



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 8th October 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: 2nd October 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 10th September 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** (p3-11)
 - 9 To note the conclusion of the 2024-25 Annual Governance and Accountability Audit and receive the Internal & External Auditor's report** (attached under separate cover)
- To be held in confidential session*** (pursuant to the Public Bodies (Admission to Meetings) Act 1960)
- 10 To consider the contractual details for the new FTE maintenance role** (p?)
 - 11 To consider the Council's pension arrangements for its employees** (confidential report enclosed)
 - 12 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	Undertake a review of pension provision for staff.	On the agenda. COMPLETE
3	Acoustic treatment of the Council Chamber	The contractor has been instructed and is preparing the required documentation for the building owner to review. ONGOING
4	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
5	Deposit £3,709.86 into the Tennis Court reserve account	Cheque sent COMPLETE
6	Internally advertise the FT position on the Council's maintenance team.	To advertised week commencing 13 th October 2025 and on agenda ONGOING
7	Christmas closing	Staff members informed that the Council will allow all that wish to book the 2 nd January as holiday/TOIL that wish to. COMPLETE
8	Replacement laptop for the Town Clerk	New machine received. COMPLETE

Item 8 To consider the Clerk's report and approve, by resolution, the payments as listed On 29th September 2025 (according to the last available statement balance), the Council's balances were:

Hinkley & Rugby Building Society	£107,500.00	interest rate is 1.75%	holding account for general expenditure
Cambridge & Counties Bank (31-day)	£96,042.50	interest rate is 3.25%	Earmarked Reserves
Nationwide (Business 95-day saver)	£95,510.75	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)	£331,097.64	no interest	
Petty Cash	£102.39		
Total cash in hand (SCRIBE)	£ 635,705.60		

The main bank account was reconciled to **29/09/25** as this is was the latest stamen balance available.

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

Northam Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 30/09/2025		
	Cash in Hand 01/04/2025		327,410.06
	ADD Receipts 01/04/2025 - 30/09/2025		708,243.52
	SUBTRACT Payments 01/04/2025 - 30/09/2025		1,035,653.58
			399,947.98
	Cash in Hand 30/09/2025 (per Cash Book)		635,705.60
B	Cash in hand per Bank Statements		
	Petty Cash 30/09/2025	102.39	
	Stripe (Tennis bookings) 30/09/2025	0.00	
	Hinckley & Rugby Building Society 30/09/2025	107,500.00	
	Cambridge and Counties Bank 30/09/2025	96,042.50	
	Nationwide 95 day account 30/09/2025	95,510.75	
	Cambridge Building Society (Tennis) 30/09/2025	5,452.32	
	Northam Town Council 29/09/2025	331,097.64	
			635,705.60
	Less unrepresented payments		
			635,705.60
	Plus unrepresented receipts		
	Adjusted Bank Balance		635,705.60
	A = B Checks out OK		

Payments:

Since 01/09/2025, the council made 37 payments of £100 or more totalling £72,546.45, detailed below.

Recommendation: The payments are approved as listed.

Voucher Numb	Date	Net	VAT	Total	Cost Code	Description	Minute Ref
621	03.09.2025	£101.16	£20.23	£121.39	Wren Close	Paint	
668	15.09.2025	£131.41	£0.00	£131.41	Expenses	Expenses	2411/375
710	22.09.2025	£150.00	£30.00	£180.00	Training	Training	
604	01.09.2025	£156.45	£31.29	£187.74	Payroll Processing Fees	Payroll	
631	05.09.2025	£161.00	£32.20	£193.20	Truck Maintenance	Tyres	
660	14.09.2025	£171.33	£34.27	£205.60	Fuel	Fuel	
667	15.09.2025	£181.42	£36.28	£217.70	Churchfields Skatepark	Appledore Skate Park	
666	15.09.2025	£184.44	£36.89	£221.33	Maintenance	Electrical work	
666	15.09.2025	£184.44	£36.89	£221.33	Maintenance	Electrical work	
728	29.09.2025	£192.19	£38.44	£230.63	Maintenance	Northam Hall	
700	19.09.2025	£200.00	£40.00	£240.00	Newsletters & Communication	The Link	
620	03.09.2025	£200.00	£40.00	£240.00	Newsletters & Communication	The Link	2505/03
619	03.09.2025	£245.25	£49.05	£294.30	Website	Computer and software	
643	08.09.2025	£254.22	£50.84	£305.06	Churchfields Skatepark	Appledore Skate Park	
712	23.09.2025	£273.00	£54.60	£327.60	PPE & Workwear	Glasses	
613	01.09.2025	£278.90	£55.78	£334.68	Town Hall - Maintenance	Sink	2506/094
618	03.09.2025	£284.70	£56.94	£341.64	Cloudy IT	IT contract	
678	15.09.2025	£345.00	£0.00	£345.00	VED	Vehicle Tax	
606	01.09.2025	£359.79	£71.96	£431.75	Machinery Maintenance	Mower Repair	
730	29.09.2025	£400.00	£0.00	£400.00	Cleaning	Cleaning Northam Hall	
610	01.09.2025	£400.00	£0.00	£400.00	Cleaning	Cleaning Northam Hall	
626	03.09.2025	£427.80	£85.56	£513.36	Tools & Equipment	Weed Brushes	
602	01.09.2025	£430.76	£0.00	£430.76	Room Rental	Room rental	
617	03.09.2025	£455.00	£91.00	£546.00	Cleaning	Cleaning CPT	
616	03.09.2025	£714.33	£142.87	£857.20	Machinery Maintenance	Mower Repair	
699	19.09.2025	£720.00	£0.00	£720.00	Hanging baskets & Planters	Yard Rental	2410/315
727	29.09.2025	£880.44	£176.09	£1,056.53	Westward Ho! Park	Festoon & Festive Lighting	2508/280
644	08.09.2025	£1,040.80	£208.16	£1,248.96	Tennis summer camps	Tennis Summer Camp	
701	19.09.2025	£1,153.50	£230.70	£1,384.20	IT Purchase, Repair & Maintenance	IT contract	2509/294
637	07.09.2025	£1,322.04	£0.00	£1,322.04	General	Insurance	2405/027
731	29.09.2025	£1,365.00	£273.00	£1,638.00	Audit & Data Protection	Audit Services	
633	05.09.2025	£1,875.00	£375.00	£2,250.00	Burrough Farm	Tree Works	
697	19.09.2025	£2,161.64	£0.00	£2,161.64	Salaries, HMRC and NEST	Pensions	2509/296
614	01.09.2025	£2,902.50	£580.50	£3,483.00	Lords Meadow	Pump Track Hire	2411/443
715	25.09.2025	£8,154.94	£0.00	£8,154.94	Salaries, HMRC and NEST	HMRC PAYE	2508/252
682	18.09.2025	£19,200.00	£0.00	£19,200.00	Salaries, HMRC and NEST	Salaries	2509/290
665	15.09.2025	£24,888.00	£4,977.60	£29,865.60	Large Project Reserve	Northam Hall	2507/170

Since 01/09/2025, the Council made 147 payments, totalling £75,283.03 detailed below.

Recommendation: The payments are approved as listed.

Vcher No	Date	Net	VAT	Total	Cost Code	Description	Min Ref
601	01.9.25	£1.19	£0.00	£1.19	Bank Charges - Square Pay	Square fees	
602	01.09.25	£430.76	£0.00	£430.76	Room Rental	Room rental	
603	01.09.25	£71.92	£0.00	£71.92	Stripe Fees	Stripe fees	
604	01.09.25	£156.45	£31.29	£187.74	Payroll Processing Fees	Payroll	
605	01.09.25	£7.29	£1.46	£8.75	Cleaning	Cleaning Northam Hall	
606	01.09.25	£359.79	£71.96	£431.75	Machinery Maintenance	Mower Repair	
607	01.09.25	£61.56	£12.31	£73.87	Photocopier Fees	Copier Charges	
608	01.09.25	£1.90	£0.38	£2.28	Tools & Equipment	Tools	
609	01.09.25	£31.25	£6.25	£37.50	Machinery Maintenance	Strimmer Repair	
610	01.09.25	£400.00	£0.00	£400.00	Cleaning	Cleaning Northam Hall	
611	01.09.25	£93.01	£18.60	£111.61	PPE & Workwear	PPE & Workwear	
612	01.09.25	£23.83	£4.77	£28.60	PPE & Workwear	PPE & Workwear	
613	01.09.25	£278.90	£55.78	£334.68	Town Hall - Maintenance	Sink	2506/094
		£2,902.50		£3,483.00			
614	01.09.25	0	£580.50	0	Lords Meadow	Pump Track Hire	2411/443
615	01.09.25	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - CW	
616	03.09.25	£714.33	£142.87	£857.20	Machinery Maintenance	Mower Repair	
617	03.09.25	£455.00	£91.00	£546.00	Cleaning	Cleaning CPT	
618	03.09.25	£284.70	£56.94	£341.64	Cloudy IT	IT contract	
619	03.09.25	£245.25	£49.05	£294.30	Website	Computer and software	
					Newsletters & Communication		
620	03.09.25	£200.00	£40.00	£240.00		The Link	2505/03
621	03.09.25	£101.16	£20.23	£121.39	Wren Close	Paint	
622	03.09.25	£82.60	£16.52	£99.12	PPE & Workwear	PPE & Workwear	
623	03.09.25	£29.03	£5.81	£34.84	Cleaning	Toilet rolls paper towels	
623	03.09.25	£42.39	£8.48	£50.87	Disposables	Toilet rolls paper towels	
624	03.09.25	£28.17	£5.63	£33.80	Town Hall - Cleaning	Contra Roberts Cleaning	
625	03.09.25	£13.82	£0.00	£13.82	Expenses	Expenses	
626	03.09.25	£427.80	£85.56	£513.36	Tools & Equipment	Weed Brushes	
627	03.09.25	£46.21	£9.24	£55.45	Phones	Telephone system	
628	04.09.25	£0.94	£0.00	£0.94	Bank Charges - Square Pay	Square fees	
629	04.09.25	£0.94	£0.00	£0.94	Bank Charges - Square Pay	Square fees	
630	04.09.25	£0.55	£0.00	£0.55	Bank Charges - Square Pay	Square fees	
631	05.09.25	£161.00	£32.20	£193.20	Truck Maintenance	Tyres	
632	05.09.25	£62.19	£12.44	£74.63	Churchfields Skatepark	Appledore Skate Park	
		£1,875.00		£2,250.00			
633	05.09.25	0	£375.00	0	Burrough Farm	Tree Works	
634	05.09.25	£0.47	£0.00	£0.47	Bank Charges - Square Pay	Square fees	
635	05.09.25	£1.19	£0.00	£1.19	Bank Charges - Square Pay	Square fees	
636	06.09.25	£1.19	£0.00	£1.19	Bank Charges - Square Pay	Square fees	
		£1,322.00		£1,322.00			
637	07.09.25	4	£0.00	4	General	Insurance	2405/027

638	09.09.25	£30.78	£1.54	£32.32	Electric	Electricity - Pavilion
639	08.09.25	£35.26	£7.05	£42.31	Westward Ho! Park	Signs
640	08.09.25	£2.52	£0.50	£3.02	Benches	Nails and Screws
641	08.09.25	£30.39	£6.08	£36.47	Churchfields Skatepark	Appledore Skate Park
642	08.09.25	£98.31	£19.66	£117.97	Churchfields Skatepark	Appledore Skate Park
643	08.09.25	£254.22	£50.84	£305.06	Churchfields Skatepark	Appledore Skate Park
644	08.09.25	£1,040.80	£208.16	£1,248.96	Tennis summer camps	Tennis Summer Camp
645	08.09.25	£27.69	£5.54	£33.23	Machinery Maintenance	Strimmer Repair
646	09.09.25	£5.00	£1.00	£6.00	Mobile Phones	Mobile Phone - IR
647	09.09.25	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - TT
648	09.09.25	£0.94	£0.00	£0.94	Bank Charges - Square Pay	Square fees
649	09.09.25	£1.19	£0.00	£1.19	Bank Charges - Square Pay	Square fees
650	10.09.25	£11.65	£2.33	£13.98	Hanging baskets & Planters	Bulbs
651	10.09.25	£13.33	£2.67	£16.00	Stationery	Stationery
652	12.09.25	£19.57	£3.91	£23.48	First Aid	First Aid Kit
653	12.09.25	£12.83	£2.57	£15.40	First Aid	First Aid Kit
653	12.09.25	£10.41	£2.08	£12.49	First Aid	First Aid Kit
654	12.09.25	£36.99	£7.40	£44.39	Events - Other	Christmas Carol Service Gifts
655	12.09.25	£88.19	£17.64	£105.83	Events - Other	Christmas Carol Service Gifts
656	14.09.25	£68.90	£3.45	£72.35	Electric	Electricity Account
657	13.09.25	£1.19	£0.00	£1.19	Bank Charges - Square Pay	Square fees
658	14.09.25	£28.50	£0.00	£28.50	Water	Water bill
659	14.09.25	£86.50	£0.00	£86.50	Water	Water bill
660	14.09.25	£171.33	£34.27	£205.60	Fuel	Fuel
661	15.09.25	£9.65	£1.93	£11.58	Hygiene Services	Disposal Waste Materials
662	15.09.25	£9.65	£1.93	£11.58	Hygiene Services	Disposal Waste Materials
663	15.09.25	£9.65	£1.93	£11.58	Hygiene	Disposal Waste Materials
664	15.09.25	£91.90	£18.38	£110.28	Machinery Maintenance	Council Machinery & Equipment
665	15.09.25	£24,888.00	£4,977.60	£29,865.60	Large Project Reserve	Northam Hall 2507/170
666	15.09.25	£184.44	£36.89	£221.33	Maintenance	Electrical work
666	15.09.25	£184.44	£36.89	£221.33	Maintenance	Electrical work
667	15.09.25	£181.42	£36.28	£217.70	Churchfields Skatepark	Appledore Skate Park
668	15.09.25	£131.41	£0.00	£131.41	Expenses	Expenses 2411/375
669	15.09.25	£75.49	£15.10	£90.59	Office Furniture	Office Furniture
670	15.09.25	£72.53	£14.51	£87.04	Maintenance	Paint
671	15.09.25	£50.00	£10.00	£60.00	Events - Other	Event Licence
672	15.09.25	£36.50	£7.30	£43.80	Tools & Equipment	Appledore Skate Park
673	15.09.25	£5.67	£1.13	£6.80	Maintenance	Silicone
674	15.09.25	£0.90	£0.18	£1.08	Wren Close	Park Repairs
675	16.09.25	£33.93	£6.79	£40.72	Maintenance	Northam Hall
676	16.09.25	£9.91	£1.98	£11.89	Events - Other	Christmas Carol Service Gifts
677	16.09.25	£1.19	£0.00	£1.19	Bank Charges - Square Pay	Square fees

678	15.09.25	£345.00	£0.00	£345.00	VED	Vehicle Tax	
679	17.09.25	£16.67	£3.33	£20.00	Mobile Phones	Mobile Phone - DC	
680	17.09.25	£29.92	£5.98	£35.90	Stationery	Stationery	
681	18.09.25	£59.34	£11.87	£71.21	Franking Machine & Costs	Franking Machine	
682	18.09.25	£19,200.00	£0.00	£19,200.00	Salaries, HMRC and NEST	Salaries	2509/290
683	18.09.25	£2.50	£0.00	£2.50	Bank Charges - Square Pay	Square fees	
684	19.09.25	£38.95	£7.79	£46.74	Internet (Offices)	Internet	
685	01.09.25	£1.45	£0.00	£1.45	Refreshments	Refreshments	
686	04.09.25	£25.00	£0.00	£25.00	PPE & Workwear	Eye Test	
687	05.09.25	£16.67	£3.33	£20.00	IT Purchase, Repair & Maintenance	Computer and software	
688	08.09.25	£2.00	£0.40	£2.40	Refreshments	Refreshments	
688	08.09.25	£1.45	£0.00	£1.45	Refreshments	Refreshments	
689	09.09.25	£3.88	£0.00	£3.88	Refreshments	Refreshments	
690	10.09.25	£1.89	£0.00	£1.89	Refreshments	Refreshments	
691	11.09.25	£10.00	£2.00	£12.00	Miscellaneous	Engraving and Plaques	
692	15.09.25	£1.20	£0.00	£1.20	Refreshments	Refreshments	
693	17.09.25	£8.50	£0.00	£8.50	Refreshments	Refreshments	
694	18.09.25	£1.89	£0.00	£1.89	Refreshments	Refreshments	
695	19.09.25	£91.92	£0.00	£91.92	Salaries, HMRC and NEST	Salaries	2509/296
696	19.09.25	£7.30	£0.00	£7.30	Travel Expenses	Expenses	
697	19.09.25	£2,161.64	£0.00	£2,161.64	Salaries, HMRC and NEST	Pensions	2509/296
698	19.09.25	£5.97	£1.19	£7.16	Truck Maintenance	Fixings	
699	19.09.25	£720.00	£0.00	£720.00	Hanging baskets & Planters	Yard Rental	2410/315
700	19.09.25	£200.00	£40.00	£240.00	Newsletters & Communication	The Link	
701	19.09.25	£1,153.50	£230.70	£1,384.20	IT Purchase, Repair & Maintenance	IT contract	2509/294
702	19.09.25	£52.32	£10.46	£62.78	PPE & Workwear	PPE & Workwear	
703	19.09.25	£7.19	£1.44	£8.63	Maintenance	Light	
704	19.09.25	£51.60	£10.32	£61.92	Maintenance	Electrical work	
705	19.09.25	£63.60	£12.72	£76.32	Churchfields Skatepark	Paint	
706	19.09.25	£43.57	£8.71	£52.28	Tools & Equipment	Graffiti Remover	
707	22.09.25	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - GL	
708	22.09.25	£12.02	£2.40	£14.42	Stationery	Stationery	
709	22.09.25	£30.00	£6.00	£36.00	Training	Training	
709	22.09.25	£30.00	£6.00	£36.00	Training	Training	
710	22.09.25	£30.00	£6.00	£36.00	Training	Training	
710	22.09.25	£15.00	£3.00	£18.00	Training	Training	
710	22.09.25	£35.00	£7.00	£42.00	Training	Training	
710	22.09.25	£35.00	£7.00	£42.00	Training	Training	
710	22.09.25	£15.00	£3.00	£18.00	Training	Training	
710	22.09.25	£150.00	£30.00	£180.00	Training	Training	
710	22.09.25	£15.00	£3.00	£18.00	Training	Training	
710	22.09.25	£30.00	£6.00	£36.00	Training	Training	
710	22.09.25	£30.00	£6.00	£36.00	Training	Training	

710	22.09.25	£15.00	£3.00	£18.00	Training	Training	
711	23.09.25	£75.00	£15.00	£90.00	PPE & Workwear	Glasses	
712	23.09.25	£273.00	£54.60	£327.60	PPE & Workwear	Glasses	
713	23.09.25	£60.00	£12.00	£72.00	Website	website	
714	23.09.25	£0.63	£0.00	£0.63	Bank Charges - Square Pay	Square fees	
715	25.09.25	£8,154.94	£0.00	£8,154.94	Salaries, HMRC and NEST	HMRC PAYE	2508/252
716	24.09.25	£0.31	£0.00	£0.31	Bank Charges - Square Pay	Square fees	
717	24.09.25	£6.25	£1.25	£7.50	Mobile Phones	Mobile Phone	
718	24.09.25	£11.62	£2.33	£13.95	Truck Maintenance	Council Machinery & Equipment	
719	24.09.25	£7.49	£1.50	£8.99	Truck Maintenance	Council Machinery & Equipment	
720	25.09.25	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - RG	
721	25.09.25	-£22.92	£0.00	-£22.92	Subs and Memberships	Membership Refund	
722	26.09.25	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - TA	
723	26.09.25	£1.73	£0.00	£1.73	Bank Charges - Square Pay	Square fees	
724	29.09.25	£1.19	£0.00	£1.19	Bank Charges - Square Pay	Square fees	
725	29.09.25	£28.75	£5.75	£34.50	PPE & Workwear	PPE & Workwear	
726	29.09.25	£13.44	£2.69	£16.13	Tools & Equipment	Appledore Skate Park	
726	29.09.25	£58.77	£11.75	£70.52	Churchfields Skatepark	Appledore Skate Park	
727	29.09.25	£880.44	£176.09	£1,056.53	Westward Ho! Park	Festoon & Festive Lighting	2508/280
728	29.09.25	£192.19	£38.44	£230.63	Maintenance	Northam Hall	
729	29.09.25	£13.75	£2.75	£16.50	Wren Close	Equipment	
730	29.09.25	£400.00	£0.00	£400.00	Cleaning	Cleaning Northam Hall	
731	29.09.25	£1,365.00	£273.00	£1,638.00	Audit & Data Protection	Audit Services	
732	29.09.25	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - JL	

Receipts: Since 01/09/2025, the Council received 66 payments, totalling £322,168.50 detailed below.

Voucher No	Date	Cost Code	Net	VAT	Total	Description
255	29.09.2025	Precept	£322,168.50	£0.00	£322,168.50	Precept
254	29.09.2025	Hall Hire	£47.50	£0.00	£47.50	Hall Hire
253	26.09.2025	Hall Hire	£47.50	£0.00	£47.50	Hall Hire
253	26.09.2025	Hall Hire	£21.88	£0.00	£21.88	Hall Hire
252	26.09.2025	Appledore Pilot Gig Club	£262.50	£52.50	£315.00	Rent for Car Park
251	24.09.2025	Hall Hire	£12.50	£0.00	£12.50	Hall Hire
250	23.09.2025	Hall Hire	£25.00	£0.00	£25.00	Hall Hire
249	23.09.2025	Hall Hire	£10.00	£0.00	£10.00	Hall Hire
249	23.09.2025	Hall Hire	£10.00	£0.00	£10.00	Hall Hire
249	23.09.2025	Hall Hire	£10.00	£0.00	£10.00	Hall Hire
249	23.09.2025	Hall Hire	£10.00	£0.00	£10.00	Hall Hire
248	21.09.2025	Hall Hire	£20.00	£0.00	£20.00	Hall Hire
248	21.09.2025	Hall Hire	£20.00	£0.00	£20.00	Hall Hire

248	21.09.2025	Hall Hire	£20.00	£0.00	£20.00	Hall Hire
248	21.09.2025	Hall Hire	£20.00	£0.00	£20.00	Hall Hire
247	18.09.2025	Hall Hire	£100.00	£0.00	£100.00	Hall Hire
246	17.09.2025	Hall Hire	£25.00	£0.00	£25.00	Hall Hire
246	17.09.2025	Hall Hire	£25.00	£0.00	£25.00	Hall Hire
246	17.09.2025	Hall Hire	£25.00	£0.00	£25.00	Hall Hire
246	17.09.2025	Hall Hire	£25.00	£0.00	£25.00	Hall Hire
245	16.09.2025	Hall Hire	£47.50	£0.00	£47.50	Hall Hire
244	15.09.2025	Hall Hire	£25.00	£0.00	£25.00	Hall Hire
243	15.09.2025	Torrridge Pilot Gig Club	£1,050.00	£210.00	£1,260.00	Boat park permit
242	13.09.2025	Hall Hire	£47.50	£0.00	£47.50	Hall Hire
241	12.09.2025	Car Park Rent	£1,250.00	£250.00	£1,500.00	Rent for Car Park
240	09.09.2025	Hall Hire	£47.50	£0.00	£47.50	Hall Hire
239	09.09.2025	Hall Hire	£37.50	£0.00	£37.50	Hall Hire
238	09.09.2025	Hall Hire	£15.00	£0.00	£15.00	Hall Hire
238	09.09.2025	Hall Hire	£15.00	£0.00	£15.00	Hall Hire
238	09.09.2025	Hall Hire	£15.00	£0.00	£15.00	Hall Hire
238	09.09.2025	Hall Hire	£15.00	£0.00	£15.00	Hall Hire
236	08.09.2025	Hall Hire	£10.00	£0.00	£10.00	Hall Hire
236	08.09.2025	Hall Hire	£10.00	£0.00	£10.00	Hall Hire
236	08.09.2025	Hall Hire	£10.00	£0.00	£10.00	Hall Hire
236	08.09.2025	Hall Hire	£10.00	£0.00	£10.00	Hall Hire
235	06.09.2025	Hall Hire	£47.50	£0.00	£47.50	Hall Hire
234	05.09.2025	Hall Hire	£43.75	£0.00	£43.75	Hall Hire
234	05.09.2025	Hall Hire	£5.00	£0.00	£5.00	Hall Hire
233	05.09.2025	Hall Hire	£43.75	£0.00	£43.75	Hall Hire
233	05.09.2025	Hall Hire	£5.00	£0.00	£5.00	Hall Hire
232	05.09.2025	Hall Hire	£47.50	£0.00	£47.50	Hall Hire
231	05.09.2025	Hall Hire	-£23.75	£0.00	-£23.75	Cancelled Hall Booking
230	05.09.2025	Hall Hire	£18.75	£0.00	£18.75	Hall Hire
229	04.09.2025	Hall Hire	£21.87	£0.00	£21.87	Hall Hire
228	04.09.2025	Hall Hire	£37.50	£0.00	£37.50	Hall Hire
227	04.09.2025	Hall Hire	£37.50	£0.00	£37.50	Hall Hire
226	02.09.2025	Hall Hire	£25.00	£0.00	£25.00	Hall Hire
226	02.09.2025	Hall Hire	£25.00	£0.00	£25.00	Hall Hire
226	02.09.2025	Hall Hire	£25.00	£0.00	£25.00	Hall Hire
226	02.09.2025	Hall Hire	£25.00	£0.00	£25.00	Hall Hire
226	02.09.2025	Hall Hire	£25.00	£0.00	£25.00	Hall Hire
223	01.09.2025	Tennis Income	£1,165.00	£0.00	£1,165.00	Tennis Receipts
222	01.09.2025	Hall Hire	£47.50	£0.00	£47.50	Hall Hire
221	01.09.2025	Hall Hire	£10.00	£0.00	£10.00	Hall Hire
221	01.09.2025	Hall Hire	£10.00	£0.00	£10.00	Hall Hire
221	01.09.2025	Hall Hire	£10.00	£0.00	£10.00	Hall Hire
221	01.09.2025	Hall Hire	£10.00	£0.00	£10.00	Hall Hire

221	01.09.2025	Hall Hire	£10.00	£0.00	£10.00	Hall Hire
221	01.09.2025	Hall Hire	£10.00	£0.00	£10.00	Hall Hire
221	01.09.2025	Hall Hire	£10.00	£0.00	£10.00	Hall Hire
221	01.09.2025	Hall Hire	£10.00	£0.00	£10.00	Hall Hire
221	01.09.2025	Hall Hire	£10.00	£0.00	£10.00	Hall Hire
220	01.09.2025	Hall Hire	£20.00	£0.00	£20.00	Hall Hire
220	01.09.2025	Hall Hire	£20.00	£0.00	£20.00	Hall Hire
220	01.09.2025	Hall Hire	£20.00	£0.00	£20.00	Hall Hire
220	01.09.2025	Hall Hire	£20.00	£0.00	£20.00	Hall Hire

Tennis courts:

The gross volume of sales in September 2025 was £225.00. After fees, the Council has received £210.32. Since 1st April 2025, the Council has received £5159.94 for tennis court memberships and bookings.

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 19th September 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		Reconciliation balance
Date	Transaction	Description	Ref	Scribe	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refreshments	Maintenance	Office expenses	Total out	£	13.45	
18.8.25	54	Refreshments	PC25-26.52	685			0.00			1.45			1.45	90.60		
4.9.25	55	Maintenance Equipment	PC25-26.53	686			0.00				25.00		25.00	65.60		
5.9.25	56	PC equipment (Keyboard/Mou	PC25-26.54	687			0.00	3.33				16.67	20.00	45.60		
8.9.25	57	Refreshments	PC25-26.55	688			0.00	0.40		1.45		2.00	3.85	41.75		
9.9.25	58	Refreshments	PC25-26.56	689			0.00			3.88			3.88	37.87		
10.9.25	59	Refreshments	PC25-26.57	690			0.00			1.89			1.89	35.98		
11.9.25	60	Cup engraving (WWHo! Tennis)	PC25-26.58	691			0.00					12.00	12.00	23.98		
15.9.25	61	Refreshments	PC25-26.59	692			0.00			1.20			1.20	22.78		
17.9.25	62	Refreshments	PC25-26.60	693			0.00			8.50			8.50	14.28		
18.9.25	63	Refreshments	PC25-26.61	694			0.00			1.89			1.89	12.39		
19.9.25	64	Cash Withdrawal	-		90.00		90.00						0.00	102.39		

- Item 9** **To note the conclusion of the 2024-25 Annual Governance and Accountability Audit and receive the External Auditor's report**
(enclosed 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 10** **To consider the contractual details for the new FTE maintenance role**
(confidential report enclosed)
- Item 11** **To consider the Council's pension arrangements for its employees**
(confidential report enclosed)
- Item 12** **To receive and sign the payroll information sheet for submission, considering overtime claimed** (confidential report enclosed)
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