



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

23rd February 2026

To: All Members of the Town Council

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **TOWN COUNCIL** to be held on **2nd March 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 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

2nd March 2026

- 626.0.T25 Apologies for absence**
- 627.0.T25 To receive any declarations of interest on items included on this agenda**
- 628.0.T25 Morland Community Hub presentation**
- 629.0.T25 To receive and approve the minutes of the extraordinary Town Council meeting held on 8th January 2026 and the Town Council meeting held on 19th January 2026**
- 630.0.T25 Matters arising from previous minutes**
- 631.0.T25 To receive the Mayor's report**
- 632.0.T25 To receive report from the Police**
- 633.0.T25 To receive any reports from Somerset Councillors**
To receive the written report of the Somerset Ward Councillors
- 634.0.T25 To receive minutes of previous committee meetings**
Draft minutes have been circulated by email & added to the website
Planning Committee – 14th January & 4th February 2026
Finance & Governance Committee – 9th February 2026
Assets & Amenities Committee – 17th Feb 2026
- 635.0.T25 To receive list of payments up to 12th February 2026**
- 636.0.T25 To receive Town Council accounts for month of January 2026**
- 637.0.T25 To approve the bank reconciliation for January 2026**
- 638.0.T25 To consider report on outstanding debtor from 2024-25**



- 639.0.T25 To approve the Assets Register**
- 640.0.T25 To receive reports from town councillor representatives appointed to outside bodies**
To receive written reports from Town Council representatives on outside bodies
- 641.0.T25 To consider response to correspondence received**
- 641.1 To consider a response to the Devon and Somerset Fire and Rescue Service Community Risk Management Plan Engagement Survey to be submitted before 9th April 2026
[Community risk management plan engagement 2026 | Devon and Somerset Fire and Rescue Service](#)
- 641.2 To review the existing arrangements of Somerset Council's Consolidation Strategy for Effective Dog Control and consider whether to propose changes and additions before a period of public consultation
[Public Spaces Protection Orders](#)
- 641.3 To consider a response to the Government Open Consultation on Reducing the Prevalence of Private Estate Management Arrangements
[Reducing the prevalence of private estate management arrangements - GOV.UK](#)
- 641.4 To consider a response to the National Highways Annual Stakeholder Sentiment Survey
[National Highways Stakeholder Sentiment Survey 2026 - National Highways - Citizen Space](#)
- 641.5 To consider a response to the Nuclear Decommissioning Authority (NDA) Stakeholder Survey 2026
[Survey Intro Page | Survey progress 0% | Savanta Survey](#)
- 641.6 To nominate a Councillor to attend the virtual Hinkley Point "Meet the Regulator" meeting on 23rd March 2026
- 641.7 To nominate a Councillor to attend "The Living Brue Day" event at Glastonbury Town Hall on 28th March 2026
- 642.0.T25 To review and confirm corporate declaration for insurance renewal**
- 643.0.T25 To consider renewal of the Cyber Insurance Policy for 2026/27**
- 644.0.T25 To review the tender submissions and award the contract for the replacement of the Brent Road Cemetery footpaths**



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- 645.0.T25 To consider the recommendation from the Assets & Amenities Committee to release £5,315 from the cemetery extension earmarked reserves for a technical assessment to be undertaken for the Brent Road Cemetery extension**
- 646.0.T25 To review the Strategic Plan**
- 647.0.T25 To review the Standing Orders**
- 648.0.T25 To review the Financial Regulations**
- 649.0.T25 To review the Committee Terms of Reference**
- 650.0.F25 To review the Financial Risk Management Policy**
- 651.0.T25 To consider the overspends and virement request report**
- 652.0.T25 To appoint members onto a Carbon Neutral Working Group**
- 653.0.T25 To consider booking a place for a Councillor to attend the NALC Study Tour in Taunton on 20th-21st May**
- 654.0.T25 To consider proposed change of fireworks display date**
- 655.0.T25 To agree the committee meeting schedule for the 2026-2027 civic year**
- 656.0.T25 To consider Temporary Traffic Regulation Order (TTRO) application for 2026 events**
- 657.0.T25 To consider purchase of replacement adult pads for defibrillators**
- 658.0.T25 Date of next meeting**

The next meeting of the Town Council is scheduled for 13th April 2026 at 7 pm.



**Minutes of a meeting of the extraordinary Town Council held on 8th
January 2026 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, L. Millard, P. Mills, M. Murphy, K. Pearce, S. Perry, C. Searing, N. Tolley

In attendance: E. Dutton (Deputy Town Clerk), two members of the public.

Public Participation: A councillor from Burnham Without Parish Council spoke regarding the proposed new division boundaries for Somerset Council they expressed concerns on possible precept increases and financial implications due to boundary changes.

604.0.T25 Apologies for absence

Apologies were received from the Town Clerk and Councillors Vickers and Metcalfe.

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

There were no declarations of interest.

606.0.T25 To receive and approve the minutes of the Town Council meeting held on 15th December 2025

The minutes of the previous meeting of the Town Council, held on 15th December 2025, were presented by the Mayor.

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

607.0.T25 To agree a response to the Local Government Boundary Commission consultation on proposed new division boundaries for Somerset Council

Councillor Gudka provided an overview of a draft response prepared for consideration.

A detailed and lengthy discussion took place.

Resolved to submit the response, incorporating the agreed additional paragraph below, to the Local Government Boundary Commission

While boundaries remain broadly unchanged, the proposed Burnham North has been reduced by two councillors. This adjustment creates



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an imbalance when compared with neighbouring areas. The level of representation should be even across all divisions.

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**Minutes of a meeting of the Town Council held on 19th January 2026
in the Council Chamber, The Old Courthouse, Jaycroft Road,
Burnham-on-Sea at 7 pm**

Present: Councillors Facey (Chair), P. Clayton, G. Gudka, A. Hendry, A. Matthews, L. Millard, P. Mills, M. Murphy, K. Pearce, S. Perry, C. Searing, N. Tolley, P. Wynn

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

Public Participation:

A resident stated that the Christmas lights were still erected.

608.0.T25 Apologies for absence

Apologies were received from Councillors Metcalfe, Vickers, Flurry and Keen.

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

There were no declarations of interests.

610.0.T25 To receive and approve the minutes of the extraordinary Town Council meeting held on 8th January 2026

The minutes of the extraordinary meeting of the Town Council, held on 8th January 2026, were presented by the Mayor.

A query was raised regarding some information in the minutes, so it was agreed to defer approval until the next meeting.

611.0.T25 Matters arising from previous minutes

It was confirmed that the response to the Boundary Commission's consultation was submitted within the deadline.

612.0.T25 To receive the Mayor's report

The Mayor's report had been circulated with the agenda. The Mayor confirmed that when he meets with the Police and Crime Commissioner, he would also be raising the issue of unauthorised encampments and illegal parking.

613.0.T25 To receive any reports from Somerset Councillors

There were no questions regarding the circulated report.



614.0.T25 To receive minutes of previous committee meetings

Assets & Amenities Committee – 16th December 2025 & 12th January 2026

Finance & Governance Committee – 22nd December 2025 and 12th January 2026

No questions were raised regarding any of the minutes.

615.0.T25 To receive list of payments up to 10th January 2026

The RFO confirmed that the pensions payment to Somerset Council would be removed from this payment run.

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

616.0.T25 To receive Town Council accounts for month of December 2025

The accounts for December were received. A query was raised regarding the estates maintenance budget overspend. The RFO confirmed this was the payment for the street lighting columns, which will be covered from the High Street Fund and S106 earmarked reserves, as agreed.

617.0.T25 To approve the bank reconciliation for December 2025

Resolved that the bank reconciliation was approved and signed by the Mayor.

618.0.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.

Councillor Perry highlighted the study tour to Taunton, which would be useful for a representative to attend.

The report titled Group Team, was incorrect and should be Green Team.

Councillor Millard asked if any councillors had questions to be raised with the LCN to let her know.

619.0.T25 To consider the recommendation from the Finance & Governance Committee for setting of the budget for 2026/27

A query was raised regarding the process for awarding the shop front grants, which was answered. Information is also available on the Council's website.



The Chairman of the Finance and Governance Committee gave an overview of the budget and the rationale behind the main proposed changes.

Resolved that the budget for 2026/27 of £1,437,785 (income £151,570, expenditure £1,589,355) is approved and the proposed earmarked reserves are carried forward.

620.0.T25 To consider the recommendation from the Finance & Governance Committee for setting of the Precept for 2026/27

Resolved that the Council approve the precept request for 2026/27 at £1,437,785, which would equate to an annual increase of £7.44 per Band D property.

621.0.T25 To consider response to correspondence received

621.1 To consider the draft response recommended by the Planning Committee to the government open consultation on electric vehicle charging: changes to permitted development rights

Some questions raised regarding the responses were answered by Planning Committee members.

Resolved that the recommended responses are submitted on behalf of the Town Council.

621.2 To consider nominating streets for the Local Electric Vehicle Infrastructure (LEVI) Programme

Resolved that a working group of Councillors Gudka, Murphy, Clayton, Hendry, Tolley and the Town Clerk is appointed to make nominations on behalf of the Town Council.

622.0.T25 To consider the request to release £7,440 from earmarked reserves for the legal fees for preparing the public conveniences lease documents

Resolved that the Council approves the release of £7,440 from earmarked reserves to cover the costs for the public convenience lease documents.

623.0.T25 To approve the remembrance wreath overspend

Resolved that the Council approves the overspend to the remembrance wreath budget and for the overspend to be taken from general reserves.



624.0.T25 To review and adopt the Biodiversity Policy

Councillors spoke in favour of the policy and reiterated that it should be considered as part of all council activities.

Resolved that the Biodiversity Policy is adopted.

625.0.T25 Date of next meeting

Resolved: The next meeting of the Town Council is scheduled for 2nd March 2026 at 7 pm.

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DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
16/12/2005	Otis	25072913/U1	contractual lift maintenance	£142.44	£28.49	£170.93
23/12/2025	Flagmakers	1177501	2 x union jack flags	£260.17	£52.03	£312.20
29/12/2025	Waterhouse Maintenance	INV-6039	repairs to heating - Princess	£208.64	£41.73	£250.37
31/12/2025	Burnham Portable Toilet Hire	21724	toilet hire Apex Park toilet refurb	£1,115.00	£223.00	£1,338.00
05/01/2026	Aquablast	101193	Apex toilets - unblocking	£130.00	£26.00	£156.00
06/01/2026	Screwfix	2009754143	small tools - Estates	£64.73	£12.95	£77.68
07/01/2026	Julie Meikle	0017	Choir sept-Dec 2025			£500.00
07/01/2026	Spansec	271599	annual alarm & cctv maintenance - PT	£553.03	£110.61	£663.64
07/01/2026	Proper Job	Z0009T03-1654353	painting & repairs materials	£10.80	£2.18	£12.98
08/01/2026	Robson Electrics	93062	Removal of Christmas Trees	£920.00	£184.00	£1,104.00
08/01/2026	Amazon	GB6002LXU6QTXI	chlorine tablets for fountain	£19.16	£3.83	£22.99
08/01/2026	Honalee Media	08.01.26	Santas Christmas Party settlement			£966.80
09/01/2026	Spot on Supplies	31687986	cleaning supplies - PT	£161.98	£32.40	£194.38
10/01/2026	Bravo	1375 J	technician January 2026	£168.00	£33.60	£201.60

£5,971.57

Mayor's Report

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

- 13th January 2026, Visit to Baptist Church Youth Club – It was great to see this new Club for younger members of our towns.
- 18th January, Fritslar Group Annual Lunch at the Batch Country Hotel – I had a very enjoyable afternoon with the Group.
- 19th January, South and West Motor Neurone Disease Branch Fund Raising Film at The Ritz Cinema – I enjoyed watching the annual charity film screening and this year's film was "Finding Your Feet".
- 21st January, Fundraiser for "In Charleys Memory" at the Lighthouse Pub – I was happy to support my appointed charity again, to raise much needed funds. A good time was had by all.
- 28th January, Fritslar Group AGM
- 13th February, BBC Radio Somerset "In Charleys Memory" – I was delighted to host this event at the Princess Theatre, to promote the amazing work of In Charleys Memory. I was also interviewed live on BBC Somerset.

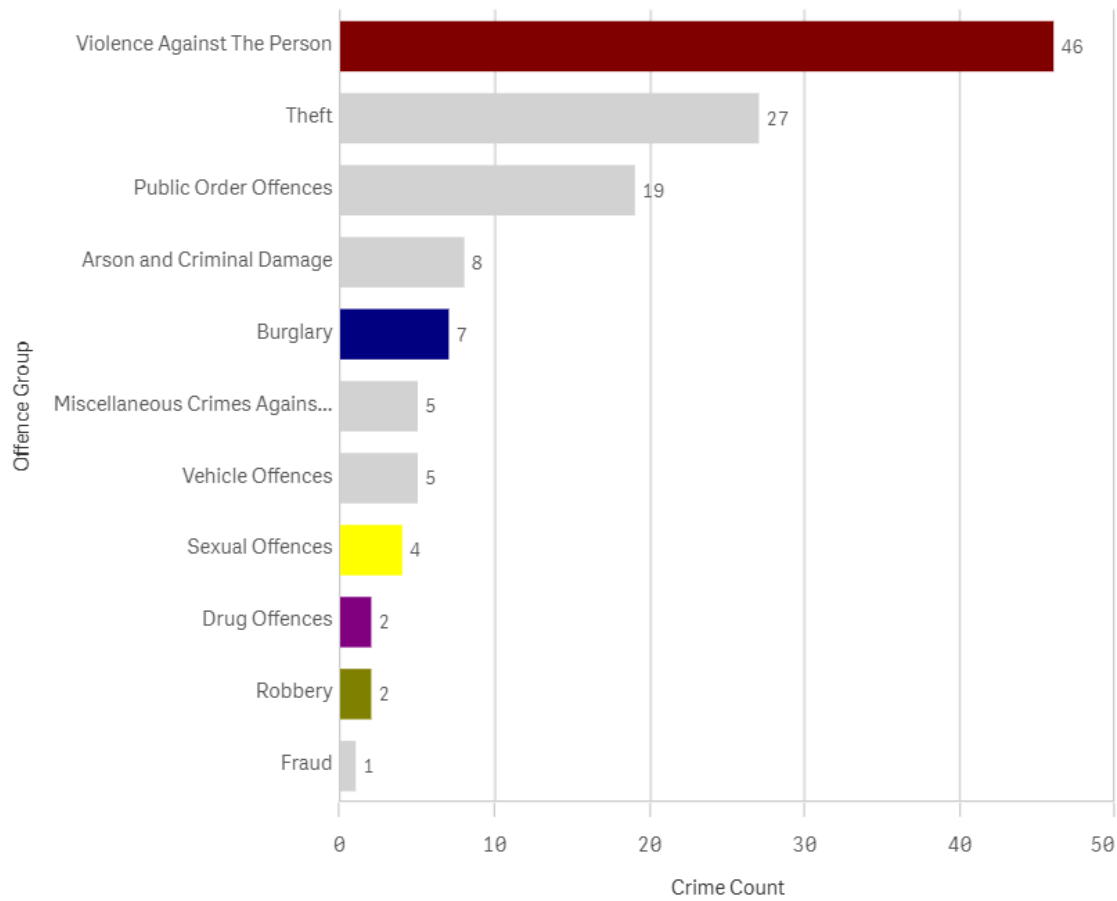
On 23rd January, I met with the Police and Crime Commissioner, Clare Moody. We discussed unauthorised encampments and shoplifting related to those encampments, van dwellers parking on the seafront and other roads and general police presence in the towns.

On 2nd February Cllr Perry, the Town Clerk and I attended an online meeting with the Somerset Council's Parking Manager regarding proposals for making the Pier Street Car Park secure from unauthorised encampments. Following our feedback and concerns raised, the proposals and feasibility are being reviewed and a further meeting has been scheduled.

Town Council Crime & ASB Update – Summary Report for January 2026

Overview of Crime Data

Crime Volume



The latest crime figures show that Violence Against the Person (VAP) remains the largest crime category, with 46 recorded offences. While this number is notable, further analysis confirms that most VAP incidents occurred within domestic settings, with very low levels of violence taking place in public spaces. This continues to reflect the broader trend in the area of private-space conflict rather than community-based violence.

Harassment offences remain a feature within VAP and can include behaviours sometimes perceived as ASB—such as repeated door knocking—when they meet the legal threshold for harassment.

Theft and Related Offences

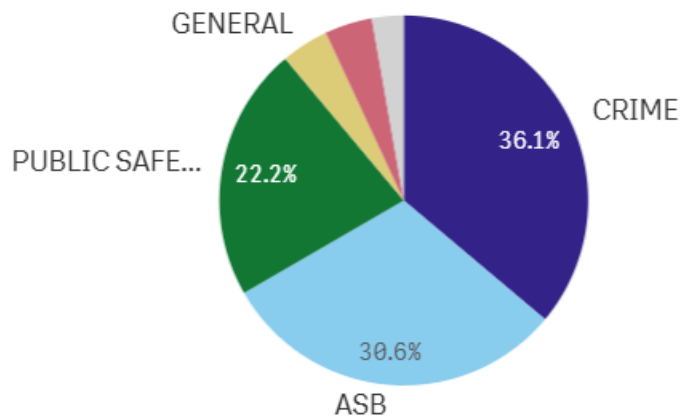
There were 27 theft offences, representing a wide variety of both locations and items stolen. Reports included thefts of garden ornaments, parcels, mobile

phones, and e-scooters. At present, no specific pattern or emerging hotspot has been identified.

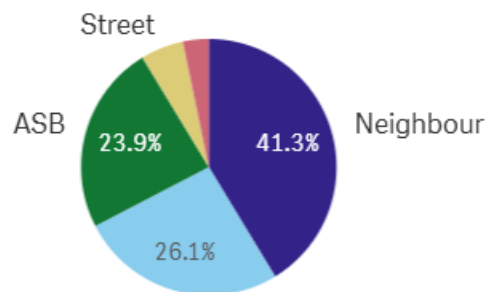
A recent rise in shoplifting has been attributed to two prolific offenders resuming their activity. The beat team responded quickly, issuing Community Protection Notices (CPNs)—the next escalation from their previous interventions—which is expected to help curb further offending.

Anti-Social Behaviour (ASB)

Call Type



ASB Type



A review of recent ASB incidents indicates that neighbour disputes account for the largest proportion of ASB calls. Several households are currently in long-running interpersonal conflict, leading to frequent calls, sometimes several times a day, which is inflating the ASB statistics.

Street-based ASB reports remain comparatively lower, and there is no indication of widespread disorder or public nuisance.

GRTs

An early GRT encampment was established at the B&M site in early February. Over the duration of their stay, police received a total of six logs.

- Three related to the group's initial arrival.
- One reported a theft from B&M, which remains under investigation.
- Two related to concerns about noise (children and generators) and mess being left.

None of the reports met the threshold for the use of police powers to direct the group to leave.

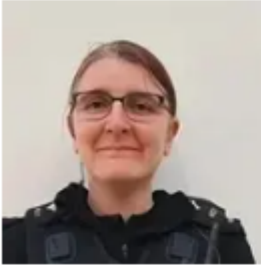
The Council issued the appropriate notices, and the encampment vacated the site voluntarily without the need for court proceedings.

TEAM NEWS

We have had a new beat manager join the team so we now have two PCs covering the Burnham/Highbridge area.

PC Halle Foxhall has joined the team from Bridgwater and will be working alongside Harry and Craig.

The team covering Burnham and Highbridge:



Jen Atkinson

Neighbourhood Sergeant



Harry Long

Neighbourhood Constable



Craig Dunbar

PCSO

School Link Officer for:

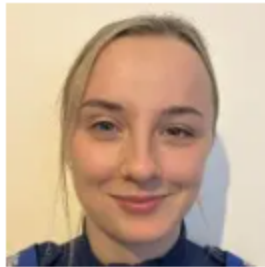
Berrow Primary, Churchfield Church School, St Andrew's Primary, St Joseph's Primary, The King Alfred School, West Huntspill Primary

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



**Minutes of a meeting of the Planning Committee held on 14th
January 2026 in the Council Chamber, The Old Courthouse,
Jaycroft Road, Burnham-on-Sea at 7 pm**

Present: Councillors P. Clayton, J. Flurry, A. Hendry (Chair), K. Pearce, P. Wynn

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

Public Participation: There were no representations made

394.0.P25 Apologies for absence

Apologies were received from Councillors Vickers and Metcalfe.

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

There were no declarations of interest.

396.0.P25 To receive and approve the minutes of the Planning meeting held on 10th December 2025 and the extraordinary Planning meeting held on 16th December 2025

The minutes of the previous meeting of the Planning Committee, held on 10th December 2025 and the extraordinary Planning Committee meeting held on 16th December 2025, were presented by the Chair.

Resolved that the minutes of the meeting held on 10th December 2025 and the extraordinary meeting held on 16th December 2025 were approved as an accurate record and signed by the Chair.

397.0.P25 Matters arising from previous minutes

There were no matters arising.

398.0.P25 To consider response to correspondence received

398.1 To consider draft response to the Government Open Consultation on Electric Vehicle Charging: Changes to Permitted Development Rights

Resolved That the draft response to the Government's Open Consultation on Electric Vehicle Charging be recommended to council for submission.



399.1.P25 Planning application number: 11/25/00117/TTE

Proposal: Erection of 2 storey extension on site of existing 1 storey (to be demolished) and removal of chimney

Location: 75 North Avenue, Highbridge

Resolved to support the application due to the proposed extension was considered an improvement to the property, proportionate to the size of the plot, and in keeping with the character of the surrounding residential area.

399.2.P25 Planning application number: 11/25/00066/FHY

Proposal: Display of 1 No. non-illuminated fascia sign

Location: 23 Victoria Street, Burnham-on-Sea

Resolved to support the application due to the proposed sign represents a visual improvement to the property. As the sign is non-illuminated, it presents no risk of light pollution and no adverse impact on residential amenity.

400.0.P25 Date of next meeting

The next meeting of the Planning Committee will be held on 4th February 2026 at 7pm.



**Minutes of a meeting of the Planning Committee held on 4th
February 2026 in the Council Chamber, The Old Courthouse,
Jaycroft Road, Burnham-on-Sea at 7 pm**

Present: Councillors P. Clayton, J. Flurry, A. Hendry (Chair), K. Pearce, P. Wynn

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

Public Participation: There were no representations made

401.0.P25 Apologies for absence

Apologies were received from Councillor Vickers.

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

There were no declarations of interest.

403.0.P25 To receive and approve the minutes of the Planning meeting held on 14th January 2026

The minutes of the previous meeting of the Planning Committee, held on 14th January 2026, were presented by the Chair.

Resolved that the minutes of the meeting held on 14th January 2026 were approved as an accurate record and signed by the Chair.

404.0.P25 Matters arising from previous minutes

There were no matters arising.

405.1.P25 Planning application number: 11/25/00095/LE

Proposal: Change of use from self-contained flat to residential institution

Location: Flat 4, Esplanade Court, 33 The Esplanade, Burnham-on-Sea

Resolved to support the application due to no material planning grounds that would hinder approval.

405.2.P25 Planning application number: 11/25/00109/LE

Proposal: Change of use to a residential annex & extension of garage

Location: 33 Rosewood Close, Burnham-on-Sea

Resolved to support the application as the property sits within a substantial plot, and the proposed development raised no material planning concerns that would hinder approval.



405.3.P25 Planning application number: 11/25/00116/LE

Proposal: Proposed change of use of retail/office space into 3No. additional en-suite bedrooms and communal area, creating 7No. bed HMO and insertion of 1No. window

Location: 98 Church Street, Highbridge

Resolved to object to the application. The Committee expressed concern that the site does not provide sufficient parking provision to support a 7-bed House in Multiple Occupation (HMO). It was also noted that the proposal would result in the loss of existing retail/office space, which they felt could negatively impact the commercial character and vitality of Church Street.

The Committee requested further information regarding the parking arrangements and the proposed window.

405.4.P25 Planning application number: 11/25/00118/STP

Proposal: Change of use and conversion from offices to residential use to create 1No. 6-bedroom dwelling with an integrated 'granny annexe', plus addition of 2No. new external doorways

Location: 2 Burnham Road, Highbridge

Resolved to support the application due to the building was previously in residential use and considered that reverting to a family home would not significantly alter the character of the site or its surroundings.

405.5.P25 Planning application number: 11/26/00001/TTE

Proposal: Rear single storey extension to replace existing conservatory (to be demolished)

Location: 11 Allandale Road, Burnham-on-Sea

Resolved to support the application due to the proposal replaces the existing conservatory on the same footprint, with no material change anticipated to the scale or impact of the development.

405.6.25 Planning application number: 11/26/00003/STP

Proposal: Change of use from agricultural land to dog walking & recreational use

Location: Land to the North of, Mark Road, Walrow, Highbridge

Resolved to support the application as the committee considered the proposed use appropriate for the location and raised no material planning concerns and the change of use to a dog-walking and recreational area would be compatible with the surrounding land and would not give rise to adverse impacts.

406.0.P25 To consider an application from Punch Taverns Limited for the variation of a Premises Licence for Victoria Hotel, 25 Victoria Street, Burnham on Sea, TA8 1EQ



Resolved to support the application as there were no concerns regarding the proposed variation and considered the application acceptable.

407.0.P25 The following applications are to note only:

- 11/26/00004/LE - 24 Naish Road, Burnham-on-Sea
Proposal: Removal of existing porch and construction of new porch canopy. Removal of study window and installation of garage style door to create a store room
- 11/26/00007/ROR - Grass Verges along Gardenhurst and The Grove, Burnham-on-Sea
Proposal: Fell 1No. Beech (T19) (TPO Ref T5) due to significant *Meripilus giganteus* colonisation. Crown reduce 1No. Sycamore (T18) (TPO Ref T6) by 1-2m to suitable reduction point (with finishing dimensions of approx. height of 15m and spread of 8m), following neighbouring tree removal. Re-pollard 1No. Plane (T1) (TPO Ref A3) to previous reduction points, removing epicormic and stem growth to 4m and install non-invasive static brace. Crown lift 1No. Oak (T2) (TPO Ref A3) to 4m over garden and 5.4m over road by removal of secondary growth, reduce extended branch over garden by 3m, remove deadwood (upper central stem and at 10m to west) and remove Ivy throughout. Crown lift/removal of stem growth to 4m 1No. Beech (T3) (TPO Ref A3), crown reduce declining central stem by 3-4m and remove ivy throughout and self-seeded oak at base. Crown lift 1No. Beech (T4) (TPO Ref A3) to 4m, over path and garden, crown reduce declining central stem by 4-5m and remove basal epicormic and stem growth to 3m. Crown lift 1No. Horse Chestnut (T5) (TPO Ref A3) to 4m, removing extended low limb over garden and deadwood

The applications were noted.

408.0.P25 Date of next meeting

The next meeting of the Planning Committee is scheduled for 25th February 2026 at 7 pm.



**Minutes of a meeting of the Finance and Governance Committee
held on 9th February 2026 in the Council Chamber, The Old
Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

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

In attendance: E. Dutton (Deputy Town Clerk), N. Brookes (RFO) and six members of the public.

Public Participation:

Representatives from organisations applying for grants would be given the opportunity to answer questions when the applications are discussed.

472.0.F25 To receive apologies for absence

Apologies were received from the Town Clerk.

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

There were no declarations of interests.

474.0.F25 To receive and approve the minutes of the Finance and Governance Committee meeting held on 12th January 2026

The minutes of the previous meeting of the Finance and Governance Committee, held on 12th January 2026, were presented by the Chairman.

Resolved that the minutes of the meeting held on 12th January 2026 were approved as an accurate record and signed by the Chairman.

475.0.F25 Matters arising from previous minutes

There were no matters arising.

476.0.F25 To receive the Chairs report

There were no items to be raised.

477.0.F25 To receive the list of payments up to 30th January 2026

A query was raised and answered.

The list of payments attached to these minutes were noted.



478.0.F25 To note the income and expenditure and earmarked reserves reports up to December 2025

The payments were noted.

479.0.F25 To receive an update on aged debtors

Accounts with overdue invoices have been contacted and advised payment is required as soon as possible.

A form was completed in December in relation to the outstanding debtor from 2024/25 and this is being pursued as previously agreed.

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

The draw down of funds, approved at the previous meeting, had been received from the CCLA on the 14th January.

The VAT return for the quarter ending on the 31st December 2025 has been submitted and a refund of £13,718.97 has been received.

The 2026/27 precept request has been submitted within the required deadline.

481.0.F25 To receive CCTV update and to review updated Service Level Agreement for 2026/27

A discussion took place and queries were raised.

Resolved to defer this item until the next meeting to allow the Town Clerk to follow up on the queries raised and bring the matter back for further consideration.

482.0.F25 To consider applications for the Shop Fronts Grants Scheme

Three additional applications for the shop front grant were received after the published deadline and therefore have not been presented for consideration.

Members were advised that the grant requests totalled £21,856.49 and the current balance available for the Shop Front Grants is £9,900.

482.1 Barber Jack's - £1,620

Resolved a grant of £1,500 is awarded towards the cost of installing PVC cladding.

482.2 Beauty Oasis Spa - £1,935

Resolved a grant of £750 is awarded towards painting the shop front and re-tile the doorsteps.



482.3 Black Rock Vets - £1,800

Resolved a grant of £750 is awarded towards painting shop front, balcony railing and repainting parking lines.

482.4 Café Beans - £2,000

Resolved a grant of £1,500 is awarded towards the purchase of new shop front doors.

482.5 Central Hair Studios - £2,000

Resolved a grant of £2,000 is awarded for the rendering and painting to the front and side of the building.

482.6 CJ Hole - £1,710

Resolved a grant of £500 is awarded towards the repair of shop front facias and woodwork.

482.7 May's Café - £2,000

Resolved this application is disqualified due to the works have already taken place.

482.8 Palm Beach - £1,592.89

Resolved this grant application was rejected as the proposed works were deemed not essential in comparison with the needs demonstrated by other applicants.

482.9 Prim n Proper - £1,668.60

Resolved a grant of £1,000 is awarded towards the cost of new signage.

482.10 Regency Residential - £2,000

Resolved a grant of £300 is awarded towards the cost of refurbishing the façade and restoring the windows including new frames and painting.

482.11 The Chatterbox - £1,824.50

Resolved a grant of £1,500 is awarded towards the cost of a new seating area.

482.12 The Esplanade Fish Bar - £1,705.50

Resolved this grant application was rejected as the proposed works were deemed not essential in comparison with the needs demonstrated by other applicants.

(4 members of the public left at this point)



483.0.F25 To review the Grant Awards Policy and Procedures

A discussion took place regarding suggested amendments.

Resolved that the Grants Award Policy and Procedure is readopted without any changes.

484.0.F25 Date of next meeting

The next meeting of the Finance & Governance Committee is scheduled for 23rd March 2026 at 7 pm.

DRAFT

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
07/01/2026	OMS	SI-107703	Alarm call outs	£180.00	£36.00	£216.00	paid 21/01/26
09/01/2026	Green Machine	44532	cleaning Princess - Jan 2025	£393.11	£78.62	£471.73	paid 21/01/26
12/01/2026	Bravo	1376	wall mounted amplifier	£344.00	£68.80	£412.80	paid 21/01/26
14/01/2026	Tazia Fawley	14.01.26	arts sales			£866.40	paid 21/01/26
04/11/2025	Teleshore	48882	shoring panels service & maintenance	£622.95	£124.59	£747.54	
01/01/2026	Microshade	260100418890	IT support	£905.20	£181.04	£1,086.24	
12/01/2026	Proper Job	Z0009T02-671387	Maintenance items	£12.12	£2.43	£14.55	
12/01/2026	Robson Electrics	93065	pump fitting costs	£513.23	£102.65	£615.88	
14/01/2026	ITEC	1169724	photocopier services	£36.95	£7.39	£44.34	
15/01/2026	Screwfix	2009994665	small tools Estates	£98.22	£19.65	£117.87	
15/01/2026	Living Spit	160	Beauty & The Beast settlement			£762.30	
15/01/2026	Robson Electrics	93073	defibrillator installation The Old Courthouse	£214.28	£42.86	£257.14	
15/01/2026	Purnells	131540	advertising posters - Princess Theatre			£38.95	
16/01/2026	Business Waste	P1927317	waste collection - Cemeteries	£9.43	£1.89	£11.32	
16/01/2026	Loyal Company of Town Criers	0081	Town Crier membership 2026			£35.00	
16/01/2026	Spot On Supplies	31688359	cleaning products - Princess	£92.43	£18.49	£110.92	
20/01/2026	Taunton Towing Tuition	1022	vehicle towing tuition - PP			£125.00	
20/01/2026	Ball Fire Protection Ltd	29257	H&S fire equipment check- Princess	£254.40	£50.88	£305.28	
20/01/2026	Proper Job	Z0018T03-467172	Compost	£9.49	£1.90	£11.39	
21/01/2026	Screwfix	2010142167	Maintenance items	£11.66	£2.33	£13.99	
22/01/2026	Somerset Council	32012718	By-election July 2025			£6,724.13	
22/01/2026	JR Foods Services	478124	ice-creams & water - PT	£386.64	£77.32	£463.96	
23/01/2026	Bridgwater Mowers	102481	Stihl Strimmer FS94RC-E	£329.17	£65.83	£395.00	
23/01/2026	Bridgwater Mowers	102471	service mower 1	£237.50	£47.50	£285.00	
23/01/2026	Bridgwater Mowers	102470	service mower 2	£171.04	£34.20	£205.24	
23/01/2026	Bridgwater Mowers	102469	service mower 3	£167.28	£33.46	£200.74	
23/01/2026	Bridgwater Mowers	102468	service mower 4	£211.34	£42.27	£253.61	
23/01/2026	Bridgwater Mowers	102474	faulty Stiga lawnmower check	£33.00	£6.60	£39.60	
23/01/2026	Bridgwater Mowers	102477	Cobra Wood Chipper COCHIP700L	£779.17	£155.83	£935.00	
24/01/2026	Business Waste	P1930241	waste collection - Cemeteries	£2.99	£0.60	£3.59	

27/01/2026 Spansec	271694	Maintenance call out - fire door - PT	£75.00	£15.00	£90.00
27/01/2026 BK Safetywear	BK128307	uniform/PPE TC	£680.75	£136.15	£816.90
27/01/2026 Screwfix	2010281309	Maintenance	£3.91	£0.78	£4.69
27/01/2026 Screwfix	2010287927	PPE gloves - TC	£34.95	£6.99	£41.94
28/01/2026 Screwfix	2010326945	Ratchet straps - Burials	£22.15	£4.43	£26.58
28/01/2026 Screwfix	2010339937	PPE safety glasses	£35.79	£7.16	£42.95
28/01/2026 Weston AFC	4556	pitch board advertising - Princess Theatre	£450.00	£90.00	£540.00
29/01/2026 PPLPRS	01733196SIN3264193	PRS shows - Princess Theatre	£378.37	£75.67	£454.04
29/01/2026 Glastonbury Sound & Light	GCSL4466	Sound & hearing loop service	£45.00	£9.00	£54.00
30/01/2026 Riverside Plant Nurseries	PO217	Perennials for Seafront flowerbeds	£368.25	£73.65	£441.90
31/01/2026 Lyreco	6724266540	stationery	£149.57	£29.91	£179.48
31/01/2026 Biffa	308C077944	waste collection - PT	£144.90	£28.98	£173.88
Somerset Council	Jan-26	pension payment			£10,424.43
					<u>£29,061.30</u>



Minutes of a meeting of the Assets & Amenities Committee held on 17th February 2026 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

Present: Councillors P. Clayton (Chair), L Millard, M. Murphy, S. Perry, C. Searing, B. Vickers, P. Wynn

In attendance: K. Noble (Town Clerk), J. Hook (Theatre Manager) and four members of the public

Public Participation:

A resident raised concerns regarding a Somerset Councillor changing to a different political party. The Somerset Councillors present agreed to raise this with Somerset Council.

The founders of Rescued, Recycled, Reused spoke to support the request for the Community Clothing to use the Apex Office.

160.A25 Apologies for absence

There were no apologies received.

161.A25 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

162.A.25 To receive and approve the minutes of the Assets & Amenities meeting held on 16th December 2025 and the extraordinary meeting held on 12th January 2026

The minutes of the meeting of the Assets & Amenities Committee meeting held on 16th December 2025 were presented by the Chairman.

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

The minutes of the meeting of the extraordinary meeting held on 12th January 2026 were presented by the Chairman.

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

163.A25 To note the most recent committee income and expenditure report

A query was raised regarding the benches budget. It was confirmed the monies are for maintenance and replacement of Town Council owned benches.

164.A.25 To consider response to correspondence received



164.1 To consider a request for a dog bin to be installed along Steart Drive

This area is close to the seafront where several litterbins are available.

Resolved that the resident is asked to undertake a survey to provide evidence of the problem. A request is made to Somerset Council to put stickers on the litter bins to advise that they can be used for disposing of dog waste as well.

165.A.25 Princess Theatre

165.1 To receive Theatre Managers update report

The Theatre Manager gave an overview of the circulated report and advised that the ticket cancellation protection is being well used.

Almost 100 customer feedback surveys have been received. The Theatre Manager was thanked for producing the feedback survey and was asked if the responses would be collated and reported to the Committee, which was confirmed.

The report was noted.

165.2 To consider extension to technical services contract

Resolved that the Committee agree to extend the technical services contract for a further 12 months.

166.A.25 Cemeteries

166.1 To receive cemeteries update report

A query was raised regarding flooding and it was confirmed there are pumps on site at the Brent Road Cemetery.

The cemeteries report was noted.

166.2 To consider quotes for the Brent Road Cemetery extension survey

It was confirmed the quotations were like for like services and all from reputable companies.

Resolved that the Committee agree to accept quotation 1 and makes a recommendation to Town Council to release £5,315 from the cemetery extension earmarked reserves.

167.A25 Public Conveniences

167.1 To receive public conveniences update report

The report was noted.



167.2 To consider a report on the lack of family friendly public toilets – Councillor Millard

Councillor Millard gave some background to the request for improvements and the difficulties families face when using the current facilities.

The public conveniences at Crosses Penn, Oxford Street and Apex Park would be extremely difficult to change due to limited space and cost.

Resolved that the Town Clerk explores the possibility of making improvements to the gents and ladies' toilets on the Esplanade for consideration at a future Committee meeting. All future developments of public conveniences to incorporate family facilities.

168.A25 To receive the estates team general update report

The Town Clerk advised that a chipper had been purchased and that a van full of chippings were delivered to Our Highbridge for the Community Garden.

Councillors were pleased to see that the speed signs were being used again and that the litter pick was extremely successful.

The report was noted.

169.A25 To consider request for Community Clothing to use Apex Park Office

Resolved the Committee agrees to the Community Clothing Bank using the Apex Park Office on Wednesdays, and ad-hoc as agreed with the Town Clerk, at no cost. Two months' notice would be given if the space is needed for other activities.

170.A25 Date of next meeting

The date of the next meeting of the Assets and Amenities Committee will be held on 21st April 2026 at 7pm.

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
01/02/2026	Business Waste	P1940830	waste collection - Cemeteries	£57.75	£11.55	£69.30	paid 11/02/26
01/02/2026	Business Waste	P1941276	waste collection - Cem & TC	£103.14	£20.62	£123.76	paid 11/02/26
02/02/2026	LED Architects	4443-3	Feasability Study and Cost Plan Jaycroft Rd	£3,650.30	£730.06	£4,380.36	paid 11/02/26
02/02/2026	Iris	INV-ISL-1265412	payroll services - Jan 26	£122.72	£24.54	£147.26	paid 11/02/26
03/02/2026	Danfo	INV-0553	cleaning Pcons	£3,307.33	£661.47	£3,968.80	paid 11/02/26
19/11/2025	Denis & Ian Pearce	18483	PA system for Fireworks 2025	£2,280.00	£456.00	£2,736.00	
03/12/2025	Proper Job	Z0018T03-460004	Xmas tree Princess & de-icer for vehicles	£32.49	£6.49	£38.98	
31/01/2026	Business Waste	P1947271	waste collection - Cemeteries	£33.12	£6.62	£39.74	
31/01/2026	Business Waste	P1949457	waste collection - Cemeteries	£8.28	£1.66	£9.94	
31/01/2026	Business Waste	P1949511	waste collection - Cem & TC	£31.97	£6.40	£38.37	
01/02/2026	Business Waste	P1951019	waste collection - Cemeteries	£38.50	£7.70	£46.20	do not pay - contra with C1946614
04/02/2026	Ricoh	102817334	photocopier services - Princess	£105.19	£21.04	£126.23	
05/02/2026	M Training & Consultancy	INV-8248	marketing training - FH	£295.00	£59.00	£354.00	
05/02/2026	BDPS	4	Puss in Boots settlement			£8,980.33	
06/02/2026	Business Waste	C1946614	waste collection - Cemeteries	-£38.50	-£7.70	-£46.20	credit note
06/02/2026	Business Waste	P1946610	waste collection - Cemeteries	£38.50	£7.70	£46.20	
06/02/2026	Business Waste	P1946611	waste collection - Cemeteries	£19.25	£3.85	£23.10	
06/02/2026	M5 Textiles	30643	uniform	£202.50	£40.50	£243.00	
07/02/2026	Mynett Electrical Ltd	128190	electrical socket installed for advertising screen	£98.07	£19.62	£117.69	
09/02/2026	Amazon	GB600JOS27TDXI	medical tape - first aid	£5.82	£1.17	£6.99	
09/02/2026	Screwfix	CN2010600681	ratchet straps	-£22.14	-£4.43	-£26.58	credit note
04-09/02/26	Pearces Gardening & Churchyard Services	43, 45, 46	burials - Brent Road Cemetery			£750.00	
10/02/2026	JR Food Service	486738	ice-creams - Princess Theatre	£216.01	£37.16	£253.17	only pay £236.03. CN487534
10/02/2026	JR Food Service	CN487534	ice-creams - Princess Theatre	-£14.29	-£2.85	-£17.14	credit note
11/02/2026	Danfo	INV-0626	air fresheners at S Esplanade public conveniences	£440.70	£88.14	£528.84	
11/02/2026	Bravo	1406	Lighting desk update	£490.00	£98.00	£588.00	
11/02/2026	Screwfix	2010677543	shoe covers and long arm riveter	£21.65	£4.33	£25.98	do not pay - contra with CN2010600681
12/02/2026	Bravo	1410	cables for PA box	£35.81	£7.16	£42.97	
	Barber Jacks		Shop Front Grants 2025-26			£1,500	
	Beauty Oasis Spa		Shop Front Grants 2025-26			£750.00	
	Black Rock Vets		Shop Front Grants 2025-26			£750.00	
	Café Beans		Shop Front Grants 2025-26			£1,500.00	
	Central Hair Studios		Shop Front Grants 2025-26			£2,000.00	
	CJ Hole		Shop Front Grants 2025-26			£500.00	
	Prim n Proper		Shop Front Grants 2025-26			£1,000.00	
	Regency Residential		Shop Front Grants 2025-26			£300.00	
	The Chatterbox		Shop Front Grants 2025-26			£1,500.00	
						<u>£33,395.29</u>	

12/02/2026

Burnham & Highbridge Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

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
100 Management & Compliance								
1076 Precept	0	1,324,115	1,324,115	0			100.0%	
1077 CIL income - Highbridge	0	1,909	0	(1,909)			0.0%	
1078 CIL income - Burnham	0	5,500	0	(5,500)			0.0%	
1080 Bank Interest	4,468	46,606	15,000	(31,606)			310.7%	
Management & Compliance :- Income	4,468	1,378,130	1,339,115	(39,015)			102.9%	0
4000 Salaries & Wages	31,038	304,925	382,600	77,675		77,675	79.7%	
4005 Employers Nat Insurance	3,843	29,189	45,700	16,511		16,511	63.9%	
4010 Employers S\Annuation	6,922	68,174	95,700	27,526		27,526	71.2%	
4055 Recruitment Costs	0	129	3,000	2,871		2,871	4.3%	
4060 Training	125	3,811	8,000	4,189		4,189	47.6%	
4065 Travel, Expenses & Subsistence	0	55	800	745		745	6.9%	
4070 Office/IT Equip & Furniture	0	2,035	10,000	7,965		7,965	20.3%	
4080 Telephone & Broadband	281	2,895	4,300	1,405		1,405	67.3%	
4085 Postage	0	219	600	381		381	36.5%	
4090 Stationery & Supplies	233	1,495	2,000	505		505	74.7%	
4095 Subscriptions & Support	1,841	20,825	30,000	9,175		9,175	69.4%	
4100 Insurance	0	2,590	20,000	17,410		17,410	12.9%	
4105 Audit & Accountancy Fees	0	516	5,000	4,484		4,484	10.3%	
4110 Legal Fees	1,260	1,610	5,000	3,390		3,390	32.2%	
4115 Professional & Consulting Fees	(1,175)	8,892	15,000	6,108		6,108	59.3%	7,525
4120 Bank Charges	112	1,225	1,700	475		475	72.1%	
4125 Payroll Services	123	1,155	1,900	745		745	60.8%	
4130 PPE & Uniforms	751	1,568	2,500	932		932	62.7%	
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%	
4760 Grant Expenditure	0	400	0	(400)		(400)	0.0%	400
4800 CIL expenditure	214	24,344	0	(24,344)		(24,344)	0.0%	24,344
Management & Compliance :- Indirect Expenditure	45,567	476,063	636,025	159,962	0	159,962	74.8%	32,269
Net Income over Expenditure	(41,098)	902,067	703,090	(198,977)				
6000 plus Transfer from EMR	7,739	32,269	0	(32,269)				
Movement to/(from) Gen Reserve	(33,359)	934,336	703,090	(231,246)				
110 Democratic & Civic								
4200 Mayors Allowance	417	4,234	5,000	766		766	84.7%	
4210 Election Expenses	6,724	6,724	10,000	3,276		3,276	67.2%	
4215 Civic Events	0	1,288	2,500	1,212		1,212	51.5%	688
4220 Remembrance Wreath	0	150	100	(50)		(50)	150.0%	
Democratic & Civic :- Indirect Expenditure	7,141	12,396	17,600	5,204	0	5,204	70.4%	688
Net Expenditure	(7,141)	(12,396)	(17,600)	(5,204)				
6000 plus Transfer from EMR	0	688	0	(688)				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

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
Movement to/(from) Gen Reserve	(7,141)	(11,708)	(17,600)	(5,892)				
<u>120 Joint Funding With Others</u>								
4260 CCTV Cameras	0	33,582	25,000	(8,582)		(8,582)	134.3%	5,000
4470 Town Centre Cleaning	0	3,000	6,000	3,000		3,000	50.0%	
Joint Funding With Others :- Indirect Expenditure	0	36,582	31,000	(5,582)	0	(5,582)	118.0%	5,000
Net Expenditure	0	(36,582)	(31,000)	5,582				
6000 plus Transfer from EMR	0	5,000	0	(5,000)				
Movement to/(from) Gen Reserve	0	(31,582)	(31,000)	582				
<u>140 Community</u>								
1405 Event Donations Received	0	1,150	0	(1,150)			0.0%	
Community :- Income	0	1,150	0	(1,150)				0
4300 Grant - CAB (S.142)	0	2,700	2,700	0		0	100.0%	
4305 Grants Made	0	30,899	30,000	(899)		(899)	103.0%	
4455 Christmas Lights	920	4,179	26,000	21,821		21,821	16.1%	
4465 Events Expenditure	0	9,946	10,000	54		54	99.5%	
4475 Carnival Events Week	2,280	15,066	16,500	1,434		1,434	91.3%	
Community :- Indirect Expenditure	3,200	62,791	85,200	22,409	0	22,409	73.7%	0
Net Income over Expenditure	(3,200)	(61,641)	(85,200)	(23,559)				
<u>200 The Old Court House</u>								
1005 Old Court House Letting	0	78	200	122			39.0%	
The Old Court House :- Income	0	78	200	122			39.0%	0
4350 Business Rates	955	9,556	12,000	2,444		2,444	79.6%	
4355 Utilities	900	4,431	6,240	1,809		1,809	71.0%	
4375 Cleaning	74	1,366	3,000	1,634		1,634	45.5%	
4380 Security & Alarms	180	1,300	5,000	3,700		3,700	26.0%	
4385 Maintenance	60	598	5,000	4,402		4,402	12.0%	
4390 H&S/Fire/Inspections	0	817	3,000	2,183		2,183	27.2%	
The Old Court House :- Indirect Expenditure	2,168	18,067	34,240	16,173	0	16,173	52.8%	0
Net Income over Expenditure	(2,168)	(17,989)	(34,040)	(16,051)				
<u>500 Cemeteries</u>								
1500 Wayleaves	104	4,854	4,850	(4)			100.1%	
1515 EROB	3,735	21,528	8,000	(13,528)			269.1%	

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

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
1520 Interments	1,856	18,817	10,000	(8,817)			188.2%	
1525 Memorials	566	4,723	5,000	277			94.5%	
Cemeteries :- Income	6,261	49,921	27,850	(22,071)			179.3%	0
4350 Business Rates	941	9,406	11,750	2,344		2,344	80.1%	
4355 Utilities	137	1,531	6,000	4,469		4,469	25.5%	
4605 Provision For Paths	0	0	5,000	5,000		5,000	0.0%	
4610 Pump Maintenance	513	1,506	1,400	(106)		(106)	107.6%	
4615 General Maintenance	431	2,325	1,500	(825)		(825)	155.0%	
4620 Mech Grave Digger	0	4,438	6,500	2,062		2,062	68.3%	
4635 Waste Collection	199	1,747	2,800	1,053		1,053	62.4%	
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	2,222	21,168	38,450	17,282	0	17,282	55.1%	0
Net Income over Expenditure	4,039	28,753	(10,600)	(39,353)				
600 Princess								
1085 Grants Received	0	3,000	0	(3,000)			0.0%	
1600 Storage Hire	0	2,672	3,300	628			81.0%	
1605 Lettings	1,118	26,487	33,000	6,513			80.3%	
1615 Café Rent/Commission	566	4,243	6,800	2,557			62.4%	
1625 PT Merchandise	58	3,422	4,100	679			83.5%	
1630 Donations Received	79	932	0	(932)			0.0%	
1645 Show income	1,611	23,255	25,000	1,745			93.0%	60
1655 Participation PT	998	7,642	7,000	(642)			109.2%	
1660 Art Sales	130	2,354	1,000	(1,354)			235.4%	
1670 PV Cells	0	6,590	4,000	(2,590)			164.8%	
1680 Advertising income	0	221	100	(121)			220.8%	
Princess :- Income	4,561	80,817	84,300	3,483			95.9%	60
4000 Salaries & Wages	8,489	81,503	110,350	28,847		28,847	73.9%	
4005 Employers Nat Insurance	1,004	8,078	14,200	6,122		6,122	56.9%	
4010 Employers S\Annuation	1,186	11,614	16,145	4,531		4,531	71.9%	
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	29	6,605	4,000	(2,605)		(2,605)	165.1%	3,826
4080 Telephone & Broadband	191	1,866	2,340	474		474	79.7%	
4100 Insurance	0	0	5,500	5,500		5,500	0.0%	
4350 Business Rates	798	7,984	9,990	2,006		2,006	79.9%	
4355 Utilities	2,267	17,872	30,000	12,128		12,128	59.6%	
4375 Cleaning	673	9,198	3,000	(6,198)		(6,198)	306.6%	

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

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
4380 Security & Alarms	628	1,974	2,000	26		26	98.7%	
4385 Maintenance	100	7,987	18,000	10,013		10,013	44.4%	
4390 H&S/Fire/Inspections	254	2,313	2,500	187		187	92.5%	
4635 Waste Collection	168	1,652	3,500	1,848		1,848	47.2%	
4700 Technician Cost	252	11,096	18,000	6,904		6,904	61.6%	
4701 Show costs	829	10,267	13,500	3,233		3,233	76.1%	1,536
4705 Advertising & Marketing	564	3,531	7,000	3,469		3,469	50.4%	
4710 Licences (exp)	0	676	750	74		74	90.1%	
4715 Card Payment Fees	164	2,053	3,000	947		947	68.4%	
4725 Technical Theatre	260	1,796	3,500	1,704		1,704	51.3%	
4730 Backstage Expenses	0	464	500	36		36	92.7%	
4735 Art Sales Expenditure	866	1,753	800	(953)		(953)	219.2%	
4740 PTAC Merchandise	387	1,894	3,500	1,606		1,606	54.1%	
4745 Participation Freelance	500	2,210	3,000	790		790	73.7%	
4760 Grant Expenditure	98	1,916	0	(1,916)		(1,916)	0.0%	(1,021)
4770 Cafe Equipment & Maintenance	344	1,178	3,000	1,822		1,822	39.3%	
Princess :- Indirect Expenditure	20,052	197,531	280,225	82,694	0	82,694	70.5%	4,340
Net Income over Expenditure	(15,492)	(116,714)	(195,925)	(79,211)				
6000 plus Transfer from EMR	0	4,340	0	(4,340)				
6001 less Transfer to EMR	0	60	0	(60)				
Movement to/(from) Gen Reserve	(15,492)	(112,433)	(195,925)	(83,492)				
700 Estates								
1300 Allotment Rents Received	0	1,295	1,260	(35)			102.8%	
1400 Signal Box	0	126	200	74			63.0%	
1410 Grass Cutting	0	417	415	(2)			100.4%	
1415 Floral Sponsorship	0	160	0	(160)			0.0%	
Estates :- Income	0	1,998	1,875	(123)			106.5%	0
4360 Electricity Town Centre	45	316	0	(316)		(316)	0.0%	
4365 Highbridge Clock Elec	303	1,446	1,600	154		154	90.4%	
4370 Water Rates	0	399	450	51		51	88.7%	
4385 Maintenance	(8)	25,234	3,800	(21,434)		(21,434)	664.0%	21,442
4415 Water Fountain	19	86	800	714		714	10.7%	
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	378	6,926	50,000	43,074		43,074	13.9%	
4460 Tourism	0	158	2,000	1,842		1,842	7.9%	
4485 Defibrillator	0	266	250	(16)		(16)	106.4%	

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

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
4500 Tools & Equipment	2,216	5,827	20,000	14,173		14,173	29.1%	
4505 Vehicle Running Costs	123	1,927	5,000	3,073		3,073	38.5%	
4510 Vehicle Replacement	540	53,980	50,000	(3,980)		(3,980)	108.0%	34,575
4515 Vehicle Insurance	0	1,057	6,000	4,943		4,943	17.6%	
4625 Tree & Hedge Maintenance	98	3,950	3,000	(950)		(950)	131.7%	
4630 Fuel For Equipment	0	765	2,000	1,235		1,235	38.3%	
Estates :- Indirect Expenditure	3,714	102,421	153,600	51,179	0	51,179	66.7%	56,017
Net Income over Expenditure	(3,714)	(100,423)	(151,725)	(51,302)				
6000 plus Transfer from EMR	0	56,017	0	(56,017)				
Movement to/(from) Gen Reserve	(3,714)	(44,406)	(151,725)	(107,319)				
800 Public Conveniences								
4355 Utilities	0	0	25,000	25,000		25,000	0.0%	
4375 Cleaning	3,307	29,766	90,000	60,234		60,234	33.1%	
4385 Maintenance	130	612	50,000	49,388		49,388	1.2%	
Public Conveniences :- Indirect Expenditure	3,437	30,378	165,000	134,622	0	134,622	18.4%	0
Net Expenditure	(3,437)	(30,378)	(165,000)	(134,622)				
900 Play Areas								
1100 Miscellaneous income	0	25,875	0	(25,875)			0.0%	
Play Areas :- Income	0	25,875	0	(25,875)				0
4385 Maintenance	0	0	10,000	10,000		10,000	0.0%	
4390 H&S/Fire/Inspections	0	0	2,000	2,000		2,000	0.0%	
Play Areas :- Indirect Expenditure	0	0	12,000	12,000	0	12,000		0
Net Income over Expenditure	0	25,875	(12,000)	(37,875)				
Grand Totals:- Income	15,290	1,537,969	1,453,340	(84,629)			105.8%	
Expenditure	87,501	957,397	1,453,340	495,943	0	495,943	65.9%	
Net Income over Expenditure	(72,211)	580,572	0	(580,572)				
plus Transfer from EMR	7,739	98,315	0	(98,315)				
less Transfer to EMR	0	60	0	(60)				
Movement to/(from) Gen Reserve	(64,472)	678,826	0	(678,826)				

Explanations for overspends – based on Apr-Jan forecast – expenditure only

Budget Code	Name of budget	Comments
110/4220	Remembrance Wreath	3 x poppy wreaths purchased Nov 25. Overspend agreed by Full Council 19/01/26
120/4260	CCTV Cameras	£5,000 from EMR 389. £3,582 overspend. £3,576 overspend agreed by Full Council 14/04/25.
140/4305	Grants Made	Overspend agreed by Full Council 10/11/25.
140/4465	Events Expenditure	Christmas event donations to BOS & HB Chamber of Trade c. £8,000, agreed by Full Council 22/09/25.
500/4610	Pump Maintenance	Very wet winter, new pump needed in December 2025. Report being taken to Council 02/03/26.
500/4615	General Maintenance - Cemeteries	Bi-annual purchase of memorial slabs and removal/reinstatement of damaged headstone. Report being taken to Council 02/03/26.
600/4070	Office/IT Equip & Furniture	£3,826 out of EMRs 370 & 372 for new chairs for the theatre, agreed by Full Council 22/09/25.
600/4375	Cleaning - Princess	Budget allocated to Staffing in Devolution re-structure. Recruitment delays. Report being taken to Council 02/03/26.
600/4380	Security & Alarms	Pre-payment for next years annual service to be deducted at year-end
600/4735	Arts sale expenditure	Contra with income.
700/4385	Maintenance - Estates	New flagpole & installation costs Oct 2025 £2,679. £21,442 for High Street streetlights out of EMR 385 & 339. Approved Town Council 15/12/25.
700/4485	Defibrillator - Estates	Pads replaced at start of year. Report to be taken to Council 02/03/26
700/4510	Vehicle Replacement - Estates	£34,575 from EMR for new vehicle purchased this year,

		agreed by Full Council 04/03/25.
4625/700	Tree & Hedge Maintenance	Due to the inclement weather necessary tree felling carried out, in consultation with Assets & Amenities at a net cost of £2,079. Report to be taken to Council 02/03/26.

12/02/2026
09:40

Burnham & Highbridge Town Council Current Year

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Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Property Maintenance - EMR	142,420.00	-84.70	142,335.30
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	-7,440.00	97,830.80
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	0.00
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	-16,636.12	28,272.35
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	-400.00	333.34
389 EMR CCTV	5,000.00	-5,000.00	0.00
400 CIL - EMR	275,962.33	-24,344.46	251,617.87
	<u>953,825.29</u>	<u>-98,254.75</u>	<u>855,570.54</u>

Statement of Account

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

5 February 2026

Account name: **BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL**
Account number: **[REDACTED]**
Statement period: **31/12/2025 to 31/01/2026**

Account summary

Total valuation as at 31 January 2026 **£1,000,000.00**
Total valuation as at last statement at 31 December 2025 **£1,250,000.00**

Holdings as at 31 January 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector [REDACTED]	1,000,000.0000	£1.00	£1,000,000.00
Total value			£1,000,000.00

Transactions for the period from 31 December 2025 to 31 January 2026

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
14/01/2026	Withdrawal	-250,000.0000	£1.0000	£-250,000.00

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

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

Fund documentation is available at 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.

The average Fund yield for this period was 3.80% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Jan 2026	03/02/2026	Paid to Nominated Bank Details	£3,565.10	

All CCLA forms are available on our website: www.ccla.co.uk/resources/client-documentation. Please ensure that you download and use the latest available form to make any transaction or amendment. Using an old form will result in the instruction being rejected.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on www.ccla.co.uk/glossary. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at clientservices@ccla.co.uk.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]





Transactions from 30-JAN-2026 to 31-JAN-2026

Account name or alias BOS No 2 Ac	Account number [REDACTED]	Sort code [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 29479.04		

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.

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					28,873.45
30-Jan-2026	CHG	02JAN A/C 87132346	-30.85		28,873.45
30-Jan-2026	BAC	CARD TXNS 270126, 48581061		144.00	28,904.30
30-Jan-2026	BAC	CARD TXNS 270126, 48510771		1,111.00	28,760.30
Opening balance					27,649.30
Totals			-30.85	1,255.00	



Transactions from 30-JAN-2026 to 31-JAN-2026

Account name or alias Linked Account	Account number [REDACTED]	Sort code [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 495041.92		

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.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			495,041.92
30-Jan-2026		TO 56092431	-30.46		495,041.92
30-Jan-2026	INT	30JAN GRS 54374901		322.18	495,072.38
		Opening balance			494,750.20
		Totals	-30.46	322.18	



Transactions from 30-JAN-2026 to 31-JAN-2026

Account name or alias BOS HB Main Current Ac	Account number [REDACTED]	Sort cod [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 37.27		

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.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			1,000.00
30-Jan-2026	CHG	02JAN A/C 56092431	-30.46		1,000.00
30-Jan-2026		FROM 54374901		30.46	1,030.46
		Opening balance			1,000.00
		Totals	-30.46	30.46	

Date: 03/02/2026

Burnham & Highbridge Town Council Current Year

Page 1

Time: 14:39

Bank Reconciliation Statement as at 31/01/2026
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	31/01/2026		1,000,000.00
			<u>1,000,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,000,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,000,000.00
		Balance per Cash Book is :-	1,000,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 03/02/2026

Burnham & Highbridge Town Council Current Year

Page 1

Time: 14:40

Bank Reconciliation Statement as at 31/01/2026
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	31/01/2026		-734.89
			<u>-734.89</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-734.89
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-734.89
		Balance per Cash Book is :-	-734.89
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 03/02/2026

Burnham & Highbridge Town Council Current Year

Page 1

Time: 14:37

Bank Reconciliation Statement as at 31/01/2026
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	31/01/2026		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: 03/02/2026

Burnham & Highbridge Town Council Current Year

Page 1

Time: 14:36

Bank Reconciliation Statement as at 31/01/2026
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	31/01/2026		28,873.45
			<u>28,873.45</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			28,873.45
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			28,873.45
		Balance per Cash Book is :-	28,873.45
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 03/02/2026

Burnham & Highbridge Town Council Current Year

Page 1

Time: 14:33

Bank Reconciliation Statement as at 31/01/2026
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	31/01/2026		496,041.92
			<u>496,041.92</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			496,041.92
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			496,041.92
		Balance per Cash Book is :-	496,041.92
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 03/02/2026

Burnham & Highbridge Town Council Current Year

Page 1

Time: 14:38

Bank Reconciliation Statement as at 31/01/2026
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	31/01/2026		2.78
			<u>2.78</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2.78
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2.78
		Balance per Cash Book is :-	2.78
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date



Report for councillors: Report on outstanding debtor 2024-25

Issued to: Town Council - 2nd March 2026

1. Purpose of Report

To provide Councillors with an update on the outstanding Debtor from 2024-25 and request confirmation on the subsequent action to be followed.

2. Background

The Cabaret Café currently has a balance outstanding of £3,201.90 owed to the Council from 2024-25. At the request of the Council in June 2025 the RFO has pursued the outstanding monies owed through the online Civil Money Claims process. A County Court Judgement has been issued to the debtor on 4th February 2026. The Council will need to initiate further enforcement action to collect the debt if it remains unpaid.

3. Financial implications

The AGAR specifically states that the Council must present a “true and fair view” of the level of income at the balance sheet date. As of 23rd February 2026, the debt remains outstanding.

The RFO has consulted Hillside Business Services (Internal Auditor), who have offered the advice that if the recovery of the outstanding monies is unlikely the debt should be written off. Writing off the debt does not hinder any court action to recover it.

The Council currently has approved £2,500 as a provision for bad debt. £2,000 from 2025/26 which will be earmarked at year-end and £500 budgeted for in 2026/27.

4. Recommendation

For the Council to confirm that they wish to continue to pursue the outstanding monies owed and if they wish for it to be written off in the accounts.

Description of Asset		Date Purchased	Purchase price	Location	Market Value	Asset Cost/Value 31/03/2025	Additions 25/26	Disposals 25/26	Date of disposal	Asset Cost/Value at 31/03/2026
Cost Centre	Land & Buildings									
200	The Old Courthouse	1994	£55,000	Jaycroft Road, Burnham-on-Sea, TA8 1LE	£1,323,000	£59,000				£59,000
600	The Princess Theatre	not known	£1	Princess Street, Burnham-on-Sea, TA8 1EH	valuation required	£53,116				£53,116
700	Sheds	not known	£1	Broad Wharf Allotments, Highbridge	£9,000	£9,000				£9,000
700	Sheds	not known	£1	Love Lane Allotments, Highbridge	£9,000	£9,000				£9,000
500	Office & Store	not known	£1	Brent rd Cemetery, Burnham-on-Sea	£134,008	£134,008				£134,008
500	Paths	not known	£1	Brent rd Cemetery, Burnham-on-Sea	£48,664	£48,664				£48,664
500	Office & Store	not known	£1	Highbridge Cemetery	£71,474	£71,474				£71,474
500	Office & Store	not known	£1	Burnham-on-Sea Cemetery	£89,343	£89,343				£89,343
700	The Old Signal Building	Jul-19	£7,695	Old Station rd		£7,695				£7,695
	Community Assets					£0				£0
700	The Bandstand, Manor Gardens.	not known	£1	Burnham-on-Sea	£1	£8,000				£8,000
700	Victorian Drinking Fountain.	not known	£1	Seaview rd, Burnham-on-Sea	£1	£1				£1
700	Water fountain	not known	£6,600	junction of Marine Drive and High Street		£6,600				£6,600
700	Highbridge Clock	not known	£14,750	Jubilee Gardens		£14,750				£14,750
700	War Memorial	not known	£1	junction of Church Street/Burnham Rd, Highbridge.	£1	£1				£1
700	Allotment land	not known	£1	Love Lane, Burnham-on-Sea	£1	£1				£1
700	Allotment land	not known	£1	Broad Wharf, Walrow, Highbridge	£1	£1				£1
500	Brent Road Cemetery	1997	£1	Brent rd, Burnham-on-Sea	£1	£1				£1
500	Highbridge Cemetery	1886	£1	Highbridge	£1	£1				£1
500	Burnham Cemetery	1886	£1	Burnham-on-Sea	£1	£1				£1
700	Street Furniture					£0				£0
	Stainless steel Notice boards	not known	£4,000	1 x junction of Marine Drive/High St, 1 x Alpha House, Market St, Highbridge		£4,000				£4,000
	Commemorative stones/road signs x 2	not known	£800	Queens Drive		£800				£800
	Flagpole by the Water Feature	Sep-18	£1,000	Piers Street, Burnham-on-Sea		£1,000				£1,000
	Flagpole Highbridge	Nov 2019	£1	Highbridge Town Green		£1		-£1	29/01/2025	£0
	Cycle stands x 31	not known	£3,500	various locations - see appendix		£3,500				£3,500
	Stone planters x 3	not known	£1,750	Highbridge Town Green		£1,750				£1,750
	Commemorative Stone	2000	£600	Highbridge Town Green		£600				£600
	Seat/Planter	not known	£500	junction of Grange Ave/Church St		£500				£500
	HMS Burnham plaque	2004	£500	Seaview rd, next to jetty.		£500				£500
	Directional Finger Posts on lighting columns	not known	£3,000	Esplanade, Burnham-on-Sea		£3,000				£3,000
	Bus Shelters x 10	not known	£30,000	various locations - see appendix		£30,000	£5,308	-£3,000	21/11/2025	£32,308
	Public Seats	not known	£10,000	various locations - see appendix		£12,207				£12,207
	Welcome to Burnham & Highbridge signs x 4	not known	£3,600	Highbridge from West Huntspill, 1 x entering Highbridge		£3,600				£3,600
	Town Clock	not known	£3,000	Cottage Row, Burnham-on-Sea		£3,000				£3,000
	You are Here Board Highbridge Station	not known	£4,000	Highbridge Station		£4,000				£4,000
	You are Here Boards Oxford St Carpark	not known	£4,000	Oxford St carpark & Pier St		£4,000				£4,000
	Highbridge History Board	not known	£1,350	Asda carpark		£1,350				£1,350
	Railway memorabilia - buffers, weather vane, signals, bogie wheels	not known	£3,700	Fountain Green, top of Marine Drive		£3,700				£3,700
	Railway Heritage signs 7 boards	Sep-20	£3,583	Rd Car Park, 1 Bank Street Car Park entrance, 1 x Newton		£3,583				£3,583
	2 lighting columns @ £949 each	12/04/15	£1,898			£1,898				£1,898
	8 lighting columns @£979 each	12/04/15	£7,832			£7,832				£7,832
	You are Here board Ritz	08/04/15	£425	Victoria Street, Burnham-on-Sea		£425				£425
	You are Here board Stonehouse Kitchen	08/04/15	£383	High Street, Burnham-on-Sea		£383				£383
	You are Here board Lloyds	08/04/15	£331	College Street, Burnham-on-Sea		£331				£331
	You are Here board Biars	08/04/15	£354	Tourist Information Centre, Burnham-on-Sea		£354				£354
	You are Here board B&M	05/05/15	£478	Back wall of B&M Pier Street, Burnham-on-Sea		£478				£478
	You are Here board B&M	05/05/15	£354	Car wash side of B&M Pier street, Burnham-on-Sea		£354				£354
	20 Flagpoles for 4 flags @ £72.95 each	14/05/15	£1,459			£1,459				£1,459
	Flower basket posts x 16	06/09/15	£3,521	High St & Victoria St		£3,521				£3,521
	7 Flagpoles for 4 flags @ £72.95 each	02/03/16	£511			£511				£511
	flagpoles x 60	01/04/22	£1	The Old Courthouse, Jaycroft Road		£1				£1
	Union Jack flags x 20	21/03/23	£1,266	The Old Courthouse, Jaycroft Road		£1,266				£1,266
	Motorcycle Ground anchors x 4	15/09/20	£951	Pier St, Burnham-on-Sea		£951				£951
	Bins and benches	01/04/21	£8,395	14 new benches and 2 wheelchair accessible picnic tables,		£8,395				£8,395
	Finger posts	12/11/21	£7,726	various locations - see appendix		£7,726				£7,726
	Self watering planters x 4	15/07/21	£1,391	South Esplanade, near Pilot Hut		£1,391				£1,391
	Seawall Art	23/11/22	£10,000	Burnham seafront		£24,000				£24,000
	Defibrillator	12/03/24	£1,840	YMCA, Huntspill Road, Highbridge, TA9 3DD	£1,840	£1,840				£1,840
	Dog waste bin	14/06/24	£267	alleyway behind St Johns Road, adjacent to Cemetery	£267	£267				£267
	CCTV upgrades	12/09/24	£17,002	Around the towns	£17,002	£17,002				£17,002
	New flagpole Highbridge	29/10/25	£2,679	Highbridge Town Green	£2,679	£0	£2,679			£2,679
	Furniture & Equipment					£0				£0
200	Furniture contained in the Council Chamber					£0				£0

	D' Shaped mahogany table & 'D' shaped oak 20thC table		£10,000	The Old Courthouse, Jaycroft rd		£10,000			£10,000
	20 microphones for 'D' shaped council table		£3,785	The Old Courthouse, Jaycroft rd		£3,785			£3,785
	Loudspeaker and attenuator	28/01/16	£815	The Old Courthouse, Jaycroft rd		£815			£815
	Projector screen	2017	£600	The Old Courthouse, Jaycroft rd		£600			£600
	Projector	2017	£800	The Old Courthouse, Jaycroft rd		£800			£800
	16 Smoker's box chairs @ £50 each		£800	The Old Courthouse, Jaycroft rd		£800			£800
	2 larger comb back smoker's box chairs @ £800 each		£1,600	The Old Courthouse, Jaycroft rd		£1,600			£1,600
	2 Single lath back chairs @ £100 each		£200	The Old Courthouse, Jaycroft rd		£200			£200
	GWR poster of Burnham on Sea, hung in the Council Chamber. Purchased at auction in 2002.	2002	£1,260	Reception, The Old Courthouse		£1,260			£1,260
	Office furniture					£0			£0
	5 desks with drawer units		£1,500	The Old Courthouse, Jaycroft rd		£1,500			£1,500
	Office desks & stationery cupboard	17/02/2025	£661	The Old Courthouse, Jaycroft rd	£661	£661			£661
	IT equipment					£0			£0
	1 processor, 1 monitor keyboard and mouse (reception)	01/11/19	£900	The Old Courthouse, Jaycroft rd Reception		£900		-£900	12/02/2026
	Wi-fi wireless range extender and UTM unit	13/11/14	£646	The Old Courthouse, Jaycroft rd Reception		£646			£646
	2 HP laptops - Town Clerk and Training	02/02/21	£932	The Old Courthouse, Jaycroft rd		£932			£932
	Wifi Firewall Draytek	09/07/19	£310	The Old Courthouse, Jaycroft rd		£310			£310
	New TC Mobile	07/04/20	£116	The Old Courthouse, Jaycroft rd		£116			£116
	4 Jabra Headsets	02/02/21	£468	The Old Courthouse, Jaycroft rd		£468			£468
	18 Lenovo Tablets -Cllrs	06/08/21	£3,130	Councillors residences		£3,130			£3,130
	1 laptop RFO	01/05/21	£416	Portable		£416			£416
	1 laptop Deputy Clerk	15/05/21	£315	Portable		£315			£315
	1 laptop Mayor	20/12/22	£249	Mayors residence		£249			£249
	1 HP processor Deputy Clerk	11/04/22	£644	The Old Courthouse, Jaycroft rd Town Clerk office		£644			£644
	1 HP processor Town Clerk	20/06/22	£619	The Old Courthouse, Jaycroft rd Town Clerk office		£619			£619
	1 Lenovo Tower Office Admin	18/06/22	£590	The Old Courthouse, Jaycroft rd Office Admin office		£590			£590
	1 x monitor	27/04/22	£125	The Old Courthouse, Jaycroft rd Reception		£125			£125
	4 x monitors		£400	The Old Courthouse, Jaycroft rd	£400	£400			£400
	1 x Jabra headset RFO	2023	£125	The Old Courthouse, Jaycroft rd	£125	£125			£125
	KOORUI 27 inch FHD computer monitors for RFO x 2	11/09/23	£178	The Old Courthouse	£178	£178			£178
	Fellowes Amaris Laminating Machine A3	31/12/23	£156	The Old Courthouse	£156	£156			£156
	PAT Tester	20/12/24	£357	The Old Courthouse	£357	£357			£357
	HP Pro 290 PC & monitor Estates Manager	04/03/25	£939	The Old Courthouse	£939	£939			£939
	HP ProBook Laptop & Docking Station RFO	19/06/25	£854	The Old Courthouse	£854	£0	£854		£854
	HP Pro PC - Reception	17/10/25	£804	The Old Courthouse	£804	£0	£804		£804
	Outside					£0			£0
	Defibrillator	17/12/25	£1,725	The Old Courthouse	£1,725	£0	£1,725		£1,725
700	Estates					£0			£0
	SIDS x 2	15/10/20	£4,500	various locations		£4,500			£4,500
	SIDS device	23/09/24	£2,420	various locations	£2,420	£0	£2,420		£2,420
	Handyman's Van,Vauxhall Astra 1.3cdti Club, WV09 XVL	2009	£5,000	The Old Courthouse, Jaycroft rd		£5,000			£5,000
	Makita Drill	2013	£150	The Old Courthouse, Jaycroft rd		£150			£150
	Makita Grinder DGA463	2022		The Old Courthouse, Jaycroft rd	£100	£100			£100
	Makita Driver and battery	21/22/22	£234	The Old Courthouse, Jaycroft rd		£234			£234
	Stihl BG85 Blower	2003		The Old Courthouse, Jaycroft rd	£120	£120		-£120	Feb-26
	FS 94 RC Strimmer	2019		The Old Courthouse, Jaycroft rd	£200	£200		-£200	Feb-26
	FS 94 RC Strimmer	2019		The Old Courthouse, Jaycroft rd	£200	£200		-£200	Feb-26
	FS 91 R Strimmer (hedge cutting Attachment)	2020		The Old Courthouse, Jaycroft rd	£50	£50			£50
	Parkside Petrol Pressure PHDS4A1	2013		The Old Courthouse, Jaycroft rd	£350	£350			£350
	Small Makita Electric jetwasher	2015		The Old Courthouse, Jaycroft rd	£250	£250			£250
	Trailer BR Cem	19/07/21	£1,504	Brent Road Cemetery		£1,504			£1,504
	Tow Bar for trailer	21/07/21	£380	The Old Courthouse, Jaycroft rd		£380			£380
	Stihl vacuum / leaf blower	21/01/22	£298	The Old Courthouse, Jaycroft rd		£298			£298
	Stihl BR 700 Petrol Backpack Blower	21/12/22	£636	The Old Courthouse, Jaycroft rd		£636			£636
	Weibang Virtue 53 Smp mower - Rangers	26/08/23	£749	The Old Courthouse, Jaycroft rd	£749	£749			£749
	24 v led pure white static string Xmas lights including 24V transformers	10/10/23	£3,226	The Old Courthouse, Jaycroft rd	£3,226	£3,226			£3,226
	Makita 18V 165mm Cordless Circular Saw	26/03/24		The Old Courthouse, Jaycroft rd	£125	£125			£125
	Makita 18V LXT SDS Rotary Hammer Drill	26/03/24		The Old Courthouse, Jaycroft rd	£258	£258			£258
	Makita 18V Jigsaw	17/10/24	£158	The Old Courthouse, Jaycroft rd		£158			£158
	1125 litre Watering Bowser	28/03/25	£4,535	Brent Road Cemetery	£4,535	£4,535			£4,535
	Ford Transit Double Cab Leader Tipper LF74RLW	21/05/25	£36,345	The Old Courthouse, Jaycroft rd	£36,345	£0	£36,345		£36,345
	STIHL FS91R Strimmer	19/08/25	£454	The Old Courthouse, Jaycroft rd	£454	£0	£454		£454
	STIGA Multiclip	19/08/25	£492	The Old Courthouse, Jaycroft rd	£492	£0	£492		£492
	Stihl Strimmer FS94RC-E	23/01/26	£329	The Old Courthouse, Jaycroft rd	£329	£329			£329
	Cobra Wood Chipper COCHIP700L	23/01/26	£779	The Old Courthouse, Jaycroft rd	£779		£779		£779
500	Cemeteries					£0			£0
	CCTV BR and HB	27/05/21	£1,570	Brent Road and Highbridge cemeteries		£1,570			£1,570
	Shoring equipment set of 3 frames & rams & hoses	01/11/09	£2,490	Brent Road		£2,490			£2,490
	46" Rams for shoring	01/12/14	£820	Brent Road		£820			£820
	sets of shoring equipment with one pump and hoses & rams x 2		£4,475	Brent Road		£4,475			£4,475
	Shoring Equipment set of 3 frames and pump, hoses	01/10/19	£2,490	Brent Road		£2,490			£2,490
	Shoring panels	02/09/25	£1,150	Brent Road	£1,150	£0	£1,150		£1,150

	Stihl HL145 Hedge trimmer ATT for use with strimmer	01/05/17	£225	The Old Courthouse, Jaycroft rd		£225		-£225	11/02/2026	£0
	Redwing WS7 water heater	01/01/15	£100	Highbridge		£100				£100
	Metal Box for flammables	01/01/94	£341	Highbridge		£341				£341
	Stiga mowers x 2	28/07/23	£1,000	The Old Courthouse, Jaycroft rd	£1,000	£1,000		-£1,000	11/02/2026	£0
	Stihl FS91R Strimmer	01/02/24	£408	The Old Courthouse, Jaycroft rd	£408	£408				£408
	Stihl BG86C-E Leafblower	19/09/23	£225	The Old Courthouse, Jaycroft rd	£225	£225				£225
	Stihl FS94RC Grass Strimmer	01/03/20	£353	The Old Courthouse, Jaycroft rd		£353		-£353	11/02/2026	£0
	8'x4' ground protection boards	01/03/20	£300	Highbridge		£300				£300
	Stiga Mower	13/05/21	£1,083	The Old Courthouse, Jaycroft rd		£1,083		-£1,083	11/02/2026	£0
	Fire retardant box	01/01/96	£300	Brent Road		£300				£300
	6' Ladder	01/01/96	£120	Brent Road		£120				£120
	8'x4' ground protection boards	01/01/14	£330	Brent Road		£330				£330
	Pair beech coffin trestles	01/01/14	£163	Brent Road		£163				£163
	bird bath	01/09/15	£140	Brent Road		£140				£140
	Lifebuoys & Line	01/02/16	£400	Brent Road		£400				£400
	PPE for chainsaw	01/02/16	£250	The Old Courthouse, Jaycroft rd		£250				£250
	Aluminium Tread Steps	01/01/17	£180	Brent Road		£180				£180
	Stihl FS91 C E Strimmer	05/07/20	£353	The Old Courthouse, Jaycroft rd		£353		-£353	Feb-26	£0
	Stihl BG86 CE Blower	05/03/20	£285	The Old Courthouse, Jaycroft rd		£285				£285
	Stihl HL KM 145 Hedge Trimer attachment	08/07/20	£265	The Old Courthouse, Jaycroft rd		£265				£265
	Chainsaw M5 181 16"	02/09/20	£290	The Old Courthouse, Jaycroft rd		£290				£290
	seats x 3		£1,500	Brent Road		£1,500				£1,500
	black granite seat donated		£1	Brent Road		£1				£1
	wooden benches in children's x 2		£1,000	Brent Road		£1,000	£650	-£500	18/11/2025	£1,150
	wooden arbour in children's		£500	Brent Road		£500				£500
	wooden donated bench on h section		£500	Brent Road		£500				£500
	Stiga Mower multiclip	13/05/23	£542	The Old Courthouse, Jaycroft rd		£542				£542
	Stihl FS70RC-E Strimmer	11/03/24	£299	The Old Courthouse, Jaycroft rd	£299	£299				£299
	wooden donated bench I section		£500	Burnham		£500				£500
	Fire retardant box		£341	Burnham		£341				£341
	Pair Wooden Coffin stools £75		£124	Burnham		£124				£124
	Taskmaster 17' Extension Ladder	01/01/86	£59	Burnham		£59				£59
	Stihl Strimmer FS90CE	05/03/2020	£450	The Old Courthouse, Jaycroft rd		£450		-£450	Feb-26	£0
	Stihl BG86 Blower	01/07/17	£230	The Old Courthouse, Jaycroft rd		£230		-£230	Feb-26	£0
	Stihl FS94 C E Strimmer	05/03/20	£353	The Old Courthouse, Jaycroft rd		£353		-£353	11/02/2026	£0
	Stihl HLKM145 Hedge Trimmer attachment	13/11/20	£265	The Old Courthouse, Jaycroft rd		£265				£265
	Stiga Mowers	29/10/21	£1,083	The Old Courthouse, Jaycroft rd		£1,083		-£1,083	Feb-26	£0
	Stihl Strimmer FS400	05/03/2020	£450	The Old Courthouse, Jaycroft rd	£450	£450		-£450	11/02/2026	£0
	Stihl strimmer FS91 Cowhorn	01/02/24	£408	The Old Courthouse, Jaycroft rd	£408	£408				£408
	Stihl RM 4RTP Mower	01/02/24	£658	The Old Courthouse, Jaycroft rd	£658	£658				£658
	Stihl RM 4RTP Mower	11/03/24	£658	The Old Courthouse, Jaycroft rd	£658	£658				£658
	Stihl RM 4RTP Mower	22/05/24	£658	The Old Courthouse, Jaycroft rd	£658	£658				£658
	Stihl HLA66 Hedge Trimmer	21/11/24	£249	The Old Courthouse, Jaycroft rd	£249	£249				£249
	Toro ZS4200T Ride On Mower	14/02/25	£3,974	Brent Road	£3,974	£3,974				£3,974
	Feka VS 750 T NA water pump	17/03/25	£1,514	Brent Road	£1,514	£1,514				£1,514
	Feka VS 750 T NA water pump	22/12/25	£513	Brent Road	£513	£0	£513			£513
	Grave lockdown cover	04/11/25	£545	Brent Road	£545	£0	£545			£545
600	Princess Theatre					£0				£0
	Furniture (General)					£0				£0
	40 economy folding tables and 2 large table trolleys	01/11/16	£3,500	The Princess Theatre		£3,500				£3,500
	Community chairs @ Princess	11/03/21	£1,300	The Princess Theatre		£1,300				£1,300
	5 x office chairs & desks		£1,500	The Princess Theatre	£1,500	£1,500				£1,500
	Chest freezer			The Princess Theatre, Quantock Store		£200				£200
	20 x 3m varnished tables	08/04/2024	£1,075	The Princess Theatre	£1,075	£1,075.00				£1,075
	new sink - Green Room	30/08/2024	£3,345	The Princess Theatre	£3,345	£3,345.00				£3,345
	30 x folding chairs & trolley	07/10/2025	£3,826	The Princess Theatre	£3,826	£0	£3,826			£3,826
	Digital advertising screen	11/11/2025	£403	The Princess Theatre	£403	£0	£403			£403
	Bar Furniture					£0				£0
	2 x tub chairs		£526	The Princess Theatre		£526				£526
	5 x 3ft round tables		£745	The Princess Theatre		£745				£745
	2 x wooden coffee tables		£150	The Princess Theatre	£150	£150				£150
	Bar Equipment/Café Equipment					£0				£0
	3 sliding door fridges		£1,224	The Princess Theatre		£1,224		-£408	Feb-26	£816
	Till		£200	The Princess Theatre	£200	£200				£200
	Kitchen					£0				£0
	1 commercial microwave oven		£599	The Princess Theatre		£599				£599
	3 stainless steel tables		£1,150	The Princess Theatre		£1,150				£1,150
	2 x stainless steel trolleys		£300	The Princess Theatre		£300				£300
	1x 6 burner range cooker		£1,231	The Princess Theatre		£1,231				£1,231
	1 electric bain marie oven		£952	The Princess Theatre		£952				£952
	1 stainless steel extractor canopy and extractor fan		£5,250	The Princess Theatre		£5,250				£5,250
	2 stainless steel wall mounted cabinets		£646	The Princess Theatre		£646				£646
	1 stainless steel fridge		£769	The Princess Theatre		£769				£769

1 commercial dishwasher	01/10/19	£2,000	The Princess Theatre		£2,000			£2,000
Chest freezer		£200	The Princess Theatre	£200	£200			£200
Beko Fridge		£200	The Princess Theatre	£200	£200			£200
Water Boiler		£100	The Princess Theatre	£100	£100			£100
Café furniture & equipment	05/04/24	£1,380	The Princess Theatre	£1,380	£1,380			£1,380
drinks fridge	29/08/24	£480	The Princess Theatre	£480	£480			£480
upright freezer	12/02/25	£581	The Princess Theatre	£581	£581			£581
Host double cooler drinks fridge	09/01/26	£344	The Princess Theatre	£344	£0	£344		£344
Cleaning Equipment					£0			£0
Fogger	31/01/21	£300	The Princess Theatre		£300			£300
Dispensers	31/01/21	£210	The Princess Theatre		£210			£210
Hand dryers x 4		£1,600	The Princess Theatre	£1,600	£1,600			£1,600
Office Equipment					£0			£0
Dell Monitor 24 inch	28/09/22	£147	The Princess Theatre		£147			£147
USB Speakers Logitech Z 120 USB	28/09/22	£17	The Princess Theatre		£17			£17
Vostro 3710 Tower	28/09/22	£558	The Princess Theatre		£558			£558
Web cam Microsoft life cam HD 3000	28/09/22	£47	The Princess Theatre		£47			£47
Jabra Evolve Headset	18/10/22	£128	The Princess Theatre		£128			£128
1 laptop/footfall monitor	03/02/17	£668	The Princess Theatre		£668		-£668	12/02/2026
1 processor, 1 monitor keyboard and mouse		£1,000	The Princess Theatre		£1,000		-£1,000	12/02/2026
1 wfh laptop	31/03/20	£400	The Princess Theatre		£400			£400
Office Hardrive	01/03/19	£864	The Princess Theatre		£864			£864
1 processor, screen and keyboard		£1,000	The Princess Theatre		£1,000		-£1,000	12/02/2026
1 laptop tech	22/01/21	£358	The Princess Theatre		£358			£358
2 laptops	30/04/21	£832	The Princess Theatre		£832			£832
1 laptop	01/05/21	£416	The Princess Theatre		£416			£416
2 Jabra headsets	02/02/21	£238	The Princess Theatre		£238			£238
4 x 2 way radios	23/11/23	£492	The Princess Theatre	£492	£492			£492
HP Pro Tower PC i5 desktop computer for RFO	18/09/23	£616	The Princess Theatre	£616	£616			£616
Apple Mac Desktop computer	24/04/25	£471	The Princess Theatre	£471	£0	£471		£471
StarTech Docking station for Princess laptop	28/10/25	£160	The Princess Theatre	£160	£0	£160		£160
Conference/Gallery Equipment					£0			£0
Classic Hanging system		£533	The Princess Theatre		£533			£533
Picture hanging system	22/02/21	£650	The Princess Theatre		£650			£650
42" TV screen & legs	15/01/21	£500	The Princess Theatre		£500			£500
Wall mounted Evac Chair	21/03/23	£722	The Princess Theatre	£722	£722			£722
Defibrillator	23/10/23	£1	The Princess Theatre	£2,205	£2,205			£2,205
Theatre					£0			£0
Stage Tab Curtains	22/02/21	£1,655	The Princess Theatre		£1,655			£1,655
Stage White Cyc	22/02/21	£434	The Princess Theatre		£434			£434
Stage Black Tabs	22/02/21	£690	The Princess Theatre		£690			£690
AV Projector & Lens	22/02/21	£9,975	The Princess Theatre		£9,975			£9,975
Bluray player	22/02/21	£355	The Princess Theatre		£355			£355
AV Splitter	22/02/21	£692	The Princess Theatre		£692			£692
Electric Screen	22/02/21	£1,153	The Princess Theatre		£1,153			£1,153
Video Show Relay - donation	22/02/21	£1,000	The Princess Theatre		£1,000			£1,000
Cables and adapters		£150	The Princess Theatre		£150			£150
Small portable projector		£700	The Princess Theatre		£700			£700
FOH comms		£50	The Princess Theatre		£50			£50
Theatre retractable seating		£67,950	The Princess Theatre		£67,950			£67,950
Stage Blacks		£2,940	The Princess Theatre		£2,940			£2,940
Drapes - stage legs, stage borders	08/08/24	£1,262	The Princess Theatre	£1,262	£1,262			£1,262
Theatre Sound and Lighting					£0			£0
2 pro-max speakers		£1,736	The Princess Theatre		£1,736			£1,736
2 FBT active speakers			The Princess Theatre		£0			£0
Theatre lighting - including dimmers	01/04/15	£10,749	The Princess Theatre		£10,749			£10,749
Mics, DI Boxes and accessories			The Princess Theatre		£0			£0
Digital Audio Mixing Desk	09/10/15	£1,333	The Princess Theatre		£1,333			£1,333
CD Player (rack)	10/02/21	£135	The Princess Theatre		£135			£135
Audio equipment			The Princess Theatre		£0			£0
AR2412 Stage Sound Box	15/02/21	£800	The Princess Theatre		£800			£800
PA	15/02/21	£2,140	The Princess Theatre		£2,140			£2,140
Stage cables			The Princess Theatre		£0			£0
Audio Show Relay			The Princess Theatre		£0			£0
PT Control Desk	28/07/21	£2,000	The Princess Theatre		£2,000			£2,000
Mic Boom stand and wiring	17/06/21	£428	The Princess Theatre		£428			£428
Peavey 1500w Stereo Amplifier	24/04/24	£140	The Princess Theatre	£140	£140			£140
Audio belt pack	24/04/24	£174	The Princess Theatre	£174	£174			£174
Sub-woofer speakers	13/08/24	£1,498	The Princess Theatre	£1,498	£1,498			£1,498
Crown XLS 1502 amp	01/11/25	£400	The Princess Theatre	£400	£0	£400		£400
Adastra SA240 wall mounted amp	21/01/26	£344	The Princess Theatre	£344	£0	£344		£344
Box Office Equipment					£0			£0

	HP Pro 290 - Box Office replacement computer	28/10/25	£811	The Princess Theatre	£811	£0	£811		£811
	2 tablets	31/10/20	£360	The Princess Theatre		£360			£360
	PDQ/ticket Scanners	31/10/20	£510	The Princess Theatre		£510			£510
	Poster Frames	31/11/20	£751	The Princess Theatre		£751			£751
	Advertising Monitor	31/11/20	£150	The Princess Theatre		£150			£150
	Flat screen display	30/04/21	£510	The Princess Theatre		£510			£510
	Building Hardware					£0			£0
	Auto doors	15/02/21	£9,387	The Princess Theatre		£9,387			£9,387
	Fire Alarm	01/02/21	£5,040	The Princess Theatre		£5,040			£5,040
	CCTV System PVR & 7 x cameras	2019	£470	The Princess Theatre		£470			£470
	Large multiple purpose waste bin			The Princess Theatre		£600			£600
	General Tools	01/10/21	£500	The Princess Theatre		£500			£500
	Rutland Renewables solar panels	16/08/23	£9,700	The Princess Theatre		£9,700			£9,700
						£0			£0
-	Civic regalia					£0			£0
	Mayor Chain of Office & Mayoress Badge of Office		£7,195		£15,100	£15,100			£15,100
	Deputy Mayor's badge of office	1/05/2000	£725		£3,000	£3,000			£3,000
	Deputy Mayors pendant	2/09/2024	£1,697		£1,697	£1,697			£1,697
						£0			£0
-	Assets considered to be portable, attractive or of community significance.					£0			£0
	Framed Ensign "HMS Burnham" presented by T.S Dulverton 21 October 2005		£1	The Old Courthouse, Jaycroft rd		£1			£1
						£0			£0
-	Long term investments, shares and loans made by BOSHTC					£0			£0
	None					£0			£0
						£0			£0
-	Assets held on trust					£0			£0
	None					£0			£0
						£0			£0
	INTANGIBLE FIXED ASSETS		£0			£0			£0
	TOTAL ASSETS & INVESTMENTS					£966,084	£61,805	-£13,577	£1,014,312



BURNHAM ON SEA COMMUNITY CENTRE

640.0.T25

The Hall, 5 Berrow Road, Burnham on Sea, Somerset. TA8 2ET

Telephone: [01278 792666](tel:01278792666) Email: burnhamcc@outlook.com

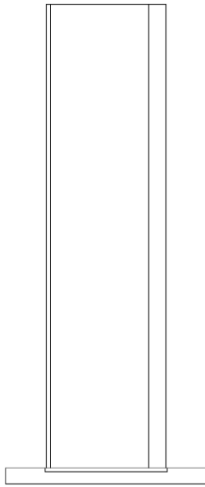
Charity Number 304501

Minutes of Executive Committee Meeting

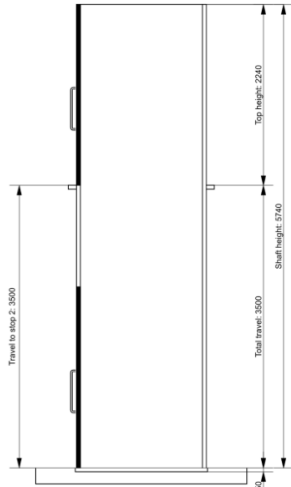
Thursday 15th January 26 at 7.00pm

1	Apologies	DE
2	Minutes of last Meeting	DN opened Thanks to JL for taking Minutes of 20.11.25
3	Matters Arising	Christmas Fayre: Very successful. Raised £400+. Tree was very effective Christmas & NY Lunches: Also very successful. Sunday Meals: Restarted. Grant for £5k received. Will carry on with meals until money has been spent. Thanks to Town Council for grant for 2 meal sessions. Somewhere House continue to provide volunteers and Brake's to supply the meals. Kitchen modifications: Howden's have produced 4 mock up printouts of a reconfigured kitchen. Cost of approx £15,000

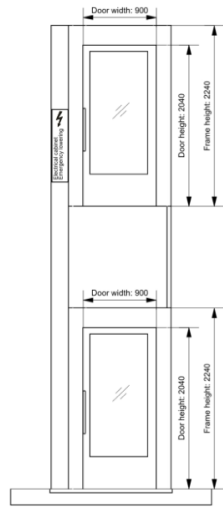
		Lift Update: Architects have produced plans with different options, using Caretaker's sink instead of ladies' loos and other options. Also option to use War Games room which will incorporate full revamp of their room. Need either platform lift or ramps to ensure level corridors upstairs. Have received £34,000 in grants. KH will write to other Trustees to inform them ahead of Feb's Trustees Meeting. Architects coming to visit site again.
4	Financial Report	Current Balances: current account £20,911.03 Contingency Fund: (in £20k Grant) £40,396.90
5	Room Hire	New users: Weekly over 60s Exercise class Drumming Workshop 3rd Saturday of month NHS Community Clinic piloted before Christmas now regular monthly booking. Clinic has won an award from Somerset NHS. Downstairs rooms fully booked
6	Storage	Ongoing
7	Development '26	Friends now getting a Newsletter in line with their terms of membership
8	Trustees Meeting AGM	To discuss hiring a Centre Manager Review costs
9	AOB	U3A received complaint regarding parking permits. Discussions held but no solution decided.



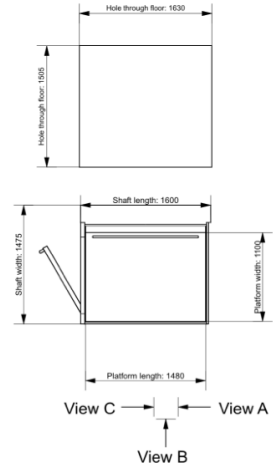
View A



View B



View C



View C View A View B

Lift info	
Lift beam	KAL 3014
Shaft	KAS 3014
Shaft	KAS 3014
Door	KAL 3014
Door frame	KAL 3014
Drive	230V 3 phase frequency inverter
Control	Yes, with touch LED light
Floor	No
Shaft	
Max length	4600 mm
Shaft height	4200 mm
Travel height	3500 mm
Travel height	3240 mm

	View A	View B	View C
Step 2			View C Step DC DC SS No
Step 1			View C Step DC DC SS No

ARITCO
 Order number: **AR339134**
 Lift model: Aritco PublicLift Access
 Revision number: 01
 Site name: Burnham Community Centre
 Ref. no.:
 Order date: September 8 2025
 Signature: _____

Outside Bodies Reports

Adult Social Care LCN online meeting, 29th January 2026 - Cllr Millard

I was the only parish councillor from Burnham LCN. The meeting was led by Vicky Chipchase from Somerset Council who introduced the meeting with an overview of the statutory responsibilities of the council.

- Assess / meet needs
- Prevent , reduce delay in meeting needs
- Promote Individual well -being
- Integrate and partnership working
- Safeguarding adults
- Market shaping provider which is sustainable
- Support for carers
- Eligibility charging/ direct payments

Somerset Council are now reviewing this service and there is an online survey for all residents. The meeting was aiming to gather first-hand knowledge and experience of adult social care in our LCN. We answered several questions from the survey using a Mentimeter. As we were a small group we had the opportunity to discuss in detail.

MINUTES OF MEMBERS GENERAL MEETING HELD ON
Wednesday 4 February 2026

Venue: Hope Chapel, Church Street, Highbridge

Focus: Stewarding AT THE Festival and Safeguarding

Agenda Item	Discussion/notes	Action
Present	Mary Lawrence (Chairman & Music Sec); Graham Lyne (Treasurer); Marion Metcalfe; Rachael Berry; Aline Bennett; Maureen Phillips (Trustee); Jan Johnston; Janet Nurse (Vice-Chairman); Liz Gruffydd-Jones; Julia Smith; Pat Payton (Safeguarding Officer); Susie Fowler; Sue Marshall; Debbie Green; Sheila Philp; Clare Catcheside (Secretary) In Attendance: Cllr Lesley Millard; Cllr Paul Mills	
Welcome & Apologises	ML welcomed everyone to the meeting and said how lovely it was to see so many people. Apologies received from: Lisa Herbert (Dance Sec); Mandy Smith (nee Davidson); Angela Jones; Sam Nicol; Dawn Rose (Sp/D Sec)	
Minutes of General Meeting on 15 October 2025 & Matters Arising	The minutes were agreed by all present and signed by ML. Proposed by AB, seconded by JJ. There were no matters arising	
Matters Arising from Management Meeting on 27 January 2026	Pin Badges. ML reported that she had ordered badges for performers. These would be sold for £1 each.	
Treasurer's Report	GL reported that there was £36166 in the bank. £22248 in current account. £13912 in Reserve account. Income to date £7896, which includes £1000 donation from Rotary & £555 from Friends. Entries slightly down £5848 (£6107 in 2025). Still a few invoices to schools outstanding. Expenditure to date £4473, essentially purchase of medals & pin badges. GL expects that we will make a loss, but we do have sufficient reserves. May need to increase entry fees for next year. CC commented that we have more schools taking part this year so likely to be more travel claims. May not be able to offer extra amounts on top of 'guaranteed' £100 grant, as in previous years	CC to email Travel Grant Claim Forms to schools CC to chase up payments for entries from schools
Section Secretaries' reports	Dance. CC read LH's report. All running very similarly to last year and things going ahead. Thank you in advance to anyone that's able to help as we really need many hands on deck for dance.	Sections Secs to send out Timetables in week beginning 9 February

	<p>Speech & Drama. CC reported that DR was working on the Timetable. There were about twenty more entries for Set Verse classes. Also, additional entries for Original Short Stories and two entries for Poetry Open Mic. Monday evening should be very entertaining</p> <p>Music. ML reported that the Music Timetable was ready for distribution. Roy Robinson, the adjudicator is great. Music Team will be collecting names of volunteers to assist with stewarding</p>	<p>GL to take Timetables and certificate and Record Book sheets to printers in week beginning 9 February</p> <p>CC to produce flyers to encourage audiences for Open Mic sessions – Monday 9 March for Poetry and Wednesday 18 March for Music</p>
General Secretary's Report	CC reported that she was 'ploughing on' through list of tasks. This meeting is a week earlier than usual so she wasn't as on top of things as usual at this point in the festival year. Everything will be ready in time for festival. Had previously apologised for slow distribution of Minutes from Management Meeting on 27 January.	CC to send out Timetables to members once finalised (<i>members should have received these now</i>)
Changes in organisation for 2026.	<p>Princess Café. Café now being run by a new team. CC had met with the manager yesterday and agreed opening times and what will be on offer foodwise. This info will be included in letters to entrants that accompany Sp/D and Dance Timetables (stewards/members will also receive copies for information). Basic teas and coffees will be provided free of charge to stewards. If people want 'special' coffees, they will need to be paid for</p> <p>Photobooth at Princess (PTAC). This will be on the main staircase at the Princess and location is supported by Julie (Manager of PTAC). We are required to follow the terms of the Hire Agreement and information to this effect is being included in letters to entrants (particularly important at Dance)</p>	<p>CC to send out Information Letters for entrants to members (<i>these letters will be sent out with these minutes</i>)</p>
Stewarding rotas and procedures	<p>Rota - Music. ML has a team who organise stewarding for the Music Section. They will be contacting members to ask for availability. ML pointed out the times on the rota are arrival times for stewards to allow preparation time. They are not the time that classes start. Parking available at ASDA. Only Blue Badge & adjudicator can park on small gravel area at St John's. Both doors to the church will be open. Wristbands sold in Church Hall. Anyone with mobility issues may go straight to the South Door and the door steward will sort out provision of wristband. SM is organising refreshments at St John's. Latest finish will be 8:30pm. Will be very busy on Weds & Thurs mornings for school choirs. There were no questions at this time</p>	<p>Rotas for Music & the week at Princess to be sent to members when ready</p> <p>CC to collect car registration numbers for parking at ASDA</p> <p>SM to send prices to GL so that he can programme card reader</p>

	<p>Rotas – Sp/D & Dance. CC aiming to get draft rotas for Sp/D & Dance out by half term for initial checks. Front of house requires people first thing (doors open for entrants 1 hour before first class) but backstage stewards not needed until later</p> <p>Photobooth. This year to make sure everything is ‘by the book’ we will need a dedicated steward to monitor the photobooth</p> <p>Access to PTAC first thing. The front door will be opened at 9am each day. Before that time, please use the Stage Door from the car park. Stage Door will be locked at 9am and must not be opened during the day except i) in an emergency – it’s a fire door or ii) if supervised by HFA steward for example to allow safe access for children to mini-buses or to collect equipment. Backstage Door Steward to monitor for unauthorised use of the Stage Door</p> <p>Main staircase at PTAC. The main staircase should not be used during competition time, except for access to the photobooth. For those changing in the Pizey Room, they should use the main staircase at the start of the day and at the end of the day. Large bags/luggage should not be taken up and down the backstage stairs. During competition time the lift should be used – only for movement of bags/luggage when entrants arrive or leave. This info will be in Risk Assessment</p> <p>Justification of procedures. CC stated that all our procedures are grounded in BIFF Policies and are needed to satisfy BIFF and insurance requirements. Particularly important are:</p> <p>i) <u>a First Aider</u> must be summoned in the event of an accident – please use common sense for immediate action but First Aider must complete the Accident Book and help. DH asked for list of First Aiders</p> <p>ii) <u>photography/filming.</u> This is not allowed during competition times due to copyright and possible safeguarding concerns. Do not accept ‘it’s just my child’ justification. Parents may take photos of their own child out of competition time in the designated photobooth at Princess and in a designated place at Music. ‘Official’ group/individual photos may be taken by press and teachers, but these photographers must register before photos are taken. Registration form in Foyer at PTAC and with Mary/Pat at Music. If parents try to take photos during official photos – it is the school’s policy that takes precedent and it is assumed by HFA that parents have given permission either personally with Press or with school for their child to be photographed and the school allows them to take group photos.</p>	<p>CC to compile list of members with First Aid Certificates and make this known to stewards</p> <p>Stewards holding a First Aid certificate to be identified with ‘red spot’ on their ID badge</p>
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Safeguarding & Risk Assessments	<p>DBS Checks. PP is keeping all DBS Records and instigating new checks as needed.</p> <p>Safeguarding. CC reminded everyone of the following in case of queries: All entrants under 18 must be accompanied by/have a named responsible adult. For 16+ we accept a contact number. Children remain the responsibility their responsible adult throughout their time at the venue. Only time when that responsible adult may not be with them/supervising is when the entrant is on stage/waiting to go on stage/when the responsible adult has delegated that responsibility to someone else. For example, during the Dance Group Performances, a designated adult remains responsible for the whole group.</p> <p>Mobile phones. These should not be used/out during performance times – please leave areas with children if you need to use them</p> <p>Risk Assessment. These will be completed in the week or so before the festival starts. Copies must be displayed at the venues and will be sent to stewards. They are very wordy so that stewards can be familiar with the venues and procedures</p> <p>PAT Testing. CC asked if anyone knew someone who can complete PAT Testing. LM suggested Repair Café. <i>Post-Meeting note. CC contacted Repair Café. They are only authorised to PAT Test items that they repair. As far as we are aware all our items are in good repair</i></p>	<p>PP to process any new DBS checks and make sure that renewals have gone through on Update Service</p> <p>Safe Working Practice Leaflet will be sent out to stewards in advance of the festival</p> <p>CC to complete risk Assessments in the week ending 27 February</p> <p>CC to obtain quotes from commercial companies</p>
Child Licensing	Agenda Item	
Data Protection	Agenda Item	
Website & Facebook	<ul style="list-style-type: none"> Website will have What's On Diary on the Home page CC to create flyers for publicity to go on FB. LM suggested posting information about the festival on Town Council website 	CC to arrange publicity Members asked to spread the word and promote the Open Mic sessions – Monday 9 th for poetry from 6pm. Wednesday 18 th for music from 6pm
AOB	MP asked if permission had been given for banners to go up at PTAC and near St John's <i>Post-meeting note. Permission given from both. Banners to go up on/after 2 March.</i> CC thanked MP for organising the banners	ML to contact St John's CC to contact PTAC
Date & time of next meeting	Management 'Wash Up' Meeting Tuesday 31 March 2026 at 10am AGM – Wednesday 10 June 2026 at 7pm at Hope Chapel	CC to book Hope Chapel
	The meeting closed at 20:10	

Clare Catcheside
Secretary

12 February 2026

**Burnham LCN, Highways working group
Woolavington Village Hall (Harold Belcher Room),**

Monday 9th February 2026 from 14.00 to 16:00

Notes

Attendance

Alan Sharp - Chair
Cllr Mike Facey
Cllr Bob Filmer
Cllr Peter Clayton
Richard Young
Sam Matthews
Robin Leveridge
Sally Diaz (online)
Liam Gill – SC
Gill Keniston-Goble - SC

Apologies

Margaret Sims
Graham Croucher

- 1.** Review of meeting notes from HWG held on 17th November 2025 - notes agreed

- 2.** Review of actions from meeting. (see table below). NB following a discussion around action 8 temporary signage, it was identified that the parish and town councils do have delegated powers to take action on temporary signage. It was agreed for the working group to produce a short briefing paper for parish & town councils to provide guidance on what can and what cannot be done with regard to unauthorised signage.

- 3.** Chris Tucker – Highways Information Portal (online)

Chris joined online to walk us through the Public Information Portal (see link below)
<https://somerset.highway-iams.uk/Live/PBLC/PIP/?cg=Schemes>

The portal works on financial years rather than calendar years. Tap the blue box with three lines to open up the menu on the left hand side. The map can be zoomed in and then each of the flags can be tapped on to reveal more information.
Chris can be contacted via highwayprogramming@somerset.gov.uk

- 4.** Parish Concerns – anything to raise?
Question; who is responsible for settlement at the joint where a road meets a bridge?

A - The answer is that it depends on the site circumstances, and whether there is an issue with the bridge structure, or if it is just settlement of the carriageway at the bridge joint. The latter can be quite common, as you have a flexible material (road) joining a rigid structure (bridge).

Post meeting note from Liam Gill - I have inspected the four reported locations in Brent Knoll, and they will now be prioritised for future carriageway resurfacing works.

- 5.** Updates from Highways Colleagues including the Forward Plan for the area – no updates other than the business previously discussed through the action plan.

- 6.** Any Other Business – Robin explained that he had been corresponding with Nick Cowling about the Collison data that had been shared at the meeting in November which was of interest to Lympsham Parish. He has asked Nick to attend a meeting in the Parish which Nick has agreed to do. Robin will share the invite to the Highways group when the meeting is set up and has extended the invite to other members of the group.

- 7.** Date, time and venue of next meeting.
 - Monday 20th April (face to face meeting) Venue; The Harold Belcher Room, Woolavington Village Hall. **NB slight change of time 2.15pm till 4.00pm.** There was also a request for Syed Shah to attend to talk about the proposed works at J22 and the impact on Edithmead.

 - Monday 8th June 2.00pm till 4.00pm Face to face meeting with Highways officers in attendance.

Action Points Carried Forward

Action (meeting dates)	ID	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	Issue being looked at by IT	Ongoing
150925 - 2		To look into the SIS scheme contract and provide feedback..	Aileen Fletcher		Ongoing
150925 - 3		To invite Chris Tucker for a demonstration on the information portal at the next Highways Working Group meeting	Link officer	Email invite shared 01/12/25 Teams invite shared 20/01/26	Closed
150925 - 4		To follow up on information about the Enhanced Highway Scheme	Link officer	Email to Kate Hellard 26 th Nov to escalate to MO'D. Alo raised with Cllr Theo Butt Philip at the main LCN meeting.	Ongoing
150925 - 5		To obtain guidance around road subsidence in Somerset.	Link officer	Follow the link below ;	Closed

			Highway Safety Inspection Manual Liam confirmed that the guidance would be within the manual.	
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.	Closed
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>	Ongoing
171125 - 8	Action – who is responsible for enforcement in association with signage and removal of unauthorised signage	Highways team	Liam confirmed that enforcement is dealt with by his team, but he explained the challenges around enforcement.	Closed
090226 – 8A	Suggestion made to create a short briefing paper for parish & town councils to provide guidance on what can and what cannot be done with regard to unauthorised signage.	Working group/Highways		Ongoing
171125 - 9	Raise the issue with Somerset Highways maintenance to ensure that any resolution is considered in	Highways maintenance team	<i>Post meeting note this action is on hold as</i>	On hold

	conjunction with the Village Enhancement Scheme works.		<i>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	A discussion was had around the challenges of multiple reports for the same issue and how one will remain open whilst the work is prioritised but the remainder will be closed. It has been recognised that the software needs to be updated to reflect the actual status of the report and a request for the schedule of the software update will be made.	
171125 - 11	Highways Colleagues to review the Parish Concerns noted above in preparation for the February meeting.	Highways		Closed
090226 – 12	Action to ask Syed Shah to join the next meeting to talk about the work that is being undertaken at J22 and the potential for increased vehicles through local Parishes.	Link officer		

090226 – 13	Action to share the invite to the Lympsham Collison data presentation with Nick Cowling	Robin Leveridge		
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MINUTES OF THE FRITZLAR COMMITTEE MEETING ON MONDAY 16th JANUARY
2026

AT 25, PALMERS CLOSE, BURNHAM-ON-SEA AT 7 PM

Chairman Andy Brewer thanked everyone for coming, and Penelope Jackson for agreeing to host the meeting.

Present – Andy Brewer, Dennis Davey, Lyn Chick, Jenny Golding, Pauline Knight, Penelope Jackson and Gillian Lyne.

1 Apologies

Gail Norton in sunny Mauritius.

2 Correspondence

None.

3 After amending item 4 (i) to read “we now have a total of £3, 565 57p in our accounts”, the vote to agree the Minutes of the meeting on 12th January 2026, was proposed by Dennis Davey, seconded by Lyn Chick and passed with 6 in favour and 1 abstention (not present at the meeting).

Matters arising.

a Visit to Fritzlar 2026

Despite everyone’s best efforts, we only managed to achieve 16/17 of the 25 required to make a Coach Trip viable, and, sadly, have had to cancel. Andy Brewer summarised the correspondence which led to this decision, which was not taken lightly. and the alternative options for consideration. These included a Minibus, an alternative Coach Tour in December including Christmas Markets as well as the time in Fritzlar, which would allow more time for research and planning and could, potentially, attract more non-members, Rail (inconvenient and expensive if an overnight in London), and Flights. (Gillian brought info. re. costs & schedules). Brian Foakes is thinking of making his own way there, and Keith & Chrissie Hay are likely to travel by train, with the stay with their friends in Fritzlar as part of a wider tour of Germany, now that Chrissie has retired. Gillian Lyne will email Marlies re the change of travel plans, and that we are now looking at other means for a smaller group. Gillian will also email travel information to members before the general meeting on Wednesday 25th February so that they have time to consider the options re May beforehand, and give a decision. For those happy to fly, this seems the best choice, but they will need to make their own arrangements, unless they can find an Agent.

b Next general meeting Wednesday 25th February. (i) Speaker Rachel Horler (and Joe) “Organic Farming and Programme for Young People”. (ii) In Andy Brewer’s absence, Dennis Davey will chair the Business Meeting to discuss the Fritzlar visit, following refreshments (iii) Volunteers needed.

c Next Committee Meeting – Monday 16th March at Jenny Golding’s at 7 pm.

d Gillian will write to Colette Winfield to thank her and the Louvigny Twinning for their donation.

- 4 Treasurer's Report
(i) We now have a total of £3 684 84p in the Current and Reserve Accounts, plus £9 94p in the No 2 a/c. (ii) This month's Speaker has asked for a donation. (iii) The new Bank Mandate has now been completed with Keith Hay removed and Andy Brewer added. (iv) Lyn contacted the Baptist Church Administrator after the cheque for Hall Hire in November had not been processed. Lloyds Bank now charges Charities. Although sympathetic, Andy Brewer commented that we do not bank online, and thanked Lyn Chick for all she does. It is hard to appreciate what is involved.
- 5 AOB
- a Penelope Jackson has not booked a Speaker for May, when the visit to Fritzlar is due to take place.
- b Dennis Davey commented that we need to think about gifts to take to Fritzlar.

Checklist – Who is tasked with doing what.

- a Jenny Golding has sent information to LocalReach for April.
- b Gillian Lyne will email Marlies re the changed plans for the visit
- c Andy Brewer and Gillian Lyne will prepare info for members re travel options to circulate before the meeting on 25th February.
- d At the meeting, Dennis Davey & Gillian will present the options.
- e Gillian will write to Colette Winfield and the Louvigny Twinning with our thanks for their recent Donation.
- f Gillian will look into the possibility of finding a Travel Agent to handle bookings.

There being no further business, Chairman Andy Brewer then thanked everyone for their input, patience and consideration, and Penelope Jackson for her hospitality, and closed the meeting at 8.50 pm.

Signed-----

Date-----

Environment Agency's Hinkley Point 'meet the regulator meeting' invitation – Monday 23rd March 2026, 3.15pm to 5.00pm (on-line meeting using MS Teams)

The Environment Agency is the independent environmental regulator for the nuclear industry in England. We make sure that nuclear power stations meet our high standards of environmental protection. We regulate the Hinkley Point A, B and C sites working closely with the Office for Nuclear Regulation (ONR) who are responsible for safety and security regulation.

You are receiving this email as a stakeholder who we believe may be interested in Hinkley Point or who has corresponded with us recently about one of the three sites at Hinkley Point.

Hinkley Point 'Meet the regulator' meeting, taking place on Monday 23rd March 2026, 3:15pm to 5:00pm

We are inviting you, and other stakeholders, to our on-line **Hinkley Point** 'meet the regulator' meeting. We set up this forum following feedback from local stakeholders. We hold similar 'meet the regulator' meetings with stakeholders (local interest groups, NGOs, councils) around Sizewell and for sites we regulate in Cumbria.

Meeting format: Virtual meeting using MS Teams

These meetings will enable:

- better understanding of our role as a nuclear regulator and environmental regulator - what we do and what we do not do
- us to provide updates on our work at the Hinkley Point sites, on permit applications and variations and other issues of interest to stakeholders
- stakeholders to share views and ask questions of the regulator, and receive answers
- stakeholders to better understand how they can provide comments and views on Environment Agency consultations

Decisions about environmental permits will always be the Environment Agency's responsibility. However, we want these decisions to be better informed by good engagement. We want to understand people's views and, where relevant, use them to help inform our work.

Draft agenda and questions in advance

This meeting will focus on updates from our nuclear regulators for the Hinkley A, B and C stations and our Wessex area Hinkley team who regulate the construction site.

Draft outline agenda

- Introductions
- Updates from Hinkley A, B and C stations
- Forward look
- Question and Answer session

Invited observers

We will invite a representative from Natural England to this meeting and also a representative from the sites at Hinkley Point. If you have any concerns about this, please let us know and we will reconsider this option. Please note they will not be able to respond to questions.

Dear Fellow Councillors, Town and Parish Clerks,

I am writing to invite you to The Living Brue Day, an event to be held at Glastonbury Town Hall on Saturday 28th March, sponsored by Glastonbury Town Council and organised by the town council's Climate & Ecological Emergency Advisory Committee, together with members of the public. We would very much welcome your presence at this free event in order to represent your concerns as a community living near the River Brue, like ourselves, whether your concerns are about flooding, conservation, pollution or maybe leisure pursuits, such as wild swimming or fishing.

We have speakers confirmed who have experience of the farming community, including Glastonbury's local MP Sarah Dyke, together with David Banwell, a nature-sensitive farmer who has worked with the Farming and Wildlife Advisory Group; also, Phil Stone, formerly a Somerset Council officer and likewise formerly of the Axe & Brue Internal Drainage Board, currently of Reimagining the Levels (who plant trees across Somerset); more speakers are to be confirmed. The keynote speaker in the afternoon will be the redoubtable barrister Paul Powlesland, founder of Lawyers for Nature, and a champion of River Action's Charter for Rivers. To complete the day there will be a panel of representatives of our political parties; Glastonbury's LibDem MP, Sarah Dyke will be joined by Joe Joseph (Cooperative Party and local farmer), Shane Collins (Green County Councillor) and other parties who will be invited to offer a full perspective.

There will be opportunities for break-out discussions, stalls from Wessex Water, Somerset Wildlife Trust, Somerset Rivers Authority, the Somerset Eel Recovery Project, Wall Eden Camping and more, together with short films and presentations, from Plotgate Remediation project in Barton-St-David, Surfers Against Sewage and the Lower River Anton Project (a chalk stream in Wiltshire), all to be held in Glastonbury Town Council's new Town Deal funded Atrium adjacent to the Main Hall. There will be a celebration of the River Brue through photos and film, and contributions from writers, such as Bruce Garrard (local author who has written about the River Brue in his book, 'The River') and Liz Cruse, who will take a spiritual approach. The day is very much an attempt to get ordinary people to develop a new relationship with their river, and for those with the expertise to share their experience.

We are all aware of national and local concern for the health of our rivers and beaches, for humans and wildlife. Come and share your views, knowledge and information so we may better manage our local river and join together to lobby the authorities, who are in a position to support, improve and influence.

It would be very helpful if you can let us know if you are able to attend. Free tickets are bookable at [The Living Brue day Tickets, Sat, 28 Mar 2026 at 10:00 | Eventbrite](#).

james hallam
insurance brokers

DIRECTOR DECLARATION

James Hallam Insurance Brokers



Directors/Partners/Principals Material Fact Disclosure Statement

Company Name:	
Additional Information:	

Either now or at any time in the past, do any of the following circumstances (which insurers will consider as Material Facts) apply to you or any principal, partner or director either in their personal capacity or for any business in which they are or were a principal, partner or director:

1. Unspent criminal convictions, been charged (but not yet tried) with a criminal offence, civil proceedings, prohibition notices, enforcement notices, improvement notices, disciplinary actions and the like by legal, regulatory or similar bodies (whether this be against the business itself or any director or officer personally) including being disqualified from holding office as a director of a company. If yes, please provide details: No Yes

Additional Details:

2. Entering in to administration, receivership, liquidation, bankruptcy, sequestration, dissolution, a Company Voluntary Arrangement, an Individual Voluntary Arrangement, any other arrangement with creditors or being subject to a winding up order or otherwise ceasing trading. If yes, please provide details: No Yes

Additional Details:

3. Recovery action by HM Revenue and Customs. County Court Judgements, UK Court Decree or any other equivalent money or debt judgement. If yes, please provide details: No Yes

Additional Details:

4. Insurer(s) cancelling a policy, withdrawing cover, refusing to renew a policy, declining a proposal for insurance or imposing special terms or conditions on an insurance policy? If yes, please provide details: No Yes

Additional Details:

Signed By | Date: 01.08.2025

Date



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Report for councillors: Cyber insurance renewal report

Issued to: Town Council - 2nd March 2026

1. Purpose of Report

To consider renewal of the Cyber Insurance Policy for 2026/27 with insurers James Hallam.

2. Background

In light of increased cyber attacks in the UK, and in line with the Financial Risk Management Policy and after manager review, the limit of indemnity for the Council's Cyber Insurance, last year from £100,000 to £250,000 at a total annual premium of £1,884.28, an increase of £912.14 from 2024-25. Options were presented to raise the limit of indemnity to £500,000 which would have increased the cost to c.£2,890, or £1,000,000 at a cost of c.£4,560.

3. Financial Implications

The cost of the annual premium for 2026/27 with a limit of indemnity of £250,000 is £1,625.25. No other options have been costed as additional facilities that the Council has taken on through the devolution of services has meant that insurance costs are increasing annually by c.£7,000.

4. Recommendation

That the agree to renew the Cyber Insurance Policy with a £250,000 indemnity at a cost of £1,625.25.

Report for councillors: Replacement of Brent Road Cemetery Footpaths

Issued to: Town Council - 2nd March 2026

1. Purpose of Report

To consider tender submissions to award the contract for the replacement of the footpaths at Brent Road Cemetery.

2. Background

As previously advised, the footpaths at Brent Road Cemetery are in very poor condition and need replacing. An additional footpath is also required in preparation for further burials.

The specification for the works was approved at the Assets & Amenities Committee on 12th January 2026.

The contract was advertised on the Government Contract Finders website on 22nd January 2026, with the submission deadline of Midday on Thursday 19th February 2026.

The submitted tender documents were opened at 1 pm on 19th February 2026 at the Council Offices by Councillors Perry and Clayton and the Town Clerk.

Seven tenders were received and accepted.

Specification and Checklist

Each tender was checked against the specification and all required information was received.

Each company tendering was requested to provide the following:

- The form of tender – giving a breakdown of costs.
- A Health & Safety statement (risk assessments and method statements to be provided prior to the commencement of the work).
- Insurance details to include public liability to a minimum of £5 million.
- Completed questionnaire including reference contact details

A site visit was also required to ensure measurements were taken for the works involved.

References will be followed up for the company awarded the contract.

The submissions information is as follows:

	Net cost for replacement of footpaths £	Anticipation completion time	Date of business formation	VAT Registered
Company 1	209,029.92	15 weeks	July 2003	Yes
Company 2	84,038.00	20 days	August 2024	Yes
Company 3	158,998.11	5 weeks	December 1955	Yes
Company 4	38,127	4 weeks	November 2017	Yes
Company 5	120,049.96	8-10 weeks	August 2016	Yes
Company 6	98,520	3 weeks	March 2024	Yes
Company 7	95,828.75	4 weeks	July 2012	Yes

Companies 1,4,5,6 and 7 are based in Somerset.

3. Financial Implications

The Council currently has £89,500 in the cemeteries provision earmarked reserve; however, this also must cover repairs to the walls. Only two tenders received are within the monies available. Please note that 10% of the fee will be retained for 1 year, to ensure any issues are rectified.

The Council will need to set aside a contingency of a minimum of 20% on top of the agreed tender price for any unforeseen issues resulting from ground conditions, utilities etc.

4. Recommendation

The contract should be awarded subject to satisfactory references, provision of all required health and safety documentation and agreed timeframe for works to be completed.



**Burnham-on-Sea and Highbridge Town Council
Strategic Plan
2023-2027**



Introduction

This Strategic plan takes as its starting point documents produced by the Town Council in recent years. The Neighbourhood Plan was adopted in 2018. The Burnham Evolution Bid was partially successful and contains ideas that can be taken forward this year by the Burnham High St Task Force Group utilising the £50,000 put aside for this purpose by Sedgemoor DC. The Highbridge Regeneration Bid to the Levelling Up Fund, written by Sedgemoor District Council, was sadly unsuccessful in 2022 but was part of the wider Regeneration Framework for the development of Highbridge which was adopted by Sedgemoor DC as a planning document and will be taken up by Somerset Council.

In addition, it takes note of relevant SDC documents such as the Local Plan and supporting background material where these are relevant to the two towns. However, it is not intended that this plan should be limited to what is in these documents but represents a 4-year programme of actions to be taken by the Town Council, which, as well as taking forward ideas in these documents also include others which have been discussed.

~~Local Government is undergoing change as we move towards a unitary authority, the new Somerset Council. It is still not clear how this will impact on the work of the Town Council.~~ It has become clear that the financial constraints of the new Unitary Authority has resulted in a devolution of services from the Authority to the Town Council. This Town Council will continue to put itself at the heart of our community and respond to the needs of our residents, taking the opportunity to ensure devolved services meet the specific needs of our towns. We will continue to focus our work around the Vision and Mission Statement.

Vision

‘At the heart of our community’

Mission Statement:

We will:

- Celebrate our uniqueness.
- Optimise the economic performance of our towns
- Create a sense of place: a place where people want to live and choose to spend their time.
- Maximise the potential of existing assets and resources.
- Become a vibrant coastal destination.
- Promote a more sustainable and greener lifestyle for all



Reviewed and updated at Council on 30th October 2023 & 27th February 2024, 20th January 2025, 14th April 2025 & 11th November 2025

Strategic Aims for 2023-27

We will aim to:

1. Develop an efficient, transparent council at the heart of our community representing the needs of our residents and improving access to services

Success criteria:

- The staff team and councillors have the right IT and other tools to work effectively
- There is improved communication across the council and towns
- Committee structures and meeting diaries are appropriate to the council's priorities
- The public are able to raise concerns with councillors in suitable forums
- Information about the council and its activities is available both online and in print to maximise reach
- Good governance, fiscal responsibility and the habits of a good employer are embedded in the council
- The council is positively engaged in LCNs in the new Unitary authority

2. Develop the cultural and economic well-being of our towns by drawing on the Highbridge Regeneration Plan and involving other stakeholders such as Better BOS.

Success criteria:

- The increased number of local residents using local businesses day to day
- The towns are connected to sources of employment and business opportunity
- Open public spaces in the town centres provide a place for people to enjoy
- Community facilities and events are used to their maximum potential
- There is good public and active transport connections which allow people to reach places for work and leisure
- The town centres continue to be full of independent shops where people spend money in local businesses
- A Strategic Plan is in place for the development of the Princess Theatre and surrounding area

3. Princess St is a cultural and civic hub attracting residents and visitors alike. Create a greener and sustainable future for our towns by working with interested stakeholders

Success criteria:

The Council has:

- Enabled the community to work towards a net-zero target for 2030
- Ensured its operations are on the route to becoming net zero by 2030
- A plan to help adapt to the worst impacts of climate changes
- Encouraged a healthy lifestyle that makes the most of natural assets
- The community benefits from locally sourced food and renewable energy
- There is increased biodiversity in our green and blue (water) spaces
- The sea front has several activities and attractions to make it a destination for visitors

4. Enhance the well-being of our residents

Success criteria:

- Both towns provide a wide variety of opportunities for sport, leisure and cultural activities for all ages
- There is a well-informed directory of support groups available in the towns, both online and in print.
- Community groups are encouraged to identify need, and find creative ways to support people

Strategic Aim 1: To develop an efficient, transparent council at the heart of our community, representing the needs of our residents and improving access to services.

Action	Lead Councillor/ Officer/ Committee	Timescale Year 1/2/3/4	Review of action taken
<p>Review the IT systems including:</p> <ul style="list-style-type: none"> • Better website platform • Web access for meeting papers • Improve email/ Office systems • Bring your own device policy for councillors 	<p>Cllr Baker/ Town Clerk/ Deputy Town Clerk</p>	<p>By the end of Year 1 (April 2024)</p>	<p>Some improvements have been made to the website. Regularly being updated.</p> <p>Microsoft 35 was installed at the end of January 25 and is working well.</p> <p>Councillors have a shared portal for accessing meeting papers.</p> <p>IT, Cyber Security and Email Policy was approved at Council in December 2025.</p> <p>Ongoing</p>

<p>Improve communication of meetings and consultations:</p> <ul style="list-style-type: none"> • Better website platform • Find best practice and explore further use of social media to promote the Town Council • Review the visibility and use of noticeboards • Distribute information to the library and community hubs • Councillor drop-in sessions to be set up twice a year • Ensure residents know the pathways for raising their concerns • Explore ways of increasing community use of our website 	<p>Chair/ Town Clerk/ Cllr Perry</p>	<p>By the end of Year 2 (April 2025)</p>	<p>Meeting dates published in Local Reach in September.</p> <p>Ongoing.</p> <p>Review of noticeboards is being undertaken.</p> <p>Councillor drop-in session held on 13th January 2026.</p>
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<ul style="list-style-type: none"> • Ensure the financial reporting system is delivering transparency and control. • Continuously review procurement practices to ensure value for money as per audit regulations 	Chair of Finance/ RFO/ Town Clerk	By the end of Year 1 then continuously until the end of Year 4	<p>Relaunch of the accounting system for 2024/25 ensures the accounts are easier for councillors and the public to understand.</p> <p>More financial information is provided at Council and Committee meetings.</p> <p>Improved financial processes have been established and recognised by auditors.</p> <p>Ongoing.</p>
To reconfigure the Old Courthouse to become an effective and useful building for all that use it for now and in the future	Town Clerk/Assets and Amenities	Plan April 2025 Changes April 2026	<p>Costings report received January 2026 and is being reviewed for feasibility.</p> <p>Ongoing.</p>

Review committee structures annually and have a rolling programme of policy review to ensure the fiscal duties of the council are fulfilled	Town Council	Annually	<p>Core governance documents are reviewed annually and considered at Council in May.</p> <p>Ongoing annually.</p>
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			Other policies are being updated on a rolling programme.
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Achieve the Local Council Award run by NALC. Apply for Quality then Gold.	Chair of Council and Town Clerk	Achieve the Quality by Year 3 and be working towards Gold by Year 4.	Registration for silver level has been made (equivalent to previous Quality). Application is being progressed, although has been delayed due to other priority work commitments.
To continue to work with LCNs	Council Representative and Council		Ongoing We now have representation on the Highways Task Group and the Youth Focus Group. Both groups are working effectively to network and share knowledge and experience.

Strategic Aim 2: To develop the cultural and economic well-being of our towns by drawing on the Highbridge Regeneration Plan including other stakeholders such as Better Bos

Action	Lead Councillor/ Officer/ Committee	Timescale Year 1/2/3/4	Review of action taken
<p>Develop a sustainable business plan for the Princess Theatre.</p> <ul style="list-style-type: none"> • Use the independent advisors report to explore options available • Consult with the community on future plans • Present a report to the Town Council with fully costed recommendations for the future of the theatre. 	<p>Asset & Amenities Committee/ Officers</p>		<p>Business Plan was adopted by Assets & Amenities Committee in August 2025 and actions are being implemented by the Theatre Manager.</p>
<p>Improve our Burnham town centre and as a Town Council we will</p> <ul style="list-style-type: none"> • Explore car parking provision • Pedestrianisation : Improve the space available for pedestrians 	<p>Working group continues to work collaboratively with Better BoS which also includes residents and business groups.</p>	<p>Working group to develop plans and take action through years 2-4</p>	<p>The working group received a workshop from the High Street Taskforce which delivered information and background and supported the formation of Better BoS as a placemaking partnership.</p> <p>However Better BOS has struggled to make progress and the council should</p>

<ul style="list-style-type: none"> • Stimulate the High St growth • Review disabled access to the High St • Events to stimulate footfall • Explore other ideas to enhance the seafront 			<p>review whether to take more responsibility for the projects it proposed and generate others.</p> <p>Development of plans is ongoing.</p>
<p>Develop Highbridge Town Centre</p> <ul style="list-style-type: none"> • To ask Somerset Council to trial first hour free parking at Bank street car park • To send a letter to Somerset Council to encourage EV parking facilities at the car park 	<p>Town Council/Somerset</p> <p>Town Council</p> <p>Town Council/Somerset</p>	<p>Year 4</p> <p>Year 4</p>	<p>Working Group met in October 2025.</p> <p>Somerset Transport Unit has confirmed in correspondence that Bank Street and Oxford Street car parks have been prioritised for LEVI funded EV charger programme.</p> <p>Working Group set up to nominate streets for EV infrastructure.</p>

<ul style="list-style-type: none"> Explore the possibility of a BT portal-charge points for phones and a payphone for emergencies by contacting BT and ascertain interest. 	Town Council/Somerset	Year 4	Email sent to Somerset Council, awaiting response.
<ul style="list-style-type: none"> Ask Somerset Council to investigate the development of the derelict houses by the YMCA to see if it could be used as a nursery school/family unit 	Town Council	Year 4	Somerset Council has now given permission for the cottages to be demolished and plans have been submitted by the YMCA to build 8 flats and a children's nursery. There will also be parking spaces.
<ul style="list-style-type: none"> Support Our Highbridge by giving them advice as they work with Somerset Council on possibility of taking over the lease of St John's Ambulance building 	Town Council	Work to be completed during Year 2-4	
<ul style="list-style-type: none"> Continue to support Highbridge Community Hall by giving advice Support the use of the Millennium Green for 	Town Council	Work to be completed during Year 2-4	Our Highbridge has taken over the lease and will be approaching the Town Council for funding.

<p>community use - adverts on our website</p> <ul style="list-style-type: none"> • Review the feasibility study for repurpose of the old station building • Continue to work with GWR to encourage signage to direct passengers to the east platform and better access for the disabled 	<p>Town Council</p> <p>Town Council, Somerset Council, Network Rail and GWR</p>	<p>Work to be completed during Year 2-4</p> <p>Year 2</p> <p>Work to be completed during Year 2-4</p>	<p>Support has been provided as needed.</p> <p>Request made to Somerset Council asking for charges to be reduced, which was rejected.</p> <p>GWR Community Fund has been awarded to install improved signing to improve access for all, around the station and streets in Highbridge. This will be installed by June 2026 and is being led by Somerset Council.</p> <p>A Business Plan to seek government support for step free access at the station is being developed.</p>
<p>Councillors will continue with the walkabouts on Poplar and Moorlands Estates</p> <p>To put in process to develop and review Neighbourhood Plan</p>	<p>Highbridge Councillors</p> <p>Town Council/Community Group</p>	<p>To be arranged</p>	<p>Ongoing</p>

Strategic Aim 3: Create a greener and sustainable future for our towns

Action	Lead Councillor/ Officer/ Committee	Timescale Year 1/2/3/4	Review of action taken
<p>To work towards a net zero carbon for 2030</p> <ul style="list-style-type: none"> To continue to review the TC working practices and contracts to reflect this aim 	<p>Town Clerk/ Officers/F&G Committee/Assets and Amenities Committee</p>	<p>1-4</p>	<p>Meeting to move this forward is being arranged and a monies included in 2026/27 budget.</p>
<p>Create a plan to adapt to climate change</p> <ul style="list-style-type: none"> Town Council to work to build climate resilience for both towns 	<p>Town Clerk/ Officers/Council</p>	<p>By Year 4</p>	
<p>Encourage a healthy lifestyle that makes the most of natural assets</p> <ul style="list-style-type: none"> Ensure all the towns green spaces are well maintained and encourage residents to make full use of them Encourage greater wildlife diversity in our green and blue spaces 	<p>Town Clerk and Officers/ Assets and Amenities Committee</p> <p>Town Clerk/Officers/Growing Group</p>	<p>By Year 3</p>	<p>Growing Group has been very effective in planting and helping to maintain various flowerbeds.</p> <p>Cllr Gudka will now represent the TC and LCN is discussions about the implementation of the LCWIP.</p>

<ul style="list-style-type: none"> To prioritise and implement actions suggested by LCWIP 	Working Group		Biodiversity policy adopted by the Council in January 2026.
<p>Encourage the provision of locally sourced food and renewable energy</p> <ul style="list-style-type: none"> Encourage local producers to give their excess food to the community Provide information about renewable energy on the website and signpost people to providers 	Town Clerk and Officers	<p>By Year 4</p> <p>By Year 3</p>	Forge Rhyne Allotments give their excess food to the foodbank.
<p>Explore ways of ensuring that the seafront has a variety of activities and attractions to attract visitors</p> <ul style="list-style-type: none"> Continue to plant sustainable plants to give all year round displays Explore ways of making the seafront more attractive with a variety of activities, including events such as the fireworks 	<p>Town Clerk and Officers/ Assets and Amenities Committee/ Growing Group</p> <p>Assets and Amenities Committee</p>	Year 1-4	<p>Growing Group continues to assist the Estates Team in maintaining these flower beds.</p> <p>Fireworks event held in November.</p>

Strategic Aim 4: To enhance the well-being of our residents.

Action	Lead Councillor/ Officer/ Committee	Timescale Year 1/2/3/4	Review of action taken
<p><i>The Town Council will use the devolution of services to take control of green spaces, play parks and local environment.</i></p> <p><i>Will ensure the environment around Burnham and Highbridge is clean, welcoming and a pleasure to walk around</i></p>	<p><i>Town Council</i></p>		<p><i>TC took over the maintenance of the agreed flowerbeds in 2025.</i></p> <p><i>Litter pick to be arranged in November.</i></p>
<p><i>To ensure that well-being is kept in mind whilst delivering the Climate and Ecology Action Plan.</i></p> <ul style="list-style-type: none"> <i>• Use the Energy strand to support residents to reduce their energy use.</i> <i>• Use the Sustainability strand to encourage reuse, reduce, recycle and repair</i> <i>• Use the Transport strand to encourage</i> 	<p><i>Climate and Ecology Working Group</i></p>	<p><i>Years 1-4</i></p>	<p><i>This is now being driven by the Burnham and Highbridge Green Team CIO.</i></p>

<p><i>active transport choice (walking, cycling)</i></p> <ul style="list-style-type: none"> <i>Use the Ecology strand to enhance, protect and encourage the active use of our green and blue (water) spaces.</i> 			
<p><i>Maintain a cost of living support tool on the website. Publicise this on all media platforms. Ensure people at the Information Centres for Somerset Council are aware of it and support its use.</i></p> <ul style="list-style-type: none"> <i>Use the Energy Information Hubs to give individual face to face support</i> 	<p><i>Cllrs Baker and Vickers/ Officers</i></p>	<p><i>Review by April 25</i></p>	<p><i>Information provided on website and updated on an ongoing basis.</i></p> <p><i>Burnham and Weston Energy are continuing to provide individual support to residents to reduce their energy bills.</i></p>
<p><i>Create a working group to Identify all support groups in the town, then create a directory.</i></p> <ul style="list-style-type: none"> <i>Publicise via social media/website/ print then circulate to community areas.</i> <i>Also work with Sport Groups to show where they operate and what they offer. Publicise as above.</i> 	<p><i>Working Group (to be decided) and Cllr Metcalfe</i></p>	<p><i>By April 26</i></p>	

<ul style="list-style-type: none"> • <i>Create a Town Handbook to contain all above information. Encourage new groups to grow and develop by supporting through grant applications.</i> 			
<p><i>To produce an emergency plan to assist residents during emergencies and to consider further plans e.g. flood plan</i></p>	<p><i>Town Clerk/ Officers/Councillors</i></p>	<p><i>Year 3</i></p>	<p><i>Working Group appointed and plan has been drafted. Letters have been sent to organisations identified for shelters to ask for their permission to be included in the plan.</i></p>

Appendix

These were actions that were originally identified in the original Strategic Plan and have now been completed.

Strategic Aim 1:	
Action	What the Council have done
Review the IT systems including: <ul style="list-style-type: none"> • Web access for meeting papers 	A VSM Portal is being used for Councillors' access to meeting papers. Meeting papers are published on the website.
Continue Drop-in sessions before each Town Council meeting	Due to poor attendance, it was agreed at Council in May 2024 to cancel the drop-in sessions.
Improve communication of meetings and consultations:	Information regarding Council activities and events are being distributed to more outlets e.g. Morland Hub, The Waffle Hub, Tesco's etc. The Council's Facebook page was relaunched in February 2024.
Investigate moving the Town Council offices to the old SS& L building in Princess St. Create a report to bring to TC with recommendations. Improve current accommodation for staff in the short term. Review accessibility of all Town Council buildings for the public.	Council agreed in April 2024 not to pursue the purchase of the former SS&L building due to the costs.

<p>Review committee structures annually and have a rolling programme of policy review to ensure the fiscal duties of the council are fulfilled</p>	<p>Changes to the Committee structure were approved by Council in May 2024.</p>
<p>Strategic Aim 2:</p>	
<p>Develop a sustainable business plan for the Princess Theatre.</p> <ul style="list-style-type: none"> • Use the independent advisors report to explore options available • Consult with the community on future plans <p>Present a report to the Town Council with fully costed recommendations for the future of the theatre.</p>	<p>New Theatre Manager recruited in September.</p> <p>Working Group now established and setting out an Action Plan.</p>
<p>Resolve the play park situation and then explore other ideas to enhance the sea front.</p> <p>Present a report to TC with recommendations that are costed. Seek funding to complete the project.</p>	<p>Permission for the play area to be installed on the seafront was not granted by Somerset Council.</p> <p>The project is now closed.</p>
<p>Reform the working group to develop plans for Burnham Centre using the High St Taskforce initiative.</p> <p>Report to be presented to TC with recommendations for further action.</p> <p>Funding to be sought where necessary.</p>	<p>Town Board has been established and were rebranded as Better BOS. They have set their Terms of Reference and are working on an Action Plan.</p> <p>Better BOS are applying to be established as a CIC.</p>

<p>Reform Highbridge Regeneration Group to rework the levelling up bid plans. Group to include stakeholders.</p> <ul style="list-style-type: none"> • Highbridge Station travel plan- ensure pedestrian access from the Brue Farm estate. Cycle link from Highbridge to Burnham. • Bank St car park- gather data to enable exploration of car park charging regime and use of space. • Review alternative sources of funding or a renewal bid. 	<p>Terms of Reference and membership was agreed in November 24.</p> <p>A meeting has taken place with GWR to pursue the development of the station premises and travel plan.</p> <p>The new working group is now established with many representatives from the community involved. They are in the process of creating a 3-year Action Plan. Nick Tait is providing support from Somerset Council. The Action Plan will go to the Town Council for ratification by July 24.</p> <p>The Working Group has now completed the Action Plan and will be bringing to the September meeting of the Town Council.</p>
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Strategic Aim 4:	
<p>Develop the provision of green and blue spaces for public use.</p>	<p>Already in another section Group, Town Council, Somerset Council</p>
<p>To ensure that well-being is kept in mind whilst delivering the Climate and Ecology Action Plan. Use the energy strand to support residents to reduce their energy use.</p> <p>Use the Sustainability strand to encourage reuse, reduce, recycle and repair.</p> <p>Use the Transport strand to encourage active transport choice (walking, cycling).</p> <p>Use the Ecology strand to enhance, protect and encourage the active use of our green and blue (water) spaces.</p>	<p>The CE Working Group has taken the following action:</p> <ul style="list-style-type: none"> • Weston Solar Energy are completing energy audits on private and community buildings. • We now have 2 Repair Cafes, one in each town. • Some businesses have signed up for the City to Sea Refill Scheme to reduce single use plastic. • The Bus Users Group has now met with the new Leadership Team at First Bus and Cllr Mike Rigby of Somerset Council. They have established a communication link with the Operations Manager of Buses of Somerset. • Somerset Wildlife Trust and Our Highbridge continue to develop ideas to enhance the Brue Green Pathway.

- The Growing Group is now working with Burnham in Bloom and Clean Surroundings to improve our planting scheme.

The Working Group is now seeking to become a CIC to open up opportunities for applying for grants. The Group will still deliver the Action Plan for the Town Council.

There are 4 Town Councillors involved in the group.

The Working Group has now applied to become a CIO. We are awaiting the response.



STANDING ORDERS

model standing orders 2026 (England) — updated 13th May 2024, reviewed and updated on 19th May 2025

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1-RULES OF DEBATE AT MEETINGS

- a- Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b- A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c- A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d- If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e- An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f- If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g- An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h- A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i- If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j- Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k- One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l- A councillor may not move more than one amendment to an original or substantive motion.
- m- The mover of an amendment has no right of reply at the end of debate on it.
- n- Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o- Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
- to speak on an amendment moved by another councillor;
 - to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
 - to make a point of order;
 - to give a personal explanation; or
 - to exercise a right of reply.
- p- During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q- A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- r- When a motion is under debate, no other motion shall be moved except:
- to amend the motion;
 - to proceed to the next business;
 - to adjourn the debate;
 - to put the motion to a vote;
 - to ask a person to be no longer heard or to leave the meeting;
 - to refer a motion to a committee or sub-committee for consideration;
 - to exclude the public and press;
 - to adjourn the meeting; or
 - to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s- Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.
- t- Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

2- DISORDERLY CONDUCT AT MEETINGS

- a- No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b- If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c- If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3-MEETINGS GENERALLY

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda or within the meetings terms of reference. Members of the public are encouraged to register to speak by notifying the Town Clerk prior to the meeting.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his/her/their hand when requesting to speak.
- j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in his/her/their absence be done by, to or before the Deputy Mayor of the Council (if there is one).**

- p **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor of the Council (if there is one) if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Mayor at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question.**

Such a request shall be made before moving on to the next item of business on the agenda.

- t **The minutes of a meeting shall include an accurate record of the following:**
 - the time and place of the meeting;
 - the names of councillors who are present and the names of councillors who are absent;
 - interests that have been declared by councillors and non-councillors with voting rights;
 - the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - if there was a public participation session; and
 - the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 hours.

4- COMMITTEES AND SUB-COMMITTEES

- a- **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b- **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c- **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d- The Council may appoint standing committees or other committees as may be necessary, and:
 - shall determine their terms of reference;
 - shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
 - shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

- shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- shall determine if the public may participate at a meeting of a committee;
- shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- may dissolve a committee or a sub-committee.

5- ORDINARY COUNCIL MEETINGS

- a- In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b- In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c- If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d- In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e- The first business conducted at the annual meeting of the Council shall be the f- election of the Mayor and Deputy-Mayor (if there is one).**
- f- The Mayor, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**
- g- The Deputy Mayor, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor at the next annual meeting of the Council.**
- h- In an election year, if the current Mayor has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting**

until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but shall give a casting vote in the case of an equality of votes.

- i- In an election year, if the current Mayor has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Mayor has been elected. He/she/they may exercise an original vote in respect of the election of the new Mayor and shall give a casting vote in the case of an equality of votes.**
- j- Following the election of the Mayor and Deputy Mayor (if there is one) of the Council at the annual meeting, the business shall include:**
 - In an election year, delivery by the Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - Receipt of the minutes of the last meeting of a committee;
 - Consideration of the recommendations made by a committee;
 - Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - Review of the terms of reference for committees;
 - Appointment of members to existing committees;
 - Appointment of any new committees in accordance with standing order 4;
 - Review and adoption of appropriate standing orders and financial regulations;
 - Review of representation on or work with external bodies and arrangements for reporting back;
 - In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - Review of the Council's complaints procedure;

6- EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a- The Mayor may convene an extraordinary meeting of the Council at any time.**
- b- If the Mayor does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c- The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d- If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7- PREVIOUS RESOLUTIONS

- a- A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 10 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b- When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8- VOTING ON APPOINTMENTS

- a- Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9- MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a- A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b- No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 working days before the meeting. This does not include the day of the notice or the day of the meeting.
- c- The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d- If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 working days before the meeting.
- e- If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f- The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g- Motions received shall be recorded and numbered in the order that they are received.
- h- Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10- MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a- The following motions may be moved at a meeting without written notice to the Proper Officer:
 - to correct an inaccuracy in the draft minutes of a meeting;
 - to move to a vote;
 - to defer consideration of a motion;

- to refer a motion to a particular committee or sub-committee;
- to appoint a person to preside at a meeting;
- to change the order of business on the agenda;
- to proceed to the next business on the agenda;
- to require a written report;
- to appoint a committee or sub-committee and their members;
- to extend the time limits for speaking;
- to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- to not hear further from a councillor or a member of the public;
- to exclude a councillor or member of the public for disorderly conduct;
- to temporarily suspend the meeting;
- to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- to adjourn the meeting; or
- to close the meeting.

11- MANAGEMENT OF INFORMATION

See also standing order 20.

- a- **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b- **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c- **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d- Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.

12- DRAFT MINUTES

Full Council meetings ●

Committee meetings ●

Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13- CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a- All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b- Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c- Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's Code of Conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d- **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e- A decision as to whether to grant a dispensation shall be made by the Proper Officer.
- f- A dispensation request shall confirm:
 - the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - an explanation as to why the dispensation is sought.
- g- Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting.
- h- **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**

- **granting the dispensation is in the interests of persons living in the Council's area; or**
- **it is otherwise appropriate to grant a dispensation.**

14- CODE OF CONDUCT COMPLAINTS

- a- Upon notification by the Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him/her/they. Such action excludes disqualification or suspension from office.**

15- PROPER OFFICER

- a- The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b- The Proper Officer shall:
- **at least three clear days before a meeting of the council or a committee.**
 - **serve on councillors by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email),. Arrangements with be made by the Town Clerk for those who are unable to access emails and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his/her/their withdrawal of it;

- convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;
- **facilitate inspection of the minute book by local government electors;**
- **receive and retain copies of byelaws made by other local authorities;**
- hold acceptance of office forms from councillors;
- hold a copy of every councillor's register of interests;
- assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- arrange for legal deeds to be executed; (see also standing order 23);
- arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- refer a planning application received by the Council to the Chair or in his/her/their absence the Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the committee;
- manage access to information about the Council via the publication scheme; and
- retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

(see also standing order 23).

16- RESPONSIBLE FINANCIAL OFFICER

- a- The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17- ACCOUNTS AND ACCOUNTING STATEMENTS

- a- "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b- All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c- The Responsible Financial Officer shall supply monthly reports to the Council or Finance and Governance Committee to summarise: ~~supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:~~
- the Council's income and expenditure for each month ~~quarter~~;
 - the Council's aggregate or income and expenditure for the year to date;
 - the balances held at the end of the month ~~quarter~~ being reported and
 - which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d- As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e- The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council income and expenditure for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 7 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18- FINANCIAL CONTROLS AND PROCUREMENT

- a- The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- the keeping of accounting records and systems of internal controls;
 - the assessment and management of financial risks faced by the Council;
 - the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - whether contracts with an estimated value below £30,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b- Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c- Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- a specification for the goods, materials, services or the execution of works shall be drawn up;
 - an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders
 - the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - the invitation to tender shall be advertised in a manner that is appropriate;
 - tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d- Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e- **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19- HANDLING STAFF MATTERS

- a- A matter personal to a member of staff that is being considered by a meeting of the HR sub-committee is subject to standing order 11.
- b- Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the HR sub-committee or, if he/she/they is not available, the vice-chair (if there is one) of the HR sub-committee of absence occasioned by illness or other reason and that person shall report such absence to the HR sub-committee at its next meeting.
- c- The chair of the HR sub-committee or in his/her/their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The completion of the reviews and appraisal process shall be reported.
- d- Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- e- In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(d).

20- RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a- **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21- RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a- The Council may appoint a Data Protection Officer.

- b- The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**
- c- The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d- The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e- The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f- The Council shall maintain a written record of its processing activities.**

22- RELATIONS WITH THE PRESS/MEDIA

- a- Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23- EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a- A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b- Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24- COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a- An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.
- b- Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25- RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a- Unless duly authorised no councillor shall:
 - inspect any land and/or premises which the Council has a right or duty to inspect; or
 - issue orders, instructions or directions.

26- STANDING ORDERS GENERALLY

- a- All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b- A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9.
- c- The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d- The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



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

Financial Regulations

Date Adopted: 19th May 2025
and are based on the NALC Model 2025

MODEL FINANCIAL REGULATIONS 2026 FOR ENGLAND

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1- General

1. 1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders¹ and any individual financial regulations relating to contracts.
1. 2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council **has a sound system of internal control which delivers effective financial, operational and risk management.**
1. 3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
1. 4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
1. 5. **At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.**
1. 6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
1. 7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute and this would be a Code of Conduct issue.
1. 8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by The Council.
1. 9. The RFO;
 - acts under the policy direction of the Council;
 - administers The Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of The Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;

¹ Model Standing Orders for Councils (2026)

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. **The accounting records determined by the RFO shall in particular contain:**

- **entries from day to day of all sums of money received and expended by The Council and the matters to which the income and expenditure or receipts and payments account relate;**
- **a record of the assets and liabilities of the Council;** and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1. 12. **The accounting control systems determined by the RFO shall include:**

- **procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;**
- **procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;**
- **identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;**
- **procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and**
- **measures to ensure that risk is properly managed.**

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **writing off bad debts;**
- **declaring eligibility for the General Power of Competence; and addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.**

1. 14. In addition, the Council must:
 - determine and keep under regular review the bank mandate for all council bank accounts;
 - approve any grant in excess of £5,000; and
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.

- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of sections 32, 43(2) and 46 of The Local Audit and Accountability Act 2014, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2- Accounting and audit (internal and external)

2. 1. All accounting procedures and financial records of The Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual (Governance and Accountability) Return.
2. 2. Regular quarterly internal checks shall be carried out by two appointed Councillors. The checks will include a review of a sample of payments, bank reconciliations, payroll, receipts, asset register, VAT and any other area of finance (within GDPR constraints) the Councillors wish to review. The bank reconciliations for all accounts will also be approved at Town Council or Finance and Governance Committee and will be signed by the chair of the meeting.
2. 3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
2. 4. The Council **shall ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices. Any officer or member of the Council**

- **shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit** and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
2. 5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
2. 6. The internal auditor shall:
- be competent and independent of the financial operations of the Council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the financial decision making, management or control of the Council
2. 7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
2. 8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
2. 9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
2. 10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3- Budget and precept

- 3.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 3.2. Having regard to the current year, each committee formulate and submit proposals for the following financial year to the Council not later than the end of November each year.
- 3.3. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance & Resources Committee and a recommendation made to the council.
- 3.4. The Council shall set the budget and fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO **shall issue the precept to the billing authority no later than the end of February** and shall supply each member with a copy of the approved annual budget. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.
- 3.6. The general reserve is a contingency to cushion the impact of unexpected events or emergencies and to avoid unnecessary temporary borrowing.
- 3.7. The Council considers a prudent level of general reserves to be three to six months net revenue expenditure.
- 3.8. Earmarked funds are a means of building up funds over several years to deliver a defined project or for known significant expenditure. Earmarked funds must be reviewed by council at the annual budget setting meeting.
- 3.9. Movements to earmarked funds will be reported to council as they happen and any changes to the proposed use of the reserve must be agreed. Changes in earmarked reserves shall be approved by council as part of the budgetary process.

4- Budgetary control and authority to spend

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Clerk or RFO for any items below the value of £5,000 excluding VAT
- a duly delegated committee of the Council for items over £5,000 excluding VAT
- The Council for all items over £20,000;
- The Theatre Manager for any items below the value of £1,000 excluding VAT (except in the first year of service where the amount shall be reduced to £500 excluding VAT)
- The Estates Manager for any items below the value of £500 excluding VAT
- The Deputy Clerk for any items below the value of £500 excluding VAT

Such authority is to be evidenced by a minute or by a mechanism that can be audited.

Contracts must not be split to avoid compliance with these regulations.

4. 2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
4. 3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of council.
4. 4. The salary budgets are to be reviewed at least annually in November for the following financial year **by the Town Clerk and RFO and such review shall be evidenced by a hard copy schedule signed by the Clerk and the chair of relevant committee.** The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
4. 5. In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The Clerk shall report such action to the chair as soon as possible and to The Council as soon as practicable thereafter.
4. 6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
4. 7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. 8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £500 or 15% of the budget.

5- Procurement and Banking

5. 1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
5. 2. The RFO shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to the authorised signatories. In the prolonged absence of the RFO an authorised signatory shall set up any payments due before the return of the RFO. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system. Evidence shall be retained showing which members approved the payment online. A full list of all payments made in a month shall be provided to the next council or Finance & Governance Committee meeting and appended to the minutes.
5. 3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure that has been appropriately approved.
5. 4. The RFO shall examine invoices for arithmetical accuracy and allocate them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted.
5. 5. The Clerk and RFO (with exception of 4. 5 above) shall have delegated authority to authorise the payment of items only in the following circumstances:

If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Council/Finance and Governance Committee;

- a) An expenditure item authorised under 5. 6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Council or Finance & Resources Committee; or
- b) fund transfers within the Councils banking arrangements up to the sum of £30,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Council or Finance & Resources Committee.
5. 6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance/service contracts and the like for which Finance & Resources Committee may authorise payment for the year provided that the requirements of regulation 4. 1 (Budgetary Controls) are adhered to.
5. 7. A record of regular payments made under 5. 6 above shall be reviewed quarterly during internal checks by Councillors.
5. 8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
5. 9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
5. 10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
5. 11. Any changes in the recorded details of suppliers, such as bank account records, shall be verified by an appropriate officer.
5. 12. The Council shall retain a file with the details of all suppliers whose invoices are paid by regular Direct Debit. The nominated Councillors in 2. 2 above shall take a random sample of invoices to ensure that the details match those held in the Council's accounting software.
5. 13. Bank Statements shall be received on a regular basis and reconciled with the Council's Cashbook. A copy of the Bank Reconciliation for each month shall be presented to the next Council or Finance and Governance as part of a monthly Financial Report

6- Payment approval and security protocols

6. 1. The Council will make safe and efficient arrangements for the making of its payments.
6. 2. Due to the volume of payments from the Council's bank, the primary method of payment shall be via electronic banking as set out in 5. 2 above. The schedule of payments shall be authorised by two Signatories and those schedules shall then be presented to the next Council or Finance and Governance committee meeting for ratification. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be authorising the payment in question.
6. 3. The Council does not pay by cheque.
6. 4. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are reviewed by members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least once per year.
6. 5. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order with **authorisation from two signatories** ~~provided that the instructions are signed, or otherwise evidenced by two members are retained~~ and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least once per year.
6. 6. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
6. 7. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Mayor of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
6. 8. No employee or councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised

in writing by the Council or a duly delegated committee.

6. 9. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.
6. 10. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
6. 11. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Clerk and RFO may be authorised signatories, but no signatory should be involved in approving any payment to themselves. The bank mandate approved by the Council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the Service Administrator with a stated number of approvals.
6. 12. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
6. 13. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by best practice verification notices. A programme of regular checks of standing data with suppliers will be followed.
6. 14. Government procurement cards issued for use will be specifically restricted to the Clerk and RFO and will have a maximum expenditure limit of £1,000 per month.
6. 15. Any trade card account opened by the Council will be specifically restricted to use with the appropriate manager's authorisation and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall only be used as a last resort.
6. 16. The Council shall have fuel cards limited to the purchase of fuel for the purpose of re-fuelling the Council owned vehicle and machinery.
6. 17 The Council will not maintain any form of cash float. All cash received must be banked intact.

7- Payment of salaries

7. 1. As an employer, **the Council shall make arrangements to comply with the statutory requirements placed on all employers by PAYE and National Insurance legislation. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee. Payroll services are currently outsourced. All internal payroll information is to be collated and checked by the RFO, authorised by the Clerk and submitted to the payroll service provider in advance of each monthly deadline.

7. 2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts as set out in these regulations.

7. 3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the HR Sub-Committee.

7. 4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account and/or in a separate confidential record. Payroll reports will be reviewed by the designated members in regular internal checks carried out. Confidential records will not be open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7. 5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7. 6. An effective system of personal performance management should be maintained for the senior officers.

7. 7. Any termination payments shall be supported by a clear business case and reported to the HR Sub-Committee and Finance and Governance Committee.
7. 8. Before employing interim staff, the HR Sub-Committee must consider a full business case.

8- Loans and investments

8. 1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
8. 2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
8. 3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
8. 4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
8. 5. All investments of money under the control of the Council shall be in the name of the Council.
8. 6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
8. 7. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 and Regulation 6.

9- Income

9. 1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
9. 2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to The Council.

9. 3. The relevant Committee will review all fees and charges at least annually, following a report of the Clerk and/or RFO.
9. 4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year **or subsequent action decided upon by the Council.**
9. 5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
9. 8. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted quarterly from the software by the due date.
9. 9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10- Orders for work, goods and services

10. 1. An official purchase order number shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
10. 2. Order spreadsheet shall be controlled by the RFO.
10. 3. **All members and officers are responsible for obtaining value for money at all times.** An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining prices from several suppliers, subject to any de minimis provisions in Regulation 11. 1 below.
10. 4. Subject to 10. 3, preference should be given to suppliers in the parish of the Council.
10. 5. A member may not issue an official order/make any contract on behalf of the Council.

11- Contracts

11.1. Procedures as to contracts are laid down as follows:

- a- Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- for the supply of gas, electricity, water, sewerage and telephone services where supply would be ended or disrupted without immediate action;
 - for specialist services such as are provided by legal and other professionals acting in disputes;
 - for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - for additional audit work of the external auditor up to an estimated value of £500, in excess of this sum the Clerk shall act after consultation with the Mayor and Deputy Mayor; and
 - for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- b- **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation (“the Legislation”²), must be followed in respect of the tendering, award and notification of that contract. For contracts estimated to be over £30,000 including VAT, the council shall comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- c- The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Public Procurement Regulations 2023 (which may change from time to time)³.
- d- When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e- Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the

ordinary course of post. Each tendering firm shall be emailed with the details for returning the tender. The tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission. The Legislation requires councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise certain contract details. Thresholds currently applicable are: a) For public supply and public service contracts 207,720 214,904 b) For public works contracts 5,193,000 5,372,609

- f- All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g- Any invitation to tender issued under this regulation shall be subject to Standing Order 18, ⁴ and shall refer to the terms of the Bribery Act 2010.
- h- When it is to enter into a contract of less than £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO/Delegated Manager shall strive to obtain 3 quotations; where the value is below £3,000 and above £500 the Clerk/RFO/Delegated Manager shall strive to obtain 3 estimates. Otherwise, Regulation 10. 3 above shall apply.
- i- The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j- Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

⁴ Based on NALC's Model Standing Orders 2026

12- Payments under contracts for building or other construction works

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total

cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council or Clerk with delegated responsibility to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13- Stores and equipment

13. 1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that space.
13. 2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
13. 3. Stocks shall be kept at the minimum levels consistent with operational requirements.
13. 4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14 - Assets, properties and estates

14. 1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by The Council. The RFO shall ensure a record is maintained of all properties held by The Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
14. 2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000.
14. 3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
14. 4. No real property (interests in land) shall be purchased or acquired without the

authority of the full council. In each case a report in writing shall be provided to the Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14. 5. Subject only to the limit set in Regulation 14. 2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
14. 6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15- Insurance

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on The Council's insurers.
15. 2. A senior officer shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
15. 3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
15. 4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.
15. 5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council, or duly delegated committee.

16- Risk management

16. 1. The Council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the Finance and Governance Committee, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Finance and Governance Committee quarterly.
16. 2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

17. Suspension and revision of Financial Regulations

17. 1. It shall be the duty of the Council to review the Financial Regulations of the Council at least once every 2 years and following any change of clerk or RFO. The RFO/Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise The Council of any requirement for a consequential amendment to these Financial Regulations.
17. 2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.



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

Committee Terms of Reference & Scheme of Delegation

Date Adopted: 14th May 2024, reviewed and amended 19th
May 2025

Review Date: Annually

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Committees generally

Frequency

Committees shall meet according to the agreed schedule or as often as it deems appropriate (being not less than three times in each Town Council year) to keep abreast of developments relating to functions and authority. Meetings shall be held at Burnham-on-Sea & Highbridge Town Council offices unless that is impractical, or it is thought advisable to hold meetings elsewhere, in which case an alternative suitable venue in either Burnham-on-Sea or Highbridge shall be used.

Quorum

For all Committee meetings to proceed a quorum of three is required.

Openness

The Committee meeting will be open to the press and public in line with legislation. However, a Committee may resolve to exclude the press and public from part or all of the meeting when discussing confidential matters not in the public interest. The Committee may choose to appoint sub-committees, which are not required to be open to the press and public. Such a decision must be in accordance with the appropriate legislation and/or relevant guidance.

Minutes

Minutes of the Committee's meetings will be produced as soon as possible after the meeting and marked with a DRAFT watermark before being uploaded to the Town Council website. Draft minutes will be distributed by the Town Clerk, or as delegated by the Town Clerk, with the agenda for the next meeting. Notice of meetings, with minutes, agendas and other papers shall be distributed to the Committee's members electronically via the Council's meeting portal and councillors notified by email. Councillor accessibility requests can be made to the Town Clerk.

Delegated authority

Committees may exercise delegated functions on behalf of the Town Council under the following terms of reference, subject to:

- (a) The Town Council's approved budget and Financial Regulations;
- (b) Any previous minuted decision of the Town Council;
- (c) Any matters reserved to the Town Council by law.

When matters overlap, each Committee shall liaise with other Committees as required. All Committees working with particular staff shall direct Human Resources issues to the Town Clerk in the first instance or to the Human Resources Sub-Committee Chair if the matter refers to the Town Clerk.

Matters delegated to any Committee may be referred back to Council either by the Committee or at the request of the Town Council.

Where powers or duties have been delegated to a Committee, it shall be competent for that Committee to in turn assign functions or delegate powers and duties to the Town Clerk or a Sub-Committee.

Any action taken under delegated powers by the Town Clerk or a Sub-Committee shall be reported to the next meeting of the appointing committee for information.

The Town Clerk may, in consultation with the Chair and/or Vice-Chair of a Committee or Sub-Committee, on that Committee's or Sub-Committee's behalf, deal with, decide or take action on such matters within the Committee's or Sub-Committee's terms of reference as will not admit of delay. Any such action will be notified to the next meeting of the appropriate Committee or Sub-Committee. In the absence of either the Committee Chair or Vice Chair, the Mayor will be consulted.

Mayor

The Mayor will have Ex-Officio rights to attend all Committee meetings without voting rights.

Budgets

Each Committee (except Planning) will prepare and submit its estimates and expenditure for the next financial years and its budget requirements to the Finance and Governance Committee annually by November.

Sub-Committees/Working Groups

Each Committee can set up Sub-Committees and Working Groups as required.

1 Finance & Governance Committee

The Finance and Governance Committee is the primary Committee of the Town Council and considers the broad economic needs of the towns and the financial position of the Town Council. The financial decisions and recommendations of the Committee will impact on the operations of other Committees.

Membership

- To be decided at the Annual Town Council meeting.
- The number of Committee members will be 9.

Cost Centres

To oversee the following costs centres;

100 - Management & Compliance (except those overseen by the HR Sub-Committee)

110 - Democratic & Civic

120 - Joint funding with others

140 - Community

Areas of Responsibility

The Committee has delegated authority to exercise the powers of the Town Council in regard to:

- Consideration and determination of all financial matters of the Council unless otherwise delegated, with the exception of those reserved by statute.
- To take a view on the income derived from functions of other Committees and comment as required.
- Management of the Council's expenditure and budgetary controls.
- Awarding grants and donations within the agreed criteria and budget of the Town Council (budgets assigned to other committees shall not be used to award grants).
- To administer any lease and maintenance of any properties owned by the Town Council.
- To maintain an overview of staffing as a resource (delegated authority relating to personnel rests with the Town Clerk and Human Resources Sub-Committee).
- To monitor health & safety at town council properties and ensure a safe working environment for staff, service users and visitors.
- Approval to adopt financial policies, except those relating to key governance which are reviewed by Full Council.
- Appointment of an internal auditor.

- To review and approve the policies and policy statements of the Council that relate to property or finance, and other general policy statements.
- Monitoring of joint agreements with other authorities.
- To monitor the CCTV contract and make any financial decisions regarding maintenance.
- To award and monitor the towns Christmas lights contract.
- To monitor the financial expenditure relating to the Towns annual programme of events.

Referred Business

To make recommendations to the Town Council in regard to:

- The setting of the annual Budget and Precept.
- Allocation of CIL monies.
- Unplanned expenditure (outside of budget).
- The setting of any allowances payable to Members.
- Strategic management of property (buildings and open spaces).
- Key financial procedures and policies requiring annual review: governance documents including Standing Orders, Financial Regulations, Terms of Reference & Scheme of Delegation.
- Responses to reviews of internal audit reports.
- Consideration of any major Council civic event proposed that requires funding outside of the allocated budget.

2. Planning Committee

Membership

- To be decided at the Annual Town Council meeting.
- The number of Committee members will be 8.

Areas of Responsibility

The Committee has delegated authority to deal with the following matters:

- At three-weekly meetings, to consider all planning applications sent for consultation from Somerset Council.
- To comment on behalf of the Town Council on planning applications.
- To make recommendations on requests for street naming and highways signage.
- To deal with requests for consultation responses for street trading licenses and to deal with matters pertaining to Licensing Acts.
- To consider, offer support or try to resolve issues affecting roads, highways, development, environment raised by residents or relating to planning matters upon which the Town Council is consulted or in which to the Town Council has an interest.

Referred Business

To make recommendations to the Town Council on the following matters:

- All initial planning applications of a major strategic nature.
- All major development proposals affecting the environment of the towns' centres and the towns as a whole.
- Permanent or substantial changes to footpaths bridle ways and rights of way.
- Consultation on Local Plans, Waste and Mineral Plans and government consultation on changes to planning legislation.
- Response to all major strategic planning applications subsequent to comment by the Town Council and outline permission having been granted by the Planning Authority.

3. Asset and Amenities Committee

Membership

- To be decided at the Annual Town Council meeting.
- The number of Committee members will be 10.

Cost Centres

To oversee the following costs centres;

200 - The Old Courthouse

500 - Cemeteries

600 - Princess (except those overseen by the HR Sub-Committee)

700 - Estates

800 - Public Conveniences

900 - Play Areas

Areas of Responsibility

The Committee has delegated authority to deal with the following matters:

- Strategic management and use of property including buildings and open spaces.
- To scrutinise officer reports on services and facilities.
- To monitor town centre footfall reports.
- To oversee floral and bedding plant provision.
- To receive and review regular finance reports and budget updates.
- To consider requests from residents relating to installation of street furniture, litter and dog bins.

Princess Theatre and Arts Centre

- Setting of fees and conditions of use, provision of equipment by users of all areas of the facility.
- To receive and review regular reports from the Theatre Manager on programming.

Allotments

- To review the allotment rent charges by November each year.
- To review and update the Tenancy Agreement as required.

Cemeteries

- To review and update the rules and regulations retaining to interments and memorials as required.
- To review cemeteries fees and charges by November each year.

Public Conveniences

- To review monitoring updates on the cleaning contract.

- To approve upgrades to facilities within budget.
- To consider requests for changes to opening times for specific events.

Referred Business

- Recommendations on any material changes affecting the legal status of the management of the facilities will be referred to Town Council.

5. Human Resources Sub-Committee (of the Finance & Governance Committee)

The Human Resources Sub-Committee meetings are not open to the public.

Members wishing to serve on this Sub-Committee should possess some qualifications and/or experience in the area of personnel matters. Members of the Sub-Committee will be provided with relevant training, which they will be expected to attend.

The Sub-Committee reports to the Finance & Governance Committee.

Membership

- To be decided at the Annual Town Council meeting.
- The number of Committee members will be 7.

Cost Centres

To oversee the following costs centres;

100 - Management & Compliance relating to salaries and associated payments, recruitment and training.

600 - Princess relating to salaries and associated payments and training.

Areas of Responsibility

The Sub-Committee has delegated authority to deal with the following matters:

- To oversee the recruitment of staff, carried out either by itself or in liaison with another Committee (other than recruitment delegated to the Town Clerk).
- To arrange for the execution of new employment contracts, changes to contracts and conditions of service.
- To annually review and consider the staff organisational structure and staffing levels.
- To periodically review the Employee Handbook.
- To keep under review the appointment of the Council's HR advisors.
- To liaise with the Town Clerk to determine the training and staff qualification needs of the Council for the purposes of recruitment and budget setting.
- To work with the Town Clerk in the preparation of job descriptions & person specifications.
- To review the results of performance management processes undertaken by line managers, including annual appraisals and contractual salary increments awarded.
- To carry out performance reviews, including appraisals, of the Town Clerk and Deputy Clerk.
- To monitor and address regular or sustained staff absence.

- To oversee any processes leading to dismissal of staff, including redundancy as approved by the Town Council.
- Agree schemes for the employment of people under apprenticeship, job creation and youth training programmes.
- To determine and approve the pay scales and grading of all posts, within agreed budget.
- To keep under review staff working conditions and matters of health & safety.
- To approve and adopt HR policies and to approve general policy statements.

Referred Business

To make recommendations to the Finance & Resources Committee on the following matters:

- On staffing matters outside of agreed budgets.
- For changes to the staffing organisational structure & staff levels.
- To make any recommendations for changes to the pension policy.
- To make recommendations to the Full Council on the dismissal or disciplinary action by the Sub-Committee of the Town Clerk.

6. Appeals Panel

The Appeals Panel will be independent from any earlier procedures. Meetings of the panel are not open to the public and no public notice will be given.

The decisions of the Appeals Panel are final and are notified to the Town Council.

Membership

- Two members of the Human Resources Sub-Committee (not involved with the Grievance Panel) with the Mayor, or where this is not practical, three Members of the Town Council.

Areas of Responsibility

The Panel has delegated authority to deal with the following matters:

- To hear appeals from an employee against a decision of the Grievance Process.
- To hear appeals against a disciplinary decision according to the Disciplinary Policy as laid down in the Employee Handbook.

7. Delegations to Officers

Delegation to the Town Clerk

The Town Clerk is the Proper Officer of the Town Council and will carry out the functions of the Proper Officer as designated under the Local Government Act 1972 and any other statute requiring the designation of Proper Officer.

The following list of delegations to the Town Clerk may, if appropriate, be further delegated to the Council's officers at the discretion of the Town Clerk:

- The usual administrative clerking functions of identified standing committees.
- The general management of the Council's services in accordance with the policies determined.
- To sign any agreements, contracts, conveyances, licenses, consents, approvals, etc. on behalf of the Council.
- The management and letting of the Town Council's facilities, as agreed with the relevant Committee.
- The determination of the use of existing office accommodation, the purchase of equipment and the authorisation of repairs and maintenance to all buildings and equipment within the agreed budget.
- The management, development and appraisal of employees.
- The approval for payment of salary increments, under contract, based on performance reviews.
- Approval of staff to attend training courses, seminars, etc. relevant to their position within the Council, subject to agreed training budget and a six-monthly update report to the Human Resources Sub-Committee.
- Any action necessary in an emergency to protect the Council's property or assets or minimise its liabilities, subject to consultation where practicable with the Mayor or Deputy Mayor and to report back to the next appropriate Council meeting.
- The Council, its Committees or Sub-Committees may from time to time further delegate to the Town Clerk, or to the Town Clerk in consultation with the appropriate Committee Chair. Such delegation will be clearly minuted and reported upon.

Delegations to the Responsible Financial Officer

- The Council has, under the Local Government Act 1972, delegated day-to-day management of the budget to the Responsible Financial Officer, subject to Proper Practices and within spending limits agreed in the budget, as recorded in the Council's Financial Regulations. To include:
- Maintenance of the Council's accounts, arrangements for internal audit and the preparation of budget estimates for the forthcoming year;
- To rollover remaining budget to an appropriate reserve at year end where that budget is identified as needed to fund an outstanding payment or purchase. Any rollover will be reported to the next Finance & Governance Committee;

- To make arrangements to pay the salaries and wages of employees of the Council, including the payment of any annual percentage increases determined by Local Agreement of, and affecting contracts under, the National Joint Council for Local Government Services.

--End--

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 Nov 2024. Reviewed Mar 2025. Reviewed July 2025. Reviewed October 2025. Reviewed Jan 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 the specified deadline.	Existing procedures adequate.

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.</p> <p>Rialtas financial software is used to prepare accounts and Council subscribes to the support services.</p> <p>An order spreadsheet is completed and authorised by a manager.</p> <p>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.</p> <p>All payments are reviewed at a Finance & Governance Committee or Full Council and minuted for transparency.</p> <p>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	<p>Online bank payments are authorised by two Councillors. Councillors receive sight of invoices/documentation to check before authorising.</p> <p>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.</p> <p>Any cash is held in a locked safe.</p> <p>Cash is banked regularly. However, the Post office no longer accepts denominations smaller of a £1 that is not</p>	Existing procedures adequate. Signatories reviewed and updated for all banks Jul-Sept 24. Supplier list & bank details checked and updated Dec 2024.

			<p>a full money bag. Anything less than a full bag is kept in a locked safe and banked as soon as practical.</p> <p>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>	
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).</p> <p>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>All such expenditure goes to the Finance & Governance Committee process of approval, it is minuted and listed.</p>	<p>Existing procedures adequate</p>

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.
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	<p>For major work, competitive tenders would be sought in line with the rules for contracts in Standing Orders and Financial Regulations.</p> <p>If problems encountered with contract, the Clerk would investigate the situation and report to the Council.</p>	
Loans	High interest rates and non recognised lenders	L	<p>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.</p>	Existing procedure adequate.
Annual Return	Not submitted within time limits	L	<p>Rialtas are contracted to complete the end of year close down and complete the AGAR.</p> <p>Internal Auditors complete reviews throughout the year and sign off AGAR</p> <p>Agenda item on Full Council agenda for completing and signing by the Council and then checked and sent to External Auditor within time frame.</p> <p>Council could ask for an extension to the deadline.</p>	Existing procedure adequate.
Election	Mid-term election costs	M	<p>Some monies are earmarked if a mid-term election is called. Measures cannot be adopted to minimise risk of a contested election.</p>	Ensure monies are earmarked for elections costs when setting budget.

ADMINISTRATION & LIABILITY

Legal Powers	Illegal activity or payments	L	<p>The Town Council has adopted the General Power of Competence.</p> <p>Committees have power of expenditure, within their remit.</p> <p>Advice to be sought when required.</p>	Existing procedure adequate.
Minutes/ Agendas/ Statutory documents	<p>Accuracy and legality</p> <p>Non compliances with statutory requirements</p>	<p>L</p> <p>L</p>	<p>Minutes and agendas are produced in the prescribed method and adhere to legal requirements.</p> <p>Minutes are approved and signed at the next meetings. Agendas displayed according to legal requirements.</p> <p>Business conducted at meetings should be managed by the Chair.</p>	<p>Existing procedures adequate.</p> <p>Members adhere to Code of Conduct and Member/Officers Relations Policy and undertake adequate training.</p>
Public Liability	Risk to third party, property or individuals	M	<p>Insurance in place.</p> <p>Open spaces checked regularly.</p> <p>Trees investigated when damage reported.</p> <p>Full tree survey carried out in 2023 and an interim inspection of trees requiring additional monitoring was undertaken in June 2025. A maintenance programme is in place.</p> <p>Risk assessments carried out on individual events e.g. Fireworks display.</p> <p>All third party users of Council facilities have to complete a booking form.</p> <p>Health and safety services provided by Worknest.</p>	Existing procedures adequate.

Legal liability	Legal liability as consequence of asset ownership	H	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.	Existing procedures adequate.
Employer Liability	Non-compliance with Employment Law	L	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.	Existing procedures adequate.
Employer Liability	Safety of staff and visitors	M/H	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. Staff issued with mobile phones as required.	Existing procedures adequate.

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. Security protocols of section 6 of Financial Regulations adhered to.	Existing procedures adequate. Increased Cyber insurance limit for 25/26 from £100,000 to £250,000. Increase in cyber attacks in 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.
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.



Report for councillors: Overspends & Virement Request Report

Issued to: Town Council - 2nd March 2026

1. Purpose of Report

To update the Council of overspent budgets and to request a virement due to a change of circumstances regarding staffing that occurred in the year.

2. Background

- Tree & Hedge Maintenance – due to storm damage, one tree needed felling at Brent Road Cemetery. Another tree was identified as high risk following a tree survey at Highbridge Cemetery and therefore also needed felling. The total cost for was £2,079. As the budget for the year is £3,000, this additional cost has resulted in an overspend. Further work may be required on some trees overhanging the footpaths and quotes are currently being sought.
- General Maintenance – Cemeteries - As per the RFOs monthly overspends analysis, the higher than expected bi-annual cost of burial paving slabs in May/June of 2025 has resulted in an overspend. The current overspend is £824.91, however, £530 was for the reinstatement of a headstone which has already been approved by Council. By year end the budget is expected to be exceeded by £1,000 in total for the year.
- Princess Salaries & Wages – originally included in-house cleaning staff. Due to the delay in appointing an in-house caretaker/cleaner and legal issues relating to the weekend cleaning contract, which has resulted in the continuation of using outsourced service, a virement is required from the wages and salaries budget to the cleaning budget.
- Pump Maintenance – Cemeteries - The Cemeteries Pump budget is already in deficit due to the pump failing and requiring replacement. The current overspend is £106.36. Following a service inspection the beacon and float switch have failed and requires replacement. These components are critical to the safe and effective operation of the pumping system. This will be an additional cost of £627.60.

3. Financial Implications

- The budget for tree & hedge maintenance will exceed the current budget by a minimum of £950.22.
- The budget for general maintenance – cemeteries will be exceeded by £1,000 in total.
- A virement request of £7,500 from salaries & wages to cleaning for the Princess Theatre.
- The budget for the pump maintenance – cemeteries will be exceeded by £733.96.

4. Recommendation

That the Council ratify the expenditure and agrees the overspends be taken from general reserves. The Council authorise a virement from the Princess salaries & wages budget to the Princess cleaning budget.



Report for councillors: **Appointment of Members to a Carbon Neutral Working Group**

Issued to: **Town Council - 2nd March 2026**

1. Purpose of Report

For the Council to appoint members onto a Carbon Neutral Working Group, to support the Council's ambition to achieve carbon neutral by 2030.

2. Background

The Town Council has committed to becoming carbon neutral by 2030. Achieving this target requires coordinated action and clear oversight of the Council's Carbon Neutral Action Plan.

A dedicated working group will provide a structured forum for reviewing progress, identifying opportunities, and developing recommendations for relevant committees.

The Carbon Neutral Working Group will:

- Monitor delivery of the Carbon Neutral Action Plan
- Review emerging legislation, funding opportunities, and best practice
- Support the development of policies and projects that reduce emissions
- Ensure transparency and accountability
- Report findings and recommendations as required

3. Financial Implications

There are no financial implications arising from this report.

4. Recommendation

That the Town Council appoints members to the Carbon Neutral Working Group.



Report for councillors: **To consider participating in the NALC Study Tour**

Issued to: **Town Council - 2nd March 2026**

1. Purpose of Report

To consider one councillor participating in the Study Tour of Taunton on 20th-21st May 2026.

2. Background

The National Association of Local Councils (NALC) has organised a Study Tour at Taunton Town Council.

This event was promoted at the Super Council's Network meeting, where very positive feedback from other study tours was received.

The Study Tour offers a behind-the-scenes look and practical insight into the establishment and early development of a newly formed town council. Attendees will explore the key milestones achieved during Taunton Town Council's first 1,000 days, from building a dedicated team working for the town to developing and delivering core strategies, initiatives and a broad range of local services.

The visit provides a rare opportunity to understand how a new council has moved quickly from inception to operation, setting priorities, building capacity and embedding effective governance and service delivery. Through discussion and on-the-ground learning, participants will gain valuable insight into the challenges, decisions and approaches involved in creating a resilient and responsive town council.

The study tour also offers time to explore Somerset's county town. Taunton has a long and distinctive history, having been an important Anglo-Saxon burh before becoming a borough with special privileges by the time of the Domesday Book. Today, Taunton is home to 64,621 residents (2011 census). It combines its historic character with a vibrant cultural and civic offer, including the Brewhouse Theatre, the County Cricket Ground, Somerset County Museum, Taunton Castle, and the independent quarter.

Places are strictly limited to 22 to ensure a focused and interactive experience.

3. Financial Implications

Tickets cost £275 + VAT and include the study tour, an overnight stay and an evening meal.

Recommendation

That the Council agrees to allow one councillor to attend the Study Tour at a cost of £275 + VAT. The nominated councillor will give a presentation to Council at the June meeting.



Report for councillors: Proposed Change of Fireworks Display Date

Issued to: Town Council - 2nd March 2026

1. Purpose of Report

To seek Council approval to hold the annual fireworks display on Friday 6th November 2026 instead of Sunday 8th November 2026.

2. Background

The fireworks display has traditionally taken place on the Sunday of carnival weekend. In 2026, the Sunday coincides with Remembrance Day, which requires significant marshaling, road management and volunteer coordination. Holding both events on the same day creates unavoidable operational conflicts and risks.

Marshalling Capacity

Highbridge and Burnham Carnival Club marshals are required for both the Remembrance event and the fireworks display. They have confirmed they cannot safely manage both events on the same day due to time, safety and welfare constraints.

Road Closure Restrictions

Both events require formal road closures and Highways have advised that two road closures on the same day will not be authorised, due to safety considerations, traffic flow, and resource limitations.

Availability of Marshals on Alternative Dates

Marshals are not available on the Saturday of carnival weekend, or the following weekend, ruling out a simple postponement.

3. Financial Implications

Moving the fireworks display to a later weekend would require rehiring radios and associated equipment, incurring additional costs not currently budgeted.

4. Recommendation

That the Town Council approve the rescheduling of the annual Fireworks Display to Friday 6th November.

Burnham on Sea & Highbridge Town Council

Timetable of Meetings 2026/27

THE AGENDA FOR EACH MEETING WILL STATE THE TIME AND VENUE FOR EACH MEETING. MOST MEETINGS ARE AT 7PM AND HELD AT THE TOWN COUNCIL OFFICES, JAYCROFT ROAD, BURNHAM ON SEA

MONTH	DAY	DATE	COMMITTEE
APRIL			
	Monday	27 th	Finance
MAY			
BH – 4 th 25 th	Thursday	7 th	Annual Towns
	Wednesday	13 th	Planning
	Monday	18 th	Town Council
	Wednesday	27 th	Planning
JUNE			
	Monday	8 th	Finance & Governance
	Wednesday	10 th	Planning
	Tuesday	16 th	Assets & Amenities
	Wednesday	24 th	Planning
	Monday	29 th	Town Council
JULY			
	Wednesday	8 th	Planning
	Monday	20 th	Finance & Governance
	Wednesday	22 nd	Planning
AUGUST			
BH – 31 st	Wednesday	5 th	Planning
	Monday	10 th	Town Council
	Tuesday	11 th	Assets & Amenities
	Wednesday	19 th	Planning
SEPTEMBER			
	Wednesday	2 nd	Planning
	Monday	7 th	Finance & Governance
	Wednesday	16 th	Planning
	Monday	21 st	Town Council
	Wednesday	30 th	Planning
OCTOBER			
	Tuesday	6 th	Assets & Amenities
	Wednesday	14 th	Planning
	Monday	19 th	Finance & Governance
	Wednesday	28 th	Planning
NOVEMBER			
Carnival Mon 9 th	Monday	2 nd	Town Council
	Wednesday	11 th	Planning
	Wednesday	25 th	Planning
	Monday	30 th	Finance & Governance
DECEMBER			
	Tuesday	1 st	Assets & Amenities
	Wednesday	9 th	Planning

Burnham on Sea & Highbridge Town Council

Timetable of Meetings 2026/27

THE AGENDA FOR EACH MEETING WILL STATE THE TIME AND VENUE FOR EACH MEETING. MOST MEETINGS ARE AT 7PM AND HELD AT THE TOWN COUNCIL OFFICES, JAYCROFT ROAD, BURNHAM ON SEA

BH – 25 th 28 th	Tuesday	14 th	Town Council
	Monday	21 st	Finance and Governance Provisional
	Wednesday	23 rd	Planning (if required)
JANUARY 27			
BH – 1 st	Monday	11 th	Finance & Governance
	Wednesday	13 th	Planning
	Monday	25 th	Town Council
	Tuesday	26 th	Assets & Amenities
	Wednesday	27 th	Planning
FEBRUARY			
	Wednesday	10 th	Planning
	Monday	15 th	Finance & Governance
	Wednesday	24 th	Planning
MARCH			
BH – 26 th 29 th	Monday	8 th	Town Council
	Wednesday	10 th	Planning
	Tuesday	23 rd	Assets & Amenities
	Wednesday	24 th	Planning
APRIL			
	Monday	5 th	Finance & Governance
	Wednesday	7 th	Planning
	Thursday	15 th	Annual Towns Meeting
	Monday	19 th	Town Council
	Wednesday	28 th	Planning
MAY			
BH – 3 rd 31 st	Monday	17 th	Town Council (following election)
	Wednesday	26 th	Planning

Report for councillors: To consider Temporary Traffic Regulation Order (TTRO) application for 2026 events

Issued to: Town Council – 2nd March 2026

1. Purpose of Report

To consider applying for a joint Temporary Traffic Regulation Order (TTRO) for scheduled events in 2026.

2. Background

Somerset Council have confirmed that there will be a charge for event road closures, at a cost of £697 per event. The Town Council will have to apply for a TTRO for the fireworks event in November.

Somerset Council have agreed that the Town Council can work together with other local organisations to submit a joint application for events planned in 2026, as long as the application is submitted by 31st March 2026. No amendments can be made to the order once sealed. By submitting a joint application there would only be one charge of £697 for all the events covered in the TTRO.

The events that could be covered by the joint TTRO are the Fireworks Display, the Christmas lights switch-on events in Burnham-on-Sea and Highbridge, Burnham High Street Car Show and Burnham Half Marathon. BOS Fest and BARB Annual Rescue Services may also be included, but these have yet to be confirmed.

The Remembrance Parade will be covered by a different process and will remain free of charge.

The Burnham Chamber of Trade and Our Highbridge are likely to apply to the Council for funds to cover this cost of the TTRO for the Christmas lights events. The Committee have already budgeted to cover the cost of the road closure for the fireworks event.

3. Recommendation

That the Committee agree to submit a joint TTRO application with Burnham Chamber of Trade, Our Highbridge, Burnham Retail Group and BOS Fest and agree to allocate £697 from the events budget to cover the road closure application costs.



Report for councillors: Replacement adult pads for defibrillators

Issued to: Town Council - 2nd March 2026

1. Purpose of Report

To seek approval for the purchase of replacement adult electrode pads for the Town Council's publicly accessible defibrillators (AEDs), and to request permission to overspend the current defibrillator budget to enable this essential purchase.

2. Background

The Town Council maintains three publicly accessible defibrillators to support community safety and emergency response.

Adult electrode pads have a fixed shelf life and must be replaced upon expiry to ensure the AEDs remain fully operational and compliant with manufacturer guidance.

There is currently only one in-date adult pad set remaining as a reserve for all three units, which presents a risk to operational readiness should multiple pads be required or if an unexpected failure occurs.

3. Financial Implications

The total cost for replacement adult pads is £182.00, inclusive of VAT and postage.

The defibrillator budget is already overspent for the current financial year. Approval is therefore required to authorise an overspend to ensure the AEDs remain serviceable and compliant.

4. Recommendation

That the Council approves the purchase of replacement adult defibrillator pads at a cost of £182.00 and agree the overspend from the defibrillator budget.