



**NORTHAM TOWN COUNCIL**  
**Town Hall, Windmill Lane, Northam EX39 1BY**  
Town Clerk & RFO: Guy Langton (CiLCA, PSLCC)  
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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 11<sup>th</sup> March 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: 5<sup>th</sup> March 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 11<sup>th</sup> February 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** (p3-14)
  - 9 To note the lease for the carpark and patio adjoining the Seagate Hotel, Appledore** (p14)
  - 10 To consider installing tracking devices on the council's vehicles** (p15)
  - 11 To consider sending representatives to the Twinning event in Mondeville, 14-18 May 2026** (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** (p16 confidential report enclosed)
  - 13 To note confidential staffing matters** (verbal report)

## Item 7 To receive an update on the actions

Action	Update
<b>1</b> Open two further bank accounts at the Cooperative Bank, one for the May Fair and one for the Mayor's Charitable Fundraising.	All members have signed and the forms sent, along with minute approving sending without Cllr Whittaker's signature. <b>COMPLETE</b>
<b>2</b> Arrange digger training for one member of staff	Arrangements to be made. <b>ONGOING</b>
<b>3</b> Advise Abbotsham PC of the increased grass cutting contract price.	APC advised. <b>COMPLETE</b>
<b>4</b> Enter into Gas supply contract for Northam Hall from 31.3.26 with Octopus energy.	Current supplier and new supplier advised. Contract yet to start. <b>COMPLETE</b>

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

On 28<sup>th</sup> February 2026 the Council's balances were:

Petty Cash	£54.55	no interest	
Hinkley & Rugby Building Society	£183,784	interest rate is 1.75%	holding account for general expenditure
Cambridge & Counties Bank (31-day)	£97,601.27	interest rate is 3.25%	Earmarked Reserves
Nationwide (Business 95-day saver)	£97,102.27	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)	£5,717.36	no interest	General expenditure

**Total cash in hand (SCRIBE) £393,541.33**

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	Refreshments	Maintenance	Office expenses	Total out	£	13.45	Reconciliation balance	
2.2.26	115	Cash withdrawal	-	20.00		20.00						0.00	100.84			
4.2.26	116	Refreshments	PC25-26.108			0.00			1.20			1.20	99.64			
5.2.26	117	Batteries	PC25-26.109			0.00	0.73				3.62	4.35	95.29			
5.2.26	118	Refreshments	PC25-26.110			0.00			1.89			1.89	93.40			
6.2.26	119	Refreshments	PC25-26.111			0.00			3.99			3.99	89.41			
9.2.26	120	Trickle vent	PC25-26.112			0.00	0.56			2.80		3.36	86.05			
10.2.26	121	Refreshments	PC25-26.113			0.00			3.98			3.98	82.07			
10.2.26	122	Refreshments	PC25-26.114			0.00			1.45			1.45	80.62			
11.2.26	123	Refreshments	PC25-26.115			0.00			1.20			1.20	79.42			
16.2.26	124	Town Hall Keys	PC25-26.116			0.00	1.50				7.50	9.00	70.42			
16.2.26	125	Refreshments	PC25-26.117			0.00			2.98			2.98	67.44			
19.2.26	126	Town Hall Keys	PC25-26.118			0.00	1.67				8.33	10.00	57.44			
23.2.26	127	Refreshments	PC25-26.119			0.00			1.39			1.39	56.05			
25.2.26	128	Refreshments	PC25-26.120			0.00			1.50			1.50	54.55	£	54.55	
Number of transactions	131			735.00		735.00	55.92	65.06	184.80	261.70	81.42	648.90	86.10		Difference between receipts and payments	

**Tennis courts:**

The gross volume of sales in January 2026 was £155.00. After fees, the Council has received £147.00. Since 1<sup>st</sup> April 2025, the Council has received £5,665.84 for tennis court memberships and bookings.

4 March 2026 (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)*

<b>A</b>	<b>Bank Reconciliation at 28/02/2026</b>		
	Cash in Hand 01/04/2025		327,410.06
	<b>ADD</b> Receipts 01/04/2025 - 28/02/2026		765,048.74
			1,092,458.80
	<b>SUBTRACT</b> Payments 01/04/2025 - 28/02/2026		698,917.47
	<b>Cash in Hand 28/02/2026</b> (per Cash Book)		<b>393,541.33</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash	28/02/2026	54.55
	Stripe (Tennis bookings)	28/02/2026	0.00
	Hinckley & Rugby Building Society	28/02/2026	183,784.00
	Cambridge and Counties Bank	28/02/2026	97,601.27
	Nationwide 95 day account	28/02/2026	97,102.27
	Cambridge Building Society (Tenni:	28/02/2026	9,281.88
	Northam Town Council	28/02/2026	5,717.36
			<b>393,541.33</b>
	Less unrepresented payments		
		393,541.33	
Plus unrepresented receipts			
		393,541.33	
	<b>Adjusted Bank Balance</b>		<b>393,541.33</b>
	<b>A = B Checks out OK</b>		

**Payments:** Between 1<sup>st</sup> and 28<sup>th</sup> February 2026, the council made 38 payments of £100 or more totalling £60,994.21 (exVAT), detailed below.

Voucher	Date	Net	VAT	Gross	Description	Cost Centre	Cost Code	Minute
1352	13.02.2026	£100.00	£20.00	£120.00	End of year health check	ICT	Scribe - Accounts	
1386	18.02.2026	£100.00	£0.00	£100.00	May Fair 2026	Community	May Fair Costs	
1350	13.02.2026	£110.00	£22.00	£132.00	Northam Hall	Northam Hall	Maintenance	
1312	06.02.2026	£110.92	£22.18	£133.10	Burrough Farm	Environment & Maintenance	Burrough Farm	
1323	10.02.2026	£111.21	£5.56	£116.77	Electricity - Pavilion	Pavilion & CPT	Electric	
1294	02.02.2026	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees	
1293	02.02.2026	£120.10	£0.00	£120.10	Plants	Parks & Recreation	Anchor Park	2511/458
1391	19.02.2026	£130.48	£26.10	£156.58	Flags	Environment & Maintenance	Bone Hill Memorial	
1351	13.02.2026	£135.00	£0.00	£135.00	Repairs	Environment & Maintenance	Bus Shelters	
1353	13.02.2026	£135.00	£27.00	£162.00	Training	Training	Training	2602/607
1354	13.02.2026	£135.00	£27.00	£162.00	Training	Training	Training	2602/607
1355	13.02.2026	£135.00	£27.00	£162.00	Training	Training	Training	2602/607
1326	13.02.2026	£139.60	£27.92	£167.52	Fuel	Council Machinery & Equipment	Fuel	
1313	06.02.2026	£141.52	£28.30	£169.82	Burrough Farm	Environment & Maintenance	Burrough Farm	
1295	02.02.2026	£144.69	£0.00	£144.69	Insurance	Administration	Town Hall - Buildings Insurance	
1405	26.02.2026	£170.00	£34.00	£204.00	Mower	Council Machinery & Equipment	Machinery Maintenance	
1356	13.02.2026	£190.00	£38.00	£228.00	Electrical work	Pavilion & CPT	Maintenance	
1324	10.02.2026	£191.72	£9.59	£201.31	Electricity Account	Northam Hall	Electric	
1357	13.02.2026	£240.00	£48.00	£288.00	Computer and software	Planning & Development	NNP	
1296	02.02.2026	£284.70	£56.94	£341.64	IT contract	ICT	Cloudy IT	
1367	13.02.2026	£316.00	£63.20	£379.20	Mower Repair	Council Machinery & Equipment	Machinery Maintenance	
1297	02.02.2026	£335.00	£67.00	£402.00	Civic.ly Subscription	ICT	Pear Mapping	
1358	13.02.2026	£338.00	£67.60	£405.60	Truck Maintenance	Council Machinery & Equipment	Truck Maintenance	
1281	02.02.2026	£430.76	£0.00	£430.76	Room rental	Administration	Room Rental	
1359	13.02.2026	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
1322	10.02.2026	£565.43	£113.09	£678.52	Gas Account	Northam Hall	Gas	
1360	13.02.2026	£731.12	£146.22	£877.34	Electrical work	Northam Hall	Maintenance	
1314	06.02.2026	£832.25	£166.45	£998.70	Training	Training	Training	
1361	13.02.2026	£950.00	£190.00	£1,140.00	Burrough Farm	Environment & Maintenance	Burrough Farm	

1320	09.02.2026	£1,307.47	£0.00	£1,307.47	Insurance	Insurances	General	2405/027
1395	24.02.2026	£2,485.00	£497.00	£2,982.00	Mayor's Charity event	Members	Civic Reception	
1362	13.02.2026	£2,603.00	£520.60	£3,123.60	Finger Post	Environment & Maintenance	Westward Ho! Finger Post	
1407	27.02.2026	£2,632.20	£0.00	£2,632.20	Pensions	Staff Costs	Salaries, HMRC and NEST	
1376	18.02.2026	£4,793.84	£0.00	£4,793.84	Pensions	Staff Costs	Salaries, HMRC and NEST	2601/560
1400	24.02.2026	£5,179.98	£1,036.00	£6,215.98	MSVIDs	Environment & Maintenance	MVSIDs	2602/236
1401	25.02.2026	£7,186.26	£0.00	£7,186.26	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	2508/252
1363	13.02.2026	£7,665.61	£0.00	£7,665.61	Election Fees	Elections	Election Costs	
1387	18.02.2026	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2602/619
Totals:	38	£60,944.21	£3,400.22	£64,344.43				

Between 1<sup>st</sup> and 28<sup>th</sup> February 2026, the council made 139 payments, and received £7.68 in refunds, totalling £62,890.46 (exVAT), detailed below.

Voucher	Date	Net	VAT	Gross	Description	Cost Centre	Cost Code	Minute
1280	02.02.2026	£2.70	£0.00	£2.70	Square fees	Administration	Bank Charges - Square Pay	
1281	02.02.2026	£430.76	£0.00	£430.76	Room rental	Administration	Room Rental	
1282	02.02.2026	£4.14	£0.00	£4.14	Stripe fees	Tennis Courts	Stripe Fees	
1290	02.02.2026	£11.75	£2.35	£14.10	Stationery	Administration	Stationery	
1291	02.02.2026	£20.49	£4.10	£24.59	Stationery	Administration	Stationery	
1292	02.02.2026	£25.49	£5.10	£30.59	Trailer	Council Machinery & Equipment	Truck Maintenance	
1293	02.02.2026	£120.10	£0.00	£120.10	Plants	Parks & Recreation	Anchor Park	2511/458
1294	02.02.2026	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees	
1295	02.02.2026	£144.69	£0.00	£144.69	Insurance	Administration	Town Hall - Buildings Insurance	
1296	02.02.2026	£284.70	£56.94	£341.64	IT contract	ICT	Cloudy IT	
1297	02.02.2026	£335.00	£67.00	£402.00	Civic.ly Subscription	ICT	Pear Mapping	
1298	02.02.2026	£36.50	£7.30	£43.80	Fire Extinguisher Service	Pavilion & CPT	Health & Safety	
1299	03.02.2026	£48.29	£9.66	£57.95	Telephone system	ICT	Phones	
1300	03.02.2026	£31.00	£6.20	£37.20	Training	Training	Training	
1301	03.02.2026	£8.25	£1.65	£9.90	Trailer	Council Machinery & Equipment	Truck Maintenance	
1302	04.02.2026	£1.19	£0.00	£1.19	Square fees	Administration	Bank Charges - Square Pay	
1303	04.02.2026	£1.03	£0.00	£1.03	Square fees	Administration	Bank Charges - Square Pay	
1304	05.02.2026	£9.80	£1.96	£11.76	Trailer	Council Machinery & Equipment	Truck Maintenance	

1305	06.02.2026	£4.17	£0.83	£5.00	Mobile Phone - TT	ICT	Mobile Phones	
1306	06.02.2026	£4.44	£0.89	£5.33	Notice Boards	Notice Boards	Maintenance	
1307	06.02.2026	£4.57	£0.91	£5.48	Legionella Work	Pavilion & CPT	Health & Safety	
1308	06.02.2026	£5.53	£1.11	£6.64	Legionella Work	Northam Hall	Health & Safety	
1309	06.02.2026	£8.91	£1.78	£10.69	Legionella Work	Pavilion & CPT	Health & Safety	
1310	06.02.2026	£49.52	£9.91	£59.43	Stationery	Administration	Stationery	
1311	06.02.2026	£51.48	£10.30	£61.78	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear	
1312	06.02.2026	£110.92	£22.18	£133.10	Burrough Farm	Environment & Maintenance	Burrough Farm	
1313	06.02.2026	£141.52	£28.30	£169.82	Burrough Farm	Environment & Maintenance	Burrough Farm	
1314	06.02.2026	£832.25	£166.45	£998.70	Training	Training	Training	
1315	06.02.2026	£6.32	£1.26	£7.58	Legionella Work	Pavilion & CPT	Health & Safety	
1316	06.02.2026	£1.58	£0.00	£1.58	Square fees	Administration	Bank Charges - Square Pay	
1317	06.02.2026	£0.35	£0.00	£0.35	Square fees	Administration	Bank Charges - Square Pay	
1318	09.02.2026	£5.00	£1.00	£6.00	Mobile Phone - IR	ICT	Mobile Phones	
1319	09.02.2026	£53.95	£10.79	£64.74	Wifi N Hall	Northam Hall	Internet	
1320	09.02.2026	£1,307.47	£0.00	£1,307.47	Insurance	Insurances	General	2405/027
1321	09.02.2026	£0.88	£0.00	£0.88	Square fees	Administration	Bank Charges - Square Pay	
1322	10.02.2026	£565.43	£113.09	£678.52	Gas Account	Northam Hall	Gas	
1323	10.02.2026	£111.21	£5.56	£116.77	Electricity - Pavilion	Pavilion & CPT	Electric	
1324	10.02.2026	-£7.68	£0.00	-£7.68	Electricity Account	Northam Hall	Electric	
1324	10.02.2026	£191.72	£9.59	£201.31	Electricity Account	Northam Hall	Electric	
1325	10.02.2026	£2.20	£0.00	£2.20	Square fees	Administration	Bank Charges - Square Pay	
1326	13.02.2026	£139.60	£27.92	£167.52	Fuel	Council Machinery & Equipment	Fuel	
1327	11.02.2026	£44.17	£8.83	£53.00	Keys	Administration	Town Hall - Maintenance	
1328	11.02.2026	£98.33	£19.67	£118.00	Monitor	ICT	IT Purchase, Repair & Maintenance	
1329	12.02.2026	£2.00	£0.00	£2.00	Square fees	Administration	Bank Charges - Square Pay	
1330	12.02.2026	£1.35	£0.00	£1.35	Square fees	Administration	Bank Charges - Square Pay	
1331	13.02.2026	£9.16	£1.83	£10.99	Equipment	Council Machinery & Equipment	Tools & Equipment	
1332	13.02.2026	£19.15	£3.83	£22.98	Number Plates	Council Machinery & Equipment	Truck Maintenance	
1333	13.02.2026	£3.14	£0.63	£3.77	Safety Signs	Northam Hall	Health & Safety	
1334	13.02.2026	£6.14	£1.23	£7.37	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear	

1335	13.02.2026	£6.40	£1.28	£7.68	Notice Boards	Notice Boards	Town Hall	
1336	13.02.2026	£7.15	£1.43	£8.58	Stock	Council Machinery & Equipment	Tools & Equipment	
1337	13.02.2026	£9.09	£1.82	£10.91	Notice Boards	Notice Boards	Maintenance	
1338	13.02.2026	£17.37	£3.47	£20.84	Burrough Farm	Environment & Maintenance	Burrough Farm	
1339	13.02.2026	£17.37	£3.47	£20.84	Burrough Farm	Environment & Maintenance	Burrough Farm	
1340	13.02.2026	£23.22	£0.00	£23.22	Expenses	Administration	Expenses	
1341	13.02.2026	£21.67	£4.33	£26.00	Contra Roberts Cleaning	Administration	Town Hall - Cleaning	
1342	13.02.2026	£30.00	£0.00	£30.00	Civic Function	Members	Civic Reception	
1343	13.02.2026	£25.05	£5.01	£30.06	Notice Boards	Notice Boards	Maintenance	
1344	13.02.2026	£29.63	£5.93	£35.56	Northam Hall	Northam Hall	Maintenance	
1345	13.02.2026	£30.00	£6.00	£36.00	Printing	Members	Civic Reception	
1346	13.02.2026	£36.98	£7.40	£44.38	Northam Hall	Northam Hall	Maintenance	
1347	13.02.2026	£39.90	£7.98	£47.88	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear	
1348	13.02.2026	£60.00	£12.00	£72.00	Training	Training	Training	
1349	13.02.2026	£85.00	£17.00	£102.00	Training	Training	Training	2602/607
1350	13.02.2026	£110.00	£22.00	£132.00	Northam Hall	Northam Hall	Maintenance	
1351	13.02.2026	£135.00	£0.00	£135.00	Repairs	Environment & Maintenance	Bus Shelters	
1352	13.02.2026	£100.00	£20.00	£120.00	ICT	ICT	Scribe - Accounts	
1352	13.02.2026	£29.00	£5.80	£34.80	ICT	ICT	Scribe - Bookings	
1353	13.02.2026	£135.00	£27.00	£162.00	Training	Training	Training	2602/607
1354	13.02.2026	£135.00	£27.00	£162.00	Training	Training	Training	2602/607
1355	13.02.2026	£135.00	£27.00	£162.00	Training	Training	Training	2602/607
1356	13.02.2026	£190.00	£38.00	£228.00	Electrical work	Pavilion & CPT	Maintenance	
1357	13.02.2026	£240.00	£48.00	£288.00	Computer and software	Planning & Development	NNP	
1358	13.02.2026	£338.00	£67.60	£405.60	Truck Maintenance	Council Machinery & Equipment	Truck Maintenance	
1359	13.02.2026	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
1360	13.02.2026	£731.12	£146.22	£877.34	Electrical work	Northam Hall	Maintenance	
1361	13.02.2026	£950.00	£190.00	£1,140.00	Burrough Farm	Environment & Maintenance	Burrough Farm	
1362	13.02.2026	£2,603.00	£520.60	£3,123.60	Finger Post	Environment & Maintenance	Westward Ho! Finger Post	
1363	13.02.2026	£7,665.61	£0.00	£7,665.61	Election Fees	Elections	Election Costs	
1364	13.02.2026	£51.04	£10.21	£61.25	Machinery Maintenance	Council Machinery & Equipment	Machinery Maintenance	

1365	13.02.2026	£7.33	£1.47	£8.80	Machinery Maintenance	Council Machinery & Equipment	Machinery Maintenance	
1366	13.02.2026	£93.70	£18.74	£112.44	Alarm maintenance	Northam Hall	Alarm & CCTV	
1367	13.02.2026	£316.00	£63.20	£379.20	Mower Repair	Council Machinery & Equipment	Machinery Maintenance	
1368	16.02.2026	£24.39	£0.00	£24.39	Square fees	Administration	Bank Charges - Square Pay	
1369	16.02.2026	£28.50	£0.00	£28.50	Water bill	Pavilion & CPT	Water	
1370	16.02.2026	£86.50	£0.00	£86.50	Water bill	Northam Hall	Water	
1371	16.02.2026	£7.50	£1.50	£9.00	Keys	Administration	Town Hall - Maintenance	
1372	16.02.2026	£1.52	£0.00	£1.52	Square fees	Administration	Bank Charges - Square Pay	
1375	17.02.2026	£33.32	£6.66	£39.98	Equipment	Council Machinery & Equipment	Tools & Equipment	
1376	18.02.2026	£4,793.84	£0.00	£4,793.84	Pensions	Staff Costs	Salaries, HMRC and NEST	2601/560
1377	18.02.2026	£4.17	£0.83	£5.00	Mobile Phone - GL	ICT	Mobile Phones	
1378	18.02.2026	£8.29	£1.66	£9.95	Equipment	Council Machinery & Equipment	Tools & Equipment	
1379	18.02.2026	£8.29	£1.66	£9.95	Duplicate Entry Cancelled	Council Machinery & Equipment	Tools & Equipment	
1379	18.02.2026	-£8.29	-£1.66	-£9.95	Duplicate Entry Cancelled	Council Machinery & Equipment	Tools & Equipment	
1380	18.02.2026	£11.65	£2.33	£13.98	Equipment	Council Machinery & Equipment	Tools & Equipment	
1381	18.02.2026	£6.72	£1.34	£8.06	May Fair 2026	Community	May Fair Costs	
1382	18.02.2026	£6.77	£1.35	£8.12	May Fair 2026	Community	May Fair Costs	
1383	18.02.2026	£4.74	£0.95	£5.69	May Fair 2026	Community	May Fair Costs	
1384	18.02.2026	£6.01	£1.20	£7.21	May Fair 2026	Community	May Fair Costs	
1385	18.02.2026	£40.39	£8.08	£48.47	Trophies for May Fair	Community	May Fair Costs	
1386	18.02.2026	£100.00	£0.00	£100.00	May Fair 2026	Community	May Fair Costs	
1387	18.02.2026	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2602/619
1388	18.02.2026	£2.03	£0.00	£2.03	Square fees	Administration	Bank Charges - Square Pay	
1389	19.02.2026	£69.93	£13.99	£83.92	Franking Machine	Administration	Franking Machine & Costs	
1390	19.02.2026	£4.54	£0.91	£5.45	Postages	Administration	Postages	
1391	19.02.2026	£130.48	£26.10	£156.58	Flags	Environment & Maintenance	Bone Hill Memorial	
1392	20.02.2026	£2.70	£0.00	£2.70	Square fees	Administration	Bank Charges - Square Pay	
1393	24.02.2026	£38.95	£7.79	£46.74	Internet	ICT	Internet (Offices)	
1394	24.02.2026	£6.25	£1.25	£7.50	Mobile Phone	ICT	Mobile Phones	
1395	24.02.2026	£2,485.00	£497.00	£2,982.00	Mayor's Charity event	Members	Civic Reception	
1396	24.02.2026	£14.14	£2.83	£16.97	lock	Northam Hall	Maintenance	

1397	24.02.2026	£9.21	£1.84	£11.05	Bench Repair	Environment & Maintenance	Benches	
1398	24.02.2026	£64.93	£12.99	£77.92	Notice Boards	Notice Boards	Town Hall	
1399	24.02.2026	£7.06	£1.41	£8.47	Equipment	Council Machinery & Equipment	Tools & Equipment	
1400	24.02.2026	£5,179.98	£1,036.00	£6,215.98	MSVIDs	Environment & Maintenance	MVSIDs	2602/236
1401	25.02.2026	£7,186.26	£0.00	£7,186.26	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	2508/252
1402	23.02.2026	£4.17	£0.83	£5.00	Mobile Phone - TA	ICT	Mobile Phones	
1403	23.02.2026	£4.17	£0.83	£5.00	Mobile Phone - RG	ICT	Mobile Phones	
1404	25.02.2026	£4.17	£0.83	£5.00	Mobile Phone - CW	ICT	Mobile Phones	
1405	26.02.2026	£170.00	£34.00	£204.00	Mower	Council Machinery & Equipment	Machinery Maintenance	
1406	26.02.2026	£95.00	£19.00	£114.00	Business Prime Membership	Administration	Subs and Memberships	
1407	27.02.2026	£2,632.20	£0.00	£2,632.20	Pensions	Staff Costs	Salaries, HMRC and NEST	
1408	25.02.2026	£1.50	£0.00	£1.50	Refreshments	Administration	Refreshments	
1409	23.02.2026	£1.39	£0.00	£1.39	Refreshments	Administration	Refreshments	
1410	19.02.2026	£8.33	£1.67	£10.00	Keys	Administration	Miscellaneous	
1411	16.02.2026	£2.98	£0.00	£2.98	Refreshments	Administration	Refreshments	
1412	16.02.2026	£7.50	£1.50	£9.00	Keys	Administration	Miscellaneous	
1413	11.02.2026	£1.20	£0.00	£1.20	Refreshments	Administration	Refreshments	
1414	10.02.2026	£1.45	£0.00	£1.45	Refreshments	Administration	Refreshments	
1415	10.02.2026	£3.98	£0.00	£3.98	Refreshments	Administration	Refreshments	
1416	09.02.2026	£2.80	£0.56	£3.36	Equipment	Pavilion & CPT	Maintenance	
1417	06.02.2026	£3.99	£0.00	£3.99	Refreshments	Administration	Refreshments	
1418	05.02.2026	£1.89	£0.00	£1.89	Refreshments	Administration	Refreshments	
1419	04.02.2026	£1.20	£0.00	£1.20	Refreshments	Administration	Refreshments	
1420	05.02.2026	£3.62	£0.73	£4.35	Battery	Administration	Miscellaneous	
1421	27.02.2026	£4.17	£0.83	£5.00	Mobile Phone - JL	ICT	Mobile Phones	
1422	27.02.2026	£40.00	£8.00	£48.00	Boat park stickers	Administration	Boat Park	
1423	27.02.2026	£17.84	£3.57	£21.41	DBS Fee	Tennis Courts	Safeguarding	
1423	27.02.2026	£49.50	£0.00	£49.50	DBS Fee	Tennis Courts	Safeguarding	
Totals:	139	£62,890.46	£3,733.94	£66,624.40				

**Recommendation: The payments are approved as listed.**

**Receipts:** Between 1<sup>st</sup> and 28<sup>th</sup> February 2026, the Council received 104 payments, totalling £5,924.43 (ex VAT), plus a VAT refund of £7,665.50, detailed below.

Voucher	Date	Net	VAT	Gross	Description	Cost Centre	Cost Code
524	06.02.2026	£19.80	£0.00	£19.80	Allotment Rent	Parks & Recreation	Allotments - Windmill Lane
543	18.02.2026	£2.03	£0.00	£2.03	Square fees	Administration	Bank Charges - Square Pay
543	18.02.2026	-£2.03	£0.00	-£2.03	Square fees - cancelled transaction	Administration	Bank Charges - Square Pay
553	28.02.2026	£242.80	£0.00	£242.80	Bank Interest	Bank Interest	Camb's & Cty Bank
516	04.02.2026	£59.00	£0.00	£59.00	Mayor's Charity event	Members	Civic Reception
532	12.02.2026	£80.00	£0.00	£80.00	Mayor's Charity event	Members	Civic Reception
505	02.02.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
505	02.02.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
505	02.02.2026	£30.00	£0.00	£30.00	Hall Hire	Northam Hall	Hall Hire
505	02.02.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
506	02.02.2026	£108.00	£0.00	£108.00	Hall Hire	Northam Hall	Hall Hire
511	03.02.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
511	03.02.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
511	03.02.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
511	03.02.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
511	03.02.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
511	03.02.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
511	03.02.2026	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
511	03.02.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
511	03.02.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
511	03.02.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
511	03.02.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
511	03.02.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
511	03.02.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
511	03.02.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
512	03.02.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
512	03.02.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
512	03.02.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire

512	03.02.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
512	03.02.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
512	03.02.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
512	03.02.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
512	03.02.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
513	03.02.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
513	03.02.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
513	03.02.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
513	03.02.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
514	04.02.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
514	04.02.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
514	04.02.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
514	04.02.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
515	04.02.2026	£47.50	£0.00	£47.50	Hall Hire	Northam Hall	Hall Hire
517	04.02.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
517	04.02.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
517	04.02.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
517	04.02.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
517	04.02.2026	£50.00	£0.00	£50.00	Hall Hire	Northam Hall	Hall Hire
517	04.02.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
518	05.02.2026	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
519	05.02.2026	£47.50	£0.00	£47.50	Hall Hire	Northam Hall	Hall Hire
519	05.02.2026	£6.25	£0.00	£6.25	Hall Hire	Northam Hall	Hall Hire
520	06.02.2026	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
520	06.02.2026	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
520	06.02.2026	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
521	06.02.2026	£43.75	£0.00	£43.75	Hall Hire	Northam Hall	Hall Hire
522	06.02.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
522	06.02.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
522	06.02.2026	£30.00	£0.00	£30.00	Hall Hire	Northam Hall	Hall Hire
523	06.02.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire



542	18.02.2026	£81.00	£0.00	£81.00	Hall Hire	Northam Hall	Hall Hire
544	20.02.2026	£108.00	£0.00	£108.00	Hall Hire	Northam Hall	Hall Hire
546	26.02.2026	£40.00	£0.00	£40.00	Hall Hire	Northam Hall	Hall Hire
546	26.02.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
546	26.02.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
546	26.02.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
519	05.02.2026	£2.08	£0.42	£2.50	Hall Hire	Northam Hall	Hall Set Up Fee
521	06.02.2026	£4.17	£0.83	£5.00	Hall Hire	Northam Hall	Hall Set Up Fee
527	09.02.2026	£50.00	£0.00	£50.00	Mayor's Charity Donation	Members	Mayor's Charity
537	16.02.2026	£1,390.00	£0.00	£1,390.00	Raffle Ticket Sales	Members	Mayor's Charity
538	17.02.2026	£1,005.55	£0.00	£1,005.55	Mayor's Charity Donation	Members	Mayor's Charity
552	27.02.2026	£237.78	£0.00	£237.78	Bank Interest	Bank Interest	Nationwide 95 Day
545	26.02.2026	£5.98	£1.20	£7.18	Prime Refund	Administration	Subs and Memberships
508	02.02.2026	£90.00	£0.00	£90.00	Tennis Receipts	Tennis Courts	Tennis Income
534	12.02.2026	£0.00	£7,665.50	£7,665.50	Vat refund	Administration	VAT
507	02.02.2026	£800.00	£0.00	£800.00	Locality Budget Payment	Environment & Maintenance	Westward Ho! Finger Post
Totals:	105	£5,924.43	£7,667.95	£13,592.38			

## Item 9 To note the lease for the carpark and patio adjoining the Seagate Hotel, Appledore and consider extending the term of the lease

The lease for the carpark in Appledore, adjacent to the Seagate Hotel, that is leased to Youngs Brewery is due to end on the 19<sup>th</sup> March 2026 (see enclosed confidential paper). The Town Clerk has sought advice from the solicitors that drafted the lease. To redraft would cost £1,621.30 (inc VAT as appropriate) and draws members attention to the paragraphs highlighted in the confidential paper attached, particularly paragraphs 6.3 (indexation) and 8.1(f) (liability for costs).

The Town Clerk has contacted the Estates Manager at Youngs Brewery, who has indicated that, in line with paragraph 8.1(f), Youngs would accept liability for the cost of drawing the lease up, on the same terms as the 2020 lease, updated and with a new base rent of £7,000. The lease could be drawn up by Youngs legal team or the Council's solicitor.

**Recommendation: The committee consider extending the lease for a further six years at the new base rent of £7,000 (exVAT), reviewable each year on the anniversary of the lease.**

**Item 10 To consider installing tracking devices on the Council’s vehicles** (see confidential paper)

Vehicle trackers are primarily fitted for enhanced security and theft prevention but also provide operational and financial benefits.

Tracker systems record vehicle travel data, allowing the officers to look to see if a specific vehicle was in a specific place at a certain time. They are able send immediate notifications phone/tablet and computer apps. Should there be suspicious activity, such as movement outside working hours, tampering, or the vehicle leaving a predefined area, alerts are sent.

Trackers act as a deterrent to thieves, and in the event of a theft, the real-time GPS tracking data can be shared with the police or a 24/7 monitoring centre to enable quick recovery, with recovery rates for tracked vehicles as high as 95%. Speaking to the council’s insurance provider, it may affect the premiums though it is far in advance of the renewal date to confirm. Tracking devices because they present a lower risk of unrecoverable loss.

Signing up to a system provides access to a vehicle check app, allowing daily, weekly and periodic vehicle checks to be recorded centrally.

The officers have approached three companies, with costs as presented below. Further details are available in the confidential report.

Company	1-year contract	2-year contract	3-year contract
A	£18.50/vehicle/month (£55.50/month for three council vehicles   £666 for 12 months)	n/a	£12/vehicle/month (£36/month for three council vehicles   £432/year   £1,296 over three years)
B	£9.00/vehicle/month (£27/month   £324 for 12 months)	n/a	n/a
C	£9.50/vehicle/month (£28.50/month   £114 for 12 months)	£9.00/vehicle/month (£27/month   £324/year   £648 over 2 years)	£8.50/vehicle/month (£25.5/month   £306/year   £918 over three years)

In all cases above, the units would be installed by one of the organisation’s engineers

**Recommendation: The Committee consider whether to install vehicle tracking devices and if so, which provider.**

**Item 11 To consider sending representatives to the Twinning event in Mondeville, 14-18 May 2026**

The Twinning Committee has advised the Council that a visit has been arranged for Mondeville, 14<sup>th</sup> to 18<sup>th</sup> May 2026 (inclusive). To save costs, the coach travel will be shared with representatives of South Molton Town Council and Twinning Committee who are visiting Livarot (their Twin Twon).

The coach leaves at 2am on Thursday 14<sup>th</sup> May, returning around midnight on Monday 18<sup>th</sup> May 2026. The Mayor has indicated that he is unable to attend. The Deputy Mayor has been approached. Mondeville Town Twinning committee have indicated that they would appreciate the Town Clerk attending.

The Northam Twinning committee have indicated that there are sufficient spaces for anyone wishing to represent the Council to attend. Currently take up 31 of the 53 seats are taken on the coach.

The cost of the coach and ferry is fixed £6,531.40, but the ferry company charge £6 per person. For the 31 going, the cost is £210.67/person, should the Council send 4 people, the cost would be approx. £176 per person.

There is a budget in 2026-27 of £2,200 (£1,500 plus a £700 anticipated carry-forward from 2025-26).

**Recommendations:**

- 1. Seek representatives from Northam Town Council to attend the twinning event in Mondeville in May 2026, meeting all or part of the cost, seats permitting.**
  - 2. Meet all travel and associated costs of the Deputy Mayor, her Consort and the Town Clerk, the Clerk to attend as part of his work hours.**
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***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)**

**Recommendation: The Committee confirm the payroll submission.**

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**Item 13      To note confidential staffing matters**  
Verbal report by the Town Clerk.