



## NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

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

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### To all members of the Council:

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

**Wednesday 9<sup>th</sup> April 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: 3<sup>rd</sup> April 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 12<sup>th</sup> March 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)
- To be held in confidential session:***
- 9 **To receive and sign the payroll information sheet for submission** (confidential report to follow)
  - 10 **To note and approve staff annual salary increments** (confidential report to follow)

**Action points:**

	<b>Action</b>	<b>January 2025</b>	<b>February 2025</b>	<b>March 2025</b>
<b>1</b>	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 (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 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	
<b>2</b>	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	Estimates for the ceiling work are being sought and grants researched. ONGOING
<b>3</b>	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	Orders placed and all items to be received by the end of 7 <sup>th</sup> April 2025. COMPLETE
<b>4</b>	Open a Local Council Easy Access Deposit Account at Hinkley & Rugby Building Society		On the agenda. ONGOING	Account open. Initial deposit of £5,000 made. COMPLETE
<b>5</b>	Present amended Finance Regulations to the Full Council at its Annual Meeting in May 2025			Amendments to be made. ONGOING

## Clerk's report

At 31<sup>st</sup> March 2025 (or according to the last available statement balance), the Council's balances were:

Nationwide (Business 95-day saver)	£94,065.15	interest rate is 3.9%	General and Earmarked Reserves
Cambridge & Counties Bank (31-day)	£94,710.99	interest rate is 3.49%	Earmarked Reserves
Cambridge Building Society	£5,027.04	interest rate is 2.2%	Tennis Reserves
Petty Cash	£13.45		
Coop Bank (current account)	£76,172.68	no interest	Includes budgeted carry-over
Hinkley & Rugby Building Society (account not yet open)	£5000.00	interest rate is 2.2%	holding account for general expenditure

**Total cash in hand** **£327,410.06**

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

3 April 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)*

<b>Bank Reconciliation at 31/03/2025</b>			
	Cash in Hand 01/04/2024		292,539.30
	<b>ADD</b>		
	Receipts 01/04/2024 - 31/03/2025		669,180.53
			961,719.83
	<b>SUBTRACT</b>		
	Payments 01/04/2024 - 31/03/2025		634,309.77
<b>A</b>	<b>Cash in Hand 31/03/2025</b> (per Cash Book)		<b>327,410.06</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2025	13.45
	Square 01 Aug 24 on	31/03/2025	0.00
	Stripe from 01 Aug 24 on	31/03/2025	0.00
	Northam Town Council Burrows	31/03/2025	0.00
	Northam Town Council	31/03/2025	133,593.43
	Cambridge Building Society	31/03/2025	5,027.04
	Nationwide 95 day account	31/03/2025	94,065.15
	Cambridge and Counties Bank	31/03/2025	94,710.99
			<b>327,410.06</b>
	Less unrepresented payments		
			327,410.06
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>327,410.06</b>
	<b>A = B Checks out OK</b>		

## Payments

The Council made 119 payments in March 2025, totalling £46,016.08 (exVAT). A full list of these is presented on the following pages. There were 33 payments of £100 or more (exVAT). These include:

- £23,838.70 in payroll and associated costs
- £11,845.00 for the complete replacement of the Maintenance Equipment with electrically powered variants.
- £969.30 monthly charge for the Council's general insurance
- £950.00 to value the Council buildings
- £800.83 for play area inspection training (IR)
- £796.31 for 2 May Poles (covered by a grant from the County Councillor)
- £621.167 for gas to heat Northam Hall
- £455.00 to clean the CP Toilet
- £450.00 to remove asbestos from Northam Hall
- £428.49 monthly room rental at the Town Hall
- £400.00 to clean Northam Hall in December
- £356.60 in copier fees and charges
- £310.90 to service alarms and CCTV
- £284.70 monthly IT contract
- £250.00 to remove a dangerous tree at Wren Close
- £237.00 1<sup>st</sup> Aid Training (Maintenance Team)
- £185.02 late invoice for work to festive lighting at Westward Ho!
- £1,000.02 for franking for Northam Burrows Charity (6 direct debits of £166.67)
- £151.00 Asbestos Awareness training
- £150.00 Repair to display cabinet (Men's Shed)
- £140.00 for SLCC training for IR
- £140.00 for SLCC training for TT
- £114.00 water bill (Northam Hall)
- £113.04 Truck and mower fuel
- £110.26 for plasterboard at Northam Hall
- £102.01 for high security padlocks for containers

Voucher	Date	Net	VAT	Gross	Description
1323	31.03.2025	£4.17	£0.83	£5.00	Mobile Phone - TA
1322	31.03.2025	£4.17	£0.83	£5.00	Mobile Phone - RG
1321	31.03.2025	£1.20	£0.00	£1.20	Milk
1320	24.03.2025	£1.20	£0.00	£1.20	Milk
1319	24.03.2025	£29.17	£5.83	£35.00	keys
1318	20.03.2025	£36.90	£0.00	£36.90	Juices
1317	19.03.2025	£4.74	£0.00	£4.74	Milk coffee sugar
1316	18.03.2025	£1.39	£0.00	£1.39	Milk
1315	12.03.2025	£1.19	£0.00	£1.19	Sugar
1314	11.03.2025	£1.35	£0.00	£1.35	Milk
1313	06.03.2025	£0.95	£0.00	£0.95	Milk
1312	04.03.2025	£2.78	£0.00	£2.78	Milk
1311	28.03.2025	£1.19	£0.00	£1.19	square fees
1310	28.03.2025	£0.60	£0.00	£0.60	square fees

1309	31.03.2025	£1.65	£0.00	£1.65	square fees
1308	31.03.2025	£0.60	£0.00	£0.60	square fees
1307	31.03.2025	£166.67	£33.33	£200.00	Postage franking machine (Burrows - to be recharged)
1306	27.03.2025	£1.25	£0.00	£1.25	square fees
1305	27.03.2025	£1.25	£0.00	£1.25	square fees
1304	27.03.2025	£1.25	£0.00	£1.25	square fees
1303	26.03.2025	£0.88	£0.00	£0.88	square fees
1302	26.03.2025	£0.94	£0.00	£0.94	square fees
1301	26.03.2025	£33.32	£6.66	£39.98	Tables N Hall
1300	26.03.2025	£45.60	£9.12	£54.72	repair noticeboard
1299	26.03.2025	£102.01	£20.40	£122.41	padlocks (Containers)
1298	26.03.2025	£140.00	£28.00	£168.00	SLCC Training etc (IR)
1297	26.03.2025	£140.00	£28.00	£168.00	SLCC Training etc (TT)
1296	27.03.2025	£47.00	£0.00	£47.00	Data Protection
1295	25.03.2025	£4.17	£0.83	£5.00	Mobile Phone - GL
1294	25.03.2025	£74.98	£15.00	£89.98	PPE
1293	25.03.2025	£11,845.00	£2,369.00	£14,214.00	Electric maintenance equipment
1292	25.03.2025	£1.19	£0.00	£1.19	square fees
1291	21.03.2025	£95.00	£19.00	£114.00	Amazon
1290	21.03.2025	£3.35	£0.00	£3.35	Postages
1289	25.03.2025	£166.67	£33.33	£200.00	Postage franking machine (Burrows - to be recharged)
1288	25.03.2025	£0.31	£0.00	£0.31	square fees
1287	24.03.2025	£0.88	£0.00	£0.88	square fees
1286	24.03.2025	£0.94	£0.00	£0.94	square fees
1285	21.03.2025	£30.00	£0.00	£30.00	Photographs
1284	21.03.2025	£24.00	£0.00	£24.00	Mayor expenses
1283	20.03.2025	£11.10	£2.22	£13.32	noticeboard erection
1282	20.03.2025	£35.15	£7.03	£42.18	noticeboard erection
1281	20.03.2025	£41.70	£8.34	£50.04	Toilet rolls paper towels
1280	20.03.2025	£17,773.82	£0.00	£17,773.82	Salaries
1279	19.03.2025	£3.53	£0.71	£4.24	Tools
1278	19.03.2025	£4.94	£0.99	£5.93	work at Northam Hall
1277	19.03.2025	£23.41	£4.68	£28.09	work at Northam Hall
1276	19.03.2025	£37.18	£7.44	£44.62	work at Northam Hall
1275	19.03.2025	£34.98	£7.00	£41.98	work at Northam Hall
1274	19.03.2025	£2.83	£0.57	£3.40	work at Northam Hall
1273	19.03.2025	£40.18	£8.04	£48.22	work at Northam Hall
1272	19.03.2025	£5.04	£1.01	£6.05	work at Anchor Park
1271	19.03.2025	£26.95	£5.39	£32.34	work at Northam Hall
1270	19.03.2025	£12.56	£2.51	£15.07	work at Northam Hall
1269	19.03.2025	£9.26	£1.85	£11.11	work at Northam Hall
1268	19.03.2025	£450.00	£90.00	£540.00	Northam Hall Asbestos Removal
1267	19.03.2025	£310.90	£62.18	£373.08	Alarms and cctv
1266	19.03.2025	£31.75	£6.35	£38.10	oil
1265	19.03.2025	£800.83	£160.17	£961.00	Training (IR ROSPA play area inspections)

1264	19.03.2025	£151.00	£30.20	£181.20	Training (Asbestos Awareness)
1263	19.03.2025	£237.00	£0.00	£237.00	Training (1st Aid - Maintenance Team)
1262	19.03.2025	£1.00	£0.00	£1.00	Skate Park
1261	19.03.2025	£30.82	£6.17	£36.99	Part for trailer
1260	19.03.2025	£950.00	£190.00	£1,140.00	Building valuations
1259	19.03.2025	£6.29	£0.00	£6.29	cleaning materials
1258	19.03.2025	£59.34	£11.87	£71.21	Postage franking machine
1257	19.03.2025	£17.92	£3.58	£21.50	internet
1256	19.03.2025	£166.67	£33.33	£200.00	Postage franking machine (Burrows - to be recharged)
1255	17.03.2025	£27.22	£5.45	£32.67	new planters
1254	18.03.2025	£1.09	£0.00	£1.09	square fees
1253	18.03.2025	£1.50	£0.00	£1.50	square fees
1252	17.03.2025	£166.67	£33.33	£200.00	Postage franking machine (Burrows - to be recharged)
1251	17.03.2025	£114.00	£0.00	£114.00	water bill (Northam Hall)
1250	14.03.2025	£14.00	£0.00	£14.00	title register and title plan search
1249	13.03.2025	£4.17	£0.83	£5.00	Mobile Phone - TT
1248	13.03.2025	£0.30	£0.00	£0.30	square fees
1247	13.03.2025	£102.66	£20.53	£123.19	Equipment hire (Parks)
1246	13.03.2025	£284.70	£56.94	£341.64	IT contract
1245	13.03.2025	£250.00	£0.00	£250.00	Tree felling (Wren Close)
1244	13.03.2025	£91.27	£18.26	£109.53	Service etc
1243	13.03.2025	£5,964.88	£0.00	£5,964.88	HMRC PAYE
1242	13.03.2025	£113.04	£22.62	£135.66	Fuel (Trucks and mowers etc)
1241	12.03.2025	£1.50	£0.00	£1.50	square fees
1240	12.03.2025	£166.67	£33.33	£200.00	Postage franking machine (Burrows - to be recharged)
1239	11.03.2025	£92.72	£4.64	£97.36	Electricity - Pavilion
1238	07.03.2025	£23.32	£4.66	£27.98	Printer inks
1237	09.03.2025	£621.16	£124.23	£745.39	Northam Hall gas account
1236	09.03.2025	£61.67	£12.33	£74.00	wifi N Hall
1235	08.03.2025	£0.94	£0.00	£0.94	square fees
1234	06.03.2025	£1.19	£0.00	£1.19	square fees
1233	06.03.2025	£166.67	£33.33	£200.00	Postage franking machine (Burrows - to be recharged)
1232	05.03.2025	£0.47	£0.00	£0.47	square fees
1231	04.03.2025	£4.17	£0.83	£5.00	Mobile Phone - CW
1230	04.03.2025	£47.19	£9.44	£56.63	telephone system
1229	05.03.2025	£0.00	£0.00	£0.00	Cash Withdrawal
1228	03.03.2025	£34.43	£6.89	£41.32	floor cleaner
1227	03.03.2025	£23.32	£4.67	£27.99	Shower Head
1226	03.03.2025	£4.17	£0.83	£5.00	Mobile Phone - IR
1224	03.03.2025	£5.58	£0.00	£5.58	Stripe Fees
1223	03.03.2025	£22.90	£4.58	£27.48	plaster
1222	03.03.2025	£100.00	£20.00	£120.00	Payroll processing
1221	03.03.2025	£185.02	£37.00	£222.02	festoon and festive lighting (late invoice)
1220	03.03.2025	£1.88	£0.38	£2.26	Northam Hall
1219	03.03.2025	£32.12	£6.42	£38.54	Bus Shelter

1218	03.03.2025	£7.88	£1.58	£9.46	PPE
1217	03.03.2025	£49.82	£9.96	£59.78	work at Northam Hall
1216	03.03.2025	£110.26	£22.05	£132.31	plasterboard (Northam Hall)
1215	03.03.2025	£28.73	£5.75	£34.48	plasterboard
1214	03.03.2025	£4.59	£0.92	£5.51	Carpenters Pencils
1213	03.03.2025	£8.85	£1.77	£10.62	fluorescent lights
1212	03.03.2025	£150.00	£0.00	£150.00	Display Cabinet Repair
1211	03.03.2025	£400.00	£0.00	£400.00	cleaning Northam Hall
1210	03.03.2025	£356.60	£71.32	£427.92	copier charges
1209	03.03.2025	£455.00	£91.00	£546.00	Cleaning CPT
1208	03.03.2025	£28.17	£5.63	£33.80	cleaning offices and cttee room
337	24.03.2025	£6.25	£1.25	£7.50	Mobile Phone - IH
324	15.03.2025	£28.50	£0.00	£28.50	water rates
314	03.03.2025	£428.49	£0.00	£428.49	Town Hall Room rental
305	09.03.2025	£969.28	£0.00	£969.28	insurance

**Receipts:** In March 2025, the Council received 79 payments, totalling £9,673.84, detailed below.

Voucher	Date	Net	VAT	Gross	Description
701	31.03.2025	£310.55	£0.00	£310.55	Bank Interest Nationwide 95 Day
700	31.03.2025	£280.23	£0.00	£280.23	Bank Interest Cambridge & Counties Bank
699	31.03.2025	£100.00	£0.00	£100.00	Northam Hall
698	28.03.2025	£50.00	£0.00	£50.00	May Fair 2025
697	28.03.2025	£136.67	£27.33	£164.00	Boat park permit
696	28.03.2025	£91.67	£18.33	£110.00	Boat park permit
695	28.03.2025	£41.67	£8.33	£50.00	Boat park permit
694	28.03.2025	£41.67	£8.33	£50.00	Boat park permit
693	28.03.2025	£41.67	£8.33	£50.00	Boat park permit
692	28.03.2025	£41.67	£8.33	£50.00	Boat park permit
691	28.03.2025	£41.67	£8.33	£50.00	Boat park permit
690	28.03.2025	£55.00	£11.00	£66.00	Boat park permit
689	28.03.2025	£41.67	£8.33	£50.00	Boat park permit
688	28.03.2025	£41.67	£8.33	£50.00	Boat park permit
687	28.03.2025	£47.50	£0.00	£47.50	Northam Hall
686	28.03.2025	£24.00	£0.00	£24.00	May Fair 2025
685	31.03.2025	£80.00	£0.00	£80.00	Northam Hall
684	31.03.2025	£55.00	£11.00	£66.00	Boat park permit
683	31.03.2025	£24.00	£0.00	£24.00	May Fair 2025
682	31.03.2025	£262.50	£52.50	£315.00	Rent for Seagate Car Park
681	27.03.2025	£41.67	£8.33	£50.00	Boat park permit
680	27.03.2025	£41.67	£8.33	£50.00	Boat park permit
679	27.03.2025	£41.67	£8.33	£50.00	Boat park permit
678	26.03.2025	£41.67	£8.33	£50.00	Boat park permit
677	26.03.2025	£37.50	£0.00	£37.50	Hall Hire
676	25.03.2025	£47.50	£0.00	£47.50	Northam Hall



675	26.03.2025	£40.00	£0.00	£40.00	Northam Hall
674	25.03.2025	£45.00	£9.00	£54.00	May Fair 2025
673	21.03.2025	£12.00	£0.00	£12.00	May Fair 2025
672	21.03.2025	£18.75	£0.00	£18.75	Northam Hall
671	25.03.2025	£12.50	£0.00	£12.50	Hall Hire
670	24.03.2025	£41.67	£8.33	£50.00	Boat park permit
669	24.03.2025	£37.50	£0.00	£37.50	Hall Hire
668	20.03.2025	£1,386.00	£0.00	£1,386.00	grass cutting (Abbotsham)
667	20.03.2025	£300.00	£0.00	£300.00	Repayment
666	19.03.2025	£60.00	£0.00	£60.00	Northam Hall
665	18.03.2025	£51.67	£10.33	£62.00	Boat park permit
664	18.03.2025	£60.00	£0.00	£60.00	Hall Hire
663	17.03.2025	£60.00	£0.00	£60.00	Northam Hall
662	17.03.2025	£112.50	£0.00	£112.50	Northam Hall
661	17.03.2025	£37.50	£0.00	£37.50	Northam Hall
660	17.03.2025	£1,132.00	£0.00	£1,132.00	Mayors charity (Ceilidh)
659	14.03.2025	£48.75	£0.00	£48.75	Northam Hall
658	13.03.2025	£12.00	£0.00	£12.00	May Fair 2025
657	13.03.2025	£24.00	£0.00	£24.00	May Fair 2025
656	14.03.2025	£1,250.00	£250.00	£1,500.00	Rent for Seagate Car Park
655	13.03.2025	£24.00	£0.00	£24.00	May Fair 2025
654	13.03.2025	£12.00	£0.00	£12.00	May Fair 2025
653	12.03.2025	£60.00	£0.00	£60.00	Hall Hire
652	12.03.2025	£37.50	£0.00	£37.50	Northam Hall
651	11.03.2025	£45.00	£9.00	£54.00	May Fair 2025
650	11.03.2025	£100.00	£0.00	£100.00	Northam Hall
649	10.03.2025	£41.67	£8.33	£50.00	Boat park permit
648	07.03.2025	£80.00	£0.00	£80.00	Northam Hall
647	07.03.2025	£50.00	£0.00	£50.00	Northam Hall
646	07.03.2025	£24.00	£0.00	£24.00	May Fair 2025
645	08.03.2025	£37.50	£0.00	£37.50	Northam Hall
644	05.03.2025	£80.00	£0.00	£80.00	Mayor charity event
643	06.03.2025	£184.00	£0.00	£184.00	Northam Hall
642	06.03.2025	£120.00	£0.00	£120.00	Northam Hall
641	06.03.2025	£56.25	£0.00	£56.25	Northam Hall
640	06.03.2025	£50.00	£0.00	£50.00	Northam Hall
639	06.03.2025	£47.50	£0.00	£47.50	Hall Hire
638	06.03.2025	£40.00	£0.00	£40.00	Northam Hall
637	05.03.2025	£150.00	£0.00	£150.00	Northam Hall
636	05.03.2025	£45.00	£9.00	£54.00	May Fair 2025
635	05.03.2025	£50.00	£0.00	£50.00	Northam Hall
634	05.03.2025	£25.00	£0.00	£25.00	Northam Hall
633	05.03.2025	£18.75	£0.00	£18.75	Northam Hall
631	04.03.2025	£100.00	£0.00	£100.00	Northam Hall
630	04.03.2025	£60.00	£0.00	£60.00	Northam Hall

629	04.03.2025	£47.50	£0.00	£47.50	Northam Hall
628	04.03.2025	£37.50	£0.00	£37.50	Northam Hall
627	04.03.2025	£60.00	£0.00	£60.00	Hall Hire
626	04.03.2025	£24.00	£0.00	£24.00	May Fair 2025
625	05.03.2025	£796.32	£0.00	£796.32	May Fair 2025
624	03.03.2025	£278.02	£0.00	£278.02	Mayors charity
623	03.03.2025	£90.00	£0.00	£90.00	Tennis Receipts

**Tennis courts:**

The gross volume of sales 1st January 2024 to 31<sup>st</sup> March 2025 is £5,855. After fees, the Council has received £5,452.32. 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 approximately £1,850 over the target, in this extended year (1<sup>st</sup> January 2024 to 31<sup>st</sup> March 25). In due course, a payment of £425.28 will be made to the Council's Cambridge Building Society account, where this earmark is held.

The Council has sold 89 annual membership passes, a small number of which have already been renewed. The revenue from the sale of membership was £3,115 (before fees) 1<sup>st</sup> January 2024 to 31<sup>st</sup> March 2025.

**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, £90 has been withdrawn on the 1<sup>st</sup> April 2025 to maintain that level.

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	
5.3.25	126	Cash top up	PCR24-25.10		50.00		50.00						0.00		100.15	
4.3.25	127	Milk	PC24-25.113				0.00			2.78			2.78		97.37	
6.3.25	128	Milk	PC24-25.114				0.00			0.95			0.95		96.42	
11.3.25	129	Milk	PC24-25.115				0.00			1.35			1.35		95.07	
12.3.25	130	Sugar	PC24-25.116				0.00			1.19			1.19		93.88	
18.3.25	131	Milk	PC24-25.117				0.00			1.39			1.39		92.49	
19.3.25	132	Milk, sugar, coffee	PC24-25.118				0.00			4.74			4.74		87.75	
20.3.25	133	Orange and Apple Juice (Grants / AEM)	PC24-25.119				0.00			36.90			36.90		50.85	
24.3.25	134	Cylinder & Mortice	PC24-25.120				0.00	5.83		29.17			35.00		15.85	
24.3.25	135	Milk	PC24-25.121				0.00			1.20			1.20		14.65	
31.3.25	136	Milk	PC24-25.122				0.00			1.20			1.20		13.45	
Number of transactions	136	<b>TOTALS</b>			710.00		710.00	34.39	310.97	249.04	106.07	132.55	833.02		-123.02	
<b>budgetted figures (12 month)</b>					-		-	-	-	-	-	-				
<b>variance (to date)</b>					710.00		710.00	-	-310.97	-249.04	-	-	106.07	-	132.55	
													<b>Variance</b>	£ 136.47	13.45	