

**Minutes of a meeting of the Finance and Governance Committee  
held on 23<sup>rd</sup> 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 9<sup>th</sup> February 2026**

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

**Resolved** that the minutes of the meeting held on 9<sup>th</sup> 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 12<sup>th</sup> 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 14<sup>th</sup> 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 contracted 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 27<sup>th</sup> 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

