



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

2^{1st} October 2025

To: All Members of the Finance and Governance Committee

YOU ARE HEREBY SUMMONED TO ATTEND an Extraordinary meeting of the **FINANCE AND GOVERNANCE COMMITTEE** to be held on **30th October 2025** in the Council Chamber, Old Courthouse, Jaycroft Road, TA8 1LE at **6.00 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 5:45pm

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 Finance and Governance Committee

Councillor P. Clayton
Councillor R. Keen
Councillor P. Mills
Councillor K. Pearce
Councillor B. Vickers

Councillor G. Gudka (Chair)
Councillor A. Matthews
Councillor M. Murphy
Councillor C. Searing

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.

Extraordinary Finance and Governance Meeting Agenda 30th October 2025

- 425.0.F25 Apologies for absence**
- 426.0.F25 To receive any declarations of interest on items included on this agenda**
- 427.0.F25 To receive and approve the minutes of the Finance and Governance meeting held on 13th October 2025**
- 428.0.F25 To resolve to exclude members of the press and public as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies (Admission to Meetings) Act 1960**
- 429.0.F25 To agree the leases for the public conveniences**

**Minutes of a meeting of the Finance and Governance Committee
held on 13th October 2025 in the Council Chamber, The Old
Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

Present: Councillors G. Gudka (Chair), P. Clayton, R. Keen, A. Matthews, P. Mills, M. Murphy, K. Pearce, C. Searing

In attendance: K. Noble (Town Clerk), N. Brookes (RFO) and 14 members of the public

Public Participation:

A resident stated that there was a bush on the esplanade that was overgrown and blocking the path.

Representatives from organisations applying for grants would be given the opportunity to answer questions when the applications are discussed.

403.0.F25 To receive apologies for absence

Apologies were received from Councillor Vickers.

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

Councillor Clayton declared an interest in the grant application for the Burnham & District Pantomime Society by virtue of being President of the society.

Councillor Searing declared an interest in the Bay Centre grant application by virtue of being a Committee Member.

Councillor Keen advised he was a member of the Men's Shed.

405.0.F25 To receive and approve the minutes of the Finance and Governance Committee meeting held on 1st September 2025

The minutes of the previous meeting of the Finance and Governance Committee, held on 1st September 2025, were presented by the Chairman.

Resolved that the minutes of the previous meeting of the Finance & Governance Committee, held on 1st September 2025, were approved as an accurate record and signed by the Chairman.

406.0.F25 Matters arising from previous minutes

There were no matters arising.

407.0.F25 To receive for information minutes of sub-committees



No meetings had taken place.

408.0.F25 Chairman's report

There were no matters raised.

409.0.F25 To consider the following grant applications

Members were advised that the grants requests total is £16,218 and the current balance available in the grants budget is £12,653. No applications are eligible for Community Infrastructure Levy funding.

409.1 Burnham & Highbridge Town Band - £500

Resolved the grant application was rejected due to the account balance and minimal expenditure over the year.

409.2 Burnham & Highbridge Choral Society - £1,000

Resolved the grant request for £1,000 towards costs of the orchestra for Spring Concert in May 2026 is awarded.

409.3 Burnham & Highbridge Gateway Club - £750

Resolved the request for £750 towards a members day trip is awarded.

409.4 Burnham & Highbridge Men's and Ladies Sheds - £1,522

Several questions were raised and answered by a representative.

(Councillor Keen abstained from voting)

Resolved A grant of £1,522 is awarded towards the costs of a storage shed.

409.5 Burnham-on-Sea Swimming Club - £2,000

Resolved a grant of £1,500 is awarded towards the transport costs for various galas.

409.6 Burnham & District Pantomime Society - £1,000

(Councillor Clayton left the meeting whilst this application was considered)

The RFO gave a breakdown of the costs, which were not included in the application form.

Resolved that a grant of £1,000 towards the costs of the production of Puss in Boots was awarded.

(Councillor Clayton rejoined the meeting at this juncture)

409.7 Burnham BMX Club - £1,000



Resolved a grant of £1,000 was awarded towards the costs of timing chips.

409.8 Burnham Community Centre - £1,200

Questions were answered by a representative present.

(Councillor Gudka abstained from voting due to being the Council representative for the Community Centre)

Resolved a grant of £1,200 is awarded towards the costs of providing 2 Christmas meals.

409.9 Burnham Youth Bay Centre - £950

(Councillor Searing left the meeting whilst this application was considered)

Resolved the request for a grant of £950 for marking of disabled parking bays was awarded.

(Councillor Searing rejoined the meeting at this juncture)

409.10 Highbridge & Burnham-on-Sea Carnival Committee - £3,000

The RFO explained that the application for £3,000 exceeds the £2,000 limit, as per the grants policy, however, the Chairman and RFO felt it should be brought to Committee for consideration.

A representative from the Carnival Committee gave an overview of the costs involved and the additional costs this year, as well as the benefits the carnival has on towns economy. Several questions raised by Councillors were answered.

Councillor Clayton proposed awarding £2,500 which was seconded by Councillor Mills but was not carried.

Resolved that £2,000 is awarded towards the costs of the carnival on 3rd November.

409.11 Octopus Children's Daycare - £1,296

A representative answered several questions raised by the Councillors. It was noted that reconditioned ipads could be purchased for £800.

Councillor Clayton proposed awarding a grant of £1,296, which was not seconded.

Resolved that a grant of £800 is award for the purchase of reconditioned ipads.



409.12 Young Somerset - £2,000

Resolved the request for a grant of £2,000 towards the costs of Pop-up Tots in Highbridge is awarded.

It was noted that an overspend of £1,069 was agreed and would be reported to the Council meeting.

At this juncture the Chairman adjourned the meeting for a 5 minute break

(12 members of the public left the meeting).

410.0.F25 To receive the list of payments up to 30th September 2025

Queries raised were answered.

The list of payments attached to these minutes were noted.

411.0.F25 To note the income and expenditure and earmarked reserves reports up to September 2025

A query was raised regarding the estates maintenance underspend; it was confirmed this was relating to the bus shelter insurance claim.

A query regarding the public conveniences budgets underspend was raised and it was confirmed that this was due to the lease transfer not yet being completed.

The reports were noted.

412.0.F25 To approve the bank reconciliation for September 2025

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

413.0.F25 To receive verbal update from the Responsible Finance Officer

The RFO explained that a dispute had been lodged with EDF, which has been upheld. The direct debit for the payment had already been taken, however, a credit note has been issued to the account.

414.0.F25 To receive an update on aged debtors

The RFO gave an update on some payments since received. The report was noted and no items were raised.

415.0.F25 To note grants 2024-25 update report

The report was noted.

416.0.F25 To note the updated CIL spreadsheet

The CIL spreadsheet update was noted.

417.0.F25 To consider investment update quarterly report and response to feedback survey



Resolved that £25,000 be drawn down from the Public Sector Deposit Fund for the next quarters expenditure.

The draft response to the survey was considered and several amendments were suggested.

Resolved that the agreed amended survey response is submitted.

418.0.F25 To note the conclusion of audit and sections 1, 2 & 3 of Annual Governance Accountability Return

The conclusion of the positive audit was noted and staff were thanked.

419.0.F25 To receive feedback from internal check Q1 undertaken by Councillors Clayton and Mills

Councillor Mills thanked the RFO and confirmed that the check went well and no issues were raised, which was reiterated by Councillor Clayton.

420.0.F25 To review the updated Financial Risk Management Policy

Updates had been highlighted on the circulated document. Councillors were reminded to book on the Data Protection training.

Resolved the updated Financial Risk Management Policy is approved.

421.0.F25 To consider using earmarked reserves for Burnham Shop Front Grants and agree the application process

A discussion took place regarding the process and if match funding should be included.

Resolved that the Committee agree to open a new round of shop front grants for Burnham-on-Sea and approve the circulated application form and process, with the addition that applicants have to contribute a minimum of 10% of the costs and the maximum grant to be awarded will be £2,000.

Resolved that the Finance and Governance Committee recommend to Council to release up to £9,900 of earmarked reserves to fund the Burnham Shop Front Grants.

422.0.F25 Date of next meeting

The next meeting of the Finance & Governance Committee is scheduled for 24th November 2025 at 7 pm

423.0.F25 Resolved to exclude members of the press and public as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies (Admission to Meetings) Act 1960



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

424.0.F25 To approve the licence agreement for the Café/Bar Concession at the Princess Theatre & Arts Centre

Resolved the licence agreement was approved.

DRAFT

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
11/08/2025	Fine Memorials	B10474	remove and refix memorial	£500.00	£30.00	£530.00	pd 24/09/25
01/09/2025	Microshade	25090036354	IT support	£859.20	£171.84	£1,031.04	pd 24/09/25
03/09/2025	Proper Job	Z0009T03-1625169	container, flower feed, nozzle set	£8.95	£1.80	£10.75	pd 24/09/25
04/09/2025	Proper Job	Z0009T02-640148	window repair - PT	£6.66	£1.33	£7.99	pd 24/09/25
05/09/2025	Proper Job	Z0009T02-640396	discs to remove cycle rack	£8.25	£1.65	£9.90	pd 24/09/25
09/09/2025	Burnham Book Festival	1004	Burnham Book Festival settlement			£411.73	pd 24/09/25
10/09/2025	Proper Job	Z0009T02-641687	sundries - TC			£4.29	pd 24/09/25
11/09/2025	Amazon	GB51VZX6ABEY	phone cover	£10.48	£2.09	£12.57	pd 24/09/25
11/09/2025	HB & BOS Carnival Ltd	11.09.25	full page advert Carnival program			£150.00	pd 24/09/25
15/09/2025	ITEC	1134725	photocopier services	£68.50	£13.70	£82.20	pd 24/09/25
19/09/2025	PKF Littlejohn LLP	SB20252188	AGAR external audit fee	£2,100.00	£420.00	£2,520.00	pd 24/09/25
	Somerset Council	Sep-25	pension payment			£10,580.70	pd 24/09/25
22/03/2024	Otis	24016983_U1	contractual lift maintence - PT	£125.13	£25.03	£150.16	
05/09/2024	Otis	24053500_U4	Data Voice Solution	£1,659.00	£331.80	£1,990.80	
15/09/2025	Green Machine	42510	cleaning - PT September	£843.72	£168.74	£1,012.46	
16/09/2025	Blueshift	4000-5301	domain name - TC	£24.99	£5.00	£29.99	
18/09/2025	James Hallam	548520185	insurance fireworks			£1,703.52	
22/09/2025	Solutions on Stage	INV-3073	RakINS inspection & report - PT seating	£530.00	£106.00	£636.00	
25/09/2025	Mark Southgate	25.09.25	Kast Off Kinks settlement			£3,308.74	
26/09/2025	Amber Randall	26.09.25	Singing Children of Kenya settlement			£997.66	
26/09/2025	SALC	2233	Cllrs code of conduct training			£80.00	
26/09/2025	Gedney Bulb Company Ltd	169743	spring bulbs for flowerbeds	£362.00	£72.40	£434.40	
26/09/2025	Amazon	GB5216YFABEY	grass seed	£125.30	£25.06	£150.36	
26/09/2025	Somerset Council	32004692	CCTV contributions			£33,582.24	
26/09/2025	Screwfix	2007436382	grease gun set	£24.65	£4.93	£29.58	
29/09/2025	Carlton Entertainment	INV-0148	settlement Celine Dion			£2,637.18	
29/09/2025	Gelos Network Ltd	315	Comedy Night settlement Sept 25			£3,120.00	

30/09/2025 Bravo	1257	technician - Sept 25	£1,131.60	£226.32	£1,357.92
30/09/2025 Danfo	9026	cleaning Pcons	£3,307.33	£661.47	£3,968.80
30/09/2025 Screwfix	2007497024	overhead door closers - PT	£38.32	£7.66	£45.98
BOS Chamber of Trade		Christmas lights switch on			£4,906.00
HB Chamber of Trade		Christmas lights switch on			£3,067.12
Wessex Ambulance Service		ambulance for fireworks event			£400.00
					<u>£78,960.08</u>