

BURNHAM PARISH COUNCIL

Minutes of the Policy & Resources Committee held on 1st July 2025 at 6:30pm in
Burnham Park Hall.

Committee members present:

Cllr Carol Linton (Chair from PR2526/02)
Cllr Alexa Collins (Chair until PR2526/01)
Cllr Judith Foster
Cllr Rukhsana Pasha

Cllr Ekta Kaur Ross (Vice Chair until PR2526/02)
Cllr Jackie Slater
Cllr Graham Mummery (reserve member)
Cllr Marie Hammon

Officers of the Council:

Laiba Malik (Assistant Parish Clerk)
Rupinder Gaidhu (Finance Manager)

In attendance:

Cllr Paul Bunce (part of meeting)

Members of the public:

None

PR2526/01 Chair of the Committee

The committee **RESOLVED** to elect Cllr Carol Linton as the Chair of the Policy and Resources Committee for the 2025/26 municipal year.

PR2526/02 Vice-Chair of the Committee

The Committee **RESOLVED** to elect Cllr Terry Gamble as Vice-Chair of the Policy and Resources Committee for the 2025/26 municipal year.

PR2526/03 Apologies for Absence

Apologies were received from Cllrs Carey and Gamble (Vice Chair).

Cllr Wallis and the Clerk also requested that their apologies for absence be **NOTED**.

It was **NOTED** that Cllr Kelly had not sent apologies.

PR2526/04 Declarations of Interest

Cllrs Collins declared an interest in item 10b (minute PR2526/10) as she has recently attended a Sound and Song event.

PR2526/05 Public Forum

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

PR2526/06 Minutes

It was **RESOLVED** to approve the minutes of the committee meeting of 22nd April 2025.

PR2526/07 Finance

- a) The committee **NOTED** the end of year accounts and budget monitoring reports for all committees.

Committee members stated that they would like to see more updated accounts at

future meetings, and asked to review past resolutions regarding quarterly accounts. The Assistant Clerk stated that any questions should be emailed to the Clerk, and they will be considered at the next meeting.

- b) The Committee **NOTED** the small number of actions arising from the Internal audit report and the Clerk's notes on actions.
- c) The explanatory note on overspends was **NOTED**. Whilst it was accepted in principle to authorise overspend in the relevant budget heading to match additional amounts of funding received, with this to be reported to the Policy and Resources Committee, the matter was **DEFERRED** until the next meeting to consider updates to financial regulations.
- d) The Committee **RESOLVED**:
 - I. To note the information provided in the report.
 - II. To resolve the status of the HVAC fund as an accrued revenue fund with effect from the start of the 2025-26 financial year.
 - III. To approve that all costs relating to the HVAC system including inspection, maintenance, repair and replacement, should be taken from this fund from the financial year 2025-26 onwards.
 - IV. To approve the expenditures from the HVAC fund, resolved by the BPMC committee on the 24th June 2025.

A decision with respect to the status of the election fund was **DEFERRED**.

PR2425/08 Sustainability, ecology and climate emergency

The updated list of actions was **NOTED**.

The committee **NOTED** the new Parish Council banner, which will be displayed at the Parish stall at the Village Fete.

PR2526/09 Policies

The Committee **RECOMMENDED** the following policies to Full Council, subject to any changes which will be sent over to the Clerk for consideration.

- a) Communications, Engagement and ICT Policy.
- b) Complaints Policy and Procedure.
- c) Investments and Reserves Policy.
- d) Event animal welfare policy (recommended by BPMC).

PR2526/10 Grants

The Committee **RESOLVED** to approve a grant of £1,000, in kind against room hire, to the Slough & Windsor Railway, towards a Model Railway Exhibition.

Cllr Slater requested that her vote against the resolution be formally noted in the minutes.

The Committee **RESOLVED** to approve a grant of £888 from Sound and Song, towards an Intergenerational Singing Programme.

PR2526/11 Recommendations from other committees

It was **RESOLVED** to approve the recommendation from the Recreation and Amenities Committee to spend up to £2,000 on additional insulation at the George Pitcher Memorial Ground Pavillion, from the GPMG Improvement Fund.

It was **RESOLVED** to approve the recommendation from the Burnham Park Management Committee to vire £12,500 from the Hall Salaries Budget to the Hall Wages (Casuals) budget.

PR2526/12 Risk Assessment

The general risk assessment document was **NOTED**. The Assistant Clerk reported that the actions arising from this report are in progress.

PR2526/13 Utilities Contacts

It was **RESOLVED** 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 includes sensitive information about potential legal matters (item 13) and crime (item 14)

Cllr Bunce, the Finance Manager, and the Assistant Clerk were invited to remain in the meeting for these items.

The report was **NOTED**. It was **RESOLVED** to approve the recommendations made in the confidential report.

PR2526/14 CCTV

The Committee **RESOLVED** to approve the Clerk looking into options for stage 2 of CCTV project, on the basis that this should not be the only priority and that other Council priorities should be considered.

The Assistant Clerk stated that the Clerk would require an indication as to which locations to investigate, in order to give a steer and to make the task proportionate.

The meeting closed at 20:05

Date of next meeting: Tuesday 16th September 2025.

(1st Budget Meeting)

Explanatory note on overspends

Summary

Where we get grant or other income it is shown under 'income'; and when spent it is shown under the most appropriate budget heading.

For example, the payment for a memorial bench is shown as income; and it is then spent from outside spaces. The downside to this is that it then 'uses' up the outside spaces budget even though there is separate funding for the bench. This can partly be dealt with by in future having a dedicated 'memorial benches' budget; however as we don't know the number of benches each year it's hard to predict the amount to put in the budget.

Similarly, we recently received a rebate from SSE for delayed work on streetlights; this has gone into income, but sensibly we could use it for further streetlighting work.

The recommendations suggest a compliant way to account for this, and ensure that income for a specific purpose / budget area can be spent on that area, whilst keeping the committee updated.

This proposal and report has been checked with our internal auditor who advises that *"The suggested way forward would be suitable for covering the issues with income being used for unbudgeted expenditure items. It keeps the income and expenditure separate (as required by the audit regs) but perhaps better reflects the impact on the budget for councillors."*

Recommendations

- i. to agree as a general policy that "where there is additional unbudgeted income that matches a particular council function, the Council authorises an overspend in the relevant budget heading to match the additional amount of funding received, with this to be reported to the Policy & Resources Committee."
- ii. to recommend to Full Council to update Financial Regulations to confirm this approach.
- iii. that the Committee notes the £2,160 rebate received from SSE for delays to streetlight connections works, which under this policy can be used as an overspend in the streetlighting budget.

This would allow streetlighting rebates to be used to commission extra streetlighting work; and then going forward allow additional benches to be funded from a benches budget line rather than 'outside spaces' etc.

It only applies to unexpected income that matches a particular council function – not for example extra interest for council reserves; or income that was already budgeted.

Accrued revenue budgets

Context

It transpired during the meeting of BPMC on 24th June that there was a difference of understanding around the status of the Heating, Ventilation and Air Conditioning Fund. Further investigations have confirmed this ambiguity; as the current status of the fund in the accounts does not match its original status or intent. This paper proposes steps for addressing this issue, and returning to the fund to the original intention; as well as taking similar steps for another applicable fund.

Recommendations

1. To note and approve the information in this report.
2. To resolve the status of the HVAC fund and the Elections fund as accrued revenue funds with effect from the start of the 2025-26 financial year.
3. To state that all costs relating to the HVAC system including inspection, maintenance, repair and replacement, should be taken from this fund from the financial year 2025-26 onwards, including where practicable the cost of major works.
4. To approve the spends from the HVAC fund resolved by the meeting of the Burnham Park Management Committee on 24.06.05.

Alternatives considered and not recommended

1. To retain these funds as capital funds: not recommended as this appears not to have been the original intention, and it limits the use of the funds for their intended purpose.
2. To amend the accounts for previous years to show these funds as never having been capital funds: not recommended, as this would require changing approved and submitted accounts.
3. To make a transfer from the HVAC funds to general reserves, to cover maintenance costs that have not been taken from the HVAC fund in recent years. This is not recommended, as the funds may be required for upcoming major works, although this can be reconsidered at a future point once works have been approved.

Commentary

- During the BPMC meeting the 2024-25 Chair of the Policy & Resources Committee, stated that the HVAC fund is an accrued revenue fund. The Chair of the Council concurred. On this basis BPMC resolved to spend funds from this fund.
- The Chair of P&R for 2023-24 understood that the HVAC was a capital fund; and this was also the belief of the Finance Manager (not present at the meeting) and Clerk.
- It has subsequently been confirmed that the fund is listed under capital/reserves fund in the accounts for 2023-24, and 2022-23. There is also a figure for accruals (HVAC and Tractor) on the top half of the balance sheet although the sums are small.
- The accounts for 2021-22 seem to show to a shift in the status of the funds, as significant sums are shown on both sides of the balance sheet; whilst the accounts for 2020-21 shows it only as an accrued revenue fund, and not as a reserve.
- It therefore appears to be the case that the status of the fund changed during the financial year 2021-22, and that it has subsequently been recorded and managed as a capital fund. It is unclear whether this was at the resolution of the council.

- Based on the above, the Clerk's advice that spending a capital fund could only be recommended through P&R was correct and applicable to the HVAC fund.
- In order to return to the original intent of the fund, where the fund accrues each year but can be spend in the same way as a revenue fund, it is advised to state that the HVAC fund will be an accrued revenue fund from the 2025-26 financial year onwards.
- It is further advised that from this financial year onwards all costs relating to the HVAC system including inspection, maintenance, repair and replacement, should be taken from the HVAC fund. This matches what was done prior to the 2021-22 financial year.
- Given the current status of the HVAC system, and the fact that fund has accrued a large sum since it was treated as a capital sum, it is also advised that where practicable the cost of major works to the HVAC system are taken from this fund. Should the fund be insufficient then the Council can consider other funding options including applying for a loan from public works loan board.
- As the fund has been recorded as a capital fund in multiple successive annual accounts and returns, it is not felt wise to attempt any retrospective changes.
- As the BPMC does not have the authority to spend capital funds, but would have the authority to spend from an accrued revenue fund, it is advised that it would be prudent for P&R to approve the spends made by BPMC from the HVAC fund on 24.06.25.
- It is also felt that the Elections Fund should be an accrued revenue fund, since funds need to be built up over a four year-council cycle but it is not capital expenditure and should not require additional steps to authorise appropriate payments for election costs.

Risks

- It is not felt that the ambiguity presents significant risks, provided that it is now addressed and operated in line with this going forwards.
- It is felt that moving the fund back to the original intention of an accrued revenue fund for all HVAC expenditure will reduce the risk of issues with the HVAC system in the future, as expenditure will be able to be authorised more simply and expeditiously.

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April

Year: 2026

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

Period To: Month 3, June

All departments

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Precept Income	416,573.99	416,573.99	0.00
Income <i>See notes under committees for explanations</i>	60,790.38	81,595.21	(20,804.83)
	<u>477,364.37</u>	<u>498,169.20</u>	<u>(20,804.83)</u>
Purchases			
Purchases	7,028.33	13,284.69	6,256.36
	<u>7,028.33</u>	<u>13,284.69</u>	<u>6,256.36</u>
Direct Expenses			
Community Entertainment	425.29	999.99	574.70
Fuel	1,844.91	206.25	(1,638.66)
Mileage	326.50	324.96	(1.54)
Clothing	0.00	137.46	137.46
Event Staff	9,676.40	12,624.98	2,948.58
Event Promotion	(485.46)	375.00	860.46
Entertainment	462.06	3,249.99	2,787.93
Equipment Purchase	0.00	324.99	324.99
Licences	884.50	655.00	(229.50)
Equipment Hire	186.19	499.98	313.79
Laundry	203.91	99.99	(103.92)
Grants	1,537.16	750.00	(787.16)
Bunting	979.60	1,312.50	332.90
	<u>16,041.06</u>	<u>21,561.09</u>	<u>5,520.03</u>
Gross Profit (Loss):	<u>454,294.98</u>	<u>463,323.42</u>	<u>(9,028.44)</u>
Overheads			
Salaries	95,744.63	117,480.48	21,735.85
Pension	0.00	199.98	199.98
Staff Welfare	238.28	300.00	61.72
Training	125.00	999.96	874.96
Insurance	17,087.84	17,000.00	(87.84)
Legal & Professional	(884.77)	449.33	1,334.10
Chairman's Expenses	650.00	375.00	(275.00)
Twinning Expenses	0.00	24.99	24.99
Councillor's Expenses	0.00	187.50	187.50
Cleaning	1,231.28	1,200.00	(31.28)
Postage	0.00	18.75	18.75
Stationery	910.54	999.99	89.45
Telephone	1,453.85	1,249.98	(203.87)
Meeting expenses	164.98	150.00	(14.98)
Advertising	608.68	199.98	(408.70)
Property Maintenance &	34,224.48	31,179.97	(3,044.51)
Bank Charges	404.83	574.98	170.15
Rates & Council Tax	20,722.64	21,500.00	777.36
Refuse	1,114.19	1,224.96	110.77
Utilities	19,753.16	22,037.46	2,284.30

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April

Year: 2026

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

Period To: Month 3, June

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Equipment repairs & renewal	13,813.54	14,249.96	436.42
PWLB Loan Repayment	26,924.96	26,940.82	15.86
PWLB Interest Repayment	10,794.55	10,794.55	0.00
Bad Debt Write Off	0.00	24.99	24.99
IT Software	2,463.86	2,499.99	36.13
Subscriptions	2,830.57	2,643.24	(187.33)
Health and Safety	2,681.99	4,800.00	2,118.01
HVAC Repair Fund	(137,005.45)	(136,622.35)	383.10
Misc Cafe Purchases etc	0.00	99.99	99.99
GPMG Signage	173.65	249.96	76.31
Neighbourhood Plan	0.00	249.99	249.99
CCTV Maintenance	0.00	1,749.99	1,749.99
	<u>116,227.28</u>	<u>145,034.44</u>	<u>28,807.1</u>
Net Profit (Loss):	<u>338,067.70</u>	<u>318,288.98</u>	<u>19,778.7</u>

Budget monitoring commentary; end of Q1 2025-2026

Documents enclosed

The enclosed profit and loss sheets show Q1 expenditure against budget projections across all areas of revenue spending; whilst the reserves sheet shows the status of earmarked and ring-fenced reserves.

In entering budgets for 2025-26 we have spread the budget evenly across 12 months, except where there was a clear reason not to do so. For example:

- i. Income or expenditure is predictably seasonal (e.g. Pitchside Café; GPMG Pitch Hire).
- ii. Income or expenditure is predictably front-loaded or back-loaded (e.g. insurance is all paid at year start).

For some other budgets variations are to be expected but are not so marked or predictable as to amend the budget projections; it is anticipated that these will broadly even out over the year.

Commentary

The overall profit and loss figures appear to show the Council's budget position for Q1 to be about £20,000 better than expected. However, this figure for the most part due to an apparent underspend in salaries of around £21,000, which is largely misleading. £10,500 of this figure is due to a payroll company error in erroneously claiming National Insurance relief, which has been repaid in Q2, and around £4,000 is due to the future spend on the backdated pay rise for most permanent council staff. This rise was announced just before this report was completed (earlier than usual) as 3.2%, which overall is approximately what was budgeted. We hope to pay this in August, backdated to April, so it will be included in the Q2 figures. There are genuine savings due to a staff member being on maternity leave, and saved on costs from a staffing change in the hall, which are themselves partly offset by the costs of resolving the historic pensions issues reported to P&R. We do also allow for a small buffer in the salaries budget and therefore the actual saving against expectations so far on salaries is around £5,000; and this may be required later in the year.

There have been some areas of underspend that may represent a likely genuine saving over the year, such as on zero hours staff, CCTV maintenance, and entertainment. Equally the income from the Hall and Pitchside Cafes and the Hall bar is likely to be significantly below budget over the year; whilst the property maintenance and repair items will likely see an overall overspend based on current projections. Utilities are currently underspent but likely to go a little over budget, depending on prices and weather over the winter months, particularly at the GPMG as explained in the R&A section. Whilst there is likely to be a significant spend from the Heating, Ventilation and Air Conditioning (HVAC) fund, this is now confirmed as an accrued fund and the spend will be covered by funds rolled over from previous years plus this year's budgeted figure.

Overall summary

Therefore, it is prudent to say that the council's overall budget position after Q1 is **slightly, but not significantly, worse than expected**. However, this is a significantly stronger position than at the same time last year where the high costs for the locum clerk and hall manager meant a significant overspend. It should also be noted that because the 2024-25 end of year budget position was better than had been predicted, our position at the start of the 2025-26 year was also better than predicted.

Further details can be found within the committee commentaries below.

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April

Year: 2026

Department: From '1' to '1' (inclusive)

Period To: Month 3, June

P&R (Parish Office)

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Precept Income	416,573.99	416,573.99	0.00
Income <i>Silent Green Lane Rent</i>	6,546.33	7,935.00	(1,388.67)
<i>Bank interest</i>	<u>423,120.32</u>	<u>424,508.99</u>	<u>(1,388.67)</u>
Purchases			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Direct Expenses			
Community Entertainment	425.29	999.99	574.70
Mileage	56.50	49.98	(6.52)
Equipment Purchase	0.00	249.99	249.99
Grants <i>Includes CIL grant of £534</i>	1,134.00	750.00	(384.00)
	<u>1,615.79</u>	<u>2,049.96</u>	<u>434.17</u>
Gross Profit (Loss):	<u>421,504.53</u>	<u>422,459.03</u>	<u>(954.50)</u>
Overheads			
Salaries <i>notes</i>	43,325.09	54,302.76	10,977.67
Pension	0.00	199.98	199.98
Staff Welfare	238.28	300.00	61.72
Training	105.00	499.98	394.98
Insurance	17,087.84	17,000.00	(87.84)
Legal & Professional <i>notes</i>	(884.77)	449.33	1,334.10
Chairman's Expenses	650.00	375.00	(275.00)
Twinning Expenses	0.00	24.99	24.99
Councillor's Expenses	0.00	187.50	187.50
Postage	0.00	18.75	18.75
Stationery	910.54	999.99	89.45
Telephone	1,453.85	1,249.98	(203.87)
Meeting expenses	164.98	150.00	(14.98)
Advertising <i>notes</i>	608.68	199.98	(408.70)
Property Maintenance &	39.60	54.99	15.39
Bank Charges	177.40	137.49	(39.91)
PWLB Loan Repayment	22,897.11	22,897.11	0.00
PWLB Interest Repayment	10,755.48	10,755.48	0.00
IT Software	2,463.86	2,499.99	36.13
Subscriptions	2,830.57	2,643.24	(187.33)
Health and Safety <i>notes</i>	0.00	1,800.00	1,800.00
GPMG Signage	32.46	0.00	(32.46)
Neighbourhood Plan	0.00	249.99	249.99
	<u>102,855.97</u>	<u>116,996.53</u>	<u>14,140.56</u>
Net Profit (Loss):	<u>318,648.56</u>	<u>305,462.50</u>	<u>13,186.06</u>

Burnham Parish Office (P&R)

Commentary

The overall profit and loss figures appear to show the committee's position to be about £13,000 better than expected.

However, this figure is largely created by an apparent underspend in salaries of around £11,000. Some of this represents a genuine saving from a staff member being on maternity leave, partly offset by costs of resolving the historic pensions issues reported to P&R. However much of this is due to mixture of an erroneous NI relief claim, now repaid, and costs for the backdated pay rise: both of these costs should show up in Q2.

There are several other points to note from the committee's accounts:

- Income from interest so far is a little lower than expected but, depending on interest rates, this is expected to broadly match budget over the year.
- Grants appears to be overspent, but only £600 of the figure will ultimately come from this budget – the other £534 is part of the £1,000 CIL grant towards a 'Your Speed Is' sign at Dropmore Road, and will be journalled across to come from CIL.
- Legal and professional fees currently show as a credit because the external audit cost was accrued from 2024/25 and has not yet been paid. It will be paid for 2025/26, and then accrued for 2026/27, later in the year. That said, legal and professional fees are still currently under budget as no locums have been required so far this year.
- The Community Entertainment Fund currently shows an underspend and, whilst more will be spent for the Christmas Event, this is expected to underspend over the year.
- Advertising is showing above budget as this was where the walk booklet costs were allocated (the income for sponsorship is shown under R&A).
- Health and Safety costs are likely to rise later in the year, as further risk assessment and associated costs are paid.

Overall summary

Therefore, it is probably most accurate to say that the overall P&R committee budget position after Q1 is **currently slightly better than budget due to savings in salaries and professional fees, and this is expected to be sustained over the year.**

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April

Year: 2026

Department: 2, 3, 4, 5, 6

Period To: Month 3, June

BPMC

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income <i>Room hire Events Bar See notes Cafe</i>	44,385.16	60,784.98	(16,399.82)
	<u>44,385.16</u>	<u>60,784.98</u>	<u>(16,399.82)</u>
Purchases			
Purchases	6,854.48	10,999.98	4,145.50
	<u>6,854.48</u>	<u>10,999.98</u>	<u>4,145.50</u>
Direct Expenses			
Mileage	0.00	12.48	12.48
Clothing	0.00	62.49	62.49
Event Staff <i>Zero hours staff</i>	8,427.10	10,624.98	2,197.88
Event Promotion <i>notes</i>	(485.46)	375.00	860.46
Entertainment <i>notes</i>	462.06	3,249.99	2,787.93
Licences	842.50	655.00	(187.50)
Equipment Hire	186.19	499.98	313.79
Laundry	203.91	99.99	(103.92)
	<u>9,636.30</u>	<u>15,579.91</u>	<u>5,943.61</u>
Gross Profit (Loss):	<u>27,894.38</u>	<u>34,205.09</u>	<u>(6,310.71)</u>
Overheads			
Salaries <i>notes</i>	26,233.67	31,789.50	5,555.83
Training	0.00	249.99	249.99
Property Maintenance & <i>notes</i>	17,618.08	14,499.99	(3,118.09)
Bank Charges	227.43	437.49	210.06
Rates & Council Tax	17,714.50	18,500.00	785.50
Refuse	737.75	874.98	137.23
Utilities	12,871.39	15,000.00	2,128.61
Equipment repairs & renewal	681.66	1,249.98	568.32
PWLB Loan Repayment	2,416.71	2,416.71	0.00
PWLB Interest Repayment	23.44	23.44	0.00
Bad Debt Write Off	0.00	24.99	24.99
Health and Safety	1,235.00	1,500.00	265.00
HVAC Repair Fund <i>notes</i>	(137,005.45)	(136,622.35)	383.10
	<u>(57,245.82)</u>	<u>(50,055.28)</u>	<u>7,190.54</u>
Net Profit (Loss):	<u>85,140.20</u>	<u>84,260.37</u>	<u>879.83</u>

Burnham Park Management Committee (BPMC)

Commentary

The overall profit and loss figures appear to show the committee's position to be about £1,000 better than expected. However this does not represent the full true picture.

This is again affected by salaries. Whilst most of the hall staff are not on national terms and therefore receive their annual pay rise in April, there has been a saving on the on-costs of the staff member moved from permanent to zero hours (see further below).

There are several other points to note from the committee's accounts, which show that the budget position of this committee is a little poorer than hoped:

- Hall income is significantly down overall largely because bar and cafe income are much lower than expected. It is anticipated that this will continue over the year and that these items have been overbudgeted. Hall hire is around £2,000 better than expected, partly due to revenue from filming in July which has already been paid, but this is a far smaller sum.
- Expenditure on bar and café is also lower than expected, although again not sufficiently to compensate for the above.
- It was agreed to vire funds from salaries to casual staff, as one permanent member of staff asked to move to a zero-hours contract. There will still be a small saving in salaries as the on-costs for this staff member were not vired. Furthermore, we are currently around £2,000 under budget on the (increased) casual staff budget. Some of this, but not all, will be taken up by annual holiday pay for zero hours staff in January, but there is still a good chance of this coming in under budget for Hall staffing over the full year.
- Event promotion is currently showing a negative spend because bunting costs, paid in March, were refunded from another budget in April. That said, event promotion costs are currently being kept well controlled and are likely to come in under budget for the year.
- Entertainment is also currently well under budget. A larger spend in the run up to Christmas is likely, but this is still expected to come in under budget for the year.
- Property maintenance is currently over budget, although this is largely due to two significant one-off projects in the first quarter: the drains work / paving improvements, and the new gate into the courtyard. Over the year this budget heading is expected to be roughly to budget, especially now that HVAC costs are being taken from a separate budget.
- The HVAC fund is showing a huge income, because the full fund has been transferred from being a capital reserve. The current state of the fund is explained further in the additional sheet.

Overall summary

Therefore, it is probably most accurate to say that the overall BPMC budget position after Q1 is a **slightly worse than expectations, due largely to the performance of the Hall bar and café, and this is expected to be sustained over the year.**

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April

Year: 2026

Department: 7, 8, 9, 10, 11, 12, 16

Period To: Month 3, June

R&A

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	9,858.89	12,875.23	(3,016.34)
Donation rent			
Podgilmirng			
bench scheme			
White bricklet sponsors			
Gross cutting			
Pitchside cage			
See notes			
	<u>9,858.89</u>	<u>12,875.23</u>	<u>(3,016.34)</u>
Purchases			
Purchases	173.85	2,284.71	2,110.86
	<u>173.85</u>	<u>2,284.71</u>	<u>2,110.86</u>
Direct Expenses			
Fuel	1,844.91	206.25	(1,638.66)
Mileage	270.00	262.50	(7.50)
Clothing	0.00	74.97	74.97
Event Staff	1,249.30	2,000.00	750.70
Equipment Purchase	0.00	75.00	75.00
Licences	42.00	0.00	(42.00)
Grants	403.16	0.00	(403.16)
Bunting	979.60	1,312.50	332.90
	<u>4,788.97</u>	<u>3,931.22</u>	<u>(857.75)</u>
Gross Profit (Loss):	<u>4,896.07</u>	<u>6,659.30</u>	<u>(1,763.23)</u>
Overheads			
Salaries	26,185.87	31,388.22	5,202.35
Training	20.00	249.99	229.99
Cleaning	1,231.28	1,200.00	(31.28)
Property Maintenance & notes	16,566.80	16,624.99	58.19
Rates & Council Tax	3,008.14	3,000.00	(8.14)
Refuse	376.44	349.98	(26.46)
Utilities	6,881.77	7,037.46	155.69
Equipment repairs & renewal	13,131.88	12,999.98	(131.90)
PWLB Loan Repayment	1,611.14	1,627.00	15.86
PWLB Interest Repayment	15.63	15.63	0.00
Health and Safety	1,446.99	1,500.00	53.01
Misc Cafe Purchases etc	0.00	99.99	99.99
GPMG Signage	141.19	249.96	108.77
CCTV Maintenance	0.00	1,749.99	1,749.99
	<u>70,617.13</u>	<u>78,093.19</u>	<u>7,476.06</u>
Net Profit (Loss):	<u>(65,721.06)</u>	<u>(71,433.89)</u>	<u>5,712.83</u>

Recreation and Amenities Committee (R&A)

Commentary

The overall profit and loss figures appear to show the committee's position to be a little under £6,000 better than expected.

However, this figure is largely created by an apparent underspend in salaries of around £5,000, which is misleading, as outlined above – it is due to mixture of an erroneous NI relief claim, now repaid, and costs for the backdated pay rise: both of these should show up in Q2.

Other points to note from the committee's accounts are

- Income appears to be down partly because only 2 monthly rental payments for the pavilion were received in Q1 rather than 3, due to the due dates – this will even out over the year. Pitchside Café income is lower than expected, as is parking income (albeit this is largely the off-season). Equally, park income is higher, due to filming in the park in July which has already been paid, and there was additional income from sponsorship for the walks booklet (spend under the P&R advertising budget) and a grant for wildlife enhancements (spent under R&A grants).
- Spending on Pitchside Café stock is also significantly down. Pitchside Café staffing costs are relatively higher because these are paid a month in arrears, so the Q1 figures include March which was a busy month for the Café – this will even out over the year as there will be no staffing bill in September for August operation.
- Bunting costs are a little lower than expected because the bunting lasted longer than predicted so had not been taken down by the end of Q1. These costs may be saved, as the taking down was combined with putting up new, externally funded, bunting.
- Whilst property maintenance seems roughly even against budget predictions overall, there has been overspend on the pavilion (mostly for health and safety works) and public conveniences (repairs). These overspends are likely to persist through the year and may require further vires or emergency spends based on recommendations.
- There has been a saving on the CCTV maintenance budget, as when the budget was set it was anticipated that the Parish would have to meet maintenance costs for the new CCTV cameras in the village centre, and £7,000 was budgeted for this. These costs have instead been met by Bucks Council. As a lot of tree work is needed arising from the tree survey, it has been approved by full council to via the £7,000 CCTV budget to outside spaces for this purpose. It is anticipated that this will then be spent to budget.
- Fuel costs are uneven over the year because there are two to three refills of the large fuel tank at the GPMG; one of these was expected in Q2 but was actually needed in Q1.
- Utilities costs at the GPMG are roughly to budget for Q1 will be over budget across the year, due to the issues around the contract as reported to P&R Committee in July.

Overall summary

Therefore, it is probably most accurate to say that the overall R&A committee budget position after Q1 is currently **about even – neither significantly positive nor negative relative to expectations for this period in the financial year.** However, it is expected to become a little worse than budget over the year due to the increased GPMG utility costs, and because the current saving from the CCTV underspend will be used for tree work.

Reserves

2025 1st Quarter:

April 2025 - June 2025

Earmarked Reserves

Opening Balance 01.04.25	Income/Accruals 2025/26	Expenditure 1st Q	Balance 30.06.25	Notes	Responsible Committee
GPMG Improvement Fund	£16,987.34	£0.00	£16,987.34	Will be topped up with parking income. Up to £2,000 committed to solar insulation.	R & A
Tractor & Mower Fund	£65,969.89	£0.00	£67,219.87	£5k total accrual for year. No replacements anticipated this year.	R & A
Election Fund	£12,000.00	£999.99	£12,999.99	£4k total accrual for year, 2025 election bill is £3,716 (low, as all elections uncontested; will be billed in August)	P&R/FC
Capital Projects	£5,065.61	£0.00	£5,065.61	No top up this year. Expenditure may be needed for Pond.	P&R/FC

Ring Fenced Reserves

Land Securities High Street Fund	£6,873.04	£0.00	£6,873.04	Likely to run out this year; discussion during budget process on ways forward	P&R/FC
Neighbourhood Plan	£0.00	£0.00	£0.00	Costs to be funded from CIL, as grant funding now spent	P&R/FC
Burnham Rocks Project	£7.46	£0.00	£7.46		BPMC
Playground Fund	£5,035.07	£750.00	£5,785.07	£3k total accrual for the year	R & A
Community Infra Structure - (CIL)	£78,854.18	£0.00	£78,854.18	See below	

Committed / anticipated CIL Spend

Solar streetlights project	Up to £15,000			Likely to be under budget	R&A / Eco
Littlecommon YSI sign grant	£1,000				P&R/FC
Neighbourhood plan costs	tbc			Costs should not be high, as Bucks pays for examiner and referendum. Estimate £2-3k for consultant advice	P&R/FC

Accrued revenue account

HVAC Fund	£139,622.35	£20,000.00	£2,616.90	£157,005.45	£20k added from 2025-26 budget. Potentially further large expenditures this year.	BPMC
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Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 4, July

Year: 2026

Department: 7, 8, 9, 10, 11, 12, 16

Period To: Month 4, July

R&A month 4 (July)

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income <i>Early pitch income</i>	9,252.67	3,075.07	6,177.60
	<u>9,252.67</u>	<u>3,075.07</u>	<u>6,177.60</u>
Purchases			
Purchases	0.00	20.83	20.83
	<u>0.00</u>	<u>20.83</u>	<u>20.83</u>
Direct Expenses			
Fuel	0.00	68.75	68.75
Mileage	64.80	87.50	22.70
Clothing	0.00	24.99	24.99
Equipment Purchase	1,099.00	500.00	(599.00)
Licences	14.00	0.00	(14.00)
Bunting	0.00	437.50	437.50
	<u>1,177.80</u>	<u>1,118.74</u>	<u>(59.06)</u>
Gross Profit (Loss):	<u>8,074.87</u>	<u>1,935.50</u>	<u>6,139.37</u>
Overheads			
Salaries <i>M1 repayment</i>	11,492.77	10,462.74	(1,030.03)
Training	249.67	83.33	(166.34)
Cleaning	517.76	400.00	(117.76)
Property Maintenance &	4,659.86	4,361.11	(298.75)
Refuse	207.36	116.66	(90.70)
Utilities	2,766.58	2,279.16	(487.42)
Equipment repairs & renewal	1,669.47	1,541.66	(127.81)
Health and Safety	720.00	0.00	(720.00)
Misc Cafe Purchases etc	0.00	16.66	16.66
GPMG Signage	0.00	83.32	83.32
	<u>22,283.47</u>	<u>19,344.64</u>	<u>(2,938.83)</u>
Net Profit (Loss):	<u>(14,208.60)</u>	<u>(17,409.14)</u>	<u>3,200.54</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 5, August Year: 2026

Department: 7, 8, 9, 10, 11, 12, 16

Period To: Month 5, August

R&A month 5 (August)

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income <i>Cas pitch payments</i>	16,321.68	2,875.08	13,446.60
	<u>16,321.68</u>	<u>2,875.08</u>	<u>13,446.60</u>
Purchases			
Purchases	389.76	20.83	(368.93)
	<u>389.76</u>	<u>20.83</u>	<u>(368.93)</u>
Direct Expenses			
Fuel	0.00	1,818.75	1,818.75
Mileage	62.10	87.50	25.40
Clothing	59.99	25.00	(34.99)
Licences	14.00	0.00	(14.00)
	<u>136.09</u>	<u>1,931.25</u>	<u>1,795.16</u>
Gross Profit (Loss):	<u>15,795.83</u>	<u>923.00</u>	<u>14,872.83</u>
Overheads			
Salaries	10,033.85	10,462.75	428.90
Training	0.00	83.33	83.33
Cleaning	564.58	400.00	(164.58)
Property Maintenance & <i>Solar lighting, to come from CIL</i>	12,579.66	2,861.11	(9,718.55)
Refuse	0.00	116.67	116.67
Utilities	2,067.61	2,279.17	211.56
Equipment repairs & renewal	1,684.79	1,541.67	(143.12)
Misc Cafe Purchases etc	0.00	16.67	16.67
GPMG Signage	0.00	83.34	83.34
	<u>26,930.49</u>	<u>17,844.71</u>	<u>(9,085.78)</u>
Net Profit (Loss):	<u>(11,134.66)</u>	<u>(16,921.71)</u>	<u>5,787.05</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April

Year: 2026

Department: 7, 8, 9, 10, 11, 12, 16

Period To: Month 5, August

R&A months 1-5 (April-August inclusive)

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income <i>Early pitch hire payments</i>	35,433.24	18,825.38	16,607.86
	<u>35,433.24</u>	<u>18,825.38</u>	<u>16,607.86</u>
Purchases			
Purchases	563.61	2,326.37	1,762.76
	<u>563.61</u>	<u>2,326.37</u>	<u>1,762.76</u>
Direct Expenses			
Fuel	1,844.91	2,093.75	248.84
Mileage	396.90	437.50	40.60
Clothing	59.99	124.96	64.97
Event Staff	1,249.30	2,000.00	750.70
Equipment Purchase	1,099.00	500.00	(599.00)
Licences	70.00	0.00	(70.00)
Bunting	979.60	1,750.00	770.40
Wildflower Project	109.16	0.00	(109.16)
The Fairway Wildlife Project	294.00	0.00	(294.00)
	<u>6,102.86</u>	<u>6,906.21</u>	<u>803.35</u>
Gross Profit (Loss):	<u>28,766.77</u>	<u>9,592.80</u>	<u>19,173.97</u>
Overheads			
Salaries	47,712.49	52,313.71	4,601.22
Training	269.67	416.65	146.98
Cleaning	2,313.62	2,000.00	(313.62)
Property Maintenance & <i>Solar lighting from CIC</i>	33,806.32	24,347.21	(9,459.11)
Rates & Council Tax	3,008.14	3,000.00	(8.14)
Refuse	583.80	583.31	(0.49)
Utilities	11,715.96	11,395.81	(320.15)
Equipment repairs & renewal	16,486.14	16,083.31	(402.83)
PWLB Loan Repayment	1,611.14	1,627.00	15.86
PWLB Interest Repayment	15.63	15.63	0.00
Health and Safety	2,166.99	1,500.00	(666.99)
Misc Cafe Purchases etc	0.00	83.31	83.31
GPMG Signage	141.19	416.62	275.43
	<u>119,831.09</u>	<u>113,782.56</u>	<u>(6,048.53)</u>
Net Profit (Loss):	<u>(91,064.32)</u>	<u>(104,189.76)</u>	<u>13,125.44</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 4, July

Year: 2026

Department: 2, 3, 4, 5, 6

Period To: Month 4, July

BPMC month 4 (July)

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	12,337.02	20,561.66	(8,224.64)
	<u>12,337.02</u>	<u>20,561.66</u>	<u>(8,224.64)</u>
Purchases			
Purchases	1,855.53	3,666.66	1,811.13
	<u>1,855.53</u>	<u>3,666.66</u>	<u>1,811.13</u>
Direct Expenses			
Mileage	0.00	4.16	4.16
Clothing	0.00	20.83	20.83
Event Staff	3,353.33	3,541.66	188.33
Event Promotion	0.00	125.00	125.00
Entertainment	0.00	1,083.33	1,083.33
Licences	52.50	395.00	342.50
Equipment Hire	0.00	166.66	166.66
Laundry	0.00	33.33	33.33
	<u>3,405.83</u>	<u>5,369.97</u>	<u>1,964.14</u>
Gross Profit (Loss):	<u>7,075.66</u>	<u>11,525.03</u>	<u>(4,449.37)</u>
Overheads			
Salaries	11,547.88	10,596.50	(951.38)
Staff Welfare	130.00	0.00	(130.00)
Training	341.22	83.33	(257.89)
Stationery	37.21	0.00	(37.21)
Property Maintenance &	3,240.31	2,833.33	(406.98)
Bank Charges	80.51	145.83	65.32
Refuse	257.40	291.66	34.26
Utilities	3,935.23	4,500.00	564.77
Equipment repairs & renewal	0.00	416.66	416.66
Bad Debt Write Off	0.00	8.33	8.33
HVAC Repair Fund	0.00	2,000.00	2,000.00
	<u>19,569.76</u>	<u>20,875.64</u>	<u>1,305.88</u>
Net Profit (Loss):	<u>(12,494.10)</u>	<u>(9,350.61)</u>	<u>(3,143.49)</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 5, August Year: 2026

Department: 2, 3, 4, 5, 6

Period To: Month 5, August

BPMC month 5 (August)

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	14,908.31	19,561.67	(4,653.36)
	<u>14,908.31</u>	<u>19,561.67</u>	<u>(4,653.36)</u>
Purchases			
Purchases	1,939.15	3,666.66	1,727.51
	<u>1,939.15</u>	<u>3,666.66</u>	<u>1,727.51</u>
Direct Expenses			
Mileage	0.00	4.17	4.17
Clothing	0.00	20.83	20.83
Event Staff	2,860.20	3,541.67	681.47
Event Promotion	0.00	125.00	125.00
Entertainment	1,875.00	1,083.33	(791.67)
Licences	97.50	395.00	297.50
Equipment Hire	0.00	166.67	166.67
Laundry	0.00	33.33	33.33
	<u>4,832.70</u>	<u>5,370.00</u>	<u>537.30</u>
Gross Profit (Loss):	<u>8,136.46</u>	<u>10,525.01</u>	<u>(2,388.55)</u>
Overheads			
Salaries	9,091.66	10,596.50	1,504.84
Training	0.00	83.33	83.33
Cleaning	54.63	0.00	(54.63)
Property Maintenance &	1,044.76	2,833.33	1,788.57
Bank Charges	0.00	145.83	145.83
Refuse	214.05	291.67	77.62
Utilities	5,189.27	4,000.00	(1,189.27)
Equipment repairs & renewal	0.00	416.67	416.67
Bad Debt Write Off	0.00	8.33	8.33
Health and Safety	35.87	0.00	(35.87)
HVAC Repair Fund	2,340.00	2,000.00	(340.00)
	<u>17,970.24</u>	<u>20,375.66</u>	<u>2,405.42</u>
Net Profit (Loss):	<u>(9,833.78)</u>	<u>(9,850.65)</u>	<u>16.87</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April

Year: 2026

Department: 2, 3, 4, 5, 6

Period To: Month 5, August

BPMC months 1-5 (April-August inc)

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	71,630.49	102,408.31	(30,777.82)
	<u>71,630.49</u>	<u>102,408.31</u>	<u>(30,777.82)</u>
Purchases			
Purchases	10,649.16	18,333.30	7,684.14
	<u>10,649.16</u>	<u>18,333.30</u>	<u>7,684.14</u>
Direct Expenses			
Mileage	0.00	20.81	20.81
Clothing	0.00	104.15	104.15
Event Staff	14,640.63	17,208.31	2,567.68
Event Promotion	(485.46)	625.00	1,110.46
Entertainment	2,337.06	5,416.65	3,079.59
Licences	992.50	1,445.00	452.50
Equipment Hire	186.19	833.31	647.12
Laundry	203.91	166.65	(37.26)
	<u>17,874.83</u>	<u>25,819.88</u>	<u>7,945.05</u>
Gross Profit (Loss):	<u>43,106.50</u>	<u>58,255.13</u>	<u>(15,148.63)</u>
Overheads			
Salaries	46,873.21	52,982.50	6,109.29
Staff Welfare	130.00	0.00	(130.00)
Training	341.22	416.65	75.43
Cleaning	54.63	0.00	(54.63)
Stationery	37.21	0.00	(37.21)
Property Maintenance &	21,903.15	20,166.65	(1,736.50)
Bank Charges	307.94	729.15	421.21
Rates & Council Tax	17,714.50	18,500.00	785.50
Refuse	1,209.20	1,458.31	249.11
Utilities	21,995.89	21,500.00	(495.89)
Equipment repairs & renewal	681.66	2,083.31	1,401.65
PWLB Loan Repayment	2,416.71	2,416.71	0.00
PWLB Interest Repayment	23.44	23.44	0.00
Bad Debt Write Off	0.00	41.65	41.65
Health and Safety	1,270.87	1,500.00	229.13
HVAC Repair Fund <i>Move from reserves</i>	(134,665.45)	(132,622.35)	2,043.10
	<u>(19,705.82)</u>	<u>(10,803.98)</u>	<u>8,901.84</u>
Net Profit (Loss):	<u>62,812.32</u>	<u>69,059.11</u>	<u>(6,246.79)</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 4, July

Year: 2026

Department: From '1' to '1' (inclusive)

Period To: Month 4, July

P&L month 4 (July)

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	2,376.30	2,645.00	(268.70)
	<u>2,376.30</u>	<u>2,645.00</u>	<u>(268.70)</u>
Purchases			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Direct Expenses			
Community Entertainment	0.00	333.33	333.33
Mileage	13.70	16.66	2.96
Equipment Purchase	0.00	83.33	83.33
Grants	0.00	250.00	250.00
	<u>13.70</u>	<u>683.32</u>	<u>669.62</u>
Gross Profit (Loss):	<u>2,362.60</u>	<u>1,961.68</u>	<u>400.92</u>
Overheads			
Salaries	20,473.54	18,100.92	(2,372.62)
Pension	191.91	66.66	(125.25)
Staff Welfare	15.00	112.50	97.50
Training	380.46	166.66	(213.80)
Legal & Professional	363.86	1,083.33	719.47
Chairman's Expenses	0.00	125.00	125.00
Twinning Expenses	0.00	8.33	8.33
Councillor's Expenses	0.00	62.50	62.50
Postage	0.00	6.25	6.25
Stationery	133.93	333.33	199.40
Telephone	484.20	416.66	(67.54)
Meeting expenses	55.66	50.00	(5.66)
Advertising	0.00	66.66	66.66
Property Maintenance &	0.00	18.33	18.33
Bank Charges	38.25	45.83	7.58
PWLB Loan Repayment	6,170.96	6,170.96	0.00
PWLB Interest Repayment	5,743.74	5,743.74	0.00
IT Software	805.51	833.33	27.82
Neighbourhood Plan	0.00	83.33	83.33
	<u>34,857.02</u>	<u>33,494.32</u>	<u>(1,362.70)</u>
Net Profit (Loss):	<u>(32,494.42)</u>	<u>(31,532.64)</u>	<u>(961.78)</u>

NI repayment

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 5, August

Year: 2026

Department: From '1' to '1' (inclusive)

Period To: Month 5, August

P&R month 5 (August)

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	2,401.16	2,645.00	(243.84)
	<u>2,401.16</u>	<u>2,645.00</u>	<u>(243.84)</u>
Purchases			
Purchases	(13.47)	0.00	13.47
	<u>(13.47)</u>	<u>0.00</u>	<u>13.47</u>
Direct Expenses			
Community Entertainment	0.00	333.33	333.33
Mileage	28.50	16.67	(11.83)
Equipment Purchase	0.00	83.33	83.33
Grants	0.00	250.00	250.00
	<u>28.50</u>	<u>683.33</u>	<u>654.83</u>
Gross Profit (Loss):	<u>2,386.13</u>	<u>1,961.67</u>	<u>424.46</u>
Overheads			
Salaries	28,752.16	18,100.92	(10,651.24)
Pension	0.00	66.67	66.67
Staff Welfare	15.00	200.00	185.00
Training	13.38	166.66	153.28
Legal & Professional	363.86	1,083.33	719.47
Chairman's Expenses	0.00	125.00	125.00
Twinning Expenses	0.00	8.33	8.33
Councillor's Expenses	0.00	62.50	62.50
Election Costs	3,716.00	0.00	(3,716.00)
Postage	4.62	6.25	1.63
Stationery	284.68	333.33	48.65
Telephone	463.98	416.67	(47.31)
Meeting expenses	13.99	50.00	36.01
Advertising	1.00	66.67	65.67
Property Maintenance &	0.00	18.33	18.33
Bank Charges	49.45	45.83	(3.62)
PWLB Loan Repayment	7,785.31	7,785.31	0.00
PWLB Interest Repayment	7,842.98	7,842.98	0.00
IT Software	805.78	833.33	27.55
Neighbourhood Plan	0.00	83.33	83.33
	<u>50,112.19</u>	<u>37,295.44</u>	<u>(12,816.75)</u>
Net Profit (Loss):	<u>(47,726.06)</u>	<u>(35,333.77)</u>	<u>(12,392.29)</u>

Settlement + backdate

To come from reserves

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April

Year: 2026

Department: From '1' to '1' (inclusive)

Period To: Month 5, August

P&R months 1-5 (April - August inc.)

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Precept Income	416,573.99	416,573.99	0.00
Income	11,323.79	13,225.00	(1,901.21)
	<u>427,897.78</u>	<u>429,798.99</u>	<u>(1,901.21)</u>
Purchases			
Purchases	(13.47)	0.00	13.47
	<u>(13.47)</u>	<u>0.00</u>	<u>13.47</u>
Direct Expenses			
Community Entertainment	425.29	1,666.65	1,241.36
Mileage	98.70	83.31	(15.39)
Equipment Purchase	0.00	416.65	416.65
Grants	600.00	1,250.00	650.00
Littleworth Common Sign	534.00	0.00	(534.00)
	<u>1,657.99</u>	<u>3,416.61</u>	<u>1,758.62</u>
Gross Profit (Loss):	<u>426,253.26</u>	<u>426,382.38</u>	<u>(129.12)</u>
Overheads			
Salaries	92,550.79	90,504.60	(2,046.19)
Pension	191.91	333.31	141.40
Staff Welfare	268.28	612.50	344.22
Training	498.84	833.30	334.46
Insurance	17,087.84	17,000.00	(87.84)
Legal & Professional	(157.05)	2,615.99	2,773.04
Chairman's Expenses	650.00	625.00	(25.00)
Twinning Expenses	0.00	41.65	41.65
Councillor's Expenses	0.00	312.50	312.50
Election Costs	3,716.00	0.00	(3,716.00)
Postage	4.62	31.25	26.63
Stationery	1,329.15	1,666.65	337.50
Telephone	2,402.03	2,083.31	(318.72)
Meeting expenses	234.63	250.00	15.37
Advertising	609.68	333.31	(276.37)
Property Maintenance &	39.60	91.65	52.05
Bank Charges	265.10	229.15	(35.95)
PWLB Loan Repayment	36,853.38	36,853.38	0.00
PWLB Interest Repayment	24,342.20	24,342.20	0.00
IT Software	4,075.15	4,166.65	91.50
Subscriptions	2,830.57	2,643.24	(187.33)
Health and Safety	0.00	1,800.00	1,800.00
GPMG Signage	32.46	0.00	(32.46)
Neighbourhood Plan	0.00	416.65	416.65
	<u>187,825.18</u>	<u>187,786.29</u>	<u>(38.89)</u>
Net Profit (Loss):	<u>238,428.08</u>	<u>238,596.09</u>	<u>(168.01)</u>

To come from reserves

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 4, July

Year: 2026

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

Period To: Month 4, July

Whole Council month 4 (July)

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	23,965.99	26,281.73	(2,315.74)
	<u>23,965.99</u>	<u>26,281.73</u>	<u>(2,315.74)</u>
Purchases			
Purchases	1,855.53	3,687.49	1,831.96
	<u>1,855.53</u>	<u>3,687.49</u>	<u>1,831.96</u>
Direct Expenses			
Community Entertainment	0.00	333.33	333.33
Fuel	0.00	68.75	68.75
Mileage	78.50	108.32	29.82
Clothing	0.00	45.82	45.82
Event Staff	3,353.33	3,541.66	188.33
Event Promotion	0.00	125.00	125.00
Entertainment	0.00	1,083.33	1,083.33
Equipment Purchase	1,099.00	583.33	(515.67)
Licences	66.50	395.00	328.50
Equipment Hire	0.00	166.66	166.66
Laundry	0.00	33.33	33.33
Grants	0.00	250.00	250.00
Bunting	0.00	437.50	437.50
	<u>4,597.33</u>	<u>7,172.03</u>	<u>2,574.70</u>
Gross Profit (Loss):	<u>17,513.13</u>	<u>15,422.21</u>	<u>2,090.92</u>
Overheads			
Salaries <i>Ni repayment</i>	43,514.19	39,160.16	(4,354.03)
Pension	191.91	66.66	(125.25)
Staff Welfare	145.00	112.50	(32.50)
Training	971.35	333.32	(638.03)
Legal & Professional	363.86	1,083.33	719.47
Chairman's Expenses	0.00	125.00	125.00
Twinning Expenses	0.00	8.33	8.33
Councillor's Expenses	0.00	62.50	62.50
Cleaning	517.76	400.00	(117.76)
Postage	0.00	6.25	6.25
Stationery	171.14	333.33	162.19
Telephone	484.20	416.66	(67.54)
Meeting expenses	55.66	50.00	(5.66)
Advertising	0.00	66.66	66.66
Property Maintenance &	7,900.17	7,212.77	(687.40)
Bank Charges	118.76	191.66	72.90
Refuse	464.76	408.32	(56.44)
Utilities	6,701.81	6,779.16	77.35
Equipment repairs & renewal	1,669.47	1,958.32	288.85
PWLB Loan Repayment	6,170.96	6,170.96	0.00
PWLB Interest Repayment	5,743.74	5,743.74	0.00

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 4, July

Year: 2026

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

Period To: Month 4, July

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Bad Debt Write Off	0.00	8.33	8.33
IT Software	805.51	833.33	27.82
Health and Safety	720.00	0.00	(720.00)
HVAC Repair Fund	0.00	2,000.00	2,000.00
Misc Cafe Purchases etc	0.00	16.66	16.66
GPMG Signage	0.00	83.32	83.32
Neighbourhood Plan	0.00	83.33	83.33
	<u>76,710.25</u>	<u>73,714.60</u>	<u>(2,995.65)</u>
Net Profit (Loss):	<u>(59,197.12)</u>	<u>(58,292.39)</u>	<u>(904.73)</u>

Burnham Parish CouncilProfit & Loss by Department (Advanced Budget and Variance)

Period From: Month 5, August Year: 2026

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

Period To: Month 5, August

Whole council month 5 (August)

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income <i>Pitch income</i>	33,631.15	25,081.75	8,549.40
	<u>33,631.15</u>	<u>25,081.75</u>	<u>8,549.40</u>
Purchases			
Purchases	2,315.44	3,687.49	1,372.05
	<u>2,315.44</u>	<u>3,687.49</u>	<u>1,372.05</u>
Direct Expenses			
Community Entertainment	0.00	333.33	333.33
Fuel	0.00	1,818.75	1,818.75
Mileage	90.60	108.34	17.74
Clothing	59.99	45.83	(14.16)
Event Staff	2,860.20	3,541.67	681.47
Event Promotion	0.00	125.00	125.00
Entertainment	1,875.00	1,083.33	(791.67)
Equipment Purchase	0.00	83.33	83.33
Licences	111.50	395.00	283.50
Equipment Hire	0.00	166.67	166.67
Laundry	0.00	33.33	33.33
Grants	0.00	250.00	250.00
	<u>4,997.29</u>	<u>7,984.58</u>	<u>2,987.29</u>
Gross Profit (Loss):	<u>26,318.42</u>	<u>13,409.68</u>	<u>12,908.74</u>
Overheads			
Salaries <i>Settlement / backdate</i>	47,877.67	39,160.17	(8,717.50)
Pension	0.00	66.67	66.67
Staff Welfare	15.00	200.00	185.00
Training	13.38	333.32	319.94
Legal & Professional	363.86	1,083.33	719.47
Chairman's Expenses	0.00	125.00	125.00
Twinning Expenses	0.00	8.33	8.33
Councillor's Expenses	0.00	62.50	62.50
Election Costs <i>Reserve (Elections)</i>	3,716.00	0.00	(3,716.00)
Cleaning	619.21	400.00	(219.21)
Postage	4.62	6.25	1.63
Stationery	284.68	333.33	48.65
Telephone	463.98	416.67	(47.31)
Meeting expenses	13.99	50.00	36.01
Advertising	1.00	66.67	65.67
Property Maintenance & Reserve <i>(Solar : CIL)</i>	13,624.42	5,712.77	(7,911.65)
Bank Charges	49.45	191.66	142.21
Refuse	214.05	408.34	194.29
Utilities	7,256.88	6,279.17	(977.71)
Equipment repairs & renewal	1,684.79	1,958.34	273.55
PWLB Loan Repayment	7,785.31	7,785.31	0.00
PWLB Interest Repayment	7,842.98	7,842.98	0.00

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 5, August Year: 2026

Period To: Month 5, August

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

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Bad Debt Write Off	0.00	8.33	8.33
IT Software	805.78	833.33	27.55
Health and Safety	35.87	0.00	(35.87)
HVAC Repair Fund	2,340.00	2,000.00	(340.00)
Misc Cafe Purchases etc	0.00	16.67	16.67
GPMG Signage	0.00	83.34	83.34
Neighbourhood Plan	0.00	83.33	83.33
	<u>95,012.92</u>	<u>75,515.81</u>	<u>(19,497.11)</u>
Net Profit (Loss):	<u>(68,694.50)</u>	<u>(62,106.13)</u>	<u>(6,588.37)</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April

Year: 2026

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

Period To: Month 5, August

*Whole council months 1-5 (April - August incl)***Chart of Accounts: Chart of Accounts**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Precept Income	416,573.99	416,573.99	0.00
Income	118,387.52	134,458.69	(16,071.17)
	<u>534,961.51</u>	<u>551,032.68</u>	<u>(16,071.17)</u>
Purchases			
Purchases	11,199.30	20,659.67	9,460.37
	<u>11,199.30</u>	<u>20,659.67</u>	<u>9,460.37</u>
Direct Expenses			
Community Entertainment	425.29	1,666.65	1,241.36
Fuel	1,844.91	2,093.75	248.84
Mileage	495.60	541.62	46.02
Clothing	59.99	229.11	169.12
Event Staff	15,889.93	19,208.31	3,318.38
Event Promotion	(485.46)	625.00	1,110.46
Entertainment	2,337.06	5,416.65	3,079.59
Equipment Purchase	1,099.00	916.65	(182.35)
Licences	1,062.50	1,445.00	382.50
Equipment Hire	186.19	833.31	647.12
Laundry	203.91	166.65	(37.26)
Grants	600.00	1,250.00	650.00
Bunting	979.60	1,750.00	770.40
Wildflower Project	109.16	0.00	(109.16)
The Fairway Wildlife Project	294.00	0.00	(294.00)
Littleworth Common Sign	534.00	0.00	(534.00)
	<u>25,635.68</u>	<u>36,142.70</u>	<u>10,507.02</u>
Gross Profit (Loss):	<u>498,126.53</u>	<u>494,230.31</u>	<u>3,896.22</u>
Overheads			
Salaries	187,136.49	195,800.81	8,664.32
Pension	191.91	333.31	141.40
Staff Welfare	398.28	612.50	214.22
Training	1,109.73	1,666.60	556.87
Insurance	17,087.84	17,000.00	(87.84)
Legal & Professional	(157.05)	2,615.99	2,773.04
Chairman's Expenses	650.00	625.00	(25.00)
Twinning Expenses	0.00	41.65	41.65
Councillor's Expenses	0.00	312.50	312.50
Election Costs	3,716.00	0.00	(3,716.00)
Cleaning	2,368.25	2,000.00	(368.25)
Postage	4.62	31.25	26.63
Stationery	1,366.36	1,666.65	300.29
Telephone	2,402.03	2,083.31	(318.72)
Meeting expenses	234.63	250.00	15.37
Advertising	609.68	333.31	(276.37)
Property Maintenance &	55,749.07	44,605.51	(11,143.56)

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April

Year: 2026

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

Period To: Month 5, August

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Bank Charges	573.04	958.30	385.26
Rates & Council Tax	20,722.64	21,500.00	777.36
Refuse	1,793.00	2,041.62	248.62
Utilities	33,711.85	32,895.81	(816.04)
Equipment repairs & renewal	17,167.80	18,166.62	998.82
PWLB Loan Repayment	40,881.23	40,897.09	15.86
PWLB Interest Repayment	24,381.27	24,381.27	0.00
Bad Debt Write Off	0.00	41.65	41.65
IT Software	4,075.15	4,166.65	91.50
Subscriptions	2,830.57	2,643.24	(187.33)
Health and Safety	3,437.86	4,800.00	1,362.14
HVAC Repair Fund	(134,665.45)	(132,622.35)	2,043.10
Misc Cafe Purchases etc	0.00	83.31	83.31
GPMG Signage	173.65	416.62	242.97
Neighbourhood Plan	0.00	416.65	416.65
	<u>287,950.45</u>	<u>290,764.87</u>	<u>2,814.42</u>
Net Profit (Loss):	<u>210,176.08</u>	<u>203,465.44</u>	<u>6,710.64</u>

REPORT	Burnham High Street Working Group
	Progress update for P&R Committee 16 Sep 2025

Context:

The Burnham High Street Revitalisation working group was formed by BPC 21.07.25:

[from draft minutes] It was RESOLVED to appoint an ad hoc working group to investigate options for village centre regeneration and report to the next meeting of the Policy & Resources Committee, consisting of Cllrs Sommer (Chair), Carey, Wallis, Caesar and Doel. It was NOTED that Parish Council staff would not have the capacity to clerk the ad hoc working group, and the group would not have the authority to make decisions, or commit to spending, on behalf of the Council. The Clerk clarified that it would be perfectly proper for the group to engage with traders and other stakeholders to gather information and views.

Update:

First meeting on 14 August 2025, with follow-up on 02/09/25. Meeting notes are attached. Many ideas for High St revitalisation discussed but it was agreed need input from High Street occupants and other factfinding, then review. Pathway proposed:

Action /objective ↓	Timeline w/c→	18/8	25/8	1/9	8/9	15/9	22/9	29/9
Survey current High St occupation								
Review current physical condition / presentation								
Questionnaire -High St traders / High St residents / wider Burnham community incl Parish Councillors								
Identify barriers to trade (traders) and footfall/ usage (public)								
Contact / discussion with 3 rd parties – Bucks Council, Community Police, BPC etc								
Review public transport accessibility & frequency								
Review data, collate and formulate revitalisation ideas								

Data from factfinding to be used to produce ideas and recommendations for next steps for consideration.

Report Ends

Attachments:

Meeting notes 14.08.25	Meeting notes 02.09.25
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Strategic priorities 2026-27

Context

As part of the budget setting process, it is sensible for the council to consider its strategic priorities for 2026-27, in order to consider whether any budget provision needs to be made for existing or new priorities. There is a significant cross-over with planning for how Community Infrastructure Levy Funds are spent; as noted below much of the existing CIL funds need to be spent by April 2027 – just after the end of the financial year that we are starting to budget for.

It should also be noted that in addition to funding, all priorities and projects require staff time, and where major grant applications and/or capital works are involved this can be considerable. Therefore, it is important that the strategic priorities are properly considered in light of capacity.

Recommendations

1. To recommend up to five strategic priorities to the Full Council, with a further informal meeting or group to consider this if there is insufficient time at the meeting.
2. To direct the Clerk as to budget provision for these priorities in the draft budget.

Alternatives considered and not recommended

1. To continue with budget setting without considering strategic priorities: not recommended, as it is prudent to consider strategic priorities particularly given that it is a new council term, and the 2026-27 financial year will run to half-way through the term.
2. For the Clerk to recommend specific strategic priorities to councillors: no recommendation has been made as it is felt that this is for councillors to determine, although some options have been outlined below.
3. To allow for more than five priorities, or proposed a lower number: it is up to the Committee and Council how many priorities to set – however setting too few limits our ambition, whilst setting too many has challenges of resourcing and capacity. Clearly this needs to be balanced considering the size and scope of the priorities – i.e. two major priorities may take more time and capacity than five smaller ones.
4. To designate one particular priority as the 'top priority', to be prioritised ahead of the others. This could be considered if desired.

CIL funding

As of 01.04.2025 the council held just under £79k in CIL funding, of which approx. £16k has been allocated for solar streetlighting (which may not all be required) and a grant for a 'Your Speed Is' cameras in Littleworth Common. A reasonable estimate of available CIL funding is therefore approx. £65k. Some of this is likely to be needed in 2025-26 for further consultancy work on the neighbourhood plan, although this should be at most a few thousand pounds.

Of these funds:

- Approx £16k were received in October 2024, so do not need to be spent until October 2029 (we spend the 'oldest' funds first).
- The remainder (of which a little under £50k remains) was received in April 2022, so needs to be spent by 27th April 2027 – towards the end of the next financial year.

Possible strategic priorities (not an exhaustive list – others may be proposed in committee)

Please note that whilst staff time does not need to be budgeted for, it should be considered when determining priorities.

Priority: Crime reduction initiatives

Source of priority: Agreed by Full Council to ask for as a South East Bucks Community Board priority.
Potential costs to BPC: Any crime reduction initiatives (campaigns, intervention work etc). Any CCTV expansion, for example outside of the village centre or into the park. Any major new lighting scheme connected to crime reduction.

Source of BPC funds: Could consider a Crime Reduction Initiatives budget line. CCTV expansion would require both capital expenditure (potentially from CIL) and maintenance / monitoring (budget line).

Staff impact: potentially significant time if additional CCTV or major lighting schemes are considered.

Priority: Road safety initiatives

Source: Agreed by Full Council to ask for as a South East Bucks Community Board priority.

Potential costs to BPC: Contribution to traffic improvements beyond S106 money available, with a specific active possibility for this on Stomp Road. Road safety initiatives (safety campaigns, education etc). Cost of Road Traffic Orders. Potential for further MVAS cameras.

Source of BPC funds: Traffic improvement to come from S106 and potentially CIL. Could consider a Road Safety Initiatives budget line.

Staff impact: potentially significant time if a Road Traffic Order is considered. Projects led by Bucks would require less BPC time.

NOTE: There is a separate paper on the agenda regarding Road Traffic Orders, which are part of Road Safety would require a significant CIL spend. There is also a proposal coming to September Full Council regarding Stomp Road – if the Council were minded to support a more expensive option this would require CIL funds to top up the funding held by Bucks Council – for example approx. additional £50,000 from CIL if proposing a zebra crossing.

Priority: Daycare in Burnham

Source: Agreed by Full Council to ask for as a South East Bucks Community Board priority.

Potential costs to BPC: Should be funded by Bucks Council, unless the Council looks to take on the building.

Source of BPC funds: N/A, unless considering taking on the building.

Staff impact: Relatively small time at the moment. A great time deal of time if seeking to take on the building was being considered.

Priority: Planning: neighbourhood plan / Bucks local plan response / Conservation area update

Source: NP is an existing priority. Bucks has approached us about funding the Conservation area update.

Potential costs to BPC: Consultant costs for updates to plan; responses to Bucks Local Plan; and/or to submit/scrutinise evidence for the Bucks Local Plan; and/or for update of the Burnham Conservation Area.

Source of BPC funds: Based on a previous council decision the neighbourhood plan work can be funded from CIL. If CIL is allocated elsewhere then a revenue budget could be created for this

instead. There are no further government grants available for local plans, but we successfully applied for and spent the maximum before the scheme ended. CIL could potentially be used for the other items too, which do tie in with the Neighbourhood Plan. The Assistant Clerk and I are meeting an officer about the Conservation Area on 11.09.25 and I hope to be able to bring more information on costings to the meeting.

Staff impact: hard to gauge at this stage, as it depends on the extent of what is needed. The specialist work would be undertaken externally, but BPC staff would need to manage it.

Priority: Pond improvement

Source: Council currently in negotiations to take over the pond.

Potential costs to BPC: Survey, tree work, additional amenities (bench rail, notice board etc)

Source of BPC funds: There is a small capital projects reserve. A specific budget line could be created for Pond Works, and this is probably necessary given the scope of work needed. This has been included in the draft budget.

Staff impact: A moderate amount of office time on initial works. Additional Grounds Team time on maintenance.

Priority: Village centre regeneration

Source: Full Council agreed to set up ad hoc working group to consider this.

Potential costs to BPC: Costs of individual initiatives tbc; could include free paying for parking, marketing; entertainment etc.

Source of BPC funds: Potentially CIL for capital works. Could consider a Village Centre Regeneration Initiatives budget line (paying for free parking would not qualify as 'infrastructure' so would need to be budgeted).

Staff impact: Very variable, depending on the specific projects agreed, ranging from small to significant.

NOTE: There is a separate paper on the agenda regarding the end of the Land Securities High Street Regeneration Fund, and making financial provision to continue with hanging baskets and lights; this has also been included in the draft budget.

Priority: New school

Source of priority: An existing Council priority, and mentioned prominently in the Neighbourhood Plan in progress.

Potential costs to BPC: May be none, but there's the possibility of engaging consultants for evidence work if Bucks objects to the site's inclusion in the Neighbourhood Plan, or for considering legal action if Bucks Council attempt to sell the site.

Source of BPC funds: Arguably CIL could be used if it's directly related to the local plan. Legal advice would likely have to come from the Legal and Professional Fees budget, which does not have a lot of room; therefore if legal action is being considered that budget would need to be significantly expanded.

Staff impact: A small amount of time attending steering group meetings at present. More time will be needed if Bucks objects to the relevant part of the NP. Much more time will be needed if legal action were considered.

Priority: Eco projects

Source: Existing Green Action Plan and Eco Groups

Potential costs to BPC: Costs of individual projects

Source of BPC funds: A mixture of CIL for capital works (such as Solar Streetlighting), and existing individual budget headings, such as outside spaces for tree work etc. If this is considered a high priority these budgets may need to be increased. Could consider an Eco Projects Budget Line.

Staff impact: most individual projects require only a modest amount of staff time, although cumulatively this can become a more significant amount. Solar Streetlighting takes a larger amount of staff time to work up a proposal.

Priority: Streetlight post replacement (separate from conversion to solar streetlighting discussed above)

Source: Ongoing Council priority; CIL money spent on this last year to help address backlog.

Potential costs to BPC: Costs of new posts and new electric connections (these are approx. £2,800 each - £840 for the new steel post, c. £400 for disposal of the old concrete post, and the remainder to SSE for the new electric connection)

Source of BPC funds: There is a streetlight budget; this is not always sufficient to meet the costs of all the work we want to do, and we can allocate additional CIL to this.

Staff impact: relatively modest – mostly agreeing a programme of works for our contractor to undertake.

Priority: Major play equipment replacement

Source: Likely to be required in coming years (could be delayed to a future year)

Potential costs to BPC: Capital costs of replacement. Should be at least partially met by grants, perhaps predominantly, but likely to need some 'seed funding'.

Source of BPC funds: There is a Play Equipment Replacement Fund which could be topped up; the draft budget does currently contain some provision for this.

Staff impact: likely to be significant, as would involve significant investigative work and major grant application(s).

Priority: Expansion of hall

Source of priority: Being considered as part of the Hall Strategic Plan, although more likely to be for 2027-28 than for 2026-27.

Potential costs to BPC: Capital works.

Source of BPC funds: Would potentially require a Public Works Loan (through the PWLB), unless it could be met from general reserves (depending on scale).

Staff impact: likely to be significant, as would involve significant investigative work and potentially a PWLB application(s). This would be more on the BPC Hall side, which most of the other potential priorities are not. However this is already a busy team, and significant office time would also be needed.

Priority: Village Green works

Source of priority: One potential project (new flower bed) is already under R&A consideration whilst another matter (possible path upgrade) is ongoing. The War Memorial will also require renovation at some point. Other projects may be proposed in the future.

Potential costs to BPC: Capital works for the above.

Source of BPC funds: Some grant funding should be available for the War Memorial, although it may require some seed funding. Other works could potentially be met from CIL, or from a budget line. The draft budget proposes starting a reserve fund for future War Memorial renovations. Staff impact: most individual projects require only a modest amount of staff time, although War Memorial Renovation would be much more significant due to the grant applications. There is also some additional maintenance impact on Grounds Team from any grounds projects.

Priority: Burnham Park works

Source of priority: Two potential projects (tree avenue, and upgrade 'unofficial entrance' are under R&A consideration. Other projects may be proposed in the future.

Potential costs to BPC: Capital costs.

Source of BPC funds: The above projects could potentially be funding from the 2025-26 budget; although funds would be needed for other future projects or for any 'stage 2'.

Staff impact: most individual projects require only a modest amount of staff time. There is also some additional maintenance impact on Grounds Team from any grounds projects..

Risks

- There is a risk that priorities change; having the discussion now should reduce this risk, and funds can be vired to reflect changing priorities.
- Not setting priorities would carry the risk of having insufficient funds to carry them out.
- There is a risk of setting too many priorities and not having the capacity or funding to carry them out, and this will be considered in setting the priorities.

Pension schemes

Context

The committee resolved last year:

- a) To increase the Employer Contribution to the Scottish Widows pensions scheme from 3% to 6% for pensionable staff from the financial year 2025-26; and to make provision in the budget and precept for this.
- b) To reconsider next year whether to readopt the Local Government Pension Scheme for all pensionable permanent staff from 2026-27.

This paper considers the options for this further review and makes recommendations.

Recommendations

- a) To note that the Council is in the process of completing re-enrolment and redeclaration to the pensions regulator.
- b) To increase the Employer Contribution to the Scottish Widows pensions scheme from 6% to 10% for pensionable staff from the financial year 2026-27; and to make provision in the budget and precept for this.
- c) To reconsider next year whether to readopt the Local Government Pension Scheme for all pensionable permanent staff from 2027-28.

Alternative options considered and not recommended

- a. To recommence the Local Government Pension Scheme for pensionable permanent staff from 2025-26 (previous paper); not recommended due to cost and budgetary position.
- b. To leave the contribution unchanged at 6%; not recommended as this remains low compared to comparable councils.
- c. To increase the contribution by an alternative amount; this could be considered, although 10% is recommended as affordable and a good bridging move towards the LGPS.

Commentary

- The Council is subject to legal duties regarding pensions as an employer, and is in the process of completing the three yearly re-enrolment and re-declaration.
- The Council made the decision some years ago to move all new staff (excepting the Clerk) from the LGPS scheme to the Scottish Widows scheme. Two staff, including the Clerk, remain on LGPS.
- The LGPS is a defined benefit scheme (n.b. not final salary) in line with other public sector pension schemes. Employees contribute 6-7%, and employers currently 23.7%.
- The Scottish Widow is a defined contribution scheme, significantly less generous than public sector pension schemes. At the current time employees contribute 4%, and BPC 6%.
- The use of the Scottish Widows scheme saves the council significant sums, but has a negative impact on staff morale, and recruitment and retention.

- In 2024 P&R recognised the impact of the low employer contribution on staff morale and retention; and asked the Clerk to investigate whether the contributions could be increased within the same scheme, as it was not considered sustainable to recommence to LGPS at this time. It was confirmed by Scottish Widows that the employer contribution could be increased, and this was approved – from 3% to 6%.
- As part of this process in 2024 the Clerk asked other town and parish councils what arrangements they have, of the 20 who responded 11 had LGPS for all or most staff, 6 had other schemes, and 3 were mixed for different staff. Of the 9 who use other schemes: 4 made an employer contributions of 10% or more, 2 contributed 5-10%, and 3 contributed 3%. Therefore, even a 6% employer contribution was at the less generous end of the spectrum.
- Based on current staff structure eligible for auto pension enrolment, the additional cost of enrolling all staff in the LGPS would be approximately £48,000 from the current scheme.
- If a more incremental change were felt appropriate, the additional estimated cost for 2026-27 is approx. £3,000 per annum percentage point increase in the contribution to the Scottish Widows scheme
- It should be noted that Council is currently in the process of pensions re-enrolment, where all eligible staff and re-enrolled and must then consider whether to opt-out. This may affect the cost of changes.
- It should also be noted that proposed changes to the staffing structure may have some effect on the above numbers, but this would be relatively modest overall.
- Therefore, a rise in employer contribution to the Scottish Widows scheme from 6% to 10%, which is still less generous than the LGPS and many other employers, would cost around £11,000 from the current scheme based on the current structure. This is considered to be a reasonable balance for a further step in improvement, given the current financial situation.

Risks

- Changes to the arrangements carry an opportunity cost of funds available for other projects: making this decision as part of budget setting and precepting for 2026-27 reduces this risk.
- Maintaining a comparatively less generous pension presents a risk to employer morale and retention.

Councillor allowances and expenses 2026-27

Context

The Council does not currently pay a Parish Basic Allowance to elected Parish Councillors as permitted by legislation, and this has not been reviewed for some time. It does in some circumstances pay travel and subsistence, but this is not currently codified.

The Council should codify its practice in a scheme of allowances, in line with legal requirements, even if continuing with current practice of 'travel and subsistence'.

This is also a reasonable time to review current practice, as part of the budget process for 2026-27, for the Committee to consider whether to maintain the current position on the Basic Allowance.

This report does not consider the Chair's Fund, which is covered by different legislation.

Recommendations

That the committee instruct the Clerk to either:

- i. Draft a members' allowance scheme for 2026-27 which includes allowances for travel and subsistence only, and which has regard to the recommendations on allowances for Parish and Town Councillors from the Buckinghamshire Independent Remuneration Panel; OR
- ii. Draft a members' allowance scheme for 2026-27 which includes a Parish Basic Allowance for elected members as well as allowances for travel and subsistence, and which has regard to the recommendations on allowances for Parish and Town Councillors from the Buckinghamshire Independent Remuneration Panel; and add allowance for these costs in the budget.

With the chosen scheme to be brought to the next meeting of the Committee.

Legal basis

- Parish and Town Council allowances are covered within Part 5 of the Local Authorities (Members' Allowances) (England) Regulations 2003
- This provides for the payment of two kinds of allowance:
 - Parish Basic Allowance, which can only be paid to elected members, **not** to coopted members; and can be set at a higher level for the Chair.
 - Travelling and subsistence allowances, which can be paid to both elected and coopted members;
- If the Parish choose to pay any allowances it must have regard, in setting the level or levels of such allowances, to the recommendations which have been made in respect of it by the Buckinghamshire Council parish remuneration panel.
- To 'have regard' does NOT mean that the recommendations must be followed, but that they should be properly weighed and considered in coming to a decision.
- As noted above this is separate from payment of expenses of office to the Chair of the Council, which is under Section 15(5) of the Local Government Act, 1972.

Commentary

- At present the Parish does not pay a Parish Basic Allowance; but has a budget item for Councillor's expenses, which is intended to cover mileage and subsistence if attending events on behalf of the council – for example face to face training outside the parish, or attendance outside the Parish to represent the Council.
- However, these travel and subsistence allowances are not currently set out in a formal Scheme of Members Allowances, as they should be.
- If a Parish does choose to implement a Parish Basic Allowance, they must have regard to the following table produced by the Buckinghamshire Council parish remuneration panel, which is based on the number of electors and the Buckinghamshire Council Basic Allowance. Where all elected members of a Parish Council receive a Basic Allowance, the Chairman could receive an amount up to twice that of the recommended allowance; apart from this exception members must receive the same allowance. These figures may change for 2026-27.

	% of Principal Authority Basic
0 - 2500	1.5
2501 - 5000	2.5
5001 - 10000	3.5
10001 - 15000	4.5
15001 - 20000	5.5
20001 - 25000	6.5
25001 and above	9

- Burnham's electorate is just under 10,000, and therefore based on this table a Parish Basic Allowance, could be set at 3.5% of the Basic Allowance for Buckinghamshire Council. Whilst the Bucks Council Allowance was recommended to be £15,000 for 2025/26 it was reduced to £13,325 by the Council. 3.5% of this allowance is £466 per annum.
- Subsistence and mileage rates are recommended to be in line with Buckinghamshire Council, which in turn follows HMRC guidelines, and car parking and rail/bus are paid at cost
- There is no legal provision for expenses for other items, such as printing costs or childcare, to be reimbursed except through a Councillor's Basic Allowance.
- If paid, a Parish Basic Allowance, is taxed, under the usual income tax rates. Travel and subsistence is not taxed.
- Councillors are entitled to decline to take their Parish Basic Allowance, and to not claim for travel and subsistence.
- These rates will be reviewed for 2026/27; once Bucks Council's Independent Remuneration Panel has reported; which might require a budget adjustment.

- Purely for information, during the Clerk's service from 2007-2017 on Saltash Town Council from, which is of a similar (slightly larger) size to Burnham Parish Council, there was a Basic Allowance for elected councillors of £200pa (before tax). This has since risen with inflation. An example of an allowance scheme in another, slightly smaller, Parish can be found here: <https://northhorsham-pc.gov.uk/wp-content/uploads/2024/11/scheme-of-members-allowances-november-2024.pdf>

Risks

- Not paying a Basic Allowance means that certain costs, such as printing, calls etc, that incurred by Councillors in the course of their duties are not reimbursed, and therefore there may be financial barriers to becoming a Councillor. This would particularly affect those interested in becoming a Councillors who have limited incomes or additional costs, such as childcare to cover council meetings.
- Introducing a Basic Allowance would risk public controversy disproportionate to the benefit; and would mean that Councillors could no longer state that they are not paid for the role.
- As a Basic Allowance is not payable to co-opted members this carries a risk of a 'two-tier' system, which might create resentment as the perceived unfairness given that co-opted and elected members have the same duties.

Letter addressed to Burnham Parish Clerk. - Adam Killeya
From Mrs Gilly Edwards - Penn House Residents Committee – Secretary

Date November 1st 2024

Dear Mr Killeya

I am delighted to learn that you have taken an interest in our campaign to remove the risk of a potentially serious road traffic accident when a vehicle leaving the roadway shared by residents of both Penn House and Seer Green House and entering Jennery Lane.

Whilst the highway to the west of the roadway has a double yellow line - which incidentally is badly faded – (see Exhibit 1) - the highway to the east has no parking restriction thereby placing any vehicle leaving the shared exit roadway at considerable risk of a collision with a vehicle travelling westwards along Jennery Lane.

Parked vehicle on this section of Jennery Lane reduce significantly the vision of any vehicle seeking to turn either left or right from the roadway as illustrated in the photographs attached to this letter. Obviously the risk is far greater for a vehicle intending to turn right especially when a vehicle is travelling at speed towards the High Street.

Also attached are copies of the two petitions signed by 35 of the 50 residents that live in both sets of apartments and no objection was recorded from any resident. Some apartments were vacant and others were inhabited by residents that are too poorly to drive or be driven by another motorist. Both petitions refer to the request of a double yellow line to be implemented thus ensuring that both drivers of vehicles leaving the shared roadway and drivers travelling westwards along Jennery Lane can have clear sight of each other thus eliminating any risk of a collision.

A number of residents – all of pensionable age – risk daily a potential collision on leaving by car their home as they are totally unable to see an approaching vehicle until they have driven approximately a vehicle length into the highway. There are some residents who look after grandchildren and they are especially fearful that they are also at risk when taking them home. And for all drivers – it is psychologically very wearing to always have to live with the risk and worry of a collision every day as they leave their home.

Thank you for your interest in this matter and I hope that my letter will prove helpful in resolving a long-standing concern.

Yours sincerely

G. H. Edwards

Mrs Gilly Edwards

Road Traffic Orders

The original paper was considered at the meeting of the Committee on 19.11.25. It was RESOLVED to defer further consideration of Road Traffic Orders until the next council year.

Context

A resident raised a request around the Council funding the installation of additional yellow lines at Jennery Lane (see appendix); and the Council may also wish to consider yellow lines in Britwell Road and other areas that may be proposed. These projects will not generally be funded by Buckinghamshire Council (BC) unless they are considered high priority – for example based on recorded collisions – but BC have advised that the Parish could fund the costs of such projects. The Clerk has spoken directly to the Head of Parking Services and the information received forms the basis of the paper, which explores the considerations of undertaking a Road Traffic Order (RTO) and makes recommendations as to funding.

Recommendations

1. To note the information received in the report.
2. To decide whether to recommend to Full Council to:
 - a. undertake a two-stage informal consultation on areas within Burnham that might be suitable for Road Traffic Orders, with a view to funding such works;
 - b. provide up to £500 in funding for carrying out the informal consultation.

***if and only if* it is felt that CIL funding could be used for Road Traffic Orders and schemes.**

Alternative options considered and not recommended

1. To take no action with respect to RTOs – this is a viable option; although it should be noted that there are a number of potential areas in the village which may benefit from such work which are not prioritised by Buckinghamshire Council.
2. To undertake an RTO without the use of CIL funding – not recommended due to the budgetary position.
3. To move to an RTO without undertaking informal consultation first – not recommended, as Buckinghamshire Council advise that this carries a great risk of problems during the consultation, and of a scheme not being suitable. It also risks potential areas for RTOs being missed.

Commentary

- The request at Jennery Lane is currently from an individual resident, but I understand that this is with support from other residents via petition. It is being considered by the Penn House Residents Committee on 20th November, and may become an official request. Buckinghamshire Council have advised that this area is not a high priority because there have been no recorded collisions at the site in the last 15 years (2025 NOTE: *petition was received and is attached*).
- Concerns have also been raised by residents and councillors around parking on Britwell Road, with some suggestion that parking charges at the George Pitcher Memorial Ground may exacerbate the situation.
- It is likely that other residents would request such schemes were they aware that there was potential for delivery, and that funding some schemes without opening up the opportunity for others to be proposed could cause resentment.
- Road Traffic Orders are expensive – costing approximately £12,000 for the consultation and order (if approved). However, this cost is the same even if several schemes are included, allowing for a 'bulk saving'. This does not count the design and implementation costs, which are difficult to estimate without more details of a scheme.
- There is useful explanation of the RTO process on the Gloucestershire Council website here: <https://www.gloucestershire.gov.uk/tros/what-is-a-traffic-regulation-order-tro/>
- Buckinghamshire Council would be willing to help draw up proposals and indicative costings if informal consultations with residents have been carried out.
- Following formal consultation, the restrictions for a scheme can be reduced but not increased, which is a further reason to consult informally prior to applying for an RTO.
- A two-stage informal consultation is envisaged as:
 - 1. Open stage: residents and community groups are invited to suggest any schemes they would like to see implemented, to be considered by committee, or a separate working group appointed for the purpose.
 - 2. Proposal stage: residents in the areas selected for further consideration are consulted about the potential schemes.
- Following the informal consultation, the committee / working group would make recommendation to Full Council about which schemes, if any, to proceed with, and instruct the Clerk to liaise with Buckinghamshire Council to produce an indicative scheme and costs.
- Full Council would then decide whether to apply for an RTO.
- I have contacted Bucks Council CIL team for advice on whether an RTO would be an appropriate use of CIL funds. They have stated that they are not able to offer advice. I am seeing advice from other Clerks.

Risks

- RTO are expensive, and above process is lengthy and with no guarantee that there will eventually be a successful scheme.
- There is the potential for resentment from those whose schemes are not carried out, and from any opposed to proposed schemes.
- If CIL funds are spent there is a potential risk of funds being reclaimed if they are found not to be an appropriate use, although the risk is likely to be small.

Appendix

Request on Jennery Lane

I have now lived in Penn House for three years and for the past two years I have been striving to have the double yellow line put in place on Jennery Lane to the east of the access road to its car park. Residents in both Penn House and Seer Green House are ageing and daily live their lives becoming increasingly mindful of the risks and hazards they face going about their daily lives. You will note that they pretty well unanimously signed the petition requesting that the double yellow line to be put in place and it does feel almost literally that you are putting your life in someone else's hands when exiting the car park especially if one plans to turn right. There will be an occasion when a driver new to Burnham will be travelling westwards down Jennery Lane - possibly speeding - and they will collide with a resident or visitor to our homes. Our visitors may also not be so familiar to this risk whilst us residents who still drive are also becoming progressively more vulnerable as we age.

When one considers the condition that motorists should not park within 10 metres of a road junction - such an expectation is almost risible here in Burnham and especially in locations close to shops and/or services when there is very little free parking available. Anybody living in Burnham must note the shocking parking literally on the junction between Jennery Lane and Burnham High Street outside Tesco and there are also numerous locations around Burnham where vehicles are parked close to junctions but in many of these cases visibility between vehicles is not such an issue.

And finally - when I drew your attention to when the newly built Beeches Lodge retirement home was built - the double yellow lines were put in place at the outset on its junction with Reedham Road. Both Penn House and Seer Green House were built in 2003, and I suspect that at that time there were issues around the amount of parking being made available for the 51 new homes as there was only provision for 35 spaces. I therefore suspect that the double yellow line was not put in place outside Seer Green House thereby providing a few more parking spaces especially in the evenings. The age of the residents of both buildings has increased over time - and car ownership has declined - so there are no longer any real concerns as to the availability of car park spaces.

So my contention is that a poor decision was made in 2003 not to put in place the appropriate parking restriction for a pragmatic reason. But times and conditions have changed - a mistake was made - and once it has been made abundantly clear that this was an error - it should be recognised and corrected immediately. One simple rule that I try to live my own life by is always to try and correct a situation when I have made a mistake as quickly as possible and I do believe that this attitude and approach has merit for us all.

I do hope that this e-mail will be seen as helpful.

PENN HOUSE RESIDENTS PETITION

JENNERY LANE BURNHAM SL1 8BN

We, the undersigned, are all residents at Penn House retirement apartments and request that Buckinghamshire Council paint double yellow lines along the public highway on the south side of Jennery Lane and to the east of the road access to its gated car park which has the capacity to park 28 vehicles.

The length of the double yellow line requested will be approximately 13 metres – equivalent to four vehicle spaces – and will extend to a public lamp post positioned on the edge of the pavement which bears no identifying number.

There is a double yellow line to the west of the access road to the gated car park but the greater risk to vehicle drivers exiting their car park is posed by vehicles travelling westwards along Jennery Lane. The vehicle driven by a resident or visitor currently has little to no sight of vehicles travelling westwards along Jennery Lane and equally importantly the Jennery Lane driver has no visibility of a vehicle leaving the Penn House car park and seeking to turn leftwards and more critically to the right. Once the requested restriction on on-street parking is implemented – there will be little to no risk of any accident as both vehicles leaving the car park or travelling westwards along Jennery Lane will have sufficient visibility of each other to minimise any risk of a collision.

PENN HOUSE RESIDENTS PETITION

JENNERY LANE BURNHAM SL1 8BN

Name and Apartment Number.	Name and Apartment Number
Gill Edwards Flat 16	✓ Spencer - Flat 39.
Helen GIBSON " 38	J.M. Cross 26.
Teresa Byrne Flat 29.	Paul Pritchard 36
GLENN PALMER FLAT 4	Dick Moon 5.
✓ JONAS SOUTHEY FLAT 10	Pamela Gill 37
Ann Southery Flat 10	Helen Gibson's Daughter 38
Vera Bruce FLAT 22	Jo Saunders 19
John GATHOUSE FLAT 3	
Glennie Kempson Flat 35	
MAVIS JONES " 20	
Sharla Whaley " 17	
Molly Drinan FLAT 21	
✓ Kerridge FLAT 14	
✓ Saunders Flat 34	
M. Howard " 15	
Joan Brown Flat 24	
✓ Ann Smith Flat 32	
R. Gilby Flat 9	
✓ Black Flat 35	
Swanblet Flat 11	
Pauline Walker Flat 40	

SEER GREEN HOUSE RESIDENTS PETITION

JENNERY LANE BURNHAM SL1 8BW

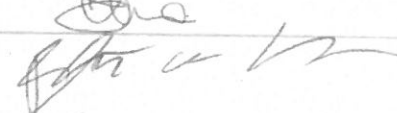
We, the undersigned, are all residents at Seer Green House retirement apartments and request that Buckinghamshire Council paint double yellow lines along the public highway on the south side of Jennery Lane and to the east of the road access to its car parking space which has the capacity for 6 vehicles.

The length of the double yellow line requested will be approximately 13 metres – equivalent to four vehicle spaces – and will extend to a public lamp post positioned on the edge of the pavement which bears no identifying number.

There is a double yellow line to the west of the access road to the car parking area but the greater risk to vehicle drivers exiting their car parking space is posed by vehicles travelling westwards along Jennery Lane. The vehicle driven by a resident or visitor currently has little to no sight of vehicles travelling westwards along Jennery Lane and equally importantly the Jennery Lane driver has no visibility of a vehicle leaving the Seer Green House car parking spaces and seeking to turn leftwards and more critically to the right. Once the requested restriction on on-street parking is implemented – there will be little to no risk of any accident as both vehicles leaving the car park or travelling westwards along Jennery Lane will have sufficient visibility of each other to minimise any risk of a collision.

Name and Apartment Number.

Name and Apartment Number

MR F BARTON NO. 8 SEER GREEN	DANIELA BOHA 
MRS Debney NO 7 Seer green	 FLAT 3
MS S PURCELL NO. 6. SEER GREEN.	
S. Robinson 2 SEER GREEN HOUSE	
MS M Cockburn 5 Seer green house	

Land Securities High Street Improvement Fund

Context

This paper was recommended to the Committee by the meeting of the Recreation and Amenities Committee held on 2nd September.

This fund comes from previous developer contributions to high street improvement, but is now almost exhausted. The Council therefore needs to consider whether to continue the works funded, and how to pay for them.

This paper considers the options for this and makes recommendations.

Recommendations

- a) To add a new budget line for 2026-27 of £5,000 for hanging baskets and planters
- b) To add a new budget line for 2026-27 of £3,500 for Christmas lights

Alternative options considered and not recommended

- Not to continue with hanging baskets and planters or Christmas lights after existing funds have been used, or to reduce the funding: not recommended due to the benefits of these projects to the village, and to our entry to the Best Kept Village competition.
- To seek funding for these projects from a different funding pot: could be considered if a different suitable pot is identified.
- To seek grant funding and sponsorship for these projects: considered unlikely to raise the funds required.

Commentary

- The Land Securities High Street Improvement Fund was originally a significant sum, and some years ago it was decided to spend the remainder of hanging baskets and planters until the funds were used.
- It was further agreed last year to use these funds for putting up and taking down the Christmas Lights as there was otherwise insufficient funding for this. These costs have been reduced as the lights on the tree at Burnham Park Hall have been left up through the year, so only the High Streets lights will need to be put up and taken down.
- As the funds will shortly be exhausted, and the lights, planters and baskets considered valuable, it is felt appropriate to create a new budget line to continue these projects.

Risks

- Creating new budget lines carries opportunity cost of funds available for other projects: making this decision as part of budget setting and precepting for 2026-27 reduces this risk.

Type	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27 proposed	(Percentage increase from 25/26 based on proposed Prices)
Junior Season	£500.00	£520.00	£540.00	£540.00	£540.00	£560.00	£580.00	£635.00	£655.00	£675.00	3.1%
Adult Season	£730.00	£750.00	£770.00	£770.00	£770.00	£850.00	£870.00	£950.00	£980.00	£995.00	1.5%
Junior Single	£45.00	£45.00	£45.00	£45.00	£45.00	£55.00	£65.00	£70.00	£72.00	£75.00	4.2%
Senior Single	£75.00	£75.00	£75.00	£75.00	£75.00	£95.00	£95.00	£105.00	£110.00	£115.00	4.5%
Mini Soccer	£225.00	£225.00	£225.00	£225.00	£225.00	£250.00	£300.00	£340.00	£350.00	£360.00	2.9%

Aiming for 3% revenue increase overall

Proposed from 01.04.26*

Type	Cap	Weekday per hour current	Weekend per hour current	Weekday per hour proposed	Weekend per hour proposed	Weekday per hour % increase	Weekend per hour % increase
Dropmore	150	£50.00	£60.00	£57.50	£70.00	15.0%	16.7%
Huntercombe	50	£25.00	£35.00	£30.00	£40.00	20.0%	14.3%
Meeting Room 1	25	£15.00	£20.00	£17.00	£22.00	13.3%	10.0%
Paul Sherriff	25	£15.00	£20.00	£17.00	£22.00	13.3%	10.0%
Meeting Room 3	18	£12.50	£17.50	£14.00	£19.00	12.0%	8.6%
Kitchen		£20.00	£20.00	£22.00	£22.00	10.0%	10.0%
Whole venue		N/A	From £1000 per day	N/A	From £1200 per day	N/A	20.0%

* Regular hirers can pre-book,
before 01.04.26, up to 30.09.26
at the old rates

Delegated to Hall GM:

Deposits
Refunds policy
Bar hire
Corkage

Policy and Resources 'Green to Do List' (updated 12.08.25)

Live list

Council Operations			
Move to cloud server	In progress		Work to 'clean up' files prior to move to cloud completed – now with ICT provider for next stage.
Council wide waste reduction plan	Prioritise		ADK working with JW to draft

Completed Actions

Include eco actions on all Council Committee agendas	Done		
Change to green electricity supplier	Done		To review further when next changing
Change street lighting contract to green supplier	Done		
Consider moving to a bank not investing in fossil fuels	Done		
Remove motion sensor light above Assistant Clerks desk	Done		
Switch all paper to recycled	Done		
Ensure all future purchased stationary is made from recycled materials	Done		Where products available
Move to lower paper meetings	Done		Agreed by full council 29/07/24

Financial Reporting Calendar

Context

The Committee last year agreed a financial reporting calendar, to clearly lay out what financial reports would be due to Council Meetings at what time, for the guidance of both Councillors and Staff to help manage workstreams and workload.

Some Councillors have suggested changes to the calendar, and it is in any case prudent to regularly review the calendar. This paper therefore provides options, lays out the pros and cons of the options, and makes a recommendation.

The enclosed calendar shows how the different options would fit in with the current meetings cycle.

Recommendation

To adopt option 1

Summary of options

Option 1: (quarterly budget monitoring reports and accounts): four of the six P&R meetings receive a budget monitoring report and accounts. Where there is a significant gap between the end of quarter and the next meeting (usually only at the end of Q1), the report will be circulated by email as soon as it's ready. This is what is done under the current calendar adopted by P&R last year.

Pros: each report is comparable; this is the least amount of additional workload on staff and councillors; the process is the most straightforward; the amount of paperwork and agenda time for each meeting is also manageable and accessible.

Cons: reports are less frequent than for the other options, meaning a longer gap between expenditure and reporting in some cases.

Option 2: (budget monitoring reports and accounts by meeting): there is a budget monitoring report and accounts at every meeting, both covering the months since the last meeting – therefore six reports a year, averaging two months each but in some cases one month and in some cases three depending on meeting dates.

Pros: this is the highest level of scrutiny, with the shortest gap between expenditure and reporting. There is still only one report cycle (as in option 1) so the process is relatively easy to understand.

Cons: not all reports would be comparable in length; gives the largest additional workload on staff; a significant increase in paperwork and agenda time for each meeting leaving less time and capacity for other matters.

Option 3: (quarterly budget monitoring reports, and accounts by meeting): there are quarterly budget monitoring reports; and in addition each meeting receives the accounts for any additional months since the last quarter. This is what has been done for the September meeting of P&R.

Pros: the budget monitoring reports remain comparable; there is a smaller gap between expenditure and reporting than option 1.

Cons: the 'two track' approach is likely to cause confusion; it would add to staff workload (and it has for this meeting); it would unduly add to committee workload with two different sets of reports to consider at most meetings covering different periods with may impact the quality of scrutiny.

Reasons for recommendation

Option 1 provides for regular and consistent scrutiny. The process has worked over the last year with no problematic issues arising. It puts the most reasonable workload on staff and councillors.

Option 2 (budget monitoring reports and accounts by meeting) is not recommended as it significantly increases the number of monitoring reports needed, would add the most additional workload to staff of the options, and reporting periods would be less comparable and accessible, which would impact scrutiny.

Option 3 (quarterly budget monitoring reports, and accounts by meeting) is not recommended as the 'two track' approach is felt to be confusing, and would unduly add to committee workload. This approach would also add to staff workload more than option 1 (less than option 2)

The Clerk advises that in their professional view, whilst options 2 and 3 might initially appear to offer a higher level of scrutiny, the amount of papers generated and potential for confusion between different time periods and scrutiny cycles would in fact lower the level of scrutiny. They would also note that we have received positive internal and external audit reports under the current arrangements, with no concerns raised by auditors about the current process.

Should the committee wish to consider a different timetable from the options presented, which is not recommended, the Clerk will need to seek professional advice before bringing it to Full Council.

Risks

There are risks to the council's finances and reputation if there is not an appropriate process for budget monitoring and scrutiny. There are further risks to staff and councillor wellbeing for a process that places undue burdens. Whilst the Clerk recommends option 1 as the best balance for these risks; the committee may come to a different conclusion bearing these risks in mind.



Planning Inspectorate Arolygiaeth Gynllunio

Environmental Services
Operations Group 3
Temple Quay House
2 The Square
Bristol, BS1 6PN

Customer Services: 0303 444 5000
e-mail: heathrowairport@planninginspectorate.gov.uk

Your Ref:

Our Ref:

Date: 03 September 2025

Dear Sir/Madam

Planning Act 2008 and The Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 – Regulation 10

Application by Heathrow Airport Limited (the applicant) for an Order Granting Development Consent for the Heathrow Expansion (the proposed development)

Scoping consultation with non-prescribed consultation bodies

The proposed development is a Nationally Significant Infrastructure Project (NSIP), as defined in the Planning Act 2008 (as amended). A summary of the NSIP planning process can be found at the following link:

[‘Nationally Significant Infrastructure Projects: The stages of the NSIP process and how you can have your say’](#).

The proposed development is currently in the pre-application stage.

Environmental Statement (ES) and the scoping process

To meet the requirements of The EIA Regulations, applicants are required to submit an ES with an application for an order granting development consent for any NSIP likely to have a significant effect on the environment. An ES will set out the potential impacts and likely significant effects of the proposed development on the environment. Schedule 4 of The EIA Regulations sets out the general information for inclusion within an ES.

On 21 May 2018, the applicant asked the Planning Inspectorate on behalf of the Secretary of State for its written opinion (a Scoping Opinion) as to the scope, and level of detail, of the information to be provided in the ES relating to the proposed development. The Scoping Opinion was adopted on 29 June 2018 and is published on the ‘Find a National Infrastructure Project’ website:

<http://infrastructure.planninginspectorate.gov.uk/document/TR020003-000451>

On 1 September 2025, the applicant has asked the Planning Inspectorate on behalf of the Secretary of State for an addendum to the Scoping Opinion to reflect changes to the proposed development, legislation, guidance, assessment methodologies and baseline information.

The applicant has submitted a Scoping Report addendum which is published on the 'Find a National Infrastructure Project' website:

<https://national-infrastructure-consenting.planninginspectorate.gov.uk/projects/TR020003>

Alternatively, you can use the following direct links:

Scoping Report Addendum Main Text

[TR020003-001013-Heathrow EIA Scoping Report Addendum Main Text](#)

Scoping Report Addendum Figures

[TR020003-001014-Heathrow EIA Scoping Report Addendum Figures](#)

Scoping Report Addendum Appendices Part 1 (Pages 1-750)

[TR020003-001015-Heathrow EIA Scoping Report Addendum Appendices Part 1 \(Pages 1-750\)](#)

Scoping Report Addendum Appendices Part 2 (Pages 751-1750)

[TR020003-001016-Heathrow EIA Scoping Report Addendum Appendices Part 2 \(Pages 751-1750\)](#)

Scoping Report Addendum Appendices Part 3 (Pages 1751-2750)

[TR020003-001017-Heathrow EIA Scoping Report Addendum Appendices Part 3 \(Pages 1751-2750\)](#)

Scoping Report Addendum Appendices Part 4 (Pages 2751-3118)

[TR020003-001018-Heathrow EIA Scoping Report Addendum Appendices Part 4 \(Pages 2751-3118\)](#)

Before adopting a Scoping Opinion, the Planning Inspectorate must consult the relevant 'consultation bodies' defined in The Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009 (as amended).

You are not a consultation body, but due to the significant role which you play, the Planning Inspectorate would welcome your comments and would be grateful if you would:

- inform the Planning Inspectorate of the information you consider should be provided in the ES, or
- confirm that you do not have any comments

The deadline for consultation responses is **01 October 2025**. The deadline is a statutory requirement and cannot be extended. Any consultation response received after this date will not be included within the Scoping Opinion but will be forwarded to the applicant for information and published on our website as a late response.

The Planning Inspectorate on behalf of the SoS is entitled to assume under regulation 10(11) of The EIA Regulations that you do not have any comments to make on the information to be provided in the ES, if you have not responded to this letter by the deadline above.

To support the smooth facilitation of our service, we strongly advise that any responses are issued via the email identified below rather than by post. Responses to the Planning Inspectorate should be sent by email to heathrowairport@planninginspectorate.gov.uk

Please note that your response will be appended to the Scoping Opinion and published on our website consistent with our openness policy.

Please also note that this consultation relates solely to the ES scoping process. Further opportunities for you to engage with and provide views on the project more generally, will arise through the applicant's own consultation. Applicants have a duty to undertake statutory consultation and are required to have regard to all responses to their statutory consultation.

Scoping Opinion

The Planning Inspectorate (on behalf of the Secretary of State) must adopt a Scoping Opinion within 42 days of receiving a scoping request. The Scoping Opinion will be published on the relevant project page of the 'Find a National Infrastructure Project' website at the end of the statutory period, or before if applicable.

The applicant must have regard to comments made within the Scoping Opinion and the ES submitted with the future application must be based on the most recently adopted Scoping Opinion.

Spatial data

The applicant has provided the Planning Inspectorate with spatial data for the purpose of facilitating the identification of consultation bodies to inform a Scoping Opinion (as set out in our Advice Page 'Nationally Significant Infrastructure Projects - Advice Note Seven: Environmental Impact Assessment: process, preliminary environmental information and environmental statements', available on the gov.uk website). Requests by consultation bodies to obtain and/or use the spatial data to inform its consultation response should be made directly to the applicant using the email address heathrowairport@planninginspectorate.gov.uk

If you have any queries, please do not hesitate to contact us.

Yours faithfully

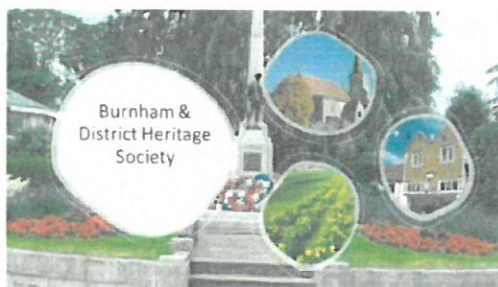
Hannah Terry

Hannah Terry
Senior Environmental Advisor
on behalf of the Secretary of State

This communication does not constitute legal advice.
Please view our [Privacy Notice](#) before sending information to the Planning Inspectorate.

<https://national-infrastructure-consenting.planninginspectorate.gov.uk/>





10th July 2025

From:

Shirley Shaw, Treasurer, Burnham and District Heritage Society
shirleyshaw1@tiscali.co.uk / Tel. 01628 667185

To:

Adam Killeya
Parish Clerk, Burnham Parish Council

Dear Adam

Burnham and District Heritage Society Constitution

Thank you very much for your guidance regarding the Burnham and District Heritage Society's Constitution. At our meeting today, it was proposed that we should amend the final section which relates to what would happen to the Society's assets in the event of dissolution. If the Parish Council are in agreement, we would like to add the sentence in italics below

Dissolution

If the Committee, by a simple majority, deem it advisable to dissolve the Society, it shall call a meeting of all the members of the Society, giving not less than 14 days' notice. If such a decision is confirmed by a majority of those present, then all the assets of the Society shall be transferred to another local voluntary group or community group with similar aims. *Should such a group not be available and willing to take on the assets, the assets shall be transferred to Burnham Parish Council to hold in trust for the community until a suitable group can be found to take them over.*

We do hope that this will be acceptable.

With best wishes and many thanks

A handwritten signature in black ink, reading 'Shirley Shaw'. The signature is written in a cursive style with a large 'S' and 'S'.

Shirley Shaw, Treasurer, Burnham and District Heritage Society