



To all members of the Council:

You are hereby summoned to attend the **FINANCE and HUMAN RESOURCES COMMITTEE** meeting on
Wednesday 14th January 2026 at 6.30pm

at The Town Hall, Windmill Lane, Northam for the transaction of the business listed on the agenda below.

Membership:

Cllrs Edwards, Hames, Himan (Deputy Chair), Hodson (Chair), Leather, Tait and Whittaker plus the Mayor, Cllr Bach (ex-officio).

Questions by the public

There will be a period for questions by the public. In accordance with Standing Order 3, members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of any Council business at Full Council, and at Committee meetings in respect of business on the agenda.

Anyone wishing to ask questions is requested to notify the Town Clerk prior to the meeting.

Recording, photographs and filming

In accordance with the Council's policy on filming and recording of Local Council and Committee meetings (available to read in the Chamber) and arising from the *Local Government and Accountability Act 2014* the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

Public attendance at Council and committee meetings

As a public body, Northam Town Council understands the need for transparency and accountability. The Council will therefore seek to conduct meetings using practices and procedures set out within the Public Bodies (Admission to Meetings) Act 1960, which states:

Subject to subsection (2) below, any meeting of a body exercising public functions, being a body to which this Act applies, shall be open to the public.*

Subsection (2) states:

Where a meeting is open to the public, a body may, by resolution exclude the public from the meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

Therefore, the Council's policy is to allow public access to meetings unless the business being transacted is confidential or there are 'other special reasons' to exclude the public.

GUY LANGTON

Guy Langton, Town Clerk & RFO

Date of issue: 8th January 2026

AGENDA

- 1 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)** *All apologies must be notified to the Town Council offices by 5pm on the day of the meeting.*
- 2 Chair's announcements**
- 3 To receive any dispensations and disclosable pecuniary or other interests**
Members are reminded that all interests must be declared prior to the item being discussed.
- 4 To agree the agenda as published.**
- 5 To consider the minutes of the Finance committee held on the 7th January 2026 as a true and correct record** (enclosed on coloured paper)
- 6 Public Participation**
Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.
- 7 To receive an update on the actions** (p3)
- 8 To consider the Clerk's report and approve, by resolution, the payments as listed** (p3-15)
- 9 To consider the purchase of a replacement walk-behind mower** (p16)
- 10 To consider the purchase of a second trailer** (p16)

To be held in confidential session (pursuant to the Public Bodies (Admission to Meetings) Act 1960)

- 11 To receive and sign the payroll information sheet for submission, considering overtime claimed** (p20 confidential report enclosed)

Item 7 To receive an update on the actions

Action	January 2026
1 Open two further bank accounts at the Cooperative Bank, one for the May Fair and one for the Mayor's Charitable Fundraising.	Application to amend the previous Mayor's Charity account has been signed and submitted in January 2026. A new account for the May Fair requires all 14 members to sign the papers. With Cllr Whittaker away, It may prove difficult to open an account at the Cooperative Bank. ONGOING
2 Arrange digger training for one member of staff (at Burrough Farm)	Arrangements to be made. ONGOING
3 Include agreed grant awards in the 2026-27 budget	Agreed award fund included. COMPLETE
4 Instruct the relevant brokers to take out Cyber insurance and general insurance for Mrs Anderson's Bequest	COMPLETE

Item 8 To consider the Clerk's report and approve, by resolution, the payments as listed

On 31st December 2025 the Council's balances were:

Petty Cash	£103.25	no interest	
Hinkley & Rugby Building Society	£265,000	interest rate is 1.75%	holding account for general expenditure
Cambridge & Counties Bank (31-day)	£97,090.39	interest rate is 3.25%	Earmarked Reserves
Nationwide (Business 95-day saver)	£96,593.23	interest rate is 3.35%	General and Earmarked Reserves
Cambridge Building Society	£9,281.88	interest rate is 1.75%	Tennis Reserves
Coop Bank (current account)	£45,442.07	no interest	General expenditure

Total cash in hand (SCRIBE) £ 513,510.82

The bank reconciliation to be signed by the Chair is presented overleaf.

Petty Cash: A screen shot of the petty cash cashbook is presented, showing the items on which the Council has spent petty cash in the month. The financial regulations seek to maintain a balance of £100 in Petty Cash.

Petty Cash				2025-26 Northam TC Petty Cash										
				Income			Expenditure						Balance at start of FY	
Date	Trans action	Description	Ref	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refreshments	Maint enance	Office expenses	Total out	£	13.45
01.12.25	92	Cash withdrawal	-	35.00		35.00						0.00		101.80
27.11.25	93	Tools	PC25-26.87			0.00	0.50			2.48		2.98		98.82
1.12.25	94	Refreshments	PC25-26.88			0.00			1.89			1.89		96.93
2.12.25	95	Refreshments	PC25-26.89			0.00			1.39			1.39		95.54
3.12.25	96	Refreshments	PC25-26.90			0.00	2.29			11.46		13.75		81.79
3.12.25	97	Refreshments	PC25-26.91			0.00			5.09			5.09		76.70
2.12.25	98	Carol service - Refreshments	PC25-26.92			0.00			15.12			15.12		61.58
4.12.25	99	Christmas LEB bulbs	PC25-26.93			0.00	1.33			6.67		8.00		53.58
4.12.25	100	Vehicle bulb	PC25-26.94			0.00	0.48			2.41		2.89		50.69
5.12.25	101	Refreshments	PC25-26.95			0.00			1.20			1.20		49.49
8.12.25	102	Batteries	PC25-26.96			0.00	1.25			6.25		7.50		41.99
16.12.25	103	Refreshments	PC25-26.97			0.00			1.45			1.45		40.54
17.12.25	104	Photography (Remembrance)	PC25-26.98			0.00		50.00				50.00		-9.46
18.12.25	105	Cash withdrawal	-	120.00		120.00						0.00		110.54
22.12.25	106	Refreshments	PC25-26.99			0.00			1.39			1.39		109.15
30.12.25	107	Picture frames	PC25-26.100			0.00					5.90	5.90		103.25

Northam Town Council

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 31/12/2025			
	Cash in Hand 01/04/2025		327,410.06
	ADD Receipts 01/04/2025 - 31/12/2025		742,774.63
	SUBTRACT Payments 01/04/2025 - 31/12/2025		1,070,184.69
A	Cash in Hand 31/12/2025 (per Cash Book)		556,673.87
			513,510.82
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2025	103.25	
	Stripe (Tennis bookings) 31/12/2025	0.00	
	Hinckley & Rugby Building Society 31/12/2025	265,000.00	
	Cambridge and Counties Bank 31/12/2025	97,090.39	
	Nationwide 95 day account 31/12/2025	96,593.23	
	Cambridge Building Society (Tenni: 31/12/2025	9,281.88	
	Northam Town Council 31/12/2025	45,442.07	
			513,510.82
	Less unpresented payments		
			513,510.82
	Plus unpresented receipts		
B	Adjusted Bank Balance		513,510.82
	A = B Checks out OK		

Payments: Between 1st and 31st December 2025, the council made 48 payments of £100 or more totalling £57,788.19 (exVAT), detailed below.

Column1	Date	Net	VAT	Total	Description	Cost Centre	Cost Code	Minute Ref
1126	22.12.2025	£100.00	£0.00	£100.00	May Fair 2026	Community	May Fair Costs	2511/472
1030	04.12.2025	£104.00	£0.00	£104.00	May Fair 2026	Community	May Fair Costs	2511/472
1108	19.12.2025	£104.34	£20.87	£125.21	Franking Machine	Administration	Franking Machine & Costs	
1147	06.01.2026	£110.00	£0.00	£110.00	Equipment Protection	Administration	Office Equipment	
1015	02.12.2025	£111.49	£22.30	£133.79	Mower Repair	Council Machinery & Equipment	Machinery Maintenance	
1021	02.12.2025	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees	
1023	02.12.2025	£117.90	£0.00	£117.90	Expenses	Administration	Expenses	
1127	22.12.2025	£125.00	£0.00	£125.00	May Fair 2026	Community	May Fair Costs	2511/472
1052	10.12.2025	£153.49	£7.67	£161.16	Electricity Account	Northam Hall	Electric	
1146	06.01.2026	£155.01	£31.00	£186.01	Photocopier lease	Administration	Photocopier Lease	
1072	15.12.2025	£169.78	£33.96	£203.74	Fuel	Council Machinery & Equipment	Fuel	
1033	04.12.2025	£179.59	£35.92	£215.51	Copier Charges	Administration	Photocopier Fees	
1058	10.12.2025	£190.00	£38.00	£228.00	Fire Alarm System	Northam Hall	Large Project Reserve	2507/170
1086	16.12.2025	£191.67	£38.33	£230.00	May Fair 2026	Community	May Fair Costs	
1121	22.12.2025	£200.00	£40.00	£240.00	The Link	Community	Newsletters & Communication	2505/053
1067	11.12.2025	£237.41	£47.48	£284.89	Christmas Decorations	Environment & Maintenance	Christmas Decorations	
1020	02.12.2025	£240.00	£48.00	£288.00	May Fair 2026	Community	May Fair Costs	2511/472
1077	15.12.2025	£240.00	£0.00	£240.00	May Fair 2026	Community	May Fair Costs	2511/472
1122	22.12.2025	£250.00	£0.00	£250.00	Notice Boards	Notice Boards	Town Hall	2512/493
1061	10.12.2025	£253.50	£0.00	£253.50	May Fair 2026	Community	May Fair Costs	2511/472
1019	02.12.2025	£260.00	£0.00	£260.00	May Fair 2026	Community	May Fair Costs	2511/472
1029	04.12.2025	£284.70	£56.94	£341.64	IT contract	ICT	Cloudy IT	
1054	10.12.2025	£299.39	£14.97	£314.36	Gas Account	Northam Hall	Gas	
1024	02.12.2025	£335.00	£67.00	£402.00	Mapping Software	ICT	Pear Mapping	
1073	15.12.2025	£380.75	£0.00	£380.75	Insurance	Parks & Recreation	Anchor Park	2512/507
1059	10.12.2025	£389.55	£77.91	£467.46	Net 2 Access Control System	Northam Hall	Large Project Reserve	2507/170
1018	02.12.2025	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning	
1012	01.12.2025	£430.76	£0.00	£430.76	Room rental	Administration	Room Rental	
1013	02.12.2025	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
1034	04.12.2025	£470.56	£0.00	£470.56	Pensions	Staff Costs	Salaries, HMRC and NEST	
1036	04.12.2025	£470.56	£0.00	£470.56	Pensions	Staff Costs	Salaries, HMRC and NEST	
1074	15.12.2025	£475.00	£95.00	£570.00	Computer and software	Planning & Development	NNP	
1032	04.12.2025	£515.00	£103.00	£618.00	May Fair 2026	Community	May Fair Costs	2511/472
1128	22.12.2025	£541.20	£0.00	£541.20	Insurance	ICT	IT Purchase, Repair & Maintenance	2512/505
1027	03.12.2025	£625.00	£125.00	£750.00	Training	Training	Training	
1031	04.12.2025	£643.30	£128.66	£771.96	May Fair 2026	Community	May Fair Costs	2511/472
1123	22.12.2025	£740.00	£148.00	£888.00	May Fair 2026	Community	May Fair Costs	2511/472
1016	02.12.2025	£840.00	£168.00	£1,008.00	Bin	Parks & Recreation	Churchfields Skatepark	2507/227
1076	15.12.2025	£1,250.00	£250.00	£1,500.00	Survey	General Project Budget	Projects	2509/342
1046	08.12.2025	£1,307.46	£0.00	£1,307.46	Insurance	Insurances	General	2405/027
1129	23.12.2025	£1,721.21	£0.00	£1,721.21	PWLB	PWLB	Westward Ho! Park Tranche 2	
1125	22.12.2025	£1,780.00	£356.00	£2,136.00	Anchor Park Orchard & Wildflower Area	Parks & Recreation	Anchor Park	2511/458
1035	04.12.2025	£1,881.02	£0.00	£1,881.02	Pensions	Staff Costs	Salaries, HMRC and NEST	
1037	04.12.2025	£2,161.64	£0.00	£2,161.64	Pensions	Staff Costs	Salaries, HMRC and NEST	
1087	17.12.2025	£4,136.56	£0.00	£4,136.56	PWLB	PWLB	PWLB - Northam Hall	
1075	15.12.2025	£5,500.00	£1,100.00	£6,600.00	Chamber Acoustics	Administration	Chamber - Acoustic Panelling	2508/251
1138	29.12.2025	£6,949.00	£0.00	£6,949.00	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	2508/252
1092	18.12.2025	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2512/507

Between 1st and 31st December 2025, the council made 141 payments totalling £59,242.83 (exVAT), detailed below.

No.	Date	Net	VAT	Gross	Description	Cost Centre	Cost Code	Minute
998	01.12.25	£5.35	£0.00	£5.35	Stripe fees	Tennis Courts	Stripe Fees	
1011	01.12.25	£4.17	£0.83	£5.00	Mobile Phone - CW	ICT	Mobile Phones	
1012	01.12.25	£430.76	£0.00	£430.76	Room rental	Administration	Room Rental	
1013	02.12.25	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
1014	02.12.25	£28.17	£5.63	£33.80	Contra Roberts Cleaning	Administration	Town Hall - Cleaning	
1015	02.12.25	£111.49	£22.30	£133.79	Mower Repair	Council Machinery & Equipment	Machinery Maintenance	
1016	02.12.25	£840.00	£168.00	£1,008.00	Bin	Parks & Recreation	Churchfields Skatepark	2507/227
1017	02.12.25	£35.00	£7.00	£42.00	Training	Training	Training	
1018	02.12.25	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning	
1019	02.12.25	£260.00	£0.00	£260.00	May Fair 2026	Community	May Fair Costs	2511/472
1020	02.12.25	£240.00	£48.00	£288.00	May Fair 2026	Community	May Fair Costs	2511/472
1021	02.12.25	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees	
1022	02.12.25	£2.42	£0.48	£2.90	Expenses	Members	Travel Expenses	
1023	02.12.25	£117.90	£0.00	£117.90	Expenses	Administration	Expenses	
1024	02.12.25	£335.00	£67.00	£402.00	Mapping Software	ICT	Pear Mapping	
1025	02.12.25	£8.76	£1.75	£10.51	Signs	Northam Hall	Maintenance	
1026	03.12.25	£53.37	£10.67	£64.04	Telephone system	ICT	Phones	
1027	03.12.25	£625.00	£125.00	£750.00	Training	Training	Training	
1028	04.12.25	£64.80	£12.96	£77.76	Lighting	Environment & Maintenance	Festive & Festoon Lighting	
1029	04.12.25	£284.70	£56.94	£341.64	IT contract	ICT	Cloudy IT	
1030	04.12.25	£104.00	£0.00	£104.00	May Fair 2026	Community	May Fair Costs	2511/472
1031	04.12.25	£643.30	£128.66	£771.96	May Fair 2026	Community	May Fair Costs	2511/472
1032	04.12.25	£515.00	£103.00	£618.00	May Fair 2026	Community	May Fair Costs	2511/472
1033	04.12.25	£179.59	£35.92	£215.51	Copier Charges	Administration	Photocopier Fees	
1034	04.12.25	£470.56	£0.00	£470.56	Pensions	Staff Costs	Salaries, HMRC and NEST	
1035	04.12.25	£1,881.02	£0.00	£1,881.02	Pensions	Staff Costs	Salaries, HMRC and NEST	

1036	04.12.25	£470.56	£0.00	£470.56	Pensions	Staff Costs	Salaries, HMRC and NEST	
1037	04.12.25	£2,161.64	£0.00	£2,161.64	Pensions	Staff Costs	Salaries, HMRC and NEST	
1038	04.12.25	£0.00	£0.00	£0.00	Industrial Marking Tape	Environment & Maintenance	Festive & Festoon Lighting	
1039	04.12.25	£7.49	£1.50	£8.99	Industrial Marking Tape	Environment & Maintenance	Festive & Festoon Lighting	
1040	04.12.25	£20.00	£4.00	£24.00	Training	Training	Training	
1041	04.12.25	£20.82	£4.17	£24.99	Toilet Seat	Northam Hall	Maintenance	
1042	05.12.25	£5.97	£1.20	£7.17	Safety Signs	Northam Hall	Maintenance	
1043	05.12.25	£8.22	£1.65	£9.87	Safety Signs	Northam Hall	Maintenance	
1044	05.12.25	£34.90	£0.00	£34.90	Christmas Fair	Community	Events - Other	
1045	08.12.25	£0.16	£0.00	£0.16	Square fees	Administration	Bank Charges - Square Pay	
1046	08.12.25	£1,307.46	£0.00	£1,307.46	Insurance	Insurances	General	2405/027
1047	08.12.25	£3.75	£0.75	£4.50	Christmas Cards	Members	Civic & General Expenses	
1048	08.12.25	£4.16	£0.83	£4.99	Stationery	Administration	Stationery	
1049	08.12.25	£4.17	£0.83	£5.00	Mobile Phone - TT	ICT	Mobile Phones	
1050	08.12.25	£5.41	£1.08	£6.49	Stationery	Administration	Stationery	
1051	08.12.25	£6.33	£1.27	£7.60	Stationery	Administration	Stationery	
1052	10.12.25	-£6.33	£0.00	-£6.33	Electricity Account	Northam Hall	Electric	
1052	10.12.25	£153.49	£7.67	£161.16	Electricity Account	Northam Hall	Electric	
1053	10.12.25	£79.59	£3.98	£83.57	Electricity - Pavilion	Pavilion & CPT	Electric	
1054	10.12.25	£299.39	£14.97	£314.36	Gas Account	Northam Hall	Gas	
1055	09.12.25	£0.94	£0.00	£0.94	Square fees	Administration	Bank Charges - Square Pay	
1056	09.12.25	£0.35	£0.00	£0.35	Square fees	Administration	Bank Charges - Square Pay	
1057	09.12.25	£2.00	£0.00	£2.00	Square fees	Administration	Bank Charges - Square Pay	
1058	10.12.25	£190.00	£38.00	£228.00	Fire Alarm System	Northam Hall	Large Project Reserve	2507/170
1059	10.12.25	£389.55	£77.91	£467.46	Net 2 Access Control System	Northam Hall	Large Project Reserve	2507/170
1060	10.12.25	£50.00	£10.00	£60.00	Fire Alarm System	Northam Hall	Large Project Reserve	2507/170
1061	10.12.25	£253.50	£0.00	£253.50	May Fair 2026	Community	May Fair Costs	2511/472
1062	10.12.25	£6.80	£0.00	£6.80	Expenses	Administration	Expenses	
1062	10.12.25	£0.25	£0.05	£0.30	Expenses	Administration	Expenses	

1063	10.12.25	£67.48	£13.50	£80.98	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear
1064	09.12.25	£5.00	£1.00	£6.00	Mobile Phone - IR	ICT	Mobile Phones
1065	09.12.25	-£8.50	£0.00	-£8.50	Christmas Fair	Community	Events - Other
1066	10.12.25	£4.30	£0.00	£4.30	Square fees	Administration	Bank Charges - Square Pay
1067	11.12.25	£237.41	£47.48	£284.89	Christmas Decorations	Environment & Maintenance	Christmas Decorations
1068	11.12.25	£0.94	£0.00	£0.94	Square fees	Administration	Bank Charges - Square Pay
1069	15.12.25	£1.45	£0.00	£1.45	Square fees	Administration	Bank Charges - Square Pay
1070	15.12.25	£28.50	£0.00	£28.50	Water bill	Pavilion & CPT	Water
1071	15.12.25	£86.50	£0.00	£86.50	Water bill	Northam Hall	Water
1072	15.12.25	£169.78	£33.96	£203.74	Fuel	Council Machinery & Equipment	Fuel
1073	15.12.25	£380.75	£0.00	£380.75	Insurance	Parks & Recreation	Anchor Park 2512/507
1074	15.12.25	£475.00	£95.00	£570.00	Computer and software	Planning & Development	NNP
1075	15.12.25	£5,500.00	£1,100.00	£6,600.00	Chamber Acoustics	Administration	Chamber - Acoustic Panelling 2508/251
1075	15.12.25	£26.00	£5.20	£31.20	Chamber Acoustics	General Project Budget	Projects 2508/251
1076	15.12.25	£1,250.00	£250.00	£1,500.00	Survey	General Project Budget	Projects 2509/342
1077	15.12.25	£240.00	£0.00	£240.00	May Fair 2026	Community	May Fair Costs 2511/472
1078	15.12.25	£60.38	£12.08	£72.46	Allotments	Parks & Recreation	Allotments - Windmill Lane
1079	15.12.25	£56.85	£11.37	£68.22	Repairs	Environment & Maintenance	Bone Hill Memorial
1080	15.12.25	£45.75	£9.15	£54.90	Electrical work	Environment & Maintenance	Festive & Festoon Lighting
1081	15.12.25	£23.09	£4.62	£27.71	Graffiti Remover	Council Machinery & Equipment	Highway Signage & Barriers
1082	15.12.25	£19.99	£4.00	£23.99	Festoon & Festive Lighting	Environment & Maintenance	Festive & Festoon Lighting
1083	15.12.25	£12.03	£2.41	£14.44	Hanging Baskets	Environment & Maintenance	Hanging baskets & Planters
1084	15.12.25	£6.89	£1.38	£8.27	Hanging Baskets	Environment & Maintenance	Hanging baskets & Planters
1085	16.12.25	£35.00	£7.00	£42.00	Northam Hall	Northam Hall	Maintenance
1086	16.12.25	£191.67	£38.33	£230.00	May Fair 2026	Community	May Fair Costs
1087	17.12.25	£4,136.56	£0.00	£4,136.56	PWLB	PWLB	PWLB - Northam Hall
1088	17.12.25	£4.48	£0.90	£5.38	Stationery	Administration	Stationery

1089	17.12.25	£4.99	£1.00	£5.99	Stationery	Administration	Stationery
1090	17.12.25	£5.53	£1.11	£6.64	Stationery	Administration	Stationery
1091	17.12.25	£8.49	£1.70	£10.19	Wall Bracket - CCTV	Pavilion & CPT	Maintenance
1092	18.12.25	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST
1093	17.12.25	£1.09	£0.00	£1.09	Square fees	Administration	Bank Charges - Square Pay
1094	01.12.25	£2.48	£0.50	£2.98	Tools	Council Machinery & Equipment	Tools & Equipment
1095	01.12.25	£1.89	£0.00	£1.89	Refreshments	Administration	Refreshments
1096	02.12.25	£1.39	£0.00	£1.39	Refreshments	Administration	Refreshments
1097	03.12.25	£11.46	£2.29	£13.75	Tools	Council Machinery & Equipment	PPE & Workwear
1098	03.12.25	£5.09	£0.00	£5.09	Refreshments	Administration	Refreshments
1099	02.12.25	£15.12	£0.00	£15.12	Refreshments	Community	Carol Service - Publicity and Gifts
1100	04.12.25	£6.67	£1.33	£8.00	Christmas Decorations	Environment & Maintenance	Christmas Decorations
1101	04.12.25	£2.41	£0.48	£2.89	vehicle parts	Council Machinery & Equipment	Truck Maintenance
1102	05.12.25	£1.20	£0.00	£1.20	Refreshments	Administration	Refreshments
1103	08.12.25	£6.25	£1.25	£7.50	Battery	Environment & Maintenance	Christmas Decorations
1104	16.12.25	£1.45	£0.00	£1.45	Refreshments	Administration	Refreshments
1105	17.12.25	£50.00	£0.00	£50.00	Photos	Community	Remembrance
1106	18.12.25	£11.99	£2.40	£14.39	Safety Signs	Northam Hall	Maintenance
1107	19.12.25	£38.95	£7.79	£46.74	Internet	ICT	Internet (Offices)
1108	19.12.25	£104.34	£20.87	£125.21	Franking Machine	Administration	Franking Machine & Costs
1109	18.12.25	£1.00	£0.00	£1.00	Square fees	Administration	Bank Charges - Square Pay
1110	19.12.25	£2.10	£0.00	£2.10	Square fees	Administration	Bank Charges - Square Pay
1111	22.12.25	£1.50	£0.00	£1.50	Square fees	Administration	Bank Charges - Square Pay
1112	22.12.25	£4.17	£0.83	£5.00	Mobile Phone - GL	ICT	Mobile Phones
1113	22.12.25	£3.94	£0.79	£4.73	Equipment	Council Machinery & Equipment	Tools & Equipment
1114	22.12.25	£6.54	£1.31	£7.85	Light	Administration	Town Hall - Maintenance

1115	22.12.25	£11.25	£2.25	£13.50	Fixings	Environment & Maintenance	Christmas Trees	
1116	22.12.25	£12.87	£2.58	£15.45	Tools	Council Machinery & Equipment	Tools & Equipment	
1117	22.12.25	£13.96	£2.79	£16.75	Tools	Council Machinery & Equipment	Tools & Equipment	
1118	22.12.25	£22.10	£4.42	£26.52	Padlocks	Environment & Maintenance	Bone Hill Memorial	
1119	22.12.25	£28.81	£5.76	£34.57	Repairs	Environment & Maintenance	Hanging baskets & Planters	
1120	22.12.25	£70.73	£14.15	£84.88	Toilet rolls paper towels	Northam Hall	Disposables	
1121	22.12.25	£200.00	£40.00	£240.00	The Link	Community	Newsletters & Communication	2505/053
1122	22.12.25	£250.00	£0.00	£250.00	Notice Boards	Notice Boards	Town Hall	2512/493
1123	22.12.25	£740.00	£148.00	£888.00	May Fair 2026	Community	May Fair Costs	2511/472
1124	22.12.25	£56.39	£11.28	£67.67	Repairs	Pavilion & CPT	Maintenance	
					Anchor Park Orchard & Wildflower Area			
1125	22.12.25	£1,780.00	£356.00	£2,136.00	Wildflower Area	Parks & Recreation	Anchor Park	2511/458
1126	22.12.25	£100.00	£0.00	£100.00	May Fair 2026	Community	May Fair Costs	2511/472
1127	22.12.25	£125.00	£0.00	£125.00	May Fair 2026	Community	May Fair Costs	2511/472
1128	22.12.25	£541.20	£0.00	£541.20	Insurance	ICT	IT Purchase, Repair & Maintenance	2512/505
1129	23.12.25	£1,721.21	£0.00	£1,721.21	PWLB	PWLB	Westward Ho! Park Tranche 2	
1130	23.12.25	£65.25	£0.00	£65.25	Expenses	Members	Travel Expenses	
1131	24.12.25	£6.25	£1.25	£7.50	Mobile Phone	ICT	Mobile Phones	
1132	24.12.25	£4.17	£0.83	£5.00	Mobile Phone - RG	ICT	Mobile Phones	
1133	24.12.25	£1.19	£0.00	£1.19	Square fees	Administration	Bank Charges - Square Pay	
1134	24.12.25	£2.00	£0.00	£2.00	Square fees	Administration	Bank Charges - Square Pay	
1135	29.12.25	£4.17	£0.83	£5.00	Mobile Phone - TA	ICT	Mobile Phones	
1136	29.12.25	£4.17	£0.83	£5.00	Mobile Phone - JL	ICT	Mobile Phones	
1137	29.12.25	£4.17	£0.83	£5.00	Mobile Phone - CW	ICT	Mobile Phones	
1138	29.12.25	£6,949.00	£0.00	£6,949.00	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	2508/252
1139	29.12.25	£1.40	£0.00	£1.40	Square fees	Administration	Bank Charges - Square Pay	
1140	29.12.25	£3.00	£0.00	£3.00	Square fees	Administration	Bank Charges - Square Pay	
1141	02.01.26	£4.14	£0.00	£4.14	Stripe fees	Tennis Courts	Stripe Fees	

1142	22.12.25	£1.39	£0.00	£1.39	Refreshments	Administration	Refreshments
1143	30.12.25	£5.90	£0.00	£5.90	Photo Frame	Administration	Miscellaneous
1144	05.01.26	£1.39	£0.00	£1.39	Refreshments	Administration	Refreshments
1145	05.01.26	£1.09	£0.00	£1.09	Square fees	Administration	Bank Charges - Square Pay
1146	06.01.26	£155.01	£31.00	£186.01	Photocopier lease	Administration	Photocopier Lease
1147	06.01.26	£110.00	£0.00	£110.00	Equipment Protection	Administration	Office Equipment
141	Totals	£ 59,242.83	£ 3,381.30	£ 62,624.13			

Recommendation: The payments are approved as listed.

Receipts: Between 1st and 31st December 2025, the Council received 127 payments, totalling £9,146.51 (exVAT), detailed below.

No.	Date	Net	VAT	Gross	Description	Cost Centre	Cost Code
389	01.12.2025	£65.48	£0.00	£65.48	Tennis Receipts	Tennis Courts	Tennis Income
394	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
394	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
394	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
394	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
394	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
394	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
394	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
394	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
394	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
395	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
395	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
395	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
395	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
395	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
395	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
395	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire

395	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
395	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
396	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
396	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
396	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
396	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
396	02.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
397	02.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
397	02.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
397	02.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
397	02.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
397	02.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
397	02.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
397	02.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
397	02.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
397	02.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
397	02.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
397	02.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
398	03.12.2025	£37.50	£0.00	£37.50	Hall Hire	Northam Hall	Hall Hire
399	03.12.2025	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
399	03.12.2025	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
399	03.12.2025	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
399	03.12.2025	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
400	04.12.2025	£2,623.00	£0.00	£2,623.00	Locality Budget Payment	Environment & Maintenance	Westward Ho! Finger Post
401	05.12.2025	£43.75	£0.00	£43.75	Hall Hire	Northam Hall	Hall Hire
401	05.12.2025	£5.00	£0.00	£5.00	Hall Hire	Northam Hall	Hall Hire
402	05.12.2025	£28.13	£0.00	£28.13	Hall Hire	Northam Hall	Hall Hire
402	05.12.2025	£28.13	£0.00	£28.13	Hall Hire	Northam Hall	Hall Hire

402	05.12.2025	£28.13	£0.00	£28.13	Hall Hire	Northam Hall	Hall Hire
402	05.12.2025	£28.13	£0.00	£28.13	Hall Hire	Northam Hall	Hall Hire
403	05.12.2025	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
403	05.12.2025	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
403	05.12.2025	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
403	05.12.2025	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
403	05.12.2025	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
403	05.12.2025	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
404	04.12.2025	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
404	04.12.2025	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
404	04.12.2025	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
404	04.12.2025	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
405	04.12.2025	£47.50	£0.00	£47.50	Hall Hire	Northam Hall	Hall Hire
405	04.12.2025	£6.25	£0.00	£6.25	Hall Hire	Northam Hall	Hall Hire
405	04.12.2025	£2.50	£0.00	£2.50	Hall Hire	Northam Hall	Hall Hire
406	05.12.2025	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
407	05.12.2025	£37.50	£0.00	£37.50	Hall Hire	Northam Hall	Hall Hire
408	05.12.2025	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
408	05.12.2025	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
409	08.12.2025	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
409	08.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
409	08.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
409	08.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
409	08.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
410	08.12.2025	£8.50	£0.00	£8.50	Christmas Fair	Community	Events - Other
411	08.12.2025	£47.50	£0.00	£47.50	Hall Hire	Northam Hall	Hall Hire
411	08.12.2025	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
412	08.12.2025	£1,386.00	£0.00	£1,386.00	Grass cutting	Environment & Maintenance	Grass Cutting - Abbotsham
413	08.12.2025	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
413	08.12.2025	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire

413	08.12.2025	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
414	08.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
414	08.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
414	08.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
414	08.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
414	08.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
414	08.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
414	08.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
414	08.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
414	08.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
414	08.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
414	08.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
414	08.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
414	08.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
414	08.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
415	09.12.2025	£69.10	£0.00	£69.10	Christmas Fair	Community	Events - Other
416	09.12.2025	£37.50	£0.00	£37.50	Hall Hire	Northam Hall	Hall Hire
417	09.12.2025	£19.80	£0.00	£19.80	Allotment Rent	Parks & Recreation	Allotments - Windmill Lane
418	09.12.2025	£80.00	£0.00	£80.00	Mayor's Charity event	Members	Civic & General Expenses
419	10.12.2025	£150.00	£0.00	£150.00	Hall Hire	Northam Hall	Hall Hire
420	10.12.2025	£172.00	£0.00	£172.00	Mayor's Charity event	Members	Civic & General Expenses
421	11.12.2025	£18.75	£0.00	£18.75	Hall Hire	Northam Hall	Hall Hire
421	11.12.2025	£18.75	£0.00	£18.75	Hall Hire	Northam Hall	Hall Hire
422	12.12.2025	£1,250.00	£250.00	£1,500.00	Rent for Car Park	Administration	Car Park Rent
423	15.12.2025	£83.00	£0.00	£83.00	Mayor's Charity event	Members	Civic Reception
424	15.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
424	15.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
424	15.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
424	15.12.2025	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
425	15.12.2025	£193.53	£0.00	£193.53	Mayor's Charity Donation	Members	Mayor's Charity
426	15.12.2025	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire

426	15.12.2025	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
426	15.12.2025	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
426	15.12.2025	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
427	17.12.2025	£47.50	£0.00	£47.50	Hall Hire	Northam Hall	Hall Hire
427	17.12.2025	£31.25	£0.00	£31.25	Hall Hire	Northam Hall	Hall Hire
427	17.12.2025	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
428	17.12.2025	£43.75	£0.00	£43.75	Hall Hire	Northam Hall	Hall Hire
429	18.12.2025	£40.00	£0.00	£40.00	Mayor's Charity event	Members	Civic Reception
430	19.12.2025	£120.00	£0.00	£120.00	Mayor's Charity event	Members	Civic Reception
431	22.12.2025	£47.50	£0.00	£47.50	Hall Hire	Northam Hall	Hall Hire
431	22.12.2025	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
432	22.12.2025	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
432	22.12.2025	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
432	22.12.2025	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
432	22.12.2025	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
433	24.12.2025	£47.50	£0.00	£47.50	Hall Hire	Northam Hall	Hall Hire
434	24.12.2025	£80.00	£0.00	£80.00	Mayor's Charity event	Members	Civic Reception
435	29.12.2025	£80.00	£0.00	£80.00	Mayor's Charity event	Members	Civic Reception
436	29.12.2025	£120.00	£0.00	£120.00	Mayor's Charity event	Members	Civic Reception
437	31.12.2025	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
437	31.12.2025	£47.50	£0.00	£47.50	Hall Hire	Northam Hall	Hall Hire
442	31.12.2025	£119.70	£0.00	£119.70	Bank Interest	Bank Interest	Cambs BS (Tennis)
443	31.12.2025	£267.34	£0.00	£267.34	Bank Interest	Bank Interest	Cambs & Cty Bank
444	31.12.2025	£274.04	£0.00	£274.04	Bank Interest	Bank Interest	Nationwide 95 Day
127	Totals	£9,146.51	£250.00	£9,396.51			

Tennis courts:

The gross volume of sales in December 2025 was £95.00. After fees, the Council has received £90.46. Since 1st April 2025, the Council has received £5,432.18 for tennis court memberships and bookings.

Item 9 To consider the purchase of a replacement walk-behind mower

The Council's current walk-behind mower was purchased in January 2019, at a cost of £7,440 (including trade-in of old machine). Since purchase it has been operational for approx. 7,000 hours.

The Council uses its mowers for full working weeks through the 7 1/4 month cutting season (currently April to early November) and as required through the winter and early spring.

The walk-behind has needed repair five times since April 2025 as its parts wear, costing the Council around £1,050 to maintain and keeping it out of use for over two weeks.

Council staff consider it prudent to replace the machine whilst it retains a trade-in value. Replacing with the same model would allow the council to use the consumable spares it has in stock (e.g. drive belts, spark plugs and switches).

Council staff have approached 3 suppliers for quotes:

Company A (Ferris Dealer and current supplier and maintainer of the Council's machines) £10,395 (exVAT) for a new like-for-like machine (a [Ferris FW35](#)), less trade-in value and discount.

The cost to replace would be £8,000 (exVAT).

The price is valid until 1st February 2026. The price is anticipated to rise by 15% in April 2026.

The new machine would come with a two-year unlimited hours warranty.

The Ferris FW35 is a petrol-powered machine which all staff are experienced in using and in its basic maintenance. Replacing with the same model would allow the council to use the consumable spares it has in stock (e.g. drive belts, spark plugs and switches).

Company B

£13,014 (exVAT) for a new machine of a slightly lower specification (a [Toro Proline model 31914](#)), no trade-in value is offered by this company.

The cost to replace would be £13,014 (exVAT).

The machine would come with a one-year unlimited hours warranty.

The staff would need to be trained in use of the machine by the supplier

£9,600 (exVAT) for a new machine that is smaller than the current one and of a lower specification (a [Toro Proline model 44410TE](#)), no trade-in value is offered by this company.

The cost to replace would be £9,600 (exVAT).

The machine would come with a one-year unlimited hours warranty.

The staff would need to be trained in use of the machine by the supplier

Company C

There are no electric-powered equivalents. The closest is a ride-on (an [EGO ZT5201E-L](#)) which, to ensure continuous working would need 16 batteries.

Ride-on mower £5,559

Batteries (16 at £559 each) £6,708 (4 free with current offer, after offer price increases by £1,876)

Charging terminal £729

The cost to replace would be £12,996 (exVAT).

The machine would come with a one-year unlimited hours warranty (some parts have a 5-year warranty).

The staff would need to be trained in use of the machine by the supplier.

A location for the charging station would be needed.

Recommendation: The Council replace it's walk-behind mower with a like-for-like machine from Company A at a cost of £8,000 (exVAT), the cost being taken from the anticipated carry-forward into the new financial year.

Item 10 To consider the purchase of a second trailer

With the increase in the Council's work and operations, including weed ripping, more regular mowing, litter picking and debris removal, the officers consider it prudent to purchase a second trailer.

The Council's trailer is an 8ft x 5ft model capable of loading to 750kg and with a drop tail for ease of equipment loading. A similar model (from a different manufacturer, an [Indespension Unbraked 8' X 5' Single Axle Trailer - With Rampa](#)tail) is available from various companies locally:

Company 1 (the manufacturer) lists the trailer, complete with mesh sides, spare wheel and carrier and prop stands at c.£2,320 (exVAT) plus delivery (estimated to be £250), **total price £2,570 (exVAT)**.

Company 2 (a supplier in Exeter) has quoted **£2,330 (exVAT)** for the trailer. Delivery is not possible so a member of staff would need to travel to collect it from the supplier, a round trip of 99 miles.

Company 3 (a supplier in east Devon) has been contacted but at the time of writing has not confirmed a price, which will follow when it has been confirmed.

Recommendation: The Council purchase a second trailer to allow it more flexibility in its maintenance activities with a budget of £2,750 (exVAT) to cover contingencies, the cost being taken from the anticipated carry-forward into the new financial year.

To be held in confidential session

*Pursuant to the Public Bodies (Admission to Meetings) Act 1960 (subsection 2), members of the public and press shall be excluded from the meeting to enable the Council to consider the following **confidential matters**.*

Item 11 To receive and sign the payroll information sheet for submission, considering overtime claimed (confidential report enclosed)
