



NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

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

Telephone: 01237/474976

admin@northamtowncouncil.gov.uk

www.northamtowncouncil.gov.uk

Please scan QR code for the Council's website



To all members of the Council:

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

Wednesday 11th June 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: 3rd June 2025

AGENDA

- 1 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)** *All apologies must be notified to the Town Council offices by 5pm on the day of the meeting.*
 - 2 Chair's announcements**
 - 3 To receive any dispensations and disclosable pecuniary or other interests** *Members are reminded that all interests must be declared prior to the item being discussed.*
 - 4 To agree the agenda as published.**
 - 5 To consider the minutes of the Finance committee held on the 14th May 2025 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** (p4-12)
 - 9 To consider a request from AirBand for wayleave on a parcel of Council-owned land** (p13-14 and confidential paper enclosed)
 - 10 To consider the draft Financial Risk Assessment for the Council (2025-26)** (p15 and enclosed)
 - 11 To receive the draft Annual Governance and Accountability Return 2024-25** (p15-16)
 - 12 To receive an update on the recruitment of Maintenance Operatives** (p16)
- To be held in confidential session:***
- 13 To receive and sign the payroll information sheet for submission, considering overtime claimed** (confidential report)

Item 7 To receive an update on the actions

	Action	February 2025	March 2025	April 2025	May 2025
1	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 (Torridge 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			
2	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		
3	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 th May 2025 COMPLETE	
4	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
5	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 8 To consider the Clerk's report and approve, by resolution, the payments as listed At 30th May 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 3.69%	General and Earmarked Reserves
Cambridge & Counties Bank (31-day)	£94,982.97	interest rate is 3.25%	Earmarked Reserves
Cambridge Building Society	£5,452.32	interest rate is 2.15%	Tennis Reserves
Petty Cash	£103.95		
Coop Bank (current account)	£117391.51	no interest	Includes budgeted carry-over
Hinkley & Rugby Building Society	£205,000.00	interest rate is 1.95%	holding account for general expenditure

Total cash in hand (SCRIBE) £517,289.30

Note: the maximum daily payment from the Coop Bank is £100,000 (made by phone call). The balance of the resolved £250,000 transfer will be made by the date of this meeting, as two payments of £25,000 each (maximum by BACS).

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

3 June 2025 (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)

A	Bank Reconciliation at 30/05/2025		
	Cash in Hand 01/04/2025		327,410.06
	ADD Receipts 01/04/2025 - 30/05/2025		349,110.23
	SUBTRACT Payments 01/04/2025 - 30/05/2025		676,520.29 159,230.99
	Cash in Hand 30/05/2025 (per Cash Book)		517,289.30
B	Cash in hand per Bank Statements		
	Petty Cash 01/06/2025	103.95	
	Stripe (Tennis bookings) 30/05/2025	0.00	
	Hinckley & Rugby Building Society 30/05/2025	205,000.00	
	Cambridge and Counties Bank 30/05/2025	94,982.97	
	Nationwide 95 day account 30/05/2025	94,358.55	
	Cambridge Building Society (Tennis) 30/05/2025	5,452.32	
	Northam Town Council 30/05/2025	117,391.51	
			517,289.30
	Less unrepresented payments		
			517,289.30
	Plus unrepresented receipts		
	Adjusted Bank Balance		517,289.30
	A = B Checks out OK		

Payments

The Council made 144 payments in May 2025, totalling £64,490.12 (exVAT). A full list of these is presented on the following pages. There were 72 payments of £100 or more (exVAT). These include:

Net	Description	Net	Description
£15,429.38	Salaries	£400.00	Grant
£6,332.00	Fencing – Lords Meadow	£350.00	Grant
£5,468.49	HMRC PAYE	£320.47	Equipment
£2,354.62	Northam Hall	£300.00	Grant
£2,193.60	Vehicle insurance	£300.00	Grant
£2,076.55	Pensions	£300.00	Grant
£1,981.46	DALC Membership Fee	£300.00	Grant
£1,000.00	Grant	£300.00	Grant
£969.28	Insurance (general – monthly payment)	£295.95	Insurance
£750.00	Grant	£284.70	IT contract
£750.00	Grant	£255.30	Marquee (3mx3m)
£750.00	Grant	£250.00	Grant
£750.00	Grant	£250.00	Grant
£750.00	Grant	£250.00	Grant
£750.00	Grant	£250.00	Grant
£750.00	Grant	£250.00	Grant
£750.00	Grant	£250.00	Grant
£750.00	Grant	£240.27	Gas Account (Northam Hall)
£750.00	Grant	£205.75	Fuel
£738.75	Grant	£204.40	Payroll Admin
£618.00	Grant	£200.00	Advertisement - recruitment
£520.07	Insurance (Engineering)	£175.09	Van Hire – move planters
£500.00	Grant	£175.00	Asbestos Survey
£500.00	Grant	£143.85	Membership Fee Rural Services Network
£500.00	Grant	£140.00	Toilet Hire (tennis)
£500.00	Grant	£131.10	Topsoil
£500.00	Grant	£129.90	Subscriptions (Zoom)
£500.00	Grant	£125.10	Expenses (GL – travel)
£500.00	Grant	£125.00	Entertainment (Tennis)
£500.00	Grant	£125.00	Entertainment (Mayor's Introduction)
£500.00	Grant	£120.00	Training (CW – ILCA)
£500.00	Grant	£114.00	Water bill (Northam Hall)
£500.00	Grant	£104.49	Equipment
£500.00	Grant		
£500.00	Grant		
£500.00	Grant		
£500.00	Grant		
£500.00	Grant		
£500.00	Grant		
£455.00	Cleaning CPT		
£427.60	Room rental		

Recommendation: The above and below listed payments are approved.

Voucher No	Date	Net	VAT	Total	Description	Supplier	Minute No
280	30.05.2025	£14.00	£0.00	£14.00	Land charges search	Land Registry	
277	22.05.2025	£1.39	£0.00	£1.39	Refreshments	Costcutters	
276	21.05.2025	£7.35	£1.47	£8.82	Fuel	Morrisons Bideford Service Station	
275	22.05.2025	£4.99	£1.00	£5.99	Plants	BJ's Value Stores	
274	19.05.2025	£1.39	£0.00	£1.39	Refreshments	Northam news	
273	12.05.2025	£1.39	£0.00	£1.39	Refreshments	Costcutters	
272	07.05.2025	£1.49	£0.00	£1.49	Refreshments	Costcutters	
271	06.05.2025	£1.39	£0.00	£1.39	Refreshments	Costcutters	
270	03.05.2025	£1.24	£0.25	£1.49	May Fair 2025	Costcutters	
269	29.05.2025	£120.00	£24.00	£144.00	Training	SLCC	
268	29.05.2025	£4.17	£0.83	£5.00	Mobile Phone - TA	Lebara	
267	29.05.2025	£2,076.55	£0.00	£2,076.55	Pensions	Nest	
266	28.05.2025	£4.17	£0.83	£5.00	Mobile Phone - RG	Lebara	
265	28.05.2025	£255.30	£51.06	£306.36	Marquee	Gala tents	
264	28.05.2025	£0.50	£0.00	£0.50	Square fees	Square UK	
263	28.05.2025	£0.75	£0.00	£0.75	Square fees	Square UK	
262	28.05.2025	£0.78	£0.00	£0.78	Square fees	Square UK	
261	28.05.2025	£1.23	£0.00	£1.23	Square fees	Square UK	
260	28.05.2025	£125.00	£0.00	£125.00	Entertainment	Appledore Band	
259	27.05.2025	£520.07	£0.00	£520.07	Insurance	Gallagher	
258	27.05.2025	£89.02	£17.80	£106.82	Equipment	RGB	
257	27.05.2025	£204.40	£40.88	£245.28	Payroll	DCK Payroll Solutions Ltd	
256	27.05.2025	£175.00	£35.00	£210.00	Asbestos Survey	Active Asbestos Management	
255	27.05.2025	£125.10	£0.00	£125.10	Expenses	Guy Langton	
254	27.05.2025	£55.60	£11.12	£66.72	Uniform / PPE	safety supplies direct	
253	27.05.2025	£30.87	£6.17	£37.04	Flooring protector	Tamar Trading	
252	27.05.2025	£22.20	£4.44	£26.64	Concrete for posts	Tamar Trading	
251	27.05.2025	£4.17	£0.83	£5.00	Mobile Phone - GL	Lebara	

250	26.05.2025	£47.35	£2.37	£49.72	Electricity Account	Octopus
249	26.05.2025	£6.25	£1.25	£7.50	Mobile Phone	Talk mobile
248	23.05.2025	£0.35	£0.00	£0.35	Square fees	Square UK
247	23.05.2025	£44.99	£9.00	£53.99	Plants	Boston Seeds
246	22.05.2025	£0.35	£0.00	£0.35	Square fees	Square UK
245	21.05.2025	£140.00	£28.00	£168.00	Toilet Hire	local toilet hire
244	19.05.2025	£175.09	£35.02	£210.11	Van Hire	National Tool Hire Ltd
243	19.05.2025	£23.12	£4.62	£27.74	Fixings (Twinning hangings)	BJ's Value Stores
242	19.05.2025	£18.99	£3.80	£22.79	Fixings (Twinning hangings)	Blanchards Home Hardware
241	19.05.2025	£13.22	£2.65	£15.87	Fixings	Amazon
240	14.05.2025	£91.67	£18.33	£110.00	Van Hire	Tarka Van Hire
239	16.05.2025	£76.55	£15.31	£91.86	Banners	Vistaprint
238	16.05.2025	£295.95	£0.00	£295.95	Insurance	driver guardian
237	20.05.2025	£320.47	£64.10	£384.57	Equipment	Nisbets
236	19.05.2025	£0.22	£0.00	£0.22	Square fees	Square UK
235	19.05.2025	£30.00	£0.00	£30.00	Photos	Graham Hobbs
234	19.05.2025	£20.00	£4.00	£24.00	Mower Repair	Kirkham Tyres Ltd
233	19.05.2025	£125.00	£0.00	£125.00	Entertainment	Appledore Band
232	19.05.2025	£55.60	£11.12	£66.72	Uniforms	safety supplies direct
231	19.05.2025	£8.37	£1.67	£10.04	Equipment	RGB
230	19.05.2025	£30.38	£6.08	£36.46	Equipment	RGB
229	19.05.2025	£67.50	£13.50	£81.00	Top soil	Tamar Trading
228	19.05.2025	£67.50	£13.50	£81.00	Top soil	Tamar Trading
227	19.05.2025	£23.33	£4.67	£28.00	Top soil	Tamar Trading
226	19.05.2025	£15,429.38	£0.00	£15,429.38	Salaries	DCK Payroll Solutions Ltd
225	19.05.2025	£6.21	£1.24	£7.45	Equipment	Jewsons
224	19.05.2025	£5,468.49	£0.00	£5,468.49	HMRC PAYE	HMRC
223	20.05.2025	£19.47	£3.89	£23.36	Internet	Talk talk business
222	13.05.2025	£205.75	£41.15	£246.90	Fuel	FuelGenie

221	12.05.2025	£4.17	£0.83	£5.00	Mobile Phone - TT	Lebara	
220	16.05.2025	£7.91	£1.58	£9.49	Photo	Asda	
219	09.05.2025	£104.49	£0.00	£104.49	Equipment	Ebay	
218	09.05.2025	£5.43	£1.09	£6.52	Stock	Tamar Trading	
217	09.05.2025	£9.81	£1.96	£11.77	Equipment	RGB	
216	09.05.2025	£15.49	£3.10	£18.59	Equipment	Jewsons	
215	09.05.2025	£28.17	£5.63	£33.80	Contra Roberts Cleaning	Roberts cleaning	
214	09.05.2025	£131.10	£26.22	£157.32	Top soil	Tamar Trading	
213	09.05.2025	£143.85	£28.77	£172.62	Membership Fee	Rural Services Partnerships Ltd	
212	09.05.2025	£455.00	£91.00	£546.00	Cleaning CPT	Roberts cleaning	
211	09.05.2025	£1,981.46	£0.00	£1,981.46	Membership Fee	DALC	
210	12.05.2025	£60.00	£0.00	£60.00	Membership Fee	CPRE	
209	12.05.2025	£240.27	£12.01	£252.28	Gas Account	British gas lite	
208	12.05.2025	-£167.50	£0.00	-£167.50	Vehicle Tax Refund	DVLA	
207	13.05.2025	£5.32	£1.06	£6.38	Equipment	Amazon	
206	13.05.2025	£200.00	£40.00	£240.00	Advertisement	Link publications	
205	14.05.2025	£37.95	£7.59	£45.54	ICT	Amazon	
204	14.05.2025	£57.63	£11.53	£69.16	Notice Boards	Amazon	
203	15.05.2025	£6.66	£1.33	£7.99	Equipment	Amazon	
202	15.05.2025	£9.96	£1.99	£11.95	Equipment	Amazon	
201	15.05.2025	£114.00	£0.00	£114.00	Water bill	South West Water	
200	15.05.2025	£1.19	£0.00	£1.19	Square fees	Square UK	
199	19.05.2025	£1.81	£0.00	£1.81	Square fees	Square UK	
198	08.05.2025	£0.30	£0.00	£0.30	Square fees	Square UK	
197	09.05.2025	£67.31	£3.37	£70.68	Electricity - Pavilion	Octopus	
196	07.05.2025	£48.53	£9.71	£58.24	Telephone system	VC Warehouse	
195	08.05.2025	£65.62	£13.12	£78.74	Wifi N Hall	BT	
194	08.05.2025	£969.28	£0.00	£969.28	Insurance	hiscox	2405/027
193	06.05.2025	£70.00	£0.00	£70.00	Photos	Graham Hobbs	

192	06.05.2025	£6.91	£1.38	£8.29	Cleaning Northam Hall	Beth's Cleaning	
191	06.05.2025	£42.35	£8.47	£50.82	Equipment	Tamar Trading	
190	06.05.2025	£2,193.60	£0.00	£2,193.60	Vehicle insurance	James Hallam	
189	06.05.2025	£284.70	£56.94	£341.64	IT contract	cloudy IT	
188	06.05.2025	£97.65	£19.53	£117.18	Payroll	DCK Payroll Solutions Ltd	
187	06.05.2025	£6,332.00	£1,266.40	£7,598.40	Fencing	Alvian	
186	02.05.2025	£500.00	£0.00	£500.00	Grant	Westward Ho! Residents	
185	01.05.2025	£46.45	£0.00	£46.45	Stripe fees	stripe	
184	06.05.2025	£4.17	£0.83	£5.00	Mobile Phone - CW	Lebara	
183	02.05.2025	£10.00	£0.00	£10.00	Book Token	Walter Henry's Bookshop	
182	02.05.2025	£24.93	£0.00	£24.93	May Fair 2025	Aldi	
181	02.05.2025	£86.67	£17.33	£104.00	Play Inspection Kit	Online Playgrounds	
180	06.05.2025	£2,354.62	£0.00	£2,354.62	Northam Hall	PWLB	
179	06.05.2025	£1.38	£0.00	£1.38	Square fees	Square UK	
178	01.05.2025	£1,000.00	£0.00	£1,000.00	Grant	North Devon Record Office	2411/392
177	01.05.2025	£500.00	£0.00	£500.00	Grant	Appledore Visitors Association	2411/392
176	01.05.2025	£250.00	£0.00	£250.00	Grant	Westward Ho! Residents	2411/392
175	01.05.2025	£750.00	£0.00	£750.00	Grant	Appledore School	2411/392
174	01.05.2025	£750.00	£0.00	£750.00	Grant	Friend's of Northam Schools	2411/392
173	01.05.2025	£750.00	£0.00	£750.00	Grant	Westward Ho! Community Assoc (Kingsley Hall)	2411/392
172	01.05.2025	£750.00	£0.00	£750.00	Grant	Westward Ho! Men's Shed	2411/392
171	01.05.2025	£750.00	£0.00	£750.00	Grant	West Quay Fundraisers	2411/392
170	01.05.2025	£750.00	£0.00	£750.00	Grant	TorrAge	2411/392
169	01.05.2025	£750.00	£0.00	£750.00	Grant	Bideford Blues and Appledore junior FC	2411/392
168	01.05.2025	£750.00	£0.00	£750.00	Grant	Appledore Band	2411/392
167	01.05.2025	£738.75	£0.00	£738.75	Grant	Bideford, Littleham & Westward Ho! Cricket Club	2411/392
166	01.05.2025	£618.00	£0.00	£618.00	Grant	St Mary's Church	2411/392
165	01.05.2025	£500.00	£0.00	£500.00	Grant	Ilfracombe district transport assoc	2411/392

164	01.05.2025	£500.00	£0.00	£500.00	Grant	Appledore Football Club	2411/392
163	01.05.2025	£500.00	£0.00	£500.00	Grant	Westward Ho! Snooker Club	2411/392
162	01.05.2025	£500.00	£0.00	£500.00	Grant	Northam Methodist Church	2411/392
161	01.05.2025	£500.00	£0.00	£500.00	Grant	Torridge Elite Majorettes	2411/392
160	01.05.2025	£500.00	£0.00	£500.00	Grant	20 Sqd Bideford Air Training Corps	2411/392
159	01.05.2025	£500.00	£0.00	£500.00	Grant	Torridge pilot gig club	2411/392
158	01.05.2025	£500.00	£0.00	£500.00	Grant	Torridgeside Amateur Swimming Club	2411/392
157	01.05.2025	£0.00	£0.00	£0.00	Grant	Torridgeside Amateur Swimming Club	2411/392
156	01.05.2025	£500.00	£0.00	£500.00	Grant	Poppins	2411/392
155	01.05.2025	£500.00	£0.00	£500.00	Grant	1st Edgehill and Torridge Scout Group	2411/392
154	01.05.2025	£500.00	£0.00	£500.00	Grant	Libraries Unlimited	2411/392
153	01.05.2025	£500.00	£0.00	£500.00	Grant	Torridge Walk & Talk	2411/392
152	01.05.2025	£500.00	£0.00	£500.00	Grant	Appledore Baptist Church	2411/392
151	01.05.2025	£500.00	£0.00	£500.00	Grant	Torridge North, Mid & West Devon CAB	2411/392
150	01.05.2025	£400.00	£0.00	£400.00	Grant	North Devon Maritime Museum	2411/392
149	01.05.2025	£350.00	£0.00	£350.00	Grant	Bideford & District Community Archive	2411/392
148	01.05.2025	£300.00	£0.00	£300.00	Grant	Appledore Singers	2411/392
147	01.05.2025	£300.00	£0.00	£300.00	Grant	Tarka child contact centre	2411/392
146	01.05.2025	£300.00	£0.00	£300.00	Grant	Northam Twinning Association	2411/392
145	01.05.2025	£300.00	£0.00	£300.00	Grant	Steamship Freshspring Trust	2411/392
144	01.05.2025	£300.00	£0.00	£300.00	Grant	Bideford Music Club	2411/392
143	01.05.2025	£250.00	£0.00	£250.00	Grant	Appledore Maritime Players	2411/392
142	01.05.2025	£250.00	£0.00	£250.00	Grant	Appledore maritime heritage	2411/392
141	01.05.2025	£250.00	£0.00	£250.00	Grant	Appledore Music Festival	2411/392
140	01.05.2025	£250.00	£0.00	£250.00	Grant	Bideford Organ Club	2411/392
139	01.05.2025	£750.00	£0.00	£750.00	Grant	Appledore Hall Trust	2411/392
138	01.05.2025	£500.00	£0.00	£500.00	Grant	North Devon Surf Therapy	2411/392
137	01.05.2025	£427.60	£0.00	£427.60	Room rental	Torridge District Council	
136	01.05.2025	£129.90	£25.98	£155.88	Subscriptions	Zoom	

135	01.05.2025	£4.17	£0.83	£5.00	Mobile Phone - IR	Lebara
-----	------------	-------	-------	-------	-------------------	--------

Receipts: In May 2025, the Council received 37 payments, totalling £3,869.60 detailed below.

Voucher No	Date	NET	Detail
61	01.05.2025	£825.12	Tennis Receipts
68	08.05.2025	£663.00	Mayor's Charity event
71	09.05.2025	£337.60	May Fair 2025
78	15.05.2025	£200.00	Donation
67	07.05.2025	£162.50	Hall Hire
72	08.05.2025	£125.00	Hall Hire
80	14.05.2025	£125.00	Hall Hire
81	12.05.2025	£110.00	Hall Hire
77	16.05.2025	£100.00	Hall Hire
60	06.05.2025	£80.00	Hall Hire
75	19.05.2025	£80.00	Charity Ball Refund
58	06.05.2025	£77.70	May Fair 2025
88	24.05.2025	£77.50	Hall Hire
95	28.05.2025	£75.00	Hall Hire
62	01.05.2025	£72.50	Northam Hall
76	19.05.2025	£72.50	Hall Hire
89	28.05.2025	£58.33	Boat park permit
70	07.05.2025	£62.50	Hall Hire
64	01.05.2025	£60.00	Hall Hire
85	23.05.2025	£50.00	Hall Hire
63	01.05.2025	£47.50	Hall Hire
79	15.05.2025	£47.50	Hall Hire
66	06.05.2025	£40.00	Hall Hire
93	28.05.2025	£37.50	Hall Hire
94	28.05.2025	£37.50	Hall Hire
90	28.05.2025	£31.25	Hall Hire
91	28.05.2025	£30.00	Stalls for the opening of the tennis courts
69	07.05.2025	£25.00	Hall Hire
86	23.05.2025	£25.00	Donation
92	28.05.2025	£20.00	Stalls for the opening of the tennis courts
84	22.05.2025	£19.80	Allotment Tenancy
87	23.05.2025	£19.80	Allotment Tenancy
96	30.05.2025	£18.75	Hall Hire
97	30.05.2025	£18.75	Hall Hire
82	19.05.2025	£12.50	Hall Hire
83	19.05.2025	£12.50	Hall Hire
73	08.05.2025	£12.00	May Fair 2025

Tennis courts:

The gross volume of sales in May 2025 was £1,405. After fees, the Council has received £1,280.80. Since 1st April 2025, the Council has received £2,050.01 in tennis court fees.

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 below showing the items on which the Council has spent petty cash in May 2025.

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

Petty Cash		2025-26	Name:	Northam TC Petty Cash											
Details					Income			Expenditure						Balance at start of FY	
Date	Transaction	Description	Ref	Scribe No	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refreshments	Maintenance	Office expenses	Total out	£	13.45
1.5.25	10	Cash withdrawal	-	-	80.00		80.00						0.00		127.30
3.5.25	11	May King/Queen	PC25-26.9				0.00	0.25	1.24				1.49		125.81
6.5.25	12	Refreshments	PC25-26.10				0.00			1.39			1.39		124.42
7.5.25	13	Refreshments	PC25-26.11				0.00			1.49			1.49		122.93
12.5.25	14	Refreshments	PC25-26.12				0.00			1.39			1.39		121.54
19.5.25	15	Refreshments	PC25-26.13				0.00			1.39			1.39		120.15
21.5.25	16	Diesel	PC25-26.14				0.00	1.47			7.35		8.82		111.33
22.5.25	17	Plant food	PC25-26.15				0.00	1.00			4.99		5.99		105.34
22.5.25	18	Refreshments	PC25-26.16				0.00				1.39		1.39		103.95

Item 9 To consider a request from AirBand for wayleave on a parcel of Council-owned land

Airband have contacted the Town Clerk to request a Wayleave to complete their installation to a property on Kimberley Terrace, Kimberley Road, Northam, EX39 1NN.

Permission is requested to install a Telegraph Pole and lay approximately 20 metres of underground duct, and cables within, on land registered at HM Land registry as being under the proprietorship of Northam Town Council. (HM Land Registry Title: DN726082 – plan presented below).

The duct would be 450mm under the surface. The Town Clerk has notified Airband's agent that there is a sewage pipe running under the land (see the title plan overleaf).

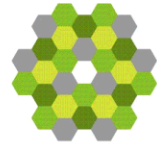


The Town Clerk has initially responded stating that the Finance Committee would need to consider such a request in the first instance and that any access to and wayleave over the Council's land would not be considered without financial or other recompense. The agent has put this initial response to Airband, no response had been received at the time of preparing this agenda.

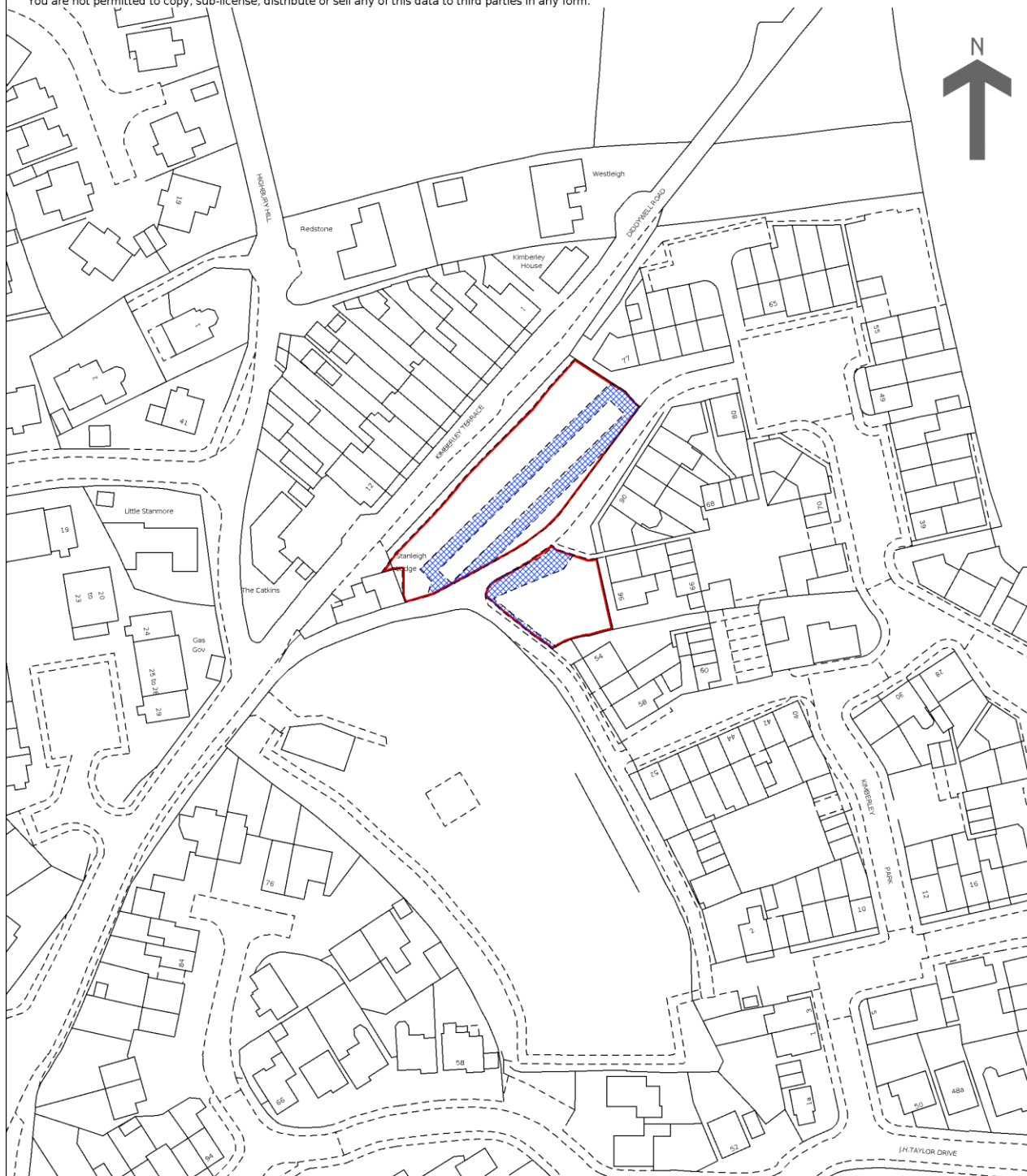
Recommendation: The Committee consider the request from Airband, the detail of which would follow.

HM Land Registry Current title plan

Title number **DN726082**
Ordnance Survey map reference **SS4529NW**
Scale **1:1250 enlarged from 1:2500**
Administrative area **Devon : Torridge**



© Crown copyright and database rights 2021 Ordnance Survey AC0000851063.
You are not permitted to copy, sub-license, distribute or sell any of this data to third parties in any form.



Item 10 To consider the draft Financial Risk Assessment for the Council (2025-26)

A Significant risk faced by any Parish/Town Council is not being able to deliver the activities or services expected by the community. Risk management is the process the Council may methodically address the risks associated with what it does and the services it provides.

The focus of the enclosed paper is to identify what may go wrong and identify reasonable and proportionate steps to avoid these or successfully manage the consequences. The community and others will have increased confidence in the Council's governance and ability to deliver its priorities. The risk register document has been produced to enable the Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

In conducting this exercise, the following approach was taken:

- Identify the areas to be reviewed
- Identify what the risk(s) may be
- Evaluate and record the management and control of the risk
- Review, assess and revise if required.

The enclosed document assesses the risk for each area of Council activity, covering:

- Finance and Management
- Council Assets
- Liabilities
- Council property.

Recommendation: The Committee review the Risk Register, making recommendations for amendments as appropriate. Should the Register be approved or require minimal amendment, then it may be referred to Full Council for adoption, or it may return to this committee for further review.

Item 11 To receive the draft Annual Governance and Accountability Return 2024-25

The draft AGAR, which is to be considered, approved and adopted at the June 2025 meeting of the Full Council, is described below and on the following pages.

The Town Clerk notes that the figures for 2023-24 have had to be restated. This is because of errors in the recording of items within the Scribe cashbook system. For clarity, the original figures and those for the preceding and last financial years are presented below.

	2023-24	2024-25	2024-25 RESTATE	2025-26	Differences	
IN						
balances	£ 294,543	£ 244,411	£ 244,411	£ 317,631		
1 carried	£ 294,543	£ 244,410	£ 244,411	£ 317,631	n/a	
2 precept	£ 393,800	£ 525,770	£ 525,770	£ 567,832	42062.00	8%
3 receipts	£ 115,230	£ 175,744	£ 175,461	£ 97,787	-77674.00	-44%
TOTAL	£ 803,573	£ 945,924	£ 945,642	£ 983,250		
OUT						
4 salary	£ 235,692	£ 273,683	£ 273,683	£ 286,211	12528.00	5%
5 loan repayments	£ 17,429	£ 17,120	£ 16,833	£ 16,811	-22.00	0%
6 payments	£ 306,041	£ 337,495	£ 337,495	£ 344,948	7453.00	2%
TOTAL	£ 559,162	£ 628,298	£ 628,011	£ 647,970		
	£ 244,411	£ 317,626	£ 317,631	£ 335,280		
	rounded to	Explanation for restatement				
	£ 244,410	Line 1	Rounding error			
		Line 2	No error			
		Line 3	Incorrectly recorded POS transaction charges			
		Line 4	No error			
		Line 5	Incorrectly recorded VAT on PWLB			
		Line 6	No error			

Variances, or differences, of more than 15% (if over £200) year must be explained as part of the annual return. In 2024-25, there is one such explanation required, at line 3 (Council receipts), as follows:

On 22.12.2023, the Council received a grant of £80,000 from the LTA towards the refurbishment of its tennis facility. Removing this large grant from the figures, the difference is £2,326.06. The adjusted variance is therefore 2.44%.

Similarly, an explanation must be provided of any difference between Box 7 (Balances Carried Forward) and Box 8 (Total Cash and Short Term Investments) of the AGAR form. The Council's cashbook shows a difference of £7,870.20. This is explained by the recoverable VAT, which also equals £7,870.20 but would not be received until the claim is submitted at the end of the quarter. The claim has been submitted and reimbursement received.

The draft AGAR to be submitted is enclosed.

Item 12 To receive an update on the recruitment of Maintenance Operatives

Following a resolution at Full Council in May 2025, the Council has made an offer of a permanent full-time post in its Maintenance Team to Mesha Williams and a temporary (9th June to 30th November 2025) full-time post in its Maintenance Team to Jack Lovegrove. Both would be starting on the 9th June 2025.

The Council has requested that this committee review the requirements of the team in good time before the end of the temporary contract to determine the need for near future permanent or temporary increases in the Team's staffing.

To be held in confidential session:

**Item 13 To receive and sign the payroll information sheet for submission,
considering overtime claimed**

A confidential report is enclosed.