

FINANCE COMMITTEE**12th March 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Bach, Edwards, Hames, Himan, Hodson (Chair), Whittaker and Tait (Mayor, ex-officio).

In attendance: Guy Langton (Town Clerk & RFO)

2503/642 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

Cllr Leather tendered his apologies, the reason for which was approved.

2503/643 Chair's announcements

The Chair announced that Torridge Pilot Gig Club had asked the Council if it could place a storage box (approximately 5.5m long x 1.6m wide x 1.7m high) at their boat park spaces on the Quay in Appledore. Whilst operated as a boat park by the Council, the land was owned by Devon County Council so this Council would need to seek permission from the County Council. The Club would also seek clarification regarding the need for planning permission.

The Town Clerk reported that this Council had been informed by Torridge District Council that, having received sufficient signed requests, an election for the vacancy at both Councils in the Appledore ward would be held on the same day as the Northam Orchard Hill ward election – the 17th April 2025. A full timetable would be presented to the Council at its meeting on the 19th March 2025.

2503/644 To receive any dispensations and disclosable pecuniary or other interests

Members were reminded that all interests must be declared prior to the item being discussed.

2503/645 To agree the agenda as published.

It was **resolved** to proceed with the agenda as published.

Proposed Cllr Bach, Seconded Cllr Himan (all in favour)

2503/646 To consider the minutes of the Finance meeting held on the 12th February 2025 as a true and correct record

It was **resolved** to accept the minutes as a true and correct record, which were signed by the Chair.

Proposed: Cllr Tait, Seconded: Cllr Edwards (majority in favour, 2 abstentions – not present at the meeting)

2503/647 Public Participation

There were no members of the public present.

2503/648 To receive an update on Action Points

The action points were noted as below and overleaf.

Item	December 2024	January 2025	February 2025
1. To consider improvements to the office accommodations, to include decorating painting and the provision of a sink It was resolved to seek permission from the building owner (Torridge District Council) to install a sink for washing up.	The Chamber has been completed. Suitable sink units are being investigated by the Parks & Buildings Manager. ONGOING	The Chamber has been completed. Suitable sink units are being investigated by the Parks & Buildings Manager. ONGOING	The work has been placed on hold with the Council concentrating its attention on Northam Hall and the response to the actions identified in the Fire Risk Assessment. ONGOING

Chair's initials

Item	Dec 2024	January 2025	February 2025
2. Include Northam Town Council logo in the advertising for the 2025 Christmas Fair.			To be undertaken at the appropriate time ONGOING
3. Liaise with the Westward Ho! Business association regarding the location and provision of Christmas Trees in 2025.			To be undertaken at the appropriate time ONGOING
4. Northam Hall works in response to the findings of the Fire Risk Assessment in December 2024		The requirements had been reviewed and work identified that NTC staff could undertake.	Work has commenced. Estimates for the ceiling work are being sought and grants researched. ONGOING
5. Purchase: 1. The whole set of maintenance equipment (electric models) to replace the Council's maintenance equipment and purchase sufficient batteries and chargers, and 2. A petrol powered 'two-wheel tractor' and three attachments – a weed ripper, a brush and collector set and a rotary mower, and 3. A new Nextem ORCA, equipped with a tipper body and a towbar to replace the Council's oldest truck.			The orders has been placed with JLCEV for the ORCA and with Vincents for the Kersten and accessories. The quote for the smaller equipment has been received and the officers are considering it. ONGOING
6. Open a Local Council Easy Access Deposit Account at Hinkley & Rugby Building Society			On the agenda. ONGOING
7. Transfer the funds from the Mayor's Charity Account to the Council's general account.			Funds transferred (£278.02). COMPLETE
8. Advise hall hirer of agreement to pay the equivalent of the hall hire fees to the charity.			Hirer advised. COMPLETE

2503/649 To receive the Clerk's report

At 28th February 2025 (or at the last available statement), the Council's balances were:

- Nationwide (Business 95-day saver) £93,474.76 interest rate 3.9%
 - General & Earmarked Reserves
- Cambridge & Counties Bank (31 day) £94,430.95 interest rate 3.55%
 - Earmarked Reserves
- Cambridge Building Society £5,027.04 interest rate is 2.2%
 - Tennis Reserves
- Petty Cash £50.15
- Coop Bank (current account) £173,913.50 no interest
 - Includes budgeted carry-over
- Hinkley & Rugby Building Society £0.00 interest rate 2.2% (account not yet open)
 - holding account for general expenditure

Total cash in hand £366,896.40

Chair's initials

The bank reconciliation was signed by the Proper Officer and the Chair.

Payments:

The Council made 124 payments in January 2025, totalling £41,116.43 (exVAT), including a £32.05 refund for unused event refreshments and a VAT refund of £7,058.89. A full list of these is appended. There were 45 payments of £100 or more (exVAT). These include:

- £25,287.88 in payroll and associated costs
- £6,962.34 as a deposit against a new Truck for the Council
- £1,689.80 to print the May Fair 2025 booklets
- £1,090.81 direct debit for monthly insurance payment
- £969.30 monthly charge for the Council's general insurance
- £967.50 as deposit (25%) for a pump track as resolved at the Parks & Rec committee and in the Council's budget
- £805.00 for external play park inspections
- £796.31 for 2 May Poles (covered by a grant from the County Councillor)
- £633.57 for gas to heat Northam Hall in December
- £1,616.92 for materials to complete agreed footpath works, comprising multiple payments:
 - £605.00, £249.44, £287.04, £329.15, £152.96 and £146.29
- £540.45 for repairs to vehicle to pass MOT (HY16UOL)
- £455.00 to clean the CP Toilet
- £443.23 to service council mowing equipment
- £428.49 monthly room rental at the Town Hall
- £400.00 to clean Northam Hall in December
- £365.00 to maintain the Maintenance team's skills
- £315.65 on refreshments for the Mayor's Ceilidh and other events
- £312.10 monthly IT contract
- £307.80 staff travel expenses
- £275.00 First Aid/Medical cover for May Fair
- £250.00 as Float for Mayor's Ceilidh
- £250.00 as grant for Appledore Crafters (2024-25)
- £248.00 for Fire extinguishers at Northam Hall and Pavilion
- £240.00 to PEAR Technology (mapping software provider)
- £195.00 to replace damaged hanging baskets
- £188.99 on fuel for vehicles and equipment
- £150.00 training administrative staff team
- £140.81 electricity at the Pavilion
- £140.00 training Fire Wardens
- £136.28 to TDC for buildings insurance recharge (Town Hall)
- £134.14 fencing at Anchor Park (steps)
- £125.00 stationery
- £119.98 hand wash water heater (Northam Hall, arising from FRA)
- £114.00 water bill (Northam Hall)
- £108.32 110v hammer drill
- £105.32 electricity works at Northam Hall (arising from FRA)
- £100.00 to hire St Mary's Hall for the Mayor's Ceilidh

It was **resolved** to approve the list of payments.

Proposed: Cllr Hodson, Seconded: Cllr Whittaker (all in favour)

Chair's initials

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Receipts:

In February 2025, the Council received 68 payments, totalling £5,665.26

Tennis courts:

The gross volume of sales since 1st January 2024 is £5,610. After fees, the Council has received £5,222.11. 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. The Council is £1,622.11 over the target, in this extended year (1st January 2024 to 31st March 25). After the 31st March, a payment will be made to the Council's Cambridge Building Society account, where this earmark is held.

Mayor's Ceilidh (21.02.25)

The event, held in St Mary's Hall, Appledore was a success, with 74 tickets sold at £10 each. The Council provided refreshments that were sold to those attending the event. The account for the event is below, with the proviso that at the time of writing, the Council had not received all the revenue from ticket sales.

For information, the cost of staffing the event has been included, though the sum has not taken that away from the bottom line. Thanks were expressed to the Mayor for arranging the event and the staff for their work.

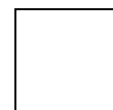
Petty Cash:

A screen shot of the petty cash cashbook is presented overleaf showing the items on which the Council has spent petty cash. The aim of the Town Clerk is to maintain a level of £100 or thereabouts in the account.

	Float	Takings	Tickets (£10)
Card/BACS	£ -	£ 205.50	£ 330.00
Charges	£ -	-£ 3.63	£ -
£20	£ -	£ 360.00	£ 320.00
£10	£ 100.00	£ 330.00	£ 90.00
£5	£ 95.00	£ 5.00	£ -
£2	£ 16.00	£ 2.00	£ -
£1	£ 20.00	£ 4.00	£ -
50p	£ 19.00	£ 1.00	£ -
20p	£ -	£ -	£ -
10p	£ -	£ -	£ -
5p	£ -	£ -	£ -
2p	£ -	£ -	£ -
1p	£ -	£ -	£ -
Total	£ 250.00	£ 903.87	£ 740.00
Grand total of cashbox		£ 1,643.87	
Float		£ 250.00	
Cost to Council of refreshments sold		£ 100.05	
Hall rental		£ 100.00	
Total costs		£ 450.05	
To the Charity		£ 1,193.82	
Staff 1	4hrs equivalent	£ 96.88	
Staff 2	7.5hrs equivalent	£ 101.03	

Petty Cash					2024-25		Name:		Northam TC Petty Cash										
Details					Income			Expenditure						Balance at start of FY					
Date	Transaction	Description	Ref	Scribe No	Petty Cash Withdrawal	Carry forward	Total In	VAT	Events	Milk etc	Maintenance	Office expenses	Total out	£	136.47	Reconciliation balance			
28.1.25	115	Milk	PC24-25.102				0.00			1.35			1.35	75.55					
4.2.25	116	Milk	PC24-25.103				0.00			1.35			1.35	74.20					
6.2.25	117	Milk & Sugar	PC24-25.104				0.00			2.84			2.84	71.36					
10.2.25	118	Milk	PC24-25.105				0.00			1.89			1.89	69.47					
11.2.25	119	Milk	PC24.25-106				0.00			1.35			1.35	68.12					
12.2.25	120	Tea & Coffee	PC24-25.107				0.00			8.45			8.45	59.67					
17.2.25	121	Milk	PC24-25.108				0.00			1.89			1.89	57.78					
24.2.25	122	Milk	PC24-25.109				0.00			1.89			1.89	55.89					
25.2.25	123	Tea	PC24-25.110				0.00			3.19			3.19	52.70					
25.2.25	124	Milk	PC24-25.111				0.00			1.35			1.35	51.35					
25.2.25	125	Milk	PC24-25.112				0.00			1.20			1.20	50.15	£	50.15			
Number of transactions	125	TOTALS			660.00		660.00	28.56	310.97	168.17	106.07	132.55	746.32	-86.32	Difference between receipts and payments				
budgetted figures (12 month)					-		-	-	-	-	-	-	-						
variance (to date)					660.00		660.00	-	-310.97	-168.17	-106.07	-132.55							
										Variance				£ 136.47	50.15				

Chair's initials



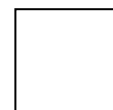
Earmarked and General reserves

Budget 2025-26	Description	Earmark (carry over)	Account holding earmark				
			Nationwide 95-day	Cambs & Cty Bank	Cambs BS	Coop carry-over	Hink & Rugby
Members	Allowances & NI	£ -					
	Upgrade to Mayoral Chain	£ 450				£ 450	
Elections	Election costs	£ 15,000				£ 15,000	
	Advertising and events	£ 750		£ 750			
Council Machinery & Equipment	Truck maintenance	£ -					
	Truck replacement	£ 17,500				£ 17,500	
	Large machinery	£ 20,000				£ 20,000	
Planning & Development	NNP	£ -					
	Public events	£ -					
Planning & Development	sub-total						
ICT	Phones	£ -					
	IT purchase, repair and maintenance	£ 2,000				£ 2,000	
Parks & Recreation	Wren Close	£ 3,643		£ 3,643			
	Westward Ho! Park	£ 7,500	£ 7,500				
	Lords Meadow	£ 22,500	£ 22,500				
	Anchor Park	£ 20,000	£ 20,000				
	Churchfields Skate Park	£ 5,000		£ 5,000			
	Ridgeway Drive	£ 7,500		£ 7,500			
Environment & Maintenance	Car park - Appledore	£ -					
	LCWIP	£ 5,000		£ 5,000			
	War memorials	£ 4,000		£ 4,000			
	Christmas decorations	£ 1,000		£ 1,000			
	Festive & Festoon lighting	£ 3,000		£ 3,000			
	Bus shelters	£ 2,000		£ 2,000			
	Defibrillators	£ 1,500		£ 1,500			
Tennis courts	Scheduled Maintenance	£ 4,897			£ 4,897		
Northam Hall	Electric	£ -					
	Large project reserve	£ 30,000		£ 30,000			
Pavilion & CPT	Electric	£ -					
	large project reserve	£ 20,000		£ 20,000			
Comm Centre Toilet	Hygiene services	£ -					
	Maintenance	£ 500		£ 500			
Community	May Fair costs	£ -					
	Youth Services	£ 10,000		£ 10,000			
Totals							
	Gen Reserve	£ 40,000	£ 40,000	£ -	£ -	£ -	£ -
	Earmarked	£ 90,000	£ 93,893	£ 93,893	£ 5,027	£ 54,950	£ -
	Estimated balance	£ 93,474	£ 94,430	£ 94,430	£ 5,027	£ 55,000	£ -
	difference	-£ 3,474	-£ 537	-£ 537	-£ -	-£ 50	£ -

Notes:

- The earmark for the tennis courts increases in line with receipts for the year. Funds will be transferred at the end of the financial year to match the receipts of the extended year 01.01.2024 to 31.03.2025.
- The figures in red at the bottom of the table are where the amount in the account is higher than the identified reserve.
- the Hinkley & Rugby Building Society account is not yet open.

Chair's initials



2503/650 To consider quotes for the valuation of buildings for which the Council holds title

Considering the firm that had undertaken the work for the Council previously, it was **resolved** to instruct Underwood and Wright to undertake the valuation of the three buildings for which the Council holds the title at a total cost of £950:

Northam Hall £400

Westward Ho! Pavilion £300

Blue Lights Hall/2 Vernons Lane £250

Total £950

Proposed: Cllr Bach, Seconded: Cllr Hames (majority in favour, 1 abstention)

2503/651 To consider signatories for the Council's new banking arrangements

It was **resolved** to nominate the Cahir and Deputy Chair of this committee, the Town Clerk & RFO and Finance Assistant as the four named signatories of the Council's new account at the Hinckley & Rugby Building Society.

Proposed: Cllr Bach, Seconded: Cllr Edwards (all in favour)

Action point: complete the application.

2503/652 To consider the revised Finance Regulations for 2025-26

The committee considered the draft Financial Regulations and proposed changes to the detail. The revised draft would return to this committee in April 2025 and if confirmed, would be recommended to the Annual Meeting of the Council in May 2025.

It was **resolved** to make the suggested changes to the draft Financial regulations.

Proposed: Cllr Hames, Seconded: Cllr Hodson (all in favour)

Action point: amend the draft Financial Regulations.

It was **resolved** to exclude members of the press and public for the remaining items, pursuant to the Public Bodies (Admission to Meetings) Act 1960.

Proposed Cllr Edwards, Seconded: Cllr Whittaker (all in favour)

2503/653 To receive a report into the accumulated TOIL hours across the staff and requests for overtime and sign the payroll information sheet for January 2025 payroll

It was **resolved** to approve the payroll submission sheet, noting the TOIL hours accumulated and overtime claimed. The payroll information sheet was signed by the Chair.

Proposed: Cllr Bach, Seconded: Cllr Himan (all in favour)

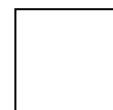
It was **resolved** to readmit members of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960.

Proposed Cllr Hodson, Seconded: Cllr Whittaker (all in favour)

There being no further business the meeting closed at 8.10pm.

Signed.....Dated.....

Chair's initials



304	10.02.2025	£969.30	£0.00	£969.30	insurance
313	01.02.2025	£428.49	£0.00	£428.49	Room rental
323	15.02.2025	£28.50	£0.00	£28.50	water rates
336	24.02.2025	£6.25	£1.25	£7.50	Mobile Phone - IH
1088	03.02.2025	£4.17	£0.83	£5.00	Mobile Phone - CW
1089	03.02.2025	£43.28	£8.66	£51.94	Tools
1090	03.02.2025	£140.00	£28.00	£168.00	Fire Warden Training
1091	04.02.2025	£7.61	£0.00	£7.61	Stripe Fees
1092	04.02.2025	£51.59	£10.32	£61.91	telephone system
1093	05.02.2025	£19.37	£3.88	£23.25	Fire Warden Vest - High Visibility Waistcoat
1094	07.02.2025	£240.00	£48.00	£288.00	computer and software
1095	07.02.2025	£455.00	£91.00	£546.00	Cleaning CPT
1096	07.02.2025	£28.17	£5.63	£33.80	cleaning offices and cttee room
1097	07.02.2025	£312.10	£62.42	£374.52	IT contract
1098	07.02.2025	£540.45	£108.09	£648.54	Repairs to vehicle
1099	07.02.2025	£75.00	£0.00	£75.00	May Fair 2025
1100	07.02.2025	£248.00	£49.60	£297.60	fire extinguisher
1101	07.02.2025	£805.00	£161.00	£966.00	Play equipment inspection
1102	07.02.2025	£136.28	£0.00	£136.28	insurance
1103	07.02.2025	£71.36	£14.27	£85.63	Footpath work
1104	07.02.2025	£65.00	£13.00	£78.00	Signs
1105	07.02.2025	£6.64	£0.00	£6.64	cleaning materials
1106	07.02.2025	£10.90	£0.00	£10.90	cleaning materials
1107	07.02.2025	£400.00	£0.00	£400.00	cleaning Northam Hall
1108	07.02.2025	£52.80	£10.56	£63.36	improvements
1109	07.02.2025	£8.13	£1.63	£9.76	improvements
1110	07.02.2025	£72.81	£14.56	£87.37	improvements
1111	07.02.2025	£36.68	£7.34	£44.02	improvements
1112	07.02.2025	£10.81	£2.16	£12.97	improvements
1113	07.02.2025	£1,689.80	£0.00	£1,689.80	May Fair 2025 Booklets
1114	07.02.2025	£443.23	£88.65	£531.88	Mower service
1115	07.02.2025	£32.50	£1.63	£34.13	Footpath work
1116	07.02.2025	£329.15	£65.83	£394.98	Footpath work
1117	07.02.2025	£36.50	£7.30	£43.80	copier charges
1118	07.02.2025	£152.96	£30.59	£183.55	Footpath work
1119	07.02.2025	£90.75	£18.15	£108.90	Mat
1120	07.02.2025	£61.67	£12.33	£74.00	wifi N Hall
1121	07.02.2025	£16.66	£3.33	£19.99	Laptop sleeves
1122	07.02.2025	£0.94	£0.00	£0.94	square fees
1123	10.02.2025	£4.67	£0.93	£5.60	Drill Bits
1124	10.02.2025	£633.57	£126.72	£760.29	gas account
1125	11.02.2025	£4.17	£0.83	£5.00	Mobile Phone - TT
1126	11.02.2025	£140.81	£7.04	£147.85	Electricity - Pavilion

Chair's initials



1128	13.02.2025	£188.99	£37.80	£226.79	Fuel
1129	14.02.2025	£1.19	£0.00	£1.19	square fees
1130	11.02.2025	£0.60	£0.00	£0.60	square fees
1131	17.02.2025	£0.63	£0.00	£0.63	square fees
1132	13.02.2025	£0.30	£0.00	£0.30	square fees
1133	17.02.2025	£114.00	£0.00	£114.00	water bill
1134	13.02.2025	£15.00	£3.00	£18.00	SLCC Training etc
1135	13.02.2025	£15.00	£3.00	£18.00	SLCC Training etc
1136	13.02.2025	£24.99	£5.00	£29.99	Spade
1137	13.02.2025	£119.98	£24.00	£143.98	water heater
1138	11.02.2025	£967.50	£193.50	£1,161.00	Pump Track Hire
1139	11.02.2025	£20.82	£4.16	£24.98	outside light
1140	12.02.2025	-£7,058.89	£0.00	-£7,058.89	vat refund
1141	19.02.2025	£28.95	£5.79	£34.74	internet
1142	18.02.2025	£43.32	£8.67	£51.99	seeds
1143	19.02.2025	£0.21	£0.00	£0.21	square fees
1144	19.02.2025	£11.62	£2.33	£13.95	lighting for vehicle
1145	20.02.2025	£38.62	£7.72	£46.34	Tools
1146	20.02.2025	£16.20	£3.24	£19.44	Footpath work
1147	20.02.2025	£99.00	£19.80	£118.80	fencing
1148	20.02.2025	£5,486.27	£0.00	£5,486.27	HMRC PAYE
1149	20.02.2025	£17,419.58	£0.00	£17,419.58	Salaries
1150	20.02.2025	£100.00	£20.00	£120.00	Payroll
1151	20.02.2025	£287.04	£57.41	£344.45	Footpath work
1152	20.02.2025	£42.95	£8.59	£51.54	Footpath work
1153	20.02.2025	£69.42	£13.88	£83.30	Tools
1154	20.02.2025	£60.38	£12.08	£72.46	Footpath work
1155	20.02.2025	£365.00	£73.00	£438.00	Training
1156	20.02.2025	£70.65	£14.13	£84.78	work on Community toilet
1157	20.02.2025	£275.00	£0.00	£275.00	Medical cover May Fair
1158	20.02.2025	£105.32	£21.06	£126.38	Electric work Northam Hall
1159	20.02.2025	£307.80	£0.00	£307.80	expenses
1160	20.02.2025	£8.37	£0.00	£8.37	expenses
1161	20.02.2025	£125.00	£25.00	£150.00	Stationery
1162	20.02.2025	£796.31	£159.26	£955.57	May Fair 2025 May Poles (x2)
1163	20.02.2025	£195.00	£39.00	£234.00	Hanging baskets
1164	20.02.2025	£605.00	£121.00	£726.00	Footpath work
1165	20.02.2025	£2.42	£0.48	£2.90	Refreshments for various events
1166	20.02.2025	£19.46	£3.89	£23.35	Raffle books
1167	20.02.2025	£250.00	£0.00	£250.00	Float
1170	20.02.2025	£11.50	£2.30	£13.80	light tube N Hall
1171	20.02.2025	£34.97	£7.00	£41.97	Plants
1172	21.02.2025	£315.65	£63.13	£378.78	Refreshments for Ceilidh and other events

Chair's initials

1173	20.02.2025	£150.00	£10.20	£160.20	SLCC Training etc
1174	26.02.2025	£6,962.34	£1,392.47	£8,354.81	Purchase of vehicle
1175	26.02.2025	£30.00	£6.00	£36.00	Training
1176	26.02.2025	£100.00	£0.00	£100.00	charity event
1177	26.02.2025	£146.29	£29.26	£175.55	Skip Loader
1178	26.02.2025	£249.44	£49.89	£299.33	Skip Loader
1179	26.02.2025	£134.14	£26.83	£160.97	fencing
1180	26.02.2025	£6.23	£1.25	£7.48	Tools
1181	26.02.2025	£69.24	£13.85	£83.09	fencing
1182	26.02.2025	£4.19	£0.84	£5.03	Repairs and equipment
1183	26.02.2025	£6.38	£1.28	£7.66	Sand
1184	26.02.2025	£2,282.03	£0.00	£2,282.03	Nest February 2025 Payment
1185	24.02.2025	£4.17	£0.83	£5.00	Mobile Phone - GL
1186	24.02.2025	£37.92	£7.58	£45.50	Refreshments for various events
1187	26.02.2025	-£32.05	-£6.41	-£38.46	Refund for unused/opened refreshments
1188	25.02.2025	£250.00	£0.00	£250.00	Cash Withdrawal
1189	26.02.2025	£4.17	£0.83	£5.00	Air fresheners
1190	26.02.2025	£47.40	£9.48	£56.88	flower bulbs
1191	27.02.2025	£108.32	£21.67	£129.99	cordless drill
1192	27.02.2025	£6.66	£1.33	£7.99	Door Bolt
1193	27.02.2025	£4.17	£0.83	£5.00	Mobile Phone - RG
1194	24.02.2025	£3.43	£0.00	£3.43	square fees
1195	25.02.2025	£0.02	£0.00	£0.02	square fees
1196	21.02.2025	£0.18	£0.00	£0.18	square fees
1198	04.02.2025	£1.35	£0.00	£1.35	Milk
1199	06.02.2025	£2.84	£0.00	£2.84	Milk and sugar
1200	10.02.2025	£1.89	£0.00	£1.89	Milk
1201	11.02.2025	£1.35	£0.00	£1.35	Milk
1202	12.02.2025	£8.45	£0.00	£8.45	Tea and coffee
1203	17.02.2025	£1.89	£0.00	£1.89	Milk
1204	24.02.2025	£1.89	£0.00	£1.89	Milk
1205	24.02.2025	£3.19	£0.00	£3.19	Teabags
1206	25.02.2025	£1.35	£0.00	£1.35	Milk
1207	26.02.2025	£1.20	£0.00	£1.20	Milk
1225	28.02.2025	£4.17	£0.83	£5.00	Mobile Phone - TA

Chair's initials

