



## NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Town Clerk & RFO: Guy Langton (CiLCA, PSLCC)

Telephone: 01237/474976

[admin@northamtowncouncil.gov.uk](mailto:admin@northamtowncouncil.gov.uk)

[www.northamtowncouncil.gov.uk](http://www.northamtowncouncil.gov.uk)

Please scan QR code for the Council's website



### To all members of the Committee:

You are hereby summoned to attend the **FINANCE and HUMAN RESOURCES COMMITTEE** meeting on

**Wednesday 10<sup>th</sup> June 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 Newman-McKie (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: 4<sup>th</sup> June 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 13<sup>th</sup> May 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** (p3-4)
  - 8 To consider the Clerk's report and approve, by resolution, the payments as listed** (p4-5 and under separate cover)
  - 9 To consider increasing the mileage and fuel rates paid as expenses** (p6)
  - 10 To consider appointing an out-of-hours keyholding and response service** (p6)
  - 11 To note the revised Staff Handbook (2026)** (p6)
- To be held in confidential session (pursuant to the Public Bodies (Admission to Meetings) Act 1960)*
- 12 To receive and sign the payroll information sheet for submission, considering overtime claimed** (p7 confidential report enclosed)
  - 13 To receive an update on staffing matters** (verbal)

**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 13<sup>th</sup> May 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**

Action	Update
<p><b>1</b> Open two further bank accounts at the Cooperative Bank, one for the May Fair and one for the Mayor’s Charitable Fundraising.</p>	<p>Applications submitted. <span style="float: right;">COMPLETE</span></p>
<p><b>2</b> 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 reduce costs. <span style="float: right;">ONGOING</span></p>
<p><b>3</b> Reference the carpark adjacent to the Seagate Hotel - Advise the lease holder (Young &amp; Co Brewery plc) 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 that amendments may need to be made to the lease:</p> <ul style="list-style-type: none"> <li>a. the patio being explicitly defined as wholly on NTC land and not within the curtilage of the Seagate Hotel,</li> <li>b. no automatic right of access / egress across NTC land is granted to the Seagate Hotel, as confirmed with TDC a number of years ago,</li> <li>c. Relevant planning permissions, if appropriate (advice is being sought).</li> </ul> <p>A solicitor has been contacted to review and draft the lease (6 years, starting at £7,000/year, subject to annual indexation, as defined). Should the revised lease be materially different to the current one, the lease may need to return to this committee or Full Council.</p>

		The council has not granted permission for events on the car park. ONGOING
4	Reference the carpark adjacent to the Seagate Hotel - Seek confirmation of the permission given for the existing constructions on the land (the patio and associated works, and the gig shed).	This council's files have been researched and, finding no record of permission, the transferee has been contacted. A response is awaited. ONGOING
5	Vehicle tracking	The matter is being researched by the Parks & Buildings Manager and will be on a future agenda. ONGOING
6	Prepare an outline of the process by which the Council issues Northam Burrows Manor Passes on behalf of the Northam Burrows Charity.	The work has been delayed by the absence of staff due over April and May and is ongoing. ONGOING

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

On 30<sup>th</sup> April 2026 the Council's balances were:

Petty Cash	£45.15	no interest	
Hinkley & Rugby Building Society	£346,284	interest rate is 1.65%	Holding account for general expenditure and £50,000 of the General Reserve
Cambridge & Counties Bank (31-day)	£98,282.46	interest rate is 2.72%	General Reserves
Nationwide (Business 95-day saver)	£97,622.26	interest rate is 3.20%	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 1.55%	Tennis Reserves
Coop Bank (current account)	£349,933.47	no interest	General expenditure

**Total cash in hand (SCRIBE) £586,914.39**

The bank reconciliation to be signed by the Chair is enclosed under separate cover.

**Petty Cash:** The Petty Cash account for May 2026, showing the items on which the Council has spent petty cash in the month, is enclosed under separate cover. The financial regulations seek to maintain a balance of £100 in Petty Cash.

£55 was withdrawn and added to Petty Cash in early June 2026.

### **Tennis courts:**

The gross volume of sales in May 2026 was £680. After fees, the Council has received £643.63. Eleven of the receipts were for annual passes, which provide holders with free tennis court bookings for the calendar year after purchase.

Since 1<sup>st</sup> April 2026, the Council has received £1,310.82 for tennis court memberships and bookings.

**Payments:**

Between 1<sup>st</sup> and 31<sup>st</sup> May 2026, the council made 176 payments, totalling £76,865.36 (ex VAT) (enclosed), including 38 grants. There were 84 payments of £100 or more totalling £74,654.81 (ex VAT) (enclosed).

**Recommendation: The payments are approved as listed.**

**Receipts:** Between 1<sup>st</sup> and 31<sup>st</sup> May 2026, the Council received 100 payments (some have the same id number - regular hall hire bookings), totalling £5,140.59 (ex VAT), plus a VAT refund of £9,458.10 (Q4, 2025/26).

---

**9 To consider increasing the mileage and fuel rates paid as expenses** (see enclosed paper)

It was announced on 21<sup>st</sup> May 2026, that HMRC mileage rate (for cars / light vans – there is no change for motorcycles or bicycles) has been increased by 10p to 55p per mile, backdated to 1<sup>st</sup> of April 2026.

This will not be automatically applied as neither council policy, staff handbook nor individual contracts state mileage is paid at the prevailing HMRC rate.

Therefore, the committee is asked to consider adopting the new rate, and definition as included in the draft Staff Handbook (2026), backdating the reimbursement to the 1<sup>st</sup> April 2026.

**Recommendation: The committee adopt the revised HMRC mileage and fuel rate.**

---

**10 To consider appointing an out-of-hours keyholding and response service**

The committee is asked to consider appointing a keyholding and response company for the Council's three alarmed sites:

1. Northam Hall and containers/storage
2. Westward Ho! park building including Changing Places Toilet
3. Windmill Lane Council Offices and Garage

The officers have striven to obtain three quotes, only two organisations were willing to provide quotations for these services.

**Company A** (a local/regional service provider)

Annual keyholding and 24-hour standby fee of £600 (ex VAT), comprising £200/site

Alarm response callout at £35 (ex VAT) for the first hour, plus £8.75/15 minutes thereafter.

**Company B** (a national service provider)

Annual keyholding and 24-hour standby fee of £972.39 (ex VAT), comprising £324.13/site

Alarm response callout at £42 (ex VAT) for the first hour, plus £10.50/15 minutes thereafter.

**Recommendation: appoint Company A to provide the council with keyholding and response services.**

---

**11 To note the revised Staff Handbook (2026)** (see enclosed paper)

The staff handbook, revised in line with changes to employment and associated laws, is enclosed under separate cover.

Additions are in blue (underlined) and notes are included in-text in purple (bold & underlined).

**Recommendation: The revised Staff Handbook (2026) is adopted and issued to all staff.**

---

***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.*

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

**Recommendation: The Committee confirm the payroll submission.**

---

- 13**            **To receive an update on staffing matters**  
Verbal update from the clerk of the meeting.