

**Minutes of a meeting of the Finance and Governance Committee  
held on 10<sup>th</sup> February 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, M. Murphy, K. Pearce, C. Searing

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

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

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

Apologies were received from Councillor Vickers.

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

There were no declarations of interests.

**300.0.F24 To receive and approve the minutes of the Finance and Governance Committee meeting held on 6<sup>th</sup> January 2025**

The minutes of the previous meeting of the Finance and Governance Committee, held on 6<sup>th</sup> January 2025, were presented by the Chairman.

**Resolved** that the minutes of the meeting held on 6<sup>th</sup> January 2025 were approved as an accurate record and signed by the Chairman.

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

There were no matters arising.

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

(Councillor Flurry joined the meeting at this juncture)

Minutes from meeting had been circulated.

**303.0.F24 Chairman's report**

There was no report.

**304.0.F24 To receive the list of payments up to 1<sup>st</sup> February 2025**

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

**305.0.F24 To note the income and expenditure and earmarked reserves reports up to 31st December 2024 (updated)**

There were no queries raised and the reports were noted.



**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

**Resolved** the request is approved and the £700 grant can be used towards site flood management.

**307.0.F24 To note rejected allocation of CIL funds by Somerset Council**

**Resolved** that the £1,613 be allocated to the Christmas lights budget and the Committee approves any overspend to this budget due to this unexpected expense.

**308.0.F24 To review the Grant Awards Policy and Procedure**

A discussion took place regarding suggested amendments including considering allocating grants to individuals.

**Resolved** that the Grants Award Policy and Procedure is readopted without any changes.

**309.0.F24 To receive an update on aged debtors**

Councillors Gudka and Clayton had met with the Cabaret Café regarding their account. The Richard Lennoxs account is now cleared and The Theatre Manager has been made aware of the risk relating to the BEEs debt.

**310.0.F24 To consider quotations for the purchase of a council vehicle**

A lengthy discussion took place and several questions were answered relating to the requirements of the vehicle and electric alternatives.

**Resolved** that quotation A is accepted and a Ford Transit dropside van, as detailed in the report, is purchased at a cost of £32,760 + VAT plus £1,880 for additional requirements. The tow bar fitting is to be considered further to see if it can be fitted cheaper locally.

£3,000 to be taken from the vehicle replacement budget. £31,640 to be taken from the replacement van earmarked reserve, subject to approval by the Full Council.

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

The precept request had been submitted within the deadline.

The pre-paid card account has now been closed.

The audit consultation review response was submitted by the task and finish group.

The year end closedown of the accounts is scheduled for 16<sup>th</sup> April 2025.



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

**311.0.F24 Date of next meeting**

The next meeting of the Finance and Governance Committee will be held on 24<sup>th</sup> March 2025 at 7 pm.

Signed by Chair.....

date.....

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>