



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 Committee:

You are hereby summoned to attend the **FINANCE and HUMAN RESOURCES COMMITTEE** meeting on

Wednesday 12th August 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 Newman-McKie (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: 4th August 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 8th July 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, the budget net position and approve, by resolution, the payments as listed** (p4-6 and under separate cover)
- 9 To consider engaging a 3rd party to provide waste collection and recycling services for Northam Hall** (p7)
- 10 To consider the annual charge made to the Burrough Farm Allotment Association** (p7)
- 11 To consider continuing to subscribe to Grants Online** (p8)
- 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** (p8 confidential report enclosed)
- 13 To receive an update on staffing matters** (p8 verbal)

- 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.*
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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.
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4 To agree the agenda as published.

- 5 To consider the minutes of the previous Finance & HR meeting as a true and correct record** (enclosed on coloured paper)
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- 6 Public Participation**
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7 To receive an update on the actions

Action		Update
1	Arrange digger training for one member of staff	Arrangements to be made. The officers are exploring opportunities for combining with other similar bodies to improve access and reduce costs. ONGOING
2	Reference the carpark adjacent to the Seagate Hotel - Advise the lease holder (Young & Co Brewery plc) of the Council's decision to extend the end date by three months, in line with paragraph 21.5. Ask the lease holder what sort of events and how many would be held on the car park, should permission be granted.	A solicitor has been instructed contacted to review and draft the lease (6 years, starting at £7,000/year, subject to annual indexation, as defined). Should the revised lease be materially different to the current one, the lease may need to return to this committee or Full Council. The council has not granted permission for events on the car park. ONGOING
3	Reference the carpark adjacent to the Seagate Hotel - Seek confirmation of the permission given for the existing constructions on the land (the patio and associated works, and the gig shed).	The District Council's Surveyor has advised that she has instructed that Council's legal team to draw up the retrospective permission documents. These had not been received at the time of writing. ONGOING
4	Vehicle tracking	The matter is being researched by the Parks & Buildings Manager and will be on a future agenda. ONGOING
5	Prepare an outline of the process by which the Council issues Northam Burrows Manor Passes on behalf of the Northam Burrows Charity.	The work has been delayed by the absence of staff. ONGOING
6	Respond to the Internal Auditor's observations	Annotated report sent 10 th July 2026. COMPLETE

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

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

Account	Balance	Interest	Notes
Petty Cash	£74.59	zero	Financial Regulations expect the balance to be maintained at approximately £100
Hinkley & Rugby Building Society	£250,000	1.65%	Holding account for general expenditure and £50,000 of the General Reserve
Mayor's Charitable Fundraising	£2,805.00	1.06%	Mayor's civic dinner and other fundraising
May Fair	£5,250.35	1.06%	Funds for deposits and other spending leading up to the next May Fair
Cambridge & Counties Bank (31-day)	£98,729.07	2.72%	General Reserves
Nationwide (Business 95-day saver)	£98,411.78	3.20%	Earmarked Reserves (as per agreed budget: parks, defibrillators, LCWIP, war memorial cleaning, skate park and pavilion renovation reserve)
Cambridge Building Society	£10,792.20	1.55%	Tennis Reserves
Coop Bank (current account)	£17,048.78	zero	General expenditure

Total cash in hand (SCRIBE) £483,111.77

The bank reconciliation to be signed by the Chair is enclosed under separate cover (2026.08.12 Item 8(i)).

Net Position: The net position of the Council's budget in cost codes on 4th August 2026 is enclosed as paper 2026.08.12 Item 8(ii).

Petty Cash: The council spent £16.98 of petty cash in June 2026, withdrawing £70 to maintain the balance stated in the financials regulation (£100).

Details				Income			Expenditure						Balance at start of FY
Date	Trans action	Description	Ref	Petty Cash Withdraw al	other	Total in	VAT	Events	Refreshments	Maint enance	Admin	Total out	£ 73.76
1.7.26	24	Refreshments	PC26-27.23			0.00			1.95			1.95	96.22
1.7.26	25	Refreshments	PC26-27.24			0.00			1.85			1.85	94.37
1.7.26	26	Refreshments	PC26-27.25			0.00			1.50			1.50	92.87
3.7.26	27	Refreshments	PC26-27.26			0.00			0.89		1.99	2.88	89.99
7.7.26	28	Refreshments	PC26-27.27			0.00			1.50			1.50	88.49
8.7.26	29	Refreshments	PC26-27.28			0.00			0.89			0.89	87.60
10.7.26	30	Refreshments	PC26-27.29			0.00			4.00			4.00	83.60
13.7.26	31	Refreshments	PC26-27.30			0.00			5.30			5.30	78.30
15.7.26	32	Refreshments	PC26-27.31			0.00			12.00			12.00	66.30
15.7.26	33	Hose connector	PC26-27.32			0.00				6.99		6.99	59.31
16.7.26	34	Refreshments	PC26-27.33			0.00			1.89			1.89	57.42
22.7.26	35	Refreshments	PC26-27.34			0.00			3.74			3.74	53.68
22.7.26	36	Cash withdrawal	-	45.00		45.00						0.00	98.68
13.7.26	37	Refreshments	PC26-27.35			0.00			1.50			1.50	97.18
27.7.26	38	Refreshments	PC26-27.36			0.00			1.95			1.95	95.23
28.7.26	39	Refreshments	PC26-27.37			0.00			4.15			4.15	91.08
29.7.26	40	Refreshments	PC26-27.38			0.00			1.50			1.50	89.58
30.7.26	41	H&S Equipment	PC26-27.39			0.00	2.50			12.49		14.99	74.59
Number of transactions	41			165.00		165.00	13.96	1.00	70.44	76.78	1.99	164.17	74.59

Tennis courts:

The gross volume of sales in July 2026 was £1,284.23 after fees.

Year to date (1 st April to 31 st July)	Received	Change
2026	£3,067.42 (-22.26%)	-22.26%
2025	£3,945.65 (+12.46%)	+12.46%
2024	£3,508.58 (1 st year)	0% 1 st year

Payments:

Between 1st and 31st July 2026, the council made 137 payments, totalling £52,635.66 (ex VAT) (2026.08.12 Item 8(ii) enclosed).

There were 35 payments of £100 or more totalling £50,487.14 (ex VAT) (2026.07.08 Item 8(iii) enclosed).

Recommendation: The payments are approved as listed.

Receipts: Between 1st and 31st July 2026, the council had 130 receipts, including 34 for the hire of Northam Hall, totalling £13,558.86 (ex VAT).

Voucher Number	Date	Cost Code	Net	VAT	Total	Description	Cost Centre
Various	01.07.2026	Hall Hire x 34	£2,231.52	£0.00	£2,231.52	Hall Hire x 34	Northam Hall
170	01.07.2026	Tennis Income	£522.50	£0.00	£522.50	Tennis Receipts	Tennis Courts
176	06.07.2026	Hall Set Up Fee	£2.08	£0.42	£2.50	Hall Hire	Northam Hall
187	10.07.2026	Allotments - Burrough Farm	£600.00	£0.00	£600.00	Allotment Rent	Parks & Recreation
188	10.07.2026	Torridge Pilot Gig Club	£625.00	£125.00	£750.00	Boat park permit	Administration
190	13.07.2026	Torridge Pilot Gig Club	£475.00	£95.00	£570.00	Boat park permit	Administration
191	14.07.2026	Salaries, HMRC and NEST	£7,689.00	£1,537.80	£9,226.80	Recharge to Burrows	Staff Costs
201	27.07.2026	Defibrillators	£900.00	£0.00	£900.00	Grant for unit for Westbourne Tce	Environment & Maintenance
202	28.07.2026	Allotments - Windmill Lane	£19.80	£0.00	£19.80	Allotment Rent	Parks & Recreation
210	31.07.2026	Nationwide 95 Day	£266.74	£0.00	£266.74	Bank Interest	Bank Interest
211	31.07.2026	Cambs & Cty Bank	£227.22	£0.00	£227.22	Bank Interest	Bank Interest
			£13,558.86	£1,758.22	£15,317.08		

Item 9 To consider engaging a 3rd party to provide waste collection and recycling services for Northam Hall

Users of Northam Hall are asked to take any waste home with them after their event. This does not always happen but, with a number of events happening each day, council staff are not able to identify the Hall user that left the waste.

Officers can identify one organisation, Biffa, that provides waste collection and recycling services at the volume that is expected to be generated, approx. 240L per fortnight (the same size as the wheelie bin at the Town Hall).

Biffa have quoted £43.72/month to supply a 240L wheelie bin, to be collected for recycling once per fortnight (annual rate £524.68, cost per collection of £20.18). The contract length is initially 12 months but is extendable. [Biffa state all waste is sorted for recycling.](#)

Recommendation: The council engage Biffa to provide a waste collection and recycling service at Northam Hall at a cost of £43.72/month (£524.68/year), as part of the review the annual charges in September 2026, to take effect in April 2027.

Item 10 To consider the annual charge made to the Burrough Farm Allotment Association

The council has charged Burrough Farm Allotment Association (BFAA) £600 for the 2026-27 year (1st July to 30th June). The amount charged has not changed since 2015-16, when it rose from £150 to £600 reflecting the full occupation of the site.

BFAA manages the site and its approx. 60 plots for the Council. The rent per plot is £30 for a full plot (£15 for a ½ plot), though this will increase by £2.50 (£1.25) this year. The BFAA is expected to report its plot charges to this council annually, though it has not done so formally in recent years. The council has a record that the annual charge was £26/full plot (£13 for a ½) in 2016-17. The BFAA has not, therefore, increased the rent on its plots significantly since the full occupation of the site.

The Chair of the BFAA has advised that this increase is because the association will need to instal a fence going 30cm underground to deter burrowing animals. The likely cost is not yet known but will require the hiring of a digger.

The BFAA has reported its income (not including donations and other income) over the same period as follows:

Year ending 30 th June	Income reported
2026	£1,372.50
2025	£1,741.00
2024	£1,682.50
2023	£1,323.50
2022	£1,383.50
2021	£1,408.50

Year ending 30 th June	Income reported
2020	Not available
2019	£1,380.50
2018	£1,439.00
2017	£1,047.50
2016	£1,207.50

Recommendation: Consider whether to increase the rent charged to the BFAA, applicable 1st July 2027.

Item 11 To consider continuing to subscribe to Grants Online

The council subscription to Grants Online is due for renewal. The cost is £240/year (exVAT). The subscription provides the council with a weekly newsletter listing available grants. Whilst not exhaustive nor sector or region specific, it does provide valuable information on grants available to this council and other community groups, which officers research further or pass on as appropriate.

The Council's subscriptions cost code is overspent this year thus far by £256.86, accounted for by the payment of the Parks & Buildings Manager's SLCC fees (£331). The cost of subscribing to Grants Online would need to come from the General Projects budget, or funds be vired from that budget to the Subscriptions cost code to make up the £496.86 overspend

Recommendation: The Council continue to subscribe to Grants Online, meeting the cost from general Projects or viring funds from General Projects to Subscriptions.

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.

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

Recommendation: The Committee confirm the payroll submission.

13 To receive an update on staffing matters

Verbal update from the clerk of the meeting.