Minutes of a meeting of the Finance and Governance Committee held on 7th 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 20th July 2026

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

Resolved that the minutes of the meeting held on 20th 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.

Signed by Chair…….. Date……

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 28th 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 31st 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.

Signed by Chair…….. Date……

Burnham-on-Sea & Highbridge TOWN COUNCIL

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 19th 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.F26 HR Update

The Committee received a brief update on staffing operations.

Signed by Chair…….. Date……