



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 and HUMAN RESOURCES COMMITTEE** meeting on

Wednesday 13th August 2025 at 6.30pm

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

Membership:

Cllrs Edwards, Hames, Himan (Deputy Chair), Hodson (Chair), Leather, Tait and Whittaker plus the Mayor, Cllr Bach (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: 7th August 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 9th July 2025 as a true and correct record** (enclosed 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** (p13)
- 8 To consider the Clerk's report and approve, by resolution, the payments as listed** (p13-19)
- 9 To consider arranging community defibrillator awareness sessions** (p20)
- 10 To consider continuing the Council's subscription to Grants Online** (p20)
- 11 To consider enrolling the Council as a member of Devon Communities Together** (p20)
- 12 To consider the purchase of prescription safety glasses for members of the Maintenance Team** (p20-21)
- 13 To consider the quote for acoustic treatment of the Council chamber** (p21 and confidential report to follow)
- 14 To consider setting up standing orders/direct debits as appropriate to meet the basic cost of monthly payroll** (p21)
- 15 To note and approve the annual cost of living rise for staff 2025/26** (p21)

To be held in confidential session:

- 16 To receive and sign the payroll information sheet for submission, considering overtime claimed** (confidential report to follow)

FINANCE COMMITTEE**11th June 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Bach (Mayor), Edwards, Hames, Himan, Hodson (Chair), Leather, Tait and Whittaker.

In attendance: Guy Langton (Town Clerk & RFO), Tina Tucker (Community Engagement Officer)

2507/158 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

All members were present.

2507/159 Chair's announcements

The Chair announced that she had asked the Town Clerk to identify a suitable basic finance & VAT training or webinar for members and staff. The Town Clerk advised that the Council could claim back the balance of its VAT paid (VAT paid less VAT owed to HMRC). The Town Clerk would also circulate VAT Notice 749 (Local authorities and similar bodies).

The Town Clerk announced that the District Council had advised this Council that the owners of building known as the Leisure Centre in The Square, Northam (which this Council had successfully nominated as an Asset of Community Value) had notified the District Council of their intention to dispose of their asset.

2507/160 To receive any dispensations and disclosable pecuniary or other interests

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

2507/161 To agree the agenda as published.

It was **resolved** to proceed with the agenda as published, though the items relating to gas usage at Northam Hall would be considered before the fees and charges for Council services. Proposed Cllr Hodson, Seconded Cllr Whittaker (all in favour)

2507/162 To consider the minutes of the Finance meeting held on the 11th June 2025 as a true and correct record

It was **resolved** to accept the minutes as a true and correct record, which were signed by the Chair.

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

2507/163 Public Participation

There were no members of the public present.

2507/164 To receive an update on Action Points

The action points were noted as presented below.

Action		July 2025
1	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.	A plumbing contractor has been contacted. An electrician is to be instructed and locations found for the storage cabinets there. RAMS have been approved by TDC. ONGOING
2	Northam Hall works in response to the findings of the Fire Risk Assessment in December 2024	On the agenda COMPLETE
3	Review the gas use at Northam Hall	On the agenda COMPLETE
4	Present a list of Council fees and charges, compared (where possible) with other local providers of similar services or facilities.	On the agenda COMPLETE

5	<p>Re request for wayleave at Kimberley Park: Seek confirmation that the local residents have been consulted and undertake a brief consultation exercise with those residents. Prepare an in-going schedule of condition, to be included as part of any agreement. Request that Airband indemnify the Town Council for any works required to the sewer or their cable as result of future works required at the sewer or on their cable. Request wayleave payment of £500 and Place on Full Council agenda</p>	<p>Residents consulted – responses indicate they were not consulted until NTC did so. The Town Clerk notes there is no requirement to consult residents for this type of work. Requests made of AirBand. Included on Full Council June 2025 agenda, Airband had not responded – matter deferred to July 2025 Full Council. COMPLETE</p>
6	<p>Review the document storage for Northam Town Council</p>	<p>The Town Clerk has contacted other smaller authorities in Devon and Cornwall. Not all have replied but the replies thus far indicate that pre-1974 Minutes are held at the Record Office.</p> <p>Later minutes (post 1974) are routinely held at Council offices (where space allows), with scanned copies available to review (NTC also has scanned copies).</p> <p>Fireproof cabinets are used where space and finances allow, though they are not damp-proof so stored paper would degrade over time in a more damp location (for example a garage).</p> <p>Other documentation is not routinely retained beyond the required retention dates, which are often outlined in a policy, for example https://great-torringtontowncouncil.gov.uk/2020/10/02/data-retention-policy/ . Northam Town Council does not have such a policy. ONGOING</p>

It was **resolved** to complete action point 7, recommending the Review Committee consider a document retention and disposal policy.

Proposed: Cllr Hodson, Seconded: Cllr leather (majority in favour, 2 abstentions).

Action point: Recommend the Review Committee consider a document retention and disposal policy.

2507/165 To receive the Clerk's report

At 30th May 2025 (or according to the last available statement balance), the Council's balances were:

Nationwide (Business 95-day saver)	£94,654.27	interest rate is 3.69%	General and Earmarked Reserves
Cambridge & Counties Bank (31-day)	£95,514.32	interest rate is 3.25%	Earmarked Reserves
Cambridge Building Society	£5,452.32	interest rate is 2.15%	Tennis Reserves
Petty Cash	£63.79		
Coop Bank (current account)	£35,296.18	no interest	
Hinkley & Rugby Building Society	£220,000.00	interest rate is 1.95%	holding account for general expenditure
Total cash in hand (SCRIBE)	£450,980.88		

The bank reconciliation was signed by the Proper Officer and the Chair

Payments

The Council made 144 payments in June 2025, totalling £70,182.42 (exVAT). A full list of these is presented on the appended pages. There were 37 payments of £100 or more (exVAT), presented below.

It was **resolved** to approve the list of payments.

Proposed: Cllr Hodson, Seconded: Cllr Himan (all in favour)

Voucher	Date	Net	VAT	Total	Description
371	19.06.2025	£30,148.51	£0.00	£30,148.51	Payroll
316	06.06.2025	£7,286.55	£1,457.31	£8,743.86	Plants
346	13.06.2025	£5,585.63	£0.00	£5,585.63	HMRC PAYE
351	17.06.2025	£4,213.85	£0.00	£4,213.85	PWLB
315	06.06.2025	£3,646.80	£0.00	£3,646.80	Insurance
360	19.06.2025	£3,632.25	£726.45	£4,358.70	Fire Alarm System
390	26.06.2025	£2,076.55	£0.00	£2,076.55	Pensions
374	23.06.2025	£1,721.21	£0.00	£1,721.21	PWLB
361	19.06.2025	£1,263.98	£252.80	£1,516.78	Access Control System
366	19.06.2025	£1,200.00	£0.00	£1,200.00	Civic Function
314	06.06.2025	£932.40	£186.48	£1,118.88	Refreshments
313	06.06.2025	£550.00	£0.00	£550.00	Youth Services
363	19.06.2025	£510.00	£0.00	£510.00	Signs
294	03.06.2025	£455.00	£91.00	£546.00	Cleaning CPT
279	02.06.2025	£427.60	£0.00	£427.60	Room rental
312	06.06.2025	£400.00	£0.00	£400.00	Cleaning Northam Hall
369	19.06.2025	£395.00	£79.00	£474.00	Audit Services
281	03.06.2025	£345.00	£0.00	£345.00	Vehicle Tax
342	12.06.2025	£300.00	£60.00	£360.00	Refreshments
295	03.06.2025	£284.70	£56.94	£341.64	IT contract
311	06.06.2025	£275.50	£0.00	£275.50	Insurance
334	11.06.2025	£265.30	£53.06	£318.36	Playground Repairs
367	19.06.2025	£250.00	£0.00	£250.00	Hall Hire
310	06.06.2025	£227.61	£45.52	£273.13	Stationery
359	19.06.2025	£202.33	£40.47	£242.80	PPE & Workwear
365	19.06.2025	£200.00	£40.00	£240.00	Advertisement
357	19.06.2025	£198.64	£39.73	£238.37	Disposal Waste Materials
325	09.06.2025	£194.00	£0.00	£194.00	Mobile Phone - IR
340	13.06.2025	£178.62	£35.73	£214.35	Fuel
319	08.06.2025	£167.73	£33.55	£201.28	Wifi N Hall
389	26.06.2025	£147.00	£29.40	£176.40	Water Bottle Filler Valve
356	19.06.2025	£142.48	£28.50	£170.98	Disposal Waste Materials
362	19.06.2025	£130.00	£26.00	£156.00	Alarm maintenance
283	02.06.2025	£116.40	£0.00	£116.40	Refreshments
370	19.06.2025	£114.58	£22.92	£137.50	Microwave
348	16.06.2025	£114.58	£22.92	£137.50	Northam Hall
349	16.06.2025	£114.00	£0.00	£114.00	Water bill

Receipts:

In June 2025, the Council received 50 payments, totalling £7,115.44.

Tennis courts:

The gross volume of sales in June 2025 was £725.00. After fees, the Council has received £686.01.

Since 1st April 2025, the Council has received £2,997.18 in tennis court fees.

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.

Petty Cash:

A screen shot of the petty cash cashbook is presented below showing the items on which the Council has spent petty cash.

The financial regulations seek to maintain a balance of £100 in Petty Cash.

Petty Cash			2025-26	Name:	Northam TC Petty Cash										
Details					Income			Expenditure						Balance at start of FY	
Date	Trans action	Description	Ref	Scribe No	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refresh ments	Maint enance	Office expenses	Total out	£	13.45
1.6.25	19	Refreshments	PC25-26.17				0.00			1.20			1.20		102.75
1.6.25	20	Refreshments	PC25-26.18				0.00			0.99			0.99		101.76
1.6.25	21	Refreshments	PC25-26.19				0.00			1.39			1.39		100.37
3.6.25	22	Refreshments	PC25-26.20				0.00			1.39			1.39		98.98
4.6.25	23	Cleaning	PC25-26.21				0.00	1.37	6.75				8.12		90.86
9.6.25	24	Refreshments	PC25-26.22				0.00			1.39			1.39		89.47
11.6.25	25	Flags (Town Hall)	PC25-26.25				0.00	1.42	7.07				8.49		80.98
13.6.25	26	Refreshments	PC25-26.26				0.00			1.39			1.39		79.59
17.6.25	27	Refreshments	PC25-26.27				0.00	1.00			4.99		5.99		73.60
24.6.25	28	Refreshments	PC25-26.28				0.00			1.85			1.85		71.75
5.6.25	29	Maintenance Equipment	PC25-26.29				0.00	1.33			6.63		7.96		63.79

2507/166 To note the parish precept levied by Northam in comparison to other similar smaller authorities

The Committee received and noted the table overleaf. A more detailed set of data could be found at <https://www.gov.uk/government/statistical-data-sets/live-tables-on-council-tax>.

2507/167 To receive an analysis of the gas usage at Northam Hall over winter

The data for the winters 2023-24 and 2024-25 were presented to the committee. It was noted that both winters had similar gas usage at a similar cost to the Council.

2023/24	Units	Cost	Hours at Hall	2024/25	Units	Cost	Hours at Hall
				May-24	110 (29/04/24-28/05/24)	£378.57	115
				Jun-24	15 (28/05/24-26/06/24)	£145.13	154.75
				Jul-24	16 (26/06/24-30/07/24)	£35.88	139.5
Aug-23	3 (27/07/23-29/08/23)	n/a	116.75	Aug-24	5 (30/07/24-30/08/24)	£40.24	123.5
Sep-23	28 (29/08/23-24/09/23)	n/a	149	Sep-24	60 (30/08/24-26/09/24)	£25.61	123
Oct-23	157 (24/09/23-28/10/23)	£74.88	145.75	Oct-24	172 (26/09/24-28/10/24)	£86.86	169
Nov-23	268 (27/10/23-26/11/23)	£202.69	161	Nov-24	319 (28/10/24-26/11/24)	£217.43	180
Dec-23	542 (26/11/23-28/12/23)	£327.46	146.5	Dec-24	1024 (26/11/24-27/01/25)	£383.71	170
Jan-24	562 (28/12/23-25/01/24)	£781.84	141.5	Jan-25	2 months as no Dec bill	£724.54	149.5
Feb-24	424 (25/01/24-28/02/24)	£803.76	142.5	Feb-25	515 (27/01/25-24/02/25)	£760.29	159
Mar-24	329 (28/02/24-29/04/24) 2	£504.40	169.75	Mar-25	629 (24/02/25-28/04/25) 2	£745.39	185.5
Apr-24	months as no March bill	£484.45	171.5	Apr-25	months as no March bill		

Direct Month Comparison for Month's Where Data Available

Month	Units used 23/24	Units used 24/25	Hours 23/24	Hours 24/25
August	3	5	116.75	123.5
September	28	60	149	123
October	157	172	145.75	169
November	268	319	161	180
December/January	1104	1024	288	319.5
February	424	515	142.5	159

Parish Name	Local Authority	Amount precepted on billing authority (£) 2025-26 [note 1]	Tax base for precept purposes 2025-26 [note 1]	Band D council tax (£) 2025-26 [note 1]
Tavistock	West Devon	1,088,850	4,895.56	222.42
Okehampton Town	West Devon	457,313	2,277.41	200.80
Barnstaple	North Devon	1,617,958	7,208.88	224.44
Crediton	Mid Devon	510,750	2,794.90	182.74
Holsworthy	Torridge	212,800	1,090.64	195.11
Cullompton	Mid Devon	553,617	3,730.29	148.41
Great Torrington	Torridge	257,931	1,830.09	140.94
Ilfracombe	North Devon	529,056	3,873.29	136.59
Bideford	Torridge	757,387	5,580.88	135.71
Northam	Torridge	644,337	5,805.22	110.99
Georgeham	North Devon	98,561	1,039.89	94.78
South Molton	North Devon	200,000	2,173.72	92.01
Combe Martin	North Devon	102,000	1,035.31	98.52
Uffculme	Mid Devon	103,836	1,177.62	88.17
Braunton	North Devon	337,332	3,317.62	101.68
Bere Ferrers	West Devon	85,572	1,100.78	77.74
Tiverton	Mid Devon	578,032	7,436.74	77.73
Fremington	North Devon	317,220	4,674.62	67.86
Willand	Mid Devon	78,418	1,219.34	64.31
Mortehoe	North Devon	90,000	1,216.22	74.00
Buckland Monachorum	West Devon	70,393	1,730.78	40.67
Tawstock	North Devon	27,311	1,241.36	22.00

2507/168 To consider the Council's fees and charges

The committee considered the report, which detailed the fees and charges made by this Council for services it provides.

Northam Hall: It was **resolved** to recommend that the Council simplify its charging structure, increasing the hourly charge by £1, to £13.50 per hour for casual bookings and £11.00 per hour for regular bookings. Discounts for multiple hours would no longer be offered. These charges would take effect from 1st April 2026.

Proposed: Cllr Leather, Seconded, Cllr Hames (majority in favour, 1 against)

Action point: Prepare a table to detail the effect of the increase and present to the next meeting of this committee.

Appledore Boat Park: It was **resolved** to increase the annual charge to £55 for a 10ft boat and £5 per extra foot (to a maximum of 20 feet), with effect from 1st April 2026.

Proposed: Cllr Whittaker, Seconded, Cllr Hames (majority in favour, Cllr Tait abstained, having declared an interest)

Gig Clubs: It was resolved to increase the annual charge to the Gig Clubs to £1,320, with effect from 1st April 2026.

Proposed: Cllr Edwards, Seconded, Cllr Hames (majority in favour, 1 abstained)

Northam Lions: It was agreed to defer consideration to the next meeting of the committee, having confirmed the lease end date.

Windmill Lane Allotments: The Town Clerk declared an interest, he had an allotment at Windmill Lane. He did not advise the committee during their deliberations, the Community Engagement Officer advised the committee.

It was **resolved** to retain the fees at their current levels ('standard' allotments at £19.80 for half plot

£38.50 for full plot, 'smaller' allotments at £15.40, the smallest at £11.00).

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

Burrough Farm Allotments: It was agreed to defer consideration to the next meeting of the committee, having confirmed the lease end date.

Car Park at Appledore: It was agreed to defer consideration to the next meeting of the committee, having confirmed the lease end date.

Memorial Bench sponsorship: It was **resolved** to retain the cost at £450 for a refurbished bench and £830 for a new bench, noting there were fewer than 5 refurbished benches available and only two spaces for new benches.

Proposed: Cllr Hoddson, Seconded: Cllr Himan (all in favour)

Tina Tucker left the meeting at this point (7:15pm)

2507/169 To consider the draft Tennis Safeguarding Policy

It was **resolved** to train the Town Clerk and Parks & Buildings Manager as deputy safeguarding officers, DBS-checking them and adding them to the policy.

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

Action points:

- 1. Arrange training and DBS checks.**
- 2. Update the Policy and publish.**

2507/170 To consider the received quote for work at Northam Hall

Noting that the Officers had striven to obtain three quotations, the specialist nature of the work and the value of the quotations, it was **resolved** to instruct *fineline ceilings and partitions* to undertake the following quoted work (all figures exVAT):

Quotation 7063/1

New suspended ceiling in Main Hall, Stage Area and Stage Lobby with sloping ceiling
£12,712

Quotation 7063/2

Install new lighting as per quote	£5,927
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Quotation 7063/3

Recycled plastic insulation in Main Hall and Stage Area	£6749
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Total	£25,388
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Proposed: Cllr Bach, Seconded: Cllr Edwards (all in favour)

2507/171 To consider reviewing the pension arrangements for Council staff

It was **resolved** to undertake a review of the Council's pension provision for its staff, including the impacts of any changes for the Council, its budget and its staff.

Proposed: Cllr Whittaker, Seconded: Cllr Hames (all in favour)

Action point: Undertake review and present to a future meeting of this committee.

It was **resolved** to exclude members of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960.

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

2507/172 To consider the revised job description and person specification for the Town Clerk

It was **resolved** to adopt the revised job description and person specification for the post of Town Clerk & RFO, issuing it to the post-holder.

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

2507/173 To receive and sign the payroll information sheet for submission

It was **resolved** to approve the payroll submission sheet, including overtime payments claimed.

Proposed: Cllr Hodson, Seconded: Cllr Whittaker (all in favour)

The payroll information sheet was signed by the Chair.

Action point: submit the information.

It was **resolved** to readmit members of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960.

Proposed Cllr Whittaker, Seconded: Cllr Hodson (all in favour)

There being no further business the meeting closed at 8:45pm

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

Voucher	Date	Net	Vat	Total	Description
278	02.06.2025	£62.79	£0.00	£62.79	Stripe fees
279	02.06.2025	£427.60	£0.00	£427.60	Room rental
281	03.06.2025	£345.00	£0.00	£345.00	Vehicle Tax
282	02.06.2025	£0.18	£0.00	£0.18	Square fees
283	02.06.2025	£116.40	£0.00	£116.40	Refreshments
284	02.06.2025	£36.65	£7.33	£43.98	Equipment
285	02.06.2025	£31.98	£0.60	£32.58	Refreshments
286	02.06.2025	£60.12	£12.03	£72.15	Signs
287	02.06.2025	£24.17	£4.83	£29.00	Equipment
288	02.06.2025	£6.79	£0.91	£7.70	Supplies
289	02.06.2025	£4.17	£0.83	£5.00	Mobile Phone - IR
290	02.06.2025	£4.17	£0.83	£5.00	Mobile Phone - CW
291	03.06.2025	£1.19	£0.00	£1.19	Square fees
292	03.06.2025	£2.28	£0.00	£2.28	Square fees
293	03.06.2025	£94.88	£18.98	£113.86	Copier Charges
294	03.06.2025	£455.00	£91.00	£546.00	Cleaning CPT
295	03.06.2025	£284.70	£56.94	£341.64	IT contract
296	03.06.2025	£50.00	£0.00	£50.00	Photos
297	03.06.2025	£28.17	£5.63	£33.80	Contra Roberts Cleaning
298	03.06.2025	£22.52	£0.00	£22.52	Expenses
299	03.06.2025	£16.67	£3.33	£20.00	Mobile Phone - DC
300	04.06.2025	£1.81	£0.00	£1.81	Square fees
301	04.06.2025	£0.16	£0.00	£0.16	Square fees
302	04.06.2025	£11.66	£2.33	£13.99	Photos
303	04.06.2025	£1.31	£0.27	£1.58	Equipment
304	05.06.2025	£16.03	£3.21	£19.24	Photo Frame
305	04.06.2025	£30.00	£6.00	£36.00	Keys
306	06.06.2025	£58.57	£11.71	£70.28	Telephone system
307	06.06.2025	£46.80	£0.00	£46.80	Expenses
308	06.06.2025	£44.48	£8.90	£53.38	PPE & Workwear
309	06.06.2025	£61.90	£12.38	£74.28	Fixings
310	06.06.2025	£227.61	£45.52	£273.13	Stationery
311	06.06.2025	£275.50	£0.00	£275.50	Insurance
312	06.06.2025	£400.00	£0.00	£400.00	Cleaning Northam Hall
313	06.06.2025	£550.00	£0.00	£550.00	Youth Services
314	06.06.2025	£932.40	£186.48	£1,118.88	Refreshments
315	06.06.2025	£3,646.80	£0.00	£3,646.80	Insurance
316	06.06.2025	£7,286.55	£1,457.31	£8,743.86	Plants
317	06.06.2025	£9.58	£1.92	£11.50	Mayor's Cadet
318	06.06.2025	£24.25	£4.85	£29.10	Fixings
319	08.06.2025	£167.73	£33.55	£201.28	Wifi N Hall
320	10.06.2025	£43.36	£2.17	£45.53	Electricity - Pavilion
321	10.06.2025	£58.34	£2.92	£61.26	Gas Account

322	09.06.2025	£4.63	£0.93	£5.56	Mobile Phone
323	09.06.2025	£7.00	£0.00	£7.00	Land charges search
324	09.06.2025	£26.09	£0.00	£26.09	Insurance
325	09.06.2025	£194.00	£0.00	£194.00	Mobile Phone - IR
326	10.06.2025	£0.58	£0.00	£0.58	Square fees
327	10.06.2025	£5.00	£1.00	£6.00	Mobile Phone - IR
328	10.06.2025	£34.33	£6.87	£41.20	Cleaning Northam Hall
329	11.06.2025	£50.54	£2.53	£53.07	Electricity Account
330	11.06.2025	£4.17	£0.83	£5.00	Mobile Phone - TT
331	11.06.2025	£28.14	£5.63	£33.77	Equipment
332	11.06.2025	£41.67	£8.33	£50.00	Photo Frame
333	11.06.2025	£83.33	£16.67	£100.00	Book Token
334	11.06.2025	£265.30	£53.06	£318.36	Playground Repairs
335	11.06.2025	£87.25	£5.50	£92.75	Expenses
336	11.06.2025	£9.90	£0.00	£9.90	Expenses
337	11.06.2025	£1.09	£0.00	£1.09	Square fees
338	11.06.2025	£1.19	£0.00	£1.19	Square fees
339	11.06.2025	£1.19	£0.00	£1.19	Square fees
340	13.06.2025	£178.62	£35.73	£214.35	Fuel
341	12.06.2025	£3.20	£0.00	£3.20	Postages
342	12.06.2025	£300.00	£60.00	£360.00	Refreshments
343	13.06.2025	£33.25	£6.65	£39.90	Refreshments
344	13.06.2025	£41.99	£7.41	£49.40	Miscellaneous
345	13.06.2025	£20.00	£0.00	£20.00	Photos
346	13.06.2025	£5,585.63	£0.00	£5,585.63	HMRC PAYE
347	16.06.2025	£6.07	£1.22	£7.29	Dishwasher Tablets/Cleaner
348	16.06.2025	£114.58	£22.92	£137.50	Northam Hall
349	16.06.2025	£114.00	£0.00	£114.00	Water bill
350	16.06.2025	£0.00	£0.00	£0.00	Repayment
351	17.06.2025	£4,213.85	£0.00	£4,213.85	PWLB
352	17.06.2025	-£195.00	-£39.00	-£234.00	Refreshments
353	18.06.2025	£13.33	£2.67	£16.00	Weedkiller
354	19.06.2025	£19.47	£3.89	£23.36	Internet
355	19.06.2025	£59.34	£11.87	£71.21	Rental & Maintenance Charge
356	19.06.2025	£142.48	£28.50	£170.98	Disposal Waste Materials
357	19.06.2025	£198.64	£39.73	£238.37	Disposal Waste Materials
358	19.06.2025	£68.38	£13.68	£82.06	Disposal Waste Materials
359	19.06.2025	£202.33	£40.47	£242.80	PPE & Workwear
360	19.06.2025	£3,632.25	£726.45	£4,358.70	Fire Alarm System
361	19.06.2025	£1,263.98	£252.80	£1,516.78	Access Control System
362	19.06.2025	£130.00	£26.00	£156.00	Alarm maintenance
363	19.06.2025	£510.00	£0.00	£510.00	Signs
364	19.06.2025	£20.95	£4.19	£25.14	Equipment
365	19.06.2025	£200.00	£40.00	£240.00	Advertisement
366	19.06.2025	£1,200.00	£0.00	£1,200.00	Civic Function

367	19.06.2025	£250.00	£0.00	£250.00	Hall Hire
368	19.06.2025	£13.29	£0.00	£13.29	Expenses
369	19.06.2025	£395.00	£79.00	£474.00	Audit Services
370	19.06.2025	£114.58	£22.92	£137.50	Microwave
371	19.06.2025	£30,148.51	£0.00	£30,148.51	Payroll
372	19.06.2025	£0.16	£0.00	£0.16	Square fees
373	20.06.2025	£35.87	£7.17	£43.04	Bench sponsorship
374	23.06.2025	£1,721.21	£0.00	£1,721.21	PWLB
375	20.06.2025	£54.00	£10.80	£64.80	Name Tent Cards
376	20.06.2025	£38.32	£7.66	£45.98	Fixings
377	24.06.2025	£6.25	£1.25	£7.50	Mobile Phone
378	23.06.2025	£77.69	£15.54	£93.23	Stationery
379	24.06.2025	£38.13	£7.63	£45.76	Stationery
380	23.06.2025	£4.17	£0.83	£5.00	Mobile Phone - GL
381	24.06.2025	£2.46	£0.00	£2.46	Square fees
382	25.06.2025	£1.50	£0.00	£1.50	Square fees
383	25.06.2025	£1.19	£0.00	£1.19	Square fees
384	25.06.2025	£41.25	£8.25	£49.50	Keys
385	26.06.2025	£7.56	£1.51	£9.07	PPE & Workwear
386	26.06.2025	£12.96	£2.59	£15.55	PPE & Workwear
387	26.06.2025	£14.17	£2.83	£17.00	Equipment
388	26.06.2025	£17.15	£3.43	£20.58	Oil
389	26.06.2025	£147.00	£29.40	£176.40	Water Bottle Filler Valve
390	26.06.2025	£2,076.55	£0.00	£2,076.55	Pensions
391	27.06.2025	£4.17	£0.83	£5.00	Mobile Phone - RG
392	26.06.2025	£3.68	£0.00	£3.68	Square fees
393	27.06.2025	£12.67	£2.54	£15.21	Stationery
394	27.06.2025	£1.19	£0.00	£1.19	Square fees
396	30.06.2025	£1.19	£0.00	£1.19	Square fees
397	30.06.2025	£4.17	£0.83	£5.00	Mobile Phone - TA
398	30.06.2025	£4.17	£0.83	£5.00	Mobile Phone - JL
399	30.06.2025	£4.16	£0.83	£4.99	Stationery
411	05.06.2025	£6.63	£1.33	£7.96	Equipment
412	01.06.2025	£1.20	£0.00	£1.20	Refreshments
413	01.06.2025	£0.99	£0.00	£0.99	Refreshments
414	02.06.2025	£1.39	£0.00	£1.39	Refreshments
415	03.06.2025	£1.39	£0.00	£1.39	Refreshments
416	03.06.2025	£6.75	£1.37	£8.12	Cleaning
417	09.06.2025	£1.39	£0.00	£1.39	Refreshments
418	11.06.2025	£7.07	£1.42	£8.49	Flags
419	13.06.2025	£1.39	£0.00	£1.39	Refreshments
420	17.06.2025	£4.99	£1.00	£5.99	Plant food
421	24.06.2025	£1.85	£0.00	£1.85	Refreshments

Item 7 To receive an update on the actions

Action		August 2025																												
1	To consider improvements to the office accommodations, to include decorating painting and the provision of a sink It was resolved to seek permission from the building owner (Torrige District Council) to install a sink for washing up.	A plumbing contractor has been contacted. An electrician is to be instructed and locations found for the storage cabinets there. RAMS have been approved by TDC. Contractors instructed and works are anticipated to be finished by the end of August 2025. COMPLETE																												
2	Review the document storage for Northam Town Council	Recommend the consideration of a document retention and disposal policy to the Review committee. COMPLETE																												
3	Revise the charges for the use of Northam Hall from 1 st April 2026, increasing the charges for regular and casual bookings by £1 and removing the reduction for multiple-hour bookings	New charging schedule drafted, to recommend to Full Council as part of budget setting, as below. COMPLETE <table><tr><td></td><td>Current</td><td>Proposed</td><td>Increase</td></tr><tr><td>Regular user</td><td>£ 10.00</td><td>£ 11.00</td><td>10%</td></tr><tr><td>Casual booking</td><td>£ 12.50</td><td>£ 13.50</td><td>8%</td></tr><tr><td>Commercial user</td><td>£ 25.00</td><td>£ 25.00</td><td>0%</td></tr><tr><td>Half day (4hr)</td><td>£ 47.50</td><td>No longer</td><td>14%</td></tr><tr><td>Full day (8hr)</td><td>£ 92.00</td><td>available</td><td>17%</td></tr><tr><td>Wedding</td><td>£ 250.00</td><td>£ 250.00</td><td>0%</td></tr></table>		Current	Proposed	Increase	Regular user	£ 10.00	£ 11.00	10%	Casual booking	£ 12.50	£ 13.50	8%	Commercial user	£ 25.00	£ 25.00	0%	Half day (4hr)	£ 47.50	No longer	14%	Full day (8hr)	£ 92.00	available	17%	Wedding	£ 250.00	£ 250.00	0%
	Current	Proposed	Increase																											
Regular user	£ 10.00	£ 11.00	10%																											
Casual booking	£ 12.50	£ 13.50	8%																											
Commercial user	£ 25.00	£ 25.00	0%																											
Half day (4hr)	£ 47.50	No longer	14%																											
Full day (8hr)	£ 92.00	available	17%																											
Wedding	£ 250.00	£ 250.00	0%																											
4	Increase the annual charge for vessels stored at the Council's Boat Park to £55 for a 10ft boat and £5 per extra foot (to a maximum of 20 feet), with effect from 1st April 2026.	New charging schedule drafted, to recommend to Full Council as part of budget setting. COMPLETE																												
5	Increase the annual charge to the Gig Clubs to £1,320, with effect from 1 st April 2026.	New charging schedule drafted, to recommend to Full Council as part of budget setting. COMPLETE																												
6	Arrange DBS and Safeguarding training for deputy Welfare contacts for the tennis courts (Town Clerk and Parks & Buildings Manager.	The LTA has been contacted, dates to be arranged. ONGOING																												
7	Instruct contractor to undertake the works required to install a suspended ceiling, following the line of the current ceiling and insulated as appropriate with recycled plastic bottle-based insulation material.	Contractor instructed, and it has been confirmed that the job will take 8 working days to complete. Work provisionally scheduled for 1 st to 10 th Sept, though the Hall will be closed for 2 weeks and classes offered alternative accommodations as before. ONGOING																												
8	Undertake a review of pension provision for staff.	Research is being carried out, the report is planned to be presented to the September or October meeting of this committee. ONGOING																												

Item 8 To consider the Clerk's report and approve, by resolution, the payments as listed At 25th July 2025 (according to the last available statement balance), the Council's balances were:

Nationwide (Business 95-day saver)	£94,939.01	interest rate is 3.69%	General and Earmarked Reserves
Cambridge & Counties Bank (31-day)	£95,514.32	interest rate is 3.25%	Earmarked Reserves
Cambridge Building Society	£5,452.32	interest rate is 2.15%	Tennis Reserves
Petty Cash	£78.51		
Coop Bank (current account)	£57,864.31	no interest	Includes budgeted carry-over
Hinkley & Rugby Building Society	£174,770.00	interest rate is 1.95%	holding account for general expenditure

Total cash in hand (SCRIBE) £ 428,658.79

Note: the Town Clerk has arranged for a number of advanced payments of £12,500 to be transferred from the HRBS account to the main account each Monday, to ensure the Council can meet its obligations.

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

28 July 2025 (2025-2026)

Northam Town Council

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

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

A	Bank Reconciliation at 28/07/2025		
	Cash in Hand 01/04/2025		327,410.06
	ADD Receipts 01/04/2025 - 28/07/2025		375,851.55
			703,261.61
	SUBTRACT Payments 01/04/2025 - 28/07/2025		274,602.82
	Cash in Hand 28/07/2025 (per Cash Book)		428,658.79
B	Cash in hand per Bank Statements		
	Petty Cash 21/07/2025	78.51	
	Stripe (Tennis bookings) 28/07/2025	0.00	
	Hinckley & Rugby Building Society 28/07/2025	174,770.00	
	Cambridge and Counties Bank 28/07/2025	95,514.32	
	Nationwide 95 day account 28/07/2025	94,939.01	
	Cambridge Building Society (Tennis) 28/07/2025	5,452.32	
	Northam Town Council 25/07/2025	57,864.31	
			428,618.47
	Less unrepresented payments		69.68
			428,548.79
	Plus unrepresented receipts		110.00
	Adjusted Bank Balance		428,658.79
	A = B Checks out OK		

Payments In July 2025 the council made 22 payments of £100 or more totalling £38,834.88 detailed below

474	18.07.2025	£18,800.00	£0.00	£18,800.00	24.07.2025	Salaries
460	15.07.2025	£9,572.54	£0.00	£9,572.54	16.07.2025	HMRC PAYE
484	22.07.2025	£5,230.00	£0.00	£5,230.00	24.07.2025	Donation
470	11.07.2025	£585.64	£117.13	£702.77	14.07.2025	Council Machinery & Equipment
488	22.07.2025	£575.53	£0.00	£575.53	24.07.2025	Salaries
407	01.07.2025	£455.00	£91.00	£546.00	01.07.2025	Cleaning CPT
395	01.07.2025	£430.70	£0.00	£430.70	01.07.2025	Room rental
430	08.07.2025	£415.00	£0.00	£415.00	08.07.2025	Membership Fee
401	01.07.2025	£400.00	£0.00	£400.00	01.07.2025	Cleaning Northam Hall
459	15.07.2025	£325.00	£0.00	£325.00	16.07.2025	Honours Boards
455	15.07.2025	£296.87	£59.37	£356.24	16.07.2025	Fuel
439	08.07.2025	£284.70	£56.94	£341.64	14.07.2025	IT contract
404	01.07.2025	£222.90	£44.58	£267.48	01.07.2025	Payroll
501	24.07.2025	£199.99	£40.00	£239.99	25.07.2025	Sink
423	03.07.2025	£186.01	£0.00	£186.01	08.07.2025	Photocopier lease
438	08.07.2025	£137.86	£6.89	£144.75	14.07.2025	Festoon & Festive Lighting
472	18.07.2025	£133.32	£26.66	£159.98	24.07.2025	Fire Door Retainer
467	14.07.2025	£124.80	£0.00	£124.80	16.07.2025	Training
444	08.07.2025	£120.45	£24.09	£144.54	14.07.2025	Mower Repair
429	08.07.2025	£119.57	£23.91	£143.48	08.07.2025	Wifi N Hall
454	15.07.2025	£114.00	£0.00	£114.00	16.07.2025	Water bill
496	23.07.2025	£105.00	£21.00	£126.00	24.07.2025	Training

Recommendation: The above and below listed payments are approved.

Payments In July 2025, the Council made 92 payments, All totalling £40,719.45 detailed below.

474	18.07.2025	£18,800.00	£0.00	£18,800.00	24.07.2025	Salaries
460	15.07.2025	£9,572.54	£0.00	£9,572.54	16.07.2025	HMRC PAYE
484	22.07.2025	£5,230.00	£0.00	£5,230.00	24.07.2025	Donation
470	11.07.2025	£585.64	£117.13	£702.77	14.07.2025	Council Machinery & Equipment
488	22.07.2025	£575.53	£0.00	£575.53	24.07.2025	Salaries
407	01.07.2025	£455.00	£91.00	£546.00	01.07.2025	Cleaning CPT
395	01.07.2025	£430.70	£0.00	£430.70	01.07.2025	Room rental
430	08.07.2025	£415.00	£0.00	£415.00	08.07.2025	Membership Fee
401	01.07.2025	£400.00	£0.00	£400.00	01.07.2025	Cleaning Northam Hall
459	15.07.2025	£325.00	£0.00	£325.00	16.07.2025	Honours Boards
455	15.07.2025	£296.87	£59.37	£356.24	16.07.2025	Fuel
439	08.07.2025	£284.70	£56.94	£341.64	14.07.2025	IT contract
404	01.07.2025	£222.90	£44.58	£267.48	01.07.2025	Payroll
501	24.07.2025	£199.99	£40.00	£239.99	25.07.2025	Sink
423	03.07.2025	£186.01	£0.00	£186.01	08.07.2025	Photocopier lease
438	08.07.2025	£137.86	£6.89	£144.75	14.07.2025	Festoon & Festive Lighting
472	18.07.2025	£133.32	£26.66	£159.98	24.07.2025	Fire Door Retainer
467	14.07.2025	£124.80	£0.00	£124.80	16.07.2025	Training
444	08.07.2025	£120.45	£24.09	£144.54	14.07.2025	Mower Repair
429	08.07.2025	£119.57	£23.91	£143.48	08.07.2025	Wifi N Hall
454	15.07.2025	£114.00	£0.00	£114.00	16.07.2025	Water bill
496	23.07.2025	£105.00	£21.00	£126.00	24.07.2025	Training
489	22.07.2025	£98.79	£19.76	£118.55	24.07.2025	Park Repairs
424	03.07.2025	£93.04	£18.61	£111.65	08.07.2025	Plants
443	08.07.2025	£83.26	£16.65	£99.91	14.07.2025	Copier Charges
440	08.07.2025	£81.66	£16.33	£97.99	14.07.2025	Repairs
468	16.07.2025	£79.80	£15.96	£95.76	16.07.2025	Bin Bags - Parks
486	22.07.2025	£74.49	£14.90	£89.39	24.07.2025	Repairs
447	10.07.2025	£73.79	£3.69	£77.48	14.07.2025	Gas Account
500	25.07.2025	£72.49	£14.50	£86.99	25.07.2025	Water Heater
487	22.07.2025	£69.00	£13.80	£82.80	24.07.2025	Equipment
442	08.07.2025	£67.50	£13.50	£81.00	14.07.2025	Access Control System
497	23.07.2025	£65.86	£13.17	£79.03	24.07.2025	Stationery
466	14.07.2025	£62.40	£0.00	£62.40	14.07.2025	Training
465	14.07.2025	£62.40	£0.00	£62.40	14.07.2025	Training
462	15.07.2025	£58.50	£11.70	£70.20	16.07.2025	Fire Extinguisher Service
425	03.07.2025	£48.40	£9.68	£58.08	08.07.2025	Telephone system
485	22.07.2025	£45.00	£9.00	£54.00	24.07.2025	CPT Service Contract
437	08.07.2025	£44.35	£8.87	£53.22	14.07.2025	Park Repairs
405	01.07.2025	£41.70	£8.34	£50.04	01.07.2025	Toilet rolls paper towels
441	08.07.2025	£40.57	£8.12	£48.69	14.07.2025	Repairs

458	15.07.2025	£39.40	£7.88	£47.28	16.07.2025	PPE & Workwear
400	01.07.2025	£38.99	£0.00	£38.99	01.07.2025	Stripe fees
491	22.07.2025	£37.37	£7.47	£44.84	24.07.2025	Bench Repair
436	08.07.2025	£36.50	£0.00	£36.50	14.07.2025	Training
464	16.07.2025	£35.00	£7.00	£42.00	16.07.2025	Member Event
463	16.07.2025	£35.00	£7.00	£42.00	16.07.2025	Member Event
492	22.07.2025	£30.63	£6.13	£36.76	24.07.2025	Sea Wall
435	08.07.2025	£29.03	£5.81	£34.84	14.07.2025	Toilet rolls paper towels
453	15.07.2025	£28.50	£0.00	£28.50	16.07.2025	Water bill
408	01.07.2025	£28.17	£5.63	£33.80	01.07.2025	Contra Roberts Cleaning
403	01.07.2025	£26.87	£5.37	£32.24	01.07.2025	Padlocks
432	08.07.2025	£22.92	£0.00	£22.92	08.07.2025	Membership Fee
431	08.07.2025	£19.80	£3.96	£23.76	08.07.2025	Stationery
493	22.07.2025	£19.68	£3.94	£23.62	24.07.2025	PPE & Workwear
473	21.07.2025	£19.47	£3.89	£23.36	24.07.2025	Internet
402	01.07.2025	£16.22	£3.24	£19.46	01.07.2025	Fixings
452	15.07.2025	£15.78	£3.16	£18.94	16.07.2025	Bin Bags - Parks
433	08.07.2025	£14.28	£2.86	£17.14	08.07.2025	Cleaning Northam Hall
449	10.07.2025	£14.00	£0.00	£14.00	14.07.2025	Land charges search
446	10.07.2025	£11.19	£0.56	£11.75	14.07.2025	Electricity - Pavilion
471	17.07.2025	£9.99	£2.00	£11.99	24.07.2025	Stationery
410	01.07.2025	£9.33	£1.87	£11.20	01.07.2025	Equipment
457	15.07.2025	£8.35	£1.68	£10.03	16.07.2025	Stationery
406	01.07.2025	£6.86	£1.38	£8.24	01.07.2025	Hanging Baskets
495	24.07.2025	£6.25	£1.25	£7.50	24.07.2025	Mobile Phone
426	03.07.2025	£5.18	£1.04	£6.22	08.07.2025	Stationery
448	09.07.2025	£5.00	£1.00	£6.00	14.07.2025	Mobile Phone - IR
479	08.07.2025	£4.99	£1.00	£5.99		Plant food
461	15.07.2025	£4.20	£0.84	£5.04	16.07.2025	Strimmer Repair
498	23.07.2025	£4.17	£0.83	£5.00	24.07.2025	Mobile Phone - GL
469	11.07.2025	£4.17	£0.83	£5.00	14.07.2025	Mobile Phone - TT
422	02.07.2025	£4.17	£0.83	£5.00	08.07.2025	Mobile Phone - CW
409	01.07.2025	£3.67	£0.73	£4.40	01.07.2025	Stationery
482	15.07.2025	£3.32	£0.66	£3.98		shelves
427	04.07.2025	£3.32	£0.66	£3.98	08.07.2025	Stationery
483	21.07.2025	£1.89	£0.00	£1.89		Refreshments
480	09.07.2025	£1.55	£0.00	£1.55		Refreshments
478	07.07.2025	£1.55	£0.00	£1.55		Refreshments
481	09.07.2025	£1.49	£0.00	£1.49		Refreshments
477	01.07.2025	£1.49	£0.00	£1.49		Refreshments
456	15.07.2025	£1.46	£0.29	£1.75	16.07.2025	PPE & Workwear
475	01.07.2025	£1.39	£0.00	£1.39		Refreshments
428	07.07.2025	£1.34	£0.00	£1.34	08.07.2025	Square fees
434	08.07.2025	£1.28	£0.26	£1.54	08.07.2025	Stationery
499	25.07.2025	£1.19	£0.00	£1.19	25.07.2025	Square fees

494	17.07.2025	£1.19	£0.00	£1.19	24.07.2025	Square fees
450	11.07.2025	£1.19	£0.00	£1.19	14.07.2025	Square fees
445	08.07.2025	£1.19	£0.00	£1.19	14.07.2025	Square fees
476	01.07.2025	£0.95	£0.00	£0.95		Refreshments
451	14.07.2025	£0.65	£0.00	£0.65	16.07.2025	Square fees
490	22.07.2025	£0.00	£0.00	£0.00	24.07.2025	Hall Hire

Receipts: In July 2025, the Council received 32 payments, totalling £18,594.00 detailed below.

181	24.07.2025	£30.00	Hall Hire
180	17.07.2025	£47.50	Hall Hire
179	22.07.2025	£25.00	Hall Hire
178	16.07.2025	£45.00	Hall Hire
177	15.07.2025	£14,461.27	Vat refund
176	15.07.2025	£60.00	Hall Hire
175	15.07.2025	£37.50	Hall Hire
174	15.07.2025	£47.50	Hall Hire
173	15.07.2025	£50.00	Hall Hire
172	14.07.2025	£37.28	Refreshments
171	11.07.2025	£47.50	Hall Hire
170	11.07.2025	£1,250.00	Rent for Car Park
169	11.07.2025	£43.75	Hall Hire
168	11.07.2025	£55.00	Refreshments
167	09.07.2025	£75.00	Hall Hire
166	08.07.2025	£47.50	Hall Hire
165	08.07.2025	£600.00	Allotment Rent
164	07.07.2025	£125.00	Hall Hire
163	07.07.2025	£40.00	Hall Hire
162	07.07.2025	£53.75	Hall Hire
161	07.07.2025	£56.25	Hall Hire
160	04.07.2025	£50.00	Hall Hire
159	03.07.2025	£25.00	Hall Hire
158	03.07.2025	£100.00	Hall Hire
157	04.07.2025	£70.00	Hall Hire
156	04.07.2025	£25.00	Hall Hire
154	03.07.2025	£112.50	Hall Hire
152	01.07.2025	£70.00	Hall Hire
151	01.07.2025	£725.00	Tennis Receipts
144	01.07.2025	£80.00	Hall Hire
143	01.07.2025	£76.70	Recycling
142	01.07.2025	£25.00	Hall Hire

The main bank account was reconciled to **25/07/25** (No statement available to 31/07/25 until after agenda is due out). Payments/Receipts detailed to 25/07/25. (Unrepresented pymt/receipt transactions **27/07/25**).

Payment 490 is £0.00 as this was processed in error. Customer paid invoice 1655 twice and a refund was issued for overpayment of £60.00. Full details on Scribe.

Tennis courts:

The gross volume of sales in July 2025 was £1320.00. After fees, the Council has received £1244.93. Since 1st April 2025, the Council has received £4240.00 in tennis court fees.

Since 1st April 2025, there have been a total of 917 court bookings. 330 were by non-members, meaning £1,650 has been received from bookings by non-members since 1st April. There have been 587 bookings by members.

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. In the first year, the Council received £5,452.

Tennis summer camps: at the time of writing, ARC had received bookings as follows (there are 30 spaces):

<u>29th July</u>	<u>5th August</u>	<u>12th August</u>	<u>19th August</u>	<u>26th August</u>
29 bookings	28 bookings	28 bookings	29 bookings	26 bookings

In 2024, the cost of subsidising the tennis camps was £2,000, which was raised from District Councillor grants.

Recommendation: The committee consider asking for grants from members as in previous years (including the County Councillor) and meeting the remaining cost of subsidising the summer camps (£2,000) from tennis receipts.

Petty Cash:

A screen shot of the petty cash cashbook is presented to the below showing the items on which the Council has spent petty cash to 21st July 2025.

The financial regulations seek to maintain a balance of £100 in Petty Cash.

Petty Cash			2025-26	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	Refreshments	Maintenance	Office expenses	Total out	£	13.45
17.6.25	30	Refreshments	PC25-26.30				0.00				1.39		1.39		62.40
20.6.25	31	Refreshments	PC25-26.31				0.00				0.95		0.95		61.45
26.6.25	32	Refreshments	PC25-26.32				0.00				1.49		1.49		59.96
7.7.25	33	Refreshments	PC25-26.33				0.00				1.55		1.55		58.41
8.7.25	34	Plant food	PC25-26.34				0.00	1.00			4.99		5.99		52.42
9.6.25	35	Refreshments	PC25-26.35				0.00				1.55		1.55		50.87
14.7.25	36	Refreshments	PC25-26.36				0.00				1.49		1.49		49.38
15.7.25	37	Shelves	PC25-26.37				0.00	0.66			3.32		3.98		45.40
21.7.25	38	Refreshments	PC25-26.38				0.00				1.89		1.89		43.51
2.7.25	39	Cash withdrawal	-		35.00		35.00						0.00		78.51

Item 9 To consider arranging community defibrillator awareness sessions

Officers have asked by both elected members and residents if they can investigate the cost of providing Community Defibrillator awareness training sessions.

The Community Heartbeat Trust (Charity) provides these sessions, both face-to-face and by webinar.

- Face-to-face sessions are £175 (exVAT). This covers hand-on training for CPR, defibrillator use and emergency response.
- Webinar sessions are £100 (exVAT).

The Southwest Ambulance Trust provides these sessions, face-to-face. They make no charge but do ask for a donation to their charity.

Either provider may be engaged, if the South West Ambulance Trust is asked to present the sessions, then a donation would need to be agreed and a collection could be taken from attendees at the session(s).

Recommendation: the Council arrange face-to-face sessions annually, open to the public. Consideration could be given to arranging a session in each community, spread through the year to give ample opportunity to attend, though the cost of Halls hired would be a consideration.

Item 10 To consider continuing the Council's subscription to Grants Online

The annual cost of membership to this organisation, which provides the Council with a list of available grant funds on a weekly basis, is £200 (exVAT).

Recommendation: annual membership is renewed.

Item 11 To consider enrolling the Council as a member of [Devon Communities Together](#)

Annual membership of this organisation, described below, is £50 (exVAT) per year. The organisation provides training courses, consultancy, general advice on drafting grant funding bids and working with and for the community in which the Council operates. Members of the organisation may access advice and receive preferential rates for training courses. Attending a one-day training course as a member would reduce the cost by more than the annual membership fee – the Town Clerk has identified one such course that he would like to attend in the autumn.

Devon Communities Together is an independent charity that helps to enable and empower communities across Devon to tackle insecurities and inequalities that can arise from living in a rural county.

Whether in market or coastal towns, villages or hamlets, communities face lots of challenges, which are being exacerbated by the Cost of Living Crisis. Devon Communities Together supports communities to address these challenges through a wide range of projects and services that make a real difference.

There are already people and groups that are doing wonderful things for their communities. Devon Communities Together is here to support them to better understand their communities' needs and create sustainable solutions that have a big impact on the lives of local people.

Devon Communities Together often works with other local charities, bodies and organisations, pooling our expertise to give communities the best possible support. Everything we do is underpinned by our commitment to helping Devon's communities to thrive.

Devon Communities Together is part of the ACRE Network (Action with Communities in Rural England)

Recommendation: The council enrol as members of this organisation, initially for one year.

Item 12 To note the purchase of prescription safety glasses for members of the Maintenance Team

Two members of the Maintenance Team wear prescription glasses whilst at work. Like three members of the office-based staff, for whom the Council provides glasses (if required) for VDU work, the Council is asked to treat the two members of the Maintenance Team that need prescription glasses equitably and provide suitable prescription safety glasses. The UK standard for safety eyewear is BS EN

166:2002, it is being replaced by EN ISO 16321 in Nov 2025 but eyewear meeting the current standard will remain compliant for up to 5 years.

An estimate has been sought for the two members of the team. Person 1's glasses are estimated to cost £225 (exVAT) and Person 2's £330 (exVAT).

The Council allocated a £1,750 budget for PPE & Workwear in 2025-26, of which it has spent approx. £364 (approx. £1,386 remaining).

Recommendation: the Council provide prescription glasses for members of the Maintenance Team that need them.

Item 13 To consider the quote for acoustic treatment of the Council chamber

The Council Chamber has a significant echo. The attached report indicates that this could be significantly reduced by the application of acoustic panels, making conversation easier to follow and improving the acoustic comfort of people in the chamber.

The Council allocated a £5,500 budget for improving the acoustic performance of the council chamber in 2025-26. A quote of £4,500 (exVAT) was received in 2024, an updated figure is being sought.

Recommendation: The committee accept the quote and instruct the contractor.

Item 14 To consider setting up standing orders/direct debits as appropriate to meet the basic cost of monthly payroll

The Town Clerk has been advised by the Council's payroll service provider that a normal monthly salary for the 10 current employees would be £18,800. Should overtime or changes to a tax code change this, a further invoice would be raised by the Payroll provider for the balance.

The Council's and its staff's HMRC PAYE obligations are approximately £5,500 each month.

The Council's and its staff's Pension obligations are approximately £2,200 each month.

Should the Town Clerk be absent for any of these, they may be delayed. In each case there would be a penalty for this.

Recommendations:

The Council set up a monthly standing order to cover the basic payroll cost.

The Council set up a variable direct debit to meet its HMRC obligations.

The Council set up a variable direct debit to meet its pension contribution obligations.

Item 15 To note and approve the annual cost of living rise for staff 2025/26

Trade unions have now accepted the pay negotiations for 2025/26. The pay offer was for 3.2% on scale points 2-43. The increase is to be paid to all employees, backdated to the 1st April 2025, or their start date, if later.

Recommendation: The cost-of-living rise is applied from the August 2025 pay run, backdated as appropriate for each employee.

To be held in confidential session:

Item 15 To receive and sign the payroll information sheet for submission, considering overtime claimed

Please see the confidential report circulated the week of the meeting.

Recommendation: The information sheet is signed and submitted.