



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 10th September 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 (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.

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: 4th September 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 13th August 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** (p4-10)
- 9 To consider permanently expanding the Council's Maintenance Team** (p10 and confidential report)
- 10 To consider the Christmas closure dates for the Town Council December 2025** (p10)
- 11 To consider the purchase of a replacement laptop for the Town Clerk** (p10-11)

To be held in confidential session:

- 12 To receive the 2024-25 appraisals for Council staff** (confidential papers enclosed)
- 13 To receive and sign the payroll information sheet for submission, considering overtime claimed** (confidential report enclosed)

Item 7 To receive an update on the actions

Action		August 2025
1	Arrange DBS and Safeguarding training for deputy Welfare contacts for the tennis courts (Town Clerk and Parks & Buildings Manager.	The LTA has been contacted, dates to be arranged. ONGOING
2	Instruct contractor to undertake the works required to install a suspended ceiling, following the line of the current ceiling and insulated as appropriate with recycled plastic bottle-based insulation material.	The work is currently being undertaken and is scheduled for two weeks commencing 1 st and 8 th Sept. Classes and other users have been offered alternative accommodations as before. ONGOING
3	Undertake a review of pension provision for staff.	Research is being carried out, the report is planned to be presented to the October meeting of this committee. ONGOING
4	Arrange a face-to-face defibrillator awareness session with South West Ambulance Trust	Date to be arranged and publicised. ONGOING
5	Acoustic treatment of the Council Chamber	The contractor has been instructed and is preparing the required documentation for the building owner to review. ONGOING
6	Explore recording solutions for Council meetings	The Town Clerk has met with one provider of this type of equipment and is arranging meetings with others. ONGOING
7	Arrange regular payments for the Council's payroll obligations (HMRC, Nest, payroll provider)	The payments are in the process of being set up. Nest Pensions does not allow such for a DD or SO payment authority to be arranged. ONGOING
8	Apply the annual cost of living rise (3.2%)	The rise was applied in the August 2025 payroll, backdated to 1 st of April 2025 (or start date if later). COMPLETE

Item 8 To consider the Clerk's report and approve, by resolution, the payments as listed On 31st August 2025 (according to the last available statement balance), the Council's balances were:

Hinkley & Rugby Building Society	£150,000	interest rate is 1.75%	holding account for general expenditure
Cambridge & Counties Bank (31-day)	£95,514.32	interest rate is 3.25%	Earmarked Reserves
Nationwide (Business 95-day saver)	£95,224.45	interest rate is 3.69%	General and Earmarked Reserves
Cambridge Building Society	£5,452.32	interest rate is 1.9%	Tennis Reserves
Coop Bank (current account)	£44,396.81	no interest	
Petty Cash	£92.05		
Total cash in hand (SCRIBE)	£ 390,679.95		

The main bank account was reconciled to **29/08/25**. There were no further payments or receipts up to 31/08/2025.

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

Payments since 26/07/2025, the council made 29 payments of £100 or more totalling £39,591.52 detailed

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/08/2025		
	Cash in Hand 01/04/2025		327,410.06
	ADD Receipts 01/04/2025 - 31/08/2025		380,142.47
	SUBTRACT Payments 01/04/2025 - 31/08/2025		707,552.53
	Cash in Hand 31/08/2025 (per Cash Book)		316,344.40
			391,208.13
B	Cash in hand per Bank Statements		
	Petty Cash 29/08/2025	92.05	
	Stripe (Tennis bookings) 31/08/2025	0.00	
	Hinckley & Rugby Building Society 31/08/2025	150,000.00	
	Cambridge and Counties Bank 31/08/2025	96,042.50	
	Nationwide 95 day account 31/08/2025	95,224.45	
	Cambridge Building Society (Tennis) 31/08/2025	5,452.32	
	Northam Town Council 29/08/2025	44,396.81	
			391,208.13
	Less unrepresented payments		
			391,208.13
	Plus unrepresented receipts		528.18
	Adjusted Bank Balance		391,736.31
	Error A does NOT equal B		
	ERROR IS £-528.18		

NOTE: The £528.18 noted 'error' is caused by the late reconciliation of the Cambridge and Counties bank interest received at the end of July and end of August but reconciled on the 3rd September 2025.

Payments:

Since 26/07/2025, the council made 29 payments of £100 or more totalling £39,591.52, detailed below.

Recommendation: The payments are approved as listed.

Voucher	Date	Net	VAT	Total	Cost Code	Description	Minute Ref
511	30.07.2025	£87.08	£17.42	£104.50	Website	Web Hosting	
560	15.08.2025	£114.00	£0.00	£114.00	Water	Water bill	
568	19.08.2025	£107.52	£21.50	£129.02	Anchor Park	Paint	
517	05.08.2025	£112.35	£22.47	£134.82	Payroll Processing Fees	Payroll	
531	07.08.2025	£119.57	£23.91	£143.48	Internet	Wifi N Hall	
524	05.08.2025	£151.93	£0.00	£151.93	Water	Community Centre Water	
525	05.08.2025	£128.08	£25.62	£153.70	Stationery	Stationery	
574	20.08.2025	£174.50	£0.00	£174.50	Miscellaneous	TV Licence	
572	19.08.2025	£150.38	£30.08	£180.46	Photocopier Fees	Copier Charges	
555	13.08.2025	£160.89	£32.18	£193.07	Fuel	Fuel	
515	03.08.2025	£166.67	£33.33	£200.00	Franking Machine & Costs	Franking Machine	
600	29.08.2025	£174.94	£34.99	£209.93	Hanging baskets & Planters	Watering Equipment	
570	19.08.2025	£200.00	£40.00	£240.00	Subs and Memberships	Membership Fee	
569	19.08.2025	£200.00	£40.00	£240.00	Advertising	The Link	
576	21.08.2025	£218.86	£43.77	£262.63	NNP	Poster	2501/507
547	12.08.2025	£284.70	£56.94	£341.64	Cloudy IT	IT contract	
522	05.08.2025	£296.85	£59.37	£356.22	Machinery Maintenance	Mower Repair	
548	12.08.2025	£400.00	£0.00	£400.00	Cleaning	Cleaning Northam Hall	
513	01.08.2025	£430.76	£0.00	£430.76	Room Rental	Room rental	
518	05.08.2025	£360.00	£72.00	£432.00	Hanging baskets & Planters	Hanging Baskets	
549	12.08.2025	£399.26	£79.85	£479.11	Town Hall - Maintenance	Electrical work	
550	12.08.2025	£437.50	£87.50	£525.00	Cleaning	Cleaning CPT	
553	12.08.2025	£606.41	£121.28	£727.69	Access Control System	Access Control System	
532	08.08.2025	£1,322.22	£0.00	£1,322.22	General	Insurance	2405/027
520	05.08.2025	£2,076.55	£0.00	£2,076.55	Salaries, HMRC and NEST	Pensions	
575	21.08.2025	£2,161.64	£0.00	£2,161.64	Salaries, HMRC and NEST	Pensions	2508/252
571	19.08.2025	£2,938.24	£0.00	£2,938.24	Salaries, HMRC and NEST	Salaries	
551	12.08.2025	£6,793.20	£0.00	£6,793.20	Salaries, HMRC and NEST	HMRC PAYE	
563	18.08.2025	£18,800.00	£0.00	£18,800.00	Salaries, HMRC and NEST	Salaries	2508/252

Since 26/07/2025, the Council made 97 payments, totalling £41,804.14 detailed below.

Voucher	Date	Net	VAT	Total	Cost Code	Description	Minute Ref
No							
600	29.08.2025	£174.94	£34.99	£209.93	Hanging baskets & Planters	Watering Equipment	
599	29.08.2025	£14.00	£0.00	£14.00	Westward Ho! Finger Post	Title Register, Title Plan	
598	29.08.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - JL	
597	28.08.2025	£0.35	£0.00	£0.35	Bank Charges - Square Pay	Square fees	

596	28.08.2025	£7.07	£1.41	£8.48	Miscellaneous	Car Phone Holder	
595	27.08.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - RG	
594	28.08.2025	£8.33	£1.67	£10.00	Miscellaneous	Keys	
593	22.08.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - GL	
592	26.08.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - TA	
591	26.08.2025	£6.25	£1.25	£7.50	Mobile Phones	Mobile Phone	
590	26.08.2025	£0.63	£0.00	£0.63	Bank Charges - Square Pay	Square fees	
589	26.08.2025	£1.66	£0.00	£1.66	Bank Charges - Square Pay	Square fees	
588	20.08.2025	£1.39	£0.00	£1.39	Refreshments	Refreshments	
587	12.08.2025	£1.45	£0.00	£1.45	Refreshments	Refreshments	
586	08.08.2025	£8.32	£1.67	£9.99	Tools & Equipment	Tool	
585	08.08.2025	£6.40	£1.28	£7.68	Tools & Equipment	Tool	
584	07.08.2025	£12.06	£2.41	£14.47	Hanging baskets & Planters	Plant food	
583	30.07.2025	£1.09	£0.00	£1.09	Refreshments	Refreshments	
582	29.07.2025	£4.99	£1.00	£5.99	Hanging baskets & Planters	Plant food	
581	29.07.2025	£1.89	£0.00	£1.89	Refreshments	Kitchen	
581	29.07.2025	£2.92	£0.58	£3.50	Stationery	Kitchen	
580	28.07.2025	£1.89	£0.00	£1.89	Refreshments	Refreshments	
576	21.08.2025	£218.86	£43.77	£262.63	NNP	Poster	2501/507
575	21.08.2025	£2,161.64	£0.00	£2,161.64	Salaries, HMRC and NEST	Pensions	2508/252
574	20.08.2025	£174.50	£0.00	£174.50	Miscellaneous	TV Licence	
573	19.08.2025	£1.44	£0.00	£1.44	Bank Charges - Square Pay	Square fees	
572	19.08.2025	£150.38	£30.08	£180.46	Photocopier Fees	Copier Charges	
571	19.08.2025	£2,938.24	£0.00	£2,938.24	Salaries, HMRC and NEST	Salaries	
570	19.08.2025	£200.00	£40.00	£240.00	Subs and Memberships	Membership Fee	
569	19.08.2025	£200.00	£40.00	£240.00	Advertising	The Link	
568	19.08.2025	£107.52	£21.50	£129.02	Anchor Park	Paint	
567	19.08.2025	£11.75	£2.35	£14.10	Lords Meadow	Park Repairs	
566	19.08.2025	£9.37	£1.87	£11.24	CCTV	Wall Bracket - CCTV	
565	18.08.2025	£8.32	£1.66	£9.98	Miscellaneous	Photo Frame	
564	19.08.2025	£24.21	£4.84	£29.05	Internet (Offices)	Internet	
563	18.08.2025	£18,800.00	£0.00	£18,800.00	Salaries, HMRC and NEST	Salaries	2508/252
562	15.08.2025	£41.67	£8.33	£50.00	Subs and Memberships	Membership Fee	
561	12.08.2025	£19.99	£4.00	£23.99	Hanging baskets & Planters	Bulbs	
560	15.08.2025	£114.00	£0.00	£114.00	Water	Water bill	
559	15.08.2025	£28.50	£0.00	£28.50	Water	Water bill	
558	14.08.2025	£62.93	£3.15	£66.08	Electric	Electricity Account	
557	14.08.2025	£70.07	£3.50	£73.57	Gas	Gas Account	
556	13.08.2025	£1.19	£0.00	£1.19	Bank Charges - Square Pay	Square fees	
555	13.08.2025	£160.89	£32.18	£193.07	Fuel	Fuel	
554	12.08.2025	£60.00	£12.00	£72.00	Town Hall - CCTV	Rental & Maintenance Charge	
553	12.08.2025	£606.41	£121.28	£727.69	Access Control System	Access Control System	
552	12.08.2025	£1.00	£0.00	£1.00	Legal Fees	Kiosk Adoption	
551	12.08.2025	£6,793.20	£0.00	£6,793.20	Salaries, HMRC and NEST	HMRC PAYE	
550	12.08.2025	£437.50	£87.50	£525.00	Cleaning	Cleaning CPT	

549	12.08.2025	£399.26	£79.85	£479.11	Town Hall - Maintenance	Electrical work
548	12.08.2025	£400.00	£0.00	£400.00	Cleaning	Cleaning Northam Hall
547	12.08.2025	£284.70	£56.94	£341.64	Cloudy IT	IT contract
546	12.08.2025	£61.53	£12.31	£73.84	General Maintenance	Paint
545	12.08.2025	£28.17	£5.63	£33.80	Town Hall - Cleaning	Contra Roberts Cleaning
544	12.08.2025	£19.99	£4.00	£23.99	Tools & Equipment	Tools
543	12.08.2025	£9.07	£1.81	£10.88	Westward Ho! Green	Equipment
542	12.08.2025	£6.67	£1.33	£8.00	Town Hall - Maintenance	Silicone
541	12.08.2025	£3.76	£0.75	£4.51	Tools & Equipment	Paint
540	12.08.2025	£2.86	£0.57	£3.43	Hanging baskets & Planters	Fixings
539	12.08.2025	£1.96	£0.39	£2.35	Stationery	Stationery
538	12.08.2025	£48.14	£9.63	£57.77	Phones	Telephone system
537	12.08.2025	£28.31	£5.66	£33.97	Hanging baskets & Planters	Bulbs
536	12.08.2025	£1.41	£0.00	£1.41	Bank Charges - Square Pay	Square fees
535	12.08.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - TT
534	12.08.2025	£5.00	£1.00	£6.00	Mobile Phones	Mobile Phone - IR
533	12.08.2025	£22.85	£1.14	£23.99	Electric	Electricity - Pavilion
532	08.08.2025	£1,322.22	£0.00	£1,322.22	General	Insurance 2405/027
531	07.08.2025	£119.57	£23.91	£143.48	Internet	Wifi N Hall
530	05.08.2025	£41.38	£8.28	£49.66	Anchor Park	Park Repairs
529	05.08.2025	£3.47	£0.69	£4.16	PPE & Workwear	PPE & Workwear
528	05.08.2025	£7.31	£1.46	£8.77	Westward Ho! Green	Hazard Barrier Tape
527	05.08.2025	£34.36	£6.87	£41.23	Anchor Park	Park Repairs
526	05.08.2025	£11.40	£2.28	£13.68	Benches	Timber
525	05.08.2025	£128.08	£25.62	£153.70	Stationery	Stationery
524	05.08.2025	£151.93	£0.00	£151.93	Water	Community Centre Water
523	05.08.2025	£17.50	£3.50	£21.00	PPE & Workwear	PPE & Workwear
522	05.08.2025	£296.85	£59.37	£356.22	Machinery Maintenance	Mower Repair
521	05.08.2025	£70.00	£14.00	£84.00	Subs and Memberships	Membership Fee
520	05.08.2025	£2,076.55	£0.00	£2,076.55	Salaries, HMRC and NEST	Pensions
519	05.08.2025	£3.32	£0.66	£3.98	Maintenance	Light
518	05.08.2025	£360.00	£72.00	£432.00	Hanging baskets & Planters	Hanging Baskets
517	05.08.2025	£112.35	£22.47	£134.82	Payroll Processing Fees	Payroll
516	01.08.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - CW
515	03.08.2025	£166.67	£33.33	£200.00	Franking Machine & Costs	Franking Machine
514	31.07.2025	£29.16	£5.83	£34.99	CCTV	CCTV Monitor
513	01.08.2025	£430.76	£0.00	£430.76	Room Rental	Room rental
512	01.08.2025	£75.07	£0.00	£75.07	Stripe Fees	Stripe fees
511	30.07.2025	£87.08	£17.42	£104.50	Website	Web Hosting
510	30.07.2025	£26.21	£5.24	£31.45	Town Hall - Maintenance	Sink
509	30.07.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - JL
508	29.07.2025	£21.62	£4.33	£25.95	Benches	Bench sponsorship
507	29.07.2025	£24.98	£5.00	£29.98	Tools & Equipment	Padlocks
506	29.07.2025	£90.00	£0.00	£90.00	Civic Reception	Civic Function
505	28.07.2025	£1.19	£0.00	£1.19	Bank Charges - Square Pay	Square fees

504	28.07.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - TA
503	28.07.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - RG
502	27.07.2025	£66.36	£3.32	£69.68	Electric	Electricity Account

Receipts: Since 26/07/2025, the Council received 37 payments, totalling £3872.74 detailed below.

Voucher No	Date	Net	Description		Voucher No	Date	Net	Description
219	29.08.2025	£150.00	Hall Hire		200	11.08.2025	£75.00	Hall Hire
218	29.08.2025	£100.00	Hall Hire		199	11.08.2025	£50.00	Hall Hire
217	29.08.2025	£60.00	Hall Hire		198	06.08.2025	£12.50	Hall Hire
216	29.08.2025	£25.00	Hall Hire		197	06.08.2025	£40.00	Hall Hire
215	29.08.2025	£25.00	Hall Hire		196	06.08.2025	£125.00	Hall Hire
214	29.08.2025	£25.00	Hall Hire		195	04.08.2025	£53.75	Hall Hire
213	28.08.2025	£50.00	Hall Hire		194	31.07.2025	£285.44	Bank Interest
212	28.08.2025	£19.80	Allotment Rent		193	02.08.2025	£110.00	Hall Hire
211	26.08.2025	£25.00	Hall Hire		192	02.08.2025	£120.00	Hall Hire
210	26.08.2025	£25.00	Hall Hire		191	31.07.2025	£62.50	Hall Hire
209	26.08.2025	£66.25	Hall Hire		190	31.07.2025	£10.00	Hall Hire
208	26.08.2025	£75.00	Hall Hire		189	01.08.2025	£1,320.00	Tennis Receipts
207	26.08.2025	£130.00	Hall Hire		188	31.07.2025	£137.50	Hall Hire
206	19.08.2025	£57.50	Hall Hire		187	31.07.2025	£90.00	Hall Hire
205	18.08.2025	£75.00	Hall Hire		186	31.07.2025	£80.00	Hall Hire
204	18.08.2025	£75.00	Hall Hire		185	28.07.2025	£47.50	Hall Hire
203	14.08.2025	£37.50	Hall Hire		184	28.07.2025	£18.75	Hall Hire
202	13.08.2025	£47.50	Hall Hire		183	27.07.2025	£110.00	Hall Hire
201	12.08.2025	£56.25	Hall Hire					

Tennis courts:

The gross volume of sales in August 2025 was £1165.00. After fees, the Council has received £1093.08. Since 1st April 2025, the Council has received £4,958.82 for tennis court memberships and bookings.

Overleaf is a comparison of the tennis receipts for 1st April to 1st Sept 2024 and 2025. The receipts are 14% more in 2025.

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. In the first year, the Council received £5,452.

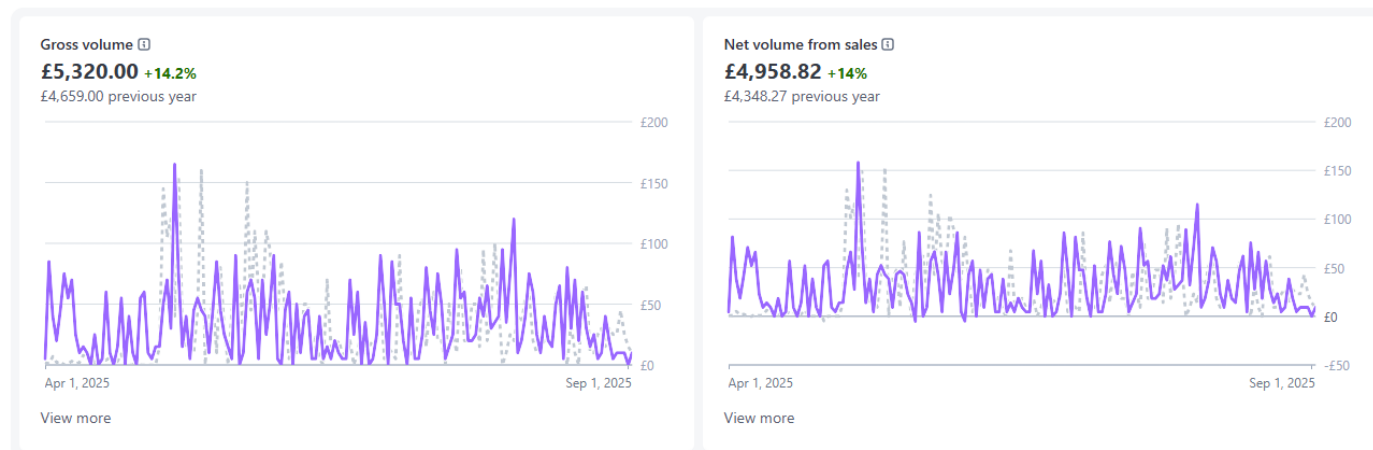
Should the Council deposit funds received thus far this year, less the cost of the tennis camp subsidy (£2,000), the account balance would be £8,411 and interest would be earned on the funds.

Recommendation: £2,958.82 is deposited in the account holding the tennis court funds, leaving £2,000 in the Council's main account to meet the cost of the tennis camps (ref minute 2508/246 – F&HR 13Aug25).

Your overview

Date range | Apr 1, 2025 – Sep 2, 2025 | Daily | Compare | Previous year

+ Add | Edit



Petty Cash:

A screen shot of the petty cash cashbook is presented overleaf showing the items on which the Council has spent petty cash to 31st August 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	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	Reconciliation balance
16.7.25	40	Card (Beadle funeral)	PC25-26.39				0.00	0.27		1.32			1.59	76.92		
16.7.25	41	Refreshments	PC25-26.40				0.00			1.45			1.45	75.47		
21.7.25	42	Refreshments	PC25-26.41				0.00	0.37		3.71			4.08	71.39		
28.7.25	43	Refreshments	PC25-26.42				0.00			1.89			1.89	69.50		
29.7.25	44	Refreshments	PC25-26.43				0.00	0.58		4.81			5.39	64.11		
29.7.25	45	Plant food	PC25-26.44				0.00	1.00			4.99		5.99	58.12		
29.7.25	46	Refreshments	PC25-26.45				0.00			1.09			1.09	57.03		
7.8.25	47	Plants and Plant food	PC25-26.46				0.00	2.41			12.06		14.47	42.56		
8.8.25	48	Maintenance equipment/part	PC25-26.47				0.00	1.28			6.40		7.68	34.88		
12.8.25	49	Maintenance equipment/part	PC25-26.48				0.00	1.67			8.32		9.99	24.89		
12.8.25	50	Refreshments	PC25-26.49				0.00			1.45			1.45	23.44		
20.8.25	51	Refreshments	PC25-26.50				0.00			1.39			1.39	22.05		
26.8.25	52	Cash withdrawal	-		80.00		80.00						0.00	102.05	£ 102.05	£ -
29.8.25	53	Key cutting	PC25-26.51				0.00	1.67				8.33	10.00	92.05	£ 92.05	£ -

Item 9 To consider permanently expanding the Council's Maintenance Team

Please see the circulate confidential report.

Item 10 To consider the Christmas closure dates for the Town Council December 2025

Custom and practice is that Northam Town Council is closed for all but emergency cover from 1pm on Christmas Eve to the first working day after the New Year statutory holiday, normally three working days. The Council's website is updated to give a contact phone number for the period of closure, as is the Council's telephone message.

This year, as the first working day is Friday 2nd January, many staff have requested the day as leave. The Town Clerk suggests that the Council also closes that day but all staff are required to book the day off as part of their holiday/annual leave entitlement or as TOIL. The Christmas/New Year staffing this year would be:

Monday 22 nd December	Tuesday 23 rd December	Wednesday 24 th December	Thursday 25 th December	Friday 26 th December
Staffed as normal (8am to 4pm)	Staffed as normal (8am to 4pm)	Staffed as a normal 'Friday' (8am to 1pm)	Closed	Closed
Monday 29 th December	Tuesday 30 th December	Wednesday 31 st December	Thursday 1 st January	Friday 2 nd January
Emergency Cover only	Emergency Cover only	Emergency Cover only	Closed	Closed (annual leave or TOIL booked)
Monday 5 th January	Tuesday 6 th January	Wednesday 7 th January	Thursday 8 th January	Friday 9 th January
Staffed as normal (8am to 4pm)	Staffed as normal (8am to 4pm)	Staffed as normal (8am to 4pm)	Staffed as normal (8am to 4pm)	Staffed as normal (8am to 1pm)

Recommendation: The committee agree the closure from 1pm on Wednesday the 24th December 2025 to 8am Monday 5th January 2026, with staff booking Friday the 2nd January as annual leave or TOIL.

11 To consider the purchase of a replacement laptop for the Town Clerk

The Town Clerk's laptop is approaching 4 years old and no longer operates as effectively as when new, for example, it struggles to share images to the projector, and regularly 'crashes' when in use. In the main this is due to it being older technology but also the breadth of work the Town Clerk is involved in and the number of programs and applications that are needed to be run simultaneously.

Normal practice is to replace a laptop used for over 37 hours a week every 4 years. The Town Clerk has sought a quote for a replacement machine from the Council's IT provider. The Town Clerk's current machine could helpfully be re-assigned as a pool machine to support online training for those staff that do not have access to computers. It would work perfectly well if used less intensely. The budget for 2026-27 would have included the replacement of this machine.

The Council ICT hardware budget of £2,000, of which it has spent £38.

The cost of replacing the machine and setting up the old machine as a pool laptop would be £1,153.50 (exVAT).

Recommendation: The committee agree to bring the purchase of a replacement machine for the Town Clerk forward.

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 the 2024-25 appraisals for Council staff** (confidential papers attached)
- 13 To receive and sign the payroll information sheet for submission, considering overtime claimed** (confidential report enclosed)