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

Town Clerk: Mrs Jane Mills BA (Hons)

Telephone: 01237 474976

E-mail [townclerk@northamtowncouncil.gov.uk](mailto: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 31<sup>st</sup> January at 9.30am in the Council Committee Room, Town Hall, Windmill Lane, Northam.**  
**The agenda for the meeting is set out below.**

*M. J. Mills*

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

Date of issue: 25<sup>th</sup> January 2024

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 Declarations of interest**
- 4 To agree the agenda between Part A and B (confidential matters)**
- 5 To confirm and sign the minutes of the meeting held 6<sup>th</sup> December 2023 pages 147-152 void Pt A (*herewith*) and 16th November 2023**
- 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.*

- 8      **To consider invoices for payment and financial reports** (*herewith*)  
To include review: reconciliation, lists of payments and receipts, budget information to date and list of outstanding invoices.
- 9      **To consider applications for funding** (requests herewith)
- 10     **To consider reviews**
- **Risk review** (*herewith*)
  - **Investment Strategy** (*herewith*)
  - **Internal Control** (*herewith*)
- 11     **To receive information on Worknest** (herewith)
- 12     **To consider a recommendation to Full Council that the balance of the Changing Places toilet facility is funded from projects provision.**
- 13     **To consider exploring the benefits of NTC joining with other local authorities and organisations in offering a Town Lottery.**

#### **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 October 25th 2023 (Part B)** (*herewith*)
- 16     **To discuss staffing matters to include**
- **Proposal from Worknest**
  - **Overtime report.** (*herewith*)
- 17     **To confirm the rental for the Appledore car park**
- 18     **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, 6.30pm 16<sup>th</sup> November 2023**

**Present:** Cllrs Mrs Hodson (Chair), Bach, Edwards, Leather, Tait, Whittaker and the Mayor (Ex- Officio)

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

**2311/523 Apologies:** Cllr Himan

**2311/524 Chairman's announcements**  
There were no announcements

**2311/525 Declarations of interest**  
Members were reminded that all interests must be declared prior to the item being discussed.

**2311/526 To agree the agenda as published**  
It was **resolved** to agree the agenda as published  
Proposed: Councillor Hodson, Seconded: Cllr Edwards (all in favour).

**2311/527 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.

**2311/528 To consider grant applications (2024-25)**  
It was **resolved** to agree the grant allocations as per the attached list, further information to be sought on applications 18 and 22.  
Proposed: Councillor Hodson, Seconded: Cllr Whittaker (all in favour).

**2311/529 To consider the draft budget with a recommendation to the Special Full Council meeting**  
It was agreed to change the S137 code to general power of competence and increase the budget to £16,000. Members requested that the anticipated expenditure on the asset management list be considered before making a final recommendation. A further meeting to be arranged.

There being no further business the meeting closed at 9.05pm

Signed.....Dated.....

**Minutes of the meeting of the Finance and Human Resources Committee held in the Chamber, Town Hall Windmill Lane, Northam, 6.30pm 6<sup>th</sup> December 2023**

**Present:** Cllrs Mrs Hodson (Chair), Bach, Edwards, Himan, Leather, Tait and Whittaker and the Mayor (Peter Hames) ex-officio

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

**2312/570 Apologies:** All present

**2312/571 Chairman's announcements**  
There were none

**2312/572 Declarations of interest**  
Members were reminded that all interests must be declared prior to the item being discussed.

**2312/573 To agree the agenda between Part A and B (confidential matters)**  
Members were reminded that all interests must be declared prior to the item being discussed.  
Proposed: Cllr Hodson, seconded: Cllr Leather (All in favour)

**2312/574 To confirm and sign the minutes of the meeting held 25<sup>th</sup> October 2023 Pt A**  
Proposed: Cllr Leather, seconded: Cllr Tait (majority in favour one abstention not present at the meeting)

**2312/575 Action Points**  
It was agreed to note the Action Points

**2312/576 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.*  
No members of the public were present

**2312/577 To consider invoices for payment and financial reports**  
To include review: reconciliation, lists of payments and receipts, budget information to date and list of outstanding invoices.  
It was **resolved** to accept the invoices for payment  
Proposed: Cllr Hodson, seconded: Cllr Hames (All in favour)  
It was further **resolved** to write-off invoice 767  
Proposed: Cllr Bach, seconded: Cllr Leather (All in favour)  
Members agreed that as the phone contract finish, they should be moved to Lebara.  
**Action Point:** Write-off invoice 767

2312/578

**To consider the list of grants as previously discussed for recommendation to Full Council**

It was **resolved** to hold the grant of £250 to Appledore Music Festival and Appledore Community Craft Group £500, in the office and on presentation of receipts the funds will be disbursed.

Proposed: Cllr Leather, seconded: Cllr Hodson (All in favour)

It was further **resolved** to recommend to Full Council the list of grants for 2024-5 in the sum of £17191

Proposed: Cllr Leather, seconded: Cllr Bach (All in favour)

**Action Points:** Hold the proposed grants to Appledore Music Festival and Appledore Community Craft Group in the office.

Take the proposed list of grants to Full Council

2312/579

**To consider the draft budget for recommendation to Full Council**

It was **resolved** to recommend to Full Council that the draft budget in the sum of £554370 be approved.

Proposed: Cllr Leather, seconded: Cllr Hames (6 votes in favour, 1 abstention and 1 vote against)

It was agreed to reconsider newsletters at a future date

**Action Points:** Take the proposed draft budget to Full Council.

Agenda future item on newsletters

2312/580

**To consider the briefing on investments**

It was agreed to note the briefing and arrange presentations

**Action Point:** arrange presentations

2312/581

**To consider the attendance of the Deputy Town Clerk on 14<sup>th</sup> and 15<sup>th</sup> February 2024 on a two-day course "Play Area Operational Inspection in the sum of £615.00"**

It was **resolved** to enrol the Deputy Town Clerk on the course

Proposed: Cllr Hodson, seconded: Cllr Tait (All in favour)

# Northam Town Council

Prepared by: \_\_\_\_\_  
Name and Role (Clerk/RFO etc)

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

A	<b>Bank Reconciliation at 25/01/2024</b>		
	Cash in Hand 01/04/2023		246,006.53
	<b>ADD</b> Receipts 01/04/2023 - 25/01/2024		693,219.29
	<b>SUBTRACT</b> Payments 01/04/2023 - 25/01/2024		939,225.82 595,572.51
	<b>Cash in Hand 25/01/2024</b> (per Cash Book)		<b>343,653.31</b>
B	Cash in hand per Bank Statements		
	Cash	25/01/2024	120.50
	Nationwide Saver	25/01/2024	0.00
	Northam Town Council Burrows	25/01/2024	0.00
	Northam Town Council	25/01/2024	161,595.56
	Cambridge Building Society	25/01/2024	4,652.56
	Nationwide 95 day account	25/01/2024	89,059.87
	Cambridge and Counties Bank	25/01/2024	89,031.03
	PayPal Account	25/01/2024	0.00
			<b>344,459.52</b>
	Less unrepresented payments		821.21
			343,638.31
	Plus unrepresented receipts		15.00
	<b>Adjusted Bank Balance</b>		<b>343,653.31</b>
<b>A = B Checks out OK</b>			

Your balance as of 23/01/2024 at 12:49

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

Accounts



Payment and transfers



Search transactions



Approvals



Payees



Reports &amp; Statements



Products and Services



Cheques



Settings

**£ 161,595.56**

Available balance

[How your available balance works](#)

+

Current balance £ 161,685.01

Overdraft limit £ 0.00

Excluded from your available balance

Remaining overdraft £ 0.00

Account number

[REDACTED]

Sort code

[REDACTED]

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](#)

0 future dated and recurring payments

[View upcoming](#)

# Northam Town Council

## Net Position by Cost Centre and Code

8C

### Cost Centre Name

#### Administration

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
1	Stationery			21.15	1,750.00	839.46	931.69
2	Postages				1,750.00	1,152.13	597.87
3	Subs and membership				2,050.00	2,359.00	-309.00
5	Payroll-staff costs			9,774.72	330,000.00	235,912.20	103,862.52
6	Paye and NIC						
7	Travel				1,250.00	159.79	1,090.21
8	Audit Fees			1,365.00	2,500.00	3,520.00	345.00
9	Training Fees				6,000.00	2,353.23	3,646.77
10	Insurances				9,250.00	9,213.40	36.60
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	285.72	914.28
15	Copier Lease Charges				750.00	390.28	359.72
16	Copier fees				1,750.00	1,329.60	420.40
17	Equipment General & Mtc				1,500.00	658.79	841.21
18	Computer Software inc Pe				1,500.00	705.60	794.40
19	Computer installations anc				2,000.00	299.92	1,700.08
20	VAT						
21	Administration Miscellaneous			865.00	500.00	798.00	567.00
22	Bank Charges				100.00		100.00
23	Bank Interest		1,300.00	3,163.19			1,863.19
80	Newsletters				4,950.00		4,950.00
90	room rental				4,950.00	3,834.92	1,115.08
100	training M Team				3,000.00	2,630.00	370.00
125	refreshments various ever				400.00	162.74	237.26
131	Remembrance events				650.00	176.01	473.99
136	carol service				75.00	147.08	-72.08
161	NALC award scheme				250.00		250.00
188	pensions						
189	PayPal Charges and sum			0.37	100.00	151.21	-50.84
227	phone contracts				270.00	251.40	18.60
239	provision of legal services				2,500.00		2,500.00
271	IT provision	1,500.00		370.85	5,000.00	7,067.18	-196.33
272	phone office					490.07	-490.07
		£1,500.00	1,300.00	£15,560.28	387,320.00	£274,887.73	128,192.55

#### Allotments Windmill Lane

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
41	Allotment Rents			658.30			658.30
155	allots Wmill Lane mtce				100.00	273.83	-173.83
212	legal fees						
				£658.30	100.00	£273.83	484.47

#### Anchor Park

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
97	legal				250.00		250.00
98	Anchor Park improvement	6,500.00			15,000.00	11,240.50	10,259.50
154	maintenance				350.00	207.79	142.21
		£6,500.00			15,600.00	£11,448.29	10,651.71

#### Appledore Community Hall

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

#### Bonehill Car Park

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
101	Bonehill car park general			350.00		350.00	

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



# Northam Town Council

## Net Position by Cost Centre and Code

81

**Cost Centre Name**

103 business rates

£350.00

£350.00

**Burrough Farm****Code Title**

52 Allotment Rent  
54 Grounds Maintenance  
56 Football Club

**Bal. B/Fwd.****Budget****Receipts****Actual****Payments****Budget****Actual****Current Balance****Budget**

500.00

522.10

-22.10

500.00

£522.10

-22.10

**Changing Places facility****Code Title**

280 changing places facility

**Bal. B/Fwd.****Budget****Receipts****Actual****Payments****Budget****Actual****Current Balance****Budget**

16,220.96

16,220.96

£16,220.96

16,220.96

**Climate Emergency****Code Title**

241 equipment  
243 contribution to LCWIP  
248 Expenditure  
282 grant bird boxes

**Bal. B/Fwd.****Budget****Receipts****Actual****Payments****Budget****Actual****Current Balance****Budget**

5,000.00

5,000.00

15,000.00

3,278.68

11,721.32

120.00

120.00

£120.00

20,000.00

£3,278.68

16,841.32

**Elections****Code Title**

76 elections future provision  
263 election fees

**Bal. B/Fwd.****Budget****Receipts****Actual****Payments****Budget****Actual****Current Balance****Budget**

5,000.00

10,000.00

15,000.00

£5,000.00

10,000.00

15,000.00

**Footpaths****Code Title**

140 grant from DCC  
143 NTC reserve  
190 Expenditure

**Bal. B/Fwd.****Budget****Receipts****Actual****Payments****Budget****Actual****Current Balance****Budget**

1,000.00

65.26

934.74

1,000.00

£65.26

934.74

**General Council Equipment Various****Code Title**

93 office furniture  
94 vehicle running costs  
123 committee room furniture  
142 mowing equipment renew  
171 van renewal provision  
211 miscellaneous  
275 compressor insurance

**Bal. B/Fwd.****Budget****Receipts****Actual****Payments****Budget****Actual****Current Balance****Budget**

250.00

250.00

10,000.00

9,592.05

979.99

3,000.00

2,500.00

25.00

5,475.00

20,000.00

2,500.00

22,500.00

166.67

£23,000.00

£738.71

15,250.00

£32,117.05

6,871.66

**Grants Other****Code Title**

25 General Grants  
160 records office grant

**Bal. B/Fwd.****Budget****Receipts****Actual****Payments****Budget****Actual****Current Balance****Budget**

92.00

-92.00

1,000.00

1,000.00

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

8E

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

<u>Cost Centre Name</u>		<u>£1,000.00</u>		<u>£92.00</u>		<u>908.00</u>
<u>Human Resources</u>		<u>Bal. B/Fwd.</u>		<u>Budget</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Receipts</u>	<u>Payments</u>		<u>Budget</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
112	human resources					
153	human resources			3,500.00	2,849.65	650.35
				3,500.00	£2,849.65	650.35
<u>Jubilee and commemorations</u>		<u>Bal. B/Fwd.</u>		<u>Budget</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Receipts</u>	<u>Payments</u>		<u>Budget</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
82	Jubilee & Celebration Pro	1,000.00		5,000.00	112.99	5,887.01
		£1,000.00		5,000.00	£112.99	5,887.01
<u>Mayfair 2023</u>		<u>Bal. B/Fwd.</u>		<u>Budget</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Receipts</u>	<u>Payments</u>		<u>Budget</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
250	entertainers				6,978.33	-6,978.33
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	7,000.00		1,000.00	318.36	7,681.64
		£7,000.00	£1,230.25	1,000.00	£8,775.29	454.96
<u>Mayor/Members</u>		<u>Bal. B/Fwd.</u>		<u>Budget</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Receipts</u>	<u>Payments</u>		<u>Budget</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
36	civic reception 2023				2,500.00	2,670.00
37	Mayor's Charities			618.00		210.00
38	Members expenses-travel				200.00	
39	Miscellaneous					159.87
73	Civic Expenses-civic funct				2,000.00	857.29
83	Cllr Allowances and NI			88.33	15,750.00	13,384.20
84	Mayor's Chain				500.00	
105	Aldermen				200.00	
109	Beadle				250.00	
133	Honours Boards				350.00	575.00
137	Mayor's Cadet				300.00	
162	attendance at twinning eve	500.00			650.00	
		£500.00	£706.33	22,700.00	£17,856.36	6,049.97
<u>Neighbourhood Plan</u>		<u>Bal. B/Fwd.</u>		<u>Budget</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Receipts</u>	<u>Payments</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			1,000.00	72.00
279	DESIGN					1,250.00
		£8,000.00		1,000.00	£1,322.00	7,678.00
<u>Northam Burrows</u>		<u>Bal. B/Fwd.</u>		<u>Budget</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Receipts</u>	<u>Payments</u>		<u>Budget</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
57	Grazing Fees					
58	Manor Passes					
59	NB Admin Expenses			4.63		4.63
79	Bank Interest					
81	computer hardware and s					

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**

102 compensation for loss of g  
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

£4.63 £5,997.30 -5,992.67

**Northam Hall****Code Title****Bal. B/Fwd.****Receipts****Budget****Actual****Payments****Budget****Actual****Current Balance****Budget**

27 Rates				3,850.00		3,850.00
28 Northam Hall Gas Account				6,000.00	1,800.64	4,199.36
29 Northam Hall Electricity Ac				700.00	144.77	555.23
30 Northam Hall Water Rates				850.00	365.73	484.27
33 Northam Hall Repairs and			50.00	2,500.00	4,057.75	-1,507.75
35 Northam Hall, Hall Hire			5,714.37			5,714.37
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	4,457.22	542.78
260 hall hire		12,000.00	10,180.67		214.50	-2,033.83
262 broadband					444.30	-444.30
	£22,500.00	12,000.00	£15,945.04	19,900.00	£16,335.62	30,009.42

**Northam May Fair****Code Title****Bal. B/Fwd.****Receipts****Budget****Actual****Payments****Budget****Actual****Current Balance****Budget**

281 May Fair Stall 2024					284.00	284.00
				£284.00		284.00

**Northam Town Council Car Park Applied****Code Title****Bal. B/Fwd.****Receipts****Budget****Actual****Payments****Budget****Actual****Current Balance****Budget**

47 Rent				6,000.00	4,590.00	-1,410.00
48 Maintenance and repairs					250.00	250.00
50 Miscellaneous /Legal					250.00	-50.00
				6,000.00	£4,590.00	-1,210.00
				500.00	£300.00	

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

45 Precept					525,770.00	525,770.00
				£525,770.00		525,770.00

**Project Provision****Code Title****Bal. B/Fwd.****Receipts****Budget****Actual****Payments****Budget****Actual****Current Balance****Budget**

236 project provision					36,000.00	3,930.00	32,070.00
					36,000.00	£3,930.00	32,070.00

**PWLB various****Code Title****Bal. B/Fwd.****Receipts****Budget****Actual****Payments****Budget****Actual****Current Balance****Budget**

114 Northam Hall					10,000.00	8,968.69	1,031.31
124 new loan					10,000.00	7,864.79	2,135.21
					20,000.00	£16,833.48	3,166.52

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****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 month	35,000.00					35,000.00
216	non EM						
		<b>£35,000.00</b>					<b>35,000.00</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	road safety				10,000.00		10,000.00
					<b>10,000.00</b>		<b>10,000.00</b>

**S137**

<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>
24	S137 Payments	2,400.00			15,000.00		17,400.00
141	grants evening				150.00		150.00
175	advertising for grants				400.00		400.00
		<b>£2,400.00</b>			<b>15,550.00</b>		<b>17,950.00</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					60.00	-60.00
237	improvements	500.00				81.50	418.50
266	legal fees					62.92	-62.92
274	garage rental					349.96	-349.96
		<b>£500.00</b>				<b>£554.38</b>	<b>-54.38</b>

**Town Projects**

<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>
61	Dog Bins and litter bins				500.00		500.00
64	Community Centre Toilets				500.00	46.38	453.62
65	Hanging Baskets				7,000.00	7,334.24	-334.24
66	Christmas Decorations			125.00	3,000.00	2,248.72	876.28
67	Open Spaces			1,500.00	1,500.00	4,762.17	-1,762.17
68	Equipment and sundries			110.00	6,000.00	9,890.41	-3,780.41
69	Bus Shelters				250.00	160.00	90.00
70	Skatepark				250.00	53.82	196.18
71	Miscellaneous				250.00		250.00
74	skatepark provision for rer	6,000.00			1,500.00	12,327.00	-4,827.00
111	Lords Meadow	3,000.00			2,000.00	1,375.00	3,625.00
121	mower fuel				2,000.00	1,461.93	538.07
126	speed sign				600.00		600.00
127	Benches			812.93	500.00	2,732.08	-1,419.15
139	Appledore Boat Park		700.00	1,600.68			900.68
159	festoon lighting	2,000.00			2,000.00	1,467.38	2,532.62
191	Appletree Gardens				250.00		250.00
200	Ridgeway Drive				500.00		500.00
201	Bone Hill						
223	planting provision			4,705.00		112.50	4,592.50
224	Road Safety (kerbs)						
233	defibrillators renewal	1,500.00			1,500.00		3,000.00
234	defibrillators installation ar	3,000.00				467.70	2,532.30
249	Wren Close				250.00	400.00	-150.00
276	Blackies					2,691.76	-2,691.76
		<b>£15,500.00</b>	<b>700.00</b>	<b>£8,853.61</b>	<b>30,350.00</b>	<b>£47,531.09</b>	<b>6,472.52</b>

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

# Northam Town Council

## Net Position by Cost Centre and Code

8th

**Cost Centre Name****Twinning grant payment****Code Title**

128 Twinning Expenses civic n

<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>	
			1,500.00	1,500.00	
			1,500.00	£1,500.00	

**Vision Statement****Code Title**

235 V S provision youth worke

<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>	
			10,000.00		10,000.00
			10,000.00		10,000.00

**War Memorials****Code Title**

122 war memorials general mt

205 war memorials earmarked

<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>	
			200.00	29.30	170.70
900.00			1,000.00		1,900.00
£900.00			1,200.00	£29.30	2,070.70

**web site****Code Title**

42 Mtce &amp; improvements

43 Website

44 Miscellaneous

<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>	
			500.00	404.17	95.83
			500.00	£404.17	95.83

**Westward Hol Park****Code Title**

231 fees

232 repairs

238 water account

240 electricity account

242 sundries

270 reserve provision

273 repyt design fees

277 Crowdfunder

278 tennis courts

<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>	
				403.75	-403.75
				346.60	-346.60
				214.88	-214.88
				328.00	-328.00
		405.00		1,553.30	-1,148.30
36,000.00			1,000.00		37,000.00
		1,650.00		720.32	929.68
		80,000.00		102,164.39	-22,164.39
£36,000.00		£82,055.00	1,000.00	£105,731.24	13,323.76

**NET TOTAL**

£166,300.00	20,000.00	£673,087.11	629,470.00	£553,097.81	895,759.30
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Northam Town Council  
PAYMENTS LIST

25 January 2024 (2023-2024)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
586	Equipment and sundries	12/12/2023	Northam Town Council	card	Nuts & Bolts	westfield fasteners	S	26.71	5.34	32.05
587	Northam Hall Repairs and Ge	12/12/2023	Northam Town Council	bacs	cctv service	M and E Alarms	S	81.50	16.30	97.80
589	Training Fees	12/12/2023	Northam Town Council	bacs	conference fees	SLCC	S	342.50	68.50	411.00
590	Equipment and sundries	12/12/2023	Northam Town Council	dd	Phone contract	Lebara	S	4.17	0.83	5.00
593	Northam Hall Repairs and Ge	12/12/2023	Northam Town Council	card	Signs	Mimick	S	10.00	2.00	12.00
592	Equipment and sundries	12/12/2023	Northam Town Council	card	Equipment.	powerpool	S	99.99	20.00	119.99
588	DESIGN	12/12/2023	Northam Town Council	bacs	neighbourhood plan design	GFLVEDESIGN	X	1,250.00		1,250.00
591	PayPal Charges and sum up	12/12/2023	Northam Town Council	square	fees	Square UK	X	1.50		1.50
594	broadband	12/12/2023	Northam Town Council	dd	Broadband fees	BT	S	45.15	9.03	54.18
596	Training Fees	14/12/2023	Northam Town Council	card	Training	NALC	S	32.68	6.54	39.22
595	tennis courts	14/12/2023	Northam Town Council	card	banners	Mimick	S	60.00	12.00	72.00
597	Equipment and sundries	14/12/2023	Northam Town Council	bacs	Play equipment inspection	Play inspection company	S	570.00	114.00	684.00
598	phone contracts	14/12/2023	Northam Town Council	dd	Phone contract	Lebara	S	4.17	0.83	5.00
601	Stationery	18/12/2023	Northam Town Council	bacs	Stationery	Euro Office	S	66.48	13.30	79.78
603	Subs and membership	18/12/2023	Northam Town Council		Membership fees	SLCC	X	433.00		433.00
604	Payroll-staff costs	18/12/2023	Northam Town Council	bacs	Salaries	Northam Town Council	X	16,015.88		16,015.88
605	Payroll-staff costs	18/12/2023	Northam Town Council	bacs	Paye and NI	Northam Town Council	X	5,091.58		5,091.58
599	Equipment and sundries	18/12/2023	Northam Town Council	bacs	Mower repairs	blakewell	S	87.52	17.50	105.02
602	room rental	18/12/2023	Northam Town Council	bacs	recharge from TDC	Torridge District Council	X	180.58		180.58
600	Expenditure	18/12/2023	Northam Town Council	card	land charges search	HMLR	X	6.00		6.00
606	Payroll-staff costs	18/12/2023	Northam Town Council	bacs	Nest pension	Nest	X	1,609.18		1,609.18
608	Northam Hall Gas Account	18/12/2023	Northam Town Council	dd	gas account	British gas lite	L	311.87	15.59	327.46
610	Equipment General & Mftee	18/12/2023	Northam Town Council	card	purchase guillotine	Amazon	S	32.49	6.50	38.99
609	phone contracts	18/12/2023	Northam Town Council	dd	Phone contracts	O2	S	6.63	1.33	7.96
607	electricity account	18/12/2023	Northam Town Council	dd	Electricity Account	opus energy	L	32.98	1.65	34.63
614	Christmas Decorations	19/12/2023	Northam Town Council	bacs	Sundry items	RGB	S	126.47	25.30	151.77
612	Equipment and sundries	19/12/2023	Northam Town Council	bacs	Sundries	blakewell	S	46.90	9.38	56.28
613	Benches	19/12/2023	Northam Town Council	card	Wood Stain for Benches	Screwfix	S	14.99	3.00	17.99
611	PayPal Charges and sum up	19/12/2023	Northam Town Council	square	fees	Square UK	X	1.19		1.19
615	Postages	21/12/2023	Northam Town Council	dd	Postages	Pitney bowes	X	71.21		71.21
621	Northam Hall Repairs and Ge	21/12/2023	Northam Town Council	bacs	car park improvement	Tamar Trading	S	306.21	61.24	367.45
620	Christmas Decorations	21/12/2023	Northam Town Council	bacs	installation for permanent site	Tamar Trading	S	115.29	23.06	138.35

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Northam Town Council  
PAYMENTS LIST

25 January 2024 (2023-2024)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
622	Northam Hall Repairs and Ge	21/12/2023	Northam Town Council	bacs	Sundries	Tamar Trading	S	28.23	5.65	33.88
616	Equipment and sundries	21/12/2023	Northam Town Council	dd	Phone contract	Lebara	S	4.17	0.83	5.00
617	Equipment and sundries	21/12/2023	Northam Town Council	card	Wood Stain for Benches	Amazon	R		64.50	64.50
623	Benches	21/12/2023	Northam Town Council	bacs	Bench repairs	Tamar Trading	S	158.85	31.77	190.62
618	Expenditure	21/12/2023	Northam Town Council	bacs	Sundries	Tamar Trading	S	59.26	11.85	71.11
619	tennis courts	21/12/2023	Northam Town Council	bacs	sundries tennis courts	Tamar Trading	S	71.62	14.32	85.94
625	Equipment and sundries	21/12/2023	Northam Town Council	bacs	stock and PPE	Tamar Trading	S	92.03	18.41	110.44
624	war memorials general mnce	21/12/2023	Northam Town Council	bacs	Repairs	Tamar Trading	S	5.98	1.20	7.18
626	Equipment and sundries	22/12/2023	Northam Town Council	bacs	Repairs and service	blakewell	S	225.28	45.06	270.34
627	phone contracts	22/12/2023	Northam Town Council	dd	Phone contract	Talk mobile	S	6.25	1.25	7.50
628	phone contracts	22/12/2023	Northam Town Council	dd	Phone contract	tesco mobile	S	7.15	1.43	8.58
632	Equipment General & Mnce	02/01/2024	Northam Town Council	card	Battery charger	Amazon	S	19.99	4.00	23.99
631	Equipment and sundries	02/01/2024	Northam Town Council	dd	Phone contract	Lebara	S	4.17	0.83	5.00
629	room rental	02/01/2024	Northam Town Council	dd	Room rental	Torridge District Council	X	351.17		351.17
630	garage rental	02/01/2024	Northam Town Council	dd	rent for garage	Torridge District Council	X	58.34		58.34
634	Stationery	03/01/2024	Northam Town Council	card	Stationery	Amazon	S	9.17	1.84	11.01
636	Postages	03/01/2024	Northam Town Council	dd	franking machine	Pitney bowes	S	59.34	11.87	71.21
633	Northam Hall Gas Account	03/01/2024	Northam Town Council		gas account	British gas lite	S	651.53	130.31	781.84
640	Copier fees	03/01/2024	Northam Town Council	bacs	copier charges	Baytek	S	257.77	51.55	309.32
639	Equipment and sundries	03/01/2024	Northam Town Council	bacs	Mower and equipment service	Andrew Symons Ltd	S	150.08	30.02	180.10
637	training M Team	03/01/2024	Northam Town Council	bacs	Training	Newlands	S	1,310.00	262.00	1,572.00
635	phone contracts	03/01/2024	Northam Town Council	bacs	new phone contract	VC Warehouse	S	48.85	9.77	58.62
642	Internet Charges	03/01/2024	Northam Town Council	dd	Broadband fees	Talk talk business	S	28.95	5.79	34.74
646	Equipment General & Mnce	03/01/2024	Northam Town Council	card	re-chargeable batteries	Amazon	S	15.71	3.14	18.85
638	IT provision	03/01/2024	Northam Town Council	bacs	Computer Monthly Fee	cloudy IT	S	265.82	53.16	318.98
643	Christmas Decorations	03/01/2024	Northam Town Council	bacs	Sundries	Cef	S	49.55	9.91	59.46
644	Equipment and sundries	03/01/2024	Northam Town Council	dd	Phone contract	Lebara	S	4.17	0.83	5.00
641	vehicle running costs	03/01/2024	Northam Town Council	dd	Van fuel	Morrisons	S	198.62	39.72	238.34
645	tennis courts	03/01/2024	Northam Town Council	bacs	westward hol park	Blakedown	S	98,994.77	19,798.95	118,793.72
649	Equipment and sundries	04/01/2024	Northam Town Council	dd	Phone contract	Lebara	S	4.17	0.83	5.00
647	cleaning services	04/01/2024	Northam Town Council	bacs	cleaning services	Beth's Cleaning	X	400.00		400.00
648	broadband	04/01/2024	Northam Town Council	dd	Broadband fees	BT	S	45.15	9.03	54.18
650	hall hire	04/01/2024	Northam Town Council	adj	Hall Hire unpaid	Various	X	15.00		15.00
654	Training Fees	21/01/2024	Northam Town Council	card	Training	SLCC	S	65.00	13.00	78.00

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Northam Town Council  
PAYMENTS LIST

25 January 2024 (2023-2024)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
655 Equipment General & Mtce	21/01/2024		Northam Town Council	card	Sundries	Amazon	S	5.42	1.08	6.50
651 Computer installations and R	21/01/2024		Northam Town Council	card	Sundries for Network Upgrade	Complete computing	S	62.58	12.52	75.10
652 Computer installations and R	21/01/2024		Northam Town Council	card	Domain name renewal	Freethought	S	6.25	1.25	7.50
653 Open Spaces	21/01/2024		Northam Town Council	card	bulb planting climate /biodiver	boston bulbs	S	168.32	33.67	201.99
658 PayPal Charges and sum up	21/01/2024		Northam Town Council	square	fees	Square UK	X	5.44		5.44
656 sundries	21/01/2024		Northam Town Council	card	keys cut	Timpsons	S	11.25	2.25	13.50
657 electricity account	21/01/2024		Northam Town Council	dd	Electricity Account	opus energy	L	48.83	2.44	51.27
660 Northam Hall Repairs and Ge	21/01/2024		Northam Town Council	backs	northam hall car park	Jewsons	S	177.51	35.50	213.01
661 phone contracts	21/01/2024		Northam Town Council	dd	Phone contract	O2	S	6.63	1.33	7.96
659 tennis courts	21/01/2024		Northam Town Council	backs	Sundries	Jewsons	S	175.00	35.00	210.00
666 Administration Miscellaneous	24/01/2024		Northam Town Council	backs	lottery/ renewal	Torrige District Council	X	20.00		20.00
665 Civic Expenses-civic function:	24/01/2024		Northam Town Council	backs	charity dinner	Barnstaple Mayor's charity	X	84.00		84.00
662 Benches	24/01/2024		Northam Town Council	backs	Nuts & Bolts	J Taylor Fasteners	S	255.22	51.04	306.26
667 festoon lighting	24/01/2024		Northam Town Council	backs	Electrical work christmas lights	Ashton Electrical	S	95.00	19.00	114.00
663 cleaning services	24/01/2024		Northam Town Council	backs	cleaning materials	Beth's Cleaning	S	6.38	1.28	7.66
669 Stationery	24/01/2024		Northam Town Council	backs	Stationery	Euro Office	S	139.20	27.84	167.04
670 Computer installations and R	24/01/2024		Northam Town Council	backs	12 pay renewal	12pay payroll	S	79.00	15.80	94.80
675 Computer installations and R	24/01/2024		Northam Town Council	backs	12 pay renewal	12 pay	R		94.80	94.80
664 tennis courts	24/01/2024		Northam Town Council	backs	Equipment hire	Jewsons	S	207.00	41.40	248.40
668 Equipment and sundries	24/01/2024		Northam Town Council	backs	equipment repairs	blakewell	S	161.96	32.39	194.35
674 Open Spaces	24/01/2024		Northam Town Council	backs	Sundries	green-tech	S	34.60	6.92	41.52
673 Equipment and sundries	24/01/2024		Northam Town Council	backs	stock	Tamar Trading	S	9.95	1.99	11.94
671 Benches	24/01/2024		Northam Town Council	backs	Bench Slats	Tamar Trading	S	311.52	62.30	373.82
672 Blackes	24/01/2024		Northam Town Council	backs	Repairs	Tamar Trading	S	5.55	1.11	6.66
677 Equipment and sundries	24/01/2024		Northam Town Council	dd	Phone contract	tesco mobile	S	7.15	1.43	8.58
678 Equipment and sundries	24/01/2024		Northam Town Council	dd	Phone contract	Lebara	S	4.17	0.83	5.00
679 PayPal Charges and sum up	24/01/2024		Northam Town Council	square	fees	Square UK	X	0.67		0.67
680 PayPal Charges and sum up	24/01/2024		Northam Town Council	square	fees	Square UK	X	10.94		10.94
681 PayPal Charges and sum up	24/01/2024		Northam Town Council	square	fees	Square UK	X	1.50		1.50
676 phone contracts	24/01/2024		Northam Town Council	dd	Phone contract	Talk mobile	S	6.25	1.25	7.50
682 Payroll-staff costs	25/01/2024		Northam Town Council	backs	Salaries	Northam Town Council	X	16,169.71		16,169.71
685 Benches	25/01/2024		Northam Town Council	card	Bench repairs	westfield fasteners	S	316.50	63.30	379.80
686 sundries	25/01/2024		Northam Town Council	card	radar keys	Amazon	S	4.99	1.00	5.99
688 Equipment and sundries	25/01/2024		Northam Town Council	card	Sundries	Amazon	S	15.00	3.00	18.00



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Northam Town Council  
PAYMENTS LIST

25 January 2024 (2023-2024)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
687 Benches	25/01/2024		Northam Town Council	card	Wood Stain for Benches	Amazon	S	54.55	10.91	65.46
689 PayPal Charges and sum up	25/01/2024		Northam Town Council	square	fees	Square UK	X	8.28		8.28
Total								149,427.28	21,628.67	171,055.95

# Northam Town Council OUTSTANDING SALES INVOICE LIST

8M

Invoice No	Date	Ref	Name	Description	Amount
883	04/12/2023		John Digby	Hall Hire	40.00
894	04/12/2023		The Northam Health Care Trust	Hall Hire	40.00
908	03/01/2024		John Digby	Hall Hire	40.00
910	03/01/2024		TorrAge	Hall Hire	70.00
913	03/01/2024		Laura Davis	Hall Hire	48.75
917	03/01/2024		The Northam Health Care Trust	Hall Hire	40.00
918	03/01/2024		Tim Prescott	Hall Hire	40.00
919	03/01/2024		Lester Shenton	Hall Hire	60.00
920	03/01/2024		Torridge Parkinsons	Hall Hire	60.00
925	03/01/2024		Line Dancing	Hall Hire	50.00
926	04/01/2024		Appledore Singers	Hall Hire	80.00
928	09/01/2024		Zara Lynch	Hall Hire	145.00
929	09/01/2024		Owen Farmer	Hall Hire	47.50
933	11/01/2024		Karen Vogelín	Hall Hire	139.50
939	17/01/2024		Michelle Jeffrey-Pearce	Hall Hire	25.00
941	18/01/2024		Rosa Cook	Hall Hire	47.50
942	18/01/2024		SWWFL	Hall Hire	37.50
943	18/01/2024		Blights Motors	Mayfair trade 2024	12.00
944	22/01/2024		Rachel Matthews	Mayfair trade 2024	180.00
945	22/01/2024		Abbotsham Parish Council	Hall Hire	37.50
947	24/01/2024		Lesley Wooldridge	grass cutting	2,772.00
948	24/01/2024		Hedgerow Coffee and Cake	Hall Hire	78.75
949	24/01/2024		Devon Food Company	May Fair 2024	24.00
950	24/01/2024		Northam WI	May Fair 2024	30.00
951	25/01/2024		Kaylie Smith	May Fair 2024	24.00
				Hall Hire	60.00

Total

4189.00

## Action Points for Finance & HR COMMITTEE Meeting January 2024

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<b>To consider invoices for payment and financial reports</b>	Written-off invoice 767
<b>To consider the list of grants as previously discussed for recommendation to Full Council</b>	Holding the proposed grants to Appledore Music Festival and Appledore Community Craft Group in the office.  Took the proposed list of grants to Full Council
<b>To consider the draft budget for recommendation to Full Council</b>	Took the proposed draft budget to Full Council.  Agenda future item on newsletters
<b>To consider the briefing on investments</b>	arranging presentations
<b>To discuss staffing matters</b>	agenda item
<b>To consider the commercial surveyor report on the Appledore car park</b>	agenda item
<b>To consider a request from Young's Brewery</b>	responded to Youngs Brewery

NORTHAM METHODIST CHURCH

9A

The Town Clerk  
Northam Town Council  
1 Windmill Lane  
Northam  
EX39 1BY

2nd January 2024

Dear Mrs Mills

I would like to inquire whether Northam Town Council could consider providing a grant to the Methodist Church in Cross Street. We were very grateful for the assistance provided from the Mayor's Fund when we altered the entrance to the Church to facilitate disability access. We hope it is not presumptuous to come to Council for help with another project, with Northam Community at heart.

We would like to fit a new carpet in the Church Hall; the cost would be between £2300 and £3000. Any amount towards this would be very helpful.

We use the Hall for all our Community-based events. These include monthly lunches, regular meetings with speakers and music groups, Northam Men's Forum meetings, weekly organised music and play for small children from birth to 5 year-olds (this is growing steadily), art and craft group, Saturday morning coffee/bazaars, and it is used as a May Fair venue. We welcome anyone and everyone of all ages and are pleased to provide a 'warm, cosy space' in colder months. The hall is also available for hire for meetings and other functions.

The ground floor of the building is going to be re-decorated throughout, next month. The only thing lacking for a complete new look is replacing the old tired-looking carpet in the Hall.

We would be very grateful if Town Council could look on our request favourably.

Thank you.

Yours sincerely

(Secretary/Treasurer, Northam Methodist Church Council)

Jane Mills

Finance last year  
£250 but £50 would help 9B

**From:** Jane Mills  
**Sent:** 15 December 2023 10:02  
**To:** John Puddy  
**Subject:** RE: Freshspring Trust

Hi John

I can take your request to the next Finance meeting towards the end of January and let you know the response, how much would you be applying for?

Regards

Jane

-----Original Message-----

**From:** John Puddy <john.puddy@ssfreshspring.co.uk>  
**Sent:** Friday, December 15, 2023 10:00 AM  
**To:** Jane Mills <townclerk@northamtowncouncil.gov.uk>  
**Subject:** Freshspring Trust

Dear Jane,

I was checking re the submission for the Northam grant and was horrified to see that I have missed the deadline.

I wondered if there was any chance of applying for even a very small level of support from the Council?

You have consistently supported the Trust since we brought SS Freshspring to Devon and I am so sorry not to have applied this year.

The fact is that support from Northam makes a difference to other funders as they like to see us supported by our host Council, demonstrating local support. Also, Jotun, our paint supplier provides up to 50% discount to match Northam support for coatings used on the ship.

I accept it is entirely my fault and hope something may be considered.

Best wishes,

John

--

John Puddy.  
(Chairman)  
Steamship Freshspring Trust.

email: john.puddy@ssfreshspring.co.uk  
Website: www.ssfreshspring.co.uk  
Reg Charity: 1151907



## Northam Town Council Risk Management

### 1. Definitions

*Risk "the chance or possibility of loss, damage, injury or failure to achieve objectives caused by an unwanted or uncertain action or event"*

*Risk management "the planned and systematic approach to the identification, evaluation and economic control of those risks which can threaten the assets or financial and organisational well-being of an organisation"*

*Employee "any individual who is paid by, or works as a volunteer for, the Town Council including full time, part time, temporary or casual work"*

### 2. Policy Statement

Northam Town Council ("the Council") recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

Risk management is an integral part of the Council's management processes.

### 3. Objectives

The objectives of the Council's risk management strategy are to:-

- Integrate risk management into the culture of the Council
- Manage risk in accordance with best practice
- Anticipate and respond to changing social, environmental and legislative requirements
- Prevent loss, disruption, damage and injury and reduce the cost of risk, thereby maximising resources
- Inform policy and operational decisions by identifying risks and their likely impact
- Raise awareness of the need for risk management.

These objectives will be achieved by:-

- Establishing clear roles, responsibilities and reporting lines within the Council for risk management
- Providing opportunities for shared learning on risk management across the Council
- Providing risk management training and awareness sessions
- Incorporating risk management considerations into the Council's management processes e.g. project management
- Effective communication with, and the active involvement of, employees
- Monitoring arrangements on an on-going basis

#### **4. Responsibility**

The Council recognises that it is the responsibility of all Councillors and employees to have regard for risk in carrying out their duties. If uncontrolled, risk can result in a drain on resources that could better be directed to front line service provision, and to the meeting of the Council's objectives and community needs.

The Council recognises that any reduction in injury, illness, loss or damage benefits the whole community. The co-operation and commitment of all employees is required to ensure that Council resources are not squandered as a result of uncontrolled risk. Risk management will be reviewed regularly by the Finance and HR Committee, which will report back to Full Council.

Presented February 2024

## Investment Strategy

### 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" 2<sup>nd</sup> 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.

January 2024



## 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 (2018 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 27<sup>th</sup> February 2019. (New Financial Regulations are expected to be published by the end of March 2024)

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 Worknest (formerly 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 Town Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.
- The Finance Committee will have met 8 times in the financial year ending 31 March 2024. 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).

- 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 January 2024**

## The WorkNest Story: the power of partnership

*How the UK's leading providers of outsourced HR, health & safety and employment law services for businesses came together to create a new force.*

Partnership is at the heart of everything we do. We work closely with tens of thousands of organisations nationwide with one clear purpose: enabling employers to manage their workforce, workplace and workflow effectively, efficiently and compliantly.

So, it's appropriate that we ourselves are the result of partnership and synergy. A meeting of many different but complementary teams of talented people. Over recent years, a wealth of the leading lights in our various fields of expertise have joined forces.

Our roots go back to 2001, when Malcolm MacKay founded Law At Work, providing the employment law expertise of a legal firm, but without the prohibitive pricing. LAW gradually strengthened its offering with the acquisition of Square Circle HR, employee relations consultancy Empire, Solve HR and Deminos Consulting.

Mark Ellis founded Ellis Whittam in 2004 with an equally revolutionary mission: to provide high quality employment law, HR, and health and safety services for businesses that add value not cost, and are based on fair, fixed fees.

In 2019/20, both became part of Marlowe plc, the leaders in business-critical services and software. Since then, a number of other like-minded businesses have been added to this team:

- ✓ HRSP, a trusted partner to the third sector, providing bespoke, cost effective, HR support and strategies.
- ✓ esphr, a new-model employment law firm and employee relations technology business – strategically focused to help HR professionals transform their ER capabilities.
- ✓ Youmanage, more than HR software, it's an operational business tool, helping companies to improve the quality and effectiveness of their HR management processes.
- ✓ Cater Leydon Millard, a specialist employment law firm offering a 'partner-led' service with focus on the public and education sector.
- ✓ CQC Compliance, founded to help healthcare companies ensure continuing regulatory compliance.
- ✓ Deltanet and Cylix, e-learning partners to national and global organisations, helping to shape their training programme and embed long-term cultures of compliance.

Now we bring all these businesses together under the WorkNest brand.

Our purpose is to empower employers with preventative and proactive services covering employment law, HR and occupational health, safety and wellbeing. The personal, high quality, and responsive services that our clients know and love will remain at the heart of what we do. As WorkNest, we will bring together a broader range of services that will help you to further protect and nurture your organisation.

Our ambition is to be the most highly valued provider of advice, technology and services across these and related fields.

What we do, and the expertise with which we do it, enables our clients to manage the most sensitive issues. We believe that when employers are compliant, confident and risk-aware, when employees feel safe, supported and encouraged, companies can attract the best people, focus on innovation and drive growth.

Our clients tell us that their people are their greatest strength, the same is true for us.

We are blessed with extremely capable and engaged colleagues, determined to support you with informed commercial advice and digital platforms. We will make WorkNest a diverse, inclusive and welcoming place to work - the natural home for the UK's most gifted practitioners in people management, health, safety and wellbeing, employment law, professional training and business technology.

## Brilliant Employment Law & HR Support

### Dedicated, named experts offering high-quality, professional advice whenever you need it

You will continue to receive the high-quality professional advice from your dedicated adviser, **Richard Rose**, who has a good knowledge of **Northam Town Council** and the way you like to work.

They will continue to help with all aspects of Employment Law and related HR compliance including:

- |                                                         |                                                                    |
|---------------------------------------------------------|--------------------------------------------------------------------|
| ✓ Dismissals                                            | ✓ Restructuring and redundancies                                   |
| ✓ Disciplinary and grievance issues                     | ✓ Strategic challenges                                             |
| ✓ Discrimination issues                                 | ✓ Hiring new employees                                             |
| ✓ Business purchase / sale and TUPE transfers           | ✓ Terms and conditions of employment                               |
| ✓ Lateness, laziness, capability and performance issues | ✓ Sickness, absenteeism, maternity and paternity and time off work |

### Practical hands-on help

Drafting your Employment Law and HR letters, documents and settlement agreements.

### Robust Contracts of Employment and a practical and relevant Employee Handbook

Continue to make sure your essential documents are legally compliant, up-to-date and provide you with the certainty and flexibility you need to run your organisation.

### Access to our online client file and Knowledge Hub

You and your team (if authorised by you) will have access to:

- ✓ Your own online client file – including your emails, notes and recordings of telephone calls with us, your Contracts of Employment, policies and procedures;
- ✓ A comprehensive Employment Law and HR resource and precedent bank; and
- ✓ A bank of Employment Law and HR-related webinars, presented by WorkNest's expert advisers.

### Regular news and topic specific webinars / webcasts

We will help to upskill you and your managers and improve your internal capacity to manage effectively, ultimately saving time and costs.

### Insurance against the risk of employment disputes

Our FCA-regulated legal expenses insurance (LEI) provides peace of mind and financial security. In the event of an insured employment claim, we will defend the claim and the insurance will pay Employment Tribunal compensation awarded against you or settlement monies. You will be covered for up to £1,000,000 in any one year and £150,000 per claim. LEI is provided subject to the insurer's standard terms of insurance cover. Please see our Fee Summary and Terms.

## Brilliant Health & Safety Support

### WorkNest will continue to act as your legally-required Competent Person

**James Stowe** will continue to support you and visit your premises as per your agreement schedule. Don't forget we also have office based Health & Safety helpdesk to give you additional day-to-day telephone and email support with your health and safety challenges.

### Visits

As per the proposed renewal we will visit your organisation and identify areas of risk and actions the visit schedule entitles you to a minimum of 3 visits over 3 years, or 5 visits over 5 years, of the agreement period.

We will continue to help with all aspects of Health & Safety including:

### An annual audit of your ongoing health and safety compliance

- ✓ Identify areas of risk and actions required;
- ✓ Review your Health & Safety Policy and Health & Safety Employee Handbook;
- ✓ Give you hands-on practical support in respect of key actions/challenges;
- ✓ Update your Health & Safety Journey Plan and objectives; and
- ✓ Work to certify your organisation as health and safety compliant.

### Health & Safety Software

Access to our award-winning cloud-based Health & Safety Software, that will revolutionise your approach to risk and safety management. If you are not already on this click [here](#) for more information. This simple and secure way to manage compliance will allow you to confidently meet your legal requirements through a number of easy to use applications. You will be able to:

### Regular news and topic specific webinars / webcasts

Helping to upskill you and your managers and improve your internal capacity to manage effectively, ultimately saving time and cost.

### Insurance against the risk associated with regulatory enforcement

Our FCA-regulated legal expenses insurance (LEI) provides peace of mind and financial security. It covers the cost of:

- ✓ Legal representation, including in court, to defend you against prosecution;
- ✓ Appealing against the serving of an improvement or prohibition notice; and
- ✓ Fee For Intervention (FFI) charges imposed by the Health and Safety Executive and for initial representation.

If a case goes to court, we will support you with the highest-quality representation and present the strongest possible defence. Our standard cover is £150,000 per claim made with a total cap of £1million per annum. LEI is provided subject to the insurer's standard terms of insurance cover. Please see our Fee Summary and Terms.

## Assured advice you can trust



Our Health & Safety clients receive advice that has been assured by a local regulator acting as a Primary Authority (PA). This means that our processes, procedures and level of expertise have been reviewed, approved and signed off by Cheshire West and Chester Council to allow us to enter into a 'co-ordinated partnership'.

Our advice can be used with confidence across your business. Whether you operate from a single site or have premises that span multiple local authorities, a relationship with a PA ensures that other authorities wishing to inspect WorkNest clients will be required to firstly engage with the PA before making contact with you.

**We are the first Health & Safety Consultancy in the UK to be approved to provide assured advice, which is testament to our quality of service. All this offers significant benefits to our clients.**

Providing you follow our advice, your business should:

- ✓ Be protected against the risk of enforcement, scrutiny or action from authorities that have different views on what you should be doing to achieve compliance;
- ✓ Benefit from a strengthened ongoing relationship with both regulators and future interactions with businesses throughout England, Wales and Scotland; and
- ✓ Be viewed as being 'in safe hands' when you join us – both within your business and from those looking in.

Some organisations choose to gain PA status themselves working with a local authority directly. This can be time-consuming and is usually only undertaken by large companies. If you join WorkNest, we've already done the hard work for you and you benefit in the same way.

Join us and gain access to a single source of advice that you can immediately trust and implement across your whole business.



## Coronavirus Advice Hub

### Specialist resource and guidance for these unprecedented times

Employers across the UK are naturally concerned about the spread of coronavirus and what it means for their organisation. With the situation evolving daily, our Coronavirus Advice Hub is designed to offer a single source of regularly updated guidance so that you can take decisive action, minimise disruption, keep people safe and protect your business.

Along with unlimited telephone and email support from your dedicated expert, the Coronavirus Advice Hub, accessible via MyWorkNest, gives you access to a range of specialist resources:

- ✓ Sector specific policies and guidance
- ✓ FAQs
- ✓ Webinars
- ✓ E-learning and online training

### Subscription to WorkNest's service also comes with access to our Back to Business Hub

As organisations return to work, as well as making sure your workplace is COVID-19 secure, you are likely to face a range of employment-related challenges. Our Back to Business Hub gives you specialist resources and guidance to support you through this period.

Seven key areas of employment law are covered with over 80 guides and templates that will help you manage situations effectively and in line with the law:

- ✓ Absence management
- ✓ Refusals to return to work
- ✓ Flexible working
- ✓ Change terms and conditions of employment
- ✓ Redundancy
- ✓ Collective consultation
- ✓ Electing health and safety representatives

A comprehensive health and safety workbook guides you through how to create your COVID-19 Health & Safety Policy. In addition, it also provides links to checklists and templates that will enable you to perform the necessary checks on your workplace and implement control measures to keep people safe. Sections include:

- ✓ COVID-19 Health and Safety policy template
- ✓ Business status checklists, including re-occupation and empty buildings
- ✓ Emergency action plan
- ✓ Symptom charts
- ✓ Track and trace policy
- ✓ Staff communication and training guidance



## Brilliant Online Staff Health & Safety Training

**LearningNest** has 5 different ways of learning so you can be sure to find the best way for your employees to absorb the training along with providing supporting communication resources.

### Immersive learning:

Scenario-based courses which place the learner at the centre of the experience and test their ability to make the right decisions. These courses are highly interactive and designed to promote learner engagement and motivation.

### Microlearning:

Short 5-10 minute learning vignettes focused on key topics and designed to promote knowledge retention of key information. These can be rolled out quickly in response to immediate training needs.

### Adaptive learning:

A new, innovative approach to our longer, detailed study courses. An upfront assessment enables learners to discover areas of competence and weakness. The course pathway then adapts to the learners' needs based on areas of weakness identified. The adaptive learning approach is estimated to save up to 45 minutes per employee in unnecessary study time.

### Diagnostic Assessment:

An AI-powered assessment to measure the learner's understanding of particular topics and to offer follow-up microlearning designed to fill any gaps in knowledge. The assessment is also useful for evaluating individual training needs for each employee.

### Toolbox talk:

An eLearning asset that enhances the learning experiences of face to face training by providing an engaging course with facilitation notes and breakout points for instructor-led training.

### Communication Resources:

Engaging resources which can be printed out and displayed in the workplace, or shared digitally on an intranet, newsletter or display screen. This resource is designed to promote a culture of compliance by reinforcing key behaviours in the day to day work environment.

### Health & Safety, Compliance and Employment Law/HR skills.

Course areas include:

- |                                                       |                          |
|-------------------------------------------------------|--------------------------|
| ✓ Workplace Hazards                                   | ✓ Personal Safety        |
| ✓ Wellbeing                                           | ✓ Safeguarding           |
| ✓ Risk Assessments                                    | ✓ Online Safety          |
| ✓ Information Governance                              | ✓ Ethics and Equality    |
| ✓ Health, Safety, Security and the Environment (HSSE) | ✓ Performance Management |

You can download full details of our available courses [here](#).

Current cost ex VAT £3052.77  
per annum.

# HR Support

Clare Mellor, an experienced and qualified WorkNest Associate HR Consultant will provide HR Support and guidance to you and your key stakeholders. Specifically, the Consultant will:

- Attend a meeting\* with Key Stakeholders (Town Clerk plus up to 3 Councillors), on a date to be agreed, to discuss the current staffing arrangements and testing any major assumptions about the strengths and weaknesses of the current organisational structure and organisational capacities.
- This will be achieved by:
  - Reviewing the organisational structure against Town Council plans and objectives
  - Gaining understanding and obtain further information relating to the desired outcome
  - Reviewing capacity for future workload, in relation to the council's objectives within the Town Plan and any anticipated growth/ contraction of the Town Council
  - Identifying any need for headcount reduction or further permanent, temporary or casual staff recruitment
  - Offering guidance on an appropriate staff structure and line management responsibility in support of the Town Council plans and objectives
- Compiling a summary report of the review findings and recommendations

**\* Unless otherwise agreed in advance, all meetings will be conducted remotely, where possible via Microsoft Teams or Zoom.**

*On site meetings will be subject to travel time and reasonable expenses*

## Summary

*We hope you are inspired. We are confident that the services outlined in this document will:*

- *Help you to achieve a standard of excellence with regard to your implementation of HR policies and procedures through the provision of professional and pragmatic HR consultancy services.*
- *Relieve pressure on management time and resources to allow you to focus on your core activities.*
- *Ensure greater efficiency and confidence in decision making from a position of strength.*
- *Provide peace of mind with budgeting.*

*We take great pride in the service we provide to clients, which explains why so many of our clients are delighted with the service they receive from WorkNest HR and are happy to recommend us to other employers.*

*We hope this proposal is to your satisfaction. If you have any questions about this document, please do not hesitate to contact us.*

*Kind regards*

**Adele Blinkhorn**  
**HR Projects Manager**

## Fee Summary

*As the full scope of this assignment has yet to be established, we are unable to provide a fixed fee for the work. We have therefore, quoted our standard hourly rate.*

*Should you wish to proceed with the proposal, all time spent will be logged and sent to at regular intervals. We will then raise an invoice at the end of each month or for shorter assignments the invoice may be raise on completion of the assignment.*

HR Consultancy / Project Support	
Adhoc HR Consultancy Support – Pay as you go exclusive of VAT	£155.00 per hour

## Terms and Conditions

All proposals are subject to a formal terms of business agreement between our Company's.

Variations may need to be made as the project progresses. Any significant variations following our engagement would be discussed with you as soon as they become apparent.

Further work may be identified during the course of the project and this will be costed as required.

Any additional and agreed work will be invoiced at the rate as set above, plus VAT and any expenses.

In the event you require support on-site, we charge expenses on a reimbursement basis only, using standard class train travel or where we use a car, at 45ppm. Travel time is charged at the standard rate and reasonable subsistence and disbursements may also be charged.

This proposal is valid for 30 days.