



NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Town Clerk & RFO: Guy Langton (CiLCA, PSLCC)

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Please scan QR code for the Council's website



To all members of the Council:

You are hereby summoned to attend the **FINANCE COMMITTEE** meeting on

Wednesday 12th February 2025 at 6.30pm

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

Membership:

Cllrs Louis Bach, Barry Edwards, Peter Hames, John Himan, Claire Hodson, Chris Leather and Jane Whittaker plus the Mayor, Cllr Niki Tait (ex-officio).

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: 6th February 2025

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 **Chair's announcements**
 - 3 **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.*
 - 4 **To agree the agenda as published.**
 - 5 **To consider the minutes of the Finance committee held on the 16th January 2025 as a true and correct record** (attached under separate cover on coloured paper)
 - 6 **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. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.
 - 7 **To receive an update on the actions** (p3)
 - 8 **To receive the Clerk's report** (p4-10)
 - 9 **To note the Devon County Council highway verge grass cutting contract** (attached)
 - 10 **To note the annual account returns for 2023-24 for the charities for which the Council is corporate trustee** (p11-13)
 - 11 **To consider the Council's banking arrangements** (p13 and to follow)
 - 12 **To consider renewing the Council's fleet and machinery to meet the requirements of the Council's responsibilities and duties and to consider if the Council should extend those duties to include routine street and pavement cleaning** (p13 and to follow)
 - 13 **To consider a request from an event organiser booking Northam Hall** (p13)
- To be held in confidential session:***
- 14 **To receive a report into the accumulated TOIL hours across the staff and requests for overtime and sign the payroll information sheet for January 2025 payroll** (confidential report to follow)

Action points:

Item	December 2024	January 2025	February 2025
1. Council's banking arrangements and draft a report for a future meeting of the committee.	The review has not yet been carried out. INCOMPLETE	The review has been started. The Town Clerk will present a report to a future meeting if this committee. Considerations will include the opening of further deposit accounts, including interest-bearing easy access and moving the Council's main account to another provider. ONGOING	On the agenda COMPLETE
2. To consider improvements to the office accommodations, to include decorating painting and the provision of a sink It was resolved to seek permission from the building owner (Torrige District Council) to install a sink for washing up.	The Chamber has been completed. Suitable sink units are being investigated by the Parks & Buildings Manager. ONGOING	The Chamber has been completed. Suitable sink units are being investigated by the Parks & Buildings Manager. ONGOING	The work has been placed on hold with the Council concentrating its attention on Northam Hall and the response to the actions identified in the Fire Risk Assessment. ONGOING
3. Include Northam Town Council logo in the advertising for the 2025 Christmas Fair.			To be undertaken at the appropriate time ONGOING
4. Liaise with the Westward Ho! Business association regarding the location and provision of Christmas Trees in 2025.			To be undertaken at the appropriate time ONGOING
5. Northam Hall works in response to the findings of the Fire Risk Assessment in December 2024		The requirements had been reviewed and work identified that NTC staff could undertake.	Work has commenced. Estimates for the ceiling work are being sought and grants researched. ONGOING
6. Consider recommendation to purchase machinery referred from the Environment & Maintenance committee.		In the light of the repairs needed by the Council's DFSK, the committee requested a full review of the needs of the Council's maintenance machinery and vehicle fleet be undertaken and returned to this committee.	On the agenda. COMPLETE
7. Consideration of a request from a hirer of Northam Hall that the Council reimburse the cost of the Hall hire.		The committee agreed to donate the cost of the Hall Hire to the charitable beneficiary.	The hirer has been contacted COMPLETE.

Clerk's report – Finance Committee January 2025

As advised at the December meeting of this committee, this report will contain the payments and receipts for the months of November and December 2024.

At 28th January 2025 (the last available statement balance), the Council's balances were:

Nationwide (Business 95 day saver)	£93,166.35	current interest rate is 3.9%
Cambridge & Counties Bank (31 day)	£93,884.82	current interest rate is 3.55%
Cambridge Building Society	£5,024.40	current interest rate is 2.4%
Petty Cash	£94.29	
Coop Bank (current account)	£245,134.80	
Total cash in hand	£437,304.66	

The bank reconciliation to be signed by the Chair is presented below.

9 January 2025 (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 31/12/2024		
	Cash in Hand 01/04/2024		292,539.30
	ADD Receipts 01/04/2024 - 31/12/2024		643,671.60
			936,210.90
	SUBTRACT Payments 01/04/2024 - 31/12/2024		498,906.24
A	Cash in Hand 31/12/2024 (per Cash Book)		437,304.66
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2024	94.29	
	Stripe from 01 Aug 24 on 31/12/2024	0.00	
	Square 01 Aug 24 on 31/12/2024	0.00	
	Cambridge and Counties Bank 31/12/2024	93,884.82	
	Nationwide 95 day account 31/12/2024	93,166.35	
	Cambridge Building Society 31/12/2024	5,024.40	
	Northam Town Council 31/12/2024	245,134.80	
	Northam Town Council Burrows 31/12/2024	0.00	
			437,304.66
	Less unrepresented payments		
			437,304.66
	Plus unrepresented receipts		
B	Adjusted Bank Balance		437,304.66
	A = B Checks out OK		

Payments

The Council made 1081 payments in January 2025, totalling £38,799.24 (exVAT). A full list of these is presented on the pages 6 to 8. There were 34 payments of £100 or more (exVAT). These include:

- £24,794.47 in payroll and associated costs
- £2,400 for an independent Planning expert's check on the NNP
- £1,613.50 to book entertainers and facilities for the May Fair 2025
- £1,090.81 direct debit for monthly insurance payment
- £996.00 for Scribe accounts
- £771.78 on materials and tools to repair footpaths
- £752.84 to service the ride on mower
- £660.00 for an 240v pressure washer and consumables
- £603.78 for gas to heat Northam Hall in December
- £428.49 for room rental at the Town Hall
- £420.00 to clean the CPT and Community Centre toilet in December
- £416.67 as deposit for the Mayor's civic dinner
- £400.00 to clean Noirtham Hall in December
- £312.10 monthly IT contract
- £300.00 for two 2nd hand stationery/filing cupboards (£150 each)
- £299.00 Fire Risk Assessment (FRA) at Northam Hall
- £199.00 FRA at the Pavilion
- £180.00 on manual handling training for all Maintenance staff
- £175.25 for electricity at Northam Hall
- £166.47 on fuel for vehicles and equipment
- £148.50 on repairing and updating the Mayor's chain
- £126.32 on PPE
- £114.00 water bill at Northam Hall (monthly direct debit)

Voucher	Date	Net	VAT	Gross	Description
1077	02.01.2025	£1.35	£0.00	£1.35	Milk
978	02.01.2025	£4.17	£0.83	£5.00	Mobile Phone - IR
998	02.01.2025	£4.22	£0.00	£4.22	Stripe Fees
982	02.01.2025	£168.00	£0.00	£168.00	Equipment various
312	02.01.2025	£428.49	£0.00	£428.49	Room rental
983	03.01.2025	£4.17	£0.83	£5.00	Mobile Phone - CW
977	03.01.2025	£46.07	£9.21	£55.28	telephone system
1078	06.01.2025	£1.70	£0.00	£1.70	Milk
979	06.01.2025	£61.67	£12.33	£74.00	wifi N Hall
980	06.01.2025	£186.01	£0.00	£186.01	Equipment various
985	07.01.2025	£1.34	£0.00	£1.34	square fees
984	07.01.2025	£1.34	£0.00	£1.34	square fees
997	07.01.2025	£6.25	£1.25	£7.50	Domain name renewal
995	07.01.2025	£21.67	£4.33	£26.00	cleaning services
987	07.01.2025	£36.50	£7.30	£43.80	copier charges
990	07.01.2025	£41.98	£8.40	£50.38	Tools
994	07.01.2025	£63.20	£0.00	£63.20	Community Centre Water
996	07.01.2025	£80.00	£0.00	£80.00	Mayor charity event

988	07.01.2025	£299.00	£59.80	£358.80	fire assessment N Hall
992	07.01.2025	£400.00	£0.00	£400.00	cleaning Northam Hall
991	07.01.2025	£420.00	£84.00	£504.00	Cleaning CPT
989	07.01.2025	£660.00	£132.00	£792.00	Pressure washer and consumables
986	07.01.2025	£752.84	£150.57	£903.41	Mower service
1079	08.01.2025	£4.55	£0.00	£4.55	Milk and coffee
999	08.01.2025	£9.45	£1.89	£11.34	cadet armband
1000	08.01.2025	£11.92	£2.38	£14.30	Photo frame
993	08.01.2025	£312.10	£62.42	£374.52	IT contract
303	08.01.2025	£1,090.81	£0.00	£1,090.81	insurance
1009	09.01.2025	£0.22	£0.00	£0.22	square fees
1007	09.01.2025	£0.88	£0.00	£0.88	square fees
1012	09.01.2025	£1.19	£0.00	£1.19	square fees
1006	09.01.2025	£1.19	£0.00	£1.19	square fees
1011	09.01.2025	£1.27	£0.00	£1.27	square fees
1008	09.01.2025	£1.27	£0.00	£1.27	square fees
1004	10.01.2025	£2.62	£0.52	£3.14	safety signs
1005	10.01.2025	£4.75	£0.95	£5.70	Signage N Hall
1001	10.01.2025	£5.05	£1.01	£6.06	safety signs
1003	10.01.2025	£6.88	£1.38	£8.26	safety signs
1002	10.01.2025	£12.41	£2.48	£14.89	Bus Shelter
1010	13.01.2025	£1.19	£0.00	£1.19	square fees
1013	13.01.2025	£1.50	£0.00	£1.50	square fees
1014	13.01.2025	£4.17	£0.83	£5.00	Mobile Phone - TT
1016	14.01.2025	£35.00	£0.00	£35.00	glasses for computer
1017	14.01.2025	£126.32	£25.26	£151.58	PPE
1015	14.01.2025	£166.47	£33.30	£199.77	Fuel
1019	14.01.2025	£180.00	£0.00	£180.00	Training
1018	14.01.2025	£5,613.35	£0.00	£5,613.35	HMRC PAYE
1080	15.01.2025	£1.89	£0.00	£1.89	Milk
1025	15.01.2025	£3.86	£0.77	£4.63	safety signs
1026	15.01.2025	£7.44	£1.49	£8.93	safety signs
1023	15.01.2025	£14.97	£0.00	£14.97	Equipment various
1027	15.01.2025	£23.75	£4.75	£28.50	Domain name renewal (WWHo! Pk - 5 yrs)
322	15.01.2025	£28.50	£0.00	£28.50	water rates
1021	15.01.2025	£110.00	£0.00	£110.00	Tools and equipment
1020	15.01.2025	£114.00	£0.00	£114.00	water bill
1022	15.01.2025	£603.78	£120.76	£724.54	gas account
1029	16.01.2025	£0.31	£0.00	£0.31	square fees
1033	16.01.2025	£9.58	£1.92	£11.50	cadet armband
1032	16.01.2025	£27.50	£5.50	£33.00	flagpole work
1030	16.01.2025	£199.00	£39.80	£238.80	Fire Assessment Pavillion
1031	16.01.2025	£16,899.09	£0.00	£16,899.09	Salaries
1040	17.01.2025	£2.95	£0.59	£3.54	safety signs
1039	17.01.2025	£3.45	£0.69	£4.14	safety signs

1038	17.01.2025	£6.15	£1.23	£7.38	safety signs
1037	17.01.2025	£20.00	£0.00	£20.00	licence TDC
1036	17.01.2025	£45.00	£9.00	£54.00	SLCC Training etc
1028	17.01.2025	£175.25	£8.76	£184.01	Electricity Account
1035	20.01.2025	£0.31	£0.00	£0.31	square fees
1081	20.01.2025	£1.35	£0.00	£1.35	Milk
1034	20.01.2025	£1.78	£0.00	£1.78	square fees
1044	20.01.2025	£15.00	£3.00	£18.00	flags
1043	20.01.2025	£33.33	£6.67	£40.00	Cabinet
1042	20.01.2025	£75.65	£15.13	£90.78	VE Day Flag
1045	21.01.2025	£1.78	£0.00	£1.78	square fees
1041	21.01.2025	£28.95	£5.79	£34.74	internet
1054	22.01.2025	£53.30	£10.66	£63.96	VE Day Lamp Post Sign
1082	23.01.2025	£1.35	£0.00	£1.35	Milk
1053	23.01.2025	£30.00	£6.00	£36.00	delivery/collection charge
1047	23.01.2025	£33.50	£6.70	£40.20	Equipment repair
1049	23.01.2025	£50.12	£10.02	£60.14	Footpath work
1052	23.01.2025	£70.73	£14.15	£84.88	Toilet rolls paper towels
1051	23.01.2025	£148.50	£29.70	£178.20	Repairs and additions Mayor's chain
1050	23.01.2025	£196.48	£39.30	£235.78	Footpath work
1048	23.01.2025	£2,282.03	£0.00	£2,282.03	Nest January 2025 Payment
1056	24.01.2025	£4.17	£0.83	£5.00	Mobile Phone - GL
335	24.01.2025	£6.25	£1.25	£7.50	Mobile Phone - IH
1046	24.01.2025	£47.42	£2.37	£49.79	Electricity - Pavilion
1057	24.01.2025	£80.97	£16.19	£97.16	VE Day Flag
1055	27.01.2025	£0.31	£0.00	£0.31	square fees
1083	27.01.2025	£2.92	£0.58	£3.50	Twine
1058	27.01.2025	£14.98	£3.00	£17.98	Laptop sleeves
1059	27.01.2025	£80.91	£0.00	£80.91	Books
1074	28.01.2025	£4.17	£0.83	£5.00	Mobile Phone - RG
1071	28.01.2025	£15.00	£3.00	£18.00	delivery/collection charge
1072	28.01.2025	£15.39	£3.08	£18.47	Footpath work
1069	28.01.2025	£79.96	£15.99	£95.95	Footpath work
1070	28.01.2025	£111.29	£22.26	£133.55	Equipment hire
1067	28.01.2025	£125.00	£0.00	£125.00	May Fair 2025
1062	28.01.2025	£220.00	£0.00	£220.00	May Fair 2025
1063	28.01.2025	£230.00	£46.00	£276.00	May Fair 2025
1066	28.01.2025	£255.00	£0.00	£255.00	May Fair 2025
1073	28.01.2025	£268.50	£0.00	£268.50	May Fair 2025
1065	28.01.2025	£300.00	£60.00	£360.00	2 nd hand Stationery cupboards (x2)
1068	28.01.2025	£416.67	£83.33	£500.00	civic dinner
1064	28.01.2025	£515.00	£103.00	£618.00	May Fair 2025
1061	28.01.2025	£996.00	£199.20	£1,195.20	Scribe Accounts Renewal
1060	28.01.2025	£2,400.00	£480.00	£2,880.00	Healthcheck Northam NDP
1086	29.01.2025	£4.17	£0.83	£5.00	Mobile Phone - TA

Receipts:

In January 2025, the Council received 47 payments, totalling £7,923.73, detailed below. There was a £15.00 refund for an overcharged May Fair brochure advert.

545	29.01.25	£45.00	May Fair 2025	519	13.01.25	£60.00	Northam Hall
542	29.01.25	£50.00	Printing	518	21.01.25	£71.25	Northam Hall
541	28.01.25	£100.00	Northam Hall	517	10.01.25	£95.00	Northam Hall
540	28.01.25	£120.00	Northam Hall	516	10.01.25	£58.75	Northam Hall
539	28.01.25	£45.00	May Fair 2025	515	09.01.25	£47.50	Northam Hall
538	27.01.25	£90.00	May Fair 2025	514	09.01.25	£72.50	Northam Hall
537	27.01.25	£90.00	May Fair 2025	513	13.01.25	£47.50	Northam Hall
536	27.01.25	£90.00	May Fair 2025	512	09.01.25	£12.50	Northam Hall
535	27.01.25	£45.00	May Fair 2025	511	09.01.25	£50.62	Northam Hall
534	27.01.25	£45.00	May Fair 2025	510	09.01.25	£35.00	Northam Hall
533	27.01.25	£80.00	Northam Hall	509	09.01.25	£47.50	Northam Hall
532	27.01.25	£12.50	Northam Hall	508	02.01.25	£90.00	Tennis Receipts
531	23.01.25	-£15.00	May Fair 2025	507	07.01.25	£53.75	Northam Hall
530	22.01.25	£66.25	Hall Hire	506	07.01.25	£53.75	Northam Hall
529	22.01.25	£90.00	May Fair 2025	505	07.01.25	£292.11	insurance claim
528	20.01.25	£12.50	Northam Hall	504	06.01.25	£172.50	Northam Hall
527	20.01.25	£71.25	Northam Hall	503	02.01.25	£112.50	Northam Hall
526	16.01.25	£12.50	Northam Hall	502	03.01.25	£47.50	Northam Hall
525	16.01.25	£90.00	May Fair 2025	501	03.01.25	£50.00	Northam Hall
524	17.01.25	£45.00	May Fair 2025	500	06.01.25	£25.00	Northam Hall
523	15.01.25	£4,846.00	DCC grass cutting	499	06.01.25	£120.00	Northam Hall
522	14.01.25	£75.00	Northam Hall	498	06.01.25	£40.00	Northam Hall
521	14.01.25	£75.00	Northam Hall	496	06.01.25	£37.50	Northam Hall
520	13.01.25	£50.00	Northam Hall				

Tennis courts:

The gross volume of sales since 1st January 2024 is £5,495. After fees, the Council has received £5,114.45. 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 £1,514.45 over the target, in this extended year (1st January 2024 to 31st March 25). At the 31st March, a payment will be made to the Council's Cambridge Building Society account, where this earmark is held.

Petty Cash:

A screen shot of the petty cash cashbook is presented overleaf 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													
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	Reconciliation balance			
2.1.25	107	Milk	PC24-25.94				0.00			1.35			1.35		92.94				
6.2.25	108	Milk	PC24-25.95				0.00			1.70			1.70		91.24				
8.1.25	109	Milk and coffee	PC24-25.96				0.00			4.55			4.55		86.69				
15.1.25	110	Milk	PC24-25.97				0.00			1.89			1.89		84.80				
20.1.25	111	Milk	PC24-25.98				0.00			1.35			1.35		83.45				
23.1.25	112	Milk	PC24-25.99				0.00			1.35			1.35		82.10				
20.1.25	113	Twine	PC24-25.100				0.00	0.58			2.92		3.50		78.60	£	78.60		
30.1.25	114	Milk	PC24-25.101				0.00			1.70			1.70		76.90	£	76.90		
Number of transactions	114	TOTALS			660.00		660.00	28.56	310.97	141.42	106.07	132.55	719.57		-59.57	Difference between receipts and payments			
budgetted figures (12 month)					-		-	-	-	-	-	-							
variance (to date)					660.00		660.00	-	-310.97	-141.42	-	-132.55							
													Variance	£ 136.47	76.90				

Council IT contract:

Following an increase by Microsoft, the Council's monthly bill to the IT service provider will increase to £327.20 (exVAT). A £10 increase per month.

FORM AC2 (P) 127

PARISH/TOWN COUNCIL PRECEPT

1st APRIL 2025 TO 31st MARCH 2026

Council precept request:

A copy of the request submitted is presented to the right.

The District Council has acknowledged the receipt.

Please check the Clerk and bank details shown below are correct or amend as appropriate



Name of Parish/Town Council: Northam Town Council	Remit to: Account Name: Northam Town Council
Name of Parish Clerk: Guy Langton	Account No: 65189678
Address for Correspondence: Council Offices, Windmill Lane	Bank Name: The Cooperative Bank
Northam	Bank Sort Code: 089299
Bideford	Bank Address: Po Box 250 Delf House Southway, Skelmersdale
Devon Post Code: EX39 1BY Post Code: EX39 1BZ	
Telephone No: 01237 474976	
E-Mail Address: townclerk@northamtowncouncil.gov.uk	

Notice of Precept upon Torridge District Council

You are hereby directed to pay to the Parish/Town Council's bank account, at the bank described above, the following instalments of precept from the Council Tax of the Parish/Town to meet expenses payable by the Parish/Town Council during the Financial Year described above.

Authorised at a meeting of the Parish/Town Council held on:- 07 / 01 / 20 25

Town/Parish Precept Requirement **£ 644,337** To be paid in 2 equal instalments by end of April & September

Signed X  X Proper Officer / 

Date: **21/01/2025**

Position by cost centre

6 February 2025 (2024-2025)

Northam Town Council Summary of Receipts and Payments Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration	3,600.00	12,286.93	8,686.93 (241%)	387,495.00	267,818.31	119,676.69 (30%)	128,363.62
Allotments Windmill Lane		707.30	707.30 (70730%)	500.00	140.00	360.00 (72%)	1,067.30
Anchor Park			0.00 (N/A)	9,350.00	20.05	9,329.95 (99%)	9,329.95
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		720.00	720.00 (72000%)	3,000.00	1,024.73	1,975.27 (65%)	2,695.27
Changing Places facility			0.00 (N/A)		49.60	-49.60 (-4960%)	-49.60
Climate Emergency			0.00 (N/A)	9,486.00		9,486.00 (100%)	9,486.00
Community		195.00	195.00 (19500%)		1,613.50	-1,613.50 (-1613%)	-1,418.50
Elections			0.00 (N/A)	14,000.00	22,755.73	-8,755.73 (-62%)	-8,755.73
Footpaths		2,500.00	2,500.00 (250000%)	1,000.00	920.62	79.38 (7%)	2,579.38
General Council Equipment Various			0.00 (N/A)	17,464.00	12,167.51	5,296.49 (30%)	5,296.49
Grants Other			0.00 (N/A)	1,000.00	18,096.00	-17,096.00 (-1709%)	-17,096.00
Human Resources			0.00 (N/A)	3,500.00	7,499.55	-3,999.55 (-114%)	-3,999.55
Human Resources			0.00 (N/A)			0.00 (N/A)	0.00
Jubilee and commemorations			0.00 (N/A)	500.00	229.00	271.00 (54%)	271.00
Mayfair 2023			0.00 (N/A)		1,066.67	-1,066.67 (-1066%)	-1,066.67
Mayor/Members		2,049.67	2,049.67 (204967%)	22,275.00	19,486.75	2,788.25 (12%)	4,837.92
Neighbourhood Plan			0.00 (N/A)	2,000.00	3,281.33	-1,281.33 (-64%)	-1,281.33
Northam Burrows			0.00 (N/A)			0.00 (N/A)	0.00
Northam Hall	15,000.00	17,770.06	2,770.06 (18%)	15,750.00	21,879.60	-6,129.60 (-38%)	-3,359.54
Northam May Fair		1,473.20	1,473.20 (147320%)	10,000.00	3,053.48	6,946.52 (69%)	8,419.72
Northam Town Council Car Park Ap		4,800.00	4,800.00 (480000%)	350.00		350.00 (100%)	5,150.00
Precept	567,832.00	567,832.00	0.00 (N/A)			0.00 (N/A)	0.00
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	8,151.66	11,848.34 (59%)	11,848.34
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
Stalls		273.50	273.50 (27350%)		0.51	-0.51 (-51%)	272.99
Town Hall			0.00 (N/A)	200.00	6,203.31	-6,003.31 (-3001%)	-6,003.31
Town Projects	250.00	8,481.50	8,231.50 (3292%)	75,350.00	68,255.15	7,094.85 (9%)	15,326.35
Twinning grant payment			0.00 (N/A)	750.00	642.75	107.25 (14%)	107.25
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	41.58	958.42 (95%)	958.42
web site			0.00 (N/A)	750.00	360.16	389.84 (51%)	389.84
Westward Hol Park		32,327.85	32,327.85 (323278%)	13,478.00	65,147.21	-51,669.21 (-383%)	-19,341.36
NET TOTAL	586,682.00	651,417.01	64,735.01 (11%)	725,082.00	529,904.76	195,177.24 (26%)	259,912.25

Total for ALL Cost Centres	651,417.01	529,904.76
V.A.T.	2,740.17	13,177.42
GROSS TOTAL	654,157.18	543,082.18

9 To note the Devon County Council highway verge grass cutting contract

The committee is asked to note the attached contract and the fee payable by DCC for 4 cuts per year, as outlined below

Urban Grass Cutting Timetable vers April 2010

Grass Cutting Programme		April	May	June	July	August	September	October
Urban Cutting								
1	All Maintenance Categories (full width cut to all urban highway verge 4 times per season)	■		■	■	■	■	

A contract can only be signed after a decision by the Full Council.

10 To note the annual account returns for 2023-24 for the charities for which the Council is corporate trustee

The accounts for 2023-24 have been filed by 31.01.2025 as required (see below).

CHARITY COMMISSION FOR ENGLAND AND WALES
My Charity Commission Account
Cymraeg English

! You will be logged out after 30 minutes of inactivity. [Messages](#) [Account](#) [Sign out](#)

[Home](#)

GUY ROBERT LANGTON

View and access your charity and your own information in one place

My charities:

These are the charities you are a trustee and/or contact for, click on the charity name in the list to view and manage its details:

Charity name	Charity Number	Filing deadline date	Annual return reporting status	Your role in the charity	Link through to register of charities
NORTHAM BURROWS	1198021	31 January	Charity reporting is up to date (on time)	Charity contact	View charity on public register
MRS W C C ANDERSON'S BEQUEST FOR A RECREATION GROUND	300746	31 January	Charity reporting is up to date (on time)	Charity contact	View charity on public register

NORTHAM BURROWS

Charity number: 1198021



Charity reporting is up to date (on time)

[Charity overview](#)

[What, who, how, where](#)

[Governance](#)

[Trustees](#)

[Financial history](#)

[Accounts and annual returns](#)

[Governing document](#)

[Contact information](#)

This table shows the charity's record of submitting annual returns, accounts and trustees' annual report (TAR) for the last five financial periods.

Title	Reporting year	Date received	Received	Download
Annual return	31 March 2024	28 January 2025	On Time	
Accounts and TAR	31 March 2024	28 January 2025	On Time	Download
Annual return	31 March 2023	29 January 2024	On Time	
Accounts and TAR	31 March 2023	29 January 2024	On Time	Download

[Submit annual return](#)

[Print charity details](#)

MRS W C C ANDERSON'S BEQUEST FOR A RECREATION GROUND

Charity number: 300746



Charity reporting is up to date (on time)

[Charity overview](#)

[What, who, how, where](#)

[Governance](#)

[Trustees](#)

[Financial history](#)

[Accounts and annual returns](#)

[Governing document](#)

[Contact information](#)

This table shows the charity's record of submitting annual returns, accounts and trustees' annual report (TAR) for the last five financial periods.

Title	Reporting year	Date received	Received	Download
Annual return	31 March 2024	21 January 2025	On Time	
Accounts and TAR	31 March 2024	Not Required		
Annual return	31 March 2023	29 January 2024	On Time	
Accounts and TAR	31 March 2023	Not Required		
Annual return	31 March 2022	05 February 2023	5 days late	
Accounts and TAR	31 March 2022	Not Required		
Annual return	31 March 2021	26 January 2022	On Time	
Accounts and TAR	31 March 2021	Not Required		
Annual return	31 March 2020	23 July 2021	173 days late	
Accounts and TAR	31 March 2020	Not Required		

As required by the Council’s Internal Auditor, the Council now appears as a trustee for all three charities with which it is associated, see below.

NORTHAM BURROWS

Charity number: 1198021



Charity reporting is up to date (on time)

[Charity overview](#)

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Trustees are the people responsible for controlling the work, management and administration of the charity on behalf of its beneficiaries. Generally trustees are treasurer, chair, board member etc. The trustees are responsible for keeping this list up to date and can do this by updating their details as they happen through the [online service](#)

1 Trustee(s)

Name	Role	Date of appointment	Other trusteeships	Reporting status of other trusteeships
NORTHAM TOWN COUNCIL	Trustee	01 July 2021	MRS W C C ANDERSON'S BEQUEST FOR A RECREATION GROUND	Received: On time
			BLUE LIGHTS PARISH HALL	Received: On time

11 To consider the Council’s banking arrangements

The Town Clerk has been considering the options which may be taken up by the Council. Councils with an annual budget over c£400,000 (€500,000) are not protected under FSCS protection rules. For further information about exclusions, refer to the FSCS website at www.fscs.org.uk.

A report will follow.

12 To consider renewing the Council’s fleet and machinery to meet the requirements of the Council’s responsibilities and duties and to consider if the Council should extend those duties to include routine street and pavement cleaning.

A report will follow.

13 To consider a request from a hirer of Northam Hall.

Northam Hall has been booked on the 14th March 2025 by the Bideford Tarka Rotary Club, who are holding a fundraising quiz, in support of Siman Randall’s mission to raise funds for North Devon Hospice. The organiser has asked that the Council provide the Hall free of charge or make a donation of equal value to the cost to the North Devon Hospice. The Council has taken the latter approach in the past. The cost of the hire is £66.25.

Recommendation: The committee consider the request, noting what has been done in the past.

To be held in confidential session:

- 14** To receive a report into the accumulated TOIL hours across the staff and requests for overtime and sign the payroll information sheet for January 2025 payroll (confidential report)