



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

7th April 2026

To: All Members of the Town Council

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **TOWN COUNCIL** to be held on **13th 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", written on a white rectangular background.

Katherine Noble
Town Clerk

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

Members of the Burnham and Highbridge Town Council

Councillor R. Baker
Councillor M. Facey (Mayor)
Councillor G. Gudka
Councillor R. Keen
Councillor B. Metcalfe
Councillor P. Mills
Councillor K. Pearce
Councillor C. Searing
Councillor B. Vickers

Councillor P. Clayton
Councillor J. Flurry
Councillor A. Hendry
Councillor A. Matthews
Councillor L. Millard
Councillor M. Murphy
Councillor S. Perry
Councillor N. Tolley
Councillor P. Wynn (Deputy Mayor)

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.

Town Council Meeting Agenda

13th April 2026

- 663.0.T25 Apologies for absence**
- 664.0.T25 To receive any declarations of interest on items included on this agenda**
- 665.0.T25 Better BoS presentation**
- 666.0.T25 To receive and approve the minutes of the Town Council meeting held on 2nd March 2026 and of the extraordinary meeting on 17th March 2026**
- 667.0.T25 Matters arising from previous minutes**
- 668.0.T25 To receive the Mayor's report**
- 669.0.T25 To receive report from the Police**
- 670.0.T25 To receive any reports from Somerset Councillors**
To receive the written report of the Somerset Ward Councillors
- 671.0.T25 To receive minutes of previous committee meetings**
Draft minutes have been circulated by email & added to the website
Planning Committee - 25th February, 18th March and an extraordinary meeting on 2nd March 2026
Finance & Governance Committee - 23rd March 2026
- 672.0.T25 To receive list of payments up to 23rd March**
- 673.0.T25 To receive Town Council Accounts for month of February**
- 674.0.T25 To consider the debtors update report**
- 675.0.T25 To receive reports from town councillor representatives appointed to outside bodies**



To receive written reports from Town Council representatives on outside bodies

676.0.T25 To receive Working Group update reports

To receive written reports from Town Council representatives on working groups

- Highbridge Regeneration

677.0.T25 To consider response to correspondence received

677.1 To consider participating with the Lamp Light of Peace in Remembrance on 11th November 2026

677.2 To consider suggested change to loading bay parking in Regent Street as suggested by Somerset Council

678.0.T25 To consider the specification for the Christmas lights tender and agree tender process and appoint members to a task and finish group

679.0.T25 To consider report from the Electric Vehicle Working Group on locations for the Local Electric Vehicle Infrastructure (LEVI) Programme

700.0.T25 Date of next meeting

The next meeting of the Town Council is scheduled for 18th May 2026 at 7 pm.

Better BOS

—

Summary and Handover

Summary

Better Bos was formed as a partnership between Council, Business and Residents

But active involvement from all stakeholders has not been possible and the burden of work has fallen on too few shoulders

Current active members have agreed it the CIC should be wound up

But there are learnings and the beginnings of some interesting projects that we would like to share so others can take them forward if interested, namely:

- An understanding of the strengths of our town centre
- Insights into the different users of the High Street
- Recognition that the centre needs to keep evolving beyond retail and tourism
- A business incubator project to support such evolution
- A signage / street furniture project that could help refresh the centre

Better BoS was intended to be a partnership of Council, Residents and Business

Formed after parties received workshops from Government High Street TaskForce.

We accepted the recommendation that a “placemaking partnership” was more likely to succeed than a “top-down” grand design.

Somerset Council assisted with recruitment of members drawn from business owners and residents.

Town Council, Chamber of Commerce (“Chamber”) and Burnham Retail Group (“BRG”) were included in membership.

Early on the group took a decision to form as a CIC to formalise a governance structure.

In truth the partnership approach has never really taken hold as all parties have severe resource constraints

Business members fell away early, due to other commitments.

Chamber has been engaged in ideas and projects but has not been able to send a regular attendee to meetings.

BRG, similarly has been unable to maintain a regular presence.

The structure of Town Council being represented by a single councillor styled as a “representative” has failed to engage the council as a whole.

Somerset Council, having set the body up, lost contact as the Economic Development team was taken up with internal re-organisation and never provided the administrative support that was promised.

Progress has been slow to the point of being unsustainable - so the group feels it is time to hand over to others to move forward

The bulk of any work has fallen to a small handful of residents.

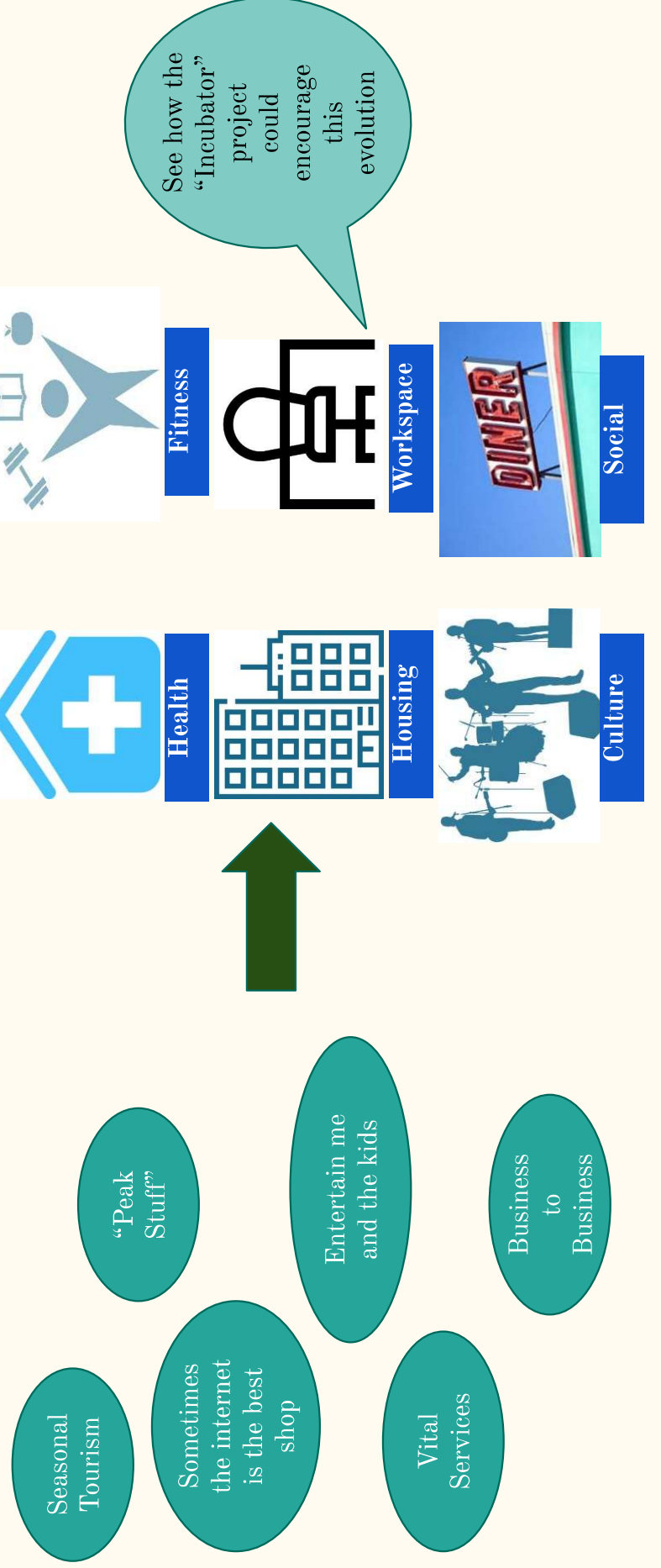
They also have pressures ranging from busy day jobs to active family lives, which prevented much work between meetings.

As a result the active members of Better BoS have agreed that the CIC should be wound up.

But there are some findings and projects that should not be lost and we would like to take this opportunity to share ideas that others may be able to use in future.

Key learnings from early work

Retail and Tourism underpin our High Street, but other opportunities can and should evolve



We do have a great centre - The strong varied Independent Sector is something to celebrate - and it does keep evolving.

2022 informal survey



Arguably an under-invested built environment is not fully supporting a town centre that in many ways does serve local people really well.

See later slides for ideas on a signage project that might point to a way to refresh the town without expensive, controversial schemes.

There are several types of users of the High Street

Our town consists of:

- Long term residents and newcomers
- Young families and retirees
- Local workers, commuters and self-employed business owners

Better BoS made a start at identifying some of these personas through in-depth interviews to identify their needs.

See Appendix for example personas for “Volunteering Vera” and “Newcomer Nigel”.

We were not able to recruit enough interviewees to complete more profiles, but a better resourced project for this might be useful.

Events have historically been part of the town's success

We still have some successful events and experiences such as:

- Classic Car Show
- Eat Festival

Others have struggled or fallen away

- Farmers Market

When Better BoS reviewed this:

- Not much appetite for a single oversight body
- But there is a place for a support network, collaboration and knowledge sharing between event organisers - eg common tools for road closures, health and safety etc.

Projects to take forward

Community Driven Incubator Hub - The “Chicken Co-op”

Our Vision is for Fueling Ideas, Growing Community, and Empowering Futures—The Chicken Co-op is where innovation thrives, connections flourish, and opportunities transform small beginnings into lasting impact.

The Chicken Co-op is an innovative incubator hub designed to empower potential nano businesses, remote workers, and entrepreneurs while continuing to develop Burnham-on-Sea’s town centre. With an initial start-up cost of approximately £50,000, the hub provides flexible workspaces, mentorship programmes, and affordable retail and office space. Key benefits include reducing commutes, fostering local innovation, and increasing footfall on the high street, contributing to economic growth and environmental sustainability. We project reaching financial breakeven within 12–18 months, laying the groundwork to capitalise on our success and expand offerings in Year 2. We envisage creating a Cooperative membership model that is not for profit. All revenue streams go back directly to support new and emerging businesses who access the Chicken Co-op services.

The Chicken Co-op will focus on three core pillars, addressing the unique needs of independent and small-scale enterprises:

- 1. Work From Home (WFH) Professionals:** Recognising the trend of remote work, The Chicken Co-op will provide a collaborative, shared workspace in the town center with a range of flexible equipt work and collaboration areas . This will combat the isolation of working from home and decline in mental health related to remote working, create opportunities for networking, and enhance connections within the local workforce.
- 2. Retail Nano Businesses:** We aim to support individuals in starting small retail businesses by providing flexible, short-term, and low-risk retail spaces. These spaces foster growth and help businesses transition to larger-scale operations, while ensuring new entrepreneurs have access to similar opportunities. Leveraging our extensive network of business connections, we will cultivate a vibrant and supportive community that shares advice and expertise. Additionally, we will offer a variety of adaptable options to encourage innovative and emerging retail ideas.
- 3. Service Nano Businesses:** Empowering people to create service-based microbusinesses by offering adaptable office spaces to meet clients, collaborate, or work in a professional environment. These resources will nurture their development and facilitate their next stage of growth.

See APPENDIX FOR FULL PROPOSITION CANVAS

The key challenge is financial - a start-up grant and support for running costs would be essential

Start-up Costs	
Description	Spend
Space renovation and furniture	£ 25,000.00
Coffee Shop and Retail fit out	£ 10,000.00
Single Meeting Pod x 2	£ 10,000.00
	£ 45,000.00

With 30 subscribing members and 120 hirers of pods and desks for various times mature income might still only be £3,000 per month - less than half of running costs

	Monthly Cost
Hub Manager (£26K per Annum)	£ 2,166.00
Hub Manager (On Costs @40%)	£ 866.00
Electric	£ 500.00
Wifi	£ 100.00
Rent	£ 1,500.00
Business rates	£ 750.00
PLI Insurance	£ 50.00
Refreshments, stationary, events, consumables, software	£ 500.00
	£ 6,432.00

A signage project was borne of a desire to help the centre evolve as an attractive, usable space.

Burnham-on-Sea is vibrant town with a diverse community.

However, our built environment has suffered from a perceived lack of investment and care in recent years.

Dominated by a grey built environment, with little remaining of our Victorian heritage.

Some efforts have been made to improve the look and feel of the town, with notable success in floral displays and street art.

Burnham-on-Sea lacks an identity or focal point within the town centre, and existing signage is either out of date or in a poor condition.

Aim to have signage

- That celebrates its history and location.
- Advises and directs visitors and locals to businesses that can serve them.
- Be dynamic and accessible.
- Is unique and eye-catching in design.
-

Specific outcomes would be:

- A new town map.
- Digital signs that are easily kept up to date.
- Support fun, interactive, easily accessible, educational trails about Burnham-on-Sea.
- Encourage local businesses to brighten up the high street.
- Ensure all signage is cohesive, uniform and unique to Burnham-on-Sea.

The approach would be to involve the community and businesses in creating and designing the signage

Build on the real strength of our Street Art, create a sense of ownership by the community and encourage local business to provide space and sponsorship.

- Specific areas for young people to own and express themselves, bringing true representation for everyone in Burnham-on-Sea.
- Ensuring our town's artwork becomes a year round attraction for both locals and tourists
- Expanding the areas available for street art or creative spaces through partnerships with local authority and private owners.
- Bringing fun to the high street through the use of painted street floors, pavements and roads – creating street games.
- Regular competitions for local artists to create street art.
- Community led projects where aligned stakeholders take ownership for built environment within agreed spaces.

See Appendix for design examples from other towns

Appendix

Meet “Volunteering Vera” – Long-time Resident

Vera moved to Burnham as a child with her father who was in the military. During her working life she ran the front office of the local high school and retired 10 years ago. She now volunteers at the local Bowling Club. When she’s not bowling Vera uses buses and trains for days out with Bill, her husband.

Age: early-70s.
Lives with: Husband, granddaughter (at weekends) and two dogs.
Current mindset: Active in age, rich in spirit.
Lived in Burnham-on-Sea: since 1960.



Key Journey Points

Community Engagement: Vera is keen to contribute in the local community. While she’s happy to be out walking with Bill and the dogs, she’s got a lot of knowledge and experience from her working life that could add value to community groups.

Disability Access: Sometimes Vera’s husband Bill uses a mobility scooter, so having obstacle-free pavements, with safe drop curbs is important to them. They can use the sea-front as its wide and open – she’d love for the High Street to be just as easy to navigate for everyone.

Socializing Space: Vera has a big friendship group from living here most of her life – and she’s always up for making new friends and connections. Having places to socialize such as cafes and community centres is how Vera stays mentally and physically healthy.

Enhanced Retail Offering: Vera wants to buy the things she needs, at the times she needs them. She also wants to support local businesses – but struggles to balance it with the ease of supermarkets. She really looks forward to the events in our town and would more of them!

Gains

- Community Spirit:** Strong sense of community and friendliness among residents.
- Recreational Spaces:** Enjoyment of local outdoor spaces like Apex Park and the beach.
- Local Events:** Appreciation for community events and activities, such as BoS Fest and eat-Festivals.
- Independent Shops:** Value in having independent shops and cafes that foster local culture.
- Live Music:** Vera likes listening to live music events and performances in our local venues.

Pains

- Limited Retail Options:** Closure of local shops, lack of variety in retail stores.
- Pedestrian Safety:** Vera wishes the High Street could be safer for pedestrians.
- Too much rubbish:** Insufficient bins and facilities in the town center. General ‘dirty’ feeling.
- Seasonal Crowds:** Overcrowding during summer months, makes it difficult to navigate the town as well as find parking spaces.
- Disability Access:** Poor accessibility for those with mobility issues, including uneven pavements and lack of drop curbs.

Experience Solutions

Looking at the Key Journey points, and combining the Gains/Pains insights: what possible solutions could we explore?

Meet "New Nigel" - New-to-town Resident

Nigel works in the HR department of our local community hospital. He works Mon-Fri so a typical day involves an 8am commute, returning home after 6pm. They transferred to our local hospital wanting to be close to the sea and countryside with family.

Age: mid-30s.
Lives with: Spouse, 2 kids (3 + 1) and two dogs.
Current mindset: Career, kids and coast.
Lived in Burnham-on-Sea: 18 months ago.



Key Journey Points

Community integration: Nigel and his partner don't have a friendship group here, with family 2+ hours away. They want places and opportunities to meet new people and integrate into the community.

A Day Out: Whether Nigel's alone with the kids, or got friends visiting, being able to spend the whole day in Burnham regardless of the weather, is essential. Nigel's child Liam, is a 3-yr-old with autism, so having accessible places is important too.

Being in-the-know: Nigel's family need information about eventing and what's-on, at the right time and in the right places (platforms) – with ease.

A High Street For All: Having the ability to use a variety of shops, including larger retail stores as well as independents is important to Nigel's family. He'd love the High Street to encourage and enable people to stay, explore and experience Burnham-on-Sea.

Gains

The Great Outdoors: Enjoyment of family-friendly venues like the playgrounds, beach, nearby Somerset countryside.

Recreational Spaces: Appreciation for local parks, beaches, and walking areas.

Community Spirit: Enjoyment of local events and activities, such as food festivals, toddler groups and community gatherings.

Local Shops: Value in having independent shops and cafes that foster local culture.

Pains

Limited Retail Options: Lack of larger retail stores and variety in local shops, means the family rely on Amazon.

Accessibility Issues: Difficulty finding accessible toilets and changing facilities for young children.

Transport Challenges: Limited public transport options and reliance on driving for larger shopping trips.

Seasonal Crowds: Overcrowding during peak tourist seasons, making it difficult to navigate the town.

Lack of character: The town could benefit from some more 'seaside charm'.

Experience Solutions

Looking at the Key Journey points, and combining the Gains/Pains insights: what possible solutions could we explore?



The 'Chicken Co-op' Incubator Hub Business Model Canvas Work • Connect • Grow

Infrastructure

Value Proposition

Customers

Finance

Key Partners

Key Suppliers: Furniture, equipment, and software providers (e.g., booking systems, collaborative tools).

Strategic Partners: Local councils, business networks, Sustainable Charter of Trade, Barnham Retail Group, sustainability providers, and local bodies.

What We Provide: Spaces for events, ability to target audiences, collaboration opportunities, and alignment with community goals.

Types of Partnerships: Collaborating with councils and local providers to benefit both sides.

Strategic Alliance: Working with suppliers for furniture, tech, and café goods.

River-Supplier Relationship: Working with suppliers for furniture, tech, and café goods.

Altruistic Partnership: Partnering with suppliers and local providers to benefit both sides.

Geographic: Complementing existing business support initiatives rather than competing.

Joint Venture: Co-developing spaces like café or retail beds.

Key Activities

Providing Flexible Venues: Set up and maintain tables, chairs, meeting rooms, and complimentary spaces. Ensure spaces are well-equipped, comfortable, and adaptable to customer needs. Support booking and management systems.

Supporting Community Engagement: Organize and promote events, and training sessions to foster relationships and knowledge sharing.

Activity Support: Offer in-house programming and create opportunities for cross-industry partnerships.

Operational Excellence: Manage bookings, bookings, and pay for you go services effectively through technology. Provide flexible, on-site, and online support, and maintenance.

Build Key Relationships and Growth: Provide the hub through targeted marketing campaigns and local outreach. Build partnerships with local organizations, businesses, and community groups to strengthen the ecosystem.

Learning and Adapting: Solicit feedback from customers, feedback to refine services and offerings. Stay responsive to changing market trends, ensuring the hub remains relevant and impactful.

Key Resources

Physical: Venues (bars, pub, meeting room), high street properties, and technology (internet, booking systems).

Human: Core staff (operations, events), members, and volunteer network.

Community: Partnership with council, business groups, and training networks.

Financial: Initial investment and ongoing operational funding.

Marketing: Branding tools, social media, and outreach campaigns.

Value Proposition

The Chicken Co-op empowers early stage businesses, freelancers, and remote workers to flourish on-site by addressing gaps in resources, connectivity, and infrastructure.

Benefits for Customers: Access to flexible workspace options, reducing overhead costs and financial risk. Opportunities for networking, training, and skills development to support personal and professional growth. Access to a vibrant, community-driven ecosystem that fosters collaboration, innovation, and resilience. A supportive network that builds connections and provides valuable insights and mentorship. What We Offer: A range of workspace solutions, including desks, pods, and meeting rooms tailored to individual and team needs. Access to workshops, central hub programs, and community events that deliver practical resources and inspiration. Flexible rental and café spaces to support customers and promote a dynamic, high street presence.

Problems We Are Solving: Limited opportunities for innovation, knowledge sharing, and cross-industry partnerships. Isolation of high street premises, leaving valuable spaces underutilized. A clear vision and mission to grow within the community, building meaningful relationships and providing valuable professional development and training opportunities.

Customer Needs Addressed: Business, and public, and look for high knowledge gain and enhance business success. A central space to connect with the local community and contribute to economic vitality.

Customer Relationships

Membership-Based: Fosters membership (bars and pubs) offering customer benefits like free resources and networking.

Community-Driven: Collaborative events and networking opportunities to foster a sense of belonging.

Transactional: Pay as you go workspace access and flexible retail/café booking.

Supportive: Personalized advice, workshops, and training to empower customers.

Partnership-Based: Collaborating with members and integrating local services to co-create value.

Channels

Direct: On-site interactions, word-of-mouth referrals, and personalized events (by open days and workshops).

Digital: Website for bookings, social media (Facebook, Instagram, LinkedIn) for engagement, and email newsletters for updates.

Local Media: Features and adverts in local newspapers, radio, and community magazines.

Community Outreach: Partnerships with local organizations and visibility at community fairs and events.

Amplifiers: Encouraging members sharing positive experiences to attract new customers.

Customer Segments

Early Stage Entrepreneurs and Startups: Need flexible, affordable workspace to maintain connectivity and productivity. Seeking support to overcome growth challenges.

Businesses Seeking to Increase Profit Margins: Reluctant to invest in costly office space while navigating budget and tax issues.

Professionals: Physical workspace that makes task systems to working and offers a collaborative environment to share ideas and learn from peers.

Freelancers and Remote Workers: Need flexible, affordable workspace for networking and productivity. Seeking support to overcome isolation and lack of resources.

Students: Offer work independently but value spaces where they can connect with others.

Professionals: Flexible pay as you go options, modern and comfortable facilities, and events that help build professional and social networks.

Local Entrepreneurs: Need flexible rental or café spaces visibility to reach local audiences. Seeking support for events, training and give their customers free value for community.

Professionals: Short term meeting options, spaces that draw in diverse crowds, and support to build their brand.

Community-Based Individuals: Need a vibrant and inclusive hub to foster relationships and support local initiatives.

Businesses: Seeking work to contribute to and benefit from community-driven projects.

Professionals: Connect with local industry, values of locality, and opportunities to connect with like-minded individuals.

Specialists (Offering Business Support): Need a platform to connect with the local business ecosystem, deliver their services, and grow their network.

Businesses: Need to collaborate with others in the ecosystem and all able to contribute to the community.

Professionals: Opportunities to participate, access to the local network, and a self-sustaining space to deliver their services.

Cost Structure

Major Cost Drivers: Property costs (rent, utilities, maintenance), furnishings and equipment (desks, pods, meeting room setups), staffing (salaries, mentors), technology (booking systems, collaboration tools), marketing/outreach, and community engagement.

How These Costs Help Generate Revenue

Provide functional spaces for memberships, rentals, and retail opportunities; enhance customer experience; streamline operations; increase awareness and engagement through marketing; and foster loyalty through community-focused initiatives.

Fixed Costs: Recurring property expenses, core team salaries, technology subscriptions, and depreciation of furniture and equipment.

Revenue Streams

Membership Fees: Fixed membership £25 monthly. Affordable access to bars, workshops, and community systems, appealing to startups and freelancers.

Premium Booking: £25 weekly includes meeting rooms and essential programming, offering added value for businesses seeking growth and support.

Pay As You Go: Flexible meeting pods and support.

Bookings: Free for members, £3/day for non-members (with a monthly fee).

Meeting Rooms: Free for members, £25/day for non-members (charged at a minimum hourly rate of £15-£25).

Space Rentals: Retail and Café Spaces (flexible short term lease £250-£500 weekly), supporting local entrepreneurs while generating steady income.

Event Space: £1000 (fixed) weekly fee for hire for weddings or private events (the wedding).

Workshops and Events:

Facilitate learning, networking, and community growth. Offer valuable resources while driving revenue.

Community Partnerships and Sponsorships: Collaborate with local organizations and businesses to generate events in local resources for mutual exposure and support.

Alignment with Value Propositions: Workshops and events provide the high value and support local entrepreneurs. Retail and café rentals include the high value and support local entrepreneurs. Venues and events foster collaboration, knowledge sharing, and community building, driving the growth of entrepreneurs and growth.

Community Engagement: Workshops and events provide a platform for networking and community engagement.

Design ideas for signage / street furniture





**Minutes of a meeting of the Town Council held on 2nd March 2026 in
the Council Chamber, The Old Courthouse, Jaycroft Road,
Burnham-on-Sea at 7 pm**

Present: Councillors Facey (Chair), P. Clayton, J. Flurry, G. Gudka, A. Hendry, R. Keen, A. Matthews, B. Metcalfe, L. Millard, P. Mills, M. Murphy, K. Pearce, S. Perry, C. Searing, N. Tolley, B. Vickers, P. Wynn

In attendance: K. Noble (Town Clerk), 12 members of the public and 3 children

Public Participation: A resident spoke in relation to Isleport Grove estate community building and that the community would like a facility and would be prepared to set up a CIC or something similar to run it. Residents are concerned that the ringfenced money will be used on facilities not needed or will be lost.

It was confirmed that the Town Council was offered to take on the building, but was not in a position to manage a community building, however, the residents were asked to put forward proposals and the Council will be willing to support a community initiative and to help where possible.

(8 members of the public and three children left at this juncture)

626.0.T25 Apologies for absence

Apologies were received from Councillor Baker.

627.0.T25 To receive any declarations of interest on items included on this agenda

Councillor Clayton declared an interest in item 641.1 and would not be participating in the response to the consultation.

628.0.T25 Morland Community Hub presentation

Jane McPherson and Ian Jefferies gave an overview of the Trusted Carers project and how the information portal will help improve healthcare in the community and increase local jobs. Local volunteers will also help by referring those who may need additional support. Initial funding has been received from Somerset Council, but they are required to be self-funding by October. Income is generated from the micro providers.

Councillors were given the opportunity to ask questions which were answered.

Councillors thanked the representatives for attending and congratulated them on the excellent initiative and for the support being provided to the community.



(2 members of the public left the meeting at this juncture)

629.0.T25 To receive and approve the minutes of the extraordinary Town Council meeting held on 8th January 2026 and the Town Council meeting held on 19th January 2026

The minutes of the extraordinary meeting of the Town Council, held on 8th January 2026, were presented by the Mayor.

Resolved that the minutes of the extraordinary meeting held on 8th January 2026 be taken as read, confirmed and signed by the Mayor.

The minutes of the previous meeting of the Town Council, held on 19th January 2026, were presented by the Mayor.

Resolved that the minutes of the meeting held on 19th January 2026 be taken as read, confirmed and signed by the Mayor.

630.0.T25 Matters arising from previous minutes

A meeting of the electric vehicle charging point working group is being convened.

631.0.T25 To receive Mayor's report

The Mayor's report had been circulated with the agenda.

632.0.T25 To receive report from the Police

The Mayor advised he had a very productive meeting with Sergeant Atkins last week.

The circulated data report was noted.

633.0.T25 To receive any reports from Somerset Councillors

A late report was received today and circulated. Any queries should be raised directly with Somerset Councillor Murphy.

634.0.T25 To receive minutes of previous committee meetings

Planning Committee – 14th January & 4th February 2026

Finance & Governance Committee – 9th February 2026

Councillor Gudka advised that the grants policy had been reviewed and although unchanged, feedback from the councillor drop-in session was taken on board.

Assets & Amenities Committee – 17th February 2026

No queries were raised.



635.0.T25 To receive list of payments up to 12th February 2026

The attached list of payments was received and noted. No queries were raised.

636.0.T25 To receive Town Council Accounts for month of January 2026

The accounts for January were received and no queries raised.

637.0.T25 To approve the bank reconciliation for January 2026

Resolved that the bank reconciliation was approved and signed by the Mayor.

638.0.T25 To consider report on outstanding debtor from 2024-25

Resolved that the Council will continue to pursue the outstanding debt and will make a provision against the debt.

639.0.T25 To approve the Assets Register

Resolved that the Assets Register is approved.

640.0.T25 To receive reports from town councillor representatives appointed to outside bodies

Written reports from Town Council representatives on outside bodies were circulated with the agenda.

Councillors were reminded that they are required to produce a report to update the Council when attending meetings.

641.0T.25 To consider response to correspondence received

641.1 To consider a response to the Devon and Somerset Fire and Rescue Service Community Risk Management Plan Engagement Survey to be submitted before 9th April 2026

Councillor Gudka had produced a suggested response for consideration to the question regarding priorities.

It was agreed to swap around priorities 7 and 8.

Resolved that the response is submitted as agreed.

641.2 To review the existing arrangements of Somerset Council's Consolidation Strategy for Effective Dog Control and consider whether to propose changes and additions before a period of public consultation

Resolved that the cemeteries be included in the no dogs allowed order.



641.3 To consider a response to the Government Open Consultation on Reducing the Prevalence of Private Estate Management Arrangements

Councillor Gudka gave an overview of the consultation and the circulated proposed response.

Resolved that the circulated response be submitted.

641.4 To consider a response to the National Highways Annual Stakeholder Sentiment Survey

(Councillor Hendry left the meeting at this juncture)

Resolved that Councillors should respond individually.

641.5 To consider a response to the Nuclear Decommissioning Authority (NDA) Stakeholder Survey 2026

The Council had no comments.

641.6 To nominate a Councillor to attend the virtual Hinkley Point “Meet the Regulator” meeting on 23rd March 2026

Resolved that Councillor Clayton will attend the meeting on behalf of the Council.

641.7 To nominate a Councillor to attend “The Living Brue Day” event at Glastonbury Town Hall on 28th March 2026

Resolved that Councillor Millard will attend the event on behalf of the Council.

642.0.T25 To review and confirm corporate declaration for insurance renewal

Councillors were asked to carefully review the director declaration and the document and advise the Town Clerk by Friday 6th March if they need to make any disclosures, before the document is signed.

643.0.T25 To consider renewal of the Cyber Insurance Policy for 2026/27

Resolved that the Cyber Insurance is renewed with a £250,000 indemnity at a cost of £1,625.25.

644.0.T25 To review the tender submissions and award the contract for the replacement of the Brent Road Cemetery footpaths

Some concerns were raised regarding the significant difference in the tenders received.

Resolved that Councillors Gudka, Clayton, Facey, Metcalfe and an officer meet with companies 2 and 4 to discuss the works in detail. The Town Clerk be given delegated authority to award the contract, in consultation with Councillors Gudka, Clayton, Facey, Metcalfe.



645.0.T25 To consider the recommendation from the Assets & Amenities Committee to release £5,315 from the cemetery extension earmarked reserves for a technical assessment to be undertaken for the Brent Road Cemetery extension

Resolved that £5,315 be released from earmarked reserves for a technical assessment to be undertaken for the Brent Road Cemetery extension.

646.0.T25 To review the Strategic Plan

It was noted that the wording needs realigning, as it is difficult to read.

The litter pick item also needs to be updated.

A discussion took place regarding improvements to Burnham High Street and it was agreed to invite Members of Better BoS to attend a future meeting to discuss the proposals.

Resolved that the updated Strategic Plan is adopted, to include the update on the litter picks.

647.0.T25 To review the Standing Orders

The Committee Chairs and Vice-Chairs had reviewed the document. Proposed changes were highlighted.

Resolved that the updated Standing Orders are adopted.

648.0.T25 To review the Financial Regulations

The Committee Chairs and Vice-Chairs had reviewed the document. Proposed changes were highlighted.

Resolved that the updated Financial Regulations are adopted.

649.0.T25 To review the Committee Terms of Reference

Resolved Committee Terms of Reference and scheme of delegation are re-adopted without change.

650.0.F25 To review the Financial Risk Management Policy

Resolved that the updated Financial Risk Management Policy is adopted.

651.0.T25 To consider the overspends and virement request report

Resolved that the Council approves the overspends on the following budgets; Tree & Hedge Maintenance, General Maintenance and Pump Maintenance. It was agreed that a virement of £7,500 be made from the Princess Salaries & Wages budget to the Cleaning budget.



- 652.0.T25 To appoint members onto a Carbon Neutral Working Group**
Resolved that Councillors Millard and Perry and the Town Clerk are appointed as members of the Carbon Neutral Working Group.
- 653.0.T25 To consider booking a place for a Councillor to attend the NALC Study Tour in Taunton on 20th - 21st May**
No councillors are available to attend. Notes will be requested.
- 654.0.T25 To consider proposed change of fireworks display date**
Resolved that the fireworks event will be held on Friday 6th November 2026.
- 655.0.T25 To agree the committee meeting schedule for the 2026-2027 civic year**
Resolved that the meeting schedule attached is approved.
- 656.0.T25 To consider Temporary Traffic Regulation Order (TTRO) application for 2026 events**
Resolved that the Council agrees to submit a joint TTRO application for the towns' events and that the expenditure of £697.00 is approved and to be taken from the events budget.
- 657.0.T25 To consider purchase of replacement adult pads for defibrillators**
Resolved that the Council approves the expenditure of £182.00 and agrees the overspend from the defibrillator budget.
- 658.0.T25 Date of next meeting**
Resolved: The next meeting of the Town Council will be held on 13th April 2026 at 7 pm.

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
01/02/2026	Business Waste	P1940830	waste collection - Cemeteries	£57.75	£11.55	£69.30	paid 11/02/26
01/02/2026	Business Waste	P1941276	waste collection - Cem & TC	£103.14	£20.62	£123.76	paid 11/02/26
02/02/2026	LED Architects	4443-3	Feasability Study and Cost Plan Jaycroft Rd	£3,650.30	£730.06	£4,380.36	paid 11/02/26
02/02/2026	Iris	INV-ISL-1265412	payroll services - Jan 26	£122.72	£24.54	£147.26	paid 11/02/26
03/02/2026	Danfo	INV-0553	cleaning Pcons	£3,307.33	£661.47	£3,968.80	paid 11/02/26
19/11/2025	Denis & Ian Pearce	18483	PA system for Fireworks 2025	£2,280.00	£456.00	£2,736.00	
03/12/2025	Proper Job	Z0018T03-460004	Xmas tree Princess & de-icer for vehicles	£32.49	£6.49	£38.98	
31/01/2026	Business Waste	P1947271	waste collection - Cemeteries	£33.12	£6.62	£39.74	
31/01/2026	Business Waste	P1949457	waste collection - Cemeteries	£8.28	£1.66	£9.94	
31/01/2026	Business Waste	P1949511	waste collection - Cem & TC	£31.97	£6.40	£38.37	
01/02/2026	Business Waste	P1951019	waste collection - Cemeteries	£38.50	£7.70	£46.20	do not pay - contra with C1946614
04/02/2026	Ricoh	102817334	photocopier services - Princess	£105.19	£21.04	£126.23	
05/02/2026	M Training & Consultancy	INV-8248	marketing training - FH	£295.00	£59.00	£354.00	
05/02/2026	BDPS	4	Puss in Boots settlement			£8,980.33	
06/02/2026	Business Waste	C1946614	waste collection - Cemeteries	-£38.50	-£7.70	-£46.20	credit note
06/02/2026	Business Waste	P1946610	waste collection - Cemeteries	£38.50	£7.70	£46.20	
06/02/2026	Business Waste	P1946611	waste collection - Cemeteries	£19.25	£3.85	£23.10	
06/02/2026	M5 Textiles	30643	uniform	£202.50	£40.50	£243.00	
07/02/2026	Mynett Electrical Ltd	128190	electrical socket installed for advertising screen	£98.07	£19.62	£117.69	
09/02/2026	Amazon	GB600JOS27TDXI	medical tape - first aid	£5.82	£1.17	£6.99	
09/02/2026	Screwfix	CN2010600681	ratchet straps	-£22.14	-£4.43	-£26.58	credit note
04-09/02/26	Pearces Gardening & Churchyard Services	43, 45, 46	burials - Brent Road Cemetery			£750.00	
10/02/2026	JR Food Service	486738	ice-creams - Princess Theatre	£216.01	£37.16	£253.17	only pay £236.03. CN487534
10/02/2026	JR Food Service	CN487534	ice-creams - Princess Theatre	-£14.29	-£2.85	-£17.14	credit note
11/02/2026	Danfo	INV-0626	air fresheners at S Esplanade public conveniences	£440.70	£88.14	£528.84	
11/02/2026	Bravo	1406	Lighting desk update	£490.00	£98.00	£588.00	
11/02/2026	Screwfix	2010677543	shoe covers and long arm riveter	£21.65	£4.33	£25.98	do not pay - contra with CN2010600681
12/02/2026	Bravo	1410	cables for PA box	£35.81	£7.16	£42.97	
	Barber Jacks		Shop Front Grants 2025-26			£1,500	
	Beauty Oasis Spa		Shop Front Grants 2025-26			£750.00	
	Black Rock Vets		Shop Front Grants 2025-26			£750.00	
	Café Beans		Shop Front Grants 2025-26			£1,500.00	
	Central Hair Studios		Shop Front Grants 2025-26			£2,000.00	
	CJ Hole		Shop Front Grants 2025-26			£500.00	
	Prim n Proper		Shop Front Grants 2025-26			£1,000.00	
	Regency Residential		Shop Front Grants 2025-26			£300.00	
	The Chatterbox		Shop Front Grants 2025-26			£1,500.00	
						<u>£33,395.29</u>	

Burnham on Sea & Highbridge Town Council

Timetable of Meetings 2026/27

THE AGENDA FOR EACH MEETING WILL STATE THE TIME AND VENUE FOR EACH MEETING. MOST MEETINGS ARE AT 7PM AND HELD AT THE TOWN COUNCIL OFFICES, JAYCROFT ROAD, BURNHAM ON SEA

MONTH	DAY	DATE	COMMITTEE
APRIL			
	Monday	27 th	Finance & Governance
MAY			
BH – 4 th 25 th	Thursday	7 th	Annual Towns
	Wednesday	13 th	Planning
	Monday	18 th	Town Council
	Wednesday	27 th	Planning
JUNE			
	Monday	8 th	Finance & Governance
	Wednesday	10 th	Planning
	Tuesday	16 th	Assets & Amenities
	Wednesday	24 th	Planning
	Monday	29 th	Town Council
JULY			
	Wednesday	8 th	Planning
	Monday	20 th	Finance & Governance
	Wednesday	22 nd	Planning
AUGUST			
BH – 31 st	Wednesday	5 th	Planning
	Monday	10 th	Town Council
	Tuesday	11 th	Assets & Amenities
	Wednesday	19 th	Planning
SEPTEMBER			
	Wednesday	2 nd	Planning
	Monday	7 th	Finance & Governance
	Wednesday	16 th	Planning
	Monday	21 st	Town Council
	Wednesday	30 th	Planning
OCTOBER			
	Tuesday	6 th	Assets & Amenities
	Wednesday	14 th	Planning
	Monday	19 th	Finance & Governance
	Wednesday	28 th	Planning
NOVEMBER			
Carnival Mon 9 th	Monday	2 nd	Town Council
	Wednesday	11 th	Planning
	Wednesday	25 th	Planning
	Monday	30 th	Finance & Governance
DECEMBER			
	Tuesday	1 st	Assets & Amenities
	Wednesday	9 th	Planning

Burnham on Sea & Highbridge Town Council

Timetable of Meetings 2026/27

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BH – 25 th 28 th	Tuesday	14 th	Town Council
	Monday	21 st	Finance and Governance Provisional
	Wednesday	23 rd	Planning (if required)
JANUARY 27			
BH – 1 st	Monday	11 th	Finance & Governance
	Wednesday	13 th	Planning
	Monday	25 th	Town Council
	Tuesday	26 th	Assets & Amenities
	Wednesday	27 th	Planning
FEBRUARY			
	Wednesday	10 th	Planning
	Monday	15 th	Finance & Governance
	Wednesday	24 th	Planning
MARCH			
BH – 26 th 29 th	Monday	8 th	Town Council
	Wednesday	10 th	Planning
	Tuesday	23 rd	Assets & Amenities
	Wednesday	24 th	Planning
APRIL			
	Monday	5 th	Finance & Governance
	Wednesday	7 th	Planning
	Thursday	15 th	Annual Towns Meeting
	Monday	19 th	Town Council
	Wednesday	28 th	Planning
MAY			
BH – 3 rd 31 st	Monday	17 th	Town Council (following election)
	Wednesday	26 th	Planning



**Minutes of an extraordinary meeting of the Town Council held on
17th March 2026 in the Council Chamber, The Old Courthouse,
Jaycroft Road, Burnham-on-Sea at 6.30 pm**

Present: Councillors Facey (Chair), P. Clayton, J. Flurry, G. Gudka, A. Hendry, P. Mills, M. Murphy, S. Perry, C. Searing, N. Tolley, B. Vickers

In attendance: K. Noble (Town Clerk) and one member of the public.

Public Participation:

There were no representations made.

659.0.T25 Apologies for absence

Apologies were received from Councillors Wynn, Millard, Matthews and Metcalfe.

660.0.T25 To receive any declarations of interest on items included on this agenda

There were no declarations of interest.

661.0.T25 To consider a proposal from Somerset Council to make a financial contribution towards a bund on the Esplanade

A discussion took place regarding the pros and cons of the bund and other options that could be considered.

Resolved that the Town Council agree to pay up to a maximum of £15,000 towards the cost of a bund to be built on the Esplanade.

662.0.T25 To consider quotations for repairs to the Highbridge Cemetery Wall

A lengthy discussion took place regarding the cost of the works.

Resolved that quotation 1 is accepted, to include the erection of the buttresses and to rebuild the second section of the wall at a cost of £22,835.

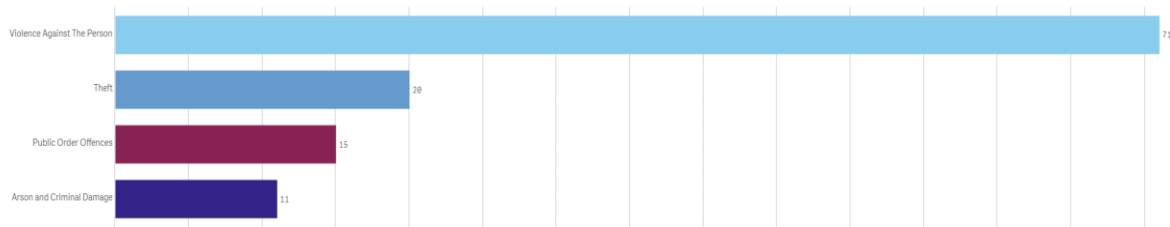
Mayor's Report

Since the last Town Council meeting, I have attended the following events;

- 25th February, it was wonderful to visit Octopus Children's Daycare who received a grant and to see the confidence in the children.
- 1st March, the Axbridge Civil Service held at St John the Baptist Church in Axbridge. It was a pleasure to be invited to the event.
- 4th March, I visited Weston Hospice with my Consort and had a guided tour of the marvellous facilities and heard about the incredibly important work that they do there.
- 4th March, I was delighted to attend the opening of the newly expanded Childrens Society Charity Shop.
- 12th March, I was pleased to collect monies raised for the In Charleys Memory Charity from the Crossways Pub with Dawn Carey.
- 13th March, I attended the brilliant BEES Junior production of Aladdin.
- 19th March, I thoroughly enjoyed attending the Instrumental Music Section of the Highbridge Arts Festival at St John's Church in Highbridge. It's always wonderful to see all the talent.
- 20th March, I took part in the Town Council Spring Clean with the many volunteers. Later in the day I also attended the Hillview Juniors Carnival Club awards night at The Lighthouse.
- 21st March, I participated in the Macmillan Coffee Morning at The King Alfred School where a tremendous amount was raised for a very worthy cause.
- 22nd March, I had the honour of attending the Wells Cathedral Legal Service. I never tire of the magnificent Cathedral.
- 25th March, I went to the Lighthouse Pub Bingo, which was raising money for one of my chosen charities this year - In Charley's Memory.
- 26th March, I was delighted to host the 2026 Civic Awards at the Princess Theatre & Arts Centre, where very worthy residents were presented with awards in recognition of their achievements.

Police Report for March, 2026

Overview of Crime Data



The latest crime figures show that Violence Against the Person (VAP) remains the largest crime category, with 71 recorded offences. While this number is notable, further analysis confirms that most VAP incidents occurred within domestic settings, with very low levels of violence taking place in public spaces.

This number has risen since the last report however I have researched the reason for this and there has been a particularly high amount domestic violence incidents which has caused a fairly significant increase in calls.

Harassment offences remain a feature within VAP and can include behaviours sometimes perceived as ASB—such as repeated door knocking—when they meet the legal threshold for harassment.

Theft and Related Offences

There were 20 theft offences, representing a wide variety of both locations and items stolen. Reports included thefts of garden ornaments, parcels, mobile phones, and e-scooters. At present, no specific pattern or emerging hotspot has been identified.

This is a drop in thefts since the last report.

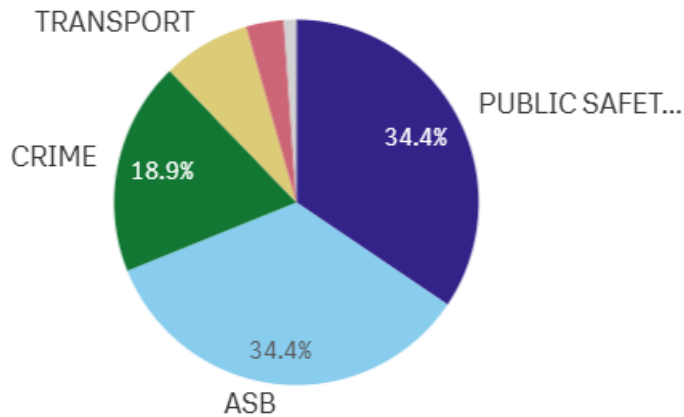
GRTs

We have had another GRT encampment at the B&M site in late March.

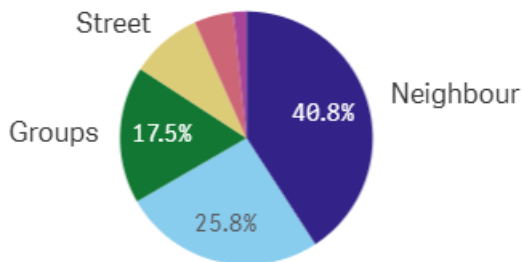
Due to a number of the people and vehicles having been here in February, the council were able to use the 'not to return within 3 months' clause of the court order to move them on within a couple of days. Other than for initial arrival we had no calls in relation to the GRTs.

Anti-Social Behaviour (ASB)

Call Type



ASB Type



A review of recent ASB incidents indicates that neighbour disputes account for the largest proportion of ASB calls, this has risen slightly. Several households are currently in long-running interpersonal conflict, leading to frequent calls, sometimes several times a day, which is inflating the ASB statistics.

Street-based ASB reports remain comparatively lower, and there is no indication of widespread disorder or public nuisance and to note crime related ASB has decreased since last report.

TEAM NEWS

PC Long has returned to patrol in Bridgwater however we have gained an experienced police officer in his place, PC Ash Manhire has joined the team to work alongside Halle and Craig.

Team Burnham and Highbridge:

PS 4621 Jen Atkinson

PC 2211 Halle Foxhall

PC 1236 Ash Manhire

PCSO 9146 Craig Dunbar



Minutes of a meeting of the Planning Committee held on 25th February 2026 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

Present: Councillors P. Clayton, J. Flurry, K. Pearce, B. Vickers, P. Wynn

In attendance: H. Hurley (taking minutes) and 2 members of the public.

Public Participation: There were no representations made.

Councillor Vickers chaired the meeting in the absence of the Committee Chair.

409.0.P25 Apologies for absence

Apologies were received from Councillors Hendry and Metcalfe.

(Councillor Wynn joined the meeting at this juncture)

410.0.P25 To receive any declarations of interest on items included on this agenda

There were no declarations of interest.

411.0.P25 To receive and approve the minutes of the Planning meeting held on 4th February 2026

The minutes of the previous meeting of the Planning Committee, held on 4th February 2026, were presented by the Chair.

Resolved that the minutes of the meeting held on 4th February 2026 were approved as an accurate record and signed by the Chair.

412.0.P25 Matters arising from previous minutes

There were no matters arising.

(Councillor Flurry joined the meeting at this juncture)

413.0.P25 To consider response to correspondence received

413.1 To consider correspondence from a resident requesting additional parking restrictions to a layby on Berrow Road, TA8 2PG

Resolved that due to there being no parking restrictions attached to the layby and because it is not blocking access to property the Committee felt that there was nothing further they could do.

414.1.P25 Planning Application number: 11/25/00114/STP

Proposal: Erection of a storage building

Location: Unit 2, Brue Way, Highbridge



This item was added in error and is dealt with in item 418.0.P25 on the agenda

414.2.P25 Planning Application number: 11/26/00005/LE

Proposal: Replacement of existing AC condenser units with 2 new AC condenser units, and installation of protective handrail in place of existing timber panels (to be removed)

Location: 47-51 High Street, Burnham-on-Sea

Resolved to support this application due to the contribution to local economic growth with the premises being able to re-open.

414.3.P25 Planning Application number: 11/26/00006/LE

Proposal: Change of use and conversion of a single dwelling house to 3 self-contained flats, (2 ground floor flats and 1 first floor flat), to include the change of rear garage roof scape to monopitch and private roof terrace to the rear

Location: 5 Princess Street, Burnham-on-Sea

Resolved to object to the application. The Committee felt that this was significant overdevelopment of the property. It also had no provision for parking vehicles in an area that already had very limited on-street parking.

414.4.P25 Planning Application number: 11/26/00009/LE

Proposal: Conversion and refurbishment of existing mixed use commercial premises into 3 residential apartments, including conversion of garage gabled roof void, together with associated parking and amenity space

Location: 133 Worston Road, Highbridge

Resolved to support this application. It is bringing a property back into residential use in a residential area. This is a sympathetic conversion with plenty of parking and would not significantly alter the character of the site or its surroundings.

415.0.P25 The following applications are to note only:

- 11/26/00008/STP - Car Park at The Old Courthouse, Jaycroft Road, Burnham-on-Sea

Proposal: Certificate of Lawfulness for the proposed. The proposal consists of operational works to the existing town council car park, including:



- Formation of a new vehicular entrance onto Mendip Way, including installation of a dropped kerb constructed to the specification of the highway authority.
 - Installation of new boundary fencing and a new access gate at the revised entrance point.
 - Resurfacing of the existing car park with tarmacadam, including preparatory works to level and consolidate the surface.
 - Minor associated works required to integrate the new entrance with the existing internal layout and ensure safe vehicle movements within the site.
- 11/26/00013/ROR - Burnham Holiday Village, Marine Drive, Burnham-on-Sea

Proposal: Pollard 1 Common Ash (T004) (TPO ref A1) to 4m to leave as standing deadwood if possible. Pollard 1 Poplar (middle tree within group of 6) (G025) (TPO ref A1) to 6m above ground level, just above fork, crown reduce remainder of whole line by 5m and remove deadwood - greater than 25 mm. Repollard 3 Willow (G028) (TPO ref A1) back to previous pollard points, inspect points for excessive decay and take lower if required. Repollard group of Willow (G031) (TPO ref A1) back to previous pollard points. Crown reduce group of 3 Poplars (G034) (TPO ref A1) by 5m and remove deadwood - greater than 25 mm. Crown reduce group of 8 Poplars (G035) (TPO ref A1) by 5m and remove deadwood - greater than 25mm. Reduce stem of 1 Poplar (T035) (TPO ref A1) back to before previous failure point, crown reduce remainder of tree by 3m and remove deadwood - greater than 25 mm. Coppice 1 Willow (T036) (TPO ref A1) to ground level. Pollard 1 Lombardy Poplar (T003) (TPO ref A1) to around 2m. Pollard 1 Willow (T005) (TPO ref A1) to around 3m.

The applications were noted.

416.0.P25 To ratify the response to an application by Burnham Holiday Village for an extension of existing bar/restaurant and associated works

Resolved to support this application. Members considered the proposal to be an appropriate extension that would enhance the site's facilities with little or no detriment beyond the holiday park boundary. No negative impacts were identified on the local area when assessed against valid planning considerations, including residential amenity, traffic, access, or landscape character. The development is viewed as a positive improvement that aligns with local development policies and



supports the continued operation of the business, including its role in providing services and employment within the community.

417.0.P25 To ratify the response to an application for erection of replacement dwelling on site of existing (to be demolished) at 35 Priestley Way, Burnham-on-Sea

Resolved to support this application. Members considered that the proposal would not result in any negative impact on neighbouring residential amenity or the wider area. No concerns were identified in respect of overlooking, overbearing effects, loss of light, traffic generation or highway safety. The application relates to a replacement dwelling, and while such proposals would ordinarily require full planning permission rather than falling under permitted development rights, the plans show only modest alterations to the existing front elevation, including extending the single storey monopitch element across the full width and reconfiguring the window layout. These changes were not considered to materially alter the scale, massing or relationship with adjacent properties.

418.0.P25 To ratify the response to the application for erection of a storage building at Engineered Fabrication Solutions Limited, Unit 2, Brue Way, Highbridge

Resolved to support this application. Members noted that the site is located within an established industrial area where the proposed development would be entirely in keeping with the surrounding buildings. The proposal raises no concerns in respect of parking, access, traffic movements or noise. The building is consistent with the scale and appearance of neighbouring units. Members considered that the development would support the continued viability of the business and is fully aligned with the character and function of the industrial complex.

419.0.P25 Date of next meeting

The next meeting of the Planning Committee will be held on 18th March 2026.



Minutes of an extraordinary meeting of the Planning Committee held on 2nd March 2026 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 6 pm

Present: Councillors P. Clayton, J. Flurry, A. Hendry (Chair), B. Metcalfe, K. Pearce, B. Vickers, P. Wynn

In attendance: K. Noble (Town Clerk) and 1 member of the public.

Public Participation: There were no representations made

420.0.P26 Apologies for absence

All Councillors were present.

421.0.P26 To receive any declarations of interest on items included on this agenda

There were no declarations of interest.

422.1.P25 Planning application number: 11/26/00002/TTE

Proposal: Installation of 5No. internally illuminated sets of built up letters on existing clad fascia areas, 4No. internally illuminated longshore lanterns, 1No. internally illuminated set of built up letters on oval panel, 1No. internally illuminated 4.6m post sign, 4No. menu cases, and vinyl dots to windows and doors.

Location: Burnham Holiday Village, Marine Drive, Burnham-on-Sea
(Councillor Flurry and 1 member of the public joined the meeting at this juncture)

Resolved to support the application as it is internal so will not cause any light pollution.

422.2.P25 Planning application number: 11/26/00014/TTE

Proposal: Replacement front porch, reversion of study to store room & installation of roof lights.

Location: 24 Naish Road, Burnham-on-Sea

Resolved to support the application as the footprint is not increased and there will be no intrusion to the neighbouring properties.



Minutes of a meeting of the Planning Committee held on 18th March 2026 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

Present: Councillors P. Clayton, A. Hendry (Chair), B. Metcalfe, K. Pearce, B. Vickers

In attendance: E. Dutton (Deputy Town Clerk)

Public Participation: There were no representations made

423.0.P25 Apologies for absence

Apologies were received from Councillors Wynn and Flurry.

424.0.P25 To receive any declarations of interest on items included on this agenda

There were no declarations of interest.

425.0.P25 To receive and approve the minutes of the Planning meeting held on 25th February 2026 and the extraordinary Planning meeting held on 2nd March 2026

The minutes of the previous meeting of the Planning Committee, held on 25th February 2026 and the extraordinary Planning meeting held on 2nd March 2026 were presented by the Chair.

Resolved that the minutes of the meeting held on 25th February 2026 and the extraordinary minutes of the meeting held on 2nd March 2026 were approved as an accurate record and signed by the Chair.

426.0.P25 Matters arising from previous minutes

There were no matters arising.

428.0.P25 Planning application number: 11/26/00011/TTE

Proposal: Erection of single storey rear extension

Location: 2 West Avenue, Highbridge

Resolved to support this application as it is in keeping with the area. It is not overlooking other properties, there is no light pollution, and other properties nearby have the same or similar.



429.0.P25 Planning application number: 11/26/00016/TTE

Proposal: Erection of a single storey ground floor extension and conversion of loft space including installation of dormer to create additional living space

Location: 70 Oxford Street, Burnham-on-Sea

Resolved to support this application noting that the proposed works would represent an improvement to the property.

430.0.P25 Planning application number: 11/26/00017/LE

Proposal: Conversion of 1 detached dwelling into 2 smaller detached dwellings.

Location: 19 Margaret Crescent, Burnham-on-Sea

Resolved to support this application due to the proposal would not result in light pollution or overlooking of neighbouring properties, would provide additional accommodation within the town, and would not impact existing parking arrangements.

431.0.P25 Planning application number: 11/26/00018/TTE

Proposal: Erection of timber summerhouse and associated decking in rear garden (Retrospective)

Location: 76 North Avenue, Highbridge

Resolved to support this application due to the structure represents an improvement to the property, that there is ample space within the plot to accommodate it, and does not give rise to overlooking or overshadowing of neighbouring properties.

432.0.P25 Planning application number: 11/26/00022/TTE

Proposal: Erection of a detached garage

Location: 1 Barn Close, Highbridge

Resolved to support this application as there is sufficient space within the plot to accommodate the proposed garage and that it will help remove vehicles from the highway.

433.0.P25 Date of next meeting

The next meeting of the Planning Committee will be held on 8th April 2026.



**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
07/12/2025	Burnham & Highbridge Band	BOSH114	Civic Carol service performance			£75.00 pd 27/03/26
24/12/2025	EDF	26275445	Christmas lights 2025 Oct-Dec	£1,011.74	£49.89	£1,061.63 pd 27/03/26
16/03/2026	Amazon	GB6003FELY7OBI	first aid kit - Princess	£38.31	£7.66	£45.97 pd 27/03/26
16/03/2026	Amazon	GB60231O22UOPI	first aid kit - Princess	£20.08	£4.02	£24.10 pd 27/03/26
16/03/2026	Proper Job	Z0009T03-1667767	extension lead for Café	£4.16	£0.83	£4.99 pd 27/03/26
18/03/2026	Waterhouse Maintenance Services Ltd	INV-6829	heating service Jaycroft Road	£294.00	£58.80	£352.80 pd 27/03/26
19/03/2026	Somerset Council	32016218	street cleaning Oct-Mar 2026			£3,000.00 pd 27/03/26
20/03/2026	Amazon	GB60002CTJJ1DI	desk lamp	£18.32	£3.66	£21.98 pd 27/03/26
20/03/2026	Business Waste	P1980039	waste collection - Cemeteries	£7.36	£1.47	£8.83 pd 27/03/26
23/03/2026	Amazon	GBPQNPABEY	first aid kit - Princess	£9.14	£1.82	£10.96 pd 27/03/26
01/03/2026	Stephanie Anne Hamer	PT09	seated exercise Sept-Feb 26			£960.00
06/03/2026	Green Machine	45853	cleaning Princess - March 26	£393.11	£78.62	£471.73
19/03/2026	Proper Job	Z0009T02-685951	padlock- fountain	£2.49	£0.50	£2.99
20/03/2026	Spurcroft Civic	0705	Civic awards badges	£395.25	£79.00	£474.00
21/03/2026	Lauras Customised Catering	1825	Buffet for Civic Service			£474.30
23/03/2026	Bravo	1430	technician - March 2026	£2,613.60	£522.72	£3,136.32
24/03/2026	Pearces Gardening & Churchyard Services	61-63	grave digging March 2026			£750.00
25/03/2026	Somerset Council	32016719	Marine Cove Gardens fountain repair	£569.00	£113.80	£682.80
25/03/2026	Will Blake	INV-0250	Civic Event performance			£300.00
25/03/2026	Will Blake	INV-0251	Seniors Event performance			£300.00
25/03/2026	Town & Country Flooring	115163	flooring fitted Green Room & Foyer	£739.94	£147.99	£887.93
26/03/2026	JR Foods Service	512281	ice-creams & water - Princess	£321.16	£64.23	£385.39
26/03/2026	JR Foods Service	CN513337	product return - Princess			-£30.21 credit note
27/03/2026	Danfo	INV-0760	cleaning Pcons	£3,307.33	£661.47	£3,968.80
27/03/2026	Business Waste	P1982721	waste collection - Cemeteries	£3.91	£0.78	£4.69
27/03/2026	Business Waste	P1982690	waste collection - Cemeteries	£3.22	£0.64	£3.86
30/03/2026	Somerset Council	32016959	tree works - Highbridge Cemetery	£592.00	£118.40	£710.40
30/03/2026	HBC	30927	Apex Toilet refurbishment - 10% retention fee	£2,202.80	£440.56	£2,643.36
						<u>£20,732.62</u>

12/03/2026

Burnham & Highbridge Town Council Current Year

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

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Management & Compliance								
1076 Precept	0	1,324,115	1,324,115	0			100.0%	
1077 CIL income - Highbridge	0	1,909	0	(1,909)			0.0%	
1078 CIL income - Burnham	0	5,500	0	(5,500)			0.0%	
1080 Bank Interest	3,915	50,521	15,000	(35,521)			336.8%	
Management & Compliance :- Income	3,915	1,382,045	1,339,115	(42,930)			103.2%	0
4000 Salaries & Wages	28,804	333,729	382,600	48,871		48,871	87.2%	
4005 Employers Nat Insurance	3,570	32,759	45,700	12,941		12,941	71.7%	
4010 Employers S\Annuation	6,390	74,563	95,700	21,137		21,137	77.9%	
4055 Recruitment Costs	0	129	3,000	2,871		2,871	4.3%	
4060 Training	235	4,046	8,000	3,954		3,954	50.6%	
4065 Travel, Expenses & Subsistence	0	55	800	745		745	6.9%	
4070 Office/IT Equip & Furniture	69	2,104	10,000	7,896		7,896	21.0%	
4080 Telephone & Broadband	149	3,044	4,300	1,256		1,256	70.8%	
4085 Postage	0	219	600	381		381	36.5%	
4090 Stationery & Supplies	57	1,552	2,000	448		448	77.6%	
4095 Subscriptions & Support	1,159	21,984	30,000	8,016		8,016	73.3%	
4100 Insurance	0	2,590	20,000	17,410		17,410	12.9%	
4105 Audit & Accountancy Fees	0	516	5,000	4,484		4,484	10.3%	
4110 Legal Fees	0	1,610	5,000	3,390		3,390	32.2%	
4115 Professional & Consulting Fees	3,758	12,650	15,000	2,350		2,350	84.3%	11,175
4120 Bank Charges	100	1,325	1,700	375		375	77.9%	
4125 Payroll Services	123	1,278	1,900	622		622	67.3%	
4130 PPE & Uniforms	343	1,911	2,500	589		589	76.4%	
4135 Room Hire (Exp)	0	12	225	214		214	5.1%	
4150 Provision for bad debts	0	0	2,000	2,000		2,000	0.0%	
4760 Grant Expenditure	0	400	0	(400)		(400)	0.0%	400
4800 CIL expenditure	0	24,344	0	(24,344)		(24,344)	0.0%	24,344
Management & Compliance :- Indirect Expenditure	44,756	520,819	636,025	115,206	0	115,206	81.9%	35,919
Net Income over Expenditure	(40,841)	861,226	703,090	(158,136)				
6000 plus Transfer from EMR	3,650	35,919	0	(35,919)				
Movement to/(from) Gen Reserve	(37,191)	897,145	703,090	(194,055)				
110 Democratic & Civic								
4200 Mayors Allowance	417	4,651	5,000	349		349	93.0%	
4210 Election Expenses	0	6,724	10,000	3,276		3,276	67.2%	
4215 Civic Events	0	1,288	2,500	1,212		1,212	51.5%	688
4220 Remembrance Wreath	0	150	100	(50)		(50)	150.0%	
Democratic & Civic :- Indirect Expenditure	417	12,813	17,600	4,787	0	4,787	72.8%	688
Net Expenditure	(417)	(12,813)	(17,600)	(4,787)				
6000 plus Transfer from EMR	0	688	0	(688)				

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

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(417)	(12,124)	(17,600)	(5,476)				
<u>120 Joint Funding With Others</u>								
4260 CCTV Cameras	0	33,582	25,000	(8,582)		(8,582)	134.3%	5,000
4470 Town Centre Cleaning	0	3,000	6,000	3,000		3,000	50.0%	
Joint Funding With Others :- Indirect Expenditure	0	36,582	31,000	(5,582)	0	(5,582)	118.0%	5,000
Net Expenditure	0	(36,582)	(31,000)	5,582				
6000 plus Transfer from EMR	0	5,000	0	(5,000)				
Movement to/(from) Gen Reserve	0	(31,582)	(31,000)	582				
<u>140 Community</u>								
1405 Event Donations Received	0	1,150	0	(1,150)			0.0%	
Community :- Income	0	1,150	0	(1,150)				0
4300 Grant - CAB (S.142)	0	2,700	2,700	0		0	100.0%	
4305 Grants Made	0	30,899	30,000	(899)		(899)	103.0%	
4455 Christmas Lights	18,500	22,679	26,000	3,321		3,321	87.2%	
4465 Events Expenditure	18	9,964	10,000	36		36	99.6%	
4475 Carnival Events Week	0	15,066	16,500	1,434		1,434	91.3%	
Community :- Indirect Expenditure	18,518	81,309	85,200	3,891	0	3,891	95.4%	0
Net Income over Expenditure	(18,518)	(80,159)	(85,200)	(5,041)				
<u>200 The Old Court House</u>								
1005 Old Court House Letting	0	78	200	122			39.0%	
The Old Court House :- Income	0	78	200	122			39.0%	0
4350 Business Rates	0	9,556	12,000	2,444		2,444	79.6%	
4355 Utilities	1,015	5,446	6,240	794		794	87.3%	
4375 Cleaning	44	1,410	3,000	1,590		1,590	47.0%	
4380 Security & Alarms	0	1,300	5,000	3,700		3,700	26.0%	
4385 Maintenance	177	774	5,000	4,226		4,226	15.5%	
4390 H&S/Fire/Inspections	0	817	3,000	2,183		2,183	27.2%	
The Old Court House :- Indirect Expenditure	1,236	19,303	34,240	14,937	0	14,937	56.4%	0
Net Income over Expenditure	(1,236)	(19,225)	(34,040)	(14,815)				
<u>500 Cemeteries</u>								
1500 Wayleaves	0	4,854	4,850	(4)			100.1%	
1515 EROB	1,516	23,044	8,000	(15,044)			288.1%	

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

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1520 Interments	1,130	19,947	10,000	(9,947)			199.5%	
1525 Memorials	426	5,149	5,000	(149)			103.0%	
Cemeteries :- Income	3,072	52,993	27,850	(25,143)			190.3%	0
4350 Business Rates	0	9,406	11,750	2,344		2,344	80.1%	
4355 Utilities	193	1,724	6,000	4,276		4,276	28.7%	
4605 Provision For Paths	0	0	5,000	5,000		5,000	0.0%	
4610 Pump Maintenance	0	1,506	1,400	(106)		(106)	107.6%	
4615 General Maintenance	150	2,475	1,500	(975)		(975)	165.0%	
4620 Mech Grave Digger	750	5,188	6,500	1,312		1,312	79.8%	
4635 Waste Collection	325	2,072	2,800	728		728	74.0%	
4640 Provision for Walls	0	0	2,000	2,000		2,000	0.0%	
4645 Water Testing	1,045	1,260	1,500	240		240	84.0%	
Cemeteries :- Indirect Expenditure	2,463	23,631	38,450	14,819	0	14,819	61.5%	0
Net Income over Expenditure	609	29,362	(10,600)	(39,962)				
600 Princess								
1085 Grants Received	0	3,000	0	(3,000)			0.0%	
1600 Storage Hire	0	2,672	3,300	628			81.0%	
1605 Lettings	2,716	29,204	33,000	3,796			88.5%	
1615 Café Rent/Commission	556	4,799	6,800	2,001			70.6%	
1625 PT Merchandise	867	4,289	4,100	(189)			104.6%	
1630 Donations Received	106	1,037	0	(1,037)			0.0%	
1645 Show income	4,636	27,891	25,000	(2,891)			111.6%	60
1655 Participation PT	1,102	8,743	7,000	(1,743)			124.9%	
1660 Art Sales	134	2,488	1,000	(1,488)			248.8%	
1670 PV Cells	0	6,590	4,000	(2,590)			164.8%	
1680 Advertising income	77	298	100	(198)			297.6%	
Princess :- Income	10,194	91,011	84,300	(6,711)			108.0%	60
4000 Salaries & Wages	8,301	89,804	110,350	20,546		20,546	81.4%	
4005 Employers Nat Insurance	1,004	9,083	14,200	5,117		5,117	64.0%	
4010 Employers S\Annuation	1,186	12,799	16,145	3,346		3,346	79.3%	
4060 Training	295	345	2,000	1,655		1,655	17.3%	
4065 Travel, Expenses & Subsistence	0	0	150	150		150	0.0%	
4070 Office/IT Equip & Furniture	202	6,807	4,000	(2,807)		(2,807)	170.2%	3,826
4080 Telephone & Broadband	149	2,015	2,340	325		325	86.1%	
4100 Insurance	0	0	5,500	5,500		5,500	0.0%	
4350 Business Rates	0	7,984	9,990	2,006		2,006	79.9%	
4355 Utilities	3,595	21,467	30,000	8,533		8,533	71.6%	
4375 Cleaning	564	9,762	3,000	(6,762)		(6,762)	325.4%	

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

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4380 Security & Alarms	0	1,974	2,000	26		26	98.7%	
4385 Maintenance	1,301	9,288	18,000	8,712		8,712	51.6%	
4390 H&S/Fire/Inspections	3	2,316	2,500	184		184	92.7%	
4635 Waste Collection	167	1,819	3,500	1,681		1,681	52.0%	
4700 Technician Cost	0	11,096	18,000	6,904		6,904	61.6%	
4701 Show costs	1,038	11,305	13,500	2,195		2,195	83.7%	1,536
4705 Advertising & Marketing	136	3,666	7,000	3,334		3,334	52.4%	
4710 Licences (exp)	0	676	750	74		74	90.1%	
4715 Card Payment Fees	236	2,289	3,000	711		711	76.3%	
4725 Technical Theatre	526	2,322	3,500	1,178		1,178	66.3%	
4730 Backstage Expenses	0	464	500	36		36	92.7%	
4735 Art Sales Expenditure	0	1,753	800	(953)		(953)	219.2%	
4740 PTAC Merchandise	202	2,096	3,500	1,404		1,404	59.9%	
4745 Participation Freelance	0	2,210	3,000	790		790	73.7%	
4760 Grant Expenditure	0	1,916	0	(1,916)		(1,916)	0.0%	(1,021)
4770 Cafe Equipment & Maintenance	53	1,231	3,000	1,769		1,769	41.0%	
Princess :- Indirect Expenditure	18,955	216,485	280,225	63,740	0	63,740	77.3%	4,340
Net Income over Expenditure	(8,760)	(125,474)	(195,925)	(70,451)				
6000 plus Transfer from EMR	0	4,340	0	(4,340)				
6001 less Transfer to EMR	0	60	0	(60)				
Movement to/(from) Gen Reserve	(8,760)	(121,194)	(195,925)	(74,731)				
700 Estates								
1300 Allotment Rents Received	0	1,295	1,260	(35)			102.8%	
1400 Signal Box	0	126	200	74			63.0%	
1410 Grass Cutting	58	475	415	(60)			114.5%	
1415 Floral Sponsorship	0	160	0	(160)			0.0%	
Estates :- Income	58	2,056	1,875	(181)			109.7%	0
4360 Electricity Town Centre	46	361	0	(361)		(361)	0.0%	
4365 Highbridge Clock Elec	202	1,648	1,600	(48)		(48)	103.0%	
4370 Water Rates	0	399	450	51		51	88.7%	
4385 Maintenance	124	25,358	3,800	(21,558)		(21,558)	667.3%	21,442
4415 Water Fountain	0	86	800	714		714	10.7%	
4430 Benches	0	0	2,500	2,500		2,500	0.0%	
4440 Dog/Litter Bins	0	84	5,000	4,916		4,916	1.7%	
4445 Speed Indicator Devices	2	2	1,200	1,198		1,198	0.2%	
4450 Floral Decorations	3,089	10,014	50,000	39,986		39,986	20.0%	
4460 Tourism	0	158	2,000	1,842		1,842	7.9%	
4485 Defibrillator	0	266	250	(16)		(16)	106.4%	

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

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 Tools & Equipment	1,665	7,492	20,000	12,508		12,508	37.5%	
4505 Vehicle Running Costs	191	2,118	5,000	2,882		2,882	42.4%	
4510 Vehicle Replacement	540	54,520	50,000	(4,520)		(4,520)	109.0%	34,575
4515 Vehicle Insurance	91	1,148	6,000	4,852		4,852	19.1%	
4625 Tree & Hedge Maintenance	0	3,950	3,000	(950)		(950)	131.7%	
4630 Fuel For Equipment	0	765	2,000	1,235		1,235	38.3%	
Estates :- Indirect Expenditure	5,950	108,371	153,600	45,229	0	45,229	70.6%	56,017
Net Income over Expenditure	(5,892)	(106,315)	(151,725)	(45,410)				
6000 plus Transfer from EMR	0	56,017	0	(56,017)				
Movement to/(from) Gen Reserve	(5,892)	(50,298)	(151,725)	(101,427)				
800 Public Conveniences								
4355 Utilities	0	0	25,000	25,000		25,000	0.0%	
4375 Cleaning	7,055	36,821	90,000	53,179		53,179	40.9%	
4385 Maintenance	70	682	50,000	49,318		49,318	1.4%	
Public Conveniences :- Indirect Expenditure	7,125	37,503	165,000	127,497	0	127,497	22.7%	0
Net Expenditure	(7,125)	(37,503)	(165,000)	(127,497)				
900 Play Areas								
1100 Miscellaneous income	0	25,875	0	(25,875)			0.0%	
Play Areas :- Income	0	25,875	0	(25,875)				0
4385 Maintenance	0	0	10,000	10,000		10,000	0.0%	
4390 H&S/Fire/Inspections	0	0	2,000	2,000		2,000	0.0%	
Play Areas :- Indirect Expenditure	0	0	12,000	12,000	0	12,000		0
Net Income over Expenditure	0	25,875	(12,000)	(37,875)				
Grand Totals:- Income	17,240	1,555,208	1,453,340	(101,868)			107.0%	
Expenditure	99,420	1,056,817	1,453,340	396,523	0	396,523	72.7%	
Net Income over Expenditure	(82,180)	498,391	0	(498,391)				
plus Transfer from EMR	3,650	101,965	0	(101,965)				
less Transfer to EMR	0	60	0	(60)				
Movement to/(from) Gen Reserve	(78,530)	600,297	0	(600,297)				

Explanations for overspends – based on Apr-Feb forecast – expenditure only

Budget Code	Name of budget	Comments
110/4220	Remembrance Wreath	3 x poppy wreaths purchased Nov 25. Overspend agreed by Full Council 19/01/26
120/4260	CCTV Cameras	£5,000 from EMR 389. £3,582 overspend. £3,576 overspend agreed by Full Council 14/04/25.
140/4305	Grants Made	Overspend agreed by Full Council 10/11/25.
140/4465	Events Expenditure	Christmas event donations to BOS & HB Chamber of Trade c. £8,000, agreed by Full Council 22/09/25.
500/4610	Pump Maintenance	Very wet winter, new pump needed in December 2025. Overspend agreed by Full Council 02/03/26.
500/4615	General Maintenance - Cemeteries	Bi-annual purchase of memorial slabs and removal/reinstatement of damaged headstone. Overspend agreed by Full Council 02/03/26.
600/4070	Office/IT Equip & Furniture	£3,826 out of EMRs 370 & 372 for new chairs for the theatre, agreed by Full Council 22/09/25.
600/4375	Cleaning - Princess	Budget allocated to Staffing in Devolution re-structure. Recruitment delays. Virement agreed by Full Council 02/03/26.
600/4380	Security & Alarms	Pre-payment for next year's annual service to be deducted at year-end.
600/4735	Arts sale expenditure	Contra with income.
700/4365	Highbridge Clock Electric	Non metered supply changes to billing from September 2025. Contract with EDF to be reviewed in 2026/27.
700/4385	Maintenance - Estates	New flagpole & installation costs Oct 2025 £2,679. £21,442 for High Street streetlights out of EMR 385 & 339. Approved Town Council 15/12/25.

700/4485	Defibrillator - Estates	Pads replaced at start of year. Overspend approved by Full Council 02/03/26
700/4510	Vehicle Replacement - Estates	£34,575 from EMR for new vehicle purchased this year, agreed by Full Council 04/03/25.
4625/700	Tree & Hedge Maintenance	Due to the inclement weather necessary tree felling carried out, in consultation with Assets & Amenities at a net cost of £2,079. Overspend agreed by Full Council 02/03/26.

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Property Maintenance - EMR	142,420.00	-3,735.00	138,685.00
321 Youth Projects - EMR	5,000.00		5,000.00
324 Legacy Clock - EMR	10,220.00		10,220.00
325 Service Transfer - EMR	105,270.80	-7,440.00	97,830.80
326 IT/Office Equipment - EMR	20,255.53		20,255.53
327 HR Contingency - EMR	13,462.68		13,462.68
328 Grounds Equipment - EMR	8,310.60		8,310.60
329 Coronation - EMR	800.00		800.00
330 General Maintenance - EMR	19,776.35		19,776.35
331 Princess Artistic Material Gra	4,700.00		4,700.00
332 Town Crier - EMR	280.00		280.00
335 Highbridge Regeneration	9,800.00		9,800.00
336 Legal Fees - EMR	5,900.00		5,900.00
338 Replacement Van - EMR	34,800.00	-34,575.00	225.00
339 Tesco S106 - EMR	4,805.69	-4,805.69	0.00
340 Past Mayor badges - EMR	1,000.00	-688.29	311.71
341 Neighbourhood Plan - EMR	5,800.00		5,800.00
342 You Are Here Boards - EMR	750.00		750.00
343 Princess Maint/Renewals - EMR	11,351.30		11,351.30
344 SIDS - EMR	72.64		72.64
345 Burnham EVO HTAP - EMR	900.00		900.00
346 Tree Maintenance - EMR	10,215.50		10,215.50
347 Cemeteries Extension - EMR	93,700.00		93,700.00
348 Burnham Shop Fronts Grant - EM	9,900.00	-9,800.00	100.00
370 PMC SALC Grant - EMR	1,700.00	-1,700.00	0.00
372 PMC Artistic Budget - EMR	2,908.95	-2,125.53	783.42
374 PMC Somerset Community Grant	1,120.34	-454.96	665.38
375 PMC Match Funding - EMR	5,000.00		5,000.00
380 Cemeteries Provision - EMR	89,500.00		89,500.00
385 High St Fund - EMR	44,908.47	-16,636.12	28,272.35
386 Events - EMR	6,123.27		6,123.27
387 EMR Climate Change	1,377.50		1,377.50
388 EMR SALC 24-25 TC	733.34	-400.00	333.34
389 EMR CCTV	5,000.00	-5,000.00	0.00
400 CIL - EMR	275,962.33	-24,344.46	251,617.87
	<u>953,825.29</u>	<u>-111,705.05</u>	<u>842,120.24</u>



Report for councillors: Debtors update report

Issued to: Town Council - 13th April 2026

1. Purpose of Report

To provide Councillors with an update on an outstanding Debtor from 2025-26.

2. Background

REACT Performing and Production Arts currently has a balance outstanding of £205.00 owed to the Council. Regular statements have been sent monthly informing the client of the amount owed and requesting payment of the overdue invoice.

A formal letter has been emailed and sent by post on 2nd April 2026 requesting full payment within 30 days or to get in touch within 14 days if they queried the amount stated as owed.

REACT had been a regular client of The Princess Theatre for many years but last used the theatre in November 2025.

The letter stated that if full payment was not received the Council may consider further action to pursue the recovery of the monies owed.

3. Financial implications

The Council currently have £2,000 Provision for Bad Debts in the budget for 2025-26 which will be earmarked at year-end if not spent.

4. Recommendation

For the Council to decide on whether to write the debt off or continue to pursue the monies owed.

Outside Bodies Reports

Burnham-on-Sea Stakeholder Reference Group Meeting held on Monday 16th February 2026 - Burnham-on-Sea Hospital

Norma Coombes, Community Matron for Burnham-on-Sea introduced herself and led the meeting.

Introductions were made around the room as follows.

<u>Name</u>	<u>Role/Organisation</u>
Norma Coombes	Community Matron, Burnham-on-Sea
Francis McLanaghan	Ward Manager, Burnham-on-Sea
Helen Hancox	Volunteer, Healthcare Watch
Jane McPherson	Morland Community Hub
Sarah House	Devon & Somerset Fire & Rescue Service Partnership & Community Engagement
Shelley Paterson	North Sedgemoor PCN
Jo Boucher	Transformation Lead, North Sedgemoor PCN
Sheila Burrige	Healthwatch
Victoria Wright	Network Development Lead, Somerset ICB
Dr Harvey Sampson	patient
Dr Matthew Dorman	PCN Clinician
Jeanette Hunt,	Neighbourhood Development Manager, SFT
Sarah Ward	OT, Burnham-on-Sea
Ceri Joyce	Friends of Burnham Hospital
Kay Emery	Ward Admin
Sarah Watson	representing Z Elliott, CRS
Lianne Clarke	SASP
Jan Cowie, Trustee	Wedmore & Axbridge community fund & doctors' surgery
Steve Ballenger	Village Agent, THRIVE
Ben Lang	Community Rehab Services Manager, SFT
Isobel Boobyer Jones	Patient Engagement, SFT
Kerry White	Symphony MD
Jon Adams	Symphony North Practice Manager
Hannah Hindle	Physio, Community Rehab
Sue King	Senior OT, Community Rehab

Sheila Crothers	Carer
Roland Crothers	Patient
Donna Moore,	SFT (Teams)
Marie Davey	Social Worker, Community Pathways (Teams)
Emran Hussain	Pharmacy (Teams)
Kerry Joyce	Chair of League of Friends, BOS
Isobel Legg	Senior Administrator, Bridgwater Hospital (notetaker)

NC outlined the reason for inviting everyone here was to ask for help in shaping the future services at Burnham-on-Sea Community Hospital.

Over recent weeks there has been a lot of proposed changes identified and discussed which are gradually being implemented: Pleased to confirm that

- The Minor Injuries Unit will be remaining at the hospital but as a slightly different model working with Symphony to ensure a more resilient service, as staff will not be able to move to keep the Bridgwater site open.
- With effect from 01/04/26 we will be commencing a test and learn which will include a reduction in beds numbers from 16 to 8 in-patient beds which will be used predominantly for BOS patients. Moving away from a bedded unit is a challenge however this has already taken place at Wellington Hospital as below:
- At Wellington, once the beds closed, the space was utilised in a different way. Vulnerable groups could be separated, a District Nurse led Ambulatory Care unit and Chemotherapy unit were introduced, audiology suites have been added and increased clinics have been introduced with multiple specialities being provided including vaccination clinics and an ultrasound scanner. In total we have over 45 specialities attending the hospital. All these services under one roof act as a 'one stop shop' for many of those specialities and cut out unnecessary appointments and travel between hospitals and reduces the need for multiple appointments. All these changes are in line with the NHS 10-year plan, in creating local health hubs fit for the local population.
- At Burnham, we have planned to commence a bespoke Ambulatory Care model to be shared by Burnham on Sea and Bridgwater hospital and run by Burnham staff. This will mean some days at Burnham to enable local people can attend their local hospitals than having to travel to Bridgwater.
- The aim is to bring in-house services relevant to the area and local population considering geographical position of other hospitals and GP surgeries to cut down travelling.
- Discussions with the Community Rehabilitation Service (CRS) and Somerset Activity and Sports Partnership (SASP) are underway to introduce group sessions with a focus on prevention and maintaining good health.
- A local population needs analysis indicates a projection for an above average older predominantly female population, therefore implications for services including rapid frailty, dementia, falls, and people with multi co morbidities. It

identified an increase in demand for reablement, mobility support and long-term disease and condition management with an additional need to increase neighbourhood support.

- We need a change of thought process. Seeing the possibilities for community hospitals becoming health hubs where all our needs can be considered and met.
- We need to introduce a space for younger generation.
- Introduction of dementia/memory café.
- We need collaboration with local communities.
- To enable this to happen and reduce bed numbers successfully we require investment into community services i.e.: Hospital at Home services, Discharge to Assess, community rehab and Rapid response teams to enable anyone with an issue to be assessed and managed within their home which is where most people want and need to be.

Considerations and discussions

- Long term management of conditions discussed and what could be achieved
- Medical records across sectors – a need for an IT solution identified
- Multiple different systems used across county and Trusts
- Cross country acute care divided, some patients taken to Musgrove others to Western General.
- Different ambulance contracts targeted on response time-emergency ambulance requirements under 999 calls
- Communication, co-operation and collaboration between services required to take this forward.

Next meeting

- Arrange next meeting for March 2026.
- It was agreed to invite SWASP, IT experts and Suki Norris from Childrens Services to the next meeting.
- To focus on 3 key areas here at Burnham-on-Sea.
- Please can I ask all those attending the next meeting to come with suggestions for the utilisation of our outpatient rooms and facilities, so that we can agree which 3 key areas to focus on. What is important to you?

Highbridge Station Minutes – 23.02.26 – Cllr Millard

Mark (Somerset Council) did not attend. Please see report from a meeting with Mark on 10.03.26 highlighted in action box for Mark

1. Apologies: Ruth and Nadja
2. Present: Lesley, Cllr Ben Metcalf, Cllr Laura Chalmers and Anthony Betty (aide to our MP)
3. Minutes of the last meeting 12.01.26

4. Follow up actions from the meeting

5. Actions from 12.01.26/ 23.02.26

Mark was absent (notes from meeting with Lesley 10.03.26) Finalise funding- £12,300 now in Somerset's bank account. Mark managed to acquire a further £5,000 from GWR There will be further funding available from the Bus Grant to increase connectivity between the buses and trains. We will be part of that project.

Decide what process would be best for procurement and fulfilment of the sign project- Hoping to piggy- back on Bridgwater project

Continue to work with Active Travel to improve crossing at the entrance to the station.-Officer on paternity leave. This will continue as a larger development of Active Travel.

Continue to work with Highways to improve railway bridge and footbridge-Lesley has now given Mark photos of a tunnel that was built to allow trains to use the Dorset and Somerset Railway lines during construction of the Motorway. It is clear evidence of a tunnel next to the current one that was created to allow the trains under it. This means that that the railway would be responsible for filling it in after use. Mark will investigate.

Anthony To arrange for publicity of a demonstration to show the dangerous footpath over the railway bridge. The date has been set for Wednesday April 1st at 10am.

Ruth To provide Lesley with a poster containing a QR code for the survey, to take to all the holiday resorts.

Lesley

To take posters for the survey to all holiday resorts in Burnham, Berrow and Brean.

To email each resort prior to taking the poster explaining what we are aiming to achieve and how they could help.

Laura

To speak to the Mobility shop in Burnham and ask for their support. We will put a poster in their shop and Laura will gather some friends to attend.

Laura will create a poster inviting people to attend the demonstration.

6. Next steps for signage- Mark

To speak to the team leader at Bridgwater station project to explore whether we can piggy back onto that project to acquire our signs. Once decided Mark will procure probably using the same design and build team to put the signs in place. We are now aiming for the signs to be in place in May 2026.

7. Survey- a good response to date.

231 people responded:

If you DO NOT use the train station, please indicate anything that has prevented you from doing so?

A total of 153 answered this question and 46.2% said it was due to mobility / access issues
How do you get to Highbridge & Burnham train station?

A total of 229 people answered this and 46.7% said by car, 27.5% walk (interesting stat for green team)

Please let us know if you think that any of these changes are needed to improve accessibility at the station.

203 people answered 28.1% Lift, 15.8% Ramps, 12.3% better crossing point near station, 7.9% Underpass, 3.9% Better Signage and 32% Other - many of which were lift / ramps

There are lots of user experience answers too for example ordering ramp on/ off train and no guard or ramp available for that

8. Railway bridge- progress report from research

Lesley has now gained some evidence that the railway bridge had an extra tunnel created to take trains from Wales bringing Fly Ash for the M5. This tunnel was on the Walrow side of the current railway bridge to allow trains to use the old Dorset and Somerset lines. She has now sent photos to both GWR and Somerset Council. There has been no response yet. It might be that Highways did not make a good job of refilling the tunnel after its use.

9. Accessibility – report of invitation to Weston Super Mare councillors to meet up as they have just started work on accessibility at their station.

Lesley has written to the MP for Weston Super Mare and the North Somerset Councillor with responsibility for transport, to ask for advice on how they achieved the upgrade for Weston Super Mare station. There has been no response. She will email again.

The local councillor has now responded. He says that most of the work was done by the MP's team alongside local council.

10. Date of next meeting- Monday 30th March 2pm at Sopha

Notes of the Highbridge Regeneration Working Group Meeting - 5th March 2026 at The Old Courthouse

Present: Councillors Vickers and Metcalfe and the Town Clerk

1. To note apologies for absence

There were no apologies received.

2. Matters arising and updates from meeting held on 21st October 2025

a. Parking And EV (BM)

Cllr Metcalfe advised that no further response had been received.

The Town Clerk agreed to try and arrange a meeting with the Parking Services Manager to discuss the possible reconfiguration of Bank Street car park. A request was made to Somerset Council to have a sign on the finger post opposite the car park entrance, which was agreed.

b. YMCA and derelict buildings (AH)

Works to the site are going ahead.

c. Millennium Green fees (KN)

The response was circulated and it was stated that Somerset Council are keen to support community groups, and would look kindly on applications on a case-by-case from non-profit organisations wishing to use the site for charitable or community purposes. Cllr Vickers agreed to pass on this information to Our Highbridge.

d. Public conveniences (KN)

The Town Clerk has contacted Somerset Council to request a meeting, but this has not been arranged as yet. The community toilet scheme has two businesses willing to participate. A discussion took place regarding advertising the scheme. Once the scheme is up and running and working well, information will be published in the town and hopefully at the train station.

e. Town Centre Review report (KN)

It has taken several months to contact the persons responsible for the report. The response was circulated and Somerset Council have requested that any proposed changes be submitted for consideration, as officers do not have the time to attend a meeting.

3. Railway Bridge update

Cllr Metcalfe gave an update and that further information has come to light regarding a second bridge being underneath. This is being followed up.

4. Supporting Our Highbridge re St Johns building

Cllr Vickers will contact Our Highbridge to ask if a Town Council representative could attend meetings.

5. Volunteer to support the Active Transport meetings

It was felt that a Highbridge Councillor should attend the meetings and this will be considered when the outside bodies list is reviewed at the Council meeting in May.

6. Follow up the possibility of locating a BT Portal in Highbridge

The Town Clerk will send a letter to BT to enquire if a BT Portal can be installed in Highbridge.

7. Research footbridge from Brue Farm to railway station as promised by Brue Farm Developers

A discussion took place regarding the footbridge installation and the sports area. Cllr Vickers agreed to write to Somerset Councillors Hendry and Murphy to ask for updates.

8. Research any further green spaces to be added at Brue Farm

Cllr Vickers agreed to write to Somerset Councillors Hendry and Murphy to ask for updates.

9. Community Noticeboard for Brue Farm

There is a noticeboard at Brue Place but not Brue Farm. The Town Clerk will contact West Huntspill Parish Council to enquire if they installed the noticeboard.

10. Morland Walkabouts future dates

All 10am-Midday

- 4th June
- 11th August
- 17th November

11. Date of next meeting

An email will be circulated to ask whether members would prefer afternoon or evening meetings.

Morland Community Hub Report - 02.03.26 - Cllr Millard

Governance and Constitution

The Trustees have adopted a revised constitution that more accurately represents the current operations of the Hub. This update ensures that the governing framework aligns with the Hub's evolving role in the community.

Financial Overview

The Hub's finances remain stable, bolstered by successful grant applications that support the daily operations. Additionally, the fund-raising group has established several initiatives to further enhance financial resources beyond the grants received.

Community Pantry Activities

The Pantry continues to provide essential services to over 80 families in the area. With surplus funds, the Pantry has supported various local groups by awarding small grants. Beneficiaries include local football clubs, the installation of a defibrillator, and assistance to the Baptist Church to host a community Christmas lunch.

Future Building Plans

Preparations are underway to seek larger grants to support the development of a new building for the Hub. In consideration of the current financial climate, the design plans are also being reviewed to ensure sustainability and feasibility.

Hub Usage and Well-being Initiatives

There have been changes in the groups utilizing the Hub's facilities. Plans are advancing to establish a 'Centre of Well-being,' which will offer a range of services to the community, potentially including outreach programs from the Medical Centre.

Trusted Carers Alliance Progress

The Trusted Carers Alliance has launched successfully and begun its work. However, its progress is currently limited due to Somerset Council's inability to process their activities at this time.

Cross-LCN Active Travel Group - 10.03.26 - Cllr Gudka

- The early part of the meeting was an update on the Rural Active Travel Toolkit - a guidance resource to help volunteers who are trying to create walking and cycling routes across rural areas in particular to help them navigate the necessary processes. Update have been made since the last feedback session and the Toolkit should be available to publish soon.
- There was a long discussion relating to the mapping exercise. A consensus still needs to be reached on what the mapping is for and how it will be collated, but there is largely an agreement that it needs to serve both a strategic purpose in highlighting routes that need improvements and a more local needs to help people find existing routes. A group of mapping champions will continue the work to guide the wider group and help collate the routes submitted by the LCNs.
- There were also general update on projects around the county to facilitate active travel. I mentioned the survey that the Green Team has launched for our local area and committed to sharing the results in due course.

The Bay Centre - 10.03.26 - Cllr Searing

The chair opened the meeting and welcomed another new committee member Cathy Beard.

Introductions followed and Apologies for absence given.

Minutes of the previous meeting were agreed and signed off.

Outstanding matters included the fact that the handyman had now completed clearing the overflow carpark area but that the damp patch in the building still needed to be resolved.

The chair then gave his report which included the following.

- The problem with water ingress in the cafe area was to be investigated.
- Monthly fire alarm and the 3 minute emergency light test was up to date.
- There had been a problem with the removal of rubbish from a party booking.
- The corridor camera was faulty but this had now been resolved.
- A problem with a Bay centre mobile phone had occurred again now resolved.
- Arrangements had been made with another committee member to open and close the centre if required.

Financial report

John then gave his update report which included the following

-He still wished to resign from his position from the end of march it was hoped that one of the new committee members with a financial background would be taking over. This needed to be confirmed.

-So far we are in a profit and this should be the position at the end of the financial year.

-He is currently looking at a free accounting package.

-The reserve account is now thankfully unfrozen.

-Someone needs to be taught how to do the invoicing.

Booking clerk update

The new committee member Edward is now doing this job and has settled in well to this role.

Travellers update

I was able to confirm that there will be no change in the traveller deterrents currently in place at Cassis close as Somerset council considered that the Lego blocks were doing their job and there had been no further incursions. If this position change it would be reviewed.

The Priory Gardens bund was now in situ and seemed to be working.

Concentration is now on the esplanade and pier street carpark and consultation is ongoing between Somerset council and the Town Council. No outcome has been agreed yet.

The next travellers meeting is planned for 23/04/26

A discussion then took place about the importance of reporting traveller problems to the police and getting an incident log number. It was explained to new committee members how the system worked and how important the log numbers were.

There being no further business the meeting was then closed.

Burnham Community Centre Meeting Notes - 19.03.26 - Cllr Gudka

Development of the Centre

- Funding for the next stage of solar panels has been sourced and contractors have quoted within the budget. The panels should be installed shortly.
 - Whilst no formal permission has been forthcoming from Somerset Council, they have not objected to the first phase of panels that were installed so the centre is progressing on the basis that there is no problem.
 - A battery installation may come later.
 - The first phase installation has helped to reduce energy bills by around 50%
- The project to install a lift to improve access to the upper floors is still facing design challenges to find a suitable space to put the lift shaft in. The committee is reviewing a revised plan. Further grant funding may be needed for a workable solution.
- The committee is also in the process of updating the website content.

Other Initiatives

- The Sunday community meals are running well with increased attendance vs last year. At times attendance has peaked at over 60. A major benefit to the community continues to be tackling social isolation, particularly amongst older people. Donations have helped stretch the grant.
- The archiving of material by the local history group is nearing completion. An indexed catalogue of the materials will hopefully be available for all to search via the community centre website.

Financing

The centre is currently relying on volunteer resource to manage growing financial and administrative matters. In future it may be more sustainable to make provision for a salary for an administrator. The Trustees will consider how this could be funded.



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March 25th 2026

To Trustees and Associates of Morland Community Hub

Dear Colleagues

In order to keep our meetings concise and timely, from July they will be for Trustees only.

If a user or regular associate of the Hub wishes to make a special report to the Trustees e.g. suggestions for improvement or complaints, this should be done firstly to Jane under confidential cover. If Jane feels this to be a Trustee matter she will bring it forward for my attention, and if not then resolved will ask the Trustees for their views.

Furthermore, Jane on behalf of the Hub, is becoming more frequently consulted upon community matters, some of which are of a very sensitive and confidential nature involving other statutory bodies.

These topics will be brought to the Trustees under the strictest confidentiality.

With kind regards

Roger Keen

Chairman of Trustees

Report from 'The Living Brue Day' – 28.03.26 – Cllr Millard

Introduction

The Living Brue Day was held on Saturday, March 28, bringing together community members, local leaders, and environmental advocates to address pressing issues concerning the River Brue and its surrounding areas.

Keynote Address by Sarah Dyke MP

Sarah Dyke, Member of Parliament for Glastonbury and Somerset, opened the event by focusing on two significant challenges: flooding and sewage pollution in local rivers. She outlined her ongoing efforts to reform water management across the country. Her vision involves transforming water companies into Mutual Societies, which would be accountable to both their members and the government. This

approach is viewed as a potential first step toward the future nationalization of these companies.

Ms Dyke highlighted the limitations of Ofwat, the water regulator, noting that its current powers are insufficient to hold companies accountable. She argued that simply fining companies for violations is ineffective, as these fines are absorbed into company debts and ultimately passed on to consumers. She specifically criticized Wessex Water for excessive sewage dumping into waterways, while also acknowledging their recent improvements in system upgrades and efforts to enhance natural habitats.

Flooding Challenges and Solutions

Born and raised in Somerset, Dyke spoke from personal experience about the longstanding issue of flooding in the region. She emphasized that, although Somerset has always faced flooding, climate change has increased the severity of extreme weather events. The need for adaptation and mitigation measures is urgent. Ms Dyke was pleased to welcome Emma Hardy to Somerset to witness the impact of recent floods firsthand, which resulted in an allocation of £10 million to support flood mitigation and adaptation projects in the area. These projects are expected to prioritize nature-based solutions.

Ms Dyke also recognized the important role farmers play in managing floodwaters by holding water on their land to prevent it from reaching homes. She advocated proper compensation for farmers and called for increased support of the Land Management Stewardship scheme.

Collaborative Action

To conclude her address, Ms Dyke stressed the importance of cooperation among government, agencies, and the community to hold water companies accountable and end sewage dumping in waterways. She also called for greater support for those working to adapt to and mitigate flood risks.

Guest Speakers

The event featured presentations from a variety of speakers, including:

- Simon Clarke, Somerset Wildlife Trust
- Lizzie Cresswell, Surfers Against Sewage
- Ewan Jones, the Brue Crew
- Talisen Smith, Lead Advisor for Catchment Sensitive Farming in the Wessex Area

Main Hall Sessions

During the afternoon, the main hall hosted several speakers:

- Dan Britton, Natural Solutions
- David Banwell, Reimagining the Levels: Farming and Habitat Management

- Vanessa Becker-Hughes (SERP) and Ewan Jones (BC) introduced a new mapping project designed to document and capture the natural features along the River Brue

Atrium Talks and Workshops

In the atrium, attendees had the opportunity to participate in various talks and workshops, including:

- “Making Friends with the River Brue” – Bruce Garrard presented a history of the Brue
- “Well Maidens and the River Brue: Sacred River of the West” – Yuri Leich
- “From Rain to Resilience: Your Guide to Reducing Flood Risks” – Dr. Bel Deering
- “Eels and Our Work on the Brue” – Vanessa Becker-Hughes (SERP)
- Pollution Testing Workshop with the Brue Crew, and a session on farming, land use, and water quality led by Jamie Mochrie (Green Party)
- “Reimagining the Levels” – Carrie Skinner and David Banwell discussed tree planting on the Somerset Levels

Conclusion

Overall, The Living Brue Day was an informative event, providing valuable discussions during the question and panel sessions. The day highlighted the importance of collaboration and ongoing efforts to protect and improve the River Brue and its surrounding environment.

BURNHAM ON SEA STAKEHOLDER REFERENCE GROUP – 31.03.26 – Cllr Keen

ATTENDEES

Norma Coombes	Senor Hospital Matron, Burnham-on-Sea (Chair)
Isobel Boobyer Jones	Patient Engagement, SFT (Notetaker via Teams)
Naomi Farr	NHS Somerset ICB (via Teams)
Sarah House	Devon & Somerset Fire & Rescue Service (via Teams)
Francis McLanaghan	Ward Manager, Burnham-on-Sea
Kay Emery	Ward Admin
Lianne Clarke	SASP
Hannah Hindle	Clinical Specialist Physiotherapist CRS
Allison Harvey	Facilities Team Lead

Mandy Starks

Health watch engagement Office

APOLOGIES RECEIVED

Sheila Burridge

Healthwatch

Dr Matthew Dorman

PCN Clinician

Steve Ballenger

Village Agent, THRIVE

Sarah Ward

OT, Burnham-on-Sea

Ceri Joyce

Friends of Burnham Hospital

Helen Hancox

Volunteer, Healthcare Watch

Suki Norris

Children's Services

1. WELCOME & UPDATE

Norma Coombes welcomed all & gave the following update since the last meeting held on 16 Feb 2026 which includes lots of positives:

- Ambulatory Care room is now ready to start on 04 May 2026.
- Clinics planned x 7 days pw at Burnham, including: Catheter care, male, female and supra pubic; wound care, including VAC therapy; management of chemo pump removal; PICC lines to include flushing and wound dressing; drainage bags
- Dopplers on Sat/Sun x 3 each day to help reduce current waiting times.
- Paediatrics clinic starting on 23 May 2026 with Dr David Capehorn, (works for Symphony North), David is GP with specialist interest in paediatrics. The GPwER Paediatric Interface Pilot is a new community-based service being developed to improve access to paediatric expertise for children and families locally. The service will provide advice and triage for GP referrals and, where appropriate, offer in-community assessment for children who might otherwise be referred directly to Bristol hospital outpatient clinics. By supporting GPs with specialist paediatric input and seeing suitable cases locally, the aim is to provide timely reassurance and management for families, improve clinical decision-making in primary care, and help reduce unnecessary referrals to secondary care while maintaining close collaboration with hospital paediatric teams. Initially 6M pilot on alternate Saturdays - to increase to weekly once picks up.
- Frailty Clinic - Dr Matt Dorman met with Norma yesterday. Would like 3 x rooms at BOSH to be used by Matt, ACP & therapist for patients on the frailty pathway. To be held alternate Thursdays with a weekly MDT. Will link with Ward SR Fran & ACP Becca's work on a frailty QI.

- Lianne is looking to implement a service for female patients with Fit Notes, living with one or more long term health conditions / at risk of falls could benefit from a programme at BOSH. This QI project will offer a targeted approach so that women come together, move in ways that feel good and support strength and capability but also learn and share without judgment or expectation.
- Cancer Services - Norma met Lucy Ford yesterday to discuss possibilities for Cancer services at Burnham. A room has been set up ready to enable chemotherapy at Burnham to reduce travel to MPH/Bristol. 4 Chairs are being purchased by our league of friends to enable 4 patients to be treated at a time for one day a week initially until fully staffed so will provide a good opportunity to upskill ward nurses. We also discussed the possibility of commencing an Immunotherapy toxicity clinic, this will be the first clinic of its kind outside of the acutes offering an innovative and greatly improved patient experience. Alongside this, we are keen to look at the feasibility of introducing a radiotherapy late effects clinic or a palliative radiotherapy clinic at Burnham. Looking ahead, there may be further opportunities for collaboration, such as group first dose talks for cancer treatments. Ambulatory care has the potential to provide seamless, localised support for cancer patients, including being able to provide pre-therapy bloods & ECGs, HOPE Counselling service are already booked for Burnham too.
- A Parkinsons Group booked to start from 23 Apr-25 June.
- PCN Clinical investigation hub has asked for a 2nd room to expand the service, looking at completing Patient Health checks.
- Zoe Hester - Adult Learning Difficulties to start a monthly clinic.
- Our aim is to hopefully link services as we work to prevent silo working and assist a more joined up service provision.

2. QUESTIONS FOR FEEDBACK

A. How can we work collaboratively with local services?

MS TEAMS attendees feedback:

- **Communication** - needs improvement & made clearer on local plans as currently doesn't get to the people who need it, rural area issues, assumptions made re. Where to go; bed closures are cost-saving measures rather than increase in more accessible services at the local community hospital.
- **Fire Service** - link with vulnerable people needed. Multiple partnerships across the Trust in Yeovil, Taunton. Support for population mental health, drugs, limited mobility, living alone, lack of working smoke detectors - all could be seen at the local hospital. Working with NHS as much as possible but don't get referrals at present so needs to tap into local hospital team knowledge. Could the Fire Service be part of the discharge planning process? Is additional support needed?

- **Local Services** - already linking with frailty, Village Agents, cancer services, ambulatory care. Struggling young people - need to check that the Paeds trial is well-linked with the Children & Family Early Help service.

In person attendees feedback:

- To gain an understand of who's who, and the role they do. Use of abbreviations eg ACP/ENP- give some comms on their roles as some people unclear, may only know DR/GP.
- Topic meetings between services to help build relationships
- Linking IT Services/Information sharing – perhaps setting up a TEAMS channel for all those invited and able to contribute. (Not everyone uses TEAMS)

B. Are there any gaps in local service provision?

MS TEAMS attendees feedback:

- **Community Dementia Groups** - Naomi thinks these would be better placed at sites other than community hospitals. Need to discuss with the Dementia Alliance - Cindy Furse (SPARK).
- **Transport** - ambulatory care at BOSH will reduce transport issues.
- **Pre & Post-testing for cancer services** - positive this is being addressed.
- Haven't heard of any real negatives or missing services. All agree Norma & team are doing a really good job.

In person attendees feedback:

- Menopause Clinic /HRT +/-
- Mental Health support
- SEND Support for local families
- Well women clinic – Frailty / Falls/ Balance/Osteoporosis and exercise discussed linking new Frailty service which is in process of being set up and with Lianne Clark SASP
- Pain Clinic
- People may not be aware of what we provide – suggest 'An Open day'
- Orthotics
- Allergy Testing currently at MPH – not currently appropriate due to possible risk

C. How can we monitor success?

MS TEAMS attendees feedback:

- **Care Opinion** - Isobel informed that Care Opinion is being relaunched to enable patients to tell their story & will allow for a real-time responses.
- **Stakeholder engagement** - how well is this carried out by BOSH?
- Depends what 'success' is being monitored. Improvements in services, additional clinics to address local population health needs further. Have we reduced the number of falls, hospital admissions? Naomi didn't think it was up to BOSH to monitor as improvements will be monitored at Somerset/system level plus reduction in A&E admissions.
- **Decline in negative feedback**
- **Local Services** - do people have access to local care & can they use it? Is BOSH being used to its best potential? Are there services at BOSH that reflect those stated in the local population health needs analysis - which can change over time?

In person attendees feedback:

- Patient stories and feedback to enable qualitative data collection. Also add in follow ups 6-12months post.
- Patient footfall within the hospital/compared to current footfall
- All available rooms used to capacity
- Timelines/Goal setting and feedback outcomes
- Logistics – Time/money/cost savings
- Collaborative working – evidenced/integration of services
- Word of Mouth – not sure how this could be measured other than increased compliments v reduced complaints, suggested feedback on BOS.com. Give updates/sound bites/videos from service users – what their visit has meant to them.
- Possible easier access to GP appointments as patients may continue to work and retain their jobs/ less sickness absence/ patients returning to work quicker with a good supportive local community services
- MIU attendance rates

D. What would benefit you as a service user?

MS TEAMS attendees feedback:

- **MIU** - having a service that is open to use 7 days a week.
- **Frailty clinics**

- **Ambulatory care & cancer services** that are accessible to prevent travel to the acutes especially for those that don't drive/limited public transport.
- Knowing what services are available where to enable the choice of which site to attend.

In person attendees feedback:

- Mental health support including 18yrs and over and dementia Services and family/carer support
- More youth support services/counselling
- AA, Drug addiction support,
- Bereavement support
- Introduction to movement for those not ready to 'go it alone' – need reassurance and or specialist guidance initially
- AJM wheelchair services – mobile clinics
- SILCs – Somerset Independent Living Centre – closest is Taunton or Shepton

3. NEXT MEETING

Norma will arrange the next meeting for **Tuesday 2nd June 2026, at 14:00hrs at Burnham Community Hospital** as we have quite a lot to put in place over the coming few weeks. It would be useful though if we could try and increase attendance, if at all possible, to ensure we hear from all stakeholders.

**Notes of the Highbridge Regeneration Working Group Meeting
5th March 2026 at The Old Courthouse**

Present: Councillors Vickers and Metcalfe and the Town Clerk

1. To note apologies for absence

There were no apologies received.

2. Matters arising and updates from meeting held on 21st October 2025

a. Parking And EV (BM)

Cllr Metcalfe advised that no further response had been received.

The Town Clerk agreed to try and arrange a meeting with the Parking Services Manager to discuss the possible reconfiguration of Bank Street car park. A request was made to Somerset Council to have a sign on the finger post opposite the car park entrance, which was agreed.

b. YMCA and derelict buildings (AH)

Works to the site are going ahead.

c. Millennium Green fees (KN)

The response was circulated and it was stated that Somerset Council are keen to support community groups, and would look kindly on applications on a case-by-case from non-profit organisations wishing to use the site for charitable or community purposes. Cllr Vickers agreed to pass on this information to Our Highbridge.

d. Public conveniences (KN)

The Town Clerk has contacted Somerset Council to request a meeting, but this has not been arranged as yet. The community toilet scheme has two businesses willing to participate. A discussion took place regarding advertising the scheme. Once the scheme is up and running and working well, information will be published in the town and hopefully at the train station.

e. Town Centre Review report (KN)

It has taken several months to contact the persons responsible for the report. The response was circulated and Somerset Council have requested that any proposed changes be submitted for consideration, as officers do not have the time to attend a meeting.

3. Railway Bridge update

Cllr Metcalfe gave an update and that further information has come to light regarding a second bridge being underneath. This is being followed up.

4. Supporting Our Highbridge re St Johns building

Cllr Vickers will contact Our Highbridge to ask if a Town Council representative could attend meetings.

5. Volunteer to support the Active Transport meetings

It was felt that a Highbridge Councillor should attend the meetings and this will be considered when the outside bodies list is reviewed at the Council meeting in May.

6. Follow up the possibility of locating a BT Portal in Highbridge

The Town Clerk will send a letter to BT to enquire if a BT Portal can be installed in Highbridge.

7. Research footbridge from Brue Farm to railway station as promised by Brue Farm Developers

A discussion took place regarding the footbridge installation and the sports area. Cllr Vickers agreed to write to Somerset Councillors Hendry and Murphy to ask for updates.

8. Research any further green spaces to be added at Brue Farm

Cllr Vickers agreed to write to Somerset Councillors Hendry and Murphy to ask for updates.

9. Community Noticeboard for Brue Farm

There is a noticeboard at Brue Place but not Brue Farm. The Town Clerk will contact West Huntspill Parish Council to enquire if they installed the noticeboard.

10. Morland Walkabouts future dates

All 10am-Midday

- 4th June
- 11th August
- 17th November

11. Date of next meeting

An email will be circulated to ask whether members would prefer afternoon or evening meetings.

Report for councillors: Lamp of Light Participation

Issued to: Town Council – 13th April 2026

1. Purpose of Report

To seek the Council's decision on whether to participate in this year's peace-themed lamp light of peace in remembrance on the 11th November 2026, by purchasing Peace Flags and Lamps of Peace, and to note associated ceremonial materials.

2. Background

The national peace initiative invites councils and community bodies to mark the designated Peace Day through visible symbols of unity, reflection, and hope. Participation is voluntary, but many local authorities choose to take part as a gesture of solidarity and community reassurance.

For 2026, the initiative encourages councils to display Peace Flags and to illuminate public spaces using "Lamps of Peace" as a symbolic act of remembrance and commitment to peaceful communities.

3. Financial Implications

To enable the Council to participate, the following items would be required:

Two Peace Flags for display at the Council flag poles in Burnham and Highbridge.

Cost: £67.66 each (£135.31 total) plus £12 postage



Two Lamps of Peace for use during the observance period.

Cost: £55 each (£110.00 total)



Should the Council choose to participate, the Peace Flag would be formally raised at 10.57am on 11th November 2026, in line with the national observance.

A proclamation will be read on the day, and a special prayer prepared as part of the national materials to be read over the lamp following the 2 minutes silence.

4. Recommendation

That the Council considers whether it wishes to participate in this year's peace initiative by purchasing two Peace Flags and two Lamps of Peace. Noting that a proclamation and written prayer will be prepared and available for use on the day.

Parking in Regent Street, Burnham-on-Sea

Somerset Council Highways Officers have been made aware that the parking officers cannot enforce the parking restrictions on Regent Street due to the TRO not being accurate as to what is on site. This specifically relates to the Loading Bay at the Esplanade end.

Whilst it would be simple enough for Somerset Council to alter the TRO with the correct legal process to match what is on site, Somerset Council would welcome the views of the Town Council as to whether the Loading Bay is actually needed or if it would be more beneficial to change it to a 1 hour waiting limit, in line with the rest of the street.



Report for councillors: Christmas lights tender process

Issued to: Town Council - 13th April 2026

1. Purpose of Report

To agree tender process for Christmas lights contract and nominate Councillors to undertake interviews.

2. Background

The Christmas lights contract ended in January 2026. In consultation with Councillors, a tender specification has been written for the hire of Christmas lights for 3 years. A copy of which has been provided to Councillors via the portal.

The annual value of the contract will be £40,000 and therefore it is requirement for the tender to be published on the government Contract Finder website.

The proposed process and timeframe is as follows;

By 16th April 2026 - Expressions of interest notice to be published.

29th April 2026 - Deadline for expressions of interests to be submitted and submissions evaluated.

30th April 2026 - The specification will be sent to all companies who have met the Expression of Interest requirements to provide a proposed costed scheme for the project.

1st June 2026 - Formal opening of tender submissions.

3rd June 2026 - Assessments of written submission. Formal invitations will be sent out for interviews.

10th June 2026 - Interviews to be conducted by a nominated panel.

29th June 2026 - Tender reports and formal assessment considered at Town Council meeting.

W/c 6th July 2026 - Contract awarded to approved contractor.

3. Financial Implications

The contract is for £40,000 + VAT per annum, which has been included in the budget. Additional charges for infrastructure changes may be necessary.

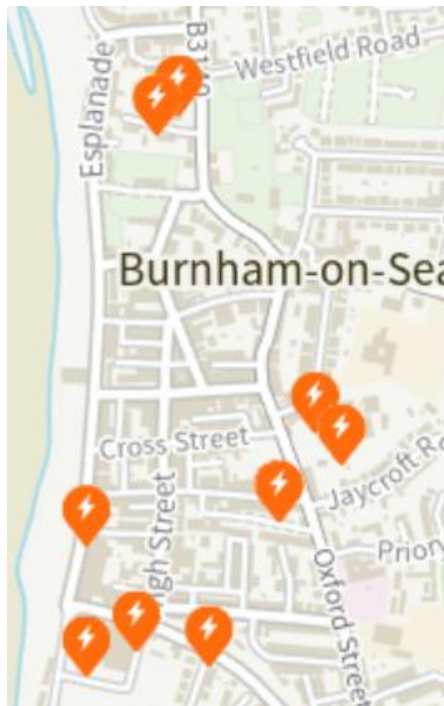
4. Recommendation

That Council approves the tender specification, process and timeframe.

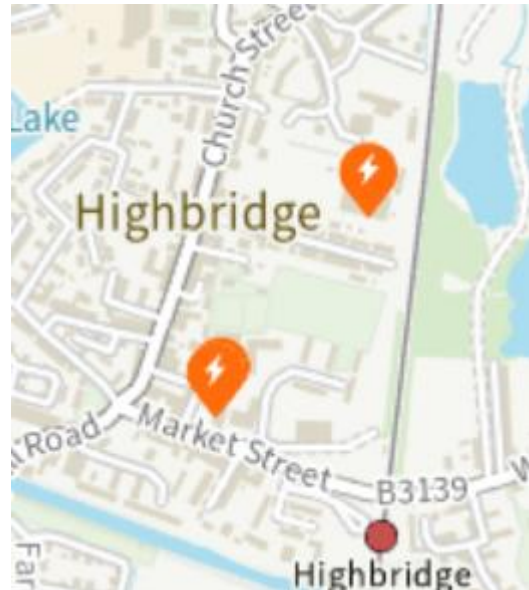
That Members are appointed onto the interview panel (they must be available all day on 10th June).

Electric Vehicle Working Group - EV Charger Location Proposal

See [Suggest a chargepoint location - Somerset Council](#)



The maps below show the locations that have already been suggested by others (Apex Park is also suggested but not shown here).



Assessment of Current Nominated Sites:

Location	Town Council View
Community Centre / Sports Centre	Qualified support. This has potential for longer distance visitors or for locals to top-up whilst using the facility. Most surrounding homes have drives but occupiers of Brunswick Terrace would benefit.
Oxford Street Car Park	Top Priority. This needs several chargers to serve roads off Oxford Street from College St to Ham lane on East side and Dunstan Road to Jaycroft Road on West side.
Dunstan Road	Query. Dunstan Road residents can use a charger in Oxford Street.
Lidl	Query. This is not public land and residents can use a charger in Oxford Street.
Esplanade	Query. Residents here appear to have parking behind the houses, although landlords / freeholders may need to be encouraged to support connections. Visitors would be better to use a rapid charger in the Pier Street car park.

Location	Town Council View
Pier Street / Pier Street Car Park	Support. Both slow and rapid chargers could support both residents and visitors.
Old Station Approach (Car Park)	Support. This could serve the bottom end of Marine Drive and Abingdon Street.
Apex Park	Qualified Support. This site has potential for a rapid charger for longer distance visitors but may be of limited use for residents.
Asda	Query. Is this public land ?
Bank Street Car Park	Top Priority. Several chargers are needed here for residents of Church Street, Market Street and Stratton Walk.

Proposed additional sites

Location	Comment
Abingdon Street TA8 1PJ	This would serve Abingdon Street, Lynton Road, Eton Road, Ashley Avenue and the Southern end of Oxford Street
Priory Gardens TA8 1QW	This may be alternative to the chargers suggested for Abingdon Street, with easier access and parking.
Morland Road TA9 3BB	Priority. There are many flats in this area without their own parking spaces. This would also serve roads off the main route such as Guildford Close.
Grange Avenue TA9 3AJ	These homes do not appear to have off-street parking and a charger here could also serve homes on Church Street.
Walrow Terrace TA9 4AA	A significant number of homes on Walrow Terrace itself could benefit from a charger here.
Walrow TA9 4AB	The car park here serves homes on Walrow, Market Street and potentially Walrow Terrace
Dorset Close TA9 4AU	This would serve Dorse Close and Somerset Way
Vardy Court, Highbridge Quay TA9 3TF	The car park for Vardy Court could serve several blocks of flats in this area.

Location	Comment
Farm Street TA9 3GU	The whole estate seems to have been built with little or no off-street parking. Farm Street would serve all roads off as well.
Tyler Way TA9 3FZ	This would serve homes on Tyler Way, Old Highbridge Wharf and roads off.
Clyce Road TA9 3DJ	Low priority. Several residents here have chosen to use their front gardens for parking. Some do not have his option.