

BURNHAM PARISH COUNCIL

Minutes of the Policy & Resources Committee held on 16th June 2026 at 6:30pm in
Burnham Park Hall.

Committee members present:

Cllr Carol Linton (Chair)	Cllr Terry Gamble (Vice Chair)	Cllr Ekta Kaur Ross
Cllr Marie Hammon	Cllr Judith Foster	Cllr John Carey
Cllr Alexa Collins (part of meeting)		

Officers of the Council:

Adam Killeya (Parish Clerk)
Rupinder Gaidhu (Finance Manager)

Members of the public:

None

PR2627/01 Election of Chair

It was **RESOLVED** to elect Cllr Carol Linton as Chair of the Policy and Resources Committee for the 2026-27 municipal year.

Cllr Collins arrived during this item.

PR2627/02 Election of Vice Chair

It was **RESOLVED** to elect Cllr Terry Gamble as Vice Chair of the Policy and Resources Committee for the 2026-27 municipal year.

PR2627/03 Apologies for Absence

Apologies for absence were received from Cllrs Slater and Pasha.

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

PR2627/04 Declarations of Interest

No declarations were received.

PR2627/05 Public Forum

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

PR2627/06 Minutes

It was **RESOLVED** to approve the minutes of the committee meeting of 21st April 2026.

PR2627/07 Finance

It was **RESOLVED** to accept and approve the end of year accounts and budget monitoring report for all committees for 2025-26.

The Clerk emphasised that staff were still getting to grips with the new accounting system and that Councillors' patience was appreciated. They confirmed that final figures for at least the end of month 2 for all committees should be available for consideration at the July meeting of the Policy and Resources Committee. The end of Q1 figures and budget monitoring report would be circulated to all Councillors before the summer break if not

ready for the July meeting. The Clerk noted that in the future Parish Councils might be expected to have sector specific accounting system, and that therefore the Council's move may have anticipated a future requirement. They thanked the Finance Manager for her work on the new system, along with the Hall Staff who were getting to grips with the bookings side of the system.

The Clerk and Finance Manager presented four different styles of report for the provisional end of month 1 accounts: a management accounts report, and an income and expenditure report, each in full or summary form. They highlighted the advantages of each report, and sought opinions on which committee members found most helpful. They also presented an earmarked reserves report which they suggested was both clearer and easier to produce than under the previous system, and particularly helpful when understanding deadlines for expenditure of Community Infrastructure Levy funds.

The draft end of month 1 accounts for all committees were **NOTED**. The committee felt that it would be useful to have option 2 and option 4 (the two different styles of report, in full form) available for the next meeting to facilitate a final decision; with the reserves report included the in quarterly budget monitoring reports.

The outline Financial Reporting Calendar for 2026-27 was **NOTED**. The Clerk emphasised that it was a framework, and may need to be adapted depending on meeting turnarounds and staff capacity at the time. It was **RESOLVED** to approve the outline Financial Reporting Calendar for 2026-27 as a basis for reporting, with changes to be reported to the committee.

PR2627/08 Council Strategy and Action Plan

The Clerk drew members attention to the update annotated version of the action plan. They noted that their Clerk's reports to Full Council also included progress on several plan items, and stated that a more detailed review process for the plan ahead of the 2027-28 budget process would begin at the next committee meeting.

PR2627/09 Working groups

Cllr Sommer's written report on behalf of the Village Centre Regeneration Working Group meeting was **NOTED**. The Clerk advised that Committee that there remained £5,000 in the Council's annual budget for Village Centre Regeneration Projects and that it was within the remit of the working group to make proposals regarding these funds.

Cllr Hammon and Clerk gave an update on the working of the Strategic Planning Working Group and noted that a report would be coming to the next full council. The update was **NOTED**.

Cllr Carey reported that the Sustainability, Ecology and Climate Emergency Working Group was meeting on 18th June. The updated list of actions was **NOTED**.

PR2627/10 Recommendations from other committees

The recommendations from the Recreation & Amenities Committee and the Burnham Park Management Committee concerning the patch of land near the hall car park were **NOTED**.

It was **RESOLVED** to approve the work plan without the woodchipped area, up to a total budget of £700, to be funded from the Community Infrastructure Levy.

PR2627/11 Consultations and correspondence

The Council submissions to the following consultations were **NOTED**.

- a) Parking Standards for New Developments: ANON-76HD-M622-Z
- b) A proposed Design Code for Buckinghamshire: ANON-378D-EXWF-Z.
- c) Response to the planning inspectorate on the scoping consultation for the SDC M40 Campus (made under delegated authority due to the deadlines).

It was **RESOLVED** to respond in favour to the consultation on the proposal to extend existing PSPOs at Burnham Beeches with minor modifications for a further three years.

It was **RESOLVED** to delegate authority to the Clerk, in consultation with the Planning Strategy Working Group, to respond to the consultation on the draft methodology for Slough's Housing and Economic Land Availability Assessment (HELAA).

The letter from a resident regarding speed limits on Taplow Common Road, and the Clerk's notes on the guidance on the Bucks Council website were **NOTED**. It was **RESOLVED** to reply that the Council empathised with the resident's concerns and felt that this was an anti-social behaviour matter which should be reported via 101.

PR2627/12 Policies

It was **RECOMMENDED** to Full Council to approve the updated Fire Safety Policy for the George Pitcher Memorial Ground.

The impact assessment of the Employment Rights Act was **NOTED**. It was **RECOMMENDED** to Full Council to approve the updated Staff Handbook.

PR2627/13 Council licences and leases

The information sheet on the Renters Rights Act 2025 was **NOTED**. The Clerk confirmed that this would apply to the Council rented property at 5 Lent Green Lane, but not to the tied cottage or to commercial lets.

It was **RESOLVED**

- i) 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 items included confidential commercial information (item 14b) and confidential information concerning staffing and ongoing investigations (item 15a);
- ii) to invite the Finance Manager to remain for these items.

The confidential list of current Council licenses and leases was **NOTED**.

PR2627/15 Staffing updates

The Clerk gave a confidential update on staffing matters, including recent investigations.

They reported that a cash loss of £115 would be written off and recorded in the accounts. They outlined enhanced security measures concerning cash which have been actioned.

The Clerk further updated on a separate police matter under investigation, and emphasised that no staff were involved in any wrongdoing. They reported that it was intended to add a written policy about the private use of council vehicles, and emphasised that this was a matter of good procedure and not of any misconduct. The report was **NOTED**.

It was **RESOLVED** to come out of confidential session.

The updated staff cover plan was **NOTED**.

The updated staffing structure now in effect was **NOTED**.

The Clerk reported that the HMRC mileage rates had been increased to 55 pence per mile for the first 10,000 miles per annum, backdated to 1st April. The scheme of members' allowances provided that rates for councillors were automatically increased in line with HMRC guidance. Staff contracts refer to NJC mileage rates which are no longer nationally set. However NJC advises Councils to follow HMRC rates.

It was **RECOMMENDED** to Full Council to:

- a) increase staff mileage rates to match the increased HMRC rates, backdated to 1st April;
- b) confirm that going forward the Council will automatically match any increase in HMRC rates;
- c) authorise an overspend in mileage budget items for 2026-27, provided that the expenditure would have been within budget at the previous rate.

The meeting closed at 8.07pm

Date of next meeting: Tuesday 21st July 2026

Detailed Income & Expenditure by Budget Heading 14/07/2026

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Parish Office								
1076 PRECEPT	0	437,355	874,711	437,356			50.0%	
1080 BANK INTEREST RECEIVED	1,220	2,568	10,000	7,432			25.7%	
1085 CIL Income	11,120	11,120	0	(11,120)			0.0%	11,120
1090 Lent Green Property (Inc)	1,074	2,523	16,740	14,217			15.1%	
1999 Miscellaneous Income	0	1,165	0	(1,165)			0.0%	
Parish Office :- Income	13,413	454,731	901,451	446,720			50.4%	11,120
4000 Salaries	16,672	33,088	223,268	190,180		190,180	14.8%	
4030 Pension Recharge Costs	0	0	840	840		840	0.0%	
4040 Staff Mileage	0	16	210	194		194	7.7%	
4050 Staff Welfare	90	161	2,725	2,564		2,564	5.9%	
4055 Training	0	140	2,075	1,935		1,935	6.7%	
4060 Insurance	18,654	18,654	18,500	(154)		(154)	100.8%	
4065 Legal & Professional Fees	707	4,513	18,000	13,487		13,487	25.1%	3,513
4066 Audit Fees	270	270	3,500	3,230		3,230	7.7%	
4070 Chair's Allowance	0	0	1,500	1,500		1,500	0.0%	
4075 Cllrs Expenses & Training	0	0	750	750		750	0.0%	
4080 Twinning Expenses	0	0	100	100		100	0.0%	
4085 Election Costs	0	0	4,000	4,000		4,000	0.0%	
4090 Postage	10	533	50	(483)		(483)	1065.8%	500
4095 Stationery	337	428	4,200	3,772		3,772	10.2%	
4100 Telephones	531	1,067	5,500	4,433		4,433	19.4%	
4105 Meeting Expenses	97	111	625	514		514	17.8%	
4110 Advertising	102	102	310	208		208	32.9%	
4115 Bank Charges	54	137	750	613		613	18.2%	
4120 ICT/Software	387	9,256	11,000	1,744		1,744	84.1%	
4125 Subscriptions	0	2,380	3,120	740		740	76.3%	
4130 Health & Safety/Risk Assess	482	482	1,500	1,018		1,018	32.2%	
4135 Building Maintenance & Repairs	0	0	225	225		225	0.0%	
4140 Recruitment	187	187	250	63		63	74.7%	
4150 Freedom of the Parish Exp	0	0	600	600		600	0.0%	
4155 Community Entertainment Fund	0	178	3,000	2,822		2,822	5.9%	
4160 Equipment Purchase/Repair	0	0	1,000	1,000		1,000	0.0%	
4165 Grants/Donations	0	0	3,250	3,250		3,250	0.0%	
4170 Office Furniture	0	60	1,000	941		941	6.0%	
4175 Village Centre Regeneration	0	0	5,000	5,000		5,000	0.0%	
4180 Christmas Lights	0	0	7,000	7,000		7,000	0.0%	
4275 PWLB Loan Repayments	14,858	14,858	122,391	107,533		107,533	12.1%	
5000 General Reserve Top-up	0	0	30,000	30,000		30,000	0.0%	
Parish Office :- Indirect Expenditure	53,438	86,621	476,239	389,618	0	389,618	18.2%	4,013
Net Income over Expenditure	(40,025)	368,110	425,212	57,102				
6000 plus Transfer from EMR	0	4,013	0	(4,013)				
6001 less Transfer to EMR	11,120	11,120	0	(11,120)				
Movement to/(from) Gen Reserve	(51,145)	361,003	425,212	64,209				

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Detailed Income & Expenditure by Budget Heading 14/07/2026

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Burnham Park Hall								
1200 Hall Hire	11,792	20,789	139,000	118,211			15.0%	
1220 Solar Income	0	0	2,000	2,000			0.0%	
1999 Miscellaneous Income	0	0	1,000	1,000			0.0%	
Burnham Park Hall :- Income	11,792	20,789	142,000	121,211			14.6%	0
4000 Salaries	10,184	23,892	171,557	147,665		147,665	13.9%	
4040 Staff Mileage	0	0	50	50		50	0.0%	
4055 Training	0	0	1,040	1,040		1,040	0.0%	
4130 Health & Safety/Risk Assess	634	978	1,500	522		522	65.2%	
4135 Building Maintenance & Repairs	2,418	10,149	35,000	24,851		24,851	29.0%	
4160 Equipment Purchase/Repair	406	735	4,500	3,765		3,765	16.3%	
4200 Clothing	0	0	250	250		250	0.0%	
4205 Event Promotion	0	0	1,250	1,250		1,250	0.0%	
4210 Licences	130	306	2,000	1,694		1,694	15.3%	
4215 Equipment Hire	0	0	1,500	1,500		1,500	0.0%	
4217 Tills & Terminal Hire	0	53	2,400	2,348		2,348	2.2%	
4220 Laundry	0	0	550	550		550	0.0%	
4235 BPH Purchases	130	186	1,000	814		814	18.6%	
4240 Entertainment	1,873	1,873	9,000	7,127		7,127	20.8%	
4245 Bank Charges	83	185	1,800	1,615		1,615	10.3%	
4250 Rates & Council Tax	0	16,575	18,500	1,925		1,925	89.6%	
4255 Refuse	292	530	3,650	3,120		3,120	14.5%	
4260 Utilities	5,227	10,847	63,000	52,153		52,153	17.2%	
4275 PWLB Loan Repayments	0	0	4,880	4,880		4,880	0.0%	
4280 Bad Debt Write Off	0	0	100	100		100	0.0%	
4285 HVAC Repair Fund	0	2,340	20,000	17,660		17,660	11.7%	2,340
4315 Property Improvements	0	0	7,250	7,250		7,250	0.0%	
4320 Cleaning	87	277	1,000	723		723	27.7%	
4390 CCTV Maintain / replace	1,925	1,925	5,000	3,075		3,075	38.5%	1,925
Burnham Park Hall :- Indirect Expenditure	23,389	70,851	356,777	285,926	0	285,926	19.9%	4,265
Net Income over Expenditure	(11,598)	(50,062)	(214,777)	(164,715)				
6000 plus Transfer from EMR	1,925	4,265	0	(4,265)				
Movement to/(from) Gen Reserve	(9,673)	(45,797)	(214,777)	(168,980)				
210 Cafe								
1205 Café Sales	575	1,867	15,000	13,133			12.4%	
Cafe :- Income	575	1,867	15,000	13,133			12.4%	0
4225 Café Purchases	45	417	9,500	9,083		9,083	4.4%	
Cafe :- Indirect Expenditure	45	417	9,500	9,083	0	9,083	4.4%	0
Net Income over Expenditure	530	1,450	5,500	4,050				

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Detailed Income & Expenditure by Budget Heading 14/07/2026

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
220 Bar								
1215 Bar Sales	3,659	8,464	39,000	30,536			21.7%	
Bar :- Income	<u>3,659</u>	<u>8,464</u>	<u>39,000</u>	<u>30,536</u>			<u>21.7%</u>	<u>0</u>
4230 Bar Purchases	1,808	5,321	19,500	14,179		14,179	27.3%	
Bar :- Indirect Expenditure	<u>1,808</u>	<u>5,321</u>	<u>19,500</u>	<u>14,179</u>	<u>0</u>	<u>14,179</u>	<u>27.3%</u>	<u>0</u>
Net Income over Expenditure	<u>1,850</u>	<u>3,143</u>	<u>19,500</u>	<u>16,357</u>				
230 Vending Machine								
1210 Vending Machine Income	12	12	0	(12)			0.0%	
Vending Machine :- Income	<u>12</u>	<u>12</u>	<u>0</u>	<u>(12)</u>				<u>0</u>
Net Income	<u>12</u>	<u>12</u>	<u>0</u>	<u>(12)</u>				
240 Events								
1250 Event Income	721	3,109	10,000	6,891			31.1%	
Events :- Income	<u>721</u>	<u>3,109</u>	<u>10,000</u>	<u>6,891</u>			<u>31.1%</u>	<u>0</u>
4240 Entertainment	(1,355)	0	0	0		0	0.0%	
Events :- Indirect Expenditure	<u>(1,355)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Net Income over Expenditure	<u>2,076</u>	<u>3,109</u>	<u>10,000</u>	<u>6,891</u>				
300 GPMG								
1300 GPMG Parking Income	210	435	10,000	9,565			4.3%	
1370 Padel Court Income	0	0	7,500	7,500			0.0%	
GPMG :- Income	<u>210</u>	<u>435</u>	<u>17,500</u>	<u>17,065</u>			<u>2.5%</u>	<u>0</u>
4000 Salaries	4,155	8,407	51,570	43,163		43,163	16.3%	
4040 Staff Mileage	0	0	1,100	1,100		1,100	0.0%	
4130 Health & Safety/Risk Assess	0	608	0	(608)		(608)	0.0%	
4136 Grounds Maintenance & Repairs	0	4,178	18,000	13,822		13,822	23.2%	
4200 Clothing	0	0	100	100		100	0.0%	
4255 Refuse	171	171	1,450	1,279		1,279	11.8%	
4300 Fuel	0	0	3,700	3,700		3,700	0.0%	
4305 Signage	0	0	500	500		500	0.0%	
4310 GPMG Improvement Fund	0	0	10,000	10,000		10,000	0.0%	
GPMG :- Indirect Expenditure	<u>4,326</u>	<u>13,365</u>	<u>86,420</u>	<u>73,055</u>	<u>0</u>	<u>73,055</u>	<u>15.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,116)</u>	<u>(12,930)</u>	<u>(68,920)</u>	<u>(55,990)</u>				

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Detailed Income & Expenditure by Budget Heading 14/07/2026

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310 GP Pavillion								
1220 Solar Income	0	0	600	600			0.0%	
1310 Pavillion Tenant (Income)	2,167	2,167	27,500	25,333			7.9%	
GP Pavillion :- Income	2,167	2,167	28,100	25,933			7.7%	0
4130 Health & Safety/Risk Assess	0	109	0	(109)		(109)	0.0%	
4135 Building Maintenance & Repairs	681	2,548	4,000	1,452		1,452	63.7%	
4195 Defibrillator Bleed kits Expen	0	73	0	(73)		(73)	0.0%	
4260 Utilities	115	2,336	21,000	18,664		18,664	11.1%	
4275 PWLB Loan Repayments	0	0	3,254	3,254		3,254	0.0%	
GP Pavillion :- Indirect Expenditure	796	5,067	28,254	23,187	0	23,187	17.9%	0
Net Income over Expenditure	1,370	(2,901)	(154)	2,747				
320 Public Conveniences								
4130 Health & Safety/Risk Assess	0	169	0	(169)		(169)	0.0%	
4135 Building Maintenance & Repairs	0	2,966	5,000	2,034		2,034	59.3%	
4260 Utilities	192	(922)	2,300	3,222		3,222	(40.1%)	
4320 Cleaning	537	1,021	5,250	4,229		4,229	19.4%	
Public Conveniences :- Indirect Expenditure	729	3,234	12,550	9,316	0	9,316	25.8%	0
Net Expenditure	(729)	(3,234)	(12,550)	(9,316)				
330 Tied Accommodation								
4135 Building Maintenance & Repairs	0	0	1,500	1,500		1,500	0.0%	
4330 Council Tax	0	3,160	3,158	(2)		(2)	100.1%	
Tied Accommodation :- Indirect Expenditure	0	3,160	4,658	1,498	0	1,498	67.8%	0
Net Expenditure	0	(3,160)	(4,658)	(1,498)				
340 Outside Spaces								
1095 Defib Bleed Kits	95	95	0	(95)			0.0%	
1305 Sports & Grounds Lettings	0	(120)	26,650	26,770			(0.5%)	
1330 Bowls and Tennis Club Income	0	0	1,000	1,000			0.0%	
1360 Burnham Park Income	0	850	1,500	650			56.7%	
1999 Miscellaneous Income	622	10,509	1,000	(9,509)			1050.9%	8,820
Outside Spaces :- Income	717	11,334	30,150	18,816			37.6%	8,820
4000 Salaries	6,543	12,783	79,252	66,469		66,469	16.1%	
4040 Staff Mileage	(49)	16	0	(16)		(16)	0.0%	
4055 Training	0	0	1,040	1,040		1,040	0.0%	

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Detailed Income & Expenditure by Budget Heading 14/07/2026

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4130 Health & Safety/Risk Assess	0	0	1,560	1,560		1,560	0.0%	
4136 Grounds Maintenance & Repairs	3,359	34,207	10,500	(23,707)		(23,707)	325.8%	29,546
4160 Equipment Purchase/Repair	1,149	1,372	5,000	3,628		3,628	27.4%	
4200 Clothing	0	0	200	200		200	0.0%	
4300 Fuel	0	0	1,000	1,000		1,000	0.0%	
4305 Signage	35	35	500	465		465	7.0%	
4340 Purchases	0	138	250	112		112	55.3%	
4345 New Play Equipment Fund	0	0	5,000	5,000		5,000	0.0%	
4350 Vehicle & Major Equip. Replace	0	0	15,000	15,000		15,000	0.0%	
4355 War Memorial Maintenance	168	168	500	332		332	33.5%	
4360 War Memorial Renovation Fund	480	480	3,000	2,520		2,520	16.0%	480
4400 Pond Works	614	4,861	5,000	139		139	97.2%	
4405 Hanging Baskets & Planters	0	1,905	5,000	3,095		3,095	38.1%	
Outside Spaces :- Indirect Expenditure	12,299	55,966	132,802	76,836	0	76,836	42.1%	30,026
Net Income over Expenditure	(11,581)	(44,632)	(102,652)	(58,020)				
6000 plus Transfer from EMR	480	30,026	0	(30,026)				
6001 less Transfer to EMR	0	8,820	0	(8,820)				
Movement to/(from) Gen Reserve	(11,101)	(23,426)	(102,652)	(79,226)				
350 Pitchside								
1350 Pitchside Income	53	654	10,000	9,346			6.5%	
Pitchside :- Income	53	654	10,000	9,346			6.5%	0
4000 Salaries	599	1,355	8,000	6,645		6,645	16.9%	
4160 Equipment Purchase/Repair	0	0	300	300		300	0.0%	
4217 Tills & Terminal Hire	14	28	0	(28)		(28)	0.0%	
4320 Cleaning	0	0	200	200		200	0.0%	
4380 Stock Purchases	0	209	7,000	6,791		6,791	3.0%	
4385 Miscellaneous Purchases	0	17	400	383		383	4.2%	
Pitchside :- Indirect Expenditure	613	1,608	15,900	14,292	0	14,292	10.1%	0
Net Income over Expenditure	(560)	(954)	(5,900)	(4,946)				
360 Street Lights & Cameras								
1380 Streetlighting Income	0	1,680	0	(1,680)			0.0%	
Street Lights & Cameras :- Income	0	1,680	0	(1,680)				0
4135 Building Maintenance & Repairs	2,522	2,522	26,000	23,478		23,478	9.7%	
4136 Grounds Maintenance & Repairs	(738)	0	0	0		0	0.0%	
4180 Christmas Lights	0	0	3,500	3,500		3,500	0.0%	

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Detailed Income & Expenditure by Budget Heading 14/07/2026

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4260 Utilities	(819)	0	0	0		0	0.0%	
4265 Electricity	1,035	1,035	12,500	11,465		11,465	8.3%	
4390 CCTV Maintain / replace	0	1,604	7,000	5,396		5,396	22.9%	1,604
4395 Bunting	480	480	1,600	1,120		1,120	30.0%	
Street Lights & Cameras :- Indirect Expenditure	2,480	5,641	50,600	44,959	0	44,959	11.1%	1,604
Net Income over Expenditure	(2,480)	(3,961)	(50,600)	(46,639)				
6000 plus Transfer from EMR	0	1,604	0	(1,604)				
Movement to/(from) Gen Reserve	(2,480)	(2,357)	(50,600)	(48,243)				
Grand Totals:- Income	33,318	505,241	1,193,201	687,960			42.3%	
Expenditure	98,569	251,251	1,193,200	941,949	0	941,949	21.1%	
Net Income over Expenditure	(65,251)	253,990	1	(253,989)				
plus Transfer from EMR	2,405	39,908	0	(39,908)				
less Transfer to EMR	11,120	19,940	0	(19,940)				
Movement to/(from) Gen Reserve	(73,965)	273,958	1	(273,957)				

Detailed Profit and Loss Account - By Cost Centre

Month 2 Date 14/07/2026

Centre	Description	Month Actual	Budget	Variance	YTD Actual	Budget	Variance
100 Parish Office							
<u>Account</u>	<u>Sales/Income</u>						
1076	PRECEPT	0	0	0	437,355	437,356	(1)
1080	BANK INTEREST RECEIVED	1,220	1,000	220	2,568	2,500	68
1085	CIL Income	11,120	0	11,120	11,120	0	11,120
1090	Lent Green Property (Inc)	1,074	1,395	(321)	2,523	2,790	(267)
1999	Miscellaneous Income	0	0	0	1,165	0	1,165
Total Sales/Income		13,413	2,395	11,018	454,731	442,646	12,085
<u>Account</u>	<u>Indirect/Overhead Expenditure</u>						
4000	Salaries	16,672	18,606	(1,934)	33,088	37,212	(4,124)
4040	Staff Mileage	0	18	(18)	16	36	(20)
4050	Staff Welfare	90	100	(10)	161	200	(39)
4055	Training	0	173	(173)	140	346	(206)
4060	Insurance	18,654	18,500	154	18,654	18,500	154
4065	Legal & Professional Fees	707	1,500	(793)	4,513	3,000	1,513
4066	Audit Fees	270	0	270	270	0	270
4070	Chair's Allowance	0	100	(100)	0	200	(200)
4075	Cllrs Expenses & Training	0	62	(62)	0	124	(124)
4090	Postage	10	4	6	533	8	525
4095	Stationery	337	350	(13)	428	700	(272)
4100	Telephones	531	458	73	1,067	916	151
4105	Meeting Expenses	97	104	(7)	111	156	(45)
4110	Advertising	102	26	76	102	52	50
4115	Bank Charges	54	62	(8)	137	124	13
4120	ICT/Software	387	250	137	9,256	8,550	706
4125	Subscriptions	0	500	(500)	2,380	2,500	(120)
4130	Health & Safety/Risk Assess	482	125	357	482	250	232
4135	Building Maintenance & Repairs	0	19	(19)	0	38	(38)
4140	Recruitment	187	21	166	187	42	145
4155	Community Entertainment Fund	0	200	(200)	178	400	(222)
4160	Equipment Purchase/Repair	0	83	(83)	0	166	(166)
4165	Grants/Donations	0	271	(271)	0	542	(542)
4170	Office Furniture	0	83	(83)	60	166	(107)
4175	Village Centre Regeneration	0	417	(417)	0	834	(834)
4275	PWLB Loan Repayments	14,858	0	14,858	14,858	0	14,858
Total Indirect/Overhead Expenditure		53,438	42,032	11,406	86,621	75,062	11,559
Profit before Other Costs & Income		(40,025)	(39,637)	(388)	368,110	367,584	526
% Profit before Other Costs & Income		-298.40%	-1,654.99%		80.95%	83.04%	
200 Burnham Park Hall							
<u>Account</u>	<u>Sales/Income</u>						
1200	Hall Hire	11,792	12,900	(1,108)	20,789	23,325	(2,536)
1999	Miscellaneous Income	0	83	(83)	0	166	(166)
Total Sales/Income		11,792	12,983	(1,191)	20,789	23,491	(2,702)

Detailed Profit and Loss Account - By Cost Centre

Month 2 Date 14/07/2026

	Month Actual	Budget	Variance	YTD Actual	Budget	Variance
<u>Account Indirect/Overhead Expenditure</u>						
4000 Salaries	10,184	14,296	(4,112)	23,892	28,592	(4,700)
4040 Staff Mileage	0	4	(4)	0	8	(8)
4055 Training	0	87	(87)	0	174	(174)
4130 Health & Safety/Risk Assess	634	1,500	(866)	978	1,500	(522)
4135 Building Maintenance & Repairs	2,418	2,500	(82)	10,149	10,000	149
4160 Equipment Purchase/Repair	406	250	156	735	500	235
4200 Clothing	0	21	(21)	0	42	(42)
4205 Event Promotion	0	125	(125)	0	219	(219)
4210 Licences	130	167	(37)	306	334	(28)
4215 Equipment Hire	0	125	(125)	0	250	(250)
4217 Tills & Terminal Hire	0	200	(200)	53	400	(348)
4220 Laundry	0	46	(46)	0	92	(92)
4235 BPH Purchases	130	83	47	186	166	20
4240 Entertainment	1,873	900	973	1,873	1,575	298
4245 Bank Charges	83	150	(67)	185	300	(115)
4250 Rates & Council Tax	0	0	0	16,575	18,500	(1,925)
4255 Refuse	292	304	(12)	530	608	(78)
4260 Utilities	5,227	4,750	477	10,847	9,750	1,097
4280 Bad Debt Write Off	0	8	(8)	0	16	(16)
4285 HVAC Repair Fund	0	0	0	2,340	0	2,340
4315 Property Improvements	0	604	(604)	0	1,208	(1,208)
4320 Cleaning	87	83	4	277	166	111
4390 CCTV Maintain / replace	1,925	0	1,925	1,925	0	1,925
Total Indirect/Overhead Expenditure	23,389	26,203	(2,814)	70,851	74,400	(3,549)
Profit before Other Costs & Income	(11,598)	(13,220)	1,622	(50,062)	(50,909)	847
% Profit before Other Costs & Income	-98.35%	-101.83%		-240.81%	-216.72%	

210 Cafe

Account Sales/Income

1205 Café Sales	575	1,500	(925)	1,867	2,625	(758)
Total Sales/Income	575	1,500	(925)	1,867	2,625	(758)

Account Indirect/Overhead Expenditure

4225 Café Purchases	45	950	(905)	417	1,662	(1,245)
Total Indirect/Overhead Expenditure	45	950	(905)	417	1,662	(1,245)
Profit before Other Costs & Income	530	550	(20)	1,450	963	487
% Profit before Other Costs & Income	92.20%	36.67%		77.68%	36.69%	

220 Bar

Account Sales/Income

1215 Bar Sales	3,659	3,900	(241)	8,464	6,825	1,639
Total Sales/Income	3,659	3,900	(241)	8,464	6,825	1,639

Detailed Profit and Loss Account - By Cost Centre

Month 2 Date 14/07/2026

	Month Actual	Budget	Variance	YTD Actual	Budget	Variance
Account Indirect/Overhead Expenditure						
4230 Bar Purchases	1,808	1,950	(142)	5,321	3,412	1,909
Total Indirect/Overhead Expenditure	1,808	1,950	(142)	5,321	3,412	1,909
Profit before Other Costs & Income	1,850	1,950	(100)	3,143	3,413	(270)
% Profit before Other Costs & Income	50.58%	50.00%		37.14%	50.01%	
230 Vending Machine						
Account Sales/Income						
1210 Vending Machine Income	12	0	12	12	0	12
Total Sales/Income	12	0	12	12	0	12
240 Events						
Account Sales/Income						
1250 Event Income	721	833	(112)	3,109	1,666	1,443
Total Sales/Income	721	833	(112)	3,109	1,666	1,443
Account Indirect/Overhead Expenditure						
4240 Entertainment	(1,355)	0	(1,355)	0	0	0
Total Indirect/Overhead Expenditure	(1,355)	0	(1,355)	0	0	0
Profit before Other Costs & Income	2,076	833	1,243	3,109	1,666	1,443
% Profit before Other Costs & Income	287.96%	100.00%		100.00%	100.00%	
300 GPMG						
Account Sales/Income						
1300 GPMG Parking Income	210	1,004	(794)	435	2,008	(1,573)
Total Sales/Income	210	1,004	(794)	435	2,008	(1,573)
Account Indirect/Overhead Expenditure						
4000 Salaries	4,155	4,298	(143)	8,407	8,596	(189)
4040 Staff Mileage	0	92	(92)	0	184	(184)
4130 Health & Safety/Risk Assess	0	0	0	608	0	608
4136 Grounds Maintenance & Repairs	0	1,000	(1,000)	4,178	8,000	(3,822)
4200 Clothing	0	8	(8)	0	16	(16)
4255 Refuse	171	121	50	171	242	(71)
4300 Fuel	0	308	(308)	0	616	(616)
4305 Signage	0	42	(42)	0	84	(84)
4310 GPMG Improvement Fund	0	1,004	(1,004)	0	2,008	(2,008)
Total Indirect/Overhead Expenditure	4,326	6,873	(2,547)	13,365	19,746	(6,381)
Profit before Other Costs & Income	(4,116)	(5,869)	1,753	(12,930)	(17,738)	4,808
% Profit before Other Costs & Income	-1,960.09%	-584.56%		-2,972.39%	-883.37%	

Detailed Profit and Loss Account - By Cost Centre

Month 2 Date 14/07/2026

Centre	Description	Month Actual	Budget	Variance	YTD Actual	Budget	Variance
310 GP Pavillion							
<u>Account Sales/Income</u>							
1310	Pavillion Tenant (Income)	2,167	2,292	(125)	2,167	2,292	(125)
Total Sales/Income		2,167	2,292	(125)	2,167	2,292	(125)
<u>Account Indirect/Overhead Expenditure</u>							
4130	Health & Safety/Risk Assess	0	0	0	109	0	109
4135	Building Maintenance & Repairs	681	500	181	2,548	2,000	548
4195	Defibrillator Bleed kits Expen	0	0	0	73	0	73
4260	Utilities	115	1,500	(1,385)	2,336	3,000	(664)
Total Indirect/Overhead Expenditure		796	2,000	(1,204)	5,067	5,000	67
Profit before Other Costs & Income		1,370	292	1,078	(2,901)	(2,708)	(193)
% Profit before Other Costs & Income		63.25%	12.74%		-133.88%	-118.15%	
320 Public Conveniences							
<u>Account Indirect/Overhead Expenditure</u>							
4130	Health & Safety/Risk Assess	0	0	0	169	0	169
4135	Building Maintenance & Repairs	0	500	(500)	2,966	2,500	466
4260	Utilities	192	150	42	(922)	325	(1,247)
4320	Cleaning	537	438	99	1,021	876	145
Total Indirect/Overhead Expenditure		729	1,088	(359)	3,234	3,701	(467)
Profit before Other Costs & Income		(729)	(1,088)	359	(3,234)	(3,701)	467
% Profit before Other Costs & Income							
330 Tied Accommodation							
<u>Account Indirect/Overhead Expenditure</u>							
4135	Building Maintenance & Repairs	0	125	(125)	0	250	(250)
4330	Council Tax	0	0	0	3,160	3,158	2
Total Indirect/Overhead Expenditure		0	125	(125)	3,160	3,408	(248)
Profit before Other Costs & Income		0	(125)	125	(3,160)	(3,408)	248
% Profit before Other Costs & Income							
340 Outside Spaces							
<u>Account Sales/Income</u>							
1095	Defib Bleed Kits	95	0	95	95	0	95
1305	Sports & Grounds Lettings	0	0	0	(120)	0	(120)
1360	Burnham Park Income	0	125	(125)	850	250	600
1999	Miscellaneous Income	622	83	539	10,509	166	10,343
Total Sales/Income		717	208	509	11,334	416	10,918
<u>Account Indirect/Overhead Expenditure</u>							
4000	Salaries	6,543	6,604	(61)	12,783	13,208	(425)
4040	Staff Mileage	(49)	0	(49)	16	0	16

15:30

Detailed Profit and Loss Account - By Cost Centre

Month 2 Date 14/07/2026

	Month Actual	Budget	Variance	YTD Actual	Budget	Variance
4055 Training	0	87	(87)	0	174	(174)
4130 Health & Safety/Risk Assess	0	1,560	(1,560)	0	1,560	(1,560)
4136 Grounds Maintenance & Repairs	3,359	750	2,609	34,207	1,500	32,707
4160 Equipment Purchase/Repair	1,149	300	849	1,372	600	772
4200 Clothing	0	17	(17)	0	34	(34)
4300 Fuel	0	83	(83)	0	166	(166)
4305 Signage	35	42	(7)	35	84	(49)
4340 Purchases	0	21	(21)	138	42	96
4355 War Memorial Maintenance	168	0	168	168	200	(32)
4360 War Memorial Renovation Fund	480	0	480	480	0	480
4400 Pond Works	614	0	614	4,861	5,000	(139)
4405 Hanging Baskets & Planters	0	300	(300)	1,905	1,800	105
Total Indirect/Overhead Expenditure	12,299	9,764	2,535	55,966	24,368	31,598
Profit before Other Costs & Income	(11,581)	(9,556)	(2,025)	(44,632)	(23,952)	(20,680)
% Profit before Other Costs & Income	-1,614.59%	-4,594.23%		-393.81%	-5,757.69%	

350 Pitchside

Account Sales/Income

1350 Pitchside Income	53	1,004	(951)	654	2,008	(1,354)
Total Sales/Income	53	1,004	(951)	654	2,008	(1,354)

Account Indirect/Overhead Expenditure

4000 Salaries	599	804	(205)	1,355	1,608	(253)
4217 Tills & Terminal Hire	14	0	14	28	0	28
4320 Cleaning	0	17	(17)	0	34	(34)
4380 Stock Purchases	0	703	(703)	209	1,406	(1,197)
4385 Miscellaneous Purchases	0	33	(33)	17	66	(49)
Total Indirect/Overhead Expenditure	613	1,557	(944)	1,608	3,114	(1,506)
Profit before Other Costs & Income	(560)	(553)	(7)	(954)	(1,106)	152
% Profit before Other Costs & Income	-1,062.70%	-55.08%		-145.86%	-55.08%	

360 Street Lights & Cameras

Account Sales/Income

1380 Streetlighting Income	0	0	0	1,680	0	1,680
Total Sales/Income	0	0	0	1,680	0	1,680

Account Indirect/Overhead Expenditure

4135 Building Maintenance & Repairs	2,522	8,600	(6,078)	2,522	9,300	(6,778)
4136 Grounds Maintenance & Repairs	(738)	0	(738)	0	0	0
4260 Utilities	(819)	0	(819)	0	0	0
4265 Electricity	1,035	1,042	(7)	1,035	2,084	(1,049)
4390 CCTV Maintain / replace	0	0	0	1,604	0	1,604
4395 Bunting	480	0	480	480	600	(120)
Total Indirect/Overhead Expenditure	2,480	9,642	(7,162)	5,641	11,984	(6,343)
Profit before Other Costs & Income	(2,480)	(9,642)	7,162	(3,961)	(11,984)	8,023
% Profit before Other Costs & Income				-235.76%		

Detailed Profit and Loss Account - By Cost Centre

Month 2 Date 14/07/2026

<u>Centre</u>	<u>Description</u>	<u>Month Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>COST CENTRE TOTALS</u>							
	Total Income/Sales	33,318	26,119	7,199	505,241	483,977	21,264
	Total Expenditure/Costs	98,569	102,184	(3,615)	251,251	225,857	25,394
	Surplus of Income over Expenditure	(65,251)	(76,065)	10,814	253,990	258,120	(4,130)
	% Surplus to Income/Sales	-195.84%	-291.22%		50.27%	53.33%	

Policy and Resources 'Green to Do List' (updated 19.06.26)

Move to lower paper meetings	In progress	Initial plan for 'opt-in' packs agreed by full council 29/07/24 To discuss with Council Chair whether to remove committee minutes from FC pack and amend agenda item to 'to note minutes of committees as circulated'.
Add a biodiversity / sustainability page to BPC website	New – in progress	Agreed 18.06. Clerk to advance. Will also couple with social publicity.

Completed Actions

Council wide waste reduction plan	Done	Approved by Council 10.03.26
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 tariff (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 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.

Four years goals and first year action plan

Type

- E – Existing service or initiative
- D – Significant development of existing service or initiative
- N – New service or initiative

Goal 1: Community safety and crime reduction (Policy & Resources Committee for strategy, Recreation and Amenities Committee for operations)

High priorities

Project, service or facility	Type	Outcomes sought	Year 1 actions	Funding	Key partners	Councillor and staff resources
Expansion of CCTV	D	Reduced crime and increased feeling of safety in the village, especially related to retail crime, serious violent crime, hate crime, and anti-social behaviour.	Clerk to gather suggestions on new locations and investigate / produce options report based on three further cameras (CCTV Phase 2). Clerk and CCTV company to do walk around to identify specific locations and issues. Aim to complete CCTV phase 2 by the end of 2026. In progress: options paper approved by April P&R. Full proposal aiming for Full Council in July.	Approx capital cost £15,000 (CIL) Approx running costs £7,000 pa (dedicated budget line). This is based on three new cameras.	Bucks Council CCTV contractors Thames Valley Police Residents and community groups	Clerk and councillor time to investigate and advance project.

Lighting in Burnham Park	D	Reduced incidents and increased feeling of community safety in Burnham Park after dark.	R&A approved report on draft scheme in October 2025, with detailed scheme to come to Council by early 2026. Aim to implement scheme by mid-2026. Council to review impact in Autumn/winter 2026. In progress; funding approved, hoping for installation in next few weeks.	Approx £5,000 (CIL) Maintenance from existing budgets.	Lighting contractor Thames Valley Police Residents and community groups	Clerk, Head Groundsman and councillor time to investigate and advance project.
Martyn's Law (cross over with Hall)	D	Full implementation of our responsibilities under the act, leading to increased safety and better outcomes in any incident.	Develop detailed plans to implement the Terrorism (Protection of Premises) Act 2025 at the Hall, GPMG and Park by the legal implementation date. Work with Rotary Club and Burnham Community Association to produce plans for their events in Burnham Park if needed by the legal implementation date. In progress: now received govt guidance, and attended training. BPMC has been updated and will receive a draft policy in due course.	Any physical enhancements or equipment should be covered by existing budgets.	NALC Peninsular (Health and Safety advisors) Facility users Thames Valley Police Rotary Club and Burnham Community Association (event organisers)	Clerk, Hall Manager and Head Groundsman time to develop and implement plans, supported by other officers and Councillors as required.

Additional priorities

Project, service or facility	Type	Outcomes sought	Year 1 actions	Funding	Key partners	Councillor and staff resources
MVAS (existing)	E	Reduced speed, and consequently incidents, in the village.	Assistant Clerk to continue to monitor statistics, and liaise with contractor for maintenance and site location. Continuing (n.b. all references to 'Assistant Clerk' are now 'Deputy Clerk')	Maintenance from existing budgets.	Leigh Electrical (Contractor) Thames Valley Police Residents and community groups	Assistant Clerk time to administer and monitor.
MVAS (expansion)	D	Reduced speed, and consequently incidents, in the village.	Consider potential new sites, with a view to development in future years, and take to Councillors for input as part of the next budget setting process. Next budget process	Costs dependant on scheme (potentially CIL) No additional budget provision needed for 2026-27	Leigh Electrical (Contractor) Thames Valley Police Residents and community groups	Clerk and Assistant Clerk time to investigate and make proposals.
Emergency equipment	E	Improved outcomes from incidents, particularly related to cardiac arrest or knife wounds.	Maintain existing bleed kits and defibrillators. Arrange community refresh training for defibrillators in Summer 2026. Consider small number of additional sites if and when opportunities arise.	Maintenance from existing budgets. Any new sites could be funded from Health and Safety budget	Thames Valley Heartbeat Residents and community groups	Grounds Team time for inspections and maintenance. Officer and Councillor time to monitor and consider any new sites

Highways safety improvements	N	Reduced incidents and injuries, especially from road crossings.	Continuing. We accepted a second-hand defib which has now been installed, along with a bleed kit, at the Five Bells. Work with Bucks Council to implement Stomp Road crossing as agreed, with target construction date of September 2026. Consider other potential Highways Safety projects if and when they arise. In progress: a provisional site has been agreed and we are periodically chasing Bucks Council about this	Funded from existing S106 projects. Any top up needed to be considered from CIL funds, on the basis that there should be joint funding with others.	Bucks Council Contractors Thames Valley Schools Residents and community groups	Clerk's time to support Stomp Road project. Officer and Councillor time to consider any new proposals.

Goal 2: A pleasant and sustainable environment (Recreation and Amenities Committee, Eco Working Group, Pond ad hoc Working Group)

Note: The 'Eco action' lists give further detail, particularly around eco projects, and guides the work of the Ecology, Sustainability and Climate Emergency Working Group

High priorities

Project, service or facility	Type	Outcomes sought	Year 1 actions	Funding	Key partners	Councillor and staff resources
Lent Green Lane Pond	N	Improved amenity and community use of the Pond.	Complete legal review of Pond agreement and sign by end of 2025. Agree initial works by Spring 2026 and implement by Summer 2026. Hold 'reopening' event by May 2026. Agreement signed and phase 1 of works largely complete. Reopening event now scheduled for 13th June 2026. Pond working group now permanent and will consider future works.	£5,000 in 2026-27 budget for tree work, safety equipment, signage etc (new budget line). Dredging to be paid for by Bucks Council.	Bucks Council Aston Bond (legal advisors) Contractors Environmental groups Residents and community groups	Clerk and Councillor time to investigate and advance project, as part of the new Pond ad hoc Working Group. Grounds Team time to support maintenance of pond.

Additional priorities

Project, service or facility	Type	Outcomes sought	Year 1 actions	Funding	Key partners	Councillor and staff resources
The Knowledge Stream (formerly 'Project 57') Now 'The Burn'	E	Revitalised stream, path and outside classroom	Implement the project steps already agreed by the end of 2025. Discuss, propose and implement next phase for implementation in 2026. In progress. Now formally renamed 'The Burn'	Agreed steps funded by grant / existing budgets. Further grant applications underway.	Bucks Council Chiltern Rangers Residents and community groups	Assistant Clerk and Vice Chair time to implement. Grounds Team time for some actions.
George Pitcher Memorial Ground – Cherry Orchard	E	Maintained natural environment and informal recreation areas	Implement wildflower project by summer 2025 (done). Implement recommended tree work by end of 2025 (done). Maintaining existing level of maintenance and amenity. Done / ongoing. Wildflowers are coming up better this year. There is an issue with Oak Processionary Moth which we have reported to R&A and are addressing.	Wildflowers funded by grant. Tree work, and ongoing maintenance, covered from existing budgets.	Residents and community groups Contractors	Grounds Team time, supported by the Clerk and Assistant Clerk.
Planters and baskets	E	Maintain current level of planters and baskets.	New funding agreed to continue planters and baskets, as existing funding depleted.	New budget line agreed for 2026-27.	Residents and community groups	Officer time to liaise with contractors.

			Other arrangements are as previously. Done / ongoing		Traders	
Eco initiatives	D/N	Reduced carbon footprint, and improved sustainability across council services.	Eco group to continue to investigate and propose specific projects, to be considered against available budgets. Current priorities for 2025-26 being progressed are: i. Waste management plan. ii. Additional cycle racks. iii. Additional water fountains. iv. New tree project at St Peter's play area. I, iii and iv done. ii currently no viable sites proposed.	Projects are funded from existing budgets or from CIL on a case-by-case basis.	Environmental groups Bucks Council Residents and community groups Contractors	Officer and Councillor time to investigate and deliver individual projects.
Memorial tree scheme	N	A new scheme to complement the memorial bench scheme and provided additional trees.	R&A committee to agree details and wording of scheme by early 2026. Scheme to be advertised and implemented by mid-2026 Details agreed, scheme advertised, and early applications in progress. Trees themselves will be planted when in season	Self-funding for works. Maintenance from existing budgets.	Residents and community groups Potential tree sponsors	Clerk time to propose scheme details. Assistant Clerk time to advertise and administer scheme. Grounds Team time to plant and maintain trees.

Goal 3: A high level of services (predominantly Recreation and Amenities Committee)

High priorities

Project, service or facility	Type	Outcomes sought	Year 1 actions	Funding	Key partners	Councillor and staff resources
War memorial	E	War memorial renovated to remain a suitable long-term memorial; whilst regular annual maintenance carried out to a continued high standard.	Maintenance to Bronze Statue carried out in October 2025, with new heathers to be planted in Spring 2026. Annual maintenance priorities to identified each year. Carry out full survey of condition in 2026, to inform planning for future renovations. New heathers have been planted. The condition survey has taken place and reported. We are investigating costs for the recommendations.	£3,000 in 2026-27 budget (new line) to cover survey and start accumulating funds for future renovations. £500 in budget for annual maintenance. Grants available for some of the costs of renovation.	Royal British Legion Contractors Grant providers	Clerk and Councillor time to investigate and advance survey and funding bids. Grounds Team time for maintenance.
Footpath maintenance	E	Improved maintenance of footpaths currently looked after by BPC.	Investigate 'adopt a footpath' scheme for local organisations, aiming to implement in 2026. Continue to work with Probation Service to try to secure return of	Minimal direct cost / from existing budgets.	Probation service Residents and community groups	Assistant Clerk time to liaise with Payback and administer adoption scheme. Grounds Team time to support work.

			Community Payback Teams to support footpath work.				
			Scheme advertised but as yet no expressions of interest. CP still lacking resources to supervise teams.				

Additional priorities

Project, service or facility	Type	Outcomes sought	Year 1 actions	Funding	Key partners	Councillor and staff resources
Burnham Park	E	Maintain condition and amenity of park, and use for suitable events.	Implement agreed tree avenue project by Spring 2025. Continue to work with legal advisors on Land Registry application. Improve gate security against authorised use of park, via bollard pollard and potentially improved locks. Otherwise maintain current service and event levels. Tree avenue and gate security done. Traylens have also uninstalled a height barrier free of charge. Other items ongoing	Maintenance from existing budgets. Legal costs for land registry investigation agreed from existing budgets. If we proceed with registration this will need to come from the legal and professional fees budget. Some grants in kind given to support events from existing budgets.	Tree contractors Residents and community groups Burnham Residents Association and Burnham Beeches Rotary Club (event organisers) Gardner Leader (legal advisors)	Officer time to oversee and plan. Grounds team time for works. Councillor time for monitoring / considering developments.
Burnham Park Trim Trail	N	Install trim trail	Work with Burnham Health Promotion Trust (project leaders) to advance project, aiming for completion by mid-2026	Funded by BHPT	Burnham Health Promotion Trust. Contractors	Clerk and Councillor time to support joint working group.

Village green	E	Maintain condition and amenity of village green, and use for suitable events.	Trail now installed (start of June 2026). Signage, bench and water fountain to be added shortly. Agree date for Theatre in the Park Performance for Summer 2026 (provisionally agreed for June). Continue to work with legal advisors on Land Registry application. Consider other events that could be self-funding as time allows. Otherwise maintain current service levels. Done/ongoing: Theatre in the Park Friday 12th June.	Maintenance from existing budgets. No cost for theatre event (risk all take all model).	Residents and community groups Rude Mechanicals (Theatre company) Gardner Leader (legal advisors)	Officer time to oversee and plan. Grounds team time for works. Councillor time for monitoring / considering developments.
Play areas	E	Maintain condition and amenity of play areas.	Groundsman completed more detailed ROSPA inspection course and exam in October 2025. Review annual risk assessments in Spring 2026 and implement actions. Otherwise maintain current service and inspection levels.	Maintenance from existing budgets.	Residents and community groups Contractors	Officer time to oversee and plan. Grounds team time for works. Councillor time for monitoring / considering developments.

Play areas	D	Secure significantly enhanced equipment.	Done/ongoing. Annual Ras now received and actions in progress. Carry out walk and discussion of potential developing by summer 2026. Investigate grant opportunities and aim to present further information to Council by the start of the next budget process. Deputy Clerk leading this as a project, and this is well underway. Public consultation is also taking place.	£5,000 allocated for reserve in 2026-27 budget (£3,000 in 2025/26) Reserve would be supplemented by Grants.	Residents and community groups Contractors Grant providers	Officer and Councillor time to investigate, plan, and apply for grants.
Other council land	E	Maintain condition and amenity of land.	Monitor new wildlife enhancements at the Fairway. Otherwise maintain current service levels. Done / ongoing	Maintenance from existing budgets. Any enhancements from Grants or existing budgets. Maintenance from existing budgets.	Residents and community groups Grant providers	Officer time to oversee and plan. Grounds team time for works and monitoring.
GPMG Sports pitches	E	Maintain condition and amenity of pitches.	Maintain current service levels. Done / ongoing	Maintenance from existing budgets.	Residents and community groups, especially pitch users Contractors	Officer time to oversee and plan. Grounds team time for works.

GPMG Pavillion	D	Secure current tenant. Renovate pavilion toilets.	Negotiate new lease with existing tenant by Autumn 2026 Confirm plans for toilet refurbishment by end of 2026 (depending on costs). Lease heads of terms approved by P&R in April 2026, and now being drafted by our solicitors. Toilet refurbishment still under investigation – hoped to bring proposals to R&A / P&R / Full Council in July.	Maintenance, repairs and utilities from existing budgets. New tenancy from Legal and Professional Fees budget; will generate extra revenue. Renovation from GPMG parking income (ringfenced)	Contractors Simmons and Sons (legal advisors) Learn To Dance (pavilion tenants) Residents and community groups, especially pavilion users	Clerk time to renegotiate lease. Officer time to investigate options for toilets and plan. Grounds team time for works. Councillor time for monitoring / considering developments.
GPMG Padel Courts	N	Secure operation of new padel courts.	Finalise and sign lease by start of 2026. Padel Courts aimed to be constructed in operation by the start of Spring 2026. Work with Padel Powerhouse and LTA to support further development of the project as and after the courts open.	Lease funded from Legal and Professional Fees budget; courts will then generate additional revenue.	Padel Powerhouse Limited (owner/operator of courts) Lawn Tennis Association (governing body for Padel in the UK) Aston Bond (legal advisors)	Clerk time to negotiate contract and liaise with company. Grounds Team to maintain common areas. Councillor time for monitoring / considering developments.

			Lease signed, construction completed, and courts in operation. Rent begins Sept 26			Residents and community groups	
Street furniture	E	Maintain condition of current furniture whilst gradually adding additional benches.	Maintain memorial bench scheme (wording updated September 2025) Carry out annual bench condition survey by end of 2025 (done). Maintain current service levels. Done / ongoing	Maintenance from existing budgets. Self-funding for additional benches.	Residents and community groups Potential bench sponsors	Assistant Clerk's time to administer and operate scheme. Grounds Team time for installation and maintenance.	
Streetlights	E	Maintain current lights, whilst gradually carrying out works and replacements.	Maintain quarterly meetings with contractor (begun late 2024) and agree work plans. Done / ongoing. Agreed next stage of works from new (2026-27) budget. Council has also agreed to prioritise solar streetlighting.	Maintenance and repairs from existing budgets. Can be supplemented by CIL if required. Any additional income related to SSE works can also be used for maintenance and repairs.	Residents and community groups Leigh Electrical (Contractor)	Clerk and Assistant Clerk's time to liaise with residents and contractor, agree works plans etc. Councillor time for monitoring / considering developments.	
Grants	E	Support community events and organisations.	Maintain grant award scheme and continue to advertise and support applicants. Done / ongoing	From existing budget line.	Residents and community groups	Clerk's and Finance Manager's time to administer scheme and support applicants.	

Parish Council events (crosses over with hall)	D	Increase number and attendance at Council events	Hold event to 'reopen' the pond (links to item above under goal 2) Continue theatre in the park and hall events (outlined above / under goal 5). Work with local organisations on existing and potential new events. Done / ongoing	From existing budget lines.	Residents and community groups Stallholders / entertainment providers	Councillor time to consider applications. Officer and Councillor time to organise and run events.
Public toilets	E	Maintain condition and amenity of public toilets.	Maintain current service levels. Done / ongoing	Maintenance, repairs, staffing and utilities from existing budgets.	Residents and community groups Traders Contractor	Cleaner time to maintain toilets. Assistant Clerk's time to manage / arrange maintenance and repairs, supported by other officers as needed.
Bins	E	Maintain current bins, whilst gradually carrying out replacements.	Maintain current service levels. Carry out a bin survey by Spring 2026 to identify bins for replacement. Done / ongoing	Maintenance and some replacements from existing budgets.	Residents and community groups Bucks Council (contractor for waste removal)	Officer time to monitor and arrange for replacements.
Noticeboards	E	Maintain current boards, whilst	Maintain current service levels.	Maintenance and some	Residents and community groups	Officer time to maintain (currently Assistant Clerk,

		gradually carrying out replacements.	Monitor for any replacements needed. Add a new noticeboard at Lent Green Lane Pond (links to item under goal 2 above) Done / ongoing: Pond noticeboard being installed before 13th June.	replacements from existing budgets.		moving to new Comms and Admin Officer).
Closed cemetery maintenance	E	Maintain condition of closed cemetery.	Maintain current service levels. Confirm new signage around dogs on leads with Diocese (timescale depends on diocese) Done / ongoing. Confirmed dog signs do not need diocese, and have now been agreed by PCC.	Maintenance from existing budgets.	St Peter's Church / Oxford diocese. Residents and community groups	Grounds team time to maintain. Clerk's time to liaise with church.
Christmas Lights	D	Maintain lights whilst replacing over five years.	Liaise with contractor to produce survey on conditions of lights (done October 2025) and take to committee for budget consideration. Hall door lights fixed for Christmas 2025, now moving into a 5-year replacement plan. Done / ongoing	New budget line agreed for 2026-27 for maintenance of existing lights £7,000 proposed for Lights Replacement Reserve in 2026-27 budget (new budget to cover	Leigh Electrical (Contractor) Residents and community groups	Officer time to oversee, plan and liaise with contractor.

Replacement path across village green	D	Secure an improved and more accessible pathway.	Investigate further options for upgrading the path, balancing amenity gain with cost. Done: R&A has deferred decision to Autumn 2026 to see what CIL funds remain.	costs over 5 years). Any significant amenity upgrade would likely need to be funded from CIL.	Residents and community groups.	Officer time to investigate and implement. Grounds Team time to support maintenance.
Allotments	N	Provide new allotments, if there is demand and suitable land is available.	Council to monitor situation with existing allotments. If a threat is confirmed, or if a good land opportunity becomes available, we will actively investigate; otherwise just monitor. Ongoing, although nothing currently available to actively investigate.	No budget provision currently. Could be funded by CIL. Running costs would be covered from allotment holder fees.	Burnham Garden Society (existing allotment provider). Residents and community groups. Landowners.	Officer time to investigate and implement. Significant officer time would be needed to administer.
Memorial schemes	D	Continue memorial bench scheme whilst introducing memorial tree scheme	Memorial bench scheme wording and location guidance updated Autumn 2025. R&A agreed memorial tree scheme in principle; to agree details by early 2026. Done	Installation is self-funding – costs covered by the applicant. Maintenance costs covered from existing budgets	Applicants, residents and community groups.	Assistant Clerk time to administer schemes. Grounds Team time for maintenance.

Goal 4: Planning for the future (Policy and Resources Committee, Neighbourhood Plan Steering Group, Village Centre Regeneration Group)

Note: Burnham Neighbourhood Plan, currently awaiting independent examination and referenced below, dovetails with many of these issues.

High priorities

Project, service or facility	Type	Outcomes sought	Year 1 actions	Funding	Key partners	Councillor and staff resources
New School for Burnham	N	Bucks Council agrees to fund a new non-selective school for Burnham.	Continue engage with and support New School campaign. Support meeting with Bucks Council in Autumn 2025 with the aim of agreeing a review of projected student numbers in the light of new developments, to support the case for a new school. Done / ongoing	Staff time only. Campaign could apply for Council grants if needed.	New School Campaign. Bucks Council. Students, parents and other residents. Community organisations and schools.	Clerk time to support and engage with group. Some additional officer time to support website, as available.
Neighbourhood Plan	D	Get Neighbourhood Plan formally adopted	Examination in Autumn 2025. Aiming for referendum and adoption by mid-2026. Passed at referendum on 29.04.2026 and now in force.	Already funded from Grant / CIL. Some additional consultant costs anticipated following examination – around £2k also to covered from CIL.	ONH (Consultants) Bucks Council Examiner Residents and community groups Other statutory consultees	Neighbourhood Plan Steering Group time to oversee process and work with partners.

Village centre regeneration	N	Improved footfall and viability of the village centre	Institute village Centre Regeneration Working Group by Autumn 2025 (done) Group to engage traders and produce details proposals by mid-2026 for consideration and implementation. Done / ongoing	£5,000 budget line allocated for 2026-27	Traders and other businesses Residents and community groups Thames Valley Police	Working group time, supported by officers as required.
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Additional priorities

Project, service or facility	Type	Outcomes sought	Year 1 actions	Funding	Key partners	Councillor and staff resources
Produce Strategic Settlement Plan in response to local plan	N	Completed SSP	Neighbourhood Plan group to recommended to Council, via P&R, to undertake SSP, and then work with ONH to implement decision. If SSP is agreed, aim to complete by mid-2026 to fit Bucks Local Plan. SSP is in progress – report coming to Council in June 2026.	Estimated £2,000-£6,000 for SSP. To be funded from CIL.	ONH (Consultants) Bucks Council Residents and community groups	Neighbourhood Plan Steering Group time to investigate and oversee process and work with partners if agreed.
Help to further shape development and infrastructure in Burnham	D	Higher quality plans from Bucks Council and others for future development and infrastructure	Neighbourhood Plan group to continue to feedback to Bucks Council on the emerging local plan and its implementations. Council to keep a particular eye out for infrastructure development opportunities, around employment, sustainable transport etc Done / ongoing	May require some expenditure on consultants on an 'as and when' basis.	ONH (Consultants) Bucks Council Residents and community groups Developers	Neighbourhood Plan Steering Group time to investigate and process

Goal 5: A community hub (Burnham Park Management Committee, Major Hall Works Working Group)

Note: Burnham Park Hall has its own Strategic Plan which gives further detail, in line with our hall values: 1. A part of our community; 2. An inclusive and accessible space; and 3. A sustainable facility. The below summarises the actions areas and year 1 action points from that plan.

Project, service or facility	Type	Outcomes sought	Year 1 actions	Funding	Key partners	Councillor and staff resources
Hall communications	D	Stronger and more consistent hall communications and publicity.	Refresh the hall website by Spring 2026. Expand the use of social media over the year, especially that aimed at younger generations. Institute a regular newsletter by mid-2026. Website refreshed; social media and newsletter in progress	Within existing budgets / low cost	Hall users and prospective users.	Hall manager time on communications, supported by other hall staff and officers including Clerk and some time of new Comms and Admin Officer
Hall business	D	Achieved at least a 10% increase in the number of regular classes, activities and events . Have a reduced environmental impact in terms of both waste and energy.	Review hall pricing by the end of 2025 (in progress) Done – new prices came into effect 01.04.2026 Run a marketing campaign aimed specifically at business use of rooms by mid-2026. This is in the planning stage.	Will generate income in line with Hall budget. Costs for improvements / projects from existing budgets or covered from increased income.	Hall users and prospective users.	Hall manager time to investigate and initiative improvements, supported by other hall staff, Councillors, and officers including Clerk

		Increased hall revenue by at least 25%, with 'real revenue' (excluding inflation) increased by at least 10%.					
Hall facilities	D	Achieve an improved and renewed hall appearance for all rooms and spaces. Establish a thriving and significantly expanded food offer.	Confirm the plan and actions for the HVAC system to take it through the next four years by the end of 2025 done. Set up Hall Major Works Steering Group to look at longer term plans for HVAC and building (group now established). In progress Finish redecorating all of the hall rooms and spaces by mid 2026. In progress: should complete by summer 2026 Install a water fountain in the hall by Spring 2026. Done Complete the clearing of the maintenance backlog by the end of 2026. On course; lots of progress made Investigate replacement Hall CCTV system (new additional after Hall	From existing budgets / future budget provision. Adding Hall CCTV replacement budget line for 2026-27. Major developments of hall (not year 1) may require Public Works Loan.	Hall users and prospective users. Contractors.	Hall manager time to investigate and initiative improvements, supported by other hall staff, Councillors, especially Major Hall Works Working Group, and officers including Clerk	

Hall events	D	Hold at least two Hall run events per month, one of which is free entry. Hold at least two large events per year, at least one of which is explicitly attracting more diverse communities.	Plan agreed). Approved by P&R in Apr 2026 and now done.	From existing budgets / future budget provision.	Hall users and prospective users. Community organisations and companies who may be involved in events.	Hall manager time to organise events, supported by other hall staff, Councillors, and officers including Clerk	
Hall people	D	Embed a stable and consistently well-trained staff. Have at least half of the village population reporting that they have used the hall at least once in the calendar year.	Prepare for the implementation of Martyn's Law and the Employment Rights Act (more details outlined above under goal 1) by the legal implementation deadlines. Review staffing structure and implement by mid- 2026. Martyn's Law covered above. Staffing structure review brought forward due to key staff member departing – recruitment now complete.	From existing budgets / future budget provision.	NALC Peninsular (Personnel and Health and Safety advisors) Facility users Thames Valley Police	Clerk and Hall Manager time to develop and implement plans, supported by other officers, Hall staff and Councillors as required.	

Supporting goals (Policy and Resources Committee)

These are additional outcomes and targets that do not address a specific goal, but rather relate to the functioning of the Council to support the delivery of all of the above goals. This does not include the regular administrative and management business of the Clerk and other officers which will continue as usual.

Project, service or facility	Type	Outcomes sought	Year 1 actions	Funding	Key partners	Councillor and staff resources
Parish Office Staffing structure	D	Secure the most appropriate Parish Office staffing structure to deliver the Council's goals.	Recruit new Communications and Administration Officer by the end of 2025. Develop other roles as appropriate by mid-2025. Keep other elements of staffing structure under review. Done / ongoing	Within existing / future staffing budgets.	Peninsular (Personnel and Health and Safety advisors)	Clerk, Councillor and other officer time on structure, recruitment and management of staff.
Local Council Award Scheme	N	Secure awards at Bronze (by Spring 2025), Silver (by Summer 2026) and Gold (by Summer 2027) levels.	Complete this plan by December 2025 and begin implementation. Apply for Bronze and Silver level in December 2025. Begin work on Gold level, particularly three-year business plan, in summer of 2026 for application by end of 2026.	Predominantly staff time. Small costs for LGAS can be met from existing budgets.	NALC	Clerk time to complete application, supported by other officers and Councillors as required.

			Silver awarded June 2026. Need to decide whether to apply for Gold this year or delay a further year.				
Staff and Councillor training	D	Improved training and capacity of staff and Councillors	Implement approved training policy, and training actions arising from staff appraisals, over 2026. In progress	Within existing and future training budgets	Trainers	Officer and Councillor time to organise and attend training.	
Implement Employment Rights Bill	D	All requirements of Bill implemented.	Review and take advice on actions, particularly around Zero Hours staff. Implement by implementation deadline. Awaiting further detailed guidance. Proposal on caretaking staff likely to come to a future BPMC meeting.	Should be within planned budgets; adjustments to be made to future budgets required.	Peninsular (Personnel and Health and Safety advisors)	Clerk and Hall Manager time.	
Update Council Communications	D	Improved websites and social media presence.	Recruit new Communications and Administration Officer. Develop websites, starting with Hall website, and other communication over 2026. Look for further opportunities to communicate with residents not on social media, or not online at all. Done / ongoing	Within planned budgets.	IT Mighty (IT Contractor) Burnham Round and About, Burnham Neighbourhood Watch, and similar organisations Residents	Comms and Admin Officer time, working with / managed by other officers.	

Transfer to Rialtas	D	Completed transfer to new accounting system	Undertake training in the run-up to implementation date Implement from 1 st April 2026. Done / ongoing: Rialtas now in operation.	Expanded legal and professional fees budget for 2026-27 to cover year 1 costs.	Rialtas	Finance Manager, Clerk and other officer time to implement handover.
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Burnham Parish Council v.1.2 13.07.26

Community Projects Officer – part-time 18.5 hours (0.5 Full Time Equivalent) per week, permanent.

Salary Scale SCP 13-17 – (£29,064-£31,022 pro-rata;
actual salary £14,532 - £15,511)

Actual starting point dependant on skills and experience



Application deadline: **TBC**

Please note that the Council reserves the right to close applications early should sufficient applications of high enough quality be received.

Burnham Parish Council is seeking a creative, energetic and community-minded person to devise and lead community projects in Burnham, and to add value to our community.

Burnham Parish Council comprises 19 councillors, around 25 full-time, part-time and zero-hours staff, and a total annual budget of just over £1 million. The council is ambitious for the future, and keen to further increase its offer to the community.

Purpose of role

The post-holder would devise and lead new projects designed to directly interest and engage members of the community. In some cases they would directly deliver the new projects themselves, and in others they would work with partners to deliver them. These might include environmental projects, such as a repair café, community clean-ups or tree planting; youth activities, such as a summer holiday programme; volunteering projects; or activities for other groups, especially those that are harder to reach, such as employment skills, support for those new to the community or isolated etc. Crucially, it is anticipated that the post-holder will bring their own ideas and the energy and skills to work with others and to make them happen.

Whilst the role would include budgeting, risk assessment and management of the projects, and the post-holder would therefore require some office-working, it is very much expected to be a 'doing role', and much of the post-holder's time will be spent away from a desk, running or coordinating projects.

The postholder would work closely with a variety of parish council staff, and would report to either the Parish Clerk or the Deputy Clerk.

The post is likely to particularly suit someone with a background in youth work, environmental projects, or community engagement, but ultimately it is the post-holder and their skills, ideas and energy that will make a success of this role.

A full job description and person specification is enclosed with this advertisement.

Please note that an enhanced DBS check will be required for this role, and receiving a satisfactory check prior to starting the role will be a condition of any job offer.

Working conditions

- The post is based at Burnham Park Hall, set within the beautiful Burnham Park area. Some home working for 'office tasks' may be negotiable.
- It is anticipated that most of the hours will be flexible, based on the specific projects being run, and therefore some evening and weekend working will be required.
- Where the post-holder works more than their contracted hours in a given week, time off in lieu will be given.
- There is potential for the role to expand in the future, depending on the skills and experience of the candidate, the success of the role, and the ongoing needs of the council.
- The post will be employed under the model contract agreed by the National Association of Local Councils and the Society of Local Council Clerks. This includes:
 - Pensions scheme currently with a generous 10% employer contribution.
 - 24 days annual leave plus bank holidays, rising to 28 after five years' service.
 - Employee Assistance Programme.
 - A supportive system for sickness and other absence.
 - A positive and generous approach to staff welfare and to continuing professional development.
- The post is permanent, subject to successful completion of a probationary period.

How to apply

For an application form, or if you would like to arrange an informal conversation about the post, please email deputyclerk@burnhamparish.gov.uk



JOB DESCRIPTION v.1.2 13.07.26

Position Title: Communications Projects Officer	Hours: 18.5 hours per week (flexible working); permanent.
Reports To: Parish Clerk or Deputy Clerk TBC	Salary Range: SCP 13-17 – (£29,064-£31,022 pro-rata; actual salary £14,532 - £15,511) <i>Actual starting point dependant on skills and experience.</i>
<u>Position Summary</u> To devise and lead community projects in Burnham, adding value to our community.	
<u>Project ideas and planning</u> 1. To work with stakeholders to identify the main areas of need for community projects in Burnham. 2. To devise a programme of suitable new community projects in Burnham, aimed particularly at young people during school holidays, environmental projects, encouraging volunteering, and engaging harder-to-reach groups. 3. To identify potential grants and other source of funding for these projects, working with the Clerk to Deputy Clerk to apply for these. 4. To establish success criteria for these projects, working with the line-manager; for example in terms of number of people engaged, results achieved, positive feedback received etc. 5. To produce plans, risk assessments, budgets etc for these projects, or to engage and support others to do so as appropriate for particular projects.	
<u>Project implementation and review</u> 6. To lead or coordinate the delivery of the planned projects 7. To review projects in progress and completed projects against their objectives and use this to inform future plans. 8. To produce light-touch reports for the line manager and relevant Council committee on the results of projects.	

Working with others

9. To engage with the public to gain ideas for and feedback on projects.
10. To work with community organisations and partners, such as social prescribers, youth workers and others to devise and deliver the projects.
11. To work with other council staff, particularly around the communication of projects and the hosting of projects at council land and buildings.
12. Where appropriate and agreed with the line manager, and where it does not impinge of the delivery of the Council's new projects, to support the delivery of new projects led by other organisations.

Other responsibilities

13. To undertake training and continuous professional development to develop the necessary professional knowledge required for the post.
14. To undertake such other responsibilities and functions as may be required from time to time by the council, commensurate with the duties, responsibilities and pay-grade of the post.

PERSON SPECIFICATION V1.2 13.07.26**Community Projects Officer**

Essential	Desirable
QUALIFICATIONS Good standard of general education (note: it is not essential to have Higher Education qualifications).	Additional qualifications in relevant areas such as environmental work, youth work, or community engagement.
EXPERIENCE Experience of project work. Experience of working with a range of individuals and groups within communities. Experience of working with volunteers.	Experience of working in local government or the public or charitable sectors. Specific experience of project work in an environmental or youth context. Experience of working across organisations to deliver joint projects. Experience of working with 'hard to reach' groups. Experience of leading volunteers. Experience of securing project funding. Experience of being responsible for budgets and risk assessment.
GENERAL QUALITIES AND SKILLS Able to work and communicate appropriately in a range of ways and with a range of people from a variety of backgrounds and perspectives. Able to manage own time and workload, meet deadlines and prioritise work. A caring, inclusive and understanding manner and approach.	Articulate and clear personal communication style. Good general administration skills and understanding of office procedures.
ROLE SPECIFIC KNOWLEDGE AND SKILLS Good project organisation skills. A range of feasible ideas for suitable community projects in Burnham	Existing relevant contacts with the local area or with organisations relevant to the role. Full driving licence or willingness to cycle.
ATTITUDE / MOTIVATION An interest in Burnham and its residents. A high level of energy and proactivity. Willingness to undertake training to improve skill base or adapt to changing circumstances.	Specific knowledge of the local area and local issues.

Please note that an enhanced DBS check will be required for this role, and receiving a satisfactory check prior to starting the role will be a condition of any job offer.

Context

During a discussion at the Recreation and Amenities Committee about priorities for the next financial year there were suggestions from Councillors about environmental projects (community clean-ups, repair café etc) and activities for young people, especially in the school holidays. The Clerk suggested that these ideas might be brought together in a new post focusing on community engagement and projects, and it was agreed to ask P&R to look at this idea in more detail with a view to including it in the 2027-28 budget

Recommendations

1. To include a Community Projects Officer budget line in the draft budget for 2027-28, to encompass:
 - a. Cost of a permanent part-time member of staff at a suitable grade, including on-costs.
 - b. A dedicated budget for the post-holder to use for projects working with their line manager.
2. To likewise incorporate the post into an updated Council Strategy and Action Plan.
3. To mandate the Clerk to further investigate the post, and continue to work on a job description and associated documents, with a view to such a post starting employment on 1st April 2027.

The above recommendations would remain subject to the 2027-28 budget process, and the post would only go ahead if budget were ultimately approved.

Alternatives considered and not recommended

- Not to seek to employ any additional post at this time: whilst this is an option, it is felt that the post under discussion could add significant value and fill a current 'gap' in provision.
- To seek to employ a different post, such as a grants officer or a wider 'Community Engagement Officer'. It is felt that the grants and general community engagement functions (in terms of consultation, liaison with community groups, communications etc) are adequately covered by existing posts, and that a project-focused engagement role is a higher priority.
- To seek to engage such a post in this financial year (2026-27): not recommended due to there being no budget provision, and because it is felt beneficial to take the time to get the precise post and job description right.
- To offer a fixed-term rather than permanent post. This is quite finely balanced, as a fixed-term contract offers some benefits for a new post. However, on balance it is felt that offering a permanent post will increase the chances of suitable recruitment; and it is likely that community projects will continue to be a long-term priority for the council.
- To seek to employ a full-time rather than part-time post. Whilst this is an option, and could be considered if the committee wishes and is comfortable with this extra cost, it is felt more prudent, and financially feasible, to begin with a part-time post and to look to build it up as appropriate.

Commentary

- Multiple local councils employ staff with titles like 'Community Engagement Officer'. However, these seem to cover a range of duties including consultation, communications, grants etc. As the aim here is to have a more project focused role, it is suggested to use the title 'Community Projects Officer' instead.
- The intended focus of the role would be on 'doing new projects' – i.e. less on liaison or coordination, except insofar as they added new projects of value to the community. Therefore, the post-holder would not be seeking to take over or coordinate existing projects run by others, to facilitate general communication with and between different community groups, or to run BPC projects already in place (such as the community litter-picks). Instead, they would be identifying and driving new community projects.
- The sort of projects the post-holder might lead could include:
 - New environmental initiatives such as community clean-ups, repair café, tree planting etc.
 - School holiday activities for young people.

- Potentially activities for other under-engaged groups - such as people with disabilities, minority communities etc.
- The Clerk has spoken with the Clerk and Community Engagement Officer of Great Chart with Singleton Parish Council, who employ a similar post, and they were very positive about the impact, and able to list several projects either delivered or planned. These included a kindness tree, volunteering week, hedgehog week, youth music lab, gardening club, community lunch, tree planting and an over-55 drivers' course. It should be noted their post-holder is full-time and permanent, with a £12k projects budget and £8k events budget, and was previously a PCSO in the area so brought significant established community links and experience.
- The Clerk has further been messaged by the Clerk South Swindon Parish Council, which has a population over 60,000 and a budget of around £3.5 million. They employ a Community Engagement Manager and two Community Engagement Officers. The Clerk is hoping to gather further information from them soon and update at the meeting.
- Critically the post-holder would be expected to bring their own ideas, and to work with other to identify ideas for new projects – social prescribers, and workers at the Best Start Family Hub at the short-break centre might be key partners here.
- A sample job advert, job description and person specification can be found in Appendices A - C – these are very much a 'starter for ten' not a finished product.
- Given that the role will involve considerable direct working with young people and potentially vulnerable adults, a DBS check will be required – most likely at the enhanced level. The Clerk is looking into this further, although the cost is relatively modest. It would however add 2-4 weeks to the recruitment process, making a timely start to recruitment necessary.
- There are some further practical points to iron out, including office space, details of line management, reporting channels etc. These should all be resolvable in the proposed time scales.

Benchmarking / terms and conditions

Whilst it is challenging to benchmark entirely new posts, it is felt that the post would be roughly on a par with the Bookings/Event Supervisor, Comms/Admin Officer, and the top part of the Groundsman scale. The postholder would be expected to have specific skills and to coordinate between people and groups, but not to directly manage other staff or to have / pursue specific professional qualifications. This would mean a salary scale of SCP 13-17 (2026-27 FTE £29,064 - £31,022, pending pay award).

It is initially felt that a 0.5 full-time equivalent post would be appropriate, working predominantly on a flexible hours basis (as projects may be carried out in evenings, at weekends etc). It should be re-emphasised however that the Great Chart with Singleton PC post is full-time (and permanent) and is sufficiently occupied, although they do have a slightly wider job description, with some role aspects that are covered in BPC by other staff. South Swindon PC, whilst a much bigger Council, has multiple posts. There is therefore scope for development in the future. Should the post evolve significantly, the hours and salary would be reviewed.

Budget

The approximate cost of employing a post-holder at SCP13 (bottom of the scale) on 0.5 FTE, taking into account likely inflationary increases to the salary scales in both 2026-27 and 2027-28, and factoring in on-costs (national insurance and pension) is approx. £20,000 pa

It is felt that there should also be a designated budget for the post-holder, to be spent in consultation with their line manager. It is difficult to estimate an appropriate sum without further work but as a placeholder we have estimated £5,000. Based on Great Chart with Singleton's experience this may be too low. However, the post-holder would also potentially be able to access other budgets, such as eco-projects (if added for 2027-28), community entertainment fund etc; and could potentially access free hall rooms. Any income generated (from specific grants or sponsorship, or from reasonable costs charged for

participation), would also be added to their budget. Alternatively, the possible proposal for an eco-projects budget could be merged into this post's budget, allowing for a budget of £10,000.

Thus at this time an additional budget of £25,000, subject to further revision, is recommended, but depending on other budget requirements this could be increased.

Risks

- Employing additional staff carries significant costs – both financially and in terms of management capacity. The direct costs can be met from budgeting for 2027-28. Still, this is an opportunity cost (as money can only be spent once) and may impact the total precept which carries a political risk. There would also be additional impact on the workload of management, especially the post's line manager. Whilst all of these risks are considered manageable, the Council will wish to weigh them up in coming to a decision.
- It is difficult to estimate an appropriate budget for the post-holder, and therefore there is a risk that the budget will be either too limited to support some activities or too large, carrying opportunity costs. This risk can be mitigated through further research and should reduce over time as the post becomes established and the role more defined. Employing some flexibility with the use of suitable other budgets, through the Clerk, will also reduce this risk.
- As this is a new post there is a risk of the job description either being too vague – leading to a lack of a clearly defined role, or too narrowly drawn, limiting opportunities. This risk can be mitigated by further research, and by building some flexibility into the job description and person specification, and again should decline over time.
- As this post will both be new and have a level of autonomy, there is risk from not finding the right post-holder with the appropriate skills and experience. This risk can be mitigated through a robust recruitment process and clear job description and person specification, and through appropriate continuing professional development. Whilst making the post permanent increases the risk from recruiting the 'wrong' post-holder, it should reduce the risk of this happening by increasing the quality of applicants.
- As many community projects are already provided by community organisations and volunteers, there is a risk that the post-holder might end up replacing existing value rather than adding value – i.e. there might be pressure for them to take over activities currently run by others. This risk can be mitigated by a clear job description and appropriate supportive management.

GPMG toilet refurbishment
Report to R&A, P&R and Full Council

Context

Parking charges were introduced at the GPMG in 2024 to facilitate major improvements. Our top priority for this has been refurbishing the Pavillion toilets, but it has taken longer than hoped for to obtain sufficient quotes, and the quotes are higher than initially expected. However, we are now at the stage where the available funds will cover much of the cost, with some top-ups as discussed below, to cover the project. This paper therefore presents options, quotes and recommendations for decision.

Recommendation to Full Council, via the Policy and Resources Committee,

1. To commission the refurbishment of the toilets at the George Pitcher Memorial Ground, using a combination of the GPMG Improvement Fund, and either CIL or grant support in line with the enclosed budget.
2. To further authorise the Clerk to loan up to £10,000 from General Reserves to the GPMG Improvement Fund as required to complete the project, these funds to be restored to the General Reserve from future income from the GPMG parking charges.
3. To select quote 2 below for the work.
4. To delegate authority to the Clerk to implement this project within a total project budget of £40,000, including making any adjustments necessary in consultation with the Chair of the Recreation and Amenities Committee.

These recommendations were approved by the Recreation and Amenities Committee on 7th July, and now come to P&R.

Alternative options not considered

- To only fund partial works at this stage – e.g. to the Ladies, or Gents, or disabled toilets rather than all three, to better fit the budget available. This was initially considered, but on balance is felt to raise more issues than it resolves – additional periods of disruption, potentially higher costs, and the challenges of selecting which works to delay.
- Not to proceed with works until they can be fully funded from the GPMG Improvement Fund: not recommended due to the necessity of the works, and the likelihood that costs will continue to rise if works are delayed.
- To select an alternative contractor: rationale for contractor selection provided below.
- To fund works from alternative sources such as the Public Works Loan Board: it is felt that the relatively small 'funding gap' does not justify the administrative effort or time delay involved, especially as this gap can be covered from reserves as outlined below.

Commentary

Project details

The full project involves renovating all three toilets at the GPMG – ladies, gents and disabled – replacing units, flooring etc. A trough will be used in the Gents rather than individual urinals.

Quotes and costings

Quote 1:

- Ladies – £10,490.30 + VAT

- Gents – £13,085.50 + VAT
- Disabled – Awaiting quote
- Total - £23,575.80 excluding disabled

Quote 2

- Ladies – £12,294 + VAT
- Gents - £16,031 + VAT
- Disabled – £8,211 + VAT
- Total £36,536 + VAT

Quote 3

- Ladies – £16,081.00 + VAT
- Gents – £21,583.00 + VAT
- Disabled – £8,333.00 + VAT
- Total - £45,997 + VAT

Quote 4

- Ladies – £17,898.60 + VAT
- Gents – £23,493.80 + VAT
- Disabled – £11,890.66 + VAT
- Delivery £150.00 + VAT
- Total - £53,433.16 + VAT

Whilst quote 1 is supplied by a plumbing company that the Council regularly uses, they are not toilet specialists and have made it clear that they would prefer not to undertake this work. We have therefore excluded them.

Quotes 3 and 4 are considerably more expensive than quote 2, and are NOT felt to provide sufficient additional benefit to justify this.

We are therefore recommending quote 2.

This gives a project cost of £36,536 + VAT. With 10% contingency this come to a project budget of approx. £40,000.

Funding

As of 1st April there was £22,685.26 in the GPMG improvement fund. This did not include income from the parking company for March 2025; nor does it include income from 2026-27. It is therefore reasonable to assume that around **£25,000** is currently available from this fund as of the date of meeting, and it is recommended to use the full amount towards this project.

A request was made to Burnham Health Promotion Trust to provide some funding support. They previously assisted with works to the Jennery Lane Public Toilets. However, the trustees are not able to support on this occasion. It is therefore advised that a **£5,000** contribution be made from CIL (as there are plentiful other calls on CIL funds, only £5,000 is recommended). This gives a total of £30,000 available funding.

It is suggested that any additional costs, including contingency, be effectively 'loaned' to the GPMG improvement fund from General Reserves, against future parking income. Suppose for example this were to come to an additional **£10,000**, this would initially be covered from General Reserves, but as future parking income came in (budgeted at approx. £10,000 per annum) it would be paid back into General Reserves. As General Reserves currently stand at around £190,000, not including the £30,000 top-up in the 2026-27 budget, this is felt to be only a small risk which is justified by the benefits.

In total £25,000 from the GPMG improvement fund, £5,000 from CIL, and £10,000 loaned from General Reserves against future parking receipts gives the total of £40,000 budgeted for.

Risks

- There is a risk with any significant capital project of overspends. Working with an experienced supplier, and having sources multiple quotes, should mitigate this risk.
- As discussed above, some costs will need to be 'loaned' from General Reserves to complete the project. As this would be a relatively small proportion (up to approx. 5% of the General Reserve), and will be repaid from future parking income, the risk is felt to be small and manageable.
- There is likely to be some disruption to pavilion operations whilst the work is done. If it were possible to do works in August (outside the football season) this would be reduced although this is likely to be too tight, and therefore this risk may need to be tolerated. We will inform all pavilion users of this risk, and do our best to minimise the disruption at peak times.

Adam Killeya, Parish Clerk, June 2026

Independent examiner's report on the accounts

Report to the trustees/
members of

Career Springboard East Berks.
(formerly East Berks Exec Job Club)

On accounts for the year
ended

31st December 2025

Charity no
(if any)

1136202

Set out on pages

Attached

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

J. Reilly

Date:

11th May 2026

Name:

Mr J Reilly. BA, FCCA

Address:

2 Harrington Close

Windsor SL4 4AD

Career Springboard East Berks. Accounts to Year end 31st Dec 2025

Income & Expenditure

	2025	2024
Income	£	£
Foundation Trust	-	-
Donations Members	535	550
Misc	-	5
Total Income	535	555
Expenditure	£	£
All-Day F2F Seminars x3 in 2025, (x 2 Prior Year)	1,948	1,037
All Day Team Meeting Shire Horse	109	-
New Website & Branding	-	780
All-Day Meeting merged JC's -E Berks& Bracknell	-	474
Newsletter - Mailchimp	450	450
Salesforce email alerts, meetings, member creation	350	350
Zoom Subscription	156	156
Misc + Retirement Gift	145	-
Total Expenditure	3,158	3,247
(Loss)	(2,623)	(2,692)

Balance Sheet/ Bank as at 31st Dec:	2025	2024
Represented by :	£	£
Funds Brought Forward Jan 1st	18,231	9,987
(Loss) above	(2,623)	(2,692)
New Capital ex Bracknell Job Club	-	10,936
Closing Funds- Bank Dec 31st	15,608	18,231

Treasurer: K Mc Loughlin *K Mc Loughlin* Date: 12 Feb 2026

CSEast Berks/ AGM / 2025

Year end 2025	Income / (cost)	Donation In	Seminar	Zoom subs	Ex Brackn	New Web	Team Meeting	Improvecx	Misc
27-Feb-25	Ex members								
03-Mar-25	Safte Ltd (Lindsey)	Cheque # 346	18,231.28	90					
08-Mar-25	Ex members	Face to Face all-day Mtg. Mill House 27 Feb	(470)						
12-Mar-25	Raj Patel	Domain Name renewal	25	25					(25)
21-Mar-25	Kevin Mc L	Zoom subs ignore taken at Dec 2024 above: 156.88	(20)						
28-Apr-25	Ex members	Misc overhead	100	100					(20)
30-May-25	Ex members	Osborne	70	70					
01-Jul-25	Safte Ltd (Lindsey)	Face to Face all-day Mtg. Mill House 29 May, 540+115 Food	(655)						
22-Jul-25	Ex members	FP Simon	100	100					
12-Mar-25	Ex members		90	90					
21-Oct-25	Safte Ltd (Lindsey)	Face to Face all-day Mtg. Mill House 16 Oct	(575)						
24-Oct-25	Raj Patel	Shire Horse Mtg	(109)						(109)
24-Oct-25	Raj Patel	Food for 16 Oct Mtg	(208)						
28-Oct-25	Safte Ltd (Lindsey)	Retirement Gift Kay + Dams petrol.	(140)						(100)
Nov/Dec	Ex members		60	60					
28-Dec-25	Kevin Mc L	on Treasurer's Cr Card. knl	(156)						
		movement>>>>	535						(145)
		Closing Book balance Nat West 31 Dec 2025	18,408						
		Summary:							
		Income	535						
		Costs per bank	(2,358)						
		Net	(1,823)						
		Accrual:							
		ImproveCX Invoice 12 Jan 2026	450						
		Newsletter	350						
		Salesforce Maintenance	800						
		See Cheque 364 12 Feb 2026							
		Revised Costs	-3158.424						
		Loss	-2623.424						

Bank deficit

East Berks Executive Job Club

Nat West Bank

a/c, 49157124.....sort 60-13-35

bal per statement 23 Dec 2025

16,407.9

Unpresented Chq:

number 354, Improve CX

- 800.0

Book bal per accounts

15,607.9

MacLoughlin
12/2/24

Account Name
EAST BERKSHIRE
EXECUTIVE JOB CLUB

Account No 49157124 Sort Code 60-13-35 Page No 1 of 2



NatWest

00034896/00084649/375 A 0099595-0001-0
K MACLOUGHLIN
7 NELSON ROAD
WINDSOR
BERKSHIRE
SL4 3RQ



Current Account

Summary	
Statement Date	05 JAN 2026
Period Covered	06 DEC 2025 to 05 JAN 2026
Previous Balance	£16,563.75
Paid In	£0.00
Withdrawn	£155.88
New Balance	£16,407.87
BIC	NWBKGB2L
IBAN	GB89NWBK60133549157124

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
06 DEC 2025	BROUGHT FORWARD			16,563.75
23 DEC	Cheque 000348 KMcL - Zoom Subs (Sept 2025 a/c bill)		155.88	16,407.87
Year End 2025				16,407.87
Label				



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Financial Services Firm Reference Number 121878.

1. Contact details

Name of organisation	Careers Springboard Job Club (East Berkshire Executive Job Club)
Address of organisation	Careers Springboard Job Club 24 Wakefield Crescent Stoke Poges Slough SL2 4DF
Organisations status	Registered Charity
Registered charity number (if applicable)	1136202
VAT number if applicable	N/A
Name of contact applying for the grant on behalf of organisation	Nadia Ferriday
Contacts role or relationship with organisation applying for the grant	One of the coaches/mentors
Contact's telephone number	07738 298931
Contact's e-mail address	Nadiachica50@hotmail.com

2. Timescale

Date of application	23-06-2026
Date funding requested by	01-07-2026
Estimated start date of activity	12-11-2026
Estimated duration of activity	1 day

3. Grant amount

Amount requested	£225 room hire, £500 catering Total £775
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4. Details of activity to be funded

Briefly describe the project / purpose for which you require a grant (i.e. the activity)
The charity meets weekly online and currently has approximately 80 active members all of whom are out of work. The weekly meetings support the members with updates and new ways of thinking in terms of job searching, CV writing, interview preparation and confidence building. The event we are running is an annual meet-up in person to build on new and existing approaches, provide training that cannot be delivered via Zoom, including 1:1 and group support and for members to network and gain support from one another.
How will the project or activities benefit the residents of Burnham? Please include estimates of the number of Burnham residents that will receive a direct benefit from the project or activities
Approx 38% of our members live within a 5-mile radius of Burnham, 48% within 10-miles. That means we are directly helping a minimum of 30 individuals at any one time in the Burnham area. The people we support are professional people who generally fall outside the normal support expected from the Job Centre or Universal Credit due to their current financial circumstance but nonetheless are struggling with gaining new employment. As a result, our members benefit from our free expert advice and guidance at a very difficult time in their lives. I have also linked in with the local job coach below to see how we can work together more in future. <i>Gemma Ford</i> <i>Community Wellbeing & Marketing Coordinator</i> <i>Burnham Health Promotion Trust</i>
Will any assets be created after the grant has been spent? If so, who will own them, how long are any asset expected to last, and where will they be placed?
None

5. Activities costs and financial details

Please provide a full budget breakdown for the activity, including estimated costs and revenue. This must identify different sources of funds including using existing reserves, other grants applied for, and any loans
This can be in the format of a simple budget statement (see appendix to this policy). Activity Costs are: Room hire £225 and catering all day (am/pm refreshments, plus lunch and drinks x 25 people) approx. £500 so a total cost of £775. There are no other costs anticipated.
Please provide a summary of the requesting organisation's financial position
A comprehensive set of accounts up to December 2025 is provided. The Treasurer's report at the recent AGM cautioned that the charity only has sufficient funds for the next 5 years and we are 'running out of runway'. We continue to seek donations from members who have successfully returned to work, but this is not regular nor enough income to sustain us, and so we are actively seeking grant support as a way of extending our funding position.

If more than 50% of the funding is being requested from Burnham Parish Council please explain why other funding sources are not available or applicable

The council will normally only provide up to 50% of any activity's costs. Please explain why an exception to this guidance is appropriate. Where participants will pay to participate this should be accounted for as an additional funding source.

Due to the nature of the event it is not appropriate to charge the attendees for the event. They are all out of work and the organisation is helping them to find work and support their confidence. This is part of Springboard's charter

Declaration of acceptance

I declare that all information provided to the Parish Council as part of the grant application is accurate and complete to the best of my knowledge.

I understand that the Council may refuse any application containing inaccurate or misleading information.

I declare that any grant made will be used solely for the purposes outlined in this application.

I understand that Burnham Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name: ____Nadia Ferriday_____

Signature: ____Nadia Ferriday_____

Date: ____23/6/26_____

Documents to send with your application

For all grant applications, please include the latest copy of annual accounts, including details of reserves held by the organisation.

Please also include with your application any supporting documents that you feel would assist the Council in assessing the application.

The Council may refuse an application if it believes it has insufficient information to make a decision.

Please send the completed application form along with all supporting documentation to:

The Parish Clerk
Burnham Parish Council
Burnham Park
Windsor Lane
Burnham
SL1 7HR
Telephone: 01628 661381

Email: clerk@burnhamparish.gov.uk

Appendix

Example simple budget for grant applications

The below example is for a fictitious community event or fete

	£ sub-totals	£ totals
Money in		
Funds from Grants		
From Burnham Parish Council	725	
From other grants		
From entrance fees or other sources		
Participant fee (£3 x 200 people)		
From existing reserves	£725	£725
	Total income	
Money out		
Venue – Burnham	£225	
Lunch and refreshments	£500	
Pitch rental		
Event costs		
Materials	0	
	Total Expenses	725
Profit	(income minus expenses)	0

Grant Application Form

1. Contact details

Name of organisation	Sing4You / Sing4Charity
Address of organisation	42 Coalmans Way Burnham Bucks SL17NX
Organisations status	Community choir
Registered charity number (if applicable)	n/a
VAT number if applicable	n/a
Name of contact applying for the grant on behalf of organisation	Tracey Williams
Contacts role or relationship with organisation applying for the grant	Charity Events Coordinator
Contact's telephone number	07740 930735
Contact's e-mail address	tracey.williams@tjwcontracts.co.uk

2. Timescale

Date of application	30-06-2026
Date funding requested by	18-10-2026
Estimated start date of activity	18-10-2026
Estimated duration of activity	1 day

3. Grant amount

Amount requested	£520.00
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Notes on P&R items

These are various notes on P&R items seeking a steer or a simple decision – i.e. not sufficiently complex or final to require a full report. However, reading these notes in advance should assist members in understanding the issues and reaching decisions / giving the Clerk a steer.

Item 5a: The end of month 2 accounts (item 5a) are in two different formats, as the last meeting agreed to keep trialling both for one more meeting and then to choose which is preferred.

Item 5b: HMRC has been in contact to suggest that we owe them money dating from 2022 for PAYE. We are investigating and Rupi/I will update at the meeting. If we owe them the money it's around £4.5k – i.e. a not insignificant sum, but meetable from current funds.

Item 7: this item is to keep an eye on the full current Council action plan, and to consider the process for updating it. The Clerk recommends that after each Committee has made individual suggestions in this round of meetings, the Full Council in July be given chance to express a view on any major priority changes. The Clerk will then draft an updated plan to be presented to P&R in September and Full Council in October, and will also take this into account when preparing the draft budget for 2027-28 for consideration.

Item 8: this is specifically to look at the P&R items in the Strategy/Action Plan prior to the 27-28 budget cycle (R&A and BPMC are doing the same for their items).

- a) Do any of the current P&R priorities need updating?
- b) Should any new P&R priorities be added?
- c) Should we consider a new Community Projects Officer for 2027-28 (separate report)
- d) Do we need to consider any major staffing changes for 2027-28?
- e) What's the steer on various matters for the next budget / do any require a fuller report to the next meeting?

8a) and 8b) are for open discussion.

8c) will have a separate report.

On 8d) there has been a government report suggesting more focus on apprenticeships. I do not advise further action at this time because:

- i. We need to understand the priorities of the incoming national administration, and if/how they intend to implement the recommendations.
- ii. Having discussed the matter with the Head Groundsman, it is not felt that engaging a further member of grounds staff is necessary or desirable at this time.

However, should a vacancy become available, or should there be significant changes to anticipated grounds workload (for example related to an approved development) then an apprenticeship should be considered as one of the options to fill that post.

I do not currently have any recommendations on any other major staffing changes to Office or Grounds. BPMC is looking at Hall staffing, and further detail on proposals will come to the September round of meetings.

On 8e) there are these matters for a steer:

- i. Do we seek a standard inflationary increase on our residential rent (recommended, especially in light of the new legislation) or seek to justify a larger increase?
- ii. Do we maintain the employer pension contribution at 10%, or reconsider adding all staff to the Local Government Pension Scheme with a full report to the next meeting? A more precise cost will be calculated if Council wishes to investigate that route, but a rough estimate is an additional £35-£40k pa. In the last two years the Council considered LGPS, and instead opted to increase the employer contribution rate for the Scottish Widows Scheme from 3% to 6% to 10%. The Clerk advises that either option is reasonable.
- iii. Councillor allowances and expenses. Having adopted a scheme last year – with expenses but not a Basic Councillor's allowance – do we look to retain / update that scheme, or reconsider the issue of a basic allowance with a full report to the next meeting? The Clerk does not feel able to make a recommendation as this is a matter for members. The scheme will then come to the September meeting, with the draft based on the steer given.
- iv. Village Centre regeneration projects. £5k has been set aside this year for Village Centre regeneration projects, but not yet spent. Should we look to a) Not allocate a budget for this next year b) Allocate a budget in the same way c) Turn this into an EMF, with unspent funds from this year to be transferred into the EMF, which can then be topped up next year? The Clerk advises that any of these options is reasonable, but that c) may be the most long-term prudent and flexible option.

Item 13a: SLCC membership subscription for the Deputy Clerk.

The Council currently pays the Clerk's SLCC subscription which is standard practice as this is a professional association and of benefit to the Council (it is NOT a trade union – the Clerk pays for their own trade union membership, as do other staff if they wish to join a trade

union). Until now the Deputy Clerk, formerly the Assistant Clerk, was not an SLCC member. They could access some resources and advice through the Clerk but not directly in their own right, nor could they attend the local SLCC meetings which provide some benefit to continuing professional development.

However, now that the Deputy Clerk is CiLCA qualified and takes on the Clerk's powers in their absence, it is felt appropriate to consider funding SLCC membership for them. The Clerk has consulted two councils of a similar size with Deputy Clerks – Aylesbury and Hughenden. Both Councils pay for their Deputy Clerk's SLCC subscription, and feel that this provides good value for the council. The estimated cost is £316 for annual subscription (based on the Deputy Clerk's salary band) plus a £15 joining fee. The Clerk advises that this be funded by a vire from the Office Training budget to the subscriptions budget.