

FINANCE COMMITTEE**10th September 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

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

In attendance: Guy Langton (Town Clerk & RFO); Hon Alderman A Eastman.

2509/284 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

Cllr Edwards tendered his apologies, the reasons for which were approved.

2509/285 Chair's announcements

The Town Clerk reminded members that the DALC conference would be held on the 1st October 2025. Should any member wish to attend, they were asked to advise the Town Clerk.

2509/286 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.

2509/287 To agree the agenda as published.

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

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

2509/288 To consider the minutes of the Finance meeting held on the 11th June 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 Leather, Seconded: Cllr Hames (all in favour)

2509/289 Public Participation

Hon Alderman Eastman did not wish to address the committee.

2509/290 To receive an update on Action Points

The action points were noted as presented below.

Action		August 2025
1	Arrange DBS and Safeguarding training for deputy Welfare contacts for the tennis courts (Town Clerk and Parks & Buildings Manager.	The LTA has been contacted, dates to be arranged. ONGOING
2	Instruct contractor to undertake the works required to install a suspended ceiling, following the line of the current ceiling and insulated as appropriate with recycled plastic bottle-based insulation material.	The work would be complete by the 12 th September 2025. During the work, classes and other users have been offered alternative accommodations as before. COMPLETE
3	Undertake a review of pension provision for staff.	Research is being carried out, the report is planned to be presented to the October meeting of this committee. ONGOING
4	Arrange a face-to-face defibrillator awareness session with South West Ambulance Trust	Date arranged and publicised. COMPLETE
5	Acoustic treatment of the Council Chamber	The contractor has been instructed and is preparing the required documentation for the building owner to review. ONGOING
6	Explore recording solutions for Council meetings	The Town Clerk has met with one provider of this type of equipment and is arranging meetings with others. ONGOING

Chair's initials

Action		August 2025
7	Arrange regular payments for the Council's payroll obligations (HMRC, Nest, payroll provider)	A Direct Debit had been arranged with HMRC in respect of the Council's PAYE obligations; An SO had been arranged to meet the basic payroll costs with the Council's payroll services provider; Nest Pensions does not allow such for a DD or SO payment authority to be arranged. COMPLETE
8	Apply the annual cost of living rise (3.2%)	The rise was applied in the August 2025 payroll, backdated to 1 st of April 2025 (or start date if later). COMPLETE

2509/291 To receive the Clerk's report

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

Hinkley & Rugby Building Society general	£150,000	interest rate is 1.75%	holding account for expenditure
Cambridge & Counties Bank (31-day)	£95,514.32	interest rate is 3.25%	Earmarked Reserves
Nationwide (Business 95-day saver)	£95,224.45	interest rate is 3.69%	General and Earmarked Reserves
Cambridge Building Society	£5,452.32	interest rate is 1.9%	Tennis Reserves
Coop Bank (current account)	£44,396.81	no interest	
Petty Cash	£92.05		
Total cash in hand (SCRIBE)	£ 390,679.95		

The main bank account was reconciled to **29/08/25**. There were no further payments or receipts up to 31/08/2025.

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

Payments

The Council made 97 payments since 26th July 2025, totalling £41,804.14 (exVAT). A full list of these is presented on the appended pages. There were 29 payments of £100 or more (exVAT), presented below and overleaf.

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

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

Voucher	Date	Net	VAT	Total	Cost Code	Description	Minute Ref
511	30.07.25	£87.08	£17.42	£104.50	Website	Web Hosting	
560	15.08.25	£114.00	£0.00	£114.00	Water	Water bill	
568	19.08.25	£107.52	£21.50	£129.02	Anchor Park	Paint	
517	05.08.25	£112.35	£22.47	£134.82	Payroll Processing Fees	Payroll	
531	07.08.25	£119.57	£23.91	£143.48	Internet	Wifi N Hall	
524	05.08.25	£151.93	£0.00	£151.93	Water	Community Centre Water	
525	05.08.25	£128.08	£25.62	£153.70	Stationery	Stationery	
574	20.08.25	£174.50	£0.00	£174.50	Miscellaneous	TV Licence	
572	19.08.25	£150.38	£30.08	£180.46	Photocopier Fees	Copier Charges	
555	13.08.25	£160.89	£32.18	£193.07	Fuel	Fuel	
515	03.08.25	£166.67	£33.33	£200.00	Franking Machine & Costs	Franking Machine	
600	29.08.25	£174.94	£34.99	£209.93	Hanging baskets & Planters	Watering Equipment	
570	19.08.25	£200.00	£40.00	£240.00	Subs and Memberships	Membership Fee	
569	19.08.25	£200.00	£40.00	£240.00	Advertising	The Link	

Chair's initials

576	21.08.25	£218.86	£43.77	£262.63	NNP	Poster	2501/507
547	12.08.25	£284.70	£56.94	£341.64	Cloudy IT	IT contract	
522	05.08.25	£296.85	£59.37	£356.22	Machinery Maintenance	Mower Repair	
548	12.08.25	£400.00	£0.00	£400.00	Cleaning	Cleaning Northam Hall	
513	01.08.25	£430.76	£0.00	£430.76	Room Rental	Room rental	
518	05.08.25	£360.00	£72.00	£432.00	Hanging baskets & Planters	Hanging Baskets	
549	12.08.25	£399.26	£79.85	£479.11	Town Hall - Maintenance	Electrical work	
550	12.08.25	£437.50	£87.50	£525.00	Cleaning	Cleaning CPT	
553	12.08.25	£606.41	£121.28	£727.69	Access Control System	Access Control System	
532	08.08.25	£1,322.22	£0.00	£1,322.22	General	Insurance	2405/027
520	05.08.25	£2,076.55	£0.00	£2,076.55	Salaries, HMRC and NEST	Pensions	
575	21.08.25	£2,161.64	£0.00	£2,161.64	Salaries, HMRC and NEST	Pensions	2508/252
571	19.08.25	£2,938.24	£0.00	£2,938.24	Salaries, HMRC and NEST	Salaries	
551	12.08.25	£6,793.20	£0.00	£6,793.20	Salaries, HMRC and NEST	HMRC PAYE	
563	18.08.25	£18,800.00	£0.00	£18,800.00	Salaries, HMRC and NEST	Salaries	2508/252

Receipts:

Since 26/07/2025, the Council received 37 payments, totalling £3,872.74.

Tennis courts:

The gross volume of sales in August 2025 was £1,165.00. After fees, the Council has received £1,093.08. Since 1st April 2025, the Council has received £4,958.82 for tennis court memberships and bookings. Tennis receipts for 1st April to 1st Sept 2024 and 2025 are 14% more in 2025. 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. In the first year, the Council received £5,452.

It was **resolved** transfer £3,709.86 to the Council's holding account for tennis court funds, leaving £1,248.96 in the Council's current account to meet the cost of the tennis camps.

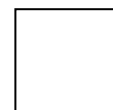
Proposed: Cllr Leather, Seconded: Cllr Bach (majority in favour)

Petty Cash:

A screen shot of the petty cash cashbook is presented to the below showing the items on which the Council has spent petty cash to 31st August 2025. The financial regulations seek to maintain a balance of £100 in Petty Cash.

Petty Cash		2025-26		Name:		Northam TC Petty Cash													
Details					Income			Expenditure						Balance at start of FY					
Date	Trans action	Description	Ref	Scribe No	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refresh ments	Maint enance	Office expenses	Total out	£	13.45	Reconciliation balance			
16.7.25	40	Card (Beadle funeral)	PC25-26.39				0.00	0.27		1.32			1.59	76.92					
16.7.25	41	Refreshments	PC25-26.40				0.00			1.45			1.45	75.47					
21.7.25	42	Refreshments	PC25-26.41				0.00	0.37		3.71			4.08	71.39					
28.7.25	43	Refreshments	PC25-26.42				0.00			1.89			1.89	69.50					
29.7.25	44	Refreshments	PC25-26.43				0.00	0.58		4.81			5.39	64.11					
29.7.25	45	Plant food	PC25-26.44				0.00	1.00			4.99		5.99	58.12					
29.7.25	46	Refreshments	PC25-26.45				0.00			1.09			1.09	57.03					
7.8.25	47	Plants and Plant food	PC25-26.46				0.00	2.41			12.06		14.47	42.56					
8.8.25	48	Maintenance equipment/part	PC25-26.47				0.00	1.28			6.40		7.68	34.88					
12.8.25	49	Maintenance equipment/part	PC25-26.48				0.00	1.67			8.32		9.99	24.89					
12.8.25	50	Refreshments	PC25-26.49				0.00			1.45			1.45	23.44					
20.8.25	51	Refreshments	PC25-26.50				0.00			1.39			1.39	22.05					
26.8.25	52	Cash withdrawal	-		80.00		80.00						0.00	102.05	£	102.05	£ -		
29.8.25	53	Key cutting	PC25-26.51				0.00	1.67				8.33	10.00	92.05	£	92.05	£ -		

Chair's initials



2509/292 To consider permanently expanding the Council's Maintenance Team

It was **resolved** to expand the Council's Maintenance Team by one FTE position; the position would be available from 1st December 2025.

Proposed: Cllr Whittaker, Seconded: Cllr Bach (majority in favour)

Action point: Appropriately advertise the position.

2509/293 To consider the Christmas closure dates for the Town Council December 2025

It was **resolved** to continue with custom and practice, closing the Council Offices for the three days and providing this time to staff without affecting their annual leave entitlement and to close the Council on the 2nd January 2026, requiring staff to take annual leave or use TOIL as appropriate. Emergency cover would be maintained and arranged on a rota agreed between Council staff.

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

Christmas staffing in 2025 would therefore be:

Monday 22 nd December	Tuesday 23 rd December	Wednesday 24 th December	Thursday 25 th December	Friday 26 th December
Staffed as normal (8am to 4pm)	Staffed as normal (8am to 4pm)	Staffed as a normal 'Friday' (8am to 1pm)	Closed	Closed
Monday 29 th December	Tuesday 30 th December	Wednesday 31 st December	Thursday 1 st January	Friday 2 nd January
Emergency Cover only	Emergency Cover only	Emergency Cover only	Closed	Closed (annual leave or TOIL booked)
Monday 5 th January	Tuesday 6 th January	Wednesday 7 th January	Thursday 8 th January	Friday 9 th January
Staffed as normal (8am to 4pm)	Staffed as normal (8am to 4pm)	Staffed as normal (8am to 4pm)	Staffed as normal (8am to 4pm)	Staffed as normal (8am to 1pm)

2509/294 To consider the purchase of a replacement laptop for the Town Clerk

It was **resolved** to purchase a replacement laptop and associated IT equipment for the Town Clerk from the Council's IT provider, at a quoted cost of £1,153.50 (exVAT) (quote QH-06016-0).

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

*It was **resolved** to exclude 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)

2509/295 To receive the 2024-25 appraisals for Council staff

The Town Clerk left the meeting at this point (7:50pm) for fifteen minutes, re-entering at 8:05pm.

The Committee received the circulated staff appraisals.

Action point: The Chair of the Committee and the Town Clerk to arrange a 1:1 meeting.

2509/296 To receive and sign the payroll information sheet for submission

It was **resolved** to approve the payroll submission sheet, including overtime payments claimed.

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

The payroll information sheet was signed by the Chair.

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 Whittaker, Seconded: Cllr Himan (all in favour)

There being no further business the meeting closed at 8:15pm

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

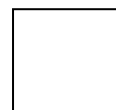
Chair's initials

Voucher	Date	Net	VAT	Total	Cost Code	Description	Minute Ref
600	29.08.2025	£174.94	£34.99	£209.93	Hanging baskets & Planters	Watering Equipment	
599	29.08.2025	£14.00	£0.00	£14.00	Westward Ho! Finger Post	Title Register, Title Plan	
598	29.08.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - JL	
597	28.08.2025	£0.35	£0.00	£0.35	Bank Charges - Square Pay	Square fees	
596	28.08.2025	£7.07	£1.41	£8.48	Miscellaneous	Car Phone Holder	
595	27.08.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - RG	
594	28.08.2025	£8.33	£1.67	£10.00	Miscellaneous	Keys	
593	22.08.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - GL	
592	26.08.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - TA	
591	26.08.2025	£6.25	£1.25	£7.50	Mobile Phones	Mobile Phone	
590	26.08.2025	£0.63	£0.00	£0.63	Bank Charges - Square Pay	Square fees	
589	26.08.2025	£1.66	£0.00	£1.66	Bank Charges - Square Pay	Square fees	
588	20.08.2025	£1.39	£0.00	£1.39	Refreshments	Refreshments	
587	12.08.2025	£1.45	£0.00	£1.45	Refreshments	Refreshments	
586	08.08.2025	£8.32	£1.67	£9.99	Tools & Equipment	Tool	
585	08.08.2025	£6.40	£1.28	£7.68	Tools & Equipment	Tool	
584	07.08.2025	£12.06	£2.41	£14.47	Hanging baskets & Planters	Plant food	
583	30.07.2025	£1.09	£0.00	£1.09	Refreshments	Refreshments	
582	29.07.2025	£4.99	£1.00	£5.99	Hanging baskets & Planters	Plant food	
581	29.07.2025	£1.89	£0.00	£1.89	Refreshments	Kitchen	
581	29.07.2025	£2.92	£0.58	£3.50	Stationery	Kitchen	
580	28.07.2025	£1.89	£0.00	£1.89	Refreshments	Refreshments	
576	21.08.2025	£218.86	£43.77	£262.63	NNP	Poster	2501/507
575	21.08.2025	£2,161.64	£0.00	£2,161.64	Salaries, HMRC and NEST	Pensions	2508/252
574	20.08.2025	£174.50	£0.00	£174.50	Miscellaneous	TV Licence	
573	19.08.2025	£1.44	£0.00	£1.44	Bank Charges - Square Pay	Square fees	
572	19.08.2025	£150.38	£30.08	£180.46	Photocopier Fees	Copier Charges	
571	19.08.2025	£2,938.24	£0.00	£2,938.24	Salaries, HMRC and NEST	Salaries	
570	19.08.2025	£200.00	£40.00	£240.00	Subs and Memberships	Membership Fee	
569	19.08.2025	£200.00	£40.00	£240.00	Advertising	The Link	
568	19.08.2025	£107.52	£21.50	£129.02	Anchor Park	Paint	
567	19.08.2025	£11.75	£2.35	£14.10	Lords Meadow	Park Repairs	
566	19.08.2025	£9.37	£1.87	£11.24	CCTV	Wall Bracket - CCTV	
565	18.08.2025	£8.32	£1.66	£9.98	Miscellaneous	Photo Frame	
564	19.08.2025	£24.21	£4.84	£29.05	Internet (Offices)	Internet	
563	18.08.2025	£18,800.00	£0.00	£18,800.00	Salaries, HMRC and NEST	Salaries	2508/252
562	15.08.2025	£41.67	£8.33	£50.00	Subs and Memberships	Membership Fee	
561	12.08.2025	£19.99	£4.00	£23.99	Hanging baskets & Planters	Bulbs	
560	15.08.2025	£114.00	£0.00	£114.00	Water	Water bill	
559	15.08.2025	£28.50	£0.00	£28.50	Water	Water bill	
558	14.08.2025	£62.93	£3.15	£66.08	Electric	Electricity Account	
557	14.08.2025	£70.07	£3.50	£73.57	Gas	Gas Account	
556	13.08.2025	£1.19	£0.00	£1.19	Bank Charges - Square Pay	Square fees	
555	13.08.2025	£160.89	£32.18	£193.07	Fuel	Fuel	
554	12.08.2025	£60.00	£12.00	£72.00	Town Hall - CCTV	Rental & Maintenance Charge	
553	12.08.2025	£606.41	£121.28	£727.69	Access Control System	Access Control System	

Chair's initials

552	12.08.2025	£1.00	£0.00	£1.00	Legal Fees	Kiosk Adoption
551	12.08.2025	£6,793.20	£0.00	£6,793.20	Salaries, HMRC and NEST	HMRC PAYE
550	12.08.2025	£437.50	£87.50	£525.00	Cleaning	Cleaning CPT
549	12.08.2025	£399.26	£79.85	£479.11	Town Hall - Maintenance	Electrical work
548	12.08.2025	£400.00	£0.00	£400.00	Cleaning	Cleaning Northam Hall
547	12.08.2025	£284.70	£56.94	£341.64	Cloudy IT	IT contract
546	12.08.2025	£61.53	£12.31	£73.84	General Maintenance	Paint
545	12.08.2025	£28.17	£5.63	£33.80	Town Hall - Cleaning	Contra Roberts Cleaning
544	12.08.2025	£19.99	£4.00	£23.99	Tools & Equipment	Tools
543	12.08.2025	£9.07	£1.81	£10.88	Westward Ho! Green	Equipment
542	12.08.2025	£6.67	£1.33	£8.00	Town Hall - Maintenance	Silicone
541	12.08.2025	£3.76	£0.75	£4.51	Tools & Equipment	Paint
540	12.08.2025	£2.86	£0.57	£3.43	Hanging baskets & Planters	Fixings
539	12.08.2025	£1.96	£0.39	£2.35	Stationery	Stationery
538	12.08.2025	£48.14	£9.63	£57.77	Phones	Telephone system
537	12.08.2025	£28.31	£5.66	£33.97	Hanging baskets & Planters	Bulbs
536	12.08.2025	£1.41	£0.00	£1.41	Bank Charges - Square Pay	Square fees
535	12.08.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - TT
534	12.08.2025	£5.00	£1.00	£6.00	Mobile Phones	Mobile Phone - IR
533	12.08.2025	£22.85	£1.14	£23.99	Electric	Electricity - Pavilion
532	08.08.2025	£1,322.22	£0.00	£1,322.22	General	Insurance 2405/027
531	07.08.2025	£119.57	£23.91	£143.48	Internet	Wifi N Hall
530	05.08.2025	£41.38	£8.28	£49.66	Anchor Park	Park Repairs
529	05.08.2025	£3.47	£0.69	£4.16	PPE & Workwear	PPE & Workwear
528	05.08.2025	£7.31	£1.46	£8.77	Westward Ho! Green	Hazard Barrier Tape
527	05.08.2025	£34.36	£6.87	£41.23	Anchor Park	Park Repairs
526	05.08.2025	£11.40	£2.28	£13.68	Benches	Timber
525	05.08.2025	£128.08	£25.62	£153.70	Stationery	Stationery
524	05.08.2025	£151.93	£0.00	£151.93	Water	Community Centre Water
523	05.08.2025	£17.50	£3.50	£21.00	PPE & Workwear	PPE & Workwear
522	05.08.2025	£296.85	£59.37	£356.22	Machinery Maintenance	Mower Repair
521	05.08.2025	£70.00	£14.00	£84.00	Subs and Memberships	Membership Fee
520	05.08.2025	£2,076.55	£0.00	£2,076.55	Salaries, HMRC and NEST	Pensions
519	05.08.2025	£3.32	£0.66	£3.98	Maintenance	Light
518	05.08.2025	£360.00	£72.00	£432.00	Hanging baskets & Planters	Hanging Baskets
517	05.08.2025	£112.35	£22.47	£134.82	Payroll Processing Fees	Payroll
516	01.08.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - CW
515	03.08.2025	£166.67	£33.33	£200.00	Franking Machine & Costs	Franking Machine
514	31.07.2025	£29.16	£5.83	£34.99	CCTV	CCTV Monitor
513	01.08.2025	£430.76	£0.00	£430.76	Room Rental	Room rental
512	01.08.2025	£75.07	£0.00	£75.07	Stripe Fees	Stripe fees
511	30.07.2025	£87.08	£17.42	£104.50	Website	Web Hosting
510	30.07.2025	£26.21	£5.24	£31.45	Town Hall - Maintenance	Sink
509	30.07.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - JL
508	29.07.2025	£21.62	£4.33	£25.95	Benches	Bench sponsorship
507	29.07.2025	£24.98	£5.00	£29.98	Tools & Equipment	Padlocks
506	29.07.2025	£90.00	£0.00	£90.00	Civic Reception	Civic Function

Chair's initials



505	28.07.2025	£1.19	£0.00	£1.19	Bank Charges - Square Pay	Square fees
504	28.07.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - TA
503	28.07.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - RG
502	27.07.2025	£66.36	£3.32	£69.68	Electric	Electricity Account

DRAFT

Chair’s initials