

**Minutes of a meeting of the Finance and Governance Committee
held on 27th April 2026 in the Council Chamber, The Old
Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

Present: Councillors G. Gudka (Chair), A. Matthews, P. Mills, C. Searing, B. Vickers

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

Public Participation:

There were no representations made

505.0.F25 To receive apologies for absence

Apologies were received from Councillor Clayton, Town Clerk and Responsible Finance Officer.

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

There were no declarations of interests.

507.0.F25 To receive and approve the minutes of the Finance and Governance Committee meeting held on 23rd March 2026

The minutes of the previous meeting of the Finance and Governance Committee, held on 23rd March 2026, were presented by the Chair.

Resolved that the minutes of the meeting held on 23rd March 2026 were approved and signed by the Chair.

508.0.F25 Matters arising from previous minutes

There were no matters arising.

509.0.F25 To receive for information minutes of sub-committees

A meeting of the Human Resources Sub-Committee took place on 13th April 2026, and the minutes had been circulated, as were the minutes of a joint meeting between the Human Resources Sub-Committee and the Finance & Governance Committee on the same day.

510.0.F25 Chairs report

The Chair provided an update.

The footpath works at Brent Road were reviewed, and the improvement works commenced on 27th April 2026.



Committee Chairs had met to review the initial costings associated with the proposed refurbishment of Jaycroft Road. Further discussion is required.

511.0.F25 To receive the list of payments up to 15th April 2026

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

512.0.F25 To note the income and expenditure and earmarked reserves reports up to 31st March 2026

The Chair highlighted that several items budgeted in 2025/26 were intended to top up the relevant earmarked reserves. All transfers of remaining budgets, as previously agreed by the Council, have now been completed.

The general reserve is expected to be approximately £630,000, representing around five months of expenditure. It was further noted that the general reserve currently appears higher than the estimated year-end figure due to several large projects scheduled to commence shortly.

The reports were noted.

513.0.F25 To approve the bank reconciliation for March 2026

Resolved the bank reconciliation was approved and signed by the Chair.

514.0.F25 To consider the investment update report for April 2026

Resolved to deposit £400,000 of the precept received into the CCLA Public Sector Deposit Fund.

515.0.F25 To receive update from the Responsible Finance Officer

No contribution was required from the Town Council towards Somerset Council's repair works to the paths at Winchester Park.

The first round of grants for local community groups and charities for the 2026 - 27 financial year is now open. The deadline for applications is 4pm on Friday 22nd May 2026.

The Council has received £5,527.95 from CIL receipts from developments within Burnham-on-Sea.

A VAT refund totalling £14,902.72 has been received.

516.0.F25 To receive CCTV data update report

Queries were raised regarding which committee should receive the CCTV data update report and whether the reported figures were accurate, as the numbers appeared unusually low. The Deputy Clerk



was asked to clarify the appropriate reporting committee and verify the data.

The report was noted.

517.0.F25 To consider distribution of the Highbridge Shop Front Grants

Resolved to open a new round of shop front grants for Highbridge, approve the application form and to review the submitted applications at the July meeting of the Finance and Governance Committee.

518.0.F25 Date of next meeting

The next meeting of the Finance and Governance Committee will be held on Monday 8th June 2026 at 7 pm.

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DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
27/03/2026	J Middleton	01495	Creative writing settlement			£82.50	paid 15/04/26
31/03/2026	CDS	76316	BR Cemetery Extension Surveys	£5,315.00	£1,063.00	£6,378.00	paid 15/04/26
31/03/2026	Teleshore	50507	straps for interments	£42.45	£8.49	£50.94	paid 15/04/26
31/03/2026	Medisol	8000206110	paediatric defibrillator pads	£109.00	£21.80	£130.80	paid 15/04/26
31/03/2026	Biffa	308C090521	waste collection - Princess	£144.90	£28.98	£173.88	paid 15/04/26
31/03/2026	Lyreco	6724302054	stamps, sundries and stationery	£108.32	£6.97	£115.29	paid 15/04/26
31/03/2026	Business Waste	P1985882	waste collection - TC & Cem	£11.73	£2.34	£14.07	paid 15/04/26
31/03/2026	Business Waste	P1985893	waste collection - Cemeteries	£5.52	£1.10	£6.62	paid 15/04/26
01/04/2026	Business Waste	P1989244	waste collection - TC & Cem	£115.52	£23.10	£138.62	paid 15/04/26
01/04/2026	Business Waste	P1989673	waste collection - Cemeteries	£43.12	£8.62	£51.74	paid 15/04/26
01/04/2026	Iris	INV-ISL-1349263	payroll services - March 2026	£116.59	£23.32	£139.91	paid 15/04/26
01/04/2026	Bravo	1466	technician Take A Chance show	£384.00	£76.80	£460.80	paid 15/04/26
01/04/2026	Rialtas	SM33294	accounting software licence & support 2026-27	£2,601.00	£520.20	£3,121.20	paid 15/04/26
02/04/2026	Take A Chance	TAC56-27032026	Take A Chance show settlement			£2,255.65	paid 15/04/26
03/04/2026	WODS	SI-1999	Frozen show settlement			£2,946.50	paid 15/04/26
07/04/2026	Screwfix	2011999109	radiator heads	£34.03	£6.81	£40.84	paid 15/04/26
07/04/2026	Dorset Angels	1061	Johnny Cash show settlement			£703.33	paid 15/04/26
	Blackmore	14A	Allotment Plot refund			£50.00	paid 15/04/26
01/04/2026	Double Brace	SI-3065	website hosting - Princess	£250.00	£50.00	£300.00	
01/04/2026	SW Councils	71800	subscription for 2026-27	£555.00	£111.00	£666.00	
01/04/2026	Microshade	260400454628	IT services	£1,054.80	£210.96	£1,265.76	
09/04/2026	Screwfix	2012084981	2 x workboots Estates			£99.98	
09/04/2026	Worknest	SINV100332	H&S subscription 2026-27	£1,900.00	£380.00	£2,280.00	
09/04/2026	SALC	2912	SALC & NALC affiliation fee 26-27			£3,471.63	
09/04/2026	Aroma Café	09.04.26	senior event refreshments			£390.00	
10/04/2026	Amazon	GB6WALZABEY	adapter for monitor - PT	£14.44	£2.89	£17.33	
10/04/2026	Spot on Supplies	31692215	cleaning supplies	£239.32	£47.86	£287.18	

