



NORTHAM TOWN COUNCIL
Town Hall, Windmill Lane, Northam EX39 1BY
Town Clerk & RFO: Guy Langton (CiLCA, PSLCC)
Telephone: 01237/474976
admin@northamtowncouncil.gov.uk
www.northamtowncouncil.gov.uk
Please scan QR code for the Council's website



To all members of the Committee:

You are hereby summoned to attend the **FINANCE and HUMAN RESOURCES COMMITTEE** meeting on
Wednesday 11th February 2026 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.

Members of the public are asked to respect the fact that this is a meeting to conduct council business and interruptions during council business are not permitted. If, in the opinion of the Chairman, the business of the meeting is disrupted in any way, the Chairman may ask the person/s causing the disruption to be quiet and if they refuse then ask them to leave. **Mobile phones must be switched off or silenced during the meeting.**

Anyone wishing to ask questions is requested to notify the Town Clerk by 12 noon on the day of 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: 5th February 2026

Members are requested to turn off or silence their mobile phones for the duration of the meeting.

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 14th January 2026 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** (p3)
 - 8 To consider the Clerk's report and approve, by resolution, the payments as listed** (p3-16)
 - 9 To note the accounts summary on 31st December 2025** (p16 and enclosed)
 - 10 To note and receive the annual returns for the Charities for which the Council is sole corporate trustee** (p16 and enclosed)
 - a. Mrs Anderson's Bequest (Anchor Park)**
 - b. Northam Burrows**
 - 11 To approve application procedure for new bank accounts** (p17)
 - 12 To consider the Abbotsham Parish Council grass cutting contract** (p17 and confidential paper enclosed)
 - 13 To consider the renewal quotes for gas usage at Northam Hall** (paper enclosed)
- To be held in confidential session*** (pursuant to the Public Bodies (Admission to Meetings) Act 1960)
- 14 To receive and sign the payroll information sheet for submission, considering overtime claimed** (p17 confidential report enclosed)

Item 7 To receive an update on the actions

Action		Update	
1	Open two further bank accounts at the Cooperative Bank, one for the May Fair and one for the Mayor's Charitable Fundraising.	On the agenda	ONGOING
2	Arrange digger training for one member of staff	Arrangements to be made.	ONGOING
3	Purchase replacement walk-behind mower and second trailer	Purchased and received both pieces of equipment	COMPLETE

Item 8 To consider the Clerk's report and approve, by resolution, the payments as listed

On 31st January 2026 the Council's balances were:

Petty Cash	£80.84	no interest	
Hinkley & Rugby Building Society	£230,400	interest rate is 1.75%	holding account for general expenditure
Cambridge & Counties Bank (31-day)	£97,358.47	interest rate is 3.25%	Earmarked Reserves
Nationwide (Business 95-day saver)	£96,864.49	interest rate is 3.35%	General and Earmarked Reserves
Cambridge Building Society	£9,281.88	interest rate is 1.75%	Tennis Reserves
Coop Bank (current account)	£12,587.67	no interest	General expenditure

Total cash in hand (SCRIBE) £446,573.35

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

Petty Cash: A screen shot of the petty cash cashbook is presented, showing the items on which the Council has spent petty cash in the month. The financial regulations seek to maintain a balance of £100 in Petty Cash.

Petty Cash				2025-26		Northam TC Petty Cash									
Details				Income			Expenditure						Balance at start of FY		
Date	Trans action	Description	Ref	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refresh ments	Maint enance	Office expenses	Total out	£	13.45	Reconciliation balance
5.1.26	108	Refreshments	PC25-26.101			0.00			1.39			1.39	101.86		£ 101.86
5.1.26	109	Refreshments	PC25-26.101a			0.00			1.45			1.45	100.41		
13.1.26	109	Refreshments	PC25-26.102			0.00			1.35			1.35	99.06		
14.1.26	110	Phtography (Councillors)	PC25-26.103			0.00					10.00	10.00	89.06		
20.1.26	111	Refreshments	PC25-26.104			0.00			1.39			1.39	87.67		
20.1.26	112	Refreshments	PC25-26.105			0.00			1.45			1.45	86.22		
29.1.26	113	Disinfectant (CPT shower head)	PC25-26.106			0.00	0.58			2.91		3.49	82.73		
29.1.26	114	Refreshments	PC25-26.107			0.00			1.89			1.89	80.84		£ 80.84
Number of transactions	117			690.00		690.00	51.46	65.06	165.22	258.90	61.97	602.61	87.39		Difference between receipts and payments

Tennis courts:

The gross volume of sales in January 2026 was £80.00. After fees, the Council has received £76.66. Since 1st April 2025, the Council has received £5,508.84 for tennis court memberships and bookings.

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 31/01/2026		
	Cash in Hand 01/04/2025		327,410.06
	ADD Receipts 01/04/2025 - 31/01/2026		751,790.76
			1,079,200.82
	SUBTRACT Payments 01/04/2025 - 31/01/2026		632,627.47
	Cash in Hand 31/01/2026 (per Cash Book)		446,573.35
B	Cash in hand per Bank Statements		
	Petty Cash 29/01/2026	80.84	
	Stripe (Tennis bookings) 31/01/2026	0.00	
	Hinckley & Rugby Building Society 31/01/2026	230,400.00	
	Cambridge and Counties Bank 31/01/2026	97,358.47	
	Nationwide 95 day account 31/01/2026	96,864.49	
	Cambridge Building Society (Tennis) 31/01/2026	9,281.88	
	Northam Town Council 30/01/2026	12,587.67	
			446,573.35
	Less unrepresented payments		
			446,573.35
	Plus unrepresented receipts		
	Adjusted Bank Balance		446,573.35
	A = B Checks out OK		

Payments: Between 1st and 31st January 2026, the council made 47 payments of £100 or more totalling £71,317.45 (exVAT), detailed below.

Column1	Date	Net	VAT	Total	Description	Cost Centre	Cost Code	Minute Ref
1146	06.01.2026	£155.01	£31.00	£186.01	Photocopier lease	Administration	Photocopier Lease	
1147	06.01.2026	£110.00	£0.00	£110.00	Equipment Protection	Administration	Office Equipment	
1153	06.01.2026	£213.75	£42.75	£256.50	Festoon & Festive Lighting	Environment & Maintenance	Festive & Festoon Lighting	
1154	06.01.2026	£284.70	£56.94	£341.64	IT contract	ICT	Cloudy IT	
1155	06.01.2026	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning	
1156	06.01.2026	£335.00	£67.00	£402.00	Civic.ly Subscription	ICT	Website	
1157	06.01.2026	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
1158	06.01.2026	£7,134.38	£0.00	£7,134.38	Election Fees	Elections	Election Costs	
1159	06.01.2026	£7,562.74	£0.00	£7,562.74	Election Fees	Elections	Election Costs	
1160	06.01.2026	£183.87	£36.77	£220.64	Copier Charges	Administration	Photocopier Fees	
1165	07.01.2026	£430.76	£0.00	£430.76	Room rental	Administration	Room Rental	
1174	08.01.2026	£1,307.47	£0.00	£1,307.47	Insurance	Insurances	General	2405/027
1185	09.01.2026	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees	
1186	09.01.2026	£360.00	£0.00	£360.00	Mayor's Charity event	Members	Civic Reception	
1194	13.01.2026	£106.85	£5.34	£112.19	Electricity - Pavilion	Pavilion & CPT	Electric	
1195	13.01.2026	£196.20	£9.81	£206.01	Electricity Account	Northam Hall	Electric	
1196	13.01.2026	£102.46	£20.49	£122.95	Fuel	Council Machinery & Equipment	Fuel	
1198	13.01.2026	£136.66	£27.33	£163.99	Wildflowers	Parks & Recreation	Anchor Park	2511/458
1199	13.01.2026	£290.00	£0.00	£290.00	Trees	Parks & Recreation	Anchor Park	2511/458
1202	15.01.2026	£520.10	£26.00	£546.10	Gas Account	Northam Hall	Gas	
1203	14.01.2026	£101.00	£0.00	£101.00	Plants	Parks & Recreation	Anchor Park	
1217	16.01.2026	£137.14	£27.43	£164.57	Repairs	Parks & Recreation	Lords Meadow	
1218	16.01.2026	£200.00	£40.00	£240.00	The Link	Community	Newsletters & Communication	2505/053
1220	16.01.2026	£1,664.28	£332.86	£1,997.14	CCTV	Parks & Recreation	Westward Ho! Park	2508/280
1223	19.01.2026	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2601/560
1226	20.01.2026	£148.75	£29.75	£178.50	Legionella Risk Assesment	Comm Centre Toilet	Health & Safety	
1226	20.01.2026	£148.75	£29.75	£178.50	Legionella Risk Assesment	CPT	Health & safety	
1226	20.01.2026	£148.75	£29.75	£178.50	Legionella Risk Assesment	Northam Hall	Health & Safety	
1226	20.01.2026	£148.75	£29.75	£178.50	Legionella Risk Assesment	Pavilion & CPT	Health & Safety	
1235	21.01.2026	£996.00	£199.20	£1,195.20	Scribe Accounts Renewal	ICT	Scribe - Accounts	
1238	21.01.2026	£2,161.64	£0.00	£2,161.64	Pensions	Staff Costs	Salaries, HMRC and NEST	2512/507
1239	21.01.2026	£470.56	£0.00	£470.56	Pensions	Staff Costs	Salaries, HMRC and NEST	2512/507
1244	23.01.2026	£7,266.92	£0.00	£7,266.92	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	2508/252
1249	23.01.2026	£1,637.50	£327.50	£1,965.00	Trailer	General Project Budget	Projects	2601/562
1256	26.01.2026	£165.00	£0.00	£165.00	Highways Application	General Project Budget	Projects	
1266	28.01.2026	£168.33	£33.67	£202.00	Wildflowers	Parks & Recreation	Lords Meadow	
1266	28.01.2026	£168.32	£33.67	£201.99	Wildflowers	Parks & Recreation	Anchor Park	
1267	28.01.2026	£100.80	£20.16	£120.96	Footpath work	Environment & Maintenance	Footpaths	
1268	28.01.2026	£1,499.17	£299.83	£1,799.00	Notice Boards	Notice Boards	Town Hall	2507/224
1268	28.01.2026	£914.17	£182.83	£1,097.00	Notice Boards	Notice Boards	Orchard Hill	2507/224
1268	28.01.2026	£848.33	£169.67	£1,018.00	Notice Boards	Notice Boards	Appledore	2507/224
1268	28.01.2026	£674.33	£134.87	£809.20	Notice Boards	Notice Boards	Maintenance	2507/224
1269	28.01.2026	£10,500.00	£2,100.00	£12,600.00	Mower	Council Machinery & Equipment	Large Machinery	2601/561
1274	30.01.2026	£573.06	£114.61	£687.67	Machinery Maintenance	Council Machinery & Equipment	Machinery Maintenance	
1275	30.01.2026	£375.18	£75.04	£450.22	Trailer	Council Machinery & Equipment	Truck Maintenance	
1276	30.01.2026	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning	
1277	30.01.2026	£103.42	£20.69	£124.11	Copier Charges	Administration	Photocopier Fees	
47 Total		£71,317.45	£4,667.93	£75,985.38				

Between 1st and 31st January 2026, the council made 161 payments, and received £2,480.53 in refunds, totalling £70,991.36 (exVAT), detailed below.

No.	Date	Net	VAT	Gross	Description	Cost Centre	Cost Code	Minute
1141	02.01.26	£4.14	£0.00	£4.14	Stripe fees	Tennis Courts	Stripe Fees	
1144	05.01.26	£1.39	£0.00	£1.39	Refreshments	Administration	Refreshments	
1145	05.01.26	£1.09	£0.00	£1.09	Square fees	Administration	Bank Charges - Square Pay	
1146	06.01.26	£155.01	£31.00	£186.01	Photocopier lease	Administration	Photocopier Lease	
1147	06.01.26	£110.00	£0.00	£110.00	Equipment Protection	Administration	Office Equipment	
1148	06.01.26	£6.48	£1.30	£7.78	Notice Boards	Notice Boards	Appledore	2507/224
1149	06.01.26	£1.60	£0.32	£1.92	Cleaning Northam Hall	Northam Hall	Cleaning	
1149	06.01.26	£5.75	£1.15	£6.90	Cleaning Northam Hall	Northam Hall	Cleaning	
1149	06.01.26	£3.28	£0.66	£3.94	Cleaning Northam Hall	Northam Hall	Cleaning	
1150	06.01.26	£15.14	£3.03	£18.17	Paint	Northam Hall	Maintenance	
1151	06.01.26	£28.17	£5.63	£33.80	Contra Roberts Cleaning	Administration	Town Hall - Cleaning	
1152	06.01.26	£38.31	£7.66	£45.97	Repairs	Northam Hall	Maintenance	
1153	06.01.26	£213.75	£42.75	£256.50	Festoon & Festive Lighting	Environment & Maintenance	Festive & Festoon Lighting	
1154	06.01.26	£284.70	£56.94	£341.64	IT contract	ICT	Cloudy IT	
1155	06.01.26	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning	
1156	06.01.26	£335.00	£67.00	£402.00	Civic.ly Subscription	ICT	Website	
1157	06.01.26	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
1158	06.01.26	£7,134.38	£0.00	£7,134.38	Election Fees	Elections	Election Costs	
1159	06.01.26	£7,562.74	£0.00	£7,562.74	Election Fees	Elections	Election Costs	
1160	06.01.26	£183.87	£36.77	£220.64	Copier Charges	Administration	Photocopier Fees	
1161	06.01.26	£1.19	£0.00	£1.19	Square fees	Administration	Bank Charges - Square Pay	
1162	06.01.26	£2.03	£0.00	£2.03	Square fees	Administration	Bank Charges - Square Pay	
1163	06.01.26	£2.80	£0.00	£2.80	Square fees	Administration	Bank Charges - Square Pay	
1164	06.01.26	£5.00	£0.00	£5.00	Square fees	Administration	Bank Charges - Square Pay	
1165	07.01.26	£430.76	£0.00	£430.76	Room rental	Administration	Room Rental	
1166	07.01.26	-£15.00	-£3.00	-£18.00	Refund	Training	Training	
1167	07.01.26	£4.17	£0.83	£5.00	Mobile Phone - TT	ICT	Mobile Phones	

1168	07.01.26	£14.21	£2.84	£17.05	Door Handle	Northam Hall	Maintenance
1169	07.01.26	£47.15	£9.43	£56.58	Telephone system	ICT	Phones
1170	07.01.26	£1.40	£0.00	£1.40	Square fees	Administration	Bank Charges - Square Pay
1171	07.01.26	£1.40	£0.00	£1.40	Square fees	Administration	Bank Charges - Square Pay
1172	07.01.26	£2.19	£0.00	£2.19	Square fees	Administration	Bank Charges - Square Pay
1173	07.01.26	£1.51	£0.00	£1.51	Square fees	Administration	Bank Charges - Square Pay
1174	08.01.26	£1,307.47	£0.00	£1,307.47	Insurance	Insurances	General 2405/027
1175	08.01.26	£16.67	£3.33	£20.00	Mobile Phone - DC	ICT	Mobile Phones
1176	08.01.26	£2.00	£0.00	£2.00	Square fees	Administration	Bank Charges - Square Pay
1177	08.01.26	£1.40	£0.00	£1.40	Square fees	Administration	Bank Charges - Square Pay
1178	08.01.26	£1.40	£0.00	£1.40	Square fees	Administration	Bank Charges - Square Pay
1179	09.01.26	£5.00	£1.00	£6.00	Mobile Phone - IR	ICT	Mobile Phones
1180	09.01.26	£6.25	£1.25	£7.50	website	ICT	Website
1181	09.01.26	£7.84	£1.57	£9.41	Vehicle Maintenance	Council Machinery & Equipment	Truck Maintenance
1182	09.01.26	£25.58	£5.12	£30.70	Pot Hole Repairs	Environment & Maintenance	Street Works
1182	09.01.26	-£9.96	-£1.99	-£11.95	Pot Hole Repairs	Environment & Maintenance	Street Works
1183	09.01.26	£30.00	£6.00	£36.00	Training	Training	Training
1184	09.01.26	£99.30	£19.86	£119.16	Stationery	Administration	Stationery
1185	09.01.26	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees
1186	09.01.26	£360.00	£0.00	£360.00	Mayor's Charity event	Members	Civic Reception
1187	09.01.26	£52.50	£10.50	£63.00	Alarm maintenance	Northam Hall	Maintenance
1188	09.01.26	£1.50	£0.00	£1.50	Square fees	Administration	Bank Charges - Square Pay
1189	09.01.26	£1.09	£0.00	£1.09	Square fees	Administration	Bank Charges - Square Pay
1190	09.01.26	£2.08	£0.00	£2.08	Square fees	Administration	Bank Charges - Square Pay
1191	12.01.26	£1.50	£0.00	£1.50	Square fees	Administration	Bank Charges - Square Pay
1192	12.01.26	£16.66	£3.33	£19.99	Equipment	Administration	Office Equipment
1193	12.01.26	£0.70	£0.00	£0.70	Square fees	Administration	Bank Charges - Square Pay
1194	13.01.26	£106.85	£5.34	£112.19	Electricity - Pavilion	Pavilion & CPT	Electric

1195	13.01.26	-£6.93	£0.00	-£6.93	Electricity Account	Northam Hall	Electric	
1195	13.01.26	£196.20	£9.81	£206.01	Electricity Account	Northam Hall	Electric	
1196	13.01.26	£102.46	£20.49	£122.95	Fuel	Council Machinery & Equipment	Fuel	
1197	13.01.26	£53.33	£10.67	£64.00	Trees	Environment & Maintenance	Burrough Farm	2511/455
1198	13.01.26	£136.66	£27.33	£163.99	Wildflowers	Parks & Recreation	Anchor Park	2511/458
1199	13.01.26	£290.00	£0.00	£290.00	Trees	Parks & Recreation	Anchor Park	2511/458
1200	15.01.26	£86.50	£0.00	£86.50	Water bill	Northam Hall	Water	
1201	15.01.26	£28.50	£0.00	£28.50	Water bill	Pavilion & CPT	Water	
1202	15.01.26	£520.10	£26.00	£546.10	Gas Account	Northam Hall	Gas	
1203	14.01.26	£101.00	£0.00	£101.00	Plants	Parks & Recreation	Anchor Park	
1204	15.01.26	£2.00	£0.00	£2.00	Square fees	Administration	Bank Charges - Square Pay	
1205	15.01.26	£0.94	£0.00	£0.94	Square fees	Administration	Bank Charges - Square Pay	
1206	15.01.26	£1.01	£0.00	£1.01	Square fees	Administration	Bank Charges - Square Pay	
1207	15.01.26	£1.19	£0.00	£1.19	Square fees	Administration	Bank Charges - Square Pay	
1208	16.01.26	£6.53	£1.31	£7.84	Repairs	Comm Centre Toilet	Maintenance	
1209	16.01.26	£11.10	£2.22	£13.32	Repairs	Environment & Maintenance	Footpaths	
1210	16.01.26	£20.00	£0.00	£20.00	Licence TDC	Administration	Miscellaneous	
1211	16.01.26	£17.05	£3.41	£20.46	Pot Hole Repairs	Environment & Maintenance	Street Works	
1212	16.01.26	£26.60	£5.32	£31.92	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear	
1213	16.01.26	£28.13	£5.63	£33.76	Footpath work	Environment & Maintenance	Footpaths	
1214	16.01.26	£60.00	£0.00	£60.00	Trees	Parks & Recreation	Anchor Park	2511/458
1215	16.01.26	£63.60	£12.72	£76.32	Top soil	Parks & Recreation	Anchor Park	2511/458
1216	16.01.26	£94.64	£18.93	£113.57	Compost	Parks & Recreation	Anchor Park	2511/458
1217	16.01.26	£137.14	£27.43	£164.57	Repairs	Parks & Recreation	Lords Meadow	
1218	16.01.26	£200.00	£40.00	£240.00	The Link	Community	Newsletters & Communication	2505/053
1219	16.01.26	£36.07	£7.22	£43.29	Machinery Maintenance	Council Machinery & Equipment	Machinery Maintenance	
1220	16.01.26	£1,664.28	£332.86	£1,997.14	CCTV	Parks & Recreation	Westward Ho! Park	2508/280

1221	16.01.26	£46.00	£9.20	£55.20	Shredding Bags	Administration	Miscellaneous	
1222	19.01.26	£2.03	£0.00	£2.03	Square fees	Administration	Bank Charges - Square Pay	
1223	19.01.26	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2601/560
1224	20.01.26	£38.95	£7.79	£46.74	Internet	ICT	Internet (Offices)	
1225	19.01.26	£4.17	£0.83	£5.00	Mobile Phone - GL	ICT	Mobile Phones	
1226	20.01.26	£148.75	£29.75	£178.50	Legionella Risk Assessment	Comm Centre Toilet	Health & Safety	
1226	20.01.26	£148.75	£29.75	£178.50	Legionella Risk Assessment	CPT	Health & safety	
1226	20.01.26	£148.75	£29.75	£178.50	Legionella Risk Assessment	Northam Hall	Health & Safety	
1226	20.01.26	£148.75	£29.75	£178.50	Legionella Risk Assessment	Pavilion & CPT	Health & Safety	
1227	20.01.26	£11.56	£2.31	£13.87	Padlocks	Notice Boards	Maintenance	2507/224
1228	20.01.26	£16.65	£3.33	£19.98	Footpath work	Environment & Maintenance	Footpaths	
1228	20.01.26	£4.62	£0.92	£5.54	Footpath work	Council Machinery & Equipment	PPE & Workwear	
1229	20.01.26	£26.60	£5.32	£31.92	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear	
1230	20.01.26	£29.60	£5.92	£35.52	Notice Boards	Notice Boards	Maintenance	2507/224
1231	20.01.26	£35.87	£7.17	£43.04	Repairs	Parks & Recreation	Lords Meadow	2511/456
1232	20.01.26	£78.95	£15.79	£94.74	Notice Boards	Notice Boards	Town Hall	2507/224
1233	21.01.26	£17.49	£3.50	£20.99	Tools	Parks & Recreation	Anchor Park	
1234	21.01.26	£99.98	£20.00	£119.98	Equipment	Environment & Maintenance	Footpaths	
1235	21.01.26	£996.00	£199.20	£1,195.20	Scribe Accounts Renewal	ICT	Scribe - Accounts	
1236	21.01.26	£26.08	£5.22	£31.30	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear	
1237	21.01.26	£51.72	£10.34	£62.06	Notice Boards	Northam Hall	Notice Board	2507/224
1238	21.01.26	£2,161.64	£0.00	£2,161.64	Pensions	Staff Costs	Salaries, HMRC and NEST	2512/507
1239	21.01.26	£470.56	£0.00	£470.56	Pensions	Staff Costs	Salaries, HMRC and NEST	2512/507
1240	21.01.26	£75.72	£15.15	£90.87	Machinery Maintenance	Council Machinery & Equipment	Machinery Maintenance	

1241	21.01.26	£31.50	£6.30	£37.80	Machinery Maintenance	Council Machinery & Equipment	Machinery Maintenance	
1242	21.01.26	£1.35	£0.00	£1.35	Square fees	Administration	Bank Charges - Square Pay	
1243	21.01.26	£0.70	£0.00	£0.70	Square fees	Administration	Bank Charges - Square Pay	
1244	23.01.26	£7,266.92	£0.00	£7,266.92	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	2508/252
1245	22.01.26	£0.94	£0.00	£0.94	Square fees	Administration	Bank Charges - Square Pay	
1246	23.01.26	£4.17	£0.83	£5.00	Mobile Phone - TA	ICT	Mobile Phones	
1247	23.01.26	£39.61	£7.92	£47.53	Repairs	Parks & Recreation	Lords Meadow	
1248	23.01.26	£90.00	£18.00	£108.00	Training	Training	Training	
1249	23.01.26	£1,637.50	£327.50	£1,965.00	Trailer	General Project Budget	Projects	2601/562
1250	23.01.26	£1.19	£0.00	£1.19	Square fees	Administration	Bank Charges - Square Pay	
1251	26.01.26	£1.09	£0.00	£1.09	Square fees	Administration	Bank Charges - Square Pay	
1252	26.01.26	£2.00	£0.00	£2.00	Square fees	Administration	Bank Charges - Square Pay	
1253	26.01.26	£6.25	£1.25	£7.50	Mobile Phone	ICT	Mobile Phones	
1254	26.01.26	£4.17	£0.83	£5.00	Mobile Phone - RG	ICT	Mobile Phones	
1255	26.01.26	£4.17	£0.83	£5.00	Mobile Phone - CW	ICT	Mobile Phones	
1256	26.01.26	£165.00	£0.00	£165.00	Highways Application	General Project Budget	Projects	
1257	26.01.26	£97.44	£19.49	£116.93	Signs	Council Machinery & Equipment	Truck Maintenance	2507/192 & 2507/193
1257	26.01.26	£37.50	£7.50	£45.00	Signs	Parks & Recreation	Wren Close	2507/192 & 2507/193
1257	26.01.26	£37.50	£7.50	£45.00	Signs	Parks & Recreation	Westward Ho! Park	2507/192 & 2507/193
1258	27.01.26	£8.03	£1.61	£9.64	Repairs	Comm Centre Toilet	Maintenance	
1259	27.01.26	£21.25	£4.25	£25.50	Repairs	Parks & Recreation	Anchor Park	
1260	27.01.26	£9.04	£1.81	£10.85	Glasses	Administration	Expenses	
1260	27.01.26	£24.15	£0.00	£24.15	Glasses	Administration	Expenses	
1261	27.01.26	£71.65	£0.00	£71.65	Community Centre Water	Comm Centre Toilet	Water	
1262	27.01.26	£1.66	£0.00	£1.66	Square fees	Administration	Bank Charges - Square Pay	
1263	27.01.26	£1.40	£0.00	£1.40	Square fees	Administration	Bank Charges - Square Pay	
1264	28.01.26	-£2,161.64	£0.00	-£2,161.64	Nest Refund	Staff Costs	Salaries, HMRC and NEST	
1265	28.01.26	£4.17	£0.83	£5.00	Mobile Phone - JL	ICT	Mobile Phones	

1266	28.01.26	£168.33	£33.67	£202.00	Wildflowers	Parks & Recreation	Lords Meadow	
1266	28.01.26	£168.32	£33.67	£201.99	Wildflowers	Parks & Recreation	Anchor Park	
1267	28.01.26	£100.80	£20.16	£120.96	Footpath work	Environment & Maintenance	Footpaths	
1268	28.01.26	£848.33	£169.67	£1,018.00	Notice Boards	Notice Boards	Appledore	2507/224
1268	28.01.26	£1,499.17	£299.83	£1,799.00	Notice Boards	Notice Boards	Town Hall	2507/224
1268	28.01.26	£674.33	£134.87	£809.20	Notice Boards	Notice Boards	Maintenance	2507/224
1268	28.01.26	-£287.00	-£57.40	-£344.40	Notice Boards	Notice Boards	Maintenance	2507/224
1268	28.01.26	£914.17	£182.83	£1,097.00	Notice Boards	Notice Boards	Orchard Hill	2507/224
1269	28.01.26	£10,500.00	£2,100.00	£12,600.00	Mower	Council Machinery & Equipment	Large Machinery	2601/561
1270	29.01.26	£15.86	£3.17	£19.03	Signs	Parks & Recreation	Westward Ho! Park	
1270	29.01.26	£15.86	£3.17	£19.03	Signs	Parks & Recreation	Wren Close	
1271	29.01.26	£1.01	£0.00	£1.01	Square fees	Administration	Bank Charges - Square Pay	
1272	29.01.26	£1.19	£0.00	£1.19	Square fees	Administration	Bank Charges - Square Pay	
1273	30.01.26	£29.02	£5.80	£34.82	Pot Hole Repairs	Environment & Maintenance	Street Works	
1274	30.01.26	£573.06	£114.61	£687.67	Machinery Maintenance	Council Machinery & Equipment	Machinery Maintenance	
1275	30.01.26	£375.18	£75.04	£450.22	Trailer	Council Machinery & Equipment	Truck Maintenance	
1276	30.01.26	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning	
1277	30.01.26	£103.42	£20.69	£124.11	Copier Charges	Administration	Photocopier Fees	
1278	30.01.26	£3.00	£0.00	£3.00	Square fees	Administration	Bank Charges - Square Pay	
1279	30.01.26	£4.08	£0.00	£4.08	Square fees	Administration	Bank Charges - Square Pay	
1283	29.01.26	£1.89	£0.00	£1.89	Refreshments	Administration	Refreshments	
1284	29.01.26	£2.91	£0.58	£3.49	Chemicals	CPT	Health & safety	
1285	20.01.26	£1.45	£0.00	£1.45	Refreshments	Administration	Refreshments	
1286	20.01.26	£1.39	£0.00	£1.39	Refreshments	Administration	Refreshments	
1287	14.01.26	£10.00	£0.00	£10.00	Photos	Members	Civic & General Expenses	
1288	13.01.26	£1.35	£0.00	£1.35	Refreshments	Administration	Refreshments	
1289	05.01.26	£1.45	£0.00	£1.45	Refreshments	Administration	Refreshments	

		£70,991.3	£4,962.2	£75,953.6
161	Total	6	4	0

Recommendation: The payments are approved as listed.

Receipts: Between 1st and 31st January 2026, the Council received 115 payments, totalling £8,463.63 (exVAT), detailed below.

No.	Date	Net	VAT	Total	Description	Cost Centre	Cost Code
486	21.01.2026	£500.00	£0.00	£500.00	Locality Budget Payment	Parks & Recreation	Anchor Park
439	02.01.2026	£262.50	£52.50	£315.00	Rent for Car Park	Administration	Appledore Pilot Gig Club
510	31.01.2026	£268.08	£0.00	£268.08	Bank Interest	Bank Interest	Cambs & Cty Bank
499	28.01.2026	£80.00	£0.00	£80.00	Mayor's Charity event	Members	Charity Event
452	06.01.2026	£160.00	£0.00	£160.00	Mayor's Charity event	Members	Civic Reception
453	06.01.2026	£200.00	£0.00	£200.00	Mayor's Charity event	Members	Civic Reception
454	07.01.2026	£80.00	£0.00	£80.00	Mayor's Charity event	Members	Civic Reception
455	07.01.2026	£80.00	£0.00	£80.00	Mayor's Charity event	Members	Civic Reception
456	07.01.2026	£80.00	£0.00	£80.00	Mayor's Charity event	Members	Civic Reception
472	09.01.2026	£83.00	£0.00	£83.00	Mayor's Charity event	Members	Civic Reception
474	12.01.2026	£28.00	£0.00	£28.00	Mayor's Charity event	Members	Civic Reception
478	16.01.2026	£40.00	£0.00	£40.00	Mayor's Charity event	Members	Civic Reception
479	15.01.2026	£80.00	£0.00	£80.00	Mayor's Charity event	Members	Civic Reception
488	21.01.2026	£40.00	£0.00	£40.00	Mayor's Charity event	Members	Civic Reception
493	26.01.2026	£80.00	£0.00	£80.00	Mayor's Charity event	Members	Civic Reception
494	26.01.2026	£83.00	£0.00	£83.00	Mayor's Charity event	Members	Civic Reception
498	27.01.2026	£80.00	£0.00	£80.00	Mayor's Charity event	Members	Civic Reception
458	07.01.2026	£86.00	£0.00	£86.00	Mayor's Charity event	Members	Civic Reception
462	08.01.2026	£80.00	£0.00	£80.00	Mayor's Charity event	Members	Civic Reception
463	08.01.2026	£80.00	£0.00	£80.00	Mayor's Charity event	Members	Civic Reception
464	08.01.2026	£80.00	£0.00	£80.00	Mayor's Charity event	Members	Civic Reception
503	30.01.2026	£120.00	£0.00	£120.00	Mayor's Charity event	Members	Civic Reception

504	30.01.2026	£163.00	£0.00	£163.00	Mayor's Charity event	Members	Civic Reception
484	19.01.2026	£190.00	£0.00	£190.00	Public rights of way	Environment & Maintenance	Footpaths
441	05.01.2026	£43.75	£0.00	£43.75	Hall Hire	Northam Hall	Hall Hire
438	02.01.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
438	02.01.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
438	02.01.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
438	02.01.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
445	06.01.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
445	06.01.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
445	06.01.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
446	07.01.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
446	07.01.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
446	07.01.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
446	07.01.2026	£30.00	£0.00	£30.00	Hall Hire	Northam Hall	Hall Hire
447	06.01.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
447	06.01.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
447	06.01.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
447	06.01.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
447	06.01.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
447	06.01.2026	£40.00	£0.00	£40.00	Hall Hire	Northam Hall	Hall Hire
448	07.01.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
448	07.01.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
448	07.01.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
448	07.01.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
448	07.01.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
448	07.01.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
448	07.01.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
448	07.01.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire

449	06.01.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
449	06.01.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
449	06.01.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
449	06.01.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
449	06.01.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
449	06.01.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
449	06.01.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
449	06.01.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
449	06.01.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
449	06.01.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
450	06.01.2026	£47.50	£0.00	£47.50	Hall Hire	Northam Hall	Hall Hire
451	06.01.2026	£81.00	£0.00	£81.00	Hall Hire	Northam Hall	Hall Hire
457	07.01.2026	£87.50	£0.00	£87.50	Hall Hire	Northam Hall	Hall Hire
459	08.01.2026	£47.50	£0.00	£47.50	Hall Hire	Northam Hall	Hall Hire
459	08.01.2026	£18.75	£0.00	£18.75	Hall Hire	Northam Hall	Hall Hire
459	08.01.2026	£2.50	£0.00	£2.50	Hall Hire	Northam Hall	Hall Hire
460	08.01.2026	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
461	09.01.2026	£28.13	£0.00	£28.13	Hall Hire	Northam Hall	Hall Hire
461	09.01.2026	£28.13	£0.00	£28.13	Hall Hire	Northam Hall	Hall Hire
461	09.01.2026	£28.13	£0.00	£28.13	Hall Hire	Northam Hall	Hall Hire
465	08.01.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
465	08.01.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
465	08.01.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
466	08.01.2026	£40.00	£0.00	£40.00	Hall Hire	Northam Hall	Hall Hire
467	08.01.2026	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
468	09.01.2026	£37.50	£0.00	£37.50	Hall Hire	Northam Hall	Hall Hire
470	09.01.2026	£60.00	£0.00	£60.00	Hall Hire	Northam Hall	Hall Hire
471	09.01.2026	£43.75	£0.00	£43.75	Hall Hire	Northam Hall	Hall Hire
473	12.01.2026	£60.00	£0.00	£60.00	Hall Hire	Northam Hall	Hall Hire

475	15.01.2026	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
475	15.01.2026	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
475	15.01.2026	£45.00	£0.00	£45.00	Hall Hire	Northam Hall	Hall Hire
476	14.01.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
476	14.01.2026	£60.00	£0.00	£60.00	Hall Hire	Northam Hall	Hall Hire
476	14.01.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
476	14.01.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
476	14.01.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
477	16.01.2026	£47.50	£0.00	£47.50	Hall Hire	Northam Hall	Hall Hire
477	16.01.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
477	16.01.2026	£5.00	£0.00	£5.00	Hall Hire	Northam Hall	Hall Hire
480	15.01.2026	£37.50	£0.00	£37.50	Hall Hire	Northam Hall	Hall Hire
481	15.01.2026	£40.50	£0.00	£40.50	Hall Hire	Northam Hall	Hall Hire
482	15.01.2026	£47.50	£0.00	£47.50	Hall Hire	Northam Hall	Hall Hire
483	19.01.2026	£81.00	£0.00	£81.00	Hall Hire	Northam Hall	Hall Hire
485	20.01.2026	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
485	20.01.2026	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
485	20.01.2026	£45.00	£0.00	£45.00	Hall Hire	Northam Hall	Hall Hire
487	21.01.2026	£54.00	£0.00	£54.00	Hall Hire	Northam Hall	Hall Hire
490	22.01.2026	£37.50	£0.00	£37.50	Hall Hire	Northam Hall	Hall Hire
491	23.01.2026	£47.50	£0.00	£47.50	Hall Hire	Northam Hall	Hall Hire
492	26.01.2026	£43.75	£0.00	£43.75	Hall Hire	Northam Hall	Hall Hire
496	26.01.2026	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
496	26.01.2026	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
496	26.01.2026	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
497	27.01.2026	£47.50	£0.00	£47.50	Hall Hire	Northam Hall	Hall Hire
497	27.01.2026	£18.75	£0.00	£18.75	Hall Hire	Northam Hall	Hall Hire
501	29.01.2026	£40.50	£0.00	£40.50	Hall Hire	Northam Hall	Hall Hire
502	29.01.2026	£47.50	£0.00	£47.50	Hall Hire	Northam Hall	Hall Hire

500	28.01.2026	£2,500.00	£500.00	£3,000.00	Mower	Council Machinery & Equipment	Large Machinery
495	26.01.2026	£25.00	£0.00	£25.00	Mayor's Charity Donation	Members	Mayor's Charity
489	22.01.2026	£248.65	£0.00	£248.65	Mayor's Charity Donation	Members	Mayor's Charity
469	09.01.2026	£50.00	£0.00	£50.00	Mayor's Charity Donation	Members	Mayor's Charity
509	30.01.2026	£271.26	£0.00	£271.26	Bank Interest	Bank Interest	Nationwide 95 Day
440	02.01.2026	£90.00	£0.00	£90.00	Tennis Receipts	Tennis Courts	Tennis Income
115	Totals	£8,463.63	£552.50	£9,016.13			

Item 9 To note the accounts summary on 31st December 2025 (enclosed)

The accounts summary on the 31st December 2025 is attached.

Notes:

- Code 143 The expenses receipt in the Administration cost centre (£7,000) is the re-charge to Northam Burrows. In future years, it will be a unique cost code in Staff Costs cost centre.
- Code 172 The Burrough Farm allotment rent was mis-allocated. It will be correctly allocated in future years.
- Code 169 Car Park and code 66 (also Car Park rent) will be combined in future years.
- A number of new cost codes have been added since the start of the year, as the Council's activities and work expand and new projects are completed.

Item 10 To note and receive the annual returns for the Charities for which the Council is sole corporate trustee

- Mrs Anderson's Bequest (Anchor Park)**
- Northam Burrows**

Returns enclosed

Item 11 To approve application procedure for new bank accounts

With Cllr Whittaker's prolonged absence for medical reasons, the Council is unable to apply for the bank accounts that it agreed to without resolving to proceed without her signature. The Town Clerk has approached Cllr Whittaker who is willing for the Council to proceed without her signature at this stage.

Recommendation: The Committee resolve to proceed with bank account applications with thirteen of the fourteen councillors signing to approve the accounts are opened.

Item 12 To consider the Abbotsham Parish Council grass cutting contract (confidential paper enclosed)

This council has been cutting the grass in Abbotsham parish since 2021-22. The first year was a lower price (fewer cuts). This council increased the cost to Abbotsham PC in 2022-23 and again in 2023-24. The price has not increased since 2023-24.

2025-26	£2,772
2024-25	£2,772
2023-24	£2,772
2022-23	£2,520
2021-22	£1,621.42

Referring to the Bank of England inflation figures since 2023-24, the figure would increase to £2,915 per year.

The agreement is annual.

Recommendation: The Committee consider whether to increase the charge to Abbotsham Parish Council for the year.

Item 13 To consider the renewal quotes for gas usage at Northam Hall (paper enclosed)

The Council's gas contract at Northam Hall is to be renewed on the 1st April 2026. The officers have sought quotes from three organisations (see separate sheet).

Renewing with the current supplier is presented, as is Northam Hall's current electricity supplier and a third gas supplier.

Recommendation: The Committee consider which quote to take up.

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

Recommendation: The Committee confirm the payroll submission.
