



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

23rd June 2026

To: All Members of the Town Council

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **TOWN COUNCIL** to be held on **29th June 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.

Please note that vehicular access is now via Mendip Way, TA8 1GA.

what3words: **///dimension.reworked.loved**

All members of the public are welcome to attend.

Building doors will be open at 6:45pm

A handwritten signature in black ink, appearing to be "K Noble", enclosed in a thin black rectangular border.

Katherine Noble
Town Clerk

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

Members of the 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 29th June 2026

- 727.0.T26 Apologies for absence**
- 728.0.T26 To receive any declarations of interest on items included on this agenda**
- 729.0.T26 To receive and approve the minutes of the Town Council meeting held on 18th May 2026**
- 730.0.T26 Matters arising from previous minutes**
- 731.0.T26 To receive the Mayor's report**
- 732.0.T26 To receive report from the Police**
- 733.0.T26 To receive any reports from Somerset Councillors**
To receive the written report of the Somerset Ward Councillors
- 734.0.T26 To receive minutes of previous committee meetings**
Draft minutes have been circulated by email & added to the website
Planning Committee - 13th May and 8th June
Finance & Governance Committee - 8th June
- 735.0.T26 To receive list of payments up to 18th June 2026**
- 736.0.T26 To receive Town Council Accounts for month of May 2026**
- 737.0.T26 To approve the bank reconciliation for May 2026**
- 738.0.T26 To receive the Internal Audit year- end report for 2025/26**
- 739.0.T26 To review and adopt the updated Data Protection Policy**
- 740.0.T26 To receive Town Council Accounts for year ending 31st March 2026**



- 741.0.T26 To approve the Annual Governance Statement (s.1 of the Annual Governance and Accountability Return for 2025/26)**
- 742.0.T26 To approve the Annual Accounting Statement for the year ending 31st March 2026 (s.2 Annual Governance and Accountability Return 2025/26)**
- 743.0.T26 To note the public rights and publication notice dates**
- 744.0.T26 To receive reports from town councillor representatives appointed to outside bodies**
To receive written reports from Town Council representatives on outside bodies
- 745.0.T26 To receive Working Group update reports**
To receive written reports from Town Council representatives on working groups
- Highbridge Regeneration
- 746.0.T26 To consider response to correspondence received**
- 746.1** To consider request to support the first draft of the Somerset Bus Franchising Proposal (May 2026)
- 746.2** To consider a request from a resident of Isleport Grove regarding use of CIL funds for sports facilities on the estate
- 746.3** To consider responding to the Somerset Council Local Plan Scoping Consultation
- [Somerset Local Plan Scoping Consultation 2026 - Somerset Council - Citizen Space](#)
- 747.0.T26 To approve residents' advice letter and use of Town Council Offices for meetings re unauthorised encampments**
- 748.0.T26 To review the current bank signatories for all Town Council accounts**
- 749.0.T26 To review and adopt the Strategic Plan**
- 750.0.T26 To consider provision of IT equipment for Councillors**
- 751.0.T26 To approve a request to release earmarked funds for a replacement exterior door for the men's public conveniences on the Esplanade**
- 752.0.T26 To approve the Christmas Lights contract**
- 753.0.T26 To appoint an internal auditor for 2026/27**
- 754.0.T26 To consider Telecom lease at Brent Road Cemetery**
- 755.0.T26 To consider a request to install a generator at Brent Road Cemetery**



**Burnham-on-Sea
& Highbridge**

TOWN COUNCIL

756.0.T26 Date of next meeting

The next meeting of the Town Council is scheduled for 10th August 2026 at 7pm.

757.0.T26 To resolve to exclude members of the press and public as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies (Admission to Meetings) Act 1960

758.0.T26 To consider report on Highbridge Community Centre



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

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

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

Public Participation:

A resident stated that the roads were full of potholes through the town and also that the lighting is still not working on the south esplanade.

701.0 T26 Election of the Mayor for the ensuing year and to receive the declaration of acceptance

Resolved Councillor Facey was elected as Mayor. The declaration of acceptance of office was signed.

Councillor Facey thanked the Councillors for their support. Cllr Facey had attended many events over the past year and promoted the towns. He stated that many people do not realise that Town Councillors are not paid. A lot has been achieved over the past year and looks forward to the Councillors continuing to work together.

702.0 T26 Apologies for absence

Apologies were received from Councillor Pearce.

703.0 T26 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

704.0 T26 Election of Deputy Mayor for the ensuing year and to receive the declaration of acceptance of office

Resolved that Councillor Wynn be elected as Deputy Mayor. The declaration of acceptance of office was signed.

705.0 T26 To receive and approve the minutes of the Town Council meeting held on 13th April 2026

The minutes of the previous meeting of the Town Council, held on 13th April 2026, were presented by the Mayor.



Resolved that the minutes be taken as read, confirmed and signed by the Mayor.

706.0 T26 Matters arising from previous minutes

Councillor Perry asked if the Better BOS items could be discussed. It was confirmed that this will be considered at the June Council meeting.

707.0 T26 To receive Mayor's report

The Mayor's report had been circulated with the agenda. A copy of the Mayor's report provided at the Annual Town's Meeting had also been circulated.

708.0 T26 To receive any reports from Somerset Councillors

Somerset Councillor Murphy will provide a report which will be circulated to members by email.

709.0 T26 To receive minutes of previous committee meetings

Planning Committee - 8th April and 29th April

No questions were raised.

Assets & Amenities Committee - 21st April

No questions were raised.

Finance & Governance Committee - 27th April

The query in the minutes regarding the CCTV report was raised. It was confirmed that the reports are provided to the Finance and Governance Committee as they are delegated to monitor the CCTV contract. It was agreed that if there are any concerns with the reports, they be raised at a Council meeting.

710.0 T26 To receive list of payments up to 5th May 2026

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

711.0 T26 To receive Town Council Accounts for month of April 2026

A query was raised if any deadlines for spending of the Community Infrastructure Levy monies were imminent. It was confirmed that this is monitored by the Finance and Governance Committee.

The accounts for April were received.

712.0 T26 To approve the bank reconciliation for April 2026

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



713.0 T26 To approve list of Direct Debit/BACS/Standing Orders payees for 2026/27

Resolved that the attached list of Direct Debit/BACS/Standing Orders payees for 2026/27 was approved.

714.0 T26 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.

Only a small number of participants from the Fritzlar Group are visiting Germany this year. A civic gift has been provided.

715.0 T26 To appoint membership to the Committees of the Council for the civic year 2026/27

A proposal was made for Planning Committee meetings to be held before another Committee meeting, to try and increase attendance and reduce the number of evenings Councillors are required to attend meetings. Members on the Assets & Amenities Committee and Finance and Governance Committee would be expected to serve on the Planning Committee and attend when the Planning Committee precedes the meeting they are attending at 7pm.

A lengthy discussion took place regarding the proposal and concerns regarding the timings of the Planning meeting were debated.

Resolved that Planning Committee meetings are held at 6.30pm, unless the Chair requests a 6.15pm start and will take place prior to another Committee/Council meeting. That the Committee meeting timetable be amended accordingly. The membership of the Planning Committee is increased to 12. Members of the Assets & Amenities and Finance and Governance Committees be appointed onto the Planning Committee.

Resolved that the following Committee Membership is approved for the 2026/27 civic year:

Finance and Governance Committee

Councillors Mills, Searing, Vickers, Murphy, Keen, Clayton, Flurry, Gudka and Matthews.

Human Resources Sub-Committee

Councillors Millard, Clayton, Perry, Gudka, Keen and Matthews.

Assets and Amenities Committee

Councillors Millard, Mills, Murphy, Vickers, Perry, Clayton, Searing, Metcalfe, Hendry.



Planning Committee

Councillors Millard, Murphy, Vickers, Perry, Searing, Metcalfe, Hendry, Clayton, Gudka, Flurry, Matthews and Mills.

716.0 T26 To elect Chairs and Vice Chairs of Committees of the Council for the civic year 2026/27

Resolved that the Committee Chairs and Vice Chairs of the Council Committees are elected as follows for the 2026/27 civic year:

Finance and Governance Committee

Chair - Councillor Gudka

Vice Chair - Councillor Matthews

Human Resources Sub-Committee

Chair - Councillor Perry

Vice Chair - Councillor Clayton

Asset and Amenities Committee

Chair - Councillor Clayton

Vice Chair - Councillor Perry

Planning Committee

Chair - Councillor Hendry

Vice Chair - Councillor Clayton

717.0 T26 To appoint members to outside bodies for the ensuing year

Resolved that the following appointments were agreed;

Body	Nomination
Air Training Corps	Councillor Millard
BAY Centre	Councillor Wynn
BiARS	Councillor Murphy
Burnham and Highbridge Community Association	Councillor Gudka
Burnham Chamber of Trade	Councillor Perry
Burnham LCN	Councillor Millard and Councillor Flurry as Deputy
Burnham LCN Highways Working Group	Councillors Clayton and Facey
Cross LCN Active Travel Steering Group	Councillor Gudka



Gravity Local Community Forum	Councillor Clayton and Councillor Metcalfe as Deputy
Green Team	Councillors Clayton and Metcalfe
Highbridge Community Hall Management	Councillor Murphy
Highbridge Festival of Arts	Councillors Millard and Mills
Highbridge Station Group	Councillors Millard and Hendry
LCF (Gravity Local Community Forum)	Councillor Millard
LCN Youth + Families Group	Councillor Millard
NALC Coastal Community Network	Councillor Clayton
NALC Super Councils Network	Cllr Perry and Town Clerk
NHS Somerset Foundation Trust Stakeholders Reference Group	Councillor Keen
Royal British Legion Councillor Network	Councillor Keen
SALC – Somerset Association of Local Councils	Councillor Facey and Town Clerk
Sea Cadets	Councillors Matthews and Facey
Sedgemoor Community Partnership(Morland HUB)	Councillor Millard
Somerset Armed Forces Conferences	Councillor Keen
The Community Breakfast @ TKASA	Councillor Facey
The Waffle Hub	Councillor Vickers
Town Twinning- Fritslar Group	Councillor Facey

718.0 T26 To review membership of working groups and dissolve any groups no longer needed

Resolved that the Electric Vehicle Charging Points Group and Princess Review Group be disbanded. The following appointments on Working Groups are agreed;

Carbon Neutral Working Group

Councillors Millard, Perry and Town Clerk.

Highbridge Regeneration Working Group

Councillors Vickers, Hendry, Metcalfe, Murphy and Perry.

719.0 T26 To review and adopt updated Complaints Procedure

Resolved that the updated Complaints Procedure is adopted.



720.0 T26 To review and adopt the Model Publication Scheme

Resolved that the updated Model Publication Scheme is adopted.

721.0 T.26 To consider response to correspondence received

721.1 To consider a response by 22nd May 2026 to the Somerset Council Connectivity Plan Consultation on local transport connectivity corridors

Councillor Gudka circulated a draft response and gave some background to the consultation and his proposal.

Resolved that Councillors submit any further comments to the Town Clerk by 21st May, which will be added to the circuited draft response for submission.

721.2 To consider the recommendations of the Planning Committee regarding proposals for permitted development rights (PDRs) for onshore wind in England

Councillors were reminded to read the consultation documents before meetings, to ensure clear responses can be given.

Resolved that the draft response is approved and submitted.

721.3 To consider screening the National Emergency Briefing

Councillor Millard gave some background information to the request.

Resolved that a screening of the National Emergency Briefing is shown at the Princess Theatre. The MP as well as other representatives be invited to sit on a panel for discussion after the showing. Councillors Millard and Vickers to lead on this.

722.0 T26 To receive update on actions following adoption of the Biodiversity Policy

The Town Clerk was thanked for progressing changes since the policy was implemented.

The report was noted.

723.0 T26 To consider the report on unmetered electricity supplier

Resolved that recommendation to change supplier to SSE for the Council's unmetered electricity supply is approved.

724.0 T26 To consider tree equity project report

Councillor Millard gave an overview of the project and advised that Bridgwater was no longer able to participate.



Some concerns were raised regarding ongoing maintenance. Councillors also requested assurance that the project would have absolutely no cost to the Council, which was confirmed.

Resolved that in principle, the Council agrees to lead the Tree Equity Project, subject to a funding bid being successful and details relating to the job role being approved by the Human Resources Sub-Committee.

725.0 T26 To approve the Christmas Tree supply & installation specification (3 Year Contract)

Resolved that the circulated specification is approved.

726.0 T26 Date of next meeting

Resolved: The next meeting of the Town Council will be held on 29th June 2026 at 7 pm

DRAFT

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
30/11/2025	Wellers	838071	Legal view regarding land at Princess Theatre	£225.00	£45.00	£270.00	paid 29/04/26
31/03/2026	Somerset Council	93000766	PI & Compensation recharge			£134.96	paid 29/04/26
20/04/2026	Business Waste	C2005942	waste collection - TC	-£14.64	-£2.93	-£17.57	contras with invoice P2005943
20/04/2026	Business Waste	P2005943	waste collection - TC	£14.64	£2.93	£17.57	contras with credit note C2005942
20/04/2026	Sanjay Bagga	INV-LDNPR2025	LDN Wrestling show settlement 2025			£1,172.58	paid 29/04/26
20/04/2026	Sanjay Bagga	INV-LDNPR2026	LDN Wrestling show settlement 2026			£585.89	paid 29/04/26
21/04/2026	Amazon	GB6YBQ6ABEY	consumables - Princess	£14.99	£2.00	£16.99	paid 29/04/26
	Katherine Noble		expenses - tablecloth washing			£37.50	paid 29/04/26
	Somerset Council	G002410 719005 HBOS	Traffic management - multiple events			£697.00	paid 29/04/26
01/04/2026	Axe Brue Drainage Board	10-0031-5	drainage rates			£13.45	
07/04/2026	BOS Baptist Church	26-024	Annual Towns meeting			£44.00	
17/04/2026	Rialtas	33672	year-end 2026 accounts shutdown	£920.00	£184.00	£1,104.00	
20/04/2026	PPL PRS	SIN3330846	PRS Shows - Princess	£656.54	£131.31	£787.85	
20/04/2026	PPL PRS	SIN3330849	PRS Building - Princess	£703.16	£140.63	£843.79	
22/04/2026	Screwfix	2012402519	Growing Group - tools & gloves	£77.24	£15.46	£92.70	
23/04/2026	Local Reach	INV-17684	advertisement TC meetings	£180.00	£36.00	£216.00	
24/04/2026	Pearces Gardening & Churchyard Services	39	grave digging			£250.00	
27/04/2026	Bravo	1471	technician April 2026 - Princess	£852.00	£170.40	£1,022.40	
27/04/2026	J Middleton	01498	Creative Writing settlement April			£82.50	
29/04/2026	Danfo	INV-0823	soap dispenser - Apex Park toilets	£148.96	£29.79	£178.75	
29/04/2026	Danfo	INV-0834	repair of sewer pipework - Pcons	£350.00	£70.00	£420.00	
29/04/2026	Danfo	INV-0864	cleaning Pcons	£3,433.01	£686.60	£4,119.61	
29/04/2026	Proper Job	Z0018T03-482545	small tools & equipment - Estates	£12.89	£2.59	£15.48	
29/04/2026	Lena Lenman	29.04.26	Hundred Watt Club settlement			£997.17	
30/04/2026	Sopha	2121	Community Toilet Scheme - HB	£100.00	£20.00	£120.00	
30/04/2026	Robson Electrics	93316	replace lightswitch in cleaning cupboard	£105.18	£21.04	£126.22	
30/04/2026	Biffa	308C096349	waste collection - Princess	£124.38	£24.88	£149.26	
30/04/2026	Lyreco	6724317046	stationery	£50.82	£10.16	£60.98	
30/04/2026	Business Waste	P2013596	waste collection - Cemeteries	£15.12	£3.02	£18.04	
01/05/2026	Business Waste	P2018164	waste collection - Cemeteries	£43.12	£8.62	£51.74	
01/05/2026	Business Waste	P2018314	waste collection - TC & Cem	£137.08	£27.41	£164.49	
01/05/2026	Hillside	00194	year-end audit			£396.00	
05/05/2026	Red River Artists	1135	Creedence Clearwater settlement			£2,893.63	
05/05/2026	Ricoh	102864599	photocopier- Princess	£108.82	£21.76	£130.58	

£17,213.56

Payments made by Direct Debit/Standing Order 2026-2027
Burnham-on-Sea and Highbridge Town Council

Payee	Frequency	Description	Type	Amount	Notes
123REG	Annually	domain renewal - Princess website	D/D	15.59	
ALPHABET	Monthly	Van lease	D/D	647.62	initial payment May 2025
ASH WASTE	Monthly	Food Waste	D/D	Variable	starts 01/06/25
CROWN GAS & POWER	Monthly	Gas TC - L002468	D/D	Variable	
CROWN GAS & POWER	Monthly	Gas PT - L002474	D/D	Variable	
DVLA	Annually	Vehicle tax	D/D	Variable	
ECOTRICITY	Monthly	Electricity - Cemeteries	D/D	Variable	replaced Utilita in Oct 2025
ECOTRICITY	Monthly	Electricity - PT	D/D	Variable	
ECOTRICITY	Monthly	Electricity - TC	D/D	Variable	
ECOTRICITY	Monthly	Electricity - Market stall	D/D	Variable	
EDF ENERGY CUST PLC	Monthly	Highbridge Clock - 1135100000	D/D	Variable	
EE LIMITED	Monthly	Sim Cards	D/D	Variable	
FACEBOOK	Monthly	Advertising - PT	D/D	Variable	out of GPC
FLOTEK GROUP	Monthly	Phone system	D/D	Variable	
FUEL CARD SERVICES	Monthly	Fuel	D/D	Variable	
GLOBAL PAYMENTS	Monthly	PT Transaction Charges	D/D	Variable	
GOCARDLESS	Monthly	Design Hive Website - TC	D/D	114	
GOCARDLESS	Monthly	Ticketsolve-Ticket Fees	D/D	Variable	
HMRC PAYE	Monthly	PAYE & NI	D/D	Variable	
MAILCHIMP	Monthly	Advertising - PT	D/D	Variable	out of GPC
NATWEST	Monthly	Bank Charges	D/D	Variable	
NATWEST ACCOUNT NO 2	Monthly	Bank Charges	D/D	Variable	
PENSIONS	Monthly	Employee Pension	BACS	Variable	
SALARIES	Monthly	Employee Payroll	D/D	Variable	
SOMERSET COUNCIL	Monthly	Princess Rates - 77131805200041	D/D	707	
SOMERSET COUNCIL	Monthly	TC Rates - 77119505020058 & 77119505040068	D/D	947+139	
SOMERSET COUNCIL	Monthly	Brent Road Rates - 70500905010017	D/D	508	

SOMERSET COUNCIL	Monthly	Burnham Road Rates - 77203705120023	D/D	203	
SOMERSET COUNCIL	Monthly	Westfield Road Rates - 77147905000028	D/D	234	
TIMETASTIC	Monthly	Employees Holidays App	D/D	22	
WATER2BUSINESS	Half Yearly	Westfield rd Cem Water Rates - 0191263202	D/D	321.49	
WATER2BUSINESS	Half Yearly	Highbridge Cem Water Rates - 0191263203	D/D	210.52	
WATER2BUSINESS	Half Yearly	TC Office Water Rates - 11611529	D/D	355.06	
WATER2BUSINESS	Half Yearly	Allotments Water Rates - 11677383	D/D	302.18	
WATER2BUSINESS	Half Yearly	Brent Road Cem Water Rates - 11804429	D/D	163.16	
WATER2BUSINESS	Half Yearly	PT Water Rates - 23840708	D/D	980.54	
WATER2BUSINESS	Half Yearly	Water Splash Feature - 11104249	D/D	36.81	
XEROX	Quarterly	Photocopier lease	D/D	Variable	

Mayor's Report

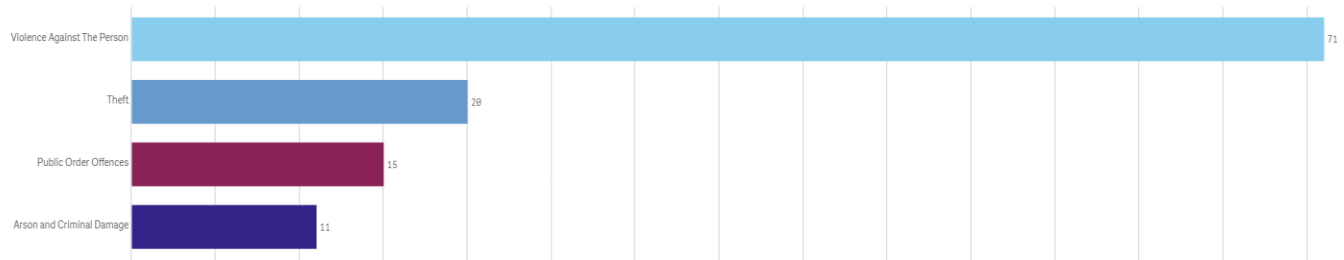
Since the last Town Council meeting, I have attended the following events;

3rd June – I attended the Kingsleigh 1st birthday ribbon cutting and met the residents and staff who were marvellous.

6th June – I enjoyed the Burnham Classic Car show, with Town Crier in attendance. It was great to see the crowds of people who were in town for this great event and I gave the Mayor's Choice Award to a wonderful 1966 Jaguar Mk2 3.4.

Town Council Crime & ASB Update – Summary Report for June, 2026

Overview of Crime Data for last 3 months



The latest crime figures show that Violence Against the Person (VAP) remains the largest crime category, with 250 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.

The majority of these VAPs are non-injury or actually classified as harassment without fear of violence.

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 along with several ongoing neighbours disputes that will increase the number of harassment calls.

There is an increase in some night time economy assaults so as a team we will review this and see how we can work with the pubs to bring this back down.

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.

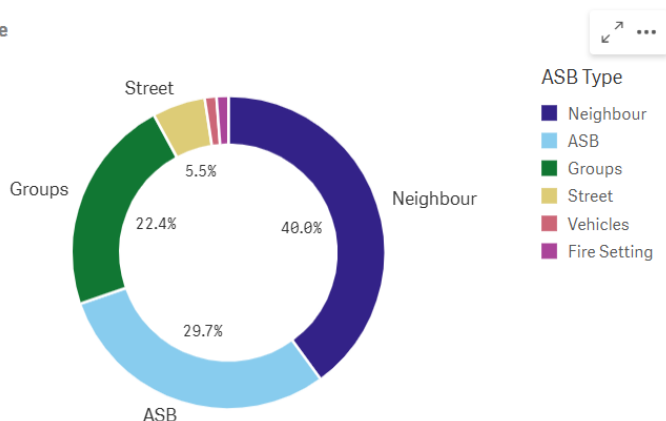
Theft and Related Offences

There were 61 theft offences, representing a wide variety of both locations and items stolen. There has been an increase in shop thefts, however we have had recent success with apprehending and charging a prolific shop lifter with several offences.

Our ASB team is working alongside us to help stop any youth related offences.

Anti-Social Behaviour (ASB)

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.

GRTs

We are in GRT season and experiencing the encampments fairly regularly now, the council and police are working collaboratively to ensure they are moved on as quickly as possible when they are on high risk council sites.

Youth ASB

We are aware of youth related ASB and the increase in calls we have received about them, we are working with our ASB team to put these youths on ASB intervention pathways, we have recently issued 12 ASB intervention letters to youths related in a large scale ASB incident.

TEAM NEWS

NPT Team Burnham and Highbridge:

PS 4621 Jen Atkinson

PC 2211 Halle Foxhall

PC 1236 Ash Manhire

PCSO 9146 Craig Dunbar

Monthly Somerset Councillor Report June 2026

Could You Foster a Child in Somerset?

To mark [Foster Care Fortnight](#), [Fostering in Somerset](#) recently held a series of informal drop-in events across the county, giving residents a relaxed chance to meet local foster carers and find out more. With more than 650 children currently in care in Somerset, more local foster carers are needed to help children stay close to their schools, friends and communities.

If the events sparked your interest, it's not too late to take the next step. Visit the [Get involved](#) page or follow @FosteringInSomerset on [Facebook](#), [Instagram](#) or [X](#) to find out more about fostering in Somerset.

Somerset Plans 580 New Council Homes by 2031

Somerset Council has adopted a new [Social Housing Development Strategy](#) with an ambitious target to build 580 affordable, energy-efficient council homes by March 2031. Developed jointly with [Homes in Somerset](#), the strategy focuses on affordability, sustainability and meeting the needs of diverse communities across the county, including rural areas. Schemes already completed include Minehead's [Rainbow Way Development](#) and Taunton's [Lavinia House](#), with [Penlea](#) in Bridgwater and [North Woolaway in Taunton](#) currently in development.

Somerset Council Sets Out New Equality, Diversity and Inclusion Strategy

Somerset Council has agreed a new [Equality, Diversity and Inclusion Strategy 2026–2030](#) with a focused set of priorities including improving access to services for digitally excluded people, tackling discrimination in schools, strengthening support for disabled employees, and demonstrating leadership on equality in the community.

Council Leader Cllr Bill Revans said: "Equality is not an add-on to what we do – it goes to the heart of how we serve our communities and employ people. Our aim is simple: a fairer Somerset where everyone has the opportunity to thrive."

Somerset Council Builds Top Team to Seize the Opportunities Ahead

Somerset Council Leader Cllr Bill Revans has added new faces to his executive team, putting in place a leadership line-up best placed to meet the challenges and seize the opportunities facing Somerset.

Cllr Revans remains Leader with responsibility for Governance and Communications, alongside Deputy Leader Cllr Liz Leyshon covering Finance, Procurement and Performance. The nine-strong Lead Member team is completed by Cllr Sarah Wakefield (Adult Services, Housing and Homelessness), Cllr Heather Shearer (Children, Families and Education), Cllr Federica Smith-Roberts (Communities, Environment and Climate Change), Cllr Mike Rigby (Economic Development, Planning and Assets), Cllr Richard Wilkins (Highways and Transport), Cllr Evie Potts-Jones (SEND, Public Health and Equalities and Diversity) and Cllr Theo Butt Philip (Transformation, Human Resources and Localities).

Monthly Somerset Councillor Report

June 2026

Supporting the executive are eight Associate Lead Members: Cllr Ros Wyke (Active Travel), Cllr Cara Strom (Adult Social Care and Housing), Cllr David Woan (Business Strategy), Cllr Jo Roundell-Greene (Children's Services and Education Strategy), Cllr Steve Ashton (Climate Change), Cllr Claire Sully (Community Resilience), Cllr Nicola Clark (Culture and Leisure) and Cllr Ewan Cameron (Transformation and Prevention).

Somerset Roads: Recovering from a Record Wet Winter

One of the wettest winters on record has caused a near 62% surge in potholes across Somerset, with 19,277 logged between January and early May 2026, compared to 11,908 in the same period last year. Extra teams and machinery were rapidly deployed, and 15,771 have already been repaired — averaging 876 fixes a week. March alone saw 4,964 potholes repaired.

The response goes beyond reactive repairs: 831,000 sqm of road have been surface dressed this year — a preventative treatment that extends road life and helps stop potholes forming — while a major resurfacing programme has already covered 31,000 sqm across the county.

Potholes logged

- April: 2,905
- March: 5,035
- February: 6,068
- January: 4,711

Repairs per month

- April (4-week period): 3,739
- March (5-week period): 4,964
- February: 3,554
- January: 2,541

If you spot a problem on the road you can report it quickly and easily via the Council's [Report a problem on the road](#) webpage.

Follow [@TravelSomerset](#) on [X \(formerly Twitter\)](#) and [Facebook](#) for live travel updates, roadworks and other highways news.

Lib Dems Receive Vote of Confidence in Somerset By-Elections

The Liberal Democrats won three by-elections in Somerset on 7 May. In the Somerset Council by-election for the Mendip Hills division, Sam Phripp was elected with 1,534 votes — more than doubling the previous Lib Dem majority, on a turnout of 46%. The Lib Dems also won St Thomas's Ward on Wells City Council and Pyrland Ward on Taunton Town Council.

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M5 Closures: Council Leader Sparks Debate Over Impact on Somerset Roads

Somerset Council Leader Cllr Bill Revans has prompted growing debate about the impact of M5 closures on Somerset's road network. Cllr Revans warned that local roads around the M5 are struggling to cope with the volume of traffic diverted onto them during motorway closures, which he says are happening with "significant regularity". He called on National Highways and Avon and Somerset Police to work with the council on new plans for managing the motorway, arguing that the surrounding road network is simply not built to handle displaced traffic when major incidents force the M5 to shut.

Cllr Revans has opened up a wider conversation about what needs to change. In response, Avon and Somerset Police acknowledged that some A-roads struggled with "huge volumes of traffic" and signalled that improving traffic flow and reviewing traffic light systems would be a goal through partnership working. National Highways said it would continue to engage with emergency services and Somerset Council to identify opportunities for improvement.

The debate reflects a widely felt frustration across Somerset communities and businesses — and a growing consensus that the status quo is no longer acceptable.

Somerset's First Electric Bus Launches in Frome

Somerset Council has launched its first public service electric bus on the 30 route in Frome. The 16-seat, low-floor, wheelchair-friendly vehicle is zero emission and provides a sustainable link for residents needing to reach town centre services

A39 Clarks Village Junction, Street — Traffic Signals Replaced

Six sets of traffic lights at the A39 junction with Clarks Village in Street have been replaced on time and on budget. The signals were over 30 years old and near the end of their working life. The upgrade includes modern energy-efficient technology, new surfacing, lining, signage, and a new shared-use path for pedestrians and cyclists.

Somerset Council Team Shortlisted for National Award

Somerset Council's Major Infrastructure Programmes Group (IPG) has been shortlisted for the *Team of the Year* award at the [CIHT Annual Awards 2026](#). Established in 2015, the team has delivered more than £110 million of highway infrastructure, including major schemes at M5 Junctions 23, 25 and 26, Colley Lane in Bridgwater, and Creech Castle in Taunton.

Councillor Richard Wilkins said: "Being shortlisted for this prestigious national award is a testament to the dedication, expertise and collaborative spirit of our Infrastructure Programmes Group. Their consistent track record of delivering high-quality projects that benefit our communities, while maintaining strong cost and programme control, sets a benchmark for infrastructure delivery across the public sector." Winners will be announced at the CIHT ceremony in London later this year.

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Somerset on Screen

[Screen Somerset](#), Somerset Council's film office, exists to attract productions to the region — and last summer it helped bring one of the biggest: [Masters of the Universe](#), the new He-Man film, which shot scenes at [Wells Cathedral](#) and [Wookey Hole Caves](#). Last financial year, film and TV productions supported by the initiative brought an estimated £6.6 million into the local economy.

To mark the film's release, [Wells Film Centre](#) is hosting a charity screening on 3 June in aid of Medicinema, which brings cinema to hospital patients across the UK. Tickets are £10 and include a drink. Somerset's own James Purefoy features in a leading role as King Randor.

Masters of the Universe is released in the UK on 3 June, starring Nicholas Galitzine as Prince Adam/He-Man, Jared Leto as Skeletor, Camila Mendes as Teela and Idris Elba as Duncan/Man-At-Arms. Also released on 27 May is Season 2 of A Good Girl's Guide to Murder on Netflix and BBC, with the Somerset town of [Axbridge](#) again standing in as the fictional Little Kilton. A small city. A global franchise. And a council quietly making it happen!

Bulky Waste Given New Life Through British Heart Foundation Partnership

Somerset Council and collections partner SUEZ have teamed up with the [British Heart Foundation](#) so that suitable bulky items — sofas, tables, chairs and more — are taken to the SUEZ depot in Bridgwater and passed on for resale at the BHF's [Taunton store](#), rather than being recycled. When booking a [bulky waste collection](#), residents can opt in to have their items reused, provided they are in good condition and carry the required fire safety tags.

Free NHS Health Checks Now Available in Wellington

Residents aged 40 to 74 can book a free NHS Health Check at [Wellington Library](#) every Wednesday or [Kings Arms Hub](#) every Tuesday. The 20–30 minute check covers blood pressure, cholesterol and blood sugar, and screens for early signs of heart disease, stroke, kidney disease and diabetes. Book via the Council's [booking page](#).

Battery fires prompt recycling warning

Two fires — at a Taunton recycling facility and in a collection lorry — have led Somerset Council and contractor SUEZ to remind residents to dispose of hazardous items correctly. Both were likely caused by an undetected battery.

Lithium-ion batteries and vapes must never go in the rubbish; place them in a small clear tied plastic bag on top of a recycling bin. Gas canisters should be taken to a recycling centre. [Further guidance here](#).

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Reminder: Check or Renew Your Garden Waste Subscription

Somerset residents are reminded that garden waste subscriptions do not auto-renew, so an annual renewal is needed to avoid a break in collections. The service offers fortnightly collections for 50 weeks of the year. Residents can check their renewal date via the Council's [Check Garden Waste](#) form, or renew and sign up via the [Garden Waste subscription page](#).

Somerset Gaming Sessions Clock Up 15,000 Visits in Four Years

[GameChanger](#), a free weekly gaming session for adults who are autistic, have learning disabilities, or identify as neurodiverse, is celebrating its fourth anniversary this June. Run by Love Community CIC across libraries in Taunton, Yeovil and Glastonbury and a community centre in Bridgwater, it has clocked up 15,140 visits across 581 sessions since launching in 2022.

There are no referrals, no assessments and no pressure — people come and go as they please. The aim is as much about social connection as gaming itself.

Ageing traffic signals to be replaced across Somerset

Somerset Council is replacing 30-year-old traffic signals at Stapleton Cross in Martock, the A37 Lydford Cross Keys, and the B3153 at Lovington. Work begins on 22 June, with phased closures and overnight works running through to November 2026.

[A public drop-in session](#) is being held at Charlton Community Centre, Charlton Adam on Monday 1 June, 3–6.30pm. For travel updates follow [@TravelSomerset](#).

New Speed Limits in Place on A361 Frome Bypass

New speed limits and safety improvements are now in place on the A361 Frome bypass, including a 50mph limit on the A361, a 40mph limit on the A362 approach, junction resurfacing, and central hatching along the bypass. The road, used by around 15,000 motorists a day, has seen five fatalities in the last five years. AI cameras installed last year in partnership with [Avon and Somerset Police](#) logged 4,500 offences in their first four months, including 4,407 instances of no seat belt being worn, 74 speeding offences over 80mph, and 119 cases of mobile phone use.

Cub Scouts take on dog fouling at Ham Hill

Three siblings from West Coker Cub Scout Group — Jasper, Nancy and Leo Bradshaw — have designed a series of posters to tackle dog fouling at Ham Hill, working alongside the site's rangers as part of their Scout award programmes. [Somerset Council has praised the initiative](#), with 28 bins available across the site for dog waste disposal.

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A30 Hendford Hill, Yeovil — Road Closure for Repairs

The A30 Hendford Hill in Yeovil closed from 26 May for up to two weeks for urgent repairs following embankment damage caused by Storm Chandra. The road had already been restricted to northbound traffic only after a bank slippage and fallen trees. Repair work involves clearing soil and debris, then installing concrete barriers at the base of the slope to prevent future falls. Diversions are in place, and the road is expected to reopen fully in both directions once work is complete.

Bridgwater Celebration Mile: Parking Restored on Salmon Parade

Parking spaces on Salmon Parade in Bridgwater have been reinstated as part of a review of the [Celebration Mile regeneration project](#). Somerset Council is also reviewing the one-way traffic system on Salmon Parade and East Quay, with a report due to be shared with members, stakeholders and the public shortly. A full review will be presented to the Council's [Executive Committee on 3 June](#).

A361 Burrowbridge — Traffic Light Replacement This Summer

Somerset Council is replacing over-30-year-old traffic signals on the A361 either side of the narrow River Parrett bridge at Burrowbridge, before they fail. The road will also be resurfaced as part of the scheme. [somerset](#)

Key dates: work begins on 29 June under temporary lights, then from 23 of July to 2 of September the A361 will be fully closed in both directions around the clock, with a signed diversion via the A372, A38 Bridgwater and A361. Pedestrian access will be maintained throughout, and local residents and businesses will retain access.

A public drop-in is being held on Tuesday 2 June, 3pm–7.30pm, at Burrowbridge Coronation Hall.

Somerset Food Waste Campaign Recognised at National Awards

Somerset Council and waste contractor SUEZ were finalists in the *Food Waste and Organics Initiative of the Year* category at the [National Awards for Excellence](#) in London on 13th of May. The campaign to boost [food waste recycling](#) delivered a 38% rise in food waste bin orders, a 5% increase in food waste collected, and savings of more than £40,000 in disposal costs.

New Food Waste Recycling Trucks Rolling Out Across Somerset

A new fleet of food waste collection vehicles, introduced by [SUEZ](#) in partnership with Somerset Council, means every household in Somerset — including flats and Houses of Multiple Occupancy — can now recycle food waste. The trucks feature illustrated livery explaining the journey from kitchen caddy to green energy and fertiliser. For more information on collections, visit the Council's [waste pages](#).

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Government Backs Bid to Reinstate B3191 Cleeve Hill Road near Watchet

The Department for Transport has confirmed it will support Somerset Council's bid to the Government's Structures Fund to reinstate the B3191 Cleeve Hill road near Watchet, which has been closed to motor vehicles since January 2023 following cliff movement. The proposed scheme — costing an estimated £30 to £40 million — would either make the existing route safe for vehicles or redirect it further inland.

New Sexual Health Clinic Opens in Yeovil

A new [SWISH](#) (Somerset-Wide Integrated Sexual Health) clinic has opened at [Summerlands Health Park](#) on Preston Road, Yeovil. Commissioned by Somerset Council and run by [Somerset NHS Foundation Trust](#), it brings together sexual and reproductive health services under one roof for the first time in the town. The free, confidential service — open to all ages without a GP referral — offers STI testing and treatment, contraception including coils and implants, emergency contraception, HIV prevention medication, and sexual health vaccinations for eligible people.

Somerset's Little Book of Health and Wellbeing Relunched

Somerset Council's Public Health team has relunched its Little Book of Health and Wellbeing, a free, practical guide offering evidence-based advice on managing stress, improving sleep, diet and physical activity, and building resilience. It can be downloaded via the [Healthy Somerset](#) website. If you are concerned about your own or someone else's mental health, call NHS [111](#) and select option 2 for the 24/7 mental health helpline, or call 999 in an emergency.

Help Shape Alcohol Support Services in Somerset

Somerset Council and Somerset Drug and Alcohol Service (SDAS) are inviting residents to take part in an [anonymous survey](#) to help understand why people don't seek help for alcohol problems. Open to anyone aged 18 and over in Somerset, it takes just a few minutes and covers both personal experiences and those of someone you know. Findings will be used to shape how services are designed and delivered. If you need support now, visit turning-point.co.uk/services/sdas or call [0300 303 8788](#).

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Report it first: Useful Links to share with your communities

Visit - Report a Problem on the Road - A list of all reporting pages to do with roads, pavements, lighting: [Report a problem on the road](#)

Potholes and road damage - Somerset Council repair potholes and other road defects, and maintain our roads, for the safe access of all road users: [Potholes, road damage and edge loss](#)

Report a problem with a street light - We maintain and repair street lights to national standards:

[Report a problem with a street light](#)

Road signs, markings and lighting - Includes bollards, pedestrian crossings, requesting a village nameplate or new road sign: [Road signs, bollards and road markings](#)

Speed limits - Request information about new or existing traffic calming measures: [Speed limits](#)

Traffic lights - We maintain over 200 traffic light locations throughout the County: [Traffic lights](#)

Street and roadworks - We maintain the roads and pavements managed at public expense in Somerset: [Street and roadworks problems](#)

Traffic updates and roadworks — follow: [Travel Somerset on X](#) and [Travel Somerset on Facebook](#)

All ongoing roadworks - available on the Somerset Council website interactive map:

[Roadworks and travel information](#)

Somerset Waste - collection days, replacement bins or recycling bags and missed collection reporting: [Bins, recycling and waste](#)

Travel and Tourist Information: [Travel Somerset - Art, Culture, Events, History & More](#)

Sign-up for the latest climate news from across Somerset: [Climate newsletter sign-up](#)

Open Somerset Council Consultations - which anyone can complete and take part in shaping the future of Somerset: [Somerset Council - Citizen Space - Consultations](#)

SOMERSET COUNCIL TELEPHONE NO - 0300 123 2224

Minutes of a meeting of the Planning Committee held on 13th May 2026 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

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

In attendance: E. Dutton (Deputy Town Clerk) and one member of the public

Public Participation: There were no representations made

Councillor Clayton chaired the meeting in the absence of councillor Hendry

454.0.P25 Apologies for absence

Apologies were received from Councillors Vickers and Hendry.

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

There were no declarations of interest.

456.0.P25 To receive and approve the minutes of the Planning meeting held on 29th April 2026

The minutes of the previous meeting of the Planning Committee, held on 29th April 2026, were presented by the Chair.

Resolved that the minutes of the meeting held on 29th April 2026 were approved as an accurate record and signed by the Chair.

457.0.P25 Matters arising from previous minutes

There were no matters arising.

458.1.P25 Planning application number: 11/26/00029/TTE

Proposal: Replacement and enlargement of single storey side and rear extensions, demolition of entrance porch, replacement of roof with raising of ridge height and relocation of entrance

Location: 27 Rectory Drive, Burnham-on-Sea

Resolved to support this application as it is an improvement to the property, is in line with other properties in the area and can be accommodated within the site without adverse impact.

459.0.P25 To consider a premises license variation application for The Reeds Arms, 1 Pier Street, Burnham-on-Sea, TA8 1BT



The Committee considered the proposed variation to the premises licence and noted that no issues had been raised that would conflict with the licensing objectives.

Resolved to support this application due to the application was reasonable and that appropriate management arrangements are in place to support continued compliance.

460.0.P25 The following applications are to note only:

Planning application number: 11/26/00033/ROR

Proposal: Removal of 2 limbs over driveway of 1 Pine (T8) (TPO T8) to reduce weight on lean. Crown reduce 2 Pines (T9, T14) (TPO T9 & T12) by approx. 2m to separate the canopies. Crown lift all other TPO trees along the driveway (TPO Ref G1, T6, T16, T15, T13, T11, T10, T7 & T5) (indicated by blue line on submitted plan) to 5.2m above ground level, remove some epicormic growth and deadwood

Location: The Towans, Berrow Road, Burnham-on-Sea

The application was noted.

461.0.P25 Date of next meeting

The next meeting of the Planning Committee will be held on 27th May 2026.



Minutes of a meeting of the Planning Committee held on 8th June 2026 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 6.30 pm

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

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

Public Participation: There were no representations made

462.0.P26 Apologies for absence

Apologies were received from Councillors Metcalfe and Murphy.

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

There were no declarations of interest.

464.0.P26 To receive and approve the minutes of the Planning meeting held on 13th May 2026

The minutes of the previous meeting of the Planning Committee, held on 13th May 2026, were presented by the Chair.

Resolved that the minutes of the meeting held on 13th May 2026 were approved as an accurate record and signed by the Chair.

465.0.P26 Matters arising from previous minutes

There were no matters arising.

466.0.P26 To consider response to correspondence received

466.1 To consider correspondence from a resident requesting additional parking restrictions on Burnham Road, Highbridge, TA9 3EG

Resolved that the Committee does not support the request for additional parking restrictions.

467.1.P26 Planning application number: 11/26/00023/TTE

Proposal: Installation of mains gas facilitating the fitting of a combi boiler, 4 radiators and 1 heated towel rail, to replace 3 night storage radiators & 1 towel rail, and associated works

Location: 31 Berrow Road, Burnham-on-Sea

Resolved to support the application as the works are internal, necessary for modernisation, and contribute to the preservation of an older property.



467.2.P26 Planning application number: 11/26/00026/TTE

Proposal: Variation of Condition 2 of Planning Permission 11/23/00109 (Erection of two storey extension to North elevation on site of existing (to be demolished) erection of two storey extension on East elevation, additional parking in front garden.) to amend the approved plans listed in schedule A

Location: 37 Coleridge Gardens, Burnham-on-Sea

The Committee were advised that the application was withdrawn after registration and therefore no further consideration or resolution was required.

467.3.P26 Planning application number: 11/26/00037/TTE

Proposal: Erection of a single storey extension to the side and rear, porch to the front and a single storey extension to the garage

Location: 38 Burnham Road, Highbridge

Resolved to support the application, as the proposals do not change the principal elevation and are considered to preserve existing green space and protect the surrounding environment.

467.4.P26 Planning application number: 11/26/00043/TTE

Proposal: Proposed change of use of retail/office space to additional en-suite 3 bedrooms creating a 7 bed HMO & installation of a new window on the South Elevation

Location: 98 Church Street, Highbridge

Resolved To support the application, subject to conditions requiring provision of an appropriate communal space for residents; confirmation that the HMO will be properly managed in accordance with licensing requirements; assurance that fire-exit routes remain accessible at all times and are not dependent on the opening hours of the ground-floor shop.

468.0.P26 The following applications are to note only:

11/26/00046/ROR - 121A Stoddens Road, Burnham-on-Sea

Proposal: Reduce height of 1 Horse Chestnut (T1) (TPO Ref T1) by 3-4m depending on suitable growth points and spread by 2m and 2.5m leaving the tree approx. crown height of 5-8m and spread of 5-7m. Reduce height of 1 Horse Chestnut (T2) (TPO Ref T2) by 2-3m and spread by 1.5m and 2m leaving the tree approx. crown height of 5m and spread of 4-5m



11/26/00050/TTE - 8 Beatty Way, Burnham-on-Sea

Proposal: Application to determine if prior approval is required for a proposed erection of a single storey extension extending 4.03m from the rear north elevation on site of existing conservatory (to be demolished)

11/26/00051/TTE - 9 Ash Tree Crescent, Burnham-on-Sea

Proposal: Application to determine if prior approval is required for a proposed erection of a single storey extension, extending 4.90m from the rear South elevation

The applications were noted

469.0.P26 Date of next meeting

The next meeting of the Planning Committee will be held on 23rd June 2026.

DRAFT

**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.



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.



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.

DRAFT

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
11/05/2026	Glayschers 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	CLr 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

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
28/05/2026	Healthmatic Limited	15469	replacement door - Pcons - deposit	£1,312.50	£262.50	£1,575.00 paid 29/05/26
22/05/2026	Amazon	GB61AAKYABEY	soap dispensers - Princess	£94.44	£18.88	£113.32 paid 10/06/26
22/05/2026	Business Waste	P2033873	waste collection - Cemeteries	£4.56	£0.91	£5.47 paid 10/06/26
22/05/2026	Bridgwater Mowers	104305	ALKO/SOLO mower - Estates	£378.33	£75.67	£454.00 paid 10/06/26
24/05/2026	Aquablast	103136	drain blockage toilets - Apex Park	£150.00	£30.00	£180.00 paid 10/06/26
25/05/2026	Amazon	GB619X56ABEY	shelves - Pcons	£76.07	£15.24	£91.31 paid 10/06/26
25/05/2026	Stephanie Anne Hamer	PT10	seated exercise Mar-May 26			£480.00 paid 10/06/26
26/05/2026	Spot On Supplies	31694307	cleaning materials	£127.57	£25.51	£153.08 paid 10/06/26
26/05/2026	Amazon	GB61AUN3ABEY	stationery	£10.74	£2.15	£12.89 paid 10/06/26
28/05/2026	J Middleton	01506	Creative writing settlement			£90.00 paid 10/06/26
28/05/2026	Healthmatic Limited	15469	replacement door - Pcons - balance	£637.50	£127.50	£765.00 paid 10/06/26
29/05/2026	SALC	3189	Canva training - Reception			£80.00 paid 10/06/26
29/05/2026	Somerset Council	848971	job advert - Estates Manager	£65.00	£13.00	£78.00 paid 10/06/26
29/05/2026	Les Locksmith	29.05.26	lock repairs Public Conveniences			£640.00 paid 10/06/26
29/05/2026	Aquablast	103084	Remove blockage - Apex toilets	£130.00	£26.00	£156.00 paid 10/06/26
31/05/2026	Sopha	2154	Community Toilet Scheme - HB	£100.00	£20.00	£120.00 paid 10/06/26
31/05/2026	Glayshears	31.05.26	balance for Cemetery wall repair			£13,701.00 paid 10/06/26
31/05/2026	Biffa	308C102582	waste collection - Princess	£146.30	£29.26	£175.56 paid 10/06/26
31/05/2026	Business Waste	P2038861	waste collection - Cemeteries	£0.24	£0.05	£0.29 paid 10/06/26
01/06/2026	Business Waste	P2045594	waste collection - Cemeteries	£43.12	£8.62	£51.74 paid 10/06/26
01/06/2026	Business Waste	P2046304	waste collection - TC & Cem	£137.08	£27.41	£164.49 paid 10/06/26
01/06/2026	Screwfix	2013308114	COSHH storage	£383.32	£76.67	£459.99 paid 10/06/26
02/06/2026	Iris	INV-ISL-1435950	payroll - May 2026	£110.46	£22.09	£132.55 paid 10/06/26
03/06/2026	TKS Training	603611FF-0064	legionella training	£9.99	£2.00	£11.99 paid 10/06/26
03/06/2026	TKS Training	603611FF-0063	IOSH training	£120.00	£24.00	£144.00 paid 10/06/26
	Fay Hicks		eye test - expenses			£25.00 paid 10/06/26
	Emma Shaw		mileage - First Aid Course			£9.99 paid 10/06/26
01/04/2026	ICCM	4128/2026/27	membership fee ICCM			£110.00
29/05/2026	Aroma Café Bar	29.05.26	seniors event refreshments			£390.00
31/05/2026	Danfo	INV-1005	cleaning Pcons	£3,433.01	£686.60	£4,119.61
31/05/2026	Business Waste	P2058584	waste collection - Cemeteries	£0.70	£0.14	£0.84
31/05/2026	Business Waste	P2058695	waste collection - TC & Cem	£2.10	£0.42	£2.52

31/05/2026	Business Waste	P2063530	waste collection - Cemeteries	£0.72	£0.14	£0.86
31/05/2026	Business Waste	P2063517	waste collection - Cemeteries	£0.48	£0.10	£0.58
01/06/2026	Microshade	260600476435	IT services	£1,054.80	£210.96	£1,265.76
03/06/2026	Amazon	GB61DDOJABEY	shelves for Pcons	£22.93	£4.58	£27.51
03/06/2026	Mynett Electrical Ltd	128304	repair to fan in Café kitchen	£78.00	£15.60	£93.60
04/06/2026	Three Ways Fire Prevention	12685	fire extinguisher check all sites	£274.00	£54.80	£328.80
06/06/2026	Aquablast	103292	clear blocked toilets- Apex	£130.00	£26.00	£156.00
10/06/2026	Screwfix	2013577077	padlock for carpark gate	£14.57	£2.92	£17.49
11/06/2026	Green Machine	INV-0170	cleaning Princess - June 2026	£408.11	£81.62	£489.73
11/06/2026	Amazon	GB6000948DIQ31	trailer side markers	£18.24	£3.65	£21.89 returned 19/06/26
11/06/2026	Somerset Adventures Ltd	4893	Emergency first aid at work x 12 places	£500.00	£100.00	£600.00
12/06/2026	Screwfix	2013622660	padlock for small gate - TC offices	£14.16	£2.83	£16.99
12/06/2026	ITEC	1206976	photocopier services	£74.32	£14.86	£89.18
12/06/2026	Bravo	1536	haze liquid - technical theatre	£80.80	£16.16	£96.96
15/06/2026	SALC	3243	Planning training Cllrs Vickers, Gudka, Millard, Matthews			£180.00
15/06/2026	Amazon	GB6008OD8WZ271	3 x strimmer wire	£102.48	£20.50	£122.98
15/06/2026	Mynett Electrical Ltd	128311	emergency lighting - Jaycroft Road	£377.68	£75.53	£453.21
15/06/2026	Top Secret Productions Ltd	TS26062	The Secret - show settlement			£328.34
16/06/2026	EJ Music	PTB001	Ed is Elton settlement			£1,181.13
16/06/2026	Riverside Plant Nurseries	BOSH217	46 x hanging baskets, 2 x cauldrons	£1,312.00	£262.40	£1,574.40
16/06/2026	Riverside Plant Nurseries	BOSH223	bedding plants & perennials	£1,440.00	£288.00	£1,728.00
16/06/2026	Amazon	GB601GDY2KMA51	ear plugs (for noise reduction)	£16.32	£3.26	£19.58
16/06/2026	Amazon	GB60048OTGHC31	tyre inflator	£45.82	£9.16	£54.98
16/06/2026	Proper Job	Z0009T02-712050	paint brushes & roller set	£5.95	£1.20	£7.15
17/06/2026	Bridgwater Mowers	104727	mower repairs	£48.00	£9.60	£57.60
17/06/2026	Bridgwater Mowers	104728	mower repairs	£20.00	£4.00	£24.00
17/06/2026	Bridgwater Mowers	104729	mower repairs	£67.68	£13.54	£81.22
18/06/2026	Taylor Plant Limited	INV-8839	new carpark entrance - Jaycroft Road	£18,475.16	£3,695.03	£22,170.19
18/06/2026	Vantech Commercial	8308	number plate replacement LF74RLW	£65.15	£13.03	£78.18
	Air Cadets		grants 2026-27			£277.00
	Somewhere House		grants 2026-27			£1,400.00
	Mark Moor Bowling Club		grants 2026-27			£490.00
	BEES		grants 2026-27			£1,400.00
	Academy Swim Team		grants 2026-27			£1,400.00
	Break A Leg		grants 2026-27			£1,400.00
	Hillview Juvenile Carnival Club		grants 2026-27			£2,000.00

BOSFest		grants 2026-27	£1,400.00
Burnham Heritage Centre		grants 2026-27	£630.00
Monarchs Gymnastics		grants 2026-27	£1,340.00
Sea Cadets		grants 2026-27	£2,000.00
The Waffle Hub		grants 2026-27	£1,400.00
BOS Bookfest		grants 2026-27	£630.00
Somerset Council	Jun-26	pension payment	£9,481.95
			<u>£81,008.90</u>

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Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

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	718,893	1,437,785	718,893			50.0%	
1078 CIL income - Burnham	0	5,528	0	(5,528)			0.0%	
1080 Bank and Investment Interest	3,646	7,430	20,000	12,570			37.1%	
Management & Compliance :- Income	3,646	731,850	1,457,785	725,935			50.2%	0
4000 Salaries & Wages	30,338	59,858	415,600	355,742	355,742		14.4%	
4005 Employers Nat Insurance	123	3,800	49,600	45,800	45,800		7.7%	
4010 Employers S\Annuation	5,431	10,823	99,500	88,677	88,677		10.9%	
4055 Recruitment Costs	65	65	1,000	935	935		6.5%	
4060 Training	320	359	5,000	4,642	4,642		7.2%	
4065 Travel, Expenses & Subsistence	0	0	500	500	500		0.0%	
4070 Office/IT Equip & Furniture	0	0	31,000	31,000	31,000		0.0%	
4080 Telephone & Broadband	321	627	4,300	3,673	3,673		14.6%	
4085 Postage	0	0	500	500	500		0.0%	
4090 Stationery & Supplies	91	175	2,000	1,825	1,825		8.8%	
4095 Subscriptions & Support	1,277	10,035	32,000	21,965	21,965		31.4%	
4100 Insurance	0	(370)	26,400	26,770	26,770		(1.4%)	
4105 Audit & Accountancy Fees	396	(2,704)	5,000	7,704	7,704		(54.1%)	
4110 Legal Fees	94	(181)	5,000	5,181	5,181		(3.6%)	
4115 Professional & Consulting Fees	0	0	10,000	10,000	10,000		0.0%	
4120 Bank Charges	118	289	1,800	1,511	1,511		16.1%	
4125 Payroll Services	227	227	2,000	1,773	1,773		11.4%	
4130 PPE & Uniforms	0	100	2,000	1,900	1,900		5.0%	
4135 Room Hire (Exp)	0	44	2,500	2,456	2,456		1.8%	
4140 Climate Change	0	0	5,000	5,000	5,000		0.0%	
4150 Provision for bad debts	0	0	500	500	500		0.0%	
Management & Compliance :- Indirect Expenditure	38,800	83,148	701,200	618,052	0	618,052	11.9%	0
Net Income over Expenditure	(35,154)	648,703	756,585	107,882				
110 Democratic & Civic								
4200 Mayors Allowance	242	659	5,000	4,341	4,341		13.2%	
4210 Election Expenses	0	0	20,000	20,000	20,000		0.0%	
4215 Civic Events	38	38	2,500	2,462	2,462		1.5%	
4220 Remembrance Wreath	0	0	150	150	150		0.0%	
Democratic & Civic :- Indirect Expenditure	280	697	27,650	26,953	0	26,953	2.5%	0
Net Expenditure	(280)	(697)	(27,650)	(26,953)				

Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

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
<u>120 Joint Funding With Others</u>								
4260 CCTV Cameras	0	0	35,500	35,500		35,500	0.0%	
4470 Town Centre Cleaning	0	0	6,250	6,250		6,250	0.0%	
Joint Funding With Others :- Indirect Expenditure	0	0	41,750	41,750	0	41,750	0.0%	0
Net Expenditure	0	0	(41,750)	(41,750)				
<u>140 Community</u>								
1100 Miscellaneous income	479	479	0	(479)			0.0%	479
Community :- Income	479	479	0	(479)				479
4300 Grant - CAB (S.142)	0	0	2,700	2,700		2,700	0.0%	
4305 Grants Made	0	0	30,000	30,000		30,000	0.0%	
4310 HB Shop Front Grants	0	0	10,000	10,000		10,000	0.0%	
4455 Christmas Lights	0	(2,200)	60,000	62,200		62,200	(3.7%)	
4465 Events Expenditure	0	0	13,500	13,500		13,500	0.0%	
4475 Carnival Events Week	0	2,922	17,500	14,578		14,578	16.7%	
Community :- Indirect Expenditure	0	722	133,700	132,978	0	132,978	0.5%	0
Net Income over Expenditure	479	(243)	(133,700)	(133,457)				
6001 less Transfer to EMR	479	479	0	(479)				
Movement to/(from) Gen Reserve	0	(722)	(133,700)	(132,978)				
<u>200 The Old Court House</u>								
4350 Business Rates	1,086	512	9,200	8,688		8,688	5.6%	
4355 Utilities	495	329	6,900	6,571		6,571	4.8%	
4375 Cleaning	69	329	1,500	1,171		1,171	21.9%	
4380 Security & Alarms	0	213	6,000	5,787		5,787	3.6%	
4385 Maintenance	143	209	50,000	49,791		49,791	0.4%	
4390 H&S/Fire/Inspections	0	(656)	3,000	3,656		3,656	(21.9%)	
The Old Court House :- Indirect Expenditure	1,792	936	76,600	75,664	0	75,664	1.2%	0
Net Expenditure	(1,792)	(936)	(76,600)	(75,664)				
<u>500 Cemeteries</u>								
1500 Wayleaves	0	0	4,850	4,850			0.0%	
1515 EROB	2,068	2,483	10,000	7,517			24.8%	
1520 Interments	1,209	2,328	13,000	10,672			17.9%	
1525 Memorials	940	1,441	5,500	4,059			26.2%	
Cemeteries :- Income	4,217	6,252	33,350	27,098			18.7%	0

Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

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
4350 Business Rates	945	1,540	9,100	7,560		7,560	16.9%	
4355 Utilities	94	(2,945)	5,000	7,945		7,945	(58.9%)	
4605 Provision For Paths	0	0	15,000	15,000		15,000	0.0%	
4610 Pump Maintenance	0	0	2,000	2,000		2,000	0.0%	
4615 General Maintenance	0	0	13,000	13,000		13,000	0.0%	
4620 Mech Grave Digger	0	250	8,500	8,250		8,250	2.9%	
4635 Waste Collection	159	311	2,800	2,489		2,489	11.1%	
4640 Provision for Walls	27,402	27,402	2,000	(25,402)		(25,402)	1370.1%	27,402
4645 Water Testing	0	0	1,500	1,500		1,500	0.0%	
Cemeteries :- Indirect Expenditure	28,600	26,558	58,900	32,342	0	32,342	45.1%	27,402
Net Income over Expenditure	(24,383)	(20,306)	(25,550)	(5,244)				
6000 plus Transfer from EMR	27,402	27,402	0	(27,402)				
Movement to/(from) Gen Reserve	3,019	7,096	(25,550)	(32,646)				
<u>600 Princess</u>								
1600 Storage Hire	0	0	3,700	3,700			0.0%	
1605 Lettings	650	4,213	33,500	29,287			12.6%	
1615 Café Rent/Commission	605	1,086	5,920	4,834			18.3%	
1625 PT Merchandise	363	743	4,100	3,358			18.1%	
1630 Donations Received	26	85	0	(85)			0.0%	
1645 Show income	6,041	7,507	35,000	27,493			21.4%	
1655 Participation PT	1,409	2,442	8,000	5,558			30.5%	
1660 Art Sales	11	11	350	339			3.1%	
1670 PV Cells	1,436	1,436	5,000	3,564			28.7%	
1680 Advertising income	0	71	750	679			9.4%	
Princess :- Income	10,540	17,593	96,320	78,727			18.3%	0
4000 Salaries & Wages	8,459	17,349	115,100	97,751		97,751	15.1%	
4005 Employers Nat Insurance	(6)	1,028	15,600	14,572		14,572	6.6%	
4010 Employers S\Annuation	1,450	2,900	26,500	23,600		23,600	10.9%	
4060 Training	0	205	2,500	2,295		2,295	8.2%	
4065 Travel, Expenses & Subsistence	0	0	50	50		50	0.0%	
4070 Office/IT Equip & Furniture	203	761	5,000	4,239		4,239	15.2%	
4080 Telephone & Broadband	199	400	2,750	2,350		2,350	14.5%	
4100 Insurance	0	0	5,775	5,775		5,775	0.0%	
4350 Business Rates	707	1,416	7,680	6,264		6,264	18.4%	
4355 Utilities	1,941	1,676	33,000	31,324		31,324	5.1%	
4375 Cleaning	531	2,800	8,100	5,300		5,300	34.6%	
4380 Security & Alarms	0	794	3,000	2,206		2,206	26.5%	
4385 Maintenance	(166)	271	28,000	27,729		27,729	1.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

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
4390 H&S/Fire/Inspections	0	337	3,500	3,163		3,163	9.6%	
4635 Waste Collection	190	351	2,800	2,449		2,449	12.5%	
4700 Technician Cost	784	2,020	18,000	15,980		15,980	11.2%	
4701 Show costs	(602)	2,100	15,000	12,900		12,900	14.0%	
4705 Advertising & Marketing	892	1,813	7,000	5,187		5,187	25.9%	
4710 Licences (exp)	0	703	750	47		47	93.8%	
4715 Card Payment Fees	136	372	3,000	2,628		2,628	12.4%	
4725 Technical Theatre	50	50	4,500	4,450		4,450	1.1%	
4730 Backstage Expenses	0	0	500	500		500	0.0%	
4740 PTAC Merchandise	352	373	3,000	2,627		2,627	12.4%	
4745 Participation Freelance	1,170	1,674	3,500	1,826		1,826	47.8%	1,194
4770 Cafe Equipment & Maintenance	0	0	3,000	3,000		3,000	0.0%	
Princess :- Indirect Expenditure	16,290	39,393	317,605	278,212	0	278,212	12.4%	1,194
Net Income over Expenditure	(5,750)	(21,800)	(221,285)	(199,485)				
6000 plus Transfer from EMR	690	1,194	0	(1,194)				
Movement to/(from) Gen Reserve	(5,060)	(20,606)	(221,285)	(200,679)				
700 Estates								
1300 Allotment Rents Received	37	1,332	1,330	(2)			100.2%	
1400 Signal Box	113	113	50	(63)			225.0%	
1410 Grass Cutting	0	0	520	520			0.0%	
Estates :- Income	150	1,445	1,900	456			76.0%	0
4350 Business Rates	0	0	1,800	1,800		1,800	0.0%	
4360 Electricity Town Centre	42	42	400	358		358	10.4%	
4365 Highbridge Clock Elec	195	196	1,800	1,605		1,605	10.9%	
4370 Water Rates	0	0	700	700		700	0.0%	
4385 Maintenance	215	251	11,500	11,249		11,249	2.2%	
4415 Water Fountain	0	(53)	500	553		553	(10.6%)	
4430 Benches	0	0	2,500	2,500		2,500	0.0%	
4440 Dog/Litter Bins	0	0	500	500		500	0.0%	
4445 Speed Indicator Devices	0	0	1,000	1,000		1,000	0.0%	
4450 Floral Decorations	0	77	2,000	1,923		1,923	3.9%	
4485 Defibrillator	0	0	750	750		750	0.0%	
4500 Tools & Equipment	537	71	5,000	4,929		4,929	1.4%	
4505 Vehicle Running Costs	658	1,177	6,000	4,823		4,823	19.6%	
4510 Vehicle Replacement	540	1,079	38,000	36,921		36,921	2.8%	
4515 Vehicle Insurance	0	0	4,000	4,000		4,000	0.0%	
4625 Tree & Hedge Maintenance	0	0	6,500	6,500		6,500	0.0%	
4630 Fuel For Equipment	0	225	2,000	1,775		1,775	11.2%	
Estates :- Indirect Expenditure	2,187	3,065	84,950	81,885	0	81,885	3.6%	0
Net Income over Expenditure	(2,037)	(1,621)	(83,050)	(81,429)				

Detailed Income & Expenditure by Budget Heading 31/05/2026

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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
800 Public Conveniences								
4355 Utilities	0	0	30,000	30,000		30,000	0.0%	
4375 Cleaning	3,437	6,870	53,000	46,130		46,130	13.0%	
4385 Maintenance	3,096	3,446	25,000	21,554		21,554	13.8%	
4775 Provision for HB Toilets	100	218	10,000	9,782		9,782	2.2%	
Public Conveniences :- Indirect Expenditure	6,633	10,534	118,000	107,466	0	107,466	8.9%	0
Net Expenditure	(6,633)	(10,534)	(118,000)	(107,466)				
900 Play Areas								
4385 Maintenance	0	0	25,000	25,000		25,000	0.0%	
4390 H&S/Fire/Inspections	0	0	4,000	4,000		4,000	0.0%	
Play Areas :- Indirect Expenditure	0	0	29,000	29,000	0	29,000	0.0%	0
Net Expenditure	0	0	(29,000)	(29,000)				
Grand Totals:- Income	19,031	757,618	1,589,355	831,737			47.7%	
Expenditure	94,582	165,052	1,589,355	1,424,303	0	1,424,303	10.4%	
Net Income over Expenditure	(75,551)	592,566	0	(592,566)				
plus Transfer from EMR	28,092	28,596	0	(28,596)				
less Transfer to EMR	479	479	0	(479)				
Movement to/(from) Gen Reserve	(47,938)	620,683	0	(620,683)				

10/06/2026
10:24

Burnham & Highbridge Town Council Current Year

Page 1

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Property Maintenance - EMR	149,195.50		149,195.50
324 Legacy Clock - EMR	10,220.00		10,220.00
325 Service Transfer - EMR	149,247.80		149,247.80
326 IT/Office Equipment - EMR	28,151.53		28,151.53
327 HR, Legal & Professional - EMR	31,841.68		31,841.68
328 Grounds Equipment - EMR	25,777.60		25,777.60
330 General Maintenance - EMR	19,776.35		19,776.35
332 Town Crier - EMR	280.00		280.00
335 Highbridge Regeneration	9,800.00		9,800.00
338 Replacement Van - EMR	29,740.00		29,740.00
340 Past Mayor badges - EMR	311.71		311.71
341 Neighbourhood Plan - EMR	5,800.00		5,800.00
342 You Are Here Boards - EMR	2,592.00		2,592.00
343 Princess Maint/Renewals - EMR	19,216.30		19,216.30
344 SIDS - EMR	1,270.64		1,270.64
345 Burnham EVO HTAP - EMR	26,775.00		26,775.00
346 Tree Maintenance - EMR	10,215.50		10,215.50
347 Cemeteries Extension - EMR	88,385.00		88,385.00
348 Burnham Shop Fronts Grant - EM	100.00	478.84	578.84
372 PMC Artistic Budget - EMR	9,863.42		9,863.42
374 PMC Somerset Community Grant	1,449.38	-1,193.95	255.43
375 PMC Match Funding - EMR	5,000.00		5,000.00
380 Cemeteries Provision - EMR	96,500.00	-27,402.00	69,098.00
385 High St Fund - EMR	28,272.35		28,272.35
386 Events - EMR	6,123.27		6,123.27
390 EMR Election Expenses	3,276.00		3,276.00
391 Provision for Bad Debts	2,000.00		2,000.00
392 Public Conveniences	124,031.00		124,031.00
400 CIL - EMR	256,382.93		256,382.93
	<u>1,141,594.96</u>	<u>-28,117.11</u>	<u>1,113,477.85</u>

Statement of Account

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

5 June 2026

Account name: **BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL**
Account number: **[REDACTED]**
Statement period: **30/04/2026 to 31/05/2026**

Account summary

Total valuation as at 31 May 2026 **£1,400,000.00**
Total valuation as at last statement at 30 April 2026 **£1,000,000.00**

Holdings as at 31 May 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector [REDACTED]	1,400,000.0000	£1.00	£1,400,000.00
Total value			£1,400,000.00

Transactions for the period from 30 April 2026 to 31 May 2026

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
20/05/2026	Deposit	400,000.0000	£1.0000	£400,000.00

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

The average Fund yield for this period was 3.79% p.a.

Income for the period is as follows:

Month	Date paid	Fund name	Method	Amount (£)	Destination
May 2026	02/06/2026	Public Sector Deposit Fund SC4 - Public Sector	Paid to Nominated Bank Details	£3,726.07	

All CCLA forms are available on our website: www.ccla.co.uk/resources/client-documentation. Please ensure that you download and use the latest available form to make any transaction or amendment. Using an old form will result in the instruction being rejected.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on www.ccla.co.uk/glossary. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at clientservices@ccla.co.uk.

Date:08/06/2026

Burnham & Highbridge Town Council Current Year

Page 1

Time:09:05

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 6 - CCLA Public Sector Deposit

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Public Sector Deposit	31/05/2026		1,400,000.00
			<u>1,400,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,400,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,400,000.00
		Balance per Cash Book is :-	1,400,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**SUMMARY FOR BURNHAM-ON-SEA AND
HIGHBRIDGE TOWN**

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Company reference: [REDACTED]
Statement date: 28 May 2026
Page number: 1 of 4
Monthly spend limit: £2,000.00

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Date of previous statement: 28 April 2026
Previous balance: £843.08
Payment received: £843.08 CR
Total of charges and adjustments: £0.00
Total of new spending: £1,074.87
New balance: £1,074.87
Payment due by: 11 June 2026

Payment instructions

"Thank you for using Barclaycard Commercial. Your bank account 5****431, at branch 60 -**- 12 will be debited with the amount of the new balance on or immediately after 11 June 2026."

Allocation of payments

If you do not pay off the full amount outstanding by the payment due date, we will allocate any partial payments to the outstanding balance in the following order: Default fees, Interest, Service Charges, Fees, Transactions and Cash.

The way in which payments are allocated can make a significant difference to the amount of interest you will pay until the balance is cleared completely.

Payments, charges and adjustments

	BALANCE FROM PREVIOUS STATEMENT	843.08
12 May 2026	DIRECT DEBIT PAYMENT THANK YOU	843.08 CR
Total of payment, charges and adjustments		£0.00

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
N M BROOKES	[REDACTED]	1,000	674.06
K S NOBLE	[REDACTED]	1,000	400.81
Total cardholder expenditure			£1,074.87
New balance			£1,074.87

MS BROOKES
BURNHAM-ON-SEA AND HIGHBRIDGE TOWN
THE OLD COURTHOUSE
JAYCROFT ROAD
BURNHAM-ON-SEA
TA8 1LE

STATEMENT FOR N M BROOKES

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

Company reference:
Card number:
Statement date:
Page number:
Monthly spend limit:

28 May 2026
3 of 4
£1,000.00

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Date	Description	Amount
29 Apr 2026 300485481476	CNBC CIVIL APPLICATION NORTHAMPTON FINES	94.00
30 Apr 2026 010515265676	FACEBK *NWV5MM56W2 fb.me/ads IRL ADVERTISING SERVICES	25.30
6 May 2026 070555204726	APPLE.COM/BILL CORK IRL DIGITAL GOODS - MULTI-CATEGORY	49.99
7 May 2026 070515265676	FACEBK *JMJSVLH5W2 fb.me/ads IRL ADVERTISING SERVICES	35.00
7 May 2026 080585383906	XLCR VEHICLE LEASING COLNE LND AUTO AND TRUCK DEALERS-(NEW&USED)-SALES,SERV. REPAIRS,PARTLEASE	99.00
14 May 2026 150515424526	FACEBK *GNAUSPM5W2 DUBLIN D ADVERTISING SERVICES	38.00
20 May 2026 210585383906	WWW.SAFEOPTIONS.CO.UK BRISTOL LND MISCELLANEOUS AND RETAIL STORES	249.08
20 May 2026 210555504436	POST OFFICE COUNTER BURNHAM-ON-SE UNITED KINGDOM ® POSTAGE STAMPS	6.95
20 May 2026 210555204726	FACEBK *K9DZ3QD5W2 DUBLIN IRL ADVERTISING SERVICES	1.60
20 May 2026 210517979676	Intuit Ltd Mailchimp London GBR CONTINUITY/SUBSCRIPTION MERCHANTS	75.14
10 new purchases / cash advances. Total of spending.		£674.06


MS N M BROOKES
BURNHAM-ON-SEA AND HIGHBRIDGE TOWN
THE OLD COURTHOUSE
JAYCROFT ROAD
BURNHAM-ON-SEA
TA8 1LE

STATEMENT FOR K S NOBLE

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Company reference:
Card number:
Statement date:
Page number:
Monthly spend limit:


28 May 2026
4 of 4
£1,000.00

Date	Description	Amount
7 May 2026 080585481476	ASDA STORES HIGHBRIDGE UNITED KINGDOM [Ⓜ] GROCERY STORES, SUPERMARKETS	14.97
12 May 2026 130505272476	CARD FACTORY BURNHAM-ON-SEENG UNITED KINGDOM [Ⓜ] GIFT, CARD, NOVELTY, AND SOUVENIR SHOPS	1.68
12 May 2026 130529130796	Sweet shack Burnham-on-S GBR CANDY, NUT CONFECTIONERY STORES	6.98
12 May 2026 130582308166	Truckles Farm Shop Burnham-On-SeGBR UNITED KINGDOM [Ⓜ] DAIRY PRODUCTS STORES	15.18
18 May 2026 210581402256	J9LIMITEDTB 080002880 10 GBR INDUSTRIAL SUPPLIES NOT ELSEWHERE CLASSI	104.00
22 May 2026 250585383906	PROJSS.CO.UK BASILDON LND SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	258.00
6 new purchases / cash advances. Total of spending.		£400.81

MS K S NOBLE
BURNHAM-ON-SEA AND HIGHBRIDGE TOWN
THE OLD COURTHOUSE
JAYCROFT ROAD
BURNHAM-ON-SEA
TA8 1LE

Date: 02/06/2026

Burnham & Highbridge Town Council Current Year

Page 1

Time: 12:25

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 7 - Government Procurement Card

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Government Procurement Card	31/05/2026		-1,074.87
			<u>-1,074.87</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-1,074.87
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-1,074.87
		Balance per Cash Book is :-	-1,074.87
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Account name or alias BOS HB Main Current Ac	Account number [REDACTED]	Sort code [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 5004.81		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					1,000.00
29-May-2026	D/D	EE LIMITED, Q04582128726716197	-233.56		1,000.00
29-May-2026	EBP	HEALTHMATIC LIMITE, HEALTHMATIC, FP 29/05/26 10, 62165804770552000N	-1,575.00		1,233.56
29-May-2026	CHG	01MAY A/C 56092431	-32.88		2,808.56
29-May-2026		FROM 54374901		318.36	2,841.44
29-May-2026	BAC	OPUS T/A DRAX RENE, TC00417 GBP		1,436.08	2,523.08
29-May-2026	BAC	RICHARD WEETMAN &, ALLOTMENT B1, FP 29/05/26 1045, PGT0KHXI2DF5UPW2FM		87.00	1,087.00
Opening balance					1,000.00
Totals			-1,841.44	1,841.44	



Transactions from 29-MAY-2026 to 31-MAY-2026

Account name or alias Linked Account	Account number [REDACTED]	Sort code [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 487990.65		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			490,624.99
29-May-2026		TO [REDACTED]	-318.36		490,624.99
29-May-2026	INT	29MAY GRS [REDACTED]		555.90	490,943.35
		Opening balance			490,387.45
		Totals	-318.36	555.90	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
NatWest Current Account	31/05/2026		491,624.99
			<u>491,624.99</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			491,624.99
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			491,624.99
		Balance per Cash Book is :-	491,624.99
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
NatWest 2 Account - Princess	31/05/2026		29,193.08
			<u>29,193.08</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			29,193.08
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			29,193.08
		Balance per Cash Book is :-	29,193.08
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date



Transactions from 29-MAY-2026 to 31-MAY-2026

Account name or alias BOS No 2 Ac	Account number [REDACTED]	Sort code [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 29501.08		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			29,193.08
29-May-2026	CHG	01MAY A/C [REDACTED]	-32.67		29,193.08
		Opening balance			29,225.75
			Totals	-32.67	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Princess Float	31/05/2026		6.18
			<u>6.18</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			6.18
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			6.18
		Balance per Cash Book is :-	6.18
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 4 - Nationwide Saver

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Nationwide Saver	31/05/2026		505,910.81
			<u>505,910.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			505,910.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			505,910.81
		Balance per Cash Book is :-	505,910.81
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Year End Internal Audit Report 2025-26 Burnham-on-Sea and Highbridge Town Council

Introduction

Hillside Business Services has completed an Internal Audit, in order to verify the Annual Governance and Accountability Return (AGAR) for Burnham-on-Sea and Highbridge Town Council, for the financial year ending 31st March 2026.

This work has been undertaken by reviewing records and other documentation provided by the Town Council, including; accounting records, bank statements, policies, minutes, invoices, receipts, contract documentation, staff and PAYE records, and review of the council website.

The conclusion of both this audit and an interim audit carried out earlier in the financial year have been used to assess the council against the internal control objectives detailed in the Annual Internal Audit report within the AGAR.

Conclusion

I can confirm that, for Burnham-on-Sea and Highbridge Town Council, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

In regards to the new Assertion 10 (Control Objective O), the council has put in significant effort to meet all requirements. Although three areas (detailed in the findings below) are still work in progress, it is noted that work is near to complete and therefore on balance, I am scoring this compliant. However, the council must continue its efforts to ensure that it is fully completed as soon as possible.

As with previous audits, all information requested for the internal audit was provided speedily and in a well structured manor, meaning that it was easy to identify and review documents. Staff are also very prompt when replying to queries.

Findings & Recommendations:

Finding	Risk Level	Recommendation for Improvement
<p>The council website is only partially WCAG 2.2 compliant.</p> <p>However, work has been undertaken to identify the areas that are not compliant and this is clearly documented in the published Accessibility Statement.</p> <p>It is also understood that work is underway to make amendments to the website, as required.</p>	Medium	<p>The council should ensure that work continues, to make the necessary amendments, in order for the website to be as accessible as possible.</p>
<p>The council has undertaken work to identify the personal data held, how it is used and to make sure that it is processed lawfully.</p> <p>However, at the time of the internal audit, this was not complete, although noted that substantially underway.</p>	Medium	<p>To ensure full compliance with the Data Protection Act 2018 and compliance for Assertion 10, the council must ensure that this is completed as soon as possible.</p> <p>It is also recommended that it is subject to annual review and update, to keep it a live and meaningful document.</p>

<p>The Data Protection Policy has not been viewed during this audit. It is understood that it is currently being updated and will be taken to council for consideration and approval on 18th May 2026.</p>	<p>Medium</p>	<p>The council should approve and implement the Data Protection Policy as soon as possible. This should then be subject to regular review to ensure that it is updated to reflect any changes in the Data Protection Act 2018.</p>
--	---------------	--

Signature: *T Roper*

Date: 30 April 2026

BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL

https://burnham-highbridge.town-council.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all signi respects, the control objectives were being achieved throughout the nancial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the nancial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its nancial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the signi risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

05/11/2025

30/04/2026

DD/MM/YYYY

Tammy Roper

NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

30/04/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



**Burnham-on-Sea
& Highbridge**
TOWN COUNCIL

Information and Data Protection Policy

Date approved:

Review Date:

This policy should be read in conjunction with the GDPR – Data Privacy Policy

1. Introduction

In order to conduct its business, services and duties, Burnham-on-Sea and Highbridge Town Council processes a wide range of data relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked upon.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Burnham-on-Sea and Highbridge Town Council will adopt procedures, and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Town Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town Council's communities.

Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

2. Protecting Confidential or Sensitive Information.

Burnham-on-Sea and Highbridge Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which became law on 25th May 2018 and will, like the Data Protection Act 1998 before IT, seek to strike a balance

between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

3. Data Protection Terminology

Data subject - means the person whose personal data is being processed. That may be an employee, prospective employee, associate or prospective associate of Burnham and Highbridge Town Council or someone transacting with it in some way.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Parish/Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person who processes the data on behalf of the data controller. In the case of Burnham-on-Sea and Highbridge Town Council the data processors are the Town Clerk and Council staff.

4. Personal Data

In some cases, such as the handling of sensitive information or the processing of customer data, the Town Council is entitled to process personal data only with the consent of the individual. Agreement to the Town Council processing some specified classes of personal data is by agreement with the customer, and a condition of employment for staff.

The Town Council processes data, including personal data, for the following purposes:

- HR
- Payroll
- Direct Marketing
- Sales
- Volunteering
- Art Sales
- Sales
- Visitors sign in book
- Cemeteries
- Allotments
- Nominations
- Civic Awards
- Mayors Cadets
- Freedom of information requests
- Correspondence
- Complaints

Burnham-on-Sea and Highbridge Town Council processes personal data in order to:

- Fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- Pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- Process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- Process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- Undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- Undertake research, audit and quality improvement work to fulfil its objects and purposes.
- Carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any sensitive personal information, and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

5. Who is responsible for protecting a person's personal data?

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk, who acts as the Data Protection Officer.

6. Information provided to Burnham-on-Sea and Highbridge Town Council

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual.

By transacting with the Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however wherever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

7. The Councils Right to Process Information

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

- Processing is with the consent of the data subject, or

- Processing is necessary for compliance with a legal obligation or
- Processing is necessary for the legitimate interests of the Council.

8. Information Security

The Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

The Council will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

9. Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

10. Rights of a Data Subject

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting the Town Clerk.

Information Correction: If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate.

Information Deletion: If the individual wishes the Town Council to delete the information about them, they can do so by contacting the Town Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Town Clerk.

The Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to;

The Town Clerk
Email: townclerk@burnham-highbridge-tc.gov.uk
Tel: 01278 788088

or

The Information Commissioners Office
Email casework@ico.org.uk

Tel: 0303 123 1113.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

11. Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards and the Town Council website. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see on request. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its website.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

12. Disclosure Information

The Council will as necessarily undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

13. Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

- Demand led: new technologies and publication of data should support transparency and accountability.
- Open: the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.
- Timely: data will be published as soon as possible following production.

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

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

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

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

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

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

ANNUAL RETURN

740.0.T26

FOR THE YEAR ENDED 31 MARCH 2026

Burnham & Highbridge Town Council Current Year

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	1,105,473	1,375,556	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	(+) Precept or Rates and Levies	952,901	1,324,115	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	386,732	270,634	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	543,725	602,312	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	525,825	591,417	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	1,375,556	1,776,576	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	1,452,047	1,868,739	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	966,084	1,014,312	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Working details for ANNUAL RETURN - Year ended 31 March 2026

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
1	340,174	421,731	310		General Reserves
1	147,700	142,420	320		Property Maintenance - EMR
1	5,000	5,000	321		Youth Projects - EMR
1	3,100	0	323		Princess Cultural Recovery Gra
1	10,220	10,220	324		Legacy Clock - EMR
1	49,700	105,271	325		Service Transfer - EMR
1	18,586	20,256	326		IT/Office Equipment - EMR
1	30,000	13,463	327		HR Contingency - EMR
1	9,311	8,311	328		Grounds Equipment - EMR
1	800	800	329		Coronation - EMR
1	28,606	19,776	330		General Maintenance - EMR
1	4,700	4,700	331		Princess Artistic Material Gra
1	280	280	332		Town Crier - EMR
1	9,800	9,800	335		Highbridge Regeneration
1	5,900	5,900	336		Legal Fees - EMR
1	31,800	34,800	338		Replacement Van - EMR
1	4,806	4,806	339		Tesco S106 - EMR
1	1,000	1,000	340		Past Mayor badges - EMR
1	5,800	5,800	341		Neighbourhood Plan - EMR
1	750	750	342		You Are Here Boards - EMR
1	12,300	11,351	343		Princess Maint/Renewals - EMR
1	408	73	344		SIDS - EMR
1	900	900	345		Burnham EVO HTAP - EMR
1	7,500	10,216	346		Tree Maintenance - EMR
1	93,700	93,700	347		Cemeteries Extension - EMR
1	9,900	9,900	348		Burnham Shop Fronts Grant - EM
1	1,700	1,700	370		PMC SALC Grant - EMR
1	4,608	2,909	372		PMC Artistic Budget - EMR
1	3,000	1,120	374		PMC Somerset Community Grant
1	5,000	5,000	375		PMC Match Funding - EMR
1	82,500	89,500	380		Cemeteries Provision - EMR
1	50,000	44,908	385		High St Fund - EMR
1	6,123	6,123	386		Events - EMR
1	0	1,378	387		EMR Climate Change
1	0	733	388		EMR SALC 24-25 TC
1	0	5,000	389		EMR CCTV
1	119,801	275,962	400		CIL - EMR
1	Balances brought forward	1,105,473	1,375,556		Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	952,901	1,324,115	1076	100	Precept
2	(+) Precept or Rates and Levies	952,901	1,324,115		Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	1,332	117	1005	200	Old Court House Letting
3	165,857	1,909	1077	100	CIL income - Highbridge
3	8,265	5,500	1078	100	CIL income - Burnham
3	55,191	71,435	1080	100	Bank Interest
3	2,400	0	1085	100	Grants Received
3	0	3,000	1085	600	Grants Received
3	0	25,875	1100	900	Miscellaneous income
3	1,400	0	1300	300	Allotment Rents Received
3	0	1,295	1300	700	Allotment Rents Received
3	412	0	1400	400	Signal Box
3	0	126	1400	700	Signal Box
3	0	1,150	1405	140	Event Donations Received

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2026

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
3	500	0	1405	400	Event Donations Received
3	417	0	1410	400	Grass Cutting
3	0	475	1410	700	Grass Cutting
3	0	160	1415	700	Floral Sponsorship
3	4,848	4,854	1500	500	Wayleaves
3	31	31	1505	500	Commonwealth War Memorials
3	21,550	26,688	1515	500	EROB
3	18,700	22,255	1520	500	Interments
3	6,875	7,266	1525	500	Memorials
3	3,253	3,562	1600	600	Storage Hire
3	36,775	32,975	1605	600	Lettings
3	6,068	5,321	1615	600	Café Rent/Commission
3	4,872	4,687	1625	600	PT Merchandise
3	1,061	1,136	1630	600	Donations Received
3	32,301	31,779	1645	600	Show income
3	150	0	1650	600	Memberships
3	7,016	9,454	1655	600	Participation PT
3	1,862	2,608	1660	600	Art Sales
3	5,363	6,590	1670	600	PV Cells
3	234	386	1680	600	Advertising income
3	(+) Total other receipts	386,732	270,634		Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	292,111	362,585	4000	100	Salaries & Wages
4	120,875	98,354	4000	600	Salaries & Wages
4	23,263	36,337	4005	100	Employers Nat Insurance
4	9,229	10,087	4005	600	Employers Nat Insurance
4	64,125	80,965	4010	100	Employers S\Annuation
4	34,123	13,985	4010	600	Employers S\Annuation
4	(-) Staff costs	543,725	602,312		Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	0	0		Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	255	129	4055	100	Recruitment Costs
6	3,141	4,261	4060	100	Training
6	1,073	860	4060	600	Training
6	148	55	4065	100	Travel, Expenses & Subsistence
6	60	0	4065	600	Travel, Expenses & Subsistence
6	2,331	2,104	4070	100	Office/IT Equip & Furniture
6	4,881	6,825	4070	600	Office/IT Equip & Furniture
6	3,621	3,456	4080	100	Telephone & Broadband
6	2,059	2,281	4080	600	Telephone & Broadband
6	298	263	4085	100	Postage
6	1,396	1,675	4090	100	Stationery & Supplies
6	27,644	25,028	4095	100	Subscriptions & Support
6	13,500	20,000	4100	100	Insurance
6	5,000	5,500	4100	600	Insurance
6	5,685	3,616	4105	100	Audit & Accountancy Fees
6	5,280	2,110	4110	100	Legal Fees
6	9,292	9,150	4115	100	Professional & Consulting Fees
6	1,455	1,434	4120	100	Bank Charges
6	1,763	1,505	4125	100	Payroll Services
6	1,540	1,911	4130	100	PPE & Uniforms

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2026

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6	222	12	4135	100	Room Hire (Exp)
6	123	0	4140	100	Climate Change
6	21,259	0	4145	100	Service Devolution
6	5,056	5,067	4200	110	Mayors Allowance
6	6,316	6,724	4210	110	Election Expenses
6	3,048	2,618	4215	110	Civic Events
6	125	150	4220	110	Remembrance Wreath
6	44,000	0	4250	120	Cont SDC RE Toilets
6	24,000	0	4255	120	Cont SDC Dog Bins
6	10,000	33,582	4260	120	CCTV Cameras
6	2,700	0	4300	130	Grant - CAB (S.142)
6	0	2,700	4300	140	Grant - CAB (S.142)
6	30,878	0	4305	130	Grants Made
6	0	40,699	4305	140	Grants Made
6	8,577	11,213	4350	200	Business Rates
6	8,904	9,765	4350	500	Business Rates
6	7,984	7,984	4350	600	Business Rates
6	8,499	7,090	4355	200	Utilities
6	8,924	5,092	4355	500	Utilities
6	32,403	26,714	4355	600	Utilities
6	283	0	4360	210	Electricity Town Centre
6	0	445	4360	700	Electricity Town Centre
6	1,677	0	4365	210	Highbridge Clock Elec
6	0	2,033	4365	700	Highbridge Clock Elec
6	524	0	4370	300	Water Rates
6	0	602	4370	700	Water Rates
6	4,105	1,473	4375	200	Cleaning
6	8,766	10,155	4375	600	Cleaning
6	0	40,129	4375	800	Cleaning
6	669	1,331	4380	200	Security & Alarms
6	1,873	1,208	4380	600	Security & Alarms
6	1,362	1,068	4385	200	Maintenance
6	405	0	4385	300	Maintenance
6	5,563	0	4385	400	Maintenance
6	12,852	11,900	4385	600	Maintenance
6	0	25,358	4385	700	Maintenance
6	0	840	4385	800	Maintenance
6	868	1,467	4390	200	H&S/Fire/Inspections
6	2,519	2,774	4390	600	H&S/Fire/Inspections
6	85	0	4415	210	Water Fountain
6	0	203	4415	700	Water Fountain
6	2,113	0	4430	400	Benches
6	781	0	4440	400	Dog/Litter Bins
6	0	84	4440	700	Dog/Litter Bins
6	959	0	4445	400	Speed Indicator Devices
6	0	2	4445	700	Speed Indicator Devices
6	5,020	0	4450	400	Floral Decorations
6	0	10,583	4450	700	Floral Decorations
6	0	25,891	4455	140	Christmas Lights
6	24,033	0	4455	400	Christmas Lights
6	1,896	0	4460	400	Tourism
6	0	158	4460	700	Tourism
6	0	9,964	4465	140	Events Expenditure
6	7,887	0	4465	400	Events Expenditure
6	0	6,000	4470	120	Town Centre Cleaning
6	6,000	0	4470	400	Town Centre Cleaning
6	0	15,066	4475	140	Carnival Events Week

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2026

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6	8,382	0	4475	400	Carnival Events Week
6	80	0	4485	400	Defibrillator
6	0	375	4485	700	Defibrillator
6	1,427	0	4500	410	Tools & Equipment
6	0	8,011	4500	700	Tools & Equipment
6	1,736	0	4505	410	Vehicle Running Costs
6	0	2,241	4505	700	Vehicle Running Costs
6	0	55,060	4510	700	Vehicle Replacement
6	654	0	4515	410	Vehicle Insurance
6	0	3,672	4515	700	Vehicle Insurance
6	16,774	0	4600	500	Equipment Purchase/Maintenance
6	1,935	1,506	4610	500	Pump Maintenance
6	1,954	7,790	4615	500	General Maintenance
6	4,428	5,938	4620	500	Mech Grave Digger
6	285	0	4625	500	Tree & Hedge Maintenance
6	0	4,542	4625	700	Tree & Hedge Maintenance
6	829	0	4630	500	Fuel For Equipment
6	0	765	4630	700	Fuel For Equipment
6	1,928	2,232	4635	500	Waste Collection
6	2,466	1,988	4635	600	Waste Collection
6	1,045	1,260	4645	500	Water Testing
6	228	0	4650	500	Rose Garden Memorial Expense
6	16,807	14,892	4700	600	Technician Cost
6	16,586	11,959	4701	600	Show costs
6	6,450	3,756	4705	600	Advertising & Marketing
6	816	699	4710	600	Licences (exp)
6	2,326	2,482	4715	600	Card Payment Fees
6	5,808	2,982	4725	600	Technical Theatre
6	374	474	4730	600	Backstage Expenses
6	1,398	2,012	4735	600	Art Sales Expenditure
6	2,990	2,408	4740	600	PTAC Merchandise
6	4,812	3,670	4745	600	Participation Freelance
6	1,667	400	4760	100	Grant Expenditure
6	0	2,216	4760	600	Grant Expenditure
6	0	1,235	4770	600	Cafe Equipment & Maintenance
6	17,961	26,547	4800	100	CIL expenditure
6	(-) All other payments	525,825	591,417		Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	1,375,556	1,776,576		Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8		401,594	304,247	200	NatWest Current Account
8		44,538	58,579	201	NatWest 2 account – Princess
8		505,911	505,911	203	Nationwide Saver
8		4	2	204	Princess Float
8		500,000	1,000,000	205	CCLA Public Sector Deposit
8	Total value of cash and short term investments	1,452,047	1,868,739		The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9		966,084	1,014,312		Total Fixed Assets
9	Total fixed assets plus long term investments and assets	966,084	1,014,312		The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total borrowings	0	0		The outstanding capital balance as at 31 March of all loans from third

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2026

<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
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parties (including PWLB).

Income and Expenditure Account for Year Ended 31st March 2026

31st March 2025		31st March 2026
	Operating Income	
1,184,615	Management & Compliance	1,402,959
0	Community	1,150
1,332	The Old Court House	117
1,400	Allotment Highbridge	0
1,329	TIMPS	0
52,004	Cemeteries	61,093
98,953	Princess	101,499
0	Estates	2,056
0	Play Areas	25,875
<u>1,339,633</u>	Total Income	<u>1,594,749</u>
	Running Costs	
498,078	Management & Compliance	583,541
14,544	Democratic & Civic	14,559
78,000	Joint Funding With Others	39,582
33,578	Grants & Donations	0
0	Community	94,321
24,079	The Old Court House	23,642
2,045	Other Assets	0
930	Allotment Highbridge	0
62,714	TIMPS	0
3,817	Town Rangers	0
47,234	Cemeteries	33,584
304,530	Princess	249,397
0	Estates	114,135
0	Public Conveniences	40,968
<u>1,069,550</u>	Total Expenditure	<u>1,193,729</u>
	General Fund Analysis	
340,174	Opening Balance	421,731
<u>1,339,633</u>	Plus : Income for Year	<u>1,594,749</u>
1,679,807		2,016,480
<u>1,069,550</u>	Less : Expenditure for Year	<u>1,193,729</u>
610,257		822,751
<u>188,526</u>	Transfers TO / FROM Reserves	<u>187,770</u>
<u>421,731</u>	Closing Balance	<u>634,981</u>

17/04/2026

Burnham & Highbridge Town Council Current Year

11:20

Balance Sheet as at 31/03/2026**31st March 2025****31st March 2026**

Current Assets		
5,415	Sales Ledger Debtor	5,682
145	Burial Services Debtor	1,056
13,674	VAT control A/c	14,903
8,210	Prepayments	5,655
401,594	NatWest Current Account	304,247
44,538	NatWest 2 account – Princess	58,579
505,911	Nationwide Saver	505,911
4	Princess Float	2
500,000	CCLA Public Sector Deposit	1,000,000
1,479,491		1,896,034
1,479,491	Total Assets	1,896,034
Current Liabilities		
15,153	Purchase Ledger	23,078
2,392	PTAC Gift Vouchers	930
47,389	Accruals	42,926
1,155	Receipts In Advance	1,258
10,371	PAYE & NI Due	10,480
25,843	PT BO Holding Acc	40,089
1,632	Holding Deposits	696
103,935		119,458
1,375,556	Total Assets Less Current Liabilities	1,776,576
Represented By		
421,731	General Reserves	634,981
953,825	Earmarked Reserves	1,141,595
1,375,556		1,776,576

The above statement represents fairly the financial position of the authority as at 31/03/2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____

Account	Opening Balance	Net Transfers	Closing Balance
320 Property Maintenance - EMR	142,420.00	6,775.50	149,195.50
321 Youth Projects - EMR	5,000.00	-5,000.00	0.00
324 Legacy Clock - EMR	10,220.00		10,220.00
325 Service Transfer - EMR	105,270.80	43,977.00	149,247.80
326 IT/Office Equipment - EMR	20,255.53	7,896.00	28,151.53
327 HR Contingency - EMR	13,462.68	18,379.00	31,841.68
328 Grounds Equipment - EMR	8,310.60	17,467.00	25,777.60
329 Coronation - EMR	800.00	-800.00	0.00
330 General Maintenance - EMR	19,776.35		19,776.35
331 Princess Artistic Material Gra	4,700.00	-4,700.00	0.00
332 Town Crier - EMR	280.00		280.00
335 Highbridge Regeneration	9,800.00		9,800.00
336 Legal Fees - EMR	5,900.00	-5,900.00	0.00
338 Replacement Van - EMR	34,800.00	-5,060.00	29,740.00
339 Tesco S106 - EMR	4,805.69	-4,805.69	0.00
340 Past Mayor badges - EMR	1,000.00	-688.29	311.71
341 Neighbourhood Plan - EMR	5,800.00		5,800.00
342 You Are Here Boards - EMR	750.00	1,842.00	2,592.00
343 Princess Maint/Renewals - EMR	11,351.30	7,865.00	19,216.30
344 SIDS - EMR	72.64	1,198.00	1,270.64
345 Burnham EVO HTAP - EMR	900.00	25,875.00	26,775.00
346 Tree Maintenance - EMR	10,215.50		10,215.50
347 Cemeteries Extension - EMR	93,700.00	-5,315.00	88,385.00
348 Burnham Shop Fronts Grant - EM	9,900.00	-9,800.00	100.00
370 PMC SALC Grant - EMR	1,700.00	-1,700.00	0.00
372 PMC Artistic Budget - EMR	2,908.95	6,954.47	9,863.42
374 PMC Somerset Community Grant	1,120.34	329.04	1,449.38
375 PMC Match Funding - EMR	5,000.00		5,000.00
380 Cemeteries Provision - EMR	89,500.00	7,000.00	96,500.00
385 High St Fund - EMR	44,908.47	-16,636.12	28,272.35
386 Events - EMR	6,123.27		6,123.27
387 EMR Climate Change	1,377.50	-1,377.50	0.00
388 EMR SALC 24-25 TC	733.34	-733.34	0.00
389 EMR CCTV	5,000.00	-5,000.00	0.00
390 EMR Election Expenses	0.00	3,276.00	3,276.00
391 Provision for Bad Debts	0.00	2,000.00	2,000.00
392 Public Conveniences	0.00	124,031.00	124,031.00
400 CIL - EMR	275,962.33	-19,579.40	256,382.93
	<u>953,825.29</u>	<u>187,769.67</u>	<u>1,141,594.96</u>

Burnham-on-Sea & Highbridge Town Council Earmarked Reserves

<u>Account</u>	<u>Closing</u> <u>Balance</u>	<u>Journal 1 -</u> <u>to General</u> <u>Reserves</u>	<u>Journal 2 -</u> <u>Transfer</u> <u>to/from other</u> <u>EMRS</u>	<u>Journal 3 -</u> <u>Transfer</u> <u>25/26 budget</u>	<u>Opening</u> <u>Balance</u>	<u>Notes</u>
320 - Property Maintenance EMR	138,685.00		1,377.50	9,133.00	149,195.50	earmark balance at year end 4380/200 Security, 4385/200 Maintenance, 4390/200 Inspections. Transfer from EMR 387
321 - Youth Projects EMR	5,000.00	- 5,000.00			-	
324 - Legacy Clock EMR	10,220.00				10,220.00	
325 - Service Transfer EMR	97,830.80			51,417.00	149,247.80	earmark balance at year end 4450/700 Floral, 4385/900, 4390/900 Play areas
326 - IT/Office Equipment	20,255.53			7,896.00	28,151.53	earmark balance at year end 4070/100 IT/Office Equipment
327 - HR & Legal Contingency EMR (amend name)	13,462.68		5,900.00	12,479.00	31,841.68	earmark balance at year end 4060/100 Training, 4110/100 Legal, 4115/100 Professional. Transfer from EMR 366
328 - Grounds Equipment EMR	8,310.60			17,467.00	25,777.60	earmark balance at year end 4610/500 Pump, 4620/500 Mech Digger, 4440/700 Bins, 4500/700 Tools
329 - Coronation	800.00	- 800.00			-	PUMP OVER BUDGET
330 - General Maintenance EMR	19,776.35				19,776.35	earmark balance at year end 4385/700 Maintenance
331 - Princess Artistic Material Grant	4,700.00	-	4,700.00		-	OVER BUDGET Transfer to EMR 372
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		-	Transfer to EMR 327
338 - Replacement Van	225.00			29,515.00	29,740.00	earmark balance at year end 4510/700 Vehicle Replacement
339 - Tesco S106 EMR	-				-	Used this year
340 - Past Mayor Badges EMR	311.71				311.71	
341 - Neighbourhood Plan EMR	5,800.00				5,800.00	Community led spend
342 - You Are Here Boards EMR	750.00			1,842.00	2,592.00	earmark balance at year end 4460/700 Tourism
343 - Princess Maint/Renewals EMR	11,351.30			7,865.00	19,216.30	earmark balance at year end 4385/600 PT Maintenance, 4770/600 Café Equip
344 - SIDS EMR	72.64			1,198.00	1,270.64	earmark balance at year end 4445/700 SIDS
345 - Burnham EVO HTAP EMR	900.00			25,875.00	26,775.00	earmark balance at year end 1100/900 Play Areas
346 - Tree Maintenance EMR	10,215.50				10,215.50	earmark balance at year end 4625/700 Tree Maintenance
347 - Cemeteries Extension EMR	88,385.00				88,385.00	OVER BUDGET
348 - Burnham Shop Front Grants EMR	100.00				100.00	
370 - PMC SALC Grant EMR	-				-	Used this year
372 - PMC Artistic Budget EMR	783.42		4,700.00	4,380.00	9,863.42	earmark balance at year end 1630/600 Donations, 4705/600 Marketing
374 - PMC Somerset Community Grant EMR	665.38			784.00	1,449.38	earmark balance at year end 1085/600 Grant received - 4760/600 Grant Exp
375 - PMC Match Funding EMR	5,000.00				5,000.00	
380 - Cemeteries Provision EMR	89,500.00			7,000.00	96,500.00	earmark balance at year end 4605/500 Provision for Paths, 4640/500 Provision for Walls
385 - High St Fund EMR	28,272.35				28,272.35	
386 - Events EMR	6,123.27				6,123.27	Use in 2026/27
387 - EMR Climate Change	1,377.50	-	1,377.50		-	Transfer to EMR 320 for Jaycroft rd refurb
388 - EMR SALC 24-25 TC	333.34	- 333.34			-	
389 - EMR CCTV	-				-	Used this year
390 - Election expenses (NEW)	-			3,276.00	3,276.00	earmark balance at year end 4210/110 Election expenses
391 - Provision for Bad Debts (NEW)	-			2,000.00	2,000.00	earmark balance at year end 4150/100 Provision for bad debts
392 - Public Conveniences (NEW)	-			124,031.00	124,031.00	earmark balance at year end 4355/800, 4375/800, 4385/800 Pcons
400 - CIL EMR	248,973.93			7,409.00	256,382.93	earmark balance at year end 1077&1078/100 CIL
	<u>834,161.30</u>	<u>- 6,133.34</u>	<u>-</u>	<u>313,567.00</u>	<u>1,141,594.96</u>	

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2026

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	<u>1,375,556.06</u>	<u>1,776,576.06</u>
100	Sales Ledger Debtor	5,414.98	5,681.64
101	Burial Services Debtor	145.00	1,056.00
105	VAT control A/c	13,674.14	14,902.72
110	Prepayments	8,210.00	5,655.34
	Less Total Debtors	<u>27,444.12</u>	<u>27,295.70</u>
500	Purchase Ledger	15,153.35	23,078.46
505	PTAC Gift Vouchers	2,391.73	930.23
510	Accruals	47,388.77	42,926.30
520	Receipts In Advance	1,155.00	1,258.00
526	PAYE & NI Due	10,371.37	10,479.86
530	PT BO Holding Acc	25,842.76	40,089.36
565	Holding Deposits	1,632.32	696.10
	Plus Total Creditors	<u>103,935.30</u>	<u>119,458.31</u>
	Equals Total Cash and Bank Accounts	<u>1,452,047.24</u>	<u>1,868,738.67</u>
200	NatWest Current Account	401,594.02	304,246.96
201	NatWest 2 account – Princess	44,538.24	58,578.62
203	Nationwide Saver	505,910.81	505,910.81
204	Princess Float	4.17	2.28
205	CCLA Public Sector Deposit	500,000.00	1,000,000.00
	Total Cash and Bank Accounts	<u>1,452,047.24</u>	<u>1,868,738.67</u>

AGAR Background Information

Whilst the Annual Governance and Accountability Report (AGAR) is approved in stages, the full AGAR should be viewed as a whole document.

The Town Council is required, by 30 June each year, to complete and approve the AGAR, which this year is the Statutory Accounts of the Town Council as at 31 March 2026. In doing this, the Accounts and Audit Regulations 2015 require the Council to review the effectiveness of its internal control and approve the Annual Governance Statement and the Annual Accounting Statement.

Section 1, must be approved before approving Section 2 (Accounting Statements) by approving them as separate items on an agenda.

The purpose of the Annual Governance Statement is to enable the Council to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices. Ensuring that public money is safeguarded and properly accounted for.

This assurance is in the form of a number of statements known as assertions, to which the Council needs to answer 'yes' or 'no'. The Council needs to have evidence to support a 'yes' answer to an assertion.

1. Councillors are appointed to undertake internal checks on a quarterly basis. Financial Risk Management Policy to be reviewed on a quarterly basis. Income & Expenditure Reports provided for Council & Committee meetings. Regular updates provided on Grant, CIL & EMR expenditure. Investment update reports provided quarterly. All payment lists approved by Finance & Governance Committee/Town Council. Internal auditor appointed by Finance & Governance committee – interim and year-end report carried out. Policies reviewed annually.
2. **2025/26**
 - All 4 quarterly internal checks took place in 2025/26
 - Bank reconciliations signed monthly



- Reviewed & Approved Asset Register 02/03/26
 - Reviewed & Approved Budget for 25/26 19/01/26
 - Reviewed & Approved Financial Regulations 2025 on 19/05/25. Reviewed & Approved Financial Regulations 2026 on 02/03/26.
 - Reviewed & Approved Standing Orders 2025 on 19/05/25. Reviewed & Approved Standing Orders 2026 on 02/03/26.
 - Reviewed & Approved Statement of Internal Control 2025 on 21/07/25 by Finance & Governance committee. Reviewed & Approved Statement of Internal Control 2026 on 23/03/26 by Finance & Governance committee.
 - Reviewed & Approved Terms of Reference 2025 on 19/05/25. Reviewed & Approved Terms of Reference 2026 on 18/05/26.
3. Financial statements give a true and fair view of the financial position and transactions of the town council. Statutory duties and legal obligations adhered to through regular implementation and review of policies.
 4. AGAR reviewed and approved by Council 23/06/25. Public Rights announced 24/06/25 for review by the public between 25/06/25 and 06/08/25.
 5. Reviewed & Approved Financial Risk Management Policy 2025/2026 quarterly by Finance & Governance committee, 02/03/26 Town Council.
 6. Internal year-end audit reviewed by Finance & Governance 09/06/25 and Council 23/06/25. External year-end audit reviewed by Finance & Governance 13/10/25 and Council 10/11/25. Internal interim audit reviewed by Finance & Governance 24/11/25 and Council 15/12/25. Internal year-end audit reviewed by Council 29/06/26.
 7. No recommendations for 2025-26.
 8. One outstanding Debtor from 2024-25 of £3,201.90. Reviewed by Finance & Governance 09/06/25. Reviewed by Town Council 02/03/26. Legal action currently in place to pursue monies owed.
 9. N/A
 10. New assertion this year. Accessibility statement and Privacy Notice updated. Current data on website compliant, historic data being reviewed. Review of GDPR practices underway – this year have carried out a complete audit of all documentation kept, updated practices in regards to retention of data and deleted/anonymised data no longer needed. Security update to computers. Additional cyber security training for all staff implemented. Data Protection policy reviewed by Town Council 29/06/26.

We acknowledge as the members of:

BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

Agreed

Yes means that t111s authority

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

29/06/2026

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://burnham-highbridge-tc.gov.uk>

AVAILABLE WEBSITE/WEBPAGE ADDRESS

BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL

	Year ending		Notes and guidance
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	1,105,473	1,375,556	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+)Preceptor Rates and Levies	952,901	1,324,115	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	386,732	270,634	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	543,725	602,312	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	525,825	591,417	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,375,556	1,776,576	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,452,047	1,868,739	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	966,084	1,014,312	The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all/ loans from third parties (including PWLB).

For Local Councils Only	Yes	No
11 Do the figures in the accounting statements above exclude any trust transactions?		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities - a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

 Date **i4/o5/J..o:Jk**

I confirm that these Accounting Statements were approved by this authority on this date:
 _____ **29/06/2026** _____
 as recorded in minute reference:
 _____ **MINUTE REFERENCE** _____
 Signed by Chair of the meeting where the Accounting Statements were approved
 _____ **SIGNATURE REQUIRED** _____

**Burnham LCN, Highways working group
Woolavington Village Hall**

Monday 20th April 2026 from 14.00 to 16:00

Notes

Attendance

Alan Sharp – Chair
Richard Young
Cllr Mike Facey
Cllr Bob Filmer
Robin Leveridge
Sally Diaz (online)
Syed Shah (online)
George Simmons (Streetworks)
Gill Keniston-Goble (LCN link officer)

Apologies

Margaret Sims
Sam Matthews

1. Review of meeting notes from HWG held on Monday 9th February.

The notes from the February meeting were reviewed.

No amendments were proposed, and the notes were agreed as an accurate record.

2. Review of actions from meeting. (see table below)

The action log was displayed and reviewed. A colour-coding system was used:

- Green – completed
- Orange – ongoing
- Red – still to be actioned

Key discussion points:

150925-1 Automated highways response system:

An update from Liam Gill is still awaited. It was acknowledged that the issue is with IT and may take time to resolve.

150925 - Small Improvement / SIS-type schemes:

There is uncertainty about whether previous mechanisms for councillor or parish-led small improvement suggestions still exist or whether a replacement scheme is planned. This action remains open and will be followed up once the relevant officer returns from sick leave.

150925 – 4 Enhanced Maintenance Scheme letter:

Members expressed strong concern that:

The Working Group was not consulted prior to the letter being issued.

The letter refers to a pilot or trial, but it is unclear who was involved in that pilot.

The scheme requires proposals to be brought through Highways Working Groups, yet not all LCNs have one, raising equity and access concerns for other parishes.

There appeared to be inconsistent distribution of the letter via parish clerks, with some councillors unaware it had been issued.

It was agreed that this would be raised with senior officers, including Mike O'Dowd-Jones, for clarification. (Action for link officer)

171125 – 7 Hinkley / Coast Road condition issues:

These are currently on hold, as the issue is being pursued through a separate forum. Planned engagement meetings have been postponed several times; issue will be raised again once a new date is confirmed.

090226 – 8A Briefing paper around unauthorised signage – a draft has been created and is with Highways for checking around the legal implications. A comment was raised as to whether the briefing paper included a suggestion that parishes could be given authorisation to act on behalf of Highways.

171125 – 9 Final issue raised around a drainage issue in Puriton
Highways have advised that the drainage problem will be looked at within this financial year. Members noted the importance of ensuring this work is completed before any enhanced maintenance schemes are delivered. Action now closed.

3. Update from Robin about the Collision data meeting in Lympsham.

An update was provided on the recent collision data session held in Lympsham.

Key points from the presentation and discussion:

The session was supported by PC Dan Cox, a police officer with extensive experience.

The focus was on the "Fatal 5", particularly:

- Driver distraction (including mobile phones)
- Excess Speed
- Seatbelt use (highlighted as an ongoing issue, including among women citing discomfort)
- Drink/drug driving
- Careless driving

Concerns were raised that modern vehicle safety features may encourage risk-taking behaviour.

Dash cams (now often referred to as "journey cams") were encouraged as a means of evidence gathering and deterrence. Residents were encouraged to report near misses and dangerous driving, not just collisions, to help build an evidence base.

Limitations of collision data were noted, including: only 4 years of available data, historical and unreported incidents not captured.

The session was considered valuable and thought-provoking, although members would welcome more opportunity to explore the collision data software in future.

4. Update around J22 (Edithmead)

Syed Shah (Public Liaison Officer) provided a detailed verbal update.

Key points:

- Vegetation clearance has already been completed.
- The scheme is awaiting final confirmation from the Department for Transport; this is largely a formality but may take time.
- Earliest possible start date: September / October 2026.
- Likely duration is comparable to the Dunball scheme (approximately 12 months), although no confirmed programme or drawings are available yet.
- Works will link with wider corridor improvements toward Weston-super-Mare, involving North Somerset Council.
- Additional mitigation works are already being progressed, including fencing near the caravan park for public safety (outside the main scheme).
- The contractor is the same company that delivered the Dunball works.

Questions and requests raised:

- Members requested removal of redundant signage and metal framework remaining at and around Dunball Junction and along the A38. Syed confirmed he will inspect the area during a site visit and ensure this is addressed.
- Sally Diaz raised similar concerns about disused street furniture between Express Park and Dunball; Syed committed to reviewing this during his upcoming visit.
- Members asked whether public consultation would take place. Syed confirmed:
 - There will be drop-in sessions, primarily to explain the final scheme.
 - The scheme itself is largely fixed, but communication and expectation management will be improved.
 - He committed personally to keeping elected members and the Working Group informed as soon as plans are available.

5. Parish Concerns to bring to the next Highways meeting in June, in addition to the on-going actions in the action plan.

- Members requested clarity on:
 - The role and remit of the Strategic Highways Group
 - How parish councils can engage with it
 - Whether it genuinely takes a countywide, forward-looking strategic approach

This was considered particularly important given the scale of development and infrastructure changes across Somerset.

Additional discussion:

- Members noted improved response times when reporting potholes and other issues and agreed it is important to also share positive feedback, not just complaints.

- Concern was raised about the additional budget for signs and road markings, including:
 - How areas are prioritised
 - Whether a published schedule exists or will be shared
 - The need for parishes to report issues promptly via the online portal.

6. Any Other Business – StreetWorks/Utilities

George provided clarification on StreetWorks processes:

- Emergency works can commence immediately but must be notified within two hours.
- Planned works require advance notice depending on duration:
 - 3-day works: 1 week's notice
 - 10-day works: 2 weeks' notice
 - 1-month works: 3 months' notice
- Seasonal restrictions are in place (April–September), particularly to avoid disruption on Mondays and Fridays due to holiday changeovers.
- A recent water utility issue in Highbridge was raised and was followed up by George, it related to the seasonal restrictions, but the Town clerk had not been notified.

7. Date, time and venue of next meeting.

- Monday 8th June 2.00pm till 4.00pm Face to face meeting with Highways officers in attendance.
- Monday 7th September 2.00pm till 4.00pm (online only)
- Monday 5th October 2.00pm till 4.00pm Face to face meeting with officer in attendance.
- Monday 23rd November 2.00pm till 4.00pm

N.B. from Cllr Mike Facey

The attached presentation by 2 Councillors from North Petherton Parish Council was not on the agenda but they were permitted to present it by the Chair.

I was disappointed that neither of the expected Highways Officers attended the meeting to respond to item 4 on the agenda, and only one of them sent apologies.

Action Points Carried Forward

Action (meeting dates)	ID	Action	Actioner	Status detail
150925 - 1		Follow up on automated responses for highways queries and escalate concerns about the lack of detailed feedback in the current system after a concern has been raised ie is it possible to include more detail in the response.	Liam Gill	Issue being looked at by IT
150925 - 2		To look into the SIS scheme contract and provide feedback..	Aileen Fletcher	
150925 - 3		To invite Chris Tucker for a demonstration on the information portal at the next Highways Working Group meeting	Link officer	Email invite shared 01/12/25 Teams invite shared 20/01/26
150925 - 4		To follow up on information about the Enhanced Highway Scheme	Link officer	Email to Kate Hellard 26 th Nov to escalate to MO'D. Also raised with Cllr Theo Butt Philip at the main LCN meeting. Letter has now been issued.
150925 - 5		To obtain guidance around road subsidence in Somerset.	Link officer	Follow the link below ; Highway Safety Inspection Manual Liam confirmed that the guidance would be within the manual.

171125 - 6	To share the Power BI report link on collision data with attendees for further review and feedback.		Emailed out with the notes from the meeting.
171125 - 7	Discuss the plan around the Coast Road conditions deterioration. due to heavy vehicles and to include investigation of any additional funding from Hinkley project. Link officer to add to the agenda for the next meeting.	Link officer	<i>Post meeting note this action is on hold as issue raised in another forum and being pursued through that route.</i>
171125 - 8	Action – who is responsible for enforcement in association with signage and removal of unauthorised signage	Highways team	Liam confirmed that enforcement is dealt with by his team, but he explained the challenges around enforcement.
090226 – 8A	Suggestion made to create a short briefing paper for parish & town councils to provide guidance on what can and what cannot be done with regard to unauthorised signage.	Working group/Highways	Ongoing – guidance created and with Highways for checking and approval. Guidance created and with Highways for approval
171125 - 9	Raise the issue with Somerset Highways maintenance to ensure that any resolution is considered in conjunction with the Village Enhancement Scheme works.	Highways maintenance team	Post meeting note this action is on hold as issue raised in another forum. Now closed but if no action is taken it will be re-opened and monitored.
171125 - 10	It was agreed to escalate the need to have a reporting systems which reflected the true status of reports i.e. if a report is identified as close then this should be that everything's has been completed and all relevant information has been uploaded and not as the current	Highways	A discussion was had around the challenges of multiple reports for the same issue and how one will remain open whilst the work is prioritised but the remainder will be closed. It has

<p>171125 - 11</p>	<p>meaning where the report has been transferred to the appropriate group who have accepted it and planned to action it.</p>	<p>Highways Colleagues to review the Parish Concerns noted above in preparation for the February meeting.</p>	<p>Highways</p>	<p>been recognised that the software needs to be updated to reflect the actual status of the report and a request for the schedule of the software update will be made.</p>
<p>090226 – 12</p>	<p>Action to ask Syed Shah to join the next meeting to talk about the work that is being undertaken at J22 and the potential for increased vehicles through local Parishes.</p>	<p>Link officer</p>	<p>Action done and closed</p>	
<p>090226 – 13</p>	<p>Action to share the invite to the Lymsham Collison data presentation with Nick Cowling</p>	<p>Robin Leveridge</p>	<p>Action done and closed – meeting scheduled for Thurs 9th April</p>	
<p>200426 – 14</p>	<p>Action to share Parish concerns prior to the next Highways meeting in June to enable any preparation necessary.</p>	<p>Link officer</p>		
<p>200426-15</p>	<p>Concerns around Enhance Highways letter to be shared with senior officers.</p>	<p>Link officer</p>	<p>Concerns shared at team meeting on 21/04 and invite issued to HWG chair + 1 to attend a Chard and Ilminster meeting that had been arranged at the behest of the Chair of the Council, Cllr Mike best.</p>	
<p>200426 - 16</p>	<p>Action to check with George about raising the SIS scheme</p>	<p>Link officer</p>		

Combined Cumulative Transport and Flood Risk Considerations

**North Petherton – Current and Proposed Residential Development
within the Wider A38 Corridor**

Purpose

- Provide Members with a **neutral, consolidated overview**
- Summarise **cumulative transport and flood risk evidence**
- Consider both **North Petherton impacts and the wider A38 corridor**
- Identify matters relevant to the **planning balance**
- No new analysis or reinterpretation introduced

Transport Corridor Structure

- A38 – north–south spine
- A372 – connects east into St John Street
- A39 – key east–west corridor connecting Dunball, Bridgwater and western settlements, supporting HPC-related movements, tourism traffic and wider regional distribution
- M5 Junctions 22, 23 and 24

Key Governing Nodes

- J24 / Huntworth Roundabout – Principal access point for North Petherton and M5 connectivity
- St John Street Junction – A372 / A38 interaction
- Dunwear Roundabout / Bower Lane – A372, A38 and A39 interaction
- Dunball / J23 Corridor – Strategic A39, A38 and M5 interaction
- J22 – Northern corridor gateway serving Highbridge and Burnham-on-Sea

Interaction of the Network

- A372 connects at St John Street Junction
- A39 distributes east–west traffic into the A38
- Combined flows load the north–south A38 spine
- Network pressure propagates toward J22, J23 and J24
- Shared junctions carry cumulative strategic and local demand

Wider Housing Growth Across the A38 / A39 Corridor

Known Major Residential Growth and Strategic Development Proposals (2023–2026)

Area	Dwellings
North Petherton	~1,080
Bridgwater Without	~1,500
Puriton / Gravity Area	750–1,500+
Woolavington	320+
Cannington	300+
Burnham-on-Sea & Highbridge	100+
Bridgwater Parish	400–800+
TOTAL GROWTH PRESSURE	4,450–5,600+

Key Point

The 1,080 dwellings assessed in North Petherton form part of a substantially larger pattern of growth occurring across the wider A38/A39 corridor.

Figures represent known major applications, strategic allocations and development proposals. Totals remain subject to amendment, approval and future submissions.

Potential Corridor-Wide Traffic Generation Known Housing Growth Across the Wider Corridor

Scenario	Dwellings	Potential Daily Trips*
Lower Estimate	4,500	~26,700
Working Estimate	5,000	~30,000
Upper Estimate	5,600	~33,600
Potential Future Growth	6,000+	~36,000+

Key Message

The wider development pipeline across the A38/A39 corridor has the potential to generate approximately 27,000–34,000 additional vehicle trips per day, with future growth potentially exceeding 36,000 daily trips.

Assumed trip rate: approximately 6 vehicle trips per dwelling per day

Example: 5,000 dwellings × 6 trips = approximately 30,000 daily vehicle movements

Scale of Development Considered

- 7 live planning applications: 1,080 dwellings (6th Jun + 250)
- Cumulative scenario: 2,480 dwellings (including future allocations)
- Growth interacts across the A38, A372 and A39 corridors
- A39 east–west movements distribute via Taunton Road into the A38 spine
- Combined flows increase pressure at shared junctions including J23 and J24

Key Systems Assessed

- Transport:
 - A38 corridor
 - M5 Junctions 23 & 24
 - Wider A39 corridor movements, including HPC-related, commuter and tourism traffic

Cumulative Traffic Scenario (2,480 Dwellings)

Proposed Urban Expansion Monkton Heathfield/Walford Cross 1400 Dwellings

Parameter	Result
Total new daily trips	14,880 trips/day
Increase on baseline	+90.02%

Assessment Conclusion

- The cumulative scenario raises questions regarding whether currently identified mitigation measures would be sufficient to maintain acceptable network performance
- The scale of growth may indicate a need for corridor-level strategic intervention if future impacts prove greater than anticipated.

Cumulative Network Effect

- Individual impacts combine and compound
- Junctions operate under increasing stress
- Reduced resilience across the corridor
- Non-linear effects increase delay
- Reduced operational resilience during peak and disruption conditions

National Road Traffic Growth: Strategic Context (DfT)

DfT – National Road Traffic Projections 2022

- Road traffic projected to increase in all national scenarios
 - Core Scenario: ~22% growth between 2025 and 2060
 - Scenario range: 8% to 54%, reflecting uncertainty
 - Growth varies by road type:
 - A-roads: ~20–21% increase in distance travelled
 - A-roads experience longer delays per mile and rising congestion
- Provides background context for growth pressures on corridors such as the A38 / A361/A372/A39

Note

- Strategic, national evidence
- Not a substitute for local modelling

Closing

- Interconnected, constrained corridor
- Evidence of cumulative corridor pressure
- Combined corridor and system pressure

Matters for Consideration

- Whether cumulative impacts are adequately addressed beyond site-by-site assessment
- Weight to be afforded to **near-threshold and severe cumulative transport impacts**
 - Deliverability and timing of strategic mitigation
 - Catchment resilience and precautionary decision-making

Roads do not experience planning applications one at a time. They experience traffic cumulatively. The question is whether cumulative impacts across the corridor have been fully understood before decisions are made

Thank you

02 June 2026 Burnham Neighbourhood Stakeholder Reference Group Report

Attendees

Norma Coombes	Senior Hospital Matron (Chair)
Steve Ballinger	Village Agent
Matthew Dolman	GP Axbridge
Kay Emery	Ward Administrator
Fiona Green	Lead ACP Frailty
Hannah Hindle	Physiotherapist, CRS
Richard Hobbs	Somerset Parent Care Forum
Ceri Joyce	Friends of Burnham Hospital
Jane Macpherson	Development Manager, Morland Hub
Krystal Pardon	Engagement team
Shelley Paterson	PCN Services Development Lead
Donna Randle	Healthwatch

Apologies

Sheila Burridge	Health watch
Sarah House	Somerset Fire and Rescue
Emran Hussain	Pharmacist
Melanie Iles	Chief Medical Officer
Harvey Sampson	Patient Representative

Executive Summary

This report summarises the Burnham Hospital Neighbourhood Stakeholder Reference Group meeting held on 2 June 2026. Key updates highlighted significant transformation across community hospital services, including ambulatory care implementation, reduced inpatient beds, and elimination of district nursing waiting lists. Progress continues in integrated, preventative, and community-based care models with a strong emphasis on frailty, early intervention, and partnership working.

1. Service Changes and Performance

- Inpatient beds reduced from 16 to 8 from end of April 2026.
- Ambulatory care launched from 04 May 2026 with 199 patients seen to date.
- 7-day service (08:00–19:00) in Burnham and 3 days a week in Bridgwater.
- District nursing waiting list for Doppler assessments reduced to zero.

2. New and Expanded Clinical Services

- Parkinson's rehabilitation group established.
- Paediatric triage pathway pending implementation in July 26.
- Chemotherapy clinic starting weekly, date to be confirmed.
- Outpatient expansion into community hospitals underway.

3. Frailty Pathway Development

- Focus on proactive, data-driven care by Dr Matthew Dolman and team.
- Integrated MDT working.
- Targeting moderate-to-severe frailty population.

Ward based quality improvement also underway

4. Community Initiatives

- Well-women program launching with SASP on June 24th.
- Focus on wellbeing, mobility, and confidence.
- Participant-led model with follow-up.

5. Key Challenges

- Mental health service gaps for young people.
- Drug and alcohol concerns in young people.
- Menopause service gaps.
- Workforce constraints.

6. Action Log

Action	Lead	Timescale	Status
Develop paediatric referral pathway	Dr David Capehorn	July 2026	In progress
Launch chemotherapy clinic	Oncology Team	June 2026	Pending
Implement well-women programme	SASP Lead Lianne Clarke	June 2026	Planned
Explore menopause service provision	Norma Coombes	Summer 2026	In progress
Review mental health service gaps	Stakeholder Group	Summer 2026	Open
Develop drug and alcohol support pathways	Stakeholder Group	Summer 2026	Open
Plan MIU phased reopening	Symphony Team/Matron	TBC	In progress
Identify funding opportunities (BGS grants)	All partners	Ongoing	Open

7. Next Meeting

Wednesday 30 September 2026 at 14.00

Produced with copilot – checked by Matron Norma Coombes

Bay Center Report - 9th June 2026 - Cllr Wynn

Chairman's report:

Mike read a short report

Secretary's report : Mike explained that due to the unexpected death of Jan Bonus there was no report :

Treasurer's Report: Technically there is no treasurer , but a treasurer's report was distributed to attendees

AOB .. General discussion re secretary position , Mike said he will write a detailed review of the description of the duties of being secretary,



HIGHBRIDGE FESTIVAL OF THE ARTS
 Affiliated to the British and International Federation of Festivals



**MINUTES OF ANNUAL GENERAL MEETING HELD
 WEDNESDAY 10 JUNE 2026
 Venue: HOPE CHAPEL, CHURCH STREET, HIGHBRIDGE**

Agenda Item	Discussion/notes	Action
Present	Mary Lawrence, Clare Catcheside, Maureen Phillips, Pat Payton, Jan Johnston, Debbie Green, Dawn Rose, Liz Gruffydd-Jones, Janet Nurse, Rachael Berry, Sam Nicol, Susie Fowler In Attendance: Cllrs Lesley Millard (Town Council Rep), Alastair Murray	
Chairman's Welcome & Apologies	ML welcomed everyone to the meeting. Apologies had been received from: Graham Lyne, Julia Smith, Lisa Herbert, Aline Bennett, Marion Metcalfe, Angela Jones, Sheila Philp, Sue Marshall, Cllr Mills	
Minutes of AGM 2025 & Matters Arising	Minutes of the 2025 AGM had been received by all members present and were accepted by them – proposed by MP, seconded by ML. ML Signed the minutes. Matters Arising – ML said how pleased she was that the photobooth had been reinstated on the main staircase at PTAC and it had worked very well	
Chairman's Report	ML read her report and thanked everyone for their hard work & support during the year.	Report to be sent out with minutes & filed
Treasurer's Report	A copy of the Receipts & Payment Account Summary had been previously circulated to members. CC read GL's report. There were no questions about this and the accounts were accepted.	CC to write to Rotary to thank them for their donation
Constitution & Review of Financial Reserves, Expenses and Cash Handling Policies	Members had received copies of the current Constitution and the proposed new constitution, Financial Reserves, Expenses & Payments and Cash Handling Policies in advance of the meeting. New Constitution. CC explained the background to the need for a new constitution and the use of the Charity Commission's Standard Model. GL had worked on this and highlighted a small number of differences between the model and HFA existing constitution. These were discussed in turn. One amendment to the Standard Model was proposed with reference to Clause 10(5). Members requested that this clause read: <i>The trustees must call a special general meeting</i>	GL to amend proposed constitution as agreed and submit to the Charity Commission Summary document of differences between existing &

	<p><i>if requested to do so in writing by at least SIX members or one tenth of the membership, whichever is the greater.</i> Proposer: ML, Seconder DG. Agreed unanimously by all members present. All other differences were accepted.</p> <p>JN proposed that members accept the proposed new constitution with the requested amendment above. Motion seconded by PP. Agreed unanimously by all members present.</p> <p>Bye-Laws. CC explained the need for the Bye-Laws which covered articles in the existing constitution not addressed in the Standard Model. These were mainly about financial policies which are subject to frequent reviews. Also covered need for the Management Committee to include Section Secretaries & Vice-Chair as all these people are directly involved in the organisation of the Festival. CC noted that roles such as Safeguarding Officer, Data Controller and previously Refreshment Organisers were technically 'jobs' within the festival rather than Officer posts. Clause 3 was included to allow for remote meetings, which the Standard Model did not take account of at present.</p> <p>ML proposed acceptance of The Bye-Laws as presented. This was seconded by MP and accepted unanimously by all members present.</p> <p>Review of Financial Policies. There were no proposed changes to the Financial Reserves Policy. Policy accepted unanimously, proposed by LG-J, seconded by JJ.</p> <p>Wording changes needed to Expenses & Payments Policy: Remove 'festival committee' replace with 'festival members'. Remove 'General Secretary' replace with 'Secretary'. Accepted unanimously, proposed LG-J, seconded JJ.</p> <p>Proposal to remove lunch provision statement from the Appendix of Expenses & Payments Policy, proposed by ML, seconded by JN, accepted unanimously.</p> <p>There were no proposed changes to the Cash Handling Policy. Policy accepted unanimously, proposed by DR, seconded by RB.</p>	<p>proposed new constitutions to be attached to minutes</p> <p>CC to amend Expenses & Payments Policy as agreed and add review dates to the policies</p>
Section Secretaries' reports	<p>Speech & Drama. DR thanked everyone for their help and said that the Speech & Drama Section had been a very positive few days. The schools had loved being there. The adjudicator had not been as friendly as some of the previous adjudicators. She was a bit</p>	Copies of Dance & Music reports to be sent out with the minutes & filed

	<p>harsher with the children than expected. The children had gone back to their schools and performed in the playgrounds for parents who couldn't attend the theatre. They love the experience especially taking it back into school. Schools were putting up displays.</p> <p>Dance. CC read LH's report which had been sent by email</p> <p>Music. ML read her report.</p>																																																	
General Secretary's Report	CC read her report.	Copy to be sent out with the minutes & filed																																																
Resignations from Committee	There were no resignations from the Committee (in future will be named festival membership)																																																	
Election of Officers & Committee Members.	<p>Existing Officers all stepped down. They indicated that they would be prepared to continue for the coming year, and no other nominations were received.</p> <table border="1"> <thead> <tr> <th>Officer</th> <th>Nominee</th> <th>Proposer</th> <th>Seconder</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Mary Lawrence</td> <td>Maureen Phillips</td> <td>Debbie Green</td> </tr> <tr> <td>Vice-Chair</td> <td>Janet Nurse</td> <td>Mary Lawrence</td> <td>Rachael Berry</td> </tr> <tr> <td>Treasurer</td> <td>Graham Lyne</td> <td>Mary Lawrence</td> <td>Sam Nicol</td> </tr> <tr> <td>Secretary</td> <td>Clare Catcheside</td> <td>Pat Payton</td> <td>Sam Nicol</td> </tr> <tr> <td>Sp/Drama Secretaries</td> <td>Dawn Rose & Sam Nicol</td> <td>Maureen Phillips</td> <td>Clare Catcheside</td> </tr> <tr> <td>Dance Secretary</td> <td>Lisa Herbert</td> <td>Clare Catcheside</td> <td>Maureen Phillips</td> </tr> <tr> <td>Music Secretary</td> <td>Mary Lawrence</td> <td>Sam Nicol</td> <td>Liz Gruffydd-Jones</td> </tr> <tr> <th colspan="4">Festival Roles</th> </tr> <tr> <td>Safeguarding Leads</td> <td>Clare Catcheside & Pat Payton (DBS Checks)</td> <td>Mary Lawrence</td> <td>Dawn Rose</td> </tr> <tr> <td>Data Controller</td> <td>Clare Catcheside</td> <td colspan="2">Secretary's responsibility</td> </tr> <tr> <td>Auditors</td> <td>Westcotts</td> <td>Maureen Phillips</td> <td>Janet Nurse</td> </tr> </tbody> </table>	Officer	Nominee	Proposer	Seconder	Chair	Mary Lawrence	Maureen Phillips	Debbie Green	Vice-Chair	Janet Nurse	Mary Lawrence	Rachael Berry	Treasurer	Graham Lyne	Mary Lawrence	Sam Nicol	Secretary	Clare Catcheside	Pat Payton	Sam Nicol	Sp/Drama Secretaries	Dawn Rose & Sam Nicol	Maureen Phillips	Clare Catcheside	Dance Secretary	Lisa Herbert	Clare Catcheside	Maureen Phillips	Music Secretary	Mary Lawrence	Sam Nicol	Liz Gruffydd-Jones	Festival Roles				Safeguarding Leads	Clare Catcheside & Pat Payton (DBS Checks)	Mary Lawrence	Dawn Rose	Data Controller	Clare Catcheside	Secretary's responsibility		Auditors	Westcotts	Maureen Phillips	Janet Nurse	
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	<p>The above nominees were elected by a unanimous show of hands.</p> <p>All existing Committee Members confirmed that they wished to remain on the committee. Their reinstatement was proposed by ML and seconded by CC and accepted unanimously.</p> <p>Alastair Murray had volunteered to become a Festival Member. Proposed by Mary Lawrence; seconded by Clare Catcheside. Elected unanimously.</p>	
Appointment of Trustees	<p>Current Trustees are: Graham Lyne, Mary Lawrence, Clare Catcheside & Maureen Phillips. ML asked if any members present would like to become Trustees. There were no offers. Current trustees were re-elected unanimously by all present. Proposed by DG, seconded by JJ.</p>	
Arrangements for 2027 Festival	<ul style="list-style-type: none"> • ML confirmed dates: 8 -20 March 2027. Sp/D on Mon 8 & Tues 9 at PTAC; Dance Weds 10 – Sun 14 at PTAC; Music Tues 16 – Sat 20 at St John’s • All adjudicators have received Provisional Contracts using the new BIFF template. Janine Diamond (Sp/D); Jayne Cooper (Dance); Anne Marshall (Music) • Venues booked • Management to meet soon to talk about preparing syllabuses & deadlines for publication & opening of entries etc • CC to review General Regs in Syllabuses to make them more explicit • Need to review system for school entries as so many unable to use online system • Schools & some individual entrants need more clarity about what is required/expected when they take to the stage • Need stricter monitoring of audiences around photography – copyright issues, not just safeguarding • Management to look at responsibilities associated with Officer’s roles – will be useful for succession planning 	
Safeguarding	<i>Agenda item</i>	
Data Protection	<i>Agenda item</i>	
AOB	<ul style="list-style-type: none"> • ML asked for ideas from members to drum up more support for Music Section. Suggestions included asking previous entrants to share thoughts about the impact of the festival on them 	

	<p>& share this on social media. Possible contacts: Young Somerset, Worle Operatic Society, Bridgwater Operatic Society, subject leaders in schools, Wessex Learning Trust & TKASA have new CEO/Headteacher in September</p> <ul style="list-style-type: none"> • DR & SN have ideas for Sp/Drama: workshops in schools, contacting performing arts students in local colleges to take part in non-competitive classes, contact writing group at PTAC • CC shared that BIFF offer CPD training to adjudicators & festival members. PP has completed Safeguarding training. CC will be undertaking Risk Asst training & short Safeguarding course • ML approved payment of Chapel hire fee <p>Future dates: 8 – 20 March 2027 6 – 18 March 2028</p>	<p>CC to send info about BIFF organised CPD courses to members</p> <p>GL to pay hire fee</p>
Date & time of next meeting	Members General Meeting – Wednesday 21 October 2027 at 7pm Management – Tuesday 23 June 10am	CC to book Hope Chapel
	The meeting closed at 20:20	

Clare Catcheside
Secretary

11 June 2026

NALC Super Councils Network - 12th June 2026 - Town Clerk & Cllr Perry

Election of network co-chairs

Cllr Paul Harvey invited any councillors in attendance to put themselves forward as network co-chair for the remainder of 2026-27 and 2027-28.

Although no nominations were received during the meeting, any councillors from a Super Council who were unable to attend are able to put themselves forward.

Oswestry Town Council

The Town clerk at Oswestry Town Council gave a very interesting presentation on the partnership led approach to regeneration, heritage restoration and community development.

The Council had established the Future Oswestry Group, bringing together Oswestry Town Council, the local Business Improvement District (BID) and Shropshire Council. The group aimed to develop a shared vision for the town, with a particular focus on the town centre and its immediate surroundings. While it did not have a devolved or shared budget, it provided a mechanism for collaboration and project delivery.

Projects delivered included the High Street Heritage Action Zone, resulting in the restoration of sixteen shopfronts and the return of five vacant buildings into use.

The partnership combined complementary strengths. Working with Shropshire Council gave access to specialist expertise, including conservation and heritage officers, as well as support with procurement. Shropshire Council was also able to access funding streams that were unavailable to Oswestry Town Council. In turn, Oswestry Town Council contributed match funding, greater agility, strong local networks and a deeper understanding of the town and its communities.

The Town Clerk also reflected on the challenges associated with devolution. As Oswestry Town Council took on additional assets and services, it faced significant capacity pressures. The Council had to grow rapidly and invest in the infrastructure needed to support these responsibilities, including depot space, workshop facilities and storage.

Oswestry Town Council had a precept of £800,000, but its total income was £2.5 million, including £1million from car parking charges.

The Kings Speech

The Policy Officer provided an overview of NALC's position on the 2026 Kings Speech. NALC was disappointed that it did not include bills on remote meetings or standards in public life.

However, NALC welcomed the inclusion of the Representation of the People Bill, which contains a range of measures to improve access to democracy. NALC believed the bill should go further and include provisions for digital voting pilots, reform of councillor allowances, the introduction of digital nominations, reform of election fee structures and a campaign to promote local democracy.

NALC also noted the introduction of the Public Office (Accountability) Bill and its proposed statutory duty of candour for public officials. NALC was keen to engage with the government on the details of the proposals and to understand any implications for parish and town council councillors and officers. NALC would also be pushing for the bill to deliver reform of the local government standards regime.

Overnight Visitor Levy

The Policy Officer provided an overview of the Overnight Visitor Levy Bill. This would grant English mayors and possibly other local leaders of Foundation Strategic Authorities, the power to introduce a nightly fee or percentage charge on paid overnight stays.

NALC's initial view was that where local councils exist, they should receive a percentage share of the revenue raised through any visitor levy. Network members were then invited to share their views. A survey would also be going out to all Super Councils Network members.

Members felt that local councils should receive shares of both business rates and the visitor levy, as even 1% would be a considerable amount of income. Local councils should have the power to set overnight visitor levy rates, rather than regional mayors who may be geographically distant from the towns.

2026 and 2027 local elections

The network co-chair invited network members to review the 2026 local elections and look ahead to the 2027 local elections, which they did as follows:

- Ahead of their last elections, Braunstone Town Council held a public session explaining the role of the Council and what being a councillor involves.
- Chippenham Town Council held an informal briefing event, with stalls manned by officers and councillors who explained their role and what was involved in becoming a councillor. The Council sought to offer a range of induction sessions for newly elected members.
- Oswestry Town Council held open days for prospective councillors. Reflecting on a recent change in political control, the Clerk noted that they had not fully appreciated how politically divided the Council had become and found the process of establishing committees challenging. The Council was now considering introducing political balance rules for committee appointments.

- Falmouth Town Council made itself available to those standing for election and advertised its extensive induction programme in advance of the elections. It had amended its standing orders so that training was mandatory for membership of certain committees. The Council also met with newly elected councillors to undertake a skills audit.
- Hertford Town Council had recently created a training matrix for councillors.
- It would be helpful if NALC could produce a template on political representation on committees.

NALC 2026 Study Tour

The Policy Officer reviewed NALC's 2026 Study Tour to Taunton Town Council, in particular highlighting how the Council established an officer team that was right for Taunton and what the community needs were in Taunton, as well as successfully applying for town of sanctuary status.

All presentations from the visit were now available on the study tour webpage.

The Policy Officer also put a call out for a council to host the 2027 Study Tour. Interested Super Councils who had work they would like to showcase over a two day visit in May 2027.

Open Forum

- Cllr Mike Drew, Network Co-Chair and Chair of NALC's Larger Councils Committee, expressed disappointment on behalf of NALC at the Local Government Association's withdrawal of funding for the Corporate Peer Challenge. However, he noted that NALC is exploring options to continue delivering the programme in a reduced format.
- Suggested topics for future meetings included external audit (with SAAA invited), a session led by Jonathan Eddy on shared decision-making for neighbourhoods, and discussions on neighbourhood governance, subject to the timing of any relevant government announcements.
- Buckingham Town Council is currently developing a seat strategy and welcomed any ideas or examples of good practice from members.

Date of next meeting

Tuesday 22 September 2026

MINUTES OF THE COMMITTEE MEETING ON MONDAY 15th JUNE 2026
AT MULBERRY COURT, BURNHAM-ON-SEA AT 7 PM

Chairman Andy Brewer thanked everyone for attending, Jenny Golding for hosting, and Dennis Davey for supplying the biscuits.

Present – Andy Brewer, Dennis Davey, Lyn Chick, Jenny Golding, Pauline Knight, Penelope Jackson, and Gillian Lyne.

- 1 Apologies
Gail Norton.

- 2 Correspondence
 - a Emails from Bruce Benton from the Devon & Somerset Twinning Circle re (i) Subs and Public Liability Insurance, forwarded to Lyn for payment, (ii) the Summer Newsletter, forwarded to members, (iii) Info re the next General Meeting on 4th July at Braunton (Booking/payment by Friday 19th June) and minutes of the April meeting, attended by Jenny & Pauline. Gillian will send our apologies.
 - b Email from Administration Officer Helen Hurley informing us that Cllr. Mike Facey has been re-elected as Mayor and our Council representative for the coming year. A reply has been sent, welcoming him, informing him that his Civic gift was well received by the Mayor of Fritzlar, Herr Spogat, at the Welcome Reception in the Rathaus, and forwarding our updated programme with an invitation to our meetings whenever he is available.
 - c Email sent to Gail & David Norton thanking them for their wonderful presentation on “Mauritius” at our May Meeting.
 - d Our updated programme has been sent to Mariel Jones, our only member without email, (in accordance with our Equality, Diversity & Inclusion Policy).

- 3 The vote to agree the Minutes of the meeting on 27th April 2026 was passed by the 4 members present at the time.
Matters arising.
 - a Visit to Fritzlar 2026 (i) Although it was pointed out that we had previously agreed to scale back our Donation, in view of the small number taking part in the visit, 250 Euros, as voted at the previous Committee meeting on 27th April, were presented to Tafel Fritlar, an organisation which prevents surplus food going into landfill, and distributes it to local people in need. Our donation will enable them to provide traditional treats for the children starting school in September, and at Christmas, which their normal budget wouldn't allow. (ii) Possible dates for next year's visit, maybe in the Spring, were discussed in Fritzlar. Younger members need to know well in advance, to book leave from work. Somerset School Holidays at Easter are 26th March-11th April 2027. Members are to be consulted at the next meeting on 24th June. (iii) Gillian has no photos so will ask Keith & Chrissie Hay to send reports on the visit to Burnham-onSea.com and the DSTC.
 - b The next general meeting is on Wednesday 24th June. Speakers - George Cossey & Joe Bass (with their wives and John & Eunice Cossey in support) on “The Comino de Santiago de Compostela Pilgrims' Path”. A donation of £40 has already been agreed.

Dennis Davey expressed concern that people are arriving too early for our meetings at the Baptist Church Hall.

- c Programme updates. Penelope has booked Sam Walker from Walker & Ling for July 22nd, will find a Speaker for September 23rd as our AGM has been postponed until October 28th and confirm with Jenny Golding for LocalReach. Updates to be circulated to members.
- d The next Committee meeting will be on Monday 20th July at Mulberry Court at 7 pm. Andy Brewer will supply the biscuits.

4 Treasurer's Report

We have £3 536 44p in the Main Account, and £9 95p in the No 2 A/C
Payment to the DSTC of £120 (Sub £15, Public Liability Insurance £105) is now due.
Donation of £40 to our June Speakers. Chairman Andy Brewer thanked Lyn Chick for the time she spends managing our accounts.

5 AOB

- a Andy Brewer made the following suggestions for the programme for next year's visit Weston's Helicopter Museum, BARB, and a Willow Centre.
- b Penelope Jackson asked for official thanks to Brian Foakes and Len & Jan White, who kindly transported presents to and from Fritzlar in their motorhomes. Andy will send cards on our behalf.

There being no further business, the Chairman thanked everyone for their input, Jenny Golding for hosting, and closed the meeting at 8.25 pm.

Checklist – who is tasked with doing what?

Andy Brewer	Thank you cards for Brian Foakes and Len & Jean White Supply the biscuits for the next meeting.
Jenny Golding	Book the room for the next meeting. Contact LocalReach
Penelope Jackson	Book Speaker for September and inform Jenny Golding
Gillian Lyne	Contact Keith & Chrissie Hay re reports for DSTC/BoS.com Send apologies to DSTC for the Braunton meeting Update and circulate the programme Send reminders before the next meeting. Dates for the 2027 visit

Signed-----

Date-----



AGM

Monday 15th June

Dunstan House Inn at 7pm

Minutes

Welcome and introductions- Chair Lesley Millard

Present: Lynda Wookey (Trustee), Phil and Bidy (Trustee) Hammond, Francis Farr-Cox, Nigel (Trustee) and Glyn Cooley, Ganesh (Trustee) and Nikki Gudka and Lesley Millard (Trustee)

Apologies: Ruth Coull, Nadja McDivet, Sharon and John Perry

1. Finance Report- Ganesh Gudka

Ganesh took us through the finance report which is required every year by the Charities Commission. We have very few funds as we apply for grants for projects and just keep a small amount of money to cover insurance and minor costs. Current balance is £659.36. This is the amount left from a grant from Somerset Wildlife Trust of £1,000. Since then, we have spent a small amount setting up resources to take to events and raise awareness of our work. We have also paid for our insurance policy.

We have applied for 2 grants for the Community Garden. One has been successful (£2,000 from Burnham and Weston Energy) and the other from Hinkley Point Community Fund is pending. These funds will be kept in a restricted fund for the use of the Community Garden.

2. Annual Report – Ganesh Gudka

We focussed on the achievements and celebrated all that has been achieved over the last 18 months.

- The Repair Café goes from strength to strength. They now offer thermal imaging of properties over the autumn /winter to support effective use of energy. They also support Donate IT with several collection points through the two towns.
- The Foster a tree project is still going well. Last year we gave 30 people a selection of trees to care for. This autumn we will be planting those trees. This year we have about 20 people collecting trees now.

- We are also part of a bid for funding for a Tree Community Engagement Officer for both towns and possibly the LCN area. We are working alongside the Town Council, the Woodland Trust and Somerset Council. The application will be submitted in August.
- We have acquired a licence to create a community garden at Crosses Pen in Burnham. 29 people have registered to volunteer at the garden either as working group members or volunteers at workshops. 3 community groups have taken up our invitation to have a raised bed for a year. Somewhere House, Young Somerset and Blossom in Somerset are all keen to get started. St Andrews School has made a bug hotel and could possibly take one of the beds in September. Sue Mead from the Women's Shed has made all our signs. A local family have donated a picnic bench and residents donated the raised beds and compost bins. We have received 2 donations to support his work. £2,000 from Burnham and Weston Energy and £200 from Moose International. We are waiting to see if our application to Hinkley Point Community Fund has been successful. (£4,250)
- Ganesh has been working hard on the Active Travel project. The survey has been well received, and several residents would like to share the routes they use the most. He is now working with SASP to analyse then disseminate the findings. We are aiming to seek funding to provide better signage of our pathways and explore ways to encourage people to cycle more.
- We have now 3 affiliated groups to enable them to use our insurance. Friends of Berron and Burnham beaches and the Berron Conservation Group now come under our umbrella. The clothes bank (Rescued, recycled and reused) are planning to join us too.
- The Bus User Group was instrumental in acquiring evening services for the 21 bus.

3. Thanks to our volunteers

Lesley thanked all our volunteers for the amazing work that they do. We are really impacting on the lives of people in our towns, working towards our aim of healthier and greener places to live, play and work.

4. AOB

- Francis offered a suggestion to enable us to keep the picnic bench secure. This will be taken to the next committee meeting.



Notes of the Highbridge Regeneration Working Group Meeting

17th June 2026 at The Old Courthouse

Present: Councillors Vickers, Hendry and Perry, the Town Clerk and H.Hurley taking notes

1. To note apologies for absence

There were no apologies received.

2. To appoint Chair for the forthcoming year

Cllr Perry proposed Cllr Vickers as Chair and Cllr Hendry agreed. Cllr Vickers will be Chair of the Highbridge Regeneration Working group for the forthcoming year.

3. Matters arising and updates from meeting held on 5th March 2026

a. Feedback from meeting with Parking Manager – Signage and charges

Cllrs Vickers and Murphy had a meeting where they were advised that Somerset will not change parking fees for Bank Street car park. By this time next year a car parking review will be completed and car parks will be put into tiers. Once that has occurred the situation could be revisited.

Regarding signage, the carpark sign will be changed so that it does not advertise toilets in the carpark. There will also be signs on the roundabout indicating the car park direction.

b. Noticeboard Brue Farm (KN)

The Town Clerk reported that the developers have no plans to install a noticeboard at Brue Farm. There is a noticeboard nearby at Brue Place which the Town Council can put notices in, this was not installed by the Parish Council. A resident is the keyholder.

Cllrs Vickers, Hendry and Perry will arrange a mutually convenient time to knock on doors at Brue Farm and do a survey on the desire of residents to have a noticeboard there.

c. Public conveniences (KN)

Somerset Council have not responded to the Town Clerk's enquiries and this is being chased up.

d. Update on BT Portal for Highbridge (KN)

BT have referred the request to Global who deal with BT Street Hubs. A telephone appointment is being arranged between Global and Cllr Vickers to discuss further.

4. Feedback re Morland Hub

There has been no news. Cllr Vickers will contact Cllr Keen for an update.

5. Update on Brue Farm development (AH)

Cllr Hendry reported that there has been no further development applied for, since outline planning permission was originally granted.

6. Update on Highbridge Station (AH & BM)

No party seems to know which bits of the bridge belong to whom so no progress to date. The Town Council had written to Sir Ashley Fox who is taking this further.

7. Feedback on Highbridge Community Hall

The Town Clerk will be bringing a confidential report to the Full Council meeting on 29th June.

8. Seek clarity on the Walrow development

The original developer went bust and the same happened with the next developer who took the site on. Cllr Hendry will look into who currently owns the site.

9. Any progress on Lakeside development

A draft letter will be written to BoKlok to ask what is happening with the site. Once the letter has been written the Town Clerk will make an appointment for members of the Highbridge Regeneration Working Group to meet with Sir Ashley Fox at one of his local MP surgeries to discuss concerns regarding items 8-10. Potential to invite local MP to have a walkabout and see all the stalled developments within Highbridge.

10. Seek update on plans for flats previously given planning permission by the roundabout at the junction of A38 and Market Street

Cllr Hendry will look into this.

Cllr Vickers to look into Planning laws regarding Somerset Council's ability to step in.

11. Floral displays

The roundabout at Brue Place is a bed of weeds and not inviting as an entrance to Highbridge. Town Clerk to speak to Somerset Council.

12. Highbridge Welcome sign on south side coming from Bridgwater direction (possible use of CIL money)

The "Welcome to Highbridge" sign is in disrepair, again not inviting. Town Clerk to speak to Somerset Council.

13. Supporting community events

It was suggested that Highbridge councillors could attend Highbridge Community events, including flag raising, to show their support. Cllr Vickers will look into what events take place each year.

14. Update community services and groups on our website, many currently on cost of living pages/include photos maybe.

Town Clerk will look into how often the "Cost of Living" tab is looked at before a decision is made.

15. Supporting the new Isleport Grove housing development re community hall/space

Cllr Millard met with a representative, but residents were not able to help with set up or running of a facility. The Town Clerk informed the meeting that it is an item on the agenda at the Full Council meeting on 29th June.

16. Play parks in Highbridge

The Town Council is not involved with any Highbridge play parks. Somerset Council undertook refurbishment of playparks in Highbridge in the last few years.

17. Find a volunteer to make contact with the YMCA

Cllr Vickers felt that the YMCA do so much for Highbridge and that a member of the Highbridge Regeneration Group could make contact to see how the Town Council could help with promotion of this. Cllrs Perry and Vickers will go and visit to initiate contact.

18. Morland Walkabouts future dates

All 10am-Midday

- 11th August
- 17th November

Cllr Vickers will try to attend. Cllr Hendry is with Somerset Council on Tuesdays so is unable to.

19. Date of next meeting

To be arranged in September.

I am writing to share with you the **first draft of the completed Somerset Bus Franchising Proposal (May 2026)**, together with four supporting documents that form part of the Full Business Case. These are attached for your consideration:

- Somerset Bus Franchising Proposal – May 2026 (main document)
- Franchise Procurement and Contract Management Framework
- Interim Stakeholder Consultation System (Transition Period)
- Full Governance and Stakeholder Engagement Framework (Brittany Line Committee Inspired)
- Cross-Border Services Stakeholder Engagement and Negotiation Framework

Overview of the Proposal

This proposal presents a bold but realistic and deliverable vision for a **radically improved county-wide bus network** for Somerset through franchising under the Bus Services Act 2025. Instead of franchising the existing inadequate services, it proposes replacing them with high-frequency urban services (that generate surpluses), strong interurban corridors, and a flexible county-wide Digital Demand Responsive Transport (DDRT) safety net that reaches every community.

The plan is structured around a **three-year phased rollout** (2027–2030) that builds momentum and financial sustainability. Urban areas are prioritised first to generate surpluses and efficiencies that help fund improvements in more rural and interurban areas. By the end of Year 3, the entire network will operate sustainably within Somerset Council's existing £2.3 million Supported Bus Budget.

Benefits for all across Somerset

The proposal is designed to deliver transformative improvements right across Somerset, tailored to the needs of different communities. This would mean:

- Significantly higher frequencies on local and connecting routes
- Much better evening and Sunday services
- Improved connections to key destinations such as healthcare, employment, education, rail stations, and neighbouring towns
- Strong integration with the county-wide DDRT for deeper rural coverage and times when fixed routes are not viable
- Better support for new housing, local businesses, and the visitor economy

These changes would provide residents with a reliable, attractive, and comprehensive bus network that offers a genuine alternative to the car.

We are still very early in the process, and none of this is set in stone. The comprehensive network outlined is necessary to generate robust financial modelling

for the business case, but we are very open to feedback and adjustments based on local priorities. A more technical version with deeper financial and timetabling detail will follow in due course.

I would be extremely grateful for any comments or suggestions that you may have on the proposals, particularly those affecting your local area.

We have made pleasing progress with Somerset's politicians. Labour-led Bridgwater Town Council has provided long-standing strong support, and we have also received positive interest from Lib Dem Council Leader Bill Revans, and several Conservative figures.

However, further work is needed to ensure that Somerset Council officers fully embrace an ambitious franchising approach and allow passenger and stakeholder representatives to work alongside them (and any consultants they may appoint) in shaping the assessment process.

I would therefore be very grateful if you would consider writing to the following Somerset Council officers and key politicians to request that the authors of this proposal - Lee Fletcher and Emery Taylor - be fully involved as key stakeholders in the franchising pre-feasibility assessment:

Please include the following recipients in your email:

- Natasha Bates
- Sunita Mills
- Richard Wilkins
- John Perrett
- Claire Sully

Your support in this matter would be greatly appreciated and would help demonstrate widespread local council and community backing for a genuinely ambitious franchising programme.

Thank you once again for your ongoing interest in improving bus services. I look forward to hearing your thoughts on the proposal.

Best Regards,

Lee Fletcher (on behalf of Emery Taylor and our wider aligned passenger & stakeholder representatives)

SOMERSET BUS FRANCHISING PROPOSAL – MAY 2026

Prologue – May 2026

Somerset Council have submitted an Expression of Interest to the DfT to bid for funding to undertake a bus franchising pre-feasibility assessment. If the bid is successful, this will involve work in order to review the different franchising models available and understand the associated benefits and the risks of each. These will be assessed alongside the current Enhanced Partnership (EP) to identify any shortcomings that could be fixed, either through a revised EP or a franchised approach. The following Franchising Proposal for Somerset is designed to naturally follow on from this initial process.

Introduction to the Somerset Bus Franchising Proposal

Somerset's bus network is at a crossroads. For too long, passengers have endured a fragmented system of declining commercial services, low frequencies, limited evenings and Sundays, and rising subsidy costs. Despite good intentions and incremental improvements under the Enhanced Partnership, the current model is not delivering the reliable, attractive, and comprehensive network that residents, workers, students, and visitors deserve.

We believe Somerset can — and must — do far better.

This Franchising Proposal presents a bold but achievable vision: a full, radically improved county-wide bus network that puts passengers first. Rather than franchising the existing inadequate network, we propose replacing it with something genuinely transformative — high-frequency urban services generating surpluses, strong interurban corridors, and a flexible county-wide Digital Demand Responsive Transport (DDRT) safety net that reaches every community.

The proposal is structured around a clear three-year phased rollout that builds momentum and financial sustainability:

- Year 1 (2027-2028): Launch of the Bridgwater Municipal Bus Operator and a Direct Franchise Award for Greater Taunton — creating strong urban foundations and early surpluses.
- Year 2 (2028-2029): Expansion with the Greater Yeovil Town and Southwest, Frome and WECA Cross Border, and Cheddar Valley groups.
- Year 3 (2029-2030): Completion with the Mendip and Greater Yeovil North group.

All of the above alongside the progressive rollout of the Somerset DDRT network already planned by Somerset Council officers between 2026-2029.

This sequencing is deliberate. Surpluses and efficiency gains from high-frequency urban operations in Bridgwater, Taunton, and Yeovil will help fund improvements in more rural and interurban areas. By the end of Year 3, the entire network — fixed routes, municipal operation, DDRT, and cross-border contributions — will be sustainable within Somerset Council's existing £2.3 million Supported Bus Budget, removing long-term dependence on Bus Services Fund (BSF) revenue.

The proposal is grounded in realism. All financial modelling uses prudent, worst-case cost assumptions plus a competitive bidding premium. Every fixed route - with one exception, the 28/28A/X28 between Taunton-Minehead which has a unique mix of seasonal factors and single decker only operation - respects a strict £200k per annum subsidy cap. It fully leverages the Bus Services Act 2025, including the creation of a new municipal operator in Bridgwater — an opportunity that aligns perfectly with government interest in piloting new municipal models.

The proposal will require the DfT to provide in Year 1 £2.5m for the launch of the Bridgwater Municipal Bus Operator and £2.197m to fund a Direct Franchise Award for Greater Taunton, and then a much reduced £1.348m funding requirement in Year 2 to ensure that the Greater Yeovil and Southwest, Frome and WECA Cross Border, and Cheddar Valley franchise groups can be fully rolled out. However, this is in the context of the ever increasing prospect of Andy Burnham becoming PM shortly, and him having explicitly said that he will push for Franchising to become mandatory across the country once he returns to parliament. The figures quoted are at the low end of what LTAs will need from the DfT in set up funding in order to implement Franchising, and we will show below how this initial funding will enable a cross subsidisation mechanism to fund the introduction of Franchising right across Somerset.

Above all, this is a passenger-led plan. It responds directly to what stakeholders have repeatedly asked for: more frequent, more reliable, 7-day services; better connections to healthcare, employment, education, and rail; and a modern network that supports Somerset's growth while offering a genuine alternative to the car.

The sections that follow detail each Franchise Group — Bridgwater Municipal, Greater Taunton, Greater Yeovil Town and Southwest, Frome and WECA Cross Border, Mendip and Greater Yeovil North, Cheddar Valley, and the county-wide DDRT network — with full service descriptions, combined frequency examples, and transparent financial tables.

Together, they demonstrate that a radically better bus network for Somerset is not only desirable — it is deliverable, affordable, and long-term sustainable.

We have a genuine opportunity to seize this moment. The detailed proposal that follows shows how.

The Somerset Bus Franchising Proposal delivers a full, radically improved county-wide bus network through a structured 3-year implementation. Urban and high-density areas are prioritised first to generate surpluses and efficiencies that help fund subsequent phases.

Overall Objective: By the end of Year 3 (2029-2030), the entire franchised network will operate sustainably within Somerset Council's existing £2.3m Supported Bus Budget, removing reliance on temporary Bus Service Fund (BSF) revenue funding.

Year 1 (2027-2028): Foundation Phase Bridgwater Municipal Bus Operator + Greater Taunton Direct Franchise Award to First

Proposal for a Bridgwater Municipal Bus Operator

Executive Summary This proposal recommends the establishment of a new Bridgwater Municipal Bus Operator to deliver a full, radically improved local bus network for Bridgwater and surrounding communities.

Enabled by the Bus Services Act 2025, which removed the previous restrictions on new municipal bus companies, this operator will be led by Somerset Council as the Local Transport Authority, with strong support from Bridgwater Town Council. It represents a pioneering pilot that aligns with the Department for Transport's desire to test new municipal models.

The operator will be based at the expanded Somerset Council Saltlands depot, significantly reducing costs, providing a modern fleet image, and delivering high-frequency services tailored to Bridgwater's growth — particularly the new Gigafactory and major housing developments.

Strategic Advantages Local Control and Cost Efficiency Following the closure of First's Bridgwater depot, operators are currently deadheading vehicles from distant locations, inflating costs. A municipal operator based at Saltlands will eliminate this waste and enable faster, more responsive service delivery.

Leveraging Existing Council Resources Somerset Council already has a capable in-house fleet and experienced staff. Pete McNaughton, now with the Council's in-house fleet, has a strong track record in delivering high-frequency local services. The fleet will be reconstituted to focus exclusively on Bridgwater Municipal services and DART operations, prioritising modern vehicles for Bridgwater routes to create a fresh, attractive image for "Bridgwater's own buses".

Political and National Alignment Bridgwater Town Council (Labour-led) has shown clear interest and has invited Transport Secretary Heidi Alexander to hear the case directly. This provides a strong political foundation and positions Bridgwater as an ideal early pilot under the new legislation.

The Proposed Network The Bridgwater Municipal Bus Operator will deliver a radically improved local network with significantly higher frequencies, better coverage of new housing and employment sites, improved evenings and Sundays, and excellent integration with rail.

SERVICE B1/B2/14 Service B2 and Service 14 combined will run an every 15 minutes Monday to Saturday frequency service from the town centre, Bridgwater Hub, and railway station to the new Gigafactory and adjacent new Woolavington West housing estate. It will link to emerging housing in Stockmoor Drive and North Petherton half-hourly (B2), and to Cannington via Durleigh and Wembdon half-hourly (14). The B2 services will combine with the 21/21a to provide 4 well-spaced buses per hour between North Petherton and Bridgwater. Evenings and Sundays: Hourly shuttle to the Gigafactory/Woolavington West with a new state-of-the-art bus terminus. Small single decker buses will be used for ease of access. Service B1 will provide peak journeys to the Hamp area.

SERVICE B3/15 Service B3 will operate an off-peak Monday to Saturday half-hourly service linking Dunwear Lane/Sedgemoor Road and Hamp areas to the town centre, Bridgwater Hub, and rail station. Peak services provided by Service 16 and B1. Double decker buses will be used, shared with Service 15 college buses on the Minehead corridor.

SERVICE B4/B5 Evening and Sunday services for emerging housing in Cannington (via Durleigh and Wembdon), Sydenham/Kings Down areas, and Bridgwater Community Hospital, linking to the town centre, Hub, and rail station.

SERVICE B6/B7 Headline every 15 minute frequency (Monday–Saturday daytime) serving Sydenham/Kings Down and Bridgwater Community Hospital, linking to the town centre, Hub, and rail station.

SERVICE B8 Monday to Saturday daytime half-hourly service linking Newtown and Wilstock areas to the town centre and Bridgwater Hub, with some evening and Sunday services.

SERVICE 16 Hourly service between Bridgwater Hub, rail station, and Langport Hub via Westonzoyland and Middlezoy (Monday–Saturday daytime), connecting with Service 54 at Langport. Peak extensions to Dunwear Lane/Sedgemoor Road. Small single deckers for accessibility. Some evening and Sunday services.

SERVICE 19 Revamped to combine with Service 375 for a standard pattern half-hourly service on the core section (Bridgwater Hub, rail station, Tulip Tree Road, Community Hospital). Some journeys extend to Street via Chedzoy and Sutton Mallet every 2 hours, with peak extensions to Glastonbury and Wells.

SERVICE 21/21A Every 30 minutes between Burnham-on-Sea–Bridgwater–Taunton (Monday–Saturday daytime). Combines with B2 for 4 buses per hour between Bridgwater and North Petherton. Evenings extended to Burnham-on-Sea; Sunday service maintained.

SERVICE 375 Boosted to hourly Bristol–Wells–Bridgwater (Monday–Saturday), with new evening and Sunday services. Combines with Service 19 on the core Bridgwater section.

Financial Case Cost of providing the full, radically improved Bridgwater municipal bus network:

Route / Group Total Cost (£m per annum)

B1/B2/14	0.610
B3/15	0.244
B4/B5	0.122
B6/B7	0.366
B8	0.153
16	0.183
21/21A	0.214

Total Cost £1.892m

Current subsidy baseline (BSF Revenue + Bus Service Operators Grant (BSOG) + Supported Bus Budget): £412k p.a. Year 1 additional funding required: £1.48m Depot upgrade & setup costs at Saltlands: £1.02m **Total DfT ask for Year 1: £2.5m**

Post-implementation financial model (industry-standard, prudent assumptions):

Route / Group	Annual Km	Annual Pax	Total Cost (£m)	Revenue (£m)	Subsidy/Surplus (£m)
B1/B2/14 (Gigafactory & branches)	200,000	280,000	0.610	0.700	-0.090
B3/15	80,000	60,000	0.244	0.150	0.094
B4/B5	40,000	25,000	0.122	0.063	0.059
B6/B7 (every 15 min)	120,000	220,000	0.366	0.550	-0.184
B8	50,000	46,000	0.153	0.115	0.038
16	60,000	40,000	0.183	0.100	0.083
21/21A	70,000	57,500	0.214	0.144	0.070
Total	620,000	728,500	1.892	1.822	0.070

Projected net subsidy once fully operational: £70k per annum.

Services 19 and 375 are part of the Mendip and Greater Yeovil North Franchise Group, but also mentioned here for the sake of completeness.

Conclusion The Bridgwater Municipal Bus Operator offers a rare opportunity to deliver a genuinely high-quality, modern, and cost-effective bus network for the town. It reduces long-term costs to the public purse, supports major economic growth (Gigafactory and housing), and creates a flagship example of what local public control can achieve under the Bus Services Act 2025.

Proposal for Greater Taunton Direct Franchise Award to First

Executive Summary This proposal recommends a direct franchise award to First Bus for the Greater Taunton area as the foundation of Somerset's Bus Franchising Programme.

As Somerset's county town and primary urban centre, Taunton requires immediate, stable, and high-capacity improvements. A direct award to the incumbent operator (First) is the most practical and lowest-risk approach, particularly because Somerset Council does not currently have the capital to buy out First's significant ZEBRA-funded investment in new electric buses and associated depot infrastructure.

This direct award will deliver a radically improved Taunton town and interurban network with dramatically higher frequencies, better evening and Sunday services, and excellent integration with the wider Somerset franchised network (including the Bridgwater Municipal Operator and county-wide DDRT). It provides continuity while enforcing ambitious service standards through a robust franchise contract.

Strategic Rationale

- **Speed and Stability:** A direct award allows rapid implementation without the disruption of a full competitive tender process in Year 1.
- **Electric Fleet Leverage:** Protects and maximises First's existing ZEBRA investment in electric buses and depot facilities.
- **Urban Core Strength:** Taunton's dense town network can generate strong surpluses and efficiencies to help cross-subsidise more rural parts of the county.
- **Growth Support:** Supports Taunton's role as a major employment, education, healthcare, and retail hub.
- **Value for Money:** The franchise agreement will include strict performance standards, patronage targets, and financial mechanisms to ensure the Council receives excellent value.

The Proposed Network

RED ZONE – Taunton North RED 1: Taunton Hub – Rail Station – Wellsprings – Pyrland – Priorswood Shops – Rail Station – Taunton Hub (Every 15 minutes Mon–Sat daytime, Every 30 minutes evenings & Sundays).

RED 2: Taunton Hub – Rail Station – Lyngford – Priorswood Selworthy Road – Nerrols Farm – Obridge – Rail Station – Taunton Hub (Every 30 minutes Mon–Sat daytime, Hourly evenings & Sundays).

RED 3: Taunton Hub – Rail Station – Hudson Way (Every 30 minutes Mon–Sat daytime, Hourly evenings & Sundays).

Combined effect: Every 7–8 minutes “turn up and go” Mon–Sat daytime and every 15 minutes evenings & Sundays along the bus priority corridor in the Red zone.

GREEN ZONE – Taunton East GREEN 4: Taunton Hub – Halcon Corner – Lane Estate – Wheatley Crescent (for ASDA) – Taunton Hub (Every 30 minutes Mon–Sat daytime, Hourly evenings & Sundays).

GREEN 5: Taunton Hub – Halcon Corner – Ilminster Road – Hankridge Farm Retail Park (Every 30 minutes Mon–Sat daytime, Hourly evenings & Sundays). New route to significantly improve access to employment and leisure.

GREEN 6: Taunton Hub – Lisieux Way – Calvados Road (for Health Centre) – Normandy Drive – Holway – Taunton Hub (Every 15 minutes Mon–Sat daytime, Every 30 minutes evenings & Sundays).

Combined effect: Every 7–8 minutes “turn up and go” Mon–Sat daytime and every 15 minutes evenings & Sundays along the Green zone bus priority corridor.

BLUE ZONE – Taunton West BLUE 7: Taunton Hub – Queensway – Galmington (Every 15 minutes Mon–Sat daytime, Every 30 minutes evenings & Sundays).

BLUE 8: Taunton Hub – Musgrove Park Hospital – Bishop’s Hull (Every 30 minutes Mon–Sat daytime, Hourly evenings & Sundays).

BLUE 9: Taunton Hub – Somerset College – Musgrove Park Hospital – Comeytrowe Doctors – Tesco – Taunton Hub – Middleway – Trull – Staplehay – Halls of Residence (Every 30 minutes Mon–Sat daytime, Hourly evenings & Sundays).

Combined effect: Every 7–8 minutes “turn up and go” Mon–Sat daytime and every 15 minutes evenings & Sundays along the Blue zone bus priority corridor.

Park & Ride / Park & Bus Services P&R1: Gateway Park & Ride – Town Centre – Musgrove Park Hospital – Army Reserve Centre – Silk Mills Park & Ride (Every 15 minutes Mon–Sat daytime).

P&R2: Monkton Heathfield Park & Bus – Taunton Railway Station – Town Centre – Musgrove Park Hospital – Orchard Grove Park & Bus (Every 15 minutes Mon–Sat daytime).

Interurban Services 22/22A Taunton Hub-Wellington Town Centre. Every 15 mins Monday-Saturday daytimes. Service 22 continues every 30 minutes through to Rockwell Green, and 22A continues every 30 minutes through to the new Wellington Railway Station and Tonedale, with one of those buses further continuing every 2 hours on from Tonedale through to Milverton and Wiveliscombe Langley Corner Monday to Saturday daytime. Hourly evening/Sundays Taunton Hub-Wellington Town Centre-Rockwell Green-Wellington Town Centre-Wellington Railway Station-Tonedale-Milverton-Wiveliscombe Langley Corner inclusive.

25 Taunton Hub-Taunton Railway Station-Staplegrove Extension-Norton Fitzwarren-Cotford St Luke-Milverton-Wiveliscombe Langley Corner. Every 30 minutes between Taunton Hub-Taunton Railway Station-Staplegrove Extension-Norton Fitzwarren-Cotford St Luke, and continues every 2 hours through to Milverton and Wiveliscombe Langley Corner Monday-Saturday daytimes.

27 Wiveliscombe Square-Dulverton-Minehead. Every 2 hours Monday-Saturday daytimes.

28/28A/X28 Taunton Hub-Bishops Lydeard-Watchet-Minehead. Every 30 minutes Monday-Saturday daytimes, with additional fast X28 journeys during the summer months. Some evening and Sunday journeys, all of which run as Service 28A via Staplegrove Extension-Norton Fitzwarren-Cotford St Luke.

30 Taunton Hub-Ilminster-Chard-Axminster. Hourly Monday-Saturday daytimes. Some evening and Sunday journeys.

Financial Case Cost of providing the full, radically improved Taunton network (industry-standard costs + premium for direct award):

Route Group Total Cost (£m per annum)

Red 1–3	0.489
Green 4–6	0.488
Blue 7–9	0.458
22/22A	0.366
25	0.244
27	0.183
28/28A	0.549
P&R1/P&R2	0.092
30	0.183
Total Cost	£3.052m

Current subsidy baseline: (BSF Revenue + BSOB + Supported Bus Budget): £855k p.a. Year 1 additional funding required: £2.197m

Post-implementation financial model:

Route Group	Annual Km	Annual Pax	Total Cost (£m)	Revenue (£m)	Subsidy/Surplus (£m)
Red 1–3	160,000	345,000	0.489	0.863	-0.374
Green 4–6	160,000	357,000	0.488	0.891	-0.403
Blue 7–9	150,000	264,500	0.458	0.662	-0.204
22/22A	120,000	80,500	0.366	0.201	0.165
25	80,000	20,000	0.244	0.050	0.194
27	60,000	20,000	0.183	0.050	0.133
28/28A	180,000	43,125	0.549	0.108	0.441
P&R1/P&R2	30,000	46,000	0.092	0.115	-0.023
30	60,000	45,000	0.183	0.113	0.070
Total	1,000,000	1,221,125	3.052	3.053	-0.001

Projected net result: Essentially break-even (a tiny £1k surplus).

Conclusion A direct franchise award to First for Greater Taunton provides the stability, speed, and scale needed to deliver a transformative step-change in services for Somerset’s county town from Year 1. It protects existing green investment, generates strong urban surpluses to support the wider county network, and establishes a high-quality foundation for the entire Somerset franchising programme.

This proposal is realistic, financially prudent, and deliverable. It represents an excellent starting point for Somerset’s franchising journey.

Year 2 (2028-2029): Expansion Phase Greater Yeovil Town and Southwest + Frome and WECA Cross Border + Cheddar Valley

Proposal for the Greater Yeovil Town and Southwest Franchise Group

Executive Summary This proposal outlines a comprehensive upgrade for Yeovil town services and its southwest corridors as part of Somerset’s Bus Franchising Programme.

Yeovil is a major employment, retail, healthcare, and education hub for South Somerset. However, current town services are often only half-hourly or hourly, with limited evenings and Sundays, which restricts modal shift and fails to support the town’s growth ambitions.

Under franchising, this group will deliver a high-frequency, co-ordinated urban and interurban network with significantly improved service levels, better integration, and strong support for new housing developments. The high-frequency town routes are projected to generate healthy surpluses that will help cross-subsidise the wider Somerset network.

Strategic Rationale Support for Growth: Yeovil has substantial new housing and employment sites that require reliable, frequent bus services to reduce car dependency.

Passenger Needs: Residents, workers, and visitors have consistently requested higher frequencies, better evening/Sunday services, and improved access to healthcare, retail, and rail stations.

Value for Money: By combining routes and increasing frequencies on dense corridors, the group achieves strong patronage growth and revenue, turning it into a net contributor to the county-wide franchising budget.

Integration: Seamless connections with other franchise groups (Mendip & Greater Yeovil North, Greater Taunton, and DDRT).

The Proposed Network Service 51 – Yeovil Hub / Healthcare Facilities / Tesco to Abbey Manor area Current: Sub-half-hourly Monday–Saturday daytime + some evening and Sunday services. Upgrade: Every 15 minutes Monday–Saturday daytime + some evening and Sunday services. Benefits: Provides a high-frequency link to the hospital, Tesco, and major residential areas. Every 15 minutes enables reliable connections at the Yeovil Hub and encourages regular use for work, shopping, and healthcare.

Service 60 – Rosebery Avenue area to new housing developments in Lufton via Yeovil Hub / Healthcare Facilities / Tesco Current: Hourly Monday–Saturday daytime. Upgrade: Every 30 minutes Monday–Saturday daytime + some evening and Sunday services. Benefits: Doubled frequency serves growing residential areas and improves access to key destinations. Evenings and Sundays support shift workers and weekend travel.

Service 61 – Yeovil Hub / Healthcare Facilities / Tesco to Cavalier Way area Current: Sub-half-hourly Monday–Saturday daytime + some evening and Sunday services. Upgrade: Every 15 minutes Monday–Saturday daytime + some evening and Sunday services. Benefits: Transforms access to southern residential areas, the hospital, and Tesco. Significantly improves connectivity and modal shift potential.

Service Y1 (New) – Bunford Business Park – Lysander Road – Yeovil Hub – Yeovil Pen Mill Station – Babylon Hill Retail Park Current: No dedicated service. Upgrade: Every 15 minutes + some evening and Sunday services. Benefits: New dedicated link serving major employment sites, the town hub, rail station, and retail park. Critical for commuting and supporting economic activity in the area.

Service 52 (combined with 81) – Yeovil–Martock–South Petherton–Yeovil loop Current: Separate every-2-hour services. Upgrade: Combined hourly service + some evening and Sunday services. Benefits: Joining the routes creates an efficient hourly loop, doubling frequency while improving access to healthcare facilities in both Yeovil and South Petherton for communities along the corridor.

Service 99 (combined with 96) – Yeovil–Crewkerne–Chard–Taunton Current: Separate every-2-hour services. Upgrade: Combined hourly service + some evening and Sunday services (evenings limited to Yeovil–Chard, as the existing 30 covers Chard–Taunton). Benefits: Creates a strong strategic corridor with improved connectivity across South Somerset and into Taunton.

Financials – Greater Yeovil Town and Southwest Franchise Group Current subsidy baseline (BSF Revenue + BSOG + Supported Bus Budget): £788k p.a.

Route	Annual Km	Annual Pax	Total Cost (£m)	Revenue (£m)	Subsidy/Surplus (£m)
51	120,000	230,000	0.366	0.575	-0.209
60	80,000	150,000	0.244	0.375	-0.131
61	120,000	276,000	0.366	0.690	-0.324
Y1 (new)	80,000	115,000	0.244	0.288	-0.044
52 (combined)	80,000	46,000	0.244	0.115	0.129
99 (combined)	80,000	35,000	0.244	0.088	0.156
Total	560,000	852,000	1.708	2.131	-0.423

Net result: £0.423 million surplus per annum.

This strong surplus is driven by the high-frequency urban town routes (51, 61, and Y1) and demonstrates how well-designed franchising in denser areas can generate resources to support more challenging rural and interurban services elsewhere in Somerset.

All individual routes remain comfortably under the £200k per-route subsidy cap.

Conclusion The Greater Yeovil Town and Southwest Franchise Group transforms local bus services in and around Yeovil into a modern, high-frequency network that meets passenger needs and supports the town's growth. By generating a substantial net surplus, it makes a positive contribution to the overall financial sustainability of Somerset's franchised bus network.

Proposal for the Frome and WECA Cross Border Franchise Group

Executive Summary This proposal outlines a comprehensive upgrade for Frome town services and its key cross-border corridors into the West of England Combined Authority (WECA) area.

Frome is a vibrant and growing market town with significant new housing development, local employment, and increasing travel demand towards Bath, Radstock, and Midsomer Norton. Current services are often infrequent and have limited evening and Sunday coverage, which restricts opportunities for modal shift and fails to fully support the town's growth.

Under franchising, this group will deliver a co-ordinated, higher-frequency network combining strong town services with improved strategic links to WECA. The design maximises integration with neighbouring franchise groups (particularly Mendip & Greater Yeovil North) and generates good value through combined frequencies on key corridors.

Strategic Rationale Town Services: Higher frequencies on circular and local routes to improve access to shops, healthcare, employment, and leisure within Frome.

Cross-Border Connectivity: Enhanced links to Bath and the northeast Somerset area to support commuting, education, and regional travel.

Housing and Growth: Supports new residential developments in and around Frome.

Integration: Works seamlessly with Services 162 and 669 (to Frome) and other Mendip routes for better overall connectivity.

Value for Money: Town services generate surpluses or low subsidy that help support the longer cross-border routes, keeping all services under the £200k per-route cap.

The Proposed Network Service 30 – Frome Circular Current: Half-hourly Monday-Saturday daytime. Upgrade: Every 30 minutes all-day Monday–Saturday, hourly evenings and Sundays. Benefits: Creates a proper “turn-up-and-go” service for local journeys within Frome, significantly improving access across the town and encouraging more people to use buses for everyday trips.

Service 31 – Frome Town Service Current: Basic town and outer suburban/semi-rural service. Upgrade: Hourly Monday–Saturday daytime, hourly evenings and Sundays. Benefits: Reliable coverage of key residential areas and town centre destinations. When combined with Service 30, this delivers a comprehensive town network.

Service 184 – Frome to Midsomer Norton Current: Every 2 hours Monday-Friday daytime. Upgrade: Hourly Monday–Saturday daytime, with some evening and Sunday journeys. Benefits: Improved link to employment, retail, and services in Midsomer Norton, supporting commuting and leisure travel.

Service 414/424 – Frome to Radstock to Midsomer Norton Current: Limited frequency on separate routes. Upgrade: Combined hourly service via both corridors Monday–Saturday daytime. Benefits: Creates a more attractive and reliable connection to the Radstock/Midsomer Norton area, serving housing growth and providing better links towards Bath.

Service D2 – Frome to Bath Current: Variable frequency cross-border mixed fast and slow service. Upgrade: Every 30 minutes Monday–Saturday daytime, hourly evenings and Sundays over the whole D2 route. Benefits: Major strategic improvement on this key corridor. Every 30 minutes makes the service genuinely competitive with car travel for commuting and leisure trips to Bath, with good onward connections into the WECA network.

Financials – Frome and WECA Cross Border Franchise Group Current subsidy baseline (BSF Revenue + BSOG + Supported Bus Budget): £483k p.a.

Route	Annual Km	Annual Pax	Total Cost (£m)	Revenue (£m)	Subsidy/Surplus (£m)
30 (Frome Circular)	90,000	135,000	0.275	0.338	-0.063
31 (Frome Town)	70,000	95,000	0.214	0.238	-0.024
184	60,000	38,000	0.183	0.095	0.088
414/424	80,000	48,000	0.244	0.120	0.124
D2 (Frome–Bath)	110,000	92,000	0.336	0.230	0.106
Total	410,000	408,000	1.252	1.021	0.231

Net subsidy required: £0.231m per annum.

This is a highly efficient outcome for a mixed urban/cross-border group. The town circular and local services (30 and 31) generate surpluses that help offset the longer cross-border routes, while all individual routes remain comfortably under the £200k per-route subsidy cap.

Conclusion The Frome and WECA Cross Border Franchise Group will transform bus services for Frome residents and strengthen vital regional connections into the West of England. It delivers much-improved frequencies, better evening and Sunday services, and strong integration with the wider Somerset network.

Proposal for the Cheddar Valley Franchise Group

Executive Summary This proposal delivers a co-ordinated, higher-frequency bus network for the iconic Cheddar Valley corridor and its surrounding communities, including Cheddar, Axbridge, Wedmore, Draycott, Wookey Hole, and links to Wells, Glastonbury, Street, Burnham-on-Sea, and Weston-super-Mare.

The Cheddar Valley is one of Somerset’s fastest-growing and most visitor-attracting areas, yet current services are fragmented and infrequent. Franchising will transform this into a reliable, attractive network that supports tourism, new housing developments, sustainable travel, and strong integration with neighbouring franchise groups.

All routes are designed to stay comfortably within the £200k per-route subsidy cap, with surpluses from urban sections of the wider network helping to support this rural/interurban tranche.

Strategic Rationale Tourism and Growth: The area attracts large numbers of visitors to Cheddar Gorge, the Mendip Hills, and the Somerset Levels, while also seeing significant new housing development.

Passenger Demand: Current services fail to meet expectations for reliable access to jobs, healthcare, education, shops, and leisure.

Integration: Strong connections with the 373/374 (Bath–Wells–Street–Taunton), 375/376 (Bristol–Wells–Street–Bridgwater/Yeovil), and other corridors for improved combined frequencies.

Efficiency: Hourly fixed routes on main corridors combined with county-wide DDRT for lower-demand times and areas provides comprehensive coverage at controlled cost.

The Proposed Network Service 126 – Weston-super-Mare to Wells via Axbridge and Cheddar Upgrade: Hourly fixed service Monday–Saturday daytime, with enhanced evening and Sunday services. Benefits: Creates a strong strategic link along the Cheddar Valley, improving access to tourism sites, employment in Weston, and services in Wells.

Service 67 – Wookey Hole and Wells to Burnham-on-Sea Upgrade: Hourly service Monday–Saturday daytime. Benefits: Better connectivity for residents of Wookey Hole and surrounding villages to Burnham, Wells and intermediate communities.

Service 48 – Cheddar to Burnham-on-Sea Upgrade: Hourly service Monday–Saturday daytime. Benefits: Strengthens the core Cheddar Valley corridor and supports local travel and tourism flows.

Service 20 – Burnham-on-Sea to Weston-super-Mare (coastal link) Upgrade: Half-hourly service Monday-Saturday daytime (summer), Hourly service Monday-Saturday daytime (winter) with enhanced all year round evening and Sunday coverage. Benefits: Serves growing coastal communities and new housing developments, providing a reliable alternative to car travel along the coast.

Supporting Measures: Strong integration with 373/374/375/376 corridors to achieve 30–60 minute combined frequencies on key spines. County-wide DDRT as a flexible back-up for evenings, Sundays, and deeper rural areas. Priority on accessible vehicles and improved interchange facilities.

Financials – Cheddar Valley Franchise Group Current subsidy baseline: (BSF Revenue + BSOG + Supported Bus Budget): £150k p.a.

Route	Annual Km	Annual Pax	Total Cost (£m)	Revenue (£m)	Subsidy/Surplus (£m)
126 (Weston–Wells)	120,000	85,000	0.366	0.213	0.153
67 (Wookey–Burnham)	60,000	38,000	0.183	0.095	0.088
48 (Cheddar–Burnham)	70,000	42,000	0.214	0.105	0.109
20 (Burnham–Weston)	80,000	55,000	0.244	0.138	0.106
Total	330,000	220,000	1.007	0.551	0.456

Net subsidy required: £0.456 million per annum.

This represents good value for a predominantly rural/interurban group. All routes are well within the £200k per-route subsidy cap.

Conclusion The Cheddar Valley Franchise Group will provide a modern, attractive, and sustainable bus network for one of Somerset’s most important tourism and growth corridors. By delivering reliable hourly services with good evening and Sunday coverage via a mix of fixed route and DDRT journeys, along with seamless integration with neighbouring routes, it will significantly improve access for residents and visitors alike while remaining financially responsible.

Year 3 (2029-2030): County-Wide Completion Mendip and Greater Yeovil North

Proposal for the Mendip and Greater Yeovil North Franchise Group

Executive Summary This proposal covers the core interurban and rural corridors in central and eastern Somerset, linking major centres such as Wells, Shepton Mallet, Glastonbury, Street, Yeovil, Bridgwater, and Frome.

The group includes key strategic routes that connect to other franchise areas (Bridgwater Municipal, Greater Taunton, Cheddar Valley, and Frome & WECA). It features significant frequency uplifts, full reinstatement of services to Frome (162 and 669), and intelligent service combinations that deliver much higher effective frequencies on main corridors without proportional cost increases.

This package forms a vital backbone of the Somerset franchising network, providing reliable connections between market towns, employment sites, healthcare facilities, and rail hubs.

Strategic Rationale Connectivity: Links major population centres and supports cross-Somerset travel.

Integration: Strong overlapping with neighbouring groups (e.g. 374/375/376 corridors) to achieve 30-minute or better combined frequencies on key spines.

Frome Access: Full reinstatement of Services 162 and extension of 669 to Frome improves eastern connectivity.

Passenger Focus: Based on stakeholder feedback requesting better frequencies, evening/Sunday services, and reliable healthcare/rail connections.

Value for Money: Urban and interurban sections generate revenue to help support more rural elements, with all routes kept under the £200k subsidy cap.

The Proposed Network (Key Routes) For the avoidance of doubt, “weekday” refers to Monday-Saturday.

Service 1 - Wells-Shepton Mallet-Castle Cary-Yeovil. Weekday daytime frequency Every 2 hours between Wells and Shepton Mallet, Hourly between Shepton Mallet and Yeovil; Some Evening and Sunday services.

Service 16 - Bridgwater-Langport. Weekday daytime frequency Hourly. Some Evening and Sunday services. Operated by the Bridgwater Municipal Bus Operator.

Service 19 - Bridgwater-Tulip Tree Road-Bridgwater Community Hospital-Street. Weekday daytime frequency Hourly between Bridgwater Town Centre and Bridgwater Community Hospital, and Every 2 hours onto Street.

Service 51/51a – Taunton Rail Station-Taunton Hub-Stoke St Gregory-Langport-Castle Cary. Weekday daytime frequency Hourly between Taunton and Langport, and Every 2 hours onto Castle Cary. Service 51a runs via Athelney.

Service 54 Taunton Rail Station-Taunton Hub-Langport-Somerton-Yeovil. Weekday daytime frequency Hourly. Some Evening and Sunday services.

Service 56 West Coker-Lime Tree Avenue-Yeovil Hub-Wessex Road/Coronation Avenue-Mudford Extension-Wyndham Park-Cavalier Way-Monmouth Road-Yeovil Pen Mill Station-Yeovil Hub-Yeovil Junction Station. Weekday daytime frequency Hourly. Some Evening and Sunday services.

Service 56a Yeovil Junction Station-Lime Tree Avenue-Yeovil Hub-Wessex Road/Coronation Avenue-Ilchester-Yeovilton. Weekday daytime frequency Hourly.

Service 56c Yeovil Junction Station-Yeovil Hub-Mudford Extension-Wyndham Park-Cavalier Way-Monmouth Road-Yeovil Pen Mill Station-Yeovil Hub-Yeovil Junction Station. Weekday daytime frequency Hourly.

Service 57 Yeovil-Sherborne. Weekday daytime frequency Hourly.

Service 58 - Yeovil-Sherborne-Templecombe-Wincanton-Bruton-Castle Cary. Weekday daytime frequency Hourly between Yeovil and Wincanton, and Every 2 hours onto Castle Cary. Some Evening and Sunday services.

Service 162 - Wells-Shepton Mallet-Frome. Weekday daytime frequency Every 2 hours. Some Evening and Sunday services.

Service 373 - Bath-Wells. Weekday daytime frequency Hourly.

Service 374 - Bath-Shepton Mallet-Wells-Glastonbury-Street-Taunton Hub-Taunton Rail Station. Weekday daytime frequency Hourly. Some Evening and Sunday services.

Service 375 Bristol-Wells-Glastonbury-Street-Bridgwater. Weekday daytime frequency Hourly. Some Evening and Sunday services.

Service 376 - Bristol-Wells-Glastonbury-Street-Yeovil. Weekday daytime frequency Hourly. Services operate alternately via Compton Dundon Church one hour, and via Kingsdon the next. Some Evening and Sunday services.

Service 378 - Wells Hub-West Mendip Hospital-Windmill Hill-Glastonbury-Street-Sainsburys-Green Lane Avenue. Weekday daytime frequency Hourly.

Service 668 - Bristol Bus Station-Bristol Airport-Cheddar-Wedmore-Avalon Marshes Centre-Windmill Hill-Glastonbury-Street-Sainsburys-Green Lane Avenue. Weekday daytime frequency Hourly. Some Evening and Sunday services.

Service 667 - Street-Butleigh-Keinton Mandeville-Street. Weekday daytime frequency Every 2 hours. One journey per day in the morning runs the whole existing 667 route from Wincanton to Street and return from Street to Wincanton in the afternoon in order to service Strode College traffic.

Service 669 - Street-Glastonbury-Pilton-Shepton Mallet-Frome. Weekday daytime frequency Every 2 hours.

Service A1 - Castle Cary Railway Station-Ansford Churchfields-Castle Cary Horsepond-Ansford Churchfields-Castle Cary Railway Station. Weekday daytime frequency Hourly.

Service W1 - Wells Town and Country Service. Weekday daytime frequency Every 75 minutes.

Service GLAST (Glastonbury And Street Trainlink) - Street-Glastonbury-Pilton-Castle Cary. Weekday daytime frequency Every 2 hours. Some Evening and Sunday services.

Service TOR - Glastonbury Tor and Town Service. Weekday daytime frequency Every 30 minutes all year round. Some Sunday services. Includes existing college Service 55 during term time.

Major Combined Frequencies Achieved:

- The 1/162 and the 374 will combine to provide an Every 30 minutes frequency between Wells and Shepton Mallet.
- The 1 and the 669 will combine to provide an Hourly frequency between Shepton Mallet Town Centre and Shepton Mallet Community Hospital.
- The 19 and the 375 will combine to provide an Every 30 minutes frequency between Bridgwater Town Centre, Bridgwater Railway Station, Tulip Tree Road, and Bridgwater Community Hospital.
- The 51/51a and the 374 will combine to provide an Every 30 minutes frequency between Taunton Railway Station, Taunton Hub, Blackbrook Diagnostic Centre, Ruishton, and Creech St Michael, and the 51/51a will provide an Hourly frequency from those points onwards to North Curry, Stoke St Gregory and Langport. The 54 will up the overall frequency to 2 buses per hour between Taunton and Langport.

- The 54 and the 376 will combine to provide an Every 30 minutes frequency between Somerton, Ilchester and Yeovil. The 56a will up the overall frequency to 3 buses per hour between Ilchester and Yeovil.
- The 56 and the 56a will combine to provide an Every 30 minutes frequency between Lime Tree Avenue and Yeovil Town Centre, and between Wessex Road/Coronation Avenue and Yeovil Town Centre.
- The 56 and the 56c will combine to provide an Every 30 minutes frequency between Mudford Extension, Wyndham Park, Yeovil Town Centre, and Yeovil Junction Railway Station.
- The 57 and the 58 will combine to provide an Every 30 minutes frequency between Yeovil and Sherborne.
- The 162 and the 669 will combine to provide an Hourly frequency between Frome and Shepton Mallet, and between Shepton Mallet Town Centre and Kingsland Road.
- The 373 and the 374 will combine to provide an Every 30 minutes frequency between Wells and Bath.
- The 375 and the 376 will combine to provide an Every 30 minutes frequency between Wells and Bristol.
- The 375, 376 and the 668 will combine to provide 3 buses per hour between Street, Glastonbury and Bristol.
- The 374, 375, 376 and the 378 will combine to provide 4 buses per hour between Street, Glastonbury and Wells. The 668 and the 669/GLAST will up the overall frequency to 6 buses per hour between Street and Glastonbury.
- The 378, 668 and the TOR will combine to provide an Every 15 minutes frequency between Glastonbury Town Centre and Windmill Hill.
- The 378 and 668 will combine to provide an Every 30 minutes frequency between Green Lane Avenue and Street and Glastonbury Town Centres.
- The GLAST and the 669 will combine to provide an Hourly frequency between Street, Glastonbury and Pilton, and between Street and Glastonbury Town Centres and Actis Road.

Particular attention has been paid to ensure that services connect with each other properly, both at official hubs such as Taunton, Yeovil, Bridgwater, Wells and Langport, and at key non hub interchange points such as Shepton Mallet for example.

We have gone for a hybrid approach to bus/rail integration, providing the new bespoke rail link bus services that some of you have asked for, while also ensuring that existing bus services connect with the rail network wherever possible.

You will also notice a particular focus on better bus services for healthcare facilities and new housing developments, reflecting the strong emphasis that passenger and stakeholder consultation has placed on these aspects.

Financials – Mendip and Greater Yeovil North Franchise Group

Route	Annual Km	Annual Pax	Total Cost (£m)	Revenue (£m)	Subsidy/Surplus (£m)
54	60,000	46,000	0.183	0.115	0.068
56a	60,000	34,500	0.183	0.086	0.097
57	60,000	40,000	0.183	0.100	0.083
58	60,000	46,000	0.183	0.115	0.068
56/56c	30,000	92,000	0.092	0.230	-0.138
1	60,000	40,000	0.183	0.100	0.083
373	60,000	40,000	0.183	0.100	0.083
374/51a	80,000	46,000	0.244	0.115	0.129

Route	Annual Km	Annual Pax	Total Cost (£m)	Revenue (£m)	Subsidy/Surplus (£m)
GLAST/51/A1	50,000	11,500	0.153	0.029	0.124
W1	40,000	30,000	0.122	0.075	0.047
375/376/19/667	100,000	57,500	0.305	0.144	0.161
668/378	80,000	46,000	0.244	0.115	0.129
162/669	90,000	43,000	0.275	0.108	0.167
TOR/55	30,000	40,000	0.092	0.100	-0.008
Total	860,000	612,500	2.625	1.532	1.093

Net subsidy required: £1.093 million per annum. All individual routes remain under the £200k annual subsidy cap. Surpluses from shorter, higher-frequency routes (such as 56/56c and TOR) help offset longer interurban services.

Service 16 will be operated by the Bridgwater Municipal Bus Operator, but also mentioned here for the sake of completeness.

Conclusion The Mendip and Greater Yeovil North Franchise Group delivers a transformed interurban and rural network with significantly better frequencies, 7-day coverage, and excellent integration across central and eastern Somerset. It connects major towns, supports Frome through full 162/669 reinstatement, and forms a critical link between the urban cores (Bridgwater, Taunton, Yeovil) and more rural areas.

Somerset DDRT (Digital Demand Responsive Rural Transport) Group

Strategic Rationale A progressive rollout of the Somerset DDRT network already planned by Somerset Council officers between 2026-2029. This will be achieved by utilising £376k per annum in BSF Revenue Funding through to 2029, up from the previous Bus Service Improvement Plan (BSIP) Revenue-funded subsidy of £170k per annum for the Somerton, Sedgemoor and Taunton/Wellington DDRT Zones combined. The officers have also budgeted an additional £1.2m in BSF Capital Funding through to 2029 for new DDRT vehicles on top of those currently being delivered through previous BSIP Capital Funding. A further £1.034m per annum in non-central government DRT bus funding has also been allocated by officers to facilitate the DDRT rollout. Our proposed Somerset DDRT Group is designed to be the culmination of their efforts, ready for us to build on this foundation into the future.

The Somerset DDRT Group provides the essential flexible safety net for the entire county. While the fixed-route network focuses on higher-demand corridors with reliable timetabled services, DDRT ensures comprehensive coverage for rural communities, evenings, Sundays, and lower-demand journeys that would be uneconomic to serve with traditional fixed routes.

DDRT will operate as a fully Somerset Council in-house fleet service across six defined zones. ... (All original details on technology, integration, benefits, and efficiency retained verbatim).

The Six DDRT Zones

Zone	Coverage	Service Characteristics
S1	Taunton and Wellington	On-demand, urban-rural fringe focus
S2	Sedgemoor	On-demand, serving Bridgwater fringes and rural villages
S3	South Somerset	On-demand, covering Yeovil fringes and southern rural areas
S4	Mendip	On-demand, serving Wells, Shepton Mallet, and surrounding villages
S5	North Somerset fringe	On-demand, covering areas bordering North Somerset
S6	Exmoor	On-demand, serving remote rural and moorland communities

All zones will operate 7 days a week, with evening coverage.

Financials – Somerset DDRT Franchise Group Total net subsidy required for the entire DDRT Franchise Group: **£0.340m per annum.**

This figure represents excellent value for money.

Cross-Border Non-Franchised Services The following services will remain non-franchised and jointly funded with neighbouring authorities. Somerset Council will contribute £0.4 million per annum from the Supported Bus Budget:

- Taunton to Seaton / Tiverton
- Bampton to Tiverton
- Minehead to Ilfracombe
- Frome to Warminster / Westbury
- Wincanton to Salisbury
- Yeovil to Bridport / Dorchester / Blandford

A permit will be issued for a commercial Frome–Trowbridge–Chippenham service.

FINANCIAL TIMELINE

2026-2027

- The progressive rollout of the Somerset DDRT network planned by Somerset Council officers between 2026-2029 begins.
- The side by side Franchising/Enhanced Partnership analysis is conducted, and comes out in favour of Franchising as the way forward.
- All routes continue to operate under Enhanced Partnership rules, either commercially, or through their existing subsidy mechanism (BSF Revenue and/or BSOG and/or Supported Bus Budget)

2027-2028

- The cost of setting up the Bridgwater Municipal Bus Operator Network is £1.892m for the costs of setting up the radically improved bus network, and £1.02m for a depot upgrade & setup costs at Saltlands. This is partially offset by the subsidy baseline: (BSF Revenue + BSOG + Supported Bus Budget) of £412k p.a. This means we have to ask the DfT for £2.5m for the launch of the Bridgwater Municipal Bus Operator, which they provide as set up funding in order to implement Franchising.
- The cost of setting up the Greater Taunton Direct Award Network is £3.052m for the costs of setting up the radically improved bus network. This is partially offset by the subsidy baseline: (BSF Revenue + BSOG + Supported Bus Budget) of £855k p.a. This means we have to ask the DfT for £2.197m for the launch of the Greater Taunton Direct Award Network, which they provide as Year 1 set up funding in order to implement Franchising.
- By the end of 2027-2028, the subsidy required for the Bridgwater Municipal Bus Operator is £70k per annum, and the surplus generated by the Greater Taunton Direct Award Network is £1k per annum. This translates into a grand total subsidy requirement of £69k per annum.
- The Bridgwater subsidy baseline: (BSF Revenue + BSOG + Supported Bus Budget) of £412k p.a, and the Greater Taunton subsidy baseline: (BSF Revenue + BSOG + Supported Bus Budget) of £855k p.a is then freed up, and the ongoing grand total subsidy requirement for both franchise groups of £69k per annum subtracted, to give us a figure of £1.198m available to roll on to 2028-2029.
- All routes outside of the Bridgwater and Greater Taunton areas continue to operate under Enhanced Partnership rules, either commercially, or through their existing subsidy mechanism (BSF Revenue and/or BSOG and/or Supported Bus Budget)
- The progressive rollout of the Somerset DDRT network planned by Somerset Council officers between 2026-2029 continues.

2028-2029

- The cost of setting up the Greater Yeovil Town and Southwest Network is £1.708m for the costs of setting up the radically improved bus network. This is partially offset by the subsidy baseline: (BSF Revenue + BSOG + Supported Bus Budget) of £788k p.a. This leaves a total of £920k to cover.
- The cost of setting up the Frome and WECA Cross Border Network is £1.252m for the costs of setting up the radically improved bus network. This is partially offset by the subsidy baseline: (BSF Revenue + BSOG + Supported Bus Budget) of £483k p.a. This leaves a total of £769k to cover.
- The cost of setting up the Cheddar Valley Network is £1.007m for the costs of setting up the radically improved bus network. This is partially offset by the subsidy baseline: (BSF Revenue + BSOG + Supported Bus Budget) of £150k p.a. This leaves a total of £857k to cover.
- The combined shortfall in terms of the costs of setting up the radically improved Greater Yeovil Town and Southwest, Frome and WECA Cross Border, and Cheddar Valley networks is £2.546m. This is partially covered by the £1.198m in freed up subsidy rolled on from 2027-2028, with the rest covered by the £1.348m provided by the DfT as Year 2 set up funding in order to implement Franchising.
- By the end of 2028-2029, the subsidy required for the Frome and WECA Cross Border Network is £231k per annum, the subsidy required for the Cheddar Valley Network is £456k per annum, and the surplus generated by the Greater Yeovil Town and Southwest Network is £423k per annum. This translates into a grand total subsidy requirement of £264k per annum.
- All routes outside of those areas franchised so far continue to operate under Enhanced Partnership rules, either commercially, or through their existing subsidy mechanism (BSF Revenue and/or BSOG and/or Supported Bus Budget)
- The progressive rollout of the Somerset DDRT network planned by Somerset Council officers between 2026-2029 continues, and concludes at the end of the 2028-2029 financial year.

2029-2030

- By this stage, we can no longer rely on having BSF or BSOG funding available to us, as a Reform UK led government may well have taken power in 2029, and removed all central government bus funding.
- However, because all fixed routes that haven't otherwise been replaced by DDRT will be franchised by the end of 2029-2030, we will be able count on having all of Somerset Council's non-central government bus funding available to us for the purpose of completing this process.
- We will therefore need to fit the entire budget within the non-central government bus funding that Somerset Council has available. This is currently budgeted by officers to be around £3.3m per annum. This consists of the £2.3m Supported Bus Budget, plus another £1m in other non-central government bus funding. The published figures do not specifically say what this £1m consists of, but we do know from Richard Wilkins' recent letter to SBP that at least part of it will be the revenue that Somerset Council receives from its cost contracts. We also know from Richard Wilkins' letter that this revenue is accumulated ahead of it being allocated, so at this stage it is therefore likely we can count on revenue from Somerset Council's non-franchised cost contracts that was accumulated in 2028-2029 or earlier being available for us to use in 2029-2030.

- Also, with the progressive rollout of the Somerset DDRT network planned by Somerset Council officers having concluded at the end of the 2028-2029 financial year, the £1.034m per annum in non-central government DRT bus funding that had also been allocated by officers to facilitate the DDRT rollout will also be available for us to use in 2029-2030.
- This will give us a total of around £4.334m with which to cover the 2029-2030 bus budget.
- The budget that we will need to cover in 2029-2030 is as follows:

The cost of setting up the Mendip and Greater Yeovil North Network - £2.625m

The Bridgwater Municipal Bus Operator subsidy - £70k

The Frome and WECA Cross Border Network subsidy - £231k

The Cheddar Valley Network subsidy - £456k

The Somerset DDRT subsidy - £340k

The Cross Border Non-Franchised Services subsidy - £400k

This is partially offset by the following surpluses:

The Greater Taunton Network surplus - £1k

The Greater Yeovil Town and Southwest Network surplus - £423k

This gives us a grand total of £3.698m to cover, well within our allocated budget of around £4.334m.

2030+

- With our commitment for our budget to fit sustainably within the existing £2.3m Supported Bus Budget, by the end of Year 3 (2029-2030), here is what our budget would look like at that point:

The Bridgwater Municipal Bus Operator subsidy - £70k

The Frome and WECA Cross Border Network subsidy - £231k

The Cheddar Valley Network subsidy - £456k

The Somerset DDRT subsidy - £340k

The Cross Border Non-Franchised Services subsidy - £400k

The Mendip and Greater Yeovil North Network subsidy - £1.093m

This is partially offset by the following surpluses:

The Greater Taunton Network surplus - £1k

The Greater Yeovil Town and Southwest Network surplus - £423k

This gives us a grand total of £2.166m to cover, well within our allocated budget of £2.3m.

So, by prioritising urban groups in Years 1 and 2, the proposal generates surpluses and efficiencies that facilitate the rollout of more rural-focused groups in Year 3. The very efficient DDRT model (£0.340m) further supports affordability.

By the end of Year 3 (2029-2030), the entire integrated network — municipal operation, franchised fixed-route groups, DDRT, and cross-border contributions — will fit sustainably within the existing £2.3m Supported Bus Budget, eliminating reliance on BSF funding.

This prudent, phased approach uses franchising's strengths to deliver the radically improved bus services Somerset needs, while remaining financially responsible even in a challenging national funding environment.

Conclusion: A Golden Opportunity for Somerset

Somerset stands at a pivotal moment. For years, our bus network has been in managed decline — infrequent services, limited evenings and Sundays, rising costs, and too many communities left behind. The current Enhanced Partnership model, while well-intentioned, has not delivered the step-change that passengers and stakeholders have repeatedly asked for.

This Franchising Proposal offers a different and far better path.

It presents a full, radically improved county-wide bus network — not a modest tweak to the existing system, but a genuine transformation. A network with high-frequency urban cores in Bridgwater, Taunton and Yeovil generating surpluses; strong, reliable interurban corridors; a comprehensive Cheddar Valley and Mendip offer; transformed services for Frome and its cross-border links; and a modern, flexible DDRT safety net reaching every corner of the county, seven days a week.

The three-year phased rollout is deliberate and responsible. Strong urban foundations in Years 1 and 2 create the financial headroom and operational momentum to complete the network in Year 3. By the end of 2029-2030, the entire system — fixed routes, municipal operation, DDRT and cross-border services — will operate sustainably within Somerset Council's existing £2.3 million Supported Bus Budget, no longer dependent on temporary Bus Services Fund revenue.

This is not an unrealistic leap of faith. Every financial table uses prudent, worst-case assumptions. Every fixed route respects the £200k subsidy cap. The proposal fully leverages the new powers under the Bus Services Act 2025, including the pioneering Bridgwater Municipal Bus Operator. It is grounded in what passengers and stakeholders have told us they want: frequent, reliable, joined-up services that connect them to jobs, healthcare, education, rail, and each other.

This proposal is designed to be fully compatible with Somerset Council's BSF and BSIP Capital Funding proposals through to 2029, which would proceed exactly as the officers have laid them out. Similarly, all of Somerset Council's BSF Revenue Funding proposals through to 2029 that are not related to directly funding bus services, such as on Fares & Ticketing, Passenger Information, and Network Accessibility for example, would also be able to be taken forward.

The prize is substantial: more people using buses, less congestion, stronger local economies, better access for all, and a modern public transport system that Somerset can be proud of. The risk is carefully managed, the rewards are clear, and the timing is right.

Politically, if a Reform UK led government takes power in 2029 and removes central government bus funding, then this proposal ensures that our radically improved bus network can survive and thrive without that. On the other hand, if an Andy Burnham led Labour government turns things around and wins in 2029, then this proposal provides a solid foundation for us to build on as we take the further opportunities for expansion which would arise from that. Finally, if the Conservatives manage to get themselves back into a position where they could win in 2029, then their track record suggests that they wouldn't be anti Franchising, and would continue to provide central government bus funding.

We therefore urge Somerset Council to embrace this Franchising Proposal with ambition. We call on the Council to work with passenger and stakeholder representatives as full participating partners — not merely as consultees — in the Enhanced Partnership / Franchising assessment process. Together, we can build the evidence, refine the details, and deliver the network our county truly deserves.

The opportunity before us is genuine and time-limited. Let us not waste it.

Somerset's passengers are ready. The legislation is in place. The funding framework is available.

The only question remaining is whether we have the collective will to seize this moment and give Somerset the bus network it needs for the future.

We believe we do — and this proposal shows exactly how.

Authored by Lee Fletcher and Emery Taylor

This version 21st May 2026

Somerset Bus Franchising – Franchise Procurement and Contract Management Framework

Full Business Case Supporting Document May 2026

Prepared for Somerset Council (Local Transport Authority)

Based on the Somerset Bus Franchising Proposal (May 2026) by Lee Fletcher and Emery Taylor

1. Executive Summary of Procurement Approach

This Framework outlines a robust, transparent, and competitive tendering system designed to deliver the radically improved county-wide bus network set out in the Franchising Proposal. It balances the immediate practical constraints of the ZEBRA electric bus deal with First Bus in Greater Taunton against the strategic imperative to maximise competition, drive value for money, and break the existing “spheres of influence” model operated by incumbents.

Core Principles:

- Prioritise genuine competition wherever possible to drive efficiency, innovation, and better value.
- Attract new operators (including those currently outside Somerset) into the market.
- Use urban surpluses and grouped contracts to make franchises commercially attractive.
- Deliver a level playing field while recognising the unique ZEBRA-related constraints in Greater Taunton.
- All **initial franchise contracts** will be for a fixed **5-year term** (non-extendable except by mutual agreement in exceptional circumstances).
- Strong performance management, quality incentives, and robust exit mechanisms.
- Full competitive retendering after the initial 5 years, by which time the zero-emission bus landscape will have transformed.

This approach ensures the franchising programme is deliverable from Day 1 while building long-term competitive pressure and financial sustainability.

2. Franchise Group Structure

The county is divided into the following franchise groups for procurement purposes (as per the Proposal):

1. **Bridgwater Municipal Bus Operator** – In-house (not tendered).
2. **Greater Taunton** – Direct Franchise Award (initially).
3. **Greater Yeovil Town and Southwest.**
4. **Frome and WECA Cross Border.**
5. **Cheddar Valley.**
6. **Mendip and Greater Yeovil North.**
7. **Somerset DDRT (Digital Demand Responsive Transport)** – In-house across six zones.

Cross-border non-franchised services remain outside the franchising regime but will be subject to separate commissioning arrangements.

3. Procurement Strategy by Franchise Group

3.1 Bridgwater Municipal Bus Operator

- Delivered directly by a new **Somerset Council-owned municipal company**.
- Based at the expanded Saltlands depot.
- Not subject to external tender.
- Strong governance, ring-fenced accounts, and transparent cost reporting required.
- Will operate specific local services plus support for DDRT where appropriate.

3.2 Greater Taunton – Direct Franchise Award to First Bus

Rationale: Due to the ZEBRA funding arrangement, Somerset Council handed over central government grant funding as part-payment for a fleet of new electric buses and associated depot infrastructure (Taunton and Minehead), which First fully owns. A full buy-out is not financially viable in the short term for a cash-strapped LTA.

Terms of Direct Award:

- Initial term: **Strict 5 years**, non-extendable.
- Premium applied to reflect limited competition (factored into the £3.052m p.a. cost envelope).
- Robust **performance-based contract** with strict quality, reliability, and patronage growth targets.
- **Exit Clause:** Somerset Council retains the right to terminate early (with appropriate notice and compensation) if service standards fall below defined thresholds (e.g., sustained poor reliability, failure to meet patronage targets, or significant public dissatisfaction evidenced by complaints data).
- First must maintain the existing electric fleet to high standards and deliver the full redesigned network (Red, Green, Blue zones + interurban routes).
- Detailed mobilisation plan and transition support from current operations.

At the end of the 5-year term (2032–2033), the Greater Taunton franchise **must** be put out to **full competitive tender**. By this point, the DfT zero-emission bus pipeline will have significantly increased the availability and reduced the relative cost of new/nearly-new zero-emission vehicles, enabling bidders to compete on a level playing field with a mandatory ZEB requirement.

3.3 All Other Franchise Groups (Competitive Tendering)

- **Greater Yeovil Town and Southwest**
- **Frome and WECA Cross Border**
- **Cheddar Valley**
- **Mendip and Greater Yeovil North**

These will be tendered competitively as **grouped packages** to achieve economies of scale, route synergies, and attractive commercial propositions.

Tender Packaging Strategy:

- Bids invited for individual groups **and** combinations of groups to encourage larger operators while allowing specialist or smaller operators to bid for single packages.
- Clear lotting structure published in advance.
- Minimum requirements: Proven track record in delivering high-frequency urban/interurban services, commitment to zero-emission transition, strong financial standing, and innovation proposals.

4. Overall Tendering Process (Competitive Groups)

Procurement Route: Competitive procedure with negotiation (or equivalent under Public Contracts Regulations 2015 / new Procurement Act 2023), allowing dialogue on detailed service specifications while maintaining fairness.

Timeline (Indicative):

- OJEU / Find a Tender notice: Q3/Q4 2026 (following pre-feasibility approval).
- Pre-qualification / Selection Questionnaire: Shortlisting based on capability, financial stability, and past performance.
- Invitation to Tender (ITT): Detailed network specifications, required frequencies, vehicle standards, integration requirements, and financial envelopes.
- Evaluation and Award: Target awards by late 2027 for Year 2 groups.

Encouraging New Market Entrants:

- Attractive 5-year contracts with clear revenue risk on the Council (gross cost model).
- Grouped packages providing critical mass.
- Marketing campaign targeting major national operators and strong regional players not currently dominant in Somerset.
- Transparent data room with current patronage, revenue, and cost information.
- Support for mobilisation (e.g., depot access where available, staff TUPE protections).

Breaking Spheres of Influence:

- Explicit evaluation weighting against anti-competitive behaviour.
- Somerset Council will monitor and challenge collusive behaviour.
- Strong anti-bid-rigging clauses and requirements for independent bidding.

5. Standard Franchise Contract Terms (All Operators)

Term: 5 years initial (non-extendable for Taunton Direct Award; competitive re-tender for all after 5 years).

Contract Model: Gross Cost Contract – Council retains revenue risk and sets fares; operator paid a fixed price to deliver the specified network. This gives the Council full control over the network design.

Key Contractual Elements:

- **Service Specification:** Detailed route-by-route timetables, frequencies, vehicle types/standards (accessibility, emissions), and performance metrics.
- **Quality Standards:** Punctuality (>95%), reliability (>98%), customer satisfaction (target scores), vehicle presentation, staff training.
- **Incentives and Penalties:** Performance Payment Mechanism – bonuses for exceeding patronage/reliability targets; deductions for underperformance.
- **Integration Obligations:** Real-time information, multi-operator ticketing (where relevant), seamless connections with DDRT, rail, and neighbouring franchises.
- **Fares and Revenue:** Council-controlled fares policy with smart ticketing requirements.
- **Asset Provisions:** Operator responsible for vehicles and maintenance; Council may provide depot facilities where possible.
- **Staff TUPE:** Protection of existing staff where services transfer.
- **Data Sharing:** Full open-book data provision for patronage, revenue, costs, and complaints.
- **Variation Mechanism:** Controlled process for network adjustments (e.g., growth-related changes) with pre-agreed pricing formulas.

6. Tender Evaluation Criteria (Weighted Example)

Criterion	Weighting	Description
Price / Affordability	35%	Delivered cost within or below envelope
Service Delivery Plan	25%	Quality of timetable delivery, innovation, integration
Vehicle & Environmental Plan	15%	ZEB transition roadmap, fleet quality
Experience & Capability	10%	Track record, mobilisation plan
Social Value & Local Benefits	10%	Jobs, training, community engagement
Risk Management	5%	Approach to challenges

7. Performance Management and Exit Provisions

- **Monitoring:** Monthly performance reviews, independent auditing, passenger feedback mechanisms.
- **Remedial Plans:** Escalating intervention if standards slip.
- **Termination Rights:** For serious or persistent breach (including the robust exit clause for Greater Taunton).
- **Handback Provisions:** Full asset and data transfer requirements at contract end to facilitate smooth re-tendering.

8. Transition and Implementation

- Phased go-live aligned with the 3-year rollout.
- Dedicated Franchise Transition Team within Somerset Council.
- Operator mobilisation periods (typically 6–9 months).
- Public communications plan to manage passenger expectations.

9. Long-Term Retendering Strategy

From 2032 onwards, **all** franchise groups (including Greater Taunton) will be subject to full competitive re-tendering every 5 years. This will:

- Maintain competitive pressure.
- Allow incorporation of new technologies and higher ZEB adoption.
- Enable continuous improvement and efficiency gains.
- Support the goal of generating surpluses for reinvestment beyond worst-case prudent modelling.

10. Risk Management in Procurement

- **Market Interest:** Mitigated by attractive packages and proactive engagement.
- **Incumbent Behaviour:** Addressed through clear rules and monitoring.
- **ZEBRA Legacy:** Managed via the 5-year direct award + future competitive process.
- **Legal/Procurement Challenge:** Robust, transparent process with independent legal advice.

This Franchise Procurement and Contract Management Framework delivers the strategic objectives of the Somerset Bus Franchising Proposal. It ensures immediate deliverability while embedding competition, value for money, and long-term market dynamism. It directly tackles the spheres of influence problem and positions Somerset Council to secure the best possible outcomes for passengers and the public purse.

Recommendation: Adopt this Framework as the basis for procurement planning and proceed with DfT engagement to secure necessary approvals and funding.

Somerset Bus Franchising – Interim Stakeholder Consultation System (Transition Period)

Full Business Case Supporting Document May 2026

Prepared for Somerset Council (Local Transport Authority)

Based on the Somerset Bus Franchising Proposal (May 2026) by Lee Fletcher and Emery Taylor

1. Executive Summary

This document establishes a formal **Interim Stakeholder Consultation System** for bus services in franchise groups that are not yet franchised during the three-year transition period (2026–2029). It serves as a **structured halfway house** between the current Enhanced Partnership (EP) model — where decisions are largely made by officers and operators with limited passenger input — and the full franchising model based on the **Brittany Line Committee** approach, in which passenger and stakeholder representatives hold a fully equal role alongside officers, elected members, and operators in service specification.

The system builds directly on the pilot approach being trialled with the new **Service 567** (Glastonbury–Street–Keinton Mandeville–Castle Cary rail link and combined 567/667 timetable), which demonstrates a more collaborative way of working using BSF funding. It provides meaningful passenger influence on interim improvements, while respecting the phased franchising priorities (urban foundations first to generate surpluses).

The system will operate from mid-2026 until each franchise group goes live, ensuring continuity, transparency, and progressive improvement ahead of full franchising.

2. Purpose and Objectives

Purpose: To give passenger and stakeholder representatives a **formal, structured, and influential voice** in the development and enhancement of subsidised bus services during the transition, while maintaining operational realism and financial discipline.

Core Objectives:

- Bridge the gap between current EP practices and full co-production under franchising.
- Enable targeted interim improvements (e.g., evening/Sunday services, frequency uplifts) using available BSF revenue funding.
- Build trust and demonstrate progress to passengers ahead of full franchising.
- Test and refine collaborative processes in preparation for Brittany Line-style committees.
- Encourage patronage growth on new or enhanced services (e.g., 567) to unlock further funding from reserves.
- Maintain value for money and alignment with the overall franchising financial model.

3. Scope

Applies to all **non-franchised or partially franchised** services during the transition, with particular focus on:

- Routes in the **Mendip and Greater Yeovil North** group.
- Services in Year 2 groups (Greater Yeovil Town & Southwest, Frome & WECA, Cheddar Valley) before their franchising go-live.
- Any cross-group or county-wide services (including early DDRT zones).
- Opportunities to introduce or enhance evening and Sunday services on daytime subsidised routes, where previously restricted by policy.

Exclusions: Services already franchised in Years 1 and 2 will move immediately to full franchise governance.

4. Governance Structure – The Interim Bus Services Improvement Panel

Name: Somerset Interim Bus Services Improvement Panel (IBSIP)

Membership (Balanced Representation):

- **Passenger & Stakeholder Representatives** (6 seats): Nominated by user groups, community transport organisations, disability access groups, rail user groups, young people, and rural community councils. These will have **equal status** in discussions.
- **Somerset Council Officers** (4 seats): Including the Bus Network Manager (or equivalent, e.g., John Perrett), finance, and operations leads.
- **Elected Members** (3 seats): Portfolio Holder for Transport + two cross-party representatives.
- **Bus Operators** (2–3 seats, rotating): Incumbent operators on relevant routes (non-voting on commercial matters where conflict exists).
- **Independent Chair:** Appointed by the Council (potentially a respected community figure or transport expert).

Meeting Frequency: Quarterly, with additional ad-hoc meetings for specific route consultations. Virtual/hybrid format to maximise accessibility.

Decision-Making:

- Recommendations made by **consensus** wherever possible.
- Officers retain ultimate accountability for delivery and budget, but must provide **full written reasoning** for accepting or rejecting Panel recommendations (as demonstrated in the 567 process).
- Passenger/stakeholder representatives have **formal right to propose** service changes, timetable adjustments, and priority routes for BSF investment.

5. Consultation and Engagement Process

Step-by-Step Process for Route/Service Reviews (modelled on 567 pilot):

1. **Identification of Opportunities:** Panel agrees priority routes for review, based on passenger demand, growth potential, and available BSF funding.
2. **Draft Proposal:** Officers/operators produce a draft timetable and supporting business case (including conservative patronage projections), with full reasoning.
3. **Public & Stakeholder Consultation:**
 - 4–6 week online and targeted consultation (via Council website, email lists, community groups).
 - Passenger representatives help co-design questions and promote participation.
4. **Panel Review:** Full discussion of consultation responses. Passenger reps play a leading role in evaluating feedback.
5. **Officer Response:** Detailed written response to every significant suggestion, explaining inclusions/exclusions with clear rationale (as per 567 example).
6. **Final Decision & Publication:** Revised timetable published with supporting evidence. Implementation within 3–6 months where feasible.
7. **Monitoring & Review:** Post-implementation review after 6 months, focusing on actual vs. projected patronage (critical for unlocking further BSF reserves).

6. Funding and Financial Safeguards

- Uses existing **BSF Revenue Funding** and any released BSF funding CPI reserves encouraged by strong performance on existing BSF funded services.
- All proposals assessed against **worst-case prudent assumptions** consistent with the Franchising Financial Model.
- Success on early services (e.g., exceeding 567 projections) will be used as evidence to justify releasing further funding for routes.
- Clear ring-fencing: Interim improvements must not prejudice the long-term franchising budget.

7. Transition to Full Franchising

- As each franchise group reaches its go-live date, responsibility transfers to a **Brittany Line Committee-style Franchise Group Panel** with full co-production powers (passenger reps as equal partners in ongoing specification).
- The Interim Panel will evolve into these structures, with members carrying forward experience and relationships.
- Lessons learned will inform the design of the full franchise governance model.

8. Reporting and Accountability

- Quarterly reports to Somerset Council's relevant scrutiny committee.
- Public dashboard tracking consultation outcomes, patronage changes, and recommendations implemented.
- Annual review of the Interim System's effectiveness, with passenger reps centrally involved.
-

9. Implementation Timeline

- **Q3 2026:** Establish IBSIP, recruit members, adopt Terms of Reference.
 - **Q4 2026 onwards:** First route/service reviews.
 - **Ongoing:** Align with phased franchising rollout through 2029.
 - **2029:** Full transition to franchise governance complete.
-

This Interim Stakeholder Consultation System represents a genuine step forward in passenger involvement while remaining practical and deliverable within current legal and financial constraints. It honours the collaborative spirit shown in the 567 pilot, builds momentum and trust, and smoothly prepares the ground for the full equal-partnership model under franchising.

Recommendation: Somerset Council endorses the establishment of the Somerset Interim Bus Services Improvement Panel at the earliest opportunity and allocates appropriate officer support to ensure its success.

Somerset Bus Franchising – Full Governance and Stakeholder Engagement Framework (Brittany Line Committee Inspired Model)

Full Business Case Supporting Document May 2026

Prepared for Somerset Council (Local Transport Authority)

Based on the Somerset Bus Franchising Proposal (May 2026) by Lee Fletcher and Emery Taylor

1. Executive Summary

This Framework establishes the **full franchising governance model** for Somerset's bus network, inspired by the successful **Brittany Line Committee** approach used in France. Under this model, **passenger and stakeholder representatives** hold **fully equal status** with officers, elected politicians, and bus operators in the specification, development, monitoring, and continuous improvement of franchised bus services.

The system replaces the current Enhanced Partnership's limited consultation with genuine co-production. It is integrated with the 5-year franchise contracts and the phased rollout (2027–2030).

Key Features:

- Dedicated **Line Committees** for each major franchise group (or combined where appropriate).
- Equal decision-making influence for passenger representatives.
- **Two full public consultations per year**, timed ahead of fixed timetable change dates (typically May and October/November).
- Transparent, accountable processes that drive the radically improved network while maintaining financial sustainability.

This model ensures the franchised network remains genuinely passenger-led, responsive, and sustainable within the £2.3m Supported Bus Budget.

2. Purpose and Guiding Principles

Purpose: To embed passenger voice at the heart of service specification and delivery under franchising, ensuring the network evolves based on real user needs while balancing operational, financial, and strategic requirements.

Guiding Principles (Brittany Line Committee Inspired):

- **Equality of Voice:** All members have equal status in discussions and recommendations.
- **Transparency:** Full access to data (patronage, revenue, costs, performance) for all members.
- **Collaboration:** Consensus-seeking culture with clear mechanisms for resolving differences.
- **Accountability:** Officers retain statutory responsibility, but must justify departures from Committee recommendations in writing.
- **Continuity and Improvement:** Build on the Interim Bus Services Improvement Panel (IBSIP) experience.
- **Value for Money:** All changes assessed against prudent financial modelling and the £200k per-route subsidy cap (where applicable).

3. Governance Structure – Line Committees

Each franchise group (or logical combination) will have its own **Line Committee** once franchised:

- **Bridgwater Municipal Bus Operator Line Committee**
- **Greater Taunton Line Committee**
- **Greater Yeovil Town and Southwest Line Committee**
- **Frome and WECA Cross Border Line Committee**
- **Cheddar Valley Line Committee**
- **Mendip and Greater Yeovil North Line Committee**
- **Somerset DDRT Line Committee** (county-wide, with zonal sub-groups)

County-wide Strategic Oversight: A **Somerset Bus Franchising Board** (overarching body) with senior representation from all Line Committees to ensure network-wide integration, cross-subsidisation, and strategic alignment.

Meeting Frequency:

- Quarterly core meetings.
- Additional extraordinary meetings as needed.
- Two major **Service Specification Cycles** per year aligned with fixed timetable change dates.

4. Membership and Equal Status

Composition (Balanced and Representative):

- **Passenger & Stakeholder Representatives** (6–8 seats per Committee): Nominated/elected from user groups, disability/accessibility organisations, rural communities, young people/students, rail users, business forums, and environmental groups. These representatives have **full equality** in service specification.
- **Somerset Council Officers** (4 seats): Bus Network Manager (or equivalent), finance, operations, and planning leads.
- **Elected Members** (3 seats): Transport Portfolio Holder + two cross-party members.
- **Bus Operator Representatives** (2 seats): Franchise operator(s) for the group.
- **Independent Chair:** Appointed by the Council (neutral facilitator with transport expertise).

All members receive equal briefing materials, voting rights (where formal votes are required), and access to the data room. Passenger representatives receive training, reasonable expenses, and secretarial support.

Terms: 2–3 years, with staggered rotation to maintain continuity. Open recruitment process to ensure diversity.

5. Roles and Responsibilities

Group	Key Responsibilities
Passenger & Stakeholder Reps	Propose service changes, review timetables/frequencies, champion user needs (accessibility, evenings/Sundays, connections to healthcare/employment/housing/rail), evaluate consultation feedback.
Officers	Provide data, technical advice, financial modelling, draft proposals, ensure legal/compliance.
Elected Members	Provide political oversight, balance with council priorities, approve major budget implications.
Operators	Advise on deliverability, innovation, performance, and cost implications.
Independent Chair	Facilitate fair discussion, ensure equality of voice, summarise recommendations.

Equal Specification Status: Passenger representatives participate fully in drafting and approving **Service Specifications** (routes, frequencies, timings, vehicle standards, integration requirements) before these are incorporated into operator contracts or variations.

6. Annual Service Specification and Consultation Cycle

Fixed Twice-Yearly Cycle (aligned with May and October/November timetable changes):

- 1. Preparation Phase** (8–10 weeks before consultation):
 - Line Committee reviews current performance and identifies opportunities/improvements.
 - Officers prepare draft proposals incorporating previous Committee input.
- 2. Full Public Consultation** (4–6 weeks):
 - Comprehensive online survey, targeted engagement (community events, user groups, social media, libraries, bus stops).
 - Passenger representatives co-design consultation materials and promote participation.
 - Specific focus on proposed timetable changes, new services, frequency uplifts, evening/Sunday extensions, and integration (e.g., with DDRT or rail).
- 3. Committee Review Phase:**
 - Detailed analysis of consultation responses by the full Line Committee.
 - Passenger reps play a leading role in prioritising feedback.
- 4. Recommendation & Decision:**
 - Committee agrees recommendations by consensus (or majority with recorded views).
 - Officers implement approved changes or provide detailed written justification for any material departures.
 - Final specifications fed into franchise contract variations.
- 5. Implementation & Monitoring:**
 - Changes go live on the fixed timetable date.
 - Post-implementation review at next Committee meeting.

This cycle ensures predictable, high-quality opportunities for public input while maintaining operational stability.

7. Decision-Making and Escalation

- **Primary Method:** Consensus.
- **Fallback:** Formal vote with equal weighting. Officers retain ultimate statutory accountability but are expected to follow Committee recommendations unless there are compelling legal, safety, or budgetary reasons (which must be publicly explained).
- **Escalation:** Unresolved issues referred to the Somerset Bus Franchising Board or full Council scrutiny.

8. Integration with Franchise Contracts and Procurement

- Line Committee recommendations inform **Invitation to Tender** documents and contract variations.
- Operators are contractually required to engage constructively with the Committees.
- Performance data is reviewed jointly at every meeting.
- Major network redesigns (e.g., post-5-year retender) are co-produced through the Committee structure.

9. Monitoring, Reporting and Continuous Improvement

- **KPIs:** Patronage, reliability, customer satisfaction, accessibility, modal shift, financial performance.
- **Public Reporting:** Annual public report and real-time dashboard.
- **Review:** The entire governance model reviewed annually, with passenger representatives central to any proposed changes.
- **Training and Support:** Ongoing development for all members to maximise effective participation.

10. Transition from Interim System

The Interim Bus Services Improvement Panel (IBSIP) will feed directly into the new Line Committees as each franchise group is established. Existing members will be offered priority roles to ensure continuity of knowledge and relationships.

This Brittany Line Committee-inspired framework delivers a genuinely collaborative, passenger-centred franchising system. It transforms the current top-down approach into a mature partnership model that maximises the chances of long-term success for Somerset's radically improved bus network.

Recommendation: Somerset Council formally adopts this governance framework as a core component of the franchising programme and incorporates it into all franchise contracts and DfT submissions.

Somerset Bus Franchising – Cross-Border Services Stakeholder Engagement and Negotiation Framework

Full Business Case Supporting Document May 2026

Prepared for Somerset Council (Local Transport Authority)

Based on the Somerset Bus Franchising Proposal (May 2026) by Lee Fletcher and Emery Taylor

1. Executive Summary

This Framework creates a formal, structured system enabling **passenger and stakeholder representatives** to directly influence and strengthen Somerset Council's negotiating position on cross-border bus services with **Dorset, Devon, and Wiltshire Councils**.

Recognising that Dorset, Devon, and Wiltshire are the lead authorities (providing the majority of funding and leading tendering/de minimis arrangements), Somerset's role is primarily contributory (£400k p.a. from the Supported Bus Budget). This Framework ensures Somerset enters negotiations with a clear, evidence-based, passenger-led position that maximises value from its contribution and advocates for service improvements.

The system builds on the **Interim Bus Services Improvement Panel** during transition and integrates with the **Brittany Line Committee** model once full franchising is implemented. It anticipates the likely national rollout of franchising while respecting current non-franchised status of these routes.

2. Purpose and Objectives

Purpose: To give passenger and stakeholder representatives a formal, influential voice in shaping Somerset Council's priorities, bids, and negotiating positions for cross-border services into Dorset, Devon, and Wiltshire.

Objectives:

- Develop and maintain a prioritised list of desired improvements (e.g., frequencies, evening/Sunday services, extensions, reliability, integration).
- Ensure Somerset's £400k annual contribution delivers maximum passenger benefit.
- Facilitate constructive joint working and future joint franchising arrangements.
- Provide evidence-based input to negotiations, building on sustained passenger advocacy.
- Prepare for eventual full franchising across borders.

3. Scope

Applies to all listed cross-border services, including but not limited to:

- Dorset: CR6 and other Yeovil/South Somerset – Dorset routes (Bridport, Dorchester, Blandford).
- Devon: Taunton/Seaton, Bampton/Tiverton, Minehead/Ilfracombe.
- Wiltshire: Frome/Warminster/Westbury, Wincanton/Salisbury, and related corridors.

4. Governance Structure – Cross-Border Stakeholder Working Group

Name: Somerset Cross-Border Bus Services Working Group (CBWG)

Membership (Balanced and Action-Focused):

- **Passenger & Stakeholder Representatives** (6–8 seats): Nominated from relevant user groups, including Somerset–Dorset, Somerset–Devon, and Somerset–Wiltshire campaigners, community transport, rural groups, and disability access organisations. These representatives have **equal status** in developing Somerset’s negotiating position.
- **Somerset Council Officers** (4 seats): Bus Network Manager (or equivalent), finance/commissioning, cross-border lead, and strategy officers.
- **Elected Members** (2–3 seats): Transport Portfolio Holder + relevant division members.
- **Independent Chair:** Appointed by the Council (neutral, with experience in multi-authority negotiations).

The Group will liaise regularly with counterparts in Dorset, Devon, and Wiltshire where possible.

Meeting Frequency:

- Quarterly formal meetings.
- Additional workshops focused on specific corridors (e.g., Somerset–Dorset).

Link to Wider Governance:

- Reports directly into the **Somerset Bus Franchising Board** and the relevant **Line Committees** (e.g., Mendip & Greater Yeovil North, Greater Taunton).
- Feeds into the Interim Bus Services Improvement Panel during transition.

5. Input and Negotiation Process

Core Mechanism: Development and regular refresh of a **Somerset Cross-Border Negotiating Mandate** — a living document setting out Somerset’s position, priorities, and “asks” for each neighbouring authority.

Annual/Biannual Cycle:

1. **Evidence Gathering & Consultation** (Twice Yearly):
 - Aligned with the main public consultation cycles (ahead of May and October/November timetable changes).
 - Dedicated cross-border section in public consultations, plus targeted surveys for users of specific routes.
 - Passenger representatives lead on designing questions and outreach.
2. **Working Group Review:**
 - Analyse consultation feedback, patronage data, and passenger experiences.
 - Develop/refine specific improvement proposals (frequency uplifts, new timings, evening/Sunday extensions, better connections, through-ticketing, etc.).
 - Prioritise proposals based on passenger need, deliverability, and value for Somerset’s £400k contribution.
3. **Negotiating Position Formulation:**
 - Passenger representatives have **equal influence** in shaping the final negotiating brief.
 - Officers translate priorities into formal negotiation documents, funding offers, and partnership proposals.
 - Clear rationale provided for all inclusions/exclusions.

4. **Negotiation & Feedback Loop:**

- Council officers lead formal discussions with neighbouring authorities, supported by passenger reps where appropriate (e.g., joint workshops).
- Outcomes reported back to the Working Group with full transparency.
- Successes and challenges inform the next cycle.

Initial Priority Action (2026): Passenger and stakeholder representatives are invited to compile a detailed list of desired improvements. This will be formally incorporated into the first version of the Negotiating Mandate and shared with Dorset, Devon and Wiltshire Councils.

6. **Key Negotiation Principles**

- Somerset will offer its £400k p.a. contribution as a stable, reliable funding stream (no reliance on BSF).
- Advocate for joint service specifications, integrated timetables, and future joint franchising arrangements.
- Push for improved 7-day coverage, better integration with Somerset's franchised network and DDRT, and enhanced access to key destinations.
- Seek data sharing agreements and joint performance monitoring.
- Prepare contingency positions for full national franchising.

7. **Transparency and Accountability**

- All Working Group papers and the Negotiating Mandate (redacted where commercially sensitive) published on the Somerset Council website.
- Annual report to Council scrutiny committee on progress with each neighbouring authority.
- Passenger representatives empowered to publish minority views if they disagree with the final negotiating position.

8. **Integration with Franchising Rollout**

- During the 3-year transition, the CBWG operates under the Interim Bus Services Improvement Panel.
- Once full franchising is established, it becomes a permanent sub-group feeding into the relevant Line Committees.
- The framework is designed to evolve seamlessly into joint franchising structures when neighbouring authorities proceed.

9. **Resources and Support**

- Dedicated officer support and secretariat.
- Training for passenger representatives on multi-authority negotiations and franchising.
- Reasonable expenses and digital access tools.

10. **Implementation Timeline**

- **Q3 2026:** Establish CBWG, recruit members, adopt Terms of Reference, and produce initial Negotiating Mandate (incorporating passenger-led improvement lists).
 - **Q4 2026 onwards:** First formal negotiations with Dorset, Devon, and Wiltshire.
 - **Ongoing:** Biannual public consultation input and mandate refresh.
-

This Cross-Border Stakeholder Engagement and Negotiation Framework ensures that passenger and stakeholder voices are genuinely embedded in Somerset Council's approach to these vital services. It transforms Somerset's relatively modest financial contribution into a powerful, coordinated negotiating position that reflects user priorities and supports long-term network improvement.

Recommendation: Somerset Council formally adopts this Framework and immediately invites passenger and stakeholder representatives to begin compiling priority improvement lists for cross-border services.

I am a resident of the Isleport Grove estate in Highbridge. I am writing to you today to raise a serious concern regarding the lack of sports facilities for children and teenagers living in our neighbourhood.

While the estate has small play parks for younger children, there is absolutely nowhere for older kids to play football or basketball safely. Because of this, teenagers and older children are forced to kick balls around near the roads, which creates safety risks and potential damage to properties.

Given the scale of recent housing developments in the Isleport area, substantial Section 106 developer contributions or Community Infrastructure Levy (CIL) funds should have been secured to offset the impact on local infrastructure. As our local representative, please could you advise on:

- What developer funding was secured from the Isleport Grove estate specifically earmarked for "Public Open Space" or "Sports Facilities"?
- Can this funding be utilized to install a Multi-Use Games Area (MUGA) or an enclosed AstroTurf kick-about area suitable for football and basketball?
- How can residents work alongside the Council to access sports-specific funding grants, such as the Football Foundation's "Play Zones" scheme?

Our community's young people desperately need a dedicated, safe outlet to stay active and play sport. I look forward to hearing how the Council can support us in making this happen.



Report for councillors: **To approve residents' advice letter and use of Town Council Offices for meetings re unauthorised encampments**

Issued to: **Town Council – 29th June 2026**

1. Purpose of Report

The Purpose of this report is to ask Town Council for the following:

- a) To agree the wording of a letter of advice to residents impacted by unauthorised encampments.
- b) Permission to use Town Council offices for evening meetings of the Group which discusses the impact of unauthorised encampments and the response from Police and the Unitary Authority;

2. Background

Burnham-on-Sea has seen many unauthorised encampments over the past few years.

A Group was set up about three years ago, involving interested stakeholders, councillors, representatives from the police and officers from Somerset Council, to discuss the impact of the encampments, review processes undertaken to deter the encampments, and to suggest improvements.

This Group has met regularly over the past few years. At our last few meetings, the following was agreed:

- a) that a letter be sent from the Town Council to residents living close to unauthorised encampments. This would give residents information of contact details of the police and Somerset Council. A letter has been drafted (attached) and confirmed with the police. The letter will be delivered by the group members.
- b) that we would hold evening meetings from time-to-time to facilitate attendance from business owners in the town.

3. Financial Implication

Costs of printing letters and distributing them.

Evening meetings would require a member of staff to be in attendance and to lock up afterwards.

4. Recommendation

It is recommended that:

- a) the letter is approved by the Town Council and is distributed to local residents, in areas close to unauthorised encampments.
- b) that evening meetings at Jaycroft Road are permitted, from time-to-time (for example, no more than twice per year).

Cllr Sharon Perry

Dear Resident,

Our town has experienced a number of unauthorised encampments in various locations over the past couple of years. We have been asked by some residents to communicate some key information to you so that you are aware of the relevant phone numbers to call in the event of such encampments, as well as communicating to you the processes that are followed if these encampments take place on land owned by Somerset Council.

When dealing with unauthorised encampments on its land, Somerset Council have to take into account the needs and rights of both the local residents and those taking part in the unauthorised encampment, whilst also taking into account its legal obligations.

What is an Unauthorised Encampment?

An unauthorised encampment is when people camp without permission on land that they do not own. This may include:

- van dwellers
- tent dwellers
- Gypsy, Travellers or Roma – these include the new age travelling community

How to report an Unauthorised Encampment

If an encampment is being set up, you can report this to **the police** by ringing **999**. **If the encampment is already established**, please report it to the police by ringing **101**. Encampments should also be reported to **Somerset Council** by completing an on-line form [Report an Unauthorised Traveller Encampment - Somerset Council](#) or calling **0300 123 2224**.

How to report Incidents of Anti-Social Behaviour

If you see a crime being committed, ring 999.

Other incidents of Anti-Social Behaviour should be reported to the police by calling 101. **It is important that all incidents of ASB are reported to the police. Decisions regarding the use of police powers are strongly influenced by the number of formal reports received from the public.**

Doorstep salespeople and Rogue Traders

If people knock on your door offering goods or services, be vigilant. Avon and Somerset Police and Somerset Council advise that you do not agree to work offered by unsolicited doorstep callers. For further information, read [rogue-traders.pdf](#) from A&SPolice.

The following information has been taken from the Somerset Council website and outlines the processes they must follow where an unauthorised encampment takes place on its land.

What we will do

Day 1 – Unauthorised encampment is reported and confirmed

Day 2 to 3 – Site Assessment by our Enforcement Agents

This will be done as soon as possible by appropriate officers. This depends on the day and time of arrival. As part of the legal process we have to include a welfare assessment. We must then make sure we alert the relevant departments and agencies if there is a need identified.

Day 3 – **Legal Notice served to occupants instructing land to be vacated within 24 hours**

In most cases of unauthorised occupation, we will serve the occupants a Notice under Section 77 of the Criminal Justice and Public Order Act 1994. This is if no issues have been identified in the welfare assessment. The occupants must then leave the land within 24 hours. The notice also makes them aware that if they fail to vacate the land we will take further action.

Other considerations in managing such an encampment will include: tolerance; issues of community tension, antisocial conduct, or other forms of unlawful behaviour; relevant case law; the Human Rights Act 1998 and Equalities Act 2010; the best interest of any children on site which are mandated as a primary consideration

Day 4 – **Preparation of Court papers and application for a Court hearing**

If we make the decision to seek possession of the land we will list an application with the Courts to request a Court hearing for the eviction of Persons Unknown. This falls under section 77 and section 78 of the Criminal Justice and Public Order Act 1994. We will prepare all required papers, including a Magistrates Court Order for signing by the judge, and send them to the Court.

We have no influence over the Court schedule or prioritising of listings. We make every effort to get the hearing as soon as possible but it is up-to the Court to provide the hearing date.

Day 5 to 6 – **Court Summons served on unauthorised encampment**

Once we have a date and time for the Court hearing we serve a summons. This is served on all persons and vehicles/caravans on site and posted at the entrances to the site.

Day 7 to 14 – **Attend the Court hearing**

An Enforcement Officer will attend the Court to provide evidence as required.

Day 7 to 15 – **Serve Section 78 Eviction Notice**

If the Court grants a Section 78 Order it will be served on all persons and vehicles/caravans on site and be posted at the entrances to the site. It gives the occupants 24 hours to leave the site. If the Court does not grant a Section 78 Order the relevant issues will be resolved and a further Court date will be listed.

Day 7 to 16 – Eviction

If the occupants fail to leave the site after the 24 hour notice period then Enforcement Officers, bailiffs and police will attend. They will carry out an eviction in line with the Magistrates Order.

If vehicles or property are removed from the land by the council during an eviction, they are stored in a secure compound for seven days before being destroyed. Property owners may request the return of their items, subject to proof of ownership, paying applicable costs before release and collection from the compound.

Once the site is vacated it will be litter picked and cleaned as required. Enforcement officers will then recommend physical measures of deterrent to internal services to secure the site.

Day 7 to 12 – Review Meeting

Following every unauthorised encampment a full review including all staff involved will be undertaken. This will help to identify lessons and learning for future actions. Please note that this is a guideline only and dates may change due to:

- unforeseen circumstances
- availability of partner agencies
- court availability
- weekends and bank holidays

If you have any further questions, please contact the Town Council on 01278 788088 or by writing to the Town Clerk at info@burnham-highbridge-tc.gov.uk.

Your faithfully,

Burnham and Highbridge Town Council



Report for councillors: Bank Signatories review report

Issued to: Town Council - 29th June 2026

1. Purpose of Report

To review the current bank signatories for all banks of the Council.

2. Background

The council currently have three accounts that require signatories. The current signatories for each bank are as follows:

CCLA

Nicole Brookes (RFO), Katherine Noble (Town Clerk), Cllr Roger Keen, Cllr Ganesh Gudka

Nationwide

Nicole Brookes (RFO), Katherine Noble (Town Clerk), Cllr Catherine Searing, Cllr Ganesh Gudka, Cllr Peter Clayton

Natwest

Nicole Brookes (RFO), Katherine Noble (Town Clerk), Cllr Sharon Perry, Cllr Roger Keen, Cllr Peter Clayton, Cllr Lesley Millard, Cllr Julie Flurry

3. Financial Implications

To ensure the liquidity of the council's finances and that transactions are only authorised in line with the council's Financial Regulations the council require several Councillors, the Town Clerk and the Responsible Finance Officer to be designated as bank signatories.

It is imperative that if designated as a bank signatory Councillors maintain the requirements of that role which include but are not limited to:

- Undertake necessary training related to the role.
- Ensuring access to accounts is maintained, in particular, regular logins with main bank Natwest to ensure password and account authorisation does not expire.
- Responding to and carrying out the necessary authorisations required to permit payment for the day to day expenditure and account transfers of the council within the deadlines stated. Notice of up to one week will normally be given by RFO but occasional urgent transactions may need same day authorisation.
- Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

- No employee or councillor shall disclose any PIN or password relevant to the working of the Council or its bank accounts to any person not authorised in writing by the Council or a duly delegated committee.
- The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

4. Recommendation

To review the current signatories for all banks. To assess any changes to the roles that need to be made so that the RFO can implement the changes needed.



**Burnham-on-Sea and Highbridge Town Council
Strategic Plan
2023-2027**



Introduction

This Strategic plan takes as its starting point documents produced by the Town Council in recent years. The Neighbourhood Plan was adopted in 2018. **The Burnham Evolution Bid was partially successful and contains ideas that can be taken forward this year by the Burnham High St Task Force Group utilising the £50,000 put aside for this purpose by Sedgemoor DC.** The Highbridge Regeneration Bid to the Levelling Up Fund, written by Sedgemoor District Council, was sadly unsuccessful in 2022 but was part of the wider Regeneration Framework for the development of Highbridge which was adopted by Sedgemoor DC as a planning document and will be taken up by Somerset Council.

In addition, it takes note of relevant SDC documents such as the Local Plan and supporting background material where these are relevant to the two towns. However, it is not intended that this plan should be limited to what is in these documents but represents a 4-year programme of actions to be taken by the Town Council, which, as well as taking forward ideas in these documents also include others which have been discussed.

It has become clear that the financial constraints of the new Unitary Authority has resulted in a devolution of services from the Authority to the Town Council. This Town Council will continue to put itself at the heart of our community and respond to the needs of our residents, taking the opportunity to ensure devolved services meet the specific needs of our towns. We will continue to focus our work around the Vision and Mission Statement.

Vision

'At the heart of our community'

Mission Statement:

We will:

- Celebrate our uniqueness.
- Optimise the economic performance of our towns
- Create a sense of place: a place where people want to live and choose to spend their time.
- Maximise the potential of existing assets and resources.
- Become a vibrant coastal destination.
- Promote a more sustainable and greener lifestyle for all



Reviewed and updated at Council on 30th October 2023, 27th February 2024, 20th January 2025, 14th April 2025, 11th November 2025, 3rd March 2026

Strategic Aims for 2023-27

We will aim to:

1. Develop an efficient, transparent council at the heart of our community representing the needs of our residents and improving access to services

Success criteria:

- The staff team and councillors have the right IT and other tools to work effectively
- There is improved communication across the council and towns
- Committee structures and meeting diaries are appropriate to the council's priorities
- The public are able to raise concerns with councillors in suitable forums
- Information about the council and its activities is available both online and in print to maximise reach
- Good governance, fiscal responsibility and the habits of a good employer are embedded in the council
- The Council is positively engaged in LCNs in the new Unitary authority

2. Develop the cultural and economic well-being of our towns by drawing on the Highbridge Regeneration Plan and involving other stakeholders such as Better BOS.

Success criteria:

- The increased number of local residents using local businesses day to day
- The towns are connected to sources of employment and business opportunity
- Open public spaces in the town centres provide a place for people to enjoy
- Community facilities and events are used to their maximum potential
- There is good public and active transport connections which allow people to reach places for work and leisure
- The town centres continue to be full of independent shops where people spend money in local businesses
- A Strategic Plan is in place for the development of the Princess Theatre and surrounding area

3. Princess St is a cultural and civic hub attracting residents and visitors alike. Create a greener and sustainable future for our towns by working with interested stakeholders

Success criteria:

The Council has:

- Enabled the community to work towards a net-zero target for 2030
- Ensured its operations are on the route to becoming net zero by 2030
- A plan to help adapt to the worst impacts of climate changes
- Encouraged a healthy lifestyle that makes the most of natural assets
- The community benefits from locally sourced food and renewable energy
- There is increased biodiversity in our green and blue (water) spaces
- The sea front has several activities and attractions to make it a destination for visitors

4. Enhance the well-being of our residents

Success criteria:

- Both towns provide a wide variety of opportunities for sport, leisure and cultural activities for all ages
- There is a well-informed directory of support groups available in the towns, both online and in print.
- Community groups are encouraged to identify need, and find creative ways to support people

Strategic Aim 1: To develop an efficient, transparent council at the heart of our community, representing the needs of our residents and improving access to services.

Action	Lead Councillor/ Officer/ Committee	Timescale Year 1/2/3/4	Review of action taken
<p>Review the IT systems including:</p> <ul style="list-style-type: none"> • Better website platform • Web access for meeting papers • Improve email/ Office systems • Bring your own device policy for councillors 	<p>Cllr Baker/ Town Clerk/ Deputy Town Clerk</p>	<p>By the end of Year 1 (April 2024)</p>	<p>Some improvements have been made to the website. Regularly being updated.</p> <p>Microsoft 35 was installed at the end of January 25 and is working well.</p> <p>Councillors have a shared portal for accessing meeting papers.</p> <p>IT, Cyber Security and Email Policy was approved at Council in December 2025.</p> <p>Monies were allocated to purchase Councillor laptops and quotes are currently being obtained.</p> <p>Ongoing.</p>

<p>Improve communication of meetings and consultations:</p> <ul style="list-style-type: none"> • Better website platform • Find best practice and explore further use of social media to promote the Town Council • Review the visibility and use of noticeboards • Distribute information to the library and community hubs • Councillor drop-in sessions to be set up twice a year • Ensure residents know the pathways for raising their concerns • Explore ways of increasing community use of our website 	<p>Chair/ Town Clerk/ Cllr Perry</p>	<p>By the end of Year 2 (April 2025)</p>	<p>Meeting dates published in Local Reach in September.</p> <p>The website is currently being reviewed with the proposal to get quotes for an updated site.</p> <p>Noticeboards have been refurbished. One has been removed as requested by the property owner.</p> <p>Councillor drop-in session held on 13th January 2026.</p>
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<ul style="list-style-type: none"> • Ensure the financial reporting system is delivering transparency and control. • Continuously review procurement practices to ensure value for money as per audit regulations 	Chair of Finance/ RFO/ Town Clerk	By the end of Year 1 then continuously until the end of Year 4	<p>Relaunch of the accounting system for 2024/25 ensures the accounts are easier for councillors and the public to understand.</p> <p>More financial information is provided at Council and Committee meetings.</p> <p>Improved financial processes have been established and recognised by auditors.</p> <p>Ongoing.</p>
To reconfigure the Old Courthouse to become an effective and useful building for all that use it for now and in the future	Town Clerk/Assets and Amenities	<p>Plan April 2025</p> <p>Changes April 2026</p>	<p>Costings report received January 2026 and is being reviewed for feasibility. Report to be presented to Council in June</p> <p>Ongoing.</p>
Review committee structures annually and have a rolling programme of policy review to ensure the fiscal duties of the council are fulfilled	Town Council	Annually	<p>Core governance documents are reviewed annually and considered at Council in May.</p> <p>Ongoing annually.</p> <p>Other policies are being updated on a rolling programme.</p>

<p>Achieve the Local Council Award run by NALC. Apply for Quality then Gold.</p>	<p>Chair of Council and Town Clerk</p>	<p>Achieve the Quality by Year 3 and be working towards Gold by Year 4.</p>	<p>Registration for silver level has been made (equivalent to previous Quality). Application is being progressed, although has been delayed due to other priority work commitments.</p>
<p>To continue to work with LCNs</p>	<p>Council Representative and Council</p>		<p>Ongoing We now have representation on the Highways Task Group and the Youth Focus Group. Both groups are working effectively to network and share knowledge and experience. The Youth Group has been absorbed within the Community Breakfast. It is no longer part of the LCN</p>

Strategic Aim 2: To develop the cultural and economic well-being of our towns by drawing on the Highbridge Regeneration Plan including other stakeholders such as Better BoS

Action	Lead Councillor/ Officer/ Committee	Timescale Year 1/2/3/4	Review of action taken
<p>Develop a sustainable business plan for the Princess Theatre.</p> <ul style="list-style-type: none"> • Use the independent advisors report to explore options available • Consult with the community on future plans • Present a report to the Town Council with fully costed recommendations for the future of the theatre. 	<p>Asset & Amenities Committee/ Officers</p>		<p>Business Plan was adopted by Assets & Amenities Committee in August 2025 and actions are being implemented by the Theatre Manager.</p>
<p>Improve our Burnham town centre and as a Town Council we will</p> <ul style="list-style-type: none"> • Explore car parking provision • Pedestrianisation: Improve the 	<p>Working group continues to work collaboratively with Better BoS which also includes residents and business groups.</p>	<p>Working group to develop plans and take action through years 2-4</p>	<p>The working group received a workshop from the High Street Taskforce which delivered information and background and supported the formation of Better BoS as a</p>

<p>space available for pedestrians</p> <ul style="list-style-type: none"> • Stimulate the High St growth • Review disabled access to the High St • Events to stimulate footfall • Explore other ideas to enhance the seafront 			<p>placemaking partnership.</p> <p>However Better BoS has struggled to make progress and the council should review whether to take more responsibility for the projects it proposed and generate others.</p> <p>Better BoS has been wound up</p> <p>Development of plans is ongoing.</p>
<p>Develop Highbridge Town Centre</p> <ul style="list-style-type: none"> • To ask Somerset Council to trial first hour free parking at Bank street car park 	<p>Town Council/Somerset</p> <p>Town Council</p>	<p>Year 4</p>	<p>Working Group have made the request to Somerset Council.</p> <p>Somerset have refused a trial of 1 free hour, but suggest B&HTC consider funding free car parking in the run up to Christmas in 2027.</p> <p>They are going to update and improve</p>

<ul style="list-style-type: none"> Review the feasibility study for repurpose of the old station building Continue to work with GWR to encourage signage to direct passengers to the east platform and better access for the disabled <p>Councillors will continue with the walkabouts on Poplar and Moerlands Estates when possible</p>	<p>Town Council</p> <p>Town Council, Somerset Council, Network Rail and GWR</p> <p>Highbridge Regeneration Group</p> <p>Highbridge Councillors</p>	<p>Work to be completed during Year 2-4</p> <p>Year 2 Reviewed</p> <p>Work to be completed during Year 2-4</p> <p>To be arranged</p>	<p>Proved not feasible to go ahead and pursue this</p> <p>GWR Community Fund has been awarded to install improved signing to improve access for all, around the station and streets in Highbridge. This will be installed by June 2026 and is being led by Somerset Council.</p> <p>A Business Plan to seek government support for step free access at the station is being developed.</p> <p>Signs delayed, now August 2026. Sir Ashley Fox is working at government level to improve access at the station.</p> <p>Ongoing – Dates provided to Councillors.</p>
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To put in process to develop and review Neighbourhood Plan	Town Council/Community Group	Start 2026-27	
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Strategic Aim 3: Create a greener and sustainable future for our towns

Action	Lead Councillor/ Officer/ Committee	Timescale Year 1/2/3/4	Review of action taken
<p>To work towards a net zero carbon for 2030</p> <p>To continue to review the TC working practices and contracts to reflect this aim</p>	<p>Town Clerk/ Officers/F&G Committee/Assets and Amenities Committee</p>	<p>1-4</p>	<p>Monies included in 2026/27 budget. Working Group set up to review practices.</p>
<p>Create a plan to adapt to climate change</p> <p>Town Council to work to build climate resilience for both towns</p>	<p>Town Clerk/ Officers/Council</p>	<p>By Year 4</p>	<p>Emergency Plan is being created</p>
<p>Encourage a healthy lifestyle that makes the most of natural assets</p> <ul style="list-style-type: none"> • Ensure all the towns green spaces are well maintained and 	<p>Town Clerk and Officers/ Assets and Amenities Committee</p>	<p>By Year 3</p>	<p>Growing Group has been very effective in planting</p>

<p>excess food to the community</p> <ul style="list-style-type: none"> • Provide information about renewable energy on the website and signpost people to providers 		<p>By Year 4</p> <p>By Year 3</p>	<p>Forge Rhyne Allotments give their excess food to the foodbank.</p>
<p>Explore ways of ensuring that the seafront has a variety of activities and attractions to attract visitors</p> <ul style="list-style-type: none"> • Continue to plant sustainable plants to give all year round displays • Explore ways of making the seafront more attractive with a variety of activities, including events such as the fireworks 	<p>Town Clerk and Officers/ Assets and Amenities Committee/ Growing Group</p> <p>Assets and Amenities Committee</p>	<p>Year 1-4</p>	<p>Growing Group continues to assist the Estates Team in maintaining these flower beds.</p> <p>Fireworks event held in November.</p>

Strategic Aim 4: To enhance the well-being of our residents

Action	Lead Councillor/ Officer/ Committee	Timescale Year 1/2/3/4	Review of action taken
<p>The Town Council will use the devolution of services to take control of green spaces, play parks and local environment.</p> <p>Will ensure the environment around Burnham and Highbridge is clean, welcoming and a pleasure to walk around</p>	<p>Town Council</p>		<p>TC took over the maintenance of the agreed flowerbeds in 2025.</p> <p>Litter picks have taken place each year and are scheduled quarterly for 2026</p>
<p>To ensure that well-being is kept in mind whilst delivering the Climate and Ecology Action Plan.</p> <ul style="list-style-type: none"> • Use the Energy strand to support residents to reduce their energy use. • Use the Sustainability strand to encourage reuse, reduce, recycle and repair • Use the Transport strand to encourage 	<p>Climate and Ecology Working Group</p>	<p>Years 1-4</p>	<p>This is now being driven by the Burnham and Highbridge Green Team CIO.</p> <p>See reports given to TC</p>

<p>active transport choice (walking, cycling)</p> <ul style="list-style-type: none"> Use the Ecology strand to enhance, protect and encourage the active use of our green and blue (water) spaces. 			
<p>Maintain a cost of living support tool on the website. Publicise this on all media platforms. Ensure people at the Information Centres for Somerset Council are aware of it and support its use.</p> <ul style="list-style-type: none"> Use the Energy Information Hubs to give individual face to face support 	<p>Cllrs Baker and Vickers/ Officers</p> <p>Town Councillors, Cllr Vickers plus ???</p>	<p>Review by April 25</p> <p>Needs an update 2026. New team required to update information and simplify</p>	<p>Information provided on website and updated on an ongoing basis.</p> <p>Burnham and Weston Energy are continuing to provide individual support to residents to reduce their energy bills.</p>
<p>Create a working group to Identify all support groups in the town, then create a directory.</p> <ul style="list-style-type: none"> Publicise via social media/website/ print then circulate to community areas. Also work with Sport Groups to show where they operate and what 	<p>Working Group (to be decided) and Cllr Metcalfe</p> <p>Possible to adapt and update a lot of material we already have on the cost of living page and add to this. Needs a team to work on this</p>	<p>By April 26</p> <p>Update bulk by August 2026 and invite other groups to provide information as an ongoing process. Add by September 2026.</p>	<p>Cost of Living pages already contain a lot of information regarding support groups in Highbridge and Burnham-on-Sea.</p>

<p>they offer. Publicise as above.</p> <ul style="list-style-type: none"> • Create a Town Handbook to contain all above information. <p>Encourage new groups to grow and develop by supporting through grant applications.</p>			
<p>To produce an emergency plan to assist residents during emergencies and to consider further plans e.g. flood plan</p>	<p>Town Clerk/ Officers/Councillors</p>	<p>Year 3</p>	<p>Working Group appointed and a plan has been drafted. Letters have been sent to organisations identified for shelters to ask for their permission to be included in the plan.</p> <p>This is in progress.</p> <p>There will be a showing of the National Emergency Briefing film in July 2026.</p>

Appendix

These were actions that were originally identified in the original Strategic Plan and have now been completed.

Strategic Aim 1:	
Action	What the Council have done
Review the IT systems including: <ul style="list-style-type: none"> • Web access for meeting papers 	A VSM Portal is being used for Councillors' access to meeting papers. Meeting papers are published on the website.
Continue Drop-in sessions before each Town Council meeting	Due to poor attendance, it was agreed at Council in May 2024 to cancel the drop-in sessions.
Improve communication of meetings and consultations:	Information regarding Council activities and events are being distributed to more outlets e.g. Morland Hub, The Waffle Hub, Tesco's etc. The Council's Facebook page was relaunched in February 2024.
Investigate moving the Town Council offices to the old SS& L building in Princess St. Create a report to bring to TC with recommendations. Improve current accommodation for staff in the short term. Review accessibility of all Town Council buildings for the public.	Council agreed in April 2024 not to pursue the purchase of the former SS&L building due to the costs.
Review committee structures annually and have a rolling programme of policy review to ensure the fiscal duties of the council are fulfilled	Changes to the Committee structure were approved by Council in May 2024.

Strategic Aim 2:	
<p>Develop a sustainable business plan for the Princess Theatre.</p> <ul style="list-style-type: none"> • Use the independent advisors report to explore options available • Consult with the community on future plans <p>Present a report to the Town Council with fully costed recommendations for the future of the theatre.</p>	<p>New Theatre Manager recruited in September.</p> <p>Working Group now established and setting out an Action Plan.</p>
<p>Resolve the play park situation and then explore other ideas to enhance the sea front.</p> <p>Present a report to TC with recommendations that are costed. Seek funding to complete the project.</p>	<p>Permission for the play area to be installed on the seafront was not granted by Somerset Council.</p> <p>The project is now closed.</p>
<p>Reform the working group to develop plans for Burnham Centre using the High St Taskforce initiative.</p> <p>Report to be presented to TC with recommendations for further action.</p> <p>Funding to be sought where necessary.</p>	<p>Town Board has been established and were rebranded as Better BOS. They have set their Terms of Reference and are working on an Action Plan.</p> <p>Better BOS are applying to be established as a CIC.</p>
<p>Reform Highbridge Regeneration Group to rework the levelling up bid plans. Group to include stakeholders.</p> <ul style="list-style-type: none"> • Highbridge Station travel plan- ensure pedestrian access from the Brue Farm estate. Cycle link from Highbridge to Burnham. 	<p>Terms of Reference and membership was agreed in November 24.</p> <p>A meeting has taken place with GWR to pursue the development of the station premises and travel plan.</p> <p>The new working group is now established with many representatives from the community involved. They are in the process of creating a 3-year Action Plan. Nick Tait is providing support from Somerset Council. The Action Plan will go to the Town Council for ratification by July 24.</p>

<ul style="list-style-type: none"> • Bank St car park- gather data to enable exploration of car park charging regime and use of space. • Review alternative sources of funding or a renewal bid. 	<p>The Working Group has now completed the Action Plan and will be bringing to the September meeting of the Town Council.</p>
<p>Strategic Aim 4:</p>	
<p>Develop the provision of green and blue spaces for public use.</p>	<p>Already in another section Group, Town Council, Somerset Council</p>
<p>To ensure that well-being is kept in mind whilst delivering the Climate and Ecology Action Plan. Use the energy strand to support residents to reduce their energy use.</p> <p>Use the Sustainability strand to encourage reuse, reduce, recycle and repair.</p> <p>Use the Transport strand to encourage active transport choice (walking, cycling).</p> <p>Use the Ecology strand to enhance, protect and encourage the active use of our green and blue (water) spaces.</p>	<p>The CE Working Group has taken the following action:</p> <ul style="list-style-type: none"> • Weston Solar Energy are completing energy audits on private and community buildings. • We now have 2 Repair Cafes, one in each town. • Some businesses have signed up for the City to Sea Refill Scheme to reduce single use plastic. • The Bus Users Group has now met with the new Leadership Team at First Bus and Cllr Mike Rigby of Somerset Council. They have established a communication link with the Operations Manager of Buses of Somerset. • Somerset Wildlife Trust and Our Highbridge continue to develop ideas to enhance the Brue Green Pathway. • The Growing Group is now working with Burnham in Bloom and Clean Surroundings to improve our planting scheme. <p>The Working Group is now seeking to become a CIC to open up opportunities for applying for grants. The Group will still deliver the Action Plan for the Town Council.</p> <p>There are 4 Town Councillors involved in the group.</p> <p>The Working Group has now applied to become a CIO. We are awaiting the response.</p>



Report for councillors: Provision of IT Equipment for Councillors

Issued to: Town Council - 29th June 2026

1. Purpose of Report

To seek approval to purchase 10 laptops for Councillors who wish to conduct all Council business on dedicated Council-issued devices, ensuring full compliance with data protection requirements and improving reliability during meetings.

2. Background

The Council currently provides Councillors with a tablet device for accessing emails, agendas, reports, and for joining virtual meetings via Microsoft Teams.

The tablets are now several years old and were originally introduced to support the transition to paperless meetings, reducing printing and postage costs. While this objective has been achieved, several Councillors have reported increasing frustration with the functionality and reliability of the tablets, including:

- Difficulty viewing meeting papers and participants simultaneously due to the small screen size.
- Limited processing capability, resulting in freezing or crashing when opening large agenda packs.
- Slow or unreliable access to documents during meetings.
- Inefficient typing experience when drafting emails.

Laptops are considered the preferred replacement option for the following reasons:

- Improved performance: Laptops are better suited to running multiple applications and managing several windows without freezing.
- Larger screen and better usability: The increased screen size supports easier navigation of agenda papers and virtual meeting participation.
- Enhanced typing experience: A physical keyboard and trackpad provide a more efficient and comfortable way to work on emails and documents.
- Greater storage and file management: Laptops offer more offline storage and more intuitive file and folder management than tablets.

Some Councillors have indicated they would prefer to use their own personal devices. In these cases, the Council would not issue a laptop and the Councillor would be responsible for ensuring their own device meets the Council's data protection and security requirements

If the proposal is agreed, the Council's IT Policy will be reviewed and updated to reflect the use of personal devices by some Councillors and to ensure continued compliance with data protection legislation.

Laptops running Windows 11 Pro are recommended due to the security features required for Council business.

Why Windows Home Devices Are Not Recommended

Windows 11 Home does not provide the security and management features required for Council operations. Windows 11 Pro includes:

- BitLocker encryption – protects hard drives and removable storage.
- Remote Desktop Protocol (RDP) – allows secure remote access.
- Trusted Boot – checks the Windows kernel for vulnerabilities during startup.
- Windows Sandbox – safe environment for testing applications.
- Group Policy Management – essential for centralised IT control.
- Business management tools – including Windows Information Protection, Windows Update for Business, integration, and Dynamic Provisioning.

These features are not available in Windows Home, making Pro level devices essential for compliance with data protection and cyber-security requirements.

3. Financial Implications

Three quotations have been obtained for suitable devices.

Company	Device Specification	Cost per laptop Ex VAT	Total Cost for 10 Laptops Ex VAT
A	Lenovo V14 Laptop 8GB Ram 14" Screen 256GB SSD Windows 11 Pro	£5,269 Optional: Full setup service for all devices (£500)	£5,269 Or £5,769 to include set up fee
B	Lenovo V14 Laptop 8GB Ram 14" Screen 256GB SSD Windows 11 Pro	£4,299.70 Note: No setup service provided - Officers would need to assist	£4,299.70
C	HP 255R G10 Laptop 8GB RAM 256GB SSD 15.6" Screen Windows 11 Pro	£4,959.990 Note: No setup service provided - Officers would need to assist	£4,959.90

4. Recommendation

It is recommended that the Council approves the purchase of 10 laptops for Councillors from Company A at a total cost of £5,269 plus VAT, with an additional £500 plus VAT setup fee to ensure devices are fully configured for use. Although this represents a further cost, the setup work cannot be completed in-house due to current staff capacity and time it would take. All costs will be met from the Office/IT Equipment & Furniture budget.



Report for councillors: Request for use of Earmarked Reserves

Issued to: Town Council - 29th June 2026

1. Purpose of Report

To request the release of funds from EMR 392 – Public Conveniences for the replacement of one of the toilet doors on the Esplanade Public Conveniences at a cost of £3,525+VAT.

2. Background

The door to the men's toilet on the Esplanade was in a state of disrepair but after recent vandalism has now become unusable and needs replacing.

3. Financial Implications

Current balance of EMR 392 is £124,031.

4. Recommendation

To release £3,525 of funds earmarked for the Public Conveniences.



Report for councillors: Christmas Lights Contract

Issued to: Town Council - 26th June 2026

1. Purpose of Report

To approve the contractor for providing and installing the Christmas lights for Burnham-on-Sea and Highbridge for the next 3 years.

2. Background

This report provides an analysis of the tenders returned in response to enquiries sent for the design, supply, installation, removal, storage and operation of Christmas lighting. The equipment is to be hired for the duration of the contract. The scheme is for a 3-year period commencing November 2026 and terminating January 2029.

The report considers the submissions in terms of the compliance of the contractors submission with the Town Councils tender instructions, the financial assessment of the tenders and a technical assessment of the submissions. As the contract is design and build there is a variety of options and the final decisions will come down to which design offers the best value for money and most widely meets the Town Council's criteria.

The Town Council has assessed the fee bids through the use of a quality matrix weighted, 60% to the written submission and 40% to the interview. It is intended that this will allow the quality of the submissions to form part of the successful bid. The maximum score that can be achieved under the assessment process will be 100.

The contract was advertised on the Government Contract Finders website. Seven companies expressed an interest in the contract, but only two submitted tenders.

The submitted tender documents were opened by Councillor Facey and the Town Clerk. The tender documents were collated and assessed by Officers of the Town Council.

The tenders have been analysed and checked, in accordance with the criteria of the Town Council. This report will present the information assessed to help the Town Council make a final decision and appoint a contractor for the design, supply and installation of the Christmas lights in Burnham-on-Sea and

Highbridge.

Design Submission

The specification issued to the contractors for the design, supply and installation of the Christmas lights gave a detailed list of requirements both as a design brief and also with regard to the information requested to be provided with the tender submission.

The design brief provided to the contractors is set out in section 3 of the tender document and is reproduced below:-

Requirements

Overview

The vision for the Christmas lighting scheme is that it should enhance and reflect the seaside town heritage.

A colour coordinated scheme of bright and vibrant colours. Reconditioned lights will be considered if of a high quality.

LED or low energy use products are required.

Design Approach

The designer should have regard for all potential users of the space and is to demonstrate the inclusivity of their design with regard to the available space and budget.

The tenderer must demonstrate within their submission how the proposed design promotes a traditional Christmas atmosphere while offering innovative and inclusive options.

Clients' Requirements

The requirements for the successful design and installation will incorporate the key elements set out below

- The design can make use of the existing street furniture and features such as natural trees, lighting columns and walls to mount decorations.
- Lighting columns are the preferred option where possible, due to difficulties in obtaining permissions from property owners.
- The design is to include cross street suspended decorations, building mounted decorations (if possible), column mounted decorations and decoration of natural trees.

Specification

The trees within Jubilee Gardens in Highbridge have been used in previous schemes and provided a good focal point.

The trees located in the identified areas should be included in the Scheme. If these are used, any connecting electrical wires to lamp posts and between trees must be installed each season and removed following switch-off of the scheme.

The existing wall brackets have previously had permission from building owners for their locations and this may limit the size of decoration that can be fitted. The tenderer is strongly recommended to visit the towns prior to submission of the tender. The Council will confirm permissions to use these positions for the new contract if required by the contractor.

The existing electrical infrastructure and bracket locations are listed within this document, along with locations of new street lighting columns that have recently been installed in Burnham High Street. The street columns in the High Street should be used as the preferred option, although some lights will still need to be displayed on buildings to ensure an even display.

Focal point displays should be installed on buildings identified in the list below, in previous years this has been with string lights.

The tenderer will be responsible for gaining permissions from the relevant body for any cross street decorations.

All outdoor lighting and electrical installations will be a minimum of IP66 rated.

The tendering company will be responsible for inspecting the condition and adequacy of any of the existing infrastructure if it is to be used in the new scheme and include any associated costs in replacing or repairs to such infrastructure within its tender.

Lighting decorations will be installed ready for the switch on events in November (dates to be confirmed) and must be installed no later than 5 days prior to the switch-on dates and removed by 16th January.

All lights will be on timers (timings of functioning to be confirmed) and will operate until 6th January.

Area

The main areas of Burnham-on-Sea town centre that are to be included within the tender to be illuminated include: High Street, Victoria Street, Princess Street, Pier Street and College Street.

The main areas of Highbridge town centre that are to be included within the tender to be illuminated include: Church Street and Market Street, Huntspill Road and Jubilee Gardens.

A plan identifying the areas is included in this document.

As the town centre is a mix of commercial, accommodation providers and residential, the contractor must be mindful when programming the installation and removal of the lighting display on buildings. Any works on or near accommodation providers and residential dwellings must not be undertaken during the following hours: 11.00pm – 7.00am.

Burnham-on-Sea Carnival is held early in November every year, no works to install illumination over the roads that could affect the Carnival route can be undertaken prior to the Carnival, the contractor will be responsible for ascertaining the carnival dates in future years.

Services Required

Provision of the following services:

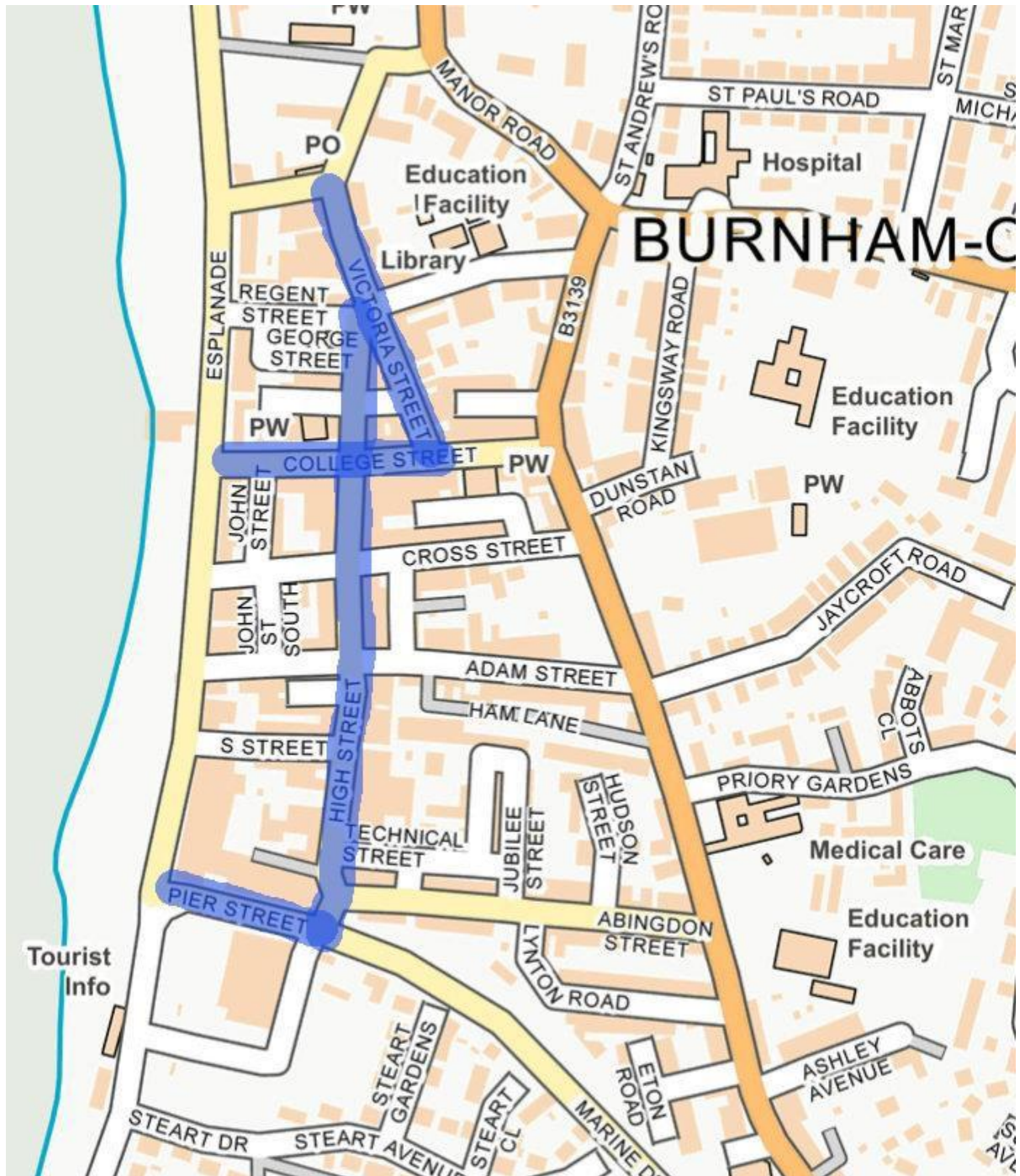
- a) Full site survey, including detailed measurements of heights.
- b) Photographic simulations of lighting in situ.
- c) Detailed description of lighting scheme proposal.
- d) Comprehensive installation and removal service.
- e) The switch-on events in Burnham-on-Sea and Highbridge will be confirmed, these usually occur in late November (or as advised) at times to be advised and attendance is required at the events to facilitate this. The Council works with local groups to organise these very popular community events.

The contractor must provide at least one member of staff to assist with the switch-on events. Lights should be fitted with remote control switches. All lights must be tested to ensure that they are fully operational prior to the switch-on dates, with final checks being made on the day. The contractor's staff must make themselves available a minimum of 2 hours before switch-on to receive final briefing of the timings of the event. All peripheral lights to the main switch-on area must be switched-on within 1 hour of the main switch-on event. Staff contact numbers must also be made available prior to the switch-on event.

- f) Stress testing of wall brackets and inspection of all connection points on an annual basis.
- g) Checking all lighting equipment and undertaking any repairs to ensure full working order prior to installation.
- h) Installation and maintenance of electrical infrastructure to serve the lighting scheme including timers.
- i) 24 hour on call service throughout the display period. All reported lighting repairs/faults require a 24 hour response to undertake remedial repairs unless it is reported as an emergency call out due to the fault posing a danger to the public in which case a 2 hour response must be achieved.
- j) A dedicated account manager.
- k) Safe storage of lights by the contractor throughout the period of the contract.
- l) Liaison with building owners in respect of cable/fixings etc.
- m) Reuse if and where possible of existing fixings.
- n) Indemnify Burnham-on-Sea and Highbridge Town Council of any builder's work repairs relating to the contract.

Location of Christmas Decorations

The areas of Burnham-on-Sea are highlighted blue on the map below.



The areas of Highbridge are highlighted blue on the map below.



The contractors were also provided with a list of the sockets and bracket positions of previous Christmas light displays.

The tender submissions included illustrations of the scheme proposed. These have been fully assessed as part of the interview process which assessed the aesthetics of the scheme.

The contractors submitted written submissions that met the criteria set out above, although one was more detailed than the other.

Financial Submission

The contract is to operate within a fixed price to reflect the funding provided by the Town Council, the budget of 40,000 plus VAT per year with a total contract value of £120,000 plus VAT over the three year period. The submissions are within this budget.

The instructions to tender issued to the contractors for the design, supply and installation of the Christmas lights gave a detailed list of requirements both as a design brief and also with regard to the information requested to be provided with the tender submission.

Both companies did come in below budget, they did state this was to allow adjustments to the design and number of lights installed.

The tender figures are shown on the assessment summary sheet in Appendix A.

Technical Submission

A review of the technical information included within the tender has been undertaken, the scoring allocated to this section is included within Appendix A, outline comments are detailed below.

Both companies submitting tenders are experienced and competent designers and installers of Christmas lights displays. They have provided references for Authorities they have worked for.

The contractors appear to have the relevant training and certification to undertake the works required.

One of the contractors undertake the installation in-house and the other contractor use a local sub-contractor to install. Should a contractor be selected that uses a sub-contractor, then further information will be requested prior to entering contracts.

Two contractors had their written submissions assessed and scored; the points awarded were: -

<u>Company</u>	<u>Points</u>
Company A	37
Company B	56

Interview

The Town Council has assessed the fee bids through the use of a quality matrix weighted, 60% to the written submission and 40% to the interview. It is intended that this will allow the quality of the submissions to form part of the successful bid. The maximum score that can be achieved under the assessment process will be 100.

Interviews were undertaken on Wednesday 10th June 2026 and the contractors were assessed by a panel of Councillors using a series of formal weighted questions. The Town Clerk and Deputy Town Clerk were also present.

The panel comprised:-

Cllr Clayton

Cllr Facey

Cllr Hendry

The scores awarded during this process are set out below:-

<u>Company</u>	<u>Points</u>
Company A	23
Company B	34

Summary

Within this report the results of both the technical assessment of the written submissions and the interview process have been assessed, the points awarded are set out below:-

<u>Company</u>	<u>Points</u>
Company A	60
Company B	90

The Town Council will need to enter into formal agreements with the property owners for the placement of the Christmas Lights on the various buildings throughout Burnham-on-Sea and Highbridge. However, with the installation of the new lighting columns in the High Street Burnham-on-Sea, this will reduce the need to erect lights on the buildings.

Testing and any repairs to existing infrastructure will be at an additional cost to the Council.

Company B plan on using existing brackets where possible. Company A would likely require new brackets to be installed at an additional charge.

Technical Assessment

Both companies have demonstrated their competence and experience with the design, supply, installation and maintenance of Christmas lighting. There are variations between the companies with regard to their emergency and routine response times to maintenance works, but both offer a service that would meet the needs of the Town Council.

Design Assessment

Company A has proposed wrap around motifs for the new lamp columns in the High Street, Burnham-on-Sea and to use boas in Church Street, Highbridge with a candy cane theme. Multi-coloured swag lights would be used on the Princess Theatre and Scotts Furnishings in Burnham-on-Sea. A suggestion for a 3D motif for each town could be considered.

Company B has proposed colour changing motifs on the street columns, with the size for Church Street, Highbridge being increased due to the large posts. The feature buildings would have icicle lights which include colour changing spheres and Jubilee Gardens in Highbridge would have stem lights with the colour changing spheres. A 3D motif could also be considered.

Both companies will provide an automatic switch-on system.

3. Recommendation

Company B scored highest in both the technical assessment and at the interview and is recommended to be awarded the contract.

Both companies have confirmed their flexibility to amend and adjust their proposals to ensure they reflect the requirements of the Town Council and local residents. The company selected should be appointed on the basis that the design will be reviewed and amended to meet these requirements.

Once the design is finalised the Town Council should enter into a formal contract for the design, supply, installation, maintenance and annual hire of the Christmas Lights

Appendix A		
Tender Assessment Summary Sheet		
	Company A	Company B
Tender submitted by 12 noon 01/06/26	In accordance with tender instructions	In accordance with tender instructions
Tender submitted Late		
Withdrawn		
Failed to Tender		
Financial Check		
H&S Check	Pass	Pass
Tender Check		
Form of tender submitted	No	No
Tender Figure - Annual (plus VAT)	£35,000.00	£33,000.00
Tender Figure - Contract Period (plus VAT)	£105,000.00	£99,000.00
Budget Breakdown Included	Yes	Yes
Companies own T&C imposed	No	Yes
Technical submission		
Technical Points Awarded	37	56
Summary		
Interview points	23	34
Technical points	37	56
Total	60	90



Report for councillors: Appointing Internal Auditor for 2026/27

Issued to: Town Council – 29th June 2026

1. Purpose of Report

To provide Councillors with quotes obtained from Internal Auditors registered with The Internal Audit Forum.

2. Background

The Internal Audit Forum is a professional body to support independent Internal Auditors and to ensure that a high standard of internal controls review is undertaken, country wide.

The internal audits are carried out twice per year and include a review of the year end accounts and completion of the Annual Internal Audit Report of the Annual Governance and Accountability Return (AGAR). Please note all prices are provided ex-VAT.

Current Internal Auditor - Hillside Business Services.

Charges for 2025-26 - £24 per hour.

Cost to the Council for 2025/26:

- Interim audit – Oct 2025 £432.00 (18hrs)
- Year-end audit – April 2026 £396.00 (16.5hrs)

Total cost for 2025/26 - £828.00

3. Financial implications

Quotes for 2026-27

- Quote 1 – Based in Somerset. £24 per hour for remote audit services. The number of hours vary as it is subject to the quality of information provided, the amount of internal audit queries raised and also subject to any further update/additional testing required in line with the JPAG.

Audits are completed remotely, but if a visit to the office is required, the travel time will be charged at the normal hourly rate plus £0.45 per mile.

Estimated costs for 2026-27: Interim audit: £432.00, Year-end audit: £396.00.

Total estimated cost for 2026/27: £828.00

- Quote 2 – Based in Surrey. Hourly rate for the financial year commencing on 1 April 2026 is £85 + VAT for councils with a precept exceeding £1 million. Travel costs for on-site visits are charged at the standard HMRC rate of 45p per mile. No charge for travel time. 3 year contract available with guaranteed fixed hourly rate at time of engagement. Audits can be carried out remotely or in person based on councils preference and

circumstances.

1 x interim audit & 1 x year-end audit.

Total estimated cost for 2026/27: £2,932.50

- Quote 3 – Based in Devon. Affiliated with Devon County Council. Remote Audit Services. Daily rate £384/day.

Light touch interim audit – estimated 1 day

Year-end audit - estimated 4 days work.

Total estimated cost for 2026/27: £1,920.00

- Quote 4 – Based in London. Remote and in-person audit services.

Fee includes a remote interim and a remote/in-person year-end report.

Based on an estimated 3.5 days in total @ £425 a day. Quoted fee is inclusive of all travel and disbursements, including an on-site visit, as detailed above.

Total estimated cost for 2026/27: £1,487.50

4. Recommendation

For the Committee to decide on which Internal Auditor to appoint for 2026-27.



Report for councillors: To consider Telecom Lease at Brent Road Cemetery

Issued to: Town Council - 29th June 2026

1. Purpose of Report

For the Town Council to consider a request from Mobile Broadband Network Limited (EE) and 3G UK Limited to enter into a new lease agreement for electronic communications apparatus located on the mast site within the field identified for the future cemetery extension at Brent Road Cemetery.

2. Background

The original lease agreement commenced in 2004 for a 10-year term, with an annual payment of £1,500.

A renewal was agreed in 2015, increasing the annual payment to £4,500.

The operators now seek to enter into a new 10-year lease under the terms of the Electronic Communications Code, which governs telecoms agreements.

3. Financial Implications

Under the proposed lease, the total annual payment for the site will be **£1,750**.

The payment is payable annually in advance from the lease commencement date and on each anniversary for the duration of the 10-year term.

This represents a significant reduction from the previous rent of £3,000 per annum agreed in 2015 - 41.7% decrease.

Other considerations

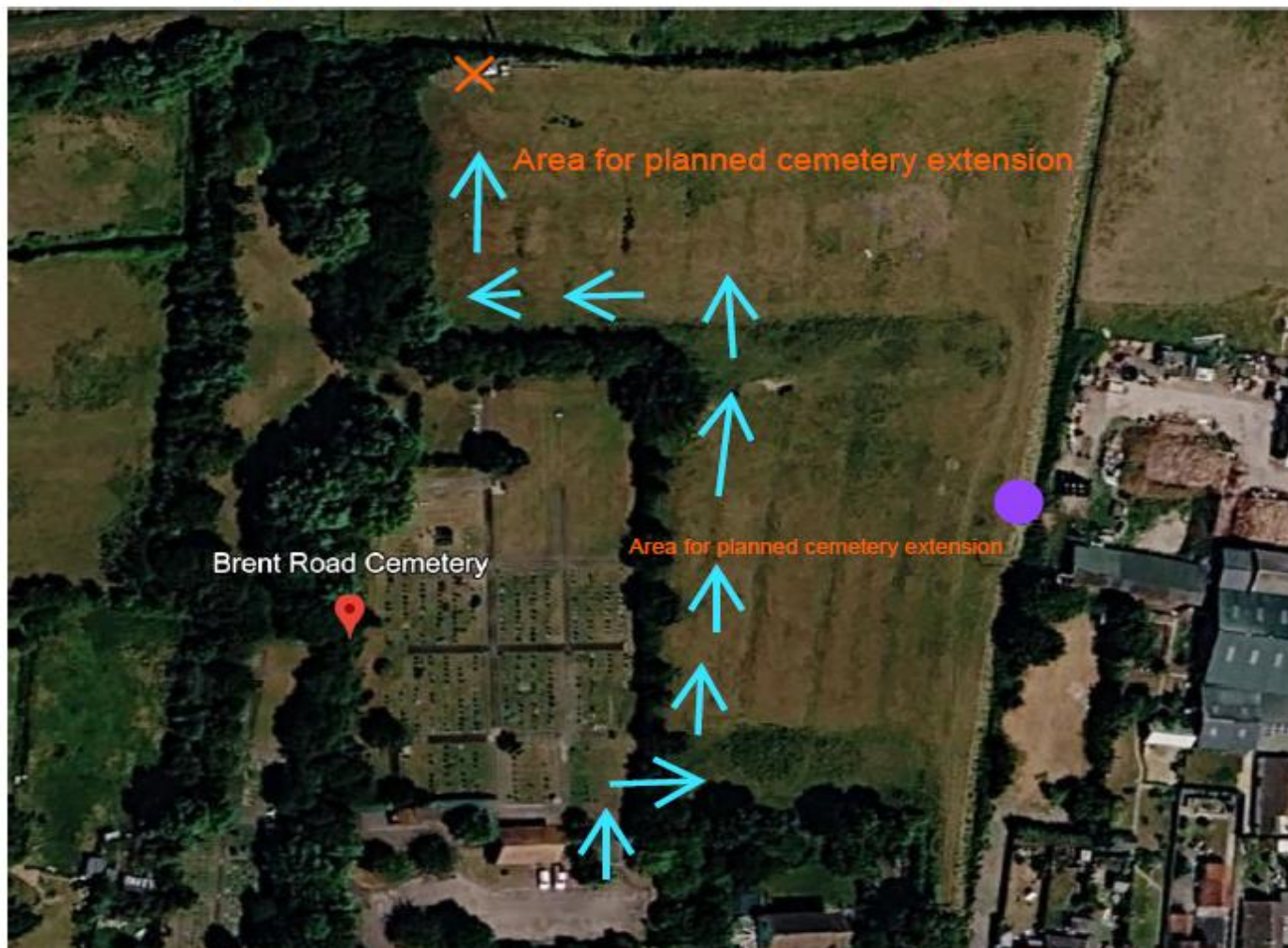
The mast is located within the field identified for the future expansion of Brent Road Cemetery. The presence of the mast and associated underground cabling already significantly reduces the usable area due to required buffer zones.

Entering into a new 10-year lease would have major implications for burial capacity, specifically:

- The mast, its compound, and the exclusion zones around it already remove a portion of the extension land from use.
- The underground cables create an additional protected corridor where burials cannot take place.
- The operators require ongoing vehicular access to the mast, which creates a further operational buffer where graves cannot be sited.

A diagram has been provided showing the current mast location, proposed generator position, the planned extension area, current access route and likely future access routes.

✗ EE Mast ● Current access to the mast is through the farm ➔ Future access route



Taken together, these constraints would result in the loss of a significant number of burial plots within the planned extension area, materially reducing the long-term capacity of Brent Road Cemetery.

This impact is substantial and should be considered alongside the financial terms of the proposed lease.

Option to Consider a Shorter Lease

Given the cemetery's future expansion requirements and the significant impact the mast, cabling and access corridor would have on burial capacity, the Council may wish to consider whether a shorter lease term (e.g., **1–2 years**) would be more appropriate than the 10-year term requested.

A shorter lease would:

- Reduce long-term constraints on the planned cemetery extension
- Allow the Council to reassess burial-capacity needs within a shorter timeframe
- Avoid committing the authority to a 10-year agreement that limits operational flexibility during a critical period of cemetery development

Planning for the cemetery extension is already underway, as preparatory works must begin several years in advance. The Council's current programme anticipates that new burials will

need to commence in the extension area within the next 3-4 years, meaning that long-term encumbrances on the land could materially affect the Council's ability to deliver essential burial provision.

4. Recommendation

It is recommended that the Council considers the proposed lease terms, including the impact on future burial capacity, whether a shorter lease term should be proposed and refers the matter to the Finance & Governance Committee for formal agreement of the lease documents.



Report for councillors: **To consider a request to install a generator at Brent Road Cemetery**

Issued to: **Town Council - 29th June 2026**

1. Purpose of Report

For the Town Council to consider a request from EE (Everywhere Ltd) for the installation of a 10KVA diesel containerised generator at Brent Road Cemetery.

2. Background

EE has submitted a proposal to install a 10KVA diesel generator within the grounds of Brent Road Cemetery. The installation includes:

- A new containerised generator positioned outside the existing equipment compound
- Installation of a new equipment cabinet
- Replacement of equipment within the existing compound
- Associated cabling and ancillary works

The proposed generator location lies outside the current mast operational area. The generator is intended to maintain mobile network coverage during power outages.

Cemetery Extension Considerations

The Council intends to extend the cemetery into the adjacent field within the next 3-4 years. The proposed generator location and associated access requirements raise several operational concerns:

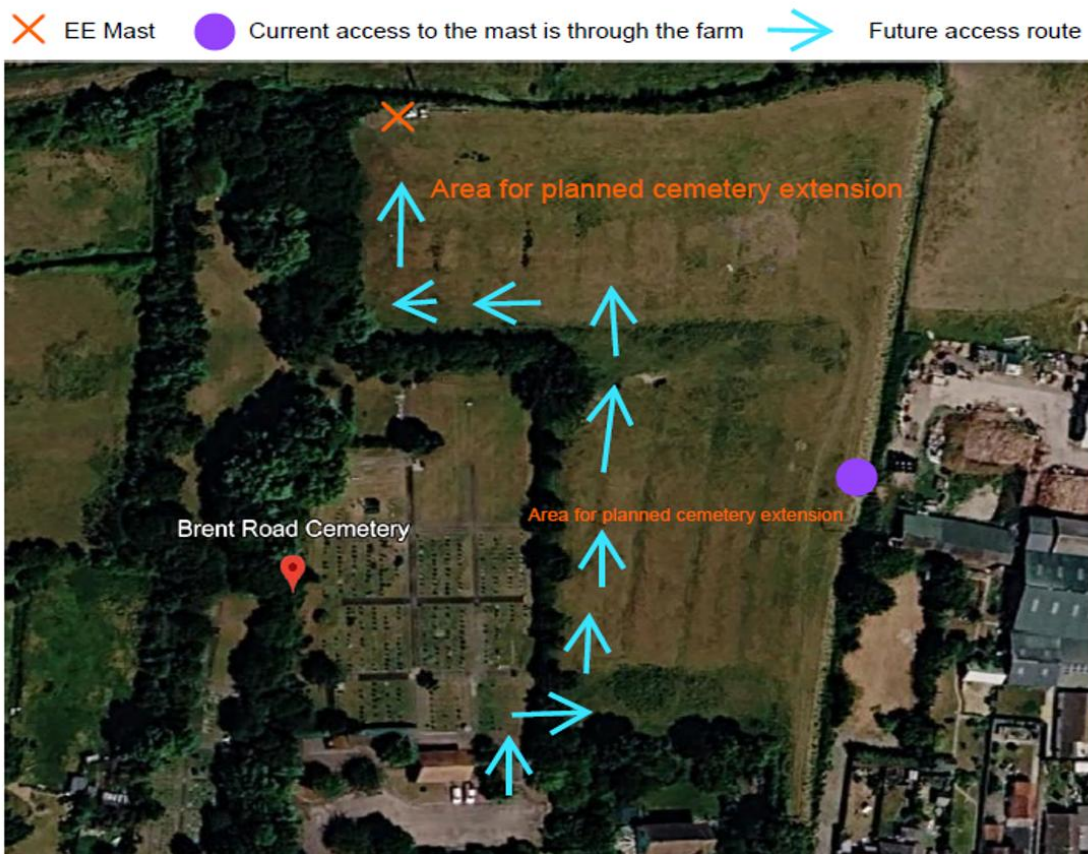
Future access requirements: Once the land becomes cemetery ground, EE would require vehicle access across the cemetery to reach their equipment.

Loss of burial capacity: A permanent access corridor and buffer zone around the generator would reduce the number of available grave spaces and may shorten the operational lifespan of the extension area.

Operational disruption: Maintenance or emergency repairs could conflict with funerals, visitors, or routine cemetery operations.

These issues may significantly influence the long-term layout and operational planning of the cemetery extension.

A diagram has been provided showing the current mast location, proposed generator position, the planned extension area, current access route and likely future access routes.



EE has issued a Side Letter supplementing the Principal Mast Agreement

Purpose of the Side Letter

To grant EE additional rights under the Electronic Communications Code to install, operate, maintain, refuel, upgrade, and replace a permanent generator and associated cabling.

Rights Granted to EE

The agreement would provide EE with:

- The right to bring onto and keep a permanent generator and associated fuel on the land
- The right to install permanent sockets and cabling
- Reasonable access at all times, with vehicles and machinery if required
- The right to connect the generator to EE's equipment and the site's electricity supply

EE's Obligations

EE must:

- Comply with all relevant laws, regulations, and planning requirements
- Maintain the generator in good working order
- Ensure noise and emissions remain within acceptable levels as reasonably required by the Council
- Maintain appropriate public liability insurance
- Remove the generator and make good any damage at the end of the agreement

Duration and Termination

- Either party may terminate with 12 months written notice
- It automatically ends if the Principal Mast Agreement ends
- Once the agreement has ended the generator will be removed.

3. Financial Implications

- EE proposes a one-off payment of £2,000 to the Town Council.
- Loss of burial land capacity due to the generator's footprint and required access corridor. This reduces the area available for future grave plots and may shorten the operational lifespan of the cemetery extension.
- Potential future costs if the Council later needs to relocate the generator or negotiate revised access arrangements to facilitate cemetery expansion (not currently costed and not covered by EE's payment).

Option to Consider a Shorter Lease

Given the cemetery's future expansion needs and the substantial impact on burial capacity, the Council may wish to consider whether a shorter lease term (e.g., 1-2 years) would be more appropriate. A shorter term would:

- Reduce long-term constraints on cemetery expansion
- Allow earlier review of burial capacity and operational needs
- Avoid committing the Council to an arrangement that limits flexibility

EE has indicated they are willing to proceed even if relocation may be required in 1–2 years.

Planning for the cemetery extension is already underway, as preparatory works must begin several years in advance. The Council's current programme anticipates that new burials will need to commence in the extension area within the next 3-4 years, meaning that long-term encumbrances on the land could materially affect the Council's ability to deliver essential burial provision.

4. Recommendation

It is recommended that the Council considers the proposed terms, including the impact on future burial capacity, whether a shorter term should be proposed and refers the matter to the Finance & Governance Committee for formal agreement of the Side Letter documents.