

FINANCE COMMITTEE**9th April 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Bach, Himan, Hodson (Chair), Leather, Whittaker and Tait (Mayor).

In attendance: Guy Langton (Town Clerk & RFO)

2504/718 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

Cllrs Edwards and Hames tendered their apologies, the reasons for which was approved.

2504/719 Chair's announcements

The Chair made no announcements.

2504/720 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.

2504/721 To agree the agenda as published.It was **resolved** to proceed with the agenda as published.

Proposed Cllr Whittaker, Seconded Cllr Leather (all in favour)

2504/722 To consider the minutes of the Finance meeting held on the 12th March 2025 as a true and correct recordIt was **resolved** to accept the minutes as a true and correct record, which were signed by the Chair.

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

2504/723 Public Participation

There were no members of the public present.

2504/724 To receive an update on Action Points

The action points were noted as below and overleaf.

	Action	January 2025	February 2025	March 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 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	
2	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	Estimates for the ceiling work are being sought and grants researched. ONGOING

Chair's initials

	Action	January 2025	February 2025	March 2025
3	Purchase: <ol style="list-style-type: none"> 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 order has been placed with JLCEV for the ORCA. The other orders have yet to be placed. ONGOING	Orders placed and all items to be received by the end of 7 th April 2025. COMPLETE
4	Open a Local Council Easy Access Deposit Account at Hinkley & Rugby Building Society		On the agenda. ONGOING	Account open. Initial deposit of £5,000 made. COMPLETE
5	Present amended Finance Regulations to the Full Council at its Annual Meeting in May 2025			Amendments to be made. ONGOING

2504/725 To receive the Clerk's report

On 31st March 2025 (or according to the last available statement balance), the Council's balances were:

Nationwide (Business 95-day saver)	£94,065.15	interest rate is 3.9%	General and Earmarked Reserves
Cambridge & Counties Bank (31-day)	£94,710.99	interest rate is 3.49%	Earmarked Reserves
Cambridge Building Society	£5,027.04	interest rate is 2.2%	Tennis Reserves
Petty Cash	£13.45		
Coop Bank (current account)	£113,593.43	no interest	Includes budgeted carry-over
Total cash in hand	£327,410.06		

On 9th April, the Town Clerk reported that the Council had £76,172.68 in its current account and had invested £5,000 to open a Hinkley & Rugby Building Society account to hold Council funds to gain interest (current rate 2.2%).

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

Chair's initials

Payments

The Council made 119 payments in March 2025, totalling £46,016.08 (exVAT). A full list of these is appended to these minutes. There were 33 payments of £100 or more (exVAT). These include:

- £23,838.70 in payroll and associated costs
- £11,845.00 for the complete replacement of the Maintenance Equipment with electrically powered variants.
- £969.30 monthly charge for the Council's general insurance
- £950.00 to value the Council buildings
- £800.83 for play area inspection training (IR)
- £621.167 for gas to heat Northam Hall
- £455.00 to clean the CP Toilet
- £450.00 to remove asbestos from Northam Hall
- £428.49 monthly room rental at the Town Hall
- £400.00 to clean Northam Hall in December
- £356.60 in copier fees and charges
- £310.90 to service alarms and CCTV
- £284.70 monthly IT contract
- £250.00 to remove a dangerous tree at Wren Close
- £237.00 1st Aid Training (Maintenance Team)
- £185.02 late invoice for work to festive lighting at Westward Ho!
- £1,000.02 for franking for Northam Burrows Charity (6 direct debits of £166.67)
- £151.00 Asbestos Awareness training
- £150.00 Repair to display cabinet (Men's Shed)
- £140.00 for SLCC training for IR
- £140.00 for SLCC training for TT
- £114.00 water bill (Northam Hall)
- £113.04 Truck and mower fuel
- £110.26 for plasterboard at Northam Hall
- £102.01 for high security padlocks for containers

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

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

Receipts:

In March 2025, the Council received 79 payments, totalling £9,673.84.

Tennis courts:

The gross volume of sales 1st January 2024 to 31st March 2025 is £5,855. After fees, the Council has received £5,452.32. 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 approximately £1,850 over the target, in this extended year (1st January 2024 to 31st March 25). In due course, a payment of £425.28 will be made to the Council's Cambridge Building Society account, where this earmark is held.

Chair's initials

The Council has sold 89 annual membership passes, a small number of which have already been renewed. The revenue from the sale of membership was £3,115 (before fees) 1st January 2024 to 31st March 2025.

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, £90 has been withdrawn on the 1st April 2025 to maintain that level.

Petty Cash		2024-25	Name:	Northam TC Petty Cash										Balance at start of FY	
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
5.3.25	126	Cash top up	PCR24-25.10		50.00		50.00						0.00	100.15	
4.3.25	127	Milk	PC24-25.113				0.00			2.78			2.78	97.37	
6.3.25	128	Milk	PC24-25.114				0.00			0.95			0.95	96.42	
11.3.25	129	Milk	PC24-25.115				0.00			1.35			1.35	95.07	
12.3.25	130	Sugar	PC24-25.116				0.00			1.19			1.19	93.88	
18.3.25	131	Milk	PC24-25.117				0.00			1.39			1.39	92.49	
19.3.25	132	Milk, sugar, coffee	PC24-25.118				0.00			4.74			4.74	87.75	
20.3.25	133	Orange and Apple Juice (Grants / AEM)	PC24-25.119				0.00			36.90			36.90	50.85	
24.3.25	134	Cylinder & Mortice	PC24-25.120				0.00	5.83		29.17			35.00	15.85	
24.3.25	135	Milk	PC24-25.121				0.00			1.20			1.20	14.65	
31.3.25	136	Milk	PC24-25.122				0.00			1.20			1.20	13.45	
Number of transactions	136	TOTALS			710.00		710.00	34.39	310.97	249.04	106.07	132.55	833.02	-123.02	
budgetted figures (12 month)					-		-	-	-	-	-	-			
variance (to date)					710.00		710.00	-	-310.97	-249.04	-	106.07	-	132.55	
													Variance	£ 136.47	13.45

It was **resolved** that, pursuant to the Public Bodies (Admission to Meetings) Act 1960 (subsection 2), members of the public and press would be excluded from the meeting to enable the Council to consider confidential matters. Proposed: Cllr Hodson, Seconded: Cllr Tait (all in favour)

2504/726 To note and approve staff annual salary increments

It was **resolved** to apply an annual increment to all staff that were eligible, as detailed in their appraisal and probationary reports. Those increments would be applied from the 1st April 2025.

Proposed: Cllr Hodson, Seconded: Cllr Leather (majority in favour)

The committee noted that one member of staff had not had their appraisal for 2024-25 because of absences by that employee and other key staff (both sickness absence and annual leave). Consideration of any scale point rise applicable was deferred to after the appraisal had been carried out.

The committee requested that the salary scales of the Maintenance Operatives be reviewed by the Human Resources committee at a suitable meeting.

Action point: Include the review of the salary scales of the Maintenance Operatives to the next Human Resources agenda.

Chair's initials

2504/727 To receive and sign the payroll information sheet for submission

It was **resolved** to approve the payroll submission sheet, noting the amended spinal column points for staff, as appropriate. The payroll information sheet was signed by the Chair.

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

Action point: submit the information.

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 7.10pm.

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

DRAFT

Chair's initials

Voucher	Date	Net	VAT	Gross	Description
1323	31.03.2025	£4.17	£0.83	£5.00	Mobile Phone - TA
1322	31.03.2025	£4.17	£0.83	£5.00	Mobile Phone - RG
1321	31.03.2025	£1.20	£0.00	£1.20	Milk
1320	24.03.2025	£1.20	£0.00	£1.20	Milk
1319	24.03.2025	£29.17	£5.83	£35.00	keys
1318	20.03.2025	£36.90	£0.00	£36.90	Juices
1317	19.03.2025	£4.74	£0.00	£4.74	Milk coffee sugar
1316	18.03.2025	£1.39	£0.00	£1.39	Milk
1315	12.03.2025	£1.19	£0.00	£1.19	Sugar
1314	11.03.2025	£1.35	£0.00	£1.35	Milk
1313	06.03.2025	£0.95	£0.00	£0.95	Milk
1312	04.03.2025	£2.78	£0.00	£2.78	Milk
1311	28.03.2025	£1.19	£0.00	£1.19	square fees
1310	28.03.2025	£0.60	£0.00	£0.60	square fees
1309	31.03.2025	£1.65	£0.00	£1.65	square fees
1308	31.03.2025	£0.60	£0.00	£0.60	square fees
1307	31.03.2025	£166.67	£33.33	£200.00	Postage franking machine (Burrows - to be recharged)
1306	27.03.2025	£1.25	£0.00	£1.25	square fees
1305	27.03.2025	£1.25	£0.00	£1.25	square fees
1304	27.03.2025	£1.25	£0.00	£1.25	square fees
1303	26.03.2025	£0.88	£0.00	£0.88	square fees
1302	26.03.2025	£0.94	£0.00	£0.94	square fees
1301	26.03.2025	£33.32	£6.66	£39.98	Tables N Hall
1300	26.03.2025	£45.60	£9.12	£54.72	repair noticeboard
1299	26.03.2025	£102.01	£20.40	£122.41	padlocks (Containers)
1298	26.03.2025	£140.00	£28.00	£168.00	SLCC Training etc (IR)
1297	26.03.2025	£140.00	£28.00	£168.00	SLCC Training etc (TT)
1296	27.03.2025	£47.00	£0.00	£47.00	Data Protection
1295	25.03.2025	£4.17	£0.83	£5.00	Mobile Phone - GL
1294	25.03.2025	£74.98	£15.00	£89.98	PPE
1293	25.03.2025	£11,845.00	£2,369.00	£14,214.00	Electric maintenance equipment
1292	25.03.2025	£1.19	£0.00	£1.19	square fees
1291	21.03.2025	£95.00	£19.00	£114.00	Amazon
1290	21.03.2025	£3.35	£0.00	£3.35	Postages
1289	25.03.2025	£166.67	£33.33	£200.00	Postage franking machine (Burrows - to be recharged)
1288	25.03.2025	£0.31	£0.00	£0.31	square fees
1287	24.03.2025	£0.88	£0.00	£0.88	square fees
1286	24.03.2025	£0.94	£0.00	£0.94	square fees
1285	21.03.2025	£30.00	£0.00	£30.00	Photographs
1284	21.03.2025	£24.00	£0.00	£24.00	Mayor expenses
1283	20.03.2025	£11.10	£2.22	£13.32	noticeboard erection
1282	20.03.2025	£35.15	£7.03	£42.18	noticeboard erection
1281	20.03.2025	£41.70	£8.34	£50.04	Toilet rolls paper towels
1280	20.03.2025	£17,773.82	£0.00	£17,773.82	Salaries
1279	19.03.2025	£3.53	£0.71	£4.24	Tools
1278	19.03.2025	£4.94	£0.99	£5.93	work at Northam Hall

Chair's initials

1277	19.03.2025	£23.41	£4.68	£28.09	work at Northam Hall
1276	19.03.2025	£37.18	£7.44	£44.62	work at Northam Hall
1275	19.03.2025	£34.98	£7.00	£41.98	work at Northam Hall
1274	19.03.2025	£2.83	£0.57	£3.40	work at Northam Hall
1273	19.03.2025	£40.18	£8.04	£48.22	work at Northam Hall
1272	19.03.2025	£5.04	£1.01	£6.05	work at Anchor Park
1271	19.03.2025	£26.95	£5.39	£32.34	work at Northam Hall
1270	19.03.2025	£12.56	£2.51	£15.07	work at Northam Hall
1269	19.03.2025	£9.26	£1.85	£11.11	work at Northam Hall
1268	19.03.2025	£450.00	£90.00	£540.00	Northam Hall Asbestos Removal
1267	19.03.2025	£310.90	£62.18	£373.08	Alarms and cctv
1266	19.03.2025	£31.75	£6.35	£38.10	oil
1265	19.03.2025	£800.83	£160.17	£961.00	Training (IR ROSPA play area inspections)
1264	19.03.2025	£151.00	£30.20	£181.20	Training (Asbestos Awareness)
1263	19.03.2025	£237.00	£0.00	£237.00	Training (1st Aid - Maintenance Team)
1262	19.03.2025	£1.00	£0.00	£1.00	Skate Park
1261	19.03.2025	£30.82	£6.17	£36.99	Part for trailer
1260	19.03.2025	£950.00	£190.00	£1,140.00	Building valuations
1259	19.03.2025	£6.29	£0.00	£6.29	cleaning materials
1258	19.03.2025	£59.34	£11.87	£71.21	Postage franking machine
1257	19.03.2025	£17.92	£3.58	£21.50	internet
1256	19.03.2025	£166.67	£33.33	£200.00	Postage franking machine (Burrows - to be recharged)
1255	17.03.2025	£27.22	£5.45	£32.67	new planters
1254	18.03.2025	£1.09	£0.00	£1.09	square fees
1253	18.03.2025	£1.50	£0.00	£1.50	square fees
1252	17.03.2025	£166.67	£33.33	£200.00	Postage franking machine (Burrows - to be recharged)
1251	17.03.2025	£114.00	£0.00	£114.00	water bill (Northam Hall)
1250	14.03.2025	£14.00	£0.00	£14.00	title register and title plan search
1249	13.03.2025	£4.17	£0.83	£5.00	Mobile Phone - TT
1248	13.03.2025	£0.30	£0.00	£0.30	square fees
1247	13.03.2025	£102.66	£20.53	£123.19	Equipment hire (Parks)
1246	13.03.2025	£284.70	£56.94	£341.64	IT contract
1245	13.03.2025	£250.00	£0.00	£250.00	Tree felling (Wren Close)
1244	13.03.2025	£91.27	£18.26	£109.53	Service etc
1243	13.03.2025	£5,964.88	£0.00	£5,964.88	HMRC PAYE
1242	13.03.2025	£113.04	£22.62	£135.66	Fuel (Trucks and mowers etc)
1241	12.03.2025	£1.50	£0.00	£1.50	square fees
1240	12.03.2025	£166.67	£33.33	£200.00	Postage franking machine (Burrows - to be recharged)
1239	11.03.2025	£92.72	£4.64	£97.36	Electricity - Pavilion
1238	07.03.2025	£23.32	£4.66	£27.98	Printer inks
1237	09.03.2025	£621.16	£124.23	£745.39	Northam Hall gas account
1236	09.03.2025	£61.67	£12.33	£74.00	wifi N Hall
1235	08.03.2025	£0.94	£0.00	£0.94	square fees
1234	06.03.2025	£1.19	£0.00	£1.19	square fees
1233	06.03.2025	£166.67	£33.33	£200.00	Postage franking machine (Burrows - to be recharged)
1232	05.03.2025	£0.47	£0.00	£0.47	square fees
1231	04.03.2025	£4.17	£0.83	£5.00	Mobile Phone - CW

Chair's initials

1230	04.03.2025	£47.19	£9.44	£56.63	telephone system
1229	05.03.2025	£0.00	£0.00	£0.00	Cash Withdrawal
1228	03.03.2025	£34.43	£6.89	£41.32	floor cleaner
1227	03.03.2025	£23.32	£4.67	£27.99	Shower Head
1226	03.03.2025	£4.17	£0.83	£5.00	Mobile Phone - IR
1224	03.03.2025	£5.58	£0.00	£5.58	Stripe Fees
1223	03.03.2025	£22.90	£4.58	£27.48	plaster
1222	03.03.2025	£100.00	£20.00	£120.00	Payroll processing
1221	03.03.2025	£185.02	£37.00	£222.02	festoon and festive lighting (late invoice)
1220	03.03.2025	£1.88	£0.38	£2.26	Northam Hall
1219	03.03.2025	£32.12	£6.42	£38.54	Bus Shelter
1218	03.03.2025	£7.88	£1.58	£9.46	PPE
1217	03.03.2025	£49.82	£9.96	£59.78	work at Northam Hall
1216	03.03.2025	£110.26	£22.05	£132.31	plasterboard (Northam Hall)
1215	03.03.2025	£28.73	£5.75	£34.48	plasterboard
1214	03.03.2025	£4.59	£0.92	£5.51	Carpenters Pencils
1213	03.03.2025	£8.85	£1.77	£10.62	fluorescent lights
1212	03.03.2025	£150.00	£0.00	£150.00	Display Cabinet Repair
1211	03.03.2025	£400.00	£0.00	£400.00	cleaning Northam Hall
1210	03.03.2025	£356.60	£71.32	£427.92	copier charges
1209	03.03.2025	£455.00	£91.00	£546.00	Cleaning CPT
1208	03.03.2025	£28.17	£5.63	£33.80	cleaning offices and cttee room
337	24.03.2025	£6.25	£1.25	£7.50	Mobile Phone - IH
324	15.03.2025	£28.50	£0.00	£28.50	water rates
314	03.03.2025	£428.49	£0.00	£428.49	Town Hall Room rental
305	09.03.2025	£969.28	£0.00	£969.28	insurance

Chair's initials