



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

6th January 2026

To: All Members of the Finance and Governance Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **FINANCE AND GOVERNANCE COMMITTEE** to be held on **12th January 2026** in the Council Chamber, Old Courthouse, Jaycroft Road, TA8 1LE at **7.00 pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Building doors will be open at 6:45pm

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

Katherine Noble
Town Clerk

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

Members of the Finance and Governance Committee

Councillor P. Clayton
Councillor R. Keen
Councillor P. Mills
Councillor K. Pearce
Councillor B. Vickers

Councillor G. Gudka (Chair)
Councillor A. Matthews
Councillor M. Murphy
Councillor C. Searing

Public participation

A public participation session will now be held before the meeting starts. Anyone wishing to speak on any matters is encouraged to give notice of the request and subject matter to the Town Clerk no later than midday on the last working day prior to the meeting. Public participation shall be restricted to the public participation session, unless directed otherwise by the Chair. In accordance with standing orders the public participation time will not exceed 15 minutes in total with no individual speaker exceeding 3 minutes.

Finance and Governance Meeting Agenda 12th January 2026

- 460.0.F25 Apologies for absence**
- 461.0.F25 To receive any declarations of interest on items included on this agenda**
- 462.0.F25 To receive and approve the minutes of the Finance and Governance meeting held on 22nd December 2025**
- 463.0.F25 Matters arising from previous minutes**
- 464.0.F25 To receive for information minutes of sub-committee**
- 465.0.F25 To receive the Chairs report**
- 466.0.F25 To receive the list of payments up to 5th January 2026**
- 467.0.F25 To review the draft budget for 2026/27 and precept examples and agree a recommendation to Council**
- 468.0.F25 To receive verbal update from the Responsible Finance Officer**
- 469.0.F25 To consider investment update quarterly report**
- 470.0.F25 To review the Financial Risk Management Policy**
- 471.0.F25 Date of next meeting**

The next meeting of the Finance & Governance Committee is scheduled for 9th February 2026 at 7 pm.

**Minutes of a meeting of the Finance and Governance Committee
held on 22nd December 2025 in the Council Chamber, The Old
Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

Present: Councillors G. Gudka (Chair), A. Matthews, P. Mills, M. Murphy, K. Pearce

In attendance: K. Noble (Town Clerk) and 1 member of the public

Public Participation: There were no matters raised.

448.0.F25 To receive apologies for absence

Apologies were received from Councillors Vickers and Searing and N Brookes, RFO.

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

There were no declarations of interests.

450.0.F25 To receive and approve the minutes of the Finance and Governance Committee meeting held on 24th November 2025

The minutes of the previous meeting of the Finance and Governance Committee, held on 24th November 2025, were presented by the Chairman.

Resolved that the minutes of the meeting held on the 24th November 2025 were approved as an accurate record and signed by the Chairman.

451.0.F25 Matters arising from previous minutes

There were no matters arising.

452.0.F25 Chairman's report

There were no items to be raised, which were not being covered on the agenda.

453.0.F25 To receive the list of payments up to 11th December 2025

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

454.0.F25 To note the income and expenditure and earmarked reserves reports up to November 2025

Queries were raised regarding the overspend on the CCTV budget and grass cutting income, which were satisfactorily answered.



The reports were noted.

455.0.F25 To receive an update on aged debtors

The payment from Southwell House had now been received.

The report was noted.

456.0.F25 To review the draft budget for 2026/27 and precept examples and agree a recommendation to Council

The budget was thoroughly reviewed. Councillors raised many questions, which were answered and explanations given.

Resolved that the bank investments income budget should be reduced to £20,000, due to Somerset Council's decision not to pay all the precept in April.

The Committee agreed that the budget should be considered again at the next meeting with any changes highlighted. The Committee also requested that a separate option is shown, to give the figures if a Highbridge shop grants budget was added and additional funding for Christmas lights infrastructure.

457.0.F25 To review progress of the contracts list

Contracts to be reviewed next year were highlighted. The list of contracts were noted.

458.0.F25 Christmas lights update

Several queries were raised and answered. There are two main issues, communication with the contractor and getting permissions from businesses to erect the lights. A lengthy discussion took place regarding making improvements for the new contract and it was agreed that infrastructure costs will be considered in the budget.

459.0.F25 Date of next meeting

The next meeting of the Finance and Governance Committee will be held on 12th January 2026 at 7 pm.

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

| DATE OF INVOICE | SUPPLIER | INVOICE NUMBER | DESCRIPTION | NET | VAT | GROSS | |
|-----------------|---------------------------|------------------|--|------------|-----------|------------|---------------|
| 18/12/2025 | Pump Sales Direct | | new pump Cemeteries | £471.63 | £94.33 | £565.96 | paid 18/12/25 |
| 11/09/2025 | Skyburst | B3503 | Firework display 2025 | £5,191.67 | £1,038.33 | £6,230.00 | paid 19/12/25 |
| 10/12/2025 | Malcolm the Magician | PT055/PT056 | Magic Shows for senior event & volunteers event - PT | | | £300.00 | paid 19/12/25 |
| 26/11/2025 | WODS | SI-1994 | Little Shop of Horrors settlement | | | £7,048.50 | paid 19/12/25 |
| 11/12/2025 | Green Machine | 44123 | cleaning PT - December 25 | £393.11 | £78.62 | £471.73 | paid 19/12/25 |
| 17/12/2025 | Medisol | 8000205642 | defibrillator | £1,724.98 | £345.00 | £2,069.98 | paid 23/12/25 |
| 04/11/2025 | Teleshore | 48902 | cover for Shoring equipment - Cemeteries | £545.00 | £109.00 | £654.00 | |
| 28/11/2025 | Bravo | 1314 | technician November 2025 | £2,928.00 | £585.60 | £3,513.60 | |
| 01/12/2025 | Microshade | 251200409292 | IT support | £862.20 | £172.44 | £1,034.64 | |
| 15/12/2025 | ITEC | 1161752 | photocopier services | £83.67 | £16.73 | £100.40 | |
| 15/12/2025 | Bravo | 1336 | technician December 2025 | £1,203.60 | £240.72 | £1,444.32 | |
| 15/12/2025 | Proper Job | Z0009T02-665917 | paint for walls/floors Cemeteries | £38.31 | £7.67 | £45.98 | |
| 15/12/2025 | Proper Job | Z0009T03-1649805 | small tools & repairs materials for Princess | £11.26 | £2.26 | £13.52 | |
| 15/12/2025 | Aroma Café | 15.12.25 | buffet volunteers Xmas event | | | £304.00 | |
| 15/12/2025 | Aroma Café | 15.12.25 | buffet seniors Xmas event | | | £456.00 | |
| 16/12/2025 | Proper Job | Z0009T02-665973 | LED bulb | £4.98 | £1.00 | £5.98 | |
| 17/12/2025 | Proper Job | Z0018T03-462707 | paint & gloves for walls Cemeteries | £14.98 | £3.00 | £17.98 | |
| 16/12/2025 | TTB Ltd | 186 | Everly Brothers show settlement | | | £1,555.79 | |
| 16/12/2025 | M5 Textiles | 00030523 | staff uniform | £146.30 | £29.26 | £175.56 | |
| 17/12/2025 | The Starlight Dance Group | 900627 | It's a Christmas Carole settlement | | | £1,699.91 | |
| 18/12/2025 | HBC | 30758 | Apex Toilet refurbishment | £19,825.20 | £3,965.04 | £23,790.24 | |
| 23/12/2025 | Proper Job | Z0009T02-667742 | 2 x paint brush set | £4.98 | £1.00 | £5.98 | |
| 31/12/2025 | Somerset Council | 32011668 | Streetlighting replacement High St | | | £21,441.81 | |
| 31/12/2025 | Biffa | 308C071051 | waste collection - PT | £193.70 | £38.74 | £232.44 | |
| 31/12/2025 | The Four Amigos | 31.12.25 | Christmas sing-a-long Volunteers & Seniors Event | | | £200.00 | |
| 31/12/2025 | Business Waste | P1907285 | waste collection - Cemeteries | £25.07 | £5.02 | £30.09 | |
| 01/01/2026 | Business Waste | P1909931 | waste collection - Cemeteries | £38.50 | £7.70 | £46.20 | |
| 01/01/2026 | Business Waste | P1911698 | waste collection - Cem & TC | £103.14 | £20.62 | £123.76 | |

| | | | | | |
|------------------|-----------------|---------------------------------------|-----------|---------|-------------------|
| 02/01/2026 Iris | INV-ISL-1217754 | payroll services - Dec 25 | £122.72 | £24.54 | £147.26 |
| 02/01/2026 SLCC | MEM256613-1 | Membership Town Clerk | | | £442.00 |
| 05/01/2026 Danfo | INV-0481 | cleaning Pcons | £3,307.33 | £661.47 | £3,968.80 |
| Julie Hook | | expenses re-imburement- Seniors Event | | | £98.47 |
| | | | | | <u>£78,234.90</u> |

| Cost Code | N/C | 2024/25 | | 2025/26 | | | 2026/27 | NOTES |
|------------|---|----------------|----------------|----------------|----------------|----------------|----------------|---|
| | | Budget | Actual | Budget | To end Sept | Est Y End | Budget | |
| | INCOME | | | | | | | |
| 100 | MANAGEMENT AND COMPLIANCE | | | | | | | |
| 1077 | CIL INCOME - HIGHBRIDGE | 0 | 165,857 | | 0 | 1,909 | | Earmark balance at year end |
| 1078 | CIL INCOME - BURNHAM | 0 | 8,265 | | 2,124 | 5,500 | | Earmark balance at year end |
| 1080 | BANK & INVESTMENT INTEREST (amend name) | 7,500 | 55,191 | 15,000 | 27,373 | 60,000 | 20,000 | lower interest rates forecast & less investment funds (Cemeteries paths & Jaycroft rd refurb) |
| 1085 | GRANTS RECEIVED | 0 | 2,400 | | 0 | 0 | | Earmark balance at year end - grant expenditure |
| 200 | THE OLD COURTHOUSE | | | | | | | |
| 1005 | OLD COURTHOUSE LETTING | 0 | 1,332 | 200 | 39 | 100 | 0 | refurbishment of Old Courthouse next year |
| 500 | CEMETERIES | | | | | | | |
| 1500 | WAYLEAVES | 4,850 | 4,848 | 4,850 | 0 | 4,848 | 4,850 | |
| 1505 | COMMONWEALTH WAR MEMORIALS | 0 | 31 | | 0 | 31 | | N/A |
| 1515 | EROB | 7,000 | 21,550 | 8,000 | 10,794 | 20,000 | 10,000 | |
| 1520 | INTERMENTS | 20,000 | 18,700 | 10,000 | 11,034 | 18,000 | 13,000 | |
| 1525 | MEMORIALS | 5,000 | 6,875 | 5,000 | 3,087 | 6,000 | 5,500 | |
| 600 | PRINCESS | | | | | | | |
| 1085 | GRANTS RECEIVED | 0 | 0 | | 3,000 | 3,000 | | Earmark balance at year end. Grants received - Grant expenditure |
| 1600 | STORAGE HIRE | 3,300 | 3,253 | 3,300 | 1,781 | 3,562 | 3,700 | 4% price increase |
| 1605 | LETTINGS | 33,000 | 36,775 | 33,000 | 13,106 | 30,000 | 33,500 | |
| 1615 | CAFE RENT/COMMISSION | 6,800 | 6,068 | 6,800 | 2,171 | 5,000 | 5,920 | based on c.£22,000 bar sales (10% = £2,200 + 52 x 100 =£7,400 gross, net £5,920 |
| 1625 | PT MERCHANDISE | 3,600 | 4,872 | 4,100 | 1,779 | 4,000 | 4,100 | |
| 1630 | DONATIONS | 0 | 1,061 | | 590 | 1,180 | | Earmark balance at year end |
| 1645 | SHOW INCOME | 13,500 | 32,301 | 25,000 | 15,504 | 30,000 | 35,000 | |
| 1650 | MEMBERSHIPS | 300 | 150 | | | | | N/A |
| 1655 | PARTICIPATION PT | 7,500 | 7,016 | 7,000 | 3,823 | 7,000 | 8,000 | price increase |
| 1660 | ART SALES | 200 | 1,862 | 1,000 | 832 | 1,500 | 350 | change way to account for this next year - only our commission as income |
| 1670 | PV CELLS | 3,500 | 5,363 | 4,000 | 4,000 | 6,500 | 5,000 | roof repairs may impact income |
| 1680 | ADVERTISING | 200 | 234 | 100 | 132 | 200 | 750 | |
| 700 | ESTATES | | | | | | | |
| 1300 | ALLOTMENT RENTS RECEIVED | 1,215 | 1,400 | 1,260 | 1,295 | 1,295 | 1,330 | |
| 1400 | SIGNAL BOX | 60 | 412 | 200 | 63 | 80 | 50 | reduced uptake in 2025-26 |
| 1405 | EVENT DONATIONS | 0 | 500 | | 0 | 0 | | N/A |
| 1410 | GRASS CUTTING | 500 | 417 | 415 | 0 | 417 | 520 | price increase |
| 1415 | FLORAL SPONSORSHIP | | | | 160 | 160 | | |
| 900 | PLAY AREAS | | | | | | | |
| 1100 | MISCELLANEOUS INCOME | | | | 25,875 | 25,875 | | Earmark balance at year end |
| | TOTAL | 118,025 | 386,733 | 129,225 | 128,562 | 236,157 | 151,570 | |

| | | 2024/25 | | 2025/26 | | | 2026/27 | NOTES |
|------------|----------------------------------|---------|---------|---------|-------------|-----------|---------|---|
| | | Budget | Actual | Budget | To end Sept | Est Y End | Budget | |
| | EXPENDITURE | | | | | | | |
| 100 | MANAGEMENT AND COMPLIANCE | | | | | | | |
| 4000 | SALARIES & WAGES | 308,180 | 292,111 | 382,600 | 178,631 | 382,600 | 415,600 | includes pay award & increment for 13 staff. £5,000 overtime contingency. |
| 4005 | EMPLOYERS NAT INSURANCE | 18,741 | 23,262 | 45,700 | 13,560 | 45,700 | 49,600 | |
| 4010 | EMPLOYERS SIANNUATION | 66,593 | 64,125 | 95,700 | 40,021 | 95,700 | 99,500 | |
| 4050 | PENSION DEFICIT | 0 | 0 | 0 | 0 | 0 | 0 | No pension deficit requirement confirmed for the next 3 years |
| 4055 | RECRUITMENT COSTS | 800 | 255 | 3,000 | 129 | 1,000 | 1,000 | |
| 4060 | TRAINING | 2,600 | 3,141 | 8,000 | 2,842 | 8,000 | 5,000 | Earmark balance at year end - additional training Assertion 10 AGAR |
| 4065 | TRAVEL, EXPENSES & SUBSISTENCE | 800 | 148 | 800 | 0 | 200 | 500 | |
| 4070 | OFFICE/IT EQUIPMENT & FURNITURE | 4,000 | 2,331 | 10,000 | 1,113 | 10,000 | 31,000 | Earmark balance at year end. Additional refurbishment costs. Additional £11,000 for Councillor laptops. |
| 4080 | TELEPHONE & BROADBAND | 3,700 | 3,621 | 4,300 | 1,747 | 4,000 | 4,300 | |
| 4085 | POSTAGE | 500 | 298 | 600 | 176 | 400 | 500 | |
| 4090 | STATIONERY & SUPPLIES | 1,700 | 1,396 | 2,000 | 900 | 2,000 | 2,000 | |
| 4095 | SUBSCRIPTIONS AND SUPPORT | 23,000 | 27,644 | 30,000 | 15,205 | 28,500 | 32,000 | |
| 4100 | INSURANCES | 13,500 | 13,500 | 20,000 | 2,590 | 20,000 | 26,400 | Play parks to be added in 2026-27 |
| 4105 | AUDIT & ACCOUNTANCY FEES | 4,000 | 5,685 | 5,000 | 84 | 3,910 | 5,000 | external audit fee for 22-23 received in 24-25 |
| 4110 | LEGAL FEES | 1,000 | 5,280 | 5,000 | 350 | 5,000 | 5,000 | Earmark balance at year end |
| 4115 | PROFESSIONAL & CONSULTANTS FEES | 5,000 | 9,292 | 15,000 | 1,367 | 15,000 | 10,000 | Earmark balance at year end for website upgrade £3,500-£5,500 |
| 4120 | BANK CHARGES | 1,500 | 1,455 | 1,700 | 748 | 1,600 | 1,800 | |
| 4125 | PAYROLL SERVICES | 1,700 | 1,763 | 1,900 | 687 | 1,850 | 2,000 | 5% increase from Nov 2025 |
| 4130 | PPE & UNIFORMS | 1,700 | 1,540 | 2,500 | 514 | 2,500 | 2,000 | |
| 4135 | ROOM HIRE | 225 | 222 | 225 | 12 | 225 | 2,500 | Additional hire if refurbishment |
| 4140 | CLIMATE CHANGE | 1,500 | 123 | | | | 5,000 | Net zero target 2030 |
| 4145 | SERVICE DEVOLUTION | 76,830 | 21,259 | | | | | N/A |
| 4760 | GRANT EXPENDITURE | 0 | 1,667 | | 0 | 0 | | N/A |
| 4800 | CIL EXPENDITURE | | 17,961 | | 0 | 16,850 | | £16,850 spent from EMR. |
| 4150 | PROVISION FOR BAD DEBTS | | | 2,000 | 0 | 2,000 | 500 | Earmark balance at year end |
| | | | | | | | | |
| 110 | DEMOCRATIC & CIVIC | | | | | | | |
| 4200 | MAYORS ALLOWANCE | 5,000 | 5,056 | 5,000 | 2,567 | 5,000 | 5,000 | |
| 4205 | TOWN CRIER | 0 | 0 | 0 | 0 | 0 | 0 | |
| 4210 | ELECTION EXPENSES | 5,000 | 6,316 | 10,000 | 0 | 10,000 | 20,000 | Earmark balance at year end. Full Council election May 2027 (cost in 2022 - £18,000) |
| 4215 | CIVIC EVENTS | 2,500 | 3,048 | 2,500 | 825 | 2,500 | 2,500 | £688 spent from EMR. |
| 4220 | REMEMBRANCE WREATH | 100 | 125 | 100 | 0 | 125 | 150 | |
| | | | | | | | | |
| 120 | JOINT FUNDING WITH OTHERS | | | | | | | |
| 4250 | CONT SDC RE TOILETS | 44,000 | 44,000 | | | | | N/A |
| 4255 | CONT SDC DOG BINS | 25,000 | 24,000 | | | | | N/A |
| 4260 | CCTV CAMERAS | 15,000 | 10,000 | 25,000 | 33,582 | 33,582 | 35,500 | overspend agreed by Council. £5,000 spent from EMR |
| 4470 | TOWN CENTRE CLEANING | 6,000 | 6,000 | 6,000 | 0 | 6,000 | 6,250 | |
| | | | | | | | | |
| 140 | COMMUNITY | | | | | | | |
| 4300 | GRANT - CAB (S.142) | 2,700 | 2,700 | 2,700 | 2,700 | 2,700 | 2,700 | |
| 4305 | GRANTS MADE | 32,300 | 30,878 | 30,000 | 17,347 | 31,069 | 30,000 | |
| 4455 | CHRISTMAS LIGHTS | 26,000 | 24,033 | 26,000 | 259 | 26,000 | 50,000 | new tender to go out next year. Lampposts need adjustment - Somerset Council |
| 4465 | EVENTS EXPENDITURE | 10,000 | 7,887 | 10,000 | 1,065 | 10,000 | 13,500 | |
| 4475 | CARNIVAL EVENTS WEEK | 11,500 | 8,382 | 16,500 | 3,929 | 16,500 | 17,500 | |
| | | | | | | | | |
| 200 | THE OLD COURTHOUSE | | | | | | | |

| | | | | | | | | |
|------------|-----------------------------------|--------|---------|---------|--------|---------|---------|--|
| 4350 | BUSINESS RATES | 10,650 | 8,577 | 12,000 | 5,735 | 9,560 | 9,200 | multipliers decreased for 26-27 from 49.9p to 48p |
| 4355 | UTILITIES | 6,000 | 8,498 | 6,240 | 1,831 | 6,240 | 6,900 | |
| 4375 | CLEANING | 5,000 | 4,105 | 3,000 | 1,155 | 1,500 | 1,500 | Moved in-house, just materials |
| 4380 | SECURITY & ALARMS | 800 | 669 | 5,000 | 1,120 | 5,000 | 6,000 | Provision towards alarm replacement 25/26. Earmark balance at year end |
| 4385 | MAINTENANCE | 3,000 | 1,362 | 5,000 | 280 | 5,000 | 50,000 | Earmark balance at year end for refurbishment costs. Carpark and Old Courthouse interior refurbishment. |
| 4390 | H&S/FIRE/INSPECTIONS | 600 | 868 | 3,000 | 817 | 3,000 | 3,000 | Earmark balance at year end for refurbishment costs |
| 500 | CEMETERIES | | | | | | | |
| 4350 | BUSINESS RATES | 12,200 | 8,904 | 11,750 | 5,642 | 9,500 | 9,100 | multipliers decreased for 26-27 from 49.9p to 48p |
| 4355 | UTILITIES | 3,500 | 8,924 | 6,000 | 198 | 6,000 | 5,000 | |
| 4605 | PROVISION FOR PATHS | 5,000 | 0 | 5,000 | 0 | 5,000 | 15,000 | Earmark balance at year end EMR 380. Work to be carried out soon at Brent Road cemetery. |
| 4610 | PUMP MAINTENANCE | 1,400 | 1,935 | 1,400 | 0 | 1,400 | 2,000 | Earmark balance at year end |
| 4615 | GENERAL MAINTENANCE - CEMETERIES | 2,000 | 1,954 | 1,500 | 1,835 | 3,200 | 13,000 | overspend. Underbudgeted for this year. Footbridge repair and gate replacement needed next year. |
| 4620 | MECH GRAVE DIGGER | 6,500 | 4,428 | 6,500 | 1,882 | 6,500 | 8,500 | Earmark balance at year end. Looking at moving in-house - budget needed to purchase equipment |
| 4635 | WASTE COLLECTION | 2,500 | 1,928 | 2,800 | 1,019 | 2,500 | 2,800 | |
| 4640 | PROVISION FOR WALLS | 2,000 | 0 | 2,000 | 0 | 2,000 | 2,000 | Earmark balance at year end EMR 380. |
| 4645 | WATER TESTING | 1,250 | 1,045 | 1,500 | 215 | 1,400 | 1,500 | |
| 4650 | ROSE GARDEN MEMORIALS EXPENDITURE | 0 | 228 | 0 | | | | N/A |
| 600 | PRINCESS | | | | | | | |
| 4000 | SALARIES & WAGES | 97,317 | 120,875 | 110,350 | 47,544 | 110,350 | 115,100 | Including £5,000 for Duty Officers |
| 4005 | EMPLOYERS NAT INSURANCE | 4,755 | 9,229 | 14,200 | 4,049 | 14,200 | 15,600 | |
| 4010 | EMPLOYERS SIANNUATION | 14,275 | 34,123 | 16,145 | 6,871 | 16,145 | 26,500 | 1 x more staff pension |
| 4060 | TRAINING | 1,500 | 1,073 | 2,000 | 50 | 2,000 | 2,500 | |
| 4065 | TRAVEL & SUBSISTENCE | 150 | 60 | 150 | 0 | 50 | 50 | |
| 4070 | OFFICE/IT EQUIPMENT & FURNITURE | 3,200 | 4,881 | 4,000 | 1,049 | 4,000 | 5,000 | |
| 4080 | TELEPHONE & BROADBAND | 1,900 | 2,059 | 2,340 | 1,109 | 2,300 | 2,750 | additional mobile phone for Deputy Theatre Manager |
| 4100 | INSURANCE | 5,000 | 5,000 | 5,500 | 0 | 5,500 | 5,775 | |
| 4350 | BUSINESS RATES | 9,000 | 7,984 | 9,990 | 4,792 | 7,984 | 7,680 | multipliers decreased for 26-27 from 49.9p to 48p |
| 4355 | UTILITIES | 26,500 | 32,403 | 30,000 | 9,282 | 30,000 | 33,000 | |
| 4375 | CLEANING etc | 9,000 | 8,766 | 3,000 | 7,278 | 12,740 | 8,100 | virement to Wages for overspend this year - next year will be done inhouse (apart from weekends) |
| 4380 | SECURITY & ALARMS | 2,000 | 1,873 | 2,000 | 1,157 | 2,000 | 3,000 | provision for alarm replacement |
| 4385 | MAINTENANCE | 13,000 | 12,852 | 18,000 | 4,063 | 18,000 | 28,000 | £5,000 included for accrued cost of boiler replacement, provision needed for windows & roof repairs. Earmark balance at year end |
| 4390 | H&S/FIRE/INSPECTIONS | 1,500 | 2,519 | 2,500 | 1,953 | 2,500 | 3,500 | |
| 4635 | WASTE COLLECTION | 3,000 | 2,466 | 3,500 | 942 | 2,600 | 2,800 | |
| 4700 | TECHNICIAN COST | 17,500 | 16,807 | 18,000 | 5,912 | 18,000 | 18,000 | no price increase |
| 4701 | SHOW COSTS | 13,500 | 16,586 | 13,500 | 6,567 | 13,500 | 15,000 | increased income = increased expenditure |
| 4705 | ADVERTISING & MARKETING | 7,000 | 6,450 | 7,000 | 1,422 | 7,000 | 7,000 | Earmark balance at year end |
| 4710 | LICENCES | 1,500 | 816 | 750 | 676 | 676 | 750 | TV licence cancelled 16/10/25 |
| 4715 | CARD PAYMENT FEES | 7,500 | 2,326 | 3,000 | 1,198 | 3,000 | 3,000 | |
| 4725 | TECHNICAL THEATRE | 3,500 | 5,808 | 3,500 | 1,053 | 3,500 | 4,500 | equipment replacement needed |
| 4730 | BACKSTAGE EXPENSES | 500 | 374 | 500 | 63 | 500 | 500 | |
| 4735 | ART SALES EXPENDITURE | 100 | 1,398 | 800 | 515 | 800 | 0 | N/A. Change way to account for this next year - only our commission as income |
| 4740 | PTAC MERCHANDISE | 3,000 | 2,990 | 3,500 | 741 | 2,400 | 3,000 | sourcing cheaper supplier |
| 4745 | PARTICIPATION FREELANCE | 3,000 | 4,812 | 3,000 | 2,090 | 3,000 | 3,500 | |
| 4760 | GRANT EXPENDITURE | 0 | 0 | - | 1,021 | 3,000 | 0 | Earmark balance at year end. Grants received - Grant expenditure |
| 4770 | CAFÉ EQUIPMENT & MAINTENANCE | 0 | 0 | 3,000 | 790 | 3,000 | 3,000 | Earmark balance at year end |

| | | | | | | | | | |
|------------|--------------------------------------|------------------|------------------|------------------|----------------|------------------|------------------|---|--|
| 700 | ESTATES | | | | | | | | |
| 4350 | BUSINESS RATES | | | - | 0 | 1,870 | 1,800 | New nominal. Business rates - Stores Apex Park. Multipliers decreased for 26-27 from 49.9p to 48p | |
| 4360 | ELECTRICITY TOWN CENTRE | 220 | 283 | 0 | 145 | 320 | 400 | Did not disconnect for 2025/26 as re-connection charges could not be confirmed. | |
| 4365 | HIGHBRIDGE CLOCK ELEC | 450 | 1,677 | 1,600 | 1,143 | 1,600 | 1,800 | | |
| 4370 | WATER RATES - ALLOTMENTS | 200 | 524 | 450 | -40 | 660 | 700 | dry summer 2025 - higher water use. First dd to be taken Oct 25 | |
| 4385 | MAINTENANCE - ALLOTMENTS | 600 | 405 | 0 | | | | N/A | |
| 4385 | MAINTENANCE | 5,000 | 5,563 | 3,800 | -4,450 | 3,800 | 11,500 | Earmark balance at year end. Insurance payout to offset costs of bus shelter repair. Esplanade improvements. | |
| 4415 | WATER FOUNTAIN | 1,000 | 85 | 800 | 67 | 160 | 500 | no repairs needed this year | |
| 4430 | BENCHES | 2,500 | 2,113 | 2,500 | 0 | 2,000 | 2,500 | Benches need repairs/replacement | |
| 4440 | DOG/LITTER BINS | 600 | 781 | 5,000 | 84 | 5,000 | 500 | No joint funding for 25/26. Earmark balance at year end | |
| 4445 | SPEED INDICATOR DEVICES | 500 | 959 | 1,200 | 0 | 1,200 | 1,000 | Earmark balance at year end. Conditions of use changed for this year-awaiting contract approval Somerset Council | |
| 4450 | FLORAL DECORATIONS | 4,400 | 5,020 | 50,000 | 6,548 | 50,000 | 2,000 | Additional devolution service 25/26. Earmark balance at year end | |
| 4460 | TOURISM | 2,500 | 1,896 | 2,000 | 158 | 2,000 | 0 | contract for footfall monitoring ended. Earmark balance at year end for You Are Here Boards cost c.£4,350 | |
| 4485 | DEFIBRILLATORS | 250 | 80 | 250 | 266 | 300 | 750 | overspend. Underbudgeted for this year. | |
| 4500 | TOOLS AND EQUIPMENT | 2,000 | 1,427 | 20,000 | 3,012 | 20,000 | 5,000 | Increased devolution provision 25/26. Earmark balance at year end | |
| 4600 | EQUIPMENT PURCHASE/MAINTENANCE - CEM | 7,000 | 16,774 | 0 | | | | N/A | |
| 4505 | VEHICLE RUNNING COSTS | 1,800 | 1,736 | 5,000 | 1,460 | 4,000 | 6,000 | | |
| 4510 | VEHICLE REPLACEMENT | 3,000 | 0 | 50,000 | 51,821 | 69,100 | 38,000 | £34,575 out of EMR. Leased vehicle 26/27. Earmark balance at year end. New vehicle needed next year to replace small van. | |
| 4515 | VEHICLE INSURANCE | 640 | 654 | 6,000 | 1,057 | 2,000 | 4,000 | New vehicles 25/26 | |
| 4625 | TREE & HEDGE MAINTENANCE | 3,000 | 285 | 3,000 | 470 | 4,000 | 6,500 | Earmark balance at year end. Additional work to be carried out next year | |
| 4630 | FUEL FOR EQUIPMENT | 1,000 | 829 | 2,000 | 550 | 1,000 | 2,000 | dry summer - less mowing needed | |
| | | | | | | | | | |
| 800 | PUBLIC CONVENIENCES | | | | | | | | |
| 4355 | UTILITIES | 0 | 0 | 25,000 | 0 | 25,000 | 30,000 | Earmark balance at year end. Legal paperwork delay Somerset Council | |
| 4375 | CLEANING/CONSUMABLES | 0 | 0 | 90,000 | 19,844 | 90,000 | 53,000 | Earmark balance at year end | |
| 4385 | MAINTENANCE | 0 | 0 | 50,000 | 0 | 50,000 | 25,000 | Earmark balance at year end | |
| | PROVISION FOR HIGHBRIDGE TOILETS | | | | | | 10,000 | new nominal | |
| | | | | | | | | | |
| 900 | PLAY AREAS | | | | | | | | |
| 4385 | MAINTENANCE | 0 | 0 | 10,000 | 0 | 10,000 | 25,000 | Earmark balance at year end. Play areas to be repaired and upkeep next year. £10,000 contribution to Somerset Council for paths Winchester Park in 2025-26. | |
| 4390 | H&S/FIRE/INSPECTIONS | 0 | 0 | 2,000 | 0 | 2,000 | 4,000 | Earmark balance at year end. Play areas to be repaired and upkeep next year | |
| | | | | | | | | | |
| | | | | | | | | | |
| | TOTAL | 1,070,926 | 1,069,550 | 1,453,340 | 539,001 | 1,493,066 | 1,569,355 | | |

| BUDGET | 2024/25 | 2025/26 | 2026/27 |
|-------------|-----------|-----------|-----------|
| | £ | £ | £ |
| INCOME | 118,025 | 129,225 | 151,570 |
| EXPENDITURE | 1,070,926 | 1,453,340 | 1,569,355 |
| DIFFERENCE | 952,901 | 1,324,115 | 1,417,785 |

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

2026/27 precept request (on budget above) would be £1,417,785 = £199.25 for a Band D property (tax base 7115.55)

Annual increase equates to £4.63 per Band D household

Potential budget changes to be considered

| Additional Expenditure Options | Amount | Precept/ budget amount | Band D annual increase |
|--|---------------|---------------------------------------|---------------------------------------|
| Highbridge Shop Front Grant | £10,000 | £1,427,785 | £6.04 |
| Highbridge Shop Front Grant & Christmas Lights | £20,000 | £1,437,785 | £7.44 |
| Highbridge Shop Front Grant & Christmas Lights | £30,000 | £1,447,785 | £8.85 |

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

Recommendation

To agree a budget and precept request for recommending to Council.

Report for councillors: Investment update report

Issued to: Finance & Governance Committee - 12th January 2026

1. Purpose of Report

To provide Councillors with an update on our current investment portfolio returns and request the drawn down of funds to ensure continuous liquidity for the Council's day to day financial obligations.

2. Background

To reduce risk to public monies as per the Councils Financial Risk Management Policy investment into the CCLA Public Sector Deposit Fund was finalised in May 2025. An initial deposit of £1,000,000 was made after receipt of the precept funds. The re-assessment and draw down of necessary funds is to be reviewed on a quarterly basis.

£250,000 draw down of funds will be needed for the next quarter's expenditure.

3. Financial implications

Interest accrued this quarter in CCLA:

October 2025 - £4,962.28 - paid 02/10/25

November 2025 - £4,664.98 - paid 04/11/25

December 2025 - £4,089.99 - paid 02/12/25

Current closing balance Natwest accounts 30/11/25:

Main account: £399,277.82

Natwest account 2 Princess: £45,009.59

£40,000 to be transferred from the Natwest account 2 Princess to the Main account.

4. Recommendation

For the Committee to agree to £250,000 draw down of funds needed from the Public Sector Deposit Fund for the next quarter's expenditure.

Burnham-On-Sea and Highbridge Town Council Risk Management Policy

To be reviewed quarterly

Adopted on 13th March 2023. Reviewed January 2024. Reviewed April 2024. Reviewed July 2024. Reviewed Sept 2024. Reviewed November 2024. Reviewed March 2025. Reviewed July 2025. Reviewed October 2025, January 2026.

Burnham-on-Sea and Highbridge Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses.

The Town Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable the Town Council to assess the risks that it faces and to implement adequate steps to minimise them.

| SUBJECT | RISK(S) IDENTIFIED | LEVEL H/M/L | MANAGEMENT/CONTROL OF RISK | REVIEW/ASSESS/REVISE |
|------------------|--|-------------|---|-------------------------------|
| FINANCE | | | | |
| Budget & Precept | Adequacy of precept in order for the Council to carry out its statutory duties | L | The Council receives monthly budget reports. Each Committee produces a DRAFT budget, which is considered by the Finance & Governance Committee before a recommendation final Draft budget is presented to Full Council for review and consideration. The report includes actual and projected position to the end of the year and indicative figures or costings obtained by the RFO. The Precept is derived directly from this information and is considered and approved by Full Council and the request submitted to the Somerset Council within | Existing procedures adequate. |

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| | | | the specified deadline. | |
| Financial controls and records | Inadequate records | L | <p>The Council has Financial Regulations which sets out the requirements and is reviewed on an annual basis. Rialtas financial software is used to prepare accounts and Council subscribes to the support services. An order spreadsheet is completed and authorised by a manager. Invoices are checked before being passed to the RFO for payment. Goods received and internal authorisation procedures reviewed in 2023 and increased control introduced from January 2024. Debtors & Creditors reviewed in 2023 and increased control introduced from January 2024. All payments are reviewed at a Finance & Governance Committee or Full Council and minuted for transparency. Ticketsolve is used for issuing tickets and taking payments at the Princess Theatre.</p> | Pre-payment card closed February 2025. Government Procurement card now in use and published every quarter. |
| Banking | Inadequate checks | L | Online bank payments are authorised by two Councillors. Councillors receive sight of invoices/documentation to check before | Existing procedures adequate. Signatories reviewed and updated for all |

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| | | | <p>authorising. Accounts are internally checked by at least two Councillors on a quarterly basis. Annual internal and external audits.</p> <p>The Council has Financial Regulations which set out banking requirements. Any cash is held in a locked safe. Cash is banked regularly. However, the Post office no longer accepts denominations smaller of a £1 that is not a full money bag. Anything less than a full bag is kept in a locked safe and banked as soon as practical. Cheque receipts are banked at least fortnightly.</p> <p>Accounts are reconciled on a monthly basis and recorded. Earmarked reserves are accounted for separately.</p> | <p>banks July-Sept 24. Supplier list & bank details checked and updated Dec 2024.</p> |
| Investment of Council Funds | Investment Policy | M | <p>Council funds now held in 1 x bank, 1 x building society, 1 x investment fund (CCLA Public Sector Deposit Fund). Quarterly reports on investment to be presented to Councillors by RFO.</p> | <p>Reviewed policies & procedures adequate. Annual Investment Strategy reviewed annually.</p> |
| Receipt and payment of grants | <p>Monies ringfenced and accurately managed</p> <p>Power to pay and authorisation of Council to pay</p> | <p>L</p> <p>L</p> | <p>The Town Council does not presently receive any regular grants. Any transactions from a grant received are itemised separately.</p> <p>All grant requests are made following the Grants Awards Policy & Procedure and a specific application form. Grant monitoring forms completed and reviewed.</p> | <p>Existing procedures adequate</p> |

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| | | | All such expenditure goes to the Finance & Governance Committee process of approval, it is minuted and listed. | |
| Salaries and associated costs | Salary paid incorrectly Unpaid Tax and Pension payments | L L | Financial controls in place to pay staff salaries agreed in line with NALC pay scales. Iris Payroll Services, an external company, is used for payroll services and the Council subscribes to support services. BACS payments for PAYE & Pensions made monthly. Internal check carried out by 2 Councillors on a quarterly basis. Annual internal and external audits. | Existing procedures adequate. |
| VAT | Reclaiming | L | VAT claims are completed electronically on HMRC website and acknowledgement printed and kept in office. Internally reviewed by at least 2 Councillors on quarterly basis. Rialtas financial software produces VAT reports. Financial Regulations set out the requirements. Annual internal and external audits. | Existing procedures adequate. |

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| Employees | Fraud by staff | L | Insurance in place. Cash is kept in a locked safe. All payments require two Councillor signatures. All orders are authorised a manager. Division of monetary responsibilities. | Existing procedures adequate. |
| Best value accountability | Work awarded incorrectly | L | Town Council practice is to seek, if possible, three quotations for any substantial work undertaken. | Existing procedures adequate. |
| | Overspend on services | L | For major work, competitive tenders would be sought in line with the rules for contracts in Standing Orders and Financial Regulations. If problems encountered with contract, the Clerk would investigate the situation and report to the Council. | |
| Loans | High interest rates and non recognised lenders | L | Full Council to approve any loans. Loans to be taken out via PWLB and two signatures required. The Council currently does not have any loans. | Existing procedure adequate. |
| Annual Return | Not submitted within time limits | L | Rialtas are contracted to complete the end of year close down and complete the AGAR. Internal Auditors complete reviews throughout the year and sign off AGAR Agenda item on Full Council agenda for completing and signing by the Council and then checked and sent to External Auditor within time frame. | Existing procedure adequate. |

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| | | | Council could ask for an extension to the deadline. | |
| Election | Mid-term election costs | M | Some monies are earmarked if a mid-term election is called. Measures cannot be adopted to minimise risk of a contested election. | Ensure monies are earmarked for elections costs when setting budget. |
| ADMINISTRATION & LIABILITY | | | | |
| Legal Powers | Illegal activity or payments | L | The Town Council has adopted the General Power of Competence. Committees have power of expenditure, within their remit. Advice to be sought when required. | Existing procedure adequate. |
| Minutes/ Agendas/ Statutory documents | Accuracy and legality | L | Minutes and agendas are produced in the prescribed method and adhere to legal requirements. | Existing procedures adequate. |
| | Non compliances with statutory requirements | L | Minutes are approved and signed at the next meetings. Agendas displayed according to legal requirements. Business conducted at meetings should be managed by the Chair. | Members adhere to Code of Conduct and Member/Officers Relations Policy and undertake adequate training. |
| Public Liability | Risk to third party, property or individuals | M | Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Full tree survey carried out in 2023 and an interim inspection of trees requiring additional monitoring was undertaken in June 2025. A maintenance programme | Existing procedures adequate. |

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| | | | <p>is in place. Risk assessments carried out on individual events e.g. Fireworks display. All third party users of Council facilities have to complete a booking form. Health and safety services provided by Worknest.</p> | |
| Legal liability | Legal liability as consequence of asset ownership | H | <p>Checks undertaken on buildings on a weekly basis. Insurance in place and new equipment added ad hoc. Adequate Cemetery Rules in place. Yearly memorial inspections carried out. Health and safety services provided by Worknest.</p> | Existing procedures adequate. |
| Employer Liability | Non-compliance with Employment Law | L | <p>Membership of various national and regional bodies including South West Councils. Town Clerk and Deputy Clerk are members of SLCC and the Council is a member of SALC. Policies in place. Employer's Liability insurance in place. Health and safety services provided by Worknest.</p> | Existing procedures adequate. |
| Employer Liability | Safety of staff and visitors | M/H | <p>Employees are provided adequate direction and safety equipment needed to undertake their roles. Staff training undertaken as required and appraisals undertaken annually. Health and safety services provided by Worknest. Risk assessments carried out.</p> | Existing procedures adequate. |

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| | | | Staff issued with mobile phones as required. | |
| Freedom of Information | Policy provision | L | The Council has a Model Publication Scheme and Freedom of Information Policy in place. The Town Council can request a fee for substantial requests. | Monitor and report any impacts made under FOI. |
| Data Protection | Mis-use of information | L | Town Council is registered with the Information Commissioner and renewed annually. Policies in place. Staff training undertaken. | Ensure annual renewal of registration. New assertion for AGAR 2025-26 – training currently being put in place for staff and Councillors. |
| Council records - paper | Loss through theft, fire, damage | L/M | Historical minutes have been deposited at Somerset Archives. Burial records are stored in a locked cupboard with some fire-proof measures. All records from Mid 2016 are electronic. All other records are stored in the Council office. Filing system is currently being updated. Land and buildings registered with Land Registry. | Damage or theft is unlikely and so provision is adequate. Review of data to be held annually and deposited at archive when appropriate. |
| Council records - electronic | Loss through theft, fire, damage, corruption | M/H | The Town Council's electronic records are stored on a cloud basis system. IT plan is in place for support services. Off-site daily back-up. Anti-virus protection annually renewed and installed by IT support services. | Existing procedures adequate. Increased Cyber insurance limit for 25/26 from £100,000 to £250,000. Increase in cyber attacks in |

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| | | | Security protocols of section 6 of Financial Regulations adhered to. | the UK in 2025 – additional Cyber Security webinar attended by staff in Sept 2025. |
| Members Interests | Registers of Interests | M | Councillors have a legal duty to complete a form for the Register of Members Interests and keep it up to date within 28 days of any changes and to withdraw from a meeting in the event of a pecuniary interest. Declaration of Interests is an agenda item for all meetings. | Existing procedures adequate. Members have a personal responsibility to declare interests and update their register entries. |
| Devolution | Unknown cost of taking on new services from Somerset Council | M | Council have agreed to take on play areas, floral decorations and public conveniences in 25/26. Further service devolution would be considered by Council. Budgets are being monitored. | Budgets allocated for new services to be taken on in 2025/26 based on information received so far from Somerset Council. Budgets currently being formulated for 2026/27 to include additional facilities. |
| ASSETS | | | | |
| Asset register | Asset register incomplete | L | An asset register is updated as required. | Existing procedures adequate. |
| Buildings | Loss or damage | M | Buildings currently maintained on an ad hoc basis. | Existing procedures adequate. Buildings valuations for new assets undertaken & insurance values adjusted accordingly. Fire & Security alarms & CCTV at The Old Courthouse and The Princess Theatre. |

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| Buildings | Maintenance of buildings etc | M | Buildings currently maintained on an ad hoc basis. | Existing procedures adequate. |
| Other assets e.g. dog bins, bus shelters | Loss or damage | L | Contract in place with Somerset Council for dog bins to be regularly emptied and checked. Street furniture maintained in-house. Insurance in place. | Existing procedures adequate. |
| Vehicles | Unable to use due to fire, theft, accident. Third party liability | L/M L/M | Two vehicles owned by the Council. One vehicle leased by the Council. Comprehensive vehicle insurance in place. Driver training to be undertaken on all new vehicles. Vehicles inspected in morning before vehicle driven. Vehicles stored in secure car park, dashcams fitted to leased vehicle and truck. | Existing procedures adequate. |