



**To all members of the Committee:**

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

**Wednesday 13<sup>th</sup> May 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 Newman-McKie (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.

Members of the public are asked to respect the fact that this is a meeting to conduct council business and interruptions during council business are not permitted. If, in the opinion of the Chairman, the business of the meeting is disrupted in any way, the Chairman may ask the person/s causing the disruption to be quiet and if they refuse then ask them to leave. **Mobile phones must be switched off or silenced during the meeting.**

Anyone wishing to ask questions is requested to notify the Town Clerk by 12 noon on the day of 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: 7<sup>th</sup> May 2026

Members are requested to turn off or silence their mobile phones for the duration of the meeting.

## 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 15<sup>th</sup> April 2026 as a true and correct record** (enclosed 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 consider the Clerk's report and approve, by resolution, the payments as listed** (p4-17)
  - 11 To consider the lease for the carpark and patio adjoining the Seagate Hotel, Appledore and the request for permission to hold events on the car park** (p18)
  - 12 To note the annual cost of the Council's general insurance** (p19)
  - 13 To note the renewal of the Council's fleet insurance** (p19)
  - 14 To note the renewal of the Council's engineering insurance** (p20)
- To be held in confidential session** (pursuant to the Public Bodies (Admission to Meetings) Act 1960)
- 15 To receive and sign the payroll information sheet for submission, considering overtime claimed** (p20 confidential report enclosed)
  - 16 To receive an update on staffing matters** (verbal)

**1 To elect a Chair for the committee**

Note, Standing Order 4 (d) (v) states, inter alia:  
any member who sits on a committee or sub-committee ex-officio should not be appointed Chair of that committee or sub-committee.

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**2 To elect a Deputy Chair for the committee**

Note, Standing Order 4 (d) (v) states, inter alia:  
any member who sits on a committee or sub-committee ex-officio should not be appointed Chair of that committee or sub-committee.

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**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.**

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**4 Chair's announcements**

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**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.*

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**6 To agree the agenda as published.**

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**7 To consider the minutes of the Finance committee held on the 15<sup>th</sup> April 2026 as a true and correct record (enclosed on coloured paper)**

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**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.*

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**Item 9 To receive an update on the actions**

Action	Update
<b>1</b> Open two further bank accounts at the Cooperative Bank, one for the May Fair and one for the Mayor's Charitable Fundraising.	Free current accounts are no longer available for an organisation like this Council (changes in bank regulations, annual budget of council amongst other factors). Instant access deposit accounts are available. On the agenda. ONGOING
<b>2</b> Arrange digger training for one member of staff	Arrangements to be made. The officers are exploring opportunities for combining with other similar bodies to improve access and hopefully reduce costs. ONGOING

<b>3</b>	Advise the lease holder of the Council's decision to extend the end date by three months, in line with paragraph 21.5. Ask the lease holder what sort of events and how many would be held on the car park, should permission be granted.	The lease holder has been advised of the committee's deferral of decision and confirmation regarding the events has been sought. On the agenda.  ONGOING
<b>4</b>	Seek confirmation of the permission given for the existing constructions on the land (the patio and associated works, and the gig shed).	This council's files have been researched and, finding no record of permission, the transferee has been contacted. A response is awaited. On the agenda.  ONGOING
<b>5</b>	Vehicle tracking	The matter will be on a future agenda.  ONGOING
<b>6</b>	Prepare an outline of the process by which the Council issues Northam Burrows Manor Passes on behalf of the Northam Burrows Charity.	The work is ongoing.  ONGOING
<b>7</b>	Advise the Twinning Committee of the Council's representatives for the trip to Mondeville in May.	Due to unforeseen circumstances (bereavement and injury), the Council's representatives have been unable to attend this event. COMPLETE

**Item 10 To consider the Clerk's report and approve, by resolution, the payments as listed**

On 30<sup>th</sup> April 2026 the Council's balances were:

Petty Cash	£50.81	no interest	
Hinkley & Rugby Building Society	£966,284	interest rate is 1.75%	Holding account for general expenditure and £50,000 of the General Reserve
Cambridge & Counties Bank (31-day)	£98,056.27	interest rate is 3.25%	General Reserves
Nationwide (Business 95-day saver)	£97,622.26	interest rate is 3.35%	Earmarked Reserves (as per agreed budget: parks, defibrillators, LCWIP, war memorial cleaning, skate park and pavilion renovation reserve)
Cambridge Building Society	£9,281.88	interest rate is 1.75%	Tennis Reserves
Coop Bank (current account)	£349,933.47	no interest	General expenditure

**Total cash in hand (SCRIBE) £651.228.69**

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

**Recommendation: That the Council move £250,000 to its Hinkley and Rugby Building Society interest bearing account.**



**Petty Cash:** A screen shot of the petty cash cashbook is presented, showing the items on which the Council has spent petty cash in the month. The financial regulations seek to maintain a balance of £100 in Petty Cash.

£50 was withdrawn and added to Petty Cash in early May 2026.

Petty Cash				2025-26	Northam TC Petty Cash									
Details				Income			Expenditure						Balance at start of FY	
Date	Trans action	Description	Ref	Petty Cash Withdrawal	tbc	Total in	VAT	Events	Refresh ments	Maint enance	Office expenses	Total out	£	73.76
9.4.26	1	Keys - Northam Hall storage	PC26-27.1			0.00	3.00			15.00		18.00		55.76
10.4.26	2	Refreshments	PC26-27.2			0.00			1.95			1.95		53.81
20.4.26	3	Refreshments	PC26-27.3			0.00			1.50			1.50		52.31
29.4.26	4	Refreshments	PC26-27.4			0.00			1.50			1.50		50.81

**Tennis courts:**

The gross volume of sales in April 2026 was £700. After fees, the Council has received £667.19. Fifteen of the receipts were for annual passes, which provide holders with free tennis court bookings for the calendar year after purchase.

Since 1<sup>st</sup> April 202, the Council has received £667.19 for tennis court memberships and bookings.

**Payments:**

Between 1<sup>st</sup> and 30<sup>th</sup> April 2026, the council made 93 payments, totalling £38,849.96 (ex VAT) (p8-11)), including 29 of £100 or more totalling £37,664.03 (exVAT), detailed overleaf.

**Recommendation: The payments are approved as listed.**

Voucher	Date	Net	VAT	Gross	Description	Cost Centre	Cost Code	Minute Ref
2	01.04.2026	£448.76	£0.00	£448.76	Room rental	Administration	Room Rental	
7	07.04.2026	£314.00	£62.80	£376.80	IT contract	ICT	Cloudy IT	
8	07.04.2026	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
10	07.04.2026	£130.00	£26.00	£156.00	Alarm maintenance	Northam Hall	Alarm & CCTV	
11	07.04.2026	£533.00	£106.60	£639.60	Vehicle Service	Council Machinery & Equipment	Truck Maintenance	
15	07.04.2026	£355.00	£0.00	£355.00	May Fair 2026	Community	May Fair Costs	
16	07.04.2026	£733.33	£146.67	£880.00	May Fair 2026	Community	May Fair Costs	
17	07.04.2026	£155.01	£31.00	£186.01	Photocopier lease	Administration	Photocopier Lease	
21	09.04.2026	£1,089.56	£217.91	£1,307.47	Insurance	Insurances	General	
24	09.04.2026	£279.93	£55.99	£335.92	Highway Signage	Council Machinery & Equipment	Highway Signage & Barriers	
27	10.04.2026	£303.12	£15.16	£318.28	Gas Account	Northam Hall	Gas	
29	10.04.2026	£335.00	£67.00	£402.00	Civic.ly Subscription	ICT	Civic.ly Asset Management Software	
30	10.04.2026	£500.00	£100.00	£600.00	MVSIDs	Environment & Maintenance	MVSIDs	
35	14.04.2026	£193.54	£38.71	£232.25	Fuel	Council Machinery & Equipment	Fuel - WF18 PTX	
35	14.04.2026	£161.77	£32.35	£194.12	Fuel	Council Machinery & Equipment	Fuel - Mowers	
36	15.04.2026	£106.63	£21.33	£127.96	Tables	Northam Hall	Maintenance	
46	20.04.2026	£124.66	£6.23	£130.89	Electricity Account	Northam Hall	Electric	
47	20.04.2026	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2604/761
51	22.04.2026	£171.00	£0.00	£171.00	Garden Waste Collection	Environment & Maintenance	Litter/Recycling & Dog Waste Bins	
55	23.04.2026	£7,242.08	£0.00	£7,242.08	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	2508/252
76	28.04.2026	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees	
77	28.04.2026	£156.32	£31.26	£187.58	Stationery	Administration	Stationery	
78	28.04.2026	£178.50	£35.70	£214.20	Payroll	Staff Costs	Payroll Processing Fees	
79	28.04.2026	£192.20	£38.44	£230.64	Refreshments	Community	May Fair Costs	
80	28.04.2026	£200.00	£40.00	£240.00	The Link	Community	Newsletters & Communication	
81	28.04.2026	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning	
82	28.04.2026	£515.00	£103.00	£618.00	May Fair 2026	Community	May Fair Costs	
83	28.04.2026	£3,078.27	£615.66	£3,693.93	Mayor's Chains	Members	Upgrade to Mayoral Chain	
<b>29</b>	<b>Totals</b>	<b>£37,664.03</b>	<b>£1,905.28</b>	<b>£39,569.31</b>				

Voucher	Date	Net	VAT	Gross	Description	Cost Centre	Cost Code	Minute Ref
1	01.04.2026	£13.60	£0.00	£13.60	Stripe fees	Tennis Courts	Stripe Fees	
2	01.04.2026	£448.76	£0.00	£448.76	Room rental	Administration	Room Rental	
3	01.04.2026	£5.83	£1.17	£7.00	Refreshments	Members	Civic & General Expenses	
4	01.04.2026	£33.33	£6.67	£40.00	Flowers	Members	Civic & General Expenses	
5	01.04.2026	£0.70	£0.00	£0.70	Square fees	Northam Hall	Square Fees for hall hire	
6	02.04.2026	£0.42	£0.00	£0.42	Square fees	Northam Hall	Square Fees for hall hire	
7	07.04.2026	£314.00	£62.80	£376.80	IT contract	ICT	Cloudy IT	
8	07.04.2026	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
9	07.04.2026	£28.17	£5.63	£33.80	Contra Roberts Cleaning	Administration	Town Hall - Cleaning	
10	07.04.2026	£130.00	£26.00	£156.00	Alarm maintenance	Northam Hall	Alarm & CCTV	
11	07.04.2026	£533.00	£106.60	£639.60	Vehicle Service	Council Machinery & Equipment	Truck Maintenance	
12	07.04.2026	£72.00	£14.40	£86.40	Plants	Parks & Recreation	Lords Meadow	
13	07.04.2026	£79.76	£15.95	£95.71	Paint	Parks & Recreation	Westward Ho! Park	
14	07.04.2026	£8.47	£1.69	£10.16	Watering Equipment	Pavilion & CPT	Maintenance	
15	07.04.2026	£355.00	£0.00	£355.00	May Fair 2026	Community	May Fair Costs	
16	07.04.2026	£733.33	£146.67	£880.00	May Fair 2026	Community	May Fair Costs	
17	07.04.2026	£155.01	£31.00	£186.01	Photocopier lease	Administration	Photocopier Lease	
18	07.04.2026	£4.17	£0.83	£5.00	Mobile Phone - TT	ICT	Mobile Phones	
19	07.04.2026	£51.33	£10.27	£61.60	Telephone system	ICT	Phones	
20	09.04.2026	£84.40	£4.22	£88.62	Electricity - Pavilion	Pavilion & CPT	Electric	
21	09.04.2026	£1,089.56	£217.91	£1,307.47	Insurance	Insurances	General	
22	09.04.2026	£5.00	£1.00	£6.00	Mobile Phone - IR	ICT	Mobile Phones	
23	09.04.2026	£8.75	£1.75	£10.50	Radar Key	CPT	Lock	
24	09.04.2026	£279.93	£55.99	£335.92	Highway Signage	Council Machinery & Equipment	Highway Signage & Barriers	
25	09.04.2026	£1.35	£0.00	£1.35	Square fees	Northam Hall	Square Fees for hall hire	
26	09.04.2026	£1.38	£0.00	£1.38	Square fees	Administration	Boat Park Square Fees	
27	10.04.2026	£303.12	£15.16	£318.28	Gas Account	Northam Hall	Gas	
28	10.04.2026	£23.32	£4.67	£27.99	Tools	Council Machinery & Equipment	Tools & Equipment	
29	10.04.2026	£335.00	£67.00	£402.00	Civic.ly Subscription	ICT	Civic.ly Asset Management Software	
30	10.04.2026	£500.00	£100.00	£600.00	MVSIDs	Environment & Maintenance	MVSIDs	

31	10.04.2026	£1.69	£0.00	£1.69	Square fees	Northam Hall	Square Fees for hall hire	
32	10.04.2026	£1.52	£0.00	£1.52	Square fees	Northam Hall	Square Fees for hall hire	
33	13.04.2026	£7.07	£1.42	£8.49	Council Machinery & Equipment	Council Machinery & Equipment	Tools & Equipment	
34	14.04.2026	£19.59	£3.92	£23.51	Repairs	Northam Hall	Maintenance	
35	14.04.2026	£193.54	£38.71	£232.25	Fuel	Council Machinery & Equipment	Fuel - WF18 PTX	
35	14.04.2026	£161.77	£32.35	£194.12	Fuel	Council Machinery & Equipment	Fuel - Mowers	
36	15.04.2026	£106.63	£21.33	£127.96	Tables	Northam Hall	Maintenance	
37	15.04.2026	£61.00	£0.00	£61.00	Water bill	Pavilion & CPT	Water	
38	15.04.2026	£86.50	£0.00	£86.50	Water bill	Northam Hall	Water	
39	15.04.2026	£0.60	£0.00	£0.60	Square fees	Community	Square Fees for May Fair Stalls	
40	16.04.2026	£2.91	£0.58	£3.49	Tape	Administration	Stationery	
41	16.04.2026	£69.55	£13.91	£83.46	Printer inks	Administration	Stationery	
42	16.04.2026	£76.48	£15.30	£91.78	Printer inks	Administration	Stationery	
42	16.04.2026	£3.30	£0.66	£3.96	Printer inks	Council Machinery & Equipment	Tools & Equipment	
43	16.04.2026	£1.35	£0.00	£1.35	Square fees	Northam Hall	Square Fees for hall hire	
44	16.04.2026	£0.60	£0.00	£0.60	Square fees	Community	Square Fees for May Fair Stalls	
45	20.04.2026	£4.17	£0.83	£5.00	Mobile Phone - GL	ICT	Mobile Phones	
46	20.04.2026	£124.66	£6.23	£130.89	Electricity Account	Northam Hall	Electric	
46	20.04.2026	-£17.43	£0.00	-£17.43	Electricity Account	Northam Hall	Electric	
47	20.04.2026	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2604/761
48	20.04.2026	£1.35	£0.00	£1.35	Square fees	Northam Hall	Square Fees for hall hire	
49	20.04.2026	£1.01	£0.00	£1.01	Square fees	Northam Hall	Square Fees for hall hire	
50	22.04.2026	£4.82	£0.96	£5.78	Supplies	Council Machinery & Equipment	Tools & Equipment	
51	22.04.2026	£171.00	£0.00	£171.00	Garden Waste Collection	Environment & Maintenance	Litter/Recycling & Dog Waste Bins	
52	22.04.2026	£0.30	£0.00	£0.30	Square fees	Community	Square Fees for May Fair Stalls	
53	22.04.2026	£0.42	£0.00	£0.42	Square fees	Community	Square Fees for May Fair Stalls	
54	23.04.2026	£4.17	£0.83	£5.00	Mobile Phone - TA	ICT	Mobile Phones	
55	23.04.2026	£7,242.08	£0.00	£7,242.08	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	2508/252
56	23.04.2026	£41.95	£8.39	£50.34	Internet	ICT	Internet (Offices)	
57	23.04.2026	£0.60	£0.00	£0.60	Square fees	Community	Square Fees for May Fair Stalls	
58	23.04.2026	£0.42	£0.00	£0.42	Square fees	Community	Square Fees for May Fair Stalls	

59	24.04.2026	£4.17	£0.83	£5.00	Mobile Phone - RG	ICT	Mobile Phones
60	24.04.2026	£6.25	£1.25	£7.50	Mobile Phone	ICT	Mobile Phones
61	27.04.2026	£4.17	£0.83	£5.00	Mobile Phone - JL	ICT	Mobile Phones
62	27.04.2026	£15.82	£3.17	£18.99	Equipment	Council Machinery & Equipment	Tools & Equipment
63	27.04.2026	£21.30	£4.26	£25.56	Equipment	Council Machinery & Equipment	Tools & Equipment
64	27.04.2026	-£178.42	-£35.68	-£214.10	Highway Signage	Council Machinery & Equipment	Highway Signage & Barriers
65	28.04.2026	£4.17	£0.83	£5.00	Mobile Phone - CW	ICT	Mobile Phones
66	28.04.2026	£7.42	£1.49	£8.91	Equipment	Parks & Recreation	Westward Ho! Park
67	28.04.2026	£23.98	£4.80	£28.78	Paint	Parks & Recreation	Westward Ho! Park
68	28.04.2026	£25.00	£5.00	£30.00	Signs	Environment & Maintenance	Westward Ho! Finger Post
69	28.04.2026	£26.60	£5.32	£31.92	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear
70	28.04.2026	£30.07	£6.02	£36.09	Paint	Parks & Recreation	Westward Ho! Park
71	28.04.2026	£50.00	£0.00	£50.00	Donation	Members	Civic & General Expenses
72	28.04.2026	£45.83	£9.17	£55.00	Trailer	Council Machinery & Equipment	Truck Maintenance
73	28.04.2026	£47.96	£9.59	£57.55	Paint	Parks & Recreation	Westward Ho! Park
74	28.04.2026	£55.03	£11.01	£66.04	Paint	Parks & Recreation	Westward Ho! Park
75	28.04.2026	£70.00	£14.00	£84.00	Training	Training	Training
76	28.04.2026	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees
77	28.04.2026	£156.32	£31.26	£187.58	Stationery	Administration	Stationery
78	28.04.2026	£178.50	£35.70	£214.20	Payroll	Staff Costs	Payroll Processing Fees
79	28.04.2026	£192.20	£38.44	£230.64	Refreshments	Community	May Fair Costs
80	28.04.2026	£200.00	£40.00	£240.00	The Link	Community	Newsletters & Communication
81	28.04.2026	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning
82	28.04.2026	£515.00	£103.00	£618.00	May Fair 2026	Community	May Fair Costs
83	28.04.2026	£3,078.27	£615.66	£3,693.93	Mayor's Chains	Members	Upgrade to Mayoral Chain
84	28.04.2026	£55.51	£11.10	£66.61	Strimmer Repair	Council Machinery & Equipment	Machinery Maintenance
85	28.04.2026	£13.36	£2.67	£16.03	Mower	Council Machinery & Equipment	Machinery Maintenance
86	28.04.2026	£22.50	£4.50	£27.00	Alarm maintenance	Northam Hall	Maintenance
87	29.04.2026	£0.88	£0.00	£0.88	Square fees	Northam Hall	Square Fees for hall hire
88	09.04.2026	£15.00	£3.00	£18.00	Keys	Northam Hall	Maintenance
89	10.04.2026	£1.95	£0.00	£1.95	Refreshments	Administration	Refreshments

90	20.04.2026	£1.50	£0.00	£1.50	Refreshments	Administration	Refreshments
91	29.04.2026	£1.50	£0.00	£1.50	Refreshments	Administration	Refreshments
92	30.04.2026	£0.17	£0.00	£0.17	Square fees	Northam Hall	Square Fees for hall hire
93	30.04.2026	£18.29	£3.66	£21.95	May Fair 2026	Community	May Fair Costs
<b>93</b>	<b>Totals</b>	<b>£38,849.96</b>	<b>£2,087.15</b>	<b>£40,937.11</b>			

**Receipts:** Between 1<sup>st</sup> and 30<sup>th</sup> April 2026, the Council received 157 payments (some grouped, regular hall hire bookings), totalling £338,568.21 (ex VAT), including the first instalment of the precept, £334,352. These are presented on pages 11-17).

Voucher	Date	Net	VAT	Gross	Description	Cost Centre	Cost Code
1	01.04.2026	£230.00	£0.00	£230.00	Tennis Receipts	Tennis Courts	Tennis Income
2	01.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	01.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	01.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	01.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
3	02.04.2026	£16.87	£0.00	£16.87	Hall Hire	Northam Hall	Hall Hire
4	07.04.2026	£158.33	£31.67	£190.00	Boat park permit	Administration	Boat Park
5	08.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
6	08.04.2026	£47.50	£0.00	£47.50	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£18.75	£0.00	£18.75	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£47.50	£0.00	£47.50	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£6.25	£0.00	£6.25	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£4.17	£0.83	£5.00	Hall Hire	Northam Hall	Hall Set Up Fee
7	08.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire

	08.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
	08.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
8	09.04.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
	09.04.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
	09.04.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
	09.04.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
	09.04.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
9	09.04.2026	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
	09.04.2026	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
	09.04.2026	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
	09.04.2026	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
10	09.04.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
	09.04.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
	09.04.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
	09.04.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
11	09.04.2026	£54.00	£0.00	£54.00	Hall Hire	Northam Hall	Hall Hire
12	09.04.2026	£45.83	£9.17	£55.00	Boat park permit	Administration	Boat Park
13	09.04.2026	£262.50	£52.50	£315.00	Rent for Car Park	Administration	Seagate Car Park Rent (Young & Co's Brewery Plc)
14	10.04.2026	£43.75	£0.00	£43.75	Hall Hire	Northam Hall	Hall Hire
15	10.04.2026	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
	10.04.2026	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
16	10.04.2026	£37.50	£0.00	£37.50	Hall Hire	Northam Hall	Hall Hire
	10.04.2026	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
	10.04.2026	£37.50	£0.00	£37.50	Hall Hire	Northam Hall	Hall Hire
17	10.04.2026	£67.50	£0.00	£67.50	Hall Hire	Northam Hall	Hall Hire
18	10.04.2026	£60.75	£0.00	£60.75	Hall Hire	Northam Hall	Hall Hire

	10.04.2026	£6.75	£0.00	£6.75	Hall Hire	Northam Hall	Hall Hire
19	13.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
20	13.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
21	13.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
22	13.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
23	13.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
24	13.04.2026	£24.00	£0.00	£24.00	May Fair 2026	Community	May Fair Stalls
25	13.04.2026	£24.00	£0.00	£24.00	May Fair 2026	Community	May Fair Stalls
26	13.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	13.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	13.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	13.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
27	14.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
28	14.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
29	14.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
30	14.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
31	14.04.2026	£24.00	£0.00	£24.00	May Fair 2026	Community	May Fair Stalls
32	14.04.2026	£24.00	£0.00	£24.00	May Fair 2026	Community	May Fair Stalls
33	14.04.2026	£24.00	£0.00	£24.00	May Fair 2026	Community	May Fair Stalls
34	14.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
	14.04.2026	£24.00	£0.00	£24.00	May Fair 2026	Community	May Fair Stalls
35	14.04.2026	£200.00	£0.00	£200.00	Hall Hire	Northam Hall	Hall Hire
36	14.04.2026	£28.13	£0.00	£28.13	Hall Hire	Northam Hall	Hall Hire
	14.04.2026	£28.13	£0.00	£28.13	Hall Hire	Northam Hall	Hall Hire
	14.04.2026	£28.13	£0.00	£28.13	Hall Hire	Northam Hall	Hall Hire
	14.04.2026	£28.13	£0.00	£28.13	Hall Hire	Northam Hall	Hall Hire
37	15.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
38	16.04.2026	£24.00	£0.00	£24.00	May Fair 2026	Community	May Fair Stalls
39	15.04.2026	£24.00	£0.00	£24.00	May Fair 2026	Community	May Fair Stalls
40	15.04.2026	£24.00	£0.00	£24.00	May Fair 2026	Community	May Fair Stalls
41	15.04.2026	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire

	15.04.2026	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
	15.04.2026	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
	15.04.2026	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
	15.04.2026	£15.00	£0.00	£15.00	Hall Hire	Northam Hall	Hall Hire
42	16.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
43	16.04.2026	£90.00	£0.00	£90.00	May Fair 2026	Community	May Fair Stalls
44	16.04.2026	£24.00	£0.00	£24.00	May Fair 2026	Community	May Fair Stalls
45	16.04.2026	£24.00	£0.00	£24.00	May Fair 2026	Community	May Fair Stalls
46	16.04.2026	£25.00	£0.00	£25.00	Hall Hire	Northam Hall	Hall Hire
47	16.04.2026	£54.00	£0.00	£54.00	Hall Hire	Northam Hall	Hall Hire
48	17.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
49	17.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
50	17.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
51	20.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
52	20.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
53	20.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
54	20.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
55	20.04.2026	£24.00	£0.00	£24.00	May Fair 2026	Community	May Fair Stalls
56	20.04.2026	£50.00	£0.00	£50.00	May Fair 2026	Community	May Fair Stalls
57	20.04.2026	£54.00	£0.00	£54.00	Hall Hire	Northam Hall	Hall Hire
58	20.04.2026	£13.50	£0.00	£13.50	Hall Hire	Northam Hall	Hall Hire
	20.04.2026	£13.50	£0.00	£13.50	Hall Hire	Northam Hall	Hall Hire
	20.04.2026	£13.50	£0.00	£13.50	Hall Hire	Northam Hall	Hall Hire
59	20.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
	20.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
	20.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
	20.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
	20.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
	20.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
	20.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire

	20.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
	20.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
	20.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
	20.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
	20.04.2026	£12.50	£0.00	£12.50	Hall Hire	Northam Hall	Hall Hire
60	21.04.2026	£24.00	£0.00	£24.00	May Fair 2026	Community	May Fair Stalls
61	21.04.2026	£50.00	£0.00	£50.00	May Fair 2026	Community	May Fair Stalls
62	22.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
63	22.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
64	22.04.2026	£24.00	£0.00	£24.00	May Fair 2026	Community	May Fair Stalls
65	22.04.2026	£50.00	£0.00	£50.00	May Fair 2026	Community	May Fair Stalls
66	23.04.2026	£0.00	£0.00	£0.00	May Fair 2026	Community	May Fair Stalls
67	23.04.2026	£24.00	£0.00	£24.00	May Fair 2026	Community	May Fair Stalls
68	23.04.2026	£24.00	£0.00	£24.00	May Fair 2026	Community	May Fair Stalls
69	24.04.2026	£19.25	£0.00	£19.25	Hall Hire	Northam Hall	Hall Hire
70	27.04.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
	27.04.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
	27.04.2026	£45.00	£0.00	£45.00	Hall Hire	Northam Hall	Hall Hire
	27.04.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
	27.04.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
71	29.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	29.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	29.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	29.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	29.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
72	30.04.2026	£334,352.50	£0.00	£334,352.50	Precept	Precept	Precept
73	30.04.2026	£12.00	£0.00	£12.00	May Fair 2026	Community	May Fair Stalls
74	30.04.2026	£50.00	£0.00	£50.00	May Fair 2026	Community	May Fair Stalls
75	30.04.2026	£20.00	£0.00	£20.00	Hall Hire	Northam Hall	Hall Hire
	30.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	30.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire

	30.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	30.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
	30.04.2026	£10.00	£0.00	£10.00	Hall Hire	Northam Hall	Hall Hire
76	30.04.2026	£256.08	£0.00	£256.08	Bank Interest	Bank Interest	Nationwide 95 Day
77	30.04.2026	£218.41	£0.00	£218.41	Bank Interest	Bank Interest	Cambs & Cty Bank
<b>157</b>	<b>Totals</b>	<b>£338,568.21</b>	<b>£94.17</b>	<b>£338,662.38</b>			

**Item 11 To consider the lease for the carpark and patio adjoining the Seagate Hotel, Appledore and the request for permission to hold events on the car park (see correspondence under separate cover)**

The lease for the carpark in Appledore, adjacent to the Seagate Hotel, that is leased to Youngs Brewery is due to end on the 19<sup>th</sup> March 2026 (see enclosed confidential paper). The Town Clerk has sought advice from the solicitors that drafted the lease. To redraft would cost £1,621.30 (inc VAT as appropriate) and draws members attention to the paragraphs highlighted in the confidential paper attached, particularly paragraphs 6.3 (indexation) and 8.1(f) (liability for costs).

The Town Clerk has contacted the Estates Manager at Youngs Brewery, who has indicated that, in line with paragraph 8.1(f), Youngs would accept liability for the cost of drawing the lease up, on the same terms as the 2020 lease, updated and with a new base rent of £7,000. The lease could be drawn up by Youngs legal team or the Council's solicitor.

The Council received advice in 2009 (from Passmore Wright & Co, attached) that stated (at paragraph 7, p3) that '*A general rule of thumb in assessing rental values of car parks is that the rental value is between 35% and 50% of the gross income for car parks of this type and size*'. We have no indication of what that gross income would be, though [TDC charge businesses £450 for 12 months parking](#) in the current year. There are 9 spaces in the car park.

In broad terms, this could therefore be viewed as follows:

£2,025 for car parking spaces [ $(£450 \times 9) / 2 = £2,025$ ]

£4,975 for outdoor seating area

Some members have noted concerns over the value of the lease. A review would be expected to take several weeks to complete and the resulting negotiation with the lease holder would likely extend that further. Should the committee seek a formal review of the base value, it could be included as a formal part of the lease at, for example, two-yearly intervals. The cost of this revaluation would fall to this council rather than the lease holder.

The renewal date has been deferred by three months at the request of this committee to allow the Town Clerk to enquire as to the details of the events planned by the brewery and to seek confirmation of permission from the transferee of the existing constructions.

The confirmation has not yet been received. The responses to questions raised by Cllr Edwards at the previous meeting have been circulated under separate cover.

**Recommendation: The committee consider extending the lease for a further six years at the new base rent of £7,000 (exVAT), with a scheduled review of the base value at two-yearly intervals and an indexed increase applied in the other years, as described in the lease.**

**Additionally**, the operators of the Seagate Hotel have asked for permission to erect a marquee on the car parking area. The committee sought clarity on the request, which is reproduced below:

- i. 4 community building events per year
- ii. Use area for additional trading events in accordance with our premises licence, with potential outside bar & food offer, to be able to be involved in & enhance Appledore community events, ie Regatta, Carnival, Music festival, Pride - for example.
- iii. Erection of a fabric tent of a temporary nature, for weather proofing.

The Town Clerk notes that this council would need, according to the covenants in the transfer document, to seek written permission from the transferor (or their successor) for each occasion a temporary structure is erected. Further, the loss of car parking spaces, albeit only nine, could have a

detrimental effect on the availability of parking in Appledore during events that are already well attended.

**Recommendation: The committee consider the request, noting the concerns of the Clerk.**

**Item 12 To note the annual cost of the Council’s general insurance**

In order to ensure rate stability, Northam Town Council chose to set up a 3-year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited. Northam Town Council committed to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire on 27/05/2027.

In return Hiscox Insurance Company Limited agreed not to increase the annual insurance premium, except where:

- there are changes to the material facts concerning your policy.
- policy changes where the sums insured for assets covered against loss or damage are increased or decreased.
- annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage.
- There is an imposition by the Government of a higher rate of Insurance Premium Tax (IPT).

The Council’s renewal figure is overleaf, the council budgeted £15,000.

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Total Due
AJG Community Schemes	Hiscox Insurance Company Limited	£12,101.49	£1,452.17	£75.00	£13,628.66
<b>Total</b>		<b>£12,101.49</b>	<b>£1,452.17</b>	<b>£75.00</b>	<b>£13,628.66</b>

**Item 13 To note the renewal of the Council’s fleet insurance**

The Council insures its four road registered vehicles with Equity Red Star, through the regional broker. Those four are detailed below.

The Town Clerk has sought alternative quotes but is informed by brokers that they are reluctant to quote outside their area. The renewal price for the fleet is **£2,193.60**, for the period 14<sup>th</sup> May 2026 to 13<sup>th</sup> May 2027. The council budgeted £2,500.

**Vehicle details**

Make & model	Vehicle Type	Numbers	Registration / Chassis number	Year of manufacture	CC	GW	Value	Cover	Class of use	Annual rate per vehicle (excl. IPT)
FERRIS ISX 800 RIDE ON MOWER	Agricultural	1	WA22DZV	2022			£10,500	Comprehensive	Agricultural	£315.00
NEXTEM NT 3040	LCV	1	GX23DHD	2023	0	3500	£26,000	Comprehensive	Carriage Of Own Goods	£530.00
NEXTEM NT3040 ORCA	LCV	1	WA25 CLN	2025	0	3030	£25,050	Comprehensive	Carriage Of Own Goods	£530.00
FORD TRANSIT CREW CAB 350LT TIPPER	LCV	1	WF18PTX	2018	1461	3030	£25,000	Comprehensive	Carriage Of Own Goods	£530.00

**Item 14 To note the renewal of the Council’s engineering insurance**

The council insures is required to insure its compressor separately from its general insurance, the reason for this is the increased risk of damage from failure of the equipment. The Town Clerk has sought alternative quotes but is informed by brokers that they are reluctant to quote outside their area.

The Council’s renewal figure is below, the council budgeted £650, including £500 carry-over from 2025/26.

Policy	Insurer	Premium	Insurance Premium Tax	Value Added Tax	Total Due
Engineering and Construction	Allianz Insurance Plc	£455.36	£8.34	£77.17	£540.87
<b>Total</b>		<b>£455.36</b>	<b>£8.34</b>	<b>£77.17</b>	<b>£540.87</b>

**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 15 To receive and sign the payroll information sheet for submission, considering overtime claimed (confidential report enclosed)**

**Recommendation: The Committee confirm the payroll submission.**

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**Item 16 To receive an update on staffing matters**

Verbal update from the clerk of the meeting.