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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

The Council's policy may be viewed on the Policies page of its [website](#).

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

**You are hereby summoned to attend a meeting of the Finance and Human Resources Committee which will be held on Wednesday 2nd August 2023 at 10.00am in the Council Committee Room, Town Hall, Windmill Lane, Northam.
The agenda for the meeting is set out below.**

M J Mills

Jane Mills Fd Community Governance, PSLCC, MILCM, BA(Hons) Community Governance

Date of issue: 27th July 2023

The following are members of the Finance and HR Committee: Mrs Hodson, (Chairman) Councillors Bach, Edwards, Himan, Leather, Tait and Whittaker, plus the Mayor (Ex-Officio). All Members of the Council are entitled to attend.

AGENDA

- 1 Apologies**
- 2 Chairman's announcements**
- 3 Election of Vice-Chairman (deferred from last meeting)**
- 4 Declarations of interest**
- 5 To agree the agenda between Part A and B (confidential matters)**
- 6 To confirm and sign the minutes of the meeting held 21st June 2023 Pt A (herewith)**
- 7 Action Points (herewith)**
- 8 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.

- 9 To consider invoices for payment and financial reports (*herewith*)**
- 10 To receive a report on bank interest (*herewith*)**
- 11 To consider opening hours for the office**
- 12 To appoint a Councillor from the Finance Committee to independently review the Bank reconciliation on a quarterly basis**
- 13 To receive a report on electricity consumption at Northam Hall (*herewith*)**

Part B

- 14 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**
- 15 To confirm and sign the minutes of the meeting held 21st June 2023 (Part B) (*herewith*)**
- 16 To discuss staffing matters**
- 17 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 Committee Room, Town Hall Windmill Lane, Northam, 21st June 2023

Present: Cllrs Bach, Edwards, Hodson, Leather, Tait and the Mayor (ex-officio)
In attendance: Mrs M J Mills - Town Clerk

2306/077 Election of Chairman

It was **resolved** to appoint Cllr Mrs Hodson as Chairman:
Proposed: Councillor Edwards, Seconded: Cllr Bach (all in favour)

2306/078 Election of Vice-Chairman

It was agreed to defer the election to the next meeting
Action Point: agenda item next meeting.

2306/079 Apologies

Apologies, from Cllrs Himan and Whittaker

2306/080 Chairman's announcements

There were none.

2306/081 Declarations of interest

Members were reminded that all interests must be declared prior to the item being discussed.
There were none

2306/082 To agree the agenda between Part A and Part B

It was **resolved** to agree the agenda between part A and Part B
Proposed: Councillor Hodson Seconded: Cllr Leather (all in favour)

2306/083 To confirm and sign the minutes of the meeting held 20th March 2023

It was **resolved** to confirm and sign the minutes of the meeting held 20th March 2023
Proposed: Councillor Leather, Seconded: Cllr Hames, (majority in favour 3 abstentions not present at the meeting)

2306/084 Action Points: there were none

2306/085 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

2306/086 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 and to make a payment to the Twinning Association as a grant from the budget code "twinning expenses civic reception"

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

2306/087 To receive a report on the Annual Governance Statement, assertions and requirements (for information)
Members noted the report

2306/088 To consider internal audit reports and draft Annual Governance and Accountability Return. (AGAR)
It was **resolved** to write to the Internal Auditor following a robust review of the negative item on the AGAR and review of his Internal Audit observations. He would be asked to retract the negative review, if not a covering letter is to be sent to the External Auditor explaining the circumstances.
Proposed: Councillor Hodson, Seconded: Cllr Edwards (all in favour)
Action Point: Write to Internal Auditor
Members requested that the Internal Auditor be invited to a meeting, to explain the audit process

Action Points for Finance and HR

August 2023

• previous	Cllr Hames investigated green options for investments. The Town Clerk was asked to check on interest rates available to the Council after information received from Cllr Hames. See report for August meeting
Election of Vice-Chair	Agenda item
To consider internal audit reports and draft Annual Governance and Accountability Return. (AGAR)	Contacted Internal Auditor, will attend October Full Council
No 2 Account Closure	In progress
Queries and responses	Will be recorded by the Town Clerk
? Admin code in Admin	This is an admin miscellaneous code For miscellaneous items

Northam Town Council

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 27/07/2023		
	Cash in Hand 01/04/2023		246,006.53
	ADD Receipts 01/04/2023 - 27/07/2023		282,285.84
	SUBTRACT Payments 01/04/2023 - 27/07/2023		528,292.37
			219,335.74
	Cash in Hand 27/07/2023 (per Cash Book)		308,956.63
B	Cash in hand per Bank Statements		
	Cash 27/07/2023	0.00	
	Nationwide Saver 27/07/2023	0.00	
	Northam Town Council Burrows 27/07/2023	0.00	
	Northam Town Council 27/07/2023	136,141.60	
	Cambridge Building Society 27/07/2023	4,652.56	
	Nationwide 95 day account 27/07/2023	87,400.20	
	Cambridge and Counties Bank 27/07/2023	87,728.19	
	Petty Cash 27/07/2023	604.66	
	PayPal Account 27/07/2023	0.00	
			316,527.21
	Less unrepresented payments		7,890.58
			308,636.63
	Plus unrepresented receipts		320.00
	Adjusted Bank Balance		308,956.63
	A = B Checks out OK		

3 9A



Accounts



Payment and transfers



Search transactions



Approvals



Payees



Reports & Statements



Products and Services



Cheques



Settings



£ 136,141.60

Available balance

How your available balance works

+

Current balance

Overdraft limit

Excluded from your available balance

Remaining overdraft

Account number

Sort code

Account type

COMMUNITY DIRECT

Name

NORTHAM TOWN COUNCIL

Nickname

NORTHAM TOWN COUNCIL

See more account details

+

[Last 30 days transactions](#)[Older transactions](#)[Upcoming transactions](#)

Search Transactions

Download

2 future dated and recurring payments

[View upcoming](#)

Transaction date

Bank reference

Customer reference

Type of payment

Amount
Running

Northam Town Council
PAYMENTS LIST

27 July 2023 (2023-2024)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
189	electricity account	30/06/2023		Northam Town Counc	dd	Electricity Account	opus energy	L	31.06	1.55	32.61
190	defibrillators installation and	30/06/2023		Northam Town Counc	card	defibrillator supplies	safefincs	S	467.70	93.54	561.24
194	Salaries	30/06/2023		Northam Town Counc	bacs	Salaries	Northam Town Council	X	15,621.17		15,621.17
191	Postages	30/06/2023		Northam Town Counc	dd	rental	Pitrey bowes	S	59.34	11.87	71.21
193	phone contracts	30/06/2023		Northam Town Counc		Phone contracts	tesco mobile	S	7.15	1.43	8.58
192	Equipment and sundries	30/06/2023		Northam Town Counc	card	Phone contract	Lebara	S	16.67	3.33	20.00
197	new loan	30/06/2023		Northam Town Counc	dd	loan pwb	PWLB	X	1,721.21		1,721.21
202	legal fees	30/06/2023		Northam Town Counc	bacs	legal fees	Torridge District Council	X	62.92		62.92
201	garage rental	30/06/2023		Northam Town Counc	dd	rent for garage	Torridge District Council	X	58.26		58.26
198	Paye and NIC	30/06/2023		Northam Town Counc	bacs	Paye and NI	HMRC	X	4,733.93		4,733.93
199	Clfr Allowances and NI	30/06/2023		Northam Town Counc	bacs	Paye Clfrs	HMRC	X	2,400.80		2,400.80
195	Clfr Allowances and NI	30/06/2023		Northam Town Counc	bacs	councillor allowance	Northam Town Council	X	9,200.00		9,200.00
196	Clfr Allowances and NI	30/06/2023		Northam Town Counc	bacs	councillor allowance	Northam Town Council	X	800.00		800.00
200	pensions	30/06/2023		Northam Town Counc	bacs	Nest pension	Nest	X	1,220.98		1,220.98
210	Training Fees	30/06/2023		Northam Town Counc	bacs	Training	DALC	S	30.00	6.00	36.00
203	Twinning Expenses civic rec	30/06/2023		Northam Town Counc	bacs	civic twinning	Northam Twinning Associatio	X	1,500.00		1,500.00
205	Open Spaces	30/06/2023		Northam Town Counc	bacs	Signs	Milnick	S	283.00	56.60	339.60
215	Subs and membership	30/06/2023		Northam Town Counc	bacs	Subscription CPRE	CPRE	X	36.00		36.00
207	Civic Expenses-civic function	30/06/2023		Northam Town Counc	bacs	Refreshments introduction cer	Pannier pantry	X	520.00		520.00
204	Copier fees	30/06/2023		Northam Town Counc	bacs	Photocopying	Baytek	S	53.56	10.71	64.27
208	Equipment and sundries	30/06/2023		Northam Town Counc	card	Sundries	SCH supplies	S	49.52	9.91	59.43
209	cleaning services	30/06/2023		Northam Town Counc	bacs	cleaning Northam Hall	Beth's Cleaning	X	400.00		400.00
211	IT provision	30/06/2023		Northam Town Counc	bacs	IPads	cloudy IT	S	4,409.00	881.80	5,290.80
214	compressor insurance	30/06/2023		Northam Town Counc	bacs	Insurance	Gallagher	X	460.31		460.31
213	Insurances	30/06/2023		Northam Town Counc	bacs	Insurance	Gallagher	X	8,299.97		8,299.97
212	vehicle running costs	30/06/2023		Northam Town Counc	bacs	vehicle insurance	James Hailam	X	2,250.00		2,250.00
206	broadband	30/06/2023		Northam Town Counc	dd	Broadband fees	BT	S	45.15	9.03	54.18
217	phone contracts	03/07/2023		Northam Town Counc	dd	Phone contract	Talk mobile	S	6.25	1.25	7.50
218	Equipment and sundries	03/07/2023		Northam Town Counc	card	phone	Amazon	S	26.77	5.36	32.13
216	Equipment and sundries	03/07/2023		Northam Town Counc	dd	Phone contracts	Lebara	S	4.17	0.83	5.00
220	Stationary	03/07/2023		Northam Town Counc	card	Stationery	Amazon	S	2.32	0.47	2.79
219	Equipment and sundries	03/07/2023		Northam Town Counc	card	phone cover	Amazon	S	7.79	1.56	9.35

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Northam Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
221	PayPal Charges and sum up	03/07/2023	Northam Town Council	sum up	Paypal Fees	sum up	X	1.01		1.01
224	Northam Hall Repairs and Ge	06/07/2023	Northam Town Council	bags	Toilet supplies	System Hygiene	S	123.16	24.63	147.79
223	Training Fees	06/07/2023	Northam Town Council	bags	Training	SLCC	S	210.00	42.00	252.00
232	room rental	06/07/2023	Northam Town Council	dd	Room rental	Torridge District Council	X	324.17		324.17
229	Internet Charges	06/07/2023	Northam Town Council	dd	Broadband fees	Talk talk business	R		34.74	34.74
222	Audit Fees	06/07/2023	Northam Town Council	bags	Audit fees	JAC Audit & Consultancy Ltd	S	395.00	79.00	474.00
226	Equipment General & Mice	06/07/2023	Northam Town Council	card	first aid refill	Amazon	S	4.39	0.88	5.27
227	Northam Hall Repairs and Ge	06/07/2023	Northam Town Council	card	Sundries	Amazon	S	12.48	2.50	14.98
228	Northam Hall Repairs and Ge	06/07/2023	Northam Town Council	card	floor cleaner	Amazon	S	34.22	6.84	41.06
225	sundries	06/07/2023	Northam Town Council	card	first aid refill	Amazon	S	4.57	0.92	5.49
230	Equipment and sundries	06/07/2023	Northam Town Council	bags	strimmer new	Andrew Symons Ltd	S	1,500.00	300.00	1,800.00
231	phone office	06/07/2023	Northam Town Council	card	phone	VC Warehouse	S	57.90	11.58	69.48
233	PayPal Charges and sum up	06/07/2023	Northam Town Council	sum up	fees	sum up	X	2.13		2.13
238	PayPal Charges and sum up	07/07/2023	Northam Town Council	paypal	fees	Paypal	X	3.64		3.64
234	Equipment and sundries	07/07/2023	Northam Town Council	dd	Phone contracts	Lebara	S	4.17	0.83	5.00
236	Benchies	07/07/2023	Northam Town Council	card	Bench Plaque	sign maker	S	39.72	7.94	47.66
235	PayPal Charges and sum up	07/07/2023	Northam Town Council	sum up	fees	sum up	X	1.50		1.50
237	PayPal Charges and sum up	07/07/2023	Northam Town Council	sum up	fees	sum up	X	0.85		0.85
240	Equipment and sundries	10/07/2023	Northam Town Council	dd	Phone contract	Lebara	S	8.33	1.67	10.00
239	phone contracts	10/07/2023	Northam Town Council	dd	Phone contract	Lebara	S			
242	hall hire	12/07/2023	Northam Town Council	578	Hall Hire refund	Various	X	60.00		60.00
243	room rental	12/07/2023	Northam Town Council	bags	cleaning offices and ctee room	Roberts cleaning	S	26.00	5.20	31.20
245	maintenance	12/07/2023	Northam Town Council	bags	Sundries	Tamar Trading	S	52.63	10.53	63.16
246	Hanging Baskets	12/07/2023	Northam Town Council	bags	Sundries	Tamar Trading	S	20.47	4.09	24.56
244	Equipment and sundries	12/07/2023	Northam Town Council	bags	Sundries	Tamar Trading	S	43.49	8.70	52.19
241	Equipment and sundries	12/07/2023	Northam Town Council	card	cable ties	GTSE	S	142.80	28.56	171.36
247	entertainers	12/07/2023	Northam Town Council	bags	May Fair entertainment	carnival arts	X	200.00		200.00
248	vehicle running costs	13/07/2023	Northam Town Council	dd	Van fuel	Morrisons	S	153.55	30.71	184.26
249	mower fuel	13/07/2023	Northam Town Council	dd	Mower fuel	Morrisons	S	234.07	46.82	280.89
250	phone contracts	17/07/2023	Northam Town Council	dd	Phone contract	O2	S	6.63	1.33	7.96
251	electricity account	17/07/2023	Northam Town Council	dd	Electricity Account	opus energy	L	30.99	1.55	32.54
255	Northam Hall Repairs and Ge	19/07/2023	Northam Town Council	bags	Service fire extinguishers	West of England Fire Protecti	S	173.50	34.70	208.20
253	room rental	19/07/2023	Northam Town Council	G14 AND 15	Room rental	Torridge District Council	X	27.00		27.00
252	bal tfer re NB	19/07/2023	Northam Town Council	transfer final bal	bal to charity acct NB	Northam Town Council	X	5,992.67		5,992.67

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Northam Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
257 Bus Shelters	19/07/2023		Northam Town Counc	baes	Bus shelter repair	Devon Glass and Glazing	S	160.00	32.00	192.00
256 Subs and membership	19/07/2023		Northam Town Counc	baes	Renewals	grants online	S	200.00	40.00	240.00
254 repyt design fees	19/07/2023		Northam Town Counc	baes	final balance	Alison Bockh	X	720.32		720.32
264 Paye and NIC	24/07/2023		Northam Town Counc	baes	Paye and NI	HMRC	X	4,714.63		4,714.63
265 Clir Allowances and NI	24/07/2023		Northam Town Counc	baes	Paye Clirs	HMRC	X	383.40		383.40
263 Salaries	24/07/2023		Northam Town Counc	baes	Salaries	Northam Town Council	X	15,610.88		15,610.88
262 Clir Allowances and NI	24/07/2023		Northam Town Counc	baes	councillor allowance	Various	X	600.00		600.00
260 Equipment and sundries	24/07/2023		Northam Town Counc	dd	Phone contract	Talk mobile	S	6.25	1.25	7.50
258 Equipment and sundries	24/07/2023		Northam Town Counc	card	PPE and sundries	Sch supplies	S	89.10	17.82	106.92
268 Northam Hall Repairs and Ge	24/07/2023		Northam Town Counc	baes	Alarm maintenance	M and E Alarms	S	125.00	25.00	150.00
266 pensions	24/07/2023		Northam Town Counc	baes	Nest pension	Nest	X	1,261.37		1,261.37
267 Anchor Park Improvements E	24/07/2023		Northam Town Counc	baes	Playground installation	Alvan	S	11,240.50	2,248.10	13,488.60
259 phone contracts	24/07/2023		Northam Town Counc	dd	Phone contract	tesco mobile	S	7.15	1.43	8.58
261 Equipment and sundries	24/07/2023		Northam Town Counc	dd	Phone contract	Lebara	S	4.17	0.83	5.00
270 Training Fees	25/07/2023		Northam Town Counc	baes	Training	SLCC	S	120.00	24.00	144.00
271 Administration Miscellaneous	25/07/2023		Northam Town Counc	baes	hire car park spaces	Torrige District Council	S	583.33	116.67	700.00
273 Equipment and sundries	25/07/2023		Northam Town Counc	dd	Phone contract	Lebara	S			
274 PayPal Charges and sum up	25/07/2023		Northam Town Counc	sum up	fees	sum up	X	2.13		2.13
272 PayPal Charges and sum up	25/07/2023		Northam Town Counc	sum up	fees	sum up	X	4.40		4.40
269 broadband	25/07/2023		Northam Town Counc	dd	Broadband fees	BT	S	45.15	9.03	54.18
276 Subs and membership	26/07/2023		Northam Town Counc	card	SLCC subscription	SLCC	X	279.00		279.00
275 Northam Hall Electricity Acco	26/07/2023		Northam Town Counc	dd	Electricity Account	Octopus	L	-52.57	-2.63	-55.20
277 Website	27/07/2023		Northam Town Counc	card	Domain name renewal	Freethought	S	79.17	15.83	95.00
278 sundries	27/07/2023		Northam Town Counc	card	New noticeboard	earth anchors	S	268.95	53.79	322.74
279 PayPal Charges and sum up	27/07/2023		Northam Town Counc	sum up	fees	sum up	X	0.59		0.59
Total								101,128.96	4,364.08	105,493.04

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Northam Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
58 hall hire	03/07/2023		Northam Town Counc	673	Hall Hire	Various	X	48.75		48.75
59 hall hire	03/07/2023		Northam Town Counc	671	Hall Hire	Various	X	80.00		80.00
62 hall hire	03/07/2023		Northam Town Counc	677	lost key	Various	X	30.00		30.00
63 hall hire	03/07/2023		Northam Town Counc	659	Hall Hire	Various	X	25.00		25.00
60 hall hire	03/07/2023		Northam Town Counc	663,681	Hall Hire	Various	X	110.00		110.00
61 hall hire	03/07/2023		Northam Town Counc	662,668,684	Hall Hire	Various	X	800.00		800.00
64 hall hire	03/07/2023		Northam Town Counc	695	Hall Hire	Various	X	100.00		100.00
65 hall hire	03/07/2023		Northam Town Counc	672	Hall Hire	Various	X	60.00		60.00
67 Benches	06/07/2023		Northam Town Counc	pt 680	Bench Sponsorship	Various	X	417.50		417.50
68 hall hire	06/07/2023		Northam Town Counc	686,687,688	Hall Hire	Various	X	230.00		230.00
70 hall hire	06/07/2023		Northam Town Counc	bags	overpayment query	Various	X			
66 Clr Allowances and NI	06/07/2023		Northam Town Counc	bags	Clr repayt	Mr Daniel Bell	X	10.00		10.00
69 hall hire	06/07/2023		Northam Town Counc	706	Hall Hire	Various	X	85.00		85.00
71 Benches	07/07/2023		Northam Town Counc	bags	Payment for benches	Various	S	375.00	75.00	450.00
72 hall hire	07/07/2023		Northam Town Counc	651	Hall Hire	Various	X	60.00		60.00
73 hall hire	07/07/2023		Northam Town Counc	690	Hall Hire	Various	X	40.00		40.00
74 hall hire	07/07/2023		Northam Town Counc	690	Hall Hire	Various	X	10.00		10.00
75 hall hire	07/07/2023		Northam Town Counc	699	Hall Hire	Various	X	50.00		50.00
76 hall hire	07/07/2023		Northam Town Counc	682,683	Hall Hire	Various	X	95.00		95.00
77 hall hire	07/07/2023		Northam Town Counc	609,665,666,704	Hall Hire	Various	X	231.25		231.25
78 trade stalls	07/07/2023		Northam Town Counc	705	May/fair trade 2024	Hockings Icecream	X	75.00		75.00
80 Benches	10/07/2023		Northam Town Counc	680	p/o bench	Various	S	16.67	3.33	20.00
79 hall hire	10/07/2023		Northam Town Counc	693	Hall Hire	Various	X	48.75		48.75
81 hall hire	10/07/2023		Northam Town Counc	697	Hall Hire	Various	X	50.00		50.00
82 hall hire	13/07/2023		Northam Town Counc	676	Hall Hire	Various	X	315.00		315.00
83 Benches	17/07/2023		Northam Town Counc	680	Bench Sponsorship	Various	S	16.67	3.33	20.00
84 hall hire	17/07/2023		Northam Town Counc	691,692	Hall Hire	Various	X	130.00		130.00
85 hall hire	17/07/2023		Northam Town Counc	672,694	Hall Hire	Various	X	145.00		145.00
86 hall hire	19/07/2023		Northam Town Counc	669,689	Hall Hire	Various	X	90.00		90.00
87 vehicle running costs	24/07/2023		Northam Town Counc	cr	refund	James Hallam	X	412.04		412.04
89 Equipment and sundries	24/07/2023		Northam Town Counc	bags	Hire of scaffold Tower	Tonridge District Council	S	60.00	12.00	72.00
88 hall hire	24/07/2023		Northam Town Counc	640,664, pt 701	Hall Hire	Various	X	108.00		108.00

Northam Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
90 Rent	24/07/2023		Northam Town Council	ba3s	Rent for use of Northam Town	Young & Co's Brewery PLC	S	1,250.00	250.00	1,500.00
95 hall hire	25/07/2023		Northam Town Council	ba3s 696	Hall Hire	Various	X	47.50		47.50
96 hall hire	25/07/2023		Northam Town Council	sum up 708, 713	Hall Hire	Various	X	85.00		85.00
92 hall hire	25/07/2023		Northam Town Council	ba3s	Hall Hire	Various	X	50.00		50.00
93 hall hire	25/07/2023		Northam Town Council	648,700,702,703	Hall Hire	Various	X	320.00		320.00
94 IT provision	25/07/2023		Northam Town Council	sum up 710, 711	IT equipment sale	Various	S	216.67	43.33	260.00
91 Northam Hall Repairs and Ge	25/07/2023		Northam Town Council	ba3s	Donation	Various	X	50.00		50.00
97 IT provision	27/07/2023		Northam Town Council	714	IT equipment sale	Various	S	29.17	5.83	35.00

Total 6,372.97 392.82 6,765.79

9F

Northam Town Council

Net Position by Cost Centre and Code

Cost Centre Name

Administration		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
1	Stationery	1,750.00				339.07	1,410.93
2	Postages	1,750.00				787.33	962.67
3	Subs and membership	2,050.00				4,770.65	-2,720.65
5	Salaries	275,000.00				62,591.33	212,408.67
6	Paye and NIC	34,100.00				23,266.60	10,833.40
7	Travel	1,250.00				8.50	1,241.50
8	Audit Fees	2,500.00				395.00	2,105.00
9	Training Fees	6,000.00				960.00	5,040.00
10	Insurances	9,250.00				8,753.09	496.91
11	Advertising General	300.00					300.00
12	Advertising Jobs	825.00					825.00
13	Books and Information Lite	200.00					200.00
14	Internet Charges	1,200.00				265.52	934.48
15	Copier Lease Charges	750.00				116.76	633.24
16	Copier fees	1,750.00				657.42	1,092.58
17	Equipment General & Mtc	1,500.00				744.01	755.99
18	Computer Software inc Pe	1,500.00				265.82	1,234.18
19	Computer installations anc	2,000.00				683.72	1,316.28
20	VAT						
21	Administration Miscellanec	500.00				613.33	-113.33
22	Bank Charges	100.00					100.00
23	Bank Interest			200.68			200.68
80	Newsletters	4,950.00					4,950.00
90	room rental	4,950.00				1,405.64	3,544.36
100	training M Team	3,000.00				1,320.00	1,680.00
125	refreshments various ever	400.00				19.12	380.88
131	Remembrance events	650.00					650.00
136	carol service	75.00					75.00
161	NALC award scheme	250.00					250.00
188	pensions	20,900.00				6,071.38	14,828.62
189	PayPal Charges and sum	100.00				43.22	56.78
227	phone contracts	270.00				86.00	184.00
239	provision of legal services	2,500.00					2,500.00
271	IT provision	6,500.00		245.84		4,409.00	2,336.84
272	phone office					110.79	-110.79
		£388,820.00		£446.52		£118,683.30	270,583.22

Allotments Windmill Lane		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
41	Allotment Rents			50.00			50.00
155	allots Wmll Lane mtce	100.00					100.00
212	legal fees						
		£100.00		£50.00			150.00

Anchor Park			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
97	legal	250.00					250.00
98	Anchor Park improvement	21,500.00				11,240.50	10,259.50
154	maintenance	350.00				207.79	142.21
		£22,100.00				£11,448.29	10,651.71

Appledore Community Hall			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
214	loan						

Appledore Parking Working Group		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
246	Appledore Parking Survey						

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

Bonehill Car Park

Code Title

101 Bonehill car park general
103 business rates
104 annual tickets

<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>

Burrough Farm

Code Title

52 Allotment Rent
54 Grounds Maintenance
56 Football Club

<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>
	500.00				500.00
£500.00					500.00

Climate Emergency

Code Title

241 equipment
243 contribution to LCWIP
248 Expenditure

<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>
	5,000.00				5,000.00
	15,000.00			207.87	14,792.13
£20,000.00				£207.87	19,792.13

Council Tax Support Grant

Code Title

119 Council tax support grant

<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>

covid-19 fund

Code Title

221 Grant TDC

<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>

Elections

Code Title

76 elections future provision
263 election fees

<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>
	15,000.00				15,000.00
£15,000.00					15,000.00

Footpaths

Code Title

140 grant from DCC
143 NTC reserve
190 Expenditure

<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>
	1,000.00				1,000.00
£1,000.00					1,000.00

General Council Equipment Various

Code Title

93 office furniture
94 vehicle running costs

<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>
	250.00				250.00
	10,000.00	412.04		4,168.57	6,243.47

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

123 committee room furniture					
142 mowing equipment renew	5,500.00		25.00		5,475.00
171 van renewal provision	22,500.00		2,216.30		20,283.70
211 miscellaneous					
275 compressor insurance			460.31		-460.31
	£38,250.00	£412.04	£6,870.18		31,791.86

Grants Other

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Receipts</u> <u>Actual</u>	<u>Payments</u> <u>Budget</u>	<u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
25	General Grants						
160	records office grant	1,000.00					1,000.00
		£1,000.00					1,000.00

Human Resources

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

Jubilee and commemorations

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Receipts</u> <u>Actual</u>	<u>Payments</u> <u>Budget</u>	<u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
82	Jubilee & Celebration Pro	6,000.00				112.99	5,887.01
		£6,000.00				£112.99	5,887.01

Mayfair 2023

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Receipts</u> <u>Actual</u>	<u>Payments</u> <u>Budget</u>	<u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
250	entertainers					6,628.33	-6,628.33
253	stalls			120.00		50.00	70.00
256	trade stalls			75.00			75.00
257	sundry receipts			960.25			960.25
258	adverts			75.00			75.00
259	toilet hire					149.50	-149.50
261	sundries					1,224.49	-1,224.49
264	leaflet printing						
265	leaflet delivery					54.61	-54.61
267	general provision	8,000.00				318.36	7,681.64
		£8,000.00		£1,230.25		£8,425.29	804.96

Mayor/Members

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Receipts</u> <u>Actual</u>	<u>Payments</u> <u>Budget</u>	<u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
36	Civic Reception 2022 (fun	2,500.00				2,670.00	-170.00
37	Mayor's Charities			60.00			60.00
38	Members expenses-travel	200.00					200.00
39	Miscellaneous						
73	Civic Expenses-civic funct	2,000.00				685.96	1,314.04
83	Cllr Allowances and NI	15,750.00		40.00		13,384.20	2,405.80
84	Mayor's Chain	500.00					500.00
105	Aldermen	200.00					200.00
109	Beadle	250.00					250.00
133	Honours Boards	350.00					350.00
137	Mayor's Cadet	300.00					300.00
162	attendance at twinning eve	1,150.00					1,150.00
268	Mayor's charity 2023						
269	civic reception 2023 (funds						
		£23,200.00		£100.00		£16,740.16	6,559.84

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

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	9,000.00				72.00	8,928.00
		£9,000.00				£72.00	8,928.00

Northam Burrows

<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>
57	Grazing Fees						
58	Manor Passes						
59	NB Admin Expenses						
79	Bank Interest						
81	computer hardware and s						
102	compensation for loss of g						
106	salaries NB						
108	leaflets						
132	equipment and sundries						
134	NB bank charges						
135	NB cont to RNDGC works						
149	improvement works						
187	holographic labels						
199	dog bags						
208	paypal charges						
213	legal fees						
220	bal tfer re NB					5,992.67	-5,992.67
						£5,992.67	-5,992.67

Northam 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>
27	Rates	3,850.00					3,850.00
28	Northam Hall Gas Accoun	6,000.00				418.66	5,581.34
29	Northam Hall Electricity Ac	700.00				49.05	650.95
30	Northam Hall Water Rates	850.00				125.51	724.49
33	Northam Hall Repairs and	2,500.00		50.00		794.97	1,755.03
35	Northam Hall, Hall Hire						
72	Northam Hall provision fur	22,500.00				4,620.00	17,880.00
89	PRS fees	1,000.00				230.71	769.29
192	cleaning services	5,000.00				2,024.16	2,975.84
260	hall hire			6,415.25		60.00	6,355.25
262	broadband					180.60	-180.60
		£42,400.00		£6,465.25		£8,503.66	40,361.59

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						
177	Tfer from Community Cen						
178	Grants & Donations MF						
179	Road Closure costs MF						
180	administration MF						
181	sundry receipts MF						
182	Advertising MF						
183	Hire of entertainers MF						
184	Variety Show MF						
185	postage MF						
186	stationery MF						
193	evening show MF						
194	refreshments to sell MF						
207	May Fair Lunch MF						
209	sundries, sound, medic, to						
210	stallholders 2019 MF						
251	MF TRADE 2023						
252	MAY FAIR STALLS 2023						
255	Hire of entertainers 2023						

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

Northam Town Council Car Park Applied

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Receipts</u> <u>Actual</u>	<u>Budget</u>	<u>Payments</u> <u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
47	Rent			1,250.00			1,250.00
48	Maintenance and repairs	250.00					250.00
50	Miscellaneous /Legal	250.00					250.00
		£500.00		£1,250.00			1,750.00

Precept

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Receipts</u> <u>Actual</u>	<u>Budget</u>	<u>Payments</u> <u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
45	Precept			262,885.00			262,885.00
				£262,885.00			262,885.00

Project Provision

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Receipts</u> <u>Actual</u>	<u>Budget</u>	<u>Payments</u> <u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
236	project provision	36,000.00				3,930.00	32,070.00
		£36,000.00				£3,930.00	32,070.00

PWLB various

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Receipts</u> <u>Actual</u>	<u>Budget</u>	<u>Payments</u> <u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
114	Northam Hall	10,000.00				4,522.99	5,477.01
124	new loan	10,000.00				4,075.83	5,924.17
		£20,000.00				£8,598.82	11,401.18

reserves

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Receipts</u> <u>Actual</u>	<u>Budget</u>	<u>Payments</u> <u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
196	reserves in lieu of 6 month	35,000.00					35,000.00
216	non EM						
		£35,000.00					35,000.00

Road Safety

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Receipts</u> <u>Actual</u>	<u>Budget</u>	<u>Payments</u> <u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
230	road safety	10,000.00					10,000.00
		£10,000.00					10,000.00

S137

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Receipts</u> <u>Actual</u>	<u>Budget</u>	<u>Payments</u> <u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
24	S137 Payments	17,400.00					17,400.00
141	grants evening	150.00					150.00
175	advertising for grants	400.00					400.00
		£17,950.00					17,950.00

Town Hall

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Receipts</u> <u>Actual</u>	<u>Budget</u>	<u>Payments</u> <u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
165	chamber equipment						
166	chamber furniture repairs						
173	cctv service						
237	improvements	500.00					500.00
266	legal fees					62.92	-62.92

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

274 garage rental

58.26

-58.26

£500.00

£121.18

378.82

Town Projects**Code Title****Bal. B/Fwd.****Receipts****Budget****Actual****Payments****Budget****Actual****Current Balance****Budget**

61 Dog Bins and litter bins
 64 Community Centre Toilets
 65 Hanging Baskets
 66 Christmas Decorations
 67 Open Spaces
 68 Equipment and sundries
 69 Bus Shelters
 70 Skatepark
 71 Miscellaneous
 74 skatepark provision for rer
 111 Lords Meadow
 121 mower fuel
 126 speed sign
 127 Benches
 139 Appledore Boat Park
 159 festoon lighting
 191 Appletree Gardens
 195 projects provision
 200 Ridgeway Drive
 201 Bone Hill
 223 planting provision
 224 Road Safety (kerbs)
 233 defibrillators renewal
 234 defibrillators installation ar
 249 Wren Close

500.00
 500.00
 7,000.00
 3,000.00
 1,500.00
 6,000.00
 250.00
 250.00
 250.00
 7,500.00
 5,000.00
 2,000.00
 600.00
 500.00
 4,000.00
 250.00
 500.00
 3,000.00
 3,000.00
 250.00

1,500.00
 60.00

46.38
 6,842.03
 1,483.20
 3,236.35
 160.00

500.00
 453.62
 157.97
 3,000.00
 1,516.80
 2,823.65
 90.00
 250.00
 250.00
 7,500.00
 5,000.00
 1,314.14
 600.00
 976.26
 505.01
 4,000.00
 250.00
 500.00
 -112.50
 3,000.00
 2,532.30
 250.00

£45,850.00

£2,890.85

£13,383.60

35,357.25

Twinning grant payment**Code Title****Bal. B/Fwd.****Receipts****Budget****Actual****Payments****Budget****Actual****Current Balance****Budget**

128 Twinning Expenses civic n

1,500.00

1,500.00

£1,500.00

£1,500.00

Vision Statement**Code Title****Bal. B/Fwd.****Receipts****Budget****Actual****Payments****Budget****Actual****Current Balance****Budget**

235 V S provision youth worke

10,000.00

10,000.00

£10,000.00

10,000.00

War Memorials**Code Title****Bal. B/Fwd.****Receipts****Budget****Actual****Payments****Budget****Actual****Current Balance****Budget**

122 war memorials general mt
 205 war memorials earmarked

200.00
 1,900.00

200.00
 1,900.00

£2,100.00

2,100.00

web site**Code Title****Bal. B/Fwd.****Receipts****Budget****Actual****Payments****Budget****Actual****Current Balance****Budget**

42 Mtce & improvements
 43 Website
 44 Miscellaneous

500.00

79.17

420.83

£500.00

£79.17

420.83

Westward Ho! Park**Code Title****Bal. B/Fwd.****Receipts****Budget****Actual****Payments****Budget****Actual****Current Balance****Budget**

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

225 PWLB Loan				
226 purchase W Hol Park				
228 legal fees				
229 reserves				
231 fees			403.75	-403.75
232 repairs			21.83	-21.83
238 water account			56.26	-56.26
240 electricity account			124.40	-124.40
242 sundries			854.41	-854.41
247 supply play area				
254 business rates				
270 reserve provision	37,000.00			37,000.00
273 repyt design fees		1,650.00	720.32	929.68
	£37,000.00	£1,650.00	£2,180.97	36,469.03
NET TOTAL	£795,770.00	£277,379.91	£206,850.15	866,299.76

Bank Interest Information August 2023

At the end of the last council, Cllr Hames was asked to investigate green banking options for local councils but advised the Town Clerk he had been unable to identify any.

Currently we hold 4 accounts

Co-op Business Account, this does not pay any interest.

Co-op offer a business savings account with 95-day notice, interest 2.42%

A 35-day notice interest at 2.04%

An instant access at 1.53%

Nationwide 95-day Account

This pays 2.8%

Cambridge and Counties Bank

This pays 3.73% 31-day access

Cambridge Building Society

This pays 1.95% and is instant access

The officer suggests after assessing the requirements of planned expenditure and bearing in mind the access to the funds, opening a co-op 35-day notice and instant access.

Transfer of the bulk of the co-op general funds to an instant access account

Retaining a working balance in the non-interest bearing account.

Transferring some of the funds to a 35 -day account.

On receipt of the precept transferring an appropriate amount to the Cambridge and Counties Bank.

This can all be done when all the signatories are updated at all the banks.

Jane Mills

Church Hall Northam

Bideford

EX39 3QE

Electricity

2200043437304

Meter type: Smart (SMETS2)

Made by: L+G - E470 - S2

Serial number: 21L4155531

[View export output](#)

YOUR TARIFF ⓘ

Octopus Panel Power 12M Fixed

Octopus Business Panel Power 12M Fixed

September 2022

Date of sale 17/06/2020

Fixed term starts 03/02/2023

Fixed term ends 03/02/2024

15p/kWh ⓘ Op/day ⓘ

(All rates exclude VAT) ⓘ

Electricity

2200011535258

Meter type: Smart (SMETS2)

Made by: L+G - E470 - S2

Serial number: 21L4155531

[View meter reading history](#)

YOUR TARIFF ⓘ

Flexible Octopus

Flexible Octopus Business April 2021

Date of sale 17/06/2020

Fixed term starts 13/07/2022

Prices follow wholesale costs

[What is a flexible tariff?](#)

39.70p/kWh ⓘ 51.87p/day ⓘ

(All rates exclude VAT) ⓘ

Electricity

What data would you like to see?

Day

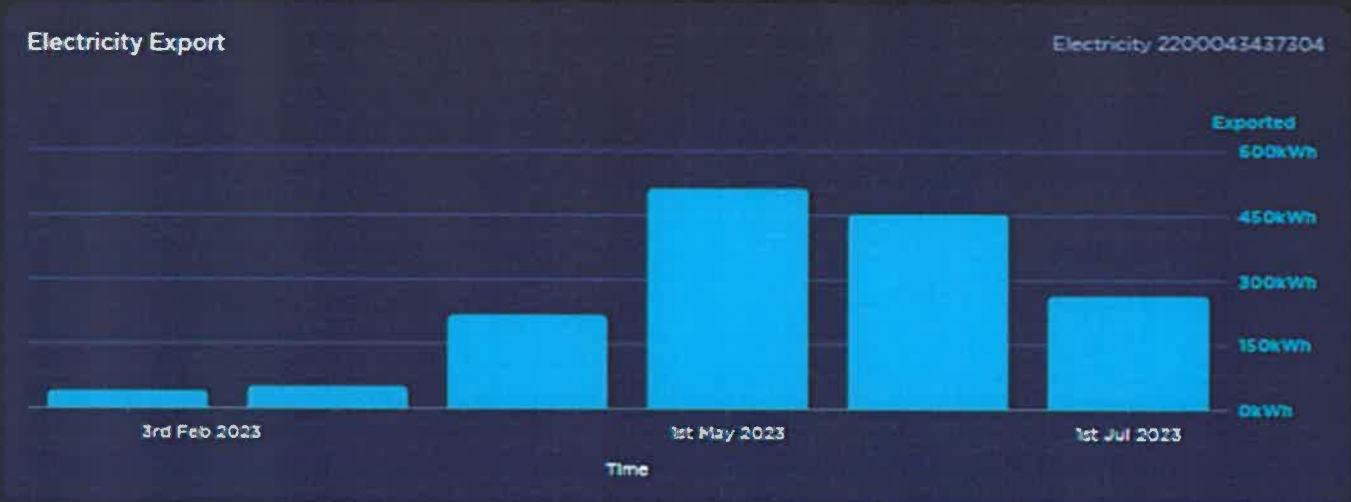
Week

Month

Year

Custom

3rd Feb 2023 - 26th Jul 2023



What data would you like to see?

Day

Week

Month

Year

Custom

27th Jul 2022 - 26th Jul 2023



13th Feb 2023 - 30th Jun 2023

Electricity Export

Electricity 2200043437304

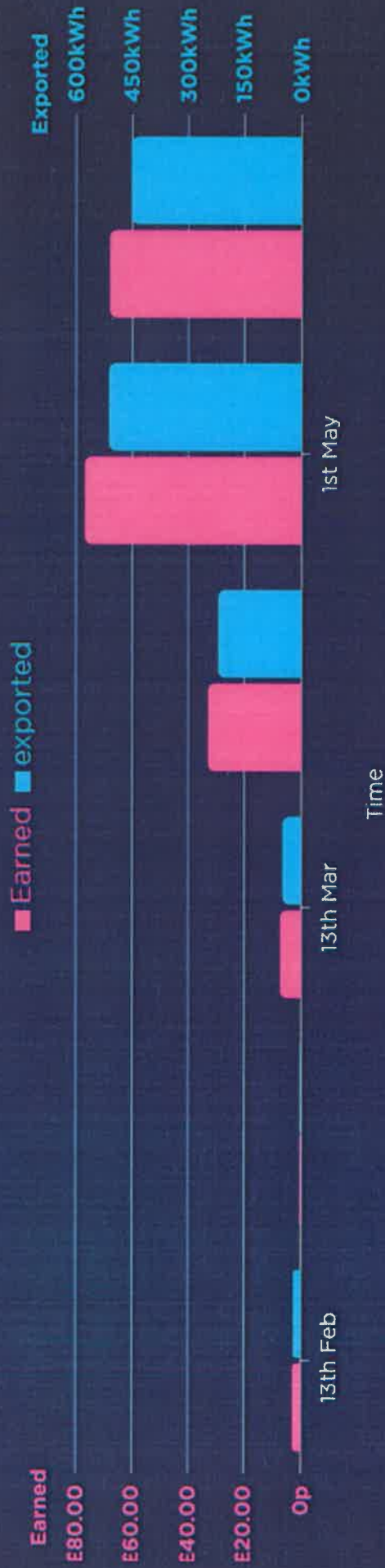
Start date

03/02/2023

What I've earned

What I've exported

Everything



13th Feb 2023 - 30th Jun 2023

⚡ Electricity

Electricity 2200011535258

Start date

03/02/2023

What's been billed

What I've used

Everything

