

**Minutes of a meeting of the Assets & Amenities Committee held on  
21<sup>st</sup> October 2025 in the Council Chamber, The Old Courthouse,  
Jaycroft Road, Burnham-on-Sea at 7 pm**

**Present:** Councillors P. Clayton (Chair), B. Metcalfe, L Millard, P. Mills, M. Murphy, S. Searing, B. Vickers, P. Wynn

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

**Public Participation:** A resident complained about the letter received stating that the fireworks event was free when it wasn't, as there was a charity collection.

**134.A25 Apologies for absence**

Apologies were received from Councillor Perry.

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

There were no declarations of interests.

**136.A25 To receive and approve the minutes of the Assets & Amenities meeting held on 19<sup>th</sup> August 2025**

The minutes of the previous meeting of the Assets & Amenities Committee meeting held on 19<sup>th</sup> August 2025, were presented by the Chair.

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

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

No queries were raised and the report was noted.

**138.A25 Princess Theatre**

**138.1 To receive Theatre Managers update report**

The Theatre Manager gave an overview of the report.

A query was raised as to why there were only two shows in August. It was confirmed that visitor numbers to the theatre are very low in August, possibly due to tourists being entertained at the holiday parks. The participation numbers are also lower in August.

The report was noted.

**138.2 To consider the Theatre Manager's report on photography during the Highbridge Festival of the Arts**



**Resolved** that the staircase can 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 is overseen by a chaperone or festival organiser and only one photograph set up at a time. A risk assessment and statement of full responsibility would need to be provided by the hirer. The practice may be stopped at any time if the Theatre Manager deems it to be unsafe or not in accordance with the risk assessment. This would not form part of the usual terms and conditions but will be considered on a case by case basis.

**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**

The Theatre Manager gave an overview of the changes and reasons behind the proposals.

**Resolved** that the Committee recommends the proposed fees and charges to the Finance & Governance Committee for approval.

**Resolved** that the Theatre Manager review the charges for the regular hirers who use the theatre for rehearsals.

**139.A25 Cemeteries**

**139.1 To receive cemeteries update report**

It was noted that the cemeteries were looking in good order.

The cemeteries report was noted.

**139.2 To consider approving a replacement memorial bench in Brent Road Cemetery**

**Resolved** that the Committee approves the request for a replacement memorial bench to be purchased and installed in recycled material, subject to receipt of payment from the applicant.

**139.3 To consider the proposed fees and charges for the Cemeteries for 2026/27 and make a recommendation to Finance & Governance Committee**

Queries raised regarding the proposed charges were answered.

**Resolved** that the Committee recommends the proposed fees and charges to the Finance & Governance Committee for approval.



**140.A25 Allotments**

**140.1 To consider the proposed fees and charges for the Allotments 2026/27 and make a recommendation to Finance & Governance Committee**

**Resolved** that the Committee recommends the proposed fees and charges to the Finance & Governance Committee for approval.

**141.A25 Public Conveniences**

**141.1 To receive public conveniences update report**

A query was raised if the cleaning standards are being maintained, which was confirmed. A compliment had been received. A member of the public had suggested that hooks be put in the disabled toilets and was asked if this could be considered in all toilets.

The public conveniences update report was noted.

**142.A25 To receive the Estate Managers general update report**

A question was raised whether the cycle stand would be replaced. A report will be provided at the next meeting.

The report was noted.

**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**

**Resolved** that the Committee recommends the proposed fees and charges to the Finance & Governance Committee for approval.

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

**Resolved** that the Council offers to continue the grass cutting service at Southwell Gardens in 2026 at a charge of £520 plus VAT per annum.

**145.A25 Date of next meeting**

The date of the next meeting of the Assets and Amenities Committee will be held on 16<sup>th</sup> December 2025 at 7pm.