



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

4th August 2026

To: All Members of the Town Council

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **TOWN COUNCIL** to be held on **10th August 2026** in the Council Chamber, Old Courthouse, Jaycroft Road, TA8 1LE at **7.00 pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Building doors will be open at 6:45pm

A handwritten signature in black ink, appearing to be "K Noble", written on a white background.

Katherine Noble
Town Clerk

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

Members of the Burnham and Highbridge Town Council

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

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

Public participation

A public participation session will now be held before the meeting starts. Anyone wishing to speak on any matters is encouraged to give notice of the request and subject matter to the Town Clerk no later than midday on the last working day prior to the meeting. Public participation shall be restricted to the public participation session, unless directed otherwise by the Chair. In accordance with standing orders the public participation time will not exceed 15 minutes in total with no individual speaker exceeding 3 minutes.

Town Council Meeting Agenda 10th August 2026

- 759.0.T26 Apologies for absence**
- 760.0.T26 To receive any declarations of interest on items included on this agenda**
- 761.0.T26 Appointment of the Mayor's Cadet for the ensuing year**
- 762.0.T26 To receive and approve the minutes of the Town Council meeting held on 29th June 2026**
- 763.0.T26 Matters arising from previous minutes**
- 764.0.T26 Confirmation of Mayor's Charities for 2026/27**
- 765.0.T26 To receive the Mayor's report**
- 766.0.T26 To receive report from the Police**
- 767.0.T26 To receive any reports from Somerset Councillors**
 - To receive the written report of the Somerset Ward Councillors
- 768.0.T26 To receive minutes of previous committee meetings**
 - Draft minutes have been circulated by email & added to the website*
 - Planning Committee - 7th July and 20th July
 - Finance & Governance Committee - 20th July
- 769.0.T26 To receive list of payments up to 31st July 2026**
- 770.0.T26 To receive Town Council Accounts for month of June 2026**
- 771.0.T26 To receive reports from Town Council representatives appointed to outside bodies**
 - To receive written reports from Town Council representatives on outside bodies

772.0.T26 To receive Working Group update reports

To receive written reports from Town Council representatives on working groups

- Highbridge Regeneration

773.0.T26 To review and adopt the updated IT, Cybersecurity and Email Policy

774.0.T26 To consider response to correspondence received

774.1 To consider invitation from Site Stakeholders Groups to visit Hinkley A + B sites on 8th September 2026

774.2 To consider a response to the Somerset Council consultation on Council Tax Reduction Scheme

[Your voice matters: consultation opens on Council Tax Reduction changes](#)

774.3 To appoint a member to attend the Somerset Prepared Community Resilience Day on Wednesday 21st October 9.15am - 4pm at Millfield School

[Somerset Prepared Community Resilience Day 2026 – Somerset Prepared](#)

774.4 To nominate a representative to attend the Somerset Armed Forces Partnership Conference on Tuesday 29th September, from 10am - 4pm at The Canalside Centre, Bridgwater, TA6 6LQ

774.5 To consider a response to the Somerset Council recommendations consultation on the Polling District and Polling Place Review

[Somerset Polling Districts and Polling Places Review 2026 - Somerset Council - Citizen Space](#)

774.6 To consider supporting a request from a resident to Somerset Council for a speed limit review and pedestrian safety improvements on Poples Bow

775.0.T26 To approve a request to release £2,752 + VAT of earmarked funds for floral decorations

776.0.T26 To approve a request to release £2,000 CIL monies for a contribution to the Trees Outside Woodland Grant application

777.0.T26 To consider the purchase of digger for cemeteries

778.0.T26 To consider purchase of sockets for Christmas Lights

- 779.0.T26 To consider purchase of wall brackets for Christmas lights motifs**
- 780.0.T26 To consider quotations for the installation and decoration of the towns Christmas trees**
- 781.0.T26 To appoint another councillor onto the Burnham Neighbourhood Stakeholder Reference Group**
- 782.0.T26 To accept the notice from Councillor Murphy to be removed from the Planning Committee**
- 783.0.T26 Date of next meeting**

The next meeting of the Town Council is scheduled for 21st September 2026 at 7 pm.



Minutes of a meeting of the Town Council held on 29th June 2026 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

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

In attendance: K. Noble (Town Clerk), Nicole Brooks (RFO), three Police Officers and six members of the public

Before the start of the meeting the Mayor advised Councillors of the sad passing of former Councillor Chris William.

Public Participation:

A resident spoke regarding ongoing issues with Burnham Car Wash. In 2023, complaints concerning noise and fumes were addressed by Somerset Council. However, the business is now under new ownership and the generators currently being used are diesel and not electric, which is causing the issue with noise and fumes again. The Car Wash is also operating outside the hours granted under planning permission. Residents have contacted the landowner and Somerset Council but to date no action has been taken.

The Mayor thanked the resident and confirmed that a letter of support would be sent to Somerset Council and the issue will also be raised with Somerset Councillor Hendry.

A resident raised concerns regarding anti-social behaviour in Burnham High Street. There are issues with scooters being ridden the wrong way up the road and on the pavement, mopeds doing laps and youths shouting. The resident also raised the issues of unauthorised encampments in the Pier Street Car Park.

PC Manhire responded to confirm that the Police were aware of the issues raised and it is a complex issue managing this, however, the Police are actively targeting and seizing scooters where they can. With regards to the unauthorised encampments, the most recent encampment was removed by Police due to the disruption being caused.

Councillors commented on the need for more Police presence, repeated issues of anti-social behaviour need to be addressed and staff should be focused on the problem areas. PC Manhire stated that warning letters had been sent to 15 young people recently. A monthly Police drop-in surgery is being held on the third Wednesday of every month at The Waffle Hub between 10am – Midday. Residents were reminded to report incidents of anti-social behaviour through 101.

A representative from Fox Cycling spoke regarding the services he provides in teaching children how to learn to ride and that he would like to explore how he can work with the Council.

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

727.0.T26 Apologies for absence

Apologies were received from Councillors Hendry, Wynn and Flurry.

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

There were no declarations of interest.

729.0.T26 To receive and approve the minutes of the Town Council meeting held on 18th May 2026

The minutes of the previous meeting of the Town Council, held on 18th May 2026, were presented by the Mayor.

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

730.0.T26 Matters arising from previous minutes

Councillor Murphy stated he cannot attend Planning Committee meetings due to a conflict with Somerset Council Planning Committee.

731.0.T26 To receive Mayor's report

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

732.0.T26 To receive report from the Police

Councillors thanked the Police Officers for attending.

Councillors were given the opportunity to raise questions regarding the circulated report, which were answered. They included; was there an update on the team review? This is ongoing and a fuller answer would be provided in due course. Do the Police get help from other agencies when dealing with mental health and domestic issues, to help with preventative measures? There are multi-agency meetings that take place and referrals are made.

(Three Police Officers left the meeting at this juncture)

733.0.T26 To receive any reports from Somerset Councillors

It was asked if some of the information could be made available on the website, which was confirmed.

No questions were raised.

734.0.T26 To receive minutes of previous committee meetings

Planning Committee – 13th May and 8th June

No questions were raised.

Finance & Governance Committee – 8th June

No questions were raised.

735.0.T26 To receive list of payments up to 18th June 2026

The attached list of payments was received and noted.

A Councillor queried why the Princess Theatre payments were included and not separate, the RFO explained that the payments all come out of the same bank account, but the costs are coded to separate budget codes.

736.0.T26 To receive Town Council Accounts for month of May 2026

The accounts for May 2026 were received and no queries raised.

737.0.T26 To approve the bank reconciliation for May 2026

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

738.0.T26 To receive the Internal Audit year-end report for 2025/26

Resolved that the recommendations are accepted and will be implemented.

739.0.T26 To review and adopt the updated Data Protection Policy

Resolved that the Data Protection Policy is adopted.

740.0.T26 To receive Town Council Accounts for year ending 31st March 2026

A query was raised whether some monies could be moved from general reserves to earmarked reserves, the RFO will look into this and it could be considered in the autumn during the budget setting process.

A query was raised regards the legacy clock and it was confirmed that Somerset Council still have not given permission for a clock to be installed.

The detailed accounts were presented and accepted.

741.0.T26 To approve the Annual Governance Statement (s.1 of the Annual Governance and Accountability Return for 2025/26)

A briefing note had been circulated detailing the control measures in place and the RFO was thanked for the information.

The RFO read out each statement, which was then considered and voted on.

Resolved that Section 1 of the Annual Governance Statement for 2025/2026 was completed, approved and signed.

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)

Resolved that Section 2 of the Annual Governance Statement for 2025/2026 was approved and signed.

743.0.T26 To note the public rights and publication notice dates

The public rights notice will be published on the Council's website and noticeboard on 30th June and the Public Rights will commence on 1st July 2026 until 11th August 2026.

744.0.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.

It was agreed to appoint another councillor onto the Burnham Neighbourhood Stakeholder Reference Group at the next meeting.

The Highbridge Festival of the Arts were very pleased with the working relationship with the Theatre Manager and dealing with the professional staff.

745.0.T26 To receive Working Group update reports

- **Highbridge Regeneration**

Numerous topics and issues are being followed up and this is work in progress.

746.0.T.26 To consider response to correspondence received

746.1 To consider request to support the first draft of the Somerset Bus Franchising Proposal (May 2026)

It was agreed that further information was required and that the authors of the proposal be invited to attend the next meeting.

746.2 To consider a request from a resident of Isleport Grove regarding use of CIL funds for sports facilities on the estate

Councillor Millard advised that following representation at a previous council meeting regarding a community hall for Isleport Grove, a meeting for residents and developers was arranged.

Unfortunately only one resident came forward, therefore the meeting did not go ahead.

A lengthy discussion took place with concerns raised about the isolation of the development and lack of pathways and cycle routes into the town. It was agreed that further consultation to understand the residents' requirements was needed.

Resolved that the Town Clerk makes contact with the developer and that the Highridge Regeneration Working Group review options for taking forward.

746.3 To consider responding to the Somerset Council Local Plan Scoping Consultation

Resolved that a Task and Finish Group of Councillors Vickers, Millard, Perry, Murphy and Facey draft a response to the consultation.

747.0.T26 To approve residents' advice letter and use of Town Council Offices for meetings re unauthorised encampments

Resolved that the circulated letter is approved and distributed to the local residents in the areas close to unauthorised encampments and that the evening meetings can be held at The Old Courthouse (max twice per year).

748.0.T26 To review the current bank signatories for all Town Council accounts

The bank signatories were reviewed

Resolved that Councillor Murphy be added to the Natwest accounts authorisation list.

749.0.T26 To review and adopt the Strategic Plan

Aim 2 - Better BOS needs to be removed.

Under Aim 4 - the cost of living item, change 'maintain' to 'redesign' and add Councillor Gudka to the lead councillors list.

Resolved that the updated Strategic Plan is approved, subject to the changes above.

750.0.T26 To consider provision of IT equipment for Councillors

A query was raised why 18 laptops are not being purchased, considering the election next year. It was confirmed that all councillors were asked if they required a laptop. The requirement for further laptops will be considered near the end of the financial year.

Resolved that the Council approves the purchase of 10 councillor laptops and accepts quotation A at a cost of £5,769.

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

Resolved that the Council agrees to release £3,525 from the public conveniences earmarked reserve for the purchase of a replacement door

752.0.T26 To approve the Christmas Lights contract

Resolved that Company B be awarded the Hire and Installation of the Christmas Lights Contract for Burnham-on-Sea and Highbridge for the next 3 years.

753.0.T26 To appoint an internal auditor for 2026/27

The RFO advised it was good practice to change Internal Auditors after 3 years. A lengthy discussion took place and it was felt that the quotation from the existing auditor was the best value for money and was the only local company.

Resolved that Hillside Business Services be appointed as the Internal Auditor for 2026/27 at an estimated cost of £828.

754.0.T26 To consider Telecom lease at Brent Road Cemetery

Members were advised why the payments were being reduced and a discussion took place regarding the pros and cons.

Resolved that the lease is not renewed and EE are given 12 months' notice to relocate the apparatus.

755.0.T26 To consider a request to install a generator at Brent Road Cemetery

Resolved that the request for a generator to be installed at Brent Road Cemetery is denied.

756.0.T26 Date of next meeting

Resolved The next meeting of the Town Council will be held on 10th August 2026 at 7 pm.

757.0.T26 Resolved 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 Hall

Members were updated on the management of the Community Hall.

Mayor's Report

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

27th June - In the morning I attended a service at Burnham flagpole for Armed Forces Day, which is to recognise the incredible work of all our armed forces. In the afternoon I very much enjoyed a charity choir performance by the Serendipity Singers to raise funds for "In Charley's Memory" at Berrow Village Hall.

11th July – I was invited to the Tudor Lodge Annual Garden Party in aid of Somerset branch of Breast Cancer Now. A tremendous amount of just under £2000 was raised on a lovely sunny afternoon. It is always a pleasure to chat with the residents and staff.

17th July – The Community Breakfast at King Alfred School, the last one with Dan Milford as head before he retires from the position. It was great to meet the new head, Jess Lobbett and I look forward to working with her in the future.

In the evening my Consort and I attended the performance of "Anything Goes" by students of King Alfred School. What can I say – it was absolutely amazing in every way, from the lighting to the acting and everything in between.

24th July – Had a great afternoon with staff and residents for the Frith House afternoon tea to celebrate having received an outstanding CQC report.

29th July – Attended the official launch event for the micro-provider carer network at the Morland Hub. I really support what Roger Keen and Jane McPherson have achieved at the Hub. The presentation was excellent and what is being provided is important to the community.

30th July – It was lovely to attend the summer fair at the Kathleen Chambers Care Home and I enjoyed the Sea Shanty entertainment. It was also great to meet the residents and staff who work so hard.

SOMERSET COUNCIL

Briefing Sheet for Parish & Town Councils July 2026

Commercial Property Sales Expected to Generate £90 Million Loss: Somerset Council is expected to make an overall [loss of around £90 million](#) from the sale of its commercial property investment portfolio. The authority inherited 48 investment properties that were originally purchased by the former district councils for £301 million. Based on the sale prices achieved for assets already disposed of, together with the current valuation of those remaining, the council expects to recover around £211 million, approximately £90 million less than the original purchase cost. The proceeds from asset sales are being used to support day-to-day council services.

Somerset Council Debt Exceeds £1 Billion: Somerset Council's total borrowing has exceeded £1 billion, with [debt standing at £1.125 billion at the start of the 2026/27](#) financial year. A report to the Council's Audit Committee states that borrowing is expected to remain above £1 billion until the mid-2030s, with debt projected to rise slightly before gradually reducing. The council expects to spend just over £50 million this year on debt repayments and interest. Council officers say borrowing continues to be managed prudently and remains within recommended limits.

Adult Social Care Rated 'Requires Improvement': The Care Quality Commission (CQC) has rated Somerset Council's Adult Social Care [services as "Requires Improvement"](#) following an inspection carried out in September 2025, despite the Adult Social Care budget being £80m larger for the 2024/25 financial year than it was in 2022/23. The independent regulator identified long waits for assessments across a number of service areas due to capacity pressures, inconsistencies in safeguarding recording and delays in processing Deprivation of Liberty Safeguards (DoLS) applications.

Children's Services Downgraded by Ofsted: Ofsted has downgraded Somerset Council's Children's Services following an inspection carried out in April and May 2026. The service was [judged to require improvement](#) in three of the four areas inspected, leadership, services for children who need help and protection, and services for children in care, while services for care leavers remained rated Good. Inspectors concluded that "the quality of some services for very vulnerable children has deteriorated" since the previous inspection in July 2022. The report identified delays in assessments, weaknesses in child protection decision-making, inconsistent management oversight, high workloads and a shortage of suitable placements for children in care.

Planning Performance Shows Delays in Decision Making: Somerset Council's latest Planning Services Performance Review [shows a decline in the timeliness](#) of determining a number of planning applications. During 2025/26, the proportion of minor applications decided within target timescales fell from 85% to 76.7%, while "other" applications determined on time fell from 92.5% to 83%, below the Government's 85% performance threshold. The report also shows that 1,137 planning enforcement investigations were

open at the end of March 2026, an increase from 877 at the end of 2024. While the council states that overall performance remains above Government intervention thresholds, it has acknowledged variations in performance across Somerset and says work is underway to improve consistency and reduce backlogs.

£5.3 Million SEND Recovery Plan: The Somerset Council Executive is set to consider a [£5.3 million recovery plan](#) after a report to the Executive described significant failings in the authority's SEND services. The report states that Somerset Council is "one of the most poorly performing Local Authorities in England" for completing Education, Health and Care Needs Assessments (EHCNAs), with fewer than 3% completed within the statutory 20-week timescale. It also reveals there are 989 assessments awaiting completion, with the average assessment taking 51 weeks, more than double the legal 20-week target. The report warns that delays are placing education settings "under intense pressure", leading to poorer outcomes for children, including poor attendance, suspensions and permanent exclusions. Officers are recommending £5.3 million of temporary emergency investment to reduce backlogs and improve statutory compliance.

Somerset Local Plan Consultation Opens: Somerset Council has launched the first public consultation on its new Local Plan, which will guide development across the county over the next 20 years. Residents are invited to share their views on the scope of the plan, its vision and objectives, how communities should be engaged, and broad options for where future development could take place. The consultation closes on **24th July 2026** and can be accessed here: <https://somersetcouncil.citizenspace.com/planning/local-plan-scoping-consultation-2026/>

2027/28 Budget Consultation Opens: Somerset Council has launched a public consultation to help shape its 2027/28 budget. Residents, businesses and community organisations are invited to share their views on spending priorities as the council prepares next year's budget. Feedback will help inform budget proposals before they are brought forward later this year. The consultation closes on **27th July 2026** and can be accessed here: <https://somersetcouncil.citizenspace.com/comms/budget-consultation-2027-2028/>

Fostering Information Sessions Announced: Somerset Council is encouraging more people to consider becoming foster carers by hosting a series of free information sessions across the county. With more than 650 children currently in care in Somerset, the council says more local foster carers are needed to help children remain close to their schools, friends and communities. Upcoming sessions will take place in Wincanton, Wedmore, Taunton and Bridgwater during the coming months. Find out more here: www.fosteringinsomerset.org.uk/events



**Minutes of a meeting of the Planning Committee held 7th July 2026
in the Council Chamber, The Old Courthouse, Jaycroft Road,
Burnham-on-Sea at 6.30 pm**

Present: Councillors P. Clayton, A. Hendry (Chair), L. Millard, S. Perry, C. Searing, B. Vickers

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

Public Participation: There were no representations made

477.0.P26 Apologies for absence

Apologies were received from Councillors Mills, Gudka and Murphy.

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

There were no declarations of interest.

479.0.P26 **To receive and approve the minutes of the Planning meeting held on 23rd June 2026**

The minutes of the previous meeting of the Planning Committee, held on 23rd June 2026, were presented by the Chair.

Resolved that the minutes of the meeting held on 23rd June 2026 were approved as an accurate record and signed by the Chair.

480.0.P26 Matters arising from previous minutes

There were no matters arising.

481.0.P26 To consider response to correspondence received

481.1 To consider correspondence from a resident requesting additional parking restrictions on Priory Gardens, Burnham-on-Sea, TA8 1QW

Resolved to support residents request for additional parking restrictions.

481.2 To appoint members to draft answers to the government consultation permitted development rights, schools, assets of community value, defence and conservation

Resolved that a working group consisting of Councillors Vickers and Millard form the response for consideration by Council.

482.1.P26 Planning application number: 11/26/00024/TTE

Proposal: Removal and reinstatement of an internal stud wall to change the internal layout (retrospective)

Location: 6 Burlington Court, 54 - 55 The Esplanade, Burnham-on-Sea

Resolved to support the application, as the works are internal, have no impact on external features, and constitute necessary repair and reinstatement with no effect on historic fabric.

482.2.P26 Planning application number: 11/26/00044/TTE

Proposal: Garage conversion, side first floor extension (w) and rear (s) extension

Location: 18 Barrington Road, Burnham-on-Sea

Resolved to support the application, as the design is an improvement to the existing property and raises no concerns regarding amenity, flood risk, biodiversity, or highways. The proposal accords with the NPPF, Somerset Local Plan, and the Neighbourhood Plan.

482.3.P26 Planning application number: 11/26/00054/STP

Proposal: Erection of single storey extensions to the front south elevation to replace existing conservatory (to be demolished) and to the side east elevation

Location: 8 Brightstowe Road, Burnham-on-Sea

Resolved to support the application, as it replaces an existing structure with a functional, well-designed extension that respects local character, improves care-home provision, enhances accessibility and sustainability, and results in no adverse amenity or flood-risk impacts. The proposal is fully compliant with the NPPF, Sedgemoor Local Plan, and the Neighbourhood Plan.

483.0.P26 The following applications were to note only:

11/26/00052/TTE - 213 Burnham Road, Highbridge

Proposal: Certificate of Lawfulness for the proposed erection of rear extension on site of existing extension and conservatory (to be demolished)

11/26/00059/TTE - 21 St Marks Road, Burnham-on-Sea

Proposal: Certificate of Lawfulness for the proposed erection of a single storey rear extension

11/26/00061/TTE - 29 Stoneleigh Close, Burnham-on-Sea



Proposal: Application to determine if prior approval is required for a proposed erection of a single storey extension (conservatory), extending 3.35m from the rear east elevation

The applications were noted.

484.0.P26 Date of next meeting

The next meeting of the Planning Committee will be held on 20th July 2026.



Minutes of a meeting of the Planning Committee held on 20th July 2026 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 6.30 pm

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

In attendance: N. Brookes (RFO) and one member of the public

Public Participation: There were no representations made

485.0.P26 Apologies for absence

Apologies were received from Councillors Clayton and Perry and the Town Clerk.

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

There were no declarations of interest.

487.0.P26 To receive and approve the minutes of the Planning meeting held on 7th July 2026

The minutes of the previous meeting of the Planning Committee, held on 7th July 2026, were presented by the Chair.

Resolved that the minutes of the meeting held on 7th July 2026 were approved as an accurate record and signed by the Chair.

488.0.P26 Matters arising from previous minutes

There were no matters arising.

489.1.P26 Planning application number: 11/26/00058/STP

Proposal: Demolition of fire damaged former bicycle repair shop and erection of 2 flats with garages beneath

Location: Car parking space, 40A Church Street, Highbridge

Resolved to support the application noting that the existing building is in disrepair and requires removal or renovation, and that the proposal accords with Local Plan policies. Concerns regarding height and access were noted, and the Chair's vote against the proposal was formally recorded.

489.2.P26 Planning application number: 11/26/00058/STP

Proposal: Erection of single storey extension to rear north elevation with 1 roof lantern, demolition of existing garage and garden shed, removal of 1 rooflight from the east elevation, and alterations to fenestrations of existing outbuilding (home gym/store)

Location: 111 Stoddens Road, Burnham-on-Sea

Resolved to support the application, as the development is modest, reflects the scale and character of nearby properties, and accords with the Local Plan, placemaking guidance on sustainable living, and the Neighbourhood Plan's housing and design specifications.

489.3.P26 Planning application number: 11/26/00062/TTE

Proposal: Single storey garage extension

Location: 10 Brue Crescent, Burnham-on-Sea

Resolved to support the application as the development is modest, of resilient construction using appropriate design materials with low neighbourhood and biodiversity impact.

490.0.P26 Date of next meeting

The next meeting of the Planning Committee will be held on 10th August 2026.



**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.

DRAFT

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

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
13/07/2026	TFB Entertainments	TFB/TMT/110726	The Monkees show settlement			£2,329.22 paid 22/07/26
15/07/2026	Bridgwater Mowers	105167	repairs to mower	£71.27	£14.25	£85.52 paid 22/07/26
15/07/2026	Spansec	272560	CCTV installation	£595.00	£119.00	£714.00 paid 22/07/26
15/07/2026	OMS	SI-108289	alarm call-out TC 28/06/26	£60.00	£12.00	£72.00 paid 22/07/26
	Somerset Council	Jul-26	pension payment			£9,472.99 paid 22/07/26
09/06/2026	Ultim8 Projects Limited	UPL144-01	Brent rd replacement paths	£75,634.20	£15,126.84	£90,761.04
25/06/2026	Bravo	1549	microphone hire for film event - PT	£48.00	£9.60	£57.60
01/07/2026	Green Machine	INV-0842	cleaning Princess	£408.11	£81.62	£489.73
13/07/2026	Proper Job	Z0009T02-720103	sundries Princess	£3.97	£0.80	£4.77
14/07/2026	ITEC	1214440	photocopier services	£98.73	£19.74	£118.47
15/07/2026	Morland Hub	MCH-2025-46	room hire for Cllr drop-in 17/09/26			£36.00
16/07/2026	Amazon	GB601I3PD5HAJI	CCTV sign	£3.54	£0.71	£4.25
16/07/2026	Proper Job	Z0009T02-721085	maintenance materials	£6.64	£1.33	£7.97
17/07/2026	Spot On Supplies	31697102	cleaning products	£31.64	£6.33	£37.97
17/07/2026	Amazon	AEU-INV-GB-2026-8172714	annual membership fee	£9.99	£2.00	£11.99
20/07/2026	Proper Job	Z0009T02-722195	maintenance materials stage doors Princess	£9.10	£1.83	£10.93
22/07/2026	Screwfix	2014561095	exterior paint Cemeteries	£33.32	£6.66	£39.98
22/07/2026	Robson Electrics	93477	Emergency light replacement - PT	£124.28	£24.86	£149.14
23/07/2026	M5 Textiles	31417	uniform	£88.00	£17.60	£105.60
26/07/2026	GC Sound & Light	GCSL4507	sound system Armed Forces Day June 26	£35.00	£7.00	£42.00
28/07/2026	Amazon	GB601LNQD5HAJI	CCTV signs	£7.08	£1.42	£8.50
28/07/2026	Spot on Supplies	31696393	cleaning supplies - PT	£67.36	£13.47	£80.83
28/07/2026	V Jones	6646	Esplanade shower installation			£699.90
28/07/2026	Amazon	XX6000Z70TO6FT	vehicle fog lightbulbs			£3.99
29/07/2026	Robson Electrics	93492	defibrillator alarm fault	£55.00	£11.00	£66.00
29/07/2026	Aquablast	103898	repairs to public toilets - Apex Park	£2,595.00	£519.00	£3,114.00
30/07/2026	PPL PRS	SIN3415566	PRS shows	£772.89	£154.58	£927.47
30/07/2026	J Middleton	01514	Creative writing settlement			£52.50
31/07/2026	Danfo	INV-1189	cleaning Pcons	£3,433.01	£686.60	£4,119.61
31/07/2026	Burnham Portable Toilet Hire	23573	toilet hire - Apex Park	£1,015.00	£203.00	£1,218.00

31/07/2026 Bravo	1489	technical theatre materials	£445.50	£89.10	£534.60
Mr & Mrs Wright		refund burial plot H40			£315.00
R Millard & Son		refund burial plots BR/J/11 & BR/J/12			£702.00
Dermoda		Shop Front HB grants 2026-27			£1,800.00
11:11 Beauty & Aesthetics		Shop Front HB grants 2026-27			£2,000.00
Mint Bay		Shop Front HB grants 2026-27			£2,000.00
Barneys		Shop Front HB grants 2026-27			£2,000.00
Citizens Advice		Grant 2026-27			£2,700.00
					<u>£126,893.57</u>

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	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	4,073	11,502	20,000	8,498			57.5%	
Management & Compliance :- Income	4,073	735,923	1,457,785	721,862			50.5%	0
4000 Salaries & Wages	30,540	90,399	415,600	325,201		325,201	21.8%	
4005 Employers Nat Insurance	56	3,857	49,600	45,743		45,743	7.8%	
4010 Employers S\Annuation	5,458	16,281	99,500	83,219		83,219	16.4%	
4055 Recruitment Costs	117	182	1,000	818		818	18.2%	
4060 Training	810	1,168	5,000	3,832		3,832	23.4%	
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	302	929	4,300	3,371		3,371	21.6%	
4085 Postage	46	46	500	455		455	9.1%	
4090 Stationery & Supplies	207	382	2,000	1,618		1,618	19.1%	
4095 Subscriptions & Support	1,167	11,203	32,000	20,797		20,797	35.0%	
4100 Insurance	0	(370)	26,400	26,770		26,770	(1.4%)	
4105 Audit & Accountancy Fees	0	(2,704)	5,000	7,704		7,704	(54.1%)	
4110 Legal Fees	0	(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	97	386	1,800	1,414		1,414	21.4%	
4125 Payroll Services	110	338	2,000	1,662		1,662	16.9%	
4130 PPE & Uniforms	62	162	2,000	1,838		1,838	8.1%	
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	38,971	122,119	701,200	579,081	0	579,081	17.4%	0
Net Income over Expenditure	(34,899)	613,804	756,585	142,781				
110 Democratic & Civic								
4200 Mayors Allowance	591	1,250	5,000	3,750		3,750	25.0%	
4210 Election Expenses	0	0	20,000	20,000		20,000	0.0%	
4215 Civic Events	0	38	2,500	2,462		2,462	1.5%	
4220 Remembrance Wreath	0	0	150	150		150	0.0%	
Democratic & Civic :- Indirect Expenditure	591	1,288	27,650	26,362	0	26,362	4.7%	0
Net Expenditure	(591)	(1,288)	(27,650)	(26,362)				

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120 Joint Funding With Others								
4260 CCTV Cameras	33,582	33,582	35,500	1,918		1,918	94.6%	
4470 Town Centre Cleaning	0	0	6,250	6,250		6,250	0.0%	
Joint Funding With Others :- Indirect Expenditure	33,582	33,582	41,750	8,168	0	8,168	80.4%	0
Net Expenditure	(33,582)	(33,582)	(41,750)	(8,168)				
140 Community								
1100 Miscellaneous income	0	479	0	(479)			0.0%	479
Community :- Income	0	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	0	(243)	(133,700)	(133,457)				
6001 less Transfer to EMR	0	479	0	(479)				
Movement to/(from) Gen Reserve	0	(722)	(133,700)	(132,978)				
200 The Old Court House								
4350 Business Rates	1,086	1,598	9,200	7,602		7,602	17.4%	
4355 Utilities	557	886	6,900	6,014		6,014	12.8%	
4375 Cleaning	55	383	1,500	1,117		1,117	25.5%	
4380 Security & Alarms	0	213	6,000	5,787		5,787	3.6%	
4385 Maintenance	18,504	18,712	50,000	31,288		31,288	37.4%	18,475
4390 H&S/Fire/Inspections	540	(115)	3,000	3,115		3,115	(3.8%)	
The Old Court House :- Indirect Expenditure	20,742	21,677	76,600	54,923	0	54,923	28.3%	18,475
Net Expenditure	(20,742)	(21,677)	(76,600)	(54,923)				
6000 plus Transfer from EMR	18,475	18,475	0	(18,475)				
Movement to/(from) Gen Reserve	(2,266)	(3,202)	(76,600)	(73,398)				
500 Cemeteries								
1500 Wayleaves	0	0	4,850	4,850			0.0%	
1515 EROB	0	2,483	10,000	7,517			24.8%	

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1520 Interments	893	3,221	13,000	9,779			24.8%	
1525 Memorials	1,388	2,829	5,500	2,671			51.4%	
Cemeteries :- Income	2,281	8,533	33,350	24,817			25.6%	0
4350 Business Rates	945	2,485	9,100	6,615		6,615	27.3%	
4355 Utilities	1,186	(1,759)	5,000	6,759		6,759	(35.2%)	
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	111	111	13,000	12,889		12,889	0.9%	
4620 Mech Grave Digger	0	250	8,500	8,250		8,250	2.9%	
4635 Waste Collection	167	478	2,800	2,322		2,322	17.1%	
4640 Provision for Walls	0	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	2,409	28,967	58,900	29,933	0	29,933	49.2%	27,402
Net Income over Expenditure	(128)	(20,434)	(25,550)	(5,116)				
6000 plus Transfer from EMR	0	27,402	0	(27,402)				
Movement to/(from) Gen Reserve	(128)	6,968	(25,550)	(32,518)				
<u>600 Princess</u>								
1600 Storage Hire	926	926	3,700	2,774			25.0%	
1605 Lettings	1,563	5,776	33,500	27,724			17.2%	
1615 Café Rent/Commission	439	1,524	5,920	4,396			25.8%	
1625 PT Merchandise	98	840	4,100	3,260			20.5%	
1630 Donations Received	92	177	0	(177)			0.0%	
1645 Show income	2,219	9,725	35,000	25,275			27.8%	
1655 Participation PT	720	3,161	8,000	4,839			39.5%	
1660 Art Sales	0	11	350	339			3.1%	
1670 PV Cells	0	1,436	5,000	3,564			28.7%	
1680 Advertising income	0	71	750	679			9.4%	
Princess :- Income	6,056	23,648	96,320	72,672			24.6%	0
4000 Salaries & Wages	8,517	25,866	115,100	89,234		89,234	22.5%	
4005 Employers Nat Insurance	0	1,028	15,600	14,572		14,572	6.6%	
4010 Employers S\Annuation	1,450	4,351	26,500	22,149		22,149	16.4%	
4060 Training	120	325	2,500	2,175		2,175	13.0%	
4065 Travel, Expenses & Subsistence	35	35	50	15		15	70.0%	
4070 Office/IT Equip & Furniture	14	775	5,000	4,225		4,225	15.5%	
4080 Telephone & Broadband	199	598	2,750	2,152		2,152	21.8%	
4100 Insurance	0	0	5,775	5,775		5,775	0.0%	
4350 Business Rates	707	2,123	7,680	5,557		5,557	27.6%	

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4355 Utilities	1,792	3,469	33,000	29,531		29,531	10.5%	
4375 Cleaning	408	3,208	8,100	4,892		4,892	39.6%	
4380 Security & Alarms	0	794	3,000	2,206		2,206	26.5%	
4385 Maintenance	294	565	28,000	27,435		27,435	2.0%	
4390 H&S/Fire/Inspections	0	337	3,500	3,163		3,163	9.6%	
4635 Waste Collection	181	532	2,800	2,268		2,268	19.0%	
4700 Technician Cost	908	2,928	18,000	15,072		15,072	16.3%	
4701 Show costs	320	2,420	15,000	12,580		12,580	16.1%	
4705 Advertising & Marketing	76	1,889	7,000	5,111		5,111	27.0%	
4710 Licences (exp)	0	703	750	47		47	93.8%	
4715 Card Payment Fees	127	499	3,000	2,501		2,501	16.6%	
4725 Technical Theatre	81	131	4,500	4,369		4,369	2.9%	
4730 Backstage Expenses	16	16	500	484		484	3.3%	
4740 PTAC Merchandise	0	373	3,000	2,627		2,627	12.4%	
4745 Participation Freelance	0	1,674	3,500	1,826		1,826	47.8%	1,194
4770 Cafe Equipment & Maintenance	78	78	3,000	2,922		2,922	2.6%	
Princess :- Indirect Expenditure	15,324	54,717	317,605	262,888	0	262,888	17.2%	1,194
Net Income over Expenditure	(9,269)	(31,069)	(221,285)	(190,216)				
6000 plus Transfer from EMR	0	1,194	0	(1,194)				
Movement to/(from) Gen Reserve	(9,269)	(29,875)	(221,285)	(191,410)				
<u>700 Estates</u>								
1300 Allotment Rents Received	0	1,332	1,330	(2)			100.2%	
1400 Signal Box	0	113	50	(63)			225.0%	
1410 Grass Cutting	0	0	520	520			0.0%	
1415 Floral Sponsorship	1,765	1,765	0	(1,765)			0.0%	
Estates :- Income	1,765	3,210	1,900	(1,310)			168.9%	0
4350 Business Rates	0	0	1,800	1,800		1,800	0.0%	
4360 Electricity Town Centre	42	84	400	316		316	21.1%	
4365 Highbridge Clock Elec	182	377	1,800	1,423		1,423	21.0%	
4370 Water Rates	130	130	700	570		570	18.6%	
4385 Maintenance	23	67	11,500	11,433		11,433	0.6%	
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	3,221	3,298	2,000	(1,298)		(1,298)	164.9%	
4485 Defibrillator	0	0	750	750		750	0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 Tools & Equipment	621	692	5,000	4,308		4,308	13.8%	
4505 Vehicle Running Costs	436	1,614	6,000	4,386		4,386	26.9%	
4510 Vehicle Replacement	540	1,619	38,000	36,381		36,381	4.3%	
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	162	386	2,000	1,614		1,614	19.3%	
Estates :- Indirect Expenditure	5,357	8,215	84,950	76,735	0	76,735	9.7%	0
Net Income over Expenditure	(3,592)	(5,005)	(83,050)	(78,045)				
<u>800 Public Conveniences</u>								
4355 Utilities	0	0	30,000	30,000		30,000	0.0%	
4375 Cleaning	3,433	10,299	53,000	42,701		42,701	19.4%	
4385 Maintenance	674	4,332	25,000	20,668		20,668	17.3%	1,950
4775 Provision for HB Toilets	100	318	10,000	9,682		9,682	3.2%	
Public Conveniences :- Indirect Expenditure	4,207	14,948	118,000	103,052	0	103,052	12.7%	1,950
Net Expenditure	(4,207)	(14,948)	(118,000)	(103,052)				
6000 plus Transfer from EMR	1,950	1,950	0	(1,950)				
Movement to/(from) Gen Reserve	(2,257)	(12,998)	(118,000)	(105,002)				
<u>900 Play Areas</u>								
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	14,174	771,792	1,589,355	817,563			48.6%	
Expenditure	121,184	286,236	1,589,355	1,303,119	0	1,303,119	18.0%	
Net Income over Expenditure	(107,009)	485,556	0	(485,556)				
plus Transfer from EMR	20,425	49,021	0	(49,021)				
less Transfer to EMR	0	479	0	(479)				
Movement to/(from) Gen Reserve	(86,584)	534,099	0	(534,099)				

Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	Property Maintenance - EMR	149,195.50	-18,475.16	130,720.34
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	-96,500.00	0.00
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	-1,950.00	122,081.00
400	CIL - EMR	256,382.93		256,382.93
		<u>1,141,594.96</u>	<u>-117,640.27</u>	<u>1,023,954.69</u>



AGM

Monday 15th June

Dunstan House Inn at 7pm

Minutes

Welcome and introductions - Chair Lesley Millard

Present: Lynda Wookey (Trustee), Phil and Biddy (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 this 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 Berrow and Burnham beaches and the Berrow 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.



LOCAL COMMUNITY NETWORK BURNHAM LCN MEETING NOTES

Tuesday 23rd June 2026
Woolavington Village Hall 6.30pm
till 8.30pm

Attendees

Alan Sharp (Chair) (Woolavington PC)
Cllr Bob Filmer (Brent Knoll PC and Somerset Councillor)
Richard Young (Burnham without PC and Woolavington PC)
Robin Leveridge (Lympsham PC)
Lesley Millard (Burnham and Highbridge TC)
Ganesh Gudka (Burnham and Highbridge TC)
PCC Clare Moody
Anne Shilton - Link Officer
Gill Keniston-Goble – Link officer

Apologies

Insp. Charmaine Dyne (Avon & Somerset Police)
Sally Diaz (Puriton PC)
Jane Macpherson (Morland Hub)
Shona Stone (Live West)
Paul Williams (Berrow PC)

1. WELCOME.

The Chair welcomed attendees to the meeting and noted apologies.

2. WELCOME TO POLICE AND CRIME COMMISSIONER CLARE MOODY.

The PCC gave an over view of her role which is to be the voice of local people in policing and to hold the Chief Constable, Sarah Crew to account. The aim of all PCCs is to ensure the delivery of an effective and efficient police service within their force area. She then went onto talk about and describe the five priorities that she has been focusing on which are;

Strengthening neighbourhood policing,

Reducing violent crime, including serious youth crime and male violence against women and girls,

Prevention where she touched on road safety and the fact that more people are being caught not wearing seatbelts, which is a retrograde step that was not expected.

Supporting victims, she referenced her work with central government
Improving standards of policing.
The PCC then took questions from the room.
The Chair thanked her for attending.

3 CHANGE OF AGENDA ORDER ACTIVE TRAVEL

Cllr Ganesh Gudka from Burnham and Highbridge Town Council, who represents the LCN on the Cross LCN Active Travel working group, gave a short presentation about active travel and the work that they have been doing. He included the mapping exercises and public engagement that is currently being undertaken to inform future priorities.

The Chair reflected on a meeting that he had recently attended and extended an invitation to Ganesh to join the Highways working group as it was felt that this would enable a more joined up approach. This also raised questions about Sustainable Transport

Action for the link officer to extend an invitation to Ganesh to join the Highways working group.

4. ELECT THE CHAIR OF THE LCN

The meeting was not quorate however we had been asked to hold an indicative vote. Alan Sharp had agreed to stand as the Chair again for the coming year 26/27 and all of those present agreed. This needs to be ratified at the next meeting on 1st September, it is therefore requested that people attend so that we are quorate. This also applies to item 5.

5. ELECT THE VICE CHAIR

Under the Terms of Reference for an LCN either the LCN Chair or Vice Chair are required to be an elected member, Cllr Bob Filmer was nominated. The meeting was not quorate, but an indicative vote was held and Bob was elected as Vice Chair.

6. NOTES AND ACTIONS FROM THE LAST MEETING.

The notes and actions from the last meeting were reviewed and a couple of additions/amendments were noted to the attendee list. The actions were reviewed and several were closed off.

7. CONSIDER THE ANNUAL REPORT FROM THE LAST YEAR OF THE LCN

The annual report had been shared prior to the meeting. There was a lively discussion around the contents of the report, the importance of the LCN to the Parishes within the geographical area and their resultant attendance and the Somerset Council community engagement review that is currently being undertaken.

8. CONSIDER THE PRIORITIES AND AREAS OF FOCUS FOR THE LCN FOR THE COMING 12 MONTHS.

The following priorities were suggested as discussion points based on the feedback that was part of the Parish survey earlier in the year;

Employment

Housing/homelessness

Local Plan Inputs

Health and Wellbeing

Economy and Tourism

Active Travel

Emergency preparedness

Data about the LCN area (NB the Link officer is considering this as part of the LCN meeting in September.)

It was agreed that the LCN would focus on Emergency Preparedness, the work that Burnham and Highbridge Town Council is undertaking was offered as a suggestion. The Somerset Preparedness Day was also referenced [Somerset Prepared Community Resilience Day 2026 Tickets, Wednesday, October 21 • 9:15 AM - 4 PM | Eventbrite](#)

The second topic that was suggested was 'Travellers' several areas have been experiencing uninvited encampments and it was felt that there would be a value in using the LCN's to bring together different agencies to both discuss guidance on managing an uninvited encampment but also to break down the stigma around travelling communities.

Action for the link officer to reach out to colleagues re the September meeting

A proposition was made that the September meeting of the LCN should start to look

at relevant data in these areas.

9. ANY OTHER BUSINESS

No additional items were raised.

10. DATE OF THE NEXT MEETINGS

1st September 6.30pm till 8.30pm face to face only
meeting Venue TBC 1st December

2nd March 2027

1st June 2027

MORLAND COMMUNITY HUB, PEARCE DRIVE, HIGHBRIDGE
MINUTES OF THE TRUSTEES MEETING
TUESDAY JULY 7th 2026 at 7.00 p.m.

Present: Roger Keen (Chair of Trustees)
Janet Keen
Marianne Litton
Cllr Leslie Millard (Town Council representative)
Peggy Dunford
Sue Bickerton
Beverley Keedwell
Jane Macpherson (Development Manager)

Apologies: Linda Elton, Russel Gleed

Roger welcomed everyone to the meeting and thanked everyone for attending
Minutes of the previous meeting – 3354.98 previously circulated – were accepted.
There were no matters arising.

Financial report

Hub:

Balances are – NatWest £22,206; HSBC £1,788; Savings a/c £403

Pantry:

Balance £25,091. Grant made to local charity £3,358. Rent of premises £150 monthly. £5,000 paid to Fair Share.

The Pantry volunteers are seeking to have a reduction in their rent. It was explained that the rent for Trowbridge Close was separate from the ground rent paid by the Hub as the Pantry building is owned by Somerset Council and the Hub signed a Licence to Occupy the building before the Pantry was established in its current form. The Hub building is owned by the Trustees and only the land is owned by Somerset Council hence the Hub pays ground rent at £350 per annum.

Peggy asked that a meeting be arranged to discuss this further which was agreed for later this. A condition of the grant would be that the Hub would pay a percentage of their electricity savings to the company.

Solar Panels

Our Energy Advisor had introduced us to a company who could fund 100% of the cost of purchase and installing solar panels. Two quotes have been obtained and estimated that 40 panels would be needed. The surveys highlighted that the adjacent tree would need to be radically pruned to protect such panels. In the future

when there is a new building the panels would be transferable. There is no information yet whether the panels would be Spanish or Chinese.

Suggestion from Men's Shed

When the Hub achieves its new building, the Men's Shed has suggested that they take over the existing Hub building. The benefit would be that the new building would not be shared. Roger and Jane have had a preliminary meeting with Porta Cabin to explore the possibility of a modular building which would not cost as much as a new build of bricks and mortar.

Development Manager's report

New groups are settling in well and more projects are being pursued. Recently the RSPCA at West Hatch invited the Trustees to a meeting at their premises. Jane and their community manager are exploring possible projects linking the youth clubs and also the Carers so that there is a link of animal care if a person is taken to hospital. The Talking Café is continuing to do well. Jane and Roger have meetings planned with the county Carers group and also the NHS stakeholders' meetings

Micro Providers

July 29th has been set by County as the official Launch date. The financial and documentary sign-off will be completed before that date. It has been suggested by County that we might be asked to take over the Bridgwater function but if so it can be administered from the Highbridge office.

Fundraising

Sally Hill submitted a brief note prior to her meeting with Roger, Russel and Jane on July 15th.

Marianne is planning to run an event on August 1st at the Hub and is planning another in October

Any other business

Roger explained the need to get a TV licence. The Trustees unanimously agreed.

It was clarified that the finances of the Hub and the Micro Providers are entirely separate.

Date of next meeting

Tuesday November 10th at 7.00 p.m.

There being no further business the meeting closed at 8.20 p.m.

Working Group to improve accessibility at Highbridge Station

Monday 13th July (Hybrid) in the council chamber at 2pm.

Minutes

Apologies: David Whiteway

Present: Mark and Deanna (MP team), Mark Stanistreet, Lesley Millard

Items for David

- Progress with discussions about the ownership of the railway bridge.
I see that the road will be closed for several nights soon. What are they doing? It mentions inspection in the notification.
David has chased the question about inspections of the bridge. The bridge was inspected in March and some work identified to the abutment walls. This is now with the relevant team to action. (When?)

Action from the June meeting.

Lesley	Send photos to Somerset and GWR/Network Rail Done Arrange for next meeting to be in the council offices Done Arrange to meet GWR accessibility Officer Mark Stanistreet to send contact details to Lesley.
Mark	Send designs to the group Done We discussed that as this is a small project could we limit the palette to shades of green. Mark will be seeing his colleague about designs next week. She is on leave at present. He will feed this back to her. Mark will send OUR draft designs to us at the end of next week. (24 th July) He will give us a timeline for procurement and installation of signs by 17th July. Arrange to meet Alan re Active Travel Alan on leave now, Mark was on leave last week. Mark will see him and let us know results by 24 th July. Check progress of Railway bridge responsibility This still lies with solicitors. Check with Liam as to when the footbridge is going to be repaired. Mark S will chase this again. Mark (MP) will write a letter explaining the problems Sir Ashley had whilst using a mobility scooter. This is a H/S hazard. Several accidents have already been recorded.
Laura	Continue to collect and collate evidence Next agenda

Ruth	Create a press release to collect case studies of stories about travel at Highbridge Station Next agenda Collate data from the survey, to share with Laura for her report. Next agenda
Anthony	To arrange for Sir Ashley to meet Lord Hendy The political situation is making it difficult to arrange a meeting as no one is sure who will have transport responsibility. They will keep trying. Any further action we can do to help? Not at present.

Timeline for signs - procurement to installation [See above](#)

Strategic plan - what now? How can David support our project? [Next agenda](#)

Survey - update from Ruth - any further work to be done? [Next agenda](#)

Date of next meeting [Monday 17th August 2pm Council Chamber](#)

ACTION

Lesley	Book chamber for 17th August Contact Accessibility Officer GWR
Mark	Send designs, procurement plan, installation date by 24th July. Chase Liam Gill about H/S on footbridge Meet Alan Active Travel, seek funding to improve crossing at the bottom of Market St where wheelchairs/ pushchairs have to cross to get to the other platform. Send Lesley contact details of Accessibility Officer GWR
Mark (MP team)	Write letter to Somerset Council explaining the problems Sir Ashley had maneuvering across the footbridge in a mobility scooter. Serious H/S issues. Continue to seek a meeting with Transport Secretary.
Ruth	Survey analysis Press release
Laura	Collate report

Burnham Area Youth Centre -The postponed AGM Meeting - Tuesday 14th July 2026 – Cllr Paul Wynn

The meeting started on time , minutes of the last meeting were not available,

No matters arising

Chair gave a report

Finance Report was read

Discussion and possible election of Secretary/Treasurer Kathy Beard is new minutes secretary.

Election of Chairman and Vice Chair, general discussion - no election took place. The committee are actively seeking new members for the committee and will seek publicity through Reach , Burnham on sea .com , and Burnham& Highbridge Weekly news .

Burnham-on-Sea Chamber of Trade and Commerce – Friday 17th July- Cllr Perry

The Christmas Light Switch-on Event will be held in Burnham-on-Sea on **Saturday, 14th November 2026**. The Chamber asked if a representative from the Town Council could attend one of their meetings in the near future to advise them of the plans for the installation of lights.

The Car Show in June was very successful. Next year's Car Show has been pencilled in for **Saturday, 5th June 2027**.

A Shoppers' Guide has been published, shining a light on the 100 individual shops and eateries available in the town. Copies of the first publication of this leaflet have been distributed and well received.

Other matters discussed included: Project Coach; Peacocks; Membership of the Chamber and how to grow this; and flyposting.

The next meeting of the Chamber will be held in September.



IT, Cyber Security and Email Policy

Burnham-on-Sea and Highbridge Town Council

Adopted on 15th December 2025

1. Introduction

Burnham-on-Sea and Highbridge Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Burnham-on-Sea and Highbridge Town Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Controls

The Council has information security measures in place to help mitigate risk, known as controls. These controls incorporate best practice as recommended by the National Cyber Security Centre (www.ncsc.gov.uk) and the Local Government Association. These controls are divided into three categories: Administrative, Technical and Physical.

- **Administrative Controls**

A written IT and Cyber Security Policy document (this document) is available to all. Users are required to read this policy.

- **Technical Controls**

Technical Controls are addressed within this policy and comprise of the IT network and its software protection programmes.

- **Physical Controls**

Physical Controls are addressed within this policy and comprise of human behaviours and disciplines put in place by our IT users to provide protection.

4. Device Security

All equipment including desktops, laptops, tablets, mobile phones etc used to access council systems should be protected by password, PIN, fingerprint or facial recognition.

All devices should be replaced if they are no longer supported by manufacturers and therefore not receiving regular security updates.

Devices should not be left unattended whilst logged into the Council IT system without having the screen locked.

User accounts for cloud-based systems, where possible, will be set up with two factor authentication.

All pcs, laptops and tablets owned by the Council will be equipped with suitable antivirus software with automatic updates to protect the Council from computer virus infections and other harmful programs. Firewalls and anti-virus software must never be switched off.

~~Councillors own IT equipment should also have appropriate antivirus software installed and set for automatic updates for operation system, virus protection and malware protection.~~ – REMOVE as this is covered in number 5?

5. Bring Your Own Device (BYOD) – Councillor Use of Personal Devices

Burnham-on-Sea and Highbridge Town Council permits Councillors to use their own personal devices to access Council-approved applications such as Microsoft Teams and Microsoft Outlook, subject to the correct approval process. While the device itself remains the property of the user, the Council retains ownership of all corporate data and resources accessed on that device. This means:

- Personal, non-work-related information must not be saved within Council applications or storage locations.
- All Council information accessed on a personal device is subject to the same Security, Information Governance, Data Protection, and statutory requirements as information accessed on Council-owned devices.
- Personal devices must meet the minimum operating system requirements, and all applications must be kept up to date.
- No Council-related data, sensitive data (as defined by GDPR and the Data Protection Act 2018), or information not suitable for the public domain may be stored on the device.

IT Support for BYOD

Personally owned devices are not supported by the Council's IT service. Users must contact the device manufacturer or their mobile/technical provider for operating system or hardware issues.

IT support for personal devices within the BYOD scheme is limited to remote wiping of Council applications/workspace in the following circumstances:

- After the agreed number of failed login attempts to unlock the corporate workspace.

- A data or policy breach is detected.
- The user no longer requires BYOD access to managed Council applications.
- The device falls out of compliance (e.g., below minimum OS level).

Remote wiping will remove Council data only and will not affect personal content on the device.

The Town Council acknowledges that any personal device brought onto Council premises remains the sole responsibility of the individual Councillor, who accepts all associated risks. Councillors are personally liable for all costs associated with their own device.

Personal tablets and laptops may be used at meetings to access information required to participate. Where connectivity issues arise, the Council's external IT provider may be able to assist on a case-by-case basis.

Security Requirements for BYOD

Councillors using personal devices for Council business must ensure that:

- A screen lock is enabled using a password, PIN, or biometric authentication.
- Council data is stored only on encrypted devices or within approved cloud services.
- Operating systems and applications are kept up to date, using automatic updates.
- Only approved applications and services are used to access, store, or transmit Council data.
- No software or apps are installed that could compromise Council information.
- All Council data is erased from the device at the end of a Councillor's term.
- Home Wi-Fi networks are encrypted.
- Devices have up-to-date antivirus/anti-malware protection.
- Council documents containing personal data are stored only in approved encrypted storage (Council email, cloud storage, or secure device encryption).
- Lost, stolen, or compromised devices are reported immediately to the Town Clerk.
- Sensitive or special category data is not stored permanently on personal devices; temporary access is permitted only for Council business.
- Councillors log out of Council accounts after use and lock devices when unattended.
- Council data is not shared with unauthorised persons.

6. Acceptable use of IT resources and email

Burnham-on-Sea and Highbridge Town Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy.

Under no circumstances can the Council IT systems be used for private commercial activity.

All users must adhere to ethical standards, respect copyright and intellectual property rights and avoid accessing inappropriate or offensive content.

7. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Burnham-on-Sea and Highbridge Town Council for work-related tasks.

Any attempt to access or download offensive or sexually explicit material, may amount to gross misconduct leading to dismissal.

The Town Council may block access to clearly inappropriate internet sites.

Unauthorised installation of software on Council devices, including personal software, is strictly prohibited due to security concerns. The attachment of other devices e.g. memory sticks, is not permitted unless authorised by the Town Clerk.

8. Data management and security

All sensitive and confidential Burnham-on-Sea and Highbridge Town Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

9. Network and internet usage and security

Burnham-on-Sea and Highbridge Town Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

Downloading of music videos or any other entertainment content on Council devices is prohibited.

Access to personal social media networking sites e.g. Facebook, Instagram or similar on council devices is not permitted.

Any person accessing the Council systems should ensure that any network they use, including their home Wi-Fi network is encrypted and password protected.

10. Email communication

Email accounts provided by Burnham-on-Sea and Highbridge Town Council are for official communication only. Emails should be professional and respectful in tone.

You should also take care that emails will be seen only by the person intended. Particular care should be taken when sending confidential information that the email has been correctly addressed, marked 'private/confidential' and not copied into those not authorised to see the information. Sending confidential information via email

without proper authorisation or without taking sufficient care to ensure that it is properly protected will be treated as misconduct.

Sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

11. Members

All members will be provided with a council email address and must use this for all council business.

Members are reminded that any email sent or received in their capacity as a Town Councillor is council data and any emails may have to be disclosed following requests under the Data Protection Act of Freedom of Information Act. This includes emails on personal accounts when acting as a councillor.

Members using social media in their capacity as councillors must make it clear they are speaking in a personal capacity and not representing the view of the Council. Members should ensure they are adhering to the Council's Code of Conduct when using social media.

~~Members must ensure that any personal devices used to access council systems (including emails and data) are password protected and access is restricted solely to the member.~~ Remove as its covered in number 5?

12. Mobile devices and remote work

Mobile devices provided by Burnham-on-Sea and Highbridge Town Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

Care must be taken when using Council IT infrastructure away from the office to ensure that equipment is not left unattended in public places and not left in view in unattended vehicles. Equipment should not be taken abroad, unless permission is given by the Town Clerk.

13. Email monitoring

Burnham-on-Sea and Highbridge Town Council reserves the right to monitor all activity on council devices. This includes monitoring of clocking in and out, email activity and internet usage for the purposes of ensuring compliance with our policies and procedures and ensuring compliance with the relevant regulatory requirements. Information acquired through such monitoring may be used as evidence in disciplinary proceedings. Monitoring usage will mean processing personal data.

14. Backups

Automatic back-ups are maintained. Restoration of data and backups, including cloud back-ups, should be tested at least every two years.

15. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

16. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to Microshade/Flotek for investigation and resolution. Account passwords should also be changed immediately. Report any email-related security incidents or breaches to the Town Clerk immediately.

17. Training and awareness

Burnham-on-Sea and Highbridge Town Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

All new users of Council IT systems will be made aware of this policy as part of their induction.

18. Compliance and consequences

Breach of this IT, Cyber Security and Email Policy may result in the suspension of IT privileges, disciplinary action for staff or councillors being reported to the Monitoring Officer.

19. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

20. Contacts

For IT related enquiries or assistance, users can contact the Deputy Town Clerk or Town Clerk.

All staff and councillors are responsible for the safety and security of Burnham-on-Sea and Highbridge Town Council's IT and email systems. By adhering to this IT, Cyber Security and Email Policy, Burnham-on-Sea and Highbridge Town Council aims to create a secure and efficient IT environment that supports its mission and goals.

Date: _____

Signature: _____

Role: _____

Following on from the SSG's request for a visit to both Hinkley A and B Sites, we are delighted to advise that this has been arranged for Tuesday, 08 September 2026.

Proposed plan:

- **Tuesday, 08 September 2026**
- **09:00** arrival at Hinkley A
- Site tour followed by a short debrief and coffee break
- **11:30** transfer to B Site for a light lunch and site tour

We hope to fill all places, so places will be allocated on a first come first served basis - there are 20-25 spaces available.

If you would like to join us for what promises to be a very interesting and informative visit, please note the following:

- All attendees must be able-bodied, and capable of participating in the full tour which will involve a lot of walking/some stairs
- We must also have the following **information, in full, before close of business on Friday, 21 August** to allow sufficient time to arrange site access and arrange PPE.
 - Full name
 - Nationality
 - Company / organisation name / who they are representing
 - Vehicle registration (car sharing would be appreciated as A site have limited parking)
 - Any access requirements
 - Contact number
 - PPE size – footwear/jacket

Please note: All visitors **MUST** bring photographic ID (preferably a passport or photographic driving licence) with them on Tuesday, 08 September in order to access Hinkley A & B sites.

I am writing to request that the Town Council supports a formal review of the speed limit on Poples Bow and considers advocating for wider pedestrian safety improvements.

The road is currently subject to the national speed limit of 60 mph. However, I believe this no longer reflects how the road is used. As the industrial estate has grown, there has been a significant increase in the number of people walking along Poples Bow to get to and from work each day.

The road has no pavement, forcing pedestrians to walk on or extremely close to the carriageway while vehicles can legally travel at up to 60 mph. The street lighting is also very poor, making it difficult for drivers to see pedestrians during early mornings, evenings and throughout the winter months. This combination of high vehicle speeds, increased pedestrian traffic, the absence of a pavement and poor visibility creates a serious safety concern.

Many of the people using this road have little choice but to walk because they rely on public transport or live within walking distance of the industrial estate. The road has changed considerably over time, and I do not believe the current speed limit reflects its present-day use.

I would therefore ask the Town Council to support a request for Somerset Council to carry out a formal review of the speed limit, with a view to reducing it to 30 mph. I would also ask that consideration be given to installing a pavement, improving street lighting and assessing whether any additional pedestrian crossing or traffic-calming measures are needed to make the route safer for everyone.

I appreciate that any changes would need to be assessed by Somerset Council's Highways team, but I hope the Town Council will support this request and help ensure that the safety of residents, workers and visitors is given the priority it deserves.



Report for councillors: Request for use of Earmarked Reserves

Issued to: Town Council - 10th August 2026

1. Purpose of Report

To request the release of funds from EMR 325 – service transfer for the bedding plants and hanging baskets purchased for 2026/27 from Riverside Plant Nurseries at a cost of £2,752+VAT.

2. Background

Only a small budget has been allocated to Floral Decorations this year as £39,417 was earmarked from the 2025-26 budget.

3. Financial Implications

Current balance of EMR 325 is £149,247.80; £39,417 of which is available to spend for Floral Decorations.

4. Recommendation

To release £2,752 of funds earmarked for Floral Decorations from the Service Transfer EMR.



Report for councillors: **Request for use of CIL monies**

Issued to: **Town Council - 10th August 2026**

1. Purpose of Report

To request the release of funds from CIL monies EMR 400 for a £2,000 contribution (matched funded by Somerset Council) for the Trees Outside Woodland Grant application, to increase the canopy cover of trees in the Burnham-on-Sea & Highbridge area.

2. Background

Cllr Millard is working together with Somerset Council and community groups eg Green Team and Our Highbridge, to initiate a tree planting project in Burnham-on-Sea & Highbridge.

3. Financial Implications

To purchase the trees for the project the Tree Council are currently offering grants of up to £40,000. To increase the likelihood of being awarded the grant a 5% contribution will be match funded by Somerset Council.

4. Recommendation

To release £2,000 from the CIL monies set aside for Burnham-on-Sea & Highbridge for the Trees Outside Woodland Grant application.

Report for councillors: Purchase of New Digger for Cemeteries

Issued to: Town Council - 10th August 2026

1. Purpose of Report

For the Council to consider quotations for the purchase of a mini-digger for cemetery operations, enabling grave excavation to be brought in-house and reducing reliance on external contractors.

2. Background

The Council currently contracts out all grave excavations. Estates staff undertake preparation, backfilling, and administration, but the excavation itself is delivered entirely by external contractors. Contractor fees have risen in recent years, increasing overall burial costs.

The Council has sufficient staff to undertake grave digging in-house subject to the purchase of appropriate machinery and training. Mini diggers are widely used in cemetery settings due to their compact size, precision and ability to operate safely between memorials.

Operational issues with current contractor arrangements:

- **Graves not prepared safely or to expected standards**, requiring Council staff to intervene or request corrections.
- **Inconsistent compliance with cemetery safety practices**, including shoring and spoil management.
- **Late arrivals, delays, or postponements to the following day**, often at short notice.
- **Council staff left waiting on site**, sometimes for long periods, or required to return the next day, disrupting rotas and increasing staffing costs.

These issues reduce service reliability and increase operational risk. Bringing grave digging in-house would allow the Council to control safety, quality and timing directly.

3. Financial Implications

Specification

Machines were sought that meet the following criteria:

- Boom length suitable for cemetery work
- Ability to operate within tight access and narrow paths
- Digging depth of at least 6 ft 6 in

Current Burial Costs

Based on recent years, Brent Road Cemetery averages around 30 burials per year, and Highbridge and Burnham together average a further 20 burials, giving a combined annual total

of approximately 50 burials.

Contractor excavation fees are currently £250 per grave, regardless of whether the grave is a new double or a single/re-open.

Using this conservative estimate of 50 burials per year:

- 50 burials × £250 = £12,500 avoided contractor cost

Total annual saving: £12,500.

On this basis, all digger purchase options achieve **payback within 2 - 3 years**, depending on the model selected and actual burial volumes.

Operational Benefits

Improved Scheduling

- No reliance on contractor availability
- Faster response for short-notice burials
- Greater flexibility around weather and ground conditions

Staff Capability

- Staff already undertake preparation and backfilling
- Supplier delivered training available
- Reduced manual handling and improved safety

Service Quality

- Greater control over grave depth and accuracy
- Consistent standards across all burials

Quotes sought:

Type	Cost Excl VAT	Notes
Diesel Options		
A JCB – 19C-I Cab Plus Approx 8 weeks delivery.	£23,250.00	• Warranty: 3 years/2000 hr warranty • Overall width 980mm • Weight 1910kg • 1800mm boom length • Track Width 230mm
B Kubota U17-5 with canopy Approx 6 weeks delivery	£20,700.00	• Warranty: 2000 hrs / 2 years (5 years if serviced by dealer) • Overall width (mm) 990 / 1300 • Weight 1705kg • 2290mm boom length • Track width adjustable from 990m-1300mm • Often used by gravediggers
C Takeuchi TB320 Weatherproof cab Delivery not until Jan 27	£31,750.00	• Long dipper arm, digging depth 2520 mm • Developed specifically for cemeteries • Engineered 28" bucket for square-wall • Weight: 2060 kg • 3 year warranty

ELECTRIC Options

Note: Electric units require charging infrastructure. Estimated installation costs:

- **£2,500–£7,000**

Electric machines offer significant noise and emission reductions but have runtime limitations for multiple graves in one day.

Because the battery pack is fixed, operational planning relies on **overnight charging**

JCB – 19C -I ETECH CAB Pro Long Range Approx 8 weeks delivery	£28,250.00	• Gravemaster Long Dipper with 3 Buckets • 1500 hr free servicing • 3 years/2000 hr warranty • 1800mm boom length • Prices includes delivery and demo of how to operate • Weight 1.82kg • Track width 230mm • Battery runtime: 4-5hrs • Recharge time: 10 hrs
D Takeuchi TB20E Canopy Delivery Jan 2027	£65,000	• long dipper arm, digging depth to 2520 • Developed specifically for cemeteries • Engineered 28" cemetery bucket • Weight 1930kg • 3 year warranty

Diesel vs Electric – Summary

Diesel – Strengths

- Reliable all-day runtime
- Quick refuelling
- Higher torque for clay, waterlogged, or unstable ground
- Widely supported for servicing

Limitations: Higher maintenance; more vibration

Electric – Strengths

- Very quiet (approx. 9 dB reduction)
- Zero on-site emissions
- Lower running costs and fewer maintenance points

Limitations:

- Limited battery runtime for multiple graves
- Requires charging infrastructure
- Less suited to continuous or multi-site work

Training Provision

Training opportunities for cemetery digger operation and grave shoring are limited, with most providers located far from Somerset and requiring multi-day travel.

One provider is able to deliver training on-site using the Council's own digger, reducing disruption and ensuring staff are trained in the actual working environment.

Cost: £2,695 + VAT **Duration:** 2.5 days **Capacity:** Up to 6 staff

Course content includes:

- Practical hands-on training and demonstrations
- Safe practices and procedures
- Customer care and cemetery environment awareness
- Product knowledge and maintenance
- Competence assessment

4. Recommendation

That the Council approves the purchase of a mini-digger for cemetery operations, selecting Quote B for £20,700.00, funded £8,000 from the Cemetery Mech Grave Digger budget and £12,700 from the Grounds Equipment EMR, and agrees to the delivery of specialist grave-digging and shoring training at a cost of £2,695 funded from the Training Budget.



Report for councillors: Purchase of Sockets and Timers

Issued to: Town Council - 10th August 2026

1. Purpose of Report

To request approval for expenditure from the Christmas Lights budget to purchase and install external electrical sockets and timers on selected lampposts to enable the installation of Christmas motifs.

2. Background

Burnham-on-Sea & Highbridge Town Council has received permission to install Christmas motifs on the following lamp columns:

- 9 columns – Victoria Street, Burnham-on-Sea
- 5 columns – Market Street, Highbridge

To facilitate installation, each column requires a dedicated external electrical socket and timer control. This work must be completed ahead of the contractor's motif order deadline to ensure delivery and installation within the Christmas lighting programme.

Somerset Council's street-lighting contractor has provided a quotation for the required electrical works.

In previous years, the Council has experienced difficulties obtaining permissions from local businesses to attach motifs to buildings. In some locations, buildings have been unsuitable for motif installation, resulting in gaps in the Christmas lighting display. Installing sockets on lampposts will ensure a more consistent and reliable coverage of lights across both towns.

3. Financial Implications

Street-lighting electrical works must be undertaken by Somerset Council's appointed contractor due to:

- Existing maintenance contracts
- Required certification and authorised access to lamp columns
- Warranty and compliance obligations

This constitutes a single-supplier procurement, justified on operational and safety grounds.

The total cost for supply and installation is:

Total expenditure requested: £8,999.88

This includes:

- External electrical sockets suitable for street-lighting columns
- Timer units for controlled operation
- All associated labour, testing, certification, and reinstatement
- Works across 14 lamp columns in two locations

4. Recommendation

That the Town Council approve the expenditure of £8,999.88 for the installation of 14 external electrical sockets and timers from the Christmas Lights budget.



Report for councillors: Purchase of Wall Brackets for Christmas Lights Motifs

Issued to: Town Council - 10th August 2026

1. Purpose of Report

To request approval for expenditure from the Christmas Lights budget to purchase and install wall brackets required for mounting Christmas light motifs on buildings.

2. Background

The Christmas lights contractor has inspected the locations identified for installation of Christmas motifs. During this inspection, it was confirmed that several buildings require new wall brackets to safely and securely support the motifs.

These brackets are essential to ensure compliant installation and to allow the contractor to proceed with the planned Christmas lighting scheme.

3. Financial Implications

The contractor has provided a quotation of £2,030.00 plus VAT for the supply and installation of the required wall brackets.

This cost covers:

- Purchase of 20 external-grade wall brackets
- Installation works
- Associated labour and fixings

Funding is proposed from the Christmas Lights budget.

4. Recommendation

That the Town Council approve expenditure of £2,030.00 plus VAT from the Christmas Lights budget for the purchase and installation of 20 wall brackets required for Christmas light motifs.



Report for councillors: **Quotations for the installation and decoration of the towns Christmas trees**

Issued to: **Town Council - 10th August 2026**

1. Purpose of Report

To consider the quotations received for the installation and decoration of the towns Christmas trees for the 2026-2028 seasons and to seek approval for appointment of a contractor.

2. Background

The Town Council requires a contractor to supply, deliver, install, secure, and remove two Norway Spruce Christmas trees, each 19ft in height, for the Christmas seasons covering 2026, 2027, and 2028.

The Council will supply the lighting sets; the contractor is responsible for safe installation, removal and storage of the lights as part of the overall service.

Key specification requirements include:

- **Tree height:** 19ft (minimum), measured from base to tip after trimming.
- **Type:** Premium-grade Norway Spruce or Nordmann Fir (or equivalent).
- **Condition:** Freshly cut, healthy, symmetrical, free from disease and with a strong central leader.
- **Trunk:** Diameter suitable for existing ground fixings.

Lighting provided by the Council (per tree):

- 1 set of 24V LED pure white static string lights
- 1 × 24V transformer

3. Financial Implications

Quotations were sought from multiple suppliers; however, only two complete quotations were received.

Quote A

- Year 1: £5,095.00
- Year 2: £5,095.00
- Year 3: £5,095.00

Quote B

- Year 1: £6,985.00
- Year 2: £6,985.00
- Year 3: £6,985.00

Quote C

- Not able to undertake work in our area.

All costs include installation, decoration, removal, and responsible disposal of the trees, together with installation and removal of Council-supplied lighting.

4. Recommendation

That the Committee approves Quote A at £5,095.00 per annum for the installation and decoration of the town's Christmas trees for the 2026-2028 contract period, funded from the Christmas lights budget.