**To all members of the Council:**

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

**Wednesday 12th March 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 March 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 consider the Clerk’s report and approve, by resolution, the payments as listed** (p4-11)

**9 To consider quotes for the valuation of buildings for which the Council holds title** (p12)

**10** **To consider signatories for the Council’s new banking arrangements** (p13)

**11 To consider the revised Finance Regulations for 2025-26** (p13 and attached)

***To be held in confidential session:***

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

 **Action points:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **December 2024** | **January 2025** | **February 2025** |
| 1. To consider improvements to the office accommodations, to include decorating painting and the provision of a sinkIt was resolved to seek permission from the building owner (Torridge 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 |
| 2. Include Northam Town Council logo in the advertising for the 2025 Christmas Fair. |  |  | To be undertaken at the appropriate timeONGOING |
| 3. Liaise with the Westward Ho! Business association regarding the location and provision of Christmas Trees in 2025. |  |  | To be undertaken at the appropriate timeONGOING |
| 4. 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 |
| 5. Purchase:1. The whole set of maintenance equipment (electric models) to replace the Council’s maintenance equipment and purchase sufficient batteries and chargers, and
2. A petrol powered ‘two-wheel tractor’ and three attachments – a weed ripper, a brush and collector set and a rotary mower, and
3. A new Nextem ORCA, equipped with a tipper body and a towbar to replace the Council’s oldest truck.
 |  |  | The order has been placed with JLCEV for the ORCA.The other orders have yet to be placed.ONGOING |
| 6. Open a Local Council Easy Access Deposit Account at Hinkley & Rugby Building Society |  |  | On the agenda.ONGOING |
| 7. Transfer the funds from the Mayor’s Charity Account to the Council’s general account. |  |  | Funds transferred (£278.02).COMPLETE |
| 8. Advise hall hirer of agreement to pay the equivalent of the hall hire fees to the charity. |  |  | Hiere advised.COMPLETE |

**Clerk’s report – Finance Committee February 2025**

**At 28th February 2025 (or according to the last available statement balance), the Council’s balances were:**

Nationwide (Business 95 day saver) £93,474.76 interest rate is 3.9% General and Earmarked Reserves

Cambridge & Counties Bank (31 day) £94,430.95 interest rate is 3.55% Earmarked Reserves

Cambridge Building Society £5,027.04 interest rate is 2.2% Tennis Reserves

Petty Cash £50.15

Coop Bank (current account) £173,913.50 no interest Includes budgeted carry-over

Hinkley & Rugby Building Society £0.00 interest rate is 2.2% holding account for general (account not yet open) expenditure

**Total cash in hand £366,896.40**

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



**Payments**

The Council made 124 payments in January 2025, totalling £41,116.43 (exVAT), including a £32.05 refund for unused event refreshments and a VAT refund of £7,058.89. A full list of these is presented on the following pages. There were 45 payments of £100 or more (exVAT). These include:

* £25, 287.88 in payroll and associated costs
* £6,962.34 as a deposit against a new Truck for the Council
* £1,689.80 to print the May Fair 2025 booklets
* £1,090.81 direct debit for monthly insurance payment
* £969.30 monthly charge for the Council’s general insurance
* £967.50 as deposit (25%) for a pump track as resolved at the Parks & Rec committee and in the Council’s budget
* £805.00 for external play park inspections
* £796.31 for 2 May Poles (covered by a grant from the County Councillor)
* £633.57 for gas to heat Northam Hall in December
* £1,616.92 for materials to complete agreed footpath works, comprising multiple payments:
	+ £605.00, £249.44, £287.04, £329.15, £152.96 and £146.29
* £540.45 for repairs to vehicle to pass MOT (HY16UOL)
* £455.00 to clean the CP Toilet
* £443.23 to service council mowing equipment
* £428.49 monthly room rental at the Town Hall
* £400.00 to clean Northam Hall in December
* £365.00 to maintain the Maintenance team’s skills
* £315.65 on refreshments for the Mayor’s Ceilidh and other events
* £312.10 monthly IT contract
* £307.80 staff travel expenses
* £275.00 First Aid/Medical cover for May Fair
* £250.00 as Float for Mayor’s Ceilidh
* £250.00 as grant for Appledore Crafters (2024-25)
* £248.00 for Fire extinguishers at Northam Hall and Pavilion
* £240.00 to PEAR Technology (mapping software provider)
* £195.00 to replace damaged hanging baskets
* £188.99 on fuel for vehicles and equipment
* £150.00 training administrative staff team
* £140.81 electricity at the Pavilion
* £140.00 training Fire Wardens
* £136.28 to TDC for buildings insurance recharge (Town Hall)
* £134.14 fencing at Anchor Park (steps)
* £125.00 stationery
* £119.98 hand wash water heater (Northam Hall, arising from FRA)
* £114.00 water bill (Northam Hall)
* £108.32 110v hammer drill
* £105.32 electricity works at Northam Hall (arising from FRA)
* £100.00 to hire St Mary’s Hall for the Mayor’s Ceilidh

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| --- | --- | --- | --- | --- | --- |
| 304 | 10.02.2025 | £969.30 | £0.00 | £969.30 | insurance |
| 313 | 01.02.2025 | £428.49 | £0.00 | £428.49 | Room rental |
| 323 | 15.02.2025 | £28.50 | £0.00 | £28.50 | water rates |
| 336 | 24.02.2025 | £6.25 | £1.25 | £7.50 | Mobile Phone - IH |
| 1088 | 03.02.2025 | £4.17 | £0.83 | £5.00 | Mobile Phone - CW |
| 1089 | 03.02.2025 | £43.28 | £8.66 | £51.94 | Tools  |
| 1090 | 03.02.2025 | £140.00 | £28.00 | £168.00 | Fire Warden Training |
| 1091 | 04.02.2025 | £7.61 | £0.00 | £7.61 | Stripe Fees |
| 1092 | 04.02.2025 | £51.59 | £10.32 | £61.91 | telephone system |
| 1093 | 05.02.2025 | £19.37 | £3.88 | £23.25 | Fire Warden Vest - High Visibility Waistcoat  |
| 1094 | 07.02.2025 | £240.00 | £48.00 | £288.00 |  computer and software |
| 1095 | 07.02.2025 | £455.00 | £91.00 | £546.00 | Cleaning CPT |
| 1096 | 07.02.2025 | £28.17 | £5.63 | £33.80 | cleaning offices and cttee room |
| 1097 | 07.02.2025 | £312.10 | £62.42 | £374.52 | IT contract |
| 1098 | 07.02.2025 | £540.45 | £108.09 | £648.54 | Repairs to vehicle |
| 1099 | 07.02.2025 | £75.00 | £0.00 | £75.00 | May Fair 2025 |
| 1100 | 07.02.2025 | £248.00 | £49.60 | £297.60 | fire extinguisher |
| 1101 | 07.02.2025 | £805.00 | £161.00 | £966.00 | Play equipment inspection |
| 1102 | 07.02.2025 | £136.28 | £0.00 | £136.28 | insurance |
| 1103 | 07.02.2025 | £71.36 | £14.27 | £85.63 | Footpath work |
| 1104 | 07.02.2025 | £65.00 | £13.00 | £78.00 | Signs |
| 1105 | 07.02.2025 | £6.64 | £0.00 | £6.64 | cleaning materials |
| 1106 | 07.02.2025 | £10.90 | £0.00 | £10.90 | cleaning materials |
| 1107 | 07.02.2025 | £400.00 | £0.00 | £400.00 | cleaning Northam Hall |
| 1108 | 07.02.2025 | £52.80 | £10.56 | £63.36 | improvements |
| 1109 | 07.02.2025 | £8.13 | £1.63 | £9.76 | improvements |
| 1110 | 07.02.2025 | £72.81 | £14.56 | £87.37 | improvements |
| 1111 | 07.02.2025 | £36.68 | £7.34 | £44.02 | improvements |
| 1112 | 07.02.2025 | £10.81 | £2.16 | £12.97 | improvements |
| 1113 | 07.02.2025 | £1,689.80 | £0.00 | £1,689.80 | May Fair 2025 Booklets |
| 1114 | 07.02.2025 | £443.23 | £88.65 | £531.88 | Mower service |
| 1115 | 07.02.2025 | £32.50 | £1.63 | £34.13 | Footpath work |
| 1116 | 07.02.2025 | £329.15 | £65.83 | £394.98 | Footpath work |
| 1117 | 07.02.2025 | £36.50 | £7.30 | £43.80 | copier charges |
| 1118 | 07.02.2025 | £152.96 | £30.59 | £183.55 | Footpath work |
| 1119 | 07.02.2025 | £90.75 | £18.15 | £108.90 | Mat |
| 1120 | 07.02.2025 | £61.67 | £12.33 | £74.00 | wifi N Hall |
| 1121 | 07.02.2025 | £16.66 | £3.33 | £19.99 | Laptop sleeves |
| 1122 | 07.02.2025 | £0.94 | £0.00 | £0.94 | square fees |
| 1123 | 10.02.2025 | £4.67 | £0.93 | £5.60 | Drill Bits |
| 1124 | 10.02.2025 | £633.57 | £126.72 | £760.29 | gas account |
| 1125 | 11.02.2025 | £4.17 | £0.83 | £5.00 | Mobile Phone - TT |
| 1126 | 11.02.2025 | £140.81 | £7.04 | £147.85 | Electricity - Pavilion |
| 1128 | 13.02.2025 | £188.99 | £37.80 | £226.79 | Fuel |
| 1129 | 14.02.2025 | £1.19 | £0.00 | £1.19 | square fees |
| 1130 | 11.02.2025 | £0.60 | £0.00 | £0.60 | square fees |
| 1131 | 17.02.2025 | £0.63 | £0.00 | £0.63 | square fees |
| 1132 | 13.02.2025 | £0.30 | £0.00 | £0.30 | square fees |
| 1133 | 17.02.2025 | £114.00 | £0.00 | £114.00 | water bill |
| 1134 | 13.02.2025 | £15.00 | £3.00 | £18.00 | SLCC Training etc |
| 1135 | 13.02.2025 | £15.00 | £3.00 | £18.00 | SLCC Training etc |
| 1136 | 13.02.2025 | £24.99 | £5.00 | £29.99 | Spade |
| 1137 | 13.02.2025 | £119.98 | £24.00 | £143.98 | water heater |
| 1138 | 11.02.2025 | £967.50 | £193.50 | £1,161.00 | Pump Track Hire |
| 1139 | 11.02.2025 | £20.82 | £4.16 | £24.98 | outside light |
| 1140 | 12.02.2025 | -£7,058.89 | £0.00 | -£7,058.89 | vat refund |
| 1141 | 19.02.2025 | £28.95 | £5.79 | £34.74 | internet |
| 1142 | 18.02.2025 | £43.32 | £8.67 | £51.99 | seeds |
| 1143 | 19.02.2025 | £0.21 | £0.00 | £0.21 | square fees |
| 1144 | 19.02.2025 | £11.62 | £2.33 | £13.95 | lighting for vehicle |
| 1145 | 20.02.2025 | £38.62 | £7.72 | £46.34 | Tools  |
| 1146 | 20.02.2025 | £16.20 | £3.24 | £19.44 | Footpath work |
| 1147 | 20.02.2025 | £99.00 | £19.80 | £118.80 | fencing |
| 1148 | 20.02.2025 | £5,486.27 | £0.00 | £5,486.27 | HMRC PAYE |
| 1149 | 20.02.2025 | £17,419.58 | £0.00 | £17,419.58 | Salaries |
| 1150 | 20.02.2025 | £100.00 | £20.00 | £120.00 | Payroll |
| 1151 | 20.02.2025 | £287.04 | £57.41 | £344.45 | Footpath work |
| 1152 | 20.02.2025 | £42.95 | £8.59 | £51.54 | Footpath work |
| 1153 | 20.02.2025 | £69.42 | £13.88 | £83.30 | Tools  |
| 1154 | 20.02.2025 | £60.38 | £12.08 | £72.46 | Footpath work |
| 1155 | 20.02.2025 | £365.00 | £73.00 | £438.00 | Training |
| 1156 | 20.02.2025 | £70.65 | £14.13 | £84.78 | work on Community toilet |
| 1157 | 20.02.2025 | £275.00 | £0.00 | £275.00 | Medical cover May Fair |
| 1158 | 20.02.2025 | £105.32 | £21.06 | £126.38 | Electric work Northam Hall |
| 1159 | 20.02.2025 | £307.80 | £0.00 | £307.80 | expenses |
| 1160 | 20.02.2025 | £8.37 | £0.00 | £8.37 | expenses |
| 1161 | 20.02.2025 | £125.00 | £25.00 | £150.00 | Stationery |
| 1162 | 20.02.2025 | £796.31 | £159.26 | £955.57 | May Fair 2025 May Poles (x2) |
| 1163 | 20.02.2025 | £195.00 | £39.00 | £234.00 | Hanging baskets |
| 1164 | 20.02.2025 | £605.00 | £121.00 | £726.00 | Footpath work |
| 1165 | 20.02.2025 | £2.42 | £0.48 | £2.90 | Refreshments for various events |
| 1166 | 20.02.2025 | £19.46 | £3.89 | £23.35 | Raffle books |
| 1167 | 20.02.2025 | £250.00 | £0.00 | £250.00 | Float |
| 1170 | 20.02.2025 | £11.50 | £2.30 | £13.80 | light tube N Hall |
| 1171 | 20.02.2025 | £34.97 | £7.00 | £41.97 | Plants |
| 1172 | 21.02.2025 | £315.65 | £63.13 | £378.78 | Refreshments for Ceilidh and other events |
| 1173 | 20.02.2025 | £150.00 | £10.20 | £160.20 | SLCC Training etc |
| 1174 | 26.02.2025 | £6,962.34 | £1,392.47 | £8,354.81 | Purchase of vehicle |
| 1175 | 26.02.2025 | £30.00 | £6.00 | £36.00 | Training |
| 1176 | 26.02.2025 | £100.00 | £0.00 | £100.00 | charity event |
| 1177 | 26.02.2025 | £146.29 | £29.26 | £175.55 | Skip Loader |
| 1178 | 26.02.2025 | £249.44 | £49.89 | £299.33 | Skip Loader |
| 1179 | 26.02.2025 | £134.14 | £26.83 | £160.97 | fencing |
| 1180 | 26.02.2025 | £6.23 | £1.25 | £7.48 | Tools  |
| 1181 | 26.02.2025 | £69.24 | £13.85 | £83.09 | fencing |
| 1182 | 26.02.2025 | £4.19 | £0.84 | £5.03 | Repairs and equipment |
| 1183 | 26.02.2025 | £6.38 | £1.28 | £7.66 | Sand |
| 1184 | 26.02.2025 | £2,282.03 | £0.00 | £2,282.03 | Nest February 2025 Payment |
| 1185 | 24.02.2025 | £4.17 | £0.83 | £5.00 | Mobile Phone - GL |
| 1186 | 24.02.2025 | £37.92 | £7.58 | £45.50 | Refreshments for various events |
| 1187 | 26.02.2025 | -£32.05 | -£6.41 | -£38.46 | Refund for unused/opened refreshments |
| 1188 | 25.02.2025 | £250.00 | £0.00 | £250.00 | Cash Withdrawal |
| 1189 | 26.02.2025 | £4.17 | £0.83 | £5.00 | Air fresheners |
| 1190 | 26.02.2025 | £47.40 | £9.48 | £56.88 | flower bulbs |
| 1191 | 27.02.2025 | £108.32 | £21.67 | £129.99 | cordless drill |
| 1192 | 27.02.2025 | £6.66 | £1.33 | £7.99 | Door Bolt |
| 1193 | 27.02.2025 | £4.17 | £0.83 | £5.00 | Mobile Phone - RG |
| 1194 | 24.02.2025 | £3.43 | £0.00 | £3.43 | square fees |
| 1195 | 25.02.2025 | £0.02 | £0.00 | £0.02 | square fees |
| 1196 | 21.02.2025 | £0.18 | £0.00 | £0.18 | square fees |
| 1198 | 04.02.2025 | £1.35 | £0.00 | £1.35 | Milk |
| 1199 | 06.02.2025 | £2.84 | £0.00 | £2.84 | Milk and sugar |
| 1200 | 10.02.2025 | £1.89 | £0.00 | £1.89 | Milk |
| 1201 | 11.02.2025 | £1.35 | £0.00 | £1.35 | Milk |
| 1202 | 12.02.2025 | £8.45 | £0.00 | £8.45 | Tea and coffee |
| 1203 | 17.02.2025 | £1.89 | £0.00 | £1.89 | Milk |
| 1204 | 24.02.2025 | £1.89 | £0.00 | £1.89 | Milk |
| 1205 | 24.02.2025 | £3.19 | £0.00 | £3.19 | Teabags |
| 1206 | 25.02.2025 | £1.35 | £0.00 | £1.35 | Milk |
| 1207 | 26.02.2025 | £1.20 | £0.00 | £1.20 | Milk |
| 1225 | 28.02.2025 | £4.17 | £0.83 | £5.00 | Mobile Phone - TA |

**Receipts:**

In February 2025, the Council received 68 payments, totalling £5,665.26, detailed below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 621 | 28.02.2025 | £252.43 | Interest Cambridge and Counties | 587 | 10.02.2025 | £62.50 | Northam Hall |
| 620 | 28.02.2025 | £100.00 | Northam Hall | 586 | 10.02.2025 | £60.00 | Northam Hall |
| 619 | 25.02.2025 | £1.00 | Mayor's Charity | 585 | 10.02.2025 | £24.00 | May Fair 2025 |
| 618 | 24.02.2025 | £194.50 | Mayors charity | 584 | 10.02.2025 | £12.00 | May Fair 2025 |
| 617 | 24.02.2025 | £24.00 | May Fair 2025 | 583 | 10.02.2025 | £12.00 | May Fair 2025 |
| 616 | 21.02.2025 | £10.00 | Mayor charity event | 582 | 10.02.2025 | £12.00 | May Fair 2025 |
| 615 | 26.02.2025 | £12.00 | May Fair 2025 | 581 | 07.02.2025 | £37.50 | Northam Hall |
| 614 | 26.02.2025 | £18.75 | Northam Hall | 580 | 06.02.2025 | £12.00 | May Fair 2025 |
| 613 | 28.02.2025 | £12.00 | May Fair 2025 | 579 | 07.02.2025 | £24.00 | May Fair 2025 |
| 612 | 28.02.2025 | £40.00 | Northam Hall | 578 | 07.02.2025 | £12.00 | May Fair 2025 |
| 611 | 28.02.2025 | £24.00 | May Fair 2025 | 576 | 06.02.2025 | £12.00 | May Fair 2025 |
| 610 | 28.02.2025 | £50.00 | May Fair 2025 | 575 | 06.02.2025 | £50.00 | May Fair 2025 |
| 609 | 20.02.2025 | £37.50 | Northam Hall | 574 | 07.02.2025 | £110.00 | Northam Hall |
| 608 | 19.02.2025 | £12.00 | May Fair 2025 | 573 | 07.02.2025 | £1,250.00 | Rent for Seagate Carpark |
| 607 | 18.02.2025 | £12.00 | May Fair 2025 | 572 | 07.02.2025 | £12.50 | Hall Hire |
| 606 | 17.02.2025 | £100.00 | Northam Hall | 571 | 07.02.2025 | £12.50 | Hall Hire |
| 605 | 17.02.2025 | £108.33 | Hanging baskets | 570 | 07.02.2025 | £45.00 | May Fair 2025 |
| 604 | 13.02.2025 | £12.00 | May Fair 2025 | 569 | 06.02.2025 | £12.00 | May Fair 2025 |
| 603 | 17.02.2025 | £25.00 | Northam Hall | 568 | 06.02.2025 | £180.00 | May Fair 2025 |
| 602 | 11.02.2025 | £24.00 | May Fair 2025 | 567 | 06.02.2025 | £150.00 | Northam Hall |
| 601 | 14.02.2025 | £45.00 | May Fair 2025 | 566 | 06.02.2025 | £12.00 | May Fair 2025 |
| 600 | 14.02.2025 | £48.75 | Northam Hall | 565 | 05.02.2025 | £150.00 | Northam Hall |
| 599 | 14.02.2025 | £47.50 | Hall Hire | 564 | 05.02.2025 | £50.00 | Northam Hall |
| 598 | 14.02.2025 | £12.00 | May Fair 2025 | 563 | 05.02.2025 | £37.50 | Northam Hall |
| 597 | 13.02.2025 | £24.00 | May Fair 2025 | 562 | 05.02.2025 | £24.00 | May Fair 2025 |
| 596 | 13.02.2025 | £12.00 | May Fair 2025 | 561 | 06.02.2025 | £50.00 | Northam Hall |
| 595 | 12.02.2025 | £12.00 | May Fair 2025 | 559 | 05.02.2025 | £90.00 | May Fair 2025 |
| 594 | 12.02.2025 | £24.00 | May Fair 2025 | 558 | 04.02.2025 | £50.00 | May Fair 2025 |
| 593 | 11.02.2025 | £90.00 | May Fair 2025 | 557 | 04.02.2025 | £24.00 | May Fair 2025 |
| 592 | 11.02.2025 | £0.00 | May Fair 2025 | 556 | 04.02.2025 | £12.00 | May Fair 2025 |
| 591 | 11.02.2025 | £12.00 | May Fair 2025 | 555 | 04.02.2025 | £12.00 | May Fair 2025 |
| 590 | 11.02.2025 | £12.00 | May Fair 2025 | 554 | 04.02.2025 | £12.00 | May Fair 2025 |
| 589 | 11.02.2025 | £30.00 | May Fair 2025 | 553 | 03.02.2025 | £135.00 | Tennis Receipts |
| 588 | 10.02.2025 | £80.00 | Northam Hall | 550 | 12.02.2025 | £1,386.00 | grass cutting (Abbotsham PC) |

**Tennis courts:**

The gross volume of sales since 1st January 2024 is £5,610. After fees, the Council has received £5,222.11. 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 £1,622.11 over the target, in this extended year (1st January 2024 to 31st March 25). After the 31st March, a payment will be made to the Council’s Cambridge Building Society account, where this earmark is held.

**Election costs:**

The District Council having received the requisite number of requests for an election to be held, the Council is to have an election to fill the vacancy in the Northam Orchard Hill ward. The District Council has advised that the election will be held as a unique ballot, combined with no other elections and will be held on the 17th April 2025. Should the election be contested (have more than one candidate), the Council will be charged.

The last election that the Council had to fund was also for the Northam Orchard Hill ward, in July 2023. The cost of that was £11,350.

The cost is made up of staff and postage costs, printing costs and polling station hire. The costs of staff and postage has all risen in the past 2 years, so the Clerk anticipates the cost to in more than previously and could be close to the £15,000 earmarked for elections in the budget for 2025-26. This fund was intended to cover the likely costs of the 2027 election, with the amount split between the 2025-26 and 2026-27 budgets.

The committee’s attention is drawn to the possibility of an election in the Appledore in the near future.

**Mayor’s Ceilidh (21.02.25)**

The event, held in St Mary’s Hall, Appledore was a success, with 74 tickets sold at £10 each. The Council provided refreshments that were sold to those attending the event. The account for the event is below, with the proviso that at the time of writing, the Council had not received all the revenue from ticket sales.

For information, the cost of staffing the event has been included, though the sum has not taken that away from the bottom line.

**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, £50 has been withdrawn on the 4th March 2024 to maintain that level.



**Earmarked and General reserves**

The holding accounts of the Council’s reserves are identified as shown in the table overleaf

Notes:

* The earmark for the tennis courts increases in line with receipts for the year. Funds will be transferred at the end of the financial year to match the receipts of the extended year 01.01.2024 to 31.03.2025.
* The figures in red at the bottom of the table are where the amount in the account is higher than the identified reserve.
* the Hinkley & Rugby Building Society account is not yet open.



**9 To consider quotes for the valuation of buildings for which the Council holds title**

In response to the requirement of the Council’s insurers to provide a valuation of each of the buildings it insures every 3 years, officers have sought three quotes. Two have provided for full valuations, which include a visit to the property. The third has provided for a desk-based valuation, with no visits. In-person valuations are BCIS compliant. Desk-based valuations are not.

Companies A & B are local firms. Company C is a national provider.

As two of the buildings have been added recently and have not had full valuations since the Council became the title holder, the Clerk does not recommend a desk-based survey.

Company A has carried out surveying work for the Council previously.

Company B would offer a discount if all three surveys were undertaken by them.

Company C has only provided an estimate for Blue Lights Hall/2 Vernons Lane

|  |  |  |
| --- | --- | --- |
| **Company** | **Buildings** | **Cost (exVAT)** |
| Co A | Northam Hall Westward Ho! PavilionBlue Lights Hall/2 Vernons Lane **Total**  | £250£400£300**£950** |
| Co B | Northam Hall Westward Ho! PavilionBlue Lights Hall/2 Vernons Lane **Total**  | **£1,000** |
| Co C (desk-based) | Northam Hall Westward Ho! PavilionBlue Lights Hall/2 Vernons Lane **Total**  | £140£140£700 (estimated)**£980** (estimated) |

 **Recommendation: The committee resolve to instruct one of the two in-person providers.**

**10 To consider signatories for the Council’s new banking arrangements**

The Hinkley and Rugby Building Society accounts allows for only 4 named signatories. The Council’s practice is to have the full membership of the Finance Committee as named signatories, in addition to the Town Clerk and one other staff member (currently the Finance Assistant).

**Recommendation: For the Hinkley & Rugby BS account(s), the committee name the signatories as the Chair and Deputy Chair of the Finance Committee, the Town Clerk and the Finance Assistant.**

**11 To consider the revised Finance Regulations for 2025-26**

The revised draft regulations are attached. The committee is asked to consider the whole paper and especially the items at the paragraphs marked in yellow.

**Recommendation: The committee consider the Regulations, based on the NALC model regulations, and resolve each of the items highlighted yellow.**

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