

**Minutes of a meeting of the Finance and Governance Committee  
held on 20<sup>th</sup> 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 8<sup>th</sup> June 2026**

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

**Resolved** that the minutes of the meeting held on 8<sup>th</sup> 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 2<sup>nd</sup> 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 10<sup>th</sup> 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 30<sup>th</sup> 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 30<sup>th</sup> June 2026 was submitted on 14<sup>th</sup> July and a refund of £9,969.61 has been received

The AGAR for 2025-26 was submitted on 30<sup>th</sup> 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 2<sup>nd</sup> 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 19<sup>th</sup> October 2026. The deadline for receipt of grant applications will be 2<sup>nd</sup> October 2026.

**552.0.F26 Date of next meeting**

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

| 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