



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

10<sup>th</sup> December 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 **16<sup>th</sup> December 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", is 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 16<sup>th</sup> December 2025**

- 146.A25 Apologies for absence**
- 147.A25 To receive any declarations of interest on items included on this agenda**
- 148.A25 To receive and approve the minutes of the Assets & Amenities meeting held on 21<sup>st</sup> October 2025**
- 149.A25 To note the most recent committee income and expenditure report**
- 150.A25 To consider response to correspondence received**
  - 150.1 To consider a request from a resident for dog waste bins to be located between Briar Close and Worston Lane
  - 150.2 To consider a request from a resident for the flowerbed by the Esso Garage roundabout to be planted with shrubs or wildflowers
- 151.A25 Princess Theatre**
  - 151.1 To receive Theatre Managers update report
- 152.A25 Cemeteries**
  - 152.1 To receive cemeteries update report
- 153.A25 Allotments**
  - 153.1 To receive allotments update report
- 154.A25 Public Conveniences**
  - 154.1 To receive public conveniences update report
  - 154.2 To consider a quote for air fresheners for the Esplanade public conveniences



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

- 155.A25 To receive the Estate Managers general update report**
- 156.A25 To consider floral displays for 2026/27 report**
- 157.A25 To consider the draft committee budget for 2026 – 2027 for recommendation to the Finance & Governance Committee**
- 158.A25 To consider the report on replacement of Union Jack flags**
- 159.A25 Date of next meeting**

The next meeting of the Assets & Amenities Committee is scheduled for 17<sup>th</sup> February 2026 at 7 pm.



**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.

02/12/2025

**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	Actual Year To Date	Current Annual	Variance Annual	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	<b>0</b>	<b>39</b>	<b>200</b>	<b>161</b>			<b>19.5%</b>	<b>0</b>
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	246	525	5,000	4,475		4,475	10.5%	
4390 H&S/Fire/Inspections	0	817	3,000	2,183		2,183	27.2%	
The Old Court House :- Indirect Expenditure	<b>1,436</b>	<b>12,373</b>	<b>34,240</b>	<b>21,867</b>	<b>0</b>	<b>21,867</b>	<b>36.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,436)</b>	<b>(12,334)</b>	<b>(34,040)</b>	<b>(21,706)</b>				
Grand Totals:- Income	<b>0</b>	<b>39</b>	<b>200</b>	<b>161</b>			<b>19.5%</b>	
Expenditure	<b>1,436</b>	<b>12,373</b>	<b>34,240</b>	<b>21,867</b>	<b>0</b>	<b>21,867</b>	<b>36.1%</b>	
<b>Net Income over Expenditure</b>	<b>(1,436)</b>	<b>(12,334)</b>	<b>(34,040)</b>	<b>(21,706)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(1,436)</b>	<b>(12,334)</b>	<b>(34,040)</b>	<b>(21,706)</b>				

02/12/2025

## Burnham &amp; Highbridge Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/10/2025

Month No: 7

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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
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%	

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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%	
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	2,683	(1,767)	3,800	5,567		5,567	(46.5%)	
4415 Water Fountain	0	67	800	733		733	8.3%	
4430 Benches	0	0	2,500	2,500		2,500	0.0%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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
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%	
<b>Estates :- Indirect Expenditure</b>	<b>6,503</b>	<b>68,794</b>	<b>153,600</b>	<b>84,807</b>	<b>0</b>	<b>84,807</b>	<b>44.8%</b>	<b>34,575</b>
<b>Net Income over Expenditure</b>	<b>(6,023)</b>	<b>(66,796)</b>	<b>(151,725)</b>	<b>(84,929)</b>				
6000 plus Transfer from EMR	0	34,575	0	(34,575)				
<b>Movement to/(from) Gen Reserve</b>	<b>(6,023)</b>	<b>(32,221)</b>	<b>(151,725)</b>	<b>(119,504)</b>				
<b>800 Public Conveniences</b>								
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%	
<b>Public Conveniences :- Indirect Expenditure</b>	<b>3,324</b>	<b>23,168</b>	<b>165,000</b>	<b>141,832</b>	<b>0</b>	<b>141,832</b>	<b>14.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,324)</b>	<b>(23,168)</b>	<b>(165,000)</b>	<b>(141,832)</b>				
<b>900 Play Areas</b>								
1100 Miscellaneous income	0	25,875	0	(25,875)			0.0%	
<b>Play Areas :- Income</b>	<b>0</b>	<b>25,875</b>	<b>0</b>	<b>(25,875)</b>				<b>0</b>
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%	
<b>Play Areas :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>12,000</b>	<b>12,000</b>	<b>0</b>	<b>12,000</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>25,875</b>	<b>(12,000)</b>	<b>(37,875)</b>				
<b>Grand Totals:- Income</b>	<b>18,208</b>	<b>117,234</b>	<b>114,025</b>	<b>(3,209)</b>			<b>102.8%</b>	
<b>Expenditure</b>	<b>36,278</b>	<b>240,370</b>	<b>649,275</b>	<b>408,905</b>	<b>0</b>	<b>408,905</b>	<b>37.0%</b>	
<b>Net Income over Expenditure</b>	<b>(18,070)</b>	<b>(123,136)</b>	<b>(535,250)</b>	<b>(412,114)</b>				
plus Transfer from EMR	2,804	38,915	0	(38,915)				
less Transfer to EMR	(822)	60	0	(60)				
<b>Movement to/(from) Gen Reserve</b>	<b>(14,444)</b>	<b>(84,281)</b>	<b>(535,250)</b>	<b>(450,969)</b>				

Good afternoon. I am enquiring if it might be possible to have a dog waste bin at either end of the lane between Briar Close and Worston Lane, Burnham on sea.

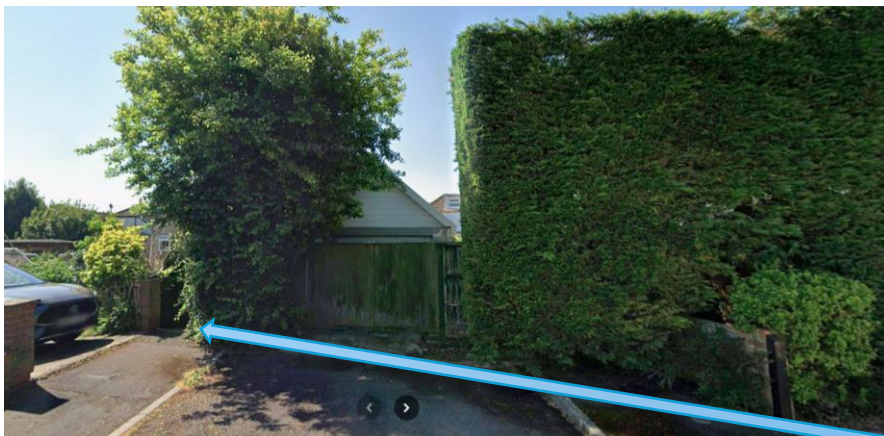
The reason for my suggestion is I try and clear the lane every couple of weeks, amongst the rubbish is often waste in dog poo bags. The last time I cleared the lane, there were 8 bags dumped, and this was in 2 weeks. I assume it's because the dog owner has left them expecting the lane to be cleared professionally and not wishing to take the waste home.

I feel that if there was a proper bin at either end of the lane, hopefully the bags would be disposed of in the correct manner.

I really appreciate considering this lane as a useful bin site.



Entrance to alley  
from Worston Lane



Entrance to alley  
from Briar Close

Blue line shows  
location of alleyway



As discussed, I have emailed to ask your advice as to how to proceed with a potential change to the small 'green spaces' around Burnham and Highbridge.

I regularly walk my dog past the small Esso roundabout in Burnham and saw the Town Council team at work preparing the small amenity flower bed into a simple amenity grass area.

When I came into your office today you let me know that the Town Council committee had already agreed with Somerset Council that this area was to become a grass area.

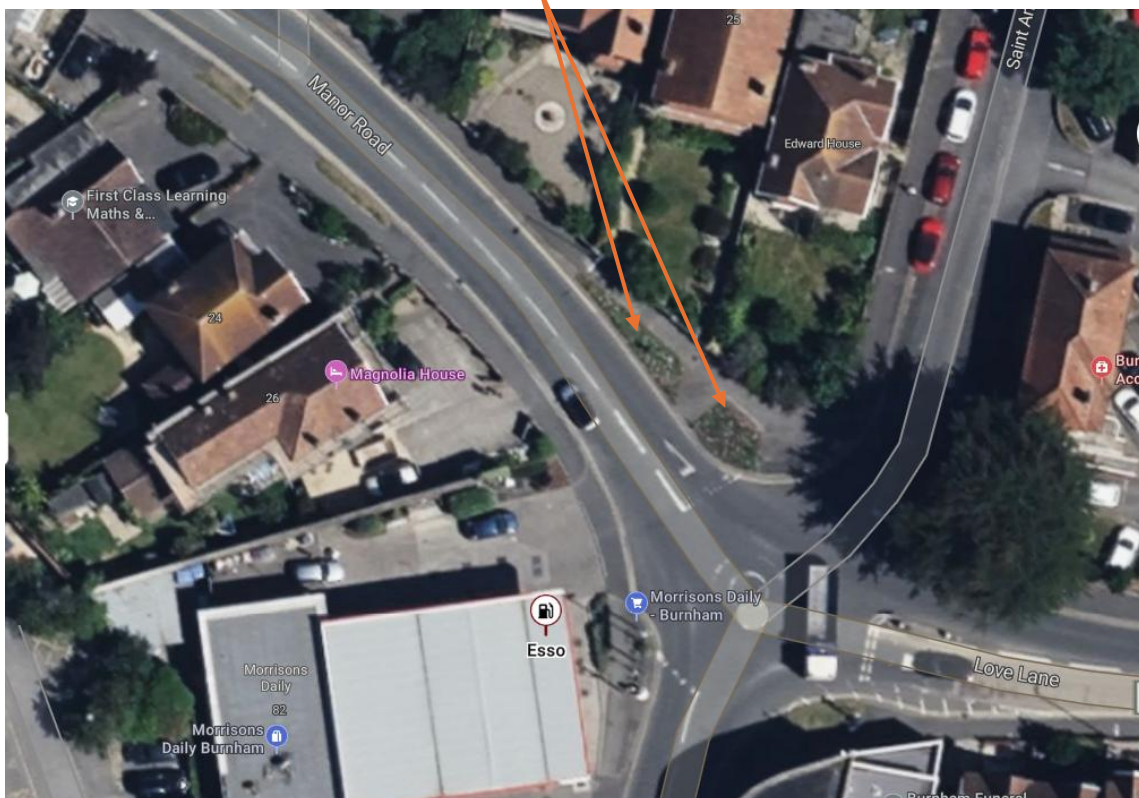
I suggested that it would be more appealing to have the area planted with some sustainable shrubs/perennials as planted in Manor Gardens, the raised bed outside B&M and along the seafront.

I mentioned an alternative option could be that the area could be seeded with a wild flower mix. This could be a cheaper option as it only requires a single cut per year rather than the 6-8 cuts per year for an amenity area.

You mentioned that you had previously planted up areas as wildflower areas and that there are other requirements to keep the wildflower grass area in tip top condition.

Please can you, on my behalf, ask the Town Council committee the question to change the area into something other than another green desert and be more wildlife and bee friendly.

Location of flower beds in question



# Theatre Managers Update Report

4<sup>th</sup> October 2025 to 9<sup>th</sup> December 2025

Attendees to Participation Groups	Number of attendees
Community Choir	133
Kurling	219
Open Art Studio	37
Seated Exercise	42
Contemporary Creative Textiles (These sessions are once per month)	26

Events Coming Up	Tickets offered for sale	Tickets sold to date
<b>December 2025</b>		
Seniors Magical Christmas	60	Sold out
Everly's & Friends Christmas Special	198	56
Santas Christmas Party	198	on sale
<b>January 2026</b>		
Living Spit Beauty & The Beast	198	57
Puss in Boots	Run	238
<b>February 2026</b>		
Voodoo Room	198	67
Francis Dunnery England's Tales of the Council House Kid	198	36
Swing Commanders	198	Just on sale
Burnham-on-Sea Comedy Club	198	63
Women in Rock	198	54
<b>March 2026</b>		
Beatles Complete	198	160
Spectrum Present Disney's Frozen Jnr	198	97
Take a Chance on Us – Abba Tribute	198	On sale
Johnny Cash featuring Kevin Lovatt	198	On sale
<b>April 2026</b>		
Baroque n Roll (Bristol Ensemble)	198	On sale
Hundred Watt Club	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.

October and November 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>
October	3	<b>7864.00</b>	<b>408.00</b>	<b>216.95</b>	<b>81.92</b>	<b>5623.13</b>	<b>1172.00</b>	<b>362.00</b>		<b>1534.00</b>
November	5	<b>21719.00</b>	<b>1100.00</b>	<b>585.09</b>	<b>179.79</b>	<b>14672.10</b>	<b>1695.83</b>	<b>3486.19</b>		<b>5182.02</b>
	Totals	<b>29583.00</b>	<b>1508.00</b>	<b>802.04</b>	<b>261.71</b>	<b>20295.23</b>	<b>2867.83</b>	<b>3848.19</b>		<b>6716.02</b>

## News and Updates

### UPCOMING SHOWS

We have an array of shows planned and some still in the pipeline for 2026 and 2027.

### SENIORS EVENTS

Our December's event will be a Magical Christmas event with a magician, delicious refreshment and raffle, with a Christmas cheer sing a long.

### BURNHAM-ON-SEA COMEDY CLUB

Our Burnham-on-Sea Comedy Club continues to be popular with our patrons, with shows confirmed for next year.

### 2025

What a year 2025 has been, with everything from Panto, Children's shows, our first Adult Panto, an evening of Burlesque, plays, book festival, speech and dance festivals, popular bands plus much more. We have forged new relationships with

important agencies and promoters and pleased to note that we have been contacted by agents on recommendation from other visiting companies. We feel this year we have definitely put The Princess Theatre and Burnham-on-Sea on the map for its varied entertainments programme.

### **PARTICIPATION GROUPS**

Our wonderful Princess Community Choir has gained in popularity with many new members joining the group. Meanwhile, on Thursday's the well attended Kurling group is now full to capacity and they have requested to do another day a week.

### **THEATRE MANAGER'S THREE YEAR BUSINESS PLAN**

Many plans are in place to work toward the three year business plan. Some of which will only be recognised in late 2026 and into 2027 as much of our planning and negotiating for shows etc are set financially sometimes 18 months in advance, so any new charges such as ticket levy increase will only be implemented on newly agreed shows. We are also busy planning our new third party marketing in the main foyer, with new equipment being investigated.




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**Report for councillors: Cemeteries Update Report**

**Issued to: Assets and Amenities Committee - 16<sup>th</sup> December 2025**

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## 1. Purpose of Report

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

### Burials

#### November

	Number of Burials	Number of Ashes
<b>Burnham</b>	<b>1</b>	
<b>Brent Road</b>	<b>2</b>	<b>3</b>
<b>Highbridge</b>		

#### December

	Number of Burials	Number of Ashes
<b>Burnham</b>		<b>1</b>
<b>Brent Road</b>	<b>1</b>	
<b>Highbridge</b>		<b>1</b>




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**Report for councillors:**                      **Allotment Update Report**

**Issued to:**                                      **Assets and Amenities Committee - 16<sup>th</sup> December 2025**

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## 1. Purpose of Report

To give an update on the management of the allotments at Walrow, Highbridge.

Number of plots	Number of vacant plots	Number on waiting list
36	0	10

## 2. Inspections

Routine inspections were undertaken during the first week of December.

Four plots were identified as requiring tidying and improvement. Letters have been issued to the respective allotment holders, reminding them of their responsibilities under tenancy agreements and requesting remedial action.




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**Report for councillors: Public Conveniences Update Report**

**Issued to: Assets and Amenities Committee - 16<sup>th</sup> December 2025**

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## 1. Purpose of Report

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

## 2. Complaints

The following complaints were reported to Danfo in October - November

Month	Number of complaints	Issues
August	3	Broken locks (Apex), concerns regarding cleanliness, door jammed on disabled toilet (Oxford Street)*
September	2	Blocked toilets (Esplanade)
October	1	Broken lock on disabled toilet (Esplanade)
November	4	Lights not working (Oxford Street), broken lock in men's toilets (Esplanade)

\* For a few days the disabled toilet in Oxford Street Car Park was out of use due to rough sleepers locking themselves in.

The Estates Manager is monitoring the cleanliness and visiting all sites on a regular basis.

## 3. Repairs

At the end of October, a child got locked in one of the toilets at Crosses Penn. The Fire Brigade was called and the lock was removed. The toilet was out of order until a new lock could be sourced and fitted.

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

No major issues raised.

## 4. Cleaning Contract

Danfo are producing a monthly report which is being reviewed by the Town Clerk and Estates Manager. The report details each time the cleaner arrives and leaves a site, any issues e.g. blocked toilet, vandalism etc. Meetings with the Cleaning Manager take place as required.

We are still seeing continued issues of vandalism and graffiti being sprayed in Crosses Penn toilets.

## **5. Apex Park Refurbishment**

Whilst replacing the flooring in the toilets an issue arose with several rows of the wall tiles becoming loose, due to the plaster being blown. Numerous tiles had to be replaced, but the contractors were unable to source the same colour.

Due to the urgency of the decision, in consultation, with the Chair of the Assets & Amenities Committee and the Mayor, it was agreed that the tiles in all cubicles should be replaced with whiterock walling (hygienic wall cladding).

One of the toilet roll holders and the baby changing station also had to be replaced.

The toilets reopened on 10th December. All the refurbishment costs are being funded from the Community Infrastructure Levy (CIL).

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**Report for councillors:                      Air fresheners for Esplanade Public Conveniences**

**Issued to:                                        Assets & Amenities Committee - 16<sup>th</sup> December 2025**

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## 1. Purpose of Report

To consider installing air fresheners in the public conveniences on the Esplanade.

## 2. Background

When the Town Council took over the management of the public conveniences, Somerset Council were unable to provide any costings. The Town Council decided not to install air fresheners due to unknown costs.

The public conveniences are being regularly cleaned, but unfortunately there is always an odour. The odour is not such an issue in the individual cubicles at the other toilet sites.

A quote has been received from our cleaning contractors for installing anti-vandal air fresheners in the ladies and gents' toilets, to enhance the facilities.

This is an eco-friendly system, as the stainless steel body of the system reduces the usage of plastic. Oxy-Gen powered refills do not have harmful emissions, solvents or propellants. Low VOCs mean it is ideal for green building and LEED certification requirements. The system can reduce the amount of VOCs emitted by up to 90% when compared to aerosol cans. The refill is 100% recyclable.



## 3. Financial implications

The cost for 2 x antivandal air fresheners, plus 6 refill cartridges would be £440.70 + VAT. Ongoing costs for cartridges are £106.47 for a box of 6 refills. There are sufficient monies in the public convenience budgets to cover the costs.

## 4. Recommendation

For the Committee to consider whether to install air fresheners in the esplanade public conveniences.

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**Report for councillors:**

**Estates Managers General Update Report**

**Issued to:**

**Assets and Amenities Committee - 16<sup>th</sup>  
December 2025**

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### **1. Bus Shelter**

The bus shelter was installed on Love Lane at the end of November. This was funded by an insurance claim.



### **2. Noticeboards**

The Council was asked to take down the noticeboard from outside The Ritz Cinema, whilst it was being painted. We have been advised that the Manager no longer wants the noticeboard erected on the building.

### **3. Cycle stands**

As you are aware the cycle stands were damaged and removed from Regents Street. Somerset Council had previously received some complaints from mobility scooter/wheelchair users that the stands were causing access difficulties, therefore permission is not granted for the stands to be replaced.

### **4. Flagpole**

The flagpole in Highbridge was replaced and used for the Remembrance Service.

**Report for councillors: Floral Displays for 2026/27**

**Issued to: Assets & Amenities Committee - 16<sup>th</sup> December 2025**

## 1. Purpose of Report

To consider planting proposals and to agree to any additional areas for 2026/27

## 2. Background



The Town Council took over the provision of floral displays from Somerset Council in 2025.





Somerset Council have continued to maintain the roundabouts for which they receive sponsorship.






Sustainable planting and summer bedding plants were planted in various locations. Spring bulbs have also been planted.

Some areas were not planted, as the Council was unsure of costs involved.

### Floral displays for 2026/27

Burnham-on-Sea		
Location		Proposal
Outside B & M on Pier Street		Planted up by Growing Group in 2024, who continue to help maintain.  Some additional planting in 2025.
Sea front outside Bay View Café x 3		This will need the grasses thinning out and a couple of bedding plants put in to give some colour.



<p>Sea front alongside of Bay View Café x 4</p>		<p>These will need the grasses thinned out and some bedding plants added for some colour.</p>
<p>Manor Road, at the junction with Victoria Street</p>		<p>One end of this bed needs planting as it is looking bare, a mixture of mixed perennials, mixed bedding and some Dahlias to be added.</p>
<p>Two tubs at the junction of Westfield Road and Berrow Road</p>		<p>Plant some mixed bedding plants.</p>
<p>Marine Cove – see separate suggested planting list</p>		<p>Sustainable plants were planted in the beds in 2025. Some additional colour required.</p> <p>Some plants were vandalised.</p>
<p>Outside Mays café, Abingdon Street</p>		<p>Maintain and add some annuals.</p> <p>Some additional plants were added earlier this year.</p> <p>Far end near bin will need to be planted, plants seem to struggle to grow here.</p>






<p>Police Station, Highbridge Road</p>		<p>This planter is retaining all water and all plants have perished, it will need to be completely re planted. Drainage holes will be added.</p>
<p>Manor Gardens</p>		<p>Planted and is looking really good. Maintain only.</p>
<p><b>Highbridge</b></p>		
<p>By roundabout Junction of Marine Drive and Burnham Road</p>		<p>This is looking really good and will need to be maintained only.</p>
<p>Highbridge war memorial</p>		<p>Both of the concrete planters will need to be planted with bedding plants.</p>
<p>Highbridge war memorial has tower displays mounted on removable posts which are only put up in the summer.</p>		<p>Planted cauldrons to be erected</p>




<p>Fosters Court, Church Street</p>		<p>These 4 planters are looking really good and will need to be maintained only.</p>
<p>Outside Wade House on Church Street, Highbridge</p>		<p>These will need some planting. The far bed in the picture had been vandalised.</p>
<p>Next to roundabout junction of Church Street and Market Street outside Vault of Gold</p>		<p>This has now been grass seeded, this was planted but is difficult to water and maintain due to location right on the roundabout.</p>
<p>Highbridge clock A38 roundabout three beds only one currently planted</p>		<p>All 3 beds to be planted.</p>
<p>Two tubs on the green outside Highbridge community hall</p>		<p>These have been planted with grass and some perennials, but the grass has taken over. Will need some planting and grass thinned out.</p>

<p>Market Street outside Highbridge Town Hall also two more currently looked after by Town Council on green.</p>		<p>All beds will need to have a few more plants, but on the whole is still looking good.</p>
<p>Tub opposite Coopers Arms junction of Market Street and Southwell Crescent</p>		<p>This will need a few plants to bulk what is there.</p>

**Areas currently not planted - The Committee to decide if they should be added to the planting schedule**

Location	Amount	Photo
<p>Grassed area each side of the signal box, on Old Station Approach</p>	<p>2</p>	<p style="text-align: center;"><b>Burnham-on-Sea</b></p> 
<p>Maple Drive, Burnham the grass around is cut by Somerset but have seen residents weeding etc.</p>		

<p>On the roundabout at the top of Love Lane/ Oxford Street by Esso garage</p> <p>This was grassed seed in Autumn 2025</p>	<p>2</p>	
<p>Roundabout junction of Esplanade and Sea View Road</p> <p>Town Council staff do not have the adequate highways qualification to work on the roundabout, so would need to be outsourced</p>		
<p>Gardens at the top of Seaview Road</p> <p>Somerset Council was receiving sponsorship monies to maintain.</p>		
<p>Raised planters in Burnham High Street</p> <p>In 2025 the Masons planted both summer and winter bedding plants</p>	<p>10</p>	
<p>Manor Gardens</p>		

HIGHBRIDGE		
<p>The roundabout at junction of Church Street and Market Street, Highbridge</p> <p>Town Council staff do not have the adequate highways qualification to work on the roundabout, so would need to be outsourced</p>	1	
<p>Junction of Old Burnham Road and Burnham Road opposite Churchfield School</p>	1	
<p>Market Street outside Highbridge Town Hall mount for flower tower on green of which there are four</p>	4	

Some additional plants will also be purchased for the 7 seafront beds. Hanging baskets will be erected in Burnham town centre.

### 3. Financial implications

There will be a significant underspend in the 2025/26 budget and the remaining balance will be earmarked for use in 2026/27.

### 4. Recommendation

That the Committee agreed to which areas are to be planted and whether sustainable plants or annuals are to be planted. To agree to install summer hanging baskets in Burnham. All planting to be funded from the floral budget/earmarked reserves.



		2024/25		2025/26			2026/27	NOTES
		Budget	Actual	Budget	To end Sept	Est Y End	Budget	
	<b>EXPENDITURE</b>							
<b>200</b>	<b>THE OLD COURTHOUSE</b>							
4350	BUSINESS RATES	10,650	8,577	12,000	5,735	9,560	9,200	multipliers decreased for 26-27 from 49.9p to 48p
4355	UTILITIES	6,000	8,498	6,240	1,831	6,240	6,900	
4375	CLEANING	5,000	4,105	3,000	1,155	1,500	1,500	Moved in-house, just materials
4380	SECURITY & ALARMS	800	669	5,000	1,120	5,000	6,000	Provision towards alarm replacement 25/26. Earmark balance at year end
4385	MAINTENANCE	3,000	1,362	5,000	280	5,000	50,000	Earmark balance at year end for refurbishment costs. Carpark and Old Courthouse interior refurbishment.
4390	H&S/FIRE/INSPECTIONS	600	868	3,000	817	3,000	3,000	Earmark balance at year end for refurbishment costs
<b>500</b>	<b>CEMETERIES</b>							
4350	BUSINESS RATES	12,200	8,904	11,750	5,642	9,500	9,100	multipliers decreased for 26-27 from 49.9p to 48p
4355	UTILITIES	3,500	8,924	6,000	198	6,000	5,000	
4605	PROVISION FOR PATHS	5,000	0	5,000	0	5,000	15,000	Earmark balance at year end EMR 380. Work to be carried out soon at Brent Road cemetery. SC looking at currently.
4610	PUMP MAINTENANCE	1,400	1,935	1,400	0	1,400	2,000	Earmark balance at year end
4615	GENERAL MAINTENANCE - CEMETERIES	2,000	1,954	1,500	1,835	3,200	13,000	Overspend 2025-26. Underbudgeted for this year. Footbridge repair and gate replacement needed next year.
4620	MECH GRAVE DIGGER	6,500	4,428	6,500	1,882	6,500	8,500	Earmark balance at year end. Looking at moving in-house - budget needed to purchase equipment
4635	WASTE COLLECTION	2,500	1,928	2,800	1,019	2,500	2,800	
4640	PROVISION FOR WALLS	2,000	0	2,000	0	2,000	2,000	Earmark balance at year end EMR 380.
4645	WATER TESTING	1,250	1,045	1,500	215	1,400	1,500	
4650	ROSE GARDEN MEMORIALS EXPENDITURE	0	228	0				N/A
<b>600</b>	<b>PRINCESS</b>							
4000	SALARIES & WAGES	97,317	120,875	110,350	47,544	110,350	115,100	Including £5,000 for Duty Officers
4005	EMPLOYERS NAT INSURANCE	4,755	9,229	14,200	4,049	14,200	15,600	
4010	EMPLOYERS S/ANNUATION	14,275	34,123	16,145	6,871	16,145	26,500	1 x more staff pension
4060	TRAINING	1,500	1,073	2,000	50	2,000	2,500	
4065	TRAVEL & SUBSISTENCE	150	60	150	0	50	50	
4070	OFFICE/IT EQUIPMENT & FURNITURE	3,200	4,881	4,000	1,049	4,000	5,000	
4080	TELEPHONE & BROADBAND	1,900	2,059	2,340	1,109	2,300	2,750	additional mobile phone for Deputy Theatre Manager
4100	INSURANCE	5,000	5,000	5,500	0	5,500	5,775	
4350	BUSINESS RATES	9,000	7,984	9,990	4,792	7,984	7,680	multipliers decreased for 26-27 from 49.9p to 48p
4355	UTILITIES	26,500	32,403	30,000	9,282	30,000	33,000	
4375	CLEANING etc	9,000	8,766	3,000	7,278	12,740	8,100	virement to Wages for overspend this year - next year will be done inhouse (apart from weekends)
4380	SECURITY & ALARMS	2,000	1,873	2,000	1,157	2,000	3,000	provision for alarm replacement

4385	MAINTENANCE	13,000	12,852	18,000	4,063	18,000	28,000	£5,000 included for accrued cost of boiler replacement, provision needed for windows & roof repairs. Earmark balance at year end
4390	H&S/FIRE/INSPECTIONS	1,500	2,519	2,500	1,953	2,500	3,500	
4635	WASTE COLLECTION	3,000	2,466	3,500	942	2,600	2,800	
4700	TECHNICIAN COST	17,500	16,807	18,000	5,912	18,000	18,000	no price increase
4701	SHOW COSTS	13,500	16,586	13,500	6,567	13,500	15,000	increased income = increased expenditure
4705	ADVERTISING & MARKETING	7,000	6,450	7,000	1,422	7,000	7,000	Earmark balance at year end
4710	LICENCES	1,500	816	750	676	676	750	TV licence cancelled 16/10/25
4715	CARD PAYMENT FEES	7,500	2,326	3,000	1,198	3,000	3,000	
4725	TECHNICAL THEATRE	3,500	5,808	3,500	1,053	3,500	4,500	equipment replacement needed
4730	BACKSTAGE EXPENSES	500	374	500	63	500	500	
4735	ART SALES EXPENDITURE	100	1,398	800	515	800	0	N/A. Change way to account for this next year - only our commission as income
4740	PTAC MERCHANDISE	3,000	2,990	3,500	741	2,400	3,000	sourcing cheaper supplier
4745	PARTICIPATION FREELANCE	3,000	4,812	3,000	2,090	3,000	3,500	
4760	GRANT EXPENDITURE	0	0	-	1,021	3,000	0	Earmark balance at year end. Grants received - Grant expenditure
4770	CAFÉ EQUIPMENT & MAINTENANCE	0	0	3,000	790	3,000	3,000	Earmark balance at year end
<b>700</b>	<b>ESTATES</b>							
4350	BUSINESS RATES			-	0	1,870	1,800	New nominal. Business rates - Stores Apex Park. Multipliers decreased for 26-27 from 49.9p to 48p
4360	ELECTRICITY TOWN CENTRE	220	283	0	145	320	400	Did not disconnect for 2025/26 as re-connection charges could not be confirmed.
4365	HIGHBRIDGE CLOCK ELEC	450	1,677	1,600	1,143	1,600	1,800	
4370	WATER RATES - ALLOTMENTS	200	524	450	-40	660	700	dry summer 2025 - higher water use. First dd to be taken Oct 25
4385	MAINTENANCE - ALLOTMENTS	600	405	0				N/A
4385	MAINTENANCE	5,000	5,563	3,800	-4,450	3,800	11,500	Earmark balance at year end. Insurance payout to offset costs of bus shelter repair. Esplanade improvements.
4415	WATER FOUNTAIN	1,000	85	800	67	160	500	no repairs needed this year
4430	BENCHES	2,500	2,113	2,500	0	2,000	2,500	Benches need repairs/replacement
4440	DOG/LITTER BINS	600	781	5,000	84	5,000	500	No joint funding for 25/26. Earmark balance at year end
4445	SPEED INDICATOR DEVICES	500	959	1,200	0	1,200	1,000	Earmark balance at year end. Conditions of use changed for this year-awaiting contract approval Somerset Council
4450	FLORAL DECORATIONS	4,400	5,020	50,000	6,548	50,000	2,000	Additional devolution service 25/26. Earmark balance at year end
4460	TOURISM	2,500	1,896	2,000	158	2,000	0	contract for footfall monitoring ended. Earmark balance at year end for You Are Here Boards cost c.£4,350
4485	DEFIBRILLATORS	250	80	250	266	300	750	overspend. Underbudgeted for this year.
4500	TOOLS AND EQUIPMENT	2,000	1,427	20,000	3,012	20,000	5,000	Increased devolution provision 25/26. Earmark balance at year end





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**Report for councillors:                      Purchase of New Union Jack Flags**

**Issued to:                                      Assets and Amenities Committee - 16<sup>th</sup> December 2025**

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### **1. Purpose of Report**

To seek approval for the purchase of replacement Union Jack flags for the council's flagpoles located in Burnham-on-Sea and Highbridge.

### **2. Background**

The existing Union Jack flags are nearing the end of their usable life and require replacement. The current flags measure approximately 45" x 84" and are made from low-cost materials that have proven to be short-lived in outdoor conditions.

### **3. Financial Implications**

It is proposed that the replacement flags be sourced from a supplier offering Ministry of Defence-grade fabric, designed specifically for outdoor flying.

Key features include:

- Manufactured to official Flag Institute guidelines
- Made from 155gsm MOD-approved woven flag material
- Hemmed on three exposed sides with strong double stitching
- Supplied with headband, rope, and toggle/eyelets - ready to fly
- Proven durability, used by the Navy and other military branches

Size: 230cm x 115cm, anti-fray design

**Cost per flag: £151.93 (including VAT)**

### **4. Recommendation**

That the Committee approve the purchase of two replacement Union Jack flags at a total cost of £303.86 (inc VAT), to be funded from the maintenance budget 700/4385.