Burnham-on-Sea & Highbridge TOWN COUNCIL

Minutes of a meeting of the Finance and Governance Committee held on 8th June 2026 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

Present: Councillors G. Gudka (Chair), P. Clayton, J. Flurry, A. Matthews, P. Mills, M. Murphy, C. Searing, B. Vickers

In attendance: E. Dutton (Deputy Clerk), N. Brookes (RFO) and twelve members of the public

Public Participation:

There were no representations made

519.0.F26 To receive apologies for absence

Apologies were received from the Town Clerk.

520.0.F26 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

521.0.F26 To receive and approve the minutes of the Finance and Governance Committee meeting held on 27th April 2026

The minutes of the previous meeting of the Finance and Governance Committee, held on 27th April 2026, were presented by the Chair.

Resolved that the minutes of the meeting held on 27th April 2026 were approved and signed by the Chair.

522.0.F26 Matters arising from previous minutes

The Chair confirmed that the CCTV reports are provided to the Finance & Governance Committee as it is the Committee delegated to monitor the CCTV contract.

523.0.F26 Chairs report

The Chair had been working with the RFO to shape the way grant applications are considered.

524.0.F26 To consider grant applications

The Chair advised that the grants requests total is £20,810 and the current balance available is £30,000. The grants policy sets a maximum allocation of £2,000 per organisation. The Chair made a suggestion to use around half of the budget to allow for further applications to be considered in the September round of grants.

Signed by Chair………………………………………………….. Date…………………………………………

524.1 Air Cadets - £397

Resolved to award £277 towards the cost of enhancing the use of their flight simulator which was purchased last year.

524.2 Burnham Book Festival - £900

Resolved a grant of £630 is awarded towards the costs to produce printed promotional materials, including posters and festival programmes and the delivery of workshops.

524.3 BOS Fest - £2,000

Resolved a grant of £1,400 was awarded towards the cost of artists and performers for a free music and arts festival.

524.4 Burnham Heritage Centre - £900

Resolved a grant of £630 was awarded towards the cost of leaflet printing.

524.5 Somewhere House - £2,000

Resolved to award £1,400 towards the cost of promotional material, aprons for volunteers, tablecloths for events, advertising boards and a new Cajon box drum.

524.6 Mark Moor Bowling Club - £700

Resolved to award £490 towards the cost of accessibility aids.

524.7 Break A Leg Theatre Company - £2,000

Resolved to award £1,400 towards the cost of their first production.

524.8 BEES - £2,000

Resolved to award £1,400 towards the cost of costumes, props and lighting.

524.9 Academy Swim Team - £2,000

Resolved to award £1,400 towards the cost of transport and contributing to training/qualification costs.

524.10 Monarchs Gymnastics - £1,913

Resolved to award £1,340 towards the cost of replacing a trampoline and bouncy castle.

524.11 Hillview Junior Carnival Club - £2,000

Resolved that the grant request for £2,000 towards the cost of works to ensure their tractor is roadworthy is awarded.

524.12 The Waffle Hub - £2,000

Resolved that a grant of £1,400 was awarded towards the cost of a festival to celebrate recovery, raise awareness of addiction and mental health.

524.13 Sea Cadets - £2,000

Resolved that the grant request for £2,000 towards the cost of a new oven and cooking equipment is awarded.

(Eleven members of the public left at this juncture)

525.0.F26 To receive the list of payments up to 22nd May 2026

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

526.0.F26 To review current aged debtors as of 30th April 2026
The aged debtors were noted and no questions were raised
(One member of the public entered at this juncture)

527.0.F26 To receive update on Community Infrastructure Levy (CIL) funds
Details of monies spent and deadlines were provided.

The report was noted.

528.0.F26 To receive verbal update from the Responsible Finance Officer

The first half of the precept was received in April.

£400,000 has now been transferred to the CCLA.

All the shop front grants paperwork for Burnham-on-Sea have now been received, with the exception of 2 businesses which have been granted an extension due to structural issues.

A new contract with SSE has been set up for the non-meter supply of electric for the electric clock and Christmas lights.

529.0.F26 To review progress of the contracts list

The list of contracts was noted.

530.0.F26 To receive feedback from Q4 Internal Checks from Cllrs Mills & Clayton

Councillors Mills and Clayton were thanked for undertaking the quarterly checks in 2025/26.

531.0.F26 To appoint 2 members to undertake quarterly internal checks for 2026/27

Resolved that Councillors Murphy and Flurry are appointed to undertake the 2026/27 internal checks.

Signed by Chair………………………………………………….. Date…………………………………………

Burnham-on-Sea & Highbridge TOWN COUNCIL

532.0.F26 To review the updated Financial Risk Management Policy

Updates had been highlighted on the circulated document.

Resolved the updated Financial Risk Management Policy is approved.

533.0.F26 Date of next meeting

The next meeting of the Finance and Governance Committee will be held on 20th July 2026 at 7 pm.

Signed by Chair…………………………………………………..   Date……………………………………………

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
11/05/2026	Glayshers Landscaping	BOSH280	deposit for Cemetery Wall repair			£13,701.00	paid 12/05/26
24/03/2026	Otis	26015438/U1	lift maintenance	£142.44	£28.49	£170.93	paid 20/05/26
30/04/2026	Proper Job	Z009T02-697947	stakes for signs	£3.33	£0.67	£4.00	paid 20/05/26
30/04/2026	Business Waste	P2028167	waste collection - Cemeteries	£7.68	£1.54	£9.22	paid 20/05/26
01/05/2026	Proper Job	Z0009T03-1680111	maintenance consumables	£2.92	£0.58	£3.50	paid 20/05/26
01/05/2026	Iris	INV-ISL-1383901	payroll - April 2026	£110.52	£22.10	£132.62	paid 20/05/26
05/05/2026	Aroma Café	05.05.26	catering for hire-recharge			£59.25	paid 20/05/26
07/05/2026	Screwfix	2012762053	fire exit door closer-PT	£24.99	£5.00	£29.99	paid 20/05/26
12/05/2026	Screwfix	2012880382	coolant for van	£4.46	£0.89	£5.35	paid 20/05/26
12/05/2026	Screwfix	2012848234	credit note	-£203.70	-£40.74	-£244.44	paid 20/05/26
13/05/2026	Amazon	16FX-7CYT-TNMK	phone case			£11.48	paid 20/05/26
13/05/2026	JR Foods	546469	ice-creams - Princess	£351.80	£70.36	£422.16	paid 20/05/26
	Somerset Council	May-26	pension payment			£9,445.68	paid 20/05/26
01/05/2026	Microshade	260500464267	IT services	£1,054.80	£210.96	£1,265.76	
07/05/2026	Proper Job	Z0009T02-700125	maintenance consumables	£3.07	£0.62	£3.69	
08/05/2026	Green Machine	47093	cleaning PT - May 2026	£408.11	£81.62	£489.73	
11/05/2026	V Jones	6635	Esplanade shower repairs			£150.00	
11/05/2026	V Jones	6636	water heaters - Jaycroft Road			£56.25	
13/05/2026	Bristol Ensemble	INV-2334	Baroque and Roll settlement			£1,330.13	
13/05/2026	Iris	INV-ISL-1402484	Year-end payroll - P60's	£116.59	£23.32	£139.91	
13/05/2026	Proper Job	Z0009T03-1683330	padlock	£1.66	£0.33	£1.99	
14/05/2026	Amazon	1GYL-FT7X-MXCT	noticeboard magnets			£6.49	
14/05/2026	Seventh Avenue Arts	SA-0399	Simon & Garfunkel settlement			£2,895.53	
14/05/2026	Made to Measure Productions	1377	Cinderella settlement			£3,529.33	
14/05/2026	ITEC	1199698	photocopier services	£79.81	£15.96	£95.77	

15/05/2026	SALC	3179	Cllr training - Finance & Governance			£25.00
15/05/2026	Amazon	GB615SH9ABEY	phone screen protectors	£7.81	£1.57	£9.38
15/05/2026	Toolstation	YWW401971568	pressure washer	£158.33	£31.67	£190.00
15/05/2026	Neil Sands	150526/1	Remember When settlement			£1,011.71
16/05/2026	Amazon	GB6168GCABEY	leaflet holders	£28.92	£5.78	£34.70
18/05/2026	Claire Ingram	18.05.26	art sales			£41.80
18/05/2026	Bravo	1501	technician May 2026 - Princess	£784.00	£156.80	£940.80
19/05/2026	BOS Rugby Club	BOSH064	billboard advertisement for Princess	£300.00	£60.00	£360.00
19/05/2026	DS:UK Tribute Limited	DSUK0177	DS:UK settlement			£3,290.90
19/05/2026	We Design Maps	77084	advertisement for Princess	£375.00	£75.00	£450.00
20/05/2026	Screwfix	2013072256	cupboard handles for Green Room	£12.45	£2.49	£14.94
20/05/2026	OMS	SI-108109	callout charges	£540.00	£108.00	£648.00
21/05/2026	Amazon	GB6000BJ1OUKXI	coat hooks	£4.15	£0.83	£4.98
22/05/2026	Will Blake Band	INV-0264	seniors event			£300.00
22/05/2026	OMS	CN-449	call out charges credit note	-£540.00	-£108.00	-£648.00
						£40,389.53