

**Minutes of a meeting of the Finance and Governance Committee  
held on 24<sup>th</sup> March 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) and two members of the public.

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

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

There were no apologies received.

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

There were no declarations of interests.

**314.0.F24 To receive and approve the minutes of the Finance and Governance Committee meeting held on 10<sup>th</sup> February 2025**

The minutes of the previous meeting of the Finance and Governance Committee, held on 10<sup>th</sup> February 2025, were presented by the Chairman.

**Resolved** that the minutes of the meeting held on 10<sup>th</sup> February 2025, were approved as an accurate record and signed by the Chairman.

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

There were no matters arising.

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

There were no matters to be raised.

**317.0.F24 To receive the Chair's report**

Items would be covered during the meeting.

**318.0.F24 To receive the list of payments up to 28<sup>th</sup> February 2025**

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

**319.0.F24 To note the income and expenditure and earmarked reserves reports up to 19<sup>th</sup> March 2025**

The Town Clerk advised that she had negotiated a reduction in the CCTV payment to £10,000 due to some cameras not working for part of the year.

There were no queries raised and the reports were noted.

**320.0.F24 To approve the bank reconciliation for February 2025**

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

**321.0.F24 To receive verbal update from the Responsible Finance Officer**

The RFO had requested refunds from the energy providers for overcharges, which have been received.

**322.0.F24 To receive verbal update of the contracts list**

Several contracts are currently being reviewed. The RFO is also reviewing the notice periods for the contracts. The Committee will be updated at the next meeting of 2025/26 contracts to be reviewed.

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

BEES have now cleared their account. The Theatre Manager is meeting with Re:ACT this month.

Following Councillors Gudka and Clayton meeting with the owners of the Cabaret Café, only 2 payments had been received. Invoicing is up to date until the end of February, as sales figures were not received for March. The RFO will continue to pursue the payments. It was suggested that provision be made in the end of year accounts for non-payment.

**324.0.F24 To note grants 2024/25 update report**

The report was noted and the RFO thanked for producing the report.

**325.0.F24 To receive feedback from Q3 internal check undertaken by Councillors Facey and Matthews**

Councillors Matthews and Facey confirmed that the check went well and no issues were raised.

**326.0.F24 To review the updated Financial Risk Management Policy**

Updates had been highlighted on the circulated document.

**Resolved** that the updated Financial Risk Management Policy is approved.

**327.0.F24 To consider gas and electricity quotations and award contract for Council buildings**

The report was discussed and it was noted that 100% renewables were not available. It was recommended to secure longer contracts due to energy prices continuing to rise.

**Resolved** that the quotation from Crown Gas & Power for a 48 month contract for gas supplies at the Old Courthouse and Princess Theatre and Arts Centre is accepted at an approximate costs of £11,582.24 per annum.

**Resolved** that the quotation from Ecotricity for a 36 month contract for the supply of electricity at the Princess Theatre and Arts Centre is accepted at a cost of approximately £16,106.23 per annum.

**Resolved** that the quotation from Ecotricity for a 36 month contract for the supply of electricity at the Old Courthouse and market stall is accepted at a cost of approximately £10,757.29 per annum.

**328.0.F24 To review and approve the Asset Register**

**Resolved** that the updated Asset Register is approved.

**329.0.F24 To consider a date for the next round of grants**

**Resolved** that the next round of grants will be considered at the June Committee meeting.

**330.0.F24 To consider an early grant application from Burnham Heritage Group**

**Resolved** that the request for £650 towards the publication of booklet linked to the VE Day 80<sup>th</sup> Anniversary was approved.

**331.0.F24 To consider the Devolution Working Group's recommendation to accept the proposed heads of terms for the public conveniences**

The Committee were advised that the contract and lease would not be in place by 1<sup>st</sup> April and the risk was noted.

**Resolved** that the Heads of Terms are agreed, subject to an amendment to the Apex Park use of the office.

**332.0.F24 To consider quotations and agree to purchase a water bowser**

**Resolved** that quotation C is approved at a cost of £5,543 plus £3000 for additional requirements to be taken from the estates vehicle replacement budget.

**333.0.F24 Date of next meeting**

The next meeting of the Finance and Governance Committee will be held on 28<sup>th</sup> April 2025 at 7pm.

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
28/02/2025	S C M		Duty Officer payroll - Feb 25			£255.58 pd 28/02/25
18/02/2025	Green Machine	38838	Cleaning Princess - Feb 2025	£796.53	£159.31	£955.84 pd 06/03/25
24/02/2025	PPL PRS Ltd	01733196SIN2965189	PRS - shows Princess	£546.02	£109.20	£655.22 pd 06/03/25
25/02/2025	BDPS	3	settlement Aladdin - PT			£8,583.70 pd 06/03/25
05/03/2024	Global Vans	24217	Holding deposit for new van			£630.00 pd 07/03/25
14/03/2025	Mrs V A Hardy		refund for ticket error overpayment			£135.00 pd 14/03/25
11/02/2025	Screwfix	2002035385	watering can	£15.82	£3.17	£18.99
27/02/2025	BOS Baptist Church	25-011	Annual Towns Meeting - 15th May			£71.50
27/02/2025	James Birkett - Film Tank	2196	promotion filming Princess	£2,350.00	£470.00	£2,820.00
28/02/2025	Amazon	GB5GER7ABEY	compost & feed - Growing Group	£99.50	£19.91	£119.41
28/02/2025	Biffa	308C10855	waste collection-PT	£285.15	£57.03	£342.18
28/02/2025	Iris	INV-ISL-0819160	payroll services	£124.08	£24.82	£148.90
28/02/2025	Brian Humphreys	28.02.25	art sales Feb 2025			£406.60
28/02/2025	Business Waste	P1635788	waste collection - Cemeteries	£24.86	£4.97	£29.83
28/02/2025	Business Waste	P1635820	waste collection - TC & Cem	£86.46	£17.30	£103.76
01/03/2025	Sansum Solutions	INV-13068	cleaning TC - Mar 25	£289.94	£57.99	£347.93
01/03/2025	Amazon	GB51TFKYABEI	whiteboard	£30.34	£6.07	£36.41
01/03/2025	Business Waste	P1630274	waste collection - Cem	£57.75	£11.55	£69.30
01/03/2025	Business Waste	P1631702	waste collection - TC & Cem	£116.21	£23.23	£139.44
03/03/2025	Amazon	GB5GR19ABEY	ethernet cable	£14.41	£2.88	£17.29
03/03/2025	Amazon	GB50007HSXC651	Iphone charger	£4.99	£1.00	£5.99
03/03/2025	Amazon	GB500F1BW91GZI	floral foam blocks- crafts	£16.64	£3.34	£19.98
03/03/2025	Lyreco	73281870	stamps, sundries, stationery	£80.74	£7.65	£88.39
04/03/2025	Microshade	20491	computer & monitor - Estates Manager	£938.50	£187.70	£1,126.20
04/03/2025	Spansec	270406	annual maintenance fire & emergency lighting	£497.09	£99.42	£596.51
04/03/2025	Amazon	1PYL-JKJQ-4T6M	pearl bead stickers - crafts	£4.37	£0.87	£5.24
04/03/2025	Amazon	GB5HF8BABEY	headset, mouse mat, pen holder	£41.47	£8.31	£49.78
04/03/2025	The Fleetwood Mac Songbook	INV0094	Fleetwood Mac settlement			£2,962.37

05/03/2025 Amazon	GB5GUN6ABEY	paper, pearls, sticks, glue - crafts	£28.46	£5.70	£34.16
05/03/2025 JH Groundwater Ltd	442	water quality survey Brent Rd Cemetery	£785.00	£157.00	£942.00
06/03/2025 James Hallam	542337732	cyber insurance renewal			£1,884.28
07/03/2025 Somerset Council	30103454	dog bin empty Jan 25-Mar 25	£74.36	£14.87	£89.23
07/03/2025 James Hallam	19580776	Jaycroft rd increased valuation insurance			£6.49
10/03/2025 JH Groundwater Ltd	443	water quality lab test Brent Rd Cemetery	£260.00	£52.00	£312.00
10/03/2025 Solutions on Stage	INV-2702	REME works	£1,874.00	£374.80	£2,248.80
10/03/2025 Solutions on Stage	INV-2703	EICR & MechR inspection & report	£1,361.00	£272.20	£1,633.20
11/03/2025 Amazon	GB5005902YS371	lockable key cabinet- Estates Office	£28.99	£5.80	£34.79
12/03/2025 Microshade	20547	IT services	£820.50	£164.10	£984.60
12/03/2025 Made to Measure Productions	1280	settlement Sleeping Beauty			£3,412.40
12/03/2025 Bravo	1093	technician call out stage hire	£96.00	£19.20	£115.20
13/03/2025 Parfitt	13.03.25	grave digging Jan - Mar 2025			£1,430.00
13/03/2025 Bravo	1097	CD player hire	£92.00	£18.40	£110.40
13/03/2025 Bravo	1096	new CD player	£158.76	£31.75	£190.51
19/03/2025 Delta River Blues Band	19.03.25	Delta River Blues Band for Civic Awards			£250.00

£34,419.40