

**Minutes of a meeting of the Finance and Governance Committee
held on 24th November 2025 in the Council Chamber, The Old
Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

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

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

Public Participation: None.

430.0.F25 To receive apologies for absence

No apologies had been received.

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

There were no declarations of interests.

432.0.F25 To receive and approve the minutes of the Finance and Governance Committee meeting held on 30th October 2025

The minutes of the previous meeting of the Finance and Governance Committee, held on 30th October 2025, were presented by the Chairman.

Resolved that the minutes of the previous meeting of the Finance & Governance Committee, held on 30th October 2025, were approved as an accurate record and signed by the Chairman.

433.0.F25 Matters arising from previous minutes

The request to amend the Apex Park lease had been sent to Solicitor and updated paperwork is awaited.

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

The minutes of the Human Resources Sub-Committee meeting held on 20th November 2025 had been circulated to all councillors.

A new IT, cyber security and email policy will be considered at the next Council meeting.

Following HR advice, it had been agreed to continue with the weekend cleaners' contract at the Princess Theatre for a further year and then staff will TUPE over to the Town Council.



435.0.F25 Chairman's report

The Committee Chairs and Vice-Chairs had met to review the draft budgets.

436.0.F25 To receive the list of payments up to 16th November 2025

The list of payments attached to these minutes were noted and no queries were raised.

437.0.F25 To note the income and expenditure and earmarked reserves reports up to 31st October 2025

A query regarding the Christmas lights budget was answered and the reports were noted.

438.0.F25 To approve the bank reconciliation for October 2025

The Chairman advised that the bank reconciliation sign off sheet for the Princess Theatre had not been included in the agenda bundle. The Chairman had reviewed the figures and all were correct.

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

439.0.F25 To receive an update on aged debtors

All payments relating to the cemeteries had now been cleared. The RFO is making contact with ReAct, Bees and Starlight, although this is their busiest time with productions, so payments are often a little slower.

The report was noted.

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

£5,284.47 had been received in Community Infrastructure Levy (CIL) payments.

Ecotricity had now taken over the electricity supply and the RFO is chasing up the final bills from the end of the previous contract.

The shop front grants release has been postponed until after Christmas.

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)

The RFO confirmed the consultation had been circulated to staff.



A discussion took place and it was agreed that the Committee would only respond to answers 1,2,4,5.

Councillor Murphy queried if Somerset Councillors should be declaring an interest. It was agreed that none of the Councillors present would be affected by the changes.

Resolved that the Committee agrees to respond 'yes' to questions 1,2 4 and 5, with no response to the remaining questions.

442.0.F25 To draft committee budget for 2026/27

The draft budget was reviewed and a lengthy discussion took place. A number of queries were raised and answered.

Councillor Murphy proposed that the Town Crier be paid £250 for his services, which was seconded by Councillor Mills. This was not carried at the vote. Contact will be made with the Town Crier with regards to reimbursement of expenses. Repairs to the Town Crier's uniform are covered by the Council.

The draft budget will be considered further at the next Finance and Governance Committee meeting in December.

443.0.F25 To receive feedback from internal check Q2 undertaken by Councillors Clayton and Mills

Councillor Mills advised that good processes were in place and all checks were satisfactory.

444.0.F25 To note the interim Internal Audit report

The Chairman congratulated officers on the interim Internal Audit. The report was noted.

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

Resolved that the fees and charges attached to these minutes are approved for 2026/27.



446.0.F25 To consider Rialtas year- end scheme packages

Resolved that a 3 year gold package contract with Rialtas for the year-end scheme is approved, at a cost of £920 + VAT per annum.

447.0.F25 Date of next meeting

The next meeting of the Finance and Governance Committee will be held 22nd December 2025 at 7 pm.

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>



Report for councillors:

Allotments Fees & Charges 2026/27

Charges for 2026/27
£37 per half plot per year
£74 per full plot per year

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	2026/27 £
Standard Grave over 4ft	777
Cremated Remains Grave	289
Childs Grave (up to 18 years)	No charge
NVF, Stillborn or child under 1 year of age	No charge
Transfer of Grant	75
Copy of Grant Deed	20
Grave record search	40

<u>Interments</u>	2026/27 £
New adult double grave to 6'6"	487
Re-open or new adult single grave to 4'6"	423
A child burial up to 18 years old	203*
NVF, Stillborn or child under 1 year	No charge
Cremated remains of an adult – if a double casket, still a single fee	235
Cremated remains of a child up to 18 years old	96*

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

<u>Exhumation</u>	2026/27 £
Of a body	1073
Of cremated remains	535

<u>Memorials</u>	2026/27 £
A Headstone or Cross not exceeding 4ft in height, base not exceeding 3ft (120cm x 90cm)	209
A Headstone not exceeding 4ft in height, with a wing kerb extension	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"	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"	83

in height including Plaques	2026/27 £
A Vase or other monuments over 12" and under 2ft	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	80
The fees above include the first inscription. For Additional Inscriptions there is an administration fee to have the details added to the records	63

<u>The Rose Garden</u>	2026/27 £
For dedication of a Rose and a Granite Memorial for 10 years	325
Renewal fee for additional 10 years	£100



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

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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

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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
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Box Office and Marketing

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

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

Marketing for your show

Will include:

- At least 4 social media posts; the first when the show goes on sale, 6-8 weeks before, 1 week before and 1 day before.
- Show entry in the theatre What's On guide (if the show is booked after the guide goes to print it will not be possible to include).
- Events will be included in our monthly newsletter following the on-sale date, and once again in the month of the show.
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Extras:

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

The above prices include VAT



Signal Box and Room Hire Fees and Charges 2026/27

Hire of the Signal Box	Charges	
	Charity	Business
	£11.50 per day	£22.50 per day

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

Hire of the Council Small Meeting Room	Charity	Business
	Monday – Thursday 9am-5pm Friday – 9am-1pm	£5.25 per hour
Monday – Friday 6pm – 9pm	£6.75 per hour	£13.50 per hour