



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

21st April 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 **27th 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 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 27th April 2026

- 505.0.F25 Apologies for absence**
- 506.0.F25 To receive any declarations of interest on items included on this agenda**
- 507.0.F25 To receive and approve the minutes of the Finance and Governance Committee meeting held on 23rd March 2026**
- 508.0.F25 Matters arising from previous minutes**
- 509.0.F25 To receive for information minutes of sub-committee**
- 510.0.F25 To receive the Chairs report**
- 511.0.F25 To receive the list of payments up to 15th April 2026**
- 512.0.F25 To note the income and expenditure, earmarked reserves and balance sheet reports up to 31st March 2026**
- 513.0.F25 To approve the bank reconciliation for March 2026**
- 514.0.F25 To consider the investment update report for April 2026**
- 515.0.F25 To receive update from the Responsible Finance Office**
- 516.0.F25 To receive CCTV data update report**
- 517.0.F25 To consider distribution of the Highbridge Shop Front Grants**
- 518.0.F25 Date of next meeting**

The next meeting of the Finance & Governance Committee is scheduled for 8th June 2026 at 7 pm.



**Minutes of a meeting of the Finance and Governance Committee
held on 23rd March 2026 in the Council Chamber, The Old
Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

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

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

Public Participation:

A resident stated that the street lights were still not working on the Esplanade and that there are a number of potholes throughout the town.

484.0.F25 To receive apologies for absence

Apologies were received from Councillor Murphy.

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

There were no declarations of interests.

486.0.F25 To receive and approve the minutes of the Finance and Governance Committee meeting held on 9th February 2026

The minutes of the previous meeting of the Finance and Governance Committee, held on 9th February 2026, were presented by the Chairman.

Resolved that the minutes of the meeting held on 9th February 2026 were approved and signed by the Chairman

487.0.F25 Matters arising from previous minutes

There were no matters arising.

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

A meeting of the Human Resources Sub-Committee took place on 12th March 2026 and the minutes had been circulated.

489.0.F25 Chairman's report

The Chairman had no items to raise.

490.0.F25 To receive the list of payments up to 14th March 2026



Some queries were raised and these were answered.

The list of payments attached to these minutes were noted.

491.0.F25 To note the income and expenditure and earmarked reserves reports up to March 2026

No queries were raised and the reports were noted.

492.0.F25 To approve the bank reconciliation for February 2026

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

493.0.F25 To receive an update on aged debtors

It was confirmed that the payment had now been received from Burnham Pantomime Society. One payment was made by ReACT in February and the RFO is chasing the final payment.

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

A £4,200 deposit has been returned from LRGC from the locum service in 2022.

The control accounts have been reviewed and monies moved to income for any theatre vouchers that have not been redeemed within the deadline.

The procurement card limits have been increased to £1,000 as agreed.

495.0.F25 To review progress of the contracts list

The cleaning contracts were queried and councillors were advised which each contract related to.

The Christmas lights specification will be presented to Council in April.

The report was noted.

496.0.F25 To note the updated CIL spreadsheet

The RFO has produced a guidance and criteria report for funding applications, which will be considered by the Committee before Full Council, once the requirements for the Council's expenditure has been considered.

497.0.F25 To note grants 2025/26 update report

The report was noted.

498.0.F25 To receive feedback from Q3 internal check undertaken by Councillors Clayton and Mills



Councillor Mills advised that a selection of invoices were reviewed, following the process from the order being placed to paying the invoice. No issues were raised.

499.0.F25 To review the Statement of Internal Control

Resolved that the updated Statement of Internal Control is adopted.

500.0.F25 To review the Annual Investment Strategy

The RFO explained the reasons for the changes.

Resolved that the updated Annual Investment Strategy is adopted.

501.0.F25 To consider a date for the next round of grants

Resolved that applications would be considered at meeting in June. The RFO will report back to the next meeting regarding the timeframe.

A discussion took place regarding the Highbridge shop front grants.

Resolved that the shop front grant applications would be considered at the meeting in October.

502.0.F25 To review updated CCTV Service Level Agreement for 2026/2027

The amended agreement had been circulated with notes from Somerset Council explaining the changes.

Resolved that the proposed CCTV SLA is accepted.

503.0.F25 To consider quotations for 3 year Health and Safety support services contract

An overview of the service was provided.

Resolved that quotation 3 for a three year health and safety support service is approved at a cost of £1,900 + VAT per annum.

504.0.F25 Date of next meeting

The next meeting of the Finance and Governance Committee will be held on Monday 27th April 2026 at 7 pm.

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

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	

17/04/2026

Burnham & Highbridge Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Management & Compliance</u>							
1076 Precept	1,324,115	1,324,115	0			100.0%	
1077 CIL income - Highbridge	1,909	0	(1,909)			0.0%	
1078 CIL income - Burnham	5,500	0	(5,500)			0.0%	
1080 Bank Interest	71,435	15,000	(56,435)			476.2%	
Management & Compliance :- Income	1,402,959	1,339,115	(63,844)			104.8%	0
4000 Salaries & Wages	362,585	382,600	20,015		20,015	94.8%	
4005 Employers Nat Insurance	36,337	45,700	9,363		9,363	79.5%	
4010 Employers S\Annuation	80,965	95,700	14,735		14,735	84.6%	
4055 Recruitment Costs	129	3,000	2,871		2,871	4.3%	
4060 Training	4,261	8,000	3,739		3,739	53.3%	
4065 Travel, Expenses & Subsistence	55	800	745		745	6.9%	
4070 Office/IT Equip & Furniture	2,104	10,000	7,896		7,896	21.0%	
4080 Telephone & Broadband	3,456	4,300	844		844	80.4%	
4085 Postage	263	600	338		338	43.8%	
4090 Stationery & Supplies	1,675	2,000	325		325	83.8%	
4095 Subscriptions & Support	25,028	30,000	4,972		4,972	83.4%	
4100 Insurance	20,000	20,000	(0)		(0)	100.0%	
4105 Audit & Accountancy Fees	3,616	5,000	1,384		1,384	72.3%	
4110 Legal Fees	2,110	5,000	2,890		2,890	42.2%	
4115 Professional & Consulting Fees	9,150	15,000	5,850		5,850	61.0%	11,175
4120 Bank Charges	1,434	1,700	266		266	84.4%	
4125 Payroll Services	1,505	1,900	395		395	79.2%	
4130 PPE & Uniforms	1,911	2,500	589		589	76.4%	
4135 Room Hire (Exp)	12	225	214		214	5.1%	
4150 Provision for bad debts	0	2,000	2,000		2,000	0.0%	
4760 Grant Expenditure	400	0	(400)		(400)	0.0%	400
4800 CIL expenditure	26,547	0	(26,547)		(26,547)	0.0%	26,988
Management & Compliance :- Indirect Expenditure	583,541	636,025	52,484	0	52,484	91.7%	38,563
Net Income over Expenditure	819,418	703,090	(116,328)				
6000 plus Transfer from EMR	38,563	0	(38,563)				
Movement to/(from) Gen Reserve	857,981	703,090	(154,891)				
<u>110 Democratic & Civic</u>							
4200 Mayors Allowance	5,067	5,000	(67)		(67)	101.3%	
4210 Election Expenses	6,724	10,000	3,276		3,276	67.2%	
4215 Civic Events	2,618	2,500	(118)		(118)	104.7%	688
4220 Remembrance Wreath	150	100	(50)		(50)	150.0%	
Democratic & Civic :- Indirect Expenditure	14,559	17,600	3,041	0	3,041	82.7%	688
Net Expenditure	(14,559)	(17,600)	(3,041)				
6000 plus Transfer from EMR	688	0	(688)				

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Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(13,871)	(17,600)	(3,729)				
<u>120 Joint Funding With Others</u>							
4260 CCTV Cameras	33,582	25,000	(8,582)		(8,582)	134.3%	5,000
4470 Town Centre Cleaning	6,000	6,000	0		0	100.0%	
Joint Funding With Others :- Indirect Expenditure	39,582	31,000	(8,582)	0	(8,582)	127.7%	5,000
Net Expenditure	(39,582)	(31,000)	8,582				
6000 plus Transfer from EMR	5,000	0	(5,000)				
Movement to/(from) Gen Reserve	(34,582)	(31,000)	3,582				
<u>140 Community</u>							
1405 Event Donations Received	1,150	0	(1,150)			0.0%	
Community :- Income	1,150	0	(1,150)				0
4300 Grant - CAB (S.142)	2,700	2,700	0		0	100.0%	
4305 Grants Made	40,699	30,000	(10,699)		(10,699)	135.7%	9,800
4455 Christmas Lights	25,891	26,000	109		109	99.6%	
4465 Events Expenditure	9,964	10,000	36		36	99.6%	
4475 Carnival Events Week	15,066	16,500	1,434		1,434	91.3%	
Community :- Indirect Expenditure	94,321	85,200	(9,121)	0	(9,121)	110.7%	9,800
Net Income over Expenditure	(93,171)	(85,200)	7,971				
6000 plus Transfer from EMR	9,800	0	(9,800)				
Movement to/(from) Gen Reserve	(83,371)	(85,200)	(1,829)				
<u>200 The Old Court House</u>							
1005 Old Court House Letting	117	200	83			58.5%	
The Old Court House :- Income	117	200	83			58.5%	0
4350 Business Rates	11,213	12,000	787		787	93.4%	
4355 Utilities	7,090	6,240	(850)		(850)	113.6%	
4375 Cleaning	1,473	3,000	1,527		1,527	49.1%	
4380 Security & Alarms	1,331	5,000	3,669		3,669	26.6%	
4385 Maintenance	1,068	5,000	3,932		3,932	21.4%	
4390 H&S/Fire/Inspections	1,467	3,000	1,533		1,533	48.9%	
The Old Court House :- Indirect Expenditure	23,642	34,240	10,598	0	10,598	69.0%	0
Net Income over Expenditure	(23,525)	(34,040)	(10,515)				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>500 Cemeteries</u>							
1500 Wayleaves	4,854	4,850	(4)			100.1%	
1505 Commonwealth War Memorials	31	0	(31)			0.0%	
1515 EROB	26,688	8,000	(18,688)			333.6%	
1520 Interments	22,255	10,000	(12,255)			222.6%	
1525 Memorials	7,266	5,000	(2,266)			145.3%	
Cemeteries :- Income	61,093	27,850	(33,243)			219.4%	0
4350 Business Rates	9,765	11,750	1,985		1,985	83.1%	
4355 Utilities	5,092	6,000	908		908	84.9%	
4605 Provision For Paths	0	5,000	5,000		5,000	0.0%	
4610 Pump Maintenance	1,506	1,400	(106)		(106)	107.6%	
4615 General Maintenance	7,790	1,500	(6,290)		(6,290)	519.3%	5,315
4620 Mech Grave Digger	5,938	6,500	562		562	91.4%	
4635 Waste Collection	2,232	2,800	568		568	79.7%	
4640 Provision for Walls	0	2,000	2,000		2,000	0.0%	
4645 Water Testing	1,260	1,500	240		240	84.0%	
Cemeteries :- Indirect Expenditure	33,584	38,450	4,866	0	4,866	87.3%	5,315
Net Income over Expenditure	27,510	(10,600)	(38,110)				
6000 plus Transfer from EMR	5,315	0	(5,315)				
Movement to/(from) Gen Reserve	32,825	(10,600)	(43,425)				
<u>600 Princess</u>							
1085 Grants Received	3,000	0	(3,000)			0.0%	
1600 Storage Hire	3,562	3,300	(262)			108.0%	
1605 Lettings	32,975	33,000	25			99.9%	
1615 Café Rent/Commission	5,321	6,800	1,479			78.2%	
1625 PT Merchandise	4,687	4,100	(587)			114.3%	
1630 Donations Received	1,136	0	(1,136)			0.0%	
1645 Show income	31,779	25,000	(6,779)			127.1%	60
1655 Participation PT	9,454	7,000	(2,454)			135.1%	
1660 Art Sales	2,608	1,000	(1,608)			260.8%	
1670 PV Cells	6,590	4,000	(2,590)			164.8%	
1680 Advertising income	386	100	(286)			385.9%	
Princess :- Income	101,499	84,300	(17,199)			120.4%	60
4000 Salaries & Wages	98,354	102,850	4,497		4,497	95.6%	
4005 Employers Nat Insurance	10,087	14,200	4,113		4,113	71.0%	
4010 Employers S\Annuation	13,985	16,145	2,160		2,160	86.6%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4060 Training	860	2,000	1,140		1,140	43.0%	
4065 Travel, Expenses & Subsistence	0	150	150		150	0.0%	
4070 Office/IT Equip & Furniture	6,825	4,000	(2,825)		(2,825)	170.6%	3,826
4080 Telephone & Broadband	2,281	2,340	59		59	97.5%	
4100 Insurance	5,500	5,500	0		0	100.0%	
4350 Business Rates	7,984	9,990	2,006		2,006	79.9%	
4355 Utilities	26,714	30,000	3,286		3,286	89.0%	
4375 Cleaning	10,155	10,500	345		345	96.7%	
4380 Security & Alarms	1,208	2,000	792		792	60.4%	
4385 Maintenance	11,900	18,000	6,100		6,100	66.1%	
4390 H&S/Fire/Inspections	2,774	2,500	(274)		(274)	111.0%	
4635 Waste Collection	1,988	3,500	1,512		1,512	56.8%	
4700 Technician Cost	14,892	18,000	3,108		3,108	82.7%	
4701 Show costs	11,959	13,500	1,541		1,541	88.6%	1,536
4705 Advertising & Marketing	3,756	7,000	3,244		3,244	53.7%	
4710 Licences (exp)	699	750	51		51	93.1%	
4715 Card Payment Fees	2,482	3,000	518		518	82.7%	
4725 Technical Theatre	2,982	3,500	518		518	85.2%	
4730 Backstage Expenses	474	500	26		26	94.7%	
4735 Art Sales Expenditure	2,012	800	(1,212)		(1,212)	251.5%	
4740 PTAC Merchandise	2,408	3,500	1,092		1,092	68.8%	
4745 Participation Freelance	3,670	3,000	(670)		(670)	122.3%	
4760 Grant Expenditure	2,216	0	(2,216)		(2,216)	0.0%	(1,021)
4770 Cafe Equipment & Maintenance	1,235	3,000	1,765		1,765	41.2%	
Princess :- Indirect Expenditure	249,397	280,225	30,828	0	30,828	89.0%	4,340
Net Income over Expenditure	(147,898)	(195,925)	(48,027)				
6000 plus Transfer from EMR	4,340	0	(4,340)				
6001 less Transfer to EMR	60	0	(60)				
Movement to/(from) Gen Reserve	(143,617)	(195,925)	(52,308)				
<u>700 Estates</u>							
1300 Allotment Rents Received	1,295	1,260	(35)			102.8%	
1400 Signal Box	126	200	74			63.0%	
1410 Grass Cutting	475	415	(60)			114.5%	
1415 Floral Sponsorship	160	0	(160)			0.0%	
Estates :- Income	2,056	1,875	(181)			109.7%	0
4360 Electricity Town Centre	445	0	(445)		(445)	0.0%	
4365 Highbridge Clock Elec	2,033	1,600	(433)		(433)	127.1%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4370 Water Rates	602	450	(152)		(152)	133.9%	
4385 Maintenance	25,358	3,800	(21,558)		(21,558)	667.3%	21,442
4415 Water Fountain	203	800	597		597	25.3%	
4430 Benches	0	2,500	2,500		2,500	0.0%	
4440 Dog/Litter Bins	84	5,000	4,916		4,916	1.7%	
4445 Speed Indicator Devices	2	1,200	1,198		1,198	0.2%	
4450 Floral Decorations	10,583	50,000	39,417		39,417	21.2%	
4460 Tourism	158	2,000	1,842		1,842	7.9%	
4485 Defibrillator	375	250	(125)		(125)	150.0%	
4500 Tools & Equipment	8,011	20,000	11,989		11,989	40.1%	
4505 Vehicle Running Costs	2,241	5,000	2,759		2,759	44.8%	
4510 Vehicle Replacement	55,060	50,000	(5,060)		(5,060)	110.1%	34,575
4515 Vehicle Insurance	3,672	6,000	2,328		2,328	61.2%	
4625 Tree & Hedge Maintenance	4,542	3,000	(1,542)		(1,542)	151.4%	
4630 Fuel For Equipment	765	2,000	1,235		1,235	38.3%	
Estates :- Indirect Expenditure	114,135	153,600	39,465	0	39,465	74.3%	56,017
Net Income over Expenditure	(112,079)	(151,725)	(39,646)				
6000 plus Transfer from EMR	56,017	0	(56,017)				
Movement to/(from) Gen Reserve	(56,062)	(151,725)	(95,663)				
<u>800 Public Conveniences</u>							
4355 Utilities	0	25,000	25,000		25,000	0.0%	
4375 Cleaning	40,129	90,000	49,871		49,871	44.6%	
4385 Maintenance	840	50,000	49,160		49,160	1.7%	
Public Conveniences :- Indirect Expenditure	40,968	165,000	124,032	0	124,032	24.8%	0
Net Expenditure	(40,968)	(165,000)	(124,032)				
<u>900 Play Areas</u>							
1100 Miscellaneous income	25,875	0	(25,875)			0.0%	
Play Areas :- Income	25,875	0	(25,875)				0
4385 Maintenance	0	10,000	10,000		10,000	0.0%	
4390 H&S/Fire/Inspections	0	2,000	2,000		2,000	0.0%	
Play Areas :- Indirect Expenditure	0	12,000	12,000	0	12,000		0
Net Income over Expenditure	25,875	(12,000)	(37,875)				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,594,749	1,453,340	(141,409)			109.7%	
Expenditure	1,193,729	1,453,340	259,611	0	259,611	82.1%	
Net Income over Expenditure	401,020	0	(401,020)				
plus Transfer from EMR	119,724	0	(119,724)				
less Transfer to EMR	60	0	(60)				
Movement to/(from) Gen Reserve	520,684	0	(520,684)				

17/04/2026
11:27

Burnham & Highbridge Town Council Current Year

Page 1

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Property Maintenance - EMR	142,420.00	6,775.50	149,195.50
321 Youth Projects - EMR	5,000.00	-5,000.00	0.00
324 Legacy Clock - EMR	10,220.00		10,220.00
325 Service Transfer - EMR	105,270.80	43,977.00	149,247.80
326 IT/Office Equipment - EMR	20,255.53	7,896.00	28,151.53
327 HR Contingency - EMR	13,462.68	18,379.00	31,841.68
328 Grounds Equipment - EMR	8,310.60	17,467.00	25,777.60
329 Coronation - EMR	800.00	-800.00	0.00
330 General Maintenance - EMR	19,776.35		19,776.35
331 Princess Artistic Material Gra	4,700.00	-4,700.00	0.00
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	0.00
338 Replacement Van - EMR	34,800.00	-5,060.00	29,740.00
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	1,842.00	2,592.00
343 Princess Maint/Renewals - EMR	11,351.30	7,865.00	19,216.30
344 SIDS - EMR	72.64	1,198.00	1,270.64
345 Burnham EVO HTAP - EMR	900.00	25,875.00	26,775.00
346 Tree Maintenance - EMR	10,215.50		10,215.50
347 Cemeteries Extension - EMR	93,700.00	-5,315.00	88,385.00
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	6,954.47	9,863.42
374 PMC Somerset Community Grant	1,120.34	329.04	1,449.38
375 PMC Match Funding - EMR	5,000.00		5,000.00
380 Cemeteries Provision - EMR	89,500.00	7,000.00	96,500.00
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	0.00
388 EMR SALC 24-25 TC	733.34	-733.34	0.00
389 EMR CCTV	5,000.00	-5,000.00	0.00
390 EMR Election Expenses	0.00	3,276.00	3,276.00
391 Provision for Bad Debts	0.00	2,000.00	2,000.00
392 Public Conveniences	0.00	124,031.00	124,031.00
400 CIL - EMR	275,962.33	-19,579.40	256,382.93
	<u>953,825.29</u>	<u>187,769.67</u>	<u>1,141,594.96</u>

Date:09/04/2026

Burnham & Highbridge Town Council Current Year

Page 1

Time: 15:32

Bank Reconciliation Statement as at 31/03/2026
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	31/03/2026		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

Statement of Account

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

5 April 2026

Account name: **BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL**
Account number: XXXXXXXXXX
Statement period: **28/02/2026 to 31/03/2026**

Account summary

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

Holdings as at 31 March 2026

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

The average Fund yield for this period was 3.74% p.a.

Income for the period is as follows:

Month	Date paid	Fund name	Method	Amount (£)	Destination
Mar 2026	02/04/2026	Public Sector Deposit Fund SC4 - Public Sector	Paid to Nominated Bank Details	£3,179.71	

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.

Date: 07/04/2026

Burnham & Highbridge Town Council Current Year

Page 1

Time: 09:40

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 6 - CCLA Public Sector Deposit

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA Public Sector Deposit	31/03/2026		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



Transactions from 31-MAR-2026 to 31-MAR-2026

Account name or alias BOS No 2 Ac	Account number 87132346	Sort code 60-04-12	Account currency GBP
Debit or credit Any	Current cleared balance 59770.02		

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					58,578.62
31-Mar-2026	CHG	27FEB A/C 87132346	-37.34		58,578.62
31-Mar-2026	BAC	CARD TXNS 260326, 48581061		29.00	58,615.96
31-Mar-2026	BAC	CARD TXNS 260326, 48510771		200.00	58,586.96
31-Mar-2026	BAC	CARD TXNS 240326, 48510361		346.00	58,386.96
Opening balance					58,040.96
Totals			-37.34	575.00	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest 2 Account - Princess	31/03/2026		58,578.62
			<u>58,578.62</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			58,578.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			58,578.62
		Balance per Cash Book is :-	58,578.62
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Princess Float	31/03/2026		2.28
			<u>2.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2.28
		Balance per Cash Book is :-	2.28
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate



Transactions from 31-MAR-2026 to 31-MAR-2026

Account name or alias Linked Account	Account number [REDACTED]	Sort code [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 285460.81		

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			285,460.81
31-Mar-2026		FROM 56092431		4,311.54	285,460.81
31-Mar-2026	INT	31MAR GRS 54374901		277.40	281,149.27
		Opening balance			280,871.87
		Totals	0.00	4,588.94	

Account name or alias BOS HB Main Current Ac	Account number [REDACTED]	Sort cod [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 17322.56		

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					1,037.00
31-Mar-2026		TO 54374901	-4,311.54		1,037.00
31-Mar-2026	CHG	27FEB A/C 56092431	-36.46		5,348.54
31-Mar-2026	BGC	102638 605114		37.00	5,385.00
31-Mar-2026	DPC	LGRC ASSOCIATES LT, CN2367 Refund Dep, VIA MOBILE - PYMT		4,200.00	5,348.00
31-Mar-2026	BAC	SANDRA HOCKING, 16A&B BC837, FP 31/03 /26 1756, 85324512245646229		74.00	1,148.00
31-Mar-2026		102639		74.00	1,074.00
Opening balance					1,000.00
Totals			-4,348.00	4,385.00	

Date:09/04/2026

Burnham & Highbridge Town Council Current Year

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Time: 15:34

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - Natwest Current Account

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Current Account	31/03/2026		286,497.81
			<u>286,497.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			286,497.81
<u>Unpresented Receipts (Plus)</u>			
31/03/2026 Interest		17,749.15	
			<u>17,749.15</u>
			304,246.96
		Balance per Cash Book is :-	304,246.96
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Government Procurement Card

Receipt No	Date	Company	Item	Code/Category	Authorised	Net	VAT	Gross	VAT that cannot be recovered
120	26/02/2026	Timpsons	Key cut for Apex Office	Maintenance	Town Clerk	£9.00	£0.00	£9.00	n/a
121	28/02/2026	Facebook	advertising - PT	Advertising	RFO	£13.89	£0.00	£13.89	n/a
122	02/03/2026	Facebook	advertising - PT	Advertising	RFO	£0.02	£0.00	£0.02	n/a
123	04/03/2026	PSS	Chapter 8 training -JC	Training	Town Clerk	£215.00	£43.00	£258.00	n/a
124	05/03/2026	Electro South West	Jubilee Clips	SIDS	Town Clerk	£2.85	£0.57	£3.42	n/a
125	12/03/2026	Tesco	pay as you go phone - Box Office	Telephone	RFO	£34.00	£0.00	£34.00	n/a
126	12/03/2026	Trophies plus Medals	Civic Awards	Civic Events	Town Clerk	£28.29	£5.66	£33.95	n/a
127	13/03/2026	Electro South West	Jubilee Clips-refund	SIDS	Town Clerk	-£2.85	-£0.57	-£3.42	n/a
128	18/03/2026	Vistaprint	window stickers for toilet facilities	Highbridge Toilet Provision	Town Clerk	£17.63	£3.52	£21.15	n/a
129	20/03/2026	Mailchimp	advertising - PT	Advertising	RFO	£75.89	£0.00	£75.89	n/a
130	26/03/2026	Lidl	Civic Awards	Civic Events	Town Clerk	£19.18	£0.00	£19.18	n/a
131	26/03/2026	Tesco	Civic Awards	Civic Events	Town Clerk	£16.50	£0.00	£16.50	n/a
132	26/03/2026	Tesco	Civic Awards	Civic Events	Town Clerk	£21.45	£0.00	£21.45	n/a

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]





Date:02/04/2026

Burnham & Highbridge Town Council Current Year

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Time: 11:09

Bank Reconciliation Statement as at 31/03/2026
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	31/03/2026		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Council Name___Burnham-on-Sea & Highbridge Town Council_____

Accruals

An Accrual is where a service has been provided but the invoice not received.

The amount to be accrued is the Net Figure, or the amount to be paid to the supplier less VAT.

Nominal Code	Cost Centre	Description	Net Figure (No VAT)	VAT	Gross
4385	800	Timpsons - key cut	9.00	0.00	9.00
4705	600	Facebook	13.91	0.00	13.91
4060	100	PSS training	215.00	43.00	258.00
4080	600	Tesco - mobile phone BO	34.00	0.00	34.00
4215	110	Trophies Plus Medals	28.29	5.66	33.95
4705	600	Mailchimp	75.89	0.00	75.89
4215	110	Lidl - Civic Awards	19.18	0.00	19.18
4215	110	Tesco - Civic Awards	37.95	0.00	37.95
4775	700	Vistaprint-prepayment not included	17.63	3.52	21.15
		Totals	450.85	52.18	503.03
			-17.63		
		Total GPC accruals	433.22		

Please note as the Government Procurement Card needs to be reconciled to a zero balance for the year-end accounts shutdown the transactions have been entered into the accounts as accruals at year-end. Accruals must be entered at their net value (ie no VAT). As the Vistaprint transaction is a pre-payment this has not been entered as an accrual.



Report for councillors: Investment update report and feedback survey

Issued to: Finance & Governance Committee - 27th April 2026

1. Purpose of Report

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

2. Background

To reduce risk to public monies as per the Councils Financial Risk Management Policy investment into the CCLA Public Sector Deposit Fund was finalised in May 2025. The closing balance as at 31/03/26 is £1,000,000.

The precept for 2026-27 will be received in two lump sums of £718,892.50. The first of which has been received on 9th April, as such no draw down of funds will be needed for the next quarter's expenditure.

3. Financial implications

Interest accrued this quarter in CCLA:

January 2026 - £4,146.31 – paid 05/01/26

February 2026 - £3,565.10 – paid 03/02/26

March 2026 - £2,887.28 – paid 03/03/26

Current closing balance Natwest accounts 31/03/26:

Main account: £286,497.81

Natwest account 2 Princess: £58,578.62

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

4. Recommendation

- For the committee to agree to deposit £400,000 of the precept received into the CCLA Public Sector Deposit Fund.

Report for councillors: CCTV Update

Issued to: Finance and Governance Committee - 27th April 2026

1. Purpose of Report

To provide and update on the CCTV statics.

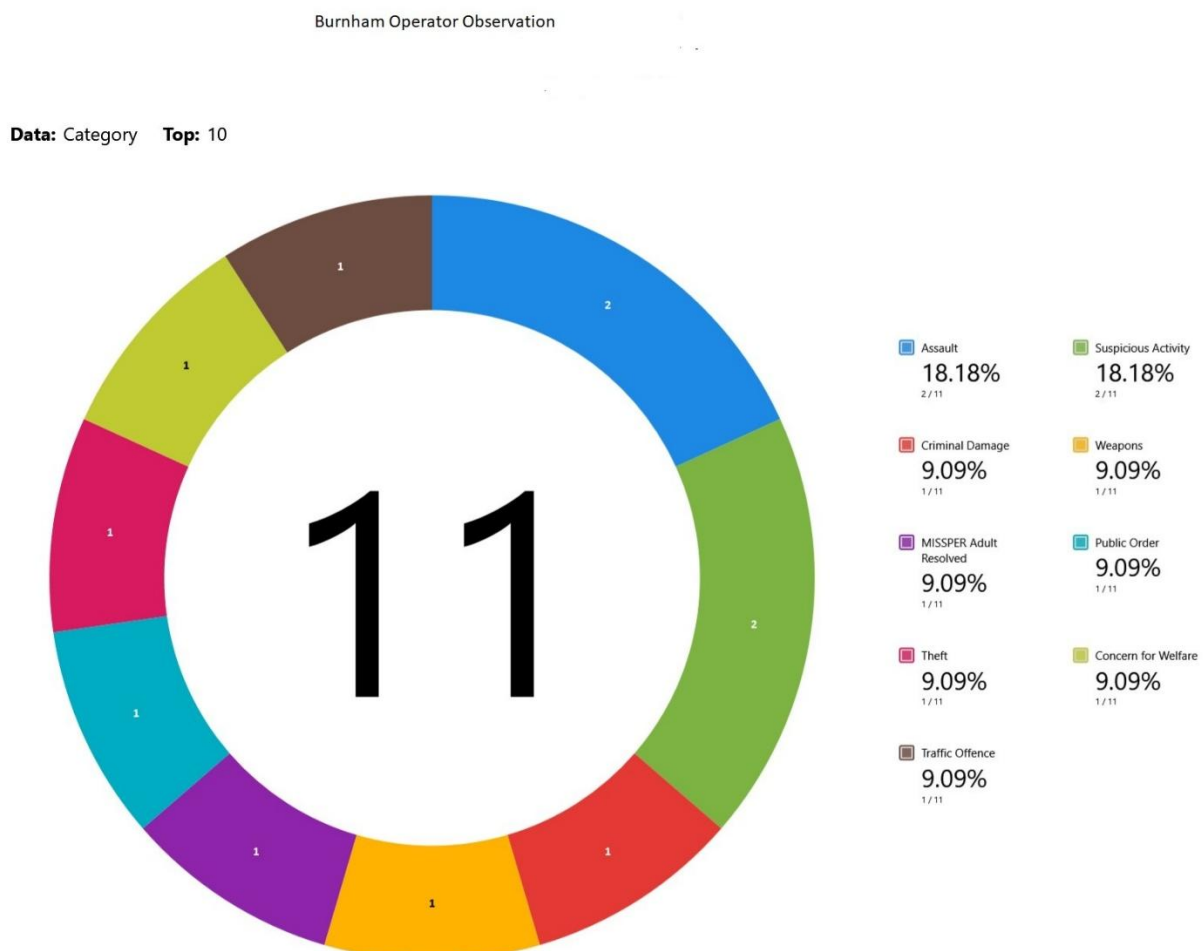
2. Background

Somerset Council are going to be providing the Town Council with quarterly statistical reports.

The details below relate to the period January – March 2026.

Burnham-on-Sea

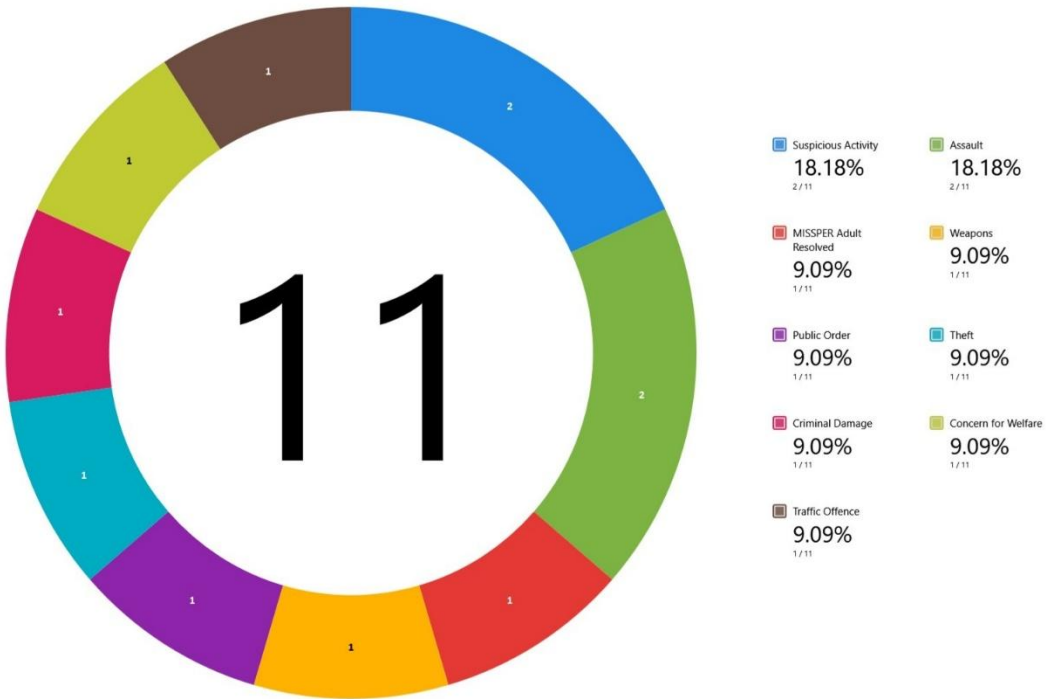
Operator observations – *These are the incidents, proactively detected by CCTV operators:*



Police informed – This report is the number of times CCTV operators have informed the police about an incident:

Burnham Police Informed

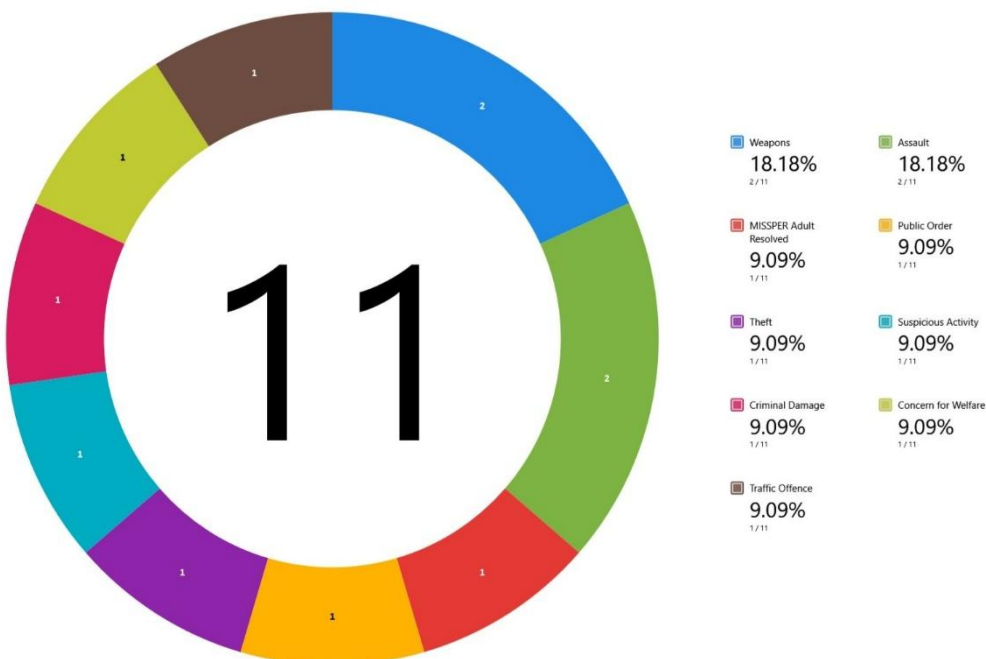
Data: Category Top: 10



BOS Police attended:

Burnham Police Attended

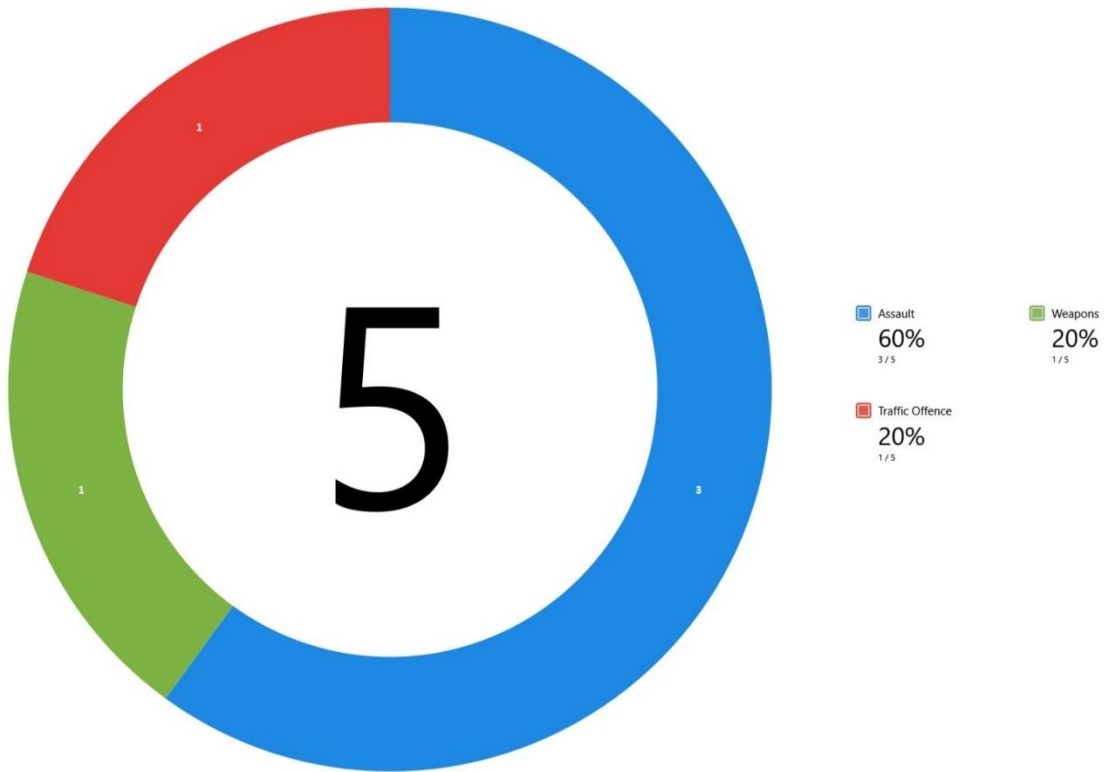
Data: Category Top: 10



BOS arrests last 3 months:

Burnham Arrests

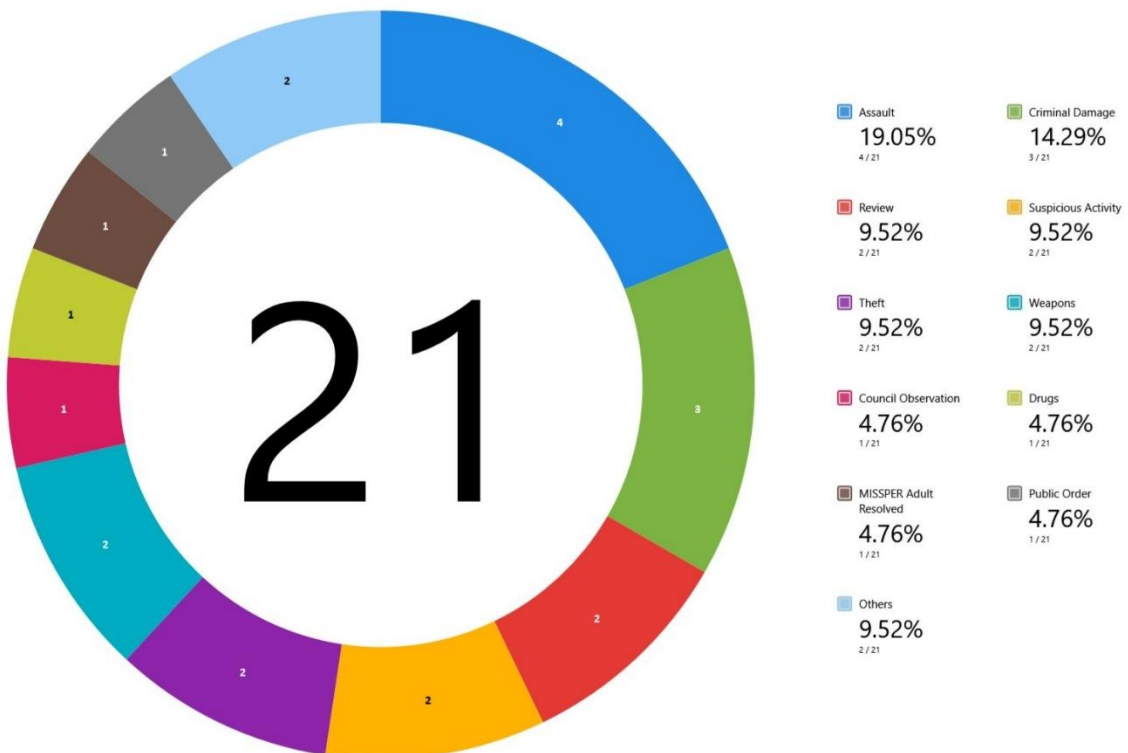
Data: Category Top: 10



Burnham-on-Sea top 10 crimes for 3 month period:

Burnham Top 10 Incidents

Data: Category Top: 10





Report for councillors: Highbridge Shop Front Grants

Issued to: Finance & Governance Committee - 27th April 2026

1. Purpose of Report

To consider the process for grant applications for Highbridge Shop Front Grants and agree a date for committee to review the applications.

2. Background

The Town Council set aside £10,000 in the budget for 2026-27 for Shop Front Grants to local businesses in Highbridge.

Grants will be offered to encourage new and existing independent retail/service businesses and landlords to make permanent visual improvements to their shop fronts, including vacant premises. There is no requirement for the applicant to provide match funding, but applicants are encouraged to provide a minimum of 10% funding where they can.

Successful applications would need to complete the project from receipt of funding within 3 months.

3. Financial Implications

The maximum amount of grant funding for each applicant would be £2,000.

4. Recommendation

To agree to open a new round of shop front grants for Highbridge and approve the application form and process to provide the grants.

To agree a date for the Finance & Governance Committee to review the applications.

GRANT APPLICATION FORM



Please complete all aspects of the form, incomplete forms will not be considered.

Company details

Applicant Name

Email

Telephone

Business name

Address of premises

Business phone number

Business email

Are you the owner or lessee of the property?
If lessee how long is left on your lease?

Do you need permission to carry out these works either from the building owner, planning, licencing, or stipulations on your mortgage?
If yes please include supporting documents that permission has been granted.

Please provide charity number, Company registration number or details if other:

Please list any Burnham-on-Sea and Highbridge Town Councillors associated with your group:

Details of your Request

Please explain what you will use the grant for:

How will this improve the town centre:

GRANT APPLICATION FORM

Estimated start date:	Estimated completion date:
Outcomes	
How will you maintain what the grant has funded? i.e. regular watering of flowers or maintaining upkeep of outside furniture.	
Funding	
Total cost of project:	Amount requested: (max £2,000)
Other sources of funding:	Own funding: (minimum contribution 10% of total project cost)
<p>Please submit the following financial information in support of this application:</p> <ul style="list-style-type: none"> • A minimum of two quotes, unless purchasing a specialist product or service • A copy of your last year's full accounts • A copy of a recent bank statement in the company's name • Any other supporting information that may be relevant 	
Declaration	
<p>I have provided two quotations for the work to be undertaken (if applicable). I have provided a copy of the building owners written consent for works to proceed (if applicable). I confirm that my business has all the necessary licences and permissions to operate. I confirm that any necessary planning permissions or building regulations approval for improvements has been obtained. I understand that all works are to be completed by the date within the offer letter (around 12 weeks) from the date of formal grant arrival. Work must not commence prior to formal grant approval. I consent to all documentation submitted being made available for Burnham-on-Sea & Highbridge Town Council's use in connection with administering the grant process. I understand that any personal information provided will be used to process the application and may be used to monitor the support of projects. Personal data will only be held in accordance with Data Protection legislation. I also understand that the Council is bound by the requirements of the Freedom of Information Act 2000. I consent to Burnham-on-Sea & Highbridge Town Council seeking information regarding the viability of the business and/or personal circumstances from Somerset Council or public sector body (if appropriate), bank, HMRC etc. I understand that Burnham-on-Sea & Highbridge Town Council reserves the right to recover all/part of the grant if any information supplied is found to be inaccurate or misleading, or if I am</p>	

GRANT APPLICATION FORM



found to have improperly attempted to influence the decision of any officer or any member of the Council in the award of the grant. If I am required to repay the Council, I will do so within a period of 30 days.

I am aware that false declarations will invalidate my application.

I understand that any payment will be made electronically directly into my business account.

I understand that Burnham-on-Sea & Highbridge Town Council is under duty to protect the public funds it administers. The Council may check information provided to it, with other bodies responsible for auditing or administering public funds and with other information it holds, to prevent and detect fraud.

I can confirm that the information contained in this application is to the best of my knowledge accurate and complete.

Name:

Position held in the company:

Date:

Signature:

Bank details

Name of Bank :

Account name:

Account number:

Sort code:

Please return form FAO: Nicole Brookes to:

Email: accounts@burnham-highbridge-tc.gov.uk

Or by post to: Burnham-on-Sea & Highbridge Town Council, Jaycroft Road, Burnham-on-Sea, TA8 1LE