



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 10th December 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: 4th December 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 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.
- 6 To receive an update on the actions (p3)**
- 7 To receive an update on the Council Tax Base for 2026-27 (verbal)**
- 8 To consider the Clerk's report and approve, by resolution, the payments as listed (p3-16)**
- 9 To note the grant requests for awarding May 2026 (p13 and enclosed under separate cover)**
- 10 To consider purchasing cyber insurance Cyber Insurance (p15 and enclosed)**
- 11 To consider purchasing insurance for Mrs Anderson's Bequest for a Recreation Ground (Anchor Park) (p15)**
- To be held in confidential session (pursuant to the Public Bodies (Admission to Meetings) Act 1960)***
- 12 To receive and sign the payroll information sheet for submission, considering overtime claimed (p15 confidential report enclosed)**

Item 6 To receive an update on the actions

Action		August 2025
1	Arrange DBS and Safeguarding training for deputy Welfare contacts for the tennis courts (Town Clerk and Parks & Buildings Manager).	The LTA has been contacted, DBS submitted to LTA, return awaiting. Training attended. ONGOING
2	Present IA report to Full Council in December 2025	To be included on the 17 th December agenda for Full Council. ONGOING
3	Recommend Draft Investment Strategy to Full Council for adoption.	To be included on the 17 th December agenda for Full Council. ONGOING
4	Open two further bank accounts at the Cooperative Bank, one for the May Fair and one for the Mayor's Charitable Fundraising.	No yet opened. ONGOING
5	Arrange digger training for one member of staff (at Burrough Farm)	Arrangements to be made. ONGOING

Item 7 To receive an update on the Council Tax Base for 2026-27 (verbal)**Item 8 To consider the Clerk's report and approve, by resolution, the payments as listed****On 31st October 2025 the Council's balances were:**

Hinkley & Rugby Building Society	£301,913.88	interest 1.75% Holding account general expenditure
Cambridge & Counties Bank (31-day)	£96,823.05	interest 3.25% General and Earmarked Reserves
Nationwide (Business 95-day saver)	£96,319.19	interest 3.35% Earmarked Reserves
Cambridge Building Society	£9,162.18	interest 1.9% Tennis Reserves
Coop Bank (current account)	£63,373.21	no interest
Petty Cash	£66.80	
Total cash in hand (SCRIBE)	£ 566,658.31	

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

Tennis courts:

The gross volume of sales in November 2025 was £75.00. After fees, the Council has received £50.93. Since 1st April 2025, the Council has received £5,341.72 for tennis court memberships and bookings.

Petty Cash:

A screen shot of the petty cash cashbook is presented (right) showing the items on which the Council has spent petty cash to 1st to 30th November 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	Trans action	Description	Ref	Scribe	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refresh ments	Maint enance	Office expenses	Total out	£	13.45
30.10.25	83	Refreshments	PC25-26.80	885			0.00			6.48			6.48		53.83
3.11.25	84	Refreshments	PC25-26.79	886			0.00			1.39			1.39		52.44
4.11.25	85	Cash withdrawal	-	-	40.00		40.00						0.00		92.44
4.11.25	85	Refreshments	PC25-26.80	887			0.00			1.09			1.09		91.35
6.11.25	86	Remembrance	PC25-26.81	888			0.00			10.83			10.83		80.52
8.11.25	87	Remembrance	PC25-26.82	889			0.00			2.85			2.85		77.67
10.11.25	88	war memorial	PC25-26.83	890			0.00	0.79		3.96			4.75		72.92
11.11.25	89	Refreshments	PC25-26.84	891			0.00			1.89			1.89		71.03
17.11.25	90	Refreshments	PC25-26.85	892			0.00			2.78			2.78		68.25
26.11.25	91	Refreshments	PC25-26.86	893			0.00			1.45			1.45		66.80
01.12.25	92	Cash withdrawal	-	-	35.00		35.00						0.00		101.80
Number of transactions	93	TOTALS			550.00		550.00	45.03	15.06	128.77	226.72	46.07	461.65		88.35

2 December 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 30/11/2025		
	Cash in Hand 01/04/2025		327,410.06
	ADD Receipts 01/04/2025 - 30/11/2025		733,215.12
	SUBTRACT Payments 01/04/2025 - 30/11/2025		1,060,625.18 493,966.87
	Cash in Hand 30/11/2025 (per Cash Book)		566,658.31
B	Cash in hand per Bank Statements		
	Petty Cash 30/11/2025	66.80	
	Stripe (Tennis bookings) 30/11/2025	0.00	
	Hinckley & Rugby Building Society 30/11/2025	301,913.88	
	Cambridge and Counties Bank 30/11/2025	96,823.05	
	Nationwide 95 day account 30/11/2025	96,319.19	
	Cambridge Building Society (Tenni: 30/11/2025	9,162.18	
	Northam Town Council 25/11/2025	62,373.21	
			566,658.31
	Less unrepresented payments		
			566,658.31
	Plus unrepresented receipts		
	Adjusted Bank Balance		566,658.31
	A = B Checks out OK		

Payments:

Between 1st and 30th November 2025, the council made 44 payments of £100 or more totalling £47,842.34, detailed below.

866	02.11.2025	£430.76	£0.00	£430.76	Room rental	Administration	Room Rental	
886	04.11.2025	£2,354.62	£0.00	£2,354.62	PWLB	PWLB	Westward Ho! Park Tranche 1	
892	04.11.2025	£106.38	£21.28	£127.66	Memorial Maintenance	Environment & Maintenance	War Memorials	
897	04.11.2025	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees	
898	04.11.2025	£284.70	£56.94	£341.64	IT contract	ICT	Cloudy IT	
899	04.11.2025	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning	
900	04.11.2025	£1,800.00	£360.00	£2,160.00	Old School House	General Project Budget	Projects	
902	04.11.2025	£183.12	£36.62	£219.74	Equipment	Council Machinery & Equipment	Tools & Equipment	
903	04.11.2025	£104.40	£20.88	£125.28	Copier Charges	Administration	Photocopier Fees	
904	04.11.2025	£310.40	£62.08	£372.48	Mower Repair	Council Machinery & Equipment	Machinery Maintenance	
909	07.11.2025	£490.70	£98.14	£588.84	Festoon & Festive Lighting	Environment & Maintenance	Festive & Festoon Lighting	
909	07.11.2025	£188.62	£37.72	£226.34	Festoon & Festive Lighting	Environment & Maintenance	Christmas Decorations	
912	10.11.2025	£1,322.04	£0.00	£1,322.04	Insurance	Insurances	General	2405/027
917	10.11.2025	£180.00	£0.00	£180.00	Books/Literature (C A Baker ed14)	Administration	Books/Literature	
918	10.11.2025	£600.00	£0.00	£600.00	Training	Training	Training	
925	10.11.2025	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
926	10.11.2025	£1,755.00	£351.00	£2,106.00	Hedge Laying	Environment & Maintenance	Burrough Farm	2406/088
935	12.11.2025	£432.30	£86.46	£518.76	Vehicle Repairs	Insurances	Motor - Ad Hoc	
935	12.11.2025	£100.00	£0.00	£100.00	Vehicle Repairs	Insurances	Motor - Ad Hoc	
936	12.11.2025	£2,040.00	£408.00	£2,448.00	Training	Training	Training	
941	13.11.2025	£349.02	£69.81	£418.83	Fuel	Council Machinery & Equipment	Fuel	
951	18.11.2025	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2511/435
953	18.11.2025	£120.07	£6.00	£126.07	Electricity Account	Northam Hall	Electric	
954	18.11.2025	£195.53	£9.78	£205.31	Gas Account	Northam Hall	Gas	
961	19.11.2025	£213.75	£42.75	£256.50	Electrical work	Environment & Maintenance	Festive & Festoon Lighting	
963	19.11.2025	£200.00	£40.00	£240.00	The Link	Community	Newsletters & Communication	
964	19.11.2025	£102.44	£20.49	£122.93	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear	
969	19.11.2025	£1,450.00	£0.00	£1,450.00	Large Christmas Trees	Environment & Maintenance	Christmas Trees	
977	20.11.2025	£1,182.33	£236.47	£1,418.80	Christmas Trees	Environment & Maintenance	Christmas Decorations	
984	25.11.2025	£6,948.40	£0.00	£6,948.40	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	2508/252
989	25.11.2025	£450.00	£90.00	£540.00	Badger Set - Ecologist	Environment & Maintenance	Burrough Farm	
994	25.11.2025	£109.91	£21.98	£131.89	Battery	Council Machinery & Equipment	Truck Maintenance	
1007	26.11.2025	£168.00	£0.00	£168.00	Planning Proposal	Notice Boards	Town Hall	
1008	26.11.2025	£200.00	£0.00	£200.00	Franking Machine	Administration	Franking Machine & Costs	
1012	01.12.2025	£430.76	£0.00	£430.76	Room rental	Administration	Room Rental	
1013	02.12.2025	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
1015	02.12.2025	£111.49	£22.30	£133.79	Mower Repair	Council Machinery & Equipment	Machinery Maintenance	
1016	02.12.2025	£840.00	£168.00	£1,008.00	Recycling and waste Bin	Parks & Recreation	Churchfields Skatepark	2507/227
1018	02.12.2025	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning	
1019	02.12.2025	£260.00	£0.00	£260.00	May Fair 2026 D Hendy	Community	May Fair Costs	2511/472
1020	02.12.2025	£240.00	£48.00	£288.00	May Fair 2026 Toilets	Community	May Fair Costs	2511/472
1021	02.12.2025	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees	
1023	02.12.2025	£117.90	£0.00	£117.90	Expenses	Administration	Expenses	
1024	02.12.2025	£335.00	£67.00	£402.00	Mapping Software (annual)	ICT	Pear Mapping	
Totals		£47,842.34	£2,608.64	£50,450.98				

Between 1st and 30th November 2025, the council made 148 payments totalling £50,060.53, detailed below.

864	01.11.2025	£1.50	£0.00	£1.50	Square fees	Administration	Bank Charges - Square Pay
865	01.11.2025	£0.70	£0.00	£0.70	Square fees	Administration	Bank Charges - Square Pay
866	02.11.2025	£430.76	£0.00	£430.76	Room rental	Administration	Room Rental
867	03.11.2025	£10.75	£0.00	£10.75	Stripe fees	Tennis Courts	Stripe Fees
885	03.11.2025	£1.39	£0.00	£1.39	Refreshments	Administration	Refreshments
886	04.11.2025	£2,354.62	£0.00	£2,354.62	PWLB	PWLB	Westward Ho! Park Tranche 1
887	04.11.2025	£46.96	£9.39	£56.35	Telephone system	ICT	Phones
888	04.11.2025	£2.86	£0.57	£3.43	Fixings	Environment & Maintenance	War Memorials
889	04.11.2025	£41.40	£8.28	£49.68	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear
890	04.11.2025	£41.70	£8.34	£50.04	Toilet rolls paper towels	Comm Centre Toilet	Disposables
891	04.11.2025	£42.34	£8.47	£50.81	Timber	Environment & Maintenance	War Memorials
892	04.11.2025	£106.38	£21.28	£127.66	Memorial Maintenance	Environment & Maintenance	War Memorials
892	04.11.2025	-£60.38	-£12.08	-£72.46	Memorial Maintenance	Environment & Maintenance	War Memorials
893	04.11.2025	£49.88	£9.98	£59.86	Toilet rolls paper towels	Northam Hall	Disposables
894	04.11.2025	£52.50	£10.50	£63.00	Memorial Maintenance	Environment & Maintenance	War Memorials
895	04.11.2025	£73.40	£14.68	£88.08	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear
896	04.11.2025	£81.40	£16.28	£97.68	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear
897	04.11.2025	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees
898	04.11.2025	£284.70	£56.94	£341.64	IT contract	ICT	Cloudy IT
899	04.11.2025	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning
900	04.11.2025	£1,800.00	£360.00	£2,160.00	Old School House	General Project Budget	Projects
901	04.11.2025	£47.92	£9.58	£57.50	Strimmer Repair	Council Machinery & Equipment	Machinery Maintenance
902	04.11.2025	£183.12	£36.62	£219.74	Equipment	Council Machinery & Equipment	Tools & Equipment
903	04.11.2025	£104.40	£20.88	£125.28	Copier Charges	Administration	Photocopier Fees
904	04.11.2025	£310.40	£62.08	£372.48	Mower Repair	Council Machinery & Equipment	Machinery Maintenance
905	04.11.2025	£1.19	£0.00	£1.19	Square fees	Administration	Bank Charges - Square Pay
906	05.11.2025	£4.75	£0.95	£5.70	Refreshments	Twinning	Attendance at Other Events

906	05.11.2025	£1.75	£0.00	£1.75	Refreshments	Twinning	Attendance at Other Events
907	05.11.2025	£25.00	£5.00	£30.00	Training	Tennis Courts	Safeguarding
908	05.11.2025	£72.99	£0.00	£72.99	Mayor Chains Bags	Members	Civic & General Expenses
909	07.11.2025	£490.70	£98.14	£588.84	Festoon & Festive Lighting	Environment & Maintenance	Festive & Festoon Lighting
909	07.11.2025	£188.62	£37.72	£226.34	Festoon & Festive Lighting	Environment & Maintenance	Christmas Decorations
910	07.11.2025	£4.20	£0.00	£4.20	Square fees	Administration	Bank Charges - Square Pay
911	10.11.2025	£1.19	£0.00	£1.19	Square fees	Administration	Bank Charges - Square Pay
912	10.11.2025	£1,322.04	£0.00	£1,322.04	Insurance	Insurances	General 2405/027
913	10.11.2025	£4.17	£0.83	£5.00	Mobile Phone - TT	ICT	Mobile Phones
914	10.11.2025	£4.71	£0.94	£5.65	Cleaning	Administration	Town Hall - Cleaning
915	10.11.2025	£5.00	£1.00	£6.00	Mobile Phone - IR	ICT	Mobile Phones
916	10.11.2025	£23.32	£4.67	£27.99	Battery - Appledore Tree lights	Community	Events - Other
917	10.11.2025	£180.00	£0.00	£180.00	Books/Literature (C A Baker ed14)	Administration	Books/Literature
918	10.11.2025	£600.00	£0.00	£600.00	Training	Training	Training
919	10.11.2025	£28.17	£5.63	£33.80	Contra Roberts Cleaning	Administration	Town Hall - Cleaning
920	10.11.2025	£30.00	£6.00	£36.00	Tool Hire Delivery/Collection	Parks & Recreation	Westward Ho! Park
921	10.11.2025	£40.00	£0.00	£40.00	Christmas Tree Festival St Mary's	Community	Events - Other
922	10.11.2025	£43.00	£0.00	£43.00	Christmas Tree Festival St Margaret's	Community	Events - Other
923	10.11.2025	£57.35	£11.47	£68.82	Equipment Hire	Parks & Recreation	Westward Ho! Park
924	10.11.2025	£84.58	£16.92	£101.50	Equipment Hire	Parks & Recreation	Westward Ho! Park
925	10.11.2025	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning
926	10.11.2025	£1,755.00	£351.00	£2,106.00	Hedge Laying	Environment & Maintenance	Burrough Farm 2406/088
927	10.11.2025	£6.94	£1.39	£8.33	Bench Repair	Environment & Maintenance	Benches
928	10.11.2025	£2.22	£0.45	£2.67	Strimmer Repair	Council Machinery & Equipment	Machinery Maintenance
929	10.11.2025	£50.00	£10.00	£60.00	CCTV maintenance	Northam Hall	Alarm & CCTV
930	11.11.2025	£9.97	£1.99	£11.96	Keys	Northam Hall	Alarm & CCTV
931	12.11.2025	£5.82	£1.17	£6.99	Padlocks	Northam Hall	Maintenance
932	12.11.2025	£9.37	£1.87	£11.24	Fuses	Environment & Maintenance	Festive & Festoon Lighting
933	12.11.2025	£35.00	£7.00	£42.00	Training	Training	Training

934	12.11.2025	£78.08	£15.62	£93.70	Stationery	Administration	Stationery	
935	12.11.2025	£432.30	£86.46	£518.76	Vehicle Repairs	Insurances	Motor - Ad Hoc	
935	12.11.2025	£100.00	£0.00	£100.00	Vehicle Repairs	Insurances	Motor - Ad Hoc	
936	12.11.2025	£2,040.00	£408.00	£2,448.00	Training	Training	Training	
937	12.11.2025	£50.00	£10.00	£60.00	Engineer Visit	CPT	Lock	
938	12.11.2025	£10.32	£2.07	£12.39	Repairs	Tennis Courts	Reactive Maintenance	
939	12.11.2025	£0.94	£0.00	£0.94	Square fees	Administration	Bank Charges - Square Pay	
940	12.11.2025	£1.34	£0.00	£1.34	Square fees	Administration	Bank Charges - Square Pay	
941	13.11.2025	£349.02	£69.81	£418.83	Fuel	Council Machinery & Equipment	Fuel	
942	13.11.2025	£1.20	£0.00	£1.20	Refreshments	Administration	Refreshments	
943	13.11.2025	£45.00	£9.00	£54.00	Christmas Cards	Members	Civic & General Expenses	
944	13.11.2025	£0.63	£0.00	£0.63	Square fees	Administration	Bank Charges - Square Pay	
945	16.11.2025	£86.50	£0.00	£86.50	Water bill	Northam Hall	Water	
946	16.11.2025	£28.50	£0.00	£28.50	Water bill	Pavilion & CPT	Water	
947	16.11.2025	£68.75	£3.44	£72.19	Electricity - Pavilion	Pavilion & CPT	Electric	
948	15.11.2025	£0.30	£0.00	£0.30	Square fees	Administration	Bank Charges - Square Pay	
949	15.11.2025	£0.44	£0.00	£0.44	Square fees	Administration	Bank Charges - Square Pay	
950	15.11.2025	£2.08	£0.00	£2.08	Square fees	Administration	Bank Charges - Square Pay	
951	18.11.2025	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2511/435
952	18.11.2025	£62.50	£12.50	£75.00	Poppy Wreaths	Community	Remembrance	
953	18.11.2025	-£6.98	£0.00	-£6.98	Electricity Account	Northam Hall	Electric	
953	18.11.2025	£120.07	£6.00	£126.07	Electricity Account	Northam Hall	Electric	
954	18.11.2025	£195.53	£9.78	£205.31	Gas Account	Northam Hall	Gas	
955	17.11.2025	£12.50	£2.50	£15.00	Keyboard & Mouse	ICT	IT Purchase, Repair & Maintenance	
956	18.11.2025	£13.22	£2.64	£15.86	Safety Signs	Northam Hall	Maintenance	
957	18.11.2025	£10.82	£2.17	£12.99	ICT	ICT	IT Purchase, Repair & Maintenance	
958	18.11.2025	£19.13	£3.83	£22.96	Civic & General Expenses	Members	Civic & General Expenses	
959	18.11.2025	£1.40	£0.00	£1.40	Square fees	Administration	Bank Charges - Square Pay	
960	19.11.2025	£38.95	£7.79	£46.74	Internet	ICT	Internet (Offices)	

961	19.11.2025	£213.75	£42.75	£256.50	Electrical work	Environment & Maintenance	Festive & Festoon Lighting	
961	19.11.2025	£42.75	£8.55	£51.30	Electrical work	Administration	Town Hall - Maintenance	
962	19.11.2025	£14.74	£0.00	£14.74	Water bill - Town Hall	Administration	Refreshments	
963	19.11.2025	£200.00	£40.00	£240.00	The Link	Community	Newsletters & Communication	
964	19.11.2025	£102.44	£20.49	£122.93	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear	
965	19.11.2025	£6.92	£1.39	£8.31	Fixings	Administration	Town Hall - Maintenance	
966	19.11.2025	£54.00	£0.00	£54.00	Twinning Event	Twinning	Attendance at Other Events	
967	19.11.2025	£55.88	£11.18	£67.06	Fixings	Environment & Maintenance	Hanging baskets & Planters	
968	19.11.2025	£74.99	£0.00	£74.99	Salaries	Staff Costs	Salaries, HMRC and NEST	
969	19.11.2025	£1,450.00	£0.00	£1,450.00	Large Christmas Trees	Environment & Maintenance	Christmas Trees	
970	19.11.2025	£0.78	£0.00	£0.78	Square fees	Administration	Bank Charges - Square Pay	
973	20.11.2025	£3.08	£0.62	£3.70	Fixings	Parks & Recreation	Lords Meadow	
974	20.11.2025	£4.17	£0.83	£5.00	Mobile Phone - GL	ICT	Mobile Phones	
975	20.11.2025	£6.42	£1.29	£7.71	Safety Signs	Environment & Maintenance	Christmas Trees	
976	20.11.2025	£22.49	£4.50	£26.99	Bulbs	Parks & Recreation	Westward Ho! Park	
977	20.11.2025	£1,182.33	£236.47	£1,418.80	Christmas Trees	Environment & Maintenance	Christmas Decorations	
978	20.11.2025	£0.60	£0.00	£0.60	Square fees	Administration	Bank Charges - Square Pay	
979	20.11.2025	£2.08	£0.00	£2.08	Square fees	Administration	Bank Charges - Square Pay	
980	21.11.2025	£33.25	£6.65	£39.90	Safety Signs	Northam Hall	Maintenance	
981	21.11.2025	£0.70	£0.00	£0.70	Square fees	Administration	Bank Charges - Square Pay	
982	23.11.2025	£6.25	£1.25	£7.50	Mobile Phone	ICT	Mobile Phones	
983	24.11.2025	£4.17	£0.83	£5.00	Mobile Phone - RG	ICT	Mobile Phones	
984	25.11.2025	£6,948.40	£0.00	£6,948.40	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	2508/252
985	24.11.2025	£1.19	£0.00	£1.19	Square fees	Administration	Bank Charges - Square Pay	
986	25.11.2025	£2.30	£0.00	£2.30	Square fees	Administration	Bank Charges - Square Pay	
987	25.11.2025	£1.50	£0.00	£1.50	Square fees	Administration	Bank Charges - Square Pay	
988	25.11.2025	£2.08	£0.00	£2.08	Square fees	Administration	Bank Charges - Square Pay	
989	25.11.2025	£450.00	£90.00	£540.00	Badger Set - Ecologist	Environment & Maintenance	Burrough Farm	
990	25.11.2025	£70.00	£14.00	£84.00	Boiler Service	Northam Hall	Maintenance	

991	25.11.2025	£59.85	£0.00	£59.85	Expenses	Administration	Expenses	
992	25.11.2025	£49.12	£9.83	£58.95	Stationery	Administration	Stationery	
993	25.11.2025	£14.84	£2.97	£17.81	Tools	Council Machinery & Equipment	Tools & Equipment	
994	25.11.2025	£109.91	£21.98	£131.89	Battery	Council Machinery & Equipment	Truck Maintenance	
995	25.11.2025	£45.60	£9.12	£54.72	A Board Cover	Administration	Office Furniture	
996	25.11.2025	£4.17	£0.83	£5.00	Mobile Phone - TA	ICT	Mobile Phones	
998	01.12.2025	£5.35	£0.00	£5.35	Stripe fees	Tennis Courts	Stripe Fees	
1000	04.11.2025	£1.09	£0.00	£1.09	Refreshments	Administration	Refreshments	
1001	06.11.2025	£10.83	£0.00	£10.83	Refreshments	Community	Remembrance	
1002	08.11.2025	£2.85	£0.00	£2.85	Refreshments	Community	Remembrance	
1003	10.11.2025	£3.96	£0.79	£4.75	Equipment	Community	Remembrance	
1004	11.11.2025	£1.89	£0.00	£1.89	Refreshments	Administration	Refreshments	
1005	17.11.2025	£2.78	£0.00	£2.78	Refreshments	Administration	Refreshments	
1006	26.11.2025	£1.45	£0.00	£1.45	Refreshments	Administration	Refreshments	
1007	26.11.2025	£168.00	£0.00	£168.00	Planning Proposal	Notice Boards	Town Hall	
1008	26.11.2025	£200.00	£0.00	£200.00	Franking Machine	Administration	Franking Machine & Costs	
1008	26.11.2025	£8.75	£1.75	£10.50	Franking Machine	Administration	Franking Machine & Costs	
1009	27.11.2025	£4.17	£0.83	£5.00	Mobile Phone - JL	ICT	Mobile Phones	
1010	27.11.2025	£2.00	£0.00	£2.00	Square fees	Administration	Bank Charges - Square Pay	
1011	01.12.2025	£4.17	£0.83	£5.00	Mobile Phone - CW	ICT	Mobile Phones	
1012	01.12.2025	£430.76	£0.00	£430.76	Room rental	Administration	Room Rental	
1013	02.12.2025	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
1014	02.12.2025	£28.17	£5.63	£33.80	Contra Roberts Cleaning	Administration	Town Hall - Cleaning	
1015	02.12.2025	£111.49	£22.30	£133.79	Mower Repair	Council Machinery & Equipment	Machinery Maintenance	
1016	02.12.2025	£840.00	£168.00	£1,008.00	Recycling and waste Bin	Parks & Recreation	Churchfields Skatepark	2507/227
1017	02.12.2025	£35.00	£7.00	£42.00	Training	Training	Training	
1018	02.12.2025	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning	
1019	02.12.2025	£260.00	£0.00	£260.00	May Fair 2026 D Hendy	Community	May Fair Costs	2511/472
1020	02.12.2025	£240.00	£48.00	£288.00	May Fair 2026 Toilets	Community	May Fair Costs	2511/472

1021	02.12.2025	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees
1022	02.12.2025	£2.42	£0.48	£2.90	Expenses	Members	Travel Expenses
1023	02.12.2025	£117.90	£0.00	£117.90	Expenses	Administration	Expenses
1024	02.12.2025	£335.00	£67.00	£402.00	Mapping Software (annual)	ICT	Pear Mapping
1025	02.12.2025	£8.76	£1.75	£10.51	Parking Signs	Northam Hall	Maintenance
Totals		£50,060.53	£2,934.37	£52,994.90			

Recommendation: The payments are approved as listed.

Receipts: Between 1st and 30th November 2025, the Council received 50 payments, totalling £5,995.14 (including a bank interest of VAT refund of £2,436.39) detailed below.

340	01.11.2025	£82.50	£0.00	£82.50	03.11.2025	Hall Hire
341	01.11.2025	£60.00	£0.00	£60.00	03.11.2025	Hall Hire
342	01.11.2025	£40.00	£0.00	£40.00	03.11.2025	Mayor's Charity event
343	02.11.2025	£30.00	£0.00	£30.00	03.11.2025	Hall Hire
344	03.11.2025	£160.00	£0.00	£160.00	03.11.2025	Tennis Receipts
348	04.11.2025	£25.00	£0.00	£25.00	05.11.2025	Hall Hire
349	04.11.2025	£50.00	£0.00	£50.00	05.11.2025	Hall Hire
350	04.11.2025	£47.50	£0.00	£47.50	05.11.2025	Hall Hire
351	04.11.2025	£100.00	£0.00	£100.00	05.11.2025	Hall Hire
352	04.11.2025	£140.00	£0.00	£140.00	05.11.2025	Hall Hire
353	04.11.2025	£150.00	£0.00	£150.00	05.11.2025	Hall Hire
354	04.11.2025	£150.00	£0.00	£150.00	05.11.2025	Hall Hire
355	05.11.2025	£25.00	£0.00	£25.00	05.11.2025	Hall Hire
356	05.11.2025	£25.00	£0.00	£25.00	05.11.2025	Hall Hire
357	05.11.2025	£50.00	£0.00	£50.00	05.11.2025	Hall Hire
358	05.11.2025	£53.75	£0.00	£53.75	05.11.2025	Hall Hire
359	07.11.2025	£48.75	£0.00	£48.75	07.11.2025	Hall Hire

360	06.11.2025	£75.00	£0.00	£75.00	07.11.2025	Hall Hire
361	07.11.2025	£240.00	£0.00	£240.00	07.11.2025	Mayor's Charity event
362	10.11.2025	£47.50	£0.00	£47.50	10.11.2025	Hall Hire
363	12.11.2025	£37.50	£0.00	£37.50	16.11.2025	Hall Hire
364	12.11.2025	£37.50	£0.00	£37.50	16.11.2025	Hall Hire
365	12.11.2025	£53.75	£0.00	£53.75	16.11.2025	Hall Hire
366	13.11.2025	£25.00	£0.00	£25.00	16.11.2025	Hall Hire
367	13.11.2025	£400.00	£0.00	£400.00	16.11.2025	Hanging Baskets
368	14.11.2025	£40.00	£0.00	£40.00	16.11.2025	Hall Hire
369	15.11.2025	£12.00	£0.00	£12.00	16.11.2025	Christmas Fair
370	15.11.2025	£25.00	£0.00	£25.00	16.11.2025	Hall Hire
371	15.11.2025	£83.00	£0.00	£83.00	16.11.2025	Mayor's Charity event
372	14.11.2025	£60.00	£0.00	£60.00	16.11.2025	Hall Hire
373	14.11.2025	£71.25	£0.00	£71.25	16.11.2025	Hall Hire
374	18.11.2025	£100.00	£0.00	£100.00	19.11.2025	Hall Hire
375	18.11.2025	£37.50	£0.00	£37.50	19.11.2025	Hall Hire
376	18.11.2025	£72.50	£0.00	£72.50	19.11.2025	Hall Hire
377	18.11.2025	£80.00	£0.00	£80.00	19.11.2025	Mayor's Charity event
378	19.11.2025	£31.25	£0.00	£31.25	23.11.2025	Hall Hire
379	20.11.2025	£100.00	£0.00	£100.00	23.11.2025	Hall Hire
380	20.11.2025	£24.00	£0.00	£24.00	23.11.2025	Christmas Fair
381	20.11.2025	£83.00	£0.00	£83.00	23.11.2025	Mayor's Charity event
382	21.11.2025	£40.00	£0.00	£40.00	23.11.2025	Mayor's Charity event
383	23.11.2025	£100.00	£0.00	£100.00	23.11.2025	Hall Hire
384	24.11.2025	£47.50	£0.00	£47.50	25.11.2025	Hall Hire
385	25.11.2025	£92.00	£0.00	£92.00	25.11.2025	Hall Hire
386	25.11.2025	£60.00	£0.00	£60.00	25.11.2025	Hall Hire
387	25.11.2025	£83.00	£0.00	£83.00	25.11.2025	Mayor's Charity event
388	29.11.2025	£1,913.88	£0.00	£1,913.88	30.11.2025	Bank Interest

390	30.11.2025	£264.48	£0.00	£264.48	30.11.2025	Bank Interest
391	30.11.2025	£258.03	£0.00	£258.03	30.11.2025	Bank Interest
392	26.11.2025	£83.00	£0.00	£83.00	02.12.2025	Mayor's Charity event
393	27.11.2025	£80.00	£0.00	£80.00	02.12.2025	Mayor's Charity event
Total received		£5,995.14	£0.00	£5,995.14		
Total less Bank Interest		£3,558.75	£0.00	£3,558.75		

Item 9 To note the grant requests for awarding May 2026

The Council awards grants as part of its General Power of Competence (as defined in the Localism Act 2011), described as the ‘power of first resort’. As a parish council, Northam Town Council is empowered to award grants under Section 137 of the Local Government act 1972. This is described as the ‘power of last resort’.

S137 allows parish councils them to spend a **limited amount of money** on projects that benefit the community but are not covered by other statutory powers, typically by making grant awards. To be eligible, those organizations must typically be non-profit, have a bank account, and demonstrate how the grant will benefit the local parish or community. For the 2025-26 financial year, the government-approved amount is £11.10 per elector. With 10,114 electors, the **limited grant fund** NTC could distribute is £112,265.40.

2025-26 grants (to be awarded in May 2026)

The Council has received 41 grant requests, the same number as in 2024.

The total requested is £26,671, in 2024 it was £26,492, a 0.7% increase.

In 2024, the committee awarded £20,607, 77.8% of the request (3.2% of the Council’s precept).

Enclosed under separate cover are the application forms for the 41 grants. A table listing them is overleaf.

This committee will meet in early January 2026 to decide grant awards.

Grant No	Applicant Name	People they support (in Parish)	GRANT REQUESTED		Grant awarded in previous year
1	Appledore Band	28	£ 750	Outdoor PA system	£750.00
2	Ilfracombe & District Community Transport Association	20	£ 750	General running costs	£500.00
3	Appledore Village Association - AVA	Unknown	£ 750	Noticeboard	£500.00
4	TTVS	25-30	£ 750	Memory Café running costs	£750.00
5	Northam Twinning Association	32	£ 500	Membership of regional body	£300.00
6	2nd Bideford Scout Group	3	£ 500	Repairs to Hall ceiling	n/a
7	Appledore Music Festival	6	£ 250	Cost of subsidising workshops	£250.00
8	Steamship Freshspring Trust	35	£ 650	Maintenance Materials	£300.00
9	Bideford Keyboard & Organ Club	10	£ 750	Engagement of Artist(s)	£250.00
10	Bideford, Littleham & Westward Ho! Cricket Club	Unknown	£ 882	Subsidise winter coaching	£738.75
11	Bideford Town Band	9	£ 750	Advertising banners and percussion instruments	n/a
12	Appledore Hall Trust	Unknown	£ 750	Waterproofing membrane or 5-year electrical test	£750.00
13	Appledore Football Club	60	£ 750	CCTV cameras and additional security	£500.00
14	Bideford Blues & Appledore JFC	143	£ 750	Youth team equipment	£750.00
15	Bideford & District Community Archive Council	25	£ 350	Internet charges	£350.00
16	Westward Ho! Petanque Club	36	£ 750	Playing equipment, disabled space markings, first aid equipment	n/a
17	1st Edgehill & Torridge Scout Group	35	£ 750	Subsidising activities	£500.00
18	Appledore Baptist Church	50	£ 750	Purchase of new equipment	£500.00
19	Blue Lights Hall	9	£ 750	Repairs to building (interior and exterior)	n/a
20	North Devon Record Office	Unknown	£ 1,000	Population proportionate contribution to running costs	£1,000.00
21	Northam Men's Forum	38	£ 600	Laptop and microphone	n/a
22	Poppins Parent & Toddler Group	55	£ 250	Refreshments for weekly meetings	£500.00
23	Westward Ho! Mens Shed	16	£ 750	Purchase new beechwood workbench	£750.00
24	Tarka Child Contact Centre	9	£ 400	Laptop purchase	£300.00
25	North Devon Museum Trust	38	£ 600	new AV equipment	£400.00
26	Appledore Pride 2026	10	£ 750	insurance for event and cost of acts/musicians	n/a
27	Exclamation Youth Theatre	27	£ 750	Safeguarding training, DBS certificates and licences, and production costs	n/a
28	Up Close Theatre and Radio	41	£ 700	Insurance and PPL/PRS licence	n/a
29	Bideford Music Club	70	£ 300	Ticket cost subsidy for carers and students	£300.00
30	Bideford Rugby Club Junior Section	72	£ 200	Training equipment	n/a
31	Friends of St Margarets School	12	£ 600	Equipment for outdoor space	£750.00
32	North Devon Surf Therapy	100	£ 750	Subsidised sessions for local children	£500.00
33	St Mary's Church Appledore	58	£ 750	Upgrade of electrical consumer unit to meet standard	n/a
34	St Mary's Church hall	n/a	£ 684	New Plastic Tables	£618.00
35	The Appledore Books Festival's Schools Outreach Programme	707	£ 750	Schools Outreach programme	n/a
36	Torridge-Elite Majorettes	56	£ 500	Commission original music	£500.00
37	Citizens Advice Torridge, North, Mid & West Devon	25	£ 750	Volunteer Training Costs	£500.00
38	Appledore Primary School PTFA	250+	£ 750	Basketball Hoops, basketballs and bibs	£750.00
39	Bideford BMX Club	35	£ 750	Towards accessible toilet facilities	N/A
40	Westward Ho! Snooker Club	155	£ 705	New flooring and table refurbishment	£500.00
41	Northam Methodist Church	67	£ 500	Towards new carpet in the Hall	£500.00
			£ 26,671		

Item 10 To consider purchasing cyber insurance Cyber Insurance

The Clerk has obtained a quotation for an indemnity limit of £250,000.

Premium variances for the higher limits can be seen within the 'Multi-Quote Comparison' document.

The premium (including IPT and all fees) for the year will be: £541.20. The cost would be met from the Council's **ICT** cost centre this year, the **Insurances** cost centre predicted to be over-spent at the end of 2025-26.

For further detail see the enclosed papers (2025.12.10 Item 10a-d).

Recommendation: Purchase Cyber Insurance cover with a £250,000 indemnity limit for £541.20 (Dec25-Dec26).

Item 11 To consider purchasing insurance for Mrs Anderson's Bequest for a Recreation Ground (Anchor Park)

The Clerk has obtained a quotation for general insurance cover for **Mrs W C C Anderson's Bequest For A Recreation Ground**.

Annual Premium (incl. IPT & fees): £380.75

There is also the option to enter into a **3-year Long Term Agreement (LTA)** at the same annual premium of £380.75. This would secure rate stability through to **2028**.

Recommendation: Purchase General Insurance cover for the charity 'Mrs Anderson's Bequest' for £380.75 per year on a three-year agreement period (Dec2025-Dec2028).

To be held in confidential session

*Pursuant to the Public Bodies (Admission to Meetings) Act 1960 (subsection 2), members of the public and press shall be excluded from the meeting to enable the Council to consider the following **confidential matters**.*

Item 12 To receive and sign the payroll information sheet for submission, considering overtime claimed (confidential report enclosed)
