



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

14<sup>th</sup> April 2026

To: All Members of the Assets & Amenities Committee

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **ASSETS & AMENITIES COMMITTEE** to be held **21<sup>st</sup> April 2026** in the Council Chamber, Old Courthouse, Jaycroft Road, TA8 1LE at **7.00 pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Building doors will be open at 6:45pm

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

Katherine Noble  
Town Clerk

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

#### **Members of the Assets & Amenities Committee**

Councillor P. Clayton (Chair)  
Councillor L. Millard  
Councillor M. Murphy  
Councillor C. Searing  
Councillor P. Wynn

Councillor B. Metcalfe  
Councillor P. Mills  
Councillor S. Perry  
Councillor B. Vickers

## **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.

## **Assets & Amenities Committee Meeting Agenda**

**21<sup>st</sup> April 2026**

- 171.A25 Apologies for absence**
- 172.A25 To receive any declarations of interest on items included on this agenda**
- 173.A25 To receive and approve the minutes of the Assets & Amenities meeting held on 17<sup>th</sup> February 2026**
- 174.A25 To note the most recent committee income and expenditure report**
- 175.A25 To consider response to correspondence received**
  - 175.1 To consider a request for a dog bin to be installed in Westfield Drive
- 176.A25 Princess Theatre**
  - 176.1 To receive Theatre Managers update report
  - 176.2 To review regular hirers fees and charges
- 177.A25 Cemeteries**
  - 177.1 To receive cemeteries update report
  - 177.2 To consider the Grass Keep Agreement report for Brent Road Cemetery
- 178.A25 Allotments**
  - 178.1 To receive allotments update report
- 179.A25 Public Conveniences**
  - 179.1 To receive public conveniences update report
- 180.A25 To receive the estates team general update report**
- 181.A25 Update on the office refurbishment**
- 182.A25 To appoint a Task and Finish Group to review dog waste facilities**



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

**183.A25      Date of next meeting**

The next meeting of the Assets & Amenities Committee is scheduled for 16<sup>th</sup> June 2026 at 7 pm



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

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

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

**Public Participation:**

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

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

**160.A25 Apologies for absence**

There were no apologies received.

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

There were no declarations of interests.

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

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

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

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

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

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

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

**164.A.25 To consider response to correspondence received**



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

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

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

**165.A.25 Princess Theatre**

**165.1 To receive Theatre Managers update report**

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

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

The report was noted.

**165.2 To consider extension to technical services contract**

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

**166.A.25 Cemeteries**

**166.1 To receive cemeteries update report**

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

The cemeteries report was noted.

**166.2 To consider quotes for the Brent Road Cemetery extension survey**

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

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

**167.A25 Public Conveniences**

**167.1 To receive public conveniences update report**

The report was noted.



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

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

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

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

**168.A25 To receive the estates team general update report**

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

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

The report was noted.

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

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

**170.A25 Date of next meeting**

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

08/04/2026

**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	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 The Old Court House</u>								
1005 Old Court House Letting	0	78	200	122			39.0%	
The Old Court House :- Income	<u>0</u>	<u>78</u>	<u>200</u>	<u>122</u>			<u>39.0%</u>	<u>0</u>
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	<u>1,236</u>	<u>19,303</u>	<u>34,240</u>	<u>14,937</u>	<u>0</u>	<u>14,937</u>	<u>56.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(1,236)</u>	<u>(19,225)</u>	<u>(34,040)</u>	<u>(14,815)</u>				
Grand Totals:- Income	0	78	200	122			39.0%	
Expenditure	1,236	19,303	34,240	14,937	0	14,937	56.4%	
<b>Net Income over Expenditure</b>	<u>(1,236)</u>	<u>(19,225)</u>	<u>(34,040)</u>	<u>(14,815)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>(1,236)</u>	<u>(19,225)</u>	<u>(34,040)</u>	<u>(14,815)</u>				

08/04/2026

## Burnham &amp; Highbridge Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 28/02/2026

Month No: 11

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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%	
1520 Interments	1,130	19,947	10,000	(9,947)			199.5%	
1525 Memorials	426	5,149	5,000	(149)			103.0%	
Cemeteries :- Income	<u>3,072</u>	<u>52,993</u>	<u>27,850</u>	<u>(25,143)</u>			<u>190.3%</u>	<u>0</u>
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	<u>2,463</u>	<u>23,631</u>	<u>38,450</u>	<u>14,819</u>	<u>0</u>	<u>14,819</u>	<u>61.5%</u>	<u>0</u>
Net Income over Expenditure	<u>609</u>	<u>29,362</u>	<u>(10,600)</u>	<u>(39,962)</u>				
<u>600 Princess</u>								
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	<u>10,194</u>	<u>91,011</u>	<u>84,300</u>	<u>(6,711)</u>			<u>108.0%</u>	<u>60</u>
4000 Salaries & Wages	8,301	89,804	102,850	13,046		13,046	87.3%	
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%	

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	10,500	738		738	93.0%	
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)				
<u>700 Estates</u>								
1300 Allotment Rents Received	0	1,295	1,260	(35)			102.8%	
1400 Signal Box	0	126	200	74			63.0%	
1410 Grass Cutting	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%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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%	
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)				
<u>800 Public Conveniences</u>								
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)				
<u>900 Play Areas</u>								
1100 Miscellaneous income	0	25,875	0	(25,875)			0.0%	
Play Areas :- Income	0	25,875	0	(25,875)				0
4385 Maintenance	0	0	10,000	10,000		10,000	0.0%	
4390 H&S/Fire/Inspections	0	0	2,000	2,000		2,000	0.0%	
Play Areas :- Indirect Expenditure	0	0	12,000	12,000	0	12,000		0
Net Income over Expenditure	0	25,875	(12,000)	(37,875)				
Grand Totals:- Income	13,325	171,935	114,025	(57,910)			150.8%	
Expenditure	34,493	385,991	649,275	263,284	0	263,284	59.4%	
Net Income over Expenditure	(21,169)	(214,056)	(535,250)	(321,194)				
plus Transfer from EMR	0	60,357	0	(60,357)				
less Transfer to EMR	0	60	0	(60)				
Movement to/(from) Gen Reserve	(21,169)	(153,758)	(535,250)	(381,492)				

## Request for Dog Waste Bin

I've recently had a spate of dog poo in bags lined with up on my front lawn on Westfield Road, We have dog walkers up and down the road from dawn to dusk, I am nursing a vary disabled wife , and this is causing her much unnecessary anxiety, Could I respectfully request a dog poo box be installed by the post box in our road please, Meanwhile I intend to catch the phantom dog poo depositor.

Section of Westfield Road  
affected

Location of post box



# Managers Update Report

3<sup>rd</sup> February 2026 to 8<sup>th</sup> April 2026

Attendees to Participation Groups	Number of attendees
Community Choir	171
Kurling	323
Open Art Studio	34
Seated Exercise	63
Contemporary Creative Textiles (these sessions are once per month)	20

Events Coming Up	Tickets offered for sale	Tickets sold to date 8.4.26
<b>April 2026</b>		
LDN Wrestling	198	84
Baroque n Roll (Bristol Ensemble)	198	76
Hundred Watt Club	198	63
Creedence Clearwater Review	198	192
<b>May 2026</b>		
Simon & Garfunkel Through The Years	198	155
Cinderella, Grown Up's Only	198	137
Bippo's Circus Adventures	198	12
DSUK – in Tribute to Dire Straits	198	160
Remember When (Matinee)	198	47
BOS Comedy Club	198	31
<b>June 2026</b>		
The Secret (Magic)	198	16
Here I Am by Patti Boulaye	198	11
Ed is Elton	198	56
The Enigma of Jewellery in Ancient Egypt (Talk)	50	31
Mollie & The Purple Peaches (Cabaret)	72	18
Divas Live in Concert	198	24

Courtroom Live 2pm, 7pm	Each show 100	59
<b>July 2026</b>		
New Jersey Boys	198	94
The Monkees Tale	198	86

### Show Sales

A report is shown below and as requested by The Assets & Amenities Committee this shows the revenue retained by The Princess Theatre & Arts Centre for shows during February and March 2026. It should be noted that any on costs to the Princess Theatre for Box Office ticketing levies, charges for credit card/payment services and PRS are all recovered from the show sales before payment to the agents or hirers. All figures shown are gross.

February and March 2026										
			<i>We recharge this amount to visiting companies</i>							
	<i>Number of shows</i>	<i>Total ticket sales</i>	<i>Ticket levy included in ticket sale price</i>	<i>Credit card charge/payment processing charge</i>	<i>PRS/royalties</i>	<i>Amount paid to third party</i>	<i>We received this much in commission on a split deal</i>	<i>We received this much from hire charges</i>	<i>We received this much from guarantee deal</i>	<i>Total Revenue for shows retained</i>
February 2026	5	<b>14328.00</b>	<b>695.50</b>	<b>337.34</b>	<b>427.35</b>	<b>9625.37</b>	<b>3242.44</b>			<b>3242.44</b>
March 2026	6	<b>16817.00</b>	<b>1043.00</b>	<b>560.70</b>	<b>389.87</b>	<b>10968.49</b>	<b>1112.94</b>	<b>2742.00</b>		<b>3854.94</b>
March 2026*								<b>4325.76</b>		<b>4325.76</b>
	Totals	<b>31145.00</b>	<b>1738.50</b>	<b>898.04</b>	<b>817.22</b>	<b>20593.86</b>	<b>4355.38</b>	<b>7067.76</b>		<b>£11,423.14</b>

\* Additional hire fees in excess of sales for an individual event

## **News and Updates**

### **Highbridge Festival**

We once again welcomed the Highbridge Festival to The Princess Theatre for a 7 day run, attended by so many competitors from near and far.

### **Participation Groups**

Our Participation groups, Kurling, Community Choir, Open Art, Seated Exercise and Contemporary Textiles has grown in popularity generating an income of almost £9,500 at the end of the financial year to March 2026. The groups create a feeling of great community spirit and wellbeing among our many patrons.

### **Visitors to the Princess Theatre & Arts Centre**

In addition to those attending the venue for hire of the venue meeting rooms, during the period 3<sup>rd</sup> February to 8<sup>th</sup> April 2026 we welcomed the following:

- 1374 patrons attending shows
- 611 attending our participation groups
- 904 people in the audience across the Highbridge Festival
- There were 1257 times a performer stepped onto the stage to take part in the Highbridge Festival Competitions

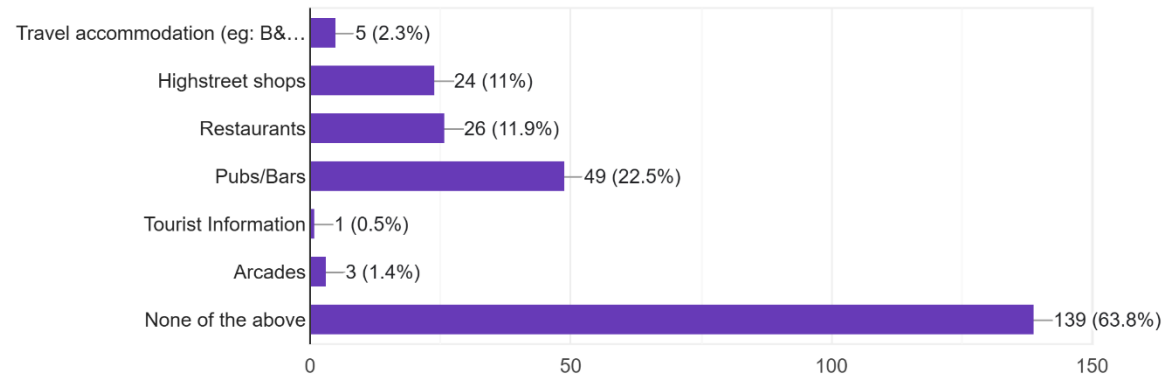
We encountered many visitors who were paying their first visit to the Princess Theatre and encouraged by their feedback regarding the theatre facilities in general.

## Customer Post Show Feedback

Please see below some of the statistics and anonymous feedback we have received from patrons. It is nice to see that our patrons are also visiting other local businesses during their visit to the theatre.

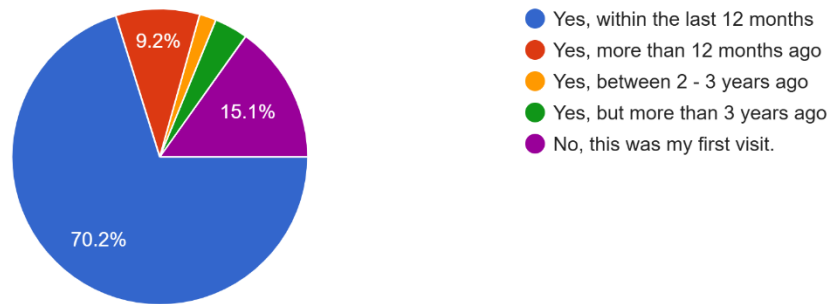
### 1.2. Before your visit to The Princess Theatre, did you make use of any of the following local businesses?

218 responses



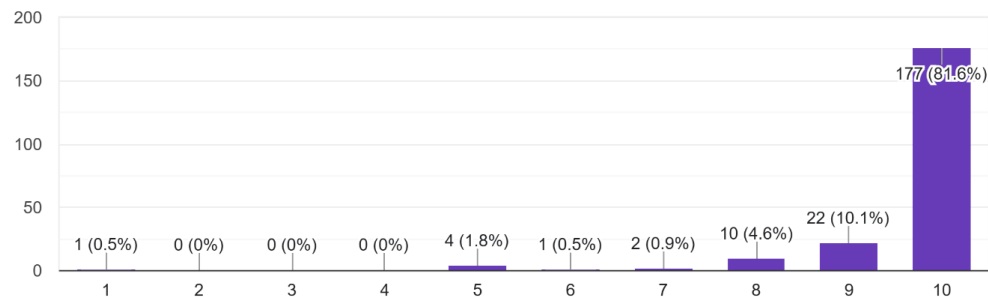
### 1.3. Previous to this visit, had you ever attended The Princess Theatre and Arts Centre before?

218 responses



2.9.1. On a scale of 0-10, how likely is it that you would recommend The Princess Theatre and Arts Centre to a friend, family member or colleague, with ...eing extremely likely and 1 being not at all likely?

217 responses



*Lovely venue. Comfortable surroundings and very friendly helpful staff. Thank you.*

*Our first visit, really enjoyed the show, will definitely be back, lovely little theatre*

*The Princess Theatre is a real asset to the community*

*Excellent venue well organised by enthusiastic staff!*

*Really enjoyed the Swing Commanders. Have never had anything less than a great time every time I have visited! Thank you*

*I would recommend anyone to visit and think the venue offers a variety of entertainment especially for all ages but most importantly the younger generation that can keep theatres full for the way forward for future performances. The generations ahead at such young ages are amazing in what they provide to all generations.*

*Great staff and very helpful too. A great evening, thank you*

*It's a (sic) excellent venue, and friendly, great entertainment*

*Excellent from start to finish. Very impressed with the tickets being sent to my phone before the performance, great that you accept all forms of payment at the bar . Lovely people, lovely venue, better than most ( the staff etc ) than the ones in the midlands. Shame we live so far away . But an all round excellent experience. 10/10 Thankyou*

*We really enjoyed our evening. It was fabulous, and the venue was great. We will definitely visit again*




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**Report for Councillors:                      Review of Regular Hirers Fees and Charges**

**Issued to:                                        Assets and Amenities Committee - 21<sup>st</sup> April 2026**

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

To consider a review and proposal of change to the fees and charges for regular hirers.

### **2. Background**

Historically, there have been third parties who were key holders of The Princess Theatre and Arts Centre and when the premises were used for rehearsals they would be charged a discounted rate, they would take full responsibility for locking and alarming of the building, including dealing with any emergencies that may occur during their hire.

Any hires for production/performance weeks were charged at our regular full Community rate.

During the last year, we have had a change of permitted keyholders of the building, whereby only Council staff employees are keyholders, with the exception of the security company appointed for out-of-hours call out.

This has resulted in a member of staff always being on duty for any hires of the building and subsequently taking responsibility for locking, alarming and general safety and security of the building.

The Theatre Manager works closely with the two local performing companies who are offered discounts when hiring for rehearsals and has had in-depth discussions with both as to the viability of hiring the venue for their rehearsals. The current discount offered allows them to hold their rehearsals at the theatre, of which collectively they have been operating from for tens of years. We believe this is a partnership forged over time, and they are a large part of what we do at the theatre and offer many members of our community the opportunity to use the town's theatre as part of performing groups, each with up to 40 people involved in productions as well as the backstage crew members being part of the societies, it also provides an opportunity for many of our community to see the wonderful productions they put on.

We would like to continue this association/partnership with them and continue to offer a 50% discount from our regular community set day fee.

Having spoken to both groups we have established it would be advantageous for them to do some of their rehearsals on stage instead of the main hall floor, for which we would charge a set fee of £20.00 per session, this would be in addition to the discounted hire fee.

We believe this would allow both groups to continue to hold their rehearsals at the theatre. Any hire's for the production week would continue to be at our set full community rate.

### **3. Financial Implications**

There would be a potential for additional income for the theatre if the companies choose to use the stage at the additional cost.

Staff at the theatre work between the hours of 7am to midnight across 7 days, as required for

the needs of the business. The staffing hours allocated for the rehearsal hire would form part of the staff working week, in accordance with the budget set for staffing with no additional costs.

It should be noted that whilst the rehearsals are taking place staff on duty work on their other operational/administrative duties throughout the theatre.

The local production companies previously have asked to use the hire space an average of 170 hours per year, per group, equating to 340 hours of hire, at the rate for 26/27 that would equate to over £4,500 of revenue for the theatre, plus additional costs for stage use.

#### **4. Recommendation**

The Assets and Amenities Committee agree to continue to offer the 50% discounted hire fees for rehearsals only for two established regular hirers and introduce the offer of a flat additional fee of £20.00 if they wish to use the stage.




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**Report for councillors: Cemeteries Update Report**

**Issued to: Assets and Amenities Committee - 21<sup>st</sup> April 2026**

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## 1. Purpose of Report

To give an update on the 3 cemeteries at Highbridge, Brent Road and Westfield Road.

### Burials

#### March 2026

	Number of Burials	Number of Ashes
<b>Burnham</b>		<b>1</b>
<b>Brent Road</b>	<b>3</b>	<b>3</b>
<b>Highbridge</b>		

#### April 2026

	Number of Burials	Number of Ashes
<b>Burnham</b>		
<b>Brent Road</b>	<b>1</b>	<b>2</b>
<b>Highbridge</b>		<b>3</b>

### Highbridge Cemetery Wall

Works to repair the boundary wall at Highbridge Cemetery are scheduled to commence on Monday 27<sup>th</sup> April 2026. The contractor has confirmed availability and the site will be prepared in advance to ensure safe access.

### Brent Road Footpaths

Footpath improvement works at Brent Road Cemetery are also scheduled to begin on Monday 27<sup>th</sup> April 2026.

- A press release has been issued to inform the public.
- On-site notices will be displayed around the cemetery to advise visitors of temporary access restrictions during the works.
- Funeral Directors have been notified.



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**Report for councillors:                      Grass Keep Agreement for Brent Road Cemetery**

**Issued to:                                        Assets and Amenities Committee - 21<sup>st</sup> April 2026**

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## **1. Purpose of Report**

For the Committee to consider continuation of the grass keep agreement for the 2026 season.

## **2. Background**

In January 2020, the Town Council entered into a grass keep agreement with J & W Welland for the use of approximately 4.30 acres of land at Brent Road Cemetery.

Under the terms of the agreement:

- The annual grass keep fee of £400 is waived in exchange for Mr Welland undertaking the hedge-cutting on the site.
- The arrangement operates on a seasonal basis, running from 1<sup>st</sup> April to 30<sup>th</sup> November each year.
- The Council reviews the agreement annually to determine whether it wishes to continue the arrangement for the forthcoming season.

The Estates Team has confirmed that the arrangement has operated satisfactorily during the previous season, with hedge-cutting completed as required.

## **3. Financial Implications**

No direct income is received from the grass keep, as the £400 fee is offset against the cost of hedge-cutting.

Continuation of the agreement avoids the need for the Council to fund hedge-cutting separately.

If the agreement were not renewed, the Council would need to budget for hedge-cutting costs or seek an alternative arrangement.

## **4. Recommendation**

That the Assets and Amenities Committee approve continuation of the grass keep agreement with J & W Welland for the 2026 season (1<sup>st</sup> April – 30<sup>th</sup> November), with the annual fee continuing to be waived in exchange for hedge-cutting.




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**Report for councillors: Allotment Update Report**

**Issued to: Assets and Amenities Committee - 21<sup>st</sup> April 2026**

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### 1. Purpose of Report

To give an update on the management of the allotments at Walrow, Highbridge.

Number of plots	Number of vacant plots	Number on waiting list
36	1	10

### 2. Inspections

Routine inspections were undertaken during the first week of April. All plots were found to be tidy and maintained to an acceptable standard.

### 3. 2026/27 Tenancy Renewals

All tenancy agreements and payments for the 2026/27 allotment year have been issued and returned.

One allotment has given notice that they will be vacating their plot at the end of the month. Once the plot has been vacated, it will be inspected, and the next individual on the waiting list will be contacted and offered the plot.




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**Report for councillors:                      Public Conveniences Update Report**

**Issued to:                                      Assets and Amenities Committee - 21<sup>st</sup> April 2026**

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

To give an update on the four public conveniences sites managed by the Town Council.

### **2. Complaints**

The following complaints were reported to Danfo between 1<sup>st</sup> February -

Month	Number of complaints	Issues
February	0	
March	0	

The Estates Team are monitoring the cleanliness and visiting all sites on a regular basis. The Town Clerk raises any concerns with Danfo.

### **3. Repairs**

Several repairs have been undertaken including broken flushes, issues with rodents, blockages, door release buttons being broken and cubicle door locks being broken.

### **4. Cleaning Contract**

The Assets and Amenities Committee members were invited to meet with Danfo to discuss how the contract has been over the past year, and any issues and improvements going forward. Councillors Perry, Searing and Mills attended. Notes of the meeting have been circulated.

### **5. Family Friendly and stoma friendly toilet provision**

A meeting with Danfo has taken place regarding making changes to the men's and ladies' toilets on the Esplanade to provide family friendly cubicles.

We are also looking into making changes to one disabled toilet at each site, to make them stoma friendly accessible toilets

The proposals are being drafted and we hope to bring a report to the next meeting.



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**Report for councillors:**

**Estates Team General Update Report**

**Issued to:**

**Assets and Amenities Committee - 21<sup>st</sup> April  
2026**

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### **1. Floral Displays**

The Council have set the second Monday of the month for volunteers from the Growing Group to help with maintenance of the town's flowerbeds. In April the flowerbeds on the Esplanade were weeded.

### **2. Tree and Hedge works**

Significant amount of work has been completed in the cemeteries. Unfortunately there have been numerous issues with the chipper, which has delayed some of the work being completed.

### **3. Speed Indicator Devices (SIDS)**

The SIDS are being rotated in the locations allowed, on a regular basis.

### **4. Community Litter Pick**

A successful litter pick was undertaken on 20<sup>th</sup> March as part of the Keep Britain Tidy Great British Spring Clean. 20 bags of rubbish were collected by volunteers and Councillors. The next litter pick is scheduled for 19<sup>th</sup> June.

### **5. Noticeboards**

Several of the noticeboards have been painted and repairs have been undertaken on the rotunda in Burnham.

### **6. Bus Shelters**

The bus shelters are being cleaned on a regular basis and all have been repainted.

### **7. Portable Appliance Testing (PAT)**

PAT testing has been completed at the Princess Theatre.



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**Report for councillors: Office Refurbishment Update**

**Issued to: Assets and Amenities Committee - 21<sup>st</sup> April 2026**

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## **1. Purpose of Report**

To give an update on the proposed office refurbishment.

## **2. Background**

The costed plans have been produced, as requested by the Council.

A meeting of the Mayor, Chair of Assets and Amenities Committee and the Chair of Finance and Governance Committee to review the plans has taken place. The costings are significantly more than allocated funds available.

Some suggested alterations to the plans, to reduce the costs, are being reviewed and a full report will be provided at Council in May or June.