



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

1st September 2026

To: All Members of the Finance and Governance Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **FINANCE AND GOVERNANCE COMMITTEE** to be held on **7th September 2026** in the Council Chamber, Old Courthouse, Jaycroft Road, TA8 1LE at **7.00 pm** for the purpose of transacting the business set out in the agenda below.

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

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

All members of the public are welcome to attend.

Building doors will be open at 6:45pm

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

Katherine Noble
Town Clerk

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

Members of the Finance and Governance Committee

Councillor P. Clayton
Councillor G. Gudka (Chair)
Councillor A. Matthews
Councillor M. Murphy
Councillor B. Vickers

Councillor J. Flurry
Councillor R. Keen
Councillor P. Mills
Councillor C. Searing

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.

Finance and Governance Committee Meeting Agenda

7th September 2026

- 553.0.F26 Apologies for absence**
- 554.0.F26 To receive any declarations of interest on items included on this agenda**
- 555.0.F26 To receive and approve the minutes of the Finance and Governance Committee meeting held on 20th July 2026**
- 556.0.F26 Matters arising from previous minutes**
- 557.0.F26 To receive the Chairs report**
- 558.0.F26 To consider an applications for the Highbridge Shop Front Grant Scheme deferred from the previous meeting**
 - 558.1 Owen & Watts Properties Ltd - £1,602**
- 559.0.F26 To receive the list of payments up to 28th August 2026**
- 560.0.F26 To note the income and expenditure and earmarked reserves reports up to 31st July 2026**
- 561.0.F26 To approve the bank reconciliation for July 2026**
- 562.0.F26 To receive an update on aged debtors**
- 563.0.F26 To receive verbal update from the Responsible Finance Officer**
- 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**
- 565.0.F26 To receive feedback from Q1 Internal Check from Cllrs Flurry & Murphy**



566.0.F26 To review the Financial Risk Management Policy

567.0.F26 Date of next meeting

The next meeting of the Finance & Governance Committee is scheduled for 19th October 2026 at 7 pm.



**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

GRANT APPLICATION FORM



Please complete all aspects of the form, incomplete forms will not be considered.	
Company details	
Applicant Name	Michael Owen
Business name	Owen & Watts Properties Ltd
Are you the owner or lessee of the property? If lessee how long is left on your lease?	Owner
Do you need permission to carry out these works either from the building owner, planning, licencing, or stipulations on your mortgage? If yes please include supporting documents that permission has been granted.	No
Please provide charity number, Company registration number or details if other:	13359120
Please list any Burnham-on-Sea and Highbridge Town Councillors associated with your group:	
Details of your Request	
Please explain what you will use the grant for: Work will include the repair of woodwork and full repaint of whole shop front. How will this improve the town centre: The shop is currently vacant but available to let. We are keen to keep this unit as a retail unit and would love a local/independent business/start up to take it on. Having the work done would greatly improve the street scene, especially with the high numbers of traffic passing daily.	
Estimated start date: ASAP	Estimated completion date: ASAP
Outcomes	
How will you maintain what the grant has funded? i.e regular watering of flowers or maintaining upkeep of outside furniture. Once let the lease will state that the shop front is to be maintained. If vacant we, as landlords, will maintain.	
Funding	
Total cost of project: £1,780	Amount requested: (max £2,000) £1,602
Other sources of funding:	Own funding: (minimum contribution 10% of total project cost) £178

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>

10:59

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

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	4,691	16,194	20,000	3,806			81.0%	
Management & Compliance :- Income	4,691	740,614	1,457,785	717,171			50.8%	0
4000 Salaries & Wages	30,455	120,853	415,600	294,747		294,747	29.1%	
4005 Employers Nat Insurance	2,856	6,713	49,600	42,887		42,887	13.5%	
4010 Employers S\Annuation	5,451	21,732	99,500	77,768		77,768	21.8%	
4055 Recruitment Costs	0	182	1,000	818		818	18.2%	
4060 Training	25	1,193	5,000	3,807		3,807	23.9%	
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	157	1,086	4,300	3,214		3,214	25.2%	
4085 Postage	0	46	500	455		455	9.1%	
4090 Stationery & Supplies	172	554	2,000	1,446		1,446	27.7%	
4095 Subscriptions & Support	1,232	12,435	32,000	19,565		19,565	38.9%	
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	115	501	1,800	1,299		1,299	27.8%	
4125 Payroll Services	117	454	2,000	1,546		1,546	22.7%	
4130 PPE & Uniforms	88	250	2,000	1,750		1,750	12.5%	
4135 Room Hire (Exp)	36	80	2,500	2,420		2,420	3.2%	
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	40,704	162,823	701,200	538,377	0	538,377	23.2%	0
Net Income over Expenditure	(36,012)	577,791	756,585	178,794				
110 Democratic & Civic								
4200 Mayors Allowance	417	1,667	5,000	3,333		3,333	33.3%	
4210 Election Expenses	0	0	20,000	20,000		20,000	0.0%	
4215 Civic Events	35	73	2,500	2,427		2,427	2.9%	
4220 Remembrance Wreath	0	0	150	150		150	0.0%	
Democratic & Civic :- Indirect Expenditure	452	1,740	27,650	25,910	0	25,910	6.3%	0
Net Expenditure	(452)	(1,740)	(27,650)	(25,910)				

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

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	0	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	0	33,582	41,750	8,168	0	8,168	80.4%	0
Net Expenditure	0	(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	15,767	15,767	30,000	14,233		14,233	52.6%	
4310 HB Shop Front Grants	0	0	10,000	10,000		10,000	0.0%	
4455 Christmas Lights	62	(2,138)	60,000	62,138		62,138	(3.6%)	
4465 Events Expenditure	56	56	13,500	13,444		13,444	0.4%	
4475 Carnival Events Week	0	2,922	17,500	14,578		14,578	16.7%	
Community :- Indirect Expenditure	15,885	16,607	133,700	117,093	0	117,093	12.4%	0
Net Income over Expenditure	(15,885)	(16,128)	(133,700)	(117,572)				
6001 less Transfer to EMR	0	479	0	(479)				
Movement to/(from) Gen Reserve	(15,885)	(16,607)	(133,700)	(117,093)				
200 The Old Court House								
4350 Business Rates	1,086	2,684	9,200	6,516		6,516	29.2%	
4355 Utilities	276	1,162	6,900	5,738		5,738	16.8%	
4375 Cleaning	55	438	1,500	1,062		1,062	29.2%	
4380 Security & Alarms	60	273	6,000	5,727		5,727	4.6%	
4385 Maintenance	7	18,719	50,000	31,281		31,281	37.4%	18,475
4390 H&S/Fire/Inspections	0	(115)	3,000	3,115		3,115	(3.8%)	
The Old Court House :- Indirect Expenditure	1,484	23,161	76,600	53,439	0	53,439	30.2%	18,475
Net Expenditure	(1,484)	(23,161)	(76,600)	(53,439)				
6000 plus Transfer from EMR	0	18,475	0	(18,475)				
Movement to/(from) Gen Reserve	(1,484)	(4,686)	(76,600)	(71,914)				
500 Cemeteries								
1500 Wayleaves	0	0	4,850	4,850			0.0%	
1515 EROB	927	3,410	10,000	6,590			34.1%	

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1520 Interments	1,119	4,340	13,000	8,660			33.4%	
1525 Memorials	549	3,378	5,500	2,122			61.4%	
Cemeteries :- Income	2,595	11,128	33,350	22,222			33.4%	0
4350 Business Rates	945	3,430	9,100	5,670		5,670	37.7%	
4355 Utilities	(148)	(1,907)	5,000	6,907		6,907	(38.1%)	
4605 Provision For Paths	75,634	75,634	15,000	(60,634)		(60,634)	504.2%	69,098
4610 Pump Maintenance	0	0	2,000	2,000		2,000	0.0%	
4615 General Maintenance	15	126	13,000	12,874		12,874	1.0%	
4620 Mech Grave Digger	0	250	8,500	8,250		8,250	2.9%	
4635 Waste Collection	136	614	2,800	2,186		2,186	21.9%	
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	76,583	105,549	58,900	(46,649)	0	(46,649)	179.2%	96,500
Net Income over Expenditure	(73,988)	(94,421)	(25,550)	68,871				
6000 plus Transfer from EMR	69,098	96,500	0	(96,500)				
Movement to/(from) Gen Reserve	(4,890)	2,079	(25,550)	(27,629)				
<u>600 Princess</u>								
1600 Storage Hire	0	926	3,700	2,774			25.0%	
1605 Lettings	1,626	7,402	33,500	26,098			22.1%	
1615 Café Rent/Commission	509	2,033	5,920	3,887			34.3%	
1625 PT Merchandise	173	1,013	4,100	3,088			24.7%	
1630 Donations Received	56	233	0	(233)			0.0%	
1645 Show income	1,949	11,675	35,000	23,325			33.4%	
1655 Participation PT	1,275	4,436	8,000	3,564			55.5%	
1660 Art Sales	0	11	350	339			3.1%	
1670 PV Cells	0	1,436	5,000	3,564			28.7%	
1680 Advertising income	91	161	750	589			21.5%	
Princess :- Income	5,678	29,327	96,320	66,993			30.4%	0
4000 Salaries & Wages	8,612	34,478	115,100	80,622		80,622	30.0%	
4005 Employers Nat Insurance	1,028	2,055	15,600	13,545		13,545	13.2%	
4010 Employers S\Annuation	1,450	5,801	26,500	20,699		20,699	21.9%	
4060 Training	0	325	2,500	2,175		2,175	13.0%	
4065 Travel, Expenses & Subsistence	0	35	50	15		15	70.0%	
4070 Office/IT Equip & Furniture	0	775	5,000	4,225		4,225	15.5%	
4080 Telephone & Broadband	46	644	2,750	2,106		2,106	23.4%	
4100 Insurance	0	0	5,775	5,775		5,775	0.0%	
4350 Business Rates	707	2,830	7,680	4,850		4,850	36.8%	

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4355 Utilities	1,752	5,220	33,000	27,780		27,780	15.8%	
4375 Cleaning	508	3,717	8,100	4,383		4,383	45.9%	
4380 Security & Alarms	606	1,399	3,000	1,601		1,601	46.6%	
4385 Maintenance	242	807	28,000	27,193		27,193	2.9%	
4390 H&S/Fire/Inspections	124	462	3,500	3,038		3,038	13.2%	
4635 Waste Collection	214	746	2,800	2,054		2,054	26.6%	
4700 Technician Cost	0	2,928	18,000	15,072		15,072	16.3%	
4701 Show costs	1,334	3,754	15,000	11,246		11,246	25.0%	
4705 Advertising & Marketing	75	1,964	7,000	5,036		5,036	28.1%	
4710 Licences (exp)	0	703	750	47		47	93.8%	
4715 Card Payment Fees	189	688	3,000	2,312		2,312	22.9%	
4725 Technical Theatre	446	576	4,500	3,924		3,924	12.8%	
4730 Backstage Expenses	10	27	500	473		473	5.3%	
4740 PTAC Merchandise	0	373	3,000	2,627		2,627	12.4%	
4745 Participation Freelance	500	2,174	3,500	1,326		1,326	62.1%	1,194
4770 Cafe Equipment & Maintenance	0	78	3,000	2,922		2,922	2.6%	
Princess :- Indirect Expenditure	17,842	72,559	317,605	245,046	0	245,046	22.8%	1,194
Net Income over Expenditure	(12,163)	(43,233)	(221,285)	(178,052)				
6000 plus Transfer from EMR	0	1,194	0	(1,194)				
Movement to/(from) Gen Reserve	(12,163)	(42,039)	(221,285)	(179,246)				
<u>700 Estates</u>								
1300 Allotment Rents Received	37	1,369	1,330	(39)			102.9%	
1400 Signal Box	0	113	50	(63)			225.0%	
1410 Grass Cutting	0	0	520	520			0.0%	
1415 Floral Sponsorship	0	1,765	0	(1,765)			0.0%	
Estates :- Income	37	3,247	1,900	(1,347)			170.9%	0
4350 Business Rates	0	0	1,800	1,800		1,800	0.0%	
4360 Electricity Town Centre	41	125	400	275		275	31.3%	
4365 Highbridge Clock Elec	109	486	1,800	1,314		1,314	27.0%	
4370 Water Rates	0	130	700	570		570	18.6%	
4385 Maintenance	38	105	11,500	11,395		11,395	0.9%	
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	106	3,404	2,000	(1,404)		(1,404)	170.2%	
4485 Defibrillator	55	55	750	695		695	7.3%	

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

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	232	924	5,000	4,076		4,076	18.5%	
4505 Vehicle Running Costs	177	1,790	6,000	4,210		4,210	29.8%	
4510 Vehicle Replacement	540	2,159	38,000	35,841		35,841	5.7%	
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	166	553	2,000	1,447		1,447	27.6%	
Estates :- Indirect Expenditure	1,464	9,679	84,950	75,271	0	75,271	11.4%	0
Net Income over Expenditure	(1,427)	(6,432)	(83,050)	(76,618)				
<u>800 Public Conveniences</u>								
4355 Utilities	0	0	30,000	30,000		30,000	0.0%	
4375 Cleaning	3,433	13,732	53,000	39,268		39,268	25.9%	
4385 Maintenance	4,630	8,961	25,000	16,039		16,039	35.8%	1,950
4775 Provision for HB Toilets	0	318	10,000	9,682		9,682	3.2%	
Public Conveniences :- Indirect Expenditure	8,063	23,011	118,000	94,989	0	94,989	19.5%	1,950
Net Expenditure	(8,063)	(23,011)	(118,000)	(94,989)				
6000 plus Transfer from EMR	0	1,950	0	(1,950)				
Movement to/(from) Gen Reserve	(8,063)	(21,061)	(118,000)	(96,939)				
<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	13,002	784,794	1,589,355	804,561			49.4%	
Expenditure	162,475	448,711	1,589,355	1,140,644	0	1,140,644	28.2%	
Net Income over Expenditure	(149,474)	336,083	0	(336,083)				
plus Transfer from EMR	69,098	118,119	0	(118,119)				
less Transfer to EMR	0	479	0	(479)				
Movement to/(from) Gen Reserve	(80,376)	453,723	0	(453,723)				

11:00

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>

Explanations for overspends – based on Apr-Aug forecast – expenditure only

Budget Code	Name of budget	Comments
120/4260	CCTV Cameras	Invoice for the whole year received in June.
600/4065	Travel, Expenses, Subsistence - Princess	2 small re-imbusement claims for expenses made so far this year for mileage & eye test, no others expected.
600/4710	Licences - Princess	Invoice for PPL PRS for premises for the whole year received in April.
700/4450	Floral Decorations - Estates	Report approved by Town Council in August to request EMR spend.

Statement of Account

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

5 August 2026

Account name: **BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL**
Account number: **[REDACTED]**
Statement period: **30/06/2026 to 31/07/2026**

Account summary

Total valuation as at 31 July 2026 **£1,150,000.00**
Total valuation as at last statement at 30 June 2026 **£1,400,000.00**

Holdings as at 31 July 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector [REDACTED]	1,150,000.0000	£1.00	£1,150,000.00
			Total value
			£1,150,000.00

Transactions for the period from 30 June 2026 to 31 July 2026

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
22/07/2026	Withdrawal	-250,000.0000	£1.0000	£-250,000.00

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

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088), part of the Jupiter Group, is authorised and regulated by the Financial Conduct Authority. Registered address: The Zig Zag Building, 70 Victoria Street, London, SW1E 6SQ.

The average Fund yield for this period was 3.83% p.a.

Income for the period is as follows:

Month	Date paid	Fund name	Method	Amount (£)	Destination
Jul 2026	04/08/2026	Public Sector Deposit Fund SC4 - Public Sector	Paid to Nominated Bank Details	£4,291.90	

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

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

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

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

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

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA Public Sector Deposit	31/07/2026		1,150,000.00
			<u>1,150,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,150,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,150,000.00
		Balance per Cash Book is :-	1,150,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

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

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

Company reference: [REDACTED]
Statement date: 28 July 2026
Page number: 1 of 3
Monthly spend limit: £2,000.00

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

Date of previous statement: 28 June 2026
Previous balance: £354.91
Payment received: £354.91 CR
Total of charges and adjustments: £0.00
Total of new spending: £74.87
New balance: **£74.87**
Payment due by: **11 August 2026**

Payment instructions

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

Allocation of payments

If you do not pay off the full amount outstanding by the payment due date, we will allocate any partial payments to the outstanding balance in the following order: Default fees, Interest, Service Charges, Fees, Transactions and Cash.
The way in which payments are allocated can make a significant difference to the amount of interest you will pay until the balance is cleared completely.

Payments, charges and adjustments

	BALANCE FROM PREVIOUS STATEMENT	354.91
13 Jul 2026	DIRECT DEBIT PAYMENT THANK YOU	354.91 CR
Total of payment, charges and adjustments		£0.00

New balances by individual cardholder

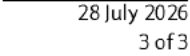
Name	Card number	Monthly spend limit	Balance
N M BROOKES	[REDACTED]	1,000	74.87
Total cardholder expenditure			£74.87
New balance			£74.87

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

STATEMENT FOR N M BROOKES

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

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

Company reference: 
Card number: 
Statement date: 28 July 2026
Page number: 3 of 3
Monthly spend limit: £1,000.00

Date	Description	Amount
20 Jul 2026	Intuit Limited London GBR	74.87
200717979676	DIGITAL GOODS - APPLICATIONS (EXLDG GAME	
1 new purchases / cash advances. Total of spending.		£74.87

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

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Government Procurement Card	31/07/2026		-74.87
			<u>-74.87</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-74.87
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-74.87
		Balance per Cash Book is :-	-74.87
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date



Transactions from 31-JUL-2026 to 31-JUL-2026

Account name or alias BOS HB Main Current Ac	Account number [REDACTED]	Sort code [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 1000.00		

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

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			1,000.00
31-Jul-2026		TO 54374901	-192.01		1,000.00
31-Jul-2026	CHG	03JUL A/C 56092431	-33.99		1,192.01
		Opening balance			1,226.00
Totals			-226.00	0.00	



Transactions from 31-JUL-2026 to 31-JUL-2026

Account name or alias Linked Account	Account number [REDACTED]	Sort code [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 521037.70		

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

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					523,196.08
31-Jul-2026		FROM 56092431		192.01	523,196.08
31-Jul-2026	INT	31JUL GRS 54374901		284.46	523,004.07
Opening balance					522,719.61
Totals			0.00	476.47	

Bank Reconciliation Statement as at 31/07/2026
for Cashbook 1 - Natwest Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
NatWest Current Account	31/07/2026		524,196.08
			<u>524,196.08</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			524,196.08
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			524,196.08
		Balance per Cash Book is :-	524,196.08
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date



Transactions from 31-JUL-2026 to 31-JUL-2026

Account name or alias BOS No 2 Ac	Account number [REDACTED]	Sort code [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 51817.83		

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

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					51,110.13
31-Jul-2026	CHG	03JUL A/C 87132346	-35.64		51,110.13
31-Jul-2026	BAC	CARD TXNS 280726, 48581061		98.00	51,145.77
31-Jul-2026	BAC	CARD TXNS 280726, 48510771		183.60	51,047.77
Opening balance					50,864.17
Totals			-35.64	281.60	

Date: 05/08/2026

Burnham & Highbridge Town Council Current Year

561.0.F26

Page 1

Time: 09:44

Bank Reconciliation Statement as at 31/07/2026
for Cashbook 2 - NatWest 2 account – Princess

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
NatWest 2 Account - Princess	31/07/2026		51,110.13
			<u>51,110.13</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			51,110.13
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			51,110.13
		Balance per Cash Book is :-	51,110.13
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/07/2026
for Cashbook 4 - Nationwide Saver

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Nationwide Saver	31/07/2026		505,910.81
			<u>505,910.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			505,910.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			505,910.81
		Balance per Cash Book is :-	505,910.81
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/07/2026
for Cashbook 5 - Princess Float

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Princess Float	31/07/2026		2.23
			<u>2.23</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2.23
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2.23
		Balance per Cash Book is :-	2.23
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

09:40

Receipts Due as at 31/07/2026

Ledger	A/c Code	Invoice Date	Invoice No	Amount Due	Disc Available	Date Due	Net Amount
1	BUR002	31/05/2026	PR221	25.50		18/06/2026	25.50 **
Receipt Due from : Burnham District Pantomime Society				25.50			25.50
Telephone No : 07762778902							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			
Ledger	A/c Code	Invoice Date	Invoice No	Amount Due	Disc Available	Date Due	Net Amount
2	BUR003	10/04/2026	Payment 37-1	-9.00		10/04/2026	-9.00 **
2	BUR003	16/07/2026	BC925	423.00		30/07/2026	423.00 **
Receipt Due from : Burnham Funeral Services				414.00			414.00
Telephone No : 01278 795009							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			
Ledger	A/c Code	Invoice Date	Invoice No	Amount Due	Disc Available	Date Due	Net Amount
1	CAB001	31/10/2024	PR67	163.63		31/10/2024	163.63 **
1	CAB001	28/02/2025	PR91	440.10		21/03/2025	440.10 **
1	CAB001	07/03/2025	PR92	641.19		21/03/2025	641.19 **
1	CAB001	31/12/2024	PR74	499.70		06/02/2025	499.70 **
1	CAB001	29/11/2024	PR68	1,173.85		13/12/2024	1,173.85 **
1	CAB001	31/01/2025	PR78	283.43		18/02/2025	283.43 **
Receipt Due from : Cabaret Cafe Bar				3,201.90			3,201.90
Telephone No :							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			
Total Receipts Due up to 31/07/2026				3,641.40			3,641.40



Report for councillors: Grant Extension Request – In Charley’s Memory

Issued to: Finance and Governance Committee – 7th September 2026

1. Purpose of Report

To inform the council of correspondence received from In Charley’s Memory requesting an extension to the time limit allocated to grant funding for a project.

2. Background

In June 2025 In Charley’s Memory were awarded a community grant of £1,400 towards a pilot scheme project they were implementing for the year (the application has been attached as a reference). The RFO has received the following correspondence from the organisation:

“We have not been able to deliver this project yet and would like to ask for an extension. Before we were able to start the work last year we became aware of the situation at our previous base at HyTech in Highbridge, which was shortly followed by the termination of our lease and our priorities and work focus had to completely change. We are settling in to our new base (and loving it) and it is very close to completion. In last month’s board meeting the Trustees agreed for us to go ahead with parental support as soon as the electricians have commissioned the last 3 counselling rooms and we have full capacity available.

This is a project we are still committed to piloting and hopefully with our new and more accessible/high profile location we will have an even bigger reach. Please would let us know if this is acceptable to the grants panel.”

The project was due to run from June 2025-June 2026.

3. Recommendation

For the committee to consider whether they would like to allow an extension to the period allocated for the spending of the grant funds to In Charley’s Memory in 2025 and how long this extension would be or instruct the RFO to request that the grant funds be returned.

GRANT APPLICATION FORM

Please ensure that you have read the Grants Policy and Procedure prior to completing your application.

Please complete all aspects of the form, incomplete forms will not be considered.

GRANT APPLICATION SUMMARY

Name of organisation	In Charley's Memory (ICM)
Category of organisation	Mental Health Charity
Amount of funding previously awarded since 2019	£1590
Total number of applications to date	2
Type of funding requested on this application	Revenue
Total cost of this project	£1400
Amount requested on this application	£1400
Total number of residents estimated to benefit from the grant	

GRANT APPLICATION DETAILS

Type of organisation	Mental Health Charity
Please provide charity number, Company registration number or details if other:	1160805

What is the current membership?

Adults: N/A we are an open provision for the whole community

Children: N/A we are an open provision for the whole community

Please list any Burnham-on-Sea and Highbridge Town Councillors associated with your group:
N/A

What are the main activities of your organisation? Include what type of group you are e.g. residents' group, youth group, etc. and explain what your organisation does and its aims:

In Charley's Memory is a responsive and community minded mental health charity based in Highbridge, Somerset. We support people aged 11 and over with 1:1 counselling and wellbeing support from our offices and run weekly outreach projects in six schools across the county and a local youth club. Our key aims as an organisation are to improving the mental wellbeing and providing the tools to build the resilience and aspirations of the people from our community. We do this by providing a range of accessible and low-cost projects and interventions.

In 2024, our in-house counselling service supported 673 individuals with 84% of those aged under 25. We supported 6000 pupils across our school project with 382 receiving one to one sessions, and we run a youth club with 50 weekly attendees.

Type of grant applied for:	Revenue
----------------------------	---------

GRANT APPLICATION FORM

Please include: Why you need funding to support your community project? Briefly describe the project or purpose for which you require a grant. How will it benefit the community or residents of Burnham and Highbridge? Is it for the benefit of your members, or the wider community? Is it aimed at a particular group within the community?

In order to widen our provision, and in response to the unceasing and ever increasing demand for our services, we wish to pilot a community outreach project for Highbridge/BOS.

We plan to develop peer support groups through a series of introductory coffee mornings a 6 week workshops. The peer support groups will facilitate a connection opportunity for parents with shared concerns about their children. For instance, this could be in relation to school avoidance/absenteeism or parents of children with additional needs. (Emotion-based school avoidance (EBSA) is a significant problem in Somerset and the county is one of the worst performing in the country.)

During the year four x 6-week workshops will be offered to help parents navigate through periods of difficulty with their children's mental health. ICM's specialism is mental health awareness, prevention, early intervention, resilience, and coping strategies, supporting young people through the transition from adolescence to adulthood and the mental challenges that arise during this period. This workshops will help parents develop self-confidence to help their children and empower them during periods when they feel alone and unsupported during important yet tricky stages of their children's growth.

This provision will be available to all people with parental responsibilities in our area

Who will benefit from the project? Young people, unemployed people, older people, people with disabilities, people with low income, ethnic or minority groups, others?	Young people aged 11 – 25 from areas of deprivation.
If you have selected "others "please specify	
How many people from Burnham-on-Sea and Highbridge will directly benefit from your project?	250

How will they benefit?

The outcomes will be increased school attendance and engagement, a better school experience and improved achievement. This in turn will lead to better relationships within the home and a more harmonious environment for all the family. A happier childhood will promote positive life choices in the future.

The project will also help bolster the sense of community in the area as parents form support networks with others facing the same challenges. With so many new-commers to the area these new friendships will increase community cohesion and combat social isolation some may be experiencing.

How will you measure the success of your project? For example: footfall (how will you measure), positive press coverage (we may expect to see copies), delivered on time, on budget, increase in membership numbers, etc...

We will measure success through the engagement with the project, both the coffee morning and the workshop series. We will monitor attendance throughout the year and record the nature of the issues parents are coming to us with. This will increase our understanding of challenges parents are facing that may not be the same as we are seeing in the clients we see at ICM. We will

GRANT APPLICATION FORM

keep financial records for this project, ensuring it stays within budget and on completion we will be able to analyse the cost-effectiveness of the pilot. We will use feedback questionnaires throughout the term of the pilot. This will help us collaboratively shape future work by fully engaging with the community we serve.

When do you intend to start and finish your project?

Please note: we will not be able to fund projects that have already started or completed before the application has been considered

1st July 2025 – 31st June 2026

Total project cost:

£1400

How much grant money are you requesting?

£1400

What will this money be spent on? (include costings)

1 coffee morning per month counsellor led (x12) £600.00

4 x 6 week workshops (1 1/2 hr per week) £750.00

Advertising £50.00

Consumables £100.00

TOTAL £1400.00

How do you intend to raise the remaining project cost required to complete the project? (proof of this funding will be required before a grant is paid)

N/A

Any other funding applied for?

No

Most recent approved accounts summary

Opening balance:

Total income: £ 299,118

Total expenditure: £ 293,915

Closing balance: £ 50,373

Date of accounts: 29th Feb 2024

Please return form FAO: Nicole Brookes to accounts@burnham-highbridge-tc.gov.uk

Please include:

- A copy of a recent bank statement in the organisations name.
- A copy of recent accounts or income/expenditure.
- a copy of a written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed).
- A copy of an appropriate safeguarding policy – if you are working with children and young people or vulnerable adults.
- A copy of an adopted equal opportunities policy or statement.

Burnham-On-Sea and Highbridge Town Council Risk Management Policy

To be reviewed quarterly

Adopted on 13th March 2023. Reviewed Quarterly. Last reviewed June 2026.

Burnham-on-Sea and Highbridge Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses.

The Town Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable the Town Council to assess the risks that it faces and to implement adequate steps to minimise them.

SUBJECT	RISK(S) IDENTIFIED	LEVEL H/M/L	MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS/REVISE
FINANCE				
Budget & Precept	Adequacy of precept in order for the Council to carry out its statutory duties	L	The Council receives monthly budget reports. Each Committee produces a DRAFT budget, which is considered by the Finance & Governance Committee before a recommendation final Draft budget is presented to Full Council for review and consideration. The report includes actual and projected position to the end of the year and indicative figures or costings obtained by the RFO. The Precept is derived directly from this information and is considered and approved by Full Council and the request submitted to the Somerset Council within the specified deadline.	Existing procedures adequate.

Financial controls and records	Inadequate records	L	The Council has Financial Regulations which sets out the requirements and is reviewed on an annual basis. Rialtas financial software is used to prepare accounts and Council subscribes to the support services. An order spreadsheet is completed and authorised by a manager. Invoices are checked before being passed to the RFO for payment. Goods received and internal authorisation procedures continually reviewed. Debtors & Creditors reviewed monthly by RFO. Debtors reviewed by Finance & Governance every meeting. All payments are reviewed at a Finance & Governance Committee or Full Council and minuted for transparency. Ticketsolve is used for issuing tickets and taking payments at the Princess Theatre.	Pre-payment card closed February 2025. Government Procurement card now in use and published every quarter.
Banking	Inadequate checks	L	Online bank payments are authorised by two Councillors. Councillors receive sight of invoices/documentation to check before authorising. Accounts are internally checked by at least two Councillors on a quarterly basis. Annual internal and external audits. The Council has Financial Regulations which set out banking requirements. Any cash is held in a locked safe. Cash is banked regularly. However, the Post office no longer accepts denominations smaller of a £1 that is not a full money bag. Anything less than a	Existing procedures adequate. Signatories reviewed and updated for all banks July 26. Supplier list & bank details checked and updated Dec 2025. Slight increase in small cash errors made by volunteers at The Princess Theatre, risk assessment carried out by RFO, increased monitoring by RFO/Theatre staff, Theatre Manager to ensure continual training to reduce risk of

			full bag is kept in a locked safe and banked as soon as practical. Cheque receipts are banked at least fortnightly. Accounts are reconciled on a monthly basis and recorded. Earmarked reserves are accounted for separately.	errors.
Investment of Council Funds	Investment Policy	M	Council funds now held in 1 x bank, 1 x building society, 1 x investment fund (CCLA Public Sector Deposit Fund). Quarterly reports on investment to be presented to Councillors by RFO.	Reviewed policies & procedures adequate. Annual Investment Strategy reviewed annually.
Receipt and payment of grants	Monies ringfenced and accurately managed Power to pay and authorisation of Council to pay	L L	The Town Council does not presently receive any regular grants. Any transactions from a grant received are itemised separately. All grant requests are made following the Grants Awards Policy & Procedure and a specific application form. Grant monitoring forms completed and reviewed. Grants Policy reviewed annually. All such expenditure goes to the Finance & Governance Committee process of approval, it is minuted and listed.	Existing procedures adequate

Salaries and associated costs	Salary paid incorrectly Unpaid Tax and Pension payments	L L	Financial controls in place to pay staff salaries agreed in line with NALC pay scales. Iris Payroll Services, an external company, is used for payroll services and the Council subscribes to support services. BACS payments for Pensions made monthly. Direct Debit established to HMRC for PAYE & NI. Internal check carried out by 2 Councillors on a quarterly basis. Annual internal and external audits.	Existing procedures adequate.
VAT	Reclaiming	L	VAT claims are completed electronically on HMRC website and acknowledgement printed and kept in office. Internally reviewed by at least 2 Councillors on quarterly basis. Rialtas financial software produces VAT reports. Financial Regulations set out the requirements. Annual internal and external audits.	Existing procedures adequate.
Employees	Fraud by staff	L	Insurance in place. Cash is kept in a locked safe. All payments require two Councillor authorisations. All orders are authorised a manager. Division of monetary responsibilities.	Existing procedures adequate.
Best value accountability	Work awarded incorrectly	L	Town Council practice is to seek, if possible, three quotations for any substantial work undertaken.	Existing procedures adequate.

	Overspend on services	L	For major work, competitive tenders would be sought in line with the rules for contracts in Standing Orders and Financial Regulations. If problems encountered with contract, the Clerk would investigate the situation and report to the Council.	
Loans	High interest rates and non recognised lenders	L	Full Council to approve any loans. Loans to be taken out via PWLB and two signatures required. The Council currently does not have any loans.	Existing procedure adequate.
Annual Return	Not submitted within time limits	L	Rialtas are contracted to complete the end of year close down and complete the AGAR. Internal Auditors complete reviews throughout the year and sign off AGAR Agenda item on Full Council agenda for completing and signing by the Council and then checked and sent to External Auditor within time frame. Council could ask for an extension to the deadline.	Existing procedure adequate.
Election	Mid-term election costs	M	Some monies are earmarked if a mid-term election is called. Measures cannot be adopted to minimise risk of a contested election.	Ensure monies are earmarked for elections costs when setting budget.

ADMINISTRATION & LIABILITY				
Legal Powers	Illegal activity or payments	L	The Town Council has adopted the General Power of Competence. Committees have power of expenditure, within their remit. Advice to be sought when required.	Existing procedure adequate.
Minutes/ Agendas/ Statutory documents	Accuracy and legality Non compliances with statutory requirements	L L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at the next meetings. Agendas displayed according to legal requirements. Business conducted at meetings should be managed by the Chair.	Existing procedures adequate. Members adhere to Code of Conduct and Member/Officers Relations Policy and undertake adequate training.
Public Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Full tree survey carried out in 2023 and an interim inspection of trees requiring additional monitoring was undertaken in June 2025. A maintenance programme is in place. Risk assessments carried out on individual events e.g. Fireworks display.	Existing procedures adequate.

			All third party users of Council facilities have to complete a booking form. Health and safety services provided by Worknest.	
Legal liability	Legal liability as consequence of asset ownership	H	Checks undertaken on buildings on a weekly basis. Insurance in place and new equipment added ad hoc. Adequate Cemetery Rules in place. Yearly memorial inspections carried out. Health and safety services provided by Worknest.	Existing procedures adequate.
Employer Liability	Non-compliance with Employment Law	L	Membership of various national and regional bodies including South West Councils. Town Clerk and Deputy Clerk are members of SLCC and the Council is a member of SALC. Policies in place. Employer's Liability insurance in place. Health and safety services provided by Worknest.	Existing procedures adequate.
Employer Liability	Safety of staff and visitors	M/H	Employees are provided adequate direction and safety equipment needed to undertake their roles. Staff training undertaken as required and appraisals undertaken annually. Health and safety services provided by Worknest. Risk assessments carried out. Staff issued with mobile phones as required.	Existing procedures adequate.

Freedom of Information	Policy provision	L	The Council has a Model Publication Scheme and Freedom of Information Policy in place. The Town Council can request a fee for substantial requests.	Monitor and report any impacts made under FOI.
Data Protection	Mis-use of information	M	Town Council is registered with the Information Commissioner and renewed annually. Policies in place and updated in 2026, new IT policies approved. Staff and Councillor (majority) training undertaken.	Ensure annual renewal of registration. New assertion for AGAR 2025-26.
Council records - paper	Loss through theft, fire, damage	L/M	Historical minutes have been deposited at Somerset Archives. Burial records are stored in a locked cupboard with some fire-proof measures. All records from Mid 2016 are electronic. All other records are stored in the Council office. Filing system is currently being updated. Land and buildings registered with Land Registry.	Damage or theft is unlikely and so provision is adequate. Review of data to be held annually and deposited at archive when appropriate.
Council records - electronic	Loss through theft, fire, damage, corruption	M/H	The Town Council's electronic records are stored on a cloud basis system. IT plan is in place for support services. Off-site daily back-up. Anti-virus protection annually renewed and installed by IT support services. Security protocols of section 6 of Financial Regulations adhered to. Cyber insurance limit reviewed and	Existing procedures adequate.

			increased in 2025. Cyber Security webinar attended by all staff in 2025.	
Members Interests	Registers of Interests	M	Councillors have a legal duty to complete a form for the Register of Members Interests and keep it up to date within 28 days of any changes and to withdraw from a meeting in the event of a pecuniary interest. Declaration of Interests is an agenda item for all meetings.	Existing procedures adequate. Members have a personal responsibility to declare interests and update their register entries.
Devolution	Unknown cost of taking on new services from Somerset Council	M	Council have agreed to take on play areas, floral decorations and public conveniences in 25/26. Further service devolution would be considered by Council. Budgets are being monitored.	Budgets allocated for new services to be taken on in 2025/26 based on information received so far from Somerset Council. Budgets formulated for 2026/27 include additional facilities.
ASSETS				
Asset register	Asset register incomplete	L	An asset register is updated as required.	Existing procedures adequate.
Buildings	Loss or damage	M	Buildings currently maintained on an ad hoc basis. Buildings valuations for new assets undertaken & insurance values adjusted accordingly. Fire & Security alarms & CCTV at The Old Courthouse and The Princess Theatre.	Existing procedures adequate.

Buildings	Maintenance of buildings etc	M	Buildings currently maintained on an ad hoc basis.	Existing procedures adequate.
Other assets e.g. dog bins, bus shelters	Loss or damage	L	Contract in place with Somerset Council for dog bins to be regularly emptied and checked. Street furniture maintained in-house. Insurance in place.	Existing procedures adequate.
Vehicles	Unable to use due to fire, theft, accident. Third party liability	L/M L/M	Two vehicles owned by the Council. One vehicle leased by the Council. Comprehensive vehicle insurance in place. Driver training to be undertaken on all new vehicles. Vehicles inspected in morning before vehicle driven. Vehicles stored in secure car park, dashcams fitted to leased vehicle and truck.	Existing procedures adequate.