



To all members of the Council:

You are hereby summoned to attend the **FINANCE and HUMAN RESOURCES COMMITTEE** meeting on
Wednesday 7th January 2026 at 6.30pm

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

Membership:

Cllrs Edwards, Hames, Himan (Deputy Chair), Hodson (Chair), Leather, Tait and Whittaker plus the Mayor, Cllr 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: 17th December 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 Special Finance committee (budgets) held on the 3rd December 2025 as a true and correct record** (enclosed on coloured paper)
- 6 To consider the minutes of the Finance committee held on the 10th December 2025 as a true and correct record** (enclosed on coloured paper)
- 7 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.
- 8 To receive an update on the actions** (p3)
- 9 To consider the grant requests for awarding May 2026** (p3, grant papers previously circulated)

Item 8 To receive an update on the actions

| Action | August 2025 |
|--|--|
| 1 Present IA report to Full Council in December 2025 | To be included on the 17 th December agenda for Full Council. COMPLETE |
| 2 Recommend Draft Investment Strategy to Full Council for adoption. | To be included on the 17 th December agenda for Full Council. COMPLETE |
| 3 Open two further bank accounts at the Cooperative Bank, one for the May Fair and one for the Mayor's Charitable Fundraising. | No yet opened. ONGOING |
| 4 Arrange digger training for one member of staff (at Burrough Farm) | Arrangements to be made. ONGOING |

Item 9 To note the grant requests for awarding May 2026

The Council awards grants as part of its General Power of Competence (as defined in the Localism Act 2011), described as the 'power of first resort'. As a parish council, Northam Town Council is empowered to award grants under Section 137 of the Local Government act 1972. This is described as the 'power of last resort'.

S137 allows parish councils them to spend a **limited amount of money** on projects that benefit the community but are not covered by other statutory powers, typically by making grant awards. To be eligible, those organizations must typically be non-profit, have a bank account, and demonstrate how the grant will benefit the local parish or community. For the 2025-26 financial year, the government-approved amount is £11.10 per elector. With 10,114 electors, the **limited grant fund** NTC could distribute is £112,265.40.

2025-26 grants (to be awarded in May 2026)

The Council has received 41 grant requests, the same number as in 2024.

The total requested is £26,671, in 2024 it was £26,492, a 0.7% increase.

In 2024, the committee awarded £20,607, 77.8% of the request (3.2% of the Council's precept).

The agreed grant awards today will be included in the 2026-27 budget, along with a small fund for ad-hoc grants.

Enclosed under separate cover are the application forms for the 41 grants. A table listing them is overleaf.

Recommendation: The grants applications are considered for award.

| Grant No | Applicant Name | People they support (in Parish) | GRANT REQUESTED | | Grant awarded in previous year |
|----------|---|---------------------------------|-----------------|--|--------------------------------|
| 1 | Appledore Band | 28 | £ 750 | Outdoor PA system | £750.00 |
| 2 | Ilfracombe & District Community Transport Association | 20 | £ 750 | General running costs | £500.00 |
| 3 | Appledore Village Association - AVA | Unknown | £ 750 | Noticeboard | £500.00 |
| 4 | TTVS | 25-30 | £ 750 | Memory Café running costs | £750.00 |
| 5 | Northam Twinning Association | 32 | £ 500 | Membership of regional body | £300.00 |
| 6 | 2nd Bideford Scout Group | 3 | £ 500 | Repairs to Hall ceiling | n/a |
| 7 | Appledore Music Festival | 6 | £ 250 | Cost of subsidising workshops | £250.00 |
| 8 | Steamship Freshspring Trust | 35 | £ 650 | Maintenance Materials | £300.00 |
| 9 | Bideford Keyboard & Organ Club | 10 | £ 750 | Engagement of Artist(s) | £250.00 |
| 10 | Bideford, Littleham & Westward Ho! Cricket Club | Unknown | £ 882 | Subsidise winter coaching | £738.75 |
| 11 | Bideford Town Band | 9 | £ 750 | Advertising banners and percussion instruments | n/a |
| 12 | Appledore Hall Trust | Unknown | £ 750 | Waterproofing membrane or 5-year electrical test | £750.00 |
| 13 | Appledore Football Club | 60 | £ 750 | CCTV cameras and additional security | £500.00 |
| 14 | Bideford Blues & Appledore JFC | 143 | £ 750 | Youth team equipment | £750.00 |
| 15 | Bideford & District Community Archive Council | 25 | £ 350 | Internet charges | £350.00 |
| 16 | Westward Ho! Petanque Club | 36 | £ 750 | Playing equipment, disabled space markings, first aid equipment | n/a |
| 17 | 1st Edgehill & Torridge Scout Group | 35 | £ 750 | Subsidising activities | £500.00 |
| 18 | Appledore Baptist Church | 50 | £ 750 | Purchase of new equipment | £500.00 |
| 19 | Blue Lights Hall | 9 | £ 750 | Repairs to building (interior and exterior) | n/a |
| 20 | North Devon Record Office | Unknown | £ 1,000 | Population proportionate contribution to running costs | £1,000.00 |
| 21 | Northam Men's Forum | 38 | £ 600 | Laptop and microphone | n/a |
| 22 | Poppins Parent & Toddler Group | 55 | £ 250 | Refreshments for weekly meetings | £500.00 |
| 23 | Westward Ho! Mens Shed | 16 | £ 750 | Purchase new beechwood workbench | £750.00 |
| 24 | Tarka Child Contact Centre | 9 | £ 400 | Laptop purchase | £300.00 |
| 25 | North Devon Museum Trust | 38 | £ 600 | new AV equipment | £400.00 |
| 26 | Appledore Pride 2026 | 10 | £ 750 | insurance for event and cost of acts/musicians | n/a |
| 27 | Exclamation Youth Theatre | 27 | £ 750 | Safeguarding training, DBS certificates and licences, and production costs | n/a |
| 28 | Up Close Theatre and Radio | 41 | £ 700 | Insurance and PPL/PRS licence | n/a |
| 29 | Bideford Music Club | 70 | £ 300 | Ticket cost subsidy for carers and students | £300.00 |
| 30 | Bideford Rugby Club Junior Section | 72 | £ 200 | Training equipment | n/a |
| 31 | Friends of St Margarets School | 12 | £ 600 | Equipment for outdoor space | £750.00 |
| 32 | North Devon Surf Therapy | 100 | £ 750 | Subsidised sessions for local children | £500.00 |
| 33 | St Mary's Church Appledore | 58 | £ 750 | Upgrade of electrical consumer unit to meet standard | n/a |
| 34 | St Mary's Church hall | n/a | £ 684 | New Plastic Tables | £618.00 |
| 35 | The Appledore Books Festival's Schools Outreach Programme | 707 | £ 750 | Schools Outreach programme | n/a |
| 36 | Torrige-Elite Majorettes | 56 | £ 500 | Commission original music | £500.00 |
| 37 | Citizens Advice Torridge, North, Mid & West Devon | 25 | £ 750 | Volunteer Training Costs | £500.00 |
| 38 | Appledore Primary School PTFA | 250+ | £ 750 | Basketball Hoops, basketballs and bibs | £750.00 |
| 39 | Bideford BMX Club | 35 | £ 750 | Towards accessible toilet facilities | N/A |
| 40 | Westward Ho! Snooker Club | 155 | £ 705 | New flooring and table refurbishment | £500.00 |
| 41 | Northam Methodist Church | 67 | £ 500 | Towards new carpet in the Hall | £500.00 |
| | | | £ 26,671 | | |