



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

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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 14th October 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: 8th October 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 9th September 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 for July 2026, the budget net position and approve, by resolution, the payments as listed** (p4-6 and under separate cover) - *Deferred from previous meeting*
- 9 To note the Net Position Q1 & Q2 (1st April to 30th September 2026)** (p? and under separate cover)
- 10 To note the response of the solicitor to questions raised by the committee regarding the detail of the carpark and patio lease** (p10)
- 11 To consider offering staff the Local Government Pension Scheme** (p10) – *Referred from Full Council*
- 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** (p11 confidential report enclosed)
- 13 To receive an update on staffing matters** (p11 verbal)

Item 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.*

Item 2 **Chair's announcements**

Item 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.

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

Item 5 **To consider the minutes of the previous Finance & HR meeting as a true and correct record** (enclosed on coloured paper)

Item 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.

Item 7 **To receive an update on the actions**

Action		Update
1	Arrange digger training for one member of staff	Arrangements had been made at a training centre in north Devon, CTA Centre (Yarnscombe), with the training to be carried out week commencing 26th October 2026 (combined with Chptr 8 for a colleague) 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. On the agenda - COMPLETE
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	Contract Biffa to provide and empty a bin for Northam Hall	Contract arranged. COMPLETE

7	Draft a report detailing the Burrough Farm Allotment Association's account reports for a future meeting.	Not yet drafted. ONGOING
8	Apply annual cost of living rise for all staff.	Applied to all staff salaries. COMPLETE

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

On 30th September 2026 the Council's balances were:

Account	Balance	Interest	Notes
Petty Cash	£56.62	zero	Financial Regulations expect the balance to be maintained at approximately £100
Hinkley & Rugby Building Society	£275,000	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)	£99,177.72	2.72%	General Reserves
Nationwide (Business 95-day saver)	£98,938.78	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)	£257,674.93	zero	General expenditure

Total cash in hand (SCRIBE) £749,695.60

The bank reconciliation to be signed by the Chair is enclosed under separate cover (2026.10.14 Item 8(i)).

Tennis courts: The gross volume of sales in September 2026 was £238.94 after fees.

1 st April to 30 th September	Received (net)	Change	Payments (net)
2026	£4,116.96	-20.14%	£3,438.48 £798.14 normal spending plus £2,604.34 final payment for 2023/24 refurbishment.
2025	£5,155.34	+14.76%	N/A
2024 (1 st year)	£4,492.36	N/A	N/A

Tennis-related payments in 2024 and 2025 are not available (inconsistent descriptions and cost codes).

Payments:

In September 2026, the council made 129 payments, totalling £45,484.29 (ex VAT) (2026.10.14 Item 8(ii) enclosed).

There were 34 payments of £100 or more totalling £43,726.30 (ex VAT) (2026.10.14 Item 8(iii) enclosed).

Recommendation: The payments are approved as listed.

Petty Cash: The council spent £45.38 of petty cash in September 2026.

Details				Income			Expenditure						Balance at start of FY
Date	Trans action	Description	Ref	Petty Cash Withdrawal	N/A	Total in	VAT	Events	Refreshments	Maint enance	Admin	Total out	£ 73.76
1.9.26	47	noticeboard knob	PC26-27.44			0.00	0.42			2.08		2.50	99.50
4.9.26	48	noticeboard knob x 2	PC26-27.45			0.00	0.83			4.17		5.00	94.50
7.9.26	49	Refreshments	PC26-27.46			0.00			1.39			1.39	93.11
9.9.26	50	Refreshments	PC26-27.47			0.00			7.70			7.70	85.41
14.9.26	51	Refreshments	PC26-27.48			0.00			1.39			1.39	84.02
15.9.26	52	Brushes	PC26-27.49			0.00	0.42			2.08		2.50	81.52
15.9.26	53	Patio brush	PC26-27.50			0.00	1.17			5.82		6.99	74.53
15.9.26	54	Refreshments	PC26-27.51			0.00			1.39			1.39	73.14
21.9.26	55	Refreshments	PC26-27.52			0.00			1.39			1.39	71.75
23.9.26	56	Refreshments	PC26-27.53			0.00			0.95			0.95	70.80
24.9.26	57	Refreshments	PC26-27.54			0.00			11.20			11.20	59.60
24.9.26	58	Refreshments	PC26-27.55			0.00			1.59			1.59	58.01
25.9.26	59	Refreshments	PC26-27.56			0.00			1.39			1.39	56.62
Number of transactions	13					0	2.84		28.39	14.15		45.38	56.62

Receipts: In September 2026, the council had 107 receipts (2026.10.14 Item 8(iv), enclosed), totalling £345,679.21 (ex VAT) including:

- £1,929.89 for the hire of Northam Hall (95 receipts)
- £55.00 for allotment tenancies (3 plots)
- £5,141 for grass cutting (DCC contract)
- £334,352.50 precept (payment 2 of 2)

Item 9	To note the Net Position Q1 & Q2 (1st April to 30th September 2026) (under separate cover)
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Item 10	To note the response of the solicitor to questions raised by the committee regarding the detail of the carpark and patio lease (Confidential report under separate cover)
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Item 11	To consider offering staff the Local Government Pension Scheme Referred from Full Council (Confidential report under separate cover)
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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)
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Recommendation: The Committee confirm the payroll submission.

Item 13	To receive an update on staffing matters Verbal update from the clerk of the meeting.
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