

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

**Present:** Councillors G. Gudka (Chair), R. Keen, A. Matthews, P. Mills, M. Murphy, C. Searing, B. Vickers

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

**Public Participation:** There were no representations made

**553.0.F26 To receive apologies for absence**

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

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

There were no declarations of interests.

**555.0.F26 To receive and approve the minutes of the Finance and Governance Committee meeting held on 20<sup>th</sup> July 2026**

The minutes of the previous meeting of the Finance and Governance Committee, held on 20<sup>th</sup> July 2026, were presented by the Chairman.

**Resolved** that the minutes of the meeting held on 20<sup>th</sup> July 2026 were approved as an accurate record and signed by the Chair.

**556.0.F26 Matters arising from previous minutes**

There were no matters arising

**557.0.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.

**558.0.F26 To consider an application for the Highbridge Shop Front Grant Scheme deferred from the previous meeting**

558.1 Owen & Watts Properties Ltd - £1,602

A lengthy discussion took place, during which members raised a number of questions with the applicant, Owen & Watts Properties Ltd, regarding the proposed works and eligibility under the scheme.

**Resolved** that the grant request for £1,602 is approved.

**(2 members of the public left at this juncture)**

**559.0.F26 To receive the list of payments up to 28<sup>th</sup> August 2026**

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

**560.0.F26 To note the income and expenditure and earmarked reserves reports up to 31<sup>st</sup> July 2026**

One query was raised regarding the letting income for the Princess Theatre, which was satisfactorily answered by the RFO.

The reports were noted.

**561.0.F26 To approve the bank reconciliation for July 2026**

**Resolved** the bank reconciliation was approved and signed by the Chairman.

**562.0.F26 To receive an update on aged debtors**

The update on the aged debtors was noted. The RFO advised that all outstanding payments had now been received except for Cabaret Café, Bar and that a warrant of control has been issued in respect of this remaining debt.

**563.0.F26 To receive verbal update from the Responsible Finance Officer**

The RFO reported that £351.35 had been received from Water 2 Business following a wastage overcharge caused by a leak at Westfield Cemetery.

The RFO also advised that the second half of the precept will be received later this month.

**564.0.F26 To consider response to correspondence received**

**564.1** To consider a request from “In Charley’s Memory” for an extension to the period allocated for spending grant funds

**Resolved** To extend the deadline for spending the grant funds awarded in 2025 to 31st March 2027. Any unspent funds at that date must be returned to the Council. If funds remain and further time is required, they are encouraged to re-apply in April for a further extension.



**565.0.F26 To receive feedback from Q1 Internal Check from Cllrs Flurry & Murphy**

Cllr Murphy reported that the RFO had taken him through all responsibilities from start to finish and had demonstrated how the financial processes operate. He thanked the RFO for the thorough explanation and confirmed he looked forward to completing the Q2 checks.

**566.0.F26 To review the Financial Risk Management Policy**

**Resolved** that the updated Financial Risk Management Policy is adopted.

**567.0.F26 Date of next meeting**

The next meeting of the Finance and Governance Committee will be held 19<sup>th</sup> October 2026 at 7 pm.

**Confidential Session**

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

**568.0.26 HR Update**

The Committee received a brief update on staffing operations.

| DATE OF INVOICE | SUPPLIER              | INVOICE NUMBER  | DESCRIPTION                            | NET       | VAT     | GROSS                 |
|-----------------|-----------------------|-----------------|----------------------------------------|-----------|---------|-----------------------|
| 24/07/2026      | SALC                  | 3311            | Cllr training - Planning Cllr Mills    |           |         | £25.00 paid 12/08/26  |
| 31/07/2026      | Amazon                | GB61XEGJABEY    | Chipper                                | £808.32   | £161.66 | £969.98 paid 12/08/26 |
| 31/07/2026      | Biffa                 | 308C114870      | waste collection - Princess            | £169.70   | £33.94  | £203.64 paid 12/08/26 |
| 31/07/2026      | Lyreco                | 6724365416      | 2 x fans for TC offices                | £73.40    | £14.68  | £88.08 paid 12/08/26  |
| 31/07/2026      | Business Waste        | P2123567        | waste collection - cemeteries & TC     | £6.58     | £1.32   | £7.90 paid 12/08/26   |
| 31/07/2026      | Business Waste        | P2123495        | waste collection - cemeteries          | £1.40     | £0.28   | £1.68 paid 12/08/26   |
| 01/08/2026      | Business Waste        | P2129245        | waste collection - cemeteries & TC     | £130.16   | £26.03  | £156.19 paid 12/08/26 |
| 01/08/2026      | Business Waste        | P2129275        | waste collection - cemeteries          | £64.68    | £12.93  | £77.61 paid 12/08/26  |
| 01/08/2026      | Amazon                | GB66ZP6BABEL    | Gents Toilet sign - Esplanade          | £7.46     | £1.49   | £8.95 paid 12/08/26   |
| 01/08/2026      | Green Machine         | INV-1467        | cleaning Princess                      | £408.11   | £81.62  | £489.73 paid 12/08/26 |
| 03/08/2026      | SALC                  | 3331            | Canva training                         |           |         | £40.00 paid 12/08/26  |
| 04/08/2026      | Spot on Supplies      | 31697967        | cleaning supplies                      | £97.95    | £19.59  | £117.54 paid 12/08/26 |
| 04/08/2026      | Iris                  | INV-ISL-1526123 | payroll July 2026                      | £116.59   | £23.32  | £139.91 paid 12/08/26 |
| 04/08/2026      | Ricoh                 | 102909422       | photocopier- Princess                  | £109.38   | £21.88  | £131.26 paid 12/08/26 |
| 05/08/2026      | Somerset Council      | 849059          | job advertisement                      | £65.00    | £13.00  | £78.00 paid 12/08/26  |
| 23/06/2026      | Otis                  | 26033924/U1     | contractual lift maintenance - PT      | £142.44   | £28.49  | £170.93               |
| 31/07/2026      | Proper Job            | Z0009T02-725226 | paint brushs for The Princess          | £9.97     | £1.99   | £11.96                |
| 05/08/2026      | BOSHB Men Shed        | 10              | 5 x bat, 5 x bird boxes                |           |         | £100.00               |
| 05/08/2026      | Healthmatic           | 15662           | replacement door Pcons - balance due   | £1,575.00 | £315.00 | £1,890.00             |
| 05/08/2026      | CRS Building Supplies | 0305/05793428   | fence posts - Cemeteries               | £120.00   | £24.00  | £144.00               |
| 06/08/2026      | Spansec               | 272653          | annual alarm maintenance 26-27 - TC    | £520.14   | £104.03 | £624.17               |
| 06/08/2026      | Screwfix              | 2014942347      | pruning saw                            | £22.49    | £4.50   | £26.99                |
| 07/08/2026      | Veronica Broadley     | 07.08.26        | arts sales settlement                  |           |         | £266.00               |
| 07/08/2026      | AB Memorials          | 44              | memorial plaque rose garden            | £175.00   | £35.00  | £210.00               |
| 07/08/2026      | Les Locksmith         | 07.08.26        | broken lock disabled door Crosses Penn |           |         | £360.00               |
| 08/08/2026      | Electro SW Ltd        | 592428          | jubilee hoseclip                       | £9.46     | £1.89   | £11.35                |

|            |                    |                 |                                  |         |         |                   |
|------------|--------------------|-----------------|----------------------------------|---------|---------|-------------------|
| 10/08/2026 | Amazon             | GB61Z5J2ABEY    | stencils for cemetery posts      | £4.99   | £1.00   | £5.99             |
| 10/08/2026 | Somerset Printing  | INV-0084        | poster bundle Blondie show       |         |         | £99.00            |
| 10/08/2026 | Somerset Printing  | INV-0083        | poster bundle The Amy Experience |         |         | £99.00            |
| 12/08/2026 | Bravo              | 1572            | technician Princess July 26      | £648.86 | £129.77 | £778.63           |
| 12/08/2026 | The Solar Cleaners | 3082602         | solar panel cleaning - PT        | £200.00 | £40.00  | £240.00           |
| 14/08/2026 | BK Safetywear      | BK130719        | uniform                          | £50.51  | £10.10  | £60.61            |
| 14/08/2026 | Spot On Supplies   | 31698549        | cleaning products                | £63.28  | £12.66  | £75.94            |
| 14/08/2026 | ITEC               | 1221150         | photocopier services             | £75.64  | £15.13  | £90.77            |
| 17/08/2026 | Screwfix           | 201583244       | gloves - PPE                     | £6.65   | £1.33   | £7.98             |
| 17/08/2026 | Purnells           | 133207          | brochures Princess Theatre       | £747.00 | £36.00  | £783.00           |
| 24/08/2026 | Proper Job         | Z0009T02-732072 | screwdrivers & roller            | £8.13   | £1.63   | £9.76             |
| 25/08/2026 | Bravo              | 1606            | technician August 2026           | £453.60 | £90.72  | £544.32           |
| 26/08/2026 | Amazon             | 11JH-NVTC-7DWC  | rose plant                       |         |         | £24.99            |
| 27/08/2026 | Amazon             | GB623LFVABEY    | computer monitor                 | £66.66  | £13.33  | £79.99            |
| 27/08/2026 | Bravo              | 1605            | technical theatre supplies       | £116.00 | £23.20  | £139.20           |
| 28/08/2026 | Business Waste     | P2152669        | waste collection - Cemeteries    | £5.04   | £1.01   | £6.05             |
|            | Somerset Council   | Aug-26          | pension payment                  |         |         | £9,445.68         |
|            |                    |                 |                                  |         |         | <u>£18,841.78</u> |