

FINANCE & HUMAN RESOURCES COMMITTEE**10th December 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

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

In attendance: Guy Langton (Town Clerk & RFO).

2512/496 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

Cllrs Leather and Whittaker tendered their apologies, the reasons for which were approved by the committee.

2512/497 Chair's announcements

The Chair noted the emails the Council had received in relation to the 'Leisure Centre', Northam Square and the request from a member of the public that the Council enter into a PWLB loan agreement to fund the purchase and renovation of the property.

2512/498 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.

2512/499 To agree the agenda as published.

It was **resolved** to proceed with the agenda as published.
Proposed Cllr Hodson, Seconded Cllr Bach (all in favour)

2512/500 Public Participation

There were no members of the public present.

2512/501 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, DBS submitted to LTA, return awaiting. Training attended. ONGOING
2	Present IA report to Full Council in December 2025	To be included on the 17 th December agenda for Full Council. ONGOING
3	Recommend Draft Investment Strategy to Full Council for adoption.	To be included on the 17 th December agenda for Full Council. ONGOING
4	Open two further bank accounts at the Cooperative Bank, one for the May Fair and one for the Mayor's Charitable Fundraising.	Not yet opened. ONGOING
5	Arrange digger training for one member of staff (at Burrough Farm)	Arrangements to be made. ONGOING

It was agreed to remove Action Point 1 (Tennis safeguarding and DBS) from future lists, when complete it would be reported.

2512/502 To receive an update on the Council Tax Base for 2026-27 (verbal)

The Town Clerk reported that the District Council had confirmed the tax base for 2026-27. Across the District, the tax base had risen from 26,407.82 to 26,477.64. In this parish, it had risen from 5,805.25 to 5,908.50. The relatively small rise was explained by a reduction in the number of second homes, each of which would have been subject to a 100% levy on the council tax.

The effect of the increase in tax base was that, should this Council not increase its precept, a Band D property would see an annual reduction of £1.94 (1.75%).

Chair's initials

2512/503 To consider the Clerk's report and approve, by resolution, the payments as listed (p3-16)**On 30th November 2025 the Council's balances were:**

Hinkley & Rugby Building Society	£301,913.88	interest 1.75%	Holding account general expenditure
Cambridge & Counties Bank (31-day)	£96,823.05	interest 3.25%	General and Earmarked Reserves
Nationwide (Business 95-day saver)	£96,319.19	interest 3.35%	Earmarked Reserves
Cambridge Building Society	£9,162.18	interest 1.9%	Tennis Reserves
Coop Bank (current account)	£63,373.21	no interest	
Petty Cash	£66.80		
Total cash in hand (SCRIBE)	£ 566,658.31		

The bank reconciliation was signed by the Chair and Town Clerk & RFO.

Tennis courts:

The gross volume of sales in November 2025 was £75.00. After fees, the Council has received £50.93. Since 1st April 2025, the Council has received £5,341.72 for tennis court memberships and bookings.

Petty Cash:

A screen shot of the petty cash cashbook is presented (below) showing the items on which the Council has spent petty cash to 1st to 30th November 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	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refresh ments	Maint enance	Office expenses	Total out	£	13.45
30.10.25	83	Refreshments	PC25-26.80	885			0.00			6.48			6.48		53.83
3.11.25	84	Refreshments	PC25-26.79	886			0.00			1.39			1.39		52.44
4.11.25	85	Cash withdrawal	-	-	40.00		40.00						0.00		92.44
4.11.25	85	Refreshments	PC25-26.80	887			0.00			1.09			1.09		91.35
6.11.25	86	Remembrance	PC25-26.81	888			0.00			10.83			10.83		80.52
8.11.25	87	Remembrance	PC25-26.82	889			0.00			2.85			2.85		77.67
10.11.25	88	war memorial	PC25-26.83	890			0.00	0.79			3.96		4.75		72.92
11.11.25	89	Refreshments	PC25-26.84	891			0.00			1.89			1.89		71.03
17.11.25	90	Refreshments	PC25-26.85	892			0.00			2.78			2.78		68.25
26.11.25	91	Refreshments	PC25-26.86	893			0.00			1.45			1.45		66.80
01.12.25	92	Cash withdrawal	-	-	35.00		35.00						0.00		101.80
Number of transactions	93	TOTALS			550.00		550.00	45.03	15.06	128.77	226.72	46.07	461.65		88.35

Chair's initials

Payments:

Between 1st and 30th November 2025, the council made 44 payments of £100 or more totalling £47,842.34, detailed below. Between 1st and 30th November 2025, the council made 148 payments totalling £50,060.53, appended to these minutes.

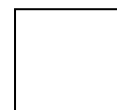
866	02.11.2025	£430.76	£0.00	£430.76	Room rental	Administration	Room Rental	
886	04.11.2025	£2,354.62	£0.00	£2,354.62	PWLB	PWLB	Westward Ho! Park Tranche 1	
892	04.11.2025	£106.38	£21.28	£127.66	Memorial Maintenance	Environment & Maintenance	War Memorials	
897	04.11.2025	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees	
898	04.11.2025	£284.70	£56.94	£341.64	IT contract	ICT	Cloudy IT	
899	04.11.2025	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning	
900	04.11.2025	£1,800.00	£360.00	£2,160.00	Old School House	General Project Budget	Projects	
902	04.11.2025	£183.12	£36.62	£219.74	Equipment	Council Machinery & Equipment	Tools & Equipment	
903	04.11.2025	£104.40	£20.88	£125.28	Copier Charges	Administration	Photocopier Fees	
904	04.11.2025	£310.40	£62.08	£372.48	Mower Repair	Council Machinery & Equipment	Machinery Maintenance	
909	07.11.2025	£490.70	£98.14	£588.84	Festoon & Festive Lighting	Environment & Maintenance	Festive & Festoon Lighting	
909	07.11.2025	£188.62	£37.72	£226.34	Festoon & Festive Lighting	Environment & Maintenance	Christmas Decorations	
912	10.11.2025	£1,322.04	£0.00	£1,322.04	Insurance	Insurances	General	2405/027
917	10.11.2025	£180.00	£0.00	£180.00	Books/Literature (C A Baker ed14)	Administration	Books/Literature	
918	10.11.2025	£600.00	£0.00	£600.00	Training	Training	Training	
925	10.11.2025	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
926	10.11.2025	£1,755.00	£351.00	£2,106.00	Hedge Laying	Environment & Maintenance	Burrough Farm	2406/088
935	12.11.2025	£432.30	£86.46	£518.76	Vehicle Repairs	Insurances	Motor - Ad Hoc	
935	12.11.2025	£100.00	£0.00	£100.00	Vehicle Repairs	Insurances	Motor - Ad Hoc	
936	12.11.2025	£2,040.00	£408.00	£2,448.00	Training	Training	Training	
941	13.11.2025	£349.02	£69.81	£418.83	Fuel	Council Machinery & Equipment	Fuel	
951	18.11.2025	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2511/435
953	18.11.2025	£120.07	£6.00	£126.07	Electricity Account	Northam Hall	Electric	
954	18.11.2025	£195.53	£9.78	£205.31	Gas Account	Northam Hall	Gas	
961	19.11.2025	£213.75	£42.75	£256.50	Electrical work	Environment & Maintenance	Festive & Festoon Lighting	
963	19.11.2025	£200.00	£40.00	£240.00	The Link	Community	Newsletters & Communication	
964	19.11.2025	£102.44	£20.49	£122.93	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear	
969	19.11.2025	£1,450.00	£0.00	£1,450.00	Large Christmas Trees	Environment & Maintenance	Christmas Trees	
977	20.11.2025	£1,182.33	£236.47	£1,418.80	Christmas Trees	Environment & Maintenance	Christmas Decorations	
984	25.11.2025	£6,948.40	£0.00	£6,948.40	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	2508/252
989	25.11.2025	£450.00	£90.00	£540.00	Badger Set - Ecologist	Environment & Maintenance	Burrough Farm	
994	25.11.2025	£109.91	£21.98	£131.89	Battery	Council Machinery & Equipment	Truck Maintenance	
1007	26.11.2025	£168.00	£0.00	£168.00	Planning Proposal	Notice Boards	Town Hall	
1008	26.11.2025	£200.00	£0.00	£200.00	Franking Machine	Administration	Franking Machine & Costs	
1012	01.12.2025	£430.76	£0.00	£430.76	Room rental	Administration	Room Rental	
1013	02.12.2025	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
1015	02.12.2025	£111.49	£22.30	£133.79	Mower Repair	Council Machinery & Equipment	Machinery Maintenance	
1016	02.12.2025	£840.00	£168.00	£1,008.00	Recycling and waste Bin	Parks & Recreation	Churchfields Skatepark	2507/227
1018	02.12.2025	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning	
1019	02.12.2025	£260.00	£0.00	£260.00	May Fair 2026 D Hendy	Community	May Fair Costs	2511/472
1020	02.12.2025	£240.00	£48.00	£288.00	May Fair 2026 Toilets	Community	May Fair Costs	2511/472
1021	02.12.2025	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees	
1023	02.12.2025	£117.90	£0.00	£117.90	Expenses	Administration	Expenses	
1024	02.12.2025	£335.00	£67.00	£402.00	Mapping Software (annual)	ICT	Pear Mapping	
Totals		£47,842.34	£2,608.64	£50,450.98				

Receipts: Between 1st and 30th November 2025, the Council received 50 payments, totalling £5,995.14 (including a bank interest of VAT refund of £2,436.39)

It was resolved to approve the payments as listed.

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

Chair's initials



2512/504 To note the grant requests for awarding May 2026

The Council awarded grants as part of its General Power of Competence (as defined in the Localism Act 2011). As a parish council, Northam Town Council would be empowered to award grants under Section 137 of the Local Government act 1972, should it not qualify for the General Power of Competence.

S137 enabled a parish council to spend a limited amount of money on projects that benefit the community but are not covered by other statutory powers, including making grant awards. To be eligible, those organizations must typically be non-profit, have a bank account, and demonstrate how the grant will benefit the local parish or community. For the 2025-26 financial year, the government-approved amount was £11.10 per elector. With 10,114 electors, the limited grant fund NTC could distribute was £112,265.

2025-26 grants (to be awarded in May 2026)

The Council received 41 grant requests, the same number as in 2024.

The total requested was £26,671, in 2024 it was £26,492, a 0.7% increase.

In 2024, the committee awarded £20,607 (77.8%) of the request (equivalent to 3.2% of the Council's precept).

The committee considered the grant awarding process, to be undertaken in a special meeting of this committee in January 2026. To assist, members would be provided with a summary sheet, on which they could make notes and indicate their views on each on the grants.

Action point: Prepare a summary sheet for distribution to members.

2512/505 To consider purchasing cyber insurance Cyber Insurance

It was **resolved** to purchase a cyber insurance policy covering £250,000 at a cost of £541.20, the cost to be met from the Council's ICT cost centre this year and the Council's Insurances cost centre in future years.

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

Action point: Instruct the insurance broker.

2512/506 To consider purchasing insurance for Mrs Anderson's Bequest for a Recreation Ground (Anchor Park)

It was **resolved** to purchase a specific insurance policy for Mrs Anderson's Bequest (Anchor Park) for a term of three years at a cost of £380.75 per year, the cost to be met from the 'Anchor Park cost centre.

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

Action point: Instruct the insurance broker.

*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 Edwards (all in favour)

2512/507 To receive and sign the payroll information sheet for submission

It was **resolved** to approve the payroll submission sheet.

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

The payroll information sheet was signed by the Chair.

Action point: submit the information.

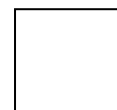
*It was **resolved** to readmit members of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960.*

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

There being no further business the meeting closed at 8:20pm

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

Chair's initials



Voucher	Date	Value	VAT	Total	Description	Cost Centre	Cost Code	Minute
864	01.11.2025	£1.50	£0.00	£1.50	Square fees	Administration	Bank Charges - Square Pay	
865	01.11.2025	£0.70	£0.00	£0.70	Square fees	Administration	Bank Charges - Square Pay	
866	02.11.2025	£430.76	£0.00	£430.76	Room rental	Administration	Room Rental	
867	03.11.2025	£10.75	£0.00	£10.75	Stripe fees	Tennis Courts	Stripe Fees	
885	03.11.2025	£1.39	£0.00	£1.39	Refreshments	Administration	Refreshments	
886	04.11.2025	£2,354.62	£0.00	£2,354.62	PWLB	PWLB	Westward Ho! Park Tranche 1	
887	04.11.2025	£46.96	£9.39	£56.35	Telephone system	ICT	Phones	
888	04.11.2025	£2.86	£0.57	£3.43	Fixings	Environment & Maintenance	War Memorials	
889	04.11.2025	£41.40	£8.28	£49.68	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear	
890	04.11.2025	£41.70	£8.34	£50.04	Toilet rolls paper towels	Comm Centre Toilet	Disposables	
891	04.11.2025	£42.34	£8.47	£50.81	Timber	Environment & Maintenance	War Memorials	
892	04.11.2025	£106.38	£21.28	£127.66	Memorial Maintenance	Environment & Maintenance	War Memorials	
892	04.11.2025	-£60.38	-£12.08	-£72.46	Memorial Maintenance	Environment & Maintenance	War Memorials	
893	04.11.2025	£49.88	£9.98	£59.86	Toilet rolls paper towels	Northam Hall	Disposables	
894	04.11.2025	£52.50	£10.50	£63.00	Memorial Maintenance	Environment & Maintenance	War Memorials	
895	04.11.2025	£73.40	£14.68	£88.08	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear	
896	04.11.2025	£81.40	£16.28	£97.68	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear	
897	04.11.2025	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees	
898	04.11.2025	£284.70	£56.94	£341.64	IT contract	ICT	Cloudy IT	
899	04.11.2025	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning	
900	04.11.2025	£1,800.00	£360.00	£2,160.00	Old School House	General Project Budget	Projects	
901	04.11.2025	£47.92	£9.58	£57.50	Strimmer Repair	Council Machinery & Equipment	Machinery Maintenance	
902	04.11.2025	£183.12	£36.62	£219.74	Equipment	Council Machinery & Equipment	Tools & Equipment	
903	04.11.2025	£104.40	£20.88	£125.28	Copier Charges	Administration	Photocopier Fees	
904	04.11.2025	£310.40	£62.08	£372.48	Mower Repair	Council Machinery & Equipment	Machinery Maintenance	
905	04.11.2025	£1.19	£0.00	£1.19	Square fees	Administration	Bank Charges - Square Pay	
906	05.11.2025	£4.75	£0.95	£5.70	Refreshments	Twinning	Attendance at Other Events	
906	05.11.2025	£1.75	£0.00	£1.75	Refreshments	Twinning	Attendance at Other Events	

Chair's initials



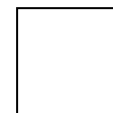
907	05.11.2025	£25.00	£5.00	£30.00	Training	Tennis Courts	Safeguarding
908	05.11.2025	£72.99	£0.00	£72.99	Mayor Chains Bags	Members	Civic & General Expenses
909	07.11.2025	£490.70	£98.14	£588.84	Festoon & Festive Lighting	Environment & Maintenance	Festive & Festoon Lighting
909	07.11.2025	£188.62	£37.72	£226.34	Festoon & Festive Lighting	Environment & Maintenance	Christmas Decorations
910	07.11.2025	£4.20	£0.00	£4.20	Square fees	Administration	Bank Charges - Square Pay
911	10.11.2025	£1.19	£0.00	£1.19	Square fees	Administration	Bank Charges - Square Pay
912	10.11.2025	£1,322.04	£0.00	£1,322.04	Insurance	Insurances	General 2405/027
913	10.11.2025	£4.17	£0.83	£5.00	Mobile Phone - TT	ICT	Mobile Phones
914	10.11.2025	£4.71	£0.94	£5.65	Cleaning	Administration	Town Hall - Cleaning
915	10.11.2025	£5.00	£1.00	£6.00	Mobile Phone - IR	ICT	Mobile Phones
916	10.11.2025	£23.32	£4.67	£27.99	Battery - Appledore Tree lights	Community	Events - Other
917	10.11.2025	£180.00	£0.00	£180.00	Books/Literature (C A Baker ed14)	Administration	Books/Literature
918	10.11.2025	£600.00	£0.00	£600.00	Training	Training	Training
919	10.11.2025	£28.17	£5.63	£33.80	Contra Roberts Cleaning	Administration	Town Hall - Cleaning
920	10.11.2025	£30.00	£6.00	£36.00	Tool Hire Delivery/Collection	Parks & Recreation	Westward Ho! Park
921	10.11.2025	£40.00	£0.00	£40.00	Christmas Tree Festival St Mary's	Community	Events - Other
922	10.11.2025	£43.00	£0.00	£43.00	Christmas Tree Festival St Margaret's	Community	Events - Other
923	10.11.2025	£57.35	£11.47	£68.82	Equipment Hire	Parks & Recreation	Westward Ho! Park
924	10.11.2025	£84.58	£16.92	£101.50	Equipment Hire	Parks & Recreation	Westward Ho! Park
925	10.11.2025	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning
926	10.11.2025	£1,755.00	£351.00	£2,106.00	Hedge Laying	Environment & Maintenance	Burrough Farm 2406/088
927	10.11.2025	£6.94	£1.39	£8.33	Bench Repair	Environment & Maintenance	Benches
928	10.11.2025	£2.22	£0.45	£2.67	Strimmer Repair	Council Machinery & Equipment	Machinery Maintenance
929	10.11.2025	£50.00	£10.00	£60.00	CCTV maintenance	Northam Hall	Alarm & CCTV
930	11.11.2025	£9.97	£1.99	£11.96	Keys	Northam Hall	Alarm & CCTV
931	12.11.2025	£5.82	£1.17	£6.99	Padlocks	Northam Hall	Maintenance
932	12.11.2025	£9.37	£1.87	£11.24	Fuses	Environment & Maintenance	Festive & Festoon Lighting
933	12.11.2025	£35.00	£7.00	£42.00	Training	Training	Training
934	12.11.2025	£78.08	£15.62	£93.70	Stationery	Administration	Stationery

Chair's initials



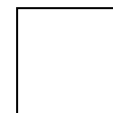
935	12.11.2025	£432.30	£86.46	£518.76	Vehicle Repairs	Insurances	Motor - Ad Hoc	
935	12.11.2025	£100.00	£0.00	£100.00	Vehicle Repairs	Insurances	Motor - Ad Hoc	
936	12.11.2025	£2,040.00	£408.00	£2,448.00	Training	Training	Training	
937	12.11.2025	£50.00	£10.00	£60.00	Engineer Visit	CPT	Lock	
938	12.11.2025	£10.32	£2.07	£12.39	Repairs	Tennis Courts	Reactive Maintenance	
939	12.11.2025	£0.94	£0.00	£0.94	Square fees	Administration	Bank Charges - Square Pay	
940	12.11.2025	£1.34	£0.00	£1.34	Square fees	Administration	Bank Charges - Square Pay	
941	13.11.2025	£349.02	£69.81	£418.83	Fuel	Council Machinery & Equipment	Fuel	
942	13.11.2025	£1.20	£0.00	£1.20	Refreshments	Administration	Refreshments	
943	13.11.2025	£45.00	£9.00	£54.00	Christmas Cards	Members	Civic & General Expenses	
944	13.11.2025	£0.63	£0.00	£0.63	Square fees	Administration	Bank Charges - Square Pay	
945	16.11.2025	£86.50	£0.00	£86.50	Water bill	Northam Hall	Water	
946	16.11.2025	£28.50	£0.00	£28.50	Water bill	Pavilion & CPT	Water	
947	16.11.2025	£68.75	£3.44	£72.19	Electricity - Pavilion	Pavilion & CPT	Electric	
948	15.11.2025	£0.30	£0.00	£0.30	Square fees	Administration	Bank Charges - Square Pay	
949	15.11.2025	£0.44	£0.00	£0.44	Square fees	Administration	Bank Charges - Square Pay	
950	15.11.2025	£2.08	£0.00	£2.08	Square fees	Administration	Bank Charges - Square Pay	
951	18.11.2025	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2511/435
952	18.11.2025	£62.50	£12.50	£75.00	Poppy Wreaths	Community	Remembrance	
953	18.11.2025	-£6.98	£0.00	-£6.98	Electricity Account	Northam Hall	Electric	
953	18.11.2025	£120.07	£6.00	£126.07	Electricity Account	Northam Hall	Electric	
954	18.11.2025	£195.53	£9.78	£205.31	Gas Account	Northam Hall	Gas	
955	17.11.2025	£12.50	£2.50	£15.00	Keyboard & Mouse	ICT	IT Purchase, Repair & Maintenance	
956	18.11.2025	£13.22	£2.64	£15.86	Safety Signs	Northam Hall	Maintenance	
957	18.11.2025	£10.82	£2.17	£12.99	ICT	ICT	IT Purchase, Repair & Maintenance	
958	18.11.2025	£19.13	£3.83	£22.96	Civic & General Expenses	Members	Civic & General Expenses	
959	18.11.2025	£1.40	£0.00	£1.40	Square fees	Administration	Bank Charges - Square Pay	
960	19.11.2025	£38.95	£7.79	£46.74	Internet	ICT	Internet (Offices)	
961	19.11.2025	£213.75	£42.75	£256.50	Electrical work	Environment & Maintenance	Festive & Festoon Lighting	

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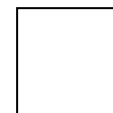
961	19.11.2025	£42.75	£8.55	£51.30	Electrical work	Administration	Town Hall - Maintenance
962	19.11.2025	£14.74	£0.00	£14.74	Water bill - Town Hall	Administration	Refreshments
963	19.11.2025	£200.00	£40.00	£240.00	The Link	Community	Newsletters & Communication
964	19.11.2025	£102.44	£20.49	£122.93	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear
965	19.11.2025	£6.92	£1.39	£8.31	Fixings	Administration	Town Hall - Maintenance
966	19.11.2025	£54.00	£0.00	£54.00	Twinning Event	Twinning	Attendance at Other Events
967	19.11.2025	£55.88	£11.18	£67.06	Fixings	Environment & Maintenance	Hanging baskets & Planters
968	19.11.2025	£74.99	£0.00	£74.99	Salaries	Staff Costs	Salaries, HMRC and NEST
969	19.11.2025	£1,450.00	£0.00	£1,450.00	Large Christmas Trees	Environment & Maintenance	Christmas Trees
970	19.11.2025	£0.78	£0.00	£0.78	Square fees	Administration	Bank Charges - Square Pay
973	20.11.2025	£3.08	£0.62	£3.70	Fixings	Parks & Recreation	Lords Meadow
974	20.11.2025	£4.17	£0.83	£5.00	Mobile Phone - GL	ICT	Mobile Phones
975	20.11.2025	£6.42	£1.29	£7.71	Safety Signs	Environment & Maintenance	Christmas Trees
976	20.11.2025	£22.49	£4.50	£26.99	Bulbs	Parks & Recreation	Westward Ho! Park
977	20.11.2025	£1,182.33	£236.47	£1,418.80	Christmas Trees	Environment & Maintenance	Christmas Decorations
978	20.11.2025	£0.60	£0.00	£0.60	Square fees	Administration	Bank Charges - Square Pay
979	20.11.2025	£2.08	£0.00	£2.08	Square fees	Administration	Bank Charges - Square Pay
980	21.11.2025	£33.25	£6.65	£39.90	Safety Signs	Northam Hall	Maintenance
981	21.11.2025	£0.70	£0.00	£0.70	Square fees	Administration	Bank Charges - Square Pay
982	23.11.2025	£6.25	£1.25	£7.50	Mobile Phone	ICT	Mobile Phones
983	24.11.2025	£4.17	£0.83	£5.00	Mobile Phone - RG	ICT	Mobile Phones
984	25.11.2025	£6,948.40	£0.00	£6,948.40	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST
985	24.11.2025	£1.19	£0.00	£1.19	Square fees	Administration	Bank Charges - Square Pay
986	25.11.2025	£2.30	£0.00	£2.30	Square fees	Administration	Bank Charges - Square Pay
987	25.11.2025	£1.50	£0.00	£1.50	Square fees	Administration	Bank Charges - Square Pay
988	25.11.2025	£2.08	£0.00	£2.08	Square fees	Administration	Bank Charges - Square Pay
989	25.11.2025	£450.00	£90.00	£540.00	Badger Set - Ecologist	Environment & Maintenance	Burrough Farm
990	25.11.2025	£70.00	£14.00	£84.00	Boiler Service	Northam Hall	Maintenance
991	25.11.2025	£59.85	£0.00	£59.85	Expenses	Administration	Expenses

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992	25.11.2025	£49.12	£9.83	£58.95	Stationery	Administration	Stationery	
993	25.11.2025	£14.84	£2.97	£17.81	Tools	Council Machinery & Equipment	Tools & Equipment	
994	25.11.2025	£109.91	£21.98	£131.89	Battery	Council Machinery & Equipment	Truck Maintenance	
995	25.11.2025	£45.60	£9.12	£54.72	A Board Cover	Administration	Office Furniture	
996	25.11.2025	£4.17	£0.83	£5.00	Mobile Phone - TA	ICT	Mobile Phones	
998	01.12.2025	£5.35	£0.00	£5.35	Stripe fees	Tennis Courts	Stripe Fees	
1000	04.11.2025	£1.09	£0.00	£1.09	Refreshments	Administration	Refreshments	
1001	06.11.2025	£10.83	£0.00	£10.83	Refreshments	Community	Remembrance	
1002	08.11.2025	£2.85	£0.00	£2.85	Refreshments	Community	Remembrance	
1003	10.11.2025	£3.96	£0.79	£4.75	Equipment	Community	Remembrance	
1004	11.11.2025	£1.89	£0.00	£1.89	Refreshments	Administration	Refreshments	
1005	17.11.2025	£2.78	£0.00	£2.78	Refreshments	Administration	Refreshments	
1006	26.11.2025	£1.45	£0.00	£1.45	Refreshments	Administration	Refreshments	
1007	26.11.2025	£168.00	£0.00	£168.00	Planning Proposal	Notice Boards	Town Hall	
1008	26.11.2025	£200.00	£0.00	£200.00	Franking Machine	Administration	Franking Machine & Costs	
1008	26.11.2025	£8.75	£1.75	£10.50	Franking Machine	Administration	Franking Machine & Costs	
1009	27.11.2025	£4.17	£0.83	£5.00	Mobile Phone - JL	ICT	Mobile Phones	
1010	27.11.2025	£2.00	£0.00	£2.00	Square fees	Administration	Bank Charges - Square Pay	
1011	01.12.2025	£4.17	£0.83	£5.00	Mobile Phone - CW	ICT	Mobile Phones	
1012	01.12.2025	£430.76	£0.00	£430.76	Room rental	Administration	Room Rental	
1013	02.12.2025	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
1014	02.12.2025	£28.17	£5.63	£33.80	Contra Roberts Cleaning	Administration	Town Hall - Cleaning	
1015	02.12.2025	£111.49	£22.30	£133.79	Mower Repair	Council Machinery & Equipment	Machinery Maintenance	
1016	02.12.2025	£840.00	£168.00	£1,008.00	Recycling and waste Bin	Parks & Recreation	Churchfields Skatepark	2507/227
1017	02.12.2025	£35.00	£7.00	£42.00	Training	Training	Training	
1018	02.12.2025	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning	
1019	02.12.2025	£260.00	£0.00	£260.00	May Fair 2026 D Hendy	Community	May Fair Costs	2511/472
1020	02.12.2025	£240.00	£48.00	£288.00	May Fair 2026 Toilets	Community	May Fair Costs	2511/472
1021	02.12.2025	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees	

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1022	02.12.2025	£2.42	£0.48	£2.90	Expenses	Members	Travel Expenses
1023	02.12.2025	£117.90	£0.00	£117.90	Expenses	Administration	Expenses
1024	02.12.2025	£335.00	£67.00	£402.00	Mapping Software (annual)	ICT	Pear Mapping
1025	02.12.2025	£8.76	£1.75	£10.51	Parking Signs	Northam Hall	Maintenance
Totals		£50,060.53	£2,934.37	£52,994.90			

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