to 1<sup>st</sup> February 2025**
- 305.0.F24 To note the income and expenditure and earmarked reserves reports to 31<sup>st</sup> December 2024 (updated)**
- 306.0.F24 To consider response to correspondence received**
  - 306.1 Request from Forge Rhyne Allotments to repurpose the £700 grant awarded in September for upgrading of site security and use the funding towards site flood management**
- 307.0.F24 To note rejected allocation of CIL funds by Somerset Council**
- 308.0.F24 To review the Grant Awards Policy and Procedure**
- 309.0.F24 To receive an update on aged debtors**
- 310.0.F24 To consider quotations for the purchase of a council vehicle**
- 311.0.F24 To receive Responsible Finance Officer's verbal update**
- 312.0.F24 Date of next meeting**

The next meeting of the Committee is scheduled for 24<sup>th</sup> March 2025 at 7 pm.

**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.

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
15/01/2025	Amazon	GB531Z0ABEY	Weed membrane/pegs - Growing Group	£118.26	£23.65	£141.91	pd 22/01/25
	Somerset Council	Nov 24 & Dec 24	pension payment- employee contributions			£4,229.69	pd 22/01/25
23/12/2024	Bravo	1010	headset hire - PT	£159.97	£32.00	£191.97	
09/01/2025	Proper Job	Z0009T03-1560992	storage boxes	£27.46	£5.50	£32.96	
10/01/2025	Teleshore UK Ltd	45727	hydraulic fluid	£40.00	£8.00	£48.00	
14/01/2025	ITEC	1065546	photocopier services	£12.32	£2.46	£14.78	
15/01/2025	GH Tyres	20448-70	new battery - Rangers van	£96.67	£19.33	£116.00	
16/01/2025	Amazon	GB53YELABEY	DI Box/Splitter - PT	£33.49	£6.70	£40.19	
16/01/2025	Stephanie Anne Hamer	PT03	Seated Exercise - PT Nov 24			£240.00	
16/01/2025	Stephanie Anne Hamer	PT04	Seated Exercise - PT Dec 24			£120.00	
16/01/2025	Weston Support Services	39067	security alarm callout - PT	£35.00	£7.00	£42.00	
16/01/2025	JR Food Service Ltd	249335	icre-creams & water - Princess Theatre	£363.87	£72.77	£436.64	
17/01/2025	Amazon	GB54MTSABEY	4 x ronseal woodstain	£114.08	£22.80	£136.88	
17/01/2025	Spot On Supplies	31671304	cleaning materials - PT	£73.83	£14.77	£88.60	
17/01/2025	Toolstation	XIJ882424692	credit note screw cover	-£2.35	-£0.48	-£2.83	
19/01/2025	Bravo	1030	Technician - Jan 2025 - PT	£1,376.00	£275.20	£1,651.20	
20/01/2025	Ball Fire Protection Ltd	27572	fire extinguisher service & renewal- PT	£249.85	£49.97	£299.82	
21/01/2025	Green Machine SW Ltd	38373	cleaning - PT Jan 2025	£796.53	£159.31	£955.84	
22/01/2025	Bridgwater Mowers	097081	Stihl AP500S	£283.33	£56.67	£340.00	
22/01/2025	Somerset Council	30097478	dog bin empty Oct - Dec Cemeteries	£74.36	£14.87	£89.23	
23/01/2025	South West Councils	70711	job structure re-evaluation consultation	£5,803.35	£1,160.67	£6,964.02	
24/01/2025	Julie Meikle	Jan2 2025	Choir sessions - PT Sept - Dec 2024			£500.00	
24/01/2025	Spansec	270069	annual alarm contract renewal - PT	£516.85	£103.37	£620.22	
24/01/2025	Spot On Supplies	31671618	cleaning supplies - TC	£50.31	£10.06	£60.37	
24/01/2025	Spot On Supplies	31671727	washing powder - PT	£20.19	£4.04	£24.23	
24/01/2025	Spot On Supplies	31671728	floor cleaner - TC	£12.61	£2.52	£15.13	
30/01/2025	On Your Bike	INV-2799	1 day session - St Josephs Primary	£333.33	£66.67	£400.00	
30/01/2025	South Gloucestershire & Strode College	1185199	Business Administration Course -HH			£100.00	
31/01/2025	Microshade	20369	IT services	£1,095.00	£219.00	£1,314.00	
31/01/2025	Lyreco	6724014877	stamps, sundries & stationery - TC	£96.89	£10.41	£107.30	
01/02/2025	Sansum Solutions	INV-12888	cleaning TC - Feb 25	£289.94	£57.99	£347.93	

Next Day Catering Equioment	3116427375433 freezer for Café	£580.67	£116.13	£696.80
ESS	September grants Grant authorised @ F&G 30.09.24			£1,000.00
Somerset Council	Jan-25 pension payment			£8,508.42
				<u>£29,871.30</u>

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

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer 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	16,400	20,277	76,830	56,553		56,553	26.4%	
4760 Grant Expenditure	333	1,333	0	(1,333)		(1,333)	0.0%	
4800 CIL expenditure	8,252	21,574	0	(21,574)		(21,574)	0.0%	21,574
<b>Management &amp; Compliance :- Indirect Expenditure</b>	<b>58,985</b>	<b>377,872</b>	<b>537,569</b>	<b>159,697</b>	<b>0</b>	<b>159,697</b>	<b>70.3%</b>	<b>26,854</b>
<b>Net Income over Expenditure</b>	<b>(55,075)</b>	<b>776,864</b>	<b>422,832</b>	<b>(354,032)</b>				
6000 plus Transfer from EMR	8,252	26,854	0	(26,854)				
<b>Movement to/(from) Gen Reserve</b>	<b>(46,823)</b>	<b>803,718</b>	<b>422,832</b>	<b>(380,886)</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%	

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

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer 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 Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer 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 Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>500 Cemeteries</u>								
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>				
<u>600 Princess</u>								
1600 Storage Hire	856	2,397	3,300	903			72.6%	
1605 Lettings	1,762	26,190	33,000	6,810			79.4%	
1615 Café Rent/Commission	416	4,812	6,800	1,988			70.8%	
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>5,351</b>	<b>72,925</b>	<b>71,900</b>	<b>(1,025)</b>			<b>101.4%</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 Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer 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	668	8,775	13,000	4,225		4,225	67.5%	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	1,819	13,332	13,500	168		168	98.8%	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>20,113</b>	<b>183,924</b>	<b>249,197</b>	<b>65,273</b>	<b>0</b>	<b>65,273</b>	<b>73.8%</b>	<b>9,798</b>
<b>Net Income over Expenditure</b>	<b>(14,762)</b>	<b>(110,999)</b>	<b>(177,297)</b>	<b>(66,298)</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>(14,116)</b>	<b>(102,337)</b>	<b>(177,297)</b>	<b>(74,960)</b>				
<b>Grand Totals:- Income</b>	<b>13,106</b>	<b>1,267,665</b>	<b>1,070,926</b>	<b>(196,739)</b>			<b>118.4%</b>	
<b>Expenditure</b>	<b>121,204</b>	<b>750,008</b>	<b>1,070,926</b>	<b>320,918</b>	<b>0</b>	<b>320,918</b>	<b>70.0%</b>	
<b>Net Income over Expenditure</b>	<b>(108,098)</b>	<b>517,657</b>	<b>0</b>	<b>(517,657)</b>				
plus Transfer from EMR	6,898	34,987	0	(34,987)				
less Transfer to EMR	0	1,136	0	(1,136)				
<b>Movement to/(from) Gen Reserve</b>	<b>(101,201)</b>	<b>551,509</b>	<b>0</b>	<b>(551,509)</b>				

## Explanations for overspends – based on Apr-Dec forecast – expenditure only

Budget Code	Name of budget	Comments
100/4005	National Insurance	Underbudgeted.
100/4060	Training	Backlog of invoices received from SALC for 2022-23.
100/4095	Subscriptions & Support	SALC affiliation fee 22-23. Also majority of year subscriptions charges received in first half of year.
200/4380	Security & Alarms	Annual intruder & fire alarm invoice received in Aug.
200/4390	H&S/Fire/Inspections	Re-allocation of fire related invoices originally allocated to Maintenance.
210/4365	Highbridge Clock Elec	Unmetered supply invoices increased substantially after budget was set. Costing c.£150 per month
300/4370	Water Rates	Underbudgeted for increase in costs.
400/4440	Dog/Litter Bins	New dog waste bin needed, purchased in June 2024.
400/4445	SIDS	Repair to damaged device in September £428.
400/4450	Floral Decorations	Invoice received in Aug for summer watering hanging baskets & flowerbeds, agreed F&R Cttee 29/04/24.
500/4355	Utilities	Bills for Oct-Mar included – should have been accrual.
600/4005	Employers Nat Insurance	Underbudgeted.
600/4070	Office/IT Equip & Furniture	Café furniture & equipment purchased in Café changeover.
600/4390	H&S/Fire/Inspections	Increase in costs to ensure compliance.
600/4735	Art Sales Expenditure	This is a contra – income received and payment to artist minus commission
600/4745	Participation Freelance	Bluebirds invoice for choir for the year received in July.

### Notes

- 120/4250 Toilets – all invoices for the year now received  
 120/4255 Dog Bins – all invoices for the year now received

04/02/2025  
11:50

## 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	-2,254.68	745.32
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	-19,573.94	100,226.91
	<u>765,298.97</u>	<u>-34,316.34</u>	<u>730,982.63</u>

## **Request for change of use of grant funding received by Forge Rhyne Allotments**

We would like to apply to re-purpose the £700.00 grant awarded to Forge Rhyne Allotments for upgrading our site security and use the funding towards site flood management. Following consultation with Mr Parsons, Chairman from Burnham-on-Sea allotments we have an urgent plan in place to lay a french drain across the worst flooded area of our site to help alleviate the flooding experienced by our plot holders.

A french drain involves digging a small trench along the field and down to the bordering rhyne, laying, and covering up, a pipe with a stone soak away surround to help re-direct the water into the rhyne and away from the plots. Burnham-on-Sea allotments in Love Lane, experienced this problem quite a number of years ago and Mr Parsons successfully oversaw the installation of a french drain at that site which made a huge difference and they no longer experience flooding.

The quotes we have received (copies supplied to RFO) come to £1,656.95. This means that if we are granted permission by the Council to move the grant funding to this project, we will have a shortfall of just under £1,000, which we are just able to fund ourselves from surplus plot fees.

Below are photographs of the flooding we are experiencing almost every time it rains in the last 8 months, so you can see the extent of the problem. Work on this project will need to take place in the spring, hopefully during March if we get a dry spell.



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**Report for councillors: CIL Expenditure 2023-24**

**Issued to: Finance & Governance Committee – 10<sup>th</sup>  
February 2025**

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

To present to Council information regarding CIL funds for 2023-24.

### **2. Background**

A report was submitted in June 2024 to illustrate the CIL spending for 2023-24. £1,613 was spent from Highbridge CIL on 10<sup>th</sup> October 2023 for the purchase of Christmas lights.

Feedback from Somerset Council regarding the 2023-24 CIL spending has been severely delayed, however, they have now flagged this item as not being eligible for CIL as it does not constitute infrastructure. This has been queried at Somerset Council as the Town Council had received advice from the SLCC contrary to this. The response from Somerset Council is still that this expenditure is not valid CIL expenditure.

The 2023-24 report will be edited and re-submitted with a request that feedback is received in a timely manner.

### **3. Financial implications of investment options**

£1,613 will need to be replaced back into the CIL EMR 400 and come out of another budget in this financial year.

### **4. Recommendation**

£1,613 be allocated to the Christmas lights expenditure code 4455/400. As the main invoice for this year has not yet been received this may constitute a small overspend of the budget for this code.

Nicole Brookes  
Responsible Finance Officer



Burnham-on-Sea & Highbridge Town Council

# Grant Awards Policy & Procedure

**Adopted on 5<sup>th</sup> February 2024**

To be reviewed annually



The Town Council welcomes grant applications and through applying strict criteria we ensure that public funds are used to benefit residents of the community of Burnham-on-Sea and Highbridge.

Each year the Council will budget for making grants and the Finance and Resources Committee will consider and allocate the awards.

Applications will be considered at least twice per year.

The maximum amount of a grant application is usually capped at £2,000 unless it is clear that the project would benefit a large amount of our residents. Where this is the case the Chairman and RFO will review the application prior to subsequent referral to the Committee.

**To be eligible for funding, applicants must:**

- Have a written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed).
- Have at least three members on your management committee/board.
- Have a bank or building society account in the name of the organisation.
- Be a community, voluntary or charitable organisation that works with local communities or with specific groups of people including older people, young people, people with disabilities.
- Have an appropriate safeguarding policy – if you are working with children and young people or vulnerable adults.
- Have an adopted equal opportunities policy or statement.
- Show evidence that the service you provide is needed by the community and that it has community support.
- Schools for special events i.e. for activities not amounting to a core function or on the standard curriculum.
- Grants will only be made to community and voluntary organisations for the benefit of the area covered by Burnham-On-Sea and Highbridge Town Council and that will contribute positively within the parish.

The Council will also consider grants where it feels that to do so will benefit some or all of its residents or some or all of the area e.g. large events.

**Grants will not be made to:**

- Organisations that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability.
- Private organisations operated as a business to make a profit or surplus.
- “Upward funders”, i.e. local groups whose fund raising is sent to their central HQ for redistribution.
- Organisations who wish to pass on money to other individuals or groups.
- Individuals.

- Political organisations or projects.
- Activities that are completely funded from another funding source.
- Any expenditure incurred or committed before we confirm our grant.
- Loans or interest payments.
- General funding for your organisation or third-party organisations.

### **What would a grant be given for?**

- Capital projects – non-recurring expenditure e.g. purchase of equipment, works to buildings, improvements to premises.
- Revenue grant – towards general running costs for a specific reason.
- A community event.

### **Grants will not normally be made for ongoing running/core costs e.g.:**

- Rent and rates
- Service contracts
- Salaries
- Lease payments

Where an application is for running costs for a project, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.

### **How will the application be assessed?**

- All applications must be completed on the Grants Application Form and accompanied by the required financial and organisational information.
- Applicants may apply only once in any financial year.
- Applications for grants will be considered at the Finance and Resource Committee meetings, dates will be advertised.
- The Council would prefer to see evidence that the applicant is in receipt of match funding. Consideration will be given to the overall cost of the project and also to other sources of funding, including a contribution of some of the group's own funds.
- The Town Council welcomes application that demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.
- The Town Council will only provide one grant per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated. Grants are awarded for one year only and you should not rely on a grant in future years.
- If the request is for £1,000 or more, the applicant or group members will be required to attend the relevant Committee meeting to answer questions.

- The Responsible Finance Officer will check that all the supporting documentation has met the Council's criteria. Only the application form will be circulated to all members of the Finance and Resources Committee. If any councillor requires access to the background information accompanying the application, they may request this from the Responsible Finance Officer and this will be provided subject to any confidentiality considerations.
- To allow checks to be carried out as to completeness and to obtain any further information that may be necessary, applications must be received 14 working days prior to the Finance and Resources Committee meeting.
- The Committee has the discretion to award a reduced amount from that being requested on the grant application form.
- The Committee will take into account any previous grant made to an organisation or group when considering a new application.
- You will need to complete an End of Grant Report. Evidence of the use of the full grant amount for the agreed purpose must be provided to the Town Council within 2 months of the project being completed/event taking place. Evidence must include the completed End of Grant Form and may also include receipts, photos, reports. Councillors would welcome an invite to see what was achieved with the funding as part of the report. **Should the evidence not be received the Town Council will request the return of the funds.**
- If awarded a grant the Council would welcome an invitation for the Mayor to visit the project and attend any official opening. The Council can assist with the promotion of such events and with press releases.
- Recognition of the grant awarded by Burnham-on-Sea and Highbridge Town Council must be made in any publicity, with the Town Council logo included on all promotional material.

03/02/2025

## Burnham &amp; Highbridge Town Council Current Year

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## Receipts Due as at 31/12/2024

<u>Ledger</u>	<u>A/c Code</u>	<u>Invoice Date</u>	<u>Invoice No</u>	<u>Amount Due</u>	<u>Disc Available</u>	<u>Date Due</u>	<u>Net Amount</u>
1	BUR001	09/09/2023	PT-2056	303.60		23/09/2023	303.60 **
1	BUR001	30/09/2024	PR40	536.50		14/10/2024	536.50 **
1	BUR001	24/10/2024	PR49	416.00		07/11/2024	416.00 **
1	BUR001	26/11/2024	PR59	334.50		10/12/2024	334.50 **
Receipt Due from : Burnham Excellent Entertainers				<u>1,590.60</u>			<u>1,590.60</u>
Telephone No : ██████████							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			
<u>Ledger</u>	<u>A/c Code</u>	<u>Invoice Date</u>	<u>Invoice No</u>	<u>Amount Due</u>	<u>Disc Available</u>	<u>Date Due</u>	<u>Net Amount</u>
1	CAB001	31/10/2024	PR67	933.63		31/10/2024	933.63 **
1	CAB001	29/11/2024	PR68	1,173.85		13/12/2024	1,173.85 **
Receipt Due from : Cabaret Cafe Bar				<u>2,107.48</u>			<u>2,107.48</u>
Telephone No :							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			
<u>Ledger</u>	<u>A/c Code</u>	<u>Invoice Date</u>	<u>Invoice No</u>	<u>Amount Due</u>	<u>Disc Available</u>	<u>Date Due</u>	<u>Net Amount</u>
1	REA001	26/11/2024	PR61	194.00		10/12/2024	194.00 **
1	REA001	31/08/2024	CNP2	-38.00		14/09/2024	-38.00 **
1	REA001	31/10/2023	PT-2053	285.60		30/11/2023	285.60 **
1	REA001	29/02/2024	PT-2078	288.00		14/03/2024	288.00 **
Receipt Due from : Re:ACT Performing & Production Arts				<u>729.60</u>			<u>729.60</u>
Telephone No : ██████████							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			
<u>Ledger</u>	<u>A/c Code</u>	<u>Invoice Date</u>	<u>Invoice No</u>	<u>Amount Due</u>	<u>Disc Available</u>	<u>Date Due</u>	<u>Net Amount</u>
1	RIC001	13/08/2024	PR29	89.18		27/08/2024	89.18 **
Receipt Due from : Richard Lennox				<u>89.18</u>			<u>89.18</u>
Telephone No :							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			
Total Receipts Due up to 31/12/2024				<u>4,516.86</u>			<u>4,516.86</u>

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**Report for councillors: Purchase of New Van**

**Issued to: Finance and Governance Committee Meeting - 10<sup>th</sup>  
February 2025**

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

For the Committee to consider quotations for the purchase of a vehicle for use by the grounds team.

### **2. Background**

A new van is required in preparation of the new services being provided by the Town Council in April, due to the devolution.

This will be used for the transportation of staff and equipment and enables the efficient dropping of loads, minimising the requirement for manual handling. The current van is too small and not suitable for the additional requirements of the team

The Ford Transit has been identified as being the standard in this class of vehicle and is therefore easy to maintain locally, with parts readily available and with drop sides to optimise functionality, efficiency and safety.

### **3. Financial implications**

Quotations have been obtained from various suppliers for a Ford dropside transit van.



### **Specification**

- Engine should be minimum of 120ps
- Rear wheel drive double axle
- Aluminium drop side body
- Tow bar with associated electrics
- Roof mounted warning beacon
- In white
- detachable sides to open up the load area (dropside)

## Diesel

Since September 2015, AdBlue has been introduced for all new diesel vehicles in response to global environmental concerns. Newer models are equipped with systems that use AdBlue to produce less harmful and cleaner emissions. In general, vehicles that meet Euro 6 Emission Standard (which demand a 67% drop in nitrogen oxides in exhaust emissions) are likely to use AdBlue technology. The Ford Transit meets the Euro 6 Emission Standard.

## Electric

Electrical vehicles were considered, and an electric Ford transit was identified. However, it was established that the vehicle only comes as a single cab and would average approximately 100 miles on a single charge, and charging points would need to be considered. A new electric vehicle comes at a much higher price of £51,492.80 + VAT. As electric vehicles weigh more than vehicles powered by a diesel engine, they generally have less capacity for payload (the weight that can be legally carried within the 3.5 tonne limit of the vehicle). This would be significantly reduced if the vehicle was fully laden, for this reason an electric vehicle has been discounted for the purpose this vehicle is required for.

Company	Vehicle	Price (Diesel)	Tow bar	Road Tax and registration fee	Warranty	Total Cost
<b>A</b> 2 weeks delivery	Ford Transit Double / Cab 350 L3 2.0 EcoBlue 130ps Manual RWD SRW Leader Dropside in Frozen White	£31,795.00 + VAT	£575 + VAT	Road fund licence £335 Registration fee £55	3 Years Manufacturer's Warranty	£32,760.00 + VAT
<b>B</b> 8 weeks delivery	Ford Transit Double / Cab 350 L3 2.0 EcoBlue 130ps Manual RWD SRW Leader Dropside in Frozen White	£48,775.66 + VAT	£400 + VAT	Road fund licence £335 Registration fee £55	3 Years Manufacturer's Warranty	£49,565.66 + VAT
<b>C</b> 6 weeks delivery	Ford Transit Double / Cab 350 L3 2.0 EcoBlue 130ps Manual RWD SRW Leader Dropside in Frozen White	£41,300.00 + VAT	£329 + VAT	Road fund licence £335 Registration fee £55	3 Years Manufacturer's Warranty	£42,019.00 + VAT

## **Additional Requirements**

Additional consideration will need to be given to the following:

Sign Writing and warning chevrons £320

Top Warning Beacons £250

Grill and back bumper Warning Beacons £340

Seat covers £230

Ramps to remove equipment on and off the van £740.00

**Total £1,880.00**

#### **4. Recommendation**

The recommendation is to purchase a new transit van, accepting quote A at a cost of £32,760.00 plus VAT and £1,880.00 for additional requirements to be allocated with £3,000.00 from Town Rangers Vehicle Replacement and £31,640.00 from EMR Replacement Van.