



## NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Town Clerk & RFO: Guy Langton (CiLCA, PSLCC)

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### To all members of the Council:

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

**Wednesday 14<sup>th</sup> May 2025 at 6.30pm**

at The Town Hall, Windmill Lane, Northam for the transaction of the business listed on the agenda below.

### Membership:

Cllrs Edwards, Hames, Himan, Hodson, Leather, Tait and Whittaker plus the Mayor, Cllr Louis Bach (ex-officio).

### Questions by the public

There will be a period for questions by the public. In accordance with Standing Order 3, members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of any Council business at Full Council, and at Committee meetings in respect of business on the agenda.

Anyone wishing to ask questions is requested to notify the Town Clerk prior to the meeting.

### Recording, photographs and filming

In accordance with the Council's policy on filming and recording of Local Council and Committee meetings (available to read in the Chamber) and arising from the *Local Government and Accountability Act 2014* the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

### Public attendance at Council and committee meetings

As a public body, Northam Town Council understands the need for transparency and accountability. The Council will therefore seek to conduct meetings using practices and procedures set out within the Public Bodies (Admission to Meetings) Act 1960, which states:

*Subject to subsection (2)\* below, any meeting of a body exercising public functions, being a body to which this Act applies, shall be open to the public.*

Subsection (2) states:

*Where a meeting is open to the public, a body may, by resolution exclude the public from the meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.*

Therefore, the Council's policy is to allow public access to meetings unless the business being transacted is confidential or there are 'other special reasons' to exclude the public.

*Guy Langton*

Guy Langton, Town Clerk & RFO

Date of issue: 8<sup>th</sup> May 2025

## AGENDA

- 1 **To elect a Chair for the committee**
  - 2 **To elect a Deputy Chair for the committee**
  - 3 **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.*
  - 4 **Chair's announcements**
  - 5 **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.*
  - 6 **To agree the agenda as published.**
  - 7 **To consider the minutes of the Finance committee held on the 9<sup>th</sup> April 2025 as a true and correct record** (attached under separate cover on coloured paper)
  - 8 **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.*
  - 9 **To receive an update on the actions** (p3)
  - 10 **To note the Financial Regulations adopted at the Annual Meeting of the Council on 7<sup>th</sup> May 2025** (attached)
  - 11 **To consider the Clerk's report and approve, by resolution, the payments as listed** (p4-13)
  - 12 **To consider the Council's approach to Human Resource and Health and Safety support** (p13-15 and confidential proposals)
  - 13 **To receive an update on the recruitment of a Maintenance Operative** (p15)
  - 14 **To consider purchasing an additional page in the Link monthly magazine** (p15)
  - 15 **To consider subscribing to the Civicy portal for asset mapping and management** (p15-16 and confidential proposals)
- To be held in confidential session:***
- 16 **To consider a review of the Salary Scales of the Maintenance Operatives** (p16 and confidential report)
  - 17 **To receive and sign the payroll information sheet for submission, considering overtime claimed** (confidential report)

**Action points:**

	<b>Action</b>	<b>February 2025</b>	<b>March 2025</b>	<b>April 2025</b>	<b>May 2025</b>
<b>1</b>	To consider improvements to the office accommodations, to include decorating painting and the provision of a sink It was resolved to seek permission from the building owner (Torrige District Council) to install a sink for washing up.	The work has been placed on hold with the Council concentrating its attention on Northam Hall and the response to the actions identified in the Fire Risk Assessment. ONGOING			
<b>2</b>	Northam Hall works in response to the findings of the Fire Risk Assessment in December 2024	Work has commenced. Estimates for the ceiling work are being sought and grants researched. ONGOING	Estimates for the ceiling work are being sought and grants researched. ONGOING		
<b>3</b>	Present amended Finance Regulations to the Full Council at its Annual Meeting in May 2025		Amendments to be made. ONGOING	Adopted at the Annual Council Meeting on the 7 <sup>th</sup> May 2025 COMPLETE	
<b>4</b>	Include a review of the salary scales of the Maintenance Operatives			Referred to the HR committee. ONGOING	HR committee incorporated into this committee, included on the agenda. COMPLETE
<b>5</b>	Review the gas use at Northam Hall				Gas use was higher in the winter of 2024-25 than in the winter of 2023-24. Further investigations needed, to include looking back at older statements (in hard copy on file) and comparing use levels of the Hal and average temperatures of the winters. ONGOING

**Item 10 To note the Financial Regulations adopted at the Annual Meeting of the Council on 7<sup>th</sup> May 2025 attached under separate cover.**

## Clerk's report

**At 30<sup>th</sup> April 2025 (or according to the last available statement balance), the Council's balances were:**

Nationwide (Business 95-day saver)	£94,358.55	interest rate is 3.9%	General and Earmarked Reserves
Cambridge & Counties Bank (31-day)	£94,982.97	interest rate is 3.49%	Earmarked Reserves
Cambridge Building Society	£5,452.32	interest rate is 2.2%	Tennis Reserves
Petty Cash	£47.30		
Coop Bank (current account)	£380,197.54	no interest	Includes budgeted carry-over
Hinkley & Rugby Building Society	£5000.00	interest rate is 2.2%	holding account for general expenditure

**Total cash in hand** **£580,038.68**

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

**Recommendation: That the Council transfer £250,000 to its easy access account with Hinckley and Rugby Building Society, to take advantage of the interest that account would accrue.**

<b>Bank Reconciliation at 30/04/2025</b>			
	Cash in Hand 01/04/2025		327,410.06
	<b>ADD</b>		
	Receipts 01/04/2025 - 30/04/2025		337,994.74
			665,404.80
	<b>SUBTRACT</b>		
	Payments 01/04/2025 - 30/04/2025		85,366.12
<b>A</b>	<b>Cash in Hand 30/04/2025</b> (per Cash Book)		<b>580,038.68</b>
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	Cash in hand per Bank Statements		
	Petty Cash	30/04/2024	47.30
	Stripe (Tennis bookings)	30/04/2025	0.00
	Hinckley & Rugby Building Society	30/04/2025	5,000.00
	Cambridge and Counties Bank	30/04/2025	94,982.97
	Nationwide 95 day account	30/04/2025	94,358.55
	Cambridge Building Society (Tenni:	30/04/2025	5,452.32
	Northam Town Council	30/04/2025	380,197.54
			<b>580,038.68</b>
	Less unrepresented payments		
			580,038.68
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>580,038.68</b>
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	<b>A = B Checks out OK</b>		

## Payments

The Council made 134 payments in April 2025, totalling £82,305.18 (exVAT). A full list of these is presented on the following pages. There were 45 payments of £100 or more (exVAT). These include:

- £25,863.62 in payroll and associated staff costs
- £21,970.00 for a 2-wheel tractor and three tools (weeder/ sweeper and mower)
- £16,245.46 for a new Nextem ORCA electric truck (to replace HY16 UOL)
- £2006.00 retainer to the Council's legal advisors
- £1,390.41 PPL-PRS community music licence for Northam Hall
- £1,356.67 Civic Dinner
- £1,119.54 electrical work at Northam Hall
- £969.28 insurance premium increase following revised building valuations
- £839.99 annual bulb planting order (over 7,000 bulbs), for delivery September 2025
- £800.00 to clean Northam Hall (invoices for March and April)
- £588.00 annual service contract for the CPT
- £515 for the compares of the May Fair 2025
- £480.88 for gas to heat Northam Hall
- £470.00 for the Northam Neighbourhood Plan website design
- £456.04 for electricity at Northam Hall
- £455.00 to clean the CPT & community centre toilet (monthly fee)
- £427.60 monthly room rental at the Town Hall
- £380.00 four cherry trees for Anchor Park
- £349.95 PAT Tester
- £195.00 PAT training (one staff)
- £330.00 May Fair 2025 entertainment
- £320.25 advert for Maintenance Operative in local paper
- £284.70 monthly IT contract
- £281.67 2 x Li-on 12v 'leisure' batteries for watering
- £224.00 May Fair 2025 dignitaries' lunch
- £221.66 Truck and mower fuel
- £204.00 Chptr 8 training (2 staff)
- £190.00 map updates for neighbourhood plan
- £338.50 copier fees and charges (£186.01 and £152.49)
- £175.00 Northam TC roller banner
- £175.47 stock for May Fair 2025 (diner)
- £168.00 green waste emptying - TDC
- £168.00 footpath surfacing
- £164.50 'dogs on leads' and 'pick up after your dog' 'max fine £1,000' signs (15 of)
- £139.00 600L tank for watering
- £136.05 stationery
- £130.00 annual alarm maintenance (Northam Hall)
- £114.00 water bill (Northam Hall)

**Recommendation: The above and below listed payments are approved.**

Voucher	Date	Net	VAT	Gross	Description	Supplier	Minute
10	01.04.2025	£56.53	£11.31	£67.84	Tools	Selectamark Security Systems Plc	
11	01.04.2025	£4.17	£0.83	£5.00	Mobile Phone - IR	Lebara	
21	01.04.2025	£427.60	£0.00	£427.60	Room rental	Torrige District Council	
23	01.04.2025	£21,970.00	£4,394.00	£26,364.00	Equipment	Vincent's	
24	01.04.2025	£42.32	£8.47	£50.79	Copier Charges	Baytek	
25	01.04.2025	£190.00	£38.00	£228.00	Computer and software	Pear Mapping	
26	01.04.2025	£16,245.46	£3,249.09	£19,494.55	Purchase of vehicle	JLC EV	
27	01.04.2025	£2,282.03	£0.00	£2,282.03	Nest March 2025 Payment	Nest	
28	01.04.2025	£1,390.41	£278.08	£1,668.49	Music Licence	PPL	
29	01.04.2025	£515.00	£103.00	£618.00	May Fair 2025	Pro Sound solutions	
30	01.04.2025	£400.00	£0.00	£400.00	Cleaning Northam Hall	Beth's Cleaning	
31	01.04.2025	£330.00	£0.00	£330.00	May Fair 2025	Sparx Entertainment Ltd	
32	01.04.2025	£175.00	£35.00	£210.00	Banners	Matrix	
33	01.04.2025	£165.00	£33.00	£198.00	Payroll	DCK Payroll Solutions Ltd	
34	01.04.2025	£110.25	£0.00	£110.25	Expenses	Ian Rawle	
35	01.04.2025	£66.95	£13.39	£80.34	Topsoil	Tamar Trading	
36	01.04.2025	£50.50	£10.10	£60.60	Electrical work	Ashton Electrical	
37	01.04.2025	£16.65	£3.33	£19.98	Concrete for posts	Tamar Trading	
38	01.04.2025	£9.94	£1.99	£11.93	Tools	Tamar Trading	
39	01.04.2025	£2.48	£0.50	£2.98	Nails and Screws	Tamar Trading	
41	01.04.2025	£15.21	£0.00	£15.21	Stripe fees	stripe	
43	01.04.2025	£1.16	£0.00	£1.16	Square fees	Square UK	
128	01.04.2025	£1.35	£0.00	£1.35	Refreshments	Costcutters	
129	01.04.2025	£1.35	£0.00	£1.35	Refreshments	Costcutters	
130	01.04.2025	£39.76	£1.99	£41.75	Equipment	Morrisons Bideford Service Station	
2	02.04.2025	£47.19	£9.44	£56.63	Telephone system	VC Warehouse	
3	02.04.2025	£17.13	£3.43	£20.56	Stationery	Amazon	
4	02.04.2025	£9.10	£0.00	£9.10	Crowns and capes Mayfair	Amazon	

6	02.04.2025	£14.15	£2.83	£16.98	Crowns and capes Mayfair	Amazon	
7	02.04.2025	£3.12	£0.63	£3.75	Crowns and capes Mayfair	Amazon	
8	02.04.2025	£168.00	£0.00	£168.00	Stickers	Torrige District Council	
42	02.04.2025	£1.34	£0.00	£1.34	Square fees	Square UK	
5	03.04.2025	£14.66	£2.93	£17.59	Trophies for May Fair	Amazon	
9	03.04.2025	£4.17	£0.83	£5.00	Mobile Phone - CW	Lebara	
20	03.04.2025	£186.01	£0.00	£186.01	Photocopier lease	Grenkeleasing Ltd	
1	04.04.2025	£14.98	£3.00	£17.98	Fixings	Amazon	
12	04.04.2025	£130.00	£26.00	£156.00	Alarm maintenance	M and E Alarms	
13	04.04.2025	£588.00	£117.60	£705.60	CPT Service Contract	Astor Bannerman	
14	04.04.2025	£284.70	£56.94	£341.64	IT contract	cloudy IT	
15	04.04.2025	£204.00	£0.00	£204.00	Training	Corserv	
16	04.04.2025	£136.05	£27.21	£163.26	Stationery	Just Office LTD	
17	04.04.2025	£70.73	£14.15	£84.88	Toilet rolls paper towels	safety supplies direct	
19	04.04.2025	£456.04	£23.87	£479.91	Electricity Account	Octopus	
18	07.04.2025	£61.67	£12.33	£74.00	Wifi N Hall	BT	
40	07.04.2025	-£7,234.22	£0.00	-£7,234.22	Vat refund	HMRC	
44	07.04.2025	£281.67	£56.33	£338.00	Battery	Amazon	
126	07.04.2025	£0.87	£0.00	£0.87	Postages	Post Office	
22	08.04.2025	£969.28	£0.00	£969.28	Insurance	hiscox	2405/027
45	09.04.2025	£68.14	£3.41	£71.55	Electricity Account	Octopus	
47	09.04.2025	£1.63	£0.00	£1.63	Square fees	Square UK	
48	09.04.2025	£1.19	£0.00	£1.19	Square fees	Square UK	
46	10.04.2025	£72.66	£3.63	£76.29	Electricity - Pavilion	Octopus	
50	11.04.2025	£0.94	£0.00	£0.94	Square fees	Square UK	
51	11.04.2025	£0.30	£0.00	£0.30	Square fees	Square UK	
52	11.04.2025	£2.25	£0.00	£2.25	Square fees	Square UK	
53	11.04.2025	£2.25	£0.00	£2.25	Square fees	Square UK	
54	12.04.2025	£8.33	£0.00	£8.33	Square fees	Square UK	

49	13.04.2025	£480.88	£24.04	£504.92	Gas Account	British gas lite	
68	14.04.2025	£4.17	£0.83	£5.00	Mobile Phone - TT	Lebara	
75	14.04.2025	£6.75	£0.00	£6.75	Square fees	Square UK	
127	14.04.2025	£1.35	£0.00	£1.35	Refreshments	Costcutters	
55	15.04.2025	£114.00	£0.00	£114.00	Water bill	South West Water	
56	15.04.2025	£28.50	£0.00	£28.50	Water bill	source for business	
57	15.04.2025	£221.66	£44.34	£266.00	Fuel	FuelGenie	
58	15.04.2025	£2.25	£0.00	£2.25	Square fees	Square UK	
59	15.04.2025	£2.25	£0.00	£2.25	Square fees	Square UK	
60	15.04.2025	£380.00	£76.00	£456.00	Plants	albion plants	
61	15.04.2025	£28.17	£5.63	£33.80	Contra Roberts Cleaning	Roberts cleaning	
62	15.04.2025	£40.00	£8.00	£48.00	Boat park stickers	Mimick Signs	
63	15.04.2025	£60.00	£0.00	£60.00	Donation	Children's Hospice South West	2501/531
64	15.04.2025	£470.00	£0.00	£470.00	Neighbourhood Plan Website design	GFIVEDESIGN	
65	15.04.2025	£455.00	£91.00	£546.00	Cleaning CPT	Roberts cleaning	
66	15.04.2025	£1,119.54	£223.91	£1,343.45	Electrical work	Ashton Electrical	
67	15.04.2025	£5,997.73	£0.00	£5,997.73	HMRC PAYE	HMRC	
69	16.04.2025	£2.25	£0.00	£2.25	Square fees	Square UK	
70	16.04.2025	£4.73	£0.00	£4.73	Square fees	Square UK	
71	16.04.2025	£24.85	£0.00	£24.85	Vehicle insurance	James Hallam	
72	16.04.2025	£1,356.67	£271.33	£1,628.00	Mayor's Charity event	Durrant House Hotel	
73	16.04.2025	£11.56	£2.31	£13.87	Padlocks	Tamar Trading	
74	16.04.2025	£195.00	£39.00	£234.00	Training	TTS Training Sservices Ltd	
76	16.04.2025	£14.00	£0.00	£14.00	Land charges search	Land Registry	
77	17.04.2025	£15,237.33	£0.00	£15,237.33	Salaries	DCK Payroll Solutions Ltd	
78	17.04.2025	£168.00	£33.60	£201.60	Footpath work	Evans Transport Ltd	
79	17.04.2025	£70.00	£14.00	£84.00	Training	SLCC	
80	17.04.2025	£224.00	£44.80	£268.80	May Fair Lunch	Market Street Kitchen	



81	22.04.2025	£1.19	£0.00	£1.19	Square fees	Square UK	
82	22.04.2025	£1.19	£0.00	£1.19	Square fees	Square UK	
83	22.04.2025	£2.30	£0.00	£2.30	Square fees	Square UK	
84	22.04.2025	£6.75	£0.00	£6.75	Square fees	Square UK	
124	22.04.2025	£1.25	£0.00	£1.25	Refreshments	Bideford Service Station	
125	22.04.2025	£2.34	£0.46	£2.80	Equipment	Bideford Service Station	
85	23.04.2025	£19.47	£3.89	£23.36	Internet	Talk talk business	
86	23.04.2025	£18.50	£3.70	£22.20	Alarm maintenance	M and E Alarms	
87	23.04.2025	£21.84	£4.37	£26.21	Stock	Tamar Trading	
88	23.04.2025	£2,071.28	£0.00	£2,071.28	Pensions	Nest	2412/455
89	23.04.2025	£46.80	£0.00	£46.80	Expenses	Rob Griffey	
91	23.04.2025	£0.60	£0.00	£0.60	Square fees	Square UK	
92	23.04.2025	£3.15	£0.00	£3.15	Square fees	Square UK	
93	23.04.2025	£2.25	£0.00	£2.25	Square fees	Square UK	
123	23.04.2025	£4.08	£0.00	£4.08	Refreshments	Northam news	
90	24.04.2025	£6.25	£1.25	£7.50	Mobile Phone	Talk mobile	
94	24.04.2025	£1.00	£0.00	£1.00	Test Card Payment	Northam Town Council	
95	24.04.2025	£4.17	£0.83	£5.00	Mobile Phone - GL	Lebara	
96	24.04.2025	£8.75	£1.75	£10.50	Safety Signs	Amazon	
97	24.04.2025	£7.35	£0.00	£7.35	Square fees	Square UK	
98	24.04.2025	£0.02	£0.00	£0.02	Square fees	Square UK	
101	25.04.2025	£38.32	£7.66	£45.98	Chain Barrier	Amazon	
102	25.04.2025	£16.66	£3.33	£19.99	Notice Boards	Amazon	
103	25.04.2025	£12.49	£2.50	£14.99	Safety Signs	Amazon	
99	27.04.2025	£1.50	£0.00	£1.50	Square fees	Square UK	
100	28.04.2025	£12.38	£0.00	£12.38	Square fees	Square UK	
104	28.04.2025	£4.17	£0.83	£5.00	Mobile Phone - RG	Lebara	
122	28.04.2025	£1.35	£0.00	£1.35	Refreshments	Costcutters UK	
105	29.04.2025	£4.17	£0.83	£5.00	Mobile Phone - TA	Lebara	

106	29.04.2025	£4.99	£1.00	£5.99	Bolt Covers	Amazon
107	29.04.2025	£22.92	£0.00	£22.92	Membership Fee	SLCC
108	29.04.2025	£71.23	£14.25	£85.48	Water Pump	Amazon
109	29.04.2025	£839.99	£168.00	£1,007.99	Bulbs	boston bulbs
110	29.04.2025	£0.30	£0.00	£0.30	Square fees	Square UK
111	29.04.2025	£0.30	£0.00	£0.30	Square fees	Square UK
112	29.04.2025	£164.50	£32.90	£197.40	Signs	JPS Online
113	30.04.2025	£57.65	£7.35	£65.00	May Fair 2025	Morrisons
114	30.04.2025	£139.00	£27.80	£166.80	Container	ACJ Packaging Solutions T/A Recontainers Direct
115	30.04.2025	£20.00	£0.00	£20.00	May Fair 2025	Whitewash Dog Grooming
116	30.04.2025	£16.84	£3.37	£20.21	Notice Boards	Tamar Trading
117	30.04.2025	£58.60	£0.00	£58.60	MOT	Paul Blackmore Motor Repairs
118	30.04.2025	£50.39	£10.08	£60.47	Stationery	Just Office LTD
119	30.04.2025	£400.00	£0.00	£400.00	Cleaning Northam Hall	Beth's Cleaning
120	30.04.2025	£349.95	£69.99	£419.94	Pat Tester	CeF
121	30.04.2025	£170.47	£7.84	£178.31	May Fair 2025	Bookers
131	30.04.2025	£2,006.00	£401.20	£2,407.20	Legal Advice Service	Tozers
132	30.04.2025	£320.25	£64.05	£384.30	Advertisement	Torbay Media
133	30.04.2025	£152.49	£30.50	£182.99	IT contract	Baytek
134	30.04.2025	£87.43	£0.00	£87.43	Insurance	Gallagher

**Receipts:** In April 2025, the Council received 59 payments, totalling £14,345.24 detailed below. The Council also received £7,234.22 back from HRMC for VAT and the first of two precept payments of £322,168.50

Voucher	Date	Net	Detail
1	01.04.2025	£250.00	Tennis Receipts
2	02.04.2025	£53.75	Northam Hall
3	01.04.2025	£55.00	Boat park permit
4	10.04.2025	£65.31	Hall Hire
5	09.04.2025	£47.50	Hall Hire
6	14.04.2025	£50.00	Hall Hire
7	14.04.2025	£50.00	Hall Hire
8	12.04.2025	£56.25	Hall Hire
9	12.04.2025	£120.00	Hall Hire
10	12.04.2025	£50.00	Hall Hire
11	12.04.2025	£25.00	Hall Hire
12	12.04.2025	£60.00	Hall Hire
13	11.04.2025	£37.50	Northam Hall
14	11.04.2025	£12.00	May Fair 2025
15	11.04.2025	£90.00	Mayor's Charity event
16	11.04.2025	£90.00	Mayor's Charity event
17	12.04.2025	£360.00	Mayor's Charity event
18	11.04.2025	£150.00	Hall Hire
19	11.04.2025	£80.00	Hall Hire
20	11.04.2025	£25.00	Hall Hire
21	02.04.2025	£250.00	Mayor's Charity event
22	07.04.2025	£40.00	Hall Hire
23	14.04.2025	£270.00	Mayor's Charity event
24	15.04.2025	£90.00	Mayor's Charity event
25	15.04.2025	£90.00	Mayor's Charity event
26	16.04.2025	£100.00	Hall Hire

27	15.04.2025	£1,120.80	Postages
28	17.04.2025	£40.00	Hall Hire
29	17.04.2025	£90.00	Mayor's Charity event
30	17.04.2025	£90.00	Mayor's Charity event
31	16.04.2025	£25.00	Hall Hire
32	16.04.2025	£90.00	Mayor's Charity event
33	16.04.2025	£270.00	Mayor's Charity event
34	22.04.2025	£90.00	Hall Hire
35	22.04.2025	£47.50	Hall Hire
36	22.04.2025	£47.50	Hall Hire
37	22.04.2025	£37.50	Hall Hire
38	22.04.2025	£92.00	Hall Hire
39	22.04.2025	£270.00	Mayor's Charity event
40	17.04.2025	£135.00	Mayor's Charity event
41	23.04.2025	£90.00	Mayor's Charity event
42	24.04.2025	£350.00	DFSK HY16 UOL
43	23.04.2025	£37.50	Hall Hire
44	23.04.2025	£100.00	Hall Hire
45	23.04.2025	£24.00	May Fair 2025
46	23.04.2025	£180.00	Mayor's Charity event
47	23.04.2025	£90.00	Mayor's Charity event
48	24.04.2025	£1.00	Test Card Payment
49	22.04.2025	£48.75	Hall Hire
50	27.04.2025	£60.00	Hall Hire
51	28.04.2025	£705.00	Mayor's Charity event
52	28.04.2025	£12.00	May Fair 2025
53	28.04.2025	£45.00	Mayor's Charity event

54	28.04.2025	£7,000.00	Admin Expenses
55	30.04.2025	£322,168.50	Precept
56	29.04.2025	£12.00	May Fair 2025

57	29.04.2025	£12.00	May Fair 2025
59	30.04.2025	£293.40	Bank Interest
65	30.04.2025	£271.98	Bank Interest

### Tennis courts:

The gross volume of sales in April 2025 was £820.00. After fees, the Council has received £769.21. Eleven were annual membership passes (new and renewals) at £35 each. The remainder of the sales were casual courts bookings at £5/crt/hr. The LTA expect the Council to earmark approximately £3,600 per year for 15 years (index linked) to meet the costs of court maintenance and refurbishment.

### Petty Cash:

A screen shot of the petty cash cashbook is presented to the right showing the items on which the Council has spent petty cash.

The financial regulations seek to maintain a balance of £100 in Petty Cash.

Details					Income			Expenditure						Balance at start of FY	
Date	Trans action	Description	Ref	Scribe No	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refresh ments	Maint enance	Office expenses	Total out	£	13.45
1.4.25	3	Cash withdrawal	-	-	90.00		90.00						0.00		103.45
26.3.25	1	Refreshments	PC25-26.1	130			0.00			1.35			1.35		102.10
26.3.25	2	Propane gas (weedburner)	PC25-26.2	129			0.00	1.99			39.76		41.75		60.35
1.4.25	4	Refreshments	PC25-26.3	128			0.00			1.35			1.35		59.00
14.4.25	5	Refreshments	PC25-26.4	127			0.00			1.35			1.35		57.65
7.4.25	6	Postage	PC25-26.5	126			0.00					0.87	0.87		56.78
22.4.25	7	Refreshments	PC25-26.6	124			0.00			1.25			1.25		55.53
		Fuses		125			0.00	0.46			2.34		2.80		52.73
23.4.25	8	Refreshments	PC25-26.7	123			0.00			4.08			4.08		48.65
28.4.25	9	Refreshments	PC25-26.8	122			0.00			1.35			1.35		47.30

### **May Fair 2025:**

Income: £4,010 (including a grant from the County Councillor for May Poles, the 'Diner' made £375, adverts £1,530 and stalls £1,085)

Expenditure: £6,367, the largest single cost was printing the brochure at £1,690.

### **The May Fair cost the Council £2,358.**

The estimated staff cost (if all were to be paid as overtime at the appropriate rates) would be £1,680.

The budget for 2024-25 was £10,000 and for 2025-26 is £7,500

As requested by the May Fair working group and approved by the Council, bacon was cooked and bacon rolls sold by the Council staff at the May Fair. Staff had been suitably trained, so the practice had resumed, having not been part of the offer in 2024 as no staff were trained. It transpired that the kitchen at the Community Centre does not have a frying pan in which to cook the bacon. Two members of staff lent the Council frying pans from their homes on the day but it remained insufficient to cook the quantity of bacon required.

**Recommendation: Consider purchasing a catering quality electric griddle (738 x 330mm surface), with two heat zones on which to cook and keep food warm. This could be used for other events (powered by the mains or a generator if necessary). The cost would be approximately £350 (exVAT plus delivery).**

### **Mayors Charity 2024-25:**

The total raised for the Mayor's identified charity in 2024-25 (RNLI Appledore) was:

Ceilidh: £1,213.82

Civic Dinner and donations to end April 2025:

£3,790.85 (including the balance of the civic dinner budget for 2024-25 of £2,532.88)

Donations received since:

£25

**Total raised: £5,029.67**

The estimated staff cost (if all were to be paid as overtime at the appropriate rates) would be £592.

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## **12 To consider the Council's approach to Human Resource and Health and Safety support**

The Council's contract with its current Human Resources and Health and Safety provider is due to end in June 2025, the end point of a three-year contract.

The committee had asked the Clerk to research other similar providers and seek like-for-like quotations and was specifically asked to approach South West Councils.

The Clerk approached the Council's current provider, a similar sector competitor and South West Councils.

The Clerk notes that South West Council's offer is not similar to the specialist HR and H&S advice companies. South West Council does not offer an H&S advice service. South West

Councils requires the Town Council to pay an annual membership fee (current £525 plus £150 joining fee). For that, South West Councils provide:

*a range of services at no further cost, including the opportunity to seek advice or guidance from us about:*

- *Individual staffing issues;*
- *Pay rates and allowances;*
- *Terms and conditions of employment;*
- *Employment law and good personnel/industrial relations practice*
- *South West Jobs*

*We can provide you with examples of policies on a wide range of personnel issues and/or advise you on elements of your own policies. You will receive circulars and newsletters which share information and best practice and update you on industrial relations matters.*

*In addition, we can provide a range of more tailored services. These services are charged for individually at a discounted rate for members and our fees are very competitive, reflecting our not-for-profit status. As a result, our assistance is sought regularly by organisations like your own. These services include:*

- *Reviews of salaries and allowances for staff;*
- *Pre-Tribunal Conciliation;*
- *Investigations relating to disciplinary or grievance cases;*
- *Coaching and Mentoring*

*We also provide a wide range of learning and development services at discounted member rates, and we can also provide in-house training tailored to your organisation's specific needs.*

South West Councils do not offer a Health & Safety advice service.

The Town Clerk has approached two sector colleagues that have recently used South West Council's service, with mixed feedback.

The Town Clerk also approached Peninsular, a provider that covers both HR and H&S.

Below is a brief description of the 4 main services that Peninsula currently provides to local councils & businesses:

- *Documentation – documentation that is tailored to your needs; e.g. Contracts of Employment for different roles, Employee Handbooks, Disciplinary documentation, etc.*
- *Advice – 24/7/365 advice line where you can speak with our team of experts to guide you through any HR issues you face – ensuring you stay compliant through staff issues, such as poor conduct, disagreements, flexible working, lateness, accidents in the workplace, etc.*
- *Software – award-winning staff management software; allows you to store the previously mentioned Documentation, as well as managing your rotas, holidays, absences, and more. Included also is e-learning to train yourself and your staff on HR matters*
- *Insurance – optional legal insurance that covers you for up to £200,000 per event (legal fees and certain awards)*

The Peninsular proposal is attached as a confidential report. Their pricing is per month and varies depending on how long the contract is for and is presented on page 12 of the report, for a comparative cost with Worknest, Peninsular would charge £444/month for a 36-month contract. The Town Clerk has approached a sector colleague that uses Peninsular, with positive feedback.

Finally, the Clerk also approached the Council's current provider, Worknest. Their proposal is attached as a confidential report, for a comparative cost with Peninsular, Worknest have quoted cost of a 3-year contract is £3,039/year for a 3-year contract. The Council has used this

service for a number of years, since before the current 3-year contract. The Council's Parks & Buildings Manager has engaged with the Health & Safety software and is managing operational and fire risk assessments through that portal. The Town Clerk has approached a sector colleague that uses Worknest, with positive feedback.

Conclusion. The Clerk does not consider South West Councils offer a service that is comparable to the other two providers, specifically lacking the Health & Safety advice and legal (tribunal) insurance elements of the service.

**The Clerk therefore recommends that: the committee consider which proposal to move forward with, Peninsular or Worknest.**

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**13 To receive an update on the recruitment of a Maintenance Operative**

The post was advertised for four weeks online and noticeboards and for two weeks in local press.

The post was advertised with a refreshed job description and scale points, as advised by the Worknest advisor in 2024.

The Council received 11 applications, of which 4 were shortlisted. Interviews were to take place on the 14<sup>th</sup> and 19<sup>th</sup> of May 2025.

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**14 To consider purchasing an additional page in the Link monthly magazine**

To engage more with the local community and celebrate the Council's work, members have asked if there could be more newsletters produced. The Council and community favour hard copy newsletters and the Clerk notes that The Link magazine is published and distributed across the majority of the area each month.

The Council has a page in the Link already (A5-size). Historically it has been used by the Mayor to engage with the community. More recently, the Town Clerk (and previously the Deputy Town Clerk) have drafted the entry for inclusion. By doing this, the Clerk has noted how limiting the space is if the Council wants to present information to the community in more depth. The Clerk has been quoted for an additional page in The Link magazine at £200 per month, for a 12-month insertion.

The last large-format booklet newsletter that the Council (in 2023) produced cost over £4,700 to print and distribute. In anticipation of at least one such newsletter in 2025-26, the Council has budgeted £7,500. It is hoped that this would cover the cost of one large-format booklet and a year's additional insert in The Link for the year.

**Recommendation: A large-format booklet is produced in the summer and a more detailed article included in The Link magazine each month.**

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**15 To consider subscribing to the *Civicy* portal for asset mapping and management (confidential proposal attached)**

The Council has asked for a more detailed understanding of its assets and their management. Linked to the #Council's finance software provider, Scribe, is a package called *Civicy*. This package offers:

- **Asset Management:** Enables adding, modifying, and deleting assets with categorisation, condition status, photo, description, notes and recording key dates and financial details.

- **Mapping:** Provides a visual, interactive map showing asset locations, types, and other critical data.
- **Real-time Dashboard:** Displays key metrics e.g. asset locations, numbers, values, conditions, upcoming maintenance, and financial information).

The package links to Scribe, where the Council can convert the detail of assets purchased or acquired into assets, which feed directly into the *Civicly* programme.

Civicly would be an additional software cost of £335 per month (£4020/YEAR\_), the Council has the on-boarding fee waived as a long-time user of the related Scribe software. Detail of the package is in the attached confidential proposal.

**Recommendation: That the Council sign up to the *Civicly* platform, using the £2,000 earmark for ICT improvements and part of the general projects fund to meet the cost in 2025-26.**

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***To be held in confidential session:***

**16 To consider a review of the Salary Scales of the Maintenance Operatives**

A confidential report is attached.

**17 To receive and sign the payroll information sheet for submission, considering overtime claimed**

A confidential report is attached.