



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

9<sup>th</sup> December 2025

To: All Members of the Town Council

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **TOWN COUNCIL** to be held on **15<sup>th</sup> December 2025** in the Council Chamber, Old Courthouse, Jaycroft Road, TA8 1LE at **7.00 pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Building doors will be open at 6:45pm

A handwritten signature in black ink, appearing to be "K Noble", is enclosed in a thin black rectangular border.

Katherine Noble  
Town Clerk

***Please contact the Town Council reception (01278 788088) if you need further information on this agenda.***

### **Members of the Burnham and Highbridge Town Council**

Councillor R. Baker  
Councillor M. Facey (Mayor)  
Councillor G. Gudka  
Councillor R. Keen  
Councillor B. Metcalfe  
Councillor P. Mills  
Councillor K. Pearce  
Councillor C. Searing  
Councillor B. Vickers

Councillor P. Clayton  
Councillor J. Flurry  
Councillor A. Hendry  
Councillor A. Matthews  
Councillor L. Millard  
Councillor M. Murphy  
Councillor S. Perry  
Councillor N. Tolley  
Councillor P. Wynn (Deputy Mayor)

## **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.

## **Town Council Meeting Agenda 15<sup>th</sup> December 2025**

- 579.0.T25 Apologies for absence**
- 580.0.T25 To receive any declarations of interest on items included on this agenda**
- 581.0.T25 To receive and approve the minutes of the Town Council meeting held on 10<sup>th</sup> November 2025 and the extraordinary Town Council meeting held on 3<sup>rd</sup> December**
- 582.0.T25 Matters arising from previous minutes**
- 583.0.T25 To receive the Mayor's report**
- 584.0.T25 To receive report from the Police**
- 585.0.T25 To receive any reports from Somerset Councillors**  
To receive the written report of the Somerset Ward Councillors
- 586.0.T25 To receive minutes of previous committee meetings**  
*Draft minutes have been circulated by email & added to the website*  
Planning Committee – 12<sup>th</sup> November and 19<sup>th</sup> November 2025  
Finance & Governance Committee – 24<sup>th</sup> November 2025
- 587.0.T25 To receive list of payments up to 2<sup>nd</sup> December 2025**
- 588.0.T25 To receive Town Council Accounts for month of November**
- 589.0.T25 To approve the bank reconciliation for November 2025**
- 590.0.T25 To note the interim internal audit report**
- 591.0.T25 To receive reports from town councillor representatives appointed to outside bodies**  
To receive written reports from Town Council representatives on outside bodies



**592.0.T25 To consider response to consultations/correspondence received**

592.1 To consider a response to the Somerset Council Consultation for Charitable Collection Licensing Policy

[Consultation for charitable collection licensing policy](#)

592.2 To consider the invitation to attend the Open Story Tellers “Festival of Voices” at the Brewhouse Theatre, Taunton on Thursday 22<sup>nd</sup> January from 10am - 2pm

592.3 To consider a response to the Local Government Boundary Commission consultation on proposed new division boundaries for Somerset Council

[Somerset | LGBCE](#)

592.4 To consider the draft response recommended by the Planning Committee to the Government Open Consultation on Reforms to the Statutory Consultee System

592.5 To consider responding to the Somerset Council budget consultation 2026/27

[Budget Consultation 2026/2027 - Somerset Council - Citizen Space](#)

**593.0.T25 To review and adopt the IT, Cybersecurity and Email Policy**

**594.0.T25 To consider a recommendation from the Finance & Governance Committee to release up to £9,900 of earmarked reserves to fund the Burnham Shop Front Grants**

**595.0.T25 To consider the report on the fountain at Marine Cove**

**596.0.T25 To consider Highbridge Community Toilet Scheme report**

**597.0.T25 To consider purchasing of defibrillator to be sited at The Old Courthouse**

**598.0.T25 To consider a financial contribution towards a bund in Priory Gardens**

**599.0.T25 To consider contributing towards reinforced street lighting columns in the High Street, Burnham-on-Sea**

**600.0.T25 To consider The Old Courthouse vehicular access report**

**601.0.T25 To agree additional expenditure for Apex Park public conveniences refurbishment**



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

**602.0.T25 To consider joining the Woodland Trust, Somerset Council and Bridgwater Council in a tree equity project**

**603.0.T25 Date of next meeting**

The next meeting of the Town Council is scheduled for 19<sup>th</sup> January 2026 at 7 pm.



**Minutes of a meeting of the Town Council held on 10<sup>th</sup> November 2025 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

**Present:** Councillors Facey (Chair), J. Flurry, R. Keen, A. Matthews, L. Millard, P. Mills, M. Murphy, K. Pearce, S. Perry, N. Tolley, B. Vickers, P. Wynn

**In attendance:** K. Noble (Town Clerk), the Estates Manager and five members of the public

**Public Participation:** A residents expressed thanks for the pothole repairs.

**557.0.T25 Apologies for absence**

Apologies were received from Councillors Clayton, Gudka, Searing and Metcalfe.

**558.0.T25 To receive any declarations of interest on items included on this agenda**

There were no declarations of interest.

**559.0.T25 Somerset Foundation Trust Community Hospital presented feedback from a public consultation on Community Hospital transformation**

(Councillor Flurry joined the meeting during this item)

Three representatives from Somerset NHS Foundation Trust were welcomed to the meeting to give feedback from the recent consultations that have taken place regarding the Community Hospital Transformation.

The consultation included a survey as well as community visits with different groups. An overview of the feedback was given. Difficulties raised included transport barriers, signposting of services and issues with digital systems. Some responders felt that the engagement was just for show and concerns would not be listened to. Concerns were also raised regarding the closure of the minor injuries unit and reduction in beds at the community hospital. Suggested improvements put forward included easier access for blood tests, a one stop shop approach, homes visits, improved sign posting for service options available and a dedicated space for long term conditions etc.



All Councillors were given the opportunity to ask questions, which were answered.

(Three members of the public left the meeting at this juncture)

**560.0.T25 To receive and approve the minutes of the Town Council meeting held on 22<sup>nd</sup> September 2025**

The minutes of the previous meeting of the Town Council, held on 22<sup>nd</sup> September 2025, were presented by the Mayor.

**Resolved** that the minutes be taken as read, confirmed and signed by the Mayor.

**561.0.T25 Matters arising from previous minutes**

Councillor Millard confirmed that following a letter sent to Sir Ashley Fox MP regarding the bridge in Highbridge, a meeting took place last week and whilst on site several cars got grounded, which reiterated the problem. Highways have confirmed that they will fill in the dip. Unfortunately, the legal teams for Network Rail and Somerset Council have still not agreed who is responsible for the bridge. Councillor Millard has now raised this with Councillor Bill Revans at Somerset Council.

**562.0.T25 To receive Mayor's report**

(Councillor Keen joined the meeting at this juncture)

The report had been circulated with the agenda. The Mayor added his thanks to those who attended the Remembrance Services yesterday and commented on how impressive the event at Wells Cathedral was.

**563.0.T25 To receive any reports from Somerset Councillors**

Concerns were raised regarding the report being political and not covering several items, including the annual chairs event and Somerset Councils response to the SEND reform delays. It was also stated that there had been a noticeable difference in the reports in recent months. The Mayor agreed to look into this.

**564.0.T25 To receive minutes of previous committee meetings**

Finance & Governance Committee Meeting - 13<sup>th</sup> October

Extraordinary Planning Committee Meeting - 21<sup>st</sup> October

Assets & Amenities Committee Meeting - 21<sup>st</sup> October

Planning Committee Meeting - 8<sup>th</sup> October and 29<sup>th</sup> October

Extraordinary Finance & Governance Committee Meeting - 30<sup>th</sup> October

No questions were raised and the minutes noted.



**565.0.T25 To receive list of payments up to 1<sup>st</sup> November 2025**

The attached list of payments was received and noted. No queries were raised.

**566.0.T25 To receive Town Council Accounts for month of September**

The accounts for September were received. A query was raised regarding the overspend on the cemeteries general maintenance budget. It was confirmed this was due to additional purchase of plinths as well as an issue with a grave.

**567.0.T25 To receive reports from town councillor representatives appointed to outside bodies**

Written reports from Town Council representatives on outside bodies were circulated with the agenda.

The Town Clerk advised that Councillor Searing had sent an update to the Bay Centre report, which stated that the road to the car park is the responsibility of Somerset Council.

The reports were noted.

**568.0.T25 To receive Working Group update reports**

Councillor Vickers gave an overview of the recent Highbridge Regeneration Working Group meeting, the notes of which had been circulated.

**569.0T.25 To consider response to correspondence received**

**569.1 To consider a request from Somerset Council to purchase stored play equipment**

Several queries were raised and answered.

**Resolved** that the equipment be sold on the open market for the highest price.

**569.2 To consider a request from Somerset Council to contribute towards footpath repairs at Winchester Road Park Play Area**

An update on management of parks was given and it was confirmed that Community Infrastructure Levy (CIL) monies could be used.

**Resolved** that the Council agrees to contribute £10,000 towards the cost of the footpath repairs.



**569.3 To appoint a Councillor to act as a representative on the NHS Somerset, and Somerset NHS Foundation Trust, Stakeholder Reference Group**

**Resolved** that Councillor Keen is appointed as the Council representative on the Somerset NHS Foundation Trusts Stakeholder Reference Group

**569.4 To consider a response to the Devon and Somerset Fire and Rescue Service Precept Survey**

Details have been published on the website and all are urged to respond.

**Resolved** that Councillors respond individually.

**569.5 To consider the Somerset Town Centre Health Checks Report**

The Highbridge Working Group had reviewed the document and felt it was very out of date.

Other Councillors raised issues with the content and the purpose of the report.

**Resolved** that the Town Clerk contacts Somerset Council to arrange a meeting to raise concerns.

**570.0.T25 To review the updated Strategic Plan**

**Resolved** the updated Strategic Plan was approved.

**571.0.T25 To consider a recommendation from the Assets & Amenities Committee to use Community Infrastructure Levy (CIL) for the refurbishment of the Apex Park Toilets**

**Resolved** that £15,713 is approved for releasing from CIL funds for the refurbishment of the Apex Park public conveniences.

**572.0.T25 To approve an overspend of £1,069 for grants awarded was agreed by the Finance & Governance Committee at the meeting on 13<sup>th</sup> October 2025**

**Resolved** the overspend of the grant budget of £1,069 is approved and is to be taken from general reserves.

**573.0.T25 To note the conclusion of audit and sections 1, 2 & 3 of Annual Governance Accountability Return**

The Town Clerk advised Councillors of the significant work undertaken by the RFO.

Councillors expressed their thanks to the RFO.



**574.0.T25 To consider proposal regarding litter bins**

**Resolved** that the Council agrees to exchange the four litter bins with Somerset Council, as detailed in the report.

**575.0.T25 Date of next meeting**

The next meeting of the Town Council will be held on 15<sup>th</sup> December 2025 at 7 pm.

DRAFT

## DATE OF

INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
23/09/2025	Otis	25052110_U1	contractual lift maintenance - PT	£132.75	£26.55	£159.30	pd 15/10/25
25/09/2025	JR Food Service	415709	ice-cream & water - PT	£107.12	£21.42	£128.54	pd 15/10/25
26/09/2025	Proper Job	Z0018T02-832972	office equipment	£7.49	£1.50	£8.99	pd 15/10/25
26/09/2025	Proper Job	Z0009T02-645949	nails	£1.32	£0.27	£1.59	pd 15/10/25
30/09/2025	Biffa	308C50722	waste collection - PT	£136.60	£27.32	£163.92	pd 15/10/25
30/09/2025	Business Waste	P1830063	waste collection - Cem	£6.67	£1.33	£8.00	pd 15/10/25
30/09/2025	Business Waste	P1830052	waste collection - Cem	£28.06	£5.61	£33.67	pd 15/10/25
30/09/2025	DLB Fabrications	3736	repair to steps - Princess Theatre	£75.00	£15.00	£90.00	pd 15/10/25
01/10/2025	Business Waste	P1818107	waste collection - Cem	£38.50	£7.70	£46.20	pd 15/10/25
01/10/2025	Business Waste	P1819776	waste collection - Cem & TC	£103.14	£20.62	£123.76	pd 15/10/25
01/10/2025	ICCM	20129	Sexton training - SC, JC	£180.00	£36.00	£216.00	pd 15/10/25
01/10/2025	Spansec	271245	service call alarms	£75.00	£15.00	£90.00	pd 15/10/25
01/10/2025	REACT	R-073	Chicago settlement			£2,401.76	pd 15/10/25
02/10/2025	ICO	Z2930717	GDPR annual fee			£78.00	pd 15/10/25
02/10/2025	Les Locksmith	02.10.25	replace lock Jaycroft Road	£180.00	£36.00	£216.00	pd 15/10/25
02/10/2025	Iris	INV-ISL-1102411	payroll services - Sept 25	£105.20	£21.04	£126.24	pd 15/10/25
03/10/2025	N Stolliday	03.10.25	art sales settlement			£45.60	pd 15/10/25
03/10/2025	Somerset Council	32005760	MEWP hire & works Cemetery	£2,013.00	£402.60	£2,415.60	pd 15/10/25
06/10/2025	Brian Humphreys	06.10.25	art sales settlement			£281.20	pd 15/10/25
06/10/2025	PPL PRS	01733196SIN3168093	music licence - Shows	£587.86	£117.57	£705.43	pd 15/10/25
07/10/2025	Ronnie Broadley	07.10.25	art sales settlement			£45.60	pd 15/10/25
07/10/2025	Darren Turner	318	Darren Turner - Medium show settlement			£1,406.50	pd 15/10/25
08/10/2025	Terri Atkins	08.10.25	art sales settlement			£121.60	pd 15/10/25
30/09/2025	Wellers	49569.004	Lease 1 - Apex Park Public Conveniences			£1,860.00	
30/09/2025	Wellers	49569.005	Lease 2 - Crosses Penn Public Conveniences			£1,860.00	
30/09/2025	Wellers	49569.006	Lease 3 - Oxford Street Public Conveniences			£1,860.00	
30/09/2025	Wellers	49569.007	Lease 4 - South Espanade Public Conveniences			£1,860.00	
01/10/2025	Microshade	251000378740	IT support	£859.20	£171.84	£1,031.04	

07/10/2025	Seated Furniture Ltd	INV-099880	chairs - Princess Theatre	£3,825.53	£765.11	£4,590.64
07/10/2025	Evac Chair	INV182166	Annual service	£106.00	£21.20	£127.20
09/10/2025	Purnells	130838	Sept-Dec brochures reprint			£169.00
10/10/2025	Green Machine	43144	cleaning - PT October	£393.11	£78.62	£471.73
11/10/2025	White Snake UK	WSUK11102025	White Snake settlement			£1,400.63
13/10/2025	Somerset Council	32006207	Street Cleaning - Jointly funded Services			£3,000.00
13/10/2025	Parfitt	13.10.25	grave digging Aug-Oct 25			£1,278.00
14/10/2025	Mynett Electrical	128057	Electrical Installation Condition survey & report	£760.00	£152.00	£912.00
14/10/2025	ITEC	1145509	photocopier services	£33.56	£6.71	£40.27
16/10/2025	Somerset Council	32006527	Highbridge Cemetery tree works	£666.00	£133.20	£799.20
16/10/2025	ICCM	20235	Sexton training - SS	£100.00	£20.00	£120.00
16/10/2025	ICCM	20234	Sexton training - SP	£100.00	£20.00	£120.00
16/10/2025	Proper Job	Z0009T02-650971	caulking gun, silicone & batteries - PT	£12.65	£2.52	£15.17
17/10/2025	Amazon	13DF-QQNL-LFYN	2 x dash cam			£52.97
21/10/2025	Spot-on-Supplies	31684641	plastic tumbler glasses	£44.17	£8.83	£53.00
21/10/2025	Proper Job	Z0009T02-652524	mop & bucket - PT	£12.49	£2.50	£14.99
22/10/2025	Proper Job	Z0018T03-453047	hooks, cable ties & sundries - TC	£20.95	£3.33	£24.28
24/10/2025	Amazon	GB509GV7ILHWN	sundries - PT			£6.79
24/10/2025	Amazon	GB52AE45ABEY	sundries - PT	£50.18	£6.00	£56.18
24/10/2025	Proper Job	Z0018T03-453327	new chain Jaycroft rd carpark entrance	£6.65	£1.33	£7.98
26/10/2025	SALC	2402	CLlr Essentials training - PT2 CLlr Mills			£25.00
27/10/2025	Solutions on Stage	INV-3123	Collapsible Stage review	£533.00	£106.60	£639.60
27/10/2025	Green Machine	CN43245	credit note for missed clean	-£90.47	-£18.09	-£108.56
27/10/2025	Proper Job	Z0018T03-453815	cable ties for poppies	£3.75	£0.75	£4.50
28/10/2025	Microshade	INV-1144	Princess box office replacement computer	£811.48	£162.30	£973.78
28/10/2025	Microshade	INV-1145	docking station for Princess laptop	£160.24	£32.05	£192.29
28/10/2025	Gelos Network	329	Comedy Club settlement			£2,816.00
29/10/2025	Amazon	GB52AFF3ABEY	solar security flood light	£24.98	£5.00	£29.98
29/10/2025	Amazon	DS-AEU-INV-GB-2025-6	motion sensor outdoor light			£30.00
29/10/2025	Flagmakers	1175500	flagpole & installation - Highbridge	£2,679.22	£535.84	£3,215.06
29/10/2025	Styles Farmhouse	374467	ice-creams - PT	£180.68	£36.14	£216.82
29/10/2025	Proper Job	Z0018T03-454061	halloween decorations	£12.46	£2.52	£14.98

31/10/2025	Danfo	INV-0265	cleaning Pcons	£3,307.33	£661.47	£3,968.80
31/10/2025	Burnham Portable Toilet Hire	21210	portable toilet hire	£965.00	£193.00	£1,158.00
31/10/2025	Business Waste	P1847249	waste collection - Cem	£19.25	£3.85	£23.10
31/10/2025	Lyreco	6724205858	stationery & sundries	£45.41	£3.08	£48.49
31/10/2025	Biffa	308C057154	waste collection - PT	£137.40	£27.48	£164.88
01/11/2025	Amazon	GB59K725ABEI	meeting portable speaker	£43.32	£8.66	£51.98

	Burnham & Highbridge Men & Ladies Shed		grants 2025-26			£1,522
	Burnham-on-Sea Swimming Club		grants 2025-26			£1,500
	Burnham Area Youth (Bay) Centre		grants 2025-26			£950
	Burnham & Highbridge Choral Society		grants 2025-26			£1,000
	Burnham Community Centre		grants 2025-26			£1,200
	Burnham District Pantomime Society		grants 2025-26			£1,000
	Young Somerset		grants 2025-26			£2,000
	Burnham BMX Club		grants 2025-26			£1,000
	Octopus Childrens Daycare		grants 2025-26			£800
	Burnham & Highbridge Gateway Club		grants 2025-26			£750
	Somerset Council	Oct-25	pension payment			£10,798.66

£66,629.93



**Minutes of an extraordinary meeting of the Town Council held on  
3<sup>rd</sup> December 2025 in the Council Chamber, The Old Courthouse,  
Jaycroft Road, Burnham-on-Sea at 6 pm**

**Present:** Councillors Facey (Chair), P. Clayton, J. Flurry, G. Gudka, A. Hendry, A. Matthews, M. Murphy, S. Perry, C. Searing

**In attendance:** E. Dutton (Deputy Town Clerk) and 2 members of the public

**Public Participation:**

A member of the public spoke in support of the proposal, noting that the lamp columns are currently not in use and that the High Street is lacking in Christmas lights. They highlighted that, in previous years, the Chamber of Trade had successfully hired LED solar-powered Christmas trees which were installed on the hanging basket posts, with a battery life of approximately five hours. It was further confirmed that the appointed contractor holds all necessary insurance and risk assessments.

**576.0.T25 Apologies for absence**

Apologies were received from Councillors Vickers, Mills, Millard and the Town Clerk.

**577.0.T25 To receive any declarations of interest on items included on this agenda**

There were no declarations of interest.

**578.0.T25 To consider request from Burnham Chamber of Trade to cover the cost of solar powered Christmas trees for the High Street**

A lengthy discussion took place. The Town Council welcomed the Chamber of Trade's proposal to brighten up the High Street this Christmas through the hire of solar-powered Christmas trees. Members noted that similar installations had worked well in previous years and would provide a festive enhancement for the community.

**Resolved** That the Burnham Chamber of Trade place the order for the hire of 24 solar-powered Christmas trees for installation on the 12 High Street hanging basket columns, and that the Town Council will pay the Chamber of Trade for the full cost of £1,715 plus VAT, less any donations or contributions received to be paid as an overspend from the Christmas Lights budget.

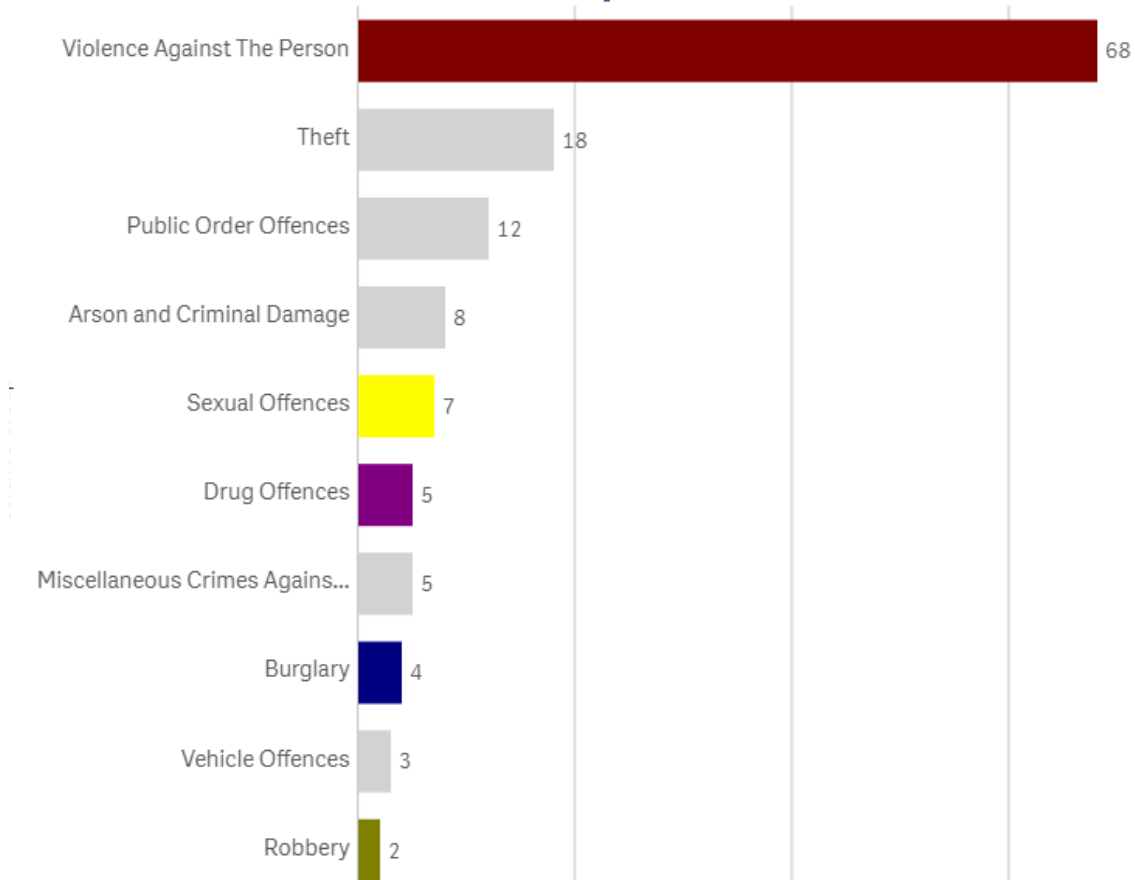
## Mayor's Report

Since the last Town Council meeting, I have attended the following events;

- Sunday 9<sup>th</sup> November, Remembrance Parade – I was honoured to lead the Parade in Burnham-on-Sea in the morning and was pleased to see so many residents and visitors attend and pay their respects. I would like to thank the Royal British Legion for help in organising the event and for all the volunteers who helped the event take place. In the afternoon I attended the poignant service at St Johns Church and laid a wreath on behalf of the Town Council at the War Memorial.
- Tuesday 11<sup>th</sup> November, GWR Poppies to Paddington – although this was a very early start, my Consort and I were honoured to represent the towns on this emotional occasion. It was a complete surprise to be told that Her Majesty the Queen would be boarding the train to accompany the many wreaths to London.
- Tuesday 11<sup>th</sup> November, Armistice Day – I was privileged to attend the short service at the flagpole to honour the armed forces personnel who have served and sacrificed for our country. Deputy Mayor, Councillor Paul Wynn led the tribute at the flagpole in Highbridge.
- Wednesday 12<sup>th</sup> November, Mini Police Programme - I was delighted to be invited to Berrow School to hear from the children on their findings on speeding, following their time with PCSO Dunbar.
- Saturday 15<sup>th</sup> November, Highbridge Christmas Lights Switch-on event – a well attended event, which was well organised.
- Saturday 22<sup>nd</sup> November, Burnham-on-Sea Christmas Lights Switch-on event – another well organised event with a large crowd in attendance.
- Saturday 22<sup>nd</sup> November – the Deputy Mayor enjoyed the WODS Musical Theatre Performance of “The Little Shop of Horrors” at the Princess Theatre & Arts Centre.
- Saturday 30<sup>th</sup> November, BEES performance of “Annie” at the Princess Theatre & Arts Centre – the performance was extremely professional and enjoyed by all in attendance.
- Monday 1<sup>st</sup> December - the Christmas market and lights switch-on at The King Alfred School Academy was very enjoyable.
- Tuesday 2<sup>nd</sup> December, Annual Joint Carol Service of Voluntary Organisations at the Baptist Church in Burnham-on-Sea – I enjoyed giving a reading and give thanks to the organisers.
- Wednesday 3<sup>rd</sup> December, Weston Hospicecare “Light up a Life” service at the Methodist Church in Burnham-on-Sea – a very sincere and moving service that was a pleasure to attend.

- Thursday 4<sup>th</sup> December, Mayor's Civic Carol Service - I was delighted to welcome dignitaries and residents to the wonderful carol service. Burnham and Highbridge Brass Band were excellent as always and St Andrew's Church of England School Choir were superb. I would like to convey special thanks to Reverend Cheryl Hawkins.
- Saturday 6<sup>th</sup> December - I received the nicest of welcomes when I opened the Christmas Bazaar at the Kathleen Chambers Home. It was wonderful to meet so many residents, some of whom are family friends.

## Town Council Crime Report – November 2025



### Overview

The latest crime data indicates that Violence Against the Person remains the largest crime category, with 68 recorded offences. While this figure has risen, as per previous report, the analysis shows that the majority of these incidents occurred in domestic settings rather than public spaces.

### Violence Against the Person (VAP)

There were 68 VAP offences recorded. Of these, only 4 assault incidents occurred in public spaces.

In this figure there are 14 harassment cases. Among the public space assaults, there was 1 school incident, 1 domestic-related assault that occurred in public, 1 dog bite incident and 1 report of youths being chased, however no complaints made and no one located. The remaining 50 offences were primarily domestic abuse within dwellings, including harassment and physical assaults or online incidents.

### Public Order Offences

A total of 12 criminal damage offences were reported. A significant proportion of these were domestic violence related. This is an increase on last month with no clear pattern as to why this has increased.

Of the 12 offences, 1 was domestic violence related and the rest were on the street, ranging from youths shouting and fireworks to low level incidents in Apex Park and the train station.

### Theft

There were 18 theft offences reported, which were wide-ranging in both location and type. Items stolen included garden ornaments, parcels, mobile phones, and e-scooters. No specific trends have been identified across these incidents. A positive observation is the very few shop thefts reported, suggesting good compliance and/or effective deterrence measures in retail environments – This has not changed from last months report, there was a slight increase in shop theft as a prolific offender had returned to the area, however they have since been arrested and returned to prison.

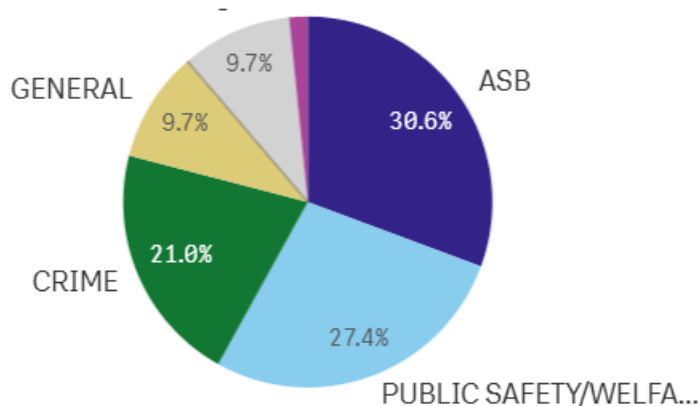
### Key Insight

VAP is the largest crime category, but public space violence remains low. Most incidents are linked to domestic settings.

Harassment offences can include ASB-type behaviours, such as repeated door knocking, when they meet the threshold for harassment.

There are no rising crime trends that can be seen across the area.

### Call Type



The overall calls for November include a range of categories, with Public Safety being a notable component. This category primarily covers concerns for welfare

and mental health-related incidents, reflecting the ongoing need for multi-agency collaboration and support for vulnerable individuals.

This follows the same trends as last month, with very little difference in the percentages.

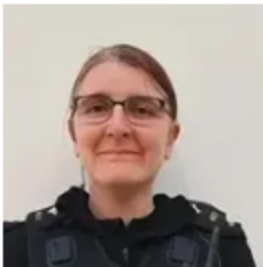
### **Anti-Social Behaviour**

I have reviewed the ASB, the majority being neighbour disputes rather than on-street incidents. There are certain addresses in deep conflict that call in several times a day about one another, therefore exaggerating the ASB statistics currently.

### **Op Limit**

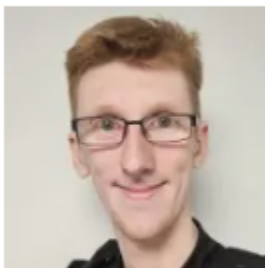
This is the force's annual seasonal campaign aimed at reducing drink and drug driving during the festive period. The initiative focuses on raising awareness of the dangers and consequences of impaired driving, while increasing enforcement to keep roads safe for all users. Officers will be conducting targeted patrols and roadside checks across the area, supported by a strong public messaging campaign to encourage responsible choices. The campaign in Burnham-on-Sea, Highbridge, and the surrounding rural communities will be delivered by the local Neighbourhood Policing Team and supported by Special Constables, ensuring a visible presence and proactive engagement throughout the season. The goal is to prevent harm, protect lives, and ensure everyone can enjoy the season safely.

### **The team covering Burnham and Highbridge:**



**Jen Atkinson**

**Neighbourhood Sergeant**



**Harry Long**

**Neighbourhood Constable**

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## **Craig Dunbar**

**PCSO**

**School Link Officer for:**

Berrow Primary, Churchfield Church School, St Andrew's Primary, St Joseph's Primary, The King Alfred School, West Huntspill Primary

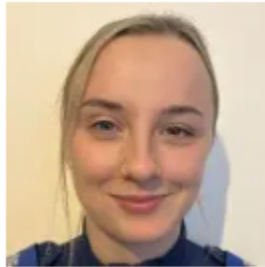
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Wider members of my beat team who often come to assist on the Burnham/Highbridge beat:



## **Emily Cable**

**Neighbourhood Constable**



## **Millie Hale**

**PCSO**



## **Jeremy Pidgeon**

**PCSO**

# SOMERSET COUNCIL

## Conservatives Briefing Sheet for Parish & Town Councils

November 2025

**Somerset Council Criticised Over Financial Management and Delays:** Somerset Council has come under renewed criticism following an in-depth report by [Somerset Confidential](#), which accuses the authority of poor financial control, overreliance on consultants, and slow progress in addressing its £101 million budget shortfall. The report highlights that key statutory recommendations from auditors Grant Thornton (intended to secure the Council's financial future) remain incomplete months after their deadlines. It also criticises the Council for continuing to operate multiple legacy IT systems more than two years after becoming a unitary authority, rising agency staff costs despite redundancies, and weak financial controls. The publication suggests that Somerset Council may again need to seek exceptional financial support from Government to avoid insolvency for 2026/27.

**£3m Pay and Grading Review:** After cutting 555 full-time posts to save £33 million last April, Somerset Council's Executive is now approving a £3 million review of staff pay and grading over the next two years. The review aims to create a more consistent pay structure following the merger of five former councils. The programme, separate from the £20 million "Inspiring Innovation" transformation contract with Newton Europe, will be supported by consultancy firm Korn Ferry, and changes are expected to take effect from April 2027 following consultation with staff and unions.

**Leader's £32k Aide Advertised Amid Financial Emergency:** The Leader of Somerset Council has received criticism after advertising for a "Leader's Office Co-ordinator" role at up to £32,000 a year during the council's 'financial emergency'. The part-time role (26 hours per week) involves drafting speeches, managing diary commitments and handling casework. The advert follows the council's decision to cut 555 job posts earlier this year to tackle a £101m budget gap for 2026/27.

**Motion Wins Cross-Party Support for Planning Service Improvements:** [A Conservative motion](#) calling for improvements to Somerset Council's planning service received full cross-party backing at the latest Climate and Place Scrutiny Committee. Introduced by Opposition Leader Cllr Diogo Rodrigues, the motion calls for a Planning Service Recovery Plan with measurable targets, quarterly reporting, stronger planning enforcement, and a new "good practice charter" to improve engagement with stakeholders, including parish councils and applicants. The Motion will now go to a Full Council meeting on 17<sup>th</sup> December for a vote.

**Sunday Parking Charges Consultation Closes:** Somerset Council's six-week consultation on proposals to introduce Sunday parking charges across the county has now closed. The feedback will be considered by the Climate and Place Scrutiny Committee on 19th November before a final decision is made by the Executive in December.

**Council Ready for Winter Road Conditions:** Somerset Council and its winter service partner Kier Transportation Ltd have completed preparations for the cold season, with a fleet of 23 gritters ready to treat key routes when freezing temperatures or snow are forecast. Last winter, crews carried out 1,679 gritting runs, covering over 117,000 miles and using more than 6,000 tonnes of salt. The Council prioritises a precautionary network of major roads, emergency routes and community links, supported by weather stations and local contractors. Gritting bins are also being topped up across Somerset ahead of winter. More information, including a map of the gritting routes, is available here:

<https://www.somerset.gov.uk/roads-travel-and-parking/gritting/>

**Cost-of-Living Support for Somerset Residents:** Somerset Council is urging residents to make use of the wide range of cost-of-living support available this winter. Working with local charities and community groups, the Council is distributing Government funding to help people access essentials such as food, heating, and household items. Support includes food pantries, council tax and housing payment assistance, and help for older residents struggling to heat their homes. Full details, including eligibility and how to apply, are available at: [www.somerset.gov.uk/care-and-support-for-adults/cost-of-living-support-for-somerset-residents/](http://www.somerset.gov.uk/care-and-support-for-adults/cost-of-living-support-for-somerset-residents/)

**Consultation Launched on Charitable Collections Policy:** Somerset Council has opened a public consultation on a new Charitable Collection Licensing Policy to simplify and standardise how charity collections are managed across the county. The proposals include allowing collections on any day of the year, permitting multiple collections at the same location, and removing the requirement to publish proceeds in local newspapers. The draft policy aims to reduce bureaucracy and administrative costs by replacing the differing arrangements inherited from the former district councils. The consultation runs from 1 November 2025 to 23 January 2026:

<https://somersetcouncil.citizenspace.com/licensing/charitable-collection-licensing-policy/>

## **SOMERSET COUNCIL**

### **Conservatives Briefing Sheet for Parish & Town Councils**

**December 2025**

**External Auditors Issue Somerset Council with multiple 'Red Flags':** Somerset Council has received its latest Interim Auditor's Annual Report for 2024,25, which identifies continued significant weaknesses in the authority's financial management, governance, and oversight of grant funded projects. The auditors have issued three statutory recommendations, an increase from the two issued last year. Two relate to incomplete work on delivering detailed savings plans and developing costed transformation programmes, both of which remain critical to reducing the large budget gap forecast for 2026/27. A new statutory recommendation has been issued following failures in the Council's role as the accountable body for the Life Factory project, where auditors found that operational, governance and financial controls were inadequate.

**Cost of Temporary Planning Director Confirmed:**

Somerset Council will be appointing a temporary Service Director for Planning to provide additional leadership capacity within the Planning Service. The temporary post will cost between £800 and £1,000 per day, including agency fees, equating to a maximum of around £250,000 over the full term. The role will be in place for up to 12 months and will be funded through a one off virement from planning fee income.

**Election Costs and Responsibilities for Town and Parish Councils:** Somerset Council is advising town and parish councils to plan ahead for the significant costs associated with running local elections. Councils will be responsible for the full cost of any by elections to fill casual vacancies, including nomination papers, poll cards where requested, postal vote packs, ballot papers, accommodation hire, staff, and transport. For the next ordinary elections on 6 May 2027, local councils will cover the full cost of nomination papers, postal vote packs and ballot papers, and will share other costs with Somerset Council where elections are combined, such as polling place hire, inspection, staff training, count venues, and staffing.

**Sunday Parking Charges Decision Due on 3 December:**

Somerset Council's Executive will decide on Wednesday 3 December whether to introduce a Somerset wide Sunday parking charge, following a six week consultation which received over 4,100 responses. The proposal was first considered by the Climate and Place Scrutiny Committee on 19 November, where Members voted to recommend that the Executive should not proceed, citing overwhelming public opposition and concerns about the potential impact on town centres.

**Sale of Council Asset Under Scrutiny After Reported £5 Million Loss:** A property sale by Somerset Council, the former Marks & Spencer store in Yeovil, is reported to have resulted in a loss of nearly £5 million, prompting concern about the financial impact. The store was originally acquired in 2017 for £7.65 million by the predecessor district council, and the sale price has been reported at around £2.8 million. The Council has declined to confirm the final sale price or outstanding borrowing, citing commercial sensitivity. Since declaring a financial emergency in November 2023, Somerset Council has been selling off commercial investments and other 'non-operational assets' in a bid to balance its budget.

**Consultation Reopens on Future Electoral Boundary Arrangements:** The Local Government Boundary Commission for England has reopened its consultation on new division boundaries for Somerset Council, running to 14 January 2026. When the One Somerset business case was put together for the Unitary Council, it was the case that Somerset were recommending that, to keep councillors as close to the electorate as possible, there should be single member divisions. Apparently, when Somerset Council submitted their response to the consultation earlier this year, they did not make "a formal request for a uniform pattern of single-member divisions" but the commission had continued to take the steer from the previous position. So, in order that there is no claim of the process being unfair or biased, the LGBCE are carrying out a further consultation. You are invited to share your views, with any previous submissions still being taken into account. The final recommendations will be published in March 2026 in readiness for the May 2027 elections. You can share your views here <https://www.lgbce.org.uk/all-reviews/somerset>

**EV Charging Partnership with Blink Charging UK:** Somerset Council has partnered with Blink Charging UK Ltd to deliver the Local Electric Vehicle Infrastructure programme across the county. Following a competitive procurement process, Blink has been appointed to install at least 1,606 low powered public EV charging sockets, with work scheduled to begin in early 2026. The £3.78 million programme will prioritise residents without off street parking, with 75 per cent of charge points in higher demand areas and 25 per cent in rural and lower demand locations. A new “Request a Charge point Location” webpage has been launched to gather local suggestions on suitable sites here  
<https://service.somerset.gov.uk/suggest-a-chargepoint-location>

**Have Your Say on 2027/28 School Admission Arrangements:**

Somerset Council has opened a public consultation on proposed admission arrangements for Somerset schools for the 2027/28 academic year, running from 24 November 2025 to 5 January 2026. The consultation covers matters such as catchment areas, the number of available school places, and how places are allocated when schools are oversubscribed. Parents and carers with children due to start or transfer school from September 2027 may wish to review and comment on the proposals for their local schools, and all members of the public are invited to take part through the online consultation here  
<https://somersetcouncil.citizenspace.com/childrens-services/2027-arrangements/>

## Liberal Democrat Somerset Council Report December 2025

### Consultation on Somerset Council's Electoral Boundaries Reopened

Somerset residents now have another opportunity to provide their input on new electoral boundaries for Somerset Council, as the Local Government Boundary Commission has reopened its consultation on draft recommendations. The consultation will run from now to January 14, 2026.

The decision to reopen the consultation follows the Commission's misunderstanding of Somerset Council's preference for predominantly single-councillor divisions, which was incorrectly interpreted as a formal request for a uniform pattern. This led to concerns that multi-councillor divisions may not receive adequate consideration, prompting the Commission to ensure a fair and transparent review process.

Cllr Bill Revans commented on the situation, stating, "While it is accepted that mistakes happen, all the submissions to the consultation included multi-member divisions. The chances of anyone being put off commenting by the LGBCE's misunderstanding are infinitesimal. The cost of a new consultation and the delay in publishing the final boundaries makes this a frustrating and strange decision."

Residents are encouraged to participate by sharing their views, including support for multi-member divisions, as the Commission aims to consider all perspectives. Final recommendations are expected to be published in March 2026, with new arrangements set to take effect in May 2027, pending parliamentary approval.

For further details on the boundaries proposals, visit the Commission's website at [www.lgbce.org.uk/all-reviews/somerset](http://www.lgbce.org.uk/all-reviews/somerset).

Feedback can also be submitted via email at [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk) or by post to the Review Officer (Somerset), LGBCE, 7th Floor, 3 Bunhill Row, London, EC1Y 8YZ.

### Council's CCTV Team Key in Reporting Incidents to Police

Somerset Council's CCTV team has reported nearly 700 incidents to police in the last three months, playing a crucial role in community safety. On November 12, the team alerted police to a fire under a climbing frame in a children's play area in Bridgwater, allowing firefighters to prevent the incident from escalating.

In total, the CCTV team has recorded 690 incidents, processed 391 footage requests from police, and proactively detected 408 incidents during this period. Their prompt actions have led to the apprehension of offenders, including one case where an operator guided police to a handbag thief.

The CCTV service, funded by city, town, and parish councils, has recently upgraded systems in Burnham-on-Sea and Street to high-definition cameras, with ongoing upgrades in Taunton, Wellington, and Shepton Mallet.

## **Uniting Somerset: New Traffic-Free Path Completes Somerset Circle**

A new 1.3-kilometre traffic-free path connecting Hamwood Viaduct to Thrupe Lane has officially opened. This scenic route promotes active travel and offers a safe passage for walkers and cyclists to explore the beautiful Mendip area.

The path provides a direct connection and features signposted cycling routes through minor roads, leading riders over the Mendip Hills to Gurney Slade and Chilcompton.

A partnership between local councils and community organisations, this project exemplifies a commitment to increasing connectivity, reducing car reliance, and promoting sustainable travel within Somerset. Under the guidance of the current Lib Dem Somerset Council administration, active travel has gained notable emphasis in recent years, highlighting the dedication to enhancing public health and accessibility.

The overarching active travel vision for a 76-mile traffic-free circuit linking Bristol, Bath, and the Mendip Hills is steadily being realised, creating new opportunities for residents and visitors to enjoy the stunning landscapes of Somerset.

The route was officially opened by West Mendip Councillor Ros Wyke, and Christopher Somerville, representative of Dinder Estate.

## **Don't Miss Your Chance: Get Your Flu Vaccination**

Somerset Council urges eligible residents to get their flu vaccination, as cases are already rising this season. Vaccination is crucial to prevent serious health complications, especially for those with underlying conditions.

Eligible groups include pregnant individuals, children aged 2-3, school-aged children, those aged 65 and over, and frontline health workers.

To learn more and book your appointment, visit the [NHS Flu Vaccine page](#) or contact your GP practice. Stay protected this flu season!

## **Somerset's Coastal Challenge Celebrates Success**

The second annual "80 Miles in Eight Days" Challenge Walk proved a resounding success, with 23 enthusiastic walkers covering 500 miles along Somerset's stunning coastline.

Organised by the Somerset Trail Partnership in collaboration with Exmoor National Park, the event raised £700 for The Outdoor Guide Foundation's Waterproofs and Wellies Campaign, providing gear for two coastal primary schools.

Richard Taylor and Richard Pinnington completed the entire route, praised by Isobel Pring from the Somerset Trail Partnership for overcoming challenging climbs.

Starting at County Gate in sunny weather and ending at Brean Down, walkers enjoyed the scenic beauty and camaraderie. Looking ahead to 2026, plans include a third challenge walk and new circular routes. For details, visit [somersetcoastfestival.co.uk](http://somersetcoastfestival.co.uk)

## **Council Approves Pupil Referral Unit Merger to Enhance Outcomes**

At a recent meeting of Somerset Council's Executive, members approved a major reorganisation of Pupil Referral Units (PRUs) aimed at improving the quality and consistency of alternative provision for children and young people in the county.

The council decided to consolidate the management of the four existing PRUs to streamline governance and standardise approaches, particularly addressing gaps in provision in Frome and West Somerset.

Tor School will expand to include the South Somerset Partnership School, while The Bridge School will incorporate sites from Taunton Deane Partnership College. A new Partnership Agreement will define the support and challenges needed for ongoing improvements.

All existing facilities will remain open, ensuring that current students continue at their respective sites without needing to change schools or facing longer journeys.

The decision focuses on improving management structures to create a fairer system where every child receives high-quality education support, regardless of location.

The changes will take effect on April 1, 2026. For more information, visit [the Executive's Decision Report](#).

## **Somerset Council Invests in Improved Outcomes for Residents**

Somerset Council has approved new contracts for the Discharge to Assess (D2A) service, enhancing support for residents returning home from hospital. This service offers up to six weeks of tailored assistance, promoting independence and reducing long-term care needs.

Currently assisting about 3,000 people annually, the D2A service helps lower hospital bed occupancy and speeds up recovery at home. The new contracts ensure continuity of care after May 2026.

Full details can be found via the Executive's [Decision Report \(PDF\)](#).

## **Teamwork Delivers Vital Drainage and Gas Mains Upgrade in Chard**

Somerset Council, Wessex Water, and Wales and West Utilities have successfully completed a £1.7 million infrastructure project in Chard, improving drainage and upgrading gas mains on Victoria Avenue, Furnham Road, and Glynswood.

The project, which began in January, involved phased road closures to minimise disruption while addressing sewer flooding and enhancing gas service reliability. Glynswood has now reopened to traffic, and construction has been completed on schedule.

Somerset Council, along with Wessex Water and Wales and West expressed gratitude to residents and businesses for their support throughout the essential upgrades, which will ensure a robust infrastructure for the future.

## **Have Your Say on Somerset's Domestic Abuse Strategy**

Somerset Council invites public feedback to shape a new three-year Domestic Abuse Strategy focused on prevention, protection, and recovery. The consultation seeks input from residents, organisations, and professionals on how to effectively support those affected by domestic abuse.

The strategy will build on existing work by the Somerset Domestic Abuse Service and partner agencies, ensuring accessibility and responsiveness to community needs. It aims to outline priorities including preventing abuse, protecting at-risk individuals, strengthening professional responses, and supporting recovery.

The consultation is open until January 26. Feedback will inform the final strategy, which will be published later next year.

To participate, visit the [Domestic Abuse Strategy Public Consultation page](#).

For support, contact the Somerset Domestic Abuse Service at 0800 69 49 999, or visit

[somersetdomesticabuse.org.uk](http://somersetdomesticabuse.org.uk). In emergencies, call 999.

## **Ham Hill Celebrates National Tree Week with Successful Tree Planting**

Ham Hill recently hosted a week-long tree planting event in celebration of National Tree Week, successfully planting 3,000 native trees to enhance biodiversity and climate resilience.

Running from November 22 to 30, the initiative was supported by Carbon Aware Productions and Ham and Doultong Stone, along with dedicated volunteers from RNAS Yeovilton, Somerset Council, and The Friends of Ham Hill. The collaborative effort concluded with a Community Tree Planting Day.

Throughout the week, focused planting activities included dry-stone walling, ongoing volunteer efforts, and a final push by Somerset Council staff. Lead Member for Public Health, Climate Change and Environment, Councillor Graham Oakes, highlighted the value of trees in supporting wildlife and improving community well-being while representing a step towards boosting Somerset's tree canopy from 8% to the national average of 13%.

## **Thousands of Driving Offences Logged on Frome Bypass as New Speed Limit is Considered**

In just four months, AI cameras installed on the A361 Frome Bypass have recorded over 4,500 driving offences, raising safety concerns. The offences include 4,407 instances of not wearing seat belts, 119 cases of mobile phone use, and 74 speeding violations exceeding 80 mph.

Currently, the speed limit on the road is 60 mph, but discussions are underway to potentially reduce it to 50 mph. This road has witnessed six fatalities between 2019 and 2024, including four in the past year.

Somerset Council and Avon and Somerset Police are collaborating on a road safety initiative, which includes continued use of AI cameras and a forthcoming engineering scheme aimed at enhancing road safety. Implementation of additional safety measures could begin in late 2026.

### **Stepping Stones Team Visits Parliament for National Supported Lodgings Week**

Somerset's Stepping Stones team recently attended a parliamentary reception in Westminster to launch the inaugural National Supported Lodgings Week (NSLW), held from November 9 to 16, 2025. The event, titled "Host the Future," attracted over 150 attendees, including hosts and care workers from the Stepping Stones program, along with the young people they support.

The Supported Lodgings scheme allows individuals or families to offer a room and supportive environment to young people aged 18 to 21 who are leaving care. The initiative aims to help these young individuals build essential life skills necessary for independent living, including cooking, cleaning, and financial management.

The NSLW highlights the positive impact of programs like Stepping Stones and encourages more people to consider becoming hosts by sharing inspirational stories from the hosts and young people involved.

In support of National Care Leavers Month, Somerset Council illuminated County Hall in blue alongside other organisations and landmarks nationwide. For those interested in becoming Stepping Stones hosts, more information is available at [fosteringinsomerset.org.uk](http://fosteringinsomerset.org.uk) or by calling 0800 587 9900.

### **Somerset Charities Receive Royal Recognition**

Four Somerset charities have been awarded the King's Award for Voluntary Service (KAVS) for their exceptional community contributions. The recipients are:

Exmoor Community Bus Association

Good Fellowship Club (Yeovil)

Green Wedmore

The Thomas Poole Library (Nether Stowey)

This prestigious award recognises the significant impact of these voluntary groups and their ongoing efforts to support their communities. The honour will enhance their profiles and help attract further support for their initiatives.

Equivalent to an MBE, KAVS is the highest Award given to local voluntary groups in the UK, and they are awarded for life.

## **Council Supports Local Communities with Government Fund**

Somerset Council is using the national Accelerating Reform Fund to enhance local care networks, securing £616,000 for community projects that benefit aging residents and those with disabilities.

Ten community groups and one Town Council have formed the 'Somerset Cares Alliance,' receiving grants to strengthen local support systems. The fund promotes sustainable infrastructure and access to essential services close to home.

## **Voting in Somerset Youth Parliament Elections Begins**

Voting is now open for the Somerset Youth Parliament elections, where young people can elect three new representatives for the UK Youth Parliament. Candidates have published manifestos detailing their campaign pledges, available on the Somerset Youth Parliament's [Elections page](#).

This initiative allows elected Members of Youth Parliament to advocate for local and national issues affecting youth, working alongside community representatives and politicians to drive positive change.

Voting is open now and closes on December 15th, 2025. Young people are encouraged to participate and make their voices heard.

## **Somerset Council and Partners Highlight Digital Domestic Abuse During 16 Days of Action**

Somerset Council is partnering with organisations across the county to observe the 16 Days of Action Against Gender-Based Violence, focusing on digital domestic abuse, which involves using technology to monitor, threaten, or isolate victims.

Running from November 25 (International Day for Elimination of Violence Against Women) to December 10 (Human Rights Day), the campaign encourages community action to prevent abuse and support recovery for affected individuals. Events, drop-ins, and awareness activities will take place throughout Somerset to highlight online and digital abuse.

The Somerset Domestic Abuse Service, facilitated by the YOU Trust, offers confidential support for those affected by domestic abuse, including digital abuse. For assistance, individuals can call 0800 69 49 999, visit [somersestdomesticabuse.org.uk](https://somersestdomesticabuse.org.uk), or email [domesticabuseservice@somerset.gov.uk](mailto:domesticabuseservice@somerset.gov.uk).

## **Traffic Signals Replacement at Dunster Junction Scheduled for Early 2026**

Somerset Council is set to replace aging traffic signals at the A39 Dunster Steep junction due to the units reaching the end of their working life. The current traffic lights, over 30 years old, will be renewed starting 5 January 2026 and are expected to be completed by April. Contractor Centregreat has been appointed for the project.

During this period, an intelligent temporary traffic light system will minimise disruption while significant excavation work occurs to replace the old ducting, wiring, and traffic light heads.

A public drop-in session will be held on Wednesday, 10 December, from 3:30 PM to 7 PM at Dunster Tithe Barn (TA24 6RY) for residents and businesses to learn more about the scheme. Traffic management changes will be communicated in advance.

For live travel updates, follow @TravelSomerset on X (formerly Twitter) and Facebook. Report any

road issues via the Council's Report a Problem webpage, links below:

<https://www.somerset.gov.uk/roads-travel-and-parking/report-a-problem-on-the-road/>

[Follow @TravelSomerset](#)

### **Temporary Library Opens at Bridgwater House**

A temporary library is now open at Bridgwater House following interior ceiling damage to the main library caused by roof issues. The temporary facility opened its doors on December 1, offering a range of services including book borrowing, public computer access, and events.

Key Details:

**Location:** Bridgwater House, Kings Square, Bridgwater, TA6 3AR (access from the rear via Northgate).

**Opening Hours:** Monday to Friday, 9am to 5pm.

**Parking:** No on-site parking; visitors can use the nearby Northgate pay and display car park or the Aldi car park for a limited time. A disabled drop-off area is available on Northgate for those with a Blue Badge.

Alternative library services are also available in North Petherton, Taunton, and Burnham-on-Sea, as well as a free online service for e-books and e-audiobooks via Borrowbox. For more information, the public can call 0300 123 2224 or email [brwlib@somerset.gov.uk](mailto:brwlib@somerset.gov.uk).

### **New Digital Slinky Transport Service Tops 10,000 Journeys**

Somerset Council's on-demand transport service, Digital Slinky, has reached a significant milestone by completing its 10,000th journey within just 18 months of operation. The service covers Somerton, Langport, and surrounding villages, providing a flexible transportation option funded by the Government's Bus Service Improvement Grant (BSIP).

Launched in May 2024 as a trial, Digital Slinky is designed to be easily accessible for residents, who can book rides online or through a mobile app available on Google Play and the App Store. The service uses existing bus stops and landmarks as pick-up points, enabling users to reach local shops, work, appointments, and social events.

New digital services have recently been rolled out to other areas including Bridgwater, Burnham, Taunton, and Wellington, further enhancing demand-responsive transport options in the county. With the ability to arrange pick-ups directly from home for individuals facing mobility challenges, the service can be booked up to an hour before travel or up to two weeks in advance.

## **Report it first: useful Links to share with your communities**

**Visit - Report a Problem on the Road:** - *A list of all reporting pages to do with roads, pavements, lighting:*

[Report a problem on the road](#)

**Potholes and road damage** - *Somerset Council repair potholes and other road defects, and maintain our roads, for the safe access of all road users:*

[Potholes, road damage and edge loss](#)

**Report a problem with a street light** - *We maintain and repair street lights to national standards to provide safe access to all road users:*

[Report a problem with a street light](#)

**Roads, travel and parking, road signs, markings and lighting** - *Includes information about non-illuminated bollards, pedestrian crossings, requesting a village nameplate or a new road sign:*

[Road signs, bollards and road markings](#)

**Speed limits** - *Request information about new or existing traffic-calming measures:*

[Speed limits](#)

**Traffic lights** - *We maintain over 200 traffic light locations throughout the County:*

[Traffic lights](#)

**Street and roadworks** - *We maintain the roads and pavements that are managed at public expense in Somerset:*

[Street and roadworks problems](#)

**Traffic - updates and roadworks follow:**

[Travel Somerset on X](#) and [Travel Somerset on Facebook](#).

**All ongoing roadworks - available on the Somerset Council website interactive map**

[Roadworks and travel information](#)

**Somerset Waste - collection days, replacement bins or recycling bags and missed collection reporting:**

[Bins, recycling and waste](#)

**Travel and Tourist Information**

[Travel Somerset - Art, Culture, Events, History & More](#)

**Sign-up for the latest climate news from across Somerset:**

[Climate newsletter sign-up](#)

**Open Somerset Council Consultations - which anyone can complete and take part in shaping the future of Somerset**

[Somerset Council - Citizen Space - Consultations](#)

**SOMERSET COUNCIL TELEPHONE NO - 0300 123 2224**



**Minutes of an extraordinary meeting of the Planning Committee  
held on 12<sup>th</sup> November 2025 in the Council Chamber, The Old  
Courthouse, Jaycroft Road, Burnham-on-Sea at 6.30 pm**

**Present:** Councillors P. Clayton, A. Hendry (Chair), B. Vickers

**In attendance:** E. Dutton (Deputy Town Clerk) and 2 members of the public

**Public Participation:** There were no representations made

**365.0.P25 Apologies for absence**

Apologies were received from Councillors Flurry, Wynn and Metcalfe.

**366.0.P25 To receive any declarations of interest on items included on this agenda**

There were no declarations of interest.

**367.0.P25 To receive and approve the minutes of the Planning meeting held on 29th October 2025**

The minutes of the previous meeting of the Planning Committee, held on 29th October 2025, were presented by the Chair.

**Resolved** that the minutes of the meeting held on 29th October 2025 were approved as an accurate record and signed by the Chair.

**368.0.P25 Matters arising from previous minutes**

There were no matters arising.

**369.1.P25 Planning application number: 11/25/00076/FHY**

**Proposal:** Erection of single storey rear extension partially on site of existing lean-to (to be demolished) and replacement detached garage on site of existing (to be demolished)

**Location:** 115 Stoddens Road, Burnham-on-Sea, Somerset, TA8 2DD

**Resolved** to support the application as the proposed works fall within the scope of permitted development and are considered to represent an improvement to the property. The development is not expected to have any adverse impact on neighbouring amenity or the character of the area.



**369.2.P25 Planning application number: 11/25/00085/FHY**

**Proposal:** Proposed garage conversion to bedroom

**Location:** 21 Priestley Way, Burnham-on-Sea, Somerset, TA8 1QX

**Resolved** to support the application as the proposed development is considered to enhance the value of the property and is consistent with the character of the surrounding area. It reflects similar improvements made to neighbouring dwellings and is in keeping with the established street scene.

**369.3.P25 Planning application number: 11/25/00094/FHY**

**Proposal:** Dormer extensions to front (north) and rear (south) elevations

**Location:** 121 Love Lane, Burnham-on-Sea, Somerset, TA8 1EZ

**Resolved** to support the application as the proposed dormer extensions are in keeping with the character of neighbouring properties and do not obstruct any existing views.

**369.4.P25 Planning application number: 11/25/00096/FHY**

**Proposal:** Proposed garage conversion, extended parking and dropped kerb

**Location:** 7 Abbots Close, Burnham-on-Sea, Somerset, TA8 1RB

**Resolved** to support the application as it does not alter the building footprint, remains within the property boundary, and is consistent with other properties in the area that have dropped kerbs.

**370.0.P25 The following applications are to note only:**

- 11/25/00097/ROR - 17A Oxford Street, Burnham-on-Sea  
Proposal: Crown reduce height of 1 Beech (T13) (TPO Ref T13) by approx. 1-2m and spread by approx. 0.5-1m on the house side (to start of deadwood) and shape over towards the house. Crown raise 1 Sycamore (T14) (TPO Ref T14) to approx. 2-2.5m. Reduce 2 emerging branches of 1 White Poplar (T15) (TPO Ref T15) back by approx. 4-5m to reshape back in line with remaining crown and remove lower primary branch over wall near to lamp post
- 11/25/00101 - 15 Church Street, Highbridge  
Proposal: Certificate of lawfulness for the proposed change of use from C3 to small HMO (C4) for 6 persons

The applications were noted.



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

**371.0.P25 Date of next meeting**

The next meeting of the Planning Committee will be held on 19<sup>th</sup> November 2025.



**Minutes of a meeting of the Planning Committee held on 19<sup>th</sup> November 2025 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

**Present:** Councillors A. Hendry (Chair), K. Pearce, B. Vickers

**In attendance:** E. Dutton (Deputy Town Clerk) and 1 member of the public

**Public Participation:** There were no representations made.

**372.0.P25 Apologies for absence**

Apologies were received from Councillors Flurry, Clayton, Wynn and Metcalfe

**373.0.P25 To receive any declarations of interest on items included on this agenda**

There were no declarations of interest.

**374.0.P25 To receive and approve the minutes of the Planning meeting held on 12<sup>th</sup> November 2025**

The minutes of the previous meeting of the Planning Committee, held on 12<sup>th</sup> November 2025, were presented by the Chair.

**Resolved** that the minutes of the meeting held on 12<sup>th</sup> November 2025 were approved as an accurate record and signed by the Chair.

**375.0.P25 Matters arising from previous minutes**

There were no matters arising.

**376.0.P25 To consider response to correspondence received**

376.1 To consider correspondence from a resident requesting additional parking restrictions on Bennett Road, Highbridge

**Resolved** that the committee decided that additional parking restrictions were not required and did not support any further action.

376.2 To consider correspondence from a resident requesting additional parking restrictions on St Christophers Way and Patricia Close, Burnham-on-Sea

**Resolved** that the committee decided that additional parking restrictions were not required and did not support any further action.



**377.1.P25 Planning application number: 11/25/00099/LE**

**Proposal:** Installation of four new roof lights (Windows) into existing roof structure to create new office space

**Location:** Highbridge Medical Centre, Pepperall Road, Highbridge

**Resolved** to support this application due to the proposed roof lights do not overlook neighbouring properties, the development does not alter the existing footprint of the building, and no green land is affected by the application.

**378.0.P25 The following application is to note only:**

- 11/25/00103/LE - 1-6 Clyce Road, Highbridge

Proposal: Prior Approval for the demolition of 6 No. terrace houses

The application was noted.

**379.0.P25 Date of next meeting**

The next meeting of the Planning Committee will be held on 10<sup>th</sup> December 2025 at 7pm.

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**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.

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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>				

Continued over page

## 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%	
Cemeteries :- Indirect Expenditure	<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%	
Princess :- Income	<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

Memorial tree and benches do not appear in this schedule, as we are currently working towards developing a dedicated tree and bench policy

Exclusive Rights of Burial can be sold back to the Town Council, if not used, for the fee paid, less a 10% administration fee.

**Note: The proposed fees have primarily been calculated using a base inflationary rate of 4%. A small number of fees have been increased beyond this rate to reflect specific rising costs associated with service delivery or materials.**



# 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

**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

## 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

### 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

		<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

## Box Office and Marketing

<p><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).</p>	<p>Per ticket issued</p>	<p style="text-align: center;">£1.50</p>
<p><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.</p>	<p>Per ticket purchased</p>	<p style="text-align: center;">*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.
- 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

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
14/11/2025	ITEC	1153192	photocopier services	£160.44	£32.09	£192.53 pd 26/11/25
15/11/2025	RBL	15.11.25	3 x poppy wreaths			£150.00 pd 26/11/25
17/11/2025	Somerset Council	32008686	flail perimeter hedge HB Cem	£111.00	£22.20	£133.20 pd 26/11/25
17/11/2025	Amazon	GB52H13TABEY	phone charger & case	£20.38	£4.08	£24.46 pd 26/11/25
17/11/2025	Somerset Council	32008694	tree works Cemeteries	£592.00	£118.40	£710.40 pd 26/11/25
18/11/2025	Spot on Supplies	31685907	cleaning products - PT	£151.62	£30.32	£181.94 pd 26/11/25
18/11/2025	Spot on Supplies	31685964	cleaning products - PT	£51.60	£1.03	£6.19 pd 26/11/25
11/11/2025	Snugfort	D5264	Digital advertising screen - PT	£402.90	£80.58	£483.48
18/11/2025	Glasdon UK Limited	SI926302	replacement bench Brent rd Cem	£650.31	£130.06	£780.37
20/11/2025	Proper Job	ZOO18T03-457131	garden gloves - Estates	£13.54	£2.71	£16.25
21/11/2025	GW Shelter Solutions Ltd	SI-1992	replacement bus shelter	£5,307.50	£1,061.50	£6,369.00
22/11/2025	Business Waste	P1872045	waste collection - Cemeteries	£14.03	£2.81	£16.84
22/11/2025	Business Waste	P1872056	waste collection - Cem & TC	£3.91	£0.79	£4.70
25/11/2025	Gelos Network	346	Comedy Club Nov 25 settlement			£3,136.00
25/11/2025	Eurolifts	E103441	lift inspection LOLER - PT	£195.00	£39.00	£234.00
26/11/2026	Amazon	GB501BOO10SYZI	first aid kit supplies	£9.13	£1.83	£10.96
26/11/2026	Amazon	GB500JTZE2OF3I	first aid kit supplies	£7.48	£1.50	£8.98
26/11/2026	Amazon	GB52KN5LABEY	first aid kit supplies	£41.46	£8.27	£49.73
27/11/2025	Parfitt	27.11.25	grave digging Oct-Dec 25			£1,278.00
27/11/2025	Lisa Jane School of Dance	TS8631	Nov Lisa Jane settlement			£822.76
27/11/2025	Amazon	GB52LMH4ABEY	torches x 4 for ushers - PT	£14.98	£2.99	£17.97
27/11/2025	Screwfix	2009009797	7 x winter hats - Estates	£64.11	£12.82	£76.93
28/11/2025	Mynett Electrical Ltd	128109	electrical repairs - Princess Theatre	£1,031.59	£206.33	£1,237.92
28/11/2025	Danfo	INV-0387	cleaning Pcons	£3,307.33	£661.47	£3,968.80
28/11/2025	Audience Systems	OP/0050116	armrest theatre seating	£81.37	£16.27	£97.64
28/11/2025	CEF	BWA/382456	lights x 3 for Princess Theatre	£71.25	£14.25	£85.50
30/11/2025	Lyreco	6724226918	stationery & stamps	£90.89	£9.48	£100.37
30/11/2025	Burnham Portable Toilet Hire	21476	toilet hire Apex toilets refurb	£500.00	£100.00	£600.00
30/11/2025	Biffa	308C064159	waste collection - PT	£136.60	£27.32	£163.92

30/11/2025 Pear Technology	148708	maplink subscription 2025/2026	£90.00	£18.00	£108.00
30/11/2025 Business Waste	P1879094	waste collection - Cemeteries	£9.20	£1.84	£11.04
30/11/2025 Business Waste	P1878551	waste collection - Cemeteries	£5.52	£1.11	£6.63
01/12/2025 Business Waste	P1880851	waste collection - Cemeteries	£38.50	£7.70	£46.20
01/12/2025 Business Waste	P1883042	waste collection - Cem & TC	£103.14	£20.62	£123.76
01/12/2025 SALC	2510	repayment of unused grant funds - On Your Bike			£400.00
02/12/2025 SLCC	BK224084-1	Cemetery Matters training - ED	£38.50	£7.70	£46.20

£21,825.67

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

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Joint Funding With Others</u>								
4260 CCTV Cameras	0	33,582	25,000	(8,582)		(8,582)	134.3%	5,000
4470 Town Centre Cleaning	3,000	3,000	6,000	3,000		3,000	50.0%	
Joint Funding With Others :- Indirect Expenditure	3,000	36,582	31,000	(5,582)	0	(5,582)	118.0%	5,000
Net Expenditure	<u>(3,000)</u>	<u>(36,582)</u>	<u>(31,000)</u>	<u>5,582</u>				
6000 plus Transfer from EMR	0	5,000	0	(5,000)				
Movement to/(from) Gen Reserve	<u>(3,000)</u>	<u>(31,582)</u>	<u>(31,000)</u>	<u>582</u>				
<u>140 Community</u>								
1405 Event Donations Received	250	250	0	(250)			0.0%	
Community :- Income	250	250	0	(250)				0
4300 Grant - CAB (S.142)	0	2,700	2,700	0		0	100.0%	
4305 Grants Made	0	17,347	30,000	12,653		12,653	57.8%	
4455 Christmas Lights	0	259	26,000	25,741		25,741	1.0%	
4465 Events Expenditure	7,973	9,038	10,000	962		962	90.4%	
4475 Carnival Events Week	1,900	5,829	16,500	10,671		10,671	35.3%	
Community :- Indirect Expenditure	9,873	35,173	85,200	50,027	0	50,027	41.3%	0
Net Income over Expenditure	<u>(9,623)</u>	<u>(34,923)</u>	<u>(85,200)</u>	<u>(50,277)</u>				
<u>200 The Old Court House</u>								
1005 Old Court House Letting	0	39	200	161			19.5%	
The Old Court House :- Income	0	39	200	161			19.5%	0
4350 Business Rates	955	6,691	12,000	5,309		5,309	55.8%	
4355 Utilities	184	2,014	6,240	4,226		4,226	32.3%	
4375 Cleaning	51	1,206	3,000	1,794		1,794	40.2%	
4380 Security & Alarms	0	1,120	5,000	3,880		3,880	22.4%	
4385 Maintenance	239	519	5,000	4,481		4,481	10.4%	
4390 H&S/Fire/Inspections	0	817	3,000	2,183		2,183	27.2%	
The Old Court House :- Indirect Expenditure	1,429	12,367	34,240	21,873	0	21,873	36.1%	0
Net Income over Expenditure	<u>(1,429)</u>	<u>(12,328)</u>	<u>(34,040)</u>	<u>(21,712)</u>				
<u>500 Cemeteries</u>								
1500 Wayleaves	4,750	4,750	4,850	100			97.9%	
1515 EROB	3,051	13,845	8,000	(5,845)			173.1%	
1520 Interments	2,534	13,568	10,000	(3,568)			135.7%	
1525 Memorials	469	3,556	5,000	1,444			71.1%	
Cemeteries :- Income	10,804	35,719	27,850	(7,869)			128.3%	0

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4350 Business Rates	941	6,583	11,750	5,167		5,167	56.0%	
4355 Utilities	196	394	6,000	5,606		5,606	6.6%	
4605 Provision For Paths	0	0	5,000	5,000		5,000	0.0%	
4610 Pump Maintenance	0	0	1,400	1,400		1,400	0.0%	
4615 General Maintenance	0	1,836	1,500	(336)		(336)	122.4%	
4620 Mech Grave Digger	1,278	3,160	6,500	3,340		3,340	48.6%	
4635 Waste Collection	221	1,240	2,800	1,560		1,560	44.3%	
4640 Provision for Walls	0	0	2,000	2,000		2,000	0.0%	
4645 Water Testing	0	215	1,500	1,285		1,285	14.3%	
Cemeteries :- Indirect Expenditure	2,636	13,428	38,450	25,022	0	25,022	34.9%	0
Net Income over Expenditure	8,168	22,291	(10,600)	(32,891)				
<u>600 Princess</u>								
1085 Grants Received	0	3,000	0	(3,000)			0.0%	
1600 Storage Hire	0	1,781	3,300	1,519			54.0%	
1605 Lettings	3,007	16,113	33,000	16,887			48.8%	
1615 Café Rent/Commission	372	2,543	6,800	4,257			37.4%	
1625 PT Merchandise	258	2,037	4,100	2,063			49.7%	
1630 Donations Received	126	716	0	(716)			0.0%	
1645 Show income	1,434	16,938	25,000	8,062			67.8%	60
1655 Participation PT	1,312	5,136	7,000	1,864			73.4%	
1660 Art Sales	355	1,188	1,000	(188)			118.8%	
1670 PV Cells	0	4,000	4,000	(0)			100.0%	
1680 Advertising income	59	191	100	(91)			190.8%	
Princess :- Income	6,924	53,642	84,300	30,658			63.6%	60
4000 Salaries & Wages	8,615	56,159	110,350	54,191		54,191	50.9%	
4005 Employers Nat Insurance	1,017	5,066	14,200	9,134		9,134	35.7%	
4010 Employers S\Annuation	1,186	8,057	16,145	8,088		8,088	49.9%	
4060 Training	0	50	2,000	1,950		1,950	2.5%	
4065 Travel, Expenses & Subsistence	0	0	150	150		150	0.0%	
4070 Office/IT Equip & Furniture	5,177	6,226	4,000	(2,226)		(2,226)	155.7%	3,826
4080 Telephone & Broadband	172	1,282	2,340	1,058		1,058	54.8%	
4100 Insurance	0	0	5,500	5,500		5,500	0.0%	
4350 Business Rates	798	5,590	9,990	4,400		4,400	56.0%	
4355 Utilities	1,794	11,077	30,000	18,923		18,923	36.9%	
4375 Cleaning	303	7,581	3,000	(4,581)		(4,581)	252.7%	
4380 Security & Alarms	75	1,232	2,000	768		768	61.6%	
4385 Maintenance	1,306	5,369	18,000	12,631		12,631	29.8%	
4390 H&S/Fire/Inspections	106	2,059	2,500	441		441	82.4%	

	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>				
<b>700 Estates</b>								
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

	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	<u>6,499</u>	<u>68,790</u>	<u>153,600</u>	<u>84,810</u>	<u>0</u>	<u>84,810</u>	<u>44.8%</u>	<u>34,575</u>
Net Income over Expenditure	<u>(6,020)</u>	<u>(66,792)</u>	<u>(151,725)</u>	<u>(84,933)</u>				
6000 plus Transfer from EMR	0	34,575	0	(34,575)				
Movement to/(from) Gen Reserve	<u>(6,020)</u>	<u>(32,217)</u>	<u>(151,725)</u>	<u>(119,508)</u>				
<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	<u>3,324</u>	<u>23,168</u>	<u>165,000</u>	<u>141,832</u>	<u>0</u>	<u>141,832</u>	<u>14.0%</u>	<u>0</u>
Net Expenditure	<u>(3,324)</u>	<u>(23,168)</u>	<u>(165,000)</u>	<u>(141,832)</u>				
<u>900 Play Areas</u>								
1100 Miscellaneous income	0	25,875	0	(25,875)			0.0%	
Play Areas :- Income	<u>0</u>	<u>25,875</u>	<u>0</u>	<u>(25,875)</u>				<u>0</u>
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	<u>0</u>	<u>0</u>	<u>12,000</u>	<u>12,000</u>	<u>0</u>	<u>12,000</u>		<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>25,875</u>	<u>(12,000)</u>	<u>(37,875)</u>				
Grand Totals:- Income	29,077	1,481,754	1,453,340	(28,414)			102.0%	
Expenditure	107,399	645,379	1,453,340	807,961	0	807,961	44.4%	
Net Income over Expenditure	<u>(78,322)</u>	<u>836,375</u>	<u>0</u>	<u>(836,375)</u>				
plus Transfer from EMR	3,769	45,569	0	(45,569)				
less Transfer to EMR	(822)	60	0	(60)				
Movement to/(from) Gen Reserve	<u>(73,731)</u>	<u>881,884</u>	<u>0</u>	<u>(881,884)</u>				

## Earmarked Reserves

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



barclaycard commercial

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

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

Company reference:  
Statement date:  
Page number:  
Monthly spend limit:

[REDACTED]  
[REDACTED]  
1 of 4  
£2,000.00

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

Date of previous statement: 28 October 2025  
Previous balance: £99.07  
Payment received: £99.07 CR  
Total of charges and adjustments: £0.00  
Total of new spending: £93.57  
**New balance: £93.57**  
Payment due by: 12 December 2025

**Payment instructions**

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

**Allocation of payments**

If you do not pay off the full amount outstanding by the payment due date, we will allocate any partial payments to the outstanding balance in the following order: Default fees, Interest, Service Charges, Fees, Transactions and Cash.

The way in which payments are allocated can make a significant difference to the amount of interest you will pay until the balance is cleared completely.

**Payments, charges and adjustments**

	BALANCE FROM PREVIOUS STATEMENT	99.07
11 Nov 2025	DIRECT DEBIT PAYMENT THANK YOU	99.07 CR
<b>Total of payment, charges and adjustments</b>		<b>£0.00</b>

**New balances by individual cardholder**

Name	Card number	Monthly spend limit	Balance
N M BROOKES	[REDACTED]	500	77.07
K S NOBLE	[REDACTED]	500	16.50
<b>Total cardholder expenditure</b>			<b>£93.57</b>
<b>New balance</b>			<b>£93.57</b>

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

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

**Company reference:** [REDACTED]

**Statement date:** 28 November 2025

**Page number:** 2 of 4

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

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

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

[REDACTED]

STATEMENT FOR N M BROOKES

BARCLAYCARD COMMERCIAL  
PO BOX 4000  
SAFFRON ROAD  
WIGSTON LE18 9EN

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

Company reference: [REDACTED]  
Card number: [REDACTED]  
Statement date: 28 November 2025  
Page number: 3 of 4  
Monthly spend limit: £500.00

Date	Description	Amount
20 Nov 2025	Intuit Ltd Mailchimp London GBR	77.07
201117979675	CONTINUITY/SUBSCRIPTION MERCHANTS	
<b>1 new purchases / cash advances. Total of spending.</b>		<b>£77.07</b>



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

STATEMENT FOR K S NOBLE

BARCLAYCARD COMMERCIAL  
PO BOX 4000  
SAFFRON ROAD  
WIGSTON LE18 9EN

Company reference: [REDACTED]  
Card number: [REDACTED]  
Statement date: 28 November 2025  
Page number: 4 of 4  
Monthly spend limit: £500.00

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

Date	Description	Amount
30 Oct 2025	A K AUTOS BURNHAM-ON-SEA	16.50
311005272475	AUTOMOTIVE REPAIR SHOPS (NON-DEALER)	
<b>1 new purchases / cash advances. Total of spending.</b>		<b>£16.50</b>



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



## Transactions from 28-NOV-2025 to 30-NOV-2025

<b>Account name or alias</b> BOS HB Main Current Ac	<b>Account number</b> [REDACTED]	<b>Sort code</b> [REDACTED]	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 722.40		

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

Date	Type	Transaction details	Debit	Credit	Balance
<b>Closing balance</b>					<b>2,981.00</b>
28-Nov-2025	D/D	MONTH 8, BACS	-31,511.97		2,981.00
28-Nov-2025	CHG	31OCT A/C 56092431	-25.44		34,492.97
28-Nov-2025		FROM 54374901		28,427.33	34,518.41
28-Nov-2025	BGC	102624 605114		1,981.00	6,091.08
28-Nov-2025	BAC	OPUS T/A DRAX RENE, TC00417 GBP		2,590.08	4,110.08
28-Nov-2025	BAC	BURNHAM EXCE SW, BEES, FP 28/11/25 0955, RP4659983896308000		520.00	1,520.00
<b>Opening balance</b>					<b>1,000.00</b>
<b>Totals</b>			<b>-31,537.41</b>	<b>33,518.41</b>	



## Transactions from 28-NOV-2025 to 30-NOV-2025

<b>Account name or alias</b> Linked Account	<b>Account number</b> [REDACTED]	<b>Sort code</b> [REDACTED]	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 396296.82		

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

<b>Date</b>	<b>Type</b>	<b>Transaction details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
		<b>Closing balance</b>			<b>396,296.82</b>
28-Nov-2025		TO 56092431	-28,427.33		396,296.82
28-Nov-2025	INT	28NOV GRS 54374901		355.48	424,724.15
		<b>Opening balance</b>			<b>424,368.67</b>
		<b>Totals</b>	<b>-28,427.33</b>	<b>355.48</b>	



## Transactions from 28-NOV-2025 to 30-NOV-2025

<b>Account name or alias</b> BOS No 2 Ac	<b>Account number</b> [REDACTED]	<b>Sort code</b> [REDACTED]	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 45332.39		

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

<b>Date</b>	<b>Type</b>	<b>Transaction details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
		<b>Closing balance</b>			<b>45,009.59</b>
28-Nov-2025	CHG	31OCT A/C 87132346	-27.67		45,009.59
28-Nov-2025	BAC	CARD TXNS 251125, 48581061		15.00	45,037.26
28-Nov-2025	BAC	CARD TXNS 251125, 48510771		107.00	45,022.26
28-Nov-2025		000333		411.00	44,915.26
		<b>Opening balance</b>			<b>44,504.26</b>
<b>Totals</b>			<b>-27.67</b>	<b>533.00</b>	

## Statement of Account

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

5 December 2025

Account name: **BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL**  
Account number: **[REDACTED]**  
Statement period: **31/10/2025 to 30/11/2025**

### Account summary

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

### Holdings as at 30 November 2025

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

The average Fund yield for this period was 3.98% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Nov 2025	02/12/2025	Paid to Nominated Bank Details	£4,089.99	

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

[clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk)    Freephone 0800 022 3505    [www.ccla.co.uk](http://www.ccla.co.uk)

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

Date: 02/12/2025

Burnham &amp; Highbridge Town Council Current Year

Page 1

Time: 10:46

Bank Reconciliation Statement as at 30/11/2025  
for Cashbook 7 - Government Procurement Card

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Government Procurement Card	30/11/2025		-93.57
			<u>-93.57</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-93.57
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-93.57
		Balance per Cash Book is :-	-93.57
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

Date: 02/12/2025

Burnham &amp; Highbridge Town Council Current Year

Page 1

Time: 10:52

Bank Reconciliation Statement as at 30/11/2025  
for Cashbook 4 - Nationwide Saver

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Nationwide Saver	30/11/2025		505,910.81
			<u>505,910.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			505,910.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			505,910.81
		Balance per Cash Book is :-	505,910.81
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

Date: 02/12/2025

Burnham &amp; Highbridge Town Council Current Year

Page 1

Time: 10:54

Bank Reconciliation Statement as at 30/11/2025  
for Cashbook 2 - NatWest 2 account – Princess

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
NatWest 2 Account - Princess	30/11/2025		45,009.59
			<u>45,009.59</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			45,009.59
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			45,009.59
		Balance per Cash Book is :-	45,009.59
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

Date: 02/12/2025

Burnham &amp; Highbridge Town Council Current Year

Page 1

Time: 10:58

Bank Reconciliation Statement as at 30/11/2025  
for Cashbook 1 - Natwest Current Account

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
NatWest Current Account	30/11/2025		399,277.82
			<u>399,277.82</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			399,277.82
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			399,277.82
		Balance per Cash Book is :-	399,277.82
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

Date: 02/12/2025

Burnham &amp; Highbridge Town Council Current Year

Page 1

Time: 10:51

Bank Reconciliation Statement as at 30/11/2025  
for Cashbook 5 - Princess Float

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Princess Float	30/11/2025		5.08
			<u>5.08</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5.08
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5.08
		Balance per Cash Book is :-	5.08
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

Date: 02/12/2025

Burnham &amp; Highbridge Town Council Current Year

Page 1

Time: 13:15

Bank Reconciliation Statement as at 30/11/2025  
for Cashbook 6 - CCLA Public Sector Deposit

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA Public Sector Deposit	30/11/2025		1,250,000.00
			<u>1,250,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,250,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,250,000.00
		Balance per Cash Book is :-	1,250,000.00
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....



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

### Introduction

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

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

No reportable findings were identified during interim internal audit testing.

### Conclusion

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

Two areas have not been addressed in this audit:

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

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

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

Signature: *T Roper*

Date: 05 November 2025

**Burnham LCN – HIGHWAYS WORKING GROUP NOTES**  
**Monday 17<sup>th</sup> November 2025 at Woolavington Village Hall**

<b>Attendees</b>	<b>Apologies</b>
Alan Sharp – Chair	Graham Croucher
Richard Young	Liam Gill
Peter Clayton	Jim Murray
Bob Filmer	Syed Shah
Robin Leveridge	
Mike Facey	
Margaret Sims	
Sam Matthews	
Jon Weeks (Somerset Council)	
George Simmons (Somerset Council)	

### **1. Apologies and Introductions**

Attendees introduced themselves, The Chair welcomed new participants and acknowledged apologies for absences

### **2. Review of meeting notes of 15<sup>th</sup> September**

The meeting notes were reviewed from the previous Highways Working Group. No comments were raised.

### **3. Review of Actions from previous meeting**

- Peter to send email addresses for interested parties.
- Link Officer to invite Chris Tucker for a demonstration on the information portal (planned for the next Highways Working Group meeting).
- Add agenda item for the future regarding funding on the coastal green – action carried forward
- Liam to follow up on automated responses for highways queries— concerns raised about the lack of detailed feedback in the current system – action carried forward

- Aileen to look into the SOS scheme contract and provide feedback – action carried forward
- Link Officer to obtain guidance around road subsidence – action carried forward
- Dunball roundabout timings update provided and the newsletter was forwarded.
- Plan to get PCC Claire Moody to attend the next March LCN meeting. *Post meeting email from her EA pushing back her attendance to the June AGM*

In discussing the actions carried forward, there was a discussion about the need for system updates to provide more accurate status updates (e.g., distinguishing between “closed” and “transferred”). Concerns about the effectiveness of current reporting and follow-up processes, were raised, especially for safety-critical issues. Examples offered included delays in addressing hazardous trees and confusion over responsibility for enforcement.

It was agreed to escalate the need to have a reporting systems which reflected the true status of reports i.e. if a report is identified as close then this should be that everything’s has been completed and all relevant information has been uploaded and not as the current meaning where the report has been transferred to the appropriate group who have accepted it and planned to action it. **Action.**

#### 4. LCN Collision Summary Data Review

The Link officer presented a summary of collision data (2020–2024), compiled by Nick Cowling using Power BI.

Key findings:

- Collision trends peaked in 2022, with a decrease toward 2024.
- 2 fatalities, 46 serious, and 224 slight injuries reported.
- Most severe incidents occurred in summer, likely due to increased visitors.
- Data includes M5, but Bridgwater is a separate LCN.
- Hotspots and casualty breakdowns by age and time of day were discussed.
- Rural LCNs often face more severe outcomes despite lower collision counts.
- Year-on-year changes: Some areas saw sharp increases (e.g., Minehead and Watcher, 76%), while others saw decreases (e.g., Yeovil, -26%).

Link officer took an action to share the Power BI report link with attendees for further review and feedback. **Action**

## 5. Enhanced Hardware Scheme Updates

There are ongoing delays in receiving information about new ways of working and maintenance.

Link officer took an action to follow up on information about the Enhanced Highway Scheme. **Action**

## 6. Highways Street Works

Jonathan (Somerset Council) explained the street works service, permit system, and coordination of emergency and planned works.

Introduction to the “one.network” tool for tracking works and closures, with features for public alerts and advance notice.

Discussion on the importance of timely and accurate communication about road closures, diversions, and works completion.

Issues raised about monitoring and enforcement after works, especially regarding subsidence and reinstatement quality.

Attendees shared experiences with road closures not being updated promptly and the challenges of coordinating between contractors and the council.

Upcoming planned closures (e.g., Love Lane in January) and potential future works (e.g., Bath Road, Puriton Hill) discussed.

Emphasis on the need for better communication and planning to minimize disruption.

## 7. Parish Concerns

Specific issues raised:

- Coast Road conditions are deteriorating due to heavy vehicles. *Post meeting note raised in another meeting with regard to funding.*

Village enhancement scheme (VES) coordination with drainage concerns in Puriton. **Action** raise the issue with Somerset Highways maintenance to ensure that any resolution is considered in conjunction with the VES works. *Post meeting note this action is on hold as issue raised in another*

*forum and being pursued through that route.*

- Delays and inconsistencies in road sign repairs and maintenance.
- Positive feedback for recent contractor performance at major junctions.in Burnham
- Ongoing problems with unauthorised signage and enforcement challenges. **Action** – who is responsible for enforcement in association with signage and removal of unauthorised signage
- Concerns about road subsidence at bridges and the need for regular inspections. Action- Highways to provide feedback on responsibility – agenda item?
- Prioritization of maintenance and the process for classifying defects discussed, with a request for clearer communication on prioritisation criteria. **Action** Highways to provide feedback on the process at the next meeting.

### **8. Highways Working Group Meeting Timings**

There was a proposal made to move to quarterly meetings with highways officers present at each session.

It was agreed to trial quarterly meetings, with the next planned for 9th February.

A suggestion was made to potentially hold interim online meetings to gather agenda items and questions in advance, it was felt this was not needed ahead of the February meeting though as a number of concerns had been raised.

### **9. Any Other Business**

General appreciation for the meeting's usefulness and acknowledgment of ongoing challenges in highways management.

Meeting adjourned with thanks to all participants.

#### **Date and Time of Next Meeting**

Monday 9th February 2026 2.00pm till 4.00pm Venue TBC with Somerset Highways officers in attendance.

### Action Points Carried Forward

Action ID (meeting dates)	Action	Actioner	Status detail	Status (Open, Closed, Ongoing, Hold)
150925 - 1	Follow up on automated responses for highways queries and escalate concerns about the lack of detailed feedback in the current system after a concern has been raised ie is it possible to include more detail in the response.	Liam Gill		
150925 - 2	To look into the SIS scheme contract and provide feedback..	Aileen Fletcher		
150925 - 3	To invite Chris Tucker for a demonstration on the information portal at the next Highways Working Group meeting	Link officer	Teams invite shared 01/12/25	
150925 - 4	To follow up on information about the Enhanced Highway Scheme	Link officer	Email to Kate Hellard 26 <sup>th</sup> Nov to escalate to MO'D.	
150925 - 5	To obtain guidance around road subsidence in Somerset.	Link officer		
171125 - 6	To share the Power BI report link on collision data with attendees for further review and feedback.		Emailed out with the notes from the meeting.	

171125 - 7	Discuss the plan around the Coast Road conditions deterioration. due to heavy vehicles and to include investigation of any additional funding from Hinkley project. Link officer to add to the agenda for the next meeting.	Link officer	<i>Post meeting note this action is on hold as issue raised in another forum and being pursued through that route.</i>	
171125 - 8	Action – who is responsible for enforcement in association with signage and removal of unauthorised signage	Highways team		
171125 - 9	Raise the issue with Somerset Highways maintenance to ensure that any resolution is considered in conjunction with the VES works.	Highways maintenance team	<i>Post meeting note this action is on hold as issue raised in another forum</i>	
171125 - 10	It was agreed to escalate the need to have a reporting systems which reflected the true status of reports i.e. if a report is identified as close then this should be that everything's has been completed and all relevant information has been uploaded and not as the current meaning where the report has been transferred to the appropriate group who have accepted it and planned to action it.	Highways		
171125 - 11	Highways Colleagues to review the Parish Concerns noted above in preparation for the February meeting	Highways		

**Outside Bodies Reports:****Burnham-on-Sea Community Centre – 20<sup>th</sup> November 2025**

Councillor Gudka was unable to attend the last meeting, but news has subsequently been passed on that the Centre has been awarded £34,323 towards the cost of installing a lift in the Community Centre, to allow easy access for all to the first floor. The centre is working with its architects to develop a full implementation plan.

**On behalf of self-advocates with a learning disability in Somerset, we would like to invite you to our Festival of Voices.**

This is a creative celebration of self-advocacy and **a challenge to local leaders to listen better**. Strategic leads across the county will have a chance to reshape, reinvigorate and reboot the ways that learning disabled self-advocates can shape your services and priorities. You will be joining Somerset Council leaders, heads of health and social care and MPs. It's essential that town councils are also represented.

**RSVP essential. Once you have confirmed your place, self-advocates will be in touch with more information about the day. Please note that these invitations are not transferrable - please advise us if you would like us to extend this invite to other people in your council.**

Thurs 22nd January 2026

10am-2pm

The Brewhouse Theatre, Taunton.

The event will be programmed and structured by people who have a learning disability with the support of creative facilitators from OpenStoryTellers. It is a key part of the OurSelf Advocacy Somerset project, funded by The Discovery Community Fund managed by Somerset Community Foundation, and supported by Somerset Council, bringing strategic leaders into the world of self-advocacy in new and better ways.

Warm regards,

Alex MacNeil (on behalf of the OurSelf Advocacy project)

# Burnham-on-Sea and Highbridge Town Council

## Proposal – Boundary Commission Review

### Introduction

Due to a technical issue, the Boundary Commission has reopened consultation on its review of Somerset's electoral boundaries. Consultation is open until 13th January, which gives us an opportunity to revisit an issue which we all missed during the first consultation.

Whilst the Local Authority divisions proposed (paragraphs 87-95) are largely in line with proposals submitted by local councillors and do not need to be revisited, we did not previously comment on the recommendations for parish ward boundaries which are near the end of the review (paragraphs 260 and 261).

I would like to suggest we respond to the re-opened consultation by asking the Commission to:

1. Combine the parish wards of Burnham South and Highridge North to create a 4 member ward in line with the other wards (instead of retaining a 1 member Burnham South ward).
2. Reconsider an option to include the parish wards of Burnham Marine and Brue in the Burnham and Highbridge Town Council, instead of leaving them in Burnham Without.

My logic for these two points is outlined in the draft response, so I will not repeat it here.

The Commission recommendations can be found here -

<https://www.lgbce.org.uk/sites/default/files/2025-06/somersetdraftrecsreport.pdf>

The interactive map of their recommendations can be found here -

<https://lgbce.maps.arcgis.com/apps/instant/basic/index.html?appid=3f79dc88bb8142d4bd190230c22dfb01>

### Draft Consultation Response

Burnham-on-Sea and Highbridge Town Council accepts your proposals for Local Authority divisions, but wishes to respond the consultation in relation to your proposals for Parish Boundaries.

#### **1. Burnham South and Highbridge North**

In paragraph 261 you state that

*“We are providing revised parish electoral arrangements for Burnham-on-Sea & Highbridge parish. In formulating our recommendations, we considered the request from Burnham-on-Sea & Highbridge Town Council for a more even distribution of parish councillors between the parish wards. Our draft recommendations propose separate parish wards for Burnham South and Highbridge North, in recognition of*

*their distinct community identities. However, we acknowledge that merging these wards may achieve a better balance of Parish councillors, and we would particularly welcome the Burnham-on-Sea & Highbridge Town Council's views on this aspect of our recommendations.*

**Draft recommendations**

*Burnham-on-Sea & Highbridge Town Council should comprise 18 councillors, as at present, representing five wards."*

<b>Parish ward</b>	<b>Number of parish councillors</b>
<i>Burnham Central</i>	5
<i>Burnham North</i>	4
<i>Burnham South</i>	3
<i>Highbridge North</i>	1
<i>Highbridge South</i>	5

However in paragraph 92 you state that

*"..... We were persuaded that their proposal to create an entirely urban division that links southern Burnham with the northern part of Highbridge best reflects community identities and interests."*

It is our view that you have reached inconsistent conclusions in these two paragraphs.

**We therefore propose that the Parish Wards of Burnham South and Highridge North are combined to form a 4 member ward, which would be in keeping with the remaining wards which each have 4 or 5 members.**

**2. Burnham Marine and Brue (Burnham Without)**

In our original request for a review of Parish Boundaries we asked you to consider the status of Burnham Without. In paragraph 260 of your report, you have recommended that whilst boundaries may change, Burnham Without will continue to consist of the four wards of Brue, Marine, Edithmead and Watchfield.

We consider that in respect of their day to day lives the citizens of Marine and Brue are intimately connected to Burnham and Highbridge. Indeed in your recommendations for the Local Authority Boundaries, you also incorporate Brue and Marine in what you describe as the "entirely urban" division of Burnham South and Highbridge North.

**It is our contention that the interests of citizens and administrative efficiency are best served by incorporating the areas of Brue and Marine within the Burnham-on-Sea and Highbridge Town Council area, whilst Edithmead and**

**Watchfield would sensibly continue as a more rural parish, separate from the town.**

**Depending on voter numbers, this proposal could be achieved in one of three ways:**

- 1) Adding two more members to the Burnham South and Highbridge North Ward proposed above, creating a 6 member ward, incorporating the new areas**
- 2) Adding a single ward of 3 members covering Brue and Marine.**
- 3) Add Brue and Marine to the proposed ward for Highbridge North, creating a 4 member ward and retaining separate Burnham South ward of 3 members, which would of course replace our first proposal above.**

We understand that you will of course need to consult Burnham Without Council on this matter but would urge you to actively consider it.

# Draft response recommended by the Planning Committee to the Government Open Consultation on Reforms to the Statutory Consultee System

## Consultation questions

### Ensuring the system of statutory consultation supports economic growth

This section seeks views on how to strengthen the role of statutory consultees in supporting a pro-growth, pro-infrastructure planning system and whether more should be done to support smaller or local consultees.

#### Question 1

*Are there other key areas we should be considering in relation to improving the performance of statutory consultees?*

No.

#### Question 2

*In exploring reforms to the system, we have so far focussed more on key national statutory consultees. Is there more that government should do in relation to smaller scale and local statutory consultees?*

No.

### Reviewing the scope of statutory consultation in the Town and Country Planning Act regime

This section seek views on proposals to remove Sport England, The Gardens Trust, and Theatres Trust as statutory consultees, and testing the impact that this would have.

#### Question 3

*In light of the proposed mitigations, do you support the removal of Sport England as a statutory consultee?*

- support
- **oppose**
- neutral

#### Question 4

*In relation to notification requirements, should substantial loss of an existing playing field be defined as:*

- 20%
- a figure below 20%
- a figure above 20%
- **an alternative approach** – There should be no loss unless alternative playing field provided within a reasonable distance and equivalent land.

### **Question 5**

Are there impacts of the removal of Sport England as a statutory consultee, or the proposed mitigations, that you think the government should take into account in making a final decision?

Playing fields are essential community assets and vital they remain.

Modern housing developments often feature reduced private outdoor space. This increases reliance on shared public facilities such as playing fields and parks.

Any mitigation must ensure that fitness opportunities remain embedded in planning decisions, particularly for young people and families.

### **Question 6**

*In light of the proposed mitigations, do you support the proposals to remove The Gardens Trust as a statutory consultee?*

- support
- **oppose**
- neutral

### **Question 7**

*Are there impacts of the removal of The Gardens Trust as a statutory consultee, or the proposed mitigations, that you think the government should take into account in making a final decision?*

More people being consulted - Planning decisions benefit from a wide range of perspectives.

### **Question 8**

*In light of the proposed mitigations, do you support the removal of Theatres Trust as a statutory consultee?*

- support
- **oppose**
- neutral

### **Question 9**

*Are there impacts of the removal of Theatres Trust as a statutory consultee, or the proposed mitigations, that you think the government should take into account in making a final decision?*

Should be consulted - Theatres Trust provides specialist expertise on theatre buildings and cultural infrastructure.

They have statutory responsibility - The Trust has a statutory responsibility to safeguard theatres for current and future generations.

## Removal of other statutory consultees

### Question 10

*Are there other statutory consultees for which we should consider removal? What evidence would support this approach?*

No – retain existing consultees, the current statutory consultees provide valuable expertise and perspectives.

People want a voice.

### Reforms to key statutory consultees

This section seeks views on proposals developed with key statutory consultees to reduce unnecessary referrals while maintaining support for informed planning decisions. It explores how reforms can ease regulatory burdens without compromising priorities like environmental protection, safety, heritage, and transport.

### Question 11

*Do you support the proposed changes to National Highways' referral criteria?*

- Yes
- No
- **Unsure**

### Question 12

*Is there anything else we should consider in relation to National Highways as a statutory consultee?*

Keep them as they are - National Highways plays a critical role in safeguarding the strategic road network and ensuring that development proposals do not compromise safety, capacity, or long-term infrastructure planning.

Do not want to see any change - Removing or altering their status could weaken protections for national transport infrastructure.

### Question 13

*Do you support the changes to Active Travel England's proposed referral criteria?*

- Yes
- No
- Unsure

### Question 14

*Is there anything else we should consider in relation to the role of Active Travel England as a statutory consultee?*

No.

### **Question 15**

*Are there other actions that the government and/or Natural England should be taking, to support their role as a statutory consultee?*

Continue as they are.

### **Question 16**

*Are there other actions that the government and/or the Environment Agency should be taking in relation to the Environment Agency's role as a statutory consultee?*

25,000 consultations per year - This scale highlights the importance of ensuring efficiency and clarity in their processes.

37% of consultations are subject to misinterpretation, this indicates a need for improved guidance.

One size does not fit all - A uniform approach to consultation may not be effective. Different types of developments require tailored responses

The government should explore ways to strengthen the Environment Agency's consultation process, ensuring it is robust against both naïve misunderstandings and overly complex or "vivacious" submissions.

### **Question 17**

*Do you support the changes to Historic England's proposed notification criteria?*

- Yes
- **No**
- Unsure

### **Question 18**

*Do you support changes to align the listed building consent process in London with the process that applies elsewhere?*

- Yes
- **No**
- Unsure

### **Question 19**

*Is there anything else we should consider in relation to the role of Historic England as a statutory consultee?*

No.

### **Question 20**

*Do you support the changes to the Mining Remediation Authority's proposed referral criteria?*

- Yes
- **No**
- Unsure

### **Question 21**

*Do you support the proposed changes in relation to the Mining Remediation Authority commenting on the discharge of conditions?*

- Yes
- No
- Unsure

### **Question 22**

*Is there anything else we should consider in relation to the MRA as a statutory consultee?*

No.

### **Other changes to statutory consultees**

### **Question 23**

*Are there other statutory consultee referral criteria we should consider amending? What evidence supports this?*

No.

### **Question 24**

*Is there anything further government should consider in relation to voluntary pre-application engagement and for any statutory consultees in particular? What evidence supports this?*

No Response given

### **Question 25**

*Is there anything further government should consider in relation to statutory consultee engagement in post-approval processes, such as agreeing that planning conditions have been fulfilled? What evidence supports this?*

They should do it - Statutory consultees play a vital role not only during the planning application stage but also in ensuring that agreed conditions are properly implemented after approval.

Without consultee involvement in post-approval processes, there is a risk that conditions may be overlooked, misinterpreted, or inconsistently enforced.

### **Statutory consultee performance**

### **Question 26**

*Do you have suggestions for how government can effectively incorporate appropriate developer and local authority feedback into consideration of statutory consultee performance?*

No Response given

## **The role of local planning authorities**

This section seeks views on how to improve the effectiveness of statutory consultation by strengthening the partnership between local planning authorities and statutory consultees. The approach put forward is to reduce unnecessary referrals to statutory consultees by refining criteria, streamlining processes, and shifting more advice to standardised formats—freeing up resources, improving performance, and supporting more efficient planning decisions.

### **Question 27**

*Do you agree with this approach?*

- Yes
- No
- Unsure

### **Question 28**

*Is there anything else the government should be doing to support local planning authorities in their engagement with statutory consultees?*

Yes –should be required to respond on every application.

### **Question 29**

*Are there best practice examples from local authorities that help support statutory consultees and developers, for example, checklists/proformas for environmental issues?*

N/A.

### **Question 30**

*How might best practice be expanded to support statutory consultees, including through reducing the volume of material which developers have to produce?*

N/A.

### **Question 31**

*How best can government and statutory consultees support the increase in capacity and expertise of local and strategic authorities?*

N/A.

## **Moratorium on new statutory consultees**

This section seeks views on the proposed criteria for the introduction of new statutory consultees, for which a high-bar must be set.

### **Question 32**

*Do you agree that these criteria clearly set a framework for decisions on future statutory consultees?*

- Yes
- No
- Unsure

### **Question 33**

*Should the government maintain the moratorium, subject to periodic review, or adopt criteria for consideration of new statutory consultees?*

The government should not maintain a moratorium.

### **Question 34**

*Is there anything else the government should consider in relation to the criteria?*

No Response given

### **Impact**

This section seeks views on the potential impacts of the proposed changes to statutory consultee referrals. Specifically, we want to understand any equality implications, gather evidence on how the current system affects consultees and development, and assess whether the changes—such as streamlined referral criteria and reduced bespoke advice—would lead to improved performance.

### **Question 35**

*Are there any equality impacts in relation to the proposals in this consultation that the government should consider?*

Yes – equality impacts should steer the development process even further.

### **Question 36**

*The government considers that these measures would have a deregulatory impact. Do you have evidence from engagement with statutory consultees under the current system of the impact this may have?*

No Response given

### **Question 37**

*Based on the proposed changes to referral criteria, would statutory consultees expect to see performance improvements? Please explain your reasoning.*

- strongly agree
- agree
- **neutral**
- disagree
- strongly disagree



# IT, Cyber Security and Email Policy

## Burnham-on-Sea and Highbridge Town Council

### 1. Introduction

Burnham-on-Sea and Highbridge Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

### 2. Scope

This policy applies to all individuals who use Burnham-on-Sea and Highbridge Town Council's IT resources, including computers, networks, software, devices, data, and email accounts.

### 3. Controls

The Council has information security measures in place to help mitigate risk, known as controls. These controls incorporate best practice as recommended by the National Cyber Security Centre ([www.ncsc.gov.uk](http://www.ncsc.gov.uk)) and the Local Government Association. These controls are divided into three categories: Administrative, Technical and Physical.

- **Administrative Controls**

A written IT and Cyber Security Policy document (this document) is available to all. Users are required to read this policy.

- **Technical Controls**

Technical Controls are addressed within this policy and comprise of the IT network and its software protection programmes.

- **Physical Controls**

Physical Controls are addressed within this policy and comprise of human behaviours and disciplines put in place by our IT users to provide protection.

### 4. Device Security

All equipment including desktops, laptops, tablets, mobile phones etc used to access council systems should be protected by password, PIN, fingerprint or facial recognition.

All devices should be replaced if they are no longer supported by manufacturers and therefore not receiving regular security updates.

Devices should not be left unattended whilst logged into the Council IT system without having the screen locked.

User accounts for cloud-based systems, where possible, will be set up with two factor authentication.

All pcs, laptops and tablets owned by the Council will be equipped with suitable antivirus software with automatic updates to protect the Council from computer virus infections and other harmful programs. Firewalls and anti-virus software must never be switched off.

Councillors own IT equipment should also have appropriate antivirus software installed and set for automatic updates for operation system, virus protection and malware protection.

## **5. Acceptable use of IT resources and email**

Burnham-on-Sea and Highbridge Town Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. Under no circumstances can the Council IT systems be used for private commercial activity.

All users must adhere to ethical standards, respect copyright and intellectual property rights and avoid accessing inappropriate or offensive content.

## **6. Device and software usage**

Where possible, authorised devices, software, and applications will be provided by Burnham-on-Sea and Highbridge Town Council for work-related tasks.

Any attempt to access or download offensive or sexually explicit material, may amount to gross misconduct leading to dismissal.

The Town Council may block access to internet sites.

Unauthorised installation of software on Council devices, including personal software, is strictly prohibited due to security concerns. The attachment of other devices e.g. memory sticks, is not permitted unless authorised by the Town Clerk.

## **7. Data management and security**

All sensitive and confidential Burnham-on-Sea and Highbridge Town Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

## **8. Network and internet usage and security**

Burnham-on-Sea and Highbridge Town Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

Downloading of music videos or any other entertainment content on Council devices is prohibited.

Access to personal social media networking sites e.g. Facebook, Instagram or similar on council devices is not permitted.

Any person accessing the Council systems should ensure that any network they use, including their home Wi-Fi network is encrypted and password protected.

## **9. Email communication**

Email accounts provided by Burnham-on-Sea and Highbridge Town Council are for official communication only. Emails should be professional and respectful in tone.

You should also take care that emails will be seen only by the person intended. Particular care should be taken when sending confidential information that the email has been correctly addressed, marked 'private/confidential' and not copied into those not authorised to see the information. Sending confidential information via email without proper authorisation or without taking sufficient care to ensure that it is properly protected will be treated as misconduct.

Sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

## **10. Members**

All members will be provided with a council email address and must use this for all council business.

Members are reminded that any email sent or received in their capacity as a Town Councillor is council data and any emails may have to be disclosed following requests under the Data Protection Act of Freedom of Information Act. This includes emails on personal accounts when acting as a councillor.

Members using social media in their capacity as councillors, must make it clear they are speaking in a personal capacity and not representing the view of the Council. Members should ensure they are adhering to the Council's Code of Conduct when using social media.

Members must ensure that any personal devices used to access council systems (including emails and data) are password protected and access is restricted solely to the member.

## **11. Mobile devices and remote work**

Mobile devices provided by Burnham-on-Sea and Highbridge Town Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

Care must be taken when using Council IT infrastructure away from the office to ensure that equipment is not left unattended in public places and not left in view in unattended vehicles. Equipment should not be taken abroad, unless permission is given by the Town Clerk.

## **12. Email monitoring**

Burnham-on-Sea and Highbridge Town Council reserves the right to monitor all activity on council devices. This includes monitoring of clocking in and out, email activity and internet usage for the purposes of ensuring compliance with our policies and procedures and ensuring compliance with the relevant regulatory requirements. Information acquired through such monitoring may be used as evidence in disciplinary proceedings. Monitoring usage will mean processing personal data.

## **13. Backups**

Automatic back-ups are maintained. Restoration of data and backups, including cloud back-ups, should be tested at least every two years.

## **14. Retention and archiving**

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

## **15. Reporting security incidents**

All suspected security breaches or incidents should be reported immediately to Microshade/Flotek for investigation and resolution. Account passwords should also be changed immediately. Report any email-related security incidents or breaches to the Town Clerk immediately.

## **16. Training and awareness**

Burnham-on-Sea and Highbridge Town Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

All new users of Council IT systems will be made aware of this policy as part of their induction.

## **17. Compliance and consequences**

Breach of this IT, Cyber Security and Email Policy may result in the suspension of IT privileges, disciplinary action for staff or councillors being reported to the Monitoring Officer.

## **18. Policy review**

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

## **19. Contacts**

For IT related enquiries or assistance, users can contact the Deputy Town Clerk or Town Clerk.

All staff and councillors are responsible for the safety and security of Burnham-on-Sea and Highbridge Town Council's IT and email systems. By adhering to this IT, Cyber Security and Email Policy, Burnham-on-Sea and Highbridge Town Council aims to create a secure and efficient IT environment that supports its mission and goals.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Role: \_\_\_\_\_



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**Report for councillors:                      Fountain in Marine Cove**

**Issued to:    Town Council - 15<sup>th</sup> December 2025**

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

For the Council to consider paying for the repairs to the fountain in Marine Cove.

### **2. Background**

The fountain in Marine Cove isn't working and Somerset Council Officers believe it is likely to be a fault with the pump, which will require advice/repair from a contractor.

The cost of a contractor to visit the site and locate the issue is approximately £300, the repair costs could be anything up to £3,000 depending on what repair is required.

Somerset Council have advised they do not have the budget available to follow this up.

### **3. Financial Implications**

If the Town Council would like to have the fountain repaired, it could cost up to £3,300. The monies could be allocated from the floral displays budget, as the water feature does enhance the flower display in Marine Cove.

### **4. Recommendation**

That the Town Council considers funding the repair to the fountain.



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**Report for councillors:                      Community Toilet Scheme**

**Issued to:                                      Town Council - 15<sup>th</sup> December 2025**

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## **1. Purpose of Report**

For the Council to consider the proposal for a Community Toilet Scheme in Highbridge

## **2. Background**

The public conveniences in Bank Street Car Park have been closed for over a year, due to the facilities no longer fit for purpose and the drainage system not being adequate.

Concerns have been raised regarding the lack of toilet facilities, especially at weekends.

The Highbridge Regeneration Working Group are looking at options for installing new facilities in Highbridge, however, this will be a lengthy process as the Town Council does not own any land in the area.

As a temporary measure, the Council are asked to consider introducing a Community Toilet Scheme in Highbridge (subject to uptake from businesses), following the similar scheme which was successfully introduced by Penzance Town Council in 2017.

The Town Council would work in partnership with local community-focused businesses in Highbridge, to provide use of clean facilities which would be free of charge for use by all.

The Town Council would make a contribution to the businesses, which would allow the toilet facilities to be used. The contribution amount would be dependent on the types of facilities offered (male/female/accessible/baby change etc.), opening hours and how many days of the week they are open.

The Town Council would provide signs for businesses to display in their windows (example below), as well as produce leaflets and add details to the Town Council website.

## **3. Financial Implications**

The Council's contribution to businesses is proposed on a sliding scale, dependent on facilities and availability, this would be between £1,500 and £1,000 per annum. There would also be a cost for the signs and some marketing which is anticipated at a maximum of £1,500.

## **4. Recommendation**

That the Town Council agrees to engage with relevant businesses and implement a Community Toilet Scheme in Highbridge, if feasible, until permanent facilities become available and budget a maximum of £9,000 for the costs.



COMMUNITY TOILET SCHEME

YOUR'E WELCOME TO USE OUR

**FREE**  
FACILITIES



BURNHAM-ON-SEA & HIGHBRIDGE  
TOWN COUNCIL

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**Report for councillors:                      Purchase of Defibrillator for The Old Courthouse**

**Issued to:                                      Town Council - 15<sup>th</sup> December 2025**

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## **1. Purpose of Report**

To seek Council approval for the purchase and installation of an Automated External Defibrillator (AED) at the council offices, enhancing emergency preparedness and public safety.

## **2. Background**

Sudden cardiac arrest can occur without warning and requires immediate intervention. When deployed promptly, Automated External Defibrillators (AEDs) significantly increase survival rates.

The Old Courthouse is regularly accessed by staff, councillors, volunteers, and members of the public. Installing a defibrillator at this location would represent best practice in workplace safety and community care, while addressing a current gap in local provision. As there is no defibrillator in close proximity, the unit would provide a vital resource for residents and visitors, enhancing emergency preparedness and reinforcing the Council's commitment to public wellbeing.

The proposed AED unit and cabinet match those already installed at the YMCA in Highbridge and at the Princess Theatre, ensuring consistency across local sites. The unit would be externally mounted to the building for 24/7 accessibility.

## **3. Financial Implications**

### **AED Unit and Cabinet Quotes**

All prices are exclusive of VAT and include:

- ZOLL Plus Defibrillator (Semi-Automatic)
- DefiSign / Aivia 200 External Cabinet with Audio Alarm
- 2 sets of Electrode Pads (Adult and Child)



Supplier	AED Unit	Cabinet	Child Pads	Adult Pads	Total Cost
Quote 1	£945.00	£429	£92	£74.99	£1,707.98
Quote 2	£1,139.00	£668.39	£124.59	£95.69	£2,247.95
Quote 3	£1,372.90	£481.80	£123.53	£87.93	£2,277.62

#### Installation Quotes (Electrical Works)

Contractor	Installation Cost (excl. VAT)
Quote 1	£140.00
Quote 2	£220.85
Quote 3	£183.09

As of December 2025, the current balance of Community Infrastructure Levy (CIL) funds available for Burnham is £14,091

If approved, the recommended purchase and installation quote 1 would total £1,847.98. This expenditure qualifies under health and wellbeing infrastructure.

#### 4. Recommendation

That the Council approves the purchase of the AED unit and cabinet quote 1 at £1,707.98 and the installation quote 1 at £140.00 total cost £1,847.98 be funded from CIL.



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**Report for councillors:                      Building of a bund at Priory Gardens**

**Issued to:                                      Town Council - 15<sup>th</sup> December 2025**

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

For the Council to consider making a financial contribution towards the building of a bund at Priory Gardens.

### **2. Background**

Concerns have been raised regarding the number of unauthorised encampments in Burnham-on-Sea, which was significantly increased this year.

Councillor Searing had arranged some meetings to discuss the issues, which included residents, business representatives, Town Councillors, Somerset Council Officers, Police and Sir Ashley Fox MP.

Somerset Council owns the land at Priory Gardens, which has seen unauthorised encampments, and has put forward a proposal to stop vehicles accessing the green by bunding all the gaps both between and around the trees, and to sow some wildflower seed. Somerset Council would provide the labour for this work.

### **3. Financial Implications**

Somerset Council are asking the Town Council to cover the associated costs of approximately £8,500.

### **4. Recommendation**

That the Town Council agrees to fund the building of a bund on Priory Gardens.



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**Report for councillors:                      Street lighting in High Street, Burnham-on-Sea**

**Issued to:                                      Town Council - 15<sup>th</sup> December 2025**

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## **1. Purpose of Report**

For the Council to consider paying the additional contribution for reinforced street light columns to be installed in the High Street, Burnham on Sea.

## **2. Background**

In October, following a street light breaking in the High Street, Somerset Council inspected all the lampposts and a couple were deemed unsafe and were removed and the remaining posts were identified as needing to be replaced.

Somerset Council have approached the Town Council to see if the Town Council would want to pay for the upgraded reinforced posts which would include an electrical socket and timer. The columns would also have hanging basket brackets attached.

The reinforced columns could be used in future for the installation of Christmas lights, hanging baskets and banners etc. If the standard posts are installed no items could be attached to the lampposts and there would be no electrical sockets.

Over the past few years, the Town Council has found it increasingly difficult to obtain permissions from property owners in the High Street to erect the towns Christmas lights. Having the option to install the lights on the street light columns would ensure a consistent display through the town.

By having the hanging basket brackets attached to the reinforced columns, some of the other posts in the High Street could be removed, which would visually improve the street scheme and make the street less cluttered with street furniture.

## **3. Financial Implications**

Somerset Council will be installing standard posts, but the additional costs for the reinforced posts and removal of the hanging baskets posts is £21,500. This could be funded from the High Street Fund and S106 EMRs.

## **4. Recommendation**

That the Town Council agree to pay the additional cost of £21,500 for the reinforced street columns and for the removal of some of the hanging basket posts.




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**Report for councillors:                      The Old Courthouse vehicular access**

**Issued to:                                        Town Council - 15<sup>th</sup> December 2025**

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## 1. Purpose of Report

To consider quotations for creating a new vehicular entrance to the Town Council car park from Mendip Way, including installation of a dropped kerb.

## 2. Background

Access to The Old Courthouse car park is currently restricted for larger vehicles, creating difficulties with maneuverability and overall accessibility. Increased staffing levels have led to higher vehicle usage, and the size of many vehicles makes access via Jaycroft Road problematic. Delivery vehicles, in particular, face significant challenges due to the limited entrance.

To address these issues and improve access for all users, relocation of the entrance to Mendip Way is proposed.

This would require:

- Application to Somerset Council for permission to install a dropped kerb (S184 notice).
- Removal of the existing kerbs and replacement with seven dropped kerbs.
- Retarmacking of the footway to ensure a safe and durable surface.

Completion of these works would provide a fully accessible vehicular entrance from Mendip Way, improving usability of the car park for residents, visitors, and service vehicles.

As Mendip Way is an unclassified road, planning permission would not be required for the creation of a new access onto the highway.

## 3. Financial Implications

Three quotations have been received for the proposed works. Each includes provision for the entrance off Mendip Way and remedial works within the car park.

### Scope of Works

#### Entrance off Mendip Way:

- Apply for S184 notice (highways approval).
- Remove existing chain link fence and 6 metres of railings.
- Break out, excavate, provide and construct a dropped footpath crossing (subject to highways authority approval).

#### Car Park:

- Break out approximately 130m<sup>2</sup> of damaged/sunken surface.
- Provide, lay and roll granular fill to make up levels; lay 150mm bed of Type 1.

- Adjust misaligned kerbs and reinstate surfacing with asphalt layers (30mm SMA on 100mm AC20 binder).
- Lower 2 gully gratings; break out and reinstate 6 post holes.
- Install 20m of 1.8m high W-section triple pointed green palisade fencing with 6m wide access gates.
- Clear site and leave tidy.

#### Contractor Requirements

All contractors who work on the public highway must hold:

- Third party Public Liability insurance cover to a minimum value of £5,000,000.
- Accreditation under the New Roads and Street Works Act 1991 (NRSWA).

<b>Quote</b>	<b>Scope</b>	<b>Compliance</b>	<b>Total Nett</b>
Quote 1	Full scope	Holds PL and NRSWA	£27,823.45
Quote 2	Full scope	Holds PL and NRSWA	£22,997.96
Quote 3	Excludes dropped kerb application (council expected to apply separately)	Holds PL No NRSWA	£ 27,925.22

\*Quote 3 is disqualified as they do not hold the acquired accreditation to undertake these works.

#### **4. Recommendation**

That the Council agrees to the above project and approves quote 2 at £22,997.96, with a contingency of £2,000 with funds released from Earmarked Reserves 320 - Property Maintenance to meet the cost.



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**Report for councillors:**                      **Additional expenditure for Apex Park public conveniences refurbishment**

**Issued to:**                                      **Town Council - 15<sup>th</sup> December 2025**

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## **1. Purpose of Report**

To inform the Town Council of additional expenditure to complete the refurbishment of the Apex Park public conveniences.

## **2. Background**

The Council previously approved refurbishment works at Apex Park conveniences. During the course of the works, it was discovered that the existing wall tiling was in poor condition, loose in places and with blown walls behind.

To address this, a quote was obtained to replace the tiling with Altro Whiterock PVC hygienic wall cladding in flint colour. This material is vandal-resistant and comes with a 30-year guarantee.

Due to the requirement of an urgent decision, in consultation with the Chair of the Assets and Amenities Committee and the Mayor, it was agreed to undertake the additional works. The decision was required before the new toilets were installed and the flooring finished.

### The additional work included:

- Removal and safe storage of existing fixtures (handrails, toilet roll holders, baby change table); handwash/driers to remain in place
- Mechanical removal of old tiles and adhesive; patch plastering of walls (excluding damp treatment)
- Disposal of waste to a licensed tip
- Supply and full-height installation of Altro Whiterock wall cladding with PVC joint trims, as per manufacturer guidelines
- Reinstallation of fixtures and fittings

### Further minor works were also required:

- Replacement of the baby changing unit and toilet roll dispenser, both of which were found to be broken and unsuitable for reuse
- Painting of ceilings, door frames and architraves to ensure a clean, durable finish in keeping with the refurbished facilities

### 3. Financial Implications

The current balance of Community Infrastructure Levy (CIL) monies available for Highbridge is **£251,659**.

The additional costs incurred are as follows:

<b>Item</b>	<b>Nett Cost</b>
Additional works	£5,839
Painting ceilings, door frames and architraves	£400.00
Baby Changing unit	£392.17
Toilet Roll Dispenser	£48.95
Portable toilet hire	£1,650
<b>Total</b>	<b>£8,330.12</b>

### 4. Recommendation

That the Town Council agrees to allocate an additional £8,330.12 from CIL to complete the refurbishment of the Apex Park public conveniences.



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**Report for councillors:                      Tree Equity Project**

**Issued to:                                      Town Council - 15<sup>th</sup> December 2025**

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

For the Council to consider joining with the Woodland Trust, Somerset Council and Bridgwater Town Council in a Tree Equity Project.

### **2. Background**

The Woodland Trust has undertaken a tree mapping survey and has found that Burnham-on-Sea, Highbridge and Bridgwater have a low tree canopy and would like to work with the Councils in making a funding bid to Hinkley Point to increase the number of trees, hedges and wildflowers etc., in the areas.

The proposal is in the early stages of being drawn up, but an expression of interest has to be submitted before 17<sup>th</sup> December. The draft proposal would be for a funding bid of between £150,000-£300,000. A full-time Tree and Woodland Community Officer would be employed for a 3 year period (to be confirmed) and would be employed by Bridgwater Town Council but work 2 days per week in the Burnham and Highbridge Area.

The project would involve working with landowners, and for the community to be involved with planting. It is anticipated that a minimum of 200 trees would be planted in the Burnham and Highbridge area.

### **3. Financial Implications**

There would be no cost to the Council. Office space would need to be provided for the Tree and Woodland Community Officer and some staff time.

### **4. Recommendation**

That the Town Council agrees to join the Tree Equity Project, subject to the funding bid being approved and a Councillor is nominated to be the Council's representative on the Project along with the Town Clerk.