

FINANCE COMMITTEE**16th January 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

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

In attendance: Guy Langton (Town Clerk & RFO)
Cllr Brading (non-committee member)**2501/519 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

Cllrs Bach, Himan and Whittaker tendered their apologies, the reasons for which were approved.

2501/520 Chair's announcements

The Chair announced that the oldest of the Council's vehicles had developed a significant fault and would require approximately £2,300 (exVAT) to repair. This would help inform the discussions at the item regarding new grounds and landscape machinery (minute 2501/530).

2501/521 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.

2501/522 To agree the agenda as published.It was **resolved** to agree the agenda as published.
Proposed Cllr Leather, Seconded Cllr Tait (all in favour)**2501/523 To consider the minutes of the Finance meeting held on the 12th December 2024 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 Leather, Seconded: Cllr Tait (majority in favour, 1 abstention – not present at the meeting)

2501/524 Public Participation

There were no members of the public present.

2501/525 To receive an update on Action Points

The action points were noted as below and overleaf.

Item	Nov2024	Dec2024	Jan2025
1. It was noted that because no staff had a suitable food hygiene qualification, there would be no food cooked or prepared by staff at the May Fair this year. Packaged refreshments would be available.	Training has been arranged and will be completed by the member of staff in November 2024. Two other volunteers from the staff will be sought. ONGOING	Training has been arranged and will be completed by the member of staff in November 2024. Two other volunteers from the staff will be sought. ONGOING	Training has been arranged for three more volunteers at £20 each. Once completed, four members of staff will be able to provide this service to support Council and community events. COMPLETE
2. Council's banking arrangements and draft a report for a future meeting of the committee.	The review has not yet been carried out. INCOMPLETE	The review has not yet been carried out. INCOMPLETE	The review has been started. The Town Clerk will present a report to a future meeting if this committee. Considerations will include the opening of further deposit accounts, including

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			interest-bearing easy access and moving the Council's main account to another provider. ONGOING
3. 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 (Torrige 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 Chamber has been completed. Suitable sink units are being investigated by the Parks & Buildings Manager. ONGOING
4. 'Christmas Fayre'	Officers are promoting and preparing the work for the Fayre. COMPLETE	An analysis of the Fayre will be presented to the January meeting of the Finance committee ONGOING	Analysis contained with the Clerk's Report COMPLETE
5. Requests for grants.		All but three had recommended grants by the Committee. Detail will be considered at a future meeting when all are have been recommended and presented to Full Council for consideration as part of the Budget process. ONGOING	The recommended grants to be awarded were considered and approved at the Special Full Council meeting on the 7 th January 2025. COMPLETE
8. Purchase a new set of festoon lights for Westward Ho! seafront			Purchased and installed. COMPLETE
9. Recommend Grants to a special meeting of Full Council to be held in January 2025.			Recommendations referred to the Full Council and adopted. COMPLETE
10. Recommend a 4.35% increase to the Council's precept per household for 2025-26 to a special meeting of Full Council to be held in January 2025.			Recommendation, alongside an inflation-matching increase 2.6% (CPI at 30.11.2024) and a 5.16% increase as presented to this Committee. Referred to the Full Council and adopted. COMPLETE

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2501/526 To receive the Clerk's report

As advised at the December meeting of this committee, this report will contain the payments and receipts for the months of November and December 2024.

On 31st December 2024, the Council's balances were:

Nationwide (Business 95 day saver)	£93,166.35	current interest rate is 3.9%
Cambridge & Counties Bank (31 day)	£93,884.82	current interest rate is 3.55%
Cambridge Building Society	£5,024.40	current interest rate is 2.4%
Petty Cash	£94.29	
Coop Bank (current account)	£245,134.80	

Total cash in hand on 31st Dec 2024 £437,304.66

Payments

The Council made 241 payments in November/December, totalling £97,091.37 (exVAT). A full list of these is presented at the end of these minutes..

The Council's accounting software requires VAT refunded is recorded as a negative payment rather than a receipt (the reasoning being that it is a return of payments made). In November 2024, the Council received a VAT refund of £4,474.26.

There were 58 payments of £100 or more (exVAT). These include:

- £57,299.18 in payroll and associated costs (salaries, HMRC-PAYE and Pension), covering the two months (3 months' pension) plus £344.50 in monthly costs to DCK, the payroll provider (for three months)
- £13,018.50 to Alvian for Play Equipment Installation at Lords Meadow.
- £8,366.96 in PWLB loan repayments (three loans, each is repaid twice per year).
- £2,275.75 on Festoon and Festive Lighting.
- £833.92 and a further £482.30 to repair and install festive lighting.
- £426.59 and £189.58 to replace / repair and light the small Christmas trees across the communities.
- £2,114.00 to Global Media for advertising the Potwalloper Bus in 2021, originally to be paid from the Welcome Back Fund.
- £1,000.00 to a local Christmas Tree farm for the Council's five trees.
- £993.59 paid in each month to Gallagher for the Council's general insurance, plus £485.90 to include Blue Lights Hall for the remainder of 2024-25.
- £833.33 to GFive Design as a part payment for work on the Neighbourhood Plan website and document design.
- £750.00 to provide a community defibrillator at the Town Hall plus £145.00 for installation.
- £455.00 per month to clean the Changing Places Toilet and the Community Centre Toilet.
- £639.69 to Fattorini to repair and extend the Mayor's Chain.

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- £400.00 per month to clean Northam Hall.
- £428.49 per month monthly rental to Torridge DC for the rooms and garage occupied by the Town Council at the Town Hall (excluding the main office and the Council Chamber).
- £365.44 for the November 2024 and £207.08 for the December 2024 Gas charges at Northam Hall.
- £312.10 in both months to the Council's IT provider for IT services plus an additional £247.50 to repair IT equipment.
- £250.00 in cash as part of the £500 for a grant to the Appledore Crafters.
- £166.67 to Pitney Bowes in franking costs for postage plus £116.76 to lease the franking machine.
- £253.85 and £222.05 to fuel the Council's vehicles, mowers and power tools.
- £144.00 to Bideford TC to store the Council's planters at their depot (first month).
- £143.48 on printer inks.
- £140.15 to repair maintenance equipment.
- £124.82 to Crediton Town Council to train staff in 1st Aid.
- £119.83 to Just Office for stationery.
- £119.82 to Blakewell (hand tools and equipment) and £102.50 to RGB on materials and equipment.
- £118.75 to Market Street Kitchen for the Remembrance teas.
- £116.67 for chippings to mulch the new hedge at Burrough Farm
- £114 per month for the Northam Hall water bill
- £110.65 to Baytek for copier charges and £101.27 to lease the copier.
- £106.04 on PPE.

Receipts:

In November / December 2024, the Council received 101 payments, totalling £6,351.12, including interest paid into the Council's deposit accounts (£1,386.69); payment from TDC for the hire of the Council's Tower and staff (£312.50); and the annual fee to use Burrough Farm from Northam Lions FC (£120). Payments received in respect of Council services provided for the community was £4,204.37, which included rent payable on the Council's carpark adjacent to the Seagate Hotel in Appledore. There was a £40.44 refund for cancelled Hall bookings.

Tennis courts:

The gross volume of sales since 1st January 2024 is £5,470. After fees, the Council has received £5,091.45. 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 £1,491.45 over the target, in this extended year (1st January 2024 to 31st March 25). At the 31st March, a payment will be made to the Council's Cambridge Building Society account, where this earmark is held.

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Christmas Fair:

The Council held a Christmas craft fair at Northam Hall on Sunday 24th November 2024. Two members of staff were present for the whole event, which lasted for 5.5 hours (staff are eligible to claim double time for hours worked on a Sunday). One member of staff has claimed the hours as overtime (5.5 paid hours at £29.20 per hour), the other taken the time a TOIL, at a ratio of 1:1. A brief account of the cost of the event is presented in the table on the right.

Income (takings less float)	£ 105.50	
Cost of stock for Café	£ 41.90	
Profit of Christmas Fair Café		£ 63.60
Number of stalls		14
Cost of each stall	£ 12.00	
Income from stalls		£ 168.00
Income subtotal		£ 231.60
Hours claimed		16.5
Hourly rate	£ 14.60	
Staff costs (additional)		£ 240.90
Event cost		-£ 9.30

Including the cost of staff, the event cost the Council £9.30.

All but one of the stall holders have asked if the Council can hold a similar event in 2025.

It was **resolved** to repeat the event in 2025, on a Saturday in late November / early December.

Proposed: Cllr Hodson, seconded: Cllr Leather (all in favour)

Action points:

Include Northam Town Council logo in the advertising for the 2025 Christmas Fair.

Liaise with the Westward Ho! Business association regarding the location and provision of Christmas Trees in 2025.

2501/527 To receive the Fire Risk Assessment recently undertaken at Northam Hall and consider the Council's approach to the required and recommended advised.

The committee received and noted the report, which outlined the findings of a Fire Risk Assessment carried out at Northam Hall, Fore Street in late December 2024.

Six findings have been identified as requiring immediate action and a further 15 for action within 3 months. Two further recommendations were made. All of these actions were needed to be undertaken to bring the building in line with the Fire Regulations.

Work requiring immediate action:

Many of the actions could be carried out by Council staff but certain tasks would require an outside contractor.

Work to be undertaken by staff:

Upgrade the maintenance welfare room, the underfloor void and the stage storage rooms to make them thirty-minute fire resistant compartment.

It was **resolved** to:

- Approve the Council's maintenance team undertaken works they are able to.
- Seek quotations for the installation of a fire-retardant and 300mm-insulated ceiling (which could be a suspended ceiling or a replacement to the current ceiling) for the main hall and present them to a future meeting for consideration.

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

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- Instal an appropriate fire detection system (meeting BS5839-1:2017 L2) at a cost of £3,553 (exVAT) plus annual service and monitoring costs.

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

Work requiring action within three months

Many of the actions could be carried out by Council staff but certain tasks would require an outside contractor.

Work already completed:

Store flammable substances in an identified fire-resistant cabinet.

Exit routes cleared of obstructions.

Schedule service checks of the solar installation.

Informing staff and council members of the findings.

Work to be undertaken by staff:

Identify a fire warden(s), prepare fire-emergency plans for the Hall, carry out fire drills and arrange training as required.

Instal push-exit bars or pads on final exit doors as required.

Instal correct signage throughout the building, including gas shut off valve location.

Instal a hard-standing path from the rear fire doors to the fire assembly point at the front of the building.

Fit fire doors to the cleaning cupboard.

Check the stage curtains meet the regulatory requirements (The Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended in 1989, 1993 and 2010)).

It was **resolved** to:

- Approve the Council's maintenance team undertaken works they are able to.

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

- Instruct a contractor to undertake an electrical system check.

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

- Instal an electronic access control system to the main door at a cost of £1,264 (exVAT) plus annual service and monitoring costs.

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

- Identify and sign a smoking area away from the main building, providing appropriate waste containers.

- Re-mark at the Atlantic Way side of the Hall car park to accommodate an EV charging bay for the Council's EV, two blue-badge bays and a fourth standard parking bay.

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

Two recommendations were also made.

From these, the Council will undertake the following **actions**:

Ensure that contractors carrying out works are competent in the specified field of work.

Prepare a report to identify the costs of making the Hall kitchen into its own thirty-minute fire resisting compartment.

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- 2501/528 To consider the proposals for tennis camps and other events and regular sessions at the courts in 2025**
 It was **resolved** to offer structured tennis events with the Atlantic Racquet centre again in 2025, expanding the provision to include:
Court Opening Event: ARC will deliver all on-court activity at the grand opening event (Sat 31st May 25). Two coaches (free of charge) to provide a variety of taster sessions for young children, teenagers and adults.
Evening Coaching: ARC would run a 3 hour block of beginner Tennis coaching on a weekday evening for 6 weeks during May/June. The 3 hour block would consist of 3 separate 1 hour sessions aimed at beginner kids aged 6 to 11, beginner teens aged 12 to 16 and beginner adults aged 16+. If successful, the offering can be repeated during June/July. ARC would collect the money for these camps directly and handle all organisation & associated admin, as well ensuring all insurance, health & safety and safeguarding requirements are met. Pricing to be confirmed with initial expectations are that this provision would be £30 per attendee.
Children’s Holiday Tennis Camps: Following the extremely successful camps in August 24, camps will be offered in both May Half-Term (2 days) and The July/August summer holidays (6 Days). Days/Times are to be confirmed. ARC would collect the money for these camps directly and handle all organisation & associated admin, as well ensuring all insurance, health & safety and safeguarding requirements are met. Pricing to be discussed dependent on potential funding from the Council, councillors or other bodies as in 2024.
 Proposed: Cllr Leather, Seconded: Cllr Hodson (all in favour).
Action points:
Contact ARC and start to arrange the events for 2025.
explore the possibility of offering sessions for people with additional needs with ARC and other local groups.
- 2501/529 To consider offering advertising spaces on the tennis court fencing**
 It was **resolved** to not take the project forward.
 Proposed: Cllr Hames, Seconded: Cllr Edwards (all in favour)
- 2501/530 To consider the recommendation from the Environment & Maintenance Committee to purchase a two-wheel tractor with tools**
 In the light of the reported problems with the Council’s oldest vehicle, as reported at Chair’s announcements, the committee discussed the merits of undertaking a full review of the Council’s vehicles, large machinery and maintenance tools.
 It was resolved to defer consideration of this purchase to a full report into the Council’s vehicle and machine requirements, which will be presented to the next meeting of this committee.
 Proposed: Cllr Edwards, Seconded: Cllr Leather (all in favour)
- 2501/531 To consider a request from a hirer of Northam Hall**
 Northam Hall has been booked on the evening of the 3rd May 2025 in the evening for charity fundraising variety show, wholly funded by the organiser. All money raised from ticket sales being donated to the Wellbeing Clinic at North Devon District Hospital. It was resolved to ask the hirer to pay the hire fees, which the Council would then donate to the Wellbeing Clinic.
 Proposed: Cllr Hodson, Seconded: Cllr Leather (majority in favour)

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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 Hodson, Seconded: Cllr Edwards (all in favour)

2501/532 To receive a report into the accumulated TOIL hours across the staff and requests for overtime and sign the payroll information sheet for December 2024 payroll

It was **resolved** to approve the payroll submission sheet, noting the TOIL hours accumulated and overtime claimed.

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

It was resolved to allow a member of staff to take a day’s study leave to sit an examination for a course that he was studying in his own time but was directly related to his council duties.

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

2501/533 To consider recruitment plans for the coming year

It was reported that a member of the Maintenance Team had given notice of his retirement on 31st March 2025 and that the Human Resources committee would be considering a skills audit in the light of the plans for future outdoor work at its next meeting.

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 Edwards (all in favour)

There being no further business the meeting closed at 8.59pm.

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

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Date	Net	VAT	Gross	Description
27.12.2024	£ 82.95	£ 16.59	£ 99.54	Bone Hill Union Flag
27.12.2024	£ 4.17	£ 0.83	£ 5.00	Mobile Phone - GL
30.12.2024	£ 4.17	£ 0.83	£ 5.00	Mobile Phone - TA
30.12.2024	£ 4.17	£ 0.83	£ 5.00	Mobile Phone - RG
30.12.2024	£ 0.94	£ -	£ 0.94	square fees
31.12.2024	£ 8.79	£ -	£ 8.79	Dishwasher tablets & salt, food waste bags and air freshener
03.11.2024	£ 1.20	£ -	£ 1.20	Milk
28.11.2024	£ 17.50	£ -	£ 17.50	flowers
04.12.2024	£ 33.33	£ 6.67	£ 40.00	compost
28.11.2024	£ 37.40	£ -	£ 37.40	Refreshments carols
04.12.2024	£ 6.00	£ -	£ 6.00	Refreshments carols
11.12.2024	£ 5.96	£ 1.19	£ 7.15	Batteries
11.12.2024	£ 1.45	£ -	£ 1.45	Milk
03.12.2024	£ 1.70	£ -	£ 1.70	Milk
10.12.2024	£ 1.70	£ -	£ 1.70	Milk
25.11.2024	£ 2.25	£ -	£ 2.25	coffee
12.12.2024	£ 4.20	£ -	£ 4.20	Photocopying
19.12.2024	£ 2.40	£ -	£ 2.40	Milk
24.12.2024	£ 5.00	£ 1.00	£ 6.00	PPE
24.12.2024	£ 91.93	£ 18.39	£ 110.32	Equipment hire
24.12.2024	£ 60.00	£ -	£ 60.00	Training
24.12.2024	£ 100.00	£ 20.00	£ 120.00	Payroll
24.12.2024	£ 140.15	£ 28.03	£ 168.18	Equipment repair
24.12.2024	£ 18.31	£ 3.66	£ 21.97	Stationery
23.12.2024	£ 9.97	£ 1.99	£ 11.96	Window Film
23.12.2024	£ 22.04	£ 4.41	£ 26.45	Part for trailer
19.12.2024	£ 143.48	£ 28.70	£ 172.18	ink cartridges
19.12.2024	£ 3.32	£ 0.66	£ 3.98	key tags
20.12.2024	£ 8.00	£ 1.60	£ 9.60	Diary
19.12.2024	£ 59.34	£ 11.87	£ 71.21	Postage franking machine
18.12.2024	£ 145.00	£ 29.00	£ 174.00	install defib
18.12.2024	£ 833.92	£ 166.78	£ 1,000.70	Repairs to festoon lighting
18.12.2024	£ 49.25	£ 9.85	£ 59.10	Electrical supplies
18.12.2024	£ 54.20	£ 10.84	£ 65.04	Alarm maintenance
18.12.2024	£ 144.00	£ -	£ 144.00	rental
20.12.2024	£ 14.00	£ -	£ 14.00	title register and title plan search
20.12.2024	£ 14.00	£ -	£ 14.00	title register and title plan search
20.12.2024	£ 14.00	£ -	£ 14.00	title register and title plan search
19.12.2024	£ 12.50	£ -	£ 12.50	cadet armband
19.12.2024	£ 29.82	£ 5.96	£ 35.78	flower bulbs
18.12.2024	£ 8.66	£ 1.73	£ 10.39	Postages
19.12.2024	£ 28.95	£ 5.79	£ 34.74	internet
22.12.2024	£ 1,721.21	£ -	£ 1,721.21	PWLB

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18.12.2024	£ 101.27	£ -	£ 101.27	Equipment various
17.12.2024	£ 4,291.13	£ -	£ 4,291.13	PWLB
15.12.2024	£ 114.00	£ -	£ 114.00	water bill
12.12.2024	£ 4.17	£ 0.83	£ 5.00	Mobile Phone - TT
12.12.2024	£ 84.95	£ 16.99	£ 101.94	Hedgehog House
13.12.2024	£ 253.85	£ 50.78	£ 304.63	Fuel
12.12.2024	£ 166.67	£ 33.33	£ 200.00	Postage franking machine
11.12.2024	£ 119.42	£ 23.88	£ 143.30	Equipment various
11.12.2024	£ 2,282.03	£ -	£ 2,282.03	Nest December 2024 Payment
11.12.2024	£ 6.25	£ 1.25	£ 7.50	Signs
18.12.2024	£ 25.00	£ 5.00	£ 30.00	Eye test
11.12.2024	£ 27.50	£ 5.50	£ 33.00	copier charges
11.12.2024	£ 39.37	£ 7.87	£ 47.24	Tools
11.12.2024	£ 25.50	£ 5.10	£ 30.60	Tools
11.12.2024	£ 455.00	£ 91.00	£ 546.00	Cleaning CPT
11.12.2024	£ 28.17	£ 5.63	£ 33.80	cleaning services
11.12.2024	£ 10.83	£ 2.17	£ 13.00	keys
11.12.2024	£ 485.90	£ -	£ 485.90	insurance
11.12.2024	£ 17,118.99	£ -	£ 17,118.99	Salaries
11.12.2024	£ 29.03	£ 5.81	£ 34.84	Paper hand towels
11.12.2024	£ 7,745.86	£ -	£ 7,745.86	HMRC PAYE
10.12.2024	£ 1.19	£ -	£ 1.19	square fees
09.12.2024	£ 39.92	£ 7.98	£ 47.90	flower bulbs
10.12.2024	£ 365.44	£ 18.27	£ 383.71	gas account
09.12.2024	£ 0.40	£ -	£ 0.40	Stripe Fees
06.12.2024	£ 116.67	£ 23.33	£ 140.00	chippings
06.12.2024	£ 4.67	£ 0.93	£ 5.60	Postage stamps
06.12.2024	£ 91.67	£ 18.33	£ 110.00	van hire
06.12.2024	£ 0.47	£ -	£ 0.47	square fees
08.12.2024	£ 61.67	£ 12.33	£ 74.00	wifi N Hall
05.12.2024	£ 43.32	£ 8.67	£ 51.99	Christmas Lamp Post Sign
04.12.2024	£ 0.31	£ -	£ 0.31	square fees
03.12.2024	£ 0.94	£ -	£ 0.94	square fees
21.11.2024	-£ 19.40	£ -	-£ 19.40	refund
05.12.2024	£ 312.10	£ 62.42	£ 374.52	IT contract
05.12.2024	£ 137.50	£ 27.50	£ 165.00	Payroll
05.12.2024	£ 31.80	£ 6.36	£ 38.16	Electrical supplies
05.12.2024	£ 2,282.03	£ -	£ 2,282.03	Nest November 2024 Payment
05.12.2024	£ 400.00	£ -	£ 400.00	cleaning Northam Hall
05.12.2024	£ 64.69	£ 12.94	£ 77.63	Stationery
05.12.2024	£ 11.07	£ -	£ 11.07	expenses
04.12.2024	£ 4.17	£ 0.83	£ 5.00	Mobile Phone - CW
03.12.2024	£ 52.00	£ 10.40	£ 62.40	safety signs
03.12.2024	£ 51.47	£ 10.29	£ 61.76	telephone system
03.12.2024	£ 18.75	£ 3.75	£ 22.50	keys cut

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02.12.2024	£	4.17	£	0.83	£	5.00	Mobile Phone - IR
02.12.2024	£	4.17	£	0.83	£	5.00	Mobile Phone - RG
02.12.2024	£	6.24	£	1.25	£	7.49	Food Safety Handbook
02.12.2024	£	49.58	£	9.92	£	59.50	Christmas cards
02.12.2024	£	34.48	£	6.90	£	41.38	Christmas lights
02.12.2024	£	10.82	£	2.17	£	12.99	Photo frame
26.11.2024	£	1.24	£	0.25	£	1.49	greetings card
12.11.2024	£	1.39	£	-	£	1.39	Milk
22.11.2024	£	26.58	£	5.32	£	31.90	Christmas Decorations
20.11.2024	£	1.09	£	-	£	1.09	Sugar
02.11.2024	£	4.25	£	-	£	4.25	Tea and coffee
09.11.2024	£	9.09	£	-	£	9.09	Milk and sugar
07.11.2024	£	20.00	£	-	£	20.00	remembrance photos
13.11.2024	£	25.00	£	-	£	25.00	remembrance photos
05.11.2024	£	1.45	£	-	£	1.45	Milk
21.11.2024	£	1.35	£	-	£	1.35	Milk
06.11.2024	£	20.00	£	-	£	20.00	Photographs
28.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
29.11.2024	£	4.17	£	0.83	£	5.00	Mobile Phone - TA
28.11.2024	£	1.19	£	-	£	1.19	square fees
28.11.2024	£	11.48	£	2.30	£	13.78	Tools
28.11.2024	£	18.75	£	3.75	£	22.50	timers
28.11.2024	£	19.68	£	3.94	£	23.62	Tools
28.11.2024	£	17.52	£	3.50	£	21.02	nails and screws
28.11.2024	£	8.79	£	1.76	£	10.55	cleaning materials
28.11.2024	£	750.00	£	150.00	£	900.00	Defibrillator
28.11.2024	£	1,000.00	£	-	£	1,000.00	Christmas trees
28.11.2024	£	18.32	£	3.67	£	21.99	keyboard and mouse
27.11.2024	£	0.31	£	-	£	0.31	square fees
27.11.2024	£	1.42	£	-	£	1.42	square fees
27.11.2024	£	1.19	£	-	£	1.19	square fees
28.11.2024	£	53.79	£	10.76	£	64.55	Electricity Account
27.11.2024	£	38.29	£	7.66	£	45.95	flowers
27.11.2024	£	116.76	£	23.35	£	140.11	franking machine
21.11.2024	£	0.80	£	-	£	0.80	Stripe Fees
20.11.2024	£	0.80	£	-	£	0.80	Stripe Fees
18.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
25.11.2024	£	4.17	£	0.83	£	5.00	Mobile Phone - GL
26.11.2024	£	11.46	£	2.29	£	13.75	Tools
25.11.2024	£	1.19	£	-	£	1.19	square fees
14.11.2024	£	250.00	£	-	£	250.00	grant
15.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
14.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
14.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
13.11.2024	£	0.40	£	-	£	0.40	Stripe Fees

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11.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
21.11.2024	£	28.32	£	5.67	£	33.99	gifts carol service
21.11.2024	£	24.97	£	5.00	£	29.97	gifts carol service
21.11.2024	£	2,114.00	£	422.80	£	2,536.80	Advertising
25.11.2024	£	59.72	£	-	£	59.72	Increment 2024/25
22.11.2024	£	0.63	£	-	£	0.63	square fees
07.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
07.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
07.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
07.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
06.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
21.11.2024	£	426.59	£	85.32	£	511.91	Christmas lights
21.11.2024	£	93.49	£	18.70	£	112.19	Christmas lights
21.11.2024	£	61.30	£	-	£	61.30	Christmas Fair
20.11.2024	£	189.58	£	37.92	£	227.50	Christmas lights
20.11.2024	£	69.38	£	13.88	£	83.26	PPE
20.11.2024	£	70.00	£	14.00	£	84.00	Mulch
20.11.2024	£	20,603.35	£	-	£	20,603.35	Salaries
20.11.2024	£	2.91	£	0.58	£	3.49	Tools
19.11.2024	£	3.00	£	-	£	3.00	square fees
20.11.2024	£	28.95	£	5.79	£	34.74	internet
15.11.2024	£	2,275.75	£	455.15	£	2,730.90	festoon lighting and bulbs
15.11.2024	£	3.78	£	0.76	£	4.54	Tables N Hall
15.11.2024	£	7.91	£	1.58	£	9.49	Marquee
15.11.2024	£	15.26	£	3.05	£	18.31	Town Hall
15.11.2024	£	7.85	£	1.57	£	9.42	Repair equipment
15.11.2024	£	30.62	£	6.12	£	36.74	Tools
15.11.2024	£	70.00	£	14.00	£	84.00	Service boiler
15.11.2024	£	40.00	£	-	£	40.00	Christmas tree sponsor St Mary's Appledore
15.11.2024	£	124.82	£	-	£	124.82	Training
15.11.2024	£	12.49	£	2.50	£	14.99	Tools
15.11.2024	£	43.81	£	8.76	£	52.57	Weed control membrane
15.11.2024	£	13,018.50	£	2,603.70	£	15,622.20	Play equipment repairs
15.11.2024	£	482.30	£	96.46	£	578.76	Electrical work Christmas lights
15.11.2024	£	833.33	£	166.67	£	1,000.00	Neighbourhood Plan Website
15.11.2024	£	110.65	£	22.13	£	132.78	copier charges
15.11.2024	£	43.75	£	8.75	£	52.50	Remembrance tea party
15.11.2024	£	118.75	£	23.75	£	142.50	Remembrance tea party
15.11.2024	£	47.22	£	9.45	£	56.67	Hi-Vis PPE
15.11.2024	£	49.60	£	9.92	£	59.52	Door lock CPT
15.11.2024	£	639.69	£	127.94	£	767.63	Repairs and additions Mayor's chain
15.11.2024	£	107.00	£	21.40	£	128.40	Payroll
15.11.2024	£	61.23	£	12.25	£	73.48	Spade
15.11.2024	£	119.83	£	23.97	£	143.80	Stationery
15.11.2024	£	106.04	£	21.21	£	127.25	PPE

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15.11.2024	£	455.00	£	91.00	£	546.00	Cleaning CPT
15.11.2024	£	28.17	£	5.63	£	33.80	cleaning offices and cttee room
15.11.2024	£	312.10	£	62.42	£	374.52	IT contract
15.11.2024	£	400.00	£	-	£	400.00	cleaning Northam Hall
15.11.2024	£	50.00	£	10.00	£	60.00	cctv service
15.11.2024	£	6.88	£	1.38	£	8.26	work on war memorial
15.11.2024	£	17.20	£	3.44	£	20.64	work on war memorial
15.11.2024	£	15.30	£	-	£	15.30	expenses
15.11.2024	£	247.50	£	49.50	£	297.00	IT contract
15.11.2024	£	2.79	£	-	£	2.79	water bill
15.11.2024	£	18.42	£	3.68	£	22.10	Footpath work
15.11.2024	£	46.54	£	-	£	46.54	expenses
15.11.2024	£	102.50	£	20.50	£	123.00	Sundry items
15.11.2024	£	67.92	£	13.58	£	81.50	Skate Park
15.11.2024	£	33.14	£	6.63	£	39.77	decoration
15.11.2024	£	17.86	£	3.57	£	21.43	decoration
15.11.2024	£	46.27	£	9.25	£	55.52	Footpath work
15.11.2024	£	2.95	£	0.59	£	3.54	Electrical supplies
15.11.2024	£	2,176.38	£	-	£	2,176.38	Nest October 2024 Payment
15.11.2024	£	5,090.54	£	-	£	5,090.54	HMRC PAYE
14.11.2024	£	1.19	£	-	£	1.19	square fees
14.11.2024	£	0.94	£	-	£	0.94	square fees
15.11.2024	£	207.08	£	10.35	£	217.43	gas account
15.11.2024	£	114.00	£	-	£	114.00	water bill
04.11.2024	£	0.40	£	-	£	0.40	Stripe Fees
04.11.2024	£	1.27	£	-	£	1.27	Stripe Fees
06.11.2024	£	0.93	£	0.19	£	1.12	safety signs
06.11.2024	£	0.93	£	0.19	£	1.12	safety signs
13.11.2024	£	6.00	£	-	£	6.00	title register and title plan search
13.11.2024	£	222.05	£	44.42	£	266.47	Fuel
06.11.2024	£	25.99	£	5.20	£	31.19	domain name
12.11.2024	£	56.37	£	11.27	£	67.64	telephone system
11.11.2024	£	12.54	£	-	£	12.54	Refreshments remembrance
12.11.2024	£	7.22	£	1.44	£	8.66	Telephone handset cord
08.11.2024	£	50.00	£	-	£	50.00	Christmas Tree
12.11.2024	-£	4,474.26	£	-	-£	4,474.26	vat refund
06.11.2024	£	79.14	£	15.83	£	94.97	ink cartridges
08.11.2024	£	21.48	£	4.29	£	25.77	Duty of care docs
07.11.2024	£	0.30	£	-	£	0.30	square fees
07.11.2024	£	63.33	£	12.67	£	76.00	Christmas trees
07.11.2024	£	55.48	£	11.10	£	66.58	Wi-Fi N Hall
04.11.2024	£	55.76	£	11.15	£	66.91	Tyres for van
04.11.2024	£	11.67	£	2.33	£	14.00	Polishing Buffer
04.11.2024	£	4.17	£	0.83	£	5.00	Mobile Phone - IR
05.11.2024	£	47.99	£	9.60	£	57.59	ink cartridges

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01.11.2024	£	0.89	£	-	£	0.89	Milk
05.11.2024	£	0.30	£	-	£	0.30	square fees
05.11.2024	£	0.30	£	-	£	0.30	square fees
05.11.2024	£	1.19	£	-	£	1.19	square fees
05.11.2024	£	0.30	£	-	£	0.30	square fees
04.11.2024	£	0.30	£	-	£	0.30	square fees
01.11.2024	£	0.21	£	-	£	0.21	square fees
01.11.2024	£	22.13	£	4.43	£	26.56	decoration
01.11.2024	£	3.82	£	0.76	£	4.58	safety signs
03.11.2024	£	2,354.62	£	-	£	2,354.62	PWLB
24.12.2024	£	6.25	£	1.25	£	7.50	Mobile Phone - IH
24.11.2024	£	6.25	£	1.25	£	7.50	Mobile Phone - IH
01.12.2024	£	428.49	£	-	£	428.49	Room rental
01.11.2024	£	428.49	£	-	£	428.49	Room rental
08.12.2024	£	993.59	£	-	£	993.59	insurance
08.11.2024	£	993.59	£	-	£	993.59	insurance

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Chair's initials