



NORTHAM TOWN COUNCIL
Town Hall, Windmill Lane, Northam EX39 1BY
Town Clerk & RFO: Guy Langton (CiLCA, PSLCC)
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To all members of the Committee:

You are hereby summoned to attend the **FINANCE and HUMAN RESOURCES COMMITTEE** meeting on
Wednesday 15th April 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.

Members of the public are asked to respect the fact that this is a meeting to conduct council business and interruptions during council business are not permitted. If, in the opinion of the Chairman, the business of the meeting is disrupted in any way, the Chairman may ask the person/s causing the disruption to be quiet and if they refuse then ask them to leave. **Mobile phones must be switched off or silenced during the meeting.**

Anyone wishing to ask questions is requested to notify the Town Clerk by 12 noon on the day of 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: 9th April 2026

Members are requested to turn off or silence their mobile phones for the duration of the meeting.

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 11th March 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 note the lease for the carpark and patio adjoining the Seagate Hotel, Appledore** (p16)
 - 10 **To note the bank account options available to the Council** (p16-17)
- To be held in confidential session (pursuant to the Public Bodies (Admission to Meetings) Act 1960)*
- 11 **To consider the recommendations arising from the staff appraisals** (p16 confidential report enclosed)
 - 12 **To receive and sign the payroll information sheet for submission, considering overtime claimed** (p16 confidential report enclosed)

Item 7 To receive an update on the actions

Action	Update
<p>1 Open two further bank accounts at the Cooperative Bank, one for the May Fair and one for the Mayor's Charitable Fundraising.</p>	<p>Free current accounts are no longer available for an organisation like this Council (changes in bank regulations, annual budget of council amongst other factors). Instant access deposit accounts are available. On the agenda. ONGOING</p>
<p>2 Arrange digger training for one member of staff</p>	<p>Arrangements to be made. The officers are exploring opportunities for combining with other similar bodies to improve access and hopefully reduce costs. ONGOING</p>
<p>3 Advise the lease holder of the Council's decision to extend the end date by three months, in line with paragraph 21.5. Ask the lease holder what sort of events and how many would be held on the car park, should permission be granted.</p>	<p>The lease holder has been advised of the committee's deferral of decision and confirmation regarding the events has been sought. On the agenda. ONGOING</p>
<p>4 Seek confirmation of the permission given for the existing constructions on the land (the patio and associated works, and the gig shed).</p>	<p>This council's files have been researched and, finding no record of permission, the transferee has been contacted. A response is awaited. On the agenda. ONGOING</p>
<p>5 Vehicle tracking</p>	<p>The matter will be on a future agenda. ONGOING</p>
<p>6 Prepare an outline of the process by which the Council issues Northam Burrows Manor Passes on behalf of the Northam Burrows Charity.</p>	<p>The work is ongoing. ONGOING</p>
<p>7 Advise the Twinning Committee of the Council's representatives for the rip to Mondeville in May.</p>	<p>The committee has been advised. COMPLETE</p>

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

On 31st March 2026 the Council's balances were:

Petty Cash	£73.76	no interest	
Hinkley & Rugby Building Society	£146,284	interest rate is 1.75%	Holding account for general expenditure and £50,000 of the General Reserve
Cambridge & Counties Bank (31-day)	£97,837.86	interest rate is 3.25%	General Reserves
Nationwide (Business 95-day saver)	£97,366.187	interest rate is 3.35%	Earmarked Reserves (as per agreed budget: parks, defibrillators, LCWIP, war memorial cleaning, skate park and pavilion renovation reserve)
Cambridge Building Society	£9,281.88	interest rate is 1.75%	Tennis Reserves
Coop Bank (current account)	£2,659.74	no interest	General expenditure

Total cash in hand (SCRIBE) £353,503.42

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

1 April 2026 (2025-2026)

Northam Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/03/2026			
	Cash in Hand 01/04/2025		327,410.06
	ADD Receipts 01/04/2025 - 31/03/2026		770,856.75
			1,098,266.81
	SUBTRACT Payments 01/04/2025 - 31/03/2026		744,763.39
A	Cash in Hand 31/03/2026 (per Cash Book)		353,503.42
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2026	73.76	
	Hinckley & Rugby Building Society 31/03/2026	146,284.00	
	Stripe (Tennis bookings) 31/03/2026	0.00	
	Northam Town Council 31/03/2026	2,659.74	
	Cambridge Building Society (Tennis) 31/03/2026	9,281.88	
	Nationwide 95 day account 31/03/2026	97,366.18	
	Cambridge and Counties Bank 31/03/2026	97,837.86	
			353,503.42
	Less unrepresented payments		
			353,503.42
	Plus unrepresented receipts		
B	Adjusted Bank Balance		353,503.42
	A = B Checks out OK		

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												
Details				Income			Expenditure						Balance at start of FY			
Date	Trans action	Description	Ref	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refresh ments	Maint enance	Office expenses	Total out	£	13.45	Reconciliation balance	
3.3.26	129	Cash withdrawal	-	45.00		45.00						0.00	99.55			
23.2.26	130	Refreshments	PC25-26.121			0.00			0.95			0.95	98.60			
2.3.26	131	Refreshments	PC25-26.122			0.00			1.99			1.99	96.61			
9.3.26	132	MVSDs Keys	PC25-26.123			0.00	3.00			15.00		18.00	78.61			
11.3.26	133	Refreshments	PC25-26.124			0.00			6.50			6.50	72.11			
11.3.26	134	Refreshments	PC25-26.125			0.00			1.49			1.49	70.62			
12.3.26	135	Refreshments	PC25-26.126			0.00			1.39			1.39	69.23			
17.3.26	136	A4 Paper (2 reams)	PC25-26.127			0.00					9.98	9.98	59.25	£	59.25	
25.3.26	137	Refreshments	PC25-26.128			0.00			1.89			1.89	57.36			
27.3.26	138	Cash withdrawal	-	35.00		35.00						0.00	92.36			
6.1.26	139	Refreshments	PC25-26.129			0.00			9.15			9.15	83.21			
10.3.26	140	Refreshments	PC25-26.130			0.00			5.55			5.55	77.66			
18.3.26	141	Refreshments	PC25-26.131			0.00			1.95			1.95	75.71			
31.3.26	142	Refreshments	PC25-26.132			0.00			1.95			1.95	73.76	£	73.76	
Number of transactions	144			770.00		770.00	58.92	65.06	217.61	276.70	91.40	709.69	60.31		Difference between receipts and payments	
budgetted figures (12 month)				-		-	-	-	-	-	-					
variance (to date)				770.00		770.00	-	- 65.06	- 217.61	- 276.70	- 91.40					

Tennis courts:

The gross volume of sales in March 2026 was £375.00. After fees, the Council has received £322.15. Since 1st April 2025, the Council has received £6455.00 for tennis court memberships and bookings.

Recommendation: The Council transfer the balance of the tennis court receipts, £1,510.32 to the account holding the earmark.

Payments: Between 1st and 31st March 2026, the council made 39 payments of £100 or more totalling £42,150.94 (exVAT), detailed below.

Column1	Date	Net	VAT	Total	Cost Centre	Cost Code	Description	Minute Ref
1432	02.03.2026	£90.00	£18.00	£108.00	Training	Training	Training	
1431	02.03.2026	£94.52	£18.90	£113.42	Council Machinery & Equipment	Tools & Equipment	Turf Cutter Petrol	
1494	18.03.2026	£115.50	£23.10	£138.60	Training	Training	Training	
1498	19.03.2026	£158.00	£0.00	£158.00	Training	Training	Training	
1447	06.03.2026	£155.57	£31.12	£186.69	Council Machinery & Equipment	PPE & Workwear	PPE & Workwear	
1448	06.03.2026	£187.90	£0.00	£187.90	Administration	Expenses	Expenses	
1560	31.03.2026	£163.35	£32.67	£196.02	Administration	Photocopier Fees	Copier Charges	
1436	04.03.2026	£200.00	£0.00	£200.00	Administration	Postages	Franking Machine	
1440	05.03.2026	£200.00	£0.00	£200.00	Administration	Postages	Franking Machine	
1464	10.03.2026	£200.00	£0.00	£200.00	Administration	Postages	Franking Machine	
1519	23.03.2026	£200.00	£0.00	£200.00	Administration	Postages	Franking Machine	
1499	19.03.2026	£200.00	£40.00	£240.00	Community	Newsletters & Communication	The Link	2505/053
1428	02.03.2026	£209.62	£41.93	£251.55	Administration	Photocopier Fees	Copier Charges	
1449	06.03.2026	£270.00	£0.00	£270.00	Community	May Fair Costs	May Fair 2026	
1547	27.03.2026	£225.00	£45.00	£270.00	Members	Civic & General Expenses	Refreshments	
1530	25.03.2026	£323.13	£0.00	£323.13	Comm Centre Toilet	Water	Community Centre Water	
1490	16.03.2026	£345.00	£0.00	£345.00	Council Machinery & Equipment	VED	Vehicle Tax	
1462	09.03.2026	£306.25	£61.25	£367.50	Council Machinery & Equipment	Van Hire	Van Hire	
1450	06.03.2026	£314.00	£62.80	£376.80	ICT	Cloudy IT	IT contract	
1463	10.03.2026	£368.47	£18.42	£386.89	Northam Hall	Gas	Gas Account	
1430	02.03.2026	£400.00	£0.00	£400.00	Northam Hall	Cleaning	Cleaning Northam Hall	
1553	30.03.2026	£400.00	£0.00	£400.00	Northam Hall	Cleaning	Cleaning Northam Hall	
1451	06.03.2026	£333.40	£66.68	£400.08	Parks & Recreation	Westward Ho! Park	Electrical work	
1452	06.03.2026	£335.00	£67.00	£402.00	ICT	Pear Mapping	Civic.ly Subscription	

1424	02.03.2026	£430.76	£0.00	£430.76	Administration	Room Rental	Room rental	
1471	12.03.2026	£500.00	£0.00	£500.00	Administration	Postages	Franking Machine	
1529	25.03.2026	£504.00	£0.00	£504.00	Planning & Development	NNP	Graphic Design	
1453	06.03.2026	£450.00	£90.00	£540.00	Environment & Maintenance	Burrough Farm	Hedge Laying	2406/088
1454	06.03.2026	£455.00	£91.00	£546.00	CPT	Cleaning	Cleaning CPT	
1528	25.03.2026	£648.00	£129.60	£777.60	CPT	Servicing	CPT Service Contract	
1527	25.03.2026	£838.00	£0.00	£838.00	Environment & Maintenance	Westward Ho! Finger Post	Finger Post	
1429	02.03.2026	£805.00	£161.00	£966.00	Parks & Recreation	Inspections	Annual Inspection	
1459	09.03.2026	£1,307.47	£0.00	£1,307.47	Insurances	General	Insurance	
1526	25.03.2026	£1,451.02	£290.20	£1,741.22	Northam Hall	PPL - PRS Fees	Music Licence	
1552	30.03.2026	£2,632.20	£0.00	£2,632.20	Staff Costs	Salaries, HMRC and NEST	Pensions	
1525	25.03.2026	£7,134.78	£0.00	£7,134.78	Staff Costs	Salaries, HMRC and NEST	HMRC PAYE	2508/252
1491	18.03.2026	£19,200.00	£0.00	£19,200.00	Staff Costs	Salaries, HMRC and NEST	Salaries	2603/686
		£42,150.94	£1,288.67	£43,439.61				

Recommendation: The payments are approved as listed.

Between 1st and 31st March 2026, the council made 148 payments, totalling £44,235.11 (exVAT), detailed below.

Column1	Date	Net	VAT	Total	Cost Centre	Cost Code	Description	Minute Ref
1564	18.03.2026	£1.95	£0.00	£1.95	Administration	Refreshments	Refreshments	
1562	10.03.2026	£5.55	£0.00	£5.55	Administration	Refreshments	Refreshments	
1561	31.03.2026	£1.95	£0.00	£1.95	Administration	Refreshments	Refreshments	
1560	31.03.2026	£163.35	£32.67	£196.02	Administration	Photocopier Fees	Copier Charges	
1559	31.03.2026	£84.00	£0.00	£84.00	Planning & Development	NNP	Graphic Design	
1558	30.03.2026	£2.69	£0.00	£2.69	Planning & Development	NNP	Insurance	
1557	30.03.2026	£4.17	£0.83	£5.00	ICT	Mobile Phones	Mobile Phone - CW	
1556	30.03.2026	£5.79	£0.00	£5.79	Administration	Refreshments	Refreshments	
1556	30.03.2026	£3.75	£0.75	£4.50	Administration	Town Hall - Cleaning	Refreshments	

1555	30.03.2026	£23.32	£4.66	£27.98	Administration	Town Hall - Cleaning	Bin	
1554	30.03.2026	£48.40	£9.68	£58.08	Planning & Development	NNP	ICT	
1553	30.03.2026	£400.00	£0.00	£400.00	Northam Hall	Cleaning	Cleaning Northam Hall	
1552	30.03.2026	£2,632.20	£0.00	£2,632.20	Staff Costs	Salaries, HMRC and NEST	Pensions	
1551	28.03.2026	£1.38	£0.00	£1.38	Administration	Bank Charges - Square Pay	Square fees	
1550	28.03.2026	£1.35	£0.00	£1.35	Administration	Bank Charges - Square Pay	Square fees	
1549	28.03.2026	£2.03	£0.00	£2.03	Administration	Bank Charges - Square Pay	Square fees	
1548	28.03.2026	£0.96	£0.00	£0.96	Administration	Bank Charges - Square Pay	Square fees	
1547	27.03.2026	£225.00	£45.00	£270.00	Members	Civic & General Expenses	Refreshments	
1546	27.03.2026	£4.17	£0.83	£5.00	ICT	Mobile Phones	Mobile Phone - JL	
1545	25.03.2026	£1.89	£0.00	£1.89	Administration	Refreshments	Refreshments	
1544	27.03.2026	£29.55	£5.91	£35.46	Parks & Recreation	Lords Meadow	Park Maintenance	2601/573
1543	27.03.2026	£22.50	£4.50	£27.00	Parks & Recreation	Lords Meadow	Park Maintenance	2601/573
1542	27.03.2026	£6.12	£1.22	£7.34	Northam Hall	Maintenance	Equipment	
1541	27.03.2026	£47.00	£0.00	£47.00	Administration	Miscellaneous	Data Protection	
1540	26.03.2026	£0.34	£0.00	£0.34	Administration	Bank Charges - Square Pay	Square fees	
1539	26.03.2026	£1.38	£0.00	£1.38	Administration	Bank Charges - Square Pay	Square fees	
1538	26.03.2026	£1.52	£0.00	£1.52	Administration	Miscellaneous	Square fees	
1537	25.03.2026	£4.17	£0.83	£5.00	ICT	Mobile Phones	Mobile Phone - TA	
1536	25.03.2026	£1.37	£0.27	£1.64	Parks & Recreation	Anchor Park	Wildflowers	
1536	25.03.2026	£1.37	£0.27	£1.64	Parks & Recreation	Lords Meadow	Wildflowers	
1536	25.03.2026	£1.38	£0.28	£1.66	Parks & Recreation	Westward Ho! Park	Wildflowers	
1535	25.03.2026	£31.46	£6.29	£37.75	Notice Boards	Town Hall	Top soil	
1534	25.03.2026	£37.31	£7.46	£44.77	Parks & Recreation	Lords Meadow	Park Maintenance	2601/573
1533	25.03.2026	£43.75	£8.75	£52.50	Council Machinery & Equipment	Van Hire	Van Hire	
1532	25.03.2026	£51.90	£10.38	£62.28	Parks & Recreation	Lords Meadow	Park Maintenance	

1531	25.03.2026	£74.49	£14.90	£89.39	Council Machinery & Equipment	PPE & Workwear	PPE & Workwear	
1530	25.03.2026	£323.13	£0.00	£323.13	Comm Centre Toilet	Water	Community Centre Water	
1529	25.03.2026	£504.00	£0.00	£504.00	Planning & Development	NNP	Graphic Design	
1528	25.03.2026	£648.00	£129.60	£777.60	CPT	Servicing	CPT Service Contract	
1527	25.03.2026	£838.00	£0.00	£838.00	Environment & Maintenance	Westward Ho! Finger Post	Finger Post	
1526	25.03.2026	£1,451.02	£290.20	£1,741.22	Northam Hall	PPL - PRS Fees	Music Licence	
1525	25.03.2026	£7,134.78	£0.00	£7,134.78	Staff Costs	Salaries, HMRC and NEST	HMRC PAYE	2508/252
1524	24.03.2026	£6.25	£1.25	£7.50	ICT	Mobile Phones	Mobile Phone	
1523	24.03.2026	£4.17	£0.83	£5.00	ICT	Mobile Phones	Mobile Phone - RG	
1522	23.03.2026	£1.31	£0.00	£1.31	Administration	Bank Charges - Square Pay	Square fees	
1521	23.03.2026	£1.38	£0.00	£1.38	Administration	Bank Charges - Square Pay	Square fees	
1520	23.03.2026	£1.35	£0.00	£1.35	Administration	Bank Charges - Square Pay	Square fees	
1519	23.03.2026	£200.00	£0.00	£200.00	Administration	Postages	Franking Machine	
1519	23.03.2026	£8.75	£1.75	£10.50	Administration	Franking Machine & Costs	Franking Machine	
1518	23.03.2026	£20.00	£0.00	£20.00	Members	Civic & General Expenses	Civic Function	
1517	20.03.2026	£1.38	£0.00	£1.38	Administration	Bank Charges - Square Pay	Square fees	
1516	20.03.2026	£1.38	£0.00	£1.38	Administration	Bank Charges - Square Pay	Square fees	
1515	20.03.2026	£1.23	£0.00	£1.23	Administration	Bank Charges - Square Pay	Square fees	
1514	20.03.2026	£4.17	£0.83	£5.00	ICT	Mobile Phones	Mobile Phone - GL	
1506	12.03.2026	£0.96	£0.00	£0.96	Administration	Bank Charges - Square Pay	Square fees	
1505	19.03.2026	£0.96	£0.00	£0.96	Administration	Bank Charges - Square Pay	Square fees	
1504	20.03.2026	£94.88	£4.74	£99.62	Northam Hall	Electric	Electricity Account	
1503	20.03.2026	£41.95	£8.39	£50.34	ICT	Internet (Offices)	Internet	
1502	19.03.2026	£1.01	£0.00	£1.01	Administration	Bank Charges - Square Pay	Square fees	

1501	19.03.2026	£0.34	£0.00	£0.34	Administration	Bank Charges - Square Pay	Square fees	
1500	19.03.2026	£1.38	£0.00	£1.38	Administration	Bank Charges - Square Pay	Square fees	
1499	19.03.2026	£200.00	£40.00	£240.00	Community	Newsletters & Communication	The Link	2505/053
1498	19.03.2026	£158.00	£0.00	£158.00	Training	Training	Training	
1497	19.03.2026	£13.68	£2.74	£16.42	Parks & Recreation	Lords Meadow	Paint	
1496	19.03.2026	£4.25	£0.85	£5.10	Northam Hall	Cleaning	Cleaning Northam Hall	
1496	19.03.2026	£1.18	£0.00	£1.18	Northam Hall	Cleaning	Cleaning Northam Hall	
1495	19.03.2026	£1.00	£0.00	£1.00	Parks & Recreation	Churchfields Skatepark	Appledore Skate Park	
1494	18.03.2026	£115.50	£23.10	£138.60	Training	Training	Training	
1493	18.03.2026	£1.40	£0.00	£1.40	Administration	Bank Charges - Square Pay	Square fees	
1492	17.03.2026	£46.11	£9.22	£55.33	Parks & Recreation	Anchor Park	Wildflowers	
1492	17.03.2026	£46.11	£9.22	£55.33	Parks & Recreation	Lords Meadow	Wildflowers	
1492	17.03.2026	£46.11	£9.22	£55.33	Parks & Recreation	Westward Ho! Park	Wildflowers	
1491	18.03.2026	£19,200.00	£0.00	£19,200.00	Staff Costs	Salaries, HMRC and NEST	Salaries	2603/686
1490	16.03.2026	£345.00	£0.00	£345.00	Council Machinery & Equipment	VED	Vehicle Tax	
1489	13.03.2026	£1.18	£0.24	£1.42	Notice Boards	Town Hall	Notice Boards	
1488	13.03.2026	£10.10	£2.02	£12.12	Parks & Recreation	Lords Meadow	Park Repairs	
1487	13.03.2026	£23.98	£4.80	£28.78	Northam Hall	Maintenance	Northam Hall	
1486	13.03.2026	£58.60	£0.00	£58.60	Council Machinery & Equipment	Truck Maintenance	MOT	
1485	13.03.2026	£50.38	£10.08	£60.46	Notice Boards	Town Hall	Notice Boards	
1484	13.03.2026	£58.13	£11.63	£69.76	Parks & Recreation	General Maintenance	Park Repairs	
1483	13.03.2026	£22.10	£4.42	£26.52	Environment & Maintenance	MVSIDs	MSVIDs	
1482	13.03.2026	£1.17	£0.00	£1.17	Administration	Bank Charges - Square Pay	Square fees	
1481	16.03.2026	£61.00	£0.00	£61.00	Pavilion & CPT	Water	Water bill	
1480	16.03.2026	£86.50	£0.00	£86.50	Northam Hall	Water	Water bill	
1479	11.03.2026	£8.16	£1.63	£9.79	Twinning	Display Costs	Plate Stands	
1478	11.03.2026	£7.49	£1.50	£8.99	Twinning	Display Costs	Plate Stands	
1477	11.03.2026	£13.32	£2.67	£15.99	Twinning	Display Costs	Plate Stands	

1476	11.03.2026	£12.42	£2.48	£14.90	Twining	Display Costs	Plate Stands
1475	13.03.2026	£81.43	£16.29	£97.72	Council Machinery & Equipment	Fuel	Fuel
1474	12.03.2026	£0.00	£0.00	£0.00	Administration	Bank Charges - Square Pay	Square fees
1473	12.03.2026	£1.09	£0.00	£1.09	Administration	Bank Charges - Square Pay	Square fees
1472	12.03.2026	£1.35	£0.00	£1.35	Administration	Bank Charges - Square Pay	Square fees
1471	12.03.2026	£8.75	£1.75	£10.50	Administration	Franking Machine & Costs	Franking Machine
1471	12.03.2026	£500.00	£0.00	£500.00	Administration	Postages	Franking Machine
1471	12.03.2026	£15.00	£0.00	£15.00	Administration	Franking Machine & Costs	Franking Machine
1470	12.03.2026	£5.42	£1.08	£6.50	Environment & Maintenance	MVSIDs	Padlocks
1469	12.03.2026	£4.17	£0.83	£5.00	Environment & Maintenance	MVSIDs	Padlocks
1468	11.03.2026	£1.35	£0.00	£1.35	Administration	Bank Charges - Square Pay	Square fees
1467	11.03.2026	£94.42	£4.72	£99.14	Pavilion & CPT	Electric	Electricity - Pavilion
1466	11.03.2026	-£2.21	£0.00	-£2.21	Northam Hall	Electric	Electricity Account
1466	11.03.2026	£67.99	£3.40	£71.39	Northam Hall	Electric	Electricity Account
1466	11.03.2026	£0.00	£0.00	£0.00	Northam Hall	Electric	Electricity Account
1465	11.03.2026	£14.82	£2.96	£17.78	Administration	Stationery	Stationery
1464	10.03.2026	£200.00	£0.00	£200.00	Administration	Postages	Franking Machine
1464	10.03.2026	£8.75	£1.75	£10.50	Administration	Franking Machine & Costs	Franking Machine
1463	10.03.2026	£368.47	£18.42	£386.89	Northam Hall	Gas	Gas Account
1462	09.03.2026	£306.25	£61.25	£367.50	Council Machinery & Equipment	Van Hire	Van Hire
1461	09.03.2026	£83.33	£0.00	£83.33	Administration	Legal Fees	Lease Renewal
1460	09.03.2026	£65.36	£13.07	£78.43	Council Machinery & Equipment	Tools & Equipment	Turf Cutter Petrol
1459	09.03.2026	£1,307.47	£0.00	£1,307.47	Insurances	General	Insurance

1458	09.03.2026	£14.00	£0.00	£14.00	General Project Budget	Projects	Title Register, Title Plan
1457	09.03.2026	£5.00	£1.00	£6.00	ICT	Mobile Phones	Mobile Phone - IR
1456	09.03.2026	£4.17	£0.83	£5.00	ICT	Mobile Phones	Mobile Phone - TT
1455	06.03.2026	£1.38	£0.00	£1.38	Administration	Bank Charges - Square Pay	Square fees
1454	06.03.2026	£455.00	£91.00	£546.00	CPT	Cleaning	Cleaning CPT
1453	06.03.2026	£450.00	£90.00	£540.00	Environment & Maintenance	Burrough Farm	Hedge Laying 2406/088
1452	06.03.2026	£335.00	£67.00	£402.00	ICT	Pear Mapping	Civic.ly Subscription
1451	06.03.2026	£333.40	£66.68	£400.08	Parks & Recreation	Westward Ho! Park	Electrical work
1450	06.03.2026	£314.00	£62.80	£376.80	ICT	Cloudy IT	IT contract
1449	06.03.2026	£270.00	£0.00	£270.00	Community	May Fair Costs	May Fair 2026
1448	06.03.2026	£187.90	£0.00	£187.90	Administration	Expenses	Expenses
1447	06.03.2026	£155.57	£31.12	£186.69	Council Machinery & Equipment	PPE & Workwear	PPE & Workwear
1446	06.03.2026	£58.06	£11.61	£69.67	Northam Hall	Disposables	Toilet rolls paper towels
1445	06.03.2026	£30.73	£6.15	£36.88	Parks & Recreation	Anchor Park	Park Repairs
1444	06.03.2026	£28.17	£5.63	£33.80	Administration	Town Hall - Cleaning	Contra Roberts Cleaning
1443	06.03.2026	£7.28	£1.46	£8.74	Parks & Recreation	Lords Meadow	Park Repairs
1442	06.03.2026	£5.55	£1.11	£6.66	Parks & Recreation	Anchor Park	Park Repairs
1441	05.03.2026	£0.22	£0.00	£0.22	Administration	Bank Charges - Square Pay	Square fees
1440	05.03.2026	£200.00	£0.00	£200.00	Administration	Postages	Franking Machine
1440	05.03.2026	£8.75	£1.75	£10.50	Administration	Franking Machine & Costs	Franking Machine
1439	04.03.2026	£1.27	£0.00	£1.27	Administration	Bank Charges - Square Pay	Square fees
1438	04.03.2026	£17.66	£3.53	£21.19	ICT	IT Purchase, Repair & Maintenance	iPad Case
1437	04.03.2026	£13.32	£2.66	£15.98	Council Machinery & Equipment	Tools & Equipment	Tools
1436	04.03.2026	£200.00	£0.00	£200.00	Administration	Postages	Franking Machine

1436	04.03.2026	£8.75	£1.75	£10.50	Administration	Franking Machine & Costs	Franking Machine
1436	04.03.2026	-£1.68	£0.00	-£1.68	Administration	Franking Machine & Costs	Franking Machine
1435	03.03.2026	£48.61	£9.72	£58.33	ICT	Phones	Telephone system
1434	02.03.2026	£6.66	£1.33	£7.99	Environment & Maintenance	Benches	Park Benches
1433	02.03.2026	£49.95	£9.99	£59.94	Council Machinery & Equipment	PPE & Workwear	PPE & Workwear
1432	02.03.2026	£90.00	£18.00	£108.00	Training	Training	Training
1431	02.03.2026	£94.52	£18.90	£113.42	Council Machinery & Equipment	Tools & Equipment	Turf Cutter Petrol
1430	02.03.2026	£400.00	£0.00	£400.00	Northam Hall	Cleaning	Cleaning Northam Hall
1429	02.03.2026	£805.00	£161.00	£966.00	Parks & Recreation	Inspections	Annual Inspection
1428	02.03.2026	£209.62	£41.93	£251.55	Administration	Photocopier Fees	Copier Charges
1427	02.03.2026	£6.75	£0.00	£6.75	Tennis Courts	Stripe Fees	Stripe fees
1426	02.03.2026	£1.18	£0.00	£1.18	Administration	Bank Charges - Square Pay	Square fees
1425	02.03.2026	£1.19	£0.00	£1.19	Administration	Bank Charges - Square Pay	Square fees
1424	02.03.2026	£430.76	£0.00	£430.76	Administration	Room Rental	Room rental
		£44,235.11	£1,561.36	£45,796.47			

Recommendation: The payments are approved as listed.

Receipts: Between 1st and 31st March 2026, the Council received 65 payments, totalling £5,558.38 (ex VAT).

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Customer
613	31.03.2026	£236.59	£0.00	£236.59	31.03.2026	Bank Interest	Cambridge and Counties Bank
612	31.03.2026	£263.91	£0.00	£263.91	31.03.2026	Bank Interest	Nationwide Building Society
611	30.03.2026	£62.50	£12.50	£75.00	31.03.2026	Boat park permit	Peter Reveley
610	30.03.2026	£45.83	£9.17	£55.00	31.03.2026	Boat park permit	David Gabe
609	31.03.2026	£0.00	£0.00	£0.00	31.03.2026	Bank Interest	Cambridge and Counties Bank

608	28.03.2026	£45.83	£9.17	£55.00	31.03.2026	Boat park permit	Damon Pennington
607	28.03.2026	£54.00	£0.00	£54.00	31.03.2026	Hall Hire	Katie Day
606	28.03.2026	£81.00	£0.00	£81.00	31.03.2026	Hall Hire	Rachel Ashdown
605	28.03.2026	£45.83	£9.17	£55.00	31.03.2026	Boat park permit	Hazel Sprange
604	27.03.2026	£38.64	£0.00	£38.64	27.03.2026	Postages	Northam Burrows Charity
603	26.03.2026	£13.50	£0.00	£13.50	27.03.2026	Hall Hire	Christine Scott
602	26.03.2026	£45.83	£9.17	£55.00	27.03.2026	Boat park permit	Jo Woodley
601	26.03.2026	£60.75	£0.00	£60.75	27.03.2026	Hall Hire	Zoe Bowden
600	27.03.2026	£80.00	£0.00	£80.00	27.03.2026	Hall Hire	Line Dancing
599	25.03.2026	£525.75	£0.00	£525.75	27.03.2026	Postages	Northam Burrows Charity
598	26.03.2026	£45.83	£9.17	£55.00	27.03.2026	Boat park permit	Ben Lavis
597	26.03.2026	£58.33	£11.67	£70.00	27.03.2026	Boat park permit	Eric Evans
596	23.03.2026	£275.00	£55.00	£330.00	25.03.2026	Rent for Car Park	Appledore Pilot Gig Club
595	23.03.2026	£62.50	£12.50	£75.00	25.03.2026	Boat park permit	Stan Pyle
594	23.03.2026	£45.83	£9.17	£55.00	25.03.2026	Boat park permit	Paul Gyurgyak
593	23.03.2026	£54.00	£0.00	£54.00	25.03.2026	Hall Hire	Kathleen Hall
592	20.03.2026	£45.83	£9.17	£55.00	25.03.2026	Boat park permit	Sean Whittle
591	20.03.2026	£45.83	£9.17	£55.00	25.03.2026	Boat park permit	Colin Pocock
590	20.03.2026	£58.33	£11.67	£70.00	25.03.2026	Boat park permit	David Honey
589	12.03.2026	£45.83	£9.17	£55.00	16.03.2026	Boat park permit	David Pennington
588	19.03.2026	£45.83	£9.17	£55.00	25.03.2026	Boat park permit	Alex Hall
587	20.03.2026	£112.52	£0.00	£112.52	25.03.2026	Hall Hire	Northern Devon Branch of Parkinson's UK
586	19.03.2026	£40.50	£0.00	£40.50	25.03.2026	Hall Hire	Nicola Crocker
585	19.03.2026	£13.50	£0.00	£13.50	25.03.2026	Hall Hire	Nicola Crocker
584	19.03.2026	£45.83	£9.17	£55.00	25.03.2026	Boat park permit	Carolyn Witts
583	19.03.2026	£72.50	£0.00	£72.50	25.03.2026	Hall Hire	Tarka Quilters
582	20.03.2026	£93.75	£0.00	£93.75	25.03.2026	Hall Hire	Bideford Folk Dance Club
581	19.03.2026	£112.50	£22.50	£135.00	25.03.2026	Boat park permit	Virginia Boddey
580	18.03.2026	£66.67	£13.33	£80.00	25.03.2026	Boat park permit	Nicholas Clement
579	17.03.2026	£60.00	£0.00	£60.00	25.03.2026	Hall Hire	Tim Prescott
578	13.03.2026	£25.00	£0.00	£25.00	16.03.2026	Hall Hire	Cindy Jourdain
577	13.03.2026	£46.87	£0.00	£46.87	16.03.2026	Hall Hire	Lauren Spencer

						Boat park	
576	12.03.2026	£0.00	£0.00	£0.00	16.03.2026	permit	Damon Pennington
575	12.03.2026	£43.75	£0.00	£43.75	16.03.2026	Hall Hire	Nick Law
574	12.03.2026	£54.00	£0.00	£54.00	16.03.2026	Hall Hire	Amber May
573	12.03.2026	£40.00	£0.00	£40.00	16.03.2026	Hall Hire	Michelle Mead
572	11.03.2026	£54.00	£0.00	£54.00	12.03.2026	Hall Hire	Georgina Beardsley
571	11.03.2026	£785.61	£0.00	£785.61	12.03.2026	Postages	Northam Burrows Charity
570	11.03.2026	£45.00	£0.00	£45.00	12.03.2026	Hall Hire	Tim Prescott
569	10.03.2026	£80.00	£0.00	£80.00	12.03.2026	Hall Hire	Claire Harris
568	09.03.2026	£162.50	£0.00	£162.50	12.03.2026	Hall Hire	Leanne Avery
567	09.03.2026	£80.00	£0.00	£80.00	12.03.2026	Hall Hire	Laura Davis
566	06.03.2026	£62.50	£0.00	£62.50	12.03.2026	Hall Hire	Northam WI
						Boat park	
565	06.03.2026	£45.83	£9.17	£55.00	12.03.2026	permit	Mark Dymond
564	06.03.2026	£37.50	£0.00	£37.50	12.03.2026	Hall Hire	Shaine Sandham
563	06.03.2026	£43.75	£0.00	£43.75	12.03.2026	Hall Hire	TorrAge
562	05.03.2026	£60.00	£0.00	£60.00	06.03.2026	Hall Hire	Lester Shenton
561	05.03.2026	£55.83	£0.42	£56.25	06.03.2026	Hall Hire	Atlantic Flower Club
560	05.03.2026	£50.00	£0.00	£50.00	06.03.2026	Hall Hire	Cath Shuttleworth
559	05.03.2026	£12.50	£0.00	£12.50	06.03.2026	Hall Hire	David MONK
558	04.03.2026	£150.00	£0.00	£150.00	06.03.2026	Hall Hire	Nicola MacDonald
557	04.03.2026	£80.00	£0.00	£80.00	06.03.2026	Hall Hire	Emma Austin
556	04.03.2026	£60.00	£0.00	£60.00	06.03.2026	Hall Hire	Paul Webber
555	04.03.2026	£50.00	£0.00	£50.00	06.03.2026	Hall Hire	Torrige U3A
554	04.03.2026	£50.62	£0.00	£50.62	06.03.2026	Hall Hire	Claire Parkhouse
551	02.03.2026	£100.00	£0.00	£100.00	04.03.2026	Hall Hire	Bideford Folk Dance Club
550	02.03.2026	£47.50	£0.00	£47.50	04.03.2026	Hall Hire	Tarka Quilters
						Tennis	
549	02.03.2026	£140.00	£0.00	£140.00	02.03.2026	Receipts	stripe
548	02.03.2026	£47.25	£0.00	£47.25	04.03.2026	Hall Hire	Naomi Russell
547	02.03.2026	£47.50	£0.00	£47.50	04.03.2026	Hall Hire	David MONK
		£5,558.38	£249.63	£5,808.01			

Item 9 To note the lease for the carpark and patio adjoining the Seagate Hotel, Appledore and consider extending the term of the lease

The lease for the carpark in Appledore, adjacent to the Seagate Hotel, that is leased to Youngs Brewery is due to end on the 19th March 2026 (see enclosed confidential paper). The Town Clerk has sought advice from the solicitors that drafted the lease. To redraft would cost £1,621.30 (inc VAT as appropriate) and draws members attention to the paragraphs highlighted in the confidential paper attached, particularly paragraphs 6.3 (indexation) and 8.1(f) (liability for costs).

The Town Clerk has contacted the Estates Manager at Youngs Brewery, who has indicated that, in line with paragraph 8.1(f), Youngs would accept liability for the cost of drawing the lease up, on the same terms as the 2020 lease, updated and with a new base rent of £7,000. The lease could be drawn up by Youngs legal team or the Council's solicitor.

The renewal date has been deferred by three months at the request of this committee to allow the Town Clerk to enquire as to the details of the events planned by the brewery and to seek confirmation of permission from the transferee of the existing constructions.

Recommendation: The committee consider extending the lease for a further six years at the new base rent of £7,000 (exVAT), reviewable each year on the anniversary of the lease.

Item 10 To note the bank account options available to the Council

The Council has been informed it is no longer eligible to open a fee-free current account with the Co-operative Bank.

The Finance Assistant has researched other current account options. None are fee-free. The Officers therefore recommend that the Council consider opening an instant access deposit account for the Mayor's fundraising and May Fair. Having researched the available options (see table overleaf), the officers recommend the Council open two instant access deposit accounts with the Co-operative Bank.

Recommendation: The committee open instant access deposit accounts at the Co-operative Bank.

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 consider the recommendations arising from the staff appraisals (confidential report enclosed)

Recommendation: The Committee confirm the recommendations arising from the appraisals.

Item 12 To receive and sign the payroll information sheet for submission, considering overtime claimed (confidential report enclosed)

Recommendation: The Committee confirm the payroll submission.

Item 10

Name of bank	Costs	Frequency	Current Interest rate	Negatives	Positives	Star Rating out of 5	Key Features
Unity Trust Bank (Instant Access Savings Account)	Free, with a current account (at £6/month)		1.95%	Charges a fee, Withdrawing funds to an external account incurs a £25.00 CHAPS fee for same day transfers, Certificate of balance £12.50, Copy statement £8.00	Straightforward dual authorisation, Deposit a/c offers some measure of protection & separation, Relaunching ability to pay in cash at post offices, Money is FSCS protected (up to £120,000), Variable access with no notice of withdrawal required	5	Minimum Deposit: None Maximum Deposit: None Fee: Free
Lloyds Bank (All instant access accounts only available to current account holders)	Free		0.5% balances up to £100,000	Charges a fee, Mixed reviews as some users have had a negative experience, Pain to change mandates, Website not user friendly, Only for customers with a current account	Supports dual authorisation, No charges or fees to withdraw	4	Minimum Deposit: £1.00
Natwest	£20.00	Monthly		Dual authorisation (Bankline) is expensive, Numerous issues, Difficulties with customer service, lack of 2 signer electronic capabilities, difficulties marking off invoices in their system, Issues on linking personal and business banking (Major security flaw)		3	
Barclays	Free		1% (11/03/26) monthly	Difficulties with customer service, difficulties with dual authorisation, Issues if there is ever a need for a change of signatory and no local branches to verify ID	Free, offers online banking with dual authorisation (says Clerk sets up payments and a signatory authorises it)	3	Minimum balance: £1.00 maximum balance: £10m
Co-Operative Bank (Online Saver)	Free, with a current account		2% annually	Online services less user friendly, Current account holders only		3	Minimum Deposit: £1.00 Maximum Balance: £1,000,000
Hinckley & Rugby (Local Council Easy Access Deposit Account)	Unkown		1.65% annually	Daily limit on transfers (as per existing account)	Access any time without notice and no penalty, User friendly H&R Online on website		Minimum Investment: £500

