



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

14th October 2025

To: All Members of the Assets & Amenities Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **ASSETS & AMENITIES COMMITTEE** to be held on **21st October 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", enclosed in a thin black rectangular border.

Katherine Noble
Town Clerk

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

Members of the Assets & Amenities Committee

Councillor P. Clayton (Chair)
Councillor L. Millard
Councillor M. Murphy
Councillor C. Searing
Councillor P. Wynn

Councillor B. Metcalfe
Councillor P. Mills
Councillor S. Perry
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.

Assets & Amenities Committee Meeting Agenda

21st October 2025

- 134.A25 Apologies for absence**
- 135.A25 To receive any declarations of interest on items included on this agenda**
- 136.A25 To receive and approve the minutes of the Assets & Amenities meeting held on 19th August 2025**
- 137.A25 To note the most recent committee income and expenditure report**
- 138.A25 Princess Theatre**
 - 138.1 To receive Theatre Managers update report
 - 138.2 To consider the Theatre Manager's report on photography during the Highbridge Festival of the Arts
 - 138.3 To consider the proposed fees and charges for the Princess Theatre & Arts Centre for 2026/27 and make a recommendation to Finance & Governance Committee
- 139.A25 Cemeteries**
 - 139.1 To receive cemeteries update report
 - 139.2 To consider approving a replacement memorial bench in Brent Road Cemetery
 - 139.3 To consider the proposed fees and charges for the Cemeteries for 2026/27 and make a recommendation to Finance & Governance Committee
- 140.A25 Allotments**
 - 140.1 To consider the proposed fees and charges for the Allotments for 2026/27 and make a recommendation to Finance & Governance Committee



**Burnham-on-Sea
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TOWN COUNCIL

141.A25 Public Conveniences

141.1 To receive public conveniences update report

142.A25 To receive the Estate Manager's general update report

143.A25 To consider the proposed fees and charges for the Signal Box and Room Hire Fees for 2026/27 and make a recommendation to Finance & Governance Committee

144.A25 To consider the continuation of grass cutting services at Southwell Gardens in 2026

145.A25 Date of next meeting

The next meeting of the Assets & Amenities Committee is scheduled for 16th December 2025 at 7 pm.



**Minutes of a meeting of the Assets & Amenities Committee held on
19th August 2025 in the Council Chamber, The Old Courthouse,
Jaycroft Road, Burnham-on-Sea at 7 pm**

Present: Councillors L Millard, P. Mills, M. Murphy, S. Perry, C. Searing, B. Vickers, P. Wynn

In attendance: K. Noble (Town Clerk), J. Hook (Theatre Manager) and 2 members of the public

Councillor Perry chaired the meeting

Public Participation: There were no representations made.

120.A25 Apologies for absence

Apologies were received from Councillor Clayton.

121.A25 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

122.A.25 To receive and approve the minutes of the Assets & Amenities meeting held on 1st July 2025

The minutes of the previous meeting of the Assets & Amenities Committee meeting held on 1st July 2025, were presented by the Chair.

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

123.A25 To note the most recent committee income and expenditure report

A query was raised that the cemeteries maintenance budget is nearly spent. A report regarding this will be considered at the next Council meeting.

A question was raised regarding how many companies had sponsored the hanging baskets. It was confirmed that only one request had been received.

Queries regarding overspent cleaning budgets were raised. This is due to the delayed transfer of services inhouse.



124.A.25 To consider response to correspondence received

124.1 To consider request for a dog waste bin at Ash Tree Road

A lengthy discussion took place. It was noted that several litter bins were situated in the area and a dog bin is already sited on Ash Tree Road.

Resolved to request that Somerset Council put stickers on the litter bins to advise that they can be used for disposing of dog waste as well. Improved communication of locations of bins to be made available.

125.A.25 Princess Theatre

125.1 To receive Theatre Manager's update report

The Top Secret Magic of Science sold 129 tickets in total and over 70 were sold for Truly Andrews.

The Theatre Manager was thanked for the detailed report and congratulated on the increase in ticket sales.

The Theatre Manager's report was noted.

126.A.25 Cemeteries

126.1 To receive cemeteries update report

The cemeteries report was noted.

127.A.25 Allotments

127.1 To receive allotments update report

The allotments report was noted.

A query was raised regarding providing further allotments. The Green Team are looking for landowners to release land for allotments, but the Town Council does not own any suitable land.

128.A.25 Public Conveniences

128.1 To receive public conveniences update report

A query was raised if anything could be done to reduce the number of blockages. This is mainly due to the drainage system. The waterless urinals could be reviewed in the future.

The public conveniences update report was noted.

Concerns were raised about the graffiti, which is being monitored.



128.2 To consider Apex Park refurbishment quotations - item deferred from previous meeting

Resolved that quotation 1 is accepted at a cost of £14,278 + VAT plus additional costs for portable toilet hire, to be recommended to Council for Community Infrastructure Levy (CIL) expenditure.

129.A25 To receive the Estate Manager's general update report

A lengthy discussion took place regarding replacing the bus shelter on Love Lane.

Resolved that the schools be contacted to see if the school buses still collect in that area, and if they do it was agreed that the bus shelter should be reinstated.

A query was raised regarding floral displays, and it was confirmed that planning is underway for next year's displays. It would be a Committee decision regarding if more sustainable planting was required.

130.A25 To receive the Deputy Town Clerk's general update report

It was confirmed that Somerset Council have not given permission to erect the Speed Indicator Devices (SIDs) on the lamppost and discussions are ongoing.

131.A25 To consider the installation of a replacement flagpole

The Town Clerk was asked to enquire if this could be covered by CIL funds.

Resolved that the flagpole is replaced with an aluminium pole at a cost of £2,687.72 + VAT.

132.A25 To consider and approve the Business Plan for The Princess Theatre & Arts Centre for 2025-2028

Members expressed their thanks to the Theatre Manager for producing the plan and they were pleased with the growth in business, the diversity of shows, and that shows have been adapted after feedback, e.g. the comedy nights.

It was noted that more customer feedback would be beneficial, especially to see how the community and businesses benefit from attendees of the Theatre.

A comment was raised regarding provision of more comfortable chairs and the Theatre Manager confirmed this was being looked into.



**Burnham-on-Sea
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Resolved that the Business Plan for The Princess Theatre & Arts Centre for 2025-2028 is adopted.

133.A25 Date of next meeting

The date of the next meeting of the Assets and Amenities Committee will be held on 21st October 2025 at 7pm.

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08/10/2025

Burnham & Highbridge Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

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>200 The Old Court House</u>								
1005 Old Court House Letting	0	39	200	161			19.5%	
The Old Court House :- Income	0	39	200	161			19.5%	0
4350 Business Rates	955	5,736	12,000	6,264		6,264	47.8%	
4355 Utilities	208	1,831	6,240	4,409		4,409	29.3%	
4375 Cleaning	52	1,155	3,000	1,845		1,845	38.5%	
4380 Security & Alarms	0	1,120	5,000	3,880		3,880	22.4%	
4385 Maintenance	0	280	5,000	4,720		4,720	5.6%	
4390 H&S/Fire/Inspections	0	817	3,000	2,183		2,183	27.2%	
The Old Court House :- Indirect Expenditure	1,215	10,938	34,240	23,302	0	23,302	31.9%	0
Net Income over Expenditure	(1,215)	(10,899)	(34,040)	(23,141)				
Grand Totals:- Income	0	39	200	161			19.5%	
Expenditure	1,215	10,938	34,240	23,302	0	23,302	31.9%	
Net Income over Expenditure	(1,215)	(10,899)	(34,040)	(23,141)				
Movement to/(from) Gen Reserve	(1,215)	(10,899)	(34,040)	(23,141)				

08/10/2025

Burnham & Highbridge Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

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	0	4,850	4,850			0.0%	
1515 EROB	556	10,794	8,000	(2,794)			134.9%	
1520 Interments	1,842	11,034	10,000	(1,034)			110.3%	
1525 Memorials	553	3,087	5,000	1,913			61.7%	
Cemeteries :- Income	2,951	24,915	27,850	2,935			89.5%	0
4350 Business Rates	941	5,642	11,750	6,108		6,108	48.0%	
4355 Utilities	28	198	6,000	5,802		5,802	3.3%	
4605 Provision For Paths	0	0	5,000	5,000		5,000	0.0%	
4610 Pump Maintenance	0	0	1,400	1,400		1,400	0.0%	
4615 General Maintenance	501	1,836	1,500	(336)		(336)	122.4%	
4620 Mech Grave Digger	0	1,882	6,500	4,618		4,618	29.0%	
4635 Waste Collection	169	1,019	2,800	1,781		1,781	36.4%	
4640 Provision for Walls	0	0	2,000	2,000		2,000	0.0%	
4645 Water Testing	0	215	1,500	1,285		1,285	14.3%	
Cemeteries :- Indirect Expenditure	1,639	10,791	38,450	27,659	0	27,659	28.1%	0
Net Income over Expenditure	1,312	14,124	(10,600)	(24,724)				
<u>600 Princess</u>								
1085 Grants Received	0	3,000	0	(3,000)			0.0%	
1600 Storage Hire	891	1,781	3,300	1,519			54.0%	
1605 Lettings	1,937	13,106	33,000	19,894			39.7%	
1615 Café Rent/Commission	509	2,171	6,800	4,629			31.9%	
1625 PT Merchandise	470	1,779	4,100	2,321			43.4%	
1630 Donations Received	131	590	0	(590)			0.0%	
1645 Show income	5,097	15,504	25,000	9,496			62.0%	882
1655 Participation PT	659	3,823	7,000	3,177			54.6%	
1660 Art Sales	421	832	1,000	168			83.2%	
1670 PV Cells	0	4,000	4,000	(0)			100.0%	
1680 Advertising income	0	132	100	(32)			131.6%	
Princess :- Income	10,115	46,718	84,300	37,582			55.4%	882
4000 Salaries & Wages	8,084	47,544	110,350	62,806		62,806	43.1%	
4005 Employers Nat Insurance	1,004	4,049	14,200	10,151		10,151	28.5%	
4010 Employers S\Annuation	1,186	6,871	16,145	9,274		9,274	42.6%	
4060 Training	0	50	2,000	1,950		1,950	2.5%	
4065 Travel, Expenses & Subsistence	0	0	150	150		150	0.0%	
4070 Office/IT Equip & Furniture	23	1,049	4,000	2,951		2,951	26.2%	
4080 Telephone & Broadband	171	1,109	2,340	1,231		1,231	47.4%	
4100 Insurance	0	0	5,500	5,500		5,500	0.0%	

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4350 Business Rates	798	4,792	9,990	5,198		5,198	48.0%	
4355 Utilities	2,399	9,283	30,000	20,717		20,717	30.9%	
4375 Cleaning	844	7,278	3,000	(4,278)		(4,278)	242.6%	
4380 Security & Alarms	0	1,157	2,000	843		843	57.8%	
4385 Maintenance	2,037	4,063	18,000	13,937		13,937	22.6%	
4390 H&S/Fire/Inspections	530	1,953	2,500	547		547	78.1%	
4635 Waste Collection	165	942	3,500	2,558		2,558	26.9%	
4700 Technician Cost	1,132	5,912	18,000	12,088		12,088	32.8%	
4701 Show costs	1,139	6,567	13,500	6,933		6,933	48.6%	1,536
4705 Advertising & Marketing	269	1,422	7,000	5,578		5,578	20.3%	
4710 Licences (exp)	0	676	750	74		74	90.1%	
4715 Card Payment Fees	208	1,198	3,000	1,802		1,802	39.9%	
4725 Technical Theatre	0	1,053	3,500	2,447		2,447	30.1%	
4730 Backstage Expenses	0	63	500	437		437	12.5%	
4735 Art Sales Expenditure	136	515	800	285		285	64.3%	
4740 PTAC Merchandise	107	741	3,500	2,759		2,759	21.2%	
4745 Participation Freelance	120	2,090	3,000	910		910	69.7%	
4770 Cafe Equipment & Maintenance	0	790	3,000	2,210		2,210	26.3%	
Princess :- Indirect Expenditure	20,350	111,166	280,225	169,059	0	169,059	39.7%	1,536
Net Income over Expenditure	(10,235)	(64,448)	(195,925)	(131,477)				
6000 plus Transfer from EMR	117	1,536	0	(1,536)				
6001 less Transfer to EMR	79	882	0	(882)				
Movement to/(from) Gen Reserve	(10,196)	(63,794)	(195,925)	(132,131)				
<u>700 Estates</u>								
1300 Allotment Rents Received	0	1,295	1,260	(35)			102.8%	
1400 Signal Box	0	63	200	137			31.5%	
1410 Grass Cutting	0	0	415	415			0.0%	
1415 Floral Sponsorship	0	160	0	(160)			0.0%	
Estates :- Income	0	1,518	1,875	357			81.0%	0
4360 Electricity Town Centre	30	145	0	(145)		(145)	0.0%	
4365 Highbridge Clock Elec	527	1,143	1,600	457		457	71.4%	
4370 Water Rates	0	(40)	450	490		490	(9.0%)	
4385 Maintenance	(4,808)	(4,450)	3,800	8,250		8,250	(117.1%)	
4415 Water Fountain	0	67	800	733		733	8.3%	
4430 Benches	0	0	2,500	2,500		2,500	0.0%	
4440 Dog/Litter Bins	0	84	5,000	4,916		4,916	1.7%	
4445 Speed Indicator Devices	0	0	1,200	1,200		1,200	0.0%	
4450 Floral Decorations	510	6,548	50,000	43,452		43,452	13.1%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4460 Tourism	0	158	2,000	1,842		1,842	7.9%	
4485 Defibrillator	0	266	250	(16)		(16)	106.4%	
4500 Tools & Equipment	1,200	3,013	20,000	16,987		16,987	15.1%	
4505 Vehicle Running Costs	199	1,460	5,000	3,540		3,540	29.2%	
4510 Vehicle Replacement	540	51,821	50,000	(1,821)		(1,821)	103.6%	34,575
4515 Vehicle Insurance	0	1,057	6,000	4,943		4,943	17.6%	
4625 Tree & Hedge Maintenance	0	470	3,000	2,530		2,530	15.7%	
4630 Fuel For Equipment	71	550	2,000	1,450		1,450	27.5%	
Estates :- Indirect Expenditure	(1,731)	62,291	153,600	91,309	0	91,309	40.6%	34,575
Net Income over Expenditure	1,731	(60,773)	(151,725)	(90,952)				
6000 plus Transfer from EMR	0	34,575	0	(34,575)				
Movement to/(from) Gen Reserve	1,731	(26,198)	(151,725)	(125,527)				
<u>800 Public Conveniences</u>								
4355 Utilities	0	0	25,000	25,000		25,000	0.0%	
4375 Cleaning	3,307	19,844	90,000	70,156		70,156	22.0%	
4385 Maintenance	0	0	50,000	50,000		50,000	0.0%	
Public Conveniences :- Indirect Expenditure	3,307	19,844	165,000	145,156	0	145,156	12.0%	0
Net Expenditure	(3,307)	(19,844)	(165,000)	(145,156)				
<u>900 Play Areas</u>								
1100 Miscellaneous income	0	25,875	0	(25,875)			0.0%	
Play Areas :- Income	0	25,875	0	(25,875)				0
4385 Maintenance	0	0	10,000	10,000		10,000	0.0%	
4390 H&S/Fire/Inspections	0	0	2,000	2,000		2,000	0.0%	
Play Areas :- Indirect Expenditure	0	0	12,000	12,000	0	12,000		0
Net Income over Expenditure	0	25,875	(12,000)	(37,875)				
Grand Totals:- Income	13,066	99,026	114,025	14,999			86.8%	
Expenditure	23,565	204,092	649,275	445,183	0	445,183	31.4%	
Net Income over Expenditure	(10,499)	(105,066)	(535,250)	(430,184)				
plus Transfer from EMR	117	36,111	0	(36,111)				
less Transfer to EMR	78	882	0	(882)				
Movement to/(from) Gen Reserve	(10,460)	(69,837)	(535,250)	(465,413)				

Managers Update Report

5th August 2025 to 3rd October 2025

Attendees to Participation Groups	Number of attendees
Community Choir	83
Kurling	227
Open Art Studio	30
Seated Exercise	40
Contemporary Creative Textiles (These sessions are once per month)	5

Events Coming Up	Tickets offered for sale	Tickets sold to date 4 th October 2025
October		
Darren Turner Medium	198	131
Whitesnake	198	77
Burnham-on-Sea Comedy Club	198	103
November		
Halloween Spooktacular	198	41
Heaven Can Wait - Meatloaf	198	130
Burnham-on-Sea Comedy Club – Paul Sinha	198	SOLD OUT
Little Shop of Horrors	Various	255
Bees Present Annie	Various	234
December		
Everly's & Friends Christmas Special	198	56
Santa's Christmas Party	198	on sale

Show Sales

A report is shown below and, as requested by the Assets & Amenities Committee, this shows the revenue retained by The Princess Theatre & Arts Centre for shows during August and September 2025. It should be noted that any on costs to the Princess Theatre for Box Office ticketing levies, charges for credit card/payment services and PRS are all recovered from the show sales before payment to the agents or hirers. All figures shown are gross.

1st August to 30th September 2025											
			<i>We recharge this amount to visiting companies</i>								
Date 2025	Number of shows	Total ticket sales	<i>Ticket levy included in ticket sale price</i>	<i>Credit card charge/payment processing charge</i>	<i>PRS/royalties</i>	<i>Amount paid to third party</i>	<i>We received this much in commission on a split deal</i>	<i>We received this much from hire charges</i>	<i>We received this much from guarantee deal</i>	<i>Total Revenue for shows retained</i>	
August	2	£3,384.00	£198.00	£101.52	£61.68	£2,253.50	£769.30				
September	7	£24,660.00	£1,404.00	£696.82	£366.54	£15,821.58	£3,878.81	£2,492.25			
	Totals	£28,044.00	£1,602.00	£798.34	£428.22	£18,075.08	£4,648.11	£2,492.25		£7,140.36	

EVENTS/HIRE CALENDAR AT THE PRINCESS THEATRE & ARTS CENTRE

It has been the aim of the Theatre Manager and the team at The Princess Theatre to have the theatre spaces used throughout the weekdays and weekends. Although it was agreed by the Assets and Amenities Committee that the theatre could be closed on Mondays, due to demand, we are continuing to open on most Mondays. There are calendar's below from which you will see there are now many hires of our spaces, incorporating a wide variety of uses, taking place for the period September to November 2025. During September, a total of 56 activities took place with just 4 days where the spaces were not occupied. During October 52 activities are scheduled, with 5 days not occupied, and in November 53 activities with only 1 day not occupied. It is encouraging to see the increasing use and regular hirers.

September 2025

w/c	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Sept	<ul style="list-style-type: none"> • Regular hire (day/eve) • Regular hire (eve) 	<ul style="list-style-type: none"> • Art group (day) • Health meeting (day) • Contemporary textiles (day) • Regular hire (eve) 	<ul style="list-style-type: none"> • Choir (day) • Health meeting (day) • Seniors event (day) 	<ul style="list-style-type: none"> • Kurling (day) • Show (eve) 		<ul style="list-style-type: none"> • Festival (day/eve) 	<ul style="list-style-type: none"> • Regular hire (day/eve)
8		<ul style="list-style-type: none"> • Show rehearsals (day/eve) • Art group (day) 	<ul style="list-style-type: none"> • Show rehearsals (day/eve) • Choir (day) • Health meeting (day) 	<ul style="list-style-type: none"> • Show rehearsals (eve) • Kurling (day) • Seated exercise (day) 	<ul style="list-style-type: none"> • Show (eve) 	<ul style="list-style-type: none"> • Show (day) • Show (eve) 	<ul style="list-style-type: none"> • Regular hire (day/eve)
15	<ul style="list-style-type: none"> • Regular hire (day/eve) • Show pm 	<ul style="list-style-type: none"> • Art group (day) 	<ul style="list-style-type: none"> • Choir (day) • Health meeting (day) • Rehearsals hire (eve) 	<ul style="list-style-type: none"> • Drama group (eve) • Kurling (day) • Seated exercise (day) • Regular hire (eve) 		<ul style="list-style-type: none"> • Show (eve) 	<ul style="list-style-type: none"> • Regular hire (day/eve)
22	<ul style="list-style-type: none"> • Regular hire (day/eve) • Rehearsals hire (eve) 	<ul style="list-style-type: none"> • Block hire 3 rooms (day) • Art group (day) 	<ul style="list-style-type: none"> • Block hire 3 rooms (day) • Health meeting (day) • Rehearsals hire (eve) 	<ul style="list-style-type: none"> • Block hire 3 rooms (day) • Kurling (day) • Regular hire (eve) • Drama group (eve) 	<ul style="list-style-type: none"> • Show (eve) 		<ul style="list-style-type: none"> • Regular hire (day/eve) • Show (eve)
29	<ul style="list-style-type: none"> • Exhibition (day) • Regular hire (day/eve) • Rehearsals hire (eve) 	<ul style="list-style-type: none"> • Exhibition (day) • Art group (day) 	/	/	/	/	/

October 2025

	October 2025						
w/c	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29 Sept	/	/	<ul style="list-style-type: none"> • Exhibition (day) • Choir (day) • Rehearsal hire (eve) 	<ul style="list-style-type: none"> • Exhibition (day) • Kurling (day) • Seated exercise • Drama group (eve) • Regular hire (eve) 	<ul style="list-style-type: none"> • Exhibition (day) 	<ul style="list-style-type: none"> • Exhibition (day) • Show (eve) 	<ul style="list-style-type: none"> • Regular hire (day/eve)
6 Oct	<ul style="list-style-type: none"> • Regular hire (day/eve) 	<ul style="list-style-type: none"> • Regular meeting hire (eve) • Art group (day) 	<ul style="list-style-type: none"> • Rehearsals (eve) • Choir (day) • Health meeting (day) • Corporate meeting (day) 	<ul style="list-style-type: none"> • Show rehearsals (eve) • Kurling (day) • Seated exercise (day) 		<ul style="list-style-type: none"> • Show (eve) 	<ul style="list-style-type: none"> • Regular hire (day/eve)
13	<ul style="list-style-type: none"> • Regular hire (day/eve) • Rehearsal hire (eve) 	<ul style="list-style-type: none"> • Art group (day) 	<ul style="list-style-type: none"> • Health meeting (day) • Rehearsals hire (eve) 	<ul style="list-style-type: none"> • Drama group (eve) • Kurling (day) • Regular hire (eve) 			<ul style="list-style-type: none"> • Regular hire (day/eve)
20	<ul style="list-style-type: none"> • Rehearsals hire (eve) 	<ul style="list-style-type: none"> • Art group (day) 	<ul style="list-style-type: none"> • Health meeting (day) • Rehearsals hire (eve) 	<ul style="list-style-type: none"> • Kurling (day) • Regular hire (eve) • Drama group (eve) • Seated exercise (day) 	<ul style="list-style-type: none"> • Show (eve) 		
27	<ul style="list-style-type: none"> • Rehearsals hire (eve) 	<ul style="list-style-type: none"> • Art group (day) 	<ul style="list-style-type: none"> • Seniors event (day) • Choir (day) • Health meeting (day) • Rehearsal hire (eve) 	<ul style="list-style-type: none"> • Kurling (day) • Seated exercise (day) • Drama group (eve) 	<ul style="list-style-type: none"> • Workshop hire (day) 	/	/

November 2025

w/ c	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27 Oct	/	/	/	/	/	• Show (day)	• Regular hire (day/eve)
3 Nov	<ul style="list-style-type: none"> • Regular hire (day/eve) • Rehearsals hire (eve) 	<ul style="list-style-type: none"> • Regular hire (eve) • Art group (day) • Health meeting (day) 	<ul style="list-style-type: none"> • Choir (day) • Health meeting (day) • Rehearsal hire (eve) 	<ul style="list-style-type: none"> • Kurling (day) • Show (eve) 	<ul style="list-style-type: none"> • Private hire (day) 		<ul style="list-style-type: none"> • Regular hire (day/eve)
10	<ul style="list-style-type: none"> • Regular hire (day/eve) • Rehearsal hire (eve) 	<ul style="list-style-type: none"> • Art group 	<ul style="list-style-type: none"> • Choir (day) • Health meeting (day) • Rehearsal hire (eve) 	<ul style="list-style-type: none"> • Drama group (eve) • Regular hire (eve) • Kurling (day) • Seated exercise (day) 	<ul style="list-style-type: none"> • Private hire event (eve) 	<ul style="list-style-type: none"> • Show (day/eve) 	<ul style="list-style-type: none"> • Regular hire (day/eve) • Show (eve)
17	<ul style="list-style-type: none"> • Week-long hire for show/rehearsals (day/eve) • Regular hire (day/eve) 	<ul style="list-style-type: none"> • Week-long hire for show/rehearsals (day/eve) • Art group (day) 	<ul style="list-style-type: none"> • Week-long hire for show/rehearsals (day/eve) • Choir (day) • Health meeting (day) 	<ul style="list-style-type: none"> • Week-long hire for show (day/eve) • Kurling (day) 	<ul style="list-style-type: none"> • Week-long hire for show (day/eve) 	<ul style="list-style-type: none"> • Week-long hire for show (day/eve) 	<ul style="list-style-type: none"> • Regular hire (day/eve)
24	<ul style="list-style-type: none"> • Regular hire (day/eve) 	<ul style="list-style-type: none"> • Week-long hire for show/rehearsals (day/eve) • Art group (day) 	<ul style="list-style-type: none"> • Week-long hire for show/rehearsals (day/eve) • Choir (day) • Health meeting (day) 	<ul style="list-style-type: none"> • Week-long hire for show/rehearsals (day/eve) • Kurling • Seated exercise (day) 	<ul style="list-style-type: none"> • Week-long hire for show/rehearsals (day/eve) • 	<ul style="list-style-type: none"> • Week-long hire for show/rehearsals (day/eve) 	<ul style="list-style-type: none"> • Week-long hire for show/rehearsals (day/eve)

News and Updates

UPCOMING SHOWS

Programming for the 2026 season is well underway now with at least twenty-four shows booked and many in the pipeline. We have also already started to programme 2027 events.

CONTEMPORARY TEXTILES

We held an exhibition of the work from the Princess Contemporary Textiles Participation Group who meet monthly at The Princess Theatre. The exhibition is of different types of contemporary textiles work and opened for the week commencing 29th September, with an average of forty visitors per day. There was some fantastic work all based on the theme of Burnham-on-Sea.

SENIORS EVENTS

Our next Seniors event is an afternoon of craft, where attendees will make 'pop-up' Christmas cards.

BREAK A LEG DRAMA GROUP

A new drama group has started to meet on Thursday evenings at The Princess Theatre, headed by experienced ex-drama teacher Tony Lashley.

BURNHAM-ON-SEA COMEDY CLUB

We opened the first of our Burnham-on-Sea Comedy Club events in September, headlined by Simon Evans. It was a sell-out show. Due to the success of the first show, we were asked to add an October show featuring Marcus Brigstocke which is already selling well. Our November comedy show being headlined by Paul Sinha, also known for being on The Chase, has also sold out. This is a new alliance we have formed with the agents, and we are incredibly pleased at the initial response to the new shows.

NEW SEATING FOR CABARET AND MEETING ROOMS

We have just taken delivery of some new seating for our cabaret style meeting and conference settings. They are folding seats, which will be easy to store but have padded seats and backrests offering added comfort for our patrons.



Report for councillors: Photography during the Highbridge Festival

Issued to: Assets & Amenities Committee - 21st October 2025

1. Purpose of Report

Investigation of suitable areas for photography during the Highbridge Festival of the Arts.

2. Background

Historically, photography of festival participants has taken place on the staircase at The Princess Theatre by parents/press during the Highbridge Festival of the Arts. There was some concern over the safety of this practice for other events that were held at the theatre, and Councillors had previously agreed this practice should not take place and the Theatre has therefore prohibited this practice.

At the last Highbridge Festival of The Arts event, a different provision was made to set up a photography booth in the Pizey Room, which doubled as a dressing room. This was not a successful adaptation for the festival organisers with regard to safeguarding.

A request was made in person at a Council meeting, by the Highbridge Festival of The Arts, to allow photography to take place on the staircase at The Princess Theatre & Arts Centre. The committee referred this to The Theatre Manager for their comments on the matter.

The Theatre Manager would like to firstly say that they are in agreement with the concerns of the Highbridge Festival that the dual purpose of the Pizey Room as dressing room/photography booth was not suitable. Discussions were held last year to investigate other areas of the theatre for photography purposes, but none were suitable to allow safeguarding of children.

The organisers of the Highbridge Festival have a very robust health and safety policy, which they ask us to follow during their visit, in order to safeguard participants of the festival. When their staff/volunteers are on the premises there is perfect order throughout the building. One would hardly notice there were performers present, they are generally kept to the stage or dressing rooms and are escorted to restrooms by chaperones.

In past events the photography on the stairs was managed by festival personnel to ensure that only permitted persons were allowed to photograph children. The stairs are closed off to the public and children, with the exception of when they first arrive and are shown to the dressing room upstairs. Then no access is allowed on the staircase except for photographs.

The Princess Theatre staff use the staircase and are fully aware of the restrictions and their safeguarding responsibilities.

Our policy when booking to hire the venue states '*Event organisers hire the venue space at their own risk*'. It also states: '*The hirer undertakes that the event and activities shall not cause danger to participants, staff or the public*'.

Historic observations of the practice of taking photographs on the staircase is that it was done in a methodical manner.

Some visiting companies hiring the venue previously where children are participating, do not have the same robust regime with regards to the movement of children around the premises, and many have a need to use the staircase as a walkway, so it would not be suggested we endorse the practice of using the staircase for photography as a blanket policy.

One suggestion that could be considered is that the staircase could be used for photography, if the hirer can give written assurance that it will not be used for any other purpose whilst photographs are being taken. The photography taking place is overseen by a chaperone or festival organiser, and only one photograph set up at a time. We would also request a risk assessment of the practice from the hirer, and a written statement that they take full responsibility for this. The terms would also include that the practice may be stopped at any time if the Theatre Management deems it to be unsafe or not in accordance with their risk assessment.

The Theatre Management would also state that this would not form part of our usual terms and conditions, and that they would be amended on a case by case basis. Any other hirer wishing to use this area for photography would need to have it approved by the Theatre Management and the same protocols would need to be adopted, and risk assessments provided.

All options have been considered to provide a suitable photography space including using the offices etc., and there is no other viable option for this size of event.

The Highbridge Festival hire the whole building for the week, the only members of public in the building would be entering the front of house facilities and would not need to access any upstairs rooms.

3. Financial Implications

There are no financial implications.

4. Recommendation

The Assets and Amenities Committee consider the above suggestion and make a decision to allow a one off amendment to the terms and conditions with regard to photography on the staircase for the Highbridge Festival of the Arts. Or, agree to keep to the previous committee agreement of no photography on the staircase, as decided at previous council meeting.



Report for councillors: Fees and Charges 2026/2027 Princess Theatre

Issued to: Assets & Amenities Committee - 21st October 2025

1. Purpose of Report

Review of Fees and Charges for The Princess Theatre & Arts Centre 2026/2027

2. Background

A review of the fees and charges takes place annually and it is proposed that we make an increase in charges of 4% for hire spaces and storage facilities at The Princess Theatre & Arts Centre.

The theatre is used for a variety of uses and we are proposing to have more concise price lists for the different types of hire.

General Room Hire

Our general room hire falls into two categories, standard hire (corporate companies for example) and community use (local groups and birthday parties for example). For both types of hire we have now added a cost for tablecloths and chair covers and sashes that we are able to offer.

We have also annotated on the price list that the Saturday/Sunday and evening prices are 'from'. It is proposed that the theatre management be authorised to assess the costs for each hire based on the requirements for setting up, numbers of people attending etc., as it may affect the number of staff who will need to be on duty.

We are also proposing to reduce the cost of hire of the Main Hall on Saturday/Sunday and evenings after 5pm for both standard and community hire. The previous costs were £72.50 per hour for standard and £54.00 for community during these times, the current fees limit bookings and we are not competitive with other venues. The costs we are proposing are £56.00 for standard and £40.00 for community. We feel this would enhance our bookings and particularly offer good value for money for those in our community to hire our spaces. This is an initiative we wish to promote in line with the Theatre Manager's Three Year Business Plan.

Theatre Hire

We have proposed a more detailed price list for Theatre Hire. This was on our current inclusive price list, but we feel it needs to be more specific to those hiring for Theatre use.

Our Long-Term Theatre Hire, previously called '7 Consecutive Day Theatre Hire Special Package', is for a total of 56 hours across a 7 day period. We also offer a one day Theatre Hire Package, with a minimum 4 hour hire. Previously this included technical support. We propose to amend this to be just hire of the main auditorium and downstairs dressing rooms, and technical support will be ordered and charged for separately. The previous pricing structure was not cost-effective for the Theatre.

Regular Hirers

We have several hirers who hire the venue spaces on a regular basis and their fees are charged at the standard Monday to Friday rate.

Local Hirers for Rehearsal Spaces

In addition to regular hirers, we have two local hirers who for many years have hired the venue for rehearsals on a regular basis during daytimes, evening and weekends. Historically this has been charged at the Monday-Friday day rate, less a 50% discount. This arrangement has not been reviewed for several years. The Theatre Management would like to ask the Committee if this arrangement may continue into the next financial year, or should this be reviewed?

3. Financial Implications

An increase in fees and charges (in most categories) of 4%. There are also some reductions proposed for weekend and evening hire charges to allow us to become competitive in the marketplace.

4. Recommendation

That the Assets and Amenities Committee make a recommendation to Finance & Governance Committee to approve the attached Fees and Charges for the 2026/2027 financial year, as per the circulated price lists and the amendments shown in this report.



THE PRINCESS

Theatre & Arts Centre

Price List 1st April 2026 to 31st March 2027

Room Hire - Community

		Monday to Friday between the hours of 9am and 5pm	* Saturday / Sunday and all evenings after 5pm
		<i>from</i>	<i>from</i>
Main Hall	Per hour	£27.00	£40.00
Pizey Room	Per hour	£25.50	£35.50
Mendip Room	Per hour	£17.00	£27.00
Quantock Room	Per hour	£12.00	£22.00

Tablecloths	Per table	£4.50
Chair Covers and Sashes	Per chair	£1.50
Tea, Coffee & Biscuits	Per Person	£2.75
Flip Chart	Per day	£12.00
Wireless Microphone	Per day	£50.00
The above prices include VAT		

Catering can be provided directly from our onsite Aroma Café Bar, please ask for details.

For disco/entertainment please contact the venue on 01278 784464.



THE PRINCESS

Theatre & Arts Centre

Price List 1st April 2026 to 31st March 2027

Room Hire Standard

		Monday to Friday <i>between the hours of 9am and 5pm</i>	* Saturday / Sunday and all evenings after 5pm
		<i>from</i>	<i>from</i>
Main Hall	Per hour	£46.00	£56.00
Pizey Room	Per hour	£33.00	£43.00
Mendip Room	Per hour	£25.50	£35.50
Quantock Room	Per hour	£19.50	£29.50

Tablecloths	Per table	£4.50
Chair Covers and Sashes	Per chair	£1.50
Tea, Coffee & Biscuits	Per Person	£2.75
Flip Chart	Per day	£12.00
Wireless Microphone	Per day	£50.00
The above prices include VAT		

Catering can be provided directly from our onsite Aroma Café Bar, please ask for details.

For disco/entertainment please contact the venue on 01278 784464.



THE PRINCESS

Theatre & Arts Centre

Price List 1st April 2026 to 31st March 2027

Theatre Hire - Community

Long Term Theatre Hire Package.

A maximum of 56 hours over a 7- day period. This includes use of the main auditorium, stage, Mendip and Quantock dressing rooms, use of projector for standard operation, (front of house staff and volunteers will be included for show performance times).

Please note: The main auditorium hall will be used for other events outside of the times of your hire, whilst the stage, Quantock and Mendip dressing rooms will not be used by other hirers for the duration of the 7-day hire.

The Long-Term Hire package does not include any technical support and this must be ordered separately (please see charges below). Our in-house technician must be on duty for get in and get out and for when any apparatus or lighting is being operated on stage.

£1850.00

One Day Theatre Hire Package

Including main auditorium, stage, Mendip & Quantock dressing rooms, front of house services for show times. (Per hour – minimum 4 hour hire)

Please note: the One Day Hire package does not include any technical support and this must be ordered separately (please see charges below). Our in-house technician must be on duty for get in and get out, and for when any apparatus or lighting is being operated on stage.

£52.00

		Monday to Friday <i>between the hours of 9am and 5pm</i>	* Saturday / Sunday and all evenings after 5pm
Main Hall for rehearsal space outside of Long Term Hire times	Per hour	£27.00	£31.00
Stage for rehearsal space (when hiring the Main Hall)	Per hour	£20.00	£20.00
Pizey Room (as an additional dressing room- 50% discount) Please note the room will be used for other events outside of the time of your hire.	Per hour	£12.50	£16.50
Technician/Duty Officer	Per hour	£29.50	£29.50

Technician (after midnight)	Per hour	£35.50	£35.50
Smoke/Haze Machine	Per day	£14.00	£14.00
Wireless Microphones	Per day	£50.00	£50.00

Box Office and Marketing

The ticket levy for selling tickets via the Ticketsolve box office system (this charge will be added to the face value of the ticket price charged to the customer and deducted before the financial settlement to you).	Per ticket issued	£1.50
Administration charge for cash/card handling * this charge may be added to the face value of the ticket if requested by the hirer. Otherwise, it will be deducted before the financial settlement to you.	Per ticket purchased	*3% of ticket value

Tickets for your event will be sold via our box office services and will include purchases by telephone, online and in person at our box office.

This will include a set up for standard tickets, concession and family tickets. Anything outside of this including discounts, early bird deals, amendments or cancellations after initial on sale set up will incur an administration charge of £25.00.

Marketing for your show

Will include:

- At least 4 social media posts; the first when the show goes on sale, 6-8 weeks before, 1 week before and 1 day before.
- Show entry in the theatre What's On guide (if the show is booked after the guide goes to print it will not be possible to include).
- Events will be included in our monthly newsletter following the on-sale date, and once again in the month of the show.
- All events will have a dedicated page on our website.
- All printed materials must be provided by the hirer – we are unable to print in-house but we are able to display in our indoor and outdoor promotional spaces.

Extras:

- For any additional marketing, for example Facebook boosts, please contact the Marketing department to discuss.

The above prices include VAT



THE PRINCESS

Theatre & Arts Centre

Price List 1st April 2026 to 31st March 2027

Theatre Hire Standard

Long Term Theatre Hire package. A maximum of 56 hours over a 7- day period. This includes use of the main auditorium, stage, Mendip and Quantock dressing rooms, use of projector for standard operation, (front of house staff and volunteers will be included for show performance times). Please note: the main auditorium hall will be used for other events outside of the times of your hire, whilst the stage, Quantock and Mendip dressing rooms will not be used by other hirers for the duration of the 7-day hire. The Long-Term Hire package does not include any technical support and this must be ordered separately (please see charges below). Our in-house technician must be on duty for get in and get out and for when any apparatus or lighting is being operated on stage.		£2125.00	
One day Theatre Hire package Including main auditorium, stage, Mendip & Quantock dressing rooms, front of house services for show times. (Per hour – minimum 4 hour hire) Please note: The One Day Hire package does not include any technical support and this must be ordered separately (please see charges below). Our in-house technician must be on duty for get in and get out and for when any apparatus or lighting is being operated on stage.		£65.00	
		Monday to Friday <i>between the hours of 9am and 5pm</i>	* Saturday / Sunday and all evenings after 5pm
Main Hall for rehearsal space outside of Long Term Hire times	Per hour	£46.00	£50.00
Stage for rehearsal space (when hiring the Main Hall)	Per hour	£20.00	£20.00
Pizey Room (as an additional dressing room- 50% discount) Please note the room will be used for other events outside of the time of your hire.	Per hour	£16.50	£20.50
Technician/Duty Officer	Per hour	£29.50	£29.50
Technician (after midnight)	Per hour	£35.50	£35.50
Smoke/Haze Machine	Per day	£14.00	£14.00
Wireless Microphones	Per day	£50.00	£50.00

Box Office and Marketing

<p>The ticket levy for selling tickets via the Ticketsolve box office system (this charge will be added to the face value of the ticket price charged to the customer and deducted before the financial settlement to you).</p>	<p>Per ticket issued</p>	<p>£1.50</p>
<p>Administration charge for cash/card handling * this charge may be added to the face value of the ticket if requested by the hirer. Otherwise, it will be deducted before the financial settlement to you.</p>	<p>Per ticket purchased</p>	<p>*3% of ticket value</p>

Tickets for your event will be sold via our box office services and will include purchases by telephone, online and in person at our box office. This will include a set up for standard tickets, concession and family tickets. Anything outside of this including discounts, early bird deals, amendments or cancellations after initial on sale set up will incur an administration charge of £25.00.

Marketing for your show

Will include:

- At least 4 social media posts; the first when the show goes on sale, 6-8 weeks before, 1 week before and 1 day before.
- Show entry in the theatre What's On guide (if the show is booked after the guide goes to print it will not be possible to include).
- Events will be included in our monthly newsletter following the on-sale date, and once again in the month of the show.
- All events will have a dedicated page on our website.
- All printed materials must be provided by the hirer – we are unable to print in-house but we are able to display in our indoor and outdoor promotional spaces.

Extras:

- For any additional marketing, for example Facebook boosts, please contact the Marketing department to discuss.

The above prices include VAT



Report for councillors: Cemeteries Update Report

Issued to: Assets and Amenities Committee - 21st October 2025

1. Purpose of Report

To give an update on the 3 cemeteries at Highbridge, Brent Road and Westfield Road.

Burials

September

	Number of Burials	Number of Ashes
Burnham		
Brent Road	1	
Highbridge	1	3

October

	Number of Burials	Number of Ashes
Burnham		
Brent Road	1	
Highbridge		2

Exhumation

An exhumation of cremated remains was carried out at Brent Road Cemetery. The procedure was conducted in accordance with statutory requirements and was attended by an Environmental Health Officer to ensure compliance with public health and safety standards.



Report for councillors: Replacement Memorial Bench - Brent Road Cemetery

Issued to: Assets and Amenities Committee - 21st October 2025

1. Purpose of Report

To seek Committee approval for the purchase and installation of a replacement memorial bench in the children's section of Brent Road Cemetery.

2. Background

A memorial bench with a commemorative plaque was previously installed in the children's section of Brent Road cemetery. Due to deterioration, the bench was recently removed for safety reasons.

The original donor has requested to install a replacement bench and wishes to have her existing plaque reinstated on the new bench.

The cemetery's current rules and regulations do not specify whether memorial benches must be made of wood or plastic. Therefore, the material of the replacement bench may be selected at the Committees discretion in consultation with the application.

3. Financial Implications

- **Cost of recycled material bench:** £825 (inclusive of VAT)
- **Cost of recycled hardwood bench:** £1,650 (inclusive of VAT)
- **Funding:** The full cost will be met by the applicant.

4. Recommendation

That the Committee approves the purchase, specifying preferred material, and installation of the replacement memorial bench, with the original plaque to be affixed, subject to receipt of payment from the applicant.

Burnham-on-Sea & Highbridge Town Council

Table of Fees for Burnham, Highbridge and Brent Road Cemeteries **PROPOSED Fees to operate from 1st April 2026- 31st March 2027**

The fees and charges set out below apply where the person to be interred was a resident of the Parish of Burnham on Sea & Highbridge, or the Parish of Burnham Without.

In all other cases the fees will be doubled, except for the persons who were resident in any of the above parishes until they moved out of the area into institutions because of circumstances over which they had no control.

<u>Exclusive Right of Burial</u> in an Earthen Grave and includes the Deed of Grant – confers rights to use the grave for a period of 50 years	2024/25 £	2025/26 £	2026/27 £
	Removed 30 year period		
Standard Grave over 4ft	725	747	777
Cremated Remains Grave	270	278	289
Childs Grave (up to 18 years)	No charge	No charge	No charge
NVF, Stillborn or child under 1 year of age	No charge	No charge	No charge
Transfer of Grant	60	63	75
Copy of Grant Deed	10	10	20
Grave record search	30	30	40

<u>Interments</u>	2024/25 £	2025/26 £	2026/27 £
New adult double grave to 6'6"	435	468	487
Re-open or new adult single grave to 4'6"	395	407	423
A child burial up to 18 years old	190*	195*	203*
NVF, Stillborn or child under 1 year	No charge	No charge	No charge
Cremated remains of an adult – if a double casket, still a single fee	220	226	235
Cremated remains of a child up to 18 years old	90*	92*	96*

* Charges do not apply to the parents. The Town Council will claim these fees directly from the Ministry of Justice.

<u>Exhumation</u>	2024/25 £	2025/26 £	2026/27 £
Of a body	1000	1032	1073
Of cremated remains	500	515	535

<u>Memorials</u>	2024/25 £	2025/26 £	2026/27 £
A Headstone or Cross not exceeding 4ft in height, base not exceeding 3ft (120cm x 90cm)	195	201	209
A Headstone not exceeding 4ft in height, with a wing kerb extension	250	257	267
A Tablet for the Garden of Rest, Open Book or Heart-Stone tablets must be erected with the shortest measurement at the head and foot of the plot. The base plinth must not exceed 24"x 18"	160	164	170
Brent Road Cemetery Garden of Rest – New Section. The base plinth is already installed measuring 24" x24". A Tablet must not exceed 18" x18". A Vase, Angel, Book etc. not exceeding 12"	80	82	83

in height including Plaques			
A Vase or other monuments over 12" and under 2ft	100	103	107
Memorial for a child's grave not exceeding 2ft in height. Only 8" x 8" flat stone to be laid on an NVF grave	75	77	80
The fees above include the first inscription. For Additional Inscriptions there is an administration fee to have the details added to the records	60	61	63

<u>The Rose Garden</u>	2024/2025 £	2025/26 £	2026/27 £
For dedication of a Rose and a Granite Memorial for 10 years	260	268	325
Renewal fee for additional 10 years	85	87	£100

Memorial tree and benches do not appear in this schedule, as we are currently working towards developing a dedicated tree and bench policy

Exclusive Rights of Burial can be sold back to the Town Council, if not used, for the fee paid, less a 10% administration fee.

Note: The proposed fees have primarily been calculated using a base inflationary rate of 4%. A small number of fees have been increased beyond this rate to reflect specific rising costs associated with service delivery or materials.



Report for councillors: Allotments Fees & Charges 2026/27

Issued to: Assets & Amenities Committee - 21st October 2025

1. Purpose of Report

For the Committee to consider the proposed fees for the allotments for 2026/27.

2. Background

The Council provides allotment plots to residents supporting community wellbeing, food growing, and green space use. Fees are reviewed annually to ensure the service remains financially sustainable and responsive to operational needs.

In 2025/26, there was a significant increase in the water supply costs this year due to the prolonged dry weather.

3. Financial Implications

The proposed allotment fees for 2026/27 include a small increase of 4%, in line with inflation. This helps ensure the service remains sustainable while keeping costs fair and manageable for plot holders. The fees have been raised slightly to reflect rising costs in water supply, maintenance, essential safety checks, legionella testing, administrative and inspection costs.

Current Charges	Proposed Charges for 2026/27	Expenditure 2025/26	Notes
£35 per half plot per year	£37 per half plot per year	Water £604.35 Legionella £60 Total £664.35	36 plots at the proposed charges would generate £1,332.00 annual income. The allotment fees were last increased in April 2024.
£70 per full plot per year	£74 per full plot per year	Additional costs to consider for 2026/27: <ul style="list-style-type: none"> • Checks made by estates • Admin: renewals, correspondence, vacancy management • Skip hire £237.50 • Tap repair approx. £70 • Shed repairs • Tree inspection/works required in 2026/27 	

4. Recommendation

That the Committee and make a recommendation to Finance & Governance Committee to approve the proposed allotment fees of £37 per half plot per year and £74 per full plot per year for 2026/27.



Report for councillors: Public Conveniences Update Report

Issued to: Assets and Amenities Committee - 21st October 2025

1. Purpose of Report

To give an update on the four public conveniences sites managed by the Town Council.

2. Complaints

Due to changes in staffing at Danfo, the data report was not received in time for this Committee meeting.

A complaint regarding the cleanliness of the Esplanade toilets was reported directly to the Council and this was investigated and raised with Danfo.

3. Repairs

Several blockages have been dealt with at all sites. This is an ongoing problem.

A lock on one of the disabled toilet doors on the Esplanade was damaged and partially removed. This has been replaced.

4. Cleaning Contract

There was a change in Cleaning Manager early in October and the Estates Manager will undertake regular checks to ensure cleaning standards are being maintained.

5. Apex Park Refurbishment

Works started on Monday 6th October and are anticipated to take approximately 4 weeks. Due to the number of users of the temporary toilets at the weekend, additional emptying has been required, which will cost up to an extra £600.

Report for councillors:

Estates Managers General Update Report

Issued to:

**Assets and Amenities Committee - 21st
October 2025**

1. Staffing

Steve Clark took over as Estates Manager on 1st October.

2. Bus Shelter

It was confirmed that the bus shelter is still used by school children, therefore an order has been placed for a new bus shelter and it is anticipated this will be installed in November. The cost is being covered by an insurance claim and recovery of these costs is being pursued from the third party.

3. Floral Displays

Some spring bulbs have been planted in various flowerbeds and the Growing Group helped plant these in Marine Cove.

Grass seed is being spread on areas where planting is no longer taking place e.g. by the roundabout on the corner of Manor Road etc.

The hanging baskets have been removed.

4. Poppies

The poppies will be erected on the lampposts w/c 27th October and removed on 13th November.

5. Cycle stands

Following a vehicle accident in Regent Street on 4th September, one of the cycle stands was damaged and had to be removed.

6. Flagpole

The replacement Highbridge flagpole is scheduled to be installed w/c 27th October.





Report for councillors: Signal Box and Room Hire Fees and Charges 2026/27

Issued to: Assets & Amenities Committee - 21st October 2025

1. Purpose of Report

To enable the Committee to consider and approve the proposed fees and charges for the Signal Box, Council Chamber, and Small Meeting Room for the financial year 2026/27.

2. Background

The Town Council currently hires out the use of the Signal box, chamber room and small meeting room for community and business use.

3. Financial Implications

The tables below outline current hire rates and recent usage data for each venue. It includes recommendations for proposed fees based on demand and operational costs.

Hire of the Signal Box	
Current Charges	Notes
Charity rate: £11.50 per day	<ul style="list-style-type: none"> Number of hires in the period April 2024 - April 2025 - 7 Number of hires for the period April 2025 - end of Sept 2025 - 4
Business rate: £22.50 per day	
	<p>Proposed Fees</p> <p>It is proposed that the fee remains unchanged for 2026/27, due to hire activity being low over the past 18 months, with 11 bookings recorded across two financial years. Two of the main hirers have now secured permanent premises on the High Street, which may reduce future demand.</p>

Hire of the Council Chamber	Current Charges		Notes
	Charity	Business	
Monday – Thursday 9am-5pm Friday – 9am-1pm	£10.50 per hour	£20 per hour	<ul style="list-style-type: none"> Number of hires in the period April 2024 - April 2025 - 11 Number of hires for the period April 2025 - end of Sept 2025 - 1 <p>Proposed Fees</p> <p>It is proposed that the hire fees for the Council Chamber for 2026/27, remains unchanged for both charity and business use. Hire has been limited over the past 12 months. Maintaining current rates supports community access while ensuring the service remains cost-effective. Evening bookings would continue to be subject to staff availability, at double rate and may incur additional charges for heating.</p> <p>There is also the possibility that the refurbishment of the offices will commence in 2026, therefore no bookings would be possible during that time.</p>
6pm – 9pm	£13.50 per hour	£27 per hour	

Hire of the Council Small Meeting Room	Current Charges		Notes
	Charity	Business	
Monday – Thursday 9am-5pm Friday – 9am-1pm	£5.25 per hour	£10.50 per hour	<ul style="list-style-type: none"> Amount of hires in the period April 2024 - April 2025 - 0 Amount of hires for the period April 2025 - end of Sept 2025 - 0 <p>Proposed Fees</p> <p>It is proposed that the hire fees for the small meeting room for 2026/27, remains unchanged for both charity and business use. There has been no recorded usage of the small meeting room over the past 12 months. Given the lack of demand and minimal operational cost changes, it is proposed that fees remain unchanged to preserve community access and allow flexibility should future interest arise. Evening bookings would continue to be subject to staff availability, at double rate and may incur additional charges for heating.</p>
Monday – Friday 6pm – 9pm	£6.75 per hour	£13.50 per hour	

4. Recommendation

That the Committee recommends to the Finance and Governance Committee to approve the proposed fees and charges for 2025/27.



Report for councillors: Grass Cutting at Southwell Gardens

Issued to: Assets & Amenities Committee - 21st October 2025

1. Purpose of Report

For the Committee to consider the continuation of grass cutting services at Southwell Gardens in 2026.

2. Background

The Town Council has previously agreed to maintain the grass and memorial garden at Southwell Gardens.

Southwell Gardens Trustees have requested renewal of this arrangement from 1st March 2026 to 31st October 2026, with 11 scheduled cuts to be undertaken by the estates team.

3. Financial Implications

Current agreement: £500.00

Operational Cost to Council: Approximately £265.00 (based on 45 minutes per cut and fuel usage).

Proposed charge for 2026: £520.00 plus VAT (reflecting a 4% base rate increase).

4. Recommendation

That the Asset and Amenities Committee approve the continuation of the grass cutting service for 2026. If agreed, the service will be delivered at a fee of £520.00 plus VAT.