



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

Town Clerk: Mrs Jane Mills MILCM

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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 20<sup>th</sup> March 2023 at 6.30pm 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: 14<sup>th</sup> March 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 20<sup>th</sup> February 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!

Twinning with Mondeville, France and Büddenstedt, Germany

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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 an update on the May Fair**

**Part B**

- 10 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**
- 11 To confirm and sign the minutes of the meeting held 20<sup>th</sup> February 2023 (Part B)**
- 12 To consider staff matters (report herewith)**
- 13 To consider a Councillor update**
- 14 To consider a request to renew the grass cutting contract for Abbotsham**
- 15 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, 10.00 20<sup>th</sup> February 2023**

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

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

- 2302/883 Apologies**  
No Apologies, all present
- 2302/884 Chairman's announcements**  
There were none.
- 2302/885 Declarations of interest**  
Members were reminded that all interests must be declared prior to the item being discussed.  
There were none
- 23012/886 To agree the agenda as published**  
It was **resolved** to agree the agenda between Part A and Part B  
Proposed: Councillor Sargent, Seconded: Cllr Tisdale (all in favour)
- 2302/887 To confirm and sign the minutes of the meeting held 16<sup>th</sup> January 2023**  
It was **resolved** to confirm and sign the minutes of the meeting held 16<sup>th</sup> January 2023  
Proposed: Councillor Tisdale, Seconded: Cllr Sargent, (majority in favour 1 abstention, not present at the meeting.)
- 2302/888 Action Points:** were noted.
- 2302/889 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
- 2302/890 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 Laws (all in favour)
- 2302/891 To consider a review of Financial Regulations (no current updates received)**  
It was **resolved** to accept the Current Financial Regulations as there are currently no alterations.  
Proposed: Councillor Himan, Seconded: Cllr Leather, (all in favour)

**2302/892 To receive an update on the Practitioner's Guide 22/23**  
The update was noted

**2302/893 To consider reviews**

- **Risk review** It was **resolved** to accept the risk review
- Proposed: Councillor Tisdale: Seconded Cllr Leather (all in favour)
  
- **Investment Strategy**  
It was **resolved** to accept the Investment Strategy with the addition of "with due consideration given to environmental impacts of those purchases" to the clause, Ensuring that best value and value for money are achieved in all purchases.  
Proposed: Councillor Hames: Seconded Cllr Edwards (all in favour)
  
- **Internal Control (herewith)**  
It was **resolved** to accept the Internal Control as presented  
Proposed: Councillor Leather: Seconded Cllr Sargent (all in favour)  
**Action Points:** Cllr Hames will investigate green options for investments.  
The Town Clerk was asked to check on interest rates available to the Council

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## Action Points for Finance and HR

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*March 2023*

<ul style="list-style-type: none"><li>• <b>Internal Control</b></li></ul>	Cllr Hames will investigate green options for investments. The Town Clerk was asked to check on interest rates available to the Council after information to be received from Cllr Hames

## Northam Town Council

8

Prepared by:

M. S. W. T. Clerk/RFO

Date:

14/3/2023

Name and Role (Clerk/RFO etc)

Approved by:

Date:

20/3/23

Name and Role (RFO/Chair of Finance etc)

	<b>Bank Reconciliation at 14/03/2023</b>		
	Cash in Hand 01/04/2022		289,131.66
	<b>ADD</b> Receipts 01/04/2022 - 14/03/2023		562,619.29
			851,750.95
	<b>SUBTRACT</b> Payments 01/04/2022 - 14/03/2023		585,025.51
<b>A</b>	<b>Cash in Hand 14/03/2023</b> (per Cash Book)		<b>266,725.44</b>
	Cash in hand per Bank Statements		
	Cash	14/03/2023	0.00
	Nationwide Saver	14/03/2023	0.00
	Northam Town Council Burrows	14/03/2023	0.00
	Northam Town Council	14/03/2023	38,147.87
	Cambridge Building Society	14/03/2023	56,425.31
	Nationwide 95 day account	14/03/2023	86,607.35
	Cambridge and Counties Bank	14/03/2023	86,160.12
	Petty Cash	14/03/2023	387.54
	PayPal Account	14/03/2023	0.00
			<b>267,728.19</b>
	Less unrepresented payments		1,158.75
			266,569.44
	Plus unrepresented receipts		156.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>266,725.44</b>
	<b>A = B Checks out OK</b>		



Accounts

# COUNCIL

Your balance as of 14/03/2023 at 12:06



Payment and transfers

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Search transactions

**£ 38,147.87**

Available balance

[How your available balance works](#)

+



Approvals

Current balance

£ 38,147.87

Overdraft limit

£ 0.00

*Excluded from your available balance*



Payees

Remaining overdraft

£ 0.00



Reports & Statements

Account number



Sort code



Account type

COMMUNITY DIRECT

Name

NORTHAM TOWN COUNCIL

Nickname

NORTHAM TOWN COUNCIL

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## Northam Town Council

### Net Position by Cost Centre and Code



#### Cost Centre Name

Administration		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1	Stationery	1,750.00		26.46	1,091.35		685.11
2	Postages	2,000.00			1,121.65		878.35
3	Subs and membership	1,750.00			2,215.99		-465.99
5	Salaries	200,000.00			160,609.29		39,390.71
6	Paye and NIC	31,000.00		4,822.69	47,840.09		-12,017.40
7	Travel	1,000.00			1,122.64		-122.64
8	Audit Fees	2,250.00			2,075.00		175.00
9	Training Fees	7,000.00			7,146.91		-146.91
10	Insurances	8,750.00			8,207.88		542.12
11	Advertising General	500.00					500.00
12	Advertising Jobs	700.00			891.99		-191.99
13	Books and Information Lite	200.00					200.00
14	Internet Charges	750.00			972.18		-222.18
15	Copier Lease Charges	750.00			507.04		242.96
16	Copier fees	1,000.00			1,537.67		-537.67
17	Equipment General & Mtce	1,000.00			1,380.56		-380.56
18	Computer Software inc Pec	1,500.00			2,225.00		-725.00
19	Computer Installations and	11,500.00			7,489.60		4,010.40
20	VAT						
21	Administration Miscellaneous	500.00		7,455.72	7,833.41		122.31
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			4,243.99		256.01
125	refreshments various event	400.00			170.38		229.62
131	Remembrance events	650.00			456.91		193.09
161	NALC award scheme	250.00					250.00
188	pensions	19,000.00			17,035.07		1,964.93
189	PayPal Charges				84.53		-84.53
227	phone contracts				328.89		-328.89
239	provision of legal services	2,500.00			4,000.00		-1,500.00
		<b>£303,800.00</b>		<b>£13,147.26</b>	<b>£285,095.10</b>		<b>31,852.16</b>
S137		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
24	S137 Payments	16,750.00			12,600.00		4,150.00
141	grants evening	200.00			139.68		60.32
175	advertising for grants				320.00		-320.00
		<b>£16,950.00</b>			<b>£13,059.68</b>		<b>3,890.32</b>
Grants Other		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		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
		<b>£3,000.00</b>			<b>£1,050.00</b>		<b>1,950.00</b>
Northam Hall		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
27	Rates	3,750.00		2,056.73	2,281.90		3,524.83
28	Northam Hall Gas Account	1,600.00			1,257.56		342.44
29	Northam Hall Electricity Acr	650.00			772.60		-122.60
30	Northam Hall Water Rates	1,000.00			606.55		393.45
33	Northam Hall Repairs and t	2,000.00			2,761.90		-761.90
35	Northam Hall, Hall Hire			12,874.37	235.50		12,638.87
72	Northam Hall provision furtl	22,500.00					22,500.00
89	PRS fees	1,250.00			237.57		1,012.43
192	cleaning services	5,000.00		416.82	4,470.67		946.15
260	hall hire			1,691.25			1,691.25
262	broadband				75.90		-75.90
		<b>£37,750.00</b>		<b>£17,039.17</b>	<b>£12,700.15</b>		<b>42,089.02</b>

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)



## Northam Town Council

### Net Position by Cost Centre and Code

#### Cost Centre Name

<u>Mayor/Members</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
36	Civic Reception	2,500.00		716.10		5,716.10	-2,500.00
37	Mayor's Charities			2,670.00			2,670.00
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		90.00		13,187.04	3,152.96
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 eve	500.00				771.88	-271.88
		<b>£23,850.00</b>		<b>£3,476.10</b>		<b>£23,559.99</b>	<b>3,766.11</b>

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

<u>Allotments Windmill Lane</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
41	Allotment Rents			580.80			580.80
155	allots Wmill Lane mtce	200.00				148.29	51.71
212	legal fees						
		<b>£200.00</b>		<b>£580.80</b>		<b>£148.29</b>	<b>632.51</b>

<u>web site</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
42	Mtce & improvements						
43	Website	500.00					500.00
44	Miscellaneous						
		<b>£500.00</b>					<b>500.00</b>

<u>Town Projects</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
61	Dog Bins and litter bins	500.00				80.00	420.00
64	Community Centre Toilets	550.00				253.34	296.66
65	Hanging Baskets	6,500.00				5,549.61	950.39
66	Christmas Decorations	3,000.00				2,096.31	903.69
67	Open Spaces	1,000.00		8,709.42		4,039.09	5,670.33
68	Equipment and sundries	4,500.00				7,239.38	-2,739.38
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			1,973.36		150.00	1,823.36
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	Bone Hill					5.61	-5.61
223	planting provision					2,770.89	-2,770.89

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

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



<u>Cost Centre Name</u>							
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						
		<b>£39,350.00</b>	<b>£11,657.78</b>	<b>£94,885.50</b>		<b>-43,877.72</b>	
<b>Precept</b>							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			Budget	Actual	Budget	Actual	Budget
45	Precept			393,800.00			393,800.00
				<b>£393,800.00</b>			<b>393,800.00</b>
<b>Northam Town Council Car Park Applied</b>							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			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
		<b>£750.00</b>		<b>£6,050.00</b>			<b>6,800.00</b>
<b>Burrough Farm</b>							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			Budget	Actual	Budget	Actual	Budget
52	Allotment Rent			600.00			600.00
54	Grounds Maintenance	500.00				6,757.92	-6,257.92
56	Football Club			240.00			240.00
		<b>£500.00</b>		<b>£840.00</b>		<b>£6,757.92</b>	<b>-5,417.92</b>
<b>Northam Burrows</b>							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			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 so						
102	compensation for loss of gr			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
				<b>£16,165.06</b>		<b>£10,172.39</b>	<b>5,992.67</b>
<b>Elections</b>							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			Budget	Actual	Budget	Actual	Budget
76	elections future provision	8,000.00				4,272.26	3,727.74
263	election fees					7,832.48	-7,832.48
		<b>£8,000.00</b>				<b>£12,104.74</b>	<b>-4,104.74</b>
<b>General Council Equipment Various</b>							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			Budget	Actual	Budget	Actual	Budget
93	office furniture	350.00					350.00
94	vehicle running costs	9,500.00				7,986.47	1,513.53
123	committee room furniture						

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

## Northam Town Council

### Net Position by Cost Centre and Code

<u>Cost Centre Name</u>							
142	mowing equipment renewe	17,500.00		3,700.00		9,658.61	
171	van renewal provision	17,500.00				17,500.00	
211	miscellaneous	500.00				500.00	
		<b>£45,350.00</b>		<b>£3,700.00</b>		<b>£17,645.08</b>	
						<b>31,404.92</b>	
<u>Jubilee and commemorations</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</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
		<b>£1,000.00</b>		<b>£37.75</b>		<b>£3,938.49</b>	<b>-2,900.74</b>
<u>Anchor Park</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</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
		<b>£7,750.00</b>				<b>£63.00</b>	<b>7,687.00</b>
<u>Bonehill Car Park</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</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						
		<b>£277.74</b>		<b>£87.57</b>		<b>£365.31</b>	
<u>Human Resources</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</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
		<b>£3,500.00</b>				<b>£2,925.35</b>	<b>574.65</b>
<u>PWLB various</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</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
		<b>£20,000.00</b>				<b>£17,429.49</b>	<b>2,570.51</b>
<u>Council Tax Support Grant</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
119	Council tax support grant						
<u>Twinning</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</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
		<b>£1,500.00</b>					<b>1,500.00</b>
<u>Footpaths</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</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

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

## Northam Town Council

### Net Position by Cost Centre and Code

# 8F

**Cost Centre Name**

190 Expenditure

£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>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
196 reserves in lieu of 6 months	35,000.00					35,000.00
216 non EM	53,853.92		8,612.62		3,162.49	59,304.05
	<b>£88,853.92</b>		<b>£8,612.62</b>		<b>£3,162.49</b>	<b>94,304.05</b>

**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>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
165 chamber equipment						
166 chamber furniture repairs						
173 cctv service					165.50	-165.50
237 improvements					971.33	-971.33
266 legal fees					62.92	-62.92
					<b>£1,199.75</b>	<b>-1,199.75</b>

**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>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
230 equipment	6,000.00					6,000.00
	<b>£6,000.00</b>					<b>6,000.00</b>

**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>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
176 stallholder receipts MF			441.67		441.67	
177 Tfer from Community Cent						
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						
209 sundries, sound, medic, toil					917.69	-917.69
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	
	<b>£6,000.00</b>		<b>£2,815.80</b>		<b>£8,815.80</b>	

**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>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
197 public notices						
198 NHP admin	8,000.00				2,477.00	5,523.00
	<b>£8,000.00</b>				<b>£2,477.00</b>	<b>5,523.00</b>

**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>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
214 loan			1,000.00			1,000.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

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

89

**Cost Centre Name**

£1,000.00

1,000.00

**covid-19 fund**Code Title

<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 Hol Park**Code Title

<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 Hol Park

228 legal fees

229 reserves

231 fees

232 repairs

238 water account

240 electricity account

242 sundries

247 supply play area

254 business rates

10,000.00

650.00

4,191.07

123.56

309.43

500.00

36,549.00

602.98

5,407.82

280.00

602.98

10,000.00

-650.00

-4,191.07

-123.56

-309.43

-4,907.82

36,269.00

£10,000.00

£37,651.98

£11,564.86

36,087.12

**Vision Statement**Code Title

<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**Code Title

<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**Code Title

<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

243 contribution to LCWIP

248 Expenditure

15,000.00

275.00

12,333.66

-275.00

2,666.34

£15,000.00

£12,608.66

2,391.34

**Appledore Parking Working Group**Code Title

<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**Code Title

<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

253 stalls

256 trade stalls

257 sundry receipts

258 adverts

259 toilet hire

261 sundries

1,797.50

10.00

811.67

200.00

2,333.82

1,050.00

80.50

49.12

-1,797.50

801.67

200.00

2,333.82

1,050.00

-80.50

-49.12

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

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

SH

**Cost Centre Name**

264 leaflet printing			1,291.47	-1,291.47
265 leaflet delivery			585.00	-585.00
267 opening balance	3,162.49			3,162.49
	<b>£7,557.98</b>		<b>£3,813.59</b>	<b>3,744.39</b>
<b>NET TOTAL</b>	<b>£702,931.66</b>	<b>£525,119.87</b>	<b>£548,036.90</b>	<b>680,014.63</b>

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Northam Town Council  
PAYMENTS LIST

14 March 2023 (2022-2023)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
838	23/02/2023		Northam Town Council		Salaries	Northam Town Council	X	14,019.42		14,019.42
839	23/02/2023		Northam Town Council		Paye and NI	HMRC	X	3,944.27		3,944.27
840	23/02/2023		Northam Town Council		Nest pension	Nest	X	1,102.07		1,102.07
842	23/02/2023		Northam Town Council		Phone contract	tesco mobile	S	14.58	2.92	17.50
841	23/02/2023		Northam Town Council		fees	sum up	X	0.25		0.25
850	23/02/2023		Northam Town Council		Paper towels	System Hygiene	S	108.39	21.68	130.07
849	23/02/2023		Northam Town Council		Training	DALC	S	30.00	6.00	36.00
844	23/02/2023		Northam Town Council		cctv service	M and E Alarms	S	160.10	32.02	192.12
845	23/02/2023		Northam Town Council		installation for permanent site	Astrons	S	119.15	23.83	142.98
847	23/02/2023		Northam Town Council		computer software	doudy IT	S	99.20	19.84	119.04
843	23/02/2023		Northam Town Council		fees	sum up	X	0.51		0.51
846	23/02/2023		Northam Town Council		Repairs and service	North Devon Trailers	S	78.61	15.72	94.33
848	23/02/2023		Northam Town Council		fencing	coastal fencing	S	6,400.00	1,280.00	7,680.00
851	23/02/2023		Northam Town Council		Refund May Fair Stall	Various	X	10.00		10.00
852	23/02/2023		Northam Town Council		new planters	Amberol	S	1,444.73	288.95	1,733.68
854	24/02/2023		Northam Town Council		Phone contract	Talk mobile	S	6.25	1.25	7.50
853	24/02/2023		Northam Town Council		Equipment and PP clothing	Tawsa	S	270.81	54.16	324.97
865	13/03/2023		Northam Town Council		Electricity Account	Octopus	L	52.50	2.70	55.20
866	13/03/2023		Northam Town Council		Tyres for van	Kirrhams	S	151.00	30.20	181.20
858	13/03/2023		Northam Town Council		Milk	Aldi	X	1.30		1.30
863	13/03/2023		Northam Town Council		Milk	Aldi	X	1.75		1.75
857	13/03/2023		Northam Town Council		Service and parts van	Taw Garages	S	147.00	29.40	176.40
860	13/03/2023		Northam Town Council		Phone contract	virgin mobile	S	5.67	1.13	6.80
862	13/03/2023		Northam Town Council		Phone contract	Lebara	S	4.17	0.83	5.00
856	13/03/2023		Northam Town Council		Phone contract	Lebara	S	4.17	0.83	5.00
859	13/03/2023		Northam Town Council		Phone contract	Lebara	S	4.17	0.83	5.00
867	13/03/2023		Northam Town Council		Broadband and phone	VC Warehouse	S	50.10	10.02	60.12
864	13/03/2023		Northam Town Council		Toilet hire	local toilet hire	S	230.00	46.00	276.00
855	13/03/2023		Northam Town Council		Paypal Fees	sum up	X	0.34		0.34
861	13/03/2023		Northam Town Council		Broadband fees	BT	S	37.95	7.59	45.54
880	13/03/2023		Northam Town Council		Sundries	Jewsons	S	14.09	2.82	16.91
885	13/03/2023		Northam Town Council		Sundries	RGB	S	64.27	12.85	77.12

58

Northam Town Council  
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
887	13/03/2023		Northam Town Council		Toilet roll holder	System Hygiene	S	37.71	7.54	45.25
886	13/03/2023		Northam Town Council		water bill	Southwest Water	X	130.74		130.74
882	13/03/2023		Northam Town Council		water bill	Northam Community Associa	X	54.30		54.30
888	13/03/2023		Northam Town Council		legal fees	Torridge District Council	X	62.92		62.92
875	13/03/2023	wait pt refund	Northam Town Council	DD	Rent Windmill Lane	Torridge District Council	X	324.17	6.77	324.17
874	13/03/2023		Northam Town Council	dd	Phone and broadband	Talk talk business	S	33.86		40.63
884	13/03/2023		Northam Town Council	bags	Programme delivery	Link publications	S	585.00	117.00	702.00
881	13/03/2023		Northam Town Council	bags	cleaning offices and cttex room	Roberts cleaning	S	24.00	4.80	28.80
877	13/03/2023		Northam Town Council	card	Adaptor	Amazon	S	10.58	2.12	12.70
870	13/03/2023		Northam Town Council	card	flags	Amazon	S	10.79	2.16	12.95
871	13/03/2023		Northam Town Council	card	flags	Amazon	S	3.32	0.67	3.99
873	13/03/2023		Northam Town Council	card	Stationery	Amazon	S	7.53	1.51	9.04
869	13/03/2023		Northam Town Council	card	padlocks	Amazon	S	24.99	5.00	29.99
872	13/03/2023		Northam Town Council	card	plug adaptor	Amazon	S	2.69	0.54	3.23
876	13/03/2023		Northam Town Council	dd	Phone contract	Lebara	S	4.17	0.83	5.00
879	13/03/2023		Northam Town Council	bags	computer and software	cloudy IT	S	265.82	53.16	318.98
878	13/03/2023		Northam Town Council	sum up	fees	sum up	X	1.25		1.25
890	13/03/2023		Northam Town Council	bags	Travel	Guy Langton	X	6.12		6.12
891	13/03/2023		Northam Town Council	bags	glasses for computer	Guy Langton	S	56.67	11.33	68.00
883	13/03/2023		Northam Town Council	bags	Job advert	Clearsky	S	165.50	33.10	198.60
868	13/03/2023		Northam Town Council	bags	Plants	Naturescape	S	103.74	20.75	124.49
889	13/03/2023		Northam Town Council	bags	Plants	albion plants	S	575.50	115.10	690.60
893	14/03/2023		Northam Town Council	dd	Van fuel	Morrisons	S	256.04	51.21	307.25
892	14/03/2023		Northam Town Council		transfer re balance b/f	Northam Town Council	X	3,162.49		3,162.49
<b>Total</b>								<b>34,486.72</b>	<b>2,325.16</b>	<b>36,811.88</b>



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Northam Town Council  
RECEIPTS LIST

14 March 2023 (2022-2023)

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
250 stalls	23/02/2023		Northam Town Council		MAY FAIR STALLS 23	Various	X	10.00		10.00
251 hall hire	23/02/2023		Northam Town Council	560,565	Hall Hire	Various	X	116.00		116.00
253 Mayor's Charities	23/02/2023		Northam Town Council	cr	charity event	Various	X	10.00		10.00
254 Mayor's Charities	23/02/2023		Northam Town Council	CR	charity event	Various	X	30.00		30.00
252 adverts	23/02/2023		Northam Town Council	524,527	May Fair adverts	Various	S	135.00	27.00	162.00
255 Mayor's Charities	13/03/2023		Northam Town Council		Mayor charity event	Various	X	20.00		20.00
263 Appledore Boat Park	13/03/2023		Northam Town Council	bacs	Boat park permit	Various	S	41.67	8.33	50.00
256 adverts	13/03/2023		Northam Town Council	bacs	duplicate	Various	S	30.00	6.00	36.00
259 hall hire	13/03/2023		Northam Town Council	588,592,595	Hall Hire	Various	X	85.50		85.50
260 hall hire	13/03/2023		Northam Town Council	589	Hall Hire	Various	X	36.00		36.00
261 hall hire	13/03/2023		Northam Town Council	572	Hall Hire	Various	X	42.50		42.50
262 hall hire	13/03/2023		Northam Town Council	579	Hall Hire	Various	X	53.75		53.75
258 Northam Hall, Hall Hire	13/03/2023		Northam Town Council	582,586	Hall Hire	Various	X	276.75		276.75
257 Cllr Allowances and NI	13/03/2023		Northam Town Council	cr	Cllr repayt	Various	X	50.00		50.00
265 Appledore Boat Park	13/03/2023		Northam Town Council	cr	Boat park permit	Various	S	41.67	8.33	50.00
267 Appledore Boat Park	13/03/2023		Northam Town Council	cr	Boat park permit	Various	S	271.67	54.33	326.00
272 Appledore Boat Park	13/03/2023		Northam Town Council	sum up	Boat park permit	Various	S	41.67	8.33	50.00
266 stalls	13/03/2023		Northam Town Council		May Fair Stalls	Various	X	10.00		10.00
271 stalls	13/03/2023		Northam Town Council	cr	May Fair Stalls	Various	X	10.00		10.00
269 adverts	13/03/2023		Northam Town Council	535	May Fair adverts	Various	S	30.00	6.00	36.00
270 hall hire	13/03/2023		Northam Town Council	578	Hall Hire	Various	X	60.00		60.00
264 hall hire	13/03/2023		Northam Town Council	587	Hall Hire	Various	X	106.00		106.00
268 hall hire	13/03/2023		Northam Town Council	576	Hall Hire	Various	X	60.00		60.00
273 opening balance	14/03/2023		Northam Town Council		opening balance	Northam Town Council	X	3,162.49		3,162.49
<b>Total</b>								<b>4,730.67</b>	<b>118.32</b>	<b>4,848.99</b>