

**Minutes of a meeting of the Finance and Governance Committee
held on 1st September 2025 in the Council Chamber, The Old
Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

Present: Councillors P. Clayton, A. Matthews, P. Mills, M. Murphy, C. Searing, B. Vickers

In attendance: E. Dutton (Deputy Town Clerk), N. Brookes (RFO) and two members of the public

Public Participation: There were no representations made

Councillor Matthews chaired the meeting in the absence of Councillor Gudka.

389.0 F25 To receive apologies for absence

Apologies were received from Councillor Gudka.

390.0 F25 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

391.0 F25 To receive and approve the minutes of the Finance and Governance Committee meeting held on 21st July 2025

The minutes of the previous meeting of the Finance and Governance Committee, held on 21st July 2025, were presented by the Chairman.

Resolved that the minutes of the meeting held on the 21st July 2025 were approved as an accurate record and signed by the Chairman.

392.0 F25 Matters arising from previous minutes

There were no matters arising.

393.0 F25 To receive for information minutes of sub-committees

The minutes of the Human Resources Sub-Committee meeting held on 11th August 2025 had been circulated to all the councillors.

394.0 F25 Chairman's report

There were no items to be raised.

395.0 F25 To receive the list of payments up to 31st July 2025

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



396.0 F25 To note the income and expenditure and earmarked reserves reports up to 31st July 2025

The payments were noted.

397.0 F25 To approve the bank reconciliation for July 2025

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

398.0 F25 To receive verbal update from the Responsible Finance Officer

The external auditor PKF Littlejohn raised a couple of queries which have now been addressed. We are currently awaiting their response and the final audit report.

The final grant monitoring form for 2024-25 is due at the end of this month once received this will conclude the grants process for the current financial year.

Three applications have been received for the next round of grants. These will be reviewed at the Finance and Governance Committee meeting in October.

399.0 F25 To review progress of the contracts list

The list of contracts were noted.

400.0 F25 To receive an update on aged debtors

The report was noted and no items were raised.

401.0 F25 To receive an update on CCTV service provision

The report was noted.

402.0 F25 Date of next meeting

The next meeting of the Finance and Governance Committee will be held on 13th October 2025 at 7 pm.

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
12/05/2025	PPL PRS	01733195SIN3036550	music licence public areas - PT	£675.60	£135.12	£810.72	pd 13/08/25
13/06/2025	Spot on Supplies	31678409	glassware - Café	£349.91	£69.98	£419.89	pd 13/08/25
13/06/2025	Spot on Supplies	31678426	cleaning materials	£55.52	£11.10	£66.62	pd 13/08/25
25/07/2025	Bravo	1205	technician Princess July	£926.40	£185.28	£1,111.68	pd 13/08/25
28/07/2025	Delta River Blues Band	25.07.25	show settlement			£300.00	pd 13/08/25
31/07/2025	Somerset Council	848546	job advertisement - Estates Manager	£65.00	£13.00	£78.00	pd 13/08/25
31/07/2025	Screwfix	2006099852	ready mix concrete x 3 (bus shelter repairs)	£17.47	£3.50	£20.97	pd 13/08/25
31/07/2025	Biffa	308C39038	waste collection - Princess	£193.70	£38.74	£232.44	pd 13/08/25
01/08/2025	Business Waste	P1767159	waste collection - Cemeteries	£57.75	£11.55	£69.30	pd 13/08/25
01/08/2025	Business Waste	P1766547	waste collection - Cem & TC	£103.14	£20.62	£123.76	pd 13/08/25
04/08/2025	Richard Harrison	04.08.25	arts sales invoice			£30.40	pd 13/08/25
04/08/2025	Ricoh	102720949	photocopier services - Princess	£120.53	£24.11	£144.64	pd 13/08/25
04/08/2025	Mike Lang Photography	040825	Office Council framed photo			£70.00	pd 13/08/25
04/08/2025	Screwfix	2006155928	cleaner kit windows - PT	£54.16	£10.83	£64.99	pd 13/08/25
04/08/2025	Screwfix	2006168481	path repair	£29.16	£5.83	£34.99	pd 13/08/25
04/08/2025	Iris	INV-ISL-1031846	payroll services - July 25	£105.20	£21.04	£126.24	pd 13/08/25
05/08/2025	Julie Meikle	Aug-25	Community Choir Ap-Jul 25 - Princess			£450.00	pd 13/08/25
06/08/2025	Amazon	GB500209KWE81I	Seniors event materials - PT	£9.15	£1.83	£10.98	pd 13/08/25
06/08/2025	Amazon	GB51MUD6ABEY	Seniors event materials - PT	£27.41	£5.50	£32.91	pd 13/08/25
06/08/2025	Panter-Wray	INV-000115	Sing-a-long Music Bingo - PT			£120.00	pd 13/08/25
09/07/2025	Bishop Sports and Leisure	SI-0000416203	new kurling stone bearings - PT	£379.95	£75.99	£455.94	
31/07/2025	Business Waste	P1780088	waste collection - Cemeteries	£39.10	£7.82	£46.92	
31/07/2025	Business Waste	P1780114	waste collection - Cemeteries	£33.12	£6.63	£39.75	
01/08/2025	Proper Job	Z0009T02-630882	Flower feed, Pegs & keys for Cem	£10.62	£2.13	£12.75	
01/08/2025	Microshade	250800348420	IT support	£859.20	£171.84	£1,031.04	
05/08/2025	Stephanie Anne Hamer	PT07	Seated exercise June & July - PT			£480.00	
06/08/2025	Proper Job	Z0009T02-632536	Stationery - PT	£4.57	£0.92	£5.49	

07/08/2025	Proper Job	Z0009T03-1616824	Flower feed, pegs for Cem	£14.58	£2.92	£17.50
07/08/2025	Spansec Security	271038	intruder & fire alarms - TC	£497.74	£99.55	£597.28
11/08/2025	Purnells	130381	Brochures Princess Sept-Dec	£516.00	£36.00	£552.00
12/08/2025	Bridgwater Mowers	100560	Oil for mowers	£83.40	£16.68	£100.08
13/08/2025	Screwfix	2006357635	adblue - vehicles	£13.74	£2.75	£16.49
13/08/2025	Green Machine	41969	cleaning - PT August 25	£843.72	£168.74	£1,012.46
14/08/2025	Amazon	GB51OW17ABEY	phone cases for employee phones	£18.26	£3.65	£21.91
14/08/2025	ITEC	1126691	photocopier services	£52.57	£10.51	£63.08
16/08/2025	Amazon	1FQY-TT6F-FLY4	phone cases for employee phones			£22.81
17/08/2025	Aroma café	17.08.25	Seniors event catering - PT			£201.50
18/08/2025	Parfitt	18.08.25	gravedigging July-Aug			£1,430.00
19/08/2025	Spot on Supplies	31681608	cleaning supplies - PT	£139.36	£27.87	£167.23
19/08/2025	Lee Holmes	SI-7191	strimmer & multclip	£945.84	£189.16	£1,135.00
20/08/2025	Lyreco	74496133	stamps & stationery	£176.50	£18.30	£194.80
21/08/2025	Screwfix	2006585033	3 x strimmer heads	£79.97	£16.00	£95.97
21/08/2025	Spansec Security	271066	service call - TC alarms	£80.00	£16.00	£96.00
21/08/2025	Tops Secret Productions	TS25037	Top Secret settlement			£1,153.18
21/08/2025	Made to Measure	1305	Truly Andrews settlement			£1,100.32
22/08/2025	Amazon	GB51QGM2ABEY	Telephone headset - KN	£26.59	£5.32	£31.91
26/08/2025	Screwfix	2006644105	adblue - vehicles	£13.74	£2.75	£16.49
26/08/2025	Spot on Supplies	31681891	Cleaning supplies - TC	£27.78	£5.56	£33.34
26/08/2025	SLCC	BK222724-1	Agendas & Minutes training - HH	£70.00	£14.00	£84.00
	Mrs Windle	ALLShed3	allotment plot deposit return			£5.00
	Somerset Council	Aug-25	pension payment			£11,864.03
						<u>£26,402.80</u>