**BURNHAM PARISH COUNCIL**

Minutes of the Policy & Resources Committee held on 6th January 2026 at 6:30pm in Burnham Park Hall.

**Committee members present:**

| | |
|---|---|
| Cllr Carol Linton (Chair) | Cllr Terry Gamble (Vice Chair, part of meeting) |
| Cllr Marie Hammon | Cllr Judith Foster |
| Cllr Jackie Slater | Cllr Alexa Collins (part of meeting) |
| Cllr Ekta Kaur Ross (part of meeting) | |

**Officers of the Council:** Adam Killeya (Parish Clerk)
Rupinder Gaidhu (Finance Manager)

**Members of the public:** None

**PR2526/47 Apologies for Absence**

Apologies for absence were received from Cllrs Pasha and Carey, and for late arrival from Cllr Kaur Ross.

It was **NOTED** that no apologies had been received from Cllr Kelly.

**PR2526/48 Declarations of Interest**

No declarations were received.

**PR2526/49 Public Forum**

As there were no members of the public present there was no public forum.

**PR2526/50 Minutes**

It was **RESOLVED** to approve the minutes of the committee meeting of 11th November 2025.

**PR2526/51 Finance**

The end of month 8 accounts for the Council were **NOTED**. The Clerk stated that the end of Q3 budget monitoring report would be circulated when complete, and they and the Finance Manager were aiming to do this in mid-January.

The Clerk stated that the small number of actions arising from the internal audit report, as reported to Full Council, were complete or in progress.

The following vires authorised by the Clerk under Standing Order 5.15 were **NOTED**

a) £200 from Halls Training to Grounds Training to cover part of the costs for the Operational Playground Inspection Training course.
b) £400 from Outside Spaces Salaries to Outside Spaces Mileage, to cover mileage for the above course and for ongoing mileage costs.

The Government procurement guidance on reserving competitions for below-threshold contracts was **NOTED**.

**PR2526/52 Council Strategy and Action Plan**
The Clerk reported that the actions in the plan were being advanced. They stated that due to evolving circumstances regarding planning applications, the two following 'additional priorities' under 'Goal 4: Planning for the future' were being treated as High Priorities for the present time.

- Produce Strategic Settlement Plan in response to local plan
- Help to further shape development and infrastructure in Burnham

The Clerk sought a steer on the expansion of CCTV under 'Goal 1: Community safety and crime reduction' as to Councillor's preferred sites, to enable further investigation and a report. The view of the committee was to look at the Bee end of High Street, the centre of High Street by the Obelisk, the Pond and Jennery Lane Car Park. The Clerk stated that they would contact DSSL, the CCTV company, to set up a walkabout to investigate these sites.

Cllrs Gamble and Collins joined the meeting during this item.

**PR2526/53 Village Centre Regeneration**
Cllr Linton reported that the Working Group would be continuing to progress its work, and looking to create a more detailed plan. The report was **NOTED**.

**PR2526/54 Planning strategy**
The Clerk reported that they, Cllr Hammon and Cllr Linton had been advancing several planning matters

- A draft report for fact checking had been received from the Neighbourhood Plan examiner, and was positive. A small number of changes were needed prior to referendum which it was hoped would take place by Spring. They stated that the Council would need to consider any necessary expenditure for the referendum process.
- The Settlement Spatial Plan work had evolved as five parishes were now interested. They were negotiating an appropriate fee split with the other parishes and would report back further at Full Council. It was recognised that there was the option for the Council to 'go it alone' on an SSP if agreement could not be reached.
- Considerable work had been done around the proposed development West of Lent Rise Road, and this was continuing.

The report was **NOTED.**

The Clerk advised the committee that it was an opportune time to review the appropriate decision-making mechanism for strategic planning matters going forward, given that a quick response was sometimes required and there would not always be a window to consult Full Council. They advised four options

i. to expand the remit of the Neighbourhood Plan Steering Group to include other strategic planning matters, and delegate authority to the Clerk in consultation with that group;
ii. to evolve the Group into a formal Sub Committee with powers;
iii. to establish a new strategic planning group or Sub Committee;
iv. to consider strategic planning matters under the Planning Committee.

They further advised that the membership of the group taking on this responsibility could be reviewed to take account of these new responsibilities.

It was **RECOMMENDED** to Full Council that strategic planning matters be added to the Neighbourhood Plan Steering Group's terms of reference, and that the group membership be reviewed.

Cllr Kaur Ross joined the meeting during this item.

**PR2526/55 Sustainability, ecology and climate emergency**
The updated list of actions was **NOTED**. Cllr Linton advised that the Eco Group was meeting on 14th January.

**PR2526/56 Meeting Calendar**
The report and broad options for the 2026-27 meeting calendar were **NOTED**. It was **RESOLVED** that a detailed calendar be presented to the next meeting cycle based on option C: the modified 6 cycle calendar.

**PR2526/57 Consultations**
It was **NOTED** that the council has submitted the following responses to consultations:

a) Buckinghamshire Council consultation on the Home to School Transport Policy (0 to 25 years) and Post-16 Transport Policy Statement (response ID ANON-43M5-XZ95-9).
b) Royal Borough of Windsor and Maidenhead consultation of draft parking supplementary planning document (SPD) (response PSPD20257).
c) Royal Borough of Windsor and Maidenhead consultation on draft Maidenhead Town Centre Shopfront SPD (response MTCSSPD20251).

The Clerk reported that they had attend a consultation on the Bucks Fire and Rescue on-call improvement programme and summarised the proposals. They further summarised the consultation on the Council Tax Reduction Scheme.

It was **RESOLVED** to delegate authority to the Clerk to respond to the Bucks Fire and Rescue consultation on on-call improvement programme.

It was **RESOLVED**:

a) to respond to the proposed changes to the Council Tax Reduction Scheme that any changes should be phased gradually;
b) to advertise the consultation to the general public;
c) for councillors to otherwise respond individually.

**PR2526/58 Burnham Youth Council**
The paper deferred from the previous Council year was **NOTED**. The Clerk advised that their previous advice, that they had the capacity to deliver the proposal, was no longer the case, and that this item had not been included in the recent Council Strategy and Action Plan. The item was **DEFERRED** for further consideration in the next Council year.

**PR2526/59 Utility contract strategy**
It was **RESOLVED**

**a)** under The Public Bodies (Admission to Meetings) Act 1960, as extended by Schedule 12A of the Local Government Act 1972, to exclude the public for confidential business to be considered, on the grounds that the following item included confidential commercial information (agenda item 13) and confidential staffing information (agenda item 14).

**b)** to invite the Finance Manager to remain for item 13.

The report on the Council's strategy for utility contracts was **NOTED**. The Clerk advised that they were still awaiting pricing and options for the streetlight contracts, which were the most urgent matter.

It was **RECOMMENDED** to Full Council, subject to receipt of further information about streetlight utility contracts, to:

i. adopt a policy of consolidating gas and electricity contacts to one supplier, aiming to have all contracts with that supplier by mid-2028 and a single renewal date by mid-2029;
ii. select Yu Energy as the single supplier;
iii. choose the 100% renewable energy tariff.

The finance manager left the meeting after this item.

**PR2526/60 Staffing**
The confidential report was **NOTED**.

**The meeting closed at 20:07**
**Date of next meeting: Tuesday 24th February 2026.**

# Burnham Parish Council

## Profit & Loss by Department (Advanced Budget and Variance)

**Period From:** Month 1, April **Year:** 2026 **Department:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 16
**Period To:** Month 9, December

Whole council

**Chart of Accounts:** Chart of Accounts

| | Actual | | Budget | | Variance | |
|---|---|---|---|---|---|---|
| **Sales/Income** | | | | | | |
| Precept Income | 833,147.98 | | 833,147.98 | | 0.00 | |
| Income | 215,541.25 | | 275,285.72 | | (59,744.47) | |
| Income Littleworth Common | 4,074.00 | | 0.00 | | 4,074.00 | |
| | | 1,052,763.23 | | 1,108,433.70 | | (55,670.47) |
| **Purchases** | | | | | | |
| Purchases | 24,391.28 | | 39,854.10 | | 15,462.82 | |
| | | 24,391.28 | | 39,854.10 | | 15,462.82 |
| **Direct Expenses** | | | | | | |
| Community Entertainment | 1,885.29 | | 2,999.99 | | 1,114.70 | |
| Fuel | 1,913.71 | | 2,368.75 | | 455.04 | |
| Mileage | 1,051.73 | | 1,187.48 | | 135.75 | |
| Clothing | 114.89 | | 412.45 | | 297.56 | |
| Event Staff | 37,422.34 | | 38,874.99 | | 1,452.65 | |
| Event Promotion | (268.15) | | 1,125.00 | | 1,393.15 | |
| Entertainment | 9,226.27 | | 9,749.98 | | 523.71 | |
| Equipment Purchase | 1,190.25 | | 1,249.98 | | 59.73 | |
| Licences | 4,172.75 | | 3,025.00 | | (1,147.75) | |
| Equipment Hire | 186.19 | | 1,499.99 | | 1,313.80 | |
| Laundry | 382.74 | | 299.98 | | (82.76) | |
| Grants | 386.00 | | 2,250.00 | | 1,864.00 | |
| Bunting | 979.60 | | 1,750.00 | | 770.40 | |
| Wildflower Project | 109.16 | | 0.00 | | (109.16) | |
| The Fairway Wildlife Project | 294.00 | | 0.00 | | (294.00) | |
| Littleworth Common Sign | 5,074.00 | | 0.00 | | (5,074.00) | |
| Tree Avenue Burnham Park | 1,032.42 | | 2,000.00 | | 967.58 | |
| The Knowledge Stream | 1,000.00 | | 0.00 | | (1,000.00) | |
| | | 66,153.19 | | 68,793.59 | | 2,640.40 |
| **Gross Profit (Loss):** | | 962,218.76 | | 999,786.01 | | (37,567.25) |
| **Overheads** | | | | | | |
| Salaries | 322,076.57 | | 352,341.49 | | 30,264.92 | |
| Pension | 576.15 | | 599.99 | | 23.84 | |
| Staff Welfare | 1,964.87 | | 2,150.00 | | 185.13 | |
| Training | 3,684.73 | | 3,014.93 | | (669.80) | |
| Insurance | 17,523.30 | | 17,000.00 | | (523.30) | |
| Legal & Professional | 10,883.61 | | 6,949.32 | | (3,934.29) | |
| Chairman's Expenses | 980.74 | | 1,125.00 | | 144.26 | |
| Twinning Expenses | 50.00 | | 74.98 | | 24.98 | |
| Councillor's Expenses | 727.12 | | 562.50 | | (164.62) | |
| Election Costs | 0.00 | | 333.33 | | 333.33 | |
| Cleaning | 4,068.93 | | 3,600.00 | | (468.93) | |
| Postage | 41.43 | | 56.25 | | 14.82 | |
| Stationery | 2,390.81 | | 2,999.98 | | 609.17 | |
| Telephone | 4,466.65 | | 3,749.99 | | (716.66) | |

# Burnham Parish Council

## Profit & Loss by Department (Advanced Budget and Variance)

**Period From:** Month 1, April **Year:** 2026
**Period To:** Month 9, December

**Department:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 16

Whole Council

**Chart of Accounts:** Chart of Accounts

| | Actual | | Budget | | Variance | |
|---|---|---|---|---|---|---|
| Meeting expenses | 382.53 | | 450.00 | | 67.47 | |
| Advertising | 721.03 | | 599.99 | | (121.04) | |
| Property Maintenance & | 75,575.67 | | 75,081.60 | | (494.07) | |
| Bank Charges | 1,463.42 | | 1,724.96 | | 261.54 | |
| Rates & Council Tax | 20,722.64 | | 21,500.00 | | 777.36 | |
| Refuse | 3,238.69 | | 3,674.98 | | 436.29 | |
| Utilities | 66,127.40 | | 62,912.49 | | (3,214.91) | |
| Equipment repairs & renewal | 20,266.26 | | 24,679.99 | | 4,413.73 | |
| PWLB Loan Repayment | 64,270.98 | | 68,377.13 | | 4,106.15 | |
| PWLB Interest Repayment | 34,644.11 | | 34,644.11 | | 0.00 | |
| Bad Debt Write Off | 0.00 | | 74.98 | | 74.98 | |
| IT Software | 8,371.25 | | 7,499.98 | | (871.27) | |
| Subscriptions | 3,813.57 | | 2,643.24 | | (1,170.33) | |
| Health and Safety | 3,563.90 | | 4,800.00 | | 1,236.10 | |
| Misc Cafe Purchases etc | 12.51 | | 149.99 | | 137.48 | |
| GPMG Signage | 173.65 | | 749.98 | | 576.33 | |
| Neighbourhood Plan | 0.00 | | 749.98 | | 749.98 | |
| War Memorial Maintenance | 500.00 | | 500.00 | | 0.00 | |
| Halls Xmas Lights Repairs | 420.00 | | 0.00 | | (420.00) | |
| | | 673,702.52 | | 705,371.16 | | 31,668.64 |
| **Net Profit (Loss):** | | 288,516.24 | | 294,414.85 | | (5,898.61) |

## Budget monitoring commentary; end of Q3 2025-2026

### Documents enclosed

The enclosed profit and loss sheets show Q1-Q3 expenditure against budget projections across all areas of revenue spending; whilst the reserves sheet shows the status of earmarked and ring-fenced reserves and accumulated revenue budgets. As stated in the previous report, in projecting budgets for 2025-26 we have spread the budget evenly across 12 months, except where there was a clear reason not to do so for individual budget lines. For some other budget lines some variations over the year are to be expected but are not so marked or predictable as to amend the budget projections; it is anticipated that these will broadly even out over the year, and by the end of Q3 this has now happened in most cases.

### Commentary

The overall profit and loss figures appear to show the Council's budget position for Q1-Q3 to be close to £6,000 worse than expected, or around 1% relative to budget for this time of the year. We believe that this picture for the whole year is very slightly better with a projected loss against budget for the year of £5,000 – well below 1% of budget. This does represent some very different situations in the different committees as outlined overleaf.

There are also some undoubted financial positives to report. We are projected to make a significant saving on office staff costs over the year due to the staff vacancy not yet being replaced until December, and then part-time. In general, staffing costs are well controlled this year, particularly as we budget for a small buffer in the salaries budget. Other budgets are also being kept under tighter control, with more being kept to or slightly under budget; and we have generated some additional non-budgeted income from filming etc. We have also made a saving on loan repayments, because the solar panel loan was paid off after one payment this year. This will also provide a benefit for next year's budget, as it had been budgeted for. We have now got fully updated details on loan repayments going forward, and these will be reported to P&R.

Equally there are also significant areas where the picture is less positive financially, particularly in the Hall budget due to very over-positive budgeting of bar and café income. Costs are also lower here, but the net impact is negative. The same is also true of the Pitchside Café; whilst some maintenance and repairs costs – for example in public toilets and at the pavilion - have been higher than anticipated. We have also had a sudden wave of professional fees, albeit these for approved and necessary and were partly offset by an unexpected refund of £3,000 related to consultancy costs last year.

Whilst there has been a significant spend on Heating, Ventilation and Air Conditioning (HVAC) fund the spend will be covered by the accumulated fund set-aside for this purpose; and thus this does not affect the overall picture.

### Overall summary

The council's overall budget position at this stage **is very close to expectations**. We are now predicting a loss to budget of around £5,000 for the year – under 1% of budget. This breaks down as Policy and Resources / Office being about £19,000 better than projected, Burnham Park Hall about £21,000 worse, and Recreation and Amenities about £3,000 worse. In contrast to last year, when the high costs for the Locum Clerk and Hall Manager in particular meant a significant overspend, this is a clear positive. It should also be remembered that because the 2024-25 end of year budget position was not as negative than had been projected during the year, our reserves position at the start of the 2025-26 year was also better than projected (albeit still below recommended levels). Further details can be found within the committee commentaries below.

# Burnham Parish Council

## Profit & Loss by Department (Advanced Budget and Variance)

**Period From:** Month 1, April **Year:** 2026 **Department:** 7, 8, 9, 10, 11, 12, 16

**Period To:** Month 9, December

R&A

**Chart of Accounts:** Chart of Accounts

| | Actual | | Budget | | Variance | |
|---|---|---|---|---|---|---|
| **Sales/Income** | | | | | | |
| Income | 52,375.36 | | 66,625.73 | | (14,250.37) | |
| Income Littleworth Common | 4,074.00 | | 0.00 | | 4,074.00 | |
| | | 56,449.36 | | 66,625.73 | | (10,176.37) |
| **Purchases** | | | | | | |
| Purchases | 2,831.03 | | 6,854.14 | | 4,023.11 | |
| | | 2,831.03 | | 6,854.14 | | 4,023.11 |
| **Direct Expenses** | | | | | | |
| Fuel | 1,913.71 | | 2,368.75 | | 455.04 | |
| Mileage | 928.80 | | 1,000.00 | | 71.20 | |
| Clothing | 93.91 | | 224.97 | | 131.06 | |
| Event Staff | 3,147.70 | | 6,000.00 | | 2,852.30 | |
| Equipment Purchase | 1,190.25 | | 500.00 | | (690.25) | |
| Licences | 816.00 | | 0.00 | | (816.00) | |
| Bunting | 979.60 | | 1,750.00 | | 770.40 | |
| Wildflower Project | 109.16 | | 0.00 | | (109.16) | |
| The Fairway Wildlife Project | 294.00 | | 0.00 | | (294.00) | |
| Littleworth Common Sign | 5,074.00 | | 0.00 | | (5,074.00) | |
| Tree Avenue Burnham Park | 1,032.42 | | 2,000.00 | | 967.58 | |
| The Knowledge Stream | 1,000.00 | | 0.00 | | (1,000.00) | |
| | | 16,579.55 | | 13,843.72 | | (2,735.83) |
| **Gross Profit (Loss):** | | 37,038.78 | | 45,927.87 | | (8,889.09) |
| **Overheads** | | | | | | |
| Salaries | 90,811.12 | | 94,064.72 | | 3,253.60 | |
| Training | 1,179.67 | | 849.99 | | (329.68) | |
| Cleaning | 4,014.30 | | 3,600.00 | | (414.30) | |
| Property Maintenance & | 46,290.77 | | 43,416.65 | | (2,874.12) | |
| Rates & Council Tax | 3,008.14 | | 3,000.00 | | (8.14) | |
| Refuse | 960.24 | | 1,049.99 | | 89.75 | |
| Utilities | 24,595.77 | | 20,912.49 | | (3,683.28) | |
| Equipment repairs & renewal | 19,584.60 | | 20,930.00 | | 1,345.40 | |
| PWLB Loan Repayment | 1,611.14 | | 3,254.00 | | 1,642.86 | |
| PWLB Interest Repayment | 15.63 | | 15.63 | | 0.00 | |
| Health and Safety | 2,166.99 | | 1,500.00 | | (666.99) | |
| Misc Cafe Purchases etc | 12.51 | | 149.99 | | 137.48 | |
| GPMG Signage | 173.65 | | 749.98 | | 576.33 | |
| War Memorial Maintenance | 500.00 | | 500.00 | | 0.00 | |
| Halls Xmas Lights Repairs | 420.00 | | 0.00 | | (420.00) | |
| | | 195,344.53 | | 193,993.44 | | (1,351.09) |
| **Net Profit (Loss):** | | (158,305.75) | | (148,065.57) | | (10,240.18) |

## Recreation and Amenities Committee (R&A)

### Commentary

The overall profit and loss figures appear to show the committee's position to be £10,000 worse than expected for this time of year. The true picture is actually more positive, due to some income being due later than anticipated. When considering projections for the rest of the year we anticipate that the committee's position will be around £3,000 worse than budget.

Points to note from the committee's accounts are:

- Income is now lower than expectations, although there are several points beneath this. Only 8 monthly rental payments for the pavilion are included due to the due dates – this will even out over the year. Parking income has also been delayed and will increase significantly in Q4, albeit we anticipate will still be lower than budgeted over the year and will in any case moved to an earmarked reserve for pavilion improvements. There have also been some unexpected payments for park filming and from SSE for delayed lighting works are both positives. Overall, we project R&A income to be slightly down over the year, due mostly to the Pitchside Café.
- Spending on Pitchside Café stock and staffing is also down, albeit overall the cafe is still making a loss.
- There have been overspends on maintenance for the pavilion (mostly for health and safety works) and public conveniences (repairs, in part due to vandalism).
- Utilities costs at the GPMG will be over budget across the year, due to the issues around the contract as reported to P&R Committee in July, as will utilities for toilets due to the water leak causing higher than expected bills as reported.
- The saving on the CCTV maintenance budget (as those costs are being met by Buckinghamshire Council, who own the cameras) was reported In Q1. This is now being used to fund the tree works arising from the tree survey.
- We have made a saving on loan repayments, because the solar panel loan was paid off after one payment this year. We have now got fully updated details on loan repayments going forward.
- Equipment purchase is currently well below budget, albeit we anticipate spending some of this in Q4 on necessary replacements.

### Overall summary and projection

Therefore, it is probably most accurate to say that the overall R&A committee budget position after Q3 **is close to expectations**. We are currently protecting a loss against committee budget of about £3,000 for the year, which is about the same as projected at the end of Q2. It may well be that in practice the committee in fact ends closer to the break-even point.

Date: 14/01/2026
Time: 15:25



# Burnham Parish Council

## Profit & Loss by Department (Advanced Budget and Variance)

**Period From:** Month 1, April **Year:** 2026 **Department:** 2, 3, 4, 5, 6
**Period To:** Month 9, December

BPMK

**Chart of Accounts:** Chart of Accounts

| | Actual | | Budget | | Variance | |
|---|---|---|---|---|---|---|
| **Sales/Income** | | | | | | |
| Income | 139,401.55 | | 184,854.99 | | (45,453.44) | |
| | | 139,401.55 | | 184,854.99 | | (45,453.44) |
| **Purchases** | | | | | | |
| Purchases | 21,573.72 | | 32,999.96 | | 11,426.24 | |
| | | 21,573.72 | | 32,999.96 | | 11,426.24 |
| **Direct Expenses** | | | | | | |
| Mileage | 0.00 | | 37.49 | | 37.49 | |
| Clothing | 20.98 | | 187.48 | | 166.50 | |
| Event Staff | 34,274.64 | | 32,874.99 | | (1,399.65) | |
| Event Promotion | (268.15) | | 1,125.00 | | 1,393.15 | |
| Entertainment | 9,226.27 | | 9,749.98 | | 523.71 | |
| Licences | 3,356.75 | | 3,025.00 | | (331.75) | |
| Equipment Hire | 186.19 | | 1,499.99 | | 1,313.80 | |
| Laundry | 382.74 | | 299.98 | | (82.76) | |
| | | 47,179.42 | | 48,799.91 | | 1,620.49 |
| **Gross Profit (Loss):** | | 70,648.41 | | 103,055.12 | | (32,406.71) |
| **Overheads** | | | | | | |
| Salaries | 84,014.18 | | 95,368.50 | | 11,354.32 | |
| Training | 341.22 | | 664.98 | | 323.76 | |
| Cleaning | 54.63 | | 0.00 | | (54.63) | |
| Property Maintenance & | 29,245.30 | | 31,499.97 | | 2,254.67 | |
| Bank Charges | 935.12 | | 1,312.48 | | 377.36 | |
| Rates & Council Tax | 17,714.50 | | 18,500.00 | | 785.50 | |
| Refuse | 2,278.45 | | 2,624.99 | | 346.54 | |
| Utilities | 41,531.63 | | 42,000.00 | | 468.37 | |
| Equipment repairs & renewal | 681.66 | | 3,749.99 | | 3,068.33 | |
| PWLB Loan Repayment | 2,416.71 | | 4,880.00 | | 2,463.29 | |
| PWLB Interest Repayment | 23.44 | | 23.44 | | 0.00 | |
| Bad Debt Write Off | 0.00 | | 74.98 | | 74.98 | |
| Subscriptions | 300.00 | | 0.00 | | (300.00) | |
| Health and Safety | 1,281.41 | | 1,500.00 | | 218.59 | |
| | | 180,818.25 | | 202,199.33 | | 21,381.08 |
| **Net Profit (Loss):** | | (110,169.84) | | (99,144.21) | | (11,025.63) |

# Burnham Park Management Committee (BPMC)

## Commentary

The overall profit and loss figures to the end of Q3 appear to show the committee's position to be about £11,000 worse than expected for this time of year. When considering projections for the rest of the year we anticipate that this will become a loss of around £21,000. This does represent significant financial challenges for the Hall this year, especially in income:

- Hall income is significantly down overall, largely because Bar and Cafe Income are much lower than budgeted; albeit both were better in Q2/Q3 than in Q1. Budgets for these areas next year are much more realistic, and we also hope to increase revenue through a stronger café offer and more realistic bar pricing. Hall Hire was also poorer than expected in Q3, and is now expected to be below budget for the year, but we hope that hire charge increases next year and improved marketing will help to address this.
- Expenditure on Bar and Café is also lower than expected, although not sufficiently to compensate for the above.
- There are smaller savings on Entertainment than previously projected due to the increase in events, including pre-payments for events to be held in the next financial year. Equally this has been matched by an increase in Event Income.
- Spending on Hall Salaries is well below budget, and this is projected to continue. Whilst Zero-hour Staffing Costs are above budget (as more zero-hours staff have been needed to cover gaps from the caretaker's departure), total hall staffing costs will be below budget.
- Spending on Event Promotion is well below budget, although our new Communications Officer has some good ideas for spending some of this budget in Q4 to promote events.
- Spending on Equipment Purchase and Hire is under budget. We will be spending some of this in Q4 for necessary replacements, but this should still come in under budget overall.
- Spending on Property Maintenance and Repairs for the hall is now slightly below budget, as after a number of works in Q1 we have monitored this area carefully in Q2 and Q3. Over the year this budget heading is expected to be roughly to budget or even slightly below, especially now that HVAC costs are being taken from a separate budget.
- We have made a saving on loan repayments, because the solar panel loan was paid off after one payment this year. We have now got fully updated details on loan repayments going forward.

## Overall summary and projection

The overall BPMC budget position after Q3 is **worse** than expectations, due largely to the performance of the Hall bar and café, and this is expected to be sustained over the year – with a projected annual loss of around £21,000, against a projection of a £17,000 loss at the end of Q2. The reduction in hall hire income is the main reason the projection has got slightly worse since Q2.

# Burnham Parish Council

## Profit & Loss by Department (Advanced Budget and Variance)

**Period From:** Month 1, April **Year:** 2026
**Period To:** Month 9, December

**Department:** From '1' to '1' (inclusive)
Parish Office (P&R)

**Chart of Accounts:** Chart of Accounts

| | Actual | | Budget | | Variance | |
|---|---|---|---|---|---|---|
| **Sales/Income** | | | | | | |
| Precept Income | 833,147.98 | | 833,147.98 | | 0.00 | |
| Income | 23,764.34 | | 23,805.00 | | (40.66) | |
| | | 856,912.32 | | 856,952.98 | | (40.66) |
| **Purchases** | | | | | | |
| Purchases | (13.47) | | 0.00 | | 13.47 | |
| | | (13.47) | | 0.00 | | 13.47 |
| **Direct Expenses** | | | | | | |
| Community Entertainment | 1,885.29 | | 2,999.99 | | 1,114.70 | |
| Mileage | 122.93 | | 149.99 | | 27.06 | |
| Equipment Purchase | 0.00 | | 749.98 | | 749.98 | |
| Grants | 386.00 | | 2,250.00 | | 1,864.00 | |
| | | 2,394.22 | | 6,149.96 | | 3,755.74 |
| **Gross Profit (Loss):** | | 854,531.57 | | 850,803.02 | | 3,728.55 |
| **Overheads** | | | | | | |
| Salaries | 147,251.27 | | 162,908.27 | | 15,657.00 | |
| Pension | 576.15 | | 599.99 | | 23.84 | |
| Staff Welfare | 1,964.87 | | 2,150.00 | | 185.13 | |
| Training | 2,163.84 | | 1,499.96 | | (663.88) | |
| Insurance | 17,523.30 | | 17,000.00 | | (523.30) | |
| Legal & Professional | 10,883.61 | | 6,949.32 | | (3,934.29) | |
| Chairman's Expenses | 980.74 | | 1,125.00 | | 144.26 | |
| Twinning Expenses | 50.00 | | 74.98 | | 24.98 | |
| Councillor's Expenses | 727.12 | | 562.50 | | (164.62) | |
| Election Costs | 0.00 | | 333.33 | | 333.33 | |
| Postage | 41.43 | | 56.25 | | 14.82 | |
| Stationery | 2,390.81 | | 2,999.98 | | 609.17 | |
| Telephone | 4,466.65 | | 3,749.99 | | (716.66) | |
| Meeting expenses | 382.53 | | 450.00 | | 67.47 | |
| Advertising | 721.03 | | 599.99 | | (121.04) | |
| Property Maintenance & | 39.60 | | 164.98 | | 125.38 | |
| Bank Charges | 528.30 | | 412.48 | | (115.82) | |
| PWLB Loan Repayment | 60,243.13 | | 60,243.13 | | 0.00 | |
| PWLB Interest Repayment | 34,605.04 | | 34,605.04 | | 0.00 | |
| IT Software | 8,371.25 | | 7,499.98 | | (871.27) | |
| Subscriptions | 3,513.57 | | 2,643.24 | | (870.33) | |
| Health and Safety | 115.50 | | 1,800.00 | | 1,684.50 | |
| Neighbourhood Plan | 0.00 | | 749.98 | | 749.98 | |
| | | 297,539.74 | | 309,178.39 | | 11,638.65 |
| **Net Profit (Loss):** | | 556,991.83 | | 541,624.63 | | 15,367.20 |

## Burnham Parish Office (P&R)

### Commentary

The overall profit and loss figures to the end of Q3 appear to show the committee's position to be about £15,000 better than expected for this time of year. When considering projections for the rest of the year we anticipate that this will be closer to a surplus of around £19,000. The reasons for this positive picture are:

- There has been a good saving on salaries, despite the additional costs of a staffing settlement and addressing historic pensions issues, because these have been more than compensated for by the savings from the Administration Officer post. The previous postholder was on maternity leave, the post was then vacant, and the new post-holder is part-time. We also generally budget for a small buffer in staff costs, and staffing is the bulk of costs in the Parish Office.
- Professional and Legal fees, which were well below budget in Q1 and Q2, are now on course to be slightly above budget due to a sudden wave of bills – for the Padel Court lease, Pond lease advice, consultancy costs on planning proposals etc. Nevertheless, these costs have been much better controlled than last year, and the expenditure has been necessary and approved.
- Income from bank interest improved in Q3, due in part to careful management and in part to interest on the second half of the precept. Therefore, this budget heading is no longer expected to be below budget for the year, but instead roughly even to budget.
- Grants are currently below budget, mostly due to a higher number of in-kind grants, but should end up roughly to budget over the year.
- Spending on IT software remains a little over budget due to some necessary machine replacements as previously reported – a new laptop for Clerk / meetings, and a new desktop for the Finance Manager.
- The Community Entertainment Fund shows a lower underspend than previously, due to expected expenditure on the Christmas Event. Nevertheless, this budget will very likely be underspent over the year.
- As reported in Q1, advertising spend is showing above budget as this was where the walk booklet costs were allocated (the income for sponsorship is shown under R&A).
- Spending on Office Health and Safety is under budget, as risk assessment costs were met from other budgets, so this is now more of a health and safety contingency. Some of this has now been spent as a vire to cover the maintenance of pavilion emergency lighting, but it is likely to come in well under budget.
- Training costs for staff and cllrs are likely to be slightly over budget due to additional spending on training related to planning, justified by evolving circumstances.
- There are a few other small deviations above or below budget which broadly balance each other out.

### Overall summary

The overall P&R committee budget position after Q3 is **better** than budget, due largely to savings in salaries, and this is expected to be sustained over the remainder of the year. We are currently projecting a saving against budget of around £18,500 in P&R Office, up from a projected surplus of £15,000 at the end of Q2.

## Burnham Parish Council

## Profit & Loss by Department (Advanced Budget and Variance)

**Period From:** Month 1, April **Year:** 2026
**Period To:** Month 10, January

**Department:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 16

Whole council

**Chart of Accounts:** Chart of Accounts

| | Actual | | Budget | | Variance | |
|---|---|---|---|---|---|---|
| **Sales/Income** | | | | | | |
| Precept Income | 833,181.27 | | 833,147.98 | | 33.29 | |
| Income | 239,818.76 | | 301,617.48 | | (61,798.72) | |
| Income Littleworth Common | 4,074.00 | | 0.00 | | 4,074.00 | |
| | | 1,077,074.03 | | 1,134,765.46 | | (57,691.43) |
| **Purchases** | | | | | | |
| Purchases | 26,699.73 | | 44,652.73 | | 17,953.00 | |
| | | 26,699.73 | | 44,652.73 | | 17,953.00 |
| **Direct Expenses** | | | | | | |
| Community Entertainment | 1,885.29 | | 3,333.33 | | 1,448.04 | |
| Fuel | 1,913.71 | | 2,437.50 | | 523.79 | |
| Mileage | 1,116.40 | | 1,358.32 | | 241.92 | |
| Clothing | 318.75 | | 458.30 | | 139.55 | |
| Event Staff | 46,194.72 | | 42,916.66 | | (3,278.06) | |
| Event Promotion | 579.85 | | 1,250.00 | | 670.15 | |
| Entertainment | 9,226.27 | | 10,833.32 | | 1,607.05 | |
| Equipment Purchase | 1,789.25 | | 1,333.32 | | (455.93) | |
| Licences | 4,664.25 | | 3,420.00 | | (1,244.25) | |
| Equipment Hire | 186.19 | | 1,666.66 | | 1,480.47 | |
| Laundry | 732.19 | | 333.32 | | (398.87) | |
| Grants | 886.00 | | 2,500.00 | | 1,614.00 | |
| Bunting | 979.60 | | 1,750.00 | | 770.40 | |
| Wildflower Project | 109.16 | | 0.00 | | (109.16) | |
| The Fairway Wildlife Project | 294.00 | | 0.00 | | (294.00) | |
| Littleworth Common Sign | 5,074.00 | | 0.00 | | (5,074.00) | |
| Tree Avenue Burnham Park | 1,032.42 | | 2,000.00 | | 967.58 | |
| The Knowledge Stream | 1,000.00 | | 0.00 | | (1,000.00) | |
| | | 77,982.05 | | 75,590.73 | | (2,391.32) |
| **Gross Profit (Loss):** | | 972,392.25 | | 1,014,522.00 | | (42,129.75) |
| **Overheads** | | | | | | |
| Salaries | 356,577.46 | | 391,401.66 | | 34,824.20 | |
| Pension | 576.15 | | 666.66 | | 90.51 | |
| Staff Welfare | 2,206.87 | | 2,262.50 | | 55.63 | |
| Training | 3,774.73 | | 3,546.64 | | (228.09) | |
| Insurance | 17,523.30 | | 17,000.00 | | (523.30) | |
| Legal & Professional | 11,161.52 | | 8,032.66 | | (3,128.86) | |
| Chairman's Expenses | 980.74 | | 1,250.00 | | 269.26 | |
| Twinning Expenses | 50.00 | | 83.32 | | 33.32 | |
| Councillor's Expenses | 727.12 | | 625.00 | | (102.12) | |
| Election Costs | 0.00 | | 666.66 | | 666.66 | |
| Cleaning | 4,459.53 | | 4,000.00 | | (459.53) | |
| Postage | 41.43 | | 62.50 | | 21.07 | |
| Stationery | 2,868.70 | | 3,333.32 | | 464.62 | |
| Telephone | 5,271.28 | | 4,166.66 | | (1,104.62) | |

Date: 11/02/2026
Time: 16:21



## Burnham Parish Council

## Profit & Loss by Department (Advanced Budget and Variance)

**Period From:** Month 1, April **Year:** 2026 **Department:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 16
**Period To:** Month 10, January

**Chart of Accounts:** Chart of Accounts

| | Actual | | Budget | | Variance | |
|---|---|---|---|---|---|---|
| Meeting expenses | 396.52 | | 500.00 | | 103.48 | |
| Advertising | 721.03 | | 666.66 | | (54.37) | |
| Property Maintenance & | 79,435.71 | | 81,094.38 | | 1,658.67 | |
| Bank Charges | 1,686.46 | | 1,916.64 | | 230.18 | |
| Rates & Council Tax | 20,722.64 | | 21,500.00 | | 777.36 | |
| Refuse | 3,501.14 | | 4,083.32 | | 582.18 | |
| Utilities | 74,772.29 | | 71,841.66 | | (2,930.63) | |
| Equipment repairs & renewal | 21,195.06 | | 26,321.66 | | 5,126.60 | |
| PWLB Loan Repayment | 70,574.31 | | 68,377.13 | | (2,197.18) | |
| PWLB Interest Repayment | 40,255.48 | | 40,255.48 | | 0.00 | |
| Bad Debt Write Off | 0.00 | | 83.32 | | 83.32 | |
| IT Software | 9,203.03 | | 8,333.32 | | (869.71) | |
| Subscriptions | 3,813.57 | | 2,643.24 | | (1,170.33) | |
| Health and Safety | 4,013.90 | | 4,800.00 | | 786.10 | |
| Misc Cafe Purchases etc | 12.51 | | 266.66 | | 254.15 | |
| GPMG Signage | 173.65 | | 833.32 | | 659.67 | |
| Neighbourhood Plan | 0.00 | | 833.32 | | 833.32 | |
| War Memorial Maintenance | 545.83 | | 500.00 | | (45.83) | |
| Halls Xmas Lights Repairs | 420.00 | | 0.00 | | (420.00) | |
| | | 737,661.96 | | 771,947.69 | | 34,285.73 |
| **Net Profit (Loss):** | | 234,730.29 | | 242,574.31 | | (7,844.02) |

Date: 11/02/2026
Time: 15:27



# Burnham Parish Council

## Profit & Loss by Department (Advanced Budget and Variance)

**Period From:** Month 1, April **Year:** 2026 **Department:** From '1' to '1' (inclusive)
**Period To:** Month 10, January

P&R - Office

**Chart of Accounts:** Chart of Accounts

| | Actual | | Budget | | Variance | |
|---|---|---|---|---|---|---|
| **Sales/Income** | | | | | | |
| Precept Income | 833,147.98 | | 833,147.98 | | 0.00 | |
| Income | 27,199.24 | | 26,450.00 | | 749.24 | |
| | | 860,347.22 | | 859,597.98 | | 749.24 |
| **Purchases** | | | | | | |
| Purchases | (13.47) | | 0.00 | | 13.47 | |
| | | (13.47) | | 0.00 | | 13.47 |
| **Direct Expenses** | | | | | | |
| Community Entertainment | 1,885.29 | | 3,333.33 | | 1,448.04 | |
| Mileage | 133.60 | | 166.66 | | 33.06 | |
| Equipment Purchase | 0.00 | | 833.32 | | 833.32 | |
| Grants | 886.00 | | 2,500.00 | | 1,614.00 | |
| | | 2,904.89 | | 6,833.31 | | 3,928.42 |
| **Gross Profit (Loss):** | | 857,455.80 | | 852,764.67 | | 4,691.13 |
| **Overheads** | | | | | | |
| Salaries | 163,385.64 | | 181,009.18 | | 17,623.54 | |
| Pension | 576.15 | | 666.66 | | 90.51 | |
| Staff Welfare | 2,206.87 | | 2,262.50 | | 55.63 | |
| Training | 2,253.84 | | 1,866.64 | | (387.20) | |
| Insurance | 17,523.30 | | 17,000.00 | | (523.30) | |
| Legal & Professional | 11,161.52 | | 8,032.66 | | (3,128.86) | |
| Chairman's Expenses | 980.74 | | 1,250.00 | | 269.26 | |
| Twinning Expenses | 50.00 | | 83.32 | | 33.32 | |
| Councillor's Expenses | 727.12 | | 625.00 | | (102.12) | |
| Election Costs | 0.00 | | 666.66 | | 666.66 | |
| Postage | 41.43 | | 62.50 | | 21.07 | |
| Stationery | 2,868.70 | | 3,333.32 | | 464.62 | |
| Telephone | 5,271.28 | | 4,166.66 | | (1,104.62) | |
| Meeting expenses | 396.52 | | 500.00 | | 103.48 | |
| Advertising | 721.03 | | 666.66 | | (54.37) | |
| Property Maintenance & | 39.60 | | 183.32 | | 143.72 | |
| Bank Charges | 581.95 | | 458.32 | | (123.63) | |
| PWLB Loan Repayment | 66,546.46 | | 60,243.13 | | (6,303.33) | |
| PWLB Interest Repayment | 40,216.41 | | 40,216.41 | | 0.00 | |
| IT Software | 9,203.03 | | 8,333.32 | | (869.71) | |
| Subscriptions | 3,513.57 | | 2,643.24 | | (870.33) | |
| Health and Safety | 115.50 | | 1,200.00 | | 1,084.50 | |
| Neighbourhood Plan | 0.00 | | 833.32 | | 833.32 | |
| | | 328,380.66 | | 336,302.82 | | 7,922.16 |
| **Net Profit (Loss):** | | 529,075.14 | | 516,461.85 | | 12,613.29 |

Date: 11/02/2026
Time: 15:42



# Burnham Parish Council

## Profit & Loss by Department (Advanced Budget and Variance)

**Period From:** Month 1, April **Year:** 2026 **Department:** 2, 3, 4, 5, 6

**Period To:** Month 10, January

BPMC - Hall

**Chart of Accounts:** Chart of Accounts

| | Actual | | Budget | | Variance | |
|---|---|---|---|---|---|---|
| **Sales/Income** | | | | | | |
| Precept Income | 33.29 | | 0.00 | | 33.29 | |
| Income | 153,377.53 | | 202,916.66 | | (49,539.13) | |
| | | 153,410.82 | | 202,916.66 | | (49,505.84) |
| **Purchases** | | | | | | |
| Purchases | 23,207.91 | | 36,666.64 | | 13,458.73 | |
| | | 23,207.91 | | 36,666.64 | | 13,458.73 |
| **Direct Expenses** | | | | | | |
| Mileage | 0.00 | | 41.66 | | 41.66 | |
| Clothing | 224.84 | | 208.32 | | (16.52) | |
| Event Staff | 41,899.35 | | 35,916.66 | | (5,982.69) | |
| Event Promotion | 579.85 | | 1,250.00 | | 670.15 | |
| Entertainment | 9,226.27 | | 10,833.32 | | 1,607.05 | |
| Licences | 3,834.25 | | 3,420.00 | | (414.25) | |
| Equipment Hire | 186.19 | | 1,666.66 | | 1,480.47 | |
| Laundry | 732.19 | | 333.32 | | (398.87) | |
| | | 56,682.94 | | 53,669.94 | | (3,013.00) |
| **Gross Profit (Loss):** | | 73,519.97 | | 112,580.08 | | (39,060.11) |
| **Overheads** | | | | | | |
| Salaries | 91,913.91 | | 105,965.00 | | 14,051.09 | |
| Training | 341.22 | | 713.34 | | 372.12 | |
| Cleaning | 54.63 | | 0.00 | | (54.63) | |
| Property Maintenance & | 31,146.34 | | 34,333.30 | | 3,186.96 | |
| Bank Charges | 1,104.51 | | 1,458.32 | | 353.81 | |
| Rates & Council Tax | 17,714.50 | | 18,500.00 | | 785.50 | |
| Refuse | 2,540.90 | | 2,916.66 | | 375.76 | |
| Utilities | 46,414.33 | | 48,000.00 | | 1,585.67 | |
| Equipment repairs & renewal | 681.66 | | 4,166.66 | | 3,485.00 | |
| PWLB Loan Repayment | 2,416.71 | | 4,880.00 | | 2,463.29 | |
| PWLB Interest Repayment | 23.44 | | 23.44 | | 0.00 | |
| Bad Debt Write Off | 0.00 | | 83.32 | | 83.32 | |
| Subscriptions | 300.00 | | 0.00 | | (300.00) | |
| Health and Safety | 1,731.41 | | 1,500.00 | | (231.41) | |
| | | 196,383.56 | | 222,540.04 | | 26,156.48 |
| **Net Profit (Loss):** | | (122,863.59) | | (109,959.96) | | (12,903.63) |

Date: 11/02/2026
Time: 16:17



# Burnham Parish Council

## Profit & Loss by Department (Advanced Budget and Variance)

**Period From:** Month 1, April **Year:** 2026 **Department:** 7, 8, 9, 10, 11, 12, 16

**Period To:** Month 10, January

R&A

**Chart of Accounts:** Chart of Accounts

| | Actual | | Budget | | Variance | |
|---|---|---|---|---|---|---|
| **Sales/Income** | | | | | | |
| Income | 59,241.99 | | 72,250.82 | | (13,008.83) | |
| Income Littleworth Common | 4,074.00 | | 0.00 | | 4,074.00 | |
| | | 63,315.99 | | 72,250.82 | | (8,934.83) |
| **Purchases** | | | | | | |
| Purchases | 3,505.29 | | 7,986.09 | | 4,480.80 | |
| | | 3,505.29 | | 7,986.09 | | 4,480.80 |
| **Direct Expenses** | | | | | | |
| Fuel | 1,913.71 | | 2,437.50 | | 523.79 | |
| Mileage | 982.80 | | 1,150.00 | | 167.20 | |
| Clothing | 93.91 | | 249.98 | | 156.07 | |
| Event Staff | 4,295.37 | | 7,000.00 | | 2,704.63 | |
| Equipment Purchase | 1,789.25 | | 500.00 | | (1,289.25) | |
| Licences | 830.00 | | 0.00 | | (830.00) | |
| Bunting | 979.60 | | 1,750.00 | | 770.40 | |
| Wildflower Project | 109.16 | | 0.00 | | (109.16) | |
| The Fairway Wildlife Project | 294.00 | | 0.00 | | (294.00) | |
| Littleworth Common Sign | 5,074.00 | | 0.00 | | (5,074.00) | |
| Tree Avenue Burnham Park | 1,032.42 | | 2,000.00 | | 967.58 | |
| The Knowledge Stream | 1,000.00 | | 0.00 | | (1,000.00) | |
| | | 18,394.22 | | 15,087.48 | | (3,306.74) |
| **Gross Profit (Loss):** | | 41,416.48 | | 49,177.25 | | (7,760.77) |
| **Overheads** | | | | | | |
| Salaries | 101,277.91 | | 104,427.48 | | 3,149.57 | |
| Training | 1,179.67 | | 966.66 | | (213.01) | |
| Cleaning | 4,404.90 | | 4,000.00 | | (404.90) | |
| Property Maintenance & | 48,249.77 | | 46,577.76 | | (1,672.01) | |
| Rates & Council Tax | 3,008.14 | | 3,000.00 | | (8.14) | |
| Refuse | 960.24 | | 1,166.66 | | 206.42 | |
| Utilities | 28,357.96 | | 23,841.66 | | (4,516.30) | |
| Equipment repairs & renewal | 20,513.40 | | 22,155.00 | | 1,641.60 | |
| PWLB Loan Repayment | 1,611.14 | | 3,254.00 | | 1,642.86 | |
| PWLB Interest Repayment | 15.63 | | 15.63 | | 0.00 | |
| Health and Safety | 2,166.99 | | 2,100.00 | | (66.99) | |
| Misc Cafe Purchases etc | 12.51 | | 266.66 | | 254.15 | |
| GPMG Signage | 173.65 | | 833.32 | | 659.67 | |
| War Memorial Maintenance | 545.83 | | 500.00 | | (45.83) | |
| Halls Xmas Lights Repairs | 420.00 | | 0.00 | | (420.00) | |
| | | 212,897.74 | | 213,104.83 | | 207.09 |
| **Net Profit (Loss):** | | (171,481.26) | | (163,927.58) | | (7,553.68) |

| Loan number | Taken out | Amount | Reason | Interest rate | Term | Payment amounts Twice yearly | Payment months | Outstanding as of 01/04/26 | Final payment date |
|---|---|---|---|---|---|---|---|---|---|
| PW496453 | 2010 | £500,000 | Hall rebuilding | 4.32% | 20 years | £18,794.63 | January and July | £152,241.47 | January 2030 |
| PW496874 | 2010 | £500,000 | Hall rebuilding | 4.70% | 30 years | £15,628.29 | September and March | £325,958.72 | March 2040 |
| PW497407 | 2010 | £500,000 | Hall rebuilding | 4.27% | 30 years | £12,857.96 | June and December | £326,670.51 | June 2040 |
| PW497536 | 2010 | £400,000 | Hall rebuilding | 4.29% | 30 years | £11,914.70 | February and August | £261,602.28 | August 2040 |
| TOTAL | | £1,900,000.00 | | | | £59,195.58 | | £1,066,472.98 | |
| PW507384 | 2018 | £53,000 | GPMG solar panels | 1.94% | 7 years | £4,066.92 | May and November | NIL | March 2025 (completed) |

| | |
|---|---|
| Total payments pa 2010-2017 | **£118,391.16** |
| Total payments pa 2018-2025 | **£244,916.16** |
| Total payments pa 2026-2030 | **£118,391.16** |
| Total payments pa 2031-2040 | **£80,801.90** |

# Reserve current account

## Context

Our internal auditor informally advised that we consider having a reserve bank account, for use in the event that our bank's system goes down so that the Council can still pay salaries, invoices etc. This is considered to be a prudent measure, and the Finance Manager, Clerk and Chair of P&R have investigated and discussed as below.

## Recommendations

1. To approve opening a new bank account, in accordance with the requirements in financial regulations, for use in the event that our main account is unavailable.
2. To approve the use of the Starling Bank for this purpose.
3. To delegate authority to the Clerk, in consultation with the Chair of P&R and Finance Manager, to open alternative or further reserve accounts if necessary and expedient.

## Alternative options considered and not recommended

1. Not to open a reserve account: opening a reserve account was informally advised by auditor and is considered to be a prudent measure, particularly given the increased risk of cyber-attack etc.
2. To recommend a different bank: Starling Bank is considered to be the best option in terms of low cost and fulfilling the required function.

## Commentary

- The Council has one current account and one deposit account. The bulk of funds is kept in the deposit account, accruing interest, and transfers to the current account are authorised (by Councillors who are bank signatories) as necessary for cash flow.
- External payments cannot be made directly from the deposit account, and therefore in the event that our current account was not available we would be unable to pay suppliers or staff; nor would we be able to make deposits.
- The reserve current account would maintain only a small balance in normal circumstances. In the event of the primary current account being unavailable a transfer would be made from the deposit account to the reserve current account which would then be used for payments and deposits until the primary current account was again available.
- The reserve current account would be subject to the same controls, in terms of signatories and procedures, as the Council's other bank accounts.
- The Finance Manager made enquiries with a number of banks, ruling out those who are on the same electronic system as our primary current account. She found two viable accounts at reasonable cost – from the Cooperative and Starling Banks. On review with the Clerk and Chair of P&R, the Starling Account (which is entirely app based) represents better value.

Risks

- If both primary and reserve accounts went down, or the deposit account went down, then we would still be unable to make payments an receive deposits – this would only occur in the event of a widespread issue and is difficult to account for.
- The reserve account itself could be subject to cyberattack. However only a a modest sum would be kept in this account so the exposure is relatively limited.
- As the reserve account would only be used as required, and is entirely app based, there is some risk of it not functioning when needed. This would be mitigated by informing our deposit and reserve current account banks in advance, so they were aware of the account's function, and ensuring that staff were confident in accessing the reserve current account if required.

## Notes from a meeting between Burnham Parish Council, and Burnham businesses

## Thursday 5th February 2026, 6pm, Burnham Park Hall

**Present**

Cllr Jo Sommer, Chair of Burnham PC Village Regeneration Working Group, (JS, Chairing)

Cllr Carol Linton, Burnham PC (CL)

Cllr Jackie Slater, Burnham PC (JS)

Cllr Paul Bunce, Burnham PC / Trader (PB)

Cllr Graham Mummery, Burnham PC (GM)

Adam Killeya, Burnham PC Parish Clerk (ADK, taking notes)

Reverend Josh Cleaver, Vicar of Burnham Parish (JC)

Steve Colbourne, Asset Plus and Landlord Hub (SC)

Jay Patel, Morrisons Daily (JP)

Bill Mackintosh, Business Owner (BM)

Raj, Quick Airport Transfer (RJ)

Rohel, La Indika Restaurant (R)

Liz, Manager of a Burnham hair salon (L)

Amanda Piper, Marketing for a Burnham hair salon (AP)

1. Introductions

JS welcomed everyone and explained the purpose of the meeting. All present introduced themselves.

It was noted that the contact information for the Council and Councillors was available on https://www.burnhamparish.gov.uk/

2. History of Burnham Business Association

JS outlined the history of the Burnham Business Association (BBA), and its relationship with the Parish Council, and explained how this could lead to future opportunities. She emphasised that the Parish wished to help the businesses, and not to tell them what to do.

3. Phase I Burnham Business Association

There was discussion of reconstituting the BBA. JS and SC explained the issue with the frozen BBA bank account which was believed to hold several thousand pounds. Money could be paid in but not taken out, and the bank were not willing to grant access at this time. JS shared some comments from John Frost who had not been able to attend the meeting but had sent his thoughts and was happy to assist with initiatives to help the High Street where he could.

JS shared some thoughts about possibilities for free parking, for which Bucks Council would insist on payment. She was looking into this matter further and liaising with Bourne End.

JS emphasised that regeneration of the High Street needed leadership from the businesses, and suggested that if the association could be re-established quickly then there was still time for initiatives around Easter. She offered to leave the room whilst the businesses present discussed who might take on roles in the re-established BBA. It was agreed around the room to continue the discussion with all present. Questions were invited from the floor.

SC asked about a High Street Manager. It was suggested that funding would be required for this, and that efforts needed to be led from the High Street.

AP suggested that the BBA could be set up as a Community Interest Company. It was recognised that this would have benefits, and was a potential option for the BBA to consider when the association was re-established.

BM raised the suggestion of a discount card for the High Street. There was some discussion around this point, and the financial risks involved, and it was noted that several businesses have their own loyalty cards.

AP asked about the proposed development West of Lent Rise Road. It was confirmed that whilst the Parish Council was engaging with the developer, this was on the basis that the Council were still fully able to oppose the development. It was further confirmed that the Parish had not taken any position in favour of the development.

AP stated that she was willing to take on role of Chair of the BBA.

JP stated that he was willing to take on role of Treasurer of the BBA.

JC stated that the Church was very supportive of the BBA's aims and willing to help, although he could be not directly involved in running the organisation himself.

BM suggested that there should be a BBA Facebook page.

AP asked about what the Land Securities Fund had been spent on, and a summary was given.

It was **AGREED** that Amanda Piper become the Chair and Jay Patel become the Treasurer of the Burnham Business Association; and that Paul Bunce and Steve Colbourne become Committee Members, with Paul acting as a liaison to the Parish Council.

4. Phase II

JS suggested that issues around landlords and freeholders and Business Rate Reform could be taken up by the BBA in Phase II.

It was noted that Bucks Council was offering two free parking days in Summers Road Car Park in addition to the 2nd and 3rd Saturdays in December. BPC sought input as to which days the traders would prefer; in 2025 the final Saturday in November and 1st Saturday in December were chosen. AP stated that the Association would consider this, and communicate any views to the Parish Council prior to 24th February when the matter would be considered by the Council's Policy and Resources Committee,

**Meeting closed at 7:01pm**

Email from Bucks

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**Free parking days 2026**

Under Buckinghamshire Council's Parking Strategy, Town Councils, Parish Councils, and High Wycombe BIDCo (Business Improvement District) may request two additional free parking days at designated car parks, on top of the two free parking days available during Christmas.

Please ensure that you submit your application for the two complimentary parking days by 27 February 2026. Following this deadline, Parking Services will be in contact to confirm your dates and address any additional questions you may have.

More information, and the application form, can be found on our website: Request to set up free parking days

Website information

Local councils and committees can support local events by requesting free parking days at council car parks.

**About free parking days**

As a Town Council, Parish Council or High Wycombe BIDCO (Business Improvement District) you can request 2 separate days to set as free parking days at our car parks:

- for each location listed below
- for each calendar year

As a resident, charity, voluntary group or business, you can contact your local council or committee to suggest a day for free parking.

This is separate to free parking at Christmas.

Locations

**Burnham:** Summers Road

**Apply**

Complete the following form by Friday 27 February 2026. After this date Parking Services will be in touch to confirm arrangements.

Apply now

**Contact your local council or High Wycombe BIDCO to request free parking days**

You can suggest an event to support with free parking by contacting your local council or BIDCO.

View a list of town and parish councils and how to contact them, or contact the High Wycombe BIDCO.

**Free parking days at Christmas**

We'll provide 2 free parking days (the second and third Saturday in December) each year.

This will be for all car parks that support a High Street.

We'll publish more information later this year.

ADK note

The two free parking days at Christmas will be Saturday 12th December and Saturday 19th December 2026

In 2025 Burnham PC requested that the additional two free parking days were on the two preceding Saturdays, to fit the Christmas Event and Christmas Shopping – if we did the same this would be 28th November and 5th December 2026.

However these two additional days can be any day during the year.

We have asked for any comments from the BBA about their preferences; at time of sending out the agenda these were awaited.

**Policy and Resources 'Green to Do List' (updated 12.02.26)**

Live list

| | | |
|---|---|---|
| Council Operations | | |
| Council wide waste reduction plan | Prioritise | ADK worked with JW on this – draft in progress. Taking to P&R in February. |

Completed Actions

| | | |
|---|---|---|
| Include eco actions on all Council Committee agendas | **Done** | |
| Change to green electricity supplier | **Done** | Proposal agreed at January 2026 Full Council to gradually move to 100% renewable tarrif (Yu Energy) as contracts expire. |
| Change street lighting contract to green supplier | **Done** | Got greener supplier, but not yet a deal for fully renewable as limited providers (got one year deal with Valda for now) |
| Consider moving to a bank not investing in fossil fuels | **Done** | |
| Remove motion sensor light above Assistant Clerks desk | **Done** | |
| Switch all paper to recycled | **Done** | |
| Ensure all future purchased stationary is made from recycled materials | **Done** | Where products available |
| Move to lower paper meetings | **Done** | Agreed by full council 29/07/24 |
| Move to cloud server | **Done** | Now completed. Reduction in size of server in progress. |

**Items done not on list**

| |
|---|
| All office computers now automatically power off at 1830 each evening if not already off. |

## Draft meeting calendar 2026-27 v2.0, 07.01.2026

Context and commentary

P&R has given a steer in favour of a modified 6-cycle calendar for 2026-27, with an additional meeting cycle added before summer, but one meeting cycle taken out towards the end of the year. This means that there will be two cycles each before summer (May-July), between Summer and Christmas (September-December), and after Christmas (January – May). We are maintaining the structure of 'cycles' (R&A > BPMC > P&R > Full Council) to facilitate an efficient flow of items through committees to Full Council. Planning will remain on a separate 3-4 week cycle.

This paper therefore presents a draft calendar for this option, for detailed feedback from all committees. The full draft dates are in the attached spreadsheet. The calendar will be finalised at Annual Full Council on 18th May.

In line with the paper to P&R in January, the pros and cons of this structure are:

Pros

- This version allows for committees to elect their Chairs quicker at the start of the Council year.
- It also avoids the long gaps between meetings earlier in the schedule, by adding an additional meeting cycle before the summer break.
- It also keeps the total number of meetings the same as now.
- Because there are two meetings before summer, the agendas for September meetings should not be so crowded.

Cons

- There meetings are less well spaced, with short gaps at the start and longer gaps afterwards.
- As there is no Full Council in January, there isn't a good 'fall-back' meeting if the budget/precept is delayed.
- The final meetings of the year are earlier, meaning a longer gap to the first meeting of 27/28.
- There are the most weeks with planning on Monday and another committee on Tuesday , and one instance of planning and Full Council on the same day. **N.b. This is reduced from the original draft – I have tweaked with the dates to remove several of these clashes. This means more weeks with a meeting, but fewer weeks with multiple meetings. The weeks will multiple meetings are in June, July and September (earlier in the cycle, due to crowding).**

I have removed meetings from the first week in September, so that I don't need to send papers out in late August and to reduce clashes with the end of summer holidays. We are also hopeful this year that we will not need a separate AGAR meeting in June, as we should be able to get the Annual Return ready for the annual council on 18th May.

Please note that moving <u>any</u> specific meeting has a knock-on to other meetings, so if proposing a move these need to be fully thought through.

**Meetings by week number**

This should be read in conjunction with the attached spreadsheet calendar

Meetings in brackets are the last meeting of 2025/26, and the probable first meeting of 2027/28

| | Weeks held | Shortest gap | Longest gap | Number |
|---|---|---|---|---|
| Full Council | (45), 3, 8, 13, 23, 33, 43 (2)<br>4: Annual Parish Meeting (3) | 5 weeks | 11 weeks | 6 + Parish Meeting |
| Planning | (48), 1, 5, 8, 11, 14, 19, 22, 25, 29, 32, 37, 40, 44, 47, 51, (4) | 3 weeks | 5 weeks | 15 |
| R&A | (46), 5, 10, 19, 28, 38, 48 (5) | 5 weeks | 11 weeks | 6 |
| BPMC | (49), 6, 11, 20, 30, 39, 49 (6) | 5 weeks | 10 weeks | 6 |
| P&R | (51), 7, 12, 21, 31, 41, 50 (7) | 5 weeks | 10 weeks | 6 |

Green elect Chair and Vice Chair for 2026/27 (meeting cycle 1 - June)

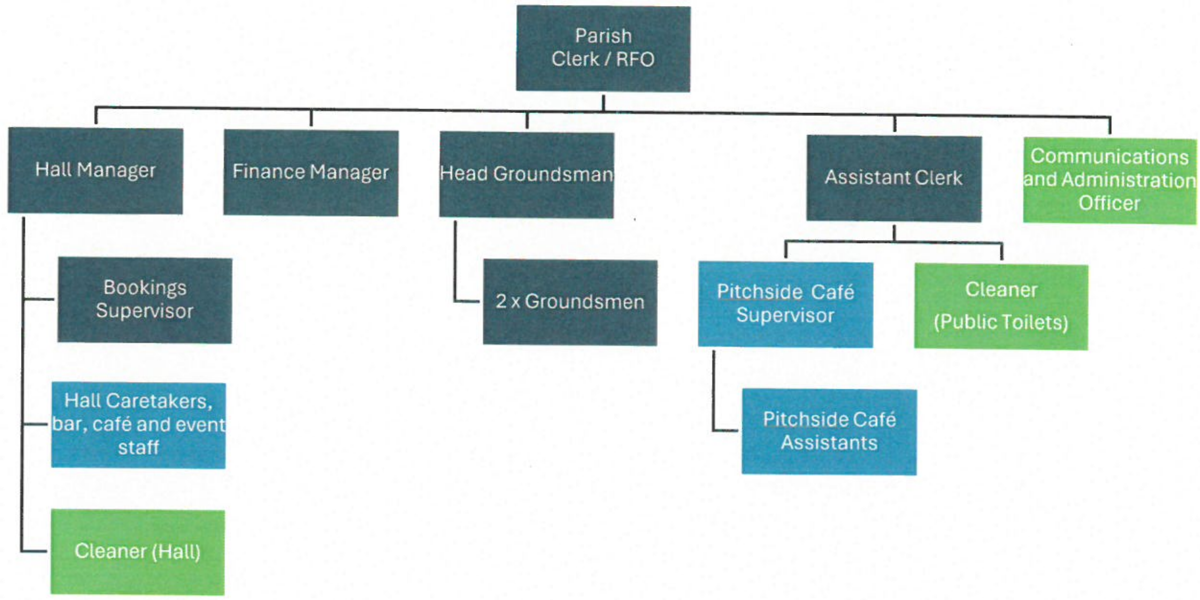
Red lettering budget meeting 1 (meeting cycle 3 - September)

Blue letter budget meeting 2 / budget setting meeting (meeting cycle 4 – Nov/Dec)

Purple lettering budget reserve (meeting cycle 5, but note that this is now very late - Jan/Feb)

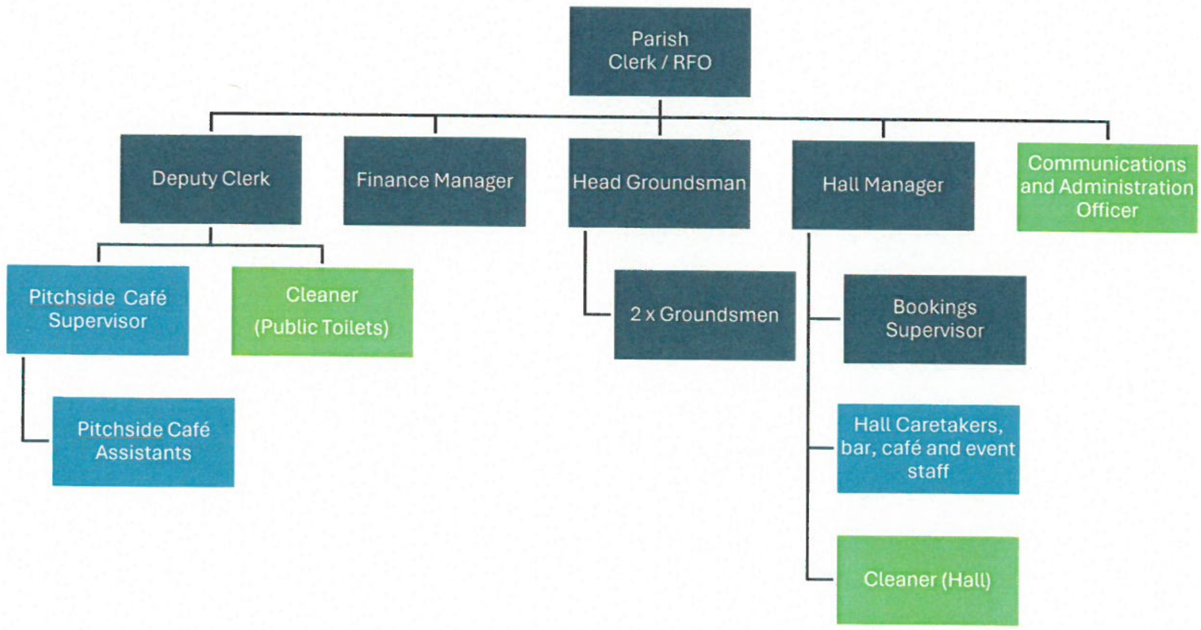
Burnham Parish Council Staffing structures

Current, in operation from December 2025




Dark blue = full-time permanent; green = part-time permanent; light blue = zero-hours.

From 1st April 2026, when the Assistant Clerk becomes the Deputy Clerk.



Planned after Comms/Admin completed probationary period (target Jun 2026)