

**Minutes of a meeting of the Finance and Governance Committee
held on 20th July 2026 in the Council Chamber, The Old
Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

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

In attendance: N. Brookes (RFO) and five members of the public

Public Participation: There were no representations made

534.0.F26 To receive apologies for absence

Apologies were received from the Town Clerk.

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

There were no declarations of interests.

536.0.F26 Presentation by Citizens advice Somerset

An impact report outlining the results of the Citizens Advice service for Burnham-on-Sea and Highbridge for 2025–26 was presented to the Committee.

537.0.F26 To receive and approve the minutes of the Finance and Governance Committee meeting held on 8th June 2026

The minutes of the previous meeting of the Finance and Governance Committee, held on 8th June 2026, were presented by the Chairman.

Resolved that the minutes of the meeting held on 8th June 2026 were approved as an accurate record and signed by the Chair.

538.0.F26 Matters arising from previous minutes

There were no matters arising

539.0.F26 To receive for information minutes of sub-committees

A meeting of the Human Resources Sub-Committee took place on 2nd July 2026, the minutes had been circulated.



540.0.F26 To receive the Chair's report

The Chair confirmed that all matters he wished to raise were already included within the agenda. No further items were reported.

541.0.F26 To approve release of agreed allocated grant funding to the Citizens Advice Somerset (£2,700)

A representative from Citizens Advice Somerset attended and provided additional information to the Committee. Members were advised that 38 more clients had accessed the service this year.

The representative was thanked for their invaluable contribution to the community.

Resolved that the allocated grant monies of £2,700 be released to Citizens Advice Somerset.

542.0.F26 To consider applications for the Highbridge Shop Front Grant Scheme

The grant applications were considered by the Committee.

542.1 11:11 Beauty - £2,000

Resolved that the grant request for £2,000 is approved.

542.2 Barney's - £2,000

Resolved that the grant request for £2,000 is approved.

542.3 Dermoda - £1,800

Resolved that the grant request for £1,800 is approved.

542.4 Ling Pollack Ltd t/a Mint Bay - £2,000

Resolved that the grant request for £2,000 is approved.

543.5 Owen & Watts Properties Ltd - £1,602

Resolved that the grant request for £1,602 is deferred as there was no representative from the business present to answer the Committees questions. The RFO will contact the business to confirm whether they wish to attend a future meeting so the Committee can consider the application.

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

543.0.F26 To receive the list of payments up to 10th July 2026

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

544.0.F26 To note the income and expenditure and earmarked reserves reports and overspends up to 30th June 2026

The reports were noted.

545.0.F26 To approve the bank reconciliation for June 2026

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

546.0.F26 To receive an update on aged debtors

The update on the aged debtors was noted and no questions were raised. The RFO advised that all the Aged Debtors listed, except for the Cabaret Café, have made payment in July.

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

The VAT Return for the quarter ending 30th June 2026 was submitted on 14th July and a refund of £9,969.61 has been received

The AGAR for 2025-26 was submitted on 30th June and a submission receipt has been received from the external auditor PKF Littlejohn.

In line with government guidance the HR Committee has agreed to increase the staff mileage allowance from 45p/mile to 55p/mile for the first 10,000 business miles effective 2nd July 2026.

All organisations awarded community grants in June have accepted the terms and conditions. Payments will be made during July.

Following a higher than usual water bill caused by a leak at Westfield Road Cemetery, Bristol Water has approved the Councils request for a refund and will refund £237.43.

548.0.F26 To consider response to correspondence received

548.1 To consider nominating a representative for the Pension Fund vacancy

Resolved that no representative from Burnham-on-Sea and Highbridge Town Council is nominated for the Pension fund vacancy.

549.0.F26 To receive Health and Safety update report

The report was noted and the committee thanked the officers involved for all their hard work.



550.0.F26 To consider investment update quarterly report recommendations

Resolved to draw down £250,000 from the CCLA Public Sector Deposit Fund for the next quarters expenditure.

551.0.F26 To consider date for the next round of Community Grants

Resolved the next round of grants will be considered at the meeting on the 19th October 2026. The deadline for receipt of grant applications will be 2nd October 2026.

552.0.F26 Date of next meeting

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

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DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
12/06/2026	SSE	IV04548139	electricity - HB Clock	£14.52	£0.73	£15.25 paid 01/07/26
19/06/2026	Town & Country	115401	nosings to backstage stairs - PT	£203.23	£40.65	£243.88 paid 01/07/26
19/06/2026	Quicksign	12169	plaques for hanging baskets	£393.90	£78.78	£472.68 paid 01/07/26
19/06/2026	Aquablast	103511	clear blocked toilets-Pcons	£130.00	£26.00	£156.00 paid 01/07/26
20/06/2026	Amazon	GB61HZH5ABEY	door signs	£13.95	£2.80	£16.75 paid 01/07/26
22/06/2026	Screwfix	2013841298	gloss paint	£32.49	£6.50	£38.99 paid 01/07/26
22/06/2026	Screwfix	2103843344	padlocks	£43.72	£8.75	£52.47 paid 01/07/26
22/06/2026	Amazon	GB6000L8DiQ3C	trailer side markers	-£18.24	-£3.65	-£21.89 returned 19/06/26
23/06/2026	Somerset Council	32027253	CCTV contribution 26/27			£33,582.24 paid 01/07/26
24/06/2026	The Knowledge Store	603611FF-0076	IOSH training - FH	£120.00	£24.00	£144.00 paid 01/07/26
24/06/2026	Screwfix	2013899130	ear defenders - PPE	£26.66	£5.33	£31.99
25/06/2026	J Middleton	01510	Creative writing settlement			£82.50
26/06/2026	Mollie & The Purple Peaches	INV-2026-001	Mollie & TPP settlement			£106.89
26/06/2026	MC Promotions	0002	Divaz show settlement			£413.60
27/06/2026	Amazon	GB6IM8ZJABEY	paint for Mendip Room - PT	£52.67	£10.53	£63.20
29/06/2026	Bravo	1546	technician June 2026	£908.00	£181.60	£1,089.60
30/06/2026	Sopha	2200	Community Toilet Scheme - HB	£100.00	£20.00	£120.00
30/06/2026	Cheeky Reaper Murder Mystery	INV-000036	Courtroom Live settlement			£1,291.60
30/06/2026	Screwfix	2014027040	PPE - safety boots			£34.99
30/06/2026	Lyreco	6724348425	stationery	£107.58	£21.52	£129.10
30/06/2026	Lyreco	6724348424	stationery & stamps	£70.17	£0.97	£71.14
30/06/2026	Biffa	308C108729	waste collection - Princess	£145.44	£29.09	£174.53
30/06/2026	Burnham Portable Toilet Hire	23289	toilet hire - Apex Park	£370.00	£74.00	£444.00
30/06/2026	Danfo	INV-1072	cleaning Pcons	£3,433.01	£686.60	£4,119.61
30/06/2026	Business Waste	P2080052	waste collection - cemeteries	£1.40	£0.28	£1.68
30/06/2026	Business Waste	P2080328	waste collection - cemeteries & TC	£4.90	£0.98	£5.88
30/06/2026	Business Waste	P2106668	waste collection - cemeteries	£11.04	£2.21	£13.25

01/07/2026 Business Waste	P2095381	waste collection - cemeteries	£43.12	£8.62	£51.74
01/07/2026 Business Waste	P2095434	waste collection - cemeteries & TC	£115.52	£23.10	£138.62
01/07/2026 Iris	INV-ISL-1462643	payroll June 2026	£116.59	£23.32	£139.91
01/07/2026 Screwfix	2014076882	watering can - Cemetery	£15.00	£3.00	£18.00
01/07/2026 Aquablast	106635	CCTV drainage survey	£320.00	£64.00	£384.00
01/07/2026 Proper Job	Z0009T03-1695747	markers for bowser	£4.98	£1.00	£5.98
02/07/2026 Greenacre	2607020001	Solar Panels service	£230.00	£46.00	£276.00
07/07/2026 Julie Meikle	07.07.26	Choir sessions Apr-Jul			£500.00
07/07/2026 Bridgwater Mowers	105053	4 x strimmer heads	£131.56	£26.31	£157.87
07/07/2026 Proper Job	Z0018T03-494457	Items for floral displays	£31.47	£6.30	£37.77
08/07/2026 Proper Job	Z0009T02-718805	Items for floral displays	£5.92	£1.18	£7.10
10/07/2026 Quicksign	12212	plaques for hanging baskets	£68.85	£13.77	£82.62
Katherine Noble		expenses - sundries for Princess			£18.50

£44,712.04