



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

15<sup>th</sup> December 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 **22<sup>nd</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", 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 22<sup>nd</sup> December 2025**

- 448.0.F25 Apologies for absence**
- 449.0.F25 To receive any declarations of interest on items included on this agenda**
- 450.0.F25 To receive and approve the minutes of the Finance and Governance meeting held on 24<sup>th</sup> November 2025**
- 451.0.F25 Matters arising from previous minutes**
- 452.0.F25 To receive for information minutes of sub-committee**
- 453.0.F25 To receive the Chairs report**
- 454.0.F25 To receive the list of payments up to 11<sup>th</sup> December 2025**
- 455.0.F25 To note the income and expenditure and earmarked reserves reports up to November 2025**
- 456.0.F25 To receive an update on aged debtors**
- 457.0.F25 To review the draft budget for 2026/27 and precept examples and agree a recommendation to Council**
- 458.0.F25 To review progress of the contracts list**
- 459.0.F25 Christmas lights update**
- 460.0.F25 Date of next meeting**

The next meeting of the Finance & Governance Committee is scheduled for 12<sup>th</sup> January 2026 at 7 pm.



**Minutes of a meeting of the Finance and Governance Committee  
held on 24<sup>th</sup> 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 30<sup>th</sup> October 2025**

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

**Resolved** that the minutes of the previous meeting of the Finance & Governance Committee, held on 30<sup>th</sup> 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 20<sup>th</sup> 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 16<sup>th</sup> 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 31<sup>st</sup> 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 22<sup>nd</sup> December 2025 at 7 pm.

DRAFT

10/11/2025

## 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 Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Management &amp; Compliance</b>								
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%	
<b>Management &amp; Compliance :- Income</b>	<b>10,619</b>	<b>1,364,232</b>	<b>1,339,115</b>	<b>(25,117)</b>			<b>101.9%</b>	<b>0</b>
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
<b>Management &amp; Compliance :- Indirect Expenditure</b>	<b>56,406</b>	<b>317,082</b>	<b>636,025</b>	<b>318,943</b>	<b>0</b>	<b>318,943</b>	<b>49.9%</b>	<b>965</b>
<b>Net Income over Expenditure</b>	<b>(45,787)</b>	<b>1,047,150</b>	<b>703,090</b>	<b>(344,060)</b>				
6000 plus Transfer from EMR	965	965	0	(965)				
<b>Movement to/(from) Gen Reserve</b>	<b>(44,822)</b>	<b>1,048,115</b>	<b>703,090</b>	<b>(345,025)</b>				
<b>110 Democratic &amp; Civic</b>								
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%	
<b>Democratic &amp; Civic :- Indirect Expenditure</b>	<b>417</b>	<b>3,809</b>	<b>17,600</b>	<b>13,791</b>	<b>0</b>	<b>13,791</b>	<b>21.6%</b>	<b>688</b>
<b>Net Expenditure</b>	<b>(417)</b>	<b>(3,809)</b>	<b>(17,600)</b>	<b>(13,791)</b>				
6000 plus Transfer from EMR	0	688	0	(688)				
<b>Movement to/(from) Gen Reserve</b>	<b>(417)</b>	<b>(3,120)</b>	<b>(17,600)</b>	<b>(14,480)</b>				

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## Detailed Income &amp; 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	<b>3,000</b>	<b>36,582</b>	<b>31,000</b>	<b>(5,582)</b>	<b>0</b>	<b>(5,582)</b>	<b>118.0%</b>	<b>5,000</b>
<b>Net Expenditure</b>	<b>(3,000)</b>	<b>(36,582)</b>	<b>(31,000)</b>	<b>5,582</b>				
6000 plus Transfer from EMR	0	5,000	0	(5,000)				
<b>Movement to/(from) Gen Reserve</b>	<b>(3,000)</b>	<b>(31,582)</b>	<b>(31,000)</b>	<b>582</b>				
<u>140 Community</u>								
1405 Event Donations Received	250	250	0	(250)			0.0%	
Community :- Income	<b>250</b>	<b>250</b>	<b>0</b>	<b>(250)</b>				<b>0</b>
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	<b>9,873</b>	<b>35,173</b>	<b>85,200</b>	<b>50,027</b>	<b>0</b>	<b>50,027</b>	<b>41.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(9,623)</b>	<b>(34,923)</b>	<b>(85,200)</b>	<b>(50,277)</b>				
<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	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	<b>1,429</b>	<b>12,367</b>	<b>34,240</b>	<b>21,873</b>	<b>0</b>	<b>21,873</b>	<b>36.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,429)</b>	<b>(12,328)</b>	<b>(34,040)</b>	<b>(21,712)</b>				
<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	<b>10,804</b>	<b>35,719</b>	<b>27,850</b>	<b>(7,869)</b>			<b>128.3%</b>	<b>0</b>

## Detailed Income &amp; 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%	
<b>Cemeteries :- Indirect Expenditure</b>	<b>2,636</b>	<b>13,428</b>	<b>38,450</b>	<b>25,022</b>	<b>0</b>	<b>25,022</b>	<b>34.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>8,168</b>	<b>22,291</b>	<b>(10,600)</b>	<b>(32,891)</b>				
<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%	
<b>Princess :- Income</b>	<b>6,924</b>	<b>53,642</b>	<b>84,300</b>	<b>30,658</b>			<b>63.6%</b>	<b>60</b>
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 &amp; 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%	
<b>Princess :- Indirect Expenditure</b>	<b>23,815</b>	<b>134,981</b>	<b>280,225</b>	<b>145,244</b>	<b>0</b>	<b>145,244</b>	<b>48.2%</b>	<b>4,340</b>
<b>Net Income over Expenditure</b>	<b>(16,891)</b>	<b>(81,339)</b>	<b>(195,925)</b>	<b>(114,586)</b>				
6000 plus Transfer from EMR	2,804	4,340	0	(4,340)				
6001 less Transfer to EMR	(822)	60	0	(60)				
<b>Movement to/(from) Gen Reserve</b>	<b>(13,264)</b>	<b>(77,058)</b>	<b>(195,925)</b>	<b>(118,867)</b>				
<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%	
<b>Estates :- Income</b>	<b>480</b>	<b>1,998</b>	<b>1,875</b>	<b>(123)</b>			<b>106.5%</b>	<b>0</b>
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 &amp; 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	<b>6,499</b>	<b>68,790</b>	<b>153,600</b>	<b>84,810</b>	<b>0</b>	<b>84,810</b>	<b>44.8%</b>	<b>34,575</b>
<b>Net Income over Expenditure</b>	<b>(6,020)</b>	<b>(66,792)</b>	<b>(151,725)</b>	<b>(84,933)</b>				
6000 plus Transfer from EMR	0	34,575	0	(34,575)				
<b>Movement to/(from) Gen Reserve</b>	<b>(6,020)</b>	<b>(32,217)</b>	<b>(151,725)</b>	<b>(119,508)</b>				
<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	<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>				
<u>900 Play Areas</u>								
1100 Miscellaneous income	0	25,875	0	(25,875)			0.0%	
Play Areas :- Income	<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%	
Play Areas :- Indirect Expenditure	<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>				
Grand Totals:- Income	<b>29,077</b>	<b>1,481,754</b>	<b>1,453,340</b>	<b>(28,414)</b>			<b>102.0%</b>	
Expenditure	<b>107,399</b>	<b>645,379</b>	<b>1,453,340</b>	<b>807,961</b>	<b>0</b>	<b>807,961</b>	<b>44.4%</b>	
<b>Net Income over Expenditure</b>	<b>(78,322)</b>	<b>836,375</b>	<b>0</b>	<b>(836,375)</b>				
plus Transfer from EMR	<b>3,769</b>	<b>45,569</b>	<b>0</b>	<b>(45,569)</b>				
less Transfer to EMR	<b>(822)</b>	<b>60</b>	<b>0</b>	<b>(60)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(73,731)</b>	<b>881,884</b>	<b>0</b>	<b>(881,884)</b>				



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**Report for councillors:**

**Allotments Fees & Charges 2026/27**

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<b>Charges for 2026/27</b>
£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 Fees to operate from 1<sup>st</sup> April 2026- 31<sup>st</sup> 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.**

<b><u>Exclusive Right of Burial</u></b> in an Earthen Grave and includes the Deed of Grant – confers rights to use the grave for a period of 50 years	<b>2026/27 £</b>
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

<b><u>Interments</u></b>	<b>2026/27 £</b>
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.

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

<b><u>Memorials</u></b>	<b>2026/27 £</b>
A <b>Headstone</b> or <b>Cross</b> not exceeding 4ft in height, base not exceeding 3ft (120cm x 90cm)	209
A <b>Headstone</b> not exceeding 4ft in height, with a wing kerb extension	267
A <b>Tablet</b> for the Garden of Rest, <b>Open Book</b> or <b>Heart-Stone</b> 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
<b>Brent Road Cemetery Garden of Rest – New Section.</b> The base plinth is already installed measuring 24" x24". A <b>Tablet</b> must not exceed 18" x18". A <b>Vase, Angel, Book etc.</b> not exceeding 12"	83

in height including <b>Plaques</b>	<b>2026/27 £</b>
A <b>Vase</b> or other monuments over 12" and under 2ft	107
<b>Memorial</b> 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 <b>Additional Inscriptions</b> there is an administration fee to have the details added to the records	63

<b><u>The Rose Garden</u></b>	<b>2026/27 £</b>
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 1<sup>st</sup> April 2026 to 31<sup>st</sup> 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>
<b>Main Hall</b>	Per hour	£27.00	£40.00
<b>Pizey Room</b>	Per hour	£25.50	£35.50
<b>Mendip Room</b>	Per hour	£17.00	£27.00
<b>Quantock Room</b>	Per hour	£12.00	£22.00

<b>Tablecloths</b>	Per table	£4.50
<b>Chair Covers and Sashes</b>	Per chair	£1.50
<b>Tea, Coffee &amp; Biscuits</b>	Per Person	£2.75
<b>Flip Chart</b>	Per day	£12.00
<b>Wireless Microphone</b>	Per day	£50.00
<b>The above prices include VAT</b>		

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 1<sup>st</sup> April 2026 to 31<sup>st</sup> March 2027

## Room Hire Standard

		<b>Monday to Friday</b> <i>between the hours of 9am and 5pm</i>	<b>* Saturday / Sunday and all evenings after 5pm</b>
		<i>from</i>	<i>from</i>
<b>Main Hall</b>	Per hour	£46.00	£56.00
<b>Pizey Room</b>	Per hour	£33.00	£43.00
<b>Mendip Room</b>	Per hour	£25.50	£35.50
<b>Quantock Room</b>	Per hour	£19.50	£29.50

<b>Tablecloths</b>	Per table	£4.50
<b>Chair Covers and Sashes</b>	Per chair	£1.50
<b>Tea, Coffee &amp; Biscuits</b>	Per Person	£2.75
<b>Flip Chart</b>	Per day	£12.00
<b>Wireless Microphone</b>	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 1<sup>st</sup> April 2026 to 31<sup>st</sup> 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

		<b>Monday to Friday</b> <i>between the hours of 9am and 5pm</i>	<b>* Saturday / Sunday and all evenings after 5pm</b>
<b>Main Hall</b> for rehearsal space outside of Long Term Hire times	Per hour	£27.00	£31.00
<b>Stage</b> for rehearsal space (when hiring the Main Hall)	Per hour	£20.00	£20.00
<b>Pizey Room</b> (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
<b>Technician/Duty Officer</b>	Per hour	£29.50	£29.50

<b>Technician (after midnight)</b>	Per hour	£35.50	£35.50
<b>Smoke/Haze Machine</b>	Per day	£14.00	£14.00
<b>Wireless Microphones</b>	Per day	£50.00	£50.00

### Box Office and Marketing

<b>The ticket levy for selling tickets via the Ticketsolve box office system</b> (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
<b>Administration charge for cash/card handling</b> * 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 1<sup>st</sup> April 2026 to 31<sup>st</sup> March 2027

## Theatre Hire Standard

<b>Long Term Theatre Hire package.</b> 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	
<b>One day Theatre Hire package</b> 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	
		<b>Monday to Friday</b> <i>between the hours of 9am and 5pm</i>	<b>* Saturday / Sunday and all evenings after 5pm</b>
<b>Main Hall</b> for rehearsal space outside of Long Term Hire times	Per hour	£46.00	£50.00
<b>Stage</b> for rehearsal space (when hiring the Main Hall)	Per hour	£20.00	£20.00
<b>Pizey Room</b> (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
<b>Technician/Duty Officer</b>	Per hour	£29.50	£29.50
<b>Technician (after midnight)</b>	Per hour	£35.50	£35.50
<b>Smoke/Haze Machine</b>	Per day	£14.00	£14.00
<b>Wireless Microphones</b>	Per day	£50.00	£50.00

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<b>Administration charge for cash/card handling</b> * 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**




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## Signal Box and Room Hire Fees and Charges 2026/27

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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

**Explanations for overspends – based on Apr-Nov forecast – expenditure only**

<b>Budget Code</b>	<b>Name of budget</b>	<b>Comments</b>
110/4220	Remembrance Wreath	3 x poppy wreaths purchased Nov 25.
120/4260	CCTV Cameras	£5,000 from EMR 389. £3,582 overspend. £3,576 overspend agreed by Full Council 14/04/25.
140/4305	Grants Made	Overspend agreed by Full Council 10/11/25.
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.
600/4735	Arts sale expenditure	Contra with income.
700/4370	Water rates - Estates	Dry summer – higher than average water use.
700/4385	Maintenance - Estates	New flagpole & installation costs Oct 2025 £2,679.
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.

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
10/11/2025	ICCM	20361	Cemeteries management training - SC	£150.00	£30.00	£180.00	paid 19/12/25
13/11/2025	J & R Food Service	446767	ice-creams - PT	£214.35	£42.87	£257.22	paid 19/12/25
18/11/2025	Aroma Café	18.11.25	cakes for senior event 29.10.25			£90.00	paid 19/12/25
27/11/2025	Otis	25069012/U4	lift service report & works	£579.20	£115.84	£695.04	paid 19/12/25
28/11/2025	Danfo	INV-0430	1 x baby change table, 1 x toilet roll dispenser - Pcons	£441.14	£88.23	£529.37	paid 19/12/25
28/11/2025	J & R Food Service	452590	ice-creams - PT	£157.25	£31.45	£188.70	paid 19/12/25
01/12/2025	SLCC	MEM256014-1	membership fees - ED			£360.00	paid 19/12/25
02/12/2025	Iris	INV-ISL-1180692	payroll services - Nov 25	£122.72	£24.54	£147.26	paid 19/12/25
04/12/2025	Screwfix	2009193870	key safe - Apex toilets	£14.99	£3.00	£17.99	paid 19/12/25
04/12/2025	Proper Job	Z0009T03-1647238	disinfectant & labels for servicing	£2.81	£0.57	£3.38	paid 19/12/25
05/12/2025	J & R Food Service	456155	ice-creams - PT	£214.44	£42.88	£257.32	paid 19/12/25
08/12/2025	Purnells	131256	brochures Jan-Apr 26 - Princess Theatre	£596.00	£30.00	£626.00	paid 19/12/25
10/12/2025	Proper Job	Z0009T02-664669	lightbulb	£2.49	£0.50	£2.99	paid 19/12/25
10/12/2025	Rotacentral	INV-1309	subscription for volunteers rota app - PT			£195.00	paid 19/12/25
10/12/2025	Steve Parker Services	1875	pump services	£480.00	£96.00	£576.00	paid 19/12/25
11/12/2025	BEES	11.12.15	settlement Annie show			£2,510.79	paid 19/12/25
	Pozitive Wealth		return of donation Xmas trees			£500.00	paid 19/12/25
	Katherine Noble		expenses re-imburement			£185.16	paid 19/12/25
	Somerset Council	Dec-25	pension payment			£10,544.80	paid 19/12/25
						<u>£17,867.02</u>	

12/12/2025

## Burnham &amp; Highbridge Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

Month No: 8

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Management &amp; Compliance</b>								
1076 Precept	0	1,324,115	1,324,115	0			100.0%	
1077 CIL income - Highbridge	0	1,909	0	(1,909)			0.0%	
1078 CIL income - Burnham	0	5,500	0	(5,500)			0.0%	
1080 Bank Interest	5,020	37,728	15,000	(22,728)			251.5%	
Management & Compliance :- Income	5,020	1,369,252	1,339,115	(30,137)			102.3%	0
4000 Salaries & Wages	31,478	242,443	382,600	140,157		140,157	63.4%	
4005 Employers Nat Insurance	3,909	21,443	45,700	24,257		24,257	46.9%	
4010 Employers SIAnnuation	7,008	54,240	95,700	41,460		41,460	56.7%	
4055 Recruitment Costs	0	129	3,000	2,871		2,871	4.3%	
4060 Training	400	3,647	8,000	4,353		4,353	45.6%	
4065 Travel, Expenses & Subsistence	0	0	800	800		800	0.0%	
4070 Office/IT Equip & Furniture	101	2,022	10,000	7,978		7,978	20.2%	
4080 Telephone & Broadband	150	2,206	4,300	2,094		2,094	51.3%	
4085 Postage	44	219	600	381		381	36.5%	
4090 Stationery & Supplies	198	1,178	2,000	822		822	58.9%	
4095 Subscriptions & Support	1,065	17,650	30,000	12,350		12,350	58.8%	
4100 Insurance	0	2,590	20,000	17,410		17,410	12.9%	
4105 Audit & Accountancy Fees	432	516	5,000	4,484		4,484	10.3%	
4110 Legal Fees	(7,440)	350	5,000	4,650		4,650	7.0%	
4115 Professional & Consulting Fees	7,440	10,067	15,000	4,933		4,933	67.1%	
4120 Bank Charges	96	969	1,700	731		731	57.0%	
4125 Payroll Services	117	910	1,900	990		990	47.9%	
4130 PPE & Uniforms	157	671	2,500	1,829		1,829	26.8%	
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	500	1,465	0	(1,465)		(1,465)	0.0%	1,465
Management & Compliance :- Indirect Expenditure	45,654	362,726	636,025	273,299	0	273,299	57.0%	1,465
Net Income over Expenditure	(40,634)	1,006,526	703,090	(303,436)				
6000 plus Transfer from EMR	500	1,465	0	(1,465)				
Movement to/(from) Gen Reserve	(40,134)	1,007,991	703,090	(304,901)				
<b>110 Democratic &amp; Civic</b>								
4200 Mayors Allowance	417	3,401	5,000	1,599		1,599	68.0%	
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	150	150	100	(50)		(50)	150.0%	
Democratic & Civic :- Indirect Expenditure	567	4,375	17,600	13,225	0	13,225	24.9%	688
Net Expenditure	(567)	(4,375)	(17,600)	(13,225)				
6000 plus Transfer from EMR	0	688	0	(688)				
Movement to/(from) Gen Reserve	(567)	(3,687)	(17,600)	(13,913)				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	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	0	3,000	6,000	3,000		3,000	50.0%	
Joint Funding With Others :- Indirect Expenditure	0	36,582	31,000	(5,582)	0	(5,582)	118.0%	5,000
Net Expenditure	0	(36,582)	(31,000)	5,582				
6000 plus Transfer from EMR	0	5,000	0	(5,000)				
Movement to/(from) Gen Reserve	0	(31,582)	(31,000)	582				
<u>140 Community</u>								
1405 Event Donations Received	900	1,150	0	(1,150)			0.0%	
Community :- Income	900	1,150	0	(1,150)				0
4300 Grant - CAB (S.142)	0	2,700	2,700	0		0	100.0%	
4305 Grants Made	13,552	30,899	30,000	(899)		(899)	103.0%	
4455 Christmas Lights	3,000	3,259	26,000	22,741		22,741	12.5%	
4465 Events Expenditure	908	9,946	10,000	54		54	99.5%	
4475 Carnival Events Week	1,766	7,595	16,500	8,905		8,905	46.0%	
Community :- Indirect Expenditure	19,226	54,399	85,200	30,801	0	30,801	63.8%	0
Net Income over Expenditure	(18,326)	(53,249)	(85,200)	(31,951)				
<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	7,646	12,000	4,354		4,354	63.7%	
4355 Utilities	2,683	4,698	6,240	1,542		1,542	75.3%	
4375 Cleaning	43	1,249	3,000	1,751		1,751	41.6%	
4380 Security & Alarms	0	1,120	5,000	3,880		3,880	22.4%	
4385 Maintenance	8	533	5,000	4,467		4,467	10.7%	
4390 H&S/Fire/Inspections	0	817	3,000	2,183		2,183	27.2%	
The Old Court House :- Indirect Expenditure	3,689	16,062	34,240	18,178	0	18,178	46.9%	0
Net Income over Expenditure	(3,689)	(16,023)	(34,040)	(18,017)				
<u>500 Cemeteries</u>								
1500 Wayleaves	0	4,750	4,850	100			97.9%	
1515 EROB	2,860	16,705	8,000	(8,705)			208.8%	
1520 Interments	2,699	16,267	10,000	(6,267)			162.7%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1525 Memorials	400	3,956	5,000	1,044			79.1%	
Cemeteries :- Income	5,959	41,678	27,850	(13,828)			149.7%	0
4350 Business Rates	941	7,524	11,750	4,226		4,226	64.0%	
4355 Utilities	100	494	6,000	5,506		5,506	8.2%	
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	4,438	6,500	2,062		2,062	68.3%	
4635 Waste Collection	167	1,407	2,800	1,393		1,393	50.2%	
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	2,486	15,914	38,450	22,536	0	22,536	41.4%	0
Net Income over Expenditure	3,472	25,764	(10,600)	(36,364)				
<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	1,317	17,430	33,000	15,570			52.8%	
1615 Café Rent/Commission	657	3,200	6,800	3,600			47.1%	
1625 PT Merchandise	592	2,630	4,100	1,470			64.1%	
1630 Donations Received	92	808	0	(808)			0.0%	
1645 Show income	2,820	19,758	25,000	5,242			79.0%	60
1655 Participation PT	1,060	6,196	7,000	804			88.5%	
1660 Art Sales	0	1,188	1,000	(188)			118.8%	
1670 PV Cells	2,590	6,590	4,000	(2,590)			164.8%	
1680 Advertising income	30	221	100	(121)			220.8%	
Princess :- Income	9,158	62,800	84,300	21,500			74.5%	60
4000 Salaries & Wages	8,256	64,415	110,350	45,935		45,935	58.4%	
4005 Employers Nat Insurance	1,004	6,070	14,200	8,130		8,130	42.7%	
4010 Employers S\Annuation	1,186	9,242	16,145	6,903		6,903	57.2%	
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	140	6,366	4,000	(2,366)		(2,366)	159.2%	3,826
4080 Telephone & Broadband	150	1,432	2,340	908		908	61.2%	
4100 Insurance	0	0	5,500	5,500		5,500	0.0%	
4350 Business Rates	798	6,388	9,990	3,602		3,602	63.9%	
4355 Utilities	1,886	12,963	30,000	17,037		17,037	43.2%	
4375 Cleaning	550	8,131	3,000	(5,131)		(5,131)	271.0%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4380 Security & Alarms	114	1,346	2,000	654		654	67.3%	
4385 Maintenance	1,890	7,258	18,000	10,742		10,742	40.3%	
4390 H&S/Fire/Inspections	0	2,059	2,500	441		441	82.4%	
4635 Waste Collection	160	1,262	3,500	2,238		2,238	36.1%	
4700 Technician Cost	0	6,713	18,000	11,287		11,287	37.3%	
4701 Show costs	1,490	8,558	13,500	4,942		4,942	63.4%	1,536
4705 Advertising & Marketing	605	2,295	7,000	4,705		4,705	32.8%	
4710 Licences (exp)	0	676	750	74		74	90.1%	
4715 Card Payment Fees	242	1,656	3,000	1,344		1,344	55.2%	
4725 Technical Theatre	471	1,536	3,500	1,964		1,964	43.9%	
4730 Backstage Expenses	28	160	500	340		340	31.9%	
4735 Art Sales Expenditure	0	887	800	(87)		(87)	110.9%	
4740 PTAC Merchandise	372	1,293	3,500	2,207		2,207	36.9%	
4745 Participation Freelance	0	1,710	3,000	1,290		1,290	57.0%	
4760 Grant Expenditure	90	1,111	0	(1,111)		(1,111)	0.0%	(1,021)
4770 Cafe Equipment & Maintenance	0	834	3,000	2,166		2,166	27.8%	
Princess :- Indirect Expenditure	19,430	154,411	280,225	125,814	0	125,814	55.1%	4,340
Net Income over Expenditure	(10,272)	(91,611)	(195,925)	(104,314)				
6000 plus Transfer from EMR	0	4,340	0	(4,340)				
6001 less Transfer to EMR	0	60	0	(60)				
Movement to/(from) Gen Reserve	(10,272)	(87,331)	(195,925)	(108,594)				
<u>700 Estates</u>								
1300 Allotment Rents Received	0	1,295	1,260	(35)			102.8%	
1400 Signal Box	0	126	200	74			63.0%	
1410 Grass Cutting	0	417	415	(2)			100.4%	
1415 Floral Sponsorship	0	160	0	(160)			0.0%	
Estates :- Income	0	1,998	1,875	(123)			106.5%	0
4360 Electricity Town Centre	43	228	0	(228)		(228)	0.0%	
4365 Highbridge Clock Elec	0	1,143	1,600	457		457	71.4%	
4370 Water Rates	0	399	450	51		51	88.7%	
4385 Maintenance	5,308	3,540	3,800	260		260	93.2%	
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%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4485 Defibrillator	0	266	250	(16)		(16)	106.4%	
4500 Tools & Equipment	0	3,066	20,000	16,934		16,934	15.3%	
4505 Vehicle Running Costs	144	1,671	5,000	3,329		3,329	33.4%	
4510 Vehicle Replacement	540	52,901	50,000	(2,901)		(2,901)	105.8%	34,575
4515 Vehicle Insurance	0	1,057	6,000	4,943		4,943	17.6%	
4625 Tree & Hedge Maintenance	703	3,852	3,000	(852)		(852)	128.4%	
4630 Fuel For Equipment	215	765	2,000	1,235		1,235	38.3%	
Estates :- Indirect Expenditure	6,952	75,745	153,600	77,855	0	77,855	49.3%	34,575
Net Income over Expenditure	(6,952)	(73,748)	(151,725)	(77,977)				
6000 plus Transfer from EMR	0	34,575	0	(34,575)				
Movement to/(from) Gen Reserve	(6,952)	(39,173)	(151,725)	(112,552)				
<u>800 Public Conveniences</u>								
4355 Utilities	0	0	25,000	25,000		25,000	0.0%	
4375 Cleaning	3,307	26,459	90,000	63,541		63,541	29.4%	
4385 Maintenance	441	458	50,000	49,542		49,542	0.9%	
Public Conveniences :- Indirect Expenditure	3,748	26,916	165,000	138,084	0	138,084	16.3%	0
Net Expenditure	(3,748)	(26,916)	(165,000)	(138,084)				
<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	21,037	1,502,792	1,453,340	(49,452)			103.4%	
Expenditure	101,753	747,132	1,453,340	706,208	0	706,208	51.4%	
Net Income over Expenditure	(80,715)	755,660	0	(755,660)				
plus Transfer from EMR	500	46,069	0	(46,069)				
less Transfer to EMR	0	60	0	(60)				
Movement to/(from) Gen Reserve	(80,215)	801,669	0	(801,669)				

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## Burnham &amp; 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	-1,465.00	274,497.33
	<u>953,825.29</u>	<u>-46,008.78</u>	<u>907,816.51</u>

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## Burnham &amp; Highbridge Town Council Current Year

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## Receipts Due as at 30/11/2025

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

Ledger	A/c Code	Invoice Date	Invoice No	Amount Due	Disc Available	Date Due	Net Amount
1	BUR002	31/10/2025	PR164	398.25		18/11/2025	398.25 **
Receipt Due from : Burnham District Pantomime Society				<u>398.25</u>			<u>398.25</u>
Telephone No : 07762778902							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			

Ledger	A/c Code	Invoice Date	Invoice No	Amount Due	Disc Available	Date Due	Net Amount
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			

Ledger	A/c Code	Invoice Date	Invoice No	Amount Due	Disc Available	Date Due	Net Amount
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			

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

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## Receipts Due as at 30/11/2025

<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>
1	SOM003	31/10/2025	PR169	163.50		18/11/2025	163.50 **
Receipt Due from : Somerset Council				<u>163.50</u>			<u>163.50</u>
Telephone No : 01823355226							
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	SOU001	24/10/2025	BC751	500.00		07/11/2025	500.00 **
Receipt Due from : Southwell House, Hall & Memorial Gardens				<u>500.00</u>			<u>500.00</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	ST001	06/08/2025	PR142	328.00		20/08/2025	328.00 **
Receipt Due from : Starlight Dance & Musical Theatre School				<u>328.00</u>			<u>328.00</u>
Telephone No : 01278 787711							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			
Total Receipts Due up to 30/11/2025				<u>4,796.65</u>			<u>4,796.65</u>

Cost Code	N/C	2024/25		2025/26			2026/27	NOTES
		Budget	Actual	Budget	To end Sept	Est Y End	Budget - WIP	
	<b>INCOME</b>							
<b>100</b>	<b>MANAGEMENT AND COMPLIANCE</b>							
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
<b>200</b>	<b>THE OLD COURTHOUSE</b>							
1005	OLD COURTHOUSE LETTING	0	1,332	200	39	100	0	refurbishment of Old Courthouse next year
<b>500</b>	<b>CEMETERIES</b>							
1500	WAYLEAVES	4,850	4,848	4,850	0	4,848	4,850	
1505	COMMONWEALTH WAR MEMORIALS	0	31		0	31		N/A
1515	EROB	7,000	21,550	8,000	10,794	20,000	10,000	
1520	INTERMENTS	20,000	18,700	10,000	11,034	18,000	13,000	
1525	MEMORIALS	5,000	6,875	5,000	3,087	6,000	5,500	
<b>600</b>	<b>PRINCESS</b>							
1085	GRANTS RECEIVED	0	0		3,000	3,000		Earmark balance at year end. Grants received - Grant expenditure
1600	STORAGE HIRE	3,300	3,253	3,300	1,781	3,562	3,700	4% price increase
1605	LETTINGS	33,000	36,775	33,000	13,106	30,000	33,500	
1615	CAFE RENT/COMMISSION	6,800	6,068	6,800	2,171	5,000	5,920	based on c.£22,000 bar sales (10% = £2,200 + 52 x 100 =£7,400 gross, net £5,920)
1625	PT MERCHANDISE	3,600	4,872	4,100	1,779	4,000	4,100	
1630	DONATIONS	0	1,061		590	1,180		Earmark balance at year end
1645	SHOW INCOME	13,500	32,301	25,000	15,504	30,000	35,000	
1650	MEMBERSHIPS	300	150					N/A
1655	PARTICIPATION PT	7,500	7,016	7,000	3,823	7,000	8,000	price increase
1660	ART SALES	200	1,862	1,000	832	1,500	350	change way to account for this next year - only our commission as income
1670	PV CELLS	3,500	5,363	4,000	4,000	6,500	5,000	roof repairs may impact income
1680	ADVERTISING	200	234	100	132	200	750	
<b>700</b>	<b>ESTATES</b>							
1300	ALLOTMENT RENTS RECEIVED	1,215	1,400	1,260	1,295	1,295	1,330	
1400	SIGNAL BOX	60	412	200	63	80	50	reduced uptake in 2025-26
1405	EVENT DONATIONS	0	500		0	0		N/A
1410	GRASS CUTTING	500	417	415	0	417	520	price increase
1415	FLORAL SPONSORSHIP				160	160		
<b>900</b>	<b>PLAY AREAS</b>							
1100	MISCELLANEOUS INCOME				25,875	25,875		Earmark balance at year end
	<b>TOTAL</b>	<b>118,025</b>	<b>386,733</b>	<b>129,225</b>	<b>128,562</b>	<b>236,157</b>	<b>161,570</b>	

		2024/25		2025/26			2026/27	NOTES
		Budget	Actual	Budget	To end Sept	Est Y End	Budget	
	<b>EXPENDITURE</b>							
<b>100</b>	<b>MANAGEMENT AND COMPLIANCE</b>							
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 SVANNUATION	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
<b>110</b>	<b>DEMOCRATIC &amp; CIVIC</b>							
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	
<b>120</b>	<b>JOINT FUNDING WITH OTHERS</b>							
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	
<b>140</b>	<b>COMMUNITY</b>							
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	
<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.
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. 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 SVANNUATION	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
4600	EQUIPMENT PURCHASE/MAINTENANCE - CEM	7,000	16,774	0				N/A
4505	VEHICLE RUNNING COSTS	1,800	1,736	5,000	1,460	4,000	6,000	
4510	VEHICLE REPLACEMENT	3,000	0	50,000	51,821	69,100	38,000	£34,575 out of EMR. Leased vehicle 26/27. Earmark balance at year end. New vehicle needed next year to replace small van.
4515	VEHICLE INSURANCE	640	654	6,000	1,057	2,000	4,000	New vehicles 25/26
4625	TREE & HEDGE MAINTENANCE	3,000	285	3,000	470	4,000	6,500	Earmark balance at year end. Additional work to be carried out next year
4630	FUEL FOR EQUIPMENT	1,000	829	2,000	550	1,000	2,000	dry summer - less mowing needed
<b>800</b>	<b>PUBLIC CONVENIENCES</b>							
4355	UTILITIES	0	0	25,000	0	25,000	30,000	Earmark balance at year end. Legal paperwork delay Somerset Council
4375	CLEANING/CONSUMABLES	0	0	90,000	19,844	90,000	53,000	Earmark balance at year end
4385	MAINTENANCE	0	0	50,000	0	50,000	25,000	Earmark balance at year end
	PROVISION FOR HIGHBRIDGE TOILETS						10,000	new nominal
<b>900</b>	<b>PLAY AREAS</b>							
4385	MAINTENANCE	0	0	10,000	0	10,000	25,000	Earmark balance at year end. Play areas to be repaired and upkeep next year. £10,000 contribution to Somerset Council for paths Wincester Park in 2025-26.
4390	H&S/FIRE/INSPECTIONS	0	0	2,000	0	2,000	4,000	Earmark balance at year end. Play areas to be repaired and upkeep next year
	<b>TOTAL</b>	<b>1,070,926</b>	<b>1,069,550</b>	<b>1,453,340</b>	<b>539,001</b>	<b>1,493,066</b>	<b>1,574,105</b>	

<b>BUDGET</b>	2024/25	2025/26	2026/27
	£	£	£
INCOME	118,025	129,225	161,570
EXPENDITURE	1,070,926	1,453,340	1,574,105
DIFFERENCE	952,901	1,324,115	1,412,535

2025/26 precept request was £1,324,115 = £194.62 for a Band D property (tax base 6803.48)

2026/27 precept request is £1,412,535 = £198.51 for a Band D property (tax base 7115.55)

Annual increase equates to £3.89 per Band D household (2% increase)

Anticipated general reserves at year end £495,000 (c.4 months expenditure)

**Recommendation**

To secure the recommended funding through the precept request as the Council considers a prudent level of general reserves to be three to six months net revenue expenditure.

Title of Contract	Organisation Name	Address	Description of goods/services	Contract value ex VAT	Contract start date	Contract end date	notice period	Notes	Cttee Authorising
Accounts Software	Rialtas	Unit 5, Uffcott Rural Enterprise Centre, Swindon, SN4 9NB	Accounts Software annual support & maintenance, MTD subscription & year end shut-down	£3548 per annum	Aug-22	ongoing	3 year contract. Auto-renews on a yearly basis unless 6 months notice in writing	Review and upgraded in 2022. Main financial system doesn't require regular review.	Finance & Resources Cttee 26.9.22
Accounts Software	Rialtas	Unit 5, Uffcott Rural Enterprise Centre, Swindon, SN4 9NB	year-end support package - Gold	£920	Nov-25	Nov-28	3 year contract.		F&G Cttee 24.11.25
Advertising	Mailchimp	405 N.Angier Ave, NE, Atlanta, GA 30312 USA	marketing PT, standard plan up to 5000 contacts	£933.36 per annum	Jun-22	ongoing	1 month	package reviewed and changed Jan 2024	
Alarms	Spansec Security	31 Locking Road, Weston-Super-Mare, BS23 3BZ	The Old Courthouse alarm system The Princess Theatre alarm system	£498 per annum £517 per annum additional £75 per call out	Jan-21	ongoing	2 months written notice	To be reviewed after proposed changes to office.	
Annual Leave	Timetastic	Suite 143, 19 Lever Street, Manchester	Annual Leave for all Town Council employeess	£180.00 per annum	Jan-20	ongoing	1 month	reviewed July 2024, cost reduced from £302 per annum to £180 per annum	
Audit - internal	Hillside Business Services	Over Stowey, Somerset. TA5 1HW	Internal Audit for 24/25	£22ph for interim audit and £24 ph for year end	May-24	May-26	n/a	reviewed in Oct 2023, new internal auditor appointed : Hillside Services. Reviewed in 2025.	F&G Cttee 3.6.24. F&G Cttee 9.6.25
Café Concession	Aroma Café Bar	29 Main Road, West Huntspill, TA9 3DN	Café concession at The Princess Theatre & Arts Centre	£100 per week + 10% bar sales for shows/events	Nov-25	Oct-26		Reviewed in 2025-26	Full Council 01.08.25
Christmas lights	Event Power Engineering Ltd	6 Hillside Gardesn, Cofe Mullen, BH21 5NE	The design, supply, installation, removal, storage and operation of Christmas lighting and decoration	£21,000 per annum	Oct-23	Jan-26	n/a	Reviewed in 2023. To go out to tender in March 2026	Council 29.8.23
Christmas trees	Robson Electrics	Highlands, Bawdrip Lane, Bridgwater, TA7 8PS	Purchase and installation of the Christmas trees and lights. Removal and disposal of trees and storage of lights	£7,145.98 year 1 and £3,920 for years 2 and 3	Nov-23	Jan-26	n/a	Reviewed in 2023. To go out to tender in March 2026	TIMPS 11.9.23 & Council 19.9.23
Cleaning	Green Machine	Unit J2A, Oaktree Business Park, Highbridge, Somerset, TA9 4HA	Cleaning of The Princess Theatre premises	Weekends only - 3 hours per week £393.11+VAT	18.11.24	31.08.26	30 days notice before end of renewal period or auto-renews for a year	Reviewing as part of devolution 2025/26. Moving in-house. Just weekends from 01.10.25 - 31.08.26	
Cleaning	Rentokil/ Initial	Compass House, Crawley, West Sussex, RH10 9PY	Sanitary bins - TC Sanitary bins - PT	£95.00 per annum £1,559.14 per annum	15/02/2023 - TC 20/07/2023 - PT	15/02/2026 - TC 20/07/2026 - PT	90 days notice before end of renewal period or auto-renews for a year	Reviewed in 2025/26 for TC - Rentokil cheapest supplier - quotes saved down. PT to be reviewed in 2026/27	
Cleaning	Danfo UK Ltd	Unit 5F, Moorfields, Blackpool, FY2 OJY	Cleaning of Public Conveniences. Sites: S Esplanade, Apex Park, Crosses Penn, Oxford St carpark	£9,922.20 x 4 (per unit) + minor repair costs	Apr-25	ongoing	n/a		Extra-ordinary Town Council 20.03.25
Credit card processor	Global Payments	Granite House, Granite Way, Syston, Leicester, LE7 1PL	merchant credit card fees processing services - PT	variable	May-20	ongoing	60 days notice before end of renewal period or auto-renews for a year	Regularly monitored and checked for value for money	
Electric	Ecotricity	Ecotricity Ltd, Lion House, Rowcroft, Stroud, Gloucestershire, GL5 3BY	Multi-site - all Cemeteries, TC & Market stall (from Nov)	variable	Oct-25	Mar-28	n/a		New contract with Ecotricity to start 01/10/25. Finance & Governance Committee 24.03.25
Electric	Ecotricity	Ecotricity Ltd, Lion House, Rowcroft, Stroud, Gloucestershire, GL5 3BY	Princess Theatre	variable	Oct-25	Mar-28	n/a		New contract with Ecotricity to start 01/10/25. Finance & Governance Committee 24.03.25
Electric	EDF	Avonbank, Feeder Road, Bristol, BS2 0TB	Electricity supplied to Highbridge Clock & Christmas Lights	variable	May-23	ongoing	30 days	To be reviewed in 2026-27. NB to review	
Food Waste removal	Ash Waste	Ash Waste Services, Unit 16 Wilkinson Court, Wrexham Industrial Estate, Wrexham, LL13 9AE	Food waste removal for the Old Courthouse and Princess Theatre	£380 per annum	31st March 2025	12 mth rolling contract	not more than 5 months and not less than 3 months before the precise date on which the contract expires	Quotes in quotes folder and contract in contract folder	A&A Committee 25.03.25
Gas	Crown Gas & Power	Bury New Road, Heap Bridge, Bury, BL9 7HY	Gas supplied to The Old Courthouse, Burnham-on-Sea	variable	Oct-25	Sep-29	n/a		New contract to start 01/10/25. Finance & Governance Committee 24.03.25

Gas	Crown Gas & Power	Bury New Road, Heap Bridge, Bury, BL9 7HY	Gas supplied to The Princess Theatre, Burnham-on-Sea	variable	Oct-25	Sep-29	n/a		New contract to start 01/10/25. Finance & Governance Committee 24.03.25
Grave digger	Parfitt	5 Caraway Close, Chard, Somerset, TA20 1HP	Digging of graves at 3 cemeteries	variable	Jan-20	ongoing	n/a	Reviewing as part of devolution 2025/26 - putting aside funds to move in-house	
H&S Support	Worknest	Woodhouse, Church Lane, Aldford, Chester, CH36JD	H&S support	£2300 per annum	Apr-23	Apr-26	no formal notice - does not auto-renew	Quotation & signed contract in folder. To be reviewed in 2025/26. KN currently reviewing.	
HR Support	Southwest Councils	South West Councils, Dennett House, 11 Middle street, Taunton, TA1 1SH	HR Support	£525.00	Apr-25	Mar-26	renew subscription annually	HR report in folder	HR Sub Committee 30.8.22 -KN to update
Insurance	James Hallam	Spargo House, 10 Budshead Way, Plymouth, PL6 5FE	Comercial Combined Insurance	£18,583.98	01/04/2024 part of 3 year agreement	Mar-28	n/a	Reviewed in April 23. 3 year contract awarded. All documents in Insurance folder. Contract extended in 2025 until 2028	F&R Cttee 24.4.23
Insurance	James Hallam	Spargo House, 10 Budshead Way, Plymouth, PL6 5FE	Group Personal Accident Insurance	£592.31	01/04/2024 "	Mar-28	n/a	As above	F&R Cttee 24.4.23
Insurance	James Hallam	Spargo House, 10 Budshead Way, Plymouth, PL6 5FE	Commercial Motor Insurance	£653.60	01/04/2024 "	Mar-28	n/a	As above	F&R Cttee 24.4.23
Insurance	James Hallam	Spargo House, 10 Budshead Way, Plymouth, PL6 5FE	Cyber Insurance	£1,884.28	01/04/2024 "	Mar-28	n/a	As above	F&R Cttee 24.4.23
IT	Flotek	11 - 13 Curzon Street, Calne, Wiltshire, SN11 0DB	Supply IT services	£935 per month	Jan-18	ongoing	30 days notice before end of contract finish date.	Flotek took over Microshade in May 2025. To be reviewed after website renewal in 2026-27.	new contract for Microsoft 365 from 31.01.25 for 1 year
Lifts - PT	Otis	Boss Court, 7 Barton close, Grove Park, Leicester, LE19 1SJ	lift service & repairs	variable	Oct-11	ongoing	n/a	To be reviewed in 2025/26. SC currently reviewing.	
Payroll	IRIS	Heathrow Approach, 470 London Road, Slough, SL3 8QY	Monthly payroll services to all employees of the Town Council	£1,620 per annum	Jan-21	ongoing	90 days notice in writing	Regularly monitored and checked for value for money	
Phones - Mobiles	EE	1 Braham Street, London, E1 8EE	14 devices	£180.85 per month		Jul-26	n/a	reviewed in July 2024 - reduced cost by £100 per month	
Phones - Office and Broadband	Flotek	The Maltings, East Tyndall Street, Cardiff, CF24 5EA	Supply of 10 phone lines and broadband	variable	Mar-24	Mar-27	n/a	Reviewed in 2024, to be reviewed again in 2027	
Photocopier Lease	Ricoh	7 Mulberry Court. Lustleigh Close. Marsh Barton. Exeter. EX2 8PW	Photocopier - Princess Theatre	£83.20 per quarter	Jan-24	Jan-27	n/a	Reviewed in 2024, to be reviewed again in 2027	
Photocopier Services	ITEC	Unit 4, Festival Units, Showground Business Park, Bridgwater TA6 6LS	photocopier services - ink	variable - c.£50/month	Apr-23	Apr-28	n/a	Reviewed in 2023, to be reviewed again in 2028	
Photocopier Lease	Xerox	Bigd 4, Uxbridge Business Park, Sanderson rd, Middlesex, UB8 1DH	Photocopier lease - TC - through ITEC	£1,462 per annum	Apr-23	Apr-28	n/a	Reviewed in 2023, to be reviewed again in 2028	
Theatre Technician (Freelance)	Bravo	2Drake House, Cook Way, Taunton, TA2 6BJ	Tehnnical services for the Princess Theatre	£16,512	May-25	Apr-26	n/a	Reviewed annually	A&A Committee 10.02.25
Ticket vendor	Ticketsolve	Guinness Enterprise Centre, Taylor's Lane, Dublin 8. DO8 F7KN, Ireland	on-line ticket service provider	variable - depends on sales	Jul-20	ongoing	30 days	Regularly monitored and checked for value for money	
Van Lease	Alphabet	County Gates, Ashton Road, Bristol, BS23 2JH	Ford Ranger van leased for Estates Team	£539.68 per month	Apr-25	24 mths	n/a	Quotes in quotes folder and contract in contract folder	Council Committee 04.03.25
Waste removal	Business Waste	Artemis House, Eboracum Way, Heworth Green, York, YO31 7RE	Supply of 1 x 660 litre mixed recycling bin and emptying fortnightly at The Old Courthouse	£13.07 per collection	Oct-23	12mth rolling contract	2 months in writing prior to auto-renewal date	To be reviewed 2026/27. ED to review	Finance & Governance Committee 24.03.25
Waste removal	Business Waste	Artemis House, Eboracum Way, Heworth Green, York, YO31 7RE	Supply of 1100 litre general waste at the 3 cemeteries	£19.25 per collection per cemetery	27.02.2024	12mth rolling contract	2 months in writing prior to auto-renewal date	To be reviewed 2026/27. ED to review	Finance & Governance Committee 24.03.25
Waste removal	Biffa	Coronation Road, Cressex, High Wycombe, Buckinghamshire, HP12 3TZ	Removal of waste at the Princess Theatre	c.£150 a month	01/01/2020	ongoing	3 months	Reviewed services in 2024/25	Finance & Governance Committee 24.03.25
Website	Design Hive	Quicksign House, Walrow Industrial Park, Evercreech Way, Highbridge, TA9 4AR	Monthly care plan for Town Council Web site	£1368 per annum	Jan-20	ongoing	in writing before auto-renewal date. Non-negotiable transfer fee of £55+VAT to another hosting site for website.	To be reviewed in 2025/26. ED currently reviewing.	




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**Report for councillors:                      Christmas lights update**

**Issued to:                                      Finance & Governance Committee - 22<sup>nd</sup> December 2025**

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## **1. Purpose of Report**

To give an update on the Christmas installation service this year.

## **2. Background**

This is the last year of a 3-year contract for both Christmas trees and towns lights.

### **Christmas trees**

The Christmas trees were installed on 13<sup>th</sup> November and there have been no issues with the lights. As the contract is ending, the lights will be returned to the Town Council offices in January.

### **Highbridge lights**

There were fewer lights installed this year, due to some shops closing and unable to get permissions.

The YMCA lights were installed later than the rest of the lights, but in time for the switch-on.

There were no issues reported from the switch-on event.

The lights were not working for just under a week following the switch-on event.

One businesses lights were not working for more than a week.

### **Burnham-on-Sea lights**

Again, we were unable to obtain permissions from all businesses this year. Due to safety issues, we were unable to install wrap lights on the lighting columns.

The motif was not installed on one business until the day before the switch-on, which caused the occupier to make several complaints.

There were no issues reported from the switch-on event.

After the switch-on event a number of motifs were not working and also the icicle lights on the Princess Theatre didn't work. These were rectified after a week. The timer was also set for the lights to come on at 2pm not 3pm; as per the contract requirements.

Communications with the contractor had improved from last year, although there have still been several occasions when it has taken more than one email before receiving a response.