



**NORTHAM TOWN COUNCIL
TOWN HALL
WINDMILL LANE
NORTHAM
DEVON
EX39 1BY**

Town Clerk: Mrs Jane Mills MILCM

Telephone: 01237 474976

E-mail townclerk@northamtowncouncil.gov.uk

To: All Members of the Northam Town Council
Finance and Human Resources Committee

Cc: All Members of the Northam Town Council
am

You are hereby summoned to attend a meeting of the Finance and Human Resources Committee which will be held on Monday 20th February 2023 at 10.00.am in the Committee Room, Windmill Lane, Northam.

The agenda for the meeting is set out below.

M J Mills

Jane Mills BA(Hons), PSLCC, MILCM

Date of issue: 14th February 2023

The following are Members of the Finance and HR Committee: Councillors: Mrs Hodson, Edwards, Hames, Himan, Leather, Sargent, Tisdale and the Mayor (Ex-Officio), but all Members of the Council are entitled to attend.

AGENDA

- 1 Apologies**
- 2 Chairman's announcements**
- 3 Declarations of interest**
- 4 To agree the agenda between Part A and Part B (confidential information)**
- 5 To confirm and sign the minutes of the meeting held 16th January 2023 (herewith)**
- 6 Action Points (herewith)**

7 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. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.



Lords of the Manor



The local Council for Appledore, Northam, Orchard Hill and Westward Ho!
Twinned with Mondeville, France and Buddenstedt, Germany
Office open: Monday to Friday mornings



Trustees of the Common Right

- 8 **To consider invoices for payment and financial reports** (*herewith*)
- *Bank reconciliation, list of payments and receipts, net position by cost code which includes draft budget figures.*
- 9 **To consider a review of Financial Regulations** (*no current updates received*)
- 10 **To receive an update on the Practitioner's Guide 22/23** (*information herewith*)
- 11 **To consider reviews**
- **Risk review** (*to follow*)
 - **Investment Strategy** (*herewith*)
 - **Internal Control** (*herewith*)

Part B

- 12 **To resolve: that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting**
- 13 **To confirm and sign the minutes of the meeting held 16th January 2023** (Part B)
- 14 **To consider staff matters** (*report herewith*)
- 15 **To receive a report on appraisals** (*verbal*)
- 16 **To resolve to re-admit members of the press and public**

Minutes of the meeting of the Finance and Human Resources Committee held in the Council Committee Room, Windmill Lane, Northam, 18.30 Monday 16th January 2023

Present: Cllr Leather (Chairman), Hames, Hodson, Sargent, Tisdale and the Mayor (ex-officio)

In attendance: Mrs M J Mills - Town Clerk
Cllr Mrs McCarthy

2301/759 Apologies

Apologies were received from Cllr Edwards, and Himan,

2301/760 Chairman's announcements

There were none.

2301/761 Declarations of interest

Members were reminded that all interests must be declared prior to the item being discussed.

There were none

2301/762 To agree the agenda as published

It was **resolved** to agree the agenda between Part A and Part B

Proposed: Councillor Tisdale, Seconded: Cllr Laws (all in favour)

2301/763 To confirm and sign the minutes of the meeting held 12th December 202

It was **resolved** to confirm and sign the minutes of the meeting held 12th December 2022

Proposed: Councillor Leather, Seconded: Cllr Tisdale (all in favour.)

2301/764 Action Points: were noted.

2301/765 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. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.

There were no members of the public present

2301/766 To consider invoices for payment and financial reports

It was **resolved** to accept the invoices for payment and financial reports, (bank reconciliation, list of payments and receipts, net position by cost code, including budget figures.

Proposed: Councillor Leather, Seconded: Cllr Tisdale (all in favour.)

Action Points for Finance and HR

February 2023

Staff matters	Town Clerk to provide updated reports monthly for meetings
	Advertised temporary contract

Northam Town Council

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Prepared by: Jane Mills
Name and Role (Clerk/RFO etc)

Date: 13/2/23

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

Date: 20/2/23

Bank Reconciliation at 13/02/2023			
	Cash in Hand 01/04/2022		289,131.66
	ADD		
	Receipts 01/04/2022 - 13/02/2023		557,248.80
	SUBTRACT		846,380.46
	Payments 01/04/2022 - 13/02/2023		537,423.67
A	Cash in Hand 13/02/2023 (per Cash Book)		308,956.79
	Cash in hand per Bank Statements		
	Cash 13/02/2023	0.00	
	Nationwide Saver 13/02/2023	0.00	
	Northam Town Council Burrows 13/02/2023	0.00	
	Northam Town Council 13/02/2023	81,474.72	
	Cambridge Building Society 13/02/2023	56,425.31	
	Nationwide 95 day account 13/02/2023	86,607.35	
	Cambridge and Counties Bank 13/02/2023	86,160.12	
	Petty Cash 13/02/2023	87.54	
	PayPal Account 13/02/2023	0.00	
			310,755.04
	Less unrepresented payments		1,798.25
			308,956.79
	Plus unrepresented receipts		
B	Adjusted Bank Balance		308,956.79
A = B Checks out OK			



Accounts

[< back to Accounts](#)

SA

Payment and
transfers

NORTHAM TOWN

COUNCIL

Search
transactions

Your balance as of 13/02/2023 at 12:04

[Make A Payment](#)[Download Statements](#)

Approvals

£ 81,474.72

Available balance

[How your available balance works](#)

+



Payees

Current balance

£ 81,474.72

Overdraft limit

£ 0.00

[Excluded from your available balance](#)Reports &
Statements

Remaining overdraft

£ 0.00



Cheques

Account number

[REDACTED]

Sort code

[REDACTED]



Settings

Account type

COMMUNITY DIRECT

Name

NORTHAM TOWN COUNCIL

Nickname

NORTHAM TOWN COUNCIL

Manage
service
requests[See more account details](#)

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Northam Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
763 electricity account	19/01/2023		Northam Town Council	dd	Electricity Account	opus energy	L	35.74	1.79	37.53
761 Internet Charges	19/01/2023		Northam Town Council	dd	Broadband and phone	Talk talk business	S	30.95	6.19	37.14
762 Computer installations and R	19/01/2023		Northam Town Council	dd	computer and software	cloudy IT	S	218.20	43.64	261.84
760 NHP admin	19/01/2023		Northam Town Council	bacs	leaflet distribution	Link publications	S	195.00	39.00	234.00
759 Administration Miscellaneous	19/01/2023		Northam Town Council	bacs	Hall Hire	Kingsley Hall	X	8.00		8.00
758 entertainers	19/01/2023		Northam Town Council	bacs	Deposit May Fair	Pro Sound solutions	S	477.50	95.50	573.00
764 PayPal Charges	19/01/2023		Northam Town Council	sum up	fees	sum up	X	2.69		2.69
768 toilet hire	23/01/2023		Northam Town Council	bacs	Toilet hire	local toilet hire	S	80.50	16.10	96.60
766 Paye and NIC	23/01/2023		Northam Town Council	bacs	Paye and NI	HMRC	X	3,857.00		3,857.00
765 Salaries	23/01/2023		Northam Town Council	bacs	Salaries	Northam Town Council	X	13,270.16		13,270.16
767 pensions	23/01/2023		Northam Town Council	bacs	Nest pension	Nest	X	1,092.14		1,092.14
773 Equipment and sundries	24/01/2023		Northam Town Council		Phone contracts	Talk mobile	S	6.25	1.25	7.50
769 Internet Charges	24/01/2023		Northam Town Council	dd	Broadband and phone	Talk talk business	S			
772 refreshments various events	24/01/2023		Northam Town Council	card	coffee milk	Aldi	X	2.50		2.50
771 refreshments various events	24/01/2023		Northam Town Council	card	Milk	Aldi	X	1.30		1.30
770 phone contracts	24/01/2023		Northam Town Council	dd	Phone contract	tesco mobile	S	6.25	1.25	7.50
774 PayPal Charges	24/01/2023		Northam Town Council	sum up	fees	sum up	X	0.80		0.80
779 PayPal Charges	29/01/2023		Northam Town Council	sum up	fees	Various	X	3.78		3.78
776 Computer Software inc Pear	29/01/2023		Northam Town Council	bacs	subscription	Scribe 2000	S	996.00	199.20	1,195.20
775 Open Spaces	29/01/2023		Northam Town Council	bacs	new planters	Plantscape	S	1,040.00	208.00	1,248.00
778 cleaning services	29/01/2023		Northam Town Council	bacs	cleaning Northam Hall	Beth's Cleaning	X	400.00		400.00
777 Northam Hall, Hall Hire	29/01/2023		Northam Town Council	canc inv	Hall Hire refund	Torridge USA	X	50.00		50.00
780 Equipment and sundries	29/01/2023		Northam Town Council	dd	Phone contracts	Lebara	S	4.17	0.83	5.00
786 Northam Hall Electricity Acco	06/02/2023		Northam Town Council	dd	Electricity Account	Octopus	L	92.55	4.63	97.18
788 Northam Hall Gas Account	06/02/2023		Northam Town Council	dd	gas account	gazprom	L	270.87	13.54	284.41
781 vehicle running costs	06/02/2023		Northam Town Council	dd	fuel for van	Morrisons	S	226.61	45.32	271.93
782 Internet Charges	06/02/2023		Northam Town Council	dd	Broadband and phone	Talk talk business	S	30.95	6.19	37.14
785 sundries	06/02/2023		Northam Town Council	card	two way radios	Amazon	S	49.12	9.83	58.95
790 Copier Lease Charges	06/02/2023		Northam Town Council	dd	copier lease	CF Corporate Finance	S	116.76	23.35	140.11
787 Equipment and sundries	06/02/2023		Northam Town Council	dd	Phone contract	Lebara	S	4.17	0.83	5.00
783 Internet Charges	06/02/2023		Northam Town Council	dd	Phone contract	VC Warehouse	S	51.78	10.36	62.14
794 Grounds Maintenance	06/02/2023		Northam Town Council	bacs	timber and gates	Torridge Gates	S	189.77	37.95	227.72

Northam Town Council

PAYMENTS LIST

Voucher Code	Date	Minuta	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
793 sundries	06/02/2023		Northam Town Council	bacs	timber and gates	Torrige Gates	S	284.64	56.93	341.57
802 planting provision	06/02/2023		Northam Town Council	bacs	Plants and sundries	Jewsons	S	112.63	22.53	135.16
800 Northam Hall Repairs and Ge	06/02/2023		Northam Town Council	bacs	Toilet rolls paper towels	System Hygiene	S	70.47	14.09	84.56
805 Training Fees	06/02/2023		Northam Town Council	bacs	Training	DALC	S	135.00	27.00	162.00
798 Appledore Boat Park	06/02/2023		Northam Town Council	bacs	Boat park Stickers	Mimick	S	150.00	30.00	180.00
795 Jubilee & Celebration Provisi	06/02/2023		Northam Town Council	bacs	Bunting	Hampshire Flag Co	S	1,829.62	365.93	2,195.55
797 Northam Hall Repairs and Ge	06/02/2023		Northam Town Council	bacs	survey N Hall	Active Drains	S	350.00	70.00	420.00
804 Copier fees	06/02/2023		Northam Town Council	bacs	copier charges	Baytek	S	81.22	16.25	97.47
803 improvements	06/02/2023		Northam Town Council	bacs	Alarm and installation	M and E Alarms	S	957.24	191.45	1,148.69
796 Equipment and sundries	06/02/2023		Northam Town Council	bacs	Sundries	CeF	S	37.50	7.50	45.00
806 Computer Software inc Pear	06/02/2023		Northam Town Council	bacs	Pear Mapping Software	Pear Mapping	S	225.00	45.00	270.00
799 Equipment and sundries	06/02/2023		Northam Town Council	bacs	Mower repairs	Gliddon & Squire	S	48.80	9.76	58.56
809 Equipment and sundries	06/02/2023		Northam Town Council	bacs	equipment service	Andrew Symons Ltd	S	293.54	58.71	352.25
811 Open Spaces	06/02/2023		Northam Town Council	bacs	Repairs	Tamar Trading	S	143.54	28.71	172.25
807 sundries	06/02/2023		Northam Town Council	bacs	benches	earth anchors	S	636.00	127.20	763.20
808 Advertising Jobs	06/02/2023		Northam Town Council	bacs	Job advert	Clearsky	S	200.50	40.10	240.60
810 Jubilee & Celebration Provisi	06/02/2023		Northam Town Council	bacs	medals	running imp	S	1,089.00	217.80	1,306.80
789 room rental	06/02/2023	wait pt refund	Northam Town Council	DD	Rent Windmill Lane	Torrige District Council	X	324.17		324.17
784 refreshments various events	06/02/2023		Northam Town Council	card	Milk	Aldi	X	1.75		1.75
812 sundries	06/02/2023		Northam Town Council	bacs	benches	Tamar Trading	S	176.24	35.25	211.49
813 Equipment and sundries	06/02/2023		Northam Town Council	bacs	Sundries	Tamar Trading	S	60.15	12.03	72.18
791 PayPal Charges	06/02/2023		Northam Town Council	sum up	fees	sum up	X	0.34		0.34
792 PayPal Charges	06/02/2023		Northam Town Council	sum up	fees	sum up	X	1.19		1.19
801 Members expenses-travel	06/02/2023		Northam Town Council	bacs	expenses	Clr Newman Mckie	X	43.58		43.58
815 Open Spaces	07/02/2023		Northam Town Council	bacs	legal fees	Tozers	X	250.00		250.00
814 broadband	07/02/2023		Northam Town Council	dd	Broadband fees	BT	S	37.95	7.59	45.54
819 PayPal Charges	12/02/2023		Northam Town Council	dd	fees	Paypal	X	5.14		5.14
816 Equipment and sundries	12/02/2023		Northam Town Council	dd	Phone contracts	Lebara	S	8.33	1.67	10.00
817 PayPal Charges	12/02/2023		Northam Town Council	sum up	fees	sum up	X	0.63		0.63
818 Training Fees	12/02/2023		Northam Town Council	paypal	Training	Udemy	S	13.32	2.67	15.99
825 Travel	13/02/2023		Northam Town Council	bacs	Travel and parking	Various	X	227.43		227.43
821 Copier fees	13/02/2023		Northam Town Council	bacs	copier charges	Baytek	S	81.22	16.25	97.47
824 room rental	13/02/2023		Northam Town Council	bacs	cleaning offices and cttee room	Roberts cleaning	S	24.00	4.80	28.80
822 cleaning services	13/02/2023		Northam Town Council	bacs	Sundry items	Mrs B Sherborne	S	13.02	2.61	15.63

Northam Town Council
PAYMENTS LIST

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Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
823 Expenditure	13/02/2023		Northam Town Council	bacs	Posters	Roots Creative	S	400.00	80.00	480.00
820 phone contracts	13/02/2023		Northam Town Council	dd	Phone contract	virgin mobile	S	5.67	1.13	6.80
Total								31,130.34	2,257.71	33,388.05

Northam Town Council

RECEIPTS LIST

8E

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
201 Stationery	19/01/2023		Northam Town Council	cr	Stationery credit	Euro Office	S	1.60	0.32	1.92
202 adverts	19/01/2023		Northam Town Council	538	May Fair adverts	Various	S	90.00	18.00	108.00
203 adverts	19/01/2023		Northam Town Council	528	May Fair adverts	Various	S	90.00	18.00	108.00
204 adverts	19/01/2023		Northam Town Council	537	May Fair adverts	Various	S	90.00	18.00	108.00
200 VAT	19/01/2023		Northam Town Council	cr	vat refund	HMRC	R		9,543.01	9,543.01
205 Allotment Rents	19/01/2023		Northam Town Council	498	Allotment Rent	Various	X	19.80		19.80
208 stalls	19/01/2023		Northam Town Council	cr	May Fair trade	Various	X	50.00		50.00
206 Northam Hall, Hall Hire	19/01/2023		Northam Town Council	496,513	Hall Hire	Various	X	79.00		79.00
210 Northam Hall, Hall Hire	19/01/2023		Northam Town Council	518	Hall Hire	Various	X	47.50		47.50
209 stalls	19/01/2023		Northam Town Council	cr	MAY FAIR STALLS 23	Various	X	10.00		10.00
207 stalls	19/01/2023		Northam Town Council	cr	MAY FAIR STALLS 23	Various	X	20.00		20.00
211 Mayor's Charities	20/01/2023		Northam Town Council	cr	charity event	Great Torrington Town Council	X	10.00		10.00
212 adverts	24/01/2023		Northam Town Council	534	May Fair adverts	Various	S	45.00	9.00	54.00
213 adverts	24/01/2023		Northam Town Council	540	May Fair adverts	Various	S	30.00	6.00	36.00
215 Northam Hall, Hall Hire	24/01/2023		Northam Town Council	558	Hall Hire	Various	X	80.00		80.00
216 Northam Hall, Hall Hire	24/01/2023		Northam Town Council	432	Hall Hire	Various	X	47.50		47.50
214 stalls	24/01/2023		Northam Town Council	cr	MAY FAIR STALLS 23	Various	X	20.00		20.00
218 adverts	29/01/2023		Northam Town Council	552	May Fair adverts	Various	S	90.00	18.00	108.00
224 adverts	29/01/2023		Northam Town Council	539	May Fair adverts	Various	S	90.00	18.00	108.00
225 hall hire	29/01/2023		Northam Town Council	cr	Hall Hire	Various	X	80.00		80.00
217 Northam Hall, Hall Hire	29/01/2023		Northam Town Council	479, 545,555	Hall Hire	Various	X	264.50		264.50
221 Northam Hall, Hall Hire	29/01/2023		Northam Town Council	550	Hall Hire	Various	X	117.00		117.00
222 Northam Hall, Hall Hire	29/01/2023		Northam Town Council	510	Hall Hire	Various	X	36.00		36.00
223 Northam Hall, Hall Hire	29/01/2023		Northam Town Council	cr	Hall Hire	Various	X	36.00		36.00
220 trade stalls	29/01/2023		Northam Town Council	sum up	MAY FAIR STALLS 23	Various	X	50.00		50.00
219 stalls	29/01/2023		Northam Town Council	cr	MAY FAIR STALLS 23	Various	X			
226 Northam Hall, Hall Hire	29/01/2023		Northam Town Council	475,509,511,512,548	Hall Hire	Various	X	259.50		259.50
227 stalls	29/01/2023		Northam Town Council	cr	MAY FAIR STALLS 23	Various	X	20.00		20.00
228 Administration Miscellaneous	29/01/2023		Northam Town Council	cr	refund	Mrs C Hodson	X	8.00		8.00
230 adverts	06/02/2023		Northam Town Council	532	May Fair adverts	Various	S	90.00	18.00	108.00
232 adverts	06/02/2023		Northam Town Council	521	May Fair adverts	Various	S	30.00	6.00	36.00
229 Mayor's Charities	06/02/2023		Northam Town Council		Mayor charity event	Various	X	20.00		20.00

Northam Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
235 hall hire	06/02/2023		Northam Town Council	570	Hall Hire	Various	X	36.00		36.00
231 hall hire	06/02/2023		Northam Town Council	561,568	Hall Hire	Various	X	333.00		333.00
233 hall hire	06/02/2023		Northam Town Council	574	Hall Hire	Various	X	47.50		47.50
234 stalls	06/02/2023		Northam Town Council	cr	MAY FAIR STALLS 23	Various	X	10.00		10.00
237 adverts	07/02/2023		Northam Town Council	523	May Fair adverts	Various	S	45.00	9.00	54.00
236 hall hire	07/02/2023		Northam Town Council	563	Hall Hire	Various	X	36.00		36.00
239 adverts	12/02/2023		Northam Town Council	522	May Fair adverts	Various	S	30.00	6.00	36.00
238 business rates	12/02/2023		Northam Town Council	cr	refund	Torridge District Council	X	602.98		602.98
242 Mayor's Charities	12/02/2023		Northam Town Council	paypal	charity concert	Various	X	80.00		80.00
240 hall hire	12/02/2023		Northam Town Council	571	Hall Hire	Various	X	37.50		37.50
241 hall hire	12/02/2023		Northam Town Council	554	Hall Hire	Various	X	47.50		47.50
243 hall hire	13/02/2023		Northam Town Council	514	Hall Hire	Various	X	42.50		42.50
Total								3,269.38	9,687.33	12,956.71

Northam Town Council **Net Position by Cost Centre and Code**

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Cost Centre Name

Administration

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
							Budget
1	Stationery	1,750.00					717.64
2	Postages	2,000.00		26.46		1,058.82	878.35
3	Subs and membership	1,750.00				1,121.65	878.35
5	Salaries	200,000.00				2,215.99	-465.99
6	Paye and NIC	31,000.00				146,589.87	53,410.13
7	Travel	1,000.00		4,822.69		43,895.82	-8,073.13
8	Audit Fees	2,250.00				1,116.52	-116.52
9	Training Fees	7,000.00				2,075.00	175.00
10	Insurances	8,750.00				7,116.91	-116.91
11	Advertising General	500.00				8,207.88	542.12
12	Advertising Jobs	700.00					500.00
13	Books and Information Lite	200.00				726.49	-26.49
14	Internet Charges	750.00					200.00
15	Copier Lease Charges	750.00				888.22	-138.22
16	Copier fees	1,000.00				507.04	242.96
17	Equipment General & Mtce	1,000.00				1,537.67	-537.67
18	Computer Software inc Pez	1,500.00				1,184.89	-184.89
19	Computer installations and	11,500.00				2,225.00	-725.00
20	VAT					6,906.38	4,593.62
21	Administration Miscellaneous	500.00		7,455.72		7,776.74	178.98
22	Bank Charges	100.00					100.00
23	Bank Interest			842.39			842.39
80	Newsletters	2,500.00				4,507.08	-2,007.08
90	room rental	4,500.00				3,895.82	604.18
125	refreshments various event	400.00				159.83	240.17
131	Remembrance events	650.00				456.91	193.09
161	NALC award scheme	250.00					250.00
188	pensions	19,000.00				15,933.00	3,067.00
189	PayPal Charges					79.54	-79.54
227	phone contracts					308.06	-308.06
239	provision of legal services	2,500.00				4,000.00	-1,500.00
		£303,800.00		£13,147.26		£264,491.13	52,456.13

S137

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
							Budget
24	S137 Payments	16,750.00					4,150.00
141	grants evening	200.00				12,600.00	60.32
175	advertising for grants					139.68	-320.00
						320.00	
		£16,950.00				£13,059.68	3,890.32

Grants Other

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
							Budget
25	General Grants					50.00	-50.00
160	records office grant	3,000.00				1,000.00	2,000.00
		£3,000.00				£1,050.00	1,950.00

Northam Hall

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
							Budget
27	Rates	3,750.00					3,524.83
28	Northam Hall Gas Account	1,600.00		2,056.73		2,281.90	587.30
29	Northam Hall Electricity Acr	650.00				1,012.70	-70.10
30	Northam Hall Water Rates	1,000.00				720.10	524.19
33	Northam Hall Repairs and t	2,000.00				475.81	-283.02
35	Northam Hall, Hall Hire					2,283.02	12,362.12
72	Northam Hall provision furtl	22,500.00		12,597.62		235.50	22,500.00
89	PRS fees	1,250.00					1,012.43
192	cleaning services	5,000.00				237.57	946.15
260	hall hire			416.82		4,470.67	660.00
262	broadband			660.00			-37.95
		£37,750.00		£15,731.17		£11,755.22	41,725.95

Northam Town Council

Net Position by Cost Centre and Code

8 H

Cost Centre Name

Mayor/Members

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
36	Civic Reception	2,500.00		716.10		5,716.10	-2,500.00
37	Mayor's Charities			2,610.00			2,610.00
38	Members expenses-travel	350.00				292.90	57.10
39	Miscellaneous					348.33	-348.33
73	Civic Expenses-civic functi	2,250.00				857.62	1,392.38
83	Cllr Allowances and NI	16,250.00		40.00		13,187.04	3,102.96
84	Mayor's Chain	500.00				1,961.12	-1,461.12
105	Aldermen	200.00					200.00
109	Beadle	500.00					500.00
133	Honours Boards	500.00				325.00	175.00
137	Mayor's Cadet	300.00				100.00	200.00
162	attendance at twinning even	500.00				771.88	-271.88
		£23,850.00		£3,366.10		£23,559.99	3,656.11

War Memorials

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
122	war memorials general mtc	200.00				94.27	105.73
205	war memorials earmarked	3,850.00				2,400.00	1,450.00
		£4,050.00				£2,494.27	1,555.73

Allotments Windmill Lane

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
41	Allotment Rents			580.80			580.80
155	allots Wmill Lane mtc	200.00				148.29	51.71
212	legal fees						
		£200.00		£580.80		£148.29	632.51

web site

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
42	Mtce & improvements						
43	Website	500.00					500.00
44	Miscellaneous						
		£500.00					500.00

Town Projects

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
61	Dog Bins and litter bins	500.00				80.00	420.00
64	Community Centre Toilets	550.00				199.04	350.96
65	Hanging Baskets	6,500.00				5,549.61	950.39
66	Christmas Decorations	3,000.00				1,977.16	1,022.84
67	Open Spaces	1,000.00		8,709.42		4,039.09	5,670.33
68	Equipment and sundries	4,500.00				6,850.81	-2,350.81
69	Bus Shelters	250.00				333.50	-83.50
70	Skatepark	250.00					250.00
71	Miscellaneous	450.00					450.00
74	skatepark provision for rent	6,000.00					6,000.00
100	training	2,500.00				1,640.00	860.00
111	Lords Meadow	4,000.00				49,715.67	-45,715.67
121	mower fuel	2,000.00				1,148.69	851.31
126	speed sign	300.00					300.00
127	Benches	500.00		975.00		914.91	560.09
136	carol service	50.00				82.67	-32.67
139	Appledore Boat Park			1,576.68		150.00	1,426.68
159	festoon lighting	2,000.00				18,865.83	-16,865.83
191	Appletree Gardens						
195	projects provision						
200	Ridgeway Drive	500.00					500.00
201	Ronne Hill					5.61	-5.61

Northam Town Council

Net Position by Cost Centre and Code

81

Cost Centre Name

224 Road Safety (kerbs)					
233 defibrillators renewal	3,000.00				3,000.00
234 defibrillators installation and	1,500.00				1,500.00
249 Wren Close					

£39,350.00	£11,261.10	£92,199.51	-41,588.41
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Precept

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
45	Precept			393,800.00			393,800.00
				£393,800.00			393,800.00

Northam Town Council Car Park Applied

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
47	Rent			6,050.00			6,050.00
48	Maintenance and repairs	500.00					500.00
50	Miscellaneous /Legal	250.00					250.00
		£750.00		£6,050.00			6,800.00

Burrough Farm

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
52	Allotment Rent			600.00			600.00
54	Grounds Maintenance	500.00				293.65	206.35
56	Football Club			240.00			240.00
		£500.00		£840.00		£293.65	1,046.35

Northam Burrows

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
57	Grazing Fees			106.06			106.06
58	Manor Passes			15,020.00			15,020.00
59	NB Admin Expenses			39.00		28.26	10.74
79	Bank Interest						
81	computer hardware and software						
102	compensation for loss of ground			1,000.00			1,000.00
106	salaries NB						
108	leaflets						
132	equipment and sundries						
134	NB bank charges						
135	NB cont to RNDGC works						
149	improvement works					4,180.87	-4,180.87
187	holographic labels						
199	dog bags						
208	paypal charges					171.06	-171.06
213	legal fees						
220	bal tfer re NB					5,792.20	-5,792.20
				£16,165.06		£10,172.39	5,992.67

Elections

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
76	elections future provision	8,000.00				4,272.26	3,727.74
		£8,000.00				£4,272.26	3,727.74

General Council Equipment Various

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
93	office furniture	350.00					350.00
94	vehicle running costs	9,500.00				7,432.43	2,067.57

Northam Town Council

Net Position by Cost Centre and Code

8J

Cost Centre Name

171 van renewal provision	17,500.00				17,500.00
211 miscellaneous	500.00				500.00
	£45,350.00	£3,700.00	£17,091.04		31,958.96

Jubilee and commemorations

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
82 Jubilee & Celebration Provi	1,000.00		37.75		3,938.49	-2,900.74
	£1,000.00		£37.75		£3,938.49	-2,900.74

Anchor Park

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
97 legal	250.00					250.00
98 Anchor Park improvements	7,000.00					7,000.00
154 maintenance	500.00				63.00	437.00
	£7,750.00				£63.00	7,687.00

Bonehill Car Park

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
101 Bonehill car park general	37.81				37.81	
103 business rates	239.93		87.57		327.50	
104 annual tickets						
	£277.74		£87.57		£365.31	

Human Resources

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
112 human resources						
153 human resources	3,500.00				2,925.35	574.65
	£3,500.00				£2,925.35	574.65

PWLB various

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
114 Northam Hall	10,000.00				4,677.56	5,322.44
124 new loan	10,000.00				12,751.93	-2,751.93
	£20,000.00				£17,429.49	2,570.51

Council Tax Support Grant

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
119 Council tax support grant						

Twinning

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
128 Twinning Expenses civic re	1,500.00					1,500.00
	£1,500.00					1,500.00

Footpaths

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
140 grant from DCC			900.00			900.00
143 NTC reserve	1,000.00					1,000.00

Northam Town Council **Net Position by Cost Centre and Code**

8K

Cost Centre Name

£1,000.00	£900.00	1,900.00
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reserves

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
196 reserves in lieu of 6 months	35,000.00					35,000.00
216 non EM	53,853.92		8,612.62			62,466.54
	£88,853.92		£8,612.62			97,466.54

Town Hall

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
165 chamber equipment						
166 chamber furniture repairs						
173 cctv service						
237 improvements					957.24	-957.24
					£957.24	-957.24

Road Safety

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
230 equipment	6,000.00					6,000.00
	£6,000.00					6,000.00

Northam May Fair

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
176 stallholder receipts MF			441.67		441.67	
177 Tfer from Community Centr						
178 Grants & Donations MF			1,166.00			1,166.00
179 Road Closure costs MF						
180 administration MF	6,000.00				65.00	5,935.00
181 sundry receipts MF					2,333.82	-2,333.82
182 Advertising MF			220.00		234.00	-14.00
183 Hire of entertainers MF			25.00		4,264.06	-4,239.06
184 Variety Show MF						
185 postage MF						
186 stationery MF						
193 evening show MF						
194 refreshments to sell MF			393.13		89.56	303.57
207 May Fair Lunch MF					917.69	-917.69
209 sundries, sound, medic, toil						
210 stallholders 2019 MF						
251 MF TRADE 2023			150.00		150.00	
252 MAY FAIR STALLS 2023			100.00			100.00
255 Hire of entertainers 2023			320.00		320.00	
	£6,000.00		£2,815.80		£8,815.80	

Neighbourhood Plan

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
197 public notices						
198 NHP admin	8,000.00				2,477.00	5,523.00
	£8,000.00				£2,477.00	5,523.00

Appledore Community Hall

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
214 loan			1,000.00			1,000.00
			£1,000.00			1,000.00

Northam Town Council

Net Position by Cost Centre and Code

86

Cost Centre Name**covid-19 fund**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

221 Grant TDC

Westward Ho! Park

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

225 PWLB Loan						
226 purchase W Ho! Park						
228 legal fees						
229 reserves	10,000.00					10,000.00
231 fees					650.00	-650.00
232 repairs					4,191.07	-4,191.07
238 water account					123.56	-123.56
240 electricity account					277.88	-277.88
242 sundries			500.00		5,407.82	-4,907.82
247 supply play area			36,549.00		280.00	36,269.00
254 business rates			602.98		602.98	
	£10,000.00		£37,651.98		£11,533.31	36,118.67

Vision Statement

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

235 vision statement provision

Project Provision

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

236 project provision	50,000.00					50,000.00
	£50,000.00					50,000.00

Climate Emergency

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

241 equipment					275.00	-275.00
243 contribution to LCWIP						
248 Expenditure	15,000.00				12,333.66	2,666.34
	£15,000.00				£12,608.66	2,391.34

Appledore Parking Working Group

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

246 Appledore Parking Survey

Mayfair 2023

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

250 entertainers					1,797.50	-1,797.50
253 stalls			731.67			731.67
256 trade stalls			200.00			200.00
257 sundry receipts			2,333.82			2,333.82
258 adverts			855.00			855.00
259 toilet hire					80.50	-80.50
261 sundries					49.12	-49.12
			£4,120.49		£1,927.12	2,193.37

Northam Town Council
Net Position by Cost Centre and Code

8M

Cost Centre Name

NET TOTAL	£702,931.66	£519,867.70	£503,628.20	719,171.16
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JOINT PRACTITIONERS' ADVISORY GROUP | PRACTITIONERS' GUIDE 2022/23 CHANGES

This year's Practitioners' Guide has had only limited changes except for a major rewrite of Section 5. (Section 5 relates to detailed information on Submitting the Annual Return)

PRACTITIONERS' GUIDE CHANGES	
Page 16 Paragraph 2.10	<p>New section inserted:</p> <p>Treatment of amounts refunded/reimbursed</p> <p>Receipts and Payments Reporting</p> <p>Refund/reimbursement of amounts paid or received must always be reported gross in R & P reporting in the AGAR.</p> <p>Income and Expenditure Reporting</p> <p>Refund/reimbursement of amounts paid or received should only be reported net where the refund is paid to/received from the original payee/payer.</p> <p>Refunds/reimbursements from third parties (e.g. insurance providers) should never be netted off but always reported gross.</p>
Page 19 Paragraph 2.22	<p>Additional sentence:</p> <p>Notwithstanding such arrangements, amounts owing on Credit Cards must <u>not</u> be included within Line 8 but are to be treated as creditors and thus included within the reconciliation between Lines 7 and 8 (see 2.25 below).</p>
Page 20 Paragraph 2.28	<p>Delete the phrase "during a financial year" and amend PG to read "where an authority changes its method of asset valuation it will need to restate the prior year's figure in line 9 of the AGAR"</p>
Page 34	<p>Extensive rewrite of Section 5</p> <p>The whole chapter has been reorganised to make it follow through with the form and clear guidance included for every box and detailed definitions where needed.</p> <p>Updated guidance about the publication of exemption declarations and links to legislation such as the Freedom of Information Act covering what every council must put on its website has also been added.</p> <p><i>This is being checked.</i></p>

Published by the National Association of Local Councils on behalf of the Joint Panel on Accountability and Governance (JPAG).

Northam Town Council

Investment Strategy

11

Introduction

1. The Investment of surplus funds by local authorities is governed by the Local Government Act 2003, section 15(1)(a) and Guidance issued by the Secretary of State under that Act.
2. Investments below £10,000 are not subject to the Guidance but for investments between £10,000 and £500,000 the council is required to make a formal decision on the extent to which it would be reasonable to adopt the Guidance either in part or in full.
3. The Guidance recommends that a council produces an Annual Investment Strategy which sets out its policy for managing the investments and giving priority to the liquidity and security.
4. A 'Specified Investment' is one which is made in sterling, is not long term (less than 12 months) not defined as capital expenditure and is placed with a body which has a high credit rating or made with the UK Government, a UK Local Authority or a parish or community council
5. Any other type of investment is considered 'Non-Specified Investment' to which there can be greater risk and where professional investment advice might be required.
6. Local authorities should keep strategies simple and maintain prudence at all times.

Strategy

Northam Town Council (the Council) has adopted the following Investment Strategy:

1. The Council acknowledges the importance of prudently investing its temporary surplus funds held on behalf of the community.
2. The Council's priorities are centred on the security (protecting the capital sum from loss) and then liquidity (keeping the money readily available for expenditure when needed) of its reserves.
3. Adopted the Secretary of State's Guidance in relation to council investments in full (Department for Communities & Local Government "Guidance on Local Government Investments" 2nd Edition dated 11 March 2010).
4. Carry out an annual cash flow forecast to ascertain expenditure commitments for the coming financial year.
5. On the basis of that cash flow forecast, to invest only in:
 - 'Specified Investments' or in
 - 'Non Specified Investments' including longer term investment i.e. 12 months or more but which still offers the greatest security
 - bodies with high credit ratings.
6. To review investments quarterly.

February 2023

Northam Town Council

Statement of Internal Control Policy



Introduction

Northam Town Council (the Council) is a local authority funded largely by public money and is responsible for ensuring its financial business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk.

The Council is required to review at least annually the effectiveness of its system of financial control. This is informed by the work of the internal auditor and Finance Committee, who have responsibility for the development and maintenance of the internal audit environment, and also any comments made by the external auditors in their annual report.

The Purpose of the System of Internal Control

The Council's system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure. It cannot provide an absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to policies, aims and objectives, to evaluate the likelihood of those risks being realised, and the impact should they be realised, and to manage them effectively and economically.

The system of internal control accords with the practices set out in the Governance and Accountability in Local Councils: A Practitioners' Guide (2022 edition).

The Internal Control Environment

The Council has adopted Financial Regulations (in February 2019) which set parameters for the Council's financial operations. The Council has appointed a Responsible Finance Officer who implements financial systems and controls. New Financial Regulations were adopted on the recommendation of the Finance Committee, at Full Council on 27th February 2019.

The Council uses Scribe 2000 Accounts financial software to process transactions and monitor performance against budget. Payroll services are provided in house using 12pay an award winning software. Banking services are provided by Co-op bank for day-to-day business, whilst reserves are held in the Nationwide and two other banks to spread the risk of losing reserves. An independent internal audit service is provided by IAC and Council's internal monitoring is undertaken by the Finance Committee.

Any issues raised by the Internal Auditor are reported in writing to the Council and agreed actions are monitored to ensure that they have been carried out and actioned within agreed timescales. Additionally, the Council seeks and receives appropriate property, legal, insurance, and health & safety advice as appropriate to manage risk.

The Council is responsible for:


- Establishing and monitoring the achievements of the authority's objectives
- The facilitation of policy and decision making
- Ensuring compliance with established policies, procedures, laws and regulations
- Identification and management of risk. To this end they now employ Ellis Whittam consultants
- Ensuring the robustness of insurance providers and an annual review of risk and adequacy of cover
- Maintaining an up to date register of assets and investments
- Ensuring that best value and value for money are achieved in all purchases
- Ensuring all committees receive regular and up to date reports on financial activities under their direction
- Ensuring performance is regularly monitored against financial and operational budgets
- Control and reports on the financial management of the Council

Review of Effectiveness

The Council through the Responsible Finance Officer (Town Clerk) has responsibility for conducting a review of the effectiveness of the system of internal control and the internal audit process.

The review of the effectiveness of the system of internal control is monitored by:

- The work of officers within the Council reporting to the Responsible Finance Officer.
- The Town Clerk is the Council's Responsible Finance Officer who acts as the Council's legal advisor and administrator. The Town Clerk is responsible for administering the Council's finances, for advising on compliance with laws and regulations which the Council is subject to, and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.
- The Finance Committee have met monthly in the financial year to date January 2023. Members of the committee monitor progress against objectives, financial systems and procedures, budgetary control, and carry out regular reviews of financial matters. Minutes of committee meetings are circulated to all members of the Council and recommendations are considered at full council meetings. The full council meets at least 12 times each year. It monitors progress by receiving relevant reports from the Finance Committee and the Responsible Finance Officer (Town Clerk).

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- The work of the Internal Auditor. The Internal Auditor, an independent person specialising in local council matters, reports to the Council on the adequacy of its records, procedures, systems, internal control and risk management.
 - The External Auditors in their annual report address any concerns about the effectiveness of the system of internal control which are investigated and action taken as appropriate.

Revised February 2023