



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

Thursday 16th January 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: 10th January 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 12th December 2024 as a true and correct record** (attached under separate cover on yellow 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** (p3-4)
 - 8 **To receive the Clerk's report** (p5-17)
 - 9 **To receive the Fire Risk Assessment recently undertaken at Northam Hall and consider the Council's approach to the required and recommended advised** (p18-21, report previously circulated)
 - 10 **To consider the proposals for tennis camps and other events and regular sessions at the courts in 2025** (p21 and attached)
 - 11 **To consider offering advertising spaces on the tennis court fencing** (p21-22)
 - 12 **To consider the recommendation from the Environment & Maintenance Committee to purchase a two-wheel tractor with tools** (p22)
 - 13 **To consider a request from a hirer of Northam Hall** (p22)
- 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 December 2024 payroll** (confidential report)
 - 15 **To consider recruitment plans for the coming year** (verbal)

Action points:

Item	November 2024	December 2024	January 2025
1. It was noted that because no staff had a suitable food hygiene qualification, there would be no food cooked or prepared by staff at the May Fair this year. Packaged refreshments would be available.	Training has been arranged and will be completed by the member of staff in November 2024. Two other volunteers from the staff will be sought. ONGOING	Training has been arranged and will be completed by the member of staff in November 2024. Two other volunteers from the staff will be sought. ONGOING	Training has been arranged for three more volunteers at £20 each. Once completed, four members of staff will be able to provide this service to support Council and community events. COMPLETE
2. 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 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
3. 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 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
4. 'Christmas Fayre'	Officers are promoting and preparing the work for the Fayre. COMPLETE	An analysis of the Fayre will be presented to the January meeting of the Finance committee ONGOING	Analysis contained with the Clerk's Report COMPLETE
5. Requests for grants.		All but three had recommended grants by the Committee. Detail will be considered at a future meeting when all are have been recommended and presented to Full Council for consideration as part of the Budget process. ONGOING	The recommended grants to be awarded were considered and approved at the Special Full Council meeting on the 7 th January 2025. COMPLETE

8. Purchase a new set of festoon lights for Westward Ho! seafront			Purchased and installed. COMPLETE
9. Recommend Grants to a special meeting of Full Council to be held in January 2025.			Recommendations referred to the Full Council and adopted. COMPLETE
10. Recommend a 4.35% increase to the Council's precept per household for 2025-26 to a special meeting of Full Council to be held in January 2025.			Recommendation, alongside an inflation-matching increase 2.6% (CPI at 30.11.2024) and a 5.16% increase as presented to this Committee. Referred to the Full Council and adopted. 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 31st October 2024, 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
	SUBTRACT Payments 01/04/2024 - 31/12/2024		936,210.90
			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 241 payments in November/December, totalling £97,091.37 (exVAT). A full list of these is presented on the pages 7 to 12.

The Council's accounting software requires VAT refunded is recorded as a negative payment rather than a receipt (the reasoning being that it is a return of payments made). In November 2024, the Council received a VAT refund of £4,474.26.

There were 58 payments of £100 or more (exVAT). These include:

- £57,299.18 in payroll and associated costs (salaries, HMRC-PAYE and Pension), covering the two months (3 months' pension) plus £344.50 in monthly costs to DCK, the payroll provider (for three months)
- £13,018.50 to Alvian for Play Equipment Installation at Lords Meadow.
- £8,366.96 in PWLB loan repayments (three loans, each is repaid twice per year).
- £2,275.75 on Festoon and Festive Lighting.
- £833.92 and a further £482.30 to repair and install festive lighting.
- £426.59 and £189.58 to replace / repair and light the small Christmas trees across the communities.
- £2,114.00 to Global Media for advertising the Potwalloper Bus in 2021, originally to be paid from the Welcome Back Fund.
- £1,000.00 to a local Christmas Tree farm for the Council's five trees.
- £993.59 paid in each month to Gallagher for the Council's general insurance, plus £485.90 to include Blue Lights Hall for the remainder of 2024-25.
- £833.33 to GFive Design as a part payment for work on the Neighbourhood Plan website and document design.
- £750.00 to provide a community defibrillator at the Town Hall plus £145.00 for installation.
- £455.00 per month to clean the Changing Places Toilet and the Community Centre Toilet.
- £639.69 to Fattorini to repair and extend the Mayor's Chain.
- £400.00 per month to clean Northam Hall.
- £428.49 per month monthly rental to Torridge DC for the rooms and garage occupied by the Town Council at the Town Hall (excluding the main office and the Council Chamber).
- £365.44 for the November 2024 and £207.08 for the December 2024 Gas charges at Northam Hall.
- £312.10 in both months to the Council's IT provider for IT services plus an additional £247.50 to repair IT equipment.
- £250.00 in cash as part of the £500 for a grant to the Appledore Crafters.
- £166.67 to Pitney Bowes in franking costs for postage plus £116.76 to lease the franking machine.
- £253.85 and £222.05 to fuel the Council's vehicles, mowers and power tools.
- £144.00 to Bideford TC to store the Council's planters at their depot (first month).
- £143.48 on printer inks.
- £140.15 to repair maintenance equipment.
- £124.82 to Crediton Town Council to train staff in 1st Aid.
- £119.83 to Just Office for stationery.
- £119.82 to Blakewell (hand tools and equipment) and £102.50 to RGB on materials and equipment.
- £118.75 to Market Street Kitchen for the Remembrance teas.
- £116.67 for chippings to mulch the new hedge at Burrough Farm
- £114 per month for the Northam Hall water bill
- £110.65 to Baytek for copier charges and £101.27 to lease the copier.
- £106.04 on PPE.

Date	Net		VAT		Gross		Description
27.12.2024	£	82.95	£	16.59	£	99.54	Bone Hill Union Flag
27.12.2024	£	4.17	£	0.83	£	5.00	Mobile Phone - GL
30.12.2024	£	4.17	£	0.83	£	5.00	Mobile Phone - TA
30.12.2024	£	4.17	£	0.83	£	5.00	Mobile Phone - RG
30.12.2024	£	0.94	£	-	£	0.94	square fees
31.12.2024	£	8.79	£	-	£	8.79	Dishwasher tablets & salt, food waste bags and air freshener
03.11.2024	£	1.20	£	-	£	1.20	Milk
28.11.2024	£	17.50	£	-	£	17.50	flowers
04.12.2024	£	33.33	£	6.67	£	40.00	compost
28.11.2024	£	37.40	£	-	£	37.40	Refreshments carols
04.12.2024	£	6.00	£	-	£	6.00	Refreshments carols
11.12.2024	£	5.96	£	1.19	£	7.15	Batteries
11.12.2024	£	1.45	£	-	£	1.45	Milk
03.12.2024	£	1.70	£	-	£	1.70	Milk
10.12.2024	£	1.70	£	-	£	1.70	Milk
25.11.2024	£	2.25	£	-	£	2.25	coffee
12.12.2024	£	4.20	£	-	£	4.20	Photocopying
19.12.2024	£	2.40	£	-	£	2.40	Milk
24.12.2024	£	5.00	£	1.00	£	6.00	PPE
24.12.2024	£	91.93	£	18.39	£	110.32	Equipment hire
24.12.2024	£	60.00	£	-	£	60.00	Training
24.12.2024	£	100.00	£	20.00	£	120.00	Payroll
24.12.2024	£	140.15	£	28.03	£	168.18	Equipment repair
24.12.2024	£	18.31	£	3.66	£	21.97	Stationery
23.12.2024	£	9.97	£	1.99	£	11.96	Window Film
23.12.2024	£	22.04	£	4.41	£	26.45	Part for trailer
19.12.2024	£	143.48	£	28.70	£	172.18	ink cartridges
19.12.2024	£	3.32	£	0.66	£	3.98	key tags
20.12.2024	£	8.00	£	1.60	£	9.60	Diary
19.12.2024	£	59.34	£	11.87	£	71.21	Postage franking machine
18.12.2024	£	145.00	£	29.00	£	174.00	install defib
18.12.2024	£	833.92	£	166.78	£	1,000.70	Repairs to festoon lighting
18.12.2024	£	49.25	£	9.85	£	59.10	Electrical supplies
18.12.2024	£	54.20	£	10.84	£	65.04	Alarm maintenance
18.12.2024	£	144.00	£	-	£	144.00	rental
20.12.2024	£	14.00	£	-	£	14.00	title register and title plan search
20.12.2024	£	14.00	£	-	£	14.00	title register and title plan search
20.12.2024	£	14.00	£	-	£	14.00	title register and title plan search
19.12.2024	£	12.50	£	-	£	12.50	cadet armband
19.12.2024	£	29.82	£	5.96	£	35.78	flower bulbs
18.12.2024	£	8.66	£	1.73	£	10.39	Postages
19.12.2024	£	28.95	£	5.79	£	34.74	internet
22.12.2024	£	1,721.21	£	-	£	1,721.21	PWLB

18.12.2024	£ 101.27	£ -	£ 101.27	Equipment various
17.12.2024	£ 4,291.13	£ -	£ 4,291.13	PWLB
15.12.2024	£ 114.00	£ -	£ 114.00	water bill
12.12.2024	£ 4.17	£ 0.83	£ 5.00	Mobile Phone - TT
12.12.2024	£ 84.95	£ 16.99	£ 101.94	Hedgehog House
13.12.2024	£ 253.85	£ 50.78	£ 304.63	Fuel
12.12.2024	£ 166.67	£ 33.33	£ 200.00	Postage franking machine
11.12.2024	£ 119.42	£ 23.88	£ 143.30	Equipment various
11.12.2024	£ 2,282.03	£ -	£ 2,282.03	Nest December 2024 Payment
11.12.2024	£ 6.25	£ 1.25	£ 7.50	Signs
18.12.2024	£ 25.00	£ 5.00	£ 30.00	Eye test
11.12.2024	£ 27.50	£ 5.50	£ 33.00	copier charges
11.12.2024	£ 39.37	£ 7.87	£ 47.24	Tools
11.12.2024	£ 25.50	£ 5.10	£ 30.60	Tools
11.12.2024	£ 455.00	£ 91.00	£ 546.00	Cleaning CPT
11.12.2024	£ 28.17	£ 5.63	£ 33.80	cleaning services
11.12.2024	£ 10.83	£ 2.17	£ 13.00	keys
11.12.2024	£ 485.90	£ -	£ 485.90	insurance
11.12.2024	£ 17,118.99	£ -	£ 17,118.99	Salaries
11.12.2024	£ 29.03	£ 5.81	£ 34.84	Paper hand towels
11.12.2024	£ 7,745.86	£ -	£ 7,745.86	HMRC PAYE
10.12.2024	£ 1.19	£ -	£ 1.19	square fees
09.12.2024	£ 39.92	£ 7.98	£ 47.90	flower bulbs
10.12.2024	£ 365.44	£ 18.27	£ 383.71	gas account
09.12.2024	£ 0.40	£ -	£ 0.40	Stripe Fees
06.12.2024	£ 116.67	£ 23.33	£ 140.00	chippings
06.12.2024	£ 4.67	£ 0.93	£ 5.60	Postage stamps
06.12.2024	£ 91.67	£ 18.33	£ 110.00	van hire
06.12.2024	£ 0.47	£ -	£ 0.47	square fees
08.12.2024	£ 61.67	£ 12.33	£ 74.00	wifi N Hall
05.12.2024	£ 43.32	£ 8.67	£ 51.99	Christmas Lamp Post Sign
04.12.2024	£ 0.31	£ -	£ 0.31	square fees
03.12.2024	£ 0.94	£ -	£ 0.94	square fees
21.11.2024	-£ 19.40	£ -	-£ 19.40	refund
05.12.2024	£ 312.10	£ 62.42	£ 374.52	IT contract
05.12.2024	£ 137.50	£ 27.50	£ 165.00	Payroll
05.12.2024	£ 31.80	£ 6.36	£ 38.16	Electrical supplies
05.12.2024	£ 2,282.03	£ -	£ 2,282.03	Nest November 2024 Payment
05.12.2024	£ 400.00	£ -	£ 400.00	cleaning Northam Hall
05.12.2024	£ 64.69	£ 12.94	£ 77.63	Stationery
05.12.2024	£ 11.07	£ -	£ 11.07	expenses
04.12.2024	£ 4.17	£ 0.83	£ 5.00	Mobile Phone - CW
03.12.2024	£ 52.00	£ 10.40	£ 62.40	safety signs
03.12.2024	£ 51.47	£ 10.29	£ 61.76	telephone system
03.12.2024	£ 18.75	£ 3.75	£ 22.50	keys cut

02.12.2024	£	4.17	£	0.83	£	5.00	Mobile Phone - IR
02.12.2024	£	4.17	£	0.83	£	5.00	Mobile Phone - RG
02.12.2024	£	6.24	£	1.25	£	7.49	Food Safety Handbook
02.12.2024	£	49.58	£	9.92	£	59.50	Christmas cards
02.12.2024	£	34.48	£	6.90	£	41.38	Christmas lights
02.12.2024	£	10.82	£	2.17	£	12.99	Photo frame
26.11.2024	£	1.24	£	0.25	£	1.49	greetings card
12.11.2024	£	1.39	£	-	£	1.39	Milk
22.11.2024	£	26.58	£	5.32	£	31.90	Christmas Decorations
20.11.2024	£	1.09	£	-	£	1.09	Sugar
02.11.2024	£	4.25	£	-	£	4.25	Tea and coffee
09.11.2024	£	9.09	£	-	£	9.09	Milk and sugar
07.11.2024	£	20.00	£	-	£	20.00	remembrance photos
13.11.2024	£	25.00	£	-	£	25.00	remembrance photos
05.11.2024	£	1.45	£	-	£	1.45	Milk
21.11.2024	£	1.35	£	-	£	1.35	Milk
06.11.2024	£	20.00	£	-	£	20.00	Photographs
28.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
29.11.2024	£	4.17	£	0.83	£	5.00	Mobile Phone - TA
28.11.2024	£	1.19	£	-	£	1.19	square fees
28.11.2024	£	11.48	£	2.30	£	13.78	Tools
28.11.2024	£	18.75	£	3.75	£	22.50	timers
28.11.2024	£	19.68	£	3.94	£	23.62	Tools
28.11.2024	£	17.52	£	3.50	£	21.02	nails and screws
28.11.2024	£	8.79	£	1.76	£	10.55	cleaning materials
28.11.2024	£	750.00	£	150.00	£	900.00	Defibrillator
28.11.2024	£	1,000.00	£	-	£	1,000.00	Christmas trees
28.11.2024	£	18.32	£	3.67	£	21.99	keyboard and mouse
27.11.2024	£	0.31	£	-	£	0.31	square fees
27.11.2024	£	1.42	£	-	£	1.42	square fees
27.11.2024	£	1.19	£	-	£	1.19	square fees
28.11.2024	£	53.79	£	10.76	£	64.55	Electricity Account
27.11.2024	£	38.29	£	7.66	£	45.95	flowers
27.11.2024	£	116.76	£	23.35	£	140.11	franking machine
21.11.2024	£	0.80	£	-	£	0.80	Stripe Fees
20.11.2024	£	0.80	£	-	£	0.80	Stripe Fees
18.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
25.11.2024	£	4.17	£	0.83	£	5.00	Mobile Phone - GL
26.11.2024	£	11.46	£	2.29	£	13.75	Tools
25.11.2024	£	1.19	£	-	£	1.19	square fees
14.11.2024	£	250.00	£	-	£	250.00	grant
15.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
14.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
14.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
13.11.2024	£	0.40	£	-	£	0.40	Stripe Fees

11.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
21.11.2024	£	28.32	£	5.67	£	33.99	gifts carol service
21.11.2024	£	24.97	£	5.00	£	29.97	gifts carol service
21.11.2024	£	2,114.00	£	422.80	£	2,536.80	Advertising
25.11.2024	£	59.72	£	-	£	59.72	Increment 2024/25
22.11.2024	£	0.63	£	-	£	0.63	square fees
07.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
07.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
07.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
07.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
06.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
21.11.2024	£	426.59	£	85.32	£	511.91	Christmas lights
21.11.2024	£	93.49	£	18.70	£	112.19	Christmas lights
21.11.2024	£	61.30	£	-	£	61.30	Christmas Fair
20.11.2024	£	189.58	£	37.92	£	227.50	Christmas lights
20.11.2024	£	69.38	£	13.88	£	83.26	PPE
20.11.2024	£	70.00	£	14.00	£	84.00	Mulch
20.11.2024	£	20,603.35	£	-	£	20,603.35	Salaries
20.11.2024	£	2.91	£	0.58	£	3.49	Tools
19.11.2024	£	3.00	£	-	£	3.00	square fees
20.11.2024	£	28.95	£	5.79	£	34.74	internet
15.11.2024	£	2,275.75	£	455.15	£	2,730.90	festoon lighting and bulbs
15.11.2024	£	3.78	£	0.76	£	4.54	Tables N Hall
15.11.2024	£	7.91	£	1.58	£	9.49	Marquee
15.11.2024	£	15.26	£	3.05	£	18.31	Town Hall
15.11.2024	£	7.85	£	1.57	£	9.42	Repair equipment
15.11.2024	£	30.62	£	6.12	£	36.74	Tools
15.11.2024	£	70.00	£	14.00	£	84.00	Service boiler
15.11.2024	£	40.00	£	-	£	40.00	Christmas tree sponsor St Mary's Appledore
15.11.2024	£	124.82	£	-	£	124.82	Training
15.11.2024	£	12.49	£	2.50	£	14.99	Tools
15.11.2024	£	43.81	£	8.76	£	52.57	Weed control membrane
15.11.2024	£	13,018.50	£	2,603.70	£	15,622.20	Play equipment repairs
15.11.2024	£	482.30	£	96.46	£	578.76	Electrical work Christmas lights
15.11.2024	£	833.33	£	166.67	£	1,000.00	Neighbourhood Plan Website
15.11.2024	£	110.65	£	22.13	£	132.78	copier charges
15.11.2024	£	43.75	£	8.75	£	52.50	Remembrance tea party
15.11.2024	£	118.75	£	23.75	£	142.50	Remembrance tea party
15.11.2024	£	47.22	£	9.45	£	56.67	Hi-Vis PPE
15.11.2024	£	49.60	£	9.92	£	59.52	Door lock CPT
15.11.2024	£	639.69	£	127.94	£	767.63	Repairs and additions Mayor's chain
15.11.2024	£	107.00	£	21.40	£	128.40	Payroll
15.11.2024	£	61.23	£	12.25	£	73.48	Spade
15.11.2024	£	119.83	£	23.97	£	143.80	Stationery
15.11.2024	£	106.04	£	21.21	£	127.25	PPE

15.11.2024	£	455.00	£	91.00	£	546.00	Cleaning CPT
15.11.2024	£	28.17	£	5.63	£	33.80	cleaning offices and cttee room
15.11.2024	£	312.10	£	62.42	£	374.52	IT contract
15.11.2024	£	400.00	£	-	£	400.00	cleaning Northam Hall
15.11.2024	£	50.00	£	10.00	£	60.00	cctv service
15.11.2024	£	6.88	£	1.38	£	8.26	work on war memorial
15.11.2024	£	17.20	£	3.44	£	20.64	work on war memorial
15.11.2024	£	15.30	£	-	£	15.30	expenses
15.11.2024	£	247.50	£	49.50	£	297.00	IT contract
15.11.2024	£	2.79	£	-	£	2.79	water bill
15.11.2024	£	18.42	£	3.68	£	22.10	Footpath work
15.11.2024	£	46.54	£	-	£	46.54	expenses
15.11.2024	£	102.50	£	20.50	£	123.00	Sundry items
15.11.2024	£	67.92	£	13.58	£	81.50	Skate Park
15.11.2024	£	33.14	£	6.63	£	39.77	decoration
15.11.2024	£	17.86	£	3.57	£	21.43	decoration
15.11.2024	£	46.27	£	9.25	£	55.52	Footpath work
15.11.2024	£	2.95	£	0.59	£	3.54	Electrical supplies
15.11.2024	£	2,176.38	£	-	£	2,176.38	Nest October 2024 Payment
15.11.2024	£	5,090.54	£	-	£	5,090.54	HMRC PAYE
14.11.2024	£	1.19	£	-	£	1.19	square fees
14.11.2024	£	0.94	£	-	£	0.94	square fees
15.11.2024	£	207.08	£	10.35	£	217.43	gas account
15.11.2024	£	114.00	£	-	£	114.00	water bill
04.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
04.11.2024	£	1.27	£	-	£	1.27	Stripe Fees
06.11.2024	£	0.93	£	0.19	£	1.12	safety signs
06.11.2024	£	0.93	£	0.19	£	1.12	safety signs
13.11.2024	£	6.00	£	-	£	6.00	title register and title plan search
13.11.2024	£	222.05	£	44.42	£	266.47	Fuel
06.11.2024	£	25.99	£	5.20	£	31.19	domain name
12.11.2024	£	56.37	£	11.27	£	67.64	telephone system
11.11.2024	£	12.54	£	-	£	12.54	Refreshments remembrance
12.11.2024	£	7.22	£	1.44	£	8.66	Telephone handset cord
08.11.2024	£	50.00	£	-	£	50.00	Christmas Tree
12.11.2024	-£	4,474.26	£	-	-£	4,474.26	vat refund
06.11.2024	£	79.14	£	15.83	£	94.97	ink cartridges
08.11.2024	£	21.48	£	4.29	£	25.77	Duty of care docs
07.11.2024	£	0.30	£	-	£	0.30	square fees
07.11.2024	£	63.33	£	12.67	£	76.00	Christmas trees
07.11.2024	£	55.48	£	11.10	£	66.58	Wi-Fi N Hall
04.11.2024	£	55.76	£	11.15	£	66.91	Tyres for van
04.11.2024	£	11.67	£	2.33	£	14.00	Polishing Buffer
04.11.2024	£	4.17	£	0.83	£	5.00	Mobile Phone - IR
05.11.2024	£	47.99	£	9.60	£	57.59	ink cartridges

01.11.2024	£	0.89	£	-	£	0.89	Milk
05.11.2024	£	0.30	£	-	£	0.30	square fees
05.11.2024	£	0.30	£	-	£	0.30	square fees
05.11.2024	£	1.19	£	-	£	1.19	square fees
05.11.2024	£	0.30	£	-	£	0.30	square fees
04.11.2024	£	0.30	£	-	£	0.30	square fees
01.11.2024	£	0.21	£	-	£	0.21	square fees
01.11.2024	£	22.13	£	4.43	£	26.56	decoration
01.11.2024	£	3.82	£	0.76	£	4.58	safety signs
03.11.2024	£	2,354.62	£	-	£	2,354.62	PWLB
24.12.2024	£	6.25	£	1.25	£	7.50	Mobile Phone - IH
24.11.2024	£	6.25	£	1.25	£	7.50	Mobile Phone - IH
15.12.2024	£	-	£	-	£	-	water rates
15.11.2024	£	-	£	-	£	-	water rates
01.12.2024	£	428.49	£	-	£	428.49	Room rental
01.11.2024	£	428.49	£	-	£	428.49	Room rental
08.12.2024	£	993.59	£	-	£	993.59	insurance
08.11.2024	£	993.59	£	-	£	993.59	insurance

Receipts:

In November / December 2024, the Council received 101 payments, totalling £6,351.12, including interest paid into the Council's deposit accounts (£1,386.69); payment from TDC for the hire of the Council's Tower and staff (£312.50); and the annual fee to use Burrough Farm from Northam Lions FC (£120). Payments received in respect of Council services provided for the community was £4,204.37, detailed below, which included rent payable on the Council's carpark adjacent to the Seagate Hotel in Appledore. There was a £40.44 refund for their cancelled Hall bookings.

Date	Net receipt	Description
31.12.2024	£317.21	Bank Interest Nationwide 95 Day
31.12.2024	£316.05	Bank Interest Cambridge and Counties Bank
29.11.2024	£311.84	Bank Interest Nationwide 95 Day
30.11.2024	£304.86	Bank Interest Cambridge and Counties Bank
24.12.2024	£262.50	Rent for Seagate Carpark
22.12.2024	£187.50	work for tdc
04.11.2024	£162.50	Northam Hall
07.11.2024	£155.00	Northam Hall
02.12.2024	£150.00	Northam Hall
04.11.2024	£150.00	Northam Hall
31.12.2024	£136.73	Bank Interest Cambridge Building Society
22.12.2024	£125.00	work for tdc
15.11.2024	£125.00	Northam Hall
03.12.2024	£120.00	Northam Hall
19.11.2024	£120.00	Hall Hire
08.11.2024	£120.00	Rental for football pitch
29.11.2024	£105.50	Cafe Takings

05.12.2024	£100.00	Northam Hall
11.12.2024	£100.00	Northam Hall
22.11.2024	£100.00	Northam Hall
12.11.2024	£100.00	Northam Hall
06.11.2024	£100.00	Northam Hall
06.12.2024	£96.25	Northam Hall
04.11.2024	£90.00	Northam Hall
03.12.2024	£85.00	May Fair Stalls
13.12.2024	£83.75	Northam Hall
30.12.2024	£80.00	Northam Hall
03.12.2024	£80.00	Northam Hall
13.12.2024	£75.00	Northam Hall
14.11.2024	£75.00	Northam Hall
15.11.2024	£75.00	Northam Hall
19.12.2024	£72.50	Northam Hall
03.12.2024	£72.50	Northam Hall
25.11.2024	£72.50	Northam Hall
09.12.2024	£62.50	Northam Hall
06.11.2024	£62.50	Northam Hall
04.11.2024	£62.50	Northam Hall
02.12.2024	£60.00	Northam Hall
12.11.2024	£60.00	Northam Hall
27.11.2024	£56.87	Northam Hall
03.12.2024	£55.00	Northam Hall
08.12.2024	£50.00	Northam Hall
04.12.2024	£50.00	Northam Hall
06.11.2024	£50.00	Northam Hall
06.11.2024	£50.00	Northam Hall
08.11.2024	£50.00	Northam Hall
08.11.2024	£48.75	Northam Hall
10.12.2024	£47.50	Northam Hall
28.11.2024	£47.50	Northam Hall
27.11.2024	£47.50	Northam Hall
25.11.2024	£47.50	Northam Hall
14.11.2024	£47.50	Northam Hall
05.11.2024	£47.50	Northam Hall
08.12.2024	£40.00	Northam Hall
06.12.2024	£40.00	Northam Hall
30.12.2024	£37.50	Hall Hire
03.12.2024	£37.50	Northam Hall
11.12.2024	£37.50	Northam Hall
25.11.2024	£37.50	Northam Hall
14.11.2024	£37.50	Northam Hall
04.11.2024	£37.50	Northam Hall
04.11.2024	£35.00	Tennis Receipts

08.11.2024	£30.00	Hall Hire
04.12.2024	£25.00	Northam Hall
02.12.2024	£25.00	Northam Hall
02.12.2024	£25.00	Northam Hall
22.11.2024	£25.00	Hall Hire
06.12.2024	£18.75	Northam Hall
08.12.2024	£18.75	Northam Hall
12.11.2024	£18.75	Northam Hall
04.12.2024	£12.50	Northam Hall
27.11.2024	£12.50	Northam Hall
12.11.2024	£12.00	Christmas Fair
12.11.2024	£12.00	Christmas Fair
12.11.2024	£12.00	Christmas Fair
07.11.2024	£12.00	Christmas Fair
08.11.2024	£12.00	Christmas Fair
05.11.2024	£12.00	Christmas Fair
05.11.2024	£12.00	Christmas Fair
05.11.2024	£12.00	Christmas Fair
04.11.2024	£12.00	Christmas Fair
01.11.2024	£12.00	Christmas Fair
21.11.2024	£10.00	Tennis Receipts
20.11.2024	£10.00	Tennis Receipts
09.12.2024	£5.00	Tennis Receipts
28.11.2024	£5.00	Tennis Receipts
18.11.2024	£5.00	Tennis Receipts
15.11.2024	£5.00	Tennis Receipts
14.11.2024	£5.00	Tennis Receipts
14.11.2024	£5.00	Tennis Receipts
13.11.2024	£5.00	Tennis Receipts
11.11.2024	£5.00	Tennis Receipts
07.11.2024	£5.00	Tennis Receipts
07.11.2024	£5.00	Tennis Receipts
07.11.2024	£5.00	Tennis Receipts
07.11.2024	£5.00	Tennis Receipts
06.11.2024	£5.00	Tennis Receipts
04.11.2024	£5.00	Tennis Receipts
26.11.2024	£0.00	Refund item retd
28.11.2024	-£12.00	refund
19.12.2024	-£28.44	refund

Tennis courts:

The gross volume of sales since 1st January 2024 is £5,470. After fees, the Council has received £5,091.45. 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 £1,491.45 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.

Christmas Fair:

The Council held a Christmas craft fair at Northam Hall on Sunday 24th November 2024. Two members of staff were present for the whole event, which lasted for 5.5 hours (staff are eligible to claim double time for hours worked on a Sunday). One member of staff has claimed the hours as overtime (5.5 paid hours at £29.20 per hour), the other taken the time a TOIL, at a ratio of 1:1. A brief account of the cost of the event is presented in the table on the right.

Including the cost of staff, the event cost the Council £9.30.

Income (takings less float)		£ 105.50	
Cost of stock for Café		£ 41.90	
Profit of Christmas Fair Café			£ 63.60
Number of stalls		14	
Cost of each stall		£ 12.00	
Income from stalls			£ 168.00
Income subtotal			<u>£ 231.60</u>
Hours claimed		16.5	
Hourly rate		£ 14.60	
Staff costs (additional)			<u>£ 240.90</u>
Event cost			<u>-£ 9.30</u>

All but one of the stall holders have asked if the Council can hold a similar event in 2025.

Recommendation: An event is planned for late November /Early December 2025, to be held on a Saturday rather than a Sunday (so reducing the potential staff cost).

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									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
1.11.24	77	Milk	PC24-25.68				0.00			0.89			0.89		69.53
2.11.24	78	Remembrance biscuits (Northam)	PC24-25.76				0.00		4.25				4.25		65.28
5.11.24	79	Milk	PC24-25.72				0.00			1.45			1.45		63.83
6.11.24	80	Cllr Roscoe photo	PC24-25.70				0.00					20.00	20.00		43.83
7.11.24	81	Remembrance photos (Northam)	PC24-25.74				0.00		20.00				20.00		23.83
7.11.24	82	cash withdrawal	PCR24-25.6		50.00		50.00						0.00		73.83
9.11.24	83	Remembrance biscuits (Northam)	PC24-25.75				0.00		9.09				9.09		64.74
10.10.24	84	Milk	PC24-25.70				0.00			1.49			1.49		63.25
12.11.24	85	Milk	PC24-25.79				0.00			1.39			1.39		61.86
13.11.24	86	Remembrance photos (Appledore)	PC24-25.73				0.00		25.00				25.00		36.86
15.11.25	87	cash withdrawal	PCR24-25.7		50.00		50.00						0.00		86.86
20.11.24	88	Sugar	PC24-25.77				0.00			1.09			1.09		85.77
21.11.24	89	Milk	PC24-25.71				0.00			1.35			1.35		84.42
22.11.24	90	Christmas Decorations - N'Hall	PC24-25.78				0.00	5.32				26.58	31.90		52.52
22.11.26	91	cash withdrawal	PCR24-25.8		35.00		35.00						0.00		87.52
26.11.24	92	Cllr Hodson get well card	PC24-25.80				0.00		0.25			1.24	1.49		86.03
25.11.24	93	Coffee	PC24-25.87				0.00			2.25			2.25		83.78
28.11.24	94	St Margaret's carol service	PC24-25.81				0.00		37.40				37.40		46.38
28.11.24	95	Flowers 100th Birthday - Dep Mayor	PC24-25.92				0.00		17.50				17.50		28.88
03.12.24	96	Milk	PC24-25.85				0.00			1.70			1.70		27.18
03.12.24	97	Milk	PC24-25.91				0.00			1.20			1.20		25.98
04.12.24	98	Compost	PC24-25.90				0.00	6.67			33.33		40.00		-14.02
04.12.24	99	Celebrations tub	PC24-25.82				0.00		6.00				6.00		-20.02
06.12.24	100	Cash withdrawal	PCR24-25.9		140.00		140.00						0.00		119.98
10.12.24	101	Milk	PC24-25.86				0.00			1.70			1.70		118.28
11.12.24	102	Batteries	PC24-25.83				0.00	1.19				5.96	7.15		111.13
11.12.24	103	Milk	PC24-25.84				0.00			1.45			1.45		109.68
12.12.24	104	North Devon Record Office	PC24-25.88				0.00			4.20			4.20		105.48
19.12.24	105	Milk	PC24-25.89				0.00			2.40			2.40		103.08
31.12.24	106	Dishwasher tabs & salt, food waste bags, air freshener	PC24-25.93				0.00					8.79	8.79		94.29
Number of transactions	106	TOTALS			660.00		660.00	27.98	310.97	127.53	103.15	132.55	702.18		-42.18

Position by cost centre

9 January 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	13,095.00	9,495.00 (263%)	387,495.00	240,821.87	146,673.13 (37%)	156,168.13
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		85.00	85.00 (8500%)			0.00 (N/A)	85.00
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	648.86	351.14 (35%)	2,851.14
General Council Equipment Various			0.00 (N/A)	17,464.00	11,894.26	5,569.74 (31%)	5,569.74
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	18,912.00	3,363.00 (15%)	5,412.67
Neighbourhood Plan			0.00 (N/A)	2,000.00	881.33	1,118.67 (55%)	1,118.67
Northam Burrows			0.00 (N/A)			0.00 (N/A)	0.00
Northam Hall	15,000.00	16,330.69	1,330.69 (8%)	15,750.00	20,935.73	-5,185.73 (-32%)	-3,855.04
Northam May Fair		543.20	543.20 (54320%)	10,000.00	3,053.48	6,946.52 (69%)	7,489.72
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	6,177.74	-5,977.74 (-2988%)	-5,977.74
Town Projects	250.00	2,249.50	1,999.50 (799%)	75,350.00	67,723.11	7,626.89 (10%)	9,626.39
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	336.41	413.59 (55%)	413.59
Westward Ho! Park		32,192.85	32,192.85 (321928%)	13,478.00	64,859.85	-51,381.85 (-381%)	-19,189.00
NET TOTAL	586,682.00	643,378.71	56,696.71 (9%)	725,082.00	495,962.47	229,119.53 (31%)	285,816.24
Total for ALL Cost Centres		643,378.71			495,962.47		
V.A.T.		1,387.50			11,687.87		
GROSS TOTAL		644,766.21			507,650.34		

9 To receive the Fire Risk Assessment recently undertaken at Northam Hall and consider the Council's approach to the required and recommended advised.

As announced at the Full Council meeting on 18th December 2024, a Fire Risk Assessment (FRA) has been carried out at Northam Hall. This was done on the advice of the Council's H&S advisor, following an annual review in early December. The Council acquired the building in 2008 and an FRA was undertaken in 2010, though it has not been reviewed since (H&S regulations are that FRAs are reviewed annually). Since that last FRA, the Council has expanded its operations at the Hall considerably, both as a community venue and as a maintenance depot. The FRA was circulated in early January 2025.

The Town Clerk and Parks & Buildings Manager have been considering the report in detail, liaising with contractors and other specialists and discussing actions with the Maintenance Team.

Six findings have been identified as requiring immediate action and a further 15 for action within 3 months. Two further recommendations were made. There follows an identification of what actions could be undertaken by Council staff or would need an outside contractor. A copy of the report has previously been circulated to members.

PART ONE – IMMEDIATE ACTION

Significant Finding 1

A. The building is not suitably compartmented, a fire in any of the following areas, has the potential to quickly spread to the main hall and could prevent relevant persons escaping the premises - Staff welfare room and storage room next to it, the stage storeroom and the large void under the main hall floor, which is being used for storage.

You must also ensure that where any services pass through these compartments, that they are suitably fire stopped.

Work that can be carried out by Council staff:

1. The Welfare room walls and ceilings must be upgraded to ensure that they meet thirty minutes fire resistance, the door into the large void must be replaced for a FD30s fire door, to make the whole room a thirty-minute fire resistant compartment.
2. The underfloor void that runs the entire length of the rear of the hall, must also be made a thirty-minute fire resistant compartment, walls and ceilings, so that in a fire event it does not quickly spread to the hall above.
3. The two Stage Storerooms accessed by the staircases must also be made their own thirty-minute fire resistant compartments, by installing thirty- minute fire resisting boards to the wall and ceilings, the doors, must be upgraded to a FD30s fire door. (this may need specialist contractor input).
4. The cupboard next to the welfare room, must also be made its own thirty-minute fire resistant compartment, by installing thirty-minute fire resisting boards to the wall and ceilings, the door at the rear, if it is to remain, must be upgraded to a FD30s fire door.

B. In addition to this there is also a void within the ceiling of the premises, here is housed the main boards for the solar panels, also the ceiling materials used could not be confirmed if they offer any fire resistance at all, if not, a fire in this location, will quickly penetrate the tiles, and are likely to collapse and fall on the hall below.

Work that needs to be carried out by a specialist contractor:

5. The ceiling void of the entire hall - the tiles used for the ceiling could not be confirmed for their fire resistance or for their integrity, and therefore in the event of a fire within the void or hall could allow for rapid fire spread or collapse of the ceiling, therefore using a competent person, you must get confirmation what the ceiling tiles are made of and what fire ratings they have, where they are found to have no or little fire rating, they must be upgraded to ensure their integrity and fire resistance offers minimum of thirty minutes protection.

The Officers note that a DARE report commissioned in 2008 identified a possible route to creating a fire-resistant and insulated ceiling would be to install a suspended ceiling of 30-minute resistant panels topped with 270mm of insulation (though the minimum could have changed since 2008, so is subject to Building Regulation requirements). It is the Officers' opinion that this approach would be the most cost-effective.

Given the urgent nature of the work and the full extent of the materials needed not being known, a figure could not be supplied. All costs would be reported to this committee. The Council has an earmarked reserve for work at the Hall, budgeted at £30,000 for 2025-26.

Recommendation:

- 1. The works are scheduled, using Council staff or contractors as appropriate.**
- 2. Estimates are sought for the installation of a suitably fire-retardant ceiling with sufficient insulation to meet the requirements of Building Regulations (300mm), which will be presented to a future meeting for consideration. This could be suspended or a replacement of the current ceiling.**

Significant Finding 2

C. At present there is only one hard linked detector, which is not adequate for the premises, as there are several areas where a fire could start and be unnoticed for a significant period of time and could then affect any relevant persons in the premises.

Work that needs to be carried out by a specialist contractor:

6. Using a competent person(s) an automatic Fire Detection system must be installed within the premises to meet that of a BS5839-1:2017 L2 system, consisting of an electrical indicating panel, actuation points of the break glass type and detection installed in all escape routes and all rooms of the escape routes and any high risk areas, meaning it must be installed in the main hall, stage, kitchen, entrance hallway and cleaners cupboard, if it is to remain, stage escape route, stage storage cupboard, ceiling voids, welfare room, welfare storage room and the long void underneath the main hall. The system will then need to be regularly maintained.

The Officers note that an intruder alarm could be installed at the same time. The main Hall part of the building is not currently protected in that way. The committee is asked to consider whether to install a fire alarm system or a combined system.

Recommendation:

- 3. The Council's alarm provider is instructed to install a suitable fire alarm and consider the installation of an intruder alarm at the same time. (quotes have been sought and are to follow) .**

PART TWO – WITHIN THREE MONTHS

Work that can be carried out by Council staff:

7. You must ensure that any flammable substances stored around the premises are secured in a compliant fire-resistant cabinet, which is clearly indicated by signage 'Flammable Substances'.

Action complete - A metal stationery cupboard has been repurposed.

8. There are fire emergency plans located on the walls of the hall; however, you must ensure that the responsible person who hires the hall, is fully made aware of the clearly defined written fire emergency plans for the premises, see back of report for further information.

Fire Action notices must be displayed at each exit point from the premises.

You must test your fire emergency plans by carrying out practice fire drills, which must be recorded within your fire logbook.

9. The door at the foot of the stage staircase, must be converted to a final fire exit door, and therefore must be fitted with a push bar/pad system, or alternatively a thumb turning lock, it must be suitably signed with compliant fire directional signage and be adequately lit by emergency lighting.

10. Internally all fire exits are indicated with the correct signage, however, externally there is a lack of signage, and therefore compliant pictorial directional signage must be installed externally, clearly indicating the direction of travel around the building up to and including the designated assembly point.

11. The final exit doors at the rear of the premises open on to grass, this could potentially be a trip/slip hazard, which in turn could slow down the escape for all relevant persons, you must therefore provide a suitable hard standing path the entire way around the premises, up to the designated assembly point.

You must also consider the escape routes and exits are suitable and sufficient for any vulnerable persons or those using wheelchairs, that use the premises.

12. The cleaning cupboard on the main escape route from the premises, must be fitted with FD30s fire doors, to protect the escape route, and detection installed within the cupboard, alternatively, the cupboard could be removed, eliminating the risk altogether.

13. You must ensure that the mains gas isolation point is clearly indicated by signage, and that all hirers and staff know of its location.

14. There were a number of obstructions on the external escape routes, these must be cleared, staff informed not to store stuff on them, and they must then remain clear at all times.

These have been cleared and will be checked regularly.

15. You must ensure that your solar installations are well maintained and that they are serviced in accordance with the manufacture's/installer's recommendations.

The installer has been contacted and a service will be arranged when appropriate.

16. You must inform your staff or their representatives about the findings of this assessment, if you share the workplace with others do, they know about the risks you have identified.

Action complete.

17. Any staff that use/work at the premises, must regularly undergo fire awareness training, and in addition to this a selected number must have fire warden training.

18. You must ensure that the stage curtains are and are maintained as fire resistant curtains. You must ensure that all furniture and fixings supplied comply with The Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended in 1989, 1993 and 2010) which set levels of fire resistance for upholstered furniture, furnishings and other products containing upholstery.

Recommendations:

4. The works are scheduled, using Council staff or contractors as appropriate.

Work that needs to be carried out by a specialist contractor:

19. You must ensure that the mains electrical installations have been tested by a competent person, within the last five-year period, if not this must be done, and any recommendation

made on their report, dealt with in a timely manner.

20. The main entrance/exit door, also an escape route, is fitted with a key lock, if this was locked and the key mislaid, then it could potentially trap people within the premises, therefore the key lock must be removed, and replaced with a thumb turning lock or a push pad system but must not have key use from inside the premises.

21. It is law that no smoking is allowed within in any of the premises, therefore you should provide a designated smoking area, away from the building, which is sited on firm ground, clearly indicated by signage and provided with a means for smokers to extinguish and dispose of their smoker's materials. Note: the Officer has received an estimate of £1,750 to supply and fit a repurposed two-bay wooden or metal shelter.

Recommendations:

5. The electrical system is checked by the Council's contractor.

6. The main door lock will be replaced with a suitable and compliant replacement.

7. A suitable repurposed bus shelter is installed as a smoking shelter and the car parked re-marked at the Atlantic Way side to accommodate an EV charging bay for the Council's EV, two blue-badge bays and a fourth standard parking bay.

PART THREE – RECOMMENDATIONS

22. Hot works carried out by contractors are a big cause of fires, you must ensure that any contractors used that may produce sparks, flames, intense heat or friction when carrying out their tasks, are fully competent in the specified field of work.

23. To offer more protection for both life and property protection it is strongly recommended that the kitchen is made its own thirty-minute fire resisting compartment, by adding intumescent strips and smoke seals to the kitchen's fire door and by installing a thirty-minute fire rated roller shutter door, linked to the fire alarm panel to enclose the serving hatch.

Recommendations:

8. Any contractors will be checked for competence before instruction.

9. The Kitchen be made its own fire resisting compartment, quotes for which will be sought.

10 To consider the proposals for tennis camps and other events and regular sessions at the courts in 2025 (attached).

Recommendation:

The committee consider the proposals.

11 To consider offering advertising spaces on the tennis court fencing.

ARC sell space on their outdoor court fencing for local businesses and organisations to advertise. The spaces are sold for 2 years and include the cost of the banners placed to ensure all are the same size and material.

NTC's courts have 15 sections along the north and south sides and 14 on the east and west sides. Each section along one side (the officer considers the south or west to be the most suitable) could be offered for local businesses to advertise.

The officer considers this to be a way of enabling businesses and organisations to advertise themselves at a well-used local facility. It could raise funds towards future facilities and work at the Tennis courts or wider park. An 8ftx2ft aluminium composite board, similar to those at the football clubs locally, would cost approximately £120 (exVAT).

The officer would need to confirm the VAT status of this type of service.

Consideration to the additional weight and wind-resistance that banners could place on the fence. The officer considers that the south side, facing the pavilion and path would be most suitable, with advertising boards placed at a suitable height along the outer side.

Recommendation:

The committee consider offering the spaces along one side to businesses and organisations to advertise at a cost of £400 (exVAT) for a two-year period, including the cost of the advertising banners to be installed.

12 To consider the recommendation from the Environment & Maintenance Committee to purchase a two-wheel tractor with tools

At its December meeting, the Environment & Maintenance Committee **resolved** to recommend the inclusion of the purchase of a two-wheeled tractor ([Kersten UBS Hydro II 13](#) (£12,000) and two attachments: a flail mower (£2,200) and a rotating weed removal tool (£3,500)) at a cost of approximately £17,700. The funds were to be identified in the budget for 2025-26.

The Town Clerk included sufficient funding within the budget, agreed by the special full council meeting on 7th January 2025.

Since that meeting, some members have asked that the purchase of new machinery be accompanied by complete review of the machinery needed by the Council (including but not limited to a third mower, a road sweeper, replacing old strimmers, weed removers). The Town Clerk notes that a two-wheel tractor with suitable attachments could undertake many of those tasks, or individual machines could be purchased.

Recommendation:

A report be brought to this committee so a plan of expenditure on machinery may be drawn together for the remainder of 2024-25 and through 2025-26.

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

Northam Hall has been booked on the 3rd May 2025 in the evening for a variety show, wholly funded by the organiser. All money raised from ticket sales being donated to the Wellbeing Clinic at North Devon District Hospital.

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 Wellbeing Clinic. The Council has taken the latter approach in the past. The cost of the hire is £60.

Recommendation:

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

13 To consider recruitment processes for the coming year (p?)
