



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

17th March 2026

To: All Members of the Finance and Governance Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **FINANCE AND GOVERNANCE COMMITTEE** to be held on **23rd 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", is enclosed in a thin black rectangular border.

Katherine Noble
Town Clerk

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

Members of the Finance and Governance Committee

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

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

Public participation

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

Finance and Governance Committee Meeting Agenda 23rd March 2026

- 484.0.F25 Apologies for absence**
- 485.0.F25 To receive any declarations of interest on items included on this agenda**
- 486.0.F25 To receive and approve the minutes of the Finance and Governance Committee meeting held on 9th February 2026**
- 487.0.F25 Matters arising from previous minutes**
- 488.0.F25 To receive for information minutes of sub-committee**
- 489.0.F25 To receive the Chairs report**
- 490.0.F25 To receive the list of payments up to 14th March 2026**
- 491.0.F25 To note the income and expenditure and earmarked reserves reports up to March 2026**
- 492.0.F25 To approve the bank reconciliation for February 2026**
- 493.0.F25 To receive an update on aged debtors**
- 494.0.F25 To receive verbal update from the Responsible Finance Officer**
- 495.0.F25 To review progress of the contracts list**
- 496.0.F25 To note the updated CIL spreadsheet**
- 497.0.F25 To note grants 2025/26 update report**
- 498.0.F25 To receive feedback from Q3 internal check undertaken by Councillors Clayton and Mills**
- 499.0.F25 To review the Statement of Internal Control**
- 500.0.F25 To review the Annual Investment Strategy**
- 501.0.F25 To consider a date for the next round of grants**



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

502.0.F25 To review updated Service Level Agreement for 2026/27 (deferred from last meeting)

503.0.F25 To consider quotations for 3 year Health and Safety Support Services contract

504.0.F25 Date of next meeting

The next meeting of the Finance & Governance Committee is scheduled for Monday 27th April 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

490.0.F25

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>

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
21/01/2026	V Jones	6611	repairs to toilets Princess Theatre			£208.76	pd 04/03/26
21/01/2026	V Jones	6612	repairs to Esplanade toilets			£70.00	pd 04/03/26
30/01/2026	James Hallam	552652715	additional vehicle insurance cover			£90.85	pd 04/03/26
01/02/2026	Microshade	260200430383	IT support	£1,046.20	£209.24	£1,255.44	pd 04/03/26
03/02/2026	V Jones	6617	repairs to leaking radiators Princess Theatre			£40.00	pd 04/03/26
06/02/2026	Waterhouse Maintenance	INV-6416	Boiler service The Old Courthouse	£135.00	£27.00	£162.00	pd 04/03/26
06/02/2026	John Tonks	VR-PTBOS 02	Voodoo Room settlement			£2,357.94	pd 04/03/26
07/02/2026	Francis Dunnery	176	Francis Dunnery settlement			£1,609.44	pd 04/03/26
13/02/2026	Robson Electrics	93144	faulty outside light repair - Princess theatre	£376.78	£75.36	£452.14	pd 04/03/26
13/02/2026	Business Waste	P1953222	waste collection - Cemeteries	£9.43	£1.89	£11.32	pd 04/03/26
13/02/2026	Screwfix	2010756650	H&S sign	£2.99	£0.60	£3.59	pd 04/03/26
13/02/2026	ITEC	1176989	photocopier services	£103.85	£20.77	£124.62	pd 04/03/26
13/02/2026	Green Machine	45289	cleaning Princess - Feb 2026	£393.11	£78.62	£471.73	pd 04/03/26
13/02/2026	Proper Job	Z0018T03-469591	padlock- SIDS device HB	£2.48	£0.50	£2.98	pd 04/03/26
15/02/2026	Amazon	GB6DSQWABEY	first aid kit supplies	£8.59	£1.72	£10.31	pd 04/03/26
16/02/2026	Teleshore	49975	5L oil for shoring	£40.00	£8.00	£48.00	pd 04/03/26
16/02/2026	Toolstation	YWW31184719516	2 x digging forks	£45.09	£9.02	£54.11	pd 04/03/26
17/02/2026	Screwfix	2010831935	3 x safety boots - Estates (JC, PP & SP)			£134.97	pd 04/03/26
17/02/2026	Event Power Engineering	502319	Christmas lights 2025-26	£18,500.00	£3,700.00	£22,200.00	pd 04/03/26
17/02/2026	Spot on Supplies	31689802	cleaning supplies - Princess	£170.65	£34.13	£204.78	pd 04/03/26
17/02/2026	V Jones	6620	replacement taps at WF cem & Brent Rd cem			£150.00	pd 04/03/26
18/02/2026	Bridgwater Mowers	102764	service strimmer 1	£123.76	£24.76	£148.52	pd 04/03/26
18/02/2026	Bridgwater Mowers	102765	service strimmer 2	£153.56	£30.72	£184.28	pd 04/03/26
19/02/2026	JH Groundwater Ltd	492	water testing - Cemeteries	£1,045.00	£209.00	£1,254.00	pd 04/03/26
20/02/2006	Screwfix	2010943460	fire door guard - Green Room	£97.49	£19.50	£116.99	pd 04/03/26
20/02/2006	Somerset Council	32014431	Bund in Priory Gardens	£3,088.84	£617.77	£3,706.61	pd 04/03/26
21/02/2026	Business Waste	P1956347	waste collection - Cemeteries	£28.06	£5.61	£33.67	pd 04/03/26
24/02/2026	Gelos Network Ltd	INV-0383	BOS Comedy Club settlement 21/02/26			£2,496.00	pd 04/03/26
24/02/2026	Swing Commanders	875	Swing Commanders settlement			£804.73	pd 04/03/26
25/02/2026	Blackmore Computers Ltd	INV-24317	secure computer disposal	£120.00	£24.00	£144.00	pd 04/03/26
	Julie Hook		expenses re-imburement- licence Somerset Council			£23.00	pd 04/03/26
	Somerset Council	Feb-26	pension payment			£9,741.25	pd 04/03/26
25/04/2025	RJ Lifts	279300	LOLER inspections 2026	£438.41	£87.68	£526.09	
07/01/2026	Cool It Refrigeration	INV-40600	repairs to drinks fridge - Café	£52.50	£10.50	£63.00	

03/02/2026	Bridgwater Mowers	102589	garden machinery service	£122.45	£24.50	£146.95
03/02/2026	Bridgwater Mowers	102596	garden machinery service	£85.90	£17.18	£103.08
03/02/2026	Bridgwater Mowers	102603	garden machinery service	£166.44	£33.30	£199.74
19/02/2026	Proper Job	Z0009T03-1662340	Bench repairs	£3.84	£0.76	£4.60
20/02/2026	Bridgwater Mowers	102798	garden machinery service	£36.81	£7.36	£44.17
20/02/2026	Bridgwater Mowers	102799	garden machinery service	£100.31	£20.06	£120.37
20/02/2026	Bridgwater Mowers	102800	garden machinery service	£95.27	£19.06	£114.33
20/02/2026	Bridgwater Mowers	102801	garden machinery service	£91.51	£18.31	£109.82
20/02/2026	Bridgwater Mowers	102802	garden machinery service	£91.51	£18.31	£109.82
20/02/2026	Bridgwater Mowers	102805	garden machinery service	£50.57	£10.11	£60.68
20/02/2026	Bridgwater Mowers	102803	garden machinery service	£99.26	£19.86	£119.12
20/02/2026	Bridgwater Mowers	102804	garden machinery service	£74.66	£14.93	£89.59
23/02/2026	Bridgwater Mowers	102831	garden machinery service	£277.46	£55.50	£332.96
23/02/2026	Bridgwater Mowers	102835	garden machinery service	£33.00	£6.60	£39.60
25/02/2026	Proper Job	Z0009T03-1663359	Rotunda repairs	£19.77	£3.95	£23.72
25/02/2026	Proper Job	Z0018T03-471041	Rotunda repairs	£19.98	£4.00	£23.98
27/02/2026	Danfo	INV-0668	cleaning Pcons	£3,307.33	£661.47	£3,968.80
27/02/2006	Women in Rock	INV-0162	Women in Rock settlement			£2,357.26
28/02/2026	Lyreco	6724285329	card machine receipt rolls	£5.80	£1.16	£6.96
28/02/2026	Biffa	308C084574	waste collection - PT	£142.32	£28.46	£170.78
28/02/2026	Business Waste	P1961566	waste collection - Cemeteries	£23.00	£4.60	£27.60
28/02/2026	Business Waste	P1961404	waste collection - Cemeteries	£72.22	£14.44	£86.66
01/03/2026	Business Waste	P1972738	waste collection - Cemeteries	£43.12	£8.62	£51.74
01/03/2026	Business Waste	P1966009	waste collection - Cem & TC	£130.16	£26.03	£156.19
01/03/2026	Microshade	260300440053	IT support	£1,054.80	£210.96	£1,265.76
03/03/2026	Spansec	271852	annual fire alarm maintenance 2026-27 - Princess	£531.89	£106.37	£638.26
03/03/2026	Spansec	271894	replace large fire door contact - TC	£35.00	£7.00	£42.00
03/03/2026	Bravo	1390	technician - February 2026	£1,181.66	£236.33	£1,417.99
03/03/2026	Iris	INV-ISL-1298537	payroll services - Feb 26	£110.46	£22.09	£132.55
03/03/2026	Proper Job	Z0009T03-1664742	rechargeable batteries	£9.98	£2.00	£11.98
04/03/2026	James Hallam	553704751	cyber insurance renewal			£1,625.25
04/03/2026	BOS & HB Choral Society	04.03.26	arts sales Feb 2026			£258.40
04/03/2026	Bravo	1420	technical theatre consumables	£118.11	£23.62	£141.73
04/03/2026	Bravo	1256	lights technical theatre	£541.72	£108.34	£650.06
06/03/2026	Amazon	GB6KSHABEY	tea towels & consumables - Princess	£30.96	£6.19	£37.15
06/03/2026	Screwfix	2011288666	cupboards for green room	£203.70	£40.74	£244.44
09/03/2026	Solutions on Stage	INV-3370	Electrical Installation Condition Report	£1,622.00	£324.40	£1,946.40
09/03/2026	Audience systems	OP/0050649	seating training - Princess	£515.00	£103.00	£618.00

12/03/2026

Burnham & Highbridge Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

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	3,915	50,521	15,000	(35,521)			336.8%	
Management & Compliance :- Income	3,915	1,382,045	1,339,115	(42,930)			103.2%	0
4000 Salaries & Wages	28,804	333,729	382,600	48,871		48,871	87.2%	
4005 Employers Nat Insurance	3,570	32,759	45,700	12,941		12,941	71.7%	
4010 Employers S\Annuation	6,390	74,563	95,700	21,137		21,137	77.9%	
4055 Recruitment Costs	0	129	3,000	2,871		2,871	4.3%	
4060 Training	235	4,046	8,000	3,954		3,954	50.6%	
4065 Travel, Expenses & Subsistence	0	55	800	745		745	6.9%	
4070 Office/IT Equip & Furniture	69	2,104	10,000	7,896		7,896	21.0%	
4080 Telephone & Broadband	149	3,044	4,300	1,256		1,256	70.8%	
4085 Postage	0	219	600	381		381	36.5%	
4090 Stationery & Supplies	57	1,552	2,000	448		448	77.6%	
4095 Subscriptions & Support	1,159	21,984	30,000	8,016		8,016	73.3%	
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	0	1,610	5,000	3,390		3,390	32.2%	
4115 Professional & Consulting Fees	3,758	12,650	15,000	2,350		2,350	84.3%	11,175
4120 Bank Charges	100	1,325	1,700	375		375	77.9%	
4125 Payroll Services	123	1,278	1,900	622		622	67.3%	
4130 PPE & Uniforms	343	1,911	2,500	589		589	76.4%	
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	0	24,344	0	(24,344)		(24,344)	0.0%	24,344
Management & Compliance :- Indirect Expenditure	44,756	520,819	636,025	115,206	0	115,206	81.9%	35,919
Net Income over Expenditure	(40,841)	861,226	703,090	(158,136)				
6000 plus Transfer from EMR	3,650	35,919	0	(35,919)				
Movement to/(from) Gen Reserve	(37,191)	897,145	703,090	(194,055)				
110 Democratic & Civic								
4200 Mayors Allowance	417	4,651	5,000	349		349	93.0%	
4210 Election Expenses	0	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	417	12,813	17,600	4,787	0	4,787	72.8%	688
Net Expenditure	(417)	(12,813)	(17,600)	(4,787)				
6000 plus Transfer from EMR	0	688	0	(688)				

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

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	(417)	(12,124)	(17,600)	(5,476)				
<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	18,500	22,679	26,000	3,321		3,321	87.2%	
4465 Events Expenditure	18	9,964	10,000	36		36	99.6%	
4475 Carnival Events Week	0	15,066	16,500	1,434		1,434	91.3%	
Community :- Indirect Expenditure	18,518	81,309	85,200	3,891	0	3,891	95.4%	0
Net Income over Expenditure	(18,518)	(80,159)	(85,200)	(5,041)				
<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	0	9,556	12,000	2,444		2,444	79.6%	
4355 Utilities	1,015	5,446	6,240	794		794	87.3%	
4375 Cleaning	44	1,410	3,000	1,590		1,590	47.0%	
4380 Security & Alarms	0	1,300	5,000	3,700		3,700	26.0%	
4385 Maintenance	177	774	5,000	4,226		4,226	15.5%	
4390 H&S/Fire/Inspections	0	817	3,000	2,183		2,183	27.2%	
The Old Court House :- Indirect Expenditure	1,236	19,303	34,240	14,937	0	14,937	56.4%	0
Net Income over Expenditure	(1,236)	(19,225)	(34,040)	(14,815)				
<u>500 Cemeteries</u>								
1500 Wayleaves	0	4,854	4,850	(4)			100.1%	
1515 EROB	1,516	23,044	8,000	(15,044)			288.1%	

Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

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	1,130	19,947	10,000	(9,947)			199.5%	
1525 Memorials	426	5,149	5,000	(149)			103.0%	
Cemeteries :- Income	3,072	52,993	27,850	(25,143)			190.3%	0
4350 Business Rates	0	9,406	11,750	2,344		2,344	80.1%	
4355 Utilities	193	1,724	6,000	4,276		4,276	28.7%	
4605 Provision For Paths	0	0	5,000	5,000		5,000	0.0%	
4610 Pump Maintenance	0	1,506	1,400	(106)		(106)	107.6%	
4615 General Maintenance	150	2,475	1,500	(975)		(975)	165.0%	
4620 Mech Grave Digger	750	5,188	6,500	1,312		1,312	79.8%	
4635 Waste Collection	325	2,072	2,800	728		728	74.0%	
4640 Provision for Walls	0	0	2,000	2,000		2,000	0.0%	
4645 Water Testing	1,045	1,260	1,500	240		240	84.0%	
Cemeteries :- Indirect Expenditure	2,463	23,631	38,450	14,819	0	14,819	61.5%	0
Net Income over Expenditure	609	29,362	(10,600)	(39,962)				
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	2,716	29,204	33,000	3,796			88.5%	
1615 Café Rent/Commission	556	4,799	6,800	2,001			70.6%	
1625 PT Merchandise	867	4,289	4,100	(189)			104.6%	
1630 Donations Received	106	1,037	0	(1,037)			0.0%	
1645 Show income	4,636	27,891	25,000	(2,891)			111.6%	60
1655 Participation PT	1,102	8,743	7,000	(1,743)			124.9%	
1660 Art Sales	134	2,488	1,000	(1,488)			248.8%	
1670 PV Cells	0	6,590	4,000	(2,590)			164.8%	
1680 Advertising income	77	298	100	(198)			297.6%	
Princess :- Income	10,194	91,011	84,300	(6,711)			108.0%	60
4000 Salaries & Wages	8,301	89,804	110,350	20,546		20,546	81.4%	
4005 Employers Nat Insurance	1,004	9,083	14,200	5,117		5,117	64.0%	
4010 Employers S\Annuation	1,186	12,799	16,145	3,346		3,346	79.3%	
4060 Training	295	345	2,000	1,655		1,655	17.3%	
4065 Travel, Expenses & Subsistence	0	0	150	150		150	0.0%	
4070 Office/IT Equip & Furniture	202	6,807	4,000	(2,807)		(2,807)	170.2%	3,826
4080 Telephone & Broadband	149	2,015	2,340	325		325	86.1%	
4100 Insurance	0	0	5,500	5,500		5,500	0.0%	
4350 Business Rates	0	7,984	9,990	2,006		2,006	79.9%	
4355 Utilities	3,595	21,467	30,000	8,533		8,533	71.6%	
4375 Cleaning	564	9,762	3,000	(6,762)		(6,762)	325.4%	

Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

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	0	1,974	2,000	26		26	98.7%	
4385 Maintenance	1,301	9,288	18,000	8,712		8,712	51.6%	
4390 H&S/Fire/Inspections	3	2,316	2,500	184		184	92.7%	
4635 Waste Collection	167	1,819	3,500	1,681		1,681	52.0%	
4700 Technician Cost	0	11,096	18,000	6,904		6,904	61.6%	
4701 Show costs	1,038	11,305	13,500	2,195		2,195	83.7%	1,536
4705 Advertising & Marketing	136	3,666	7,000	3,334		3,334	52.4%	
4710 Licences (exp)	0	676	750	74		74	90.1%	
4715 Card Payment Fees	236	2,289	3,000	711		711	76.3%	
4725 Technical Theatre	526	2,322	3,500	1,178		1,178	66.3%	
4730 Backstage Expenses	0	464	500	36		36	92.7%	
4735 Art Sales Expenditure	0	1,753	800	(953)		(953)	219.2%	
4740 PTAC Merchandise	202	2,096	3,500	1,404		1,404	59.9%	
4745 Participation Freelance	0	2,210	3,000	790		790	73.7%	
4760 Grant Expenditure	0	1,916	0	(1,916)		(1,916)	0.0%	(1,021)
4770 Cafe Equipment & Maintenance	53	1,231	3,000	1,769		1,769	41.0%	
Princess :- Indirect Expenditure	18,955	216,485	280,225	63,740	0	63,740	77.3%	4,340
Net Income over Expenditure	(8,760)	(125,474)	(195,925)	(70,451)				
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	(8,760)	(121,194)	(195,925)	(74,731)				
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	58	475	415	(60)			114.5%	
1415 Floral Sponsorship	0	160	0	(160)			0.0%	
Estates :- Income	58	2,056	1,875	(181)			109.7%	0
4360 Electricity Town Centre	46	361	0	(361)		(361)	0.0%	
4365 Highbridge Clock Elec	202	1,648	1,600	(48)		(48)	103.0%	
4370 Water Rates	0	399	450	51		51	88.7%	
4385 Maintenance	124	25,358	3,800	(21,558)		(21,558)	667.3%	21,442
4415 Water Fountain	0	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	2	2	1,200	1,198		1,198	0.2%	
4450 Floral Decorations	3,089	10,014	50,000	39,986		39,986	20.0%	
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 28/02/2026

Month No: 11

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	1,665	7,492	20,000	12,508		12,508	37.5%	
4505 Vehicle Running Costs	191	2,118	5,000	2,882		2,882	42.4%	
4510 Vehicle Replacement	540	54,520	50,000	(4,520)		(4,520)	109.0%	34,575
4515 Vehicle Insurance	91	1,148	6,000	4,852		4,852	19.1%	
4625 Tree & Hedge Maintenance	0	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	5,950	108,371	153,600	45,229	0	45,229	70.6%	56,017
Net Income over Expenditure	(5,892)	(106,315)	(151,725)	(45,410)				
6000 plus Transfer from EMR	0	56,017	0	(56,017)				
Movement to/(from) Gen Reserve	(5,892)	(50,298)	(151,725)	(101,427)				
800 Public Conveniences								
4355 Utilities	0	0	25,000	25,000		25,000	0.0%	
4375 Cleaning	7,055	36,821	90,000	53,179		53,179	40.9%	
4385 Maintenance	70	682	50,000	49,318		49,318	1.4%	
Public Conveniences :- Indirect Expenditure	7,125	37,503	165,000	127,497	0	127,497	22.7%	0
Net Expenditure	(7,125)	(37,503)	(165,000)	(127,497)				
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	17,240	1,555,208	1,453,340	(101,868)			107.0%	
Expenditure	99,420	1,056,817	1,453,340	396,523	0	396,523	72.7%	
Net Income over Expenditure	(82,180)	498,391	0	(498,391)				
plus Transfer from EMR	3,650	101,965	0	(101,965)				
less Transfer to EMR	0	60	0	(60)				
Movement to/(from) Gen Reserve	(78,530)	600,297	0	(600,297)				

Explanations for overspends – based on Apr-Feb 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. Overspend agreed by Full Council 02/03/26.
500/4615	General Maintenance - Cemeteries	Bi-annual purchase of memorial slabs and removal/reinstatement of damaged headstone. Overspend agreed by Full 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. Virement agreed by Full Council 02/03/26.
600/4380	Security & Alarms	Pre-payment for next year's annual service to be deducted at year-end.
600/4735	Arts sale expenditure	Contra with income.
700/4365	Highbridge Clock Electric	Non metered supply changes to billing from September 2025. Contract with EDF to be reviewed in 2026/27.
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. Overspend approved by Full 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. Overspend agreed by Full Council 02/03/26.

12/03/2026
13:12

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	-3,735.00	138,685.00
321 Youth Projects - EMR	5,000.00		5,000.00
324 Legacy Clock - EMR	10,220.00		10,220.00
325 Service Transfer - EMR	105,270.80	-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	-9,800.00	100.00
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>-111,705.05</u>	<u>842,120.24</u>

Statement of Account

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

5 March 2026

Account name: **BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL**
Account number: **[REDACTED]**
Statement period: **31/01/2026 to 28/02/2026**

Account summary

Total valuation as at 28 February 2026 **£1,000,000.00**
Total valuation as at last statement at 31 January 2026 **£1,000,000.00**

Holdings as at 28 February 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

The average Fund yield for this period was 3.76% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Feb 2026	03/03/2026	Paid to Nominated Bank Details	£2,887.28	

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.

[REDACTED]

[REDACTED]







Transactions from 27-FEB-2026 to 28-FEB-2026

Account name or alias Linked Account	Account number [REDACTED]	Sort cod [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 424960.54		

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			424,960.54
27-Feb-2026		TO 56092431	-28,065.21		424,960.54
27-Feb-2026	INT	27FEB GRS 54374901		349.72	453,025.75
		Opening balance			452,676.03
		Totals	-28,065.21	349.72	



Transactions from 27-FEB-2026 to 28-FEB-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 45681.32		

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			45,283.09
27-Feb-2026	CHG	30JAN A/C 87132346	-24.35		45,283.09
27-Feb-2026	BAC	CARD TXNS 240226, 48581061		25.02	45,307.44
27-Feb-2026	BAC	CARD TXNS 240226, 48510771		183.50	45,282.42
		Opening balance			45,098.92
Totals			-24.35	208.52	



Transactions from 27-FEB-2026 to 28-FEB-2026

Account name or alias BOS HB Main Current Ac	Account number [REDACTED]	Sort code [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 826.39		

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

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			1,000.00
27-Feb-2026	D/D	MONTH 11, BACS	-29,481.80		1,000.00
27-Feb-2026	CHG	30JAN A/C 56092431	-33.41		30,481.80
27-Feb-2026		FROM 54374901		28,065.21	30,515.21
27-Feb-2026	BAC	FINE MEMORIALS LT, ROBBINS FEE, FP 27 /02/26 1345, RP4679961652045300		164.00	2,450.00
		Opening balance			2,286.00
		Totals	-29,515.21	28,229.21	

Date: 02/03/2026

Burnham & Highbridge Town Council Current Year

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Time: 15:59

Bank Reconciliation Statement as at 28/02/2026
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	28/02/2026		45,283.09
			<u>45,283.09</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			45,283.09
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			45,283.09
		Balance per Cash Book is :-	45,283.09
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 06/03/2026

Burnham & Highbridge Town Council Current Year

Page 1

Time: 09:04

Bank Reconciliation Statement as at 28/02/2026
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	28/02/2026		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

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
NatWest Current Account	28/02/2026		425,960.54
			<u>425,960.54</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			425,960.54
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			425,960.54
		Balance per Cash Book is :-	425,960.54
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date:03/03/2026

Burnham & Highbridge Town Council Current Year

Page 1

Time:09:41

Bank Reconciliation Statement as at 28/02/2026
for Cashbook 7 - Government Procurement Card

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Government Procurement Card	28/02/2026		-733.06
			<u>-733.06</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-733.06
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-733.06
		Balance per Cash Book is :-	-733.06
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:03/03/2026

Burnham & Highbridge Town Council Current Year

Page 1

Time:09:42

Bank Reconciliation Statement as at 28/02/2026
for Cashbook 4 - Nationwide Saver

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Saver	28/02/2026		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:

NameSignedDate

Signatory 2:

NameSignedDate

Date:03/03/2026

Burnham & Highbridge Town Council Current Year

Page 1

Time:09:38

Bank Reconciliation Statement as at 28/02/2026
for Cashbook 5 - Princess Float

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Princess Float	28/02/2026		3.28
			<u>3.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			3.28
		Balance per Cash Book is :-	3.28
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

04/03/2026

Burnham & Highbridge Town Council Current Year

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Receipts Due as at 28/02/2026

Ledger	A/c Code	Invoice Date	Invoice No	Amount Due	Disc Available	Date Due	Net Amount
1	BUR002	31/01/2026	PR190	1,101.25		17/02/2026	1,101.25 **
Receipt Due from : Burnham District Pantomime Society				<u>1,101.25</u>			<u>1,101.25</u>
Telephone No : 07762778902							
Contact Name :							
				Note : Invoices marked ' ** ' are Overdue			

Ledger	A/c Code	Invoice Date	Invoice No	Amount Due	Disc Available	Date Due	Net Amount
1	CAB001	31/10/2024	PR67	163.63		31/10/2024	163.63 **
1	CAB001	28/02/2025	PR91	440.10		21/03/2025	440.10 **
1	CAB001	07/03/2025	PR92	641.19		21/03/2025	641.19 **
1	CAB001	31/12/2024	PR74	499.70		06/02/2025	499.70 **
1	CAB001	29/11/2024	PR68	1,173.85		13/12/2024	1,173.85 **
1	CAB001	31/01/2025	PR78	283.43		18/02/2025	283.43 **
Receipt Due from : Cabaret Cafe Bar				<u>3,201.90</u>			<u>3,201.90</u>
Telephone No :							
Contact Name :							
				Note : Invoices marked ' ** ' are Overdue			

Ledger	A/c Code	Invoice Date	Invoice No	Amount Due	Disc Available	Date Due	Net Amount
1	PUL002	31/08/2025	PR145	1.00		15/09/2025	1.00 **
Receipt Due from : Pulse Healthcare Limited				<u>1.00</u>			<u>1.00</u>
Telephone No :							
Contact Name :							
				Note : Invoices marked ' ** ' are Overdue			

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

Total Receipts Due up to 28/02/2026				<u>4,509.15</u>			<u>4,509.15</u>
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Title of Contract	Organisation Name	Address	Description of goods/services	Contract value ex VAT	Contract start date	Contract end date	notice period	Notes	Cttee Authorising
Accounts Software	Rialtas	Unit 5, Uffcott Rural Enterprise Centre, Swindon, SN4 9NB	Accounts Software annual support & maintenance, MTD subscription & year end shut-down	£3548 per annum	Aug-22	ongoing	3 year contract. Auto-renews on a yearly basis unless 6 months notice in writing	Review and upgraded in 2022. Main financial system doesn't require regular review.	Finance & Resources Cttee 26.9.22
Accounts Software	Rialtas	Unit 5, Uffcott Rural Enterprise Centre, Swindon, SN4 9NB	year-end support package - Gold	£920	Nov-25	Nov-28	3 year contract.		F&G Cttee 24.11.25
Advertising	Mailchimp	405 N.Angier Ave, NE, Atlanta, GA 30312 USA	marketing PT, standard plan up to 5000 contacts	£933.36 per annum	Jun-22	ongoing	1 month	package reviewed and changed Jan 2024	
Alarms	Spansec Security	31 Locking Road, Weston-Super-Mare, BS23 3BZ	The Old Courthouse alarm system The Princess Theatre alarm system	£498 per annum £517 per annum additional £75 per call out	Jan-21	ongoing	2 months written notice	To be reviewed after proposed changes to office.	
Annual Leave	Timetastic	Suite 143, 19 Lever Street, Manchester	Annual Leave for all Town Council employeess	£180.00 per annum	Jan-20	ongoing	1 month	reviewed July 2024, cost reduced from £302 per annum to £180 per annum	
Audit - internal	Hillside Business Services	Over Stowey, Somerset. TA5 1HW	Internal Audit for 24/25	£22ph for interim audit and £24 ph for year end	May-24	May-26	n/a	reviewed in Oct 2023, new internal auditor appointed : Hillside Services. Reviewed in 2025. To be reviewed in 2026/27.	F&G Cttee 3.6.24. F&G Cttee 9.6.25
Café Concession	Aroma Café Bar	29 Main Road, West Huntspill, TA9 3DN	Café concession at The Princess Theatre & Arts Centre	£100 per week + 10% bar sales for shows/events	Nov-25	Oct-26		Reviewed in 2025-26	Full Council 01.08.25
Christmas lights	Event Power Engineering Ltd	6 Hillside Gardesn, Cofe Mullen, BH21 5NE	The design, supply, installation, removal, storage and operation of Christmas lighting and decoration	£21,000 per annum	Oct-23	Jan-26	n/a	Reviewed in 2023. To go out to tender in March/April 2026	Council 29.8.23
Christmas trees	Robson Electrics	Highlands, Bawdrip Lane, Bridgwater, TA7 8PS	Purchase and installation of the Christmas trees and lights. Removal and disposal of trees and storage of lights	£7,145.98 year 1 and £3,920 for years 2 and 3	Nov-23	Jan-26	n/a	Reviewed in 2023. To go out to tender in March/April 2026	TIMPS 11.9.23 & Council 19.9.23
Cleaning	Green Machine	Unit J2A, Oaktree Business Park, Highbridge, Somerset, TA9 4HA	Cleaning of The Princess Theatre premises	Weekends only - 3 hours per week £393.11+VAT	18.11.24	31.08.26	30 days notice before end of renewal period or auto-renews for a year	Reviewing as part of devolution 2025/26. Moving in-house. Just weekends from 01.10.25 - 31.08.26	
Cleaning	Rentokil/ Initial	Compass House, Crawley, West Sussex, RH10 9PY	Sanitary bins - TC Sanitary bins - PT	£95.00 per annum £1,559.14 per annum	15/02/2023 - TC 20/07/2023 - PT	15/02/2026 - TC 20/07/2026 - PT	90 days notice before end of renewal period or auto-renews for a year	Reviewed in 2025/26 for TC - Rentokil cheapest supplier - quotes saved down. PT to be reviewed in 2026/27	
Cleaning	Danfo UK Ltd	Unit 5F, Moorfields, Blackpool, FY2 OJY	Cleaning of Public Conveniences. Sites: S Esplanade, Apex Park, Crosses Penn, Oxford St carpark	£9,922.20 x 4 (per unit) + minor repair costs	Apr-25	ongoing	n/a		Extra-ordinary Town Council 20.03.25
Credit card processor	Global Payments	Granite House, Granite Way, Syston, Leicester, LE7 1PL	merchant credit card fees processing services - PT	variable	May-20	ongoing	60 days notice before end of renewal period or auto-renews for a year	Regularly monitored and checked for value for money. NB currently looking into Ticketsolve Pay.	
Electric	Ecotricity	Ecotricity Ltd, Lion House, Rowcroft, Stroud, Gloucestershire, GL5 3BY	Multi-site - all Cemeteries, TC & Market stall (from Nov)	variable	Oct-25	Mar-28	n/a		New contract with Ecotricity to start 01/10/25. Finance & Governance Committee 24.03.25
Electric	Ecotricity	Ecotricity Ltd, Lion House, Rowcroft, Stroud, Gloucestershire, GL5 3BY	Princess Theatre	variable	Oct-25	Mar-28	n/a		New contract with Ecotricity to start 01/10/25. Finance & Governance Committee 24.03.25
Electric	EDF	Avonbank, Feeder Road, Bristol, BS2 0TB	Electricity supplied to Highbridge Clock & Christmas Lights	variable	May-23	ongoing	30 days	To be reviewed in 2026-27. NB to review	
Food Waste removal	Ash Waste	Ash Waste Services, Unit 16 Wilkinson Court, Wrexham Industrial Estate, Wrexham, LL13 9AE	Food waste removal for the Old Courthouse and Princess Theatre	£380 per annum	31st March 2025	12 mth rolling contract	not more than 5 months and not less than 3 months before the precise date on which the contract expires	Quotes in quotes folder and contract in contract folder	A&A Committee 25.03.25
Gas	Crown Gas & Power	Bury New Road, Heap Bridge, Bury, BL9 7HY	Gas supplied to The Old Courthouse, Burnham-on-Sea	variable	Oct-25	Sep-29	n/a		New contract to start 01/10/25. Finance & Governance Committee 24.03.25

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

Burnham-on-sea & Highbridge Town Council Community Infrastructure Levy Funds**BURNHAM-ON-SEA**

<u>Date</u>	<u>Details</u>	<u>Monies received</u>	<u>Expiry date</u>	<u>Monies spent</u>	<u>Date</u>	<u>Details</u>	<u>Current balance</u>
31/05/2017	Burnham	£1,529	30/04/2022	£1,529	13/06/2022	B & H Community grant - spent from Burnham EMR	£0
21/11/2017	Burnham	£117	31/10/2022	£117	13/06/2022	B & H Community grant - spent from Burnham EMR	£0
23/10/2018	Burnham	£710	30/09/2023	£710	13/06/2022	B & H Community grant - spent from Burnham EMR	£0
22/10/2019	Burnham	£983	30/09/2024	£983	13/06/2022	B & H Community grant - spent from Burnham EMR	£0
22/10/2019	Burnham	£605	30/09/2024	£605	13/06/2022	B & H Community grant - spent from Burnham EMR	£0
10/12/2019	Burnham	£403	30/11/2024	£403	13/06/2022	B & H Community grant - spent from Burnham EMR	£0
30/09/2021	Burnham	£3,348	30/09/2026	£3,348	13/06/2022	B & H Community grant - spent from Burnham EMR	£0
06/04/2022	11/20/00045 8 dwellings off Berrow Road (Montgomery Fields – just past garage on RHS) – Burnham-on-Sea	£3,348	06/04/2027	£3,348	28/06/2024	Football Club - furniture £1,630	£0
12/08/2022	11/20/00040 4 dwellings on 19 Oxford Street – Burnham-on-Sea	£5,473	12/08/2027	£5,473	06/08/2024	Burnham CCTV (part) £1,718	£0
04/07/2023	11/22/00035 – 33 College Street, Burnham-on-Sea	£1,386	04/07/2028	£1,386	06/08/2024	Burnham CCTV (part) £5,473	£0
					Aug 24 - Dec 25	06/08/24 Burnham CCTV (part) £1,061	£0
						17/12/25 Medisol defibrillator £325 of £1,724.98	
16/05/2024	11/21/00094 - Variations of Condition 2 of Planning Permission 11/20/00044 (Demolition of existing cottage and garage. Erection of 3 dwellings with associated garages, parking, landscaping and amenity space (resubmission - revised red line) to allow for amendments to all plots at 7 Brent Broad, Burnham On Sea, Somerset, TA8 2PX	£4,375	16/05/2029	£1,614		17/12/25 Medisol defibrillator £1,399.98 of £1,724.98	£2,761
						15/01/26 installation of defibrillator TC £214.28	
04/11/2024	Application Number 11/20/00071. Variation of condition 2 of Planning Permission 11/18/00097 (Erection of detached dwelling, garage and formation of vehicular access) to amend the external materials at 115 Stoddens Road, Burnham On Sea, Somerset, TA8 2DD.	£2,209.66	04/11/2029				£2,209.66
04/11/2024	Application Number 11/21/00094. Variations of Condition 2 of Planning Permission 11/20/00044 (Demolition of existing cottage and garage. Erection of 3 dwellings with associated garages, parking, landscaping and amenity space (resubmission - revised red line) to allow for amendments to all plots at 7 Brent Broad, Burnham On Sea, Somerset, TA8 2PX.	£570.58	04/11/2029				£570.58
04/11/2024	Application Number 11/23/00074. Variation of Condition 2 of Planning Permission 11/13/00089 to amend approved design at 37 Caernarvon Way, Burnham On Sea, Somerset, TA8 2DQ	£676.71	04/11/2029				£676.71
04/11/2024	Application Number 11/23/00081. Demolition of garages and erection of a dwelling on Land At, Dunstan Road Junction, Oxford Street, Burnham On Sea, Somerset, TA8.	£433.41	04/11/2029				£433.41
13/05/2025	Application Number 11/23/00140. Approval of the details of access, appearance, landscaping, layout, scale for 11/23/00054 (Outline application with all matters reserved, for the erection of a dwelling) at 74 Stoddens Road, Burnham On Sea, Somerset, TA8 2DB	£2,124.41	13/05/2030				£2,124.41

31/10/2025	Application Number 11/24/00039. Retrospective application of a dwelling on Heal Farm Cottage, 20 Martins Close, Burnham on Sea, Somerset, TA8 2JX	£2,622.30	31/10/2030		£2,622.30
31/10/2025	Application Number 11/25/00007. Change of use to residential property and raising the roof by 1.2m including a loft conversion at The Old Pumping Station, Worston Lane, Burnham on Sea, Somerset, TA8 1LZ	£753.57	31/10/2030		£753.57

Winchester Park Paths

-£5,000

£7,151

HIGHBRIDGE

09/05/2018	Highbridge	£1,765	04/05/2023	£1,765	Ap-Aug 2022	29/04/22 London Connection SFG £640. 27/06/22 Maiseys SF Grant £1,000. 26/08/22 Shop Front Grant HB £125 of £1,000.	£0
23/10/2018	Highbridge	£6,561	31/03/2026	£6,561	Aug 22- Dec 25	26/08/22 Shop Front Grant HB £875 of £1,000. 26/08/22 Shop Front Grant HB £875. 28/06/24 Memorial Trust - furniture £2,000 18/12/25 HBC Apex toilets £1,490 of £19,825.20	£0
16/04/2019	Highbridge	£8,747	31/03/2026	£8,747	Mar 24 - Dec 25	12/03/24 Defibrillator HB £1,840. 22/03/24 Feasibility Study £4,500. 28/03/24 tables & lighting Morland Hub £1,309.44 28/03/24 TV Community Centre £506.75 28/03/24 Media Equip Community centre £195.78 18/12/25 HBC Apex toilets £26 of £19,825.20	£0
22/10/2019	Highbridge	£6,561	31/03/2026	£6,561	June 24 - Dec 25	28/06/24 Morland Hub Environmental Survey requested before planning permission £1,000 17/07/24 Bench behind Highbridge Church £555.41 22/07/24 install defibrillator HB YMCA £553.73 23/09/24 news SIDS device HB £2,419.91 20/09/24 Bench nr Alpha House HB £662.89 13/11/24 BOS BMX Club Apex Park safety railings £593 of £1,500 18/12/25 HBC Apex toilets £776 of £19,825.20	£0
22/10/2019	Highbridge	£808	22/10/2024	£808	13/11/2024	13/11/24 BOS BMX Club Apex Park safety railings £808 of £1,500	£0
22/10/2019	Highbridge	£1	22/10/2024	£1	13/11/2024	13/11/24 BOS BMX Club Apex Park safety railings £1 of £1,500	£0
22/10/2019	Highbridge	£5,103	31/03/2026	£5,103	Nov 24 - Dec 25	13/11/24 BOS BMX Club Apex Park safety railings £98 of £1,500 13/11/24 HB Community Hall CCTV £1,000 18/12/25 HBC Apex toilets £4,005 of £19,825.20	£0
10/12/2019	Highbridge	£3,402	31/03/2026	£3,402	18/12/2025	18/12/25 HBC Apex toilets £3,402 of £19,825.20	£0

12/01/2021	Highbridge	£6,561	12/01/2026	£6,561	Oct 25- Dec 25	31/10/25 BPTH - toilets Apex HB £965	£0
						30/11/25 BPTH - toilets Apex HB £500	
						28/11/25 Danfo - toilets Apex HB £441.14	
						18/12/25 HBC Apex toilets £4,655 of £19,825.20	
12/01/2021	Highbridge	£590	12/01/2026	£590	18/12/2025	18/12/25 HBC Apex toilets £590 of £19,825.20	£0
26/04/2022	11/19/00128 Highbridge	£11,141	26/04/2027	£5,996	01/12/2025	18/12/25 HBC Apex toilets £4,881.20 of £19,825.20	£5,144
						31/12/25 BPTH - toilets Apex HB £1,115	
01/09/2022	11/19/00128 46 dwellings on land to the north of Walrow (by railway bridge) - Highbridge	£11,141	01/09/2027				£11,141
04/07/2023	Highbridge 11/19/00128 – land to the north of Walrow, Walrow Road, Highbridge	£11,141	04/07/2028				£11,141
04/07/2023	Highbridge 11/22/00030 – land to the east of Isleport Lane, Highbridge	£51,245	04/07/2028				£51,245
16/05/2024	11/19/00128 - Erection of 46 dwellings, formation of access and ancillary works on Land To The North Of, Walrow, Walrow Road, Highbridge, Somerset, TA9	£11,141	16/05/2029				£11,141
16/05/2024	11/22/00030 - Reserved matters application seeking approval of the layout, scale, appearance & landscaping of 248 residential units, community uses/local shop, associated open space & infrastructure on Land To The East Of, Isleport Lane, Highbridge, Somerset	£51,244	16/05/2029				£51,244
04/11/2024	Application Number 11/19/00103. Change of use and extension of existing garage to form a dwelling at 12 Church Street, Highbridge, Somerset, TA9 3AF	£243.16	04/11/2029				£243.16
15/11/2024	Application Number 11/22/00030 Reserved matters application seeking approval of the layout, scale, appearance & landscaping of 248 residential units, community uses/local shop, associated open space & infrastructure on Land To The East Of, Isleport Lane, Highbridge, Somerset.	£103,228.88	15/11/2029				£103,228.88
31/10/2025	Application Number 11/23/00121 Proposed erection of new 2 bed dwelling, with associated parking on Land to the South of 11 Isleport Lane, Highbridge, Somerset, TA9	£1,832.25	31/10/2030				£1,832.25
31/10/2025	Application Number 11/25/00022. Variation of Condition 2 of Planning Permission 11/19/00103 (APP/V3310/W/20/3250964) (Change of use and extension of existing garage to form a dwelling) to amend the approved plans list at 12 Church Street, Highbridge, Somerset, TA9 3AF	£76.35	31/10/2030				£76.35
							<u>£246,435</u>
TOTAL CIL MONIES REMAINING							<u>£253,586</u>

Report for councillors: Grants 2025-26
Issued to: Finance & Resources Committee – 23rd March 2026

1. Purpose of Report

To provide an overview of grants allocated in 2025-26 and additional shop front grants allocated from earmarked reserves.

2. Background

Grants Made Budget for 2025-26 £30,000.

The Council agreed grants to 24 local organisations totalling £32,069.

£1,170 has been returned in unspent grant funds: Pride-on-Sea £1,000, Bay Centre £170.

Total expenditure for 2025-26 = £30,899.

Overspend agreed by Full Council 10th November 2025.

EMR 348 Burnham Shop Front Grants available funds £9,900.

The Council agreed grants to 9 local businesses totalling £9,800.

Total grant expenditure £40,699

This financial support enabled the groups that applied to put on events in the towns. It has supported the sustainability of the local clubs and has enabled a variety of projects to be undertaken by local businesses and organisations. There is a monitoring form in place that enables the Town Council to ensure that the grant funding has been used appropriately. All paperwork is checked by the RFO when received and grant monitoring forms followed up on a monthly basis. The Mayor has been invited to several events and organisations to see how the grants monies have benefited the community.

3. Summary of Grants Made and Feedback

See Appendix 1 for grants summary and feedback received so far 2025-26.

ORGANISATION	Requested for	Awarded
Burnham-on-Sea CADS	Community Event	£2,000
BOS Fest	Community Event	£2,000
Burnham Heritage Group	Capital grant	£650
The Brightwell	Revenue grant	£300
Air Cadets	Capital grant	£400
In Charleys Memory	Revenue grant	£1,400
BEES	Capital grant	£2,000
Academy Swim Team	Revenue grant	£2,000
Burnham Boat Owners Club	Capital grant	£2,000
Weston Hospicecare	Revenue grant	£797
BOS Gig Rowing Club	Capital grant	£2,000
Fritzlar Twinning Society	Community Event	£800
Hillview Junior Carnival Club	Community Event	£2,000
Burnham & Highbridge Men & Ladies Sheds	Capital grant	£1,522
Burnham-on-Sea Swimming Club	Revenue grant	£1,500
Burnham Area Youth (Bay) Centre	Revenue grant	£950
HBOS Carnival Club	Community Event	£2,000
Burnham & Highbridge Choral Society	Community Event	£1,000
Burnham Community Centre	Community Event	£1,200
Burnham District Pantomime Society	Revenue grant	£1,000
Young Somerset	Revenue grant	£2,000
Burnham BMX Club	Capital grant	£1,000
Octopus Childrens Daycare	Capital grant	£800
Burnham & Highbridge Gateway Club	Revenue grant	£750
	Grants Made total	£32,069
	Returned unspent funds	£1,170
	Grants Made Expenditure	£30,899
Barber Jacks	Shop Front Grants	£1,500
Beauty Oasis Spa	Shop Front Grants	£750
Black Rock Vets	Shop Front Grants	£750
Café Beans	Shop Front Grants	£1,500
Central Hair Studios	Shop Front Grants	£2,000
CJ Hole	Shop Front Grants	£500
Prim n Proper	Shop Front Grants	£1,000
Regency Residential	Shop Front Grants	£300
The Chatterbox	Shop Front Grants	£1,500
	Shop Front Grants Expenditure	£9,800
	Total Grant expenditure	£40,699

BURNHAM HERITAGE GROUP: The age of participants makes 2025 probably the last significant celebration of VE Day. The commemorative booklet produced was widely welcomed and taken up in Burnham.

Despite dominance of online media these days actual publications to keep are still valued.

BOSFEST: We had 25 acts over 3 days all of which were well attended. BOSfest brings together many people of different ages to enjoy music, poetry, children's entertainment etc. We learnt that our festival must carry on despite poor weather forecasts because the sun shone for most of the time on Sunday in Manor Gardens.

BURNHAM-ON-SEA CADS: We are just approaching our 32nd year and the events continue to attract audiences that swell in number throughout the day especially when we have sunny days. Our mission from the start was to improve the cultural offer and our first event was three one act comedies! We have tried folk, Jazz, big bands, clog dancers, Morris dancers, Live painting in a marquee, basketry and hula hooping! And all free events with a limited amount of other stalls, some for children but not too many to limit possible expense for parents. The events continue to be free and provide a mix of single singer/guitarists, duos, trios and groups of all sizes including choirs and town bands!

Each year we are pressed by the public for notice of dates and people come up to us and ask that we continue putting the events on because they are so much anticipated and have become a fixed event in the social calendar. Social cohesion is obvious from the many conversations taking place. Families have naturally grown over the 31 years as you may imagine and bring growing children as well as relatives and friends. Ian at the Tourist information office made a special appeal recently for event dates.

Apparently he has many residents and regular visitors asking for dates so they may book their holiday around an event! We have a special request from Brean visitors who want to include the CADS event in their caravan visits. The easy access to the Manor Gardens is very useful for wheelchair users and we are pleased to welcome them. These free events are open to all.

Our thanks to the team at the Princess Theatre for their help with the folding chairs. With increasing crowds we may have to think of acquiring additional chairs for the future. We have increased our team of volunteers to secure the future and have a new treasurer. We plan to continue building the CADS team to ensure continuity. Our thanks to all who join us in these happy music events.

THE BRIGHTWELL: Thanks to your generous grant we have been able to provide care for three parishioners from Burnham and Highbridge. Two have been members for over a decade and the other recently joined.

So far in 2025 The Brightwell has delivered 14,579 appointments for oxygen, physiotherapy and specialist clinics. In addition to this, we have provided drop-in services, a community cafe, social events, and informational and educational talks. We would not be able to do this without the support of organisations such as yours, and we are truly grateful.

One of your parishioners, who has Multiple Sclerosis, recently filled in a survey for us. The impact of our work is shown in their words.

"For long years before I found out about the MS Centre my life had become a routine of getting out of bed, lying on the sofa then going back to bed, I had no energy and things just seemed to be getting worse. I started having oxygen therapy, and within days, the improvement was incredible. I could get up in the morning and have the energy to go out and about, it gave me back some of my life I had before which was incredible. It may not sound much to just have the energy to not lay on the sofa all day but for me it means so much. I've also started having physiotherapy recently. The physio's are so patient, they understand. The atmosphere when I go to the centre is wonderful, people are so friendly and chatty and they all have a great sense of humour! I would feel lost without the centre now I have found it, it has become a massive part of my life."

We know that what we do is necessary, valued and effective. However, with rising costs for everything, and greater competition for grant funding we are learning to do even more with even less!

We have an unstoppable army of volunteers and honestly, we could not run without them. Recently, we have added four more volunteers to the admin side of the centre, filling roles that would otherwise need to be done by paid members of staff.

As members of The National Neuro Network, we regularly share best practices with other similar centres across the UK. Two of our oxygen operators are national trainers. Our Physiotherapists are Members of the CSP (Chartered Society of Physiotherapists), and this year our Lead Physiotherapist presented at their Annual Conference. He was pleased to share the efficacy of our exercise classes for people with neurological conditions versus self-managed exercise at home.

AIR CADETS: We have already used the equipment to good effect. It enables us to run simultaneous lessons to different groups and thereby increase our delivery effectiveness and efficiency. We currently have 21 cadets and 4 adult volunteers. The kit was implemented and commissioned without any issues arising.

BEES: The support of the Town Council has been of paramount importance over the past years and BEES have been able to perform to sell out audiences. This ensures that our community are confident in knowing that the show that is delivered is top quality. Each performance is attended by official adjudicators and a full report is given to the Production Team to help with forthcoming shows. We are regularly nominated for awards for quality of performances, staging, costumes etc.

Our membership increased over the last year and we encourage all members who wish to take part to have a role in each show, however small. Our new members have gained in confidence with some taking on major roles. Due to the amount of

younger members during shows, we now have several qualified chaperones who attend each show to ensure their safety.

BURNHAM BOAT OWNERS SEA ANGLING ASSOCIATION: We are now able to safely launch our boats with our tractor driver facing forwards, this is particularly useful during winter evenings when we lose light. This has benefited our junior section greatly as when we launch our juniors we now have full visual of the boats. As we move into the new year, we are hopefully going to be gaining new members to boost our membership, as we also celebrate our 50th anniversary in 2026, we would like to thank the Town Council and those who helped make this possible.

BURNHAM ON SEA GIG ROWING CLUB: On behalf of Burnhams Rowing Club we thank you for the capital grant awarded to us for £2000. This money has been put towards the purchase of our second wooden gig called 'Morgan' from River Teign Rowing club in Teignmouth. Having a second wooden gig at the club, we have been enabled to enter more races and events. Our membership is mainly from the local community and with our ever-growing presence along the sea front we have welcomed a further 7 new members.

The growth of the rowing section has given more people locally and from the surrounding area the opportunity to learn to row. We are continually taking new member enquiries and recently took part in the Great River Race on the Thames with 3 gigs from Burnham On Sea. Our 4th gig Brue was at home and utilised with home rowing across the sea front while a large group were away in London. An endurance row of 22 miles taking in all the iconic London bridges with over 300 vessels on the water, we took new members with us who participated for the first time, an event that is incredibly memorable.

FRITZLAR TWINNING SOCIETY: 17 German guests. Most of our members, supported by friends, who offered Home-Hosting, transported luggage, entertained guests to meals and generally help look after them both within and outside the group arrangements.

Renewed links with our German partners and formed new international friendships between our 2 Communities after 36 years of Twinning.

Their program was designed to involve local destinations for visits, (eg the Avalon Marshes, and an afternoon at the Burnham Community Centre with a presentation by local historian John Strickland, and the opportunity to see the newly opened Archive), and spending in the local economy, (eg entry fees, meals, entertainment etc.).

HILLVIEW JUVENILE CARNIVAL CLUB: We gave a great performance in the annual illuminated Burnham on Sea Carnival, and helped bring in thousands of people to the local community, boosting local sales for many businesses and promoting the local area. A disappointing 3rd place position at Burnham despite firsts and seconds at other carnivals on the circuit. We will be reviewing the build style having looked closely at other carts on the circuit and changing things up for 2026.

The second half of the year build ran very smoothly following the departure of our

cart captain from the club. The Vice captain stepped up and we created a spectacular entry.

BAY CENTRE: We really appreciate the support from the Town Council. It has created two disabled user parking spaces close to the entrance to the Bay Centre. This means disabled persons are able to have easier access to the building and don't have to walk any distance.

CAFÉ BEANS: Thank you for confirming the grant. My husband and I are very appreciative as it has, and this year will, continue to be a struggle for the cafe. So this really helps. We are determined to continue on our path keeping Cafe Beans as a fixture in the High St. Again thank you.

THE CHATTERBOX: I am absolutely over the moon about this! Having decent outdoor furniture will make such a difference to Chatterbox. It's not something we would have been able to afford this year so I am truly grateful. I look forward to the spring/ summer months with Chatterbox looking so pretty outside! Thank you again.

CJ HOLE: Thank you very much for the good news to confirm that CJ Hole has been awarded £500 towards external maintenance repairs, and redecoration, it is very much appreciated.

ESPLANADE FISH BAR: (Application not successful) Thank you for the update. Given the visible dilapidation along the Esplanade...(I hope) future opportunities will better include the Esplanade area.



BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL STATEMENT OF INTERNAL CONTROL

- adopted by Finance and Resources Committee on 5th February 2024
- reviewed by Finance and Governance Committee on 21st July 2025

1. Scope of Responsibility

Burnham-on-Sea & Highbridge Town Council is a Local Authority funded largely by public money. It is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk. The Council is required, by regulation 6.1 of the Accounts and Audit Regulations 2015, to review each financial year the effectiveness of its system of financial control.

2. The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. The Internal Control Environment

The Council

- The Council has adopted Financial Regulations which set parameters for the Council's financial operations.
- The Council has appointed a Chairman (Mayor) who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful, and in accordance with its Standing Orders.

- The Council meets at least six times per year to monitor and review its obligations, aims and objectives, and receive reports from the Town Clerk/Responsible Finance Officer, Committees and Members of the Council.
- The Council has appointed Committees who monitor progress against objectives and budgets.
- The Finance and Governance Committee monitors financial systems and procedures, budgetary control and regularly reviews financial matters.
- The Council meet in January to approve the budget and precept for the coming year.
- The Council carries out regular reviews of its internal controls, systems and procedures.
- Payroll is processed by an external payroll provider using Iris Payroll Software and checked by the Responsible Finance Officer.
- Banking services are provided by Natwest & Nationwide.
- The Council uses a computerised accounting system Rialtas to complete the management accounts and financial returns for the Council.

Town Clerk/Responsible Financial Officer

The Council has appointed a Town Clerk who acts as the Council's advisor and manager. The Council has appointed a separate officer to act as the Responsible Financial Officer who advises on financial related issues and is responsible for the administration of the Council's finances.

The duties of the Clerk / RFO are laid down in a Job Description which is reviewed from time to time.

The Town Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Town Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

The Responsible Finance Officer acts as the Council's advisor and administrator on financial activities in accordance with the approved financial procedures. The RFO checks, processes, updates and retains all relevant documents relating to finance in accordance with best practice (Annual Return, VAT Returns, PAYE/NIC information, Fixed Asset register, accounts and supporting information).

The Clerk/RFO submits all the requested information to the Internal and External Auditor by the required date and arranges for the public notices to be displayed. The Clerk/RFO maintain, review and update the Councils Risk assessments.

Payments

All expenditure must be authorised by the Council or by a Committee having delegated authority or (in accordance with the Financial Regulations) by other delegated authority.

All payments from the Council's banks accounts are only to be made with dual authorisation of online payments.

All payments are reported to the Council or Finance and Governance Committee. The RFO is responsible for checking the legality of each payment and that payments are within the powers of the Council prior to presentation to the Council.

Risk Assessments/Risk Management

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls. The insurance cover is regularly reviewed to ensure the correct level of cover has been provided.

Internal Auditor

The Council has appointed Hillside Business Services in 2025/2026 as Independent Internal Auditor who reports to the Council on the adequacy of:

- records
- procedures
- systems of internal control
- regulations
- risk management
- governance processes

The effectiveness of internal audit is reviewed annually by the Council. **The Internal Auditor will be reviewed in 2026/27.**

External Auditor

The Council's external auditors PKF Littlejohn, appointed by SAAA Ltd submit an annual certificate of audit which is presented to the Council.

Professional Advice

Additionally, the Council seeks and receives appropriate property, legal, insurance, VAT, personnel/human resources and health & safety advice as appropriate to manage risk.

4. Review of Effectiveness

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by:

- The Finance and Governance Committee.
- The work of officers reporting to the Council and its Committees.
- The Town Clerk and Responsible Finance Officer to the Council who are responsible for the development and maintenance of the internal control environment and managing risk.
- The Independent Internal Auditor who reviews the Council's system of internal control and reports to the Council.
- The Council's External Auditor who makes a final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman, the Town Clerk and the Internal Auditor. An Audit Certificate is issued.
- The number of significant issues that are raised during the year

5. Significant Internal Control Issues

No significant internal control issues were identified during the financial year.

Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted at all times.



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

Annual Investment Strategy

Date Adopted: 05/02/2024

Date Amended: 05/02/2024

Reviewed: 21/07/2025

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1 INTRODUCTION

- 1.1 Burnham-on-Sea and Highbridge Town Council (the Council) acknowledges that as part of its fiduciary duty it is important to prudently invest the temporary surplus funds held on behalf of the tax payer.
- 1.2 The Local Government Act 2003 states that a local authority may invest:
 - For any purpose relevant to its functions under any enactment.
 - For the purpose of prudent management of its financial affairs.
- 1.3 This Strategy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account Section 15(1)(a) of the Local Government Act 2003 and guidance within Governance and Accountability for Local Councils Practitioner's Guide 2019.
- 1.4 The Council defines its treasury management activities as “the management of the Council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.”

2 POLICY

- 2.1 This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks and should be read in conjunction with the Council's Financial Regulations.

3 INVESTMENT OBJECTIVES

- 3.1 The Council's mandatory investment priorities are:
 - the security of its reserves, and
 - the adequate liquidity of its investments, and
 - the return on investment – the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- 3.2 All investments will be made in sterling.
- 3.3 The Department of Communities and Local Government maintains that the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.
- 3.4 The council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality – based on information from credit rating agencies.
- 3.5 Investments will be spread over different providers where appropriate to minimise risk.

4 SPECIFIED INVESTMENTS

- 4.1 Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with the UK

Government or a local authority or town or parish council will automatically be Specified Investments.

- 4.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Burnham-on-Sea and Highbridge Town Council will use:
- Deposits with banks, building societies, local authorities or other public authorities
 - Other approved public sector investment funds.
- 4.3 The choice of institution and length of deposit will be at the approval of the Finance & Governance Committee.
- 4.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

5 NON SPECIFIED INVESTMENTS

- 5.1 These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will not use this type of investment.

6 LIQUIDITY OF INVESTMENTS

- 6.1 The Finance & Governance Committee in consultation with the Responsible Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.
- 6.2 Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counterparty.

7 LONG TERM INVESTMENTS

- 7.1 Long term investments are defined in the Guidance as greater than 12 months.
- 7.2 The Council does not currently hold any funds in long term investments.

8 INVESTMENT STRATEGY 2026-27

- 8.1 For 2026-27 the Council will seek to invest as much of its balances in accounts/funds that maintain a high level of capital security and a competitive rate of interest in order to achieve its investment objectives.
- The investment will be in a Nationwide fixed term deposit account and the CCLA public sector deposit fund.

9 ~~END OF YEAR QUARTERLY INVESTMENT REPORT~~

- 9.1 ~~The Investment forecasts for the coming financial year were accounted for when the budget was prepared. At the end of the financial year, The Responsible Finance Officer will report quarterly on investment activity to the Finance & Governance Committee.~~

10 REVIEW AND AMENDMENT OF REGULATIONS

- 10.1 The Annual Investment Strategy must be reviewed annually and revised if considered necessary.
- 10.2 The Council reserves the right to make variations to the Investment Strategy at any time subject to the approval of Council. Any variations will be made available to the public.

SERVICE LEVEL AGREEMENT – CCTV, Management and Maintenance Obligations

Document Owner:	Somerset Council
------------------------	------------------

Version

Version	Date	Description	Author
1		Service Level Agreement	

Approval

(By signing below, all Approvers agree to all terms and conditions outlined in this Agreement.)

Approvers	Party	Signed	Approval Date
Sarah Dowden	Somerset Council ("The Council")		
	Council ("the Client")		

This Agreement comes into force on the most recent Approval Date

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1.0 Parties to Agreement

1.1 (1) Somerset Council (The ‘Council’) and (2) [Council],

2.0 Duration of Agreement

2.1 Shall come into force on 1st April 2027 and shall remain for 3 years, ending 31st March 2030.

2.2 There is a break clause after year 1, to allow the opportunity for review

3.0 Service Level

3.1 Under this Agreement, the Council will provide services covering the procurement and installation of a Video Management Solution, as well as the ongoing management and maintenance of the CCTV monitoring system (collectively referred to as the “CCTV IT, Management and Maintenance Obligations”). These services will be delivered in accordance with the established CCTV Code of Practice within the administrative area served by [Council].

3.2 This Agreement establishes the performance levels for the Service as set out in Appendix 1 (the Service Level) and the annual financial contribution payable by [Council] towards the Service as set out in Appendix 2 (the Annual Contribution).

4.0 Review of this Agreement

- 4.1 This Agreement will be reviewed jointly by the Council and [Council] on an annual basis. In addition, either party may request a review at any time should circumstances require, such as changes in legislation, operational needs, or service delivery.
- 4.2 Either party may propose changes to the terms of this Agreement, including adjustments to the Services, to reflect changes in legislation or in the operational functions of [Council]. Any such request must be submitted in writing to the Service Director, Regulatory and Operational Services, or to the Client's designated representative.
- 4.3 All changes to this Agreement must be mutually agreed in writing by both parties, formally documented, and incorporated into an updated version as part of ongoing version control.

5.0 Services Aims and Objectives

- 5.1 The Council will deliver the Service to [Council] in line with the agreed Service Level and in compliance with the legitimate aims outlined in the CCTV Code of Practice.
- 5.2 Active liaison between the parties is essential. Day-to-day communication will primarily be between the CCTV Manager and the Client, with both parties ensuring their contact details are kept up to date. In addition, Somerset Council officers will support the Client by providing relevant data, facilitating information sharing, and working collaboratively to align service outcomes with the objectives of both organisations.

6.0 Payment Arrangements

- 6.1 The Client shall pay the Annual Contribution as set out in Appendix 2 in accordance with the payment schedule agreed between the parties. Payment frequencies may vary (e.g., annual, quarterly, or other arrangements) and will be confirmed in writing. Unless otherwise agreed, each payment must be made within 30 days of the Council's invoice.
- 6.2 All sums payable under this Agreement unless otherwise stated are exclusive of VAT and other duties or taxes.

7.0 Administrations and Technical Support

- 7.1 The Council will provide all necessary administrative and technical support to deliver and maintain the Service in accordance with the agreed Service Level. Both parties acknowledge that the Video Management System Solution and the CCTV equipment

listed in Appendix 1 remain the property of the Council. Ownership of this equipment does not affect the Client's operational access to data or its responsibilities under this Agreement.

8.0 Increase/Decrease in Service and Termination

8.1 If either the Council or the Client requires changes to the Service or its coverage areas, such changes will be discussed and agreed upon as soon as reasonably practicable. All agreed changes must be documented in writing in accordance with Clause 4.2.

8.2 If any payment remains outstanding for more than 30 calendar days after its due date, the Council will notify the Client in writing and offer an opportunity to resolve the matter. If payment is not received or an alternative arrangement agreed within 14 days of that notice, the Council reserves the right to terminate this Agreement. Termination will not affect the Client's liability for any unpaid sums or other breaches of this Agreement.

8.3 In all other circumstances, the Client (Town, City, or Parish Council) must provide Somerset Council with no less than nine (9) months' written notice of its intention to terminate this Agreement. This notice period ensures Somerset Council has sufficient time to plan budgets, staffing, and operational adjustments.

8.4 In all other circumstances, Somerset Council must provide the Client with no less than twelve (12) months' written notice of its intention to terminate this Agreement. This extended notice period allows the Client adequate time to procure and implement alternative CCTV arrangements and maintain continuity of service.

9.0 Councils Additional Responsibilities

9.1 To provide a response to all complaints/enquiries within 7 working days.

9.2 Where Somerset Council becomes aware of any foreseen difficulties that may impact Service delivery, it will notify the Client at least five (5) working days before any anticipated disruption to the agreed Service Level. This commitment applies only where the Council has prior sight of the issue.

9.3 The Council will notify the Client of any significant outage or inability to monitor cameras that is expected to persist beyond 24 hours. For shorter outages, the Council will record the incident and include details in the regular performance reports provided to the Client.

9.4 Significant Impact & Compensation

For the purposes of this Agreement, a Significant Impact is defined as any of the following events:

a) Service Failure (Duration-Based):

A failure of the CCTV monitoring service lasting longer than 24 consecutive hours; or

Commented [JS1]: Original SLA quite strict here and doesn't allow for any flexibility or negotiation. Revision adds a step for dialogue ("offer an opportunity to resolve the matter"), keeps the 14-day notice but frames it as a last resort and maintains legal clarity while sounding less punitive.

Commented [JS2]: Have reviewed the timescales here:

Somerset Council requires a longer notice period to incorporate changes into its annual budgeting and resource planning cycles.

Town, City, and Parish Councils need more time to source, fund, and install alternative CCTV solutions, which often involve procurement processes and compliance checks.

Different notice periods reflect the different circumstances for each party. Somerset Council can react to a notice period more quickly than city, town parish councils, which may face lead times, funding processes etc for alternative arrangements.

Commented [JS3]: Aligns this with SC's formal complaints procedure. Where the procedure does not apply, the Council will aim to provide an initial response within seven working days.

Commented [JS4]: requiring notification for every outage over 6 hours has proven unrealistic given the frequency of minor faults and quick fixes. Industry practice usually focuses on significant or prolonged outages that materially impact service so have tried to reflect that.

This sets a realistic threshold (24 hours) for proactive notification and ensures transparency by reporting shorter outages in quarterly reports rather than immediate alerts.

b) Camera Outage Threshold:

An unplanned outage affecting more than 20% of the Client's operational cameras at any one time; or

c) Priority/High-Risk Location Failure:

A failure that prevents monitoring of any priority or high-risk location as identified by the Client; or

d) Service Availability Failure:

Failure by the Supplier to meet the agreed Service Availability Level of 99% per calendar month, unless otherwise stated in this Agreement.

- 9.5 Where a Significant Impact event is confirmed, the Client will be entitled to receive a Service Credit equal to the outage period for each impacted camera, based on the annual monitoring fee.

Service Credits will be applied to the invoice for the period following the period in which the Significant Impact occurred, unless agreed otherwise in writing.

- 9.6 If three (3) Significant Impact events occur within any rolling six-month period:

- the Client may request a formal Service Review, and
- following this review, the Client may consider termination of the Agreement in accordance with the termination provisions set out herein.

- 9.7 Significant Impact events do not include:

- Planned maintenance notified to the Client in advance, or
- Service disruptions caused by:
 - failure of Client-owned equipment or infrastructure,
 - connectivity, power, or third-party network issues outside the Supplier's control,
 - force majeure or environmental conditions affecting cameras, or
 - criminal damage, vandalism, or obstruction of cameras.

- 9.8 The Council will obtain the Client's prior approval before adding, changing, or removing any permanent camera locations within the Client's area.

10.0 Clients Additional Responsibilities

- 10.1 The Client will liaise with the Council to review the operational status of the Service and raise any suggestions or concerns through the agreed communication channels.

- 10.2 The Client will review the level of Service it requires and ensure adequate provision for any agreed improvements or expansions, including additional areas requiring CCTV coverage.

- 10.3 The Client will review reports (including condition surveys) provided by the Council and prepared by the contractor, assessing the need for additional or complementary CCTV coverage. The Client will make clear decisions regarding funding for such work. Where recommendations include installing additional cameras to enhance

Commented [JS5]: Added as per BTC request

public safety or reduce crime and anti-social behaviour, these should be given due consideration as part of the decision-making process. Somerset Council will review public safety elements in collaboration with its partners, including community safety teams, local businesses and representatives, and Avon and Somerset Police, to ensure recommendations align with wider community safety priorities.

- 10.4 The Client will provide Somerset Council with reasonable advance notice of any planned events within its area that may place additional demand on the Service. Where possible, notice should be given at least 14 days prior to the event to allow for appropriate planning and resource allocation.

Commented [JS6]: Have broadened this out to include reviews of public safety and recommendations around additional cameras.

Commented [JS7]: Added a timeframe here so can work together to plan resources and staffing for events that may increase monitoring demand.

11.0 Liability

- 11.1 Except for liability arising from death or personal injury caused by negligence, or failure to deliver the Service in compliance with applicable regulatory frameworks, the Council shall not be liable to the Client for any loss or damage incurred as a result of a failure to provide the Service.

- 11.2 Copyright of all images and recordings will remain the property of the Council. The CCTV Manager, as the nominated responsible officer for the day-to-day operation of the CCTV system, has a legal obligation to ensure compliance with the Data Protection Act 2018 and the UK General Data Protection Regulation 2021 and will make all decisions regarding the release of information.

Commented [JS8]: Previously said "Commissioning Officer CCTV". Have changed to CCTV Manager for clarity.

12.0 Force Majeure and Disaster Recovery Plan

- 12.1 Neither party shall have any liability under, or be deemed to be in breach of, this Agreement for any delays or failures in performance resulting from circumstances beyond their reasonable control (an event of "Force Majeure"). If a Force Majeure event continues for more than six (6) consecutive months, either party may terminate this Agreement by written notice to the other party, following reasonable efforts to agree contingency arrangements.

13.0 Arbitration

- 13.1 If any dispute, difference, or question arises between the parties in connection with this Agreement and cannot be resolved through negotiation within 28 days, the matter shall be referred in the first instance to the Service Director Regulatory and Operational Services for determination, unless otherwise specified in this Agreement.
- 13.2 If the Service Director is unable to resolve the matter within a further 28 days, the dispute shall be referred to an independent mediator agreed upon by both parties. If mediation fails, the matter may then proceed to formal arbitration in accordance with the Arbitration Act 1996.

Commented [JS9]: Added further escalation step.

Signatories to this Agreement

Sarah Dowden – Service Director Regulatory and Operational Services, Somerset Council

Date

[Council]

Date

APPENDIX 1 THE SERVICE

The Council shall provide:

1. ~~A published annual report outlining the service operation summary, related to this agreement.~~
2. The Client shall have reasonable access to CCTV images where such access is necessary to support legitimate functions aligned with the aims of this Service (e.g., insurance claims or legal proceedings). Requests must be proportionate and relevant to the purpose of the Service. Somerset Council reserves the right to determine the appropriateness of any request and will provide access only where resources allow, ensuring that operational priorities are not compromised.
3. The Client may request access to management and operational information that supports oversight and good governance under this Agreement (e.g., service performance data, maintenance reports). Requests must be relevant and proportionate. Somerset Council reserves the right to determine appropriateness and will provide such information only where resources allow, ensuring operational priorities are maintained.
4. An annual stock condition report, detailing the status of all cameras and associated equipment. The report will include information on condition of each camera and related infrastructure, security measures and any vulnerabilities identified, cleanliness and physical upkeep, and faults recorded during the reporting period. Any maintenance, replacement or upgrade suggestions as a result of the report will be discussed with [Council] before any action is agreed or implemented.
5. An annual overview of costs associated with the Service, to include a financial summary of any and all monies held in reserve on behalf of the Client.

Commented [JS10]: I am proposing removing this given that it is a rehash of the quarterly reports. Additional work that isn't necessary.

In addition the Council will

6. Somerset Council will arrange the repair or replacement of CCTV equipment as faults arise, in line with the agreed maintenance schedule. Where a camera or associated equipment cannot be repaired immediately, the Council will notify the Client promptly and seek further instructions regarding next steps. For all repair work, the Council will liaise with the Client on timescales once information has been received from the contractor.
7. Investigate and respond to all complaints from members of the public concerning the operation of the CCTV cameras, in line with Somerset Council's Complaints Procedure.
8. Somerset Council will ensure the CCTV system is registered in compliance with the Data Protection Act 2018 and UK GDPR. The Council will also assess and document the scheme's impact on privacy and human rights, ensuring compliance with the Human Rights Act and any other relevant legislation as it is introduced or updated.
9. Undertake management checks and audits as necessary to ensure the system is operated professionally, competently and in accordance with Data Protection

Commented [JS11]: Revised to be clearer on what will be provided. Based on report provided to us by existing contractor.

laws, UK GDPR, Human Rights legislation, the Freedom of Information Act 2000 and other relevant applicable legislation.

10. Operate and bear the cost associated with the police "Airwave" unit installed in the control room and covering the Somerset area.
11. Recorded images will at all times remain in the Council's ownership.
12. Provide quarterly reports to include:
 - The length of time each of its camera were not operative, being monitored or recorded due to faults (by camera location)
 - Any updates or repairs by camera (e.g. new part ordered etc)
 - On a best endeavours basis, reports or access to reports from the VMS to enable the Client to understand the active use and monitoring of cameras in their area.
 - A quarterly report of incidents identified by CCTV Operators, including if the incident was reported to the Police. Where reported to the police whether CCTV images have been provided to the Police.
 - Crime statistics, number of arrests made as result of CCTV intervention, number of footage uploads to the Police, top cameras by usage and anything else agreed with [Council] that Somerset Council can reasonably provide.
13. Somerset Council will ensure that a formal maintenance contract is in place with an appointed contractor responsible for servicing and repairing CCTV equipment. The Council will also manage this contract on an ongoing basis to ensure compliance with agreed standards, timely delivery of maintenance, and resolution of any issues.
14. Somerset Council will take all reasonable steps to minimise breakdowns and technical faults and ensure that any issues are rectified as soon as practicable, in line with the maintenance contract and agreed service standards.
15. Ensure that the CCTV system is intended solely to support the detection and prevention of crime, assist in identifying offenders, and provide evidential material for lawful investigations and prosecutions. It will not be used for intrusive or unnecessary monitoring of individuals engaged in legitimate activities. Where covert surveillance is required, this will only be undertaken in accordance with the Regulation of Investigatory Powers Act (RIPA) and relevant authorisation procedures.
16. The CCTV system will be operated in accordance with the Surveillance Camera Code of Practice (issued under the Protection of Freedoms Act 2012 and updated in November 2021), ensuring it supports specified legitimate aims:
 - To help reduce the fear of crime and antisocial behaviour.
 - To deter crime and antisocial behaviour.
 - To detect crime and antisocial behaviour and provide video images as evidence in both criminal and civil proceedings.
 - To assist in the overall good management of local authority function in Somerset
 - To enhance community safety, assist in developing the economic wellbeing of the Authority areas and encourage greater use of Town Centres, car parks etc.

- To assist the parties to achieve their respective enforcement and regulatory functions.
 - To assist in Traffic Management where applicable.
17. Somerset Council will record images from all Client cameras continuously, 24 hours a day, 365 days a year, and will manage the supporting storage system in accordance with data protection requirements and retention policies
 18. Somerset Council will operate and maintain the Police radio communication system within the CCTV control room, ensuring it remains functional and available for liaison with the Police as part of incident response and coordination.
 19. Somerset Council will staff the CCTV control room with sufficiently qualified and licensed CCTV operators, in accordance with relevant legislation and industry standards at the following times:
 Monday: 8am – 4am
 Tuesday: 8am – 4am
 Wednesday: 8am – 4am
 Thursday: 8am – 12am.
 Friday: 24 hours
 Saturday: 24 hours
 Sunday: 24 hours

 This will remain under review at all times and opening times will be subject to change based on service demand.
 20. Somerset Council will monitor all CCTV cameras across Somerset on a rotational basis, with a proactive focus on identifying criminal and anti-social behaviour, and in line with agreed priorities with each council and those of the Police.
 21. Somerset Council cannot guarantee to capture or respond to every incident. Monitoring will be carried out alongside other cameras owned by the Council. In reactive situations, the immediate priority will be determined by the CCTV Operator or CCTV Manager, based on considerations such as danger to life, threat to public safety, and severity of the incident.
 22. The Council reserves the right to suspend monitoring of the Cameras for the purposes of updating, repairing or renewing equipment in the Council's Control Room or in the event that the Control Room is relocated or in the event of industrial action. The Client to be notified as set out in section 9.
 23. When an incident is identified by a CCTV operator (or reported via police radio, a member of the public, or other source), the operator will take appropriate action in accordance with agreed protocols. This may include monitoring the incident, recording relevant footage, notifying the Police or other emergency services, and escalating to the CCTV Manager where necessary. All actions will be proportionate to the nature and severity of the incident and documented for audit purposes.
 24. Somerset Council will respond to any criminal incident identified by a CCTV operator or referred to the control room by relevant agencies or partners, such as the Police, emergency services, or other authorised enforcement bodies. Requests from non-relevant or unauthorised sources will not be acted upon. All

Commented [JS12]: Have broadened this out to make it less vague.

Commented [JS13]: Changed to reflect new proposed monitoring times.

Commented [JS14]: Have added reference to agreed priorities with each council as think this is important. These would be discussed and agreed with clerks through CCTV Manager.

Commented [JS15]: Have made monitoring criteria clearer.

Commented [JS16]: Have expanded on what 'appropriate actions' might be.

responses will follow agreed protocols and prioritisation based on the nature and severity of the incident.

25. Recorded footage will normally be retained for 28 days. Where a formal request is made for the purposes of an investigation, and sufficient grounds exist under the relevant codes of practice and legislation, footage may be retained for a longer period. All extended retention will be documented and justified in accordance with Data Protection Act 2018 and UK GDPR requirements.
26. Somerset Council will record all observed incidents of criminal and anti-social behaviour and promptly refer such incidents to the appropriate agency for response. This includes notifying the Police for criminal matters and other authorised enforcement bodies for relevant issues. All referrals will follow agreed protocols and be documented for audit and compliance purposes.
27. Somerset Council will provide recorded material that meets evidential standards to the Police for criminal prosecutions. This will include all necessary supporting documentation, such as operator logs and, where required, witness statements from CCTV operators or managers to confirm observations or evidential integrity.
28. Somerset Council will provide recorded material that meets evidential standards to the Client only where it is necessary to pursue the legitimate aims of the Service, such as investigating significant incidents (e.g., serious damage to Council property or major public safety concerns). Requests must be proportionate and relevant, and Somerset Council reserves the right to determine appropriateness and prioritise resources accordingly.
29. To undertake pre-arranged presentations of the systems effectiveness to community representatives of the Client.
30. To complete and retain all written and electronic information relating to the system for the recommended period of time in accordance with the Data Protection Act 2018 and the UK GDPR.
31. Somerset Council will be responsible for authorising all requests from the Police, HM Revenue & Customs, relevant Government agencies, and any other duly authorised organisation to use the CCTV cameras as part of a surveillance operation or criminal investigation. All authorisations will be subject to compliance with applicable legislation, including the Regulation of Investigatory Powers Act (RIPA), and will only be granted where the request is lawful, proportionate, and properly documented.

Commented [JS17]: Have expanded this so we can be clear that we don't take requests or calls from unsolicited groups.

Commented [JS18]: Footage actually retained for 31 days. Have changed to reflect this.

Commented [JS19]: Have tightened this up for clarity.

APPENDIX 2 – ANNUAL CONTRIBUTION

1. Service Delivery Charges

For the financial year 2027/2028, the charge for delivery of all services outlined in this SLA, including monitoring, management, maintenance, and compliance, shall be £2,798.52 per camera per annum.

This per-camera rate covers:

- Continuous monitoring and recording (24/7/365).
- Operation of the control room and Police radio system.
- Maintenance and fault resolution in line with agreed schedules.
- Compliance with data protection and legal requirements.
- Provision of reports and governance information as set out in Appendix 1.

Future Years

For subsequent financial years, charges will be based on the previous year's rate with an annual uplift in line with the Retail Price Index (RPI).

Somerset Council will notify the Client of any planned RPI uplifts by October 31st each year.

Commented [JS20]: Added as per WCC request.

2. Ad-Hoc Costs, Expenses and Charges

Any additional costs incurred in relation to the Service, such as camera new camera installations, upgrades to cameras or system enhancements within the parish or town council's area, will be the responsibility of the Client. All such work will be undertaken in consultation with the Client and subject to prior agreement.

Commented [JS21]: Have changed this to a charge for service delivery.

have removed the reference to example of new camera cost as this has caused confusion and we have learned that each camera is different so being held to that cost isn't realistic.

APPENDIX 3 – SLA MEETING AGENDA

These shall be in the form of 1 individual meeting per year, and one whole group meeting per year, with partners (police) invited.

1. Introduction
2. Round up of activity (statistics) over the previous period (SC)
3. Feedback from Town Council
4. Camera location review
5. Camera downtime / repair during the period
6. Forward look – replacement / new camera
7. AOB

Commented [JS22]: Will remove this. How and what is discussed can be agreed between Jamie and clerk.

APPENDIX 4 – NATIONAL CCTV CODE OF PRACTICE

[Surveillance Camera Code of Practice \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

APPENDIX 5 – CCTV CAMERAS AND LOCATIONS

(camera number, location, model)

Number	Location	fixing	Type	model	installed
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[Council] cameras to be inserted here.



Report for councillors: To consider quotations for Health and Safety Support Services Contract

Issued to: Finance & Governance Committee - 23rd March 2026

1. Purpose of Report

For Members to consider quotations received for a 3 year Health and Safety Support Services Contract

2. Background

The Health and Safety consultants service forms part of the Town Council's ongoing commitment to maintaining a safe and compliant working environment across all council managed sites and facilities.

Quotations have been obtained in accordance with the Council's procurement procedures.

The service provides;

- Unlimited telephone and email support from your dedicated consultant
- Legally compliant H&S policy manual and handbook
- A scheduled visit to complete your audit and provide a prioritised action plan
- Portal access with templates, guidance materials, and H&S compliance software
- Act as one of your legally required named competent persons

3. Financial Implications

Quotations Received

Contractor	Annual charge ex VAT	Amount for 36 Month Contract ex VAT
Quote 1	£4,196.28	£12,588.84
Quote 2	£2,008.33	£6,025
Quote 3	£1,900	£5,700

The provision of this service was included in the budget setting for 2026/27.

4. Recommendation

That the committee approves one of the quotations for a 3 year health and safety contract.