



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

18th November 2025

To: All Members of the Finance and Governance Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **FINANCE AND GOVERNANCE COMMITTEE** to be held on **24th November 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 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.

Finance and Governance Meeting Agenda 24th November 2025

- 430.0.F25 Apologies for absence**
- 431.0.F25 To receive any declarations of interest on items included on this agenda**
- 432.0.F25 To receive and approve the minutes of the Extraordinary Finance and Governance meeting held on 30th October 2025**
- 433.0.F25 Matters arising from previous minutes**
- 434.0.F25 To receive for information minutes of sub-committee**
- 435.0.F25 To receive the Chairs report**
- 436.0.F25 To receive the list of payments up to 16th November 2025**
- 437.0.F25 To note the income and expenditure and earmarked reserves reports up to 31st October 2025**
- 438.0.F25 To approve the bank reconciliation for October 2025**
- 439.0.F25 To receive an update on aged debtors**
- 440.0.F25 To receive verbal update from the Responsible Finance Officer**
- 441.0.F25 To consider response to correspondence received**
 - 441.1 To consider a response to the open consultation on the Local Government Pension Scheme in England and Wales: Scheme Improvements Survey (access and protections)
<https://consult.communities.gov.uk/local-government-pensions/local-government-pensions-scheme-in-england-and-wa/>
- 442.0.F25 To draft committee budget for 2026/27**



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

- 443.0.F25 To receive feedback from internal check Q2 undertaken by Councillors Clayton and Mills**
- 444.0.F25 To note the interim Internal Audit report**
- 445.0.F25 To approve the recommendations from the Assets & Amenities Committee for the following fees and charges for 2026/27**
 - 445.1 Allotments
 - 445.2 Cemeteries
 - 445.3 Princess Theatre & Arts Centre
 - 445.4 Room and Signal Box Hire
- 446.0.F25 To consider Rialtas year- end scheme packages**
- 447.0.F25 Date of next meeting**

The next meeting of the Finance & Governance Committee is scheduled for 22nd December 2025 at 7 pm.



**Minutes of a meeting of the Finance and Governance Committee
held on 30th October 2025 in the Council Chamber, The Old
Courthouse, Jaycroft Road, Burnham-on-Sea at 6 pm**

Present: Councillors G. Gudka (Chair), A. Matthews, P. Mills, C. Searing, B. Vickers

In attendance: K. Noble (Town Clerk)

Public Participation: No public were present.

425.0.F25 To receive apologies for absence

Apologies were received from Councillor Pearce.

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

There were no declarations of interests.

427.0.F25 To receive and approve the minutes of the Finance and Governance Committee meeting held on 13th October 2025

The minutes of the previous meeting of the Finance and Governance Committee, held on 13th October 2025, were presented by the Chairman.

Resolved that the minutes of the previous meeting of the Finance & Governance Committee, held on 13th October 2025, were approved as an accurate record and signed by the Chairman.

428.0.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

429.0.F25 To agree the leases for the public conveniences

A lengthy discussion took place and several comments were raised and considered.

The Committee were made aware that at the end of lease the Town Council have no right to the premises. Somerset Council would not negotiate on this.

Resolved that the leases are agreed, except for the Apex Park lease which is to be amended to include a clause regarding costs for use of electricity by other vendors to be paid to the Town Council.

Resolved that Councillors Matthews and Facey are appointed to sign the leases, which are to be witnessed by a local Solicitor.

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
31/10/2025	Bravo	1287	technician - Oct 25	£800.52	£160.10	£960.62 pd 12/11/25
01/11/2025	Business Waste	P1857602	waste collection - Cem & TC	£122.39	£24.47	£146.86 pd 12/11/25
01/11/2025	Business Waste	P1857850	waste collection - Cem	£38.50	£7.70	£46.20 pd 12/11/25
03/11/2025	Made to Measure Productions	1324	settlement Halloween Spooktacular			£985.98 pd 12/11/25
31/10/2025	Surrey Hills Solicitors	12420	Café Concession licence	£1,260.00	£252.00	£1,512.00
31/10/2025	Proper Job	Z0009T03-1639417	batteries	£3.97	£0.80	£4.77
31/10/2025	Burnham Scaffolding	2617	fireworks scaffolding	£1,500.00	£300.00	£1,800.00
31/10/2025	Business Waste	P1863887	waste collection - Cem	£15.18	£3.04	£18.22
31/10/2025	Business Waste	P1863985	waste collection - Cem & TC	£79.58	£15.92	£95.50
01/11/2025	Bravo	1252	Crown XLS 1502 amp - PT	£400.00	£80.00	£480.00
01/11/2025	Microshade	251100393963	IT support	£862.68	£172.54	£1,035.22
04/11/2025	Iris	INV-ISL-1147409	payroll services - Oct 25	£116.88	£23.38	£140.26
05/11/2025	Ricoh	102767664	photocopier services - Princess	£110.22	£22.04	£132.26
06/11/2025	U3A	PT039	advertisement - PT			£125.00
06/11/2025	HB & BOS Carnival Ltd	06.11.25	stewards & traffic control - fireworks			£1,766.28
06/11/2025	Hillside Business Services	185	interim internal audit			£432.00
07/11/2025	Proper Job	Z0018T03-455228	batteries	£7.63	£1.53	£9.16
07/11/2025	Proper Job	Z0009T03-1641029	batteries, washing up liquid	£3.14	£0.63	£3.77
09/11/2025	HB & BOS Carnival Ltd	09.11.25	traffic control - Remembrance Parade			£872.73
10/11/2025	ICCM	20344	Cemeteries training - ED	£150.00	£30.00	£180.00
10/11/2025	ICCM	20326	Sexton training - PP	£100.00	£20.00	£120.00
10/11/2025	GCSL Sound & Light	GCSL4452	PA system for Armistice Day	£35.00	£7.00	£42.00
11/11/2025	Carlton Entertainment	00337	Meatloaf show settlement			£2,678.86
12/11/2025	Amazon	GB52FWD2ABEY	personal safety alarms-employees TC	£79.09	£15.84	£94.93
12/11/2025	Amazon	GB52FXRAABEY	personal safety alarms-employees PT	£114.05	£22.84	£136.89
12/11/2025	PPLPRS	01733196SIN3203945	music licence fees - Shows PT	£428.07	£85.61	£513.68
12/11/2025	Green Machine	43384	cleaning - PT November	£393.11	£78.62	£471.73
14/11/2025	Robson Electrics	92969	Christmas trees for 2025	£3,000.00	£600.00	£3,600.00

16/11/2025 Amazon	XX5001GB6FJVT	ice packs for cool box	£12.75
HBOS Carnival Club		grants 2025-26	£2,000.00
Somerset Council	Nov-25	pension payment	£10,540.21
			<u>£30,957.88</u>

10/11/2025

Burnham & Highbridge Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

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
100 Management & Compliance								
1076 Precept	0	1,324,115	1,324,115	0			100.0%	
1077 CIL income - Highbridge	1,909	1,909	0	(1,909)			0.0%	
1078 CIL income - Burnham	3,376	5,500	0	(5,500)			0.0%	
1080 Bank Interest	5,335	32,708	15,000	(17,708)			218.1%	
Management & Compliance :- Income	10,619	1,364,232	1,339,115	(25,117)			101.9%	0
4000 Salaries & Wages	32,334	210,965	382,600	171,635	171,635		55.1%	
4005 Employers Nat Insurance	3,974	17,535	45,700	28,165	28,165		38.4%	
4010 Employers S/Annuation	7,211	47,231	95,700	48,469	48,469		49.4%	
4055 Recruitment Costs	0	129	3,000	2,871	2,871		4.3%	
4060 Training	405	3,247	8,000	4,753	4,753		40.6%	
4065 Travel, Expenses & Subsistence	0	0	800	800	800		0.0%	
4070 Office/IT Equip & Furniture	818	1,931	10,000	8,069	8,069		19.3%	
4080 Telephone & Broadband	310	2,056	4,300	2,244	2,244		47.8%	
4085 Postage	0	176	600	425	425		29.3%	
4090 Stationery & Supplies	79	979	2,000	1,021	1,021		49.0%	
4095 Subscriptions & Support	1,380	16,585	30,000	13,415	13,415		55.3%	
4100 Insurance	0	2,590	20,000	17,410	17,410		12.9%	
4105 Audit & Accountancy Fees	0	84	5,000	4,916	4,916		1.7%	
4110 Legal Fees	7,440	7,790	5,000	(2,790)	(2,790)		155.8%	
4115 Professional & Consulting Fees	1,260	2,627	15,000	12,373	12,373		17.5%	
4120 Bank Charges	125	873	1,700	827	827		51.3%	
4125 Payroll Services	105	793	1,900	1,107	1,107		41.7%	
4130 PPE & Uniforms	0	514	2,500	1,986	1,986		20.6%	
4135 Room Hire (Exp)	0	12	225	214	214		5.1%	
4150 Provision for bad debts	0	0	2,000	2,000	2,000		0.0%	
4800 CIL expenditure	965	965	0	(965)	(965)		0.0%	965
Management & Compliance :- Indirect Expenditure	56,406	317,082	636,025	318,943	0	318,943	49.9%	965
Net Income over Expenditure	(45,787)	1,047,150	703,090	(344,060)				
6000 plus Transfer from EMR	965	965	0	(965)				
Movement to/(from) Gen Reserve	(44,822)	1,048,115	703,090	(345,025)				
110 Democratic & Civic								
4200 Mayors Allowance	417	2,984	5,000	2,016	2,016		59.7%	
4210 Election Expenses	0	0	10,000	10,000	10,000		0.0%	
4215 Civic Events	0	825	2,500	1,675	1,675		33.0%	688
4220 Remembrance Wreath	0	0	100	100	100		0.0%	
Democratic & Civic :- Indirect Expenditure	417	3,809	17,600	13,791	0	13,791	21.6%	688
Net Expenditure	(417)	(3,809)	(17,600)	(13,791)				
6000 plus Transfer from EMR	0	688	0	(688)				
Movement to/(from) Gen Reserve	(417)	(3,120)	(17,600)	(14,480)				

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Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

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>120 Joint Funding With Others</u>								
4260 CCTV Cameras	0	33,582	25,000	(8,582)		(8,582)	134.3%	5,000
4470 Town Centre Cleaning	3,000	3,000	6,000	3,000		3,000	50.0%	
Joint Funding With Others :- Indirect Expenditure	3,000	36,582	31,000	(5,582)	0	(5,582)	118.0%	5,000
Net Expenditure	(3,000)	(36,582)	(31,000)	5,582				
6000 plus Transfer from EMR	0	5,000	0	(5,000)				
Movement to/(from) Gen Reserve	(3,000)	(31,582)	(31,000)	582				
<u>140 Community</u>								
1405 Event Donations Received	250	250	0	(250)			0.0%	
Community :- Income	250	250	0	(250)				0
4300 Grant - CAB (S.142)	0	2,700	2,700	0		0	100.0%	
4305 Grants Made	0	17,347	30,000	12,653		12,653	57.8%	
4455 Christmas Lights	0	259	26,000	25,741		25,741	1.0%	
4465 Events Expenditure	7,973	9,038	10,000	962		962	90.4%	
4475 Carnival Events Week	1,900	5,829	16,500	10,671		10,671	35.3%	
Community :- Indirect Expenditure	9,873	35,173	85,200	50,027	0	50,027	41.3%	0
Net Income over Expenditure	(9,623)	(34,923)	(85,200)	(50,277)				
<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	6,691	12,000	5,309		5,309	55.8%	
4355 Utilities	184	2,014	6,240	4,226		4,226	32.3%	
4375 Cleaning	51	1,206	3,000	1,794		1,794	40.2%	
4380 Security & Alarms	0	1,120	5,000	3,880		3,880	22.4%	
4385 Maintenance	239	519	5,000	4,481		4,481	10.4%	
4390 H&S/Fire/Inspections	0	817	3,000	2,183		2,183	27.2%	
The Old Court House :- Indirect Expenditure	1,429	12,367	34,240	21,873	0	21,873	36.1%	0
Net Income over Expenditure	(1,429)	(12,328)	(34,040)	(21,712)				
<u>500 Cemeteries</u>								
1500 Wayleaves	4,750	4,750	4,850	100			97.9%	
1515 EROB	3,051	13,845	8,000	(5,845)			173.1%	
1520 Interments	2,534	13,568	10,000	(3,568)			135.7%	
1525 Memorials	469	3,556	5,000	1,444			71.1%	
Cemeteries :- Income	10,804	35,719	27,850	(7,869)			128.3%	0

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

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
4350 Business Rates	941	6,583	11,750	5,167		5,167	56.0%	
4355 Utilities	196	394	6,000	5,606		5,606	6.6%	
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	0	1,836	1,500	(336)		(336)	122.4%	
4620 Mech Grave Digger	1,278	3,160	6,500	3,340		3,340	48.6%	
4635 Waste Collection	221	1,240	2,800	1,560		1,560	44.3%	
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	2,636	13,428	38,450	25,022	0	25,022	34.9%	0
Net Income over Expenditure	8,168	22,291	(10,600)	(32,891)				
<u>600 Princess</u>								
1085 Grants Received	0	3,000	0	(3,000)			0.0%	
1600 Storage Hire	0	1,781	3,300	1,519			54.0%	
1605 Lettings	3,007	16,113	33,000	16,887			48.8%	
1615 Café Rent/Commission	372	2,543	6,800	4,257			37.4%	
1625 PT Merchandise	258	2,037	4,100	2,063			49.7%	
1630 Donations Received	126	716	0	(716)			0.0%	
1645 Show income	1,434	16,938	25,000	8,062			67.8%	60
1655 Participation PT	1,312	5,136	7,000	1,864			73.4%	
1660 Art Sales	355	1,188	1,000	(188)			118.8%	
1670 PV Cells	0	4,000	4,000	(0)			100.0%	
1680 Advertising income	59	191	100	(91)			190.8%	
Princess :- Income	6,924	53,642	84,300	30,658			63.6%	60
4000 Salaries & Wages	8,615	56,159	110,350	54,191		54,191	50.9%	
4005 Employers Nat Insurance	1,017	5,066	14,200	9,134		9,134	35.7%	
4010 Employers S\Annuation	1,186	8,057	16,145	8,088		8,088	49.9%	
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	5,177	6,226	4,000	(2,226)		(2,226)	155.7%	3,826
4080 Telephone & Broadband	172	1,282	2,340	1,058		1,058	54.8%	
4100 Insurance	0	0	5,500	5,500		5,500	0.0%	
4350 Business Rates	798	5,590	9,990	4,400		4,400	56.0%	
4355 Utilities	1,794	11,077	30,000	18,923		18,923	36.9%	
4375 Cleaning	303	7,581	3,000	(4,581)		(4,581)	252.7%	
4380 Security & Alarms	75	1,232	2,000	768		768	61.6%	
4385 Maintenance	1,306	5,369	18,000	12,631		12,631	29.8%	
4390 H&S/Fire/Inspections	106	2,059	2,500	441		441	82.4%	

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

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
4635 Waste Collection	161	1,103	3,500	2,397		2,397	31.5%	
4700 Technician Cost	801	6,713	18,000	11,287		11,287	37.3%	
4701 Show costs	500	7,068	13,500	6,432		6,432	52.4%	1,536
4705 Advertising & Marketing	268	1,690	7,000	5,310		5,310	24.1%	
4710 Licences (exp)	0	676	750	74		74	90.1%	
4715 Card Payment Fees	216	1,414	3,000	1,586		1,586	47.1%	
4725 Technical Theatre	12	1,065	3,500	2,435		2,435	30.4%	
4730 Backstage Expenses	69	132	500	368		368	26.4%	
4735 Art Sales Expenditure	372	887	800	(87)		(87)	110.9%	
4740 PTAC Merchandise	181	921	3,500	2,579		2,579	26.3%	
4745 Participation Freelance	(380)	1,710	3,000	1,290		1,290	57.0%	
4760 Grant Expenditure	1,021	1,021	0	(1,021)		(1,021)	0.0%	(1,021)
4770 Cafe Equipment & Maintenance	44	834	3,000	2,166		2,166	27.8%	
Princess :- Indirect Expenditure	23,815	134,981	280,225	145,244	0	145,244	48.2%	4,340
Net Income over Expenditure	(16,891)	(81,339)	(195,925)	(114,586)				
6000 plus Transfer from EMR	2,804	4,340	0	(4,340)				
6001 less Transfer to EMR	(822)	60	0	(60)				
Movement to/(from) Gen Reserve	(13,264)	(77,058)	(195,925)	(118,867)				
<u>700 Estates</u>								
1300 Allotment Rents Received	0	1,295	1,260	(35)			102.8%	
1400 Signal Box	63	126	200	74			63.0%	
1410 Grass Cutting	417	417	415	(2)			100.4%	
1415 Floral Sponsorship	0	160	0	(160)			0.0%	
Estates :- Income	480	1,998	1,875	(123)			106.5%	0
4360 Electricity Town Centre	41	186	0	(186)		(186)	0.0%	
4365 Highbridge Clock Elec	0	1,143	1,600	457		457	71.4%	
4370 Water Rates	440	399	450	51		51	88.7%	
4385 Maintenance	2,679	(1,771)	3,800	5,571		5,571	(46.6%)	
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	0	6,548	50,000	43,452		43,452	13.1%	
4460 Tourism	0	158	2,000	1,842		1,842	7.9%	
4485 Defibrillator	0	266	250	(16)		(16)	106.4%	
4500 Tools & Equipment	53	3,066	20,000	16,934		16,934	15.3%	
4505 Vehicle Running Costs	68	1,528	5,000	3,472		3,472	30.6%	
4510 Vehicle Replacement	540	52,361	50,000	(2,361)		(2,361)	104.7%	34,575

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

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
4515 Vehicle Insurance	0	1,057	6,000	4,943		4,943	17.6%	
4625 Tree & Hedge Maintenance	2,679	3,149	3,000	(149)		(149)	105.0%	
4630 Fuel For Equipment	0	550	2,000	1,450		1,450	27.5%	
Estates :- Indirect Expenditure	6,499	68,790	153,600	84,810	0	84,810	44.8%	34,575
Net Income over Expenditure	(6,020)	(66,792)	(151,725)	(84,933)				
6000 plus Transfer from EMR	0	34,575	0	(34,575)				
Movement to/(from) Gen Reserve	(6,020)	(32,217)	(151,725)	(119,508)				
<u>800 Public Conveniences</u>								
4355 Utilities	0	0	25,000	25,000		25,000	0.0%	
4375 Cleaning	3,307	23,151	90,000	66,849		66,849	25.7%	
4385 Maintenance	17	17	50,000	49,983		49,983	0.0%	
Public Conveniences :- Indirect Expenditure	3,324	23,168	165,000	141,832	0	141,832	14.0%	0
Net Expenditure	(3,324)	(23,168)	(165,000)	(141,832)				
<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	29,077	1,481,754	1,453,340	(28,414)			102.0%	
Expenditure	107,399	645,379	1,453,340	807,961	0	807,961	44.4%	
Net Income over Expenditure	(78,322)	836,375	0	(836,375)				
plus Transfer from EMR	3,769	45,569	0	(45,569)				
less Transfer to EMR	(822)	60	0	(60)				
Movement to/(from) Gen Reserve	(73,731)	881,884	0	(881,884)				

10/11/2025
12:39

Burnham & Highbridge Town Council Current Year

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Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Property Maintenance - EMR	142,420.00		142,420.00
321 Youth Projects - EMR	5,000.00		5,000.00
324 Legacy Clock - EMR	10,220.00		10,220.00
325 Service Transfer - EMR	105,270.80		105,270.80
326 IT/Office Equipment - EMR	20,255.53		20,255.53
327 HR Contingency - EMR	13,462.68		13,462.68
328 Grounds Equipment - EMR	8,310.60		8,310.60
329 Coronation - EMR	800.00		800.00
330 General Maintenance - EMR	19,776.35		19,776.35
331 Princess Artistic Material Gra	4,700.00		4,700.00
332 Town Crier - EMR	280.00		280.00
335 Highbridge Regeneration	9,800.00		9,800.00
336 Legal Fees - EMR	5,900.00		5,900.00
338 Replacement Van - EMR	34,800.00	-34,575.00	225.00
339 Tesco S106 - EMR	4,805.69		4,805.69
340 Past Mayor badges - EMR	1,000.00	-688.29	311.71
341 Neighbourhood Plan - EMR	5,800.00		5,800.00
342 You Are Here Boards - EMR	750.00		750.00
343 Princess Maint/Renewals - EMR	11,351.30		11,351.30
344 SIDS - EMR	72.64		72.64
345 Burnham EVO HTAP - EMR	900.00		900.00
346 Tree Maintenance - EMR	10,215.50		10,215.50
347 Cemeteries Extension - EMR	93,700.00		93,700.00
348 Burnham Shop Fronts Grant - EM	9,900.00		9,900.00
370 PMC SALC Grant - EMR	1,700.00	-1,700.00	0.00
372 PMC Artistic Budget - EMR	2,908.95	-2,125.53	783.42
374 PMC Somerset Community Grant	1,120.34	-454.96	665.38
375 PMC Match Funding - EMR	5,000.00		5,000.00
380 Cemeteries Provision - EMR	89,500.00		89,500.00
385 High St Fund - EMR	44,908.47		44,908.47
386 Events - EMR	6,123.27		6,123.27
387 EMR Climate Change	1,377.50		1,377.50
388 EMR SALC 24-25 TC	733.34		733.34
389 EMR CCTV	5,000.00	-5,000.00	0.00
400 CIL - EMR	275,962.33	-965.00	274,997.33
	<u>953,825.29</u>	<u>-45,508.78</u>	<u>908,316.51</u>

Explanations for overspends – based on Apr-Oct forecast – expenditure only

Budget Code	Name of budget	Comments
100/4110	Legal fees	Public Conveniences legal lease documents £7,200
120/4260	CCTV Cameras	£5,000 from EMR 389. £3,582 overspend. £3,576 overspend agreed by Full Council 14/04/25.
140/4465	Events Expenditure	Christmas event donations to BOS & HB Chamber of Trade c. £8,000, agreed by Full Council 22/09/25.
500/4615	General Maintenance - Cemeteries	Bi-annual purchase of memorial slabs and removal/reinstatement of damaged headstone.
600/4375	Cleaning - Princess	Budget allocated to Staffing in Devolution re-structure. Recruitment delays.
600/4390	H&S/Fire/Inspections - Princess	Legionella & Security Alarms invoice for year received at start of year.
600/4710	Licences - Princess	PPL PRS invoice for the year received in August.
700/4370	Water rates - Estates	Dry summer – higher than average water use.
700/4485	Defibrillator - Estates	Pads replaced at start of year.
700/4510	Vehicle Replacement - Estates	£34,575 from EMR for new vehicle purchased this year, agreed by Full Council 04/03/25.
4625/700	Tree & Hedge Maintenance	Removal of unsafe tree in Oct £2,013, consultation with A&A Chair.



Transactions from 31-OCT-2025 to 31-OCT-2025

Account name or alias Linked Account	Account number [REDACTED]	Sort cod [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 521791.33		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			521,791.33
31-Oct-2025		TO 56092431	-138.53		521,791.33
31-Oct-2025	INT	31OCT GRS 54374901		372.71	521,929.86
		Opening balance			521,557.15
		Totals	-138.53	372.71	



Transactions from 31-OCT-2025 to 31-OCT-2025

Account name or alias BOS HB Main Current Ac	Account number [REDACTED]	Sort code [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance -813.96		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			1,000.00
31-Oct-2025	D/D	UTILITA, 671947513001	-169.57		1,000.00
31-Oct-2025	CHG	03OCT A/C 56092431	-30.96		1,169.57
31-Oct-2025		FROM 54374901		138.53	1,200.53
31-Oct-2025	DPC	BRIT CHIPS, PR83, VIA MOBILE - PYMT		17.50	1,062.00
31-Oct-2025	DPC	TIDDLYGIGS CIC, 31/10/25, VIA MOBILE - PYMT		44.50	1,044.50
		Opening balance			1,000.00
		Totals	-200.53	200.53	



Transactions from 31-OCT-2025 to 31-OCT-2025

Account name or alias BOS No 2 Ac	Account number [REDACTED]	Sort code [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 28156.71		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			27,765.21
31-Oct-2025	CHG	03OCT A/C 87132346	-37.30		27,765.21
31-Oct-2025	BAC	CARD TXNS 281025, 48581061		38.00	27,802.51
31-Oct-2025	BAC	CARD TXNS 281025, 48510771		267.50	27,764.51
		Opening balance			27,497.01
Totals			-37.30	305.50	

Statement of Account

Miss Nicole M Brookes
The Old Courthouse
Jaycroft Road
Burnham-on-Sea
Somerset
TA8 1LE

5 November 2025

Account name: **BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL**
Account number: **[REDACTED]**
Statement period: **30/09/2025 to 31/10/2025**

Account summary

Total valuation as at 31 October 2025 **£1,250,000.00**
Total valuation as at last statement at 30 September 2025 **£1,500,000.00**

Holdings as at 31 October 2025

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector [REDACTED]	1,250,000.0000	£1.00	£1,250,000.00
Total value			£1,250,000.00

Transactions for the period from 30 September 2025 to 31 October 2025

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
16/10/2025	Withdrawal	-250,000.0000	£1.0000	£-250,000.00

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

The average Fund yield for this period was 4.01% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Oct 2025	04/11/2025	Paid to Nominated Bank Details	£4,664.98	

All CCLA forms are available on our website: www.ccla.co.uk/resources/client-documentation. Please ensure that you download and use the latest available form to make any transaction or amendment. Using an old form will result in the instruction being rejected.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on www.ccla.co.uk/glossary. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at clientservices@ccla.co.uk.

**SUMMARY FOR BURNHAM-ON-SEA AND
HIGHBRIDGE TOWN**

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Company reference: [REDACTED]
Statement date: [REDACTED]
Page number: 1 OF 3
Monthly spend limit: £2,000.00

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Date of previous statement: 28 September 2025
Previous balance: £397.91
Payment received: £397.91 CR
Total of charges and adjustments: £0.00
Total of new spending: £99.07
New balance: £99.07
Payment due by: 11 November 2025

Payment instructions

"Thank you for using Barclaycard Commercial. Your bank account 5****431, at branch 60 -**- 12 will be debited with the amount of the new balance on or immediately after 11 November 2025."

Allocation of payments

If you do not pay off the full amount outstanding by the payment due date, we will allocate any partial payments to the outstanding balance in the following order: Default fees, Interest, Service Charges, Fees, Transactions and Cash. The way in which payments are allocated can make a significant difference to the amount of interest you will pay until the balance is cleared completely.

Payments, charges and adjustments

	BALANCE FROM PREVIOUS STATEMENT	397.91
13 Oct 2025	DIRECT DEBIT PAYMENT THANK YOU	397.91 CR
Total of payment, charges and adjustments		£0.00

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
N M BROOKES	[REDACTED]	500	99.07
Total cardholder expenditure			£99.07
New balance			£99.07

MS BROOKES
BURNHAM-ON-SEA AND HIGHBRIDGE TOWN
THE OLD COURTHOUSE
JAYCROFT ROAD
BURNHAM-ON-SEA
TA8 1LE

SUMMARY FOR BURNHAM-ON-SEA AND HIGHBRIDGE TOWN

Company reference: [REDACTED]

Statement date: 28 October 2025

Page number: 2 of 3

Barclaycard is a trading name of Barclays Bank PLC and Barclaycard International Payments Limited.

Barclays Bank PLC. Registered in England No. 1026167.
Registered Office: 1 Churchill Place, London, E14 5HP, United Kingdom

Barclaycard International Payments Limited, trading as Barclaycard, is regulated by the Central Bank of Ireland. Registered Number: 316541.
Registered Office: One Molesworth Street, Dublin 2, Ireland, D02 RF29. Directors: James Kelly, Mary Lambkin Coyle, Steven Lappin (British), Peter Morris and David Rowe.

[REDACTED]

STATEMENT FOR N M BROOKES

BARCLAYCARD COMMERCIAL
 PO BOX 4000
 SAFFRON ROAD
 WIGSTON LE18 9EN

Company reference: [REDACTED]
 Card number: [REDACTED]
 Statement date: 28 October 2025
 Page number: 3 of 3
 Monthly spend limit: £500.00

Tel: 0800 008 008
 Outside UK: +44 1604 269452
 ROI: 1800 849 123
 Online: www.barclaycard.co.uk/commercial

Date	Description	Amount
29 Sep 2025 300915265675	FACEBK *NNAZG295W2 fb.me/ads IRL ADVERTISING SERVICES	24.00
20 Oct 2025 201017979675	Intuit Ltd Mailchimp London GBR CONTINUITY/SUBSCRIPTION MERCHANTS	75.07
2 new purchases / cash advances. Total of spending.		£99.07

[REDACTED]

MS N M BROOKES
 BURNHAM-ON-SEA AND HIGHBRIDGE TOWN
 THE OLD COURTHOUSE
 JAYCROFT ROAD
 BURNHAM-ON-SEA
 TA8 1LE

Date:10/11/2025

Burnham & Highbridge Town Council Current Year

Page 1

Time:09:46

Bank Reconciliation Statement as at 31/10/2025
for Cashbook 4 - Nationwide Saver

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Saver	31/10/2025		505,910.81
			<u>505,910.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			505,910.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			505,910.81
		Balance per Cash Book is :-	505,910.81
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:10/11/2025

Burnham & Highbridge Town Council Current Year

Page 1

Time: 12:14

Bank Reconciliation Statement as at 31/10/2025
for Cashbook 1 - Natwest Current Account

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Current Account	31/10/2025		522,791.33
			<u>522,791.33</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			522,791.33
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			522,791.33
		Balance per Cash Book is :-	522,791.33
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:10/11/2025

Burnham & Highbridge Town Council Current Year

Page 1

Time:09:45

Bank Reconciliation Statement as at 31/10/2025
for Cashbook 5 - Princess Float

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Princess Float	31/10/2025		3.28
			<u>3.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			3.28
		Balance per Cash Book is :-	3.28
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:10/11/2025

Burnham & Highbridge Town Council Current Year

Page 1

Time:09:42

Bank Reconciliation Statement as at 31/10/2025
for Cashbook 6 - CCLA Public Sector Deposit

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Public Sector Deposit	31/10/2025		1,250,000.00
			<u>1,250,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,250,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,250,000.00
		Balance per Cash Book is :-	1,250,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:10/11/2025

Burnham & Highbridge Town Council Current Year

Page 1

Time:09:37

Bank Reconciliation Statement as at 31/10/2025
for Cashbook 7 - Government Procurement Card

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Government Procurement Card	31/10/2025		-99.07
			<u>-99.07</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-99.07
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-99.07
		Balance per Cash Book is :-	-99.07
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

10/11/2025

Burnham & Highbridge Town Council Current Year

Page 1

14:27

Receipts Due as at 31/10/2025

<u>Ledger</u>	<u>A/c Code</u>	<u>Invoice Date</u>	<u>Invoice No</u>	<u>Amount Due</u>	<u>Disc Available</u>	<u>Date Due</u>	<u>Net Amount</u>
2	ABM001	05/09/2025	Payment 34-1	-1.00		05/09/2025	-1.00 **
2	ABM001	31/10/2025	BC756	61.00		31/10/2025	61.00
Receipt Due from : A B Memorials				<u>60.00</u>			<u>60.00</u>
Telephone No : 01278 422619							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			

<u>Ledger</u>	<u>A/c Code</u>	<u>Invoice Date</u>	<u>Invoice No</u>	<u>Amount Due</u>	<u>Disc Available</u>	<u>Date Due</u>	<u>Net Amount</u>
1	BUR001	31/08/2025	PR143	156.00		15/09/2025	156.00 **
1	BUR001	30/09/2025	PR150	208.00		14/10/2025	208.00 **
Receipt Due from : Burnham Excellent Entertainers				<u>364.00</u>			<u>364.00</u>
Telephone No : 07720470505							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			

<u>Ledger</u>	<u>A/c Code</u>	<u>Invoice Date</u>	<u>Invoice No</u>	<u>Amount Due</u>	<u>Disc Available</u>	<u>Date Due</u>	<u>Net Amount</u>
2	BUR003	30/10/2025	BC755	226.00		31/10/2025	226.00
Receipt Due from : Burnham Funeral Services				<u>226.00</u>			<u>226.00</u>
Telephone No : 01278 795009							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			

<u>Ledger</u>	<u>A/c Code</u>	<u>Invoice Date</u>	<u>Invoice No</u>	<u>Amount Due</u>	<u>Disc Available</u>	<u>Date Due</u>	<u>Net Amount</u>
1	CAB001	31/10/2024	PR67	163.63		31/10/2024	163.63 **
1	CAB001	28/02/2025	PR91	440.10		21/03/2025	440.10 **
1	CAB001	07/03/2025	PR92	641.19		21/03/2025	641.19 **
1	CAB001	31/12/2024	PR74	499.70		06/02/2025	499.70 **
1	CAB001	29/11/2024	PR68	1,173.85		13/12/2024	1,173.85 **
1	CAB001	31/01/2025	PR78	283.43		18/02/2025	283.43 **
Receipt Due from : Cabaret Cafe Bar				<u>3,201.90</u>			<u>3,201.90</u>
Telephone No :							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			

Receipts Due as at 31/10/2025

<u>Ledger</u>	<u>A/c Code</u>	<u>Invoice Date</u>	<u>Invoice No</u>	<u>Amount Due</u>	<u>Disc Available</u>	<u>Date Due</u>	<u>Net Amount</u>
2	CEMKINC001	17/10/2025	BC750	452.00		24/10/2025	452.00 **
Receipt Due from : King - Ms Christine Elizabeth				<u>452.00</u>			<u>452.00</u>
Telephone No : 01489787528							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			

<u>Ledger</u>	<u>A/c Code</u>	<u>Invoice Date</u>	<u>Invoice No</u>	<u>Amount Due</u>	<u>Disc Available</u>	<u>Date Due</u>	<u>Net Amount</u>
2	CEMPETS001	28/10/2025	BC754	747.00		31/10/2025	747.00
Receipt Due from : Pettitt - Mr Stephen James				<u>747.00</u>			<u>747.00</u>
Telephone No : 07787744533							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			

<u>Ledger</u>	<u>A/c Code</u>	<u>Invoice Date</u>	<u>Invoice No</u>	<u>Amount Due</u>	<u>Disc Available</u>	<u>Date Due</u>	<u>Net Amount</u>
1	PUL002	31/08/2025	PR145	1.00		15/09/2025	1.00 **
Receipt Due from : Pulse Healthcare Limited				<u>1.00</u>			<u>1.00</u>
Telephone No :							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			

<u>Ledger</u>	<u>A/c Code</u>	<u>Invoice Date</u>	<u>Invoice No</u>	<u>Amount Due</u>	<u>Disc Available</u>	<u>Date Due</u>	<u>Net Amount</u>
1	REA001	30/06/2025	PR126	260.00		15/07/2025	260.00 **
1	REA001	30/09/2025	PR154	205.00		14/10/2025	205.00 **
Receipt Due from : Re:ACT Performing & Production Arts				<u>465.00</u>			<u>465.00</u>
Telephone No : 07505941461							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			

<u>Ledger</u>	<u>A/c Code</u>	<u>Invoice Date</u>	<u>Invoice No</u>	<u>Amount Due</u>	<u>Disc Available</u>	<u>Date Due</u>	<u>Net Amount</u>
2	SM001	27/10/2025	BC752	61.00		31/10/2025	61.00
Receipt Due from : Fine Memorials				<u>61.00</u>			<u>61.00</u>
Telephone No : 01278 456119							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			

Cost Code		2024/25		2025/26			2026/27	NOTES
		Budget	Actual	Budget	To end Sept	Est Y End	Budget - WIP	
N/C	INCOME							
100	MANAGEMENT AND COMPLIANCE							
1077	CIL INCOME - HIGHBRIDGE	0	165,857		0	1,909		Earmark balance at year end
1078	CIL INCOME - BURNHAM	0	8,265		2,124	5,500		Earmark balance at year end
1080	BANK & INVESTMENT INTEREST (amend name)	7,500	55,191	15,000	27,373	60,000	30,000	lower interest rates forecast & less investment funds (Cemeteries paths & Jaycroft rd refurb)
1085	GRANTS RECEIVED	0	2,400		0	0		Earmark balance at year end - grant expenditure
		2024/25		2025/26			2026/27	NOTES
		Budget	Actual	Budget	To end Sept	Est Y End	Budget	
	EXPENDITURE							
100	MANAGEMENT AND COMPLIANCE							
4000	SALARIES & WAGES	308,180	292,111	382,600	178,631	382,600	415,600	includes pay award & increment for 13 staff. £5,000 overtime contingency.
4005	EMPLOYERS NAT INSURANCE	18,741	23,262	45,700	13,560	45,700	49,600	
4010	EMPLOYERS S'ANNUATION	66,593	64,125	95,700	40,021	95,700	99,500	
4050	PENSION DEFICIT	0	0	0	0	0	7,000	Provisional figure (subject to change) based on pension deficit paid in previous years. Confirmation to be received in December.
4055	RECRUITMENT COSTS	800	255	3,000	129	1,000	1,000	
4060	TRAINING	2,600	3,141	8,000	2,842	8,000	5,000	Earmark balance at year end - additional training Assertion 10 AGAR
4065	TRAVEL, EXPENSES & SUBSISTENCE	800	148	800	0	200	500	
4070	OFFICE/IT EQUIPMENT & FURNITURE	4,000	2,331	10,000	1,113	10,000	31,000	Earmark balance at year end. Additional refurbishment costs. Additional £11,000 for Councillor laptops.
4080	TELEPHONE & BROADBAND	3,700	3,621	4,300	1,747	4,000	4,300	
4085	POSTAGE	500	298	600	176	400	500	
4090	STATIONERY & SUPPLIES	1,700	1,396	2,000	900	2,000	2,000	
4095	SUBSCRIPTIONS AND SUPPORT	23,000	27,644	30,000	15,205	28,500	32,000	
4100	INSURANCES	13,500	13,500	20,000	2,590	20,000	26,400	Play parks to be added in 2026-27
4105	AUDIT & ACCOUNTANCY FEES	4,000	5,685	5,000	84	3,910	5,000	external audit fee for 22-23 received in 24-25
4110	LEGAL FEES	1,000	5,280	5,000	350	5,000	5,000	Earmark balance at year end
4115	PROFESSIONAL & CONSULTANTS FEES	5,000	9,292	15,000	1,367	15,000	10,000	Earmark balance at year end for website upgrade £3,500-£5,500

4120	BANK CHARGES	1,500	1,455	1,700	748	1,600	1,800	
4125	PAYROLL SERVICES	1,700	1,763	1,900	687	1,850	2,000	5% increase from Nov 2025
4130	PPE & UNIFORMS	1,700	1,540	2,500	514	2,500	2,000	
4135	ROOM HIRE	225	222	225	12	225	250	Additional hire if refurbishment
4140	CLIMATE CHANGE	1,500	123				5,000	Net zero target 2030
4145	SERVICE DEVOLUTION	76,830	21,259					N/A
4760	GRANT EXPENDITURE	0	1,667		0	0		N/A
4800	CIL EXPENDITURE		17,961		0	16,850		£16,850 spent from EMR.
4150	PROVISION FOR BAD DEBTS			2,000	0	2,000	500	Earmark balance at year end
110	DEMOCRATIC & CIVIC							
4200	MAYORS ALLOWANCE	5,000	5,056	5,000	2,567	5,000	5,000	
4205	TOWN CRIER	0	0	0	0	0	0	
4210	ELECTION EXPENSES	5,000	6,316	10,000	0	10,000	20,000	Earmark balance at year end. Full Council election May 2027 (cost in 2022 - £18,000)
4215	CIVIC EVENTS	2,500	3,048	2,500	825	2,500	2,500	£688 spent from EMR.
4220	REMEMBRANCE WREATH	100	125	100	0	125	150	
120	JOINT FUNDING WITH OTHERS							
4250	CONT SDC RE TOILETS	44,000	44,000					N/A
4255	CONT SDC DOG BINS	25,000	24,000					N/A
4260	CCTV CAMERAS	15,000	10,000	25,000	33,582	33,582	35,500	overspend agreed by Council. £5,000 spent from EMR
4470	TOWN CENTRE CLEANING	6,000	6,000	6,000	0	6,000	6,250	
140	COMMUNITY							
4300	GRANT - CAB (S.142)	2,700	2,700	2,700	2,700	2,700	2,700	
4305	GRANTS MADE	32,300	30,878	30,000	17,347	31,069	30,000	
4455	CHRISTMAS LIGHTS	26,000	24,033	26,000	259	26,000	50,000	new tender to go out next year. Lampposts need adjustment - Somerset Council
4465	EVENTS EXPENDITURE	10,000	7,887	10,000	1,065	10,000	13,500	
4475	CARNIVAL EVENTS WEEK	11,500	8,382	16,500	3,929	16,500	17,500	



Interim Internal Audit Report 2025-26 Burnham-on-Sea and Highbridge Town Council

Introduction

Hillside Business Services has completed an Interim Internal Audit, conducted on the same basis as a year end review, to verify the Annual Governance and Accountability Return (AGAR). This interim audit was completed during October and November 2025 and included documents up to the end of September 2025 (six month review).

This work has been undertaken by reviewing records and other documentation provided by the Town Council, including; accounting records, bank statements, policies, minutes, invoices, receipts, PAYE records and review of the website.

No reportable findings were identified during interim internal audit testing.

Conclusion


The Council's processes and procedures are working well and no areas of weakness have been found in the testing completed during this interim review.

Two areas have not been addressed in this audit:

- **Contracts.** No new contracts have been awarded in the period covered by this interim review. Therefore, it has been agreed that this will be reviewed at year end, looking at new contracts awarded during the period October 2025 to March 2026.

- **Assertion 10.** This is a new requirement for the AGAR. It is understood that this is work in progress, to ensure all necessary controls are in place, and therefore will not be reviewed until year end. The Council has a good record of implementing improvements where necessary, and I am therefore confident that they will make significant progress in meeting compliance for Assertion 10.

If the current standard of controls continue, they will again be in a good position to meet the requirements of the AGAR; *'in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority'*.

Signature: 

Date: 05 November 2025

Report for councillors: Allotments Fees & Charges 2026/27

Issued to: Finance & Governance Committee - 24th November 2025

1. Purpose of Report

Recommendation from the Assets & Amenities Committee to approve the proposed allotment fees of £37 per half plot per year and £74 per full plot per year for 2026/27.

2. Background

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.
£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 	The allotment fees were last increased in April 2024.

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: Fees and Charges 2026/2027 Princess Theatre

Issued to: **Finance and Governance Committee - 20th November 2025**

1. Purpose of Report

Recommendation from the Assets & Amenities Committee to approve the proposed Princess Theatre & Arts Centres Fees and Charges for 2026/2027.

2. Background

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. Assets & Amenities Committee has asked the Theatre to review the charges for the regular hirers who use the theatre for rehearsals.



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

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



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		Proposed Charges	
	Charity	Business	Charity	Business
	£11.50 per day	£22.50 per day	£11.50 per day	£22.50 per day

Hire of the Council Chamber	Current Charges		Proposed Charges	
	Charity	Business	Charity	Business
Monday – Thursday 9am-5pm Friday – 9am-1pm	£10.50 per hour	£20 per hour	£10.50 per hour	£20 per hour
6pm – 9pm	£13.50 per hour	£27 per hour	£13.50 per hour	£27 per hour

Hire of the Council Small Meeting Room	Current Charges		Proposed Charges	
	Charity	Business	Charity	Business
Monday – Thursday 9am-5pm Friday – 9am-1pm	£5.25 per hour	£10.50 per hour	£5.25 per hour	£10.50 per hour
Monday – Friday 6pm – 9pm	£6.75 per hour	£13.50 per hour	£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: Rialtas year-end scheme packages 2026

Issued to: Finance & Governance Committee - 24th November 2025

1. Purpose of Report

To consider year-end scheme package contracts offered by Rialtas for 2026.

2. Background

To aid the RFO with the year-end accounts and formulation of the AGAR external audit reports each year, the Council uses the year-end scheme service offered by the accounting software provider Rialtas. In previous years the Council agreed to this on a yearly basis. Last year the Council paid £912+VAT for this service.

3. Financial Implications

There are 3 types of scheme available:

- Bronze – a 1 year agreement at a cost of £980+VAT for 2026 (c.7.5% increase on 2025 price of £912+VAT)
- Silver – a 2 year contract at a cost of £938+VAT for 2026 (c.6% increase on 2025 price of £885+VAT)
- Gold – a 3 year contract at a cost of £920+VAT for 2026 (c.5.5% increase on 2025 price of £872+VAT)

In previous years the prices of all packages increased by c.5% annually with inflation, but Rialtas are incentivising clients to opt for longer contracts now by increasing the price more annually on the shorter term contracts.

4. Recommendation

To agree to a 3 year contract (Gold Package) in 2026 which provides the best value for money over the next 3 year period.