Minutes of a meeting of the Finance and Governance Committee held on 19th October 2026 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

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

In attendance: E. Dutton (Deputy Clerk) and thirteen members of the public

Public Participation:

There were no representations made

569.0.F26 To receive apologies for absence

Apologies were received from the Town Clerk, the Responsible Finance Officer and Councillor Flurry.

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

Councillor Murphy and the Chair declared personal interests in relation to the grant applications being considered. The declarations were noted.

571.0.F26 To receive and approve the minutes of the Finance and Governance Committee meeting held on 7th September 2026

The minutes of the previous meeting of the Finance and Governance Committee, held on 7th September 2026, were presented by the Chairman.

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

572.0.F26 Matters arising from previous minutes

There were no matters arising.

573.0.F26 To receive for information minutes of sub-committees

Minutes of the Human Resources Sub-Committee meeting held on 23rd September had been circulated to all councillors.

574.0.F26 To receive the Chair's report

The Chair advised that he had nothing to report.

(The Chair, Councillor Murphy and two members of the public left the room at this juncture)

Signed by Chair…….. Date……

575.0.F26 To consider the following grant applications

The Vice Chair advised that the grants requests total is £14,901.00 and the grants policy sets a maximum allocation of £2,000 per organisation. The Vice Chair suggested to consider awarding 80% of value of each request with the remaining money to be left for any urgent requests.

The Committee were able to ask the grant applicants questions which were answered.

575.1 1st Berrow Scout Group - £942

Resolved to award £750 towards equipment and activity costs.

575.2 Burnham-on-Sea Baptist Church - £2,000

Resolved to award £1,600 towards equipment for the Youth Café.

575.3 Burnham BMX Club - £900

Resolved to award £720 towards servicing hire bikes.

575.4 BOS Fest - £2,000

Resolved to award £1,600 towards running BOS Fest in 2027.

575.5 Burnham-on-Sea and Highbridge Community Association – Burnham-on-Sea History Project - £2,000

Resolved to award £1,600 towards the purchase of IT equipment for archiving local history.

575.6 Burnham Chamber of Trade - £1,500

Resolved to award £1,200 towards running the Annual Classic Car Show in Burnham town centre.

575.7 Cultural Arts Development Society (CADS) - £2,000

Resolved to award £1,600 towards running costs of musical events to be held in Manor Gardens in 2027.

575.8 Burnham & Highbridge Choral Society - £1,000

Resolved to award £800 towards orchestral costs for the Spring Concert in 2027.

575.9 The Burnham-on-Sea & Highbridge Fritzlar Twinning Society - £900

Resolved to award £720 towards the entertainment costs of the Twinning visit from Fritzlar.

DRAFT

Signed by Chair…….. Date……

575.10 Burnham and Highbridge Green Team CIO - £660

Resolved to award £530 towards costs of installing a wheelchair friendly pathway to the Community Garden at Manor Gardens.

575.11 Youth Adventure Trust - £999

Resolved to award £800 towards helping 6 vulnerable children from Highbridge access an activity day Adventure Programme.

(The Chair and Councillor Murphy entered the room at this juncture)

(Eight members of the public left at this juncture)

576.0.F26 To receive the list of payments up to 7th October 2026

A query was raised which was answered.

The list of payments attached to these minutes were noted.

577.0.F26 To note the income and expenditure and earmarked reserves reports up to 30th September 2026

The reports were noted.

578.0.F26 To approve the bank reconciliation for September 2026

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

580.0.F26 To consider response to correspondence received

580.1 To respond to the Updated Proper Practices for category 2 Authorities (England) by The Chartered Institute of Public Finance and Accountancy with the Smaller Authorities Proper Practices Panel Consultation

Resolved to approve the draft consultation response, subject to amendments to Question 33 to indicate "Yes". The comments in response to Question 34 were also amended to state that, whilst the Council accepts the principle of undertaking the internal audit before the end of the financial year, it would not wish this to take place too early, as insufficient time would have elapsed to enable any identified process improvements to be implemented and reviewed before year end.

581.0.F26 To consider investment update quarterly report

The report was noted.

582.0.F26 To receive contracts list progress report

The contracts list progress report was received.

Signed by Chair…….. Date……

583.0.F26 To receive update on Community Infrastructure Levy (CIL) funds

The report was noted.

584.0.F26 To note grants 2025/26 update report

The report was noted.

585.0.F26 To receive the CCTV data report

A query was raised regarding the data relating to the top ten reported crimes. The Deputy Clerk was requested to clarify the information and report back to Members.

The report was noted.

586.0.F26 To note the conclusion of audit and sections 1, 2 & 3 of Annual Governance Accountability Return

The Chair outlined the outcome of the external audit and highlighted the key points contained within the Annual Governance and Accountability Return.

The conclusion of the positive audit was noted and staff were thanked.

587.0.F26 To approve the recommendations from the Assets & Amenities Committee for the following fees and charges for 2027/28

587.1 Allotments

587.2 Cemeteries

587.3 Princess Theatre & Arts Centre

587.4 Room and Signal Box Hire

During consideration of the proposed fees and charges, Members requested that the Deputy Clerk prepare comparative figures showing burial and cremation numbers from previous years, together with details of the associated burial costs. This information was requested for consideration following the budget-setting process or at the end of the financial year.

Resolved That the Committee considered all proposed fees and charges before making the decision that the fees and charges for 2027/28 be approved.

588.0.F26 Date of next meeting

The next meeting of the Finance and Governance Committee will be held 23rd November 2026 at 7 pm.

DRAFT

Signed by Chair…….. Date……

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
16/07/2026	Blachere Illuminations	SI500545	Xmas lights BOS	£8,250.00	£1,650.00	£9,900.00	paid 23/09/26
10/09/2026	Spansec	272793	battery replace fire door - PT	£63.00	£12.60	£75.60	paid 23/09/26
11/09/2026	Amazon	GB628P6CABEY	chilli powder-fox deterrent			£10.00	paid 23/09/26
11/09/2026	Amazon	GB626GWIABEY	new headset - PA	£37.49	£7.50	£44.99	paid 23/09/26
11/09/2026	ITEC	1227744	photocopier services	£58.83	£11.77	£70.60	paid 23/09/26
15/09/2026	HRL Management Ltd	1360	60's Talent Show settlement			£2,170.25	paid 23/09/26
16/07/2026	Blachere Illuminations	SI500544	Xmas lights HB	£8,250.00	£1,650.00	£9,900.00	
11/09/2026	Spot on Supplies	31700139	cleaning supplies	£79.44	£15.89	£95.33	
18/09/2026	JR Foods Service Ltd	657403	icecreams & water - Princess Theatre	£381.56	£76.31	£457.87	
18/09/2026	OMS	SI-108453	alarm call out	£60.00	£12.00	£72.00	
19/09/2026	Business Waste	P2186544	waste collection - Cemeteries	£2.64	£0.53	£3.17	
19/09/2026	Business Waste	P2186502	waste collection - Cemeteries	£0.24	£0.05	£0.29	
19/09/2026	Amazon	GB62ADA2ABEY	electronic consumables	£50.07	£10.01	£60.08	
19/09/2026	Plumbing Solutions	INV000883	new macerator - Princess	£424.00	£84.80	£508.80	
19/09/2026	Proper Job	Z0009T02-738976	hinges reception dooor - PT	£4.82	£0.97	£5.79	
22/09/2026	Starlight	900276	Shrek the Musical settlement			£1,263.85	
23/09/2026	HB & BOS Carnival Ltd	138074/0005	Full page advert - Princess Theatre			£150.00	
23/09/2026	Blueshift	4000/5490	domain name renewal	£24.99	£5.00	£29.99	
24/09/2026	PKF Littlejohn	SB20262767	external audit fee	£2,100.00	£420.00	£2,520.00	
24/09/2026	Blachere	SI500744	Set up & switch on BOS	£4,455.00	£891.00	£5,346.00	
24/09/2026	Blachere	SI500745	Set up & switch on HB	£4,455.00	£891.00	£5,346.00	
25/09/2026	Amazon	GB62EH1AABEY	strimmer cord	£114.48	£22.89	£137.37	
28/09/2026	Bravo	1635	technician Princess September 26	£1,068.00	£213.60	£1,281.60	
28/09/2026	Amazon	XX6001HOP34CPT	flower bulbs			£24.99	
29/09/2026	Gelos Network Ltd	INV-0433	Comedy Club settlement			£2,972.93	
29/09/2026	Somerset Council	32034269	fingerpost signs			£154.46	
29/09/2026	Skyburst	B3566	Fireworks display - balance due	**£5,191.67**	£1,038.33	£6,230.00	correction

30/09/2026	Sopha	2312	Community Toilet Scheme Jul-Sept	£300.00	£60.00	£360.00	
30/09/2026	Danfo	INV-1382	cleaning Pcons	£3,433.01	£686.60	£4,119.61	
30/09/2026	Amazon	GB62FNDPABEY	first aid supplies-PT	£19.94	£3.98	£23.92	
30/09/2026	Amazon	GB62FT6XABEY	ethernet cable	£7.12	£1.42	£8.54	
30/09/2026	Amazon	GB6008K18T7QNI	refreshments for meeting room use-PT			£18.79	
30/09/2026	Lyreco	6724396913	stationery	£52.54	£10.51	£63.05	
30/09/2026	Amazon	GB62EHZLABEY	flower bulbs	£73.14	£14.63	£87.77	
30/09/2026	Biffa	308C127422	waste collection - Princess	£145.44	£29.09	£174.53	
30/09/2026	Business Waste	P2193122	waste collection - cemeteries & TC	£4.90	£0.98	£5.88	
30/09/2026	Business Waste	P2193059	waste collection - Cemeteries	£2.10	£0.42	£2.52	
01/10/2026	Business Waste	P2204178	waste collection - cemeteries & TC	£115.52	£23.10	£138.62	
01/10/2026	Business Waste	P2204327	waste collection - Cemeteries	£43.12	£8.62	£51.74	
01/10/2026	Green Machine	INV-2603	cleaning - PT	£408.11	£81.62	£489.73	
01/10/2026	Amazon	GB601GP7LKHERI	refreshments for meeting room use-PT			**£7.49**	correction
02/10/2026	ICO	Z2930717	GDPR annual fee			£78.00	
02/10/2026	Spot On Supplies	31701462	cleaning supplies	£57.65	£11.53	£69.18	
02/10/2026	Spot On Supplies	31701504	cleaning supplies	£63.28	£12.66	£75.94	
02/10/2026	Amazon	GB60H7X8Q8Q4FI	refreshments for meeting room use-PT			£5.35	
02/10/2026	Amazon	GB62GR4LABEY	lightbulb TC front door	£8.32	£1.66	£9.98	
05/10/2026	Iris	INV-ISL-1612030	payroll services - Sept 26	£110.46	£22.09	£132.55	
05/10/2026	Darren Turner	493	Darren Turner show settlement			£955.70	
05/10/2026	Screwfix	2016322651	vehicle oil	£16.66	£3.33	£19.99	
05/10/2026	Screwfix	2016322784	vehicle oil	£17.32	£3.47	£20.79	
05/10/2026	Amazon	GB62GQ41ABEY	refreshments for meeting room use-PT			£18.59	
06/10/2026	OMS	SI-108499	alarm call out	£60.00	£12.00	£72.00	
06/10/2026	Amazon	GB62I880ABEY	picture hanging strips	£8.72	£1.74	£10.46	
07/10/2026	Business Waste	P2214725	waste collection - Cemeteries	£19.44	£3.89	£23.33	

BOS Chamber of Trade	Christmas lights Switch On Event-BOS	£5,011.00
Our Highbridge	Christmas lights Switch On Event - HB	£3,153.00
Helen Hurley	re-imbursement for new glasses - DSE	£70.00

Somerset Council	Sep-26	pension payment	£9,273.18
Wessex Ambulance Service		ambulance for fireworks event	£400.00
			£73,783.19

Burnham-on-Sea & Highbridge TOWN COUNCIL

Report for councillors: **Allotments Fees & Charges 2027/28**

Charges for 2027/28
£39 per half plot per year
£78 per full plot per year

Burnham-on-Sea & Highbridge TOWN COUNCIL

BURNHAM-ON-SEA AND HIGHBRIDGE TOWN COUNCIL CEMETERY FEES

PROPOSED APRIL 2027 - MARCH 2028

The fees and charges set out below apply where the person to be interred was a resident of the parishes of Burnham on Sea & Highbridge.

For all other cases, **fees will be charged at double the standard rate**, except where the person had previously lived within one of the above parishes but later moved into an institution due to circumstances beyond their control (for example, residential care, nursing care, or supported accommodation). In such cases, the standard parishioner rate will continue to apply.

EXCLUSIVE RIGHT OF BURIAL Earthen Grave and includes the Deed of Grant	**2027-2028**
Standard Grave over 4ft	£806
Cremated Remains Grave	£300
Childs Grave (up to 18 years)	No charge
NVF, Stillborn or child under 1 year of age	No charge
Transfer of Grant/Completion of documentation	£78
Copy of Grant Deed	£21
Grave record searches	£42

INTERMENTS FOUR days' notice is required for an interment, THREE days for the burial of cremated remains. Fees include the digging and filling of grave *(see over page for further information)*	**2027-2028**
New adult double grave to 6'6"	£505
Re-open or new adult single grave to 4'6"	£439
Cremated remains of an adult - if a double casket, still a single fee	£244
A child burial up to 18 years old	£210*
Cremated remains of a child up to 18 years old	£100*
NVF, Stillborn or child under 1 year	No Charge

* Charges do not apply to the parents. The Town Council will claim these fees directly from the Ministry of Justice.

EXHUMATION	**2027-2028**
Of a body	£1,115
Of cremated remains	£555

MEMORIALS No memorials over 2 feet in height from the ground level shall be erected until six months from the date of the Interment. The lease for the permit is for the duration of the grave lease. All monuments must be installed to NAMM or BRAMM Standards **N.B.** No vases, pots, cherubs, candles or any other keepsake be placed on or added to a memorial or outside the Plinth area.	**2027-2028**
A **Headstone** or **Cross** not exceeding 4ft in height, base not exceeding 3ft (120cm x 90cm)	£212
A Headstone not exceeding 4ft in height, with a wing kerb extension (replacement)	£270
Highbridge and Burnham Cemetery Garden of Rest Open Book or Heart-Stone tablets must be erected with the shortest measurement at the head and foot of the plot. The base plinth must not exceed 24" x 18"	£176
Brent Road Cemetery Garden of Rest The base plinth is already installed measuring 24" x 24". A Tablet must not exceed 18" x 18"	£176
A Vase, Angel, Book etc. not exceeding 12" in height including plaques	£87
A **Vase** or other monuments over 12" and under 2ft	£110
Memorial for a child's grave not exceeding 2ft in height. Only 8" x 8" flat stone to be laid on an NVF grave	£84
For **Additional Inscriptions** there is an administration fee to have the details added to the records	£67
Other work to memorial – renovation, repairs onsite or offsite there is an administration fee to have the details added to the records	£67

THE ROSE GARDEN	**2027-2028**
For dedication of a Rose and a Granite Memorial for 10 years	£338
Renewal fee for an additional 10 years	£105

Memorial tree and benches do not appear in this schedule, as we are currently working towards developing a dedicated tree and bench policy

Exclusive Rights of Burial can be sold back to the Town Council, if not used, for the fee paid, less a 10% administration fee.

THE PRINCESS

Theatre & Arts Centre

Price List 1st April 2027 to 31st March 2028

Room Hire - Community

		Monday to Friday between the hours of 9am and 5pm	* Saturday / Sunday and all evenings after 5pm
		from	*from*
Main Hall	Per hour	£27.50	£40.50
Pizey Room	Per hour	£26.00	£36.00
Mendip Room	Per hour	£17.00	£27.50
Quantock Room	Per hour	£12.00	£22.50

Tablecloths	Per table	£4.50
Chair Covers and Sashes	Per chair	£1.50
Tea, Coffee & Biscuits	Per Person	£2.75
Flip Chart	Per day	£12.00
Wireless Microphone	Per day	£50.00
The above prices include VAT		

Catering can be provided directly from our onsite Aroma Café Bar, please ask for details.

For disco/entertainment please contact the venue on 01278 784464.

THE PRINCESS

Theatre & Arts Centre

Price List 1st April 2026 to 31st March 2027

Room Hire Standard

		Monday to Friday *between the hours of 9am and 5pm*	* Saturday / Sunday and all evenings after 5pm
		from	*from*
Main Hall	Per hour	£47.00	£56.00
Pizey Room	Per hour	£33.50	£43.50
Mendip Room	Per hour	£26.00	£36.00
Quantock Room	Per hour	£20.00	£30.00

Tablecloths	Per table	£4.50
Chair Covers and Sashes	Per chair	£1.50
Tea, Coffee & Biscuits	Per Person	£2.75
Flip Chart	Per day	£12.00
Wireless Microphone	Per day	£50.00
The above prices include VAT		

Catering can be provided directly from our onsite Aroma Café Bar, please ask for details.

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THE PRINCESS

Theatre & Arts Centre

Price List 1st April 2026 to 31st March 2027

Theatre Hire - Community

Long Term Theatre Hire Package. A maximum of 56 hours over a 7- day period. This includes use of the main auditorium, stage, Mendip and Quantock dressing rooms, use of projector for standard operation, (front of house staff and volunteers will be included for show performance times). Please note: The main auditorium hall will be used for other events outside of the times of your hire, whilst the stage, Quantock and Mendip dressing rooms will not be used by other hirers for the duration of the 7-day hire. The Long-Term Hire package does not include any technical support and this must be ordered separately (please see charges below). Our in-house technician must be on duty for get in and get out and for when any apparatus or lighting is being operated on stage.	£1880.00
One Day Theatre Hire Package Including main auditorium, stage, Mendip & Quantock dressing rooms, front of house services for show times. (Per hour – minimum 4 hour hire) Please note: the One Day Hire package does not include any technical support and this must be ordered separately (please see charges below). Our in-house technician must be on duty for get in and get out, and for when any apparatus or lighting is being operated on stage.	£53.00

		Monday to Friday *between the hours of 9am and 5pm*	*** Saturday / Sunday and all evenings after 5pm**
Main Hall for rehearsal space outside of Long Term Hire times	Per hour	£27.50	£31.50
Stage for rehearsal space (when hiring the Main Hall)	Per hour	£20.50	£20.50
Pizey Room *(as an additional dressing room- 50% discount*) Please note the room will be used for other events outside of the time of your hire.	Per hour	£12.50	£17.00
Technician/Duty Officer	Per hour	£32.00	£32.00

Technician (after midnight)	Per hour	£38.50	£38.50
Smoke/Haze Machine	Per day	£14.00	£14.00
Wireless Microphones	Per day	£50.00	£50.00

Box Office and Marketing		
The ticket levy for selling tickets via the Ticketsolve box office system (this charge will be added to the face value of the ticket price charged to the customer and deducted before the financial settlement to you).	Per ticket issued	£1.50
Administration charge for cash/card handling * this charge may be added to the face value of the ticket if requested by the hirer. Otherwise, it will be deducted before the financial settlement to you.	Per ticket purchased	*3% of ticket value

Tickets for your event will be sold via our box office services and will include purchases by telephone, online and in person at our box office.

This will include a set up for standard tickets, concession and family tickets. Anything outside of this including discounts, early bird deals, amendments or cancellations after initial on sale set up will incur an administration charge of £25.00.

Marketing for your show

Will include:

- At least 4 social media posts; the first when the show goes on sale, 6-8 weeks before, 1 week before and 1 day before.
- Show entry in the theatre What's On guide (if the show is booked after the guide goes to print it will not be possible to include).
- Events will be included in our monthly newsletter following the on-sale date, and once again in the month of the show.
- All events will have a dedicated page on our website.
- All printed materials must be provided by the hirer – we are unable to print in-house but we are able to display in our indoor and outdoor promotional spaces.

<u>Extras:</u>

- For any additional marketing, for example Facebook boosts, please contact the Marketing department to discuss.

The above prices include VAT

THE PRINCESS
Theatre & Arts Centre

Price List 1st April 2026 to 31st March 2027

Theatre Hire Standard

Long Term Theatre Hire package. A maximum of 56 hours over a 7- day period. This includes use of the main auditorium, stage, Mendip and Quantock dressing rooms, use of projector for standard operation, (front of house staff and volunteers will be included for show performance times). Please note: the main auditorium hall will be used for other events outside of the times of your hire, whilst the stage, Quantock and Mendip dressing rooms will not be used by other hirers for the duration of the 7-day hire. The Long-Term Hire package does not include any technical support and this must be ordered separately (please see charges below). Our in-house technician must be on duty for get in and get out and for when any apparatus or lighting is being operated on stage.	£2165.00
One day Theatre Hire package Including main auditorium, stage, Mendip & Quantock dressing rooms, front of house services for show times. (Per hour – minimum 4 hour hire) Please note: The One Day Hire package does not include any technical support and this must be ordered separately (please see charges below). Our in-house technician must be on duty for get in and get out and for when any apparatus or lighting is being operated on stage.	£66.00

		Monday to Friday *between the hours of 9am and 5pm*	*** Saturday / Sunday and all evenings after 5pm**
Main Hall for rehearsal space outside of Long Term Hire times	Per hour	£47.00	£51.00
Stage for rehearsal space (when hiring the Main Hall)	Per hour	£20.50	£20.50
Pizey Room *(as an additional dressing room- 50% discount*) Please note the room will be used for other events outside of the time of your hire.	Per hour	£17.00	£21.50
Technician/Duty Officer	Per hour	£32.00	£32.00
Technician (after midnight)	Per hour	£38.50	£38.50
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Administration charge for cash/card handling * this charge may be added to the face value of the ticket if requested by the hirer. Otherwise, it will be deducted before the financial settlement to you.	Per ticket purchased	*3% of ticket value
Tickets for your event will be sold via our box office services and will include purchases by telephone, online and in person at our box office. This will include a set up for standard tickets, concession and family tickets. Anything outside of this including discounts, early bird deals, amendments or cancellations after initial on sale set up will incur an administration charge of £25.00.		
Marketing for your show Will include: • At least 4 social media posts; the first when the show goes on sale, 6-8 weeks before, 1 week before and 1 day before. • Show entry in the theatre What's On guide (if the show is booked after the guide goes to print it will not be possible to include). • Events will be included in our monthly newsletter following the on-sale date, and once again in the month of the show. • All events will have a dedicated page on our website. • All printed materials must be provided by the hirer – we are unable to print in-house but we are able to display in our indoor and outdoor promotional spaces. <u>Extras:</u> • For any additional marketing, for example Facebook boosts, please contact the Marketing department to discuss.		
The above prices include VAT		

STORAGE UNITS HIRE (per quarter)	
Unit 1	**£461.00**
Unit 2	**£695.00**

Burnham-on-Sea & Highbridge TOWN COUNCIL

Report for councillors: **Signal Box and Room Hire Fees and Charges 2027/28**

Hire of the Signal Box	Charges	
	Charity	Business
	£11.50 per day	£22.50 per day

Hire of the Council Chamber	Charity	Business
Monday – Thursday 9am-5pm Friday – 9am-1pm	£10.50 per hour	£20 per hour
6pm – 9pm	£13.50 per hour	£27 per hour

Hire of the Council Small Meeting Room	Charity	Business
Monday – Thursday 9am-5pm Friday – 9am-1pm	£5.25 per hour	£10.50 per hour
6pm – 9pm	£6.75 per hour	£13.50 per hour