



NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Acting Town Clerk: Guy Langton (CiLCA, PSLCC)

Telephone: 01237/474976

admin@northamtowncouncil.gov.uk

www.northamtowncouncil.gov.uk

Please scan QR code for the Council's website



Prayers will be held at 6.25pm in the Council Chamber for anyone wishing to attend.

To all members of the Council:

You are hereby summoned to attend the **NORTHAM TOWN COUNCIL MEETING** on

Wednesday 23rd October 2024 at 6.30pm

at The Town Hall, Windmill Lane, Northam for the transaction of the business listed on the agenda below.

Questions by the public

There will be a period for questions by the public. In accordance with Standing Order 3, members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of any Council business at Full Council, and at Committee meetings in respect of business on the agenda.

Anyone wishing to ask questions is requested to notify the Town Clerk prior to the meeting.

Recording, photographs and filming

In accordance with the Council's policy on filming and recording of Local Council and Committee meetings (available to read in the Chamber) and arising from the *Local Government and Accountability Act 2014* the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

Public attendance at Council and committee meetings

As a public body, Northam Town Council understands the need for transparency and accountability. The Council will therefore seek to conduct meetings using practices and procedures set out within the Public Bodies (Admission to Meetings) Act 1960, which states:

Subject to subsection (2) below, any meeting of a body exercising public functions, being a body to which this Act applies, shall be open to the public.*

Subsection (2) states:

Where a meeting is open to the public, a body may, by resolution exclude the public from the meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

Therefore, the Council's policy is to allow public access to meetings unless the business being transacted is confidential or there are 'other special reasons' to exclude the public.

Guy Langton

Guy Langton, Town Clerk & RFO

Date of issue: 17th October 2024

AGENDA

- 1 **To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)** *All apologies must be notified to the Town Council offices by 5pm on the day of the meeting.*
- 2 **To agree the agenda as published**
- 3 **To consider the applications for co-option to fill the vacant seat in the Westward Ho! ward on Northam Town Council, including (if required and so resolved) a confidential session** (as permitted under Public Bodies (Admission to Meetings) Act 1960 S2) *(policy attached)*
- 4 **Co-opted member to sign the Declaration of Acceptance of Office and be passed a register of disclosable interests to complete and return**
- 5 **To receive any dispensations and disclosable pecuniary or other interests** *Members are reminded that all interests must be declared prior to the item being discussed*
- 6 **Mayor's Announcements**
- 7 **To confirm as a correct record and sign the minutes of Full Town Council Meeting held on 18th September 2024** *(pages 3 to 7)*
- 8 **To receive and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees** *(attached under separate cover)*
 - Parks & Recreation 31st July 2024
 - Finance 11th September 2024
 - Environment & Maintenance 12th September 2024
 - Planning & Development 29th August 2024 and 19th September 2024
- 9 **Public Participation**

We welcome Parishioners speaking or making representations, asking questions or giving evidence at the meeting of the Full Council in respect of any issue affecting the Northam Town Council area. A period of twenty minutes is allocated for this unless directed by the Chair of the meeting and a member of the public 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.
- 10 **To receive a written report (if any) from Devon & Cornwall Constabulary**
- 11 **To receive a written report (if any) from the Devon County Councillor**
- 12 **To receive written reports (if any) from Torridge District Members**
- 13 **To consider the action point update** *(pages 8 to 9)*
- 14 **To receive the Clerk's report** *(pages 10 to 12)*
- 15 **To request proposals for projects to be undertaken in 2025-26 to be included in the Council's budget** *(p13 to 14)*
- 16 **To note the date of the annual Torridge District Council area advisory meeting** *(p14)*
- 17 **To note the request from Torridge District Council to submit details to its Annual Rough Sleeper Estimate** *(p 14 and communication attached)*

Northam Town Council – Minutes of the Full Council meeting held 18th September 2024 at 6.30pm in the Council Chamber, Windmill Lane, Northam.

Present: Cllrs Tait (Mayor), Bach, Brading, Edwards, Hames, Himan, Leather, Lo-Vel, Newman-McKie, Singh and Whittaker.

In attendance: Rev. J Kidd, Guy Langton, Town Clerk & RFO.

Rev. Kidd lead the Council in prayers before the start of the meeting.

2409/266 Apologies

Cllr Hodson tendered her apologies, the reason for which was approved by the Council. Cllr Ford had the reason for long term apologies approved by the Council, for the period up to the 18th December 2024 meeting.

2409/267 Mayor's Announcements

Cllr Bach, the Deputy Mayor, conveyed Cllr Bruin's thanks to the Council, its members and staff for supporting him during his time at the Council.

2409/268 To receive any dispensations and disclosable pecuniary or other interests.

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

2409/269 To agree the agenda as published.

It was **resolved** to agree the agenda as published.
Proposed Cllr Brading, Seconded Cllr Bach (all in favour)

2409/270 To confirm as a correct record and sign the minutes of the Full Town Council Meeting held on 24th July 2024

It was **resolved** to approve the minutes as a true and correct record of the meeting. They were signed by the Chair.
Proposed: Cllr Whittaker, Seconded: Cllr Bach (majority in favour, 2 abstentions – not present at meeting).

2409/271 To receive a report (if any) from Devon & Cornwall Constabulary

The Town Clerk had not received a report in time to circulate it before the meeting.

2409/272 To receive reports (if any) from the Devon County Councillor

Cllr McGeough reported that he was pursuing the repainting of double yellow lines locally and the removal of the winter parking restrictions in Westward Ho! Similarly, the junction of Raleigh Hill and Heywood Road at Rydon Garage would have double-yellow lines added. There would be an extension of double yellow lines on Northam Road close to the nature reserve entrance and at the entrance to Victoria Crescent on Irsha Street, Appledore. These matters would be put to the County's HATOC committee in November 2024.

Regarding Buckleigh Road improvements, Cllr McGeough stated that the road at the bend close to Hern's Lea was being widened to improve forward visibility for both sides of the carriageway. The speed limit would be reduced to 40mph along the length of the road.

Potholes continued to be repaired with the help of the Northam Maintenance Team. A series of speed checks would be carried out over the next few months. Cllr McGeough did not attend the meeting.

Cllr Bach and Cllr Tait welcomed the extension of double yellow lines across the Parish. Cllr Hames asked if the new restrictions would be enforced. Cllr McGeough reported that more Enforcement Officer had been recruited and that visits to the Parish would continue.

Cllr Singh considered there was a need for more parking in Westward Ho!, especially short and very short stay, to enable people to access businesses.

Cllr Leather expressed frustration at the length of time it had taken to bring the changes to committee stage.

At the conclusion of his report, Cllr McGeough left the meeting (19:10)

Rev Kidd also left the meeting at this point.

2409/273 To receive and adopt the minutes and resolutions of Committees and Sub-Committees

- Finance – 24th July 2024
- Human Resources – 11th June 2024
- Planning – 27th June, 18th July and 8th August 2024

The minutes were received and adopted.

2409/274 Public Participation

No members of the public were present.

2409/275 To consider the action point update

Cllr Tait reported that she had been in communication with Mr Kearney at TDC regarding a free parking day at Churchfields car park in Appledore for the 200th anniversary of Appledore RNLI. Mr Kearney would be contacting the Town Clerk by 20/9/2024.

The Environment & Maintenance Committee had set up a working group to look at road, path and verge management, comprising three members of that committee (Cllrs Bach, Brading and Hames, supported by the Town Clerk and, in due course, by the Parks & Buildings Manager) the first meeting had yet to be called. All members would be able to attend if they wished.

Council staff had yet to make contact with Surfers Against Sewage regarding their plastic free communities campaign. Cllr Bach reported that at a recent meeting of the Westward Ho! Business Association, the matter had not been on the agenda.

2409/276 To receive the Clerk's report

The report was noted and received. The report included:

Council finances:

The Finance Committee meeting scheduled for August 2024 was cancelled because the Town Clerk, Chair and Vice-Chair were all unavailable. This report therefore covers the spending and receipts from 1st July to 31st August 2024.

At 31st August 2024, the Council's balances were:

| | | |
|---------------------------------------|--------------------|-----------------------------|
| • Nationwide (Business 95 day saver) | £91,553.05 | current interest rate 4.25% |
| • Cambridge & Counties Bank | £92,335.23 | current interest rate 3.9% |
| • Cambridge Building Society | £4,887.67 | current interest rate 2.9% |
| • Petty Cash | £104.40 | |
| • Coop Bank (current account) | £117,248.20 | current interest rate 0.0% |
| • Total cash in hand (31Aug24) | £306,128.55 | |

The Cashbook showed a balance of £306,128.52. The 3p difference is in the Council's main (Coop) bank account, which shows 3p more than the cashbook expects. This is the result of an overpayment by a regular hall user, who will be advised to pay 3p less against her next invoice.

Payments

The Council had made £42,753.38 of payments between 1st July and 31st August 2024. A full list of these was presented to the Finance Committee on the 11th September 2024.

There had been 19 payments over £500. Five of these are associated with payroll, pension and HNMRC. One is the combined Mayor's charity donations for 2023-24. There were 2 negative payments, one for -£22,681.61 (a VAT refund) and the other - £1,670.96, which was a refund of a payment made to NEST which was mis-allocated by NEST as part of the changeover to DCK Payroll solutions.

The remaining 13 payments over £500 are detailed as follows (exVAT):

£4,792.31 to resurface the play area at Wren Close.

£564.25 to install a timed door lock at the Changing Places Toilet.

£533.52 for the annual service plan for the ORCA EV truck.

£436.82 for van and mower fuel.

£993.59 and £993.75 for two months of the Council's insurance plan.

£647.87 to service and repair the walk-behind mower.

£868.40 to install the disabled alarm at the Changing Places Toilet.

£3,742.37 to the contractor as the final payment for the Changing Places Toilet.

£690 for the 2023-24 internal audit.

£582.75 for the twinning event with visitors from Helmstedt on the 1st July 2024.

Receipts

In the period 1st July to 31st August 2024, the Council received £44,224.97. There is a large grant receipt of £25,000 from DHLUC via TDC for the Changing Places Toilet. Other receipts are detailed as follows (exVAT):

£7,000 as the annual administration recharge to the Northam Burrows Charity.

£3,590.75 in Northam Hall hire receipts, including a £60 refund made because of a double booking.

£1,900.12 in tennis court receipts.

£2,050 from TDC members to support summer tennis camps.

£639.60 from allotment holders, including £600 annual payment from Burrough Farm allotment Association.

£1,162.00 Boat Park receipts

£2,762.50 for the Council's car park adjacent to the Seagate Hotel, part from the Gig Club and part from the hotel.

Tennis courts:

The gross volume of sales since 1st January 2024 is £4,725. After fees, the Council has received £4,396.50. The LTA expect the Council to earmark approximately £4,500 per year for 15 years (index linked) to meet the costs of court maintenance and refurbishment. The Council is £103.50 (2.3%) short in this first, extended year (1st January 2024 to 31st March 25).

Other matters:

1. The Council's energy provision at Northam Hall is once again available to contract with its supplier, rather than accepting the variable rate. As the Council also has a feed-in tariff with the same provider, the Town Clerk considers it is efficient to enter into a 12m contract with the current provider, Octopus Energy, given the work required to move both feed-in and provision tariffs.

It was **resolved** to enter into contracts for electricity supply at the Pavilion and at Northam Hall, both would be 12 month, 100% green tariffs at the best rates offered by Octopus Energy at the time of switching.

Proposed: Cllr Leather, Seconded: Cllr Brading (all in favour)

Action point: enter into the contracts with Octopus Energy.

2. The Council staff are considering holding a Christmas Craft Fair in Northam Hall in late November. Enough potential stall holders had expressed an interest to mean the proposal would be put to Finance Committee in October for consideration.

Action point: Prepare a report for the Finance Committee.

3. The Council continued to work with ARC. FREE Community Tennis (known as Park Tennis) sessions were being led by Activators from ARC's pool of volunteers on Sunday mornings (10:00 to 11:30) for 6 weeks, starting on the 15th September. These have been widely advertised and bookings were being received.

2409/277 To ratify the Council's decision to lend support to Cllr Whittaker's petition regarding charging for parking a Bone Hill car park

It was **resolved** to ratify the decision taken at the previous meeting.

Proposed: Cllr Brading, Seconded: Cllr Bach (all in favour)

2409/278 To consider whether DBS checks should be sought for members and staff

It was **resolved** that, given the lack of evidence that members or staff at the Council required a DBS check of any sort, it would not be Council policy to expect all staff and members to undergo a DBS check as part of Council policy.

Proposed: Cllr Bach, Seconded: Cllr Edwards (majority in favour)

Action point: prepare a brief policy on the matter for consideration at Review Committee.

2409/279 To receive an update on filling the Casual Vacancy arising on 31st July 2024 and its timetable and consider the draft Co-option Policy

It was **resolved** to change the date of the co-option to include it at the start of a Full Council meeting on the 23rd October 2024.

Proposed: Cllr Himan, Seconded: Cllr Bach, all in favour

Action point: amend the adverts and advise any applicants.

It was **resolved** to adopt the policy with the following changes:

Remove para 2.12.

Include a paragraph on allowances and expenses.

Correct typographical errors.

Proposed: Cllr Whittaker, Seconded: Cllr Edwards (majority in favour)

Action point: Make the agreed amendments to the policy.

2409/280 To consider festive and festoon lighting in the Northam Town area

It was **resolved** to seek costs for the lease of festoon lighting for Westward Ho! and Appledore and to check the lighting currently installed and to be installed for the festive season to ensure it was operational, replacing or repairing as required to the value of the budget (£6,000).

Proposed: Cllr Lo-Vel, Seconded: Cllr Hames (majority in favour).

Action points:

Contact organisations regarding leasing the equipment.

Arrange the inspection and testing of the Council's festive and festoon lighting with Council staff.

2409/281 To consider the repair of vandalised play equipment at Westward Ho! Park
It was **resolved** to repair the panel that had light surface damage rather than make an insurance claim or pay directly for a replacement.
Proposed: Cllr Brading, Seconded: Cllr Hames (all in favour)
Action point: Arrange for Cllrs Bach and Brading to meet with a member of the Maintenance Team on site to carry out the repair..

2409/282 To receive a summary report (if any) from Torridge District Members
Cllr Bach reported that Cllr Brading had been appointed to TDC’s Standards Committee as an external member; that Sir Geoffrey Cox MP would be at the Community Centre on 10th October 2024 to receive questions from constituents and that the Westward Ho! Residents Association would meet at Kingsley Hall on the 29th September 2024 at 2.30pm.
Cllr Whittaker reported that TDC had adopted a Cultural Strategy for the district and that it continued to work with North Devon on the revisions to the Local Plan.
Cllr Lo-Vel reported that TDC had received a notice of motion to enable members to be more involved in preparing strategy papers for the District Council.
Cllr Leather reported that the plans for the new depot for the TDC Waste and Recycling Team had been approved and that construction work would start as soon as possible.
Cllr Hames reported that the Local Plan review group continued to meet and that TDC had recently held a workshop to consider its housing strategy.

2409/282 To consider the offer to purchase land at Burrough Farm from the Council, received from a resident of Northam
It was **resolved** to thank the resident for their kind offer but to decline to dispose of any land at this time.
Proposed: Cllr Brading, Seconded: Cllr Hames (all in favour)

There being no further business the meeting closed at 8:40pm.

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

Item 13: Action points

| | |
|--|---|
| <p>10th April 2024 Request for a free car parking day at Churchfields for the 200th Anniversary of the RNLI Appledore station. (minute 2404/907)</p> | <p>The Town Clerk therefore asked if the Council could have a free day of parking at Churchfields in Appledore for the event. At the time of writing, Sean Kearney was consulting internally at TDC and a response was awaited. ONGOING</p> |
| <p>24th July 2024 Public request for consideration of the installation of a flag pole in Westward Ho! (minute 2407/179)</p> | <p>The matter will be considered by the Environment & Maintenance Committee on the 2nd October 2024 That committee resolved that, as there were already 2 flagpoles at the village green and that there was no suitable NTC owned land, the Council would not seek to install a flagpole in Westward Ho! COMPLETE</p> |
| <p>24th July 2024 Re-engage with Surfers Against Sewage Plastic Free Campaigns (minute 2407/192)</p> | <p>The Town Clerk has delegated the work to the Community Engagement Officer, who has contacted the campaign organiser. ONGOING Cllr Hodson was to contact the Westward Ho! Business Association to understand what action the community's businesses were currently doing. ONGOING</p> |
| <p>18th September 2024 Electricity contracts. (minute 2409/276)</p> | <p>Enter into 12 month contracts with Octopus Energy for supply at the pavilion, Westward Ho! and for supply and generation at Northam Hall, Northam. COMPLETE</p> |
| <p>18th September 2024 Christmas Craft Fair (minute 2409/276)</p> | <p>The Finance committee considered the matter at its meeting on the 9th October 2024, resolving to go ahead with the Fair this year and review for the future. COMPLETE</p> |
| <p>18th September 2024 DBS check policy (minute 2409/278)</p> | <p>A brief policy was to be prepared for the Review Committee to consider at its next meeting, which has been postponed to 14th November 2024, COMPLETE</p> |
| <p>18th September 2024 Co-opting a member to fill the vacant seat in the Westward Ho! ward of Northam Town Council (minute 2409/279)</p> | <p>The applications would be considered at a scheduled Full Council meeting rather than a special meeting – the adverts to be amended and applicants advised. COMPLETE Amend the policy to remove an unnecessary paragraph on the need to co-opt and to clarify the non-provision of allowances for co-opted members.</p> |
| <p>18th September 2024 Festive & festoon lighting (minute 2409/280)</p> | <p>Arrange for the lights and fittings to be checked. COMPLETE Seek leasing costs for festoon lights. The Town Clerk has been advised by all suppliers that given the locations for the installation and the intention to leave the lights up for 12 months of the year, no leasing/rental arrangement would be possible. The matter is also being considered at the Environment & Maintenance Committee and that committee would receive a report at its next meeting. ONGOING but COMPLETE for Full Council.</p> |

| | |
|---|--|
| <p>18th September 2024 Vandalised play equipment repair (minute 2409/281)</p> | <p>The panel has been repaired and would be rotated in due course to minimise the use of the damaged area. COMPLETE</p> |
| <p>18th September 2024 Respond to the offer from a resident to purchase a piece of Council land at Burrough Farm (minute 2049/282)</p> | <p>The Town Clerk wrote to the resident, thanking them for their offer but explaining that the Council did not wish to dispose of any of its land. COMPLETE</p> |

Item 14: Clerk’s report

The Town Clerk reported on the Council’s Finances to the Finance Committee in October 2024 as follows:

At 30th September 1st August 2024, the Council’s balances were:

- Nationwide (Business 95 day saver) £91,883.51 note: current interest rate was 4.25%
- Cambridge & Counties Bank £92,949.95 note: current interest rate was 3.9%
- Cambridge Building Society £4,887.67 note: current interest rate was 2.9%
- Petty Cash £101.91
- Coop Bank (current account) £370,917.90
- **Total cash in hand £560,740.94**

The 3p difference in the cashbook balance at the end of August 2024, resulting from a 3p overpayment by a regular Hall user had been rectified, the user had simply paid 3p less on their next invoice.

The bank reconciliation signed by the Chair is presented below.

3 October 2024 (2024-2025)

Northam Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

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

| Bank Reconciliation at 30/09/2024 | | | |
|--|---|------------|-------------------|
| | Cash in Hand 01/04/2024 | | 292,539.30 |
| | ADD Receipts 01/04/2024 - 30/09/2024 | | 629,165.56 |
| | | | 921,704.86 |
| | SUBTRACT Payments 01/04/2024 - 30/09/2024 | | 360,963.92 |
| A | Cash in Hand 30/09/2024 (per Cash Book) | | 560,740.94 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash 30/09/2024 | 101.91 | |
| | Stripe from 01 Aug 24 on 30/09/2024 | 0.00 | |
| | Square 01 Aug 24 on 30/09/2024 | 0.00 | |
| | Cambridge and Counties Bank 30/09/2024 | 92,949.95 | |
| | Nationwide 95 day account 30/09/2024 | 91,883.51 | |
| | Cambridge Building Society 30/09/2024 | 4,887.67 | |
| | Northam Town Council 30/09/2024 | 370,917.90 | |
| | Northam Town Council Burrows 30/09/2024 | 0.00 | |
| | | | 560,740.94 |
| | Less unrepresented payments | | |
| | | | 560,740.94 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 560,740.94 |
| | A = B Checks out OK | | |

Payments

The Council made £30,957.03 of payments in September 2024. A full list of these was presented to the committee and is presented overleaf minutes. There were 35 payments over £100. Four of which were associated with payroll, pension and HMRC.

Receipts:

In September 2024, the Council received 45 payments, totalling £286,085.14, including the second precept from TDC (£283,916) and bank interest (£302.84). Payments received in respect of Council services provided for the community was £1,866.30, detailed below. VAT was not charged for any of these services.

Tennis courts:

The gross volume of sales since 1st January 2024 is £4,885. After fees, the Council has received £4,540.63. The LTA expect the Council to earmark approximately £3,600 per year for 15 years (index linked) to meet the costs of court maintenance and refurbishment. The Council is £940.63 (2.3%) over the target, extended year (1st January 2024 to 31st March 25).

Petty Cash:

A screen shot of the petty cash cashbook is presented below showing the items on which the Council has spent petty cash. The aim of the Town Clerk is to maintain a level of £100 or thereabouts in the account.

| Petty Cash | | | 2024-25 | Name: | Northam TC Petty Cash | | | | | | | | | | Balance at start of FY | |
|------------------------------|-------------|-----------------------------------|------------|-----------|-----------------------|---------------|----------|-------------|---------|----------|-------------|-----------------|-----------|------------------------|------------------------|--|
| Details | | | | | Income | | | Expenditure | | | | | | Balance at start of FY | | |
| Date | Transaction | Description | Ref | Scribe No | Petty Cash Withdrawal | Carry forward | Total in | VAT | Events | Milk etc | Maintenance | Office expenses | Total out | £ | 136.47 | |
| 21.08.24 | 53 | Milk | PC24-25.50 | | | | 0.00 | | | 1.49 | | | 1.49 | | 104.40 | |
| 02.09.24 | 54 | Refreshments - P&B Mgr Interviews | PC24-25.51 | | | | 0.00 | | | 14.50 | | | 14.50 | | 89.90 | |
| 04.09.24 | 55 | Milk | PC24-25.52 | | | | 0.00 | | | 1.49 | | | 1.49 | | 88.41 | |
| 05.09.24 | 56 | Dishwasher tabs | PC24-25.53 | | | | 0.00 | | | 4.50 | | | 4.50 | | 83.91 | |
| 06.09.24 | 57 | Card | PC24-25.54 | | | | 0.00 | | | 1.69 | | | 1.69 | | 82.22 | |
| 06.09.24 | 58 | Milk | PC24-25.55 | | | | 0.00 | | | 0.89 | | | 0.89 | | 81.33 | |
| 11.09.24 | 59 | Milk | PC24-25.56 | | | | 0.00 | | | 0.95 | | | 0.95 | | 80.38 | |
| 19.09.24 | 60 | Milk | PC24-25.57 | | | | 0.00 | | | 2.98 | | | 2.98 | | 77.40 | |
| 24.09.24 | 61 | Cash Withdrawal | PCR24-25.5 | | 45.00 | | 45.00 | | | | | | 0.00 | | 122.40 | |
| 24.09.24 | 62 | Key cutting | PC24-25.58 | | | | 0.00 | | | | 19.00 | | 19.00 | | 103.40 | |
| 30.09.24 | 63 | Milk | PC24-25.59 | | | | 0.00 | | | 1.49 | | | 1.49 | | 101.91 | |
| Number of transactions | 64 | TOTALS | | | 385.00 | | 385.00 | 14.39 | 191.48 | 79.02 | | 64.85 | 419.56 | | -34.56 | |
| budgetted figures (12 month) | | | | | - | | - | - | - | - | | - | | | | |
| variance (to date) | | | | | 385.00 | | 385.00 | - | -191.48 | -79.02 | | -64.85 | | | | |
| | | | | | | | | | | | | | Variance | £136.47 | 101.91 | |

Summary Budget Position by cost centre (September 2024)

16 October 2024 (2024-2025)

Northam Town Council Summary of Receipts and Payments Summary - Cost Centres Only (Between 01/09/2024 and 30/09/2024)

| Cost Centre | Receipts | | | Payments | | | Net Position |
|-----------------------------------|-------------------|-------------------|---------------------------|-------------------|------------------|-------------------------|----------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| Administration | 3,600.00 | 623.81 | -2,976.19 (-82%) | 387,495.00 | 23,614.22 | 363,880.78 (93%) | 360,904.59 |
| Allotments Windmill Lane | | | 0.00 (N/A) | 500.00 | 140.00 | 360.00 (72%) | 360.00 |
| Anchor Park | | | 0.00 (N/A) | 9,350.00 | | 9,350.00 (100%) | 9,350.00 |
| Appledore Community Hall | | | 0.00 (N/A) | | | 0.00 (N/A) | 0.00 |
| Blue Lights Hall | | | 0.00 (N/A) | | | 0.00 (N/A) | 0.00 |
| Bonehill Car Park | | | 0.00 (N/A) | | | 0.00 (N/A) | 0.00 |
| Burrough Farm | | | 0.00 (N/A) | 3,000.00 | | 3,000.00 (100%) | 3,000.00 |
| Changing Places facility | | | 0.00 (N/A) | | | 0.00 (N/A) | 0.00 |
| Climate Emergency | | | 0.00 (N/A) | 9,486.00 | | 9,486.00 (100%) | 9,486.00 |
| Elections | | | 0.00 (N/A) | 14,000.00 | | 14,000.00 (100%) | 14,000.00 |
| Footpaths | | | 0.00 (N/A) | 1,000.00 | 41.36 | 958.64 (95%) | 958.64 |
| General Council Equipment Various | | | 0.00 (N/A) | 17,464.00 | 1,228.92 | 16,235.08 (92%) | 16,235.08 |
| Grants Other | | | 0.00 (N/A) | 1,000.00 | | 1,000.00 (100%) | 1,000.00 |
| Human Resources | | | 0.00 (N/A) | 3,500.00 | 376.00 | 3,124.00 (89%) | 3,124.00 |
| Human Resources | | | 0.00 (N/A) | | | 0.00 (N/A) | 0.00 |
| Jubilee and commemorations | | | 0.00 (N/A) | 500.00 | | 500.00 (100%) | 500.00 |
| Mayfair 2023 | | | 0.00 (N/A) | | | 0.00 (N/A) | 0.00 |
| Mayor/Members | | | 0.00 (N/A) | 22,275.00 | | 22,275.00 (100%) | 22,275.00 |
| Neighbourhood Plan | | | 0.00 (N/A) | 2,000.00 | | 2,000.00 (100%) | 2,000.00 |
| Northam Burrows | | | 0.00 (N/A) | | | 0.00 (N/A) | 0.00 |
| Northam Hall | 15,000.00 | 1,566.50 | -13,433.50 (-89%) | 15,750.00 | 688.56 | 15,061.44 (95%) | 1,627.94 |
| Northam May Fair | | | 0.00 (N/A) | 10,000.00 | 41.10 | 9,958.90 (99%) | 9,958.90 |
| Northam Town Council Car Park Ap | | | 0.00 (N/A) | 350.00 | | 350.00 (100%) | 350.00 |
| Precept | 567,832.00 | 283,916.00 | -283,916.00 (-50%) | | | 0.00 (N/A) | -283,916.00 |
| Project Provision | | | 0.00 (N/A) | 24,522.00 | | 24,522.00 (100%) | 24,522.00 |
| PWLB various | | | 0.00 (N/A) | 20,000.00 | | 20,000.00 (100%) | 20,000.00 |
| reserves | | | 0.00 (N/A) | 53,462.00 | | 53,462.00 (100%) | 53,462.00 |
| Road Safety | | | 0.00 (N/A) | 10,000.00 | | 10,000.00 (100%) | 10,000.00 |
| S137 | | | 0.00 (N/A) | 17,900.00 | | 17,900.00 (100%) | 17,900.00 |
| Town Hall | | | 0.00 (N/A) | 200.00 | 935.34 | -735.34 (-367%) | -735.34 |
| Town Projects | 250.00 | | -250.00 (-100%) | 75,350.00 | 1,845.92 | 73,504.08 (97%) | 73,254.08 |
| Twinning grant payment | | | 0.00 (N/A) | 750.00 | | 750.00 (100%) | 750.00 |
| Vision Statement | | | 0.00 (N/A) | 10,000.00 | | 10,000.00 (100%) | 10,000.00 |
| War Memorials | | | 0.00 (N/A) | 1,000.00 | | 1,000.00 (100%) | 1,000.00 |
| web site | | | 0.00 (N/A) | 750.00 | 225.00 | 525.00 (70%) | 525.00 |
| Westward Ho! Park | | 280.00 | 280.00 (28000%) | 13,478.00 | 1,313.32 | 12,164.68 (90%) | 12,444.68 |
| NET TOTAL | 586,682.00 | 286,386.31 | -300,295.69 (-51%) | 725,082.00 | 30,449.74 | 694,632.26 (95%) | 394,336.57 |

Total for ALL Cost Centres
V.A.T.

286,386.31

30,449.74

1,645.52

GROSS TOTAL

286,386.31

32,095.26

Item 15: To request proposals for projects to be undertaken in 2025-26 to be included in the Council’s budget

Members are requested to bring suggestions for projects and events that could be considered for inclusion in the Council budget for 2025-26. The Town Clerk and his team suggest the following are included *(in no particular order and not an exhaustive list and will be considered as part of the budget in due course. It is presented to serve as an example for members only)*.

The Town Clerk requests that members send suggestions for projects, using the project proposal forms circulated earlier in the year, to the Town Clerk by the 10th November 2024, to be included in the budget proposal to be considered at a special Finance meeting on the 28th November 2024.

| Item | Estimated Budget | Overseeing committee |
|---|-------------------------|--|
| Community events, including: <ul style="list-style-type: none"> • Remembrance • May Fair / VE day 8th anniversary • Twinning event, or attendance at an event organised by other bodies • Summer events in the Council’s parks, including the concept of ‘pop-up’ facilities at some/all of the larger parks | £25,000 | Finance for oversight, the detail to be considered at the Parks & Recreation committee |
| Tennis camps for children, building on the success of the sessions in 2024 | £5,000 | Finance for oversight, the detail to be considered at the Parks & Recreation committee |
| Festive decorations | £10,000 | Environment & Maintenance |
| 12 month installation of festoon lights | £12,000 | Environment & Maintenance |
| Initial preparative work on the drafting of specifications for the renovation of the Pavilion in Westward Ho! (to include costs for community consultation) | £10,000 | Finance |
| Replacement of old and worn play equipment at Appletree Gardens, with community consultation | £20,000 | Parks & Recreation |
| Decoration of the blank boards at Churchfields skate park | £10,000 | Parks & Recreation |
| Resurface the hard standing/’4 th court’ by the tennis courts, instal a MUGA end (e.g. football goal, basketball hoop, wickets) | £35,000 | Parks & recreation |
| Rental (possibly with neighbouring/local councils) of a municipal cleansing machine to deal with weeds, hedges, pedestrian area cleaning, among other matters | £20,000 | Finance |

| | | |
|---|--|---------------------------|
| Footpath maintenance under the P3 scheme | £1,000 plus grant from DCC through P3 scheme | Environment & Maintenance |
| Installation of bollard lighting at Westward Ho! Park to replace the damaged and non-working 5m column lights | £10,000 | Parks & Recreation |
| Acquire two MVSID speed indicator devices and instal up to 5 further suitable poles to deploy them across the town area, replacing the damaged and non-compliant fixed signs. | £10,000 | Environment & Maintenance |
| Instal drop kerbs in identified and approved locations. | £10,000 | Environment & Maintenance |

16 To note the date of the annual Torridge District Council area advisory meeting

The date for this year’s meeting for the Bideford area is the 11th November 2024 at 6.30pm

These meetings are open to all Town Councillors and Clerks and are an opportunity to feed back to TDC on any matter that on the agenda and receive an update on work taking place in the District. Town and Parish Councils are asked to place items on the agenda.

Members are asked to send requests for matters to be included on the agenda, the deadline will be confirmed at the meeting.

17 To note the request from Torridge District Council to submit details to its *Annual Rough Sleeper Estimate* (communication attached)

Members are asked to pass any details of rough sleepers they are aware of to the Town Clerk by 5th November 2024 so he may pass the details on to the District Council.