

**FINANCE & HUMAN RESOURCES COMMITTEE****14<sup>th</sup> January 2026 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

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

In attendance: Ian Rawle (Parks and Buildings Manager).

**2601/552 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

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

**2601/553 Chair's announcements**

The Chair made no announcements.

**2601/554 To receive any dispensations and disclosable pecuniary or other interests**

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

**2601/555 To agree the agenda as published.**It was **resolved** to agree the agenda as published.

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

**2601/556 To consider the minutes of the Finance meeting held on the 7th January 2026 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 Bach, Seconded: Cllr Hodson (all in favour)**2601/557 Public Participation**

There were no members of the public present.

**2601/558 To receive an update on Action Points**

The action points were noted as presented below.

| Action                                                                                                                                | January 2026                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> Open two further bank accounts at the Cooperative Bank, one for the May Fair and one for the Mayor's Charitable Fundraising. | Application to amend the previous Mayor's Charity account has been signed and submitted in January 2026.<br><br>A new account for the May Fair requires all 14 members to sign the papers. With Cllr Whittaker away, It may prove difficult to open an account at the Cooperative Bank. <b>ONGOING</b> |
| <b>2</b> Arrange digger training for one member of staff (at Burrough Farm)                                                           | Arrangements to be made. <b>ONGOING</b>                                                                                                                                                                                                                                                                |
| <b>3</b> Include agreed grant awards in the 2026-27 budget                                                                            | Agreed award fund included. <b>COMPLETE</b>                                                                                                                                                                                                                                                            |
| <b>4</b> Instruct the relevant brokers to take out Cyber insurance and general insurance for Mrs Anderson's Bequest                   | Arrangements to be made. <b>COMPLETE</b>                                                                                                                                                                                                                                                               |

Chair's initials

**2601/559 To consider the Clerk's report and approve, by resolution, the payments as listed (p3-15)**

On 31<sup>st</sup> December 2025 the Council's balances were:

|                                    |            |                        |                                         |
|------------------------------------|------------|------------------------|-----------------------------------------|
| Petty Cash                         | £103.25    | no interest            |                                         |
| Hinkley & Rugby Building Society   | £265,000   | interest rate is 1.75% | holding account for general expenditure |
| Cambridge & Counties Bank (31-day) | £97,090.39 | interest rate is 3.25% | Earmarked Reserves                      |
| Nationwide (Business 95-day saver) | £96,593.23 | interest rate is 3.35% | General and Earmarked Reserves          |
| Cambridge Building Society         | £9,281.88  | interest rate is 1.75% | Tennis Reserves                         |
| Coop Bank (current account)        | £45,442.07 | no interest            | General expenditure                     |

**Total cash in hand (SCRIBE) £ 513,510.82**

The bank reconciliation to be signed by the Chair is presented overleaf.

**Petty Cash:** A screen shot of the petty cash cashbook is presented, showing the items on which the Council has spent petty cash in the month. The financial regulations seek to maintain a balance of £100 in Petty Cash.

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

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

| Petty Cash |              |                              |             | 2025-26 Northam TC Petty Cash |               |          |             |        |               |              |                 |           |                        |       |
|------------|--------------|------------------------------|-------------|-------------------------------|---------------|----------|-------------|--------|---------------|--------------|-----------------|-----------|------------------------|-------|
| Details    |              |                              |             | Income                        |               |          | Expenditure |        |               |              |                 |           | Balance at start of FY |       |
| Date       | Trans action | Description                  | Ref         | Petty Cash Withdrawal         | Carry forward | Total in | VAT         | Events | Refresh ments | Maint enance | Office expenses | Total out | £                      | 13.45 |
| 01.12.25   | 92           | Cash withdrawal              | -           | 35.00                         |               | 35.00    |             |        |               |              |                 | 0.00      | 101.80                 |       |
| 27.11.25   | 93           | Tools                        | PC25-26.87  |                               |               | 0.00     | 0.50        |        |               | 2.48         |                 | 2.98      | 98.82                  |       |
| 1.12.25    | 94           | Refreshments                 | PC25-26.88  |                               |               | 0.00     |             |        | 1.89          |              |                 | 1.89      | 96.93                  |       |
| 2.12.25    | 95           | Refreshments                 | PC25-26.89  |                               |               | 0.00     |             |        | 1.39          |              |                 | 1.39      | 95.54                  |       |
| 3.12.25    | 96           | Refreshments                 | PC25-26.90  |                               |               | 0.00     | 2.29        |        |               | 11.46        |                 | 13.75     | 81.79                  |       |
| 3.12.25    | 97           | Refreshments                 | PC25-26.91  |                               |               | 0.00     |             |        | 5.09          |              |                 | 5.09      | 76.70                  |       |
| 2.12.25    | 98           | Carol service - Refreshments | PC25-26.92  |                               |               | 0.00     |             |        | 15.12         |              |                 | 15.12     | 61.58                  |       |
| 4.12.25    | 99           | Christmas LEB bulbs          | PC25-26.93  |                               |               | 0.00     | 1.33        |        |               | 6.67         |                 | 8.00      | 53.58                  |       |
| 4.12.25    | 100          | Vehicle bulb                 | PC25-26.94  |                               |               | 0.00     | 0.48        |        |               | 2.41         |                 | 2.89      | 50.69                  |       |
| 5.12.25    | 101          | Refreshments                 | PC25-26.95  |                               |               | 0.00     |             |        | 1.20          |              |                 | 1.20      | 49.49                  |       |
| 8.12.25    | 102          | Batteries                    | PC25-26.96  |                               |               | 0.00     | 1.25        |        |               | 6.25         |                 | 7.50      | 41.99                  |       |
| 16.12.25   | 103          | Refreshments                 | PC25-26.97  |                               |               | 0.00     |             |        | 1.45          |              |                 | 1.45      | 40.54                  |       |
| 17.12.25   | 104          | Photography (Remembrance)    | PC25-26.98  |                               |               | 0.00     |             | 50.00  |               |              |                 | 50.00     | -9.46                  |       |
| 18.12.25   | 105          | Cash withdrawal              | -           | 120.00                        |               | 120.00   |             |        |               |              |                 | 0.00      | 110.54                 |       |
| 22.12.25   | 106          | Refreshments                 | PC25-26.99  |                               |               | 0.00     |             |        | 1.39          |              |                 | 1.39      | 109.15                 |       |
| 30.12.25   | 107          | Picture frames               | PC25-26.100 |                               |               | 0.00     |             |        |               |              | 5.90            | 5.90      | 103.25                 |       |

Chair's initials

## Northam Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

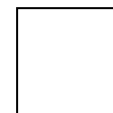
|          |                                                     |            |                   |
|----------|-----------------------------------------------------|------------|-------------------|
| <b>A</b> | <b>Bank Reconciliation at 31/12/2025</b>            |            |                   |
|          | Cash in Hand 01/04/2025                             |            | 327,410.06        |
|          | <b>ADD</b><br>Receipts 01/04/2025 - 31/12/2025      |            | 742,774.63        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2025 - 31/12/2025 |            | 1,070,184.69      |
|          |                                                     |            | 556,673.87        |
|          | <b>Cash in Hand 31/12/2025</b><br>(per Cash Book)   |            | <b>513,510.82</b> |
| <b>B</b> | Cash in hand per Bank Statements                    |            |                   |
|          | Petty Cash 31/12/2025                               | 103.25     |                   |
|          | Stripe (Tennis bookings) 31/12/2025                 | 0.00       |                   |
|          | Hinckley & Rugby Building Society 31/12/2025        | 265,000.00 |                   |
|          | Cambridge and Counties Bank 31/12/2025              | 97,090.39  |                   |
|          | Nationwide 95 day account 31/12/2025                | 96,593.23  |                   |
|          | Cambridge Building Society (Tennis) 31/12/2025      | 9,281.88   |                   |
|          | Northam Town Council 31/12/2025                     | 45,442.07  |                   |
|          |                                                     |            | <b>513,510.82</b> |
|          | Less unrepresented payments                         |            |                   |
|          |                                                     |            | 513,510.82        |
|          | Plus unrepresented receipts                         |            |                   |
|          | <b>Adjusted Bank Balance</b>                        |            | <b>513,510.82</b> |
|          | <b>A = B Checks out OK</b>                          |            |                   |

Chair's initials



**Payments:** Between 1<sup>st</sup> and 31<sup>st</sup> December 2025, the council made 48 payments of £100 or more totalling £57,788.19 (exVAT), detailed below.

| Column1 | Date       | Net         | VAT        | Total       | Description                           | Cost Centre                   | Cost Code                         | Minute Ref |
|---------|------------|-------------|------------|-------------|---------------------------------------|-------------------------------|-----------------------------------|------------|
| 1126    | 22.12.2025 | £100.00     | £0.00      | £100.00     | May Fair 2026                         | Community                     | May Fair Costs                    | 2511/472   |
| 1030    | 04.12.2025 | £104.00     | £0.00      | £104.00     | May Fair 2026                         | Community                     | May Fair Costs                    | 2511/472   |
| 1108    | 19.12.2025 | £104.34     | £20.87     | £125.21     | Franking Machine                      | Administration                | Franking Machine & Costs          |            |
| 1147    | 06.01.2026 | £110.00     | £0.00      | £110.00     | Equipment Protection                  | Administration                | Office Equipment                  |            |
| 1015    | 02.12.2025 | £111.49     | £22.30     | £133.79     | Mower Repair                          | Council Machinery & Equipment | Machinery Maintenance             |            |
| 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                          |            |
| 1127    | 22.12.2025 | £125.00     | £0.00      | £125.00     | May Fair 2026                         | Community                     | May Fair Costs                    | 2511/472   |
| 1052    | 10.12.2025 | £153.49     | £7.67      | £161.16     | Electricity Account                   | Northam Hall                  | Electric                          |            |
| 1146    | 06.01.2026 | £155.01     | £31.00     | £186.01     | Photocopier lease                     | Administration                | Photocopier Lease                 |            |
| 1072    | 15.12.2025 | £169.78     | £33.96     | £203.74     | Fuel                                  | Council Machinery & Equipment | Fuel                              |            |
| 1033    | 04.12.2025 | £179.59     | £35.92     | £215.51     | Copier Charges                        | Administration                | Photocopier Fees                  |            |
| 1058    | 10.12.2025 | £190.00     | £38.00     | £228.00     | Fire Alarm System                     | Northam Hall                  | Large Project Reserve             | 2507/170   |
| 1086    | 16.12.2025 | £191.67     | £38.33     | £230.00     | May Fair 2026                         | Community                     | May Fair Costs                    |            |
| 1121    | 22.12.2025 | £200.00     | £40.00     | £240.00     | The Link                              | Community                     | Newsletters & Communication       | 2505/053   |
| 1067    | 11.12.2025 | £237.41     | £47.48     | £284.89     | Christmas Decorations                 | Environment & Maintenance     | Christmas Decorations             |            |
| 1020    | 02.12.2025 | £240.00     | £48.00     | £288.00     | May Fair 2026                         | Community                     | May Fair Costs                    | 2511/472   |
| 1077    | 15.12.2025 | £240.00     | £0.00      | £240.00     | May Fair 2026                         | Community                     | May Fair Costs                    | 2511/472   |
| 1122    | 22.12.2025 | £250.00     | £0.00      | £250.00     | Notice Boards                         | Notice Boards                 | Town Hall                         | 2512/493   |
| 1061    | 10.12.2025 | £253.50     | £0.00      | £253.50     | May Fair 2026                         | Community                     | May Fair Costs                    | 2511/472   |
| 1019    | 02.12.2025 | £260.00     | £0.00      | £260.00     | May Fair 2026                         | Community                     | May Fair Costs                    | 2511/472   |
| 1029    | 04.12.2025 | £284.70     | £56.94     | £341.64     | IT contract                           | ICT                           | Cloudy IT                         |            |
| 1054    | 10.12.2025 | £299.39     | £14.97     | £314.36     | Gas Account                           | Northam Hall                  | Gas                               |            |
| 1024    | 02.12.2025 | £335.00     | £67.00     | £402.00     | Mapping Software                      | ICT                           | Pear Mapping                      |            |
| 1073    | 15.12.2025 | £380.75     | £0.00      | £380.75     | Insurance                             | Parks & Recreation            | Anchor Park                       | 2512/507   |
| 1059    | 10.12.2025 | £389.55     | £77.91     | £467.46     | Net 2 Access Control System           | Northam Hall                  | Large Project Reserve             | 2507/170   |
| 1018    | 02.12.2025 | £400.00     | £0.00      | £400.00     | Cleaning Northam Hall                 | Northam Hall                  | Cleaning                          |            |
| 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                          |            |
| 1034    | 04.12.2025 | £470.56     | £0.00      | £470.56     | Pensions                              | Staff Costs                   | Salaries, HMRC and NEST           |            |
| 1036    | 04.12.2025 | £470.56     | £0.00      | £470.56     | Pensions                              | Staff Costs                   | Salaries, HMRC and NEST           |            |
| 1074    | 15.12.2025 | £475.00     | £95.00     | £570.00     | Computer and software                 | Planning & Development        | NNP                               |            |
| 1032    | 04.12.2025 | £515.00     | £103.00    | £618.00     | May Fair 2026                         | Community                     | May Fair Costs                    | 2511/472   |
| 1128    | 22.12.2025 | £541.20     | £0.00      | £541.20     | Insurance                             | ICT                           | IT Purchase, Repair & Maintenance | 2512/505   |
| 1027    | 03.12.2025 | £625.00     | £125.00    | £750.00     | Training                              | Training                      | Training                          |            |
| 1031    | 04.12.2025 | £643.30     | £128.66    | £771.96     | May Fair 2026                         | Community                     | May Fair Costs                    | 2511/472   |
| 1123    | 22.12.2025 | £740.00     | £148.00    | £888.00     | May Fair 2026                         | Community                     | May Fair Costs                    | 2511/472   |
| 1016    | 02.12.2025 | £840.00     | £168.00    | £1,008.00   | Bin                                   | Parks & Recreation            | Churchfields Skatepark            | 2507/227   |
| 1076    | 15.12.2025 | £1,250.00   | £250.00    | £1,500.00   | Survey                                | General Project Budget        | Projects                          | 2509/342   |
| 1046    | 08.12.2025 | £1,307.46   | £0.00      | £1,307.46   | Insurance                             | Insurances                    | General                           | 2405/027   |
| 1129    | 23.12.2025 | £1,721.21   | £0.00      | £1,721.21   | PWLB                                  | PWLB                          | Westward Ho! Park Tranche 2       |            |
| 1125    | 22.12.2025 | £1,780.00   | £356.00    | £2,136.00   | Anchor Park Orchard & Wildflower Area | Parks & Recreation            | Anchor Park                       | 2511/458   |
| 1035    | 04.12.2025 | £1,881.02   | £0.00      | £1,881.02   | Pensions                              | Staff Costs                   | Salaries, HMRC and NEST           |            |
| 1037    | 04.12.2025 | £2,161.64   | £0.00      | £2,161.64   | Pensions                              | Staff Costs                   | Salaries, HMRC and NEST           |            |
| 1087    | 17.12.2025 | £4,136.56   | £0.00      | £4,136.56   | PWLB                                  | PWLB                          | PWLB - Northam Hall               |            |
| 1075    | 15.12.2025 | £5,500.00   | £1,100.00  | £6,600.00   | Chamber Acoustics                     | Administration                | Chamber - Acoustic Panelling      | 2508/251   |
| 1138    | 29.12.2025 | £6,949.00   | £0.00      | £6,949.00   | HMRC PAYE                             | Staff Costs                   | Salaries, HMRC and NEST           | 2508/252   |
| 1092    | 18.12.2025 | £19,200.00  | £0.00      | £19,200.00  | Salaries                              | Staff Costs                   | Salaries, HMRC and NEST           | 2512/507   |
| 48      | Totals     | £ 57,788.19 | £ 3,167.48 | £ 60,955.67 |                                       |                               |                                   |            |



Between 1<sup>st</sup> and 31<sup>st</sup> December 2025, the council made 141 payments totalling £59,242.83 (exVAT), detailed below.

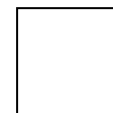
| No.  | Date     | Net       | VAT     | Gross     | Description             | Cost Centre                   | Cost Code                  | Minute   |
|------|----------|-----------|---------|-----------|-------------------------|-------------------------------|----------------------------|----------|
| 998  | 01.12.25 | £5.35     | £0.00   | £5.35     | Stripe fees             | Tennis Courts                 | Stripe Fees                |          |
| 1011 | 01.12.25 | £4.17     | £0.83   | £5.00     | Mobile Phone - CW       | ICT                           | Mobile Phones              |          |
| 1012 | 01.12.25 | £430.76   | £0.00   | £430.76   | Room rental             | Administration                | Room Rental                |          |
| 1013 | 02.12.25 | £455.00   | £91.00  | £546.00   | Cleaning CPT            | CPT                           | Cleaning                   |          |
| 1014 | 02.12.25 | £28.17    | £5.63   | £33.80    | Contra Roberts Cleaning | Administration                | Town Hall - Cleaning       |          |
| 1015 | 02.12.25 | £111.49   | £22.30  | £133.79   | Mower Repair            | Council Machinery & Equipment | Machinery Maintenance      |          |
| 1016 | 02.12.25 | £840.00   | £168.00 | £1,008.00 | Bin                     | Parks & Recreation            | Churchfields Skatepark     | 2507/227 |
| 1017 | 02.12.25 | £35.00    | £7.00   | £42.00    | Training                | Training                      | Training                   |          |
| 1018 | 02.12.25 | £400.00   | £0.00   | £400.00   | Cleaning Northam Hall   | Northam Hall                  | Cleaning                   |          |
| 1019 | 02.12.25 | £260.00   | £0.00   | £260.00   | May Fair 2026           | Community                     | May Fair Costs             | 2511/472 |
| 1020 | 02.12.25 | £240.00   | £48.00  | £288.00   | May Fair 2026           | Community                     | May Fair Costs             | 2511/472 |
| 1021 | 02.12.25 | £112.35   | £22.47  | £134.82   | Payroll                 | Staff Costs                   | Payroll Processing Fees    |          |
| 1022 | 02.12.25 | £2.42     | £0.48   | £2.90     | Expenses                | Members                       | Travel Expenses            |          |
| 1023 | 02.12.25 | £117.90   | £0.00   | £117.90   | Expenses                | Administration                | Expenses                   |          |
| 1024 | 02.12.25 | £335.00   | £67.00  | £402.00   | Mapping Software        | ICT                           | Pear Mapping               |          |
| 1025 | 02.12.25 | £8.76     | £1.75   | £10.51    | Signs                   | Northam Hall                  | Maintenance                |          |
| 1026 | 03.12.25 | £53.37    | £10.67  | £64.04    | Telephone system        | ICT                           | Phones                     |          |
| 1027 | 03.12.25 | £625.00   | £125.00 | £750.00   | Training                | Training                      | Training                   |          |
| 1028 | 04.12.25 | £64.80    | £12.96  | £77.76    | Lighting                | Environment & Maintenance     | Festive & Festoon Lighting |          |
| 1029 | 04.12.25 | £284.70   | £56.94  | £341.64   | IT contract             | ICT                           | Cloudy IT                  |          |
| 1030 | 04.12.25 | £104.00   | £0.00   | £104.00   | May Fair 2026           | Community                     | May Fair Costs             | 2511/472 |
| 1031 | 04.12.25 | £643.30   | £128.66 | £771.96   | May Fair 2026           | Community                     | May Fair Costs             | 2511/472 |
| 1032 | 04.12.25 | £515.00   | £103.00 | £618.00   | May Fair 2026           | Community                     | May Fair Costs             | 2511/472 |
| 1033 | 04.12.25 | £179.59   | £35.92  | £215.51   | Copier Charges          | Administration                | Photocopier Fees           |          |
| 1034 | 04.12.25 | £470.56   | £0.00   | £470.56   | Pensions                | Staff Costs                   | Salaries, HMRC and NEST    |          |
| 1035 | 04.12.25 | £1,881.02 | £0.00   | £1,881.02 | Pensions                | Staff Costs                   | Salaries, HMRC and NEST    |          |
| 1036 | 04.12.25 | £470.56   | £0.00   | £470.56   | Pensions                | Staff Costs                   | Salaries, HMRC and NEST    |          |
| 1037 | 04.12.25 | £2,161.64 | £0.00   | £2,161.64 | Pensions                | Staff Costs                   | Salaries, HMRC and NEST    |          |

Chair's initials



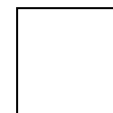
|      |          |           |        |           |                             |                               |                            |          |
|------|----------|-----------|--------|-----------|-----------------------------|-------------------------------|----------------------------|----------|
| 1038 | 04.12.25 | £0.00     | £0.00  | £0.00     | Industrial Marking Tape     | Environment & Maintenance     | Festive & Festoon Lighting |          |
| 1039 | 04.12.25 | £7.49     | £1.50  | £8.99     | Industrial Marking Tape     | Environment & Maintenance     | Festive & Festoon Lighting |          |
| 1040 | 04.12.25 | £20.00    | £4.00  | £24.00    | Training                    | Training                      | Training                   |          |
| 1041 | 04.12.25 | £20.82    | £4.17  | £24.99    | Toilet Seat                 | Northam Hall                  | Maintenance                |          |
| 1042 | 05.12.25 | £5.97     | £1.20  | £7.17     | Safety Signs                | Northam Hall                  | Maintenance                |          |
| 1043 | 05.12.25 | £8.22     | £1.65  | £9.87     | Safety Signs                | Northam Hall                  | Maintenance                |          |
| 1044 | 05.12.25 | £34.90    | £0.00  | £34.90    | Christmas Fair              | Community                     | Events - Other             |          |
| 1045 | 08.12.25 | £0.16     | £0.00  | £0.16     | Square fees                 | Administration                | Bank Charges - Square Pay  |          |
| 1046 | 08.12.25 | £1,307.46 | £0.00  | £1,307.46 | Insurance                   | Insurances                    | General                    | 2405/027 |
| 1047 | 08.12.25 | £3.75     | £0.75  | £4.50     | Christmas Cards             | Members                       | Civic & General Expenses   |          |
| 1048 | 08.12.25 | £4.16     | £0.83  | £4.99     | Stationery                  | Administration                | Stationery                 |          |
| 1049 | 08.12.25 | £4.17     | £0.83  | £5.00     | Mobile Phone - TT           | ICT                           | Mobile Phones              |          |
| 1050 | 08.12.25 | £5.41     | £1.08  | £6.49     | Stationery                  | Administration                | Stationery                 |          |
| 1051 | 08.12.25 | £6.33     | £1.27  | £7.60     | Stationery                  | Administration                | Stationery                 |          |
| 1052 | 10.12.25 | -£6.33    | £0.00  | -£6.33    | Electricity Account         | Northam Hall                  | Electric                   |          |
| 1052 | 10.12.25 | £153.49   | £7.67  | £161.16   | Electricity Account         | Northam Hall                  | Electric                   |          |
| 1053 | 10.12.25 | £79.59    | £3.98  | £83.57    | Electricity - Pavilion      | Pavilion & CPT                | Electric                   |          |
| 1054 | 10.12.25 | £299.39   | £14.97 | £314.36   | Gas Account                 | Northam Hall                  | Gas                        |          |
| 1055 | 09.12.25 | £0.94     | £0.00  | £0.94     | Square fees                 | Administration                | Bank Charges - Square Pay  |          |
| 1056 | 09.12.25 | £0.35     | £0.00  | £0.35     | Square fees                 | Administration                | Bank Charges - Square Pay  |          |
| 1057 | 09.12.25 | £2.00     | £0.00  | £2.00     | Square fees                 | Administration                | Bank Charges - Square Pay  |          |
| 1058 | 10.12.25 | £190.00   | £38.00 | £228.00   | Fire Alarm System           | Northam Hall                  | Large Project Reserve      | 2507/170 |
| 1059 | 10.12.25 | £389.55   | £77.91 | £467.46   | Net 2 Access Control System | Northam Hall                  | Large Project Reserve      | 2507/170 |
| 1060 | 10.12.25 | £50.00    | £10.00 | £60.00    | Fire Alarm System           | Northam Hall                  | Large Project Reserve      | 2507/170 |
| 1061 | 10.12.25 | £253.50   | £0.00  | £253.50   | May Fair 2026               | Community                     | May Fair Costs             | 2511/472 |
| 1062 | 10.12.25 | £6.80     | £0.00  | £6.80     | Expenses                    | Administration                | Expenses                   |          |
| 1062 | 10.12.25 | £0.25     | £0.05  | £0.30     | Expenses                    | Administration                | Expenses                   |          |
| 1063 | 10.12.25 | £67.48    | £13.50 | £80.98    | PPE & Workwear              | Council Machinery & Equipment | PPE & Workwear             |          |
| 1064 | 09.12.25 | £5.00     | £1.00  | £6.00     | Mobile Phone - IR           | ICT                           | Mobile Phones              |          |
| 1065 | 09.12.25 | -£8.50    | £0.00  | -£8.50    | Christmas Fair              | Community                     | Events - Other             |          |

Chair's initials



|      |          |            |           |            |                            |                               |                              |          |
|------|----------|------------|-----------|------------|----------------------------|-------------------------------|------------------------------|----------|
| 1066 | 10.12.25 | £4.30      | £0.00     | £4.30      | Square fees                | Administration                | Bank Charges - Square Pay    |          |
| 1067 | 11.12.25 | £237.41    | £47.48    | £284.89    | Christmas Decorations      | Environment & Maintenance     | Christmas Decorations        |          |
| 1068 | 11.12.25 | £0.94      | £0.00     | £0.94      | Square fees                | Administration                | Bank Charges - Square Pay    |          |
| 1069 | 15.12.25 | £1.45      | £0.00     | £1.45      | Square fees                | Administration                | Bank Charges - Square Pay    |          |
| 1070 | 15.12.25 | £28.50     | £0.00     | £28.50     | Water bill                 | Pavilion & CPT                | Water                        |          |
| 1071 | 15.12.25 | £86.50     | £0.00     | £86.50     | Water bill                 | Northam Hall                  | Water                        |          |
| 1072 | 15.12.25 | £169.78    | £33.96    | £203.74    | Fuel                       | Council Machinery & Equipment | Fuel                         |          |
| 1073 | 15.12.25 | £380.75    | £0.00     | £380.75    | Insurance                  | Parks & Recreation            | Anchor Park                  | 2512/507 |
| 1074 | 15.12.25 | £475.00    | £95.00    | £570.00    | Computer and software      | Planning & Development        | NNP                          |          |
| 1075 | 15.12.25 | £5,500.00  | £1,100.00 | £6,600.00  | Chamber Acoustics          | Administration                | Chamber - Acoustic Panelling | 2508/251 |
| 1075 | 15.12.25 | £26.00     | £5.20     | £31.20     | Chamber Acoustics          | General Project Budget        | Projects                     | 2508/251 |
| 1076 | 15.12.25 | £1,250.00  | £250.00   | £1,500.00  | Survey                     | General Project Budget        | Projects                     | 2509/342 |
| 1077 | 15.12.25 | £240.00    | £0.00     | £240.00    | May Fair 2026              | Community                     | May Fair Costs               | 2511/472 |
| 1078 | 15.12.25 | £60.38     | £12.08    | £72.46     | Allotments                 | Parks & Recreation            | Allotments - Windmill Lane   |          |
| 1079 | 15.12.25 | £56.85     | £11.37    | £68.22     | Repairs                    | Environment & Maintenance     | Bone Hill Memorial           |          |
| 1080 | 15.12.25 | £45.75     | £9.15     | £54.90     | Electrical work            | Environment & Maintenance     | Festive & Festoon Lighting   |          |
| 1081 | 15.12.25 | £23.09     | £4.62     | £27.71     | Graffiti Remover           | Council Machinery & Equipment | Highway Signage & Barriers   |          |
| 1082 | 15.12.25 | £19.99     | £4.00     | £23.99     | Festoon & Festive Lighting | Environment & Maintenance     | Festive & Festoon Lighting   |          |
| 1083 | 15.12.25 | £12.03     | £2.41     | £14.44     | Hanging Baskets            | Environment & Maintenance     | Hanging baskets & Planters   |          |
| 1084 | 15.12.25 | £6.89      | £1.38     | £8.27      | Hanging Baskets            | Environment & Maintenance     | Hanging baskets & Planters   |          |
| 1085 | 16.12.25 | £35.00     | £7.00     | £42.00     | Northam Hall               | Northam Hall                  | Maintenance                  |          |
| 1086 | 16.12.25 | £191.67    | £38.33    | £230.00    | May Fair 2026              | Community                     | May Fair Costs               |          |
| 1087 | 17.12.25 | £4,136.56  | £0.00     | £4,136.56  | PWLB                       | PWLB                          | PWLB - Northam Hall          |          |
| 1088 | 17.12.25 | £4.48      | £0.90     | £5.38      | Stationery                 | Administration                | Stationery                   |          |
| 1089 | 17.12.25 | £4.99      | £1.00     | £5.99      | Stationery                 | Administration                | Stationery                   |          |
| 1090 | 17.12.25 | £5.53      | £1.11     | £6.64      | Stationery                 | Administration                | Stationery                   |          |
| 1091 | 17.12.25 | £8.49      | £1.70     | £10.19     | Wall Bracket - CCTV        | Pavilion & CPT                | Maintenance                  |          |
| 1092 | 18.12.25 | £19,200.00 | £0.00     | £19,200.00 | Salaries                   | Staff Costs                   | Salaries, HMRC and NEST      | 2512/507 |
| 1093 | 17.12.25 | £1.09      | £0.00     | £1.09      | Square fees                | Administration                | Bank Charges - Square Pay    |          |

Chair's initials





|      |          |         |        |         |                           |                               |                                     |
|------|----------|---------|--------|---------|---------------------------|-------------------------------|-------------------------------------|
| 1094 | 01.12.25 | £2.48   | £0.50  | £2.98   | Tools                     | Council Machinery & Equipment | Tools & Equipment                   |
| 1095 | 01.12.25 | £1.89   | £0.00  | £1.89   | Refreshments              | Administration                | Refreshments                        |
| 1096 | 02.12.25 | £1.39   | £0.00  | £1.39   | Refreshments              | Administration                | Refreshments                        |
| 1097 | 03.12.25 | £11.46  | £2.29  | £13.75  | Tools                     | Council Machinery & Equipment | PPE & Workwear                      |
| 1098 | 03.12.25 | £5.09   | £0.00  | £5.09   | Refreshments              | Administration                | Refreshments                        |
| 1099 | 02.12.25 | £15.12  | £0.00  | £15.12  | Refreshments              | Community                     | Carol Service - Publicity and Gifts |
| 1100 | 04.12.25 | £6.67   | £1.33  | £8.00   | Christmas Decorations     | Environment & Maintenance     | Christmas Decorations               |
| 1101 | 04.12.25 | £2.41   | £0.48  | £2.89   | vehicle parts             | Council Machinery & Equipment | Truck Maintenance                   |
| 1102 | 05.12.25 | £1.20   | £0.00  | £1.20   | Refreshments              | Administration                | Refreshments                        |
| 1103 | 08.12.25 | £6.25   | £1.25  | £7.50   | Battery                   | Environment & Maintenance     | Christmas Decorations               |
| 1104 | 16.12.25 | £1.45   | £0.00  | £1.45   | Refreshments              | Administration                | Refreshments                        |
| 1105 | 17.12.25 | £50.00  | £0.00  | £50.00  | Photos                    | Community                     | Remembrance                         |
| 1106 | 18.12.25 | £11.99  | £2.40  | £14.39  | Safety Signs              | Northam Hall                  | Maintenance                         |
| 1107 | 19.12.25 | £38.95  | £7.79  | £46.74  | Internet                  | ICT                           | Internet (Offices)                  |
| 1108 | 19.12.25 | £104.34 | £20.87 | £125.21 | Franking Machine          | Administration                | Franking Machine & Costs            |
| 1109 | 18.12.25 | £1.00   | £0.00  | £1.00   | Square fees               | Administration                | Bank Charges - Square Pay           |
| 1110 | 19.12.25 | £2.10   | £0.00  | £2.10   | Square fees               | Administration                | Bank Charges - Square Pay           |
| 1111 | 22.12.25 | £1.50   | £0.00  | £1.50   | Square fees               | Administration                | Bank Charges - Square Pay           |
| 1112 | 22.12.25 | £4.17   | £0.83  | £5.00   | Mobile Phone - GL         | ICT                           | Mobile Phones                       |
| 1113 | 22.12.25 | £3.94   | £0.79  | £4.73   | Equipment                 | Council Machinery & Equipment | Tools & Equipment                   |
| 1114 | 22.12.25 | £6.54   | £1.31  | £7.85   | Light                     | Administration                | Town Hall - Maintenance             |
| 1115 | 22.12.25 | £11.25  | £2.25  | £13.50  | Fixings                   | Environment & Maintenance     | Christmas Trees                     |
| 1116 | 22.12.25 | £12.87  | £2.58  | £15.45  | Tools                     | Council Machinery & Equipment | Tools & Equipment                   |
| 1117 | 22.12.25 | £13.96  | £2.79  | £16.75  | Tools                     | Council Machinery & Equipment | Tools & Equipment                   |
| 1118 | 22.12.25 | £22.10  | £4.42  | £26.52  | Padlocks                  | Environment & Maintenance     | Bone Hill Memorial                  |
| 1119 | 22.12.25 | £28.81  | £5.76  | £34.57  | Repairs                   | Environment & Maintenance     | Hanging baskets & Planters          |
| 1120 | 22.12.25 | £70.73  | £14.15 | £84.88  | Toilet rolls paper towels | Northam Hall                  | Disposables                         |

Chair's initials

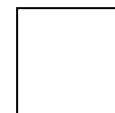




|            |               |                    |                   |                    |                                       |                    |                                   |          |
|------------|---------------|--------------------|-------------------|--------------------|---------------------------------------|--------------------|-----------------------------------|----------|
| 1121       | 22.12.25      | £200.00            | £40.00            | £240.00            | The Link                              | Community          | Newsletters & Communication       | 2505/053 |
| 1122       | 22.12.25      | £250.00            | £0.00             | £250.00            | Notice Boards                         | Notice Boards      | Town Hall                         | 2512/493 |
| 1123       | 22.12.25      | £740.00            | £148.00           | £888.00            | May Fair 2026                         | Community          | May Fair Costs                    | 2511/472 |
| 1124       | 22.12.25      | £56.39             | £11.28            | £67.67             | Repairs                               | Pavilion & CPT     | Maintenance                       |          |
| 1125       | 22.12.25      | £1,780.00          | £356.00           | £2,136.00          | Anchor Park Orchard & Wildflower Area | Parks & Recreation | Anchor Park                       | 2511/458 |
| 1126       | 22.12.25      | £100.00            | £0.00             | £100.00            | May Fair 2026                         | Community          | May Fair Costs                    | 2511/472 |
| 1127       | 22.12.25      | £125.00            | £0.00             | £125.00            | May Fair 2026                         | Community          | May Fair Costs                    | 2511/472 |
| 1128       | 22.12.25      | £541.20            | £0.00             | £541.20            | Insurance                             | ICT                | IT Purchase, Repair & Maintenance | 2512/505 |
| 1129       | 23.12.25      | £1,721.21          | £0.00             | £1,721.21          | PWLB                                  | PWLB               | Westward Ho! Park Tranche 2       |          |
| 1130       | 23.12.25      | £65.25             | £0.00             | £65.25             | Expenses                              | Members            | Travel Expenses                   |          |
| 1131       | 24.12.25      | £6.25              | £1.25             | £7.50              | Mobile Phone                          | ICT                | Mobile Phones                     |          |
| 1132       | 24.12.25      | £4.17              | £0.83             | £5.00              | Mobile Phone - RG                     | ICT                | Mobile Phones                     |          |
| 1133       | 24.12.25      | £1.19              | £0.00             | £1.19              | Square fees                           | Administration     | Bank Charges - Square Pay         |          |
| 1134       | 24.12.25      | £2.00              | £0.00             | £2.00              | Square fees                           | Administration     | Bank Charges - Square Pay         |          |
| 1135       | 29.12.25      | £4.17              | £0.83             | £5.00              | Mobile Phone - TA                     | ICT                | Mobile Phones                     |          |
| 1136       | 29.12.25      | £4.17              | £0.83             | £5.00              | Mobile Phone - JL                     | ICT                | Mobile Phones                     |          |
| 1137       | 29.12.25      | £4.17              | £0.83             | £5.00              | Mobile Phone - CW                     | ICT                | Mobile Phones                     |          |
| 1138       | 29.12.25      | £6,949.00          | £0.00             | £6,949.00          | HMRC PAYE                             | Staff Costs        | Salaries, HMRC and NEST           | 2508/252 |
| 1139       | 29.12.25      | £1.40              | £0.00             | £1.40              | Square fees                           | Administration     | Bank Charges - Square Pay         |          |
| 1140       | 29.12.25      | £3.00              | £0.00             | £3.00              | Square fees                           | Administration     | Bank Charges - Square Pay         |          |
| 1141       | 02.01.26      | £4.14              | £0.00             | £4.14              | Stripe fees                           | Tennis Courts      | Stripe Fees                       |          |
| 1142       | 22.12.25      | £1.39              | £0.00             | £1.39              | Refreshments                          | Administration     | Refreshments                      |          |
| 1143       | 30.12.25      | £5.90              | £0.00             | £5.90              | Photo Frame                           | Administration     | Miscellaneous                     |          |
| 1144       | 05.01.26      | £1.39              | £0.00             | £1.39              | Refreshments                          | Administration     | Refreshments                      |          |
| 1145       | 05.01.26      | £1.09              | £0.00             | £1.09              | Square fees                           | Administration     | Bank Charges - Square Pay         |          |
| 1146       | 06.01.26      | £155.01            | £31.00            | £186.01            | Photocopier lease                     | Administration     | Photocopier Lease                 |          |
| 1147       | 06.01.26      | £110.00            | £0.00             | £110.00            | Equipment Protection                  | Administration     | Office Equipment                  |          |
| <b>141</b> | <b>Totals</b> | <b>£ 59,242.83</b> | <b>£ 3,381.30</b> | <b>£ 62,624.13</b> |                                       |                    |                                   |          |

**Recommendation: The payments are approved as listed.**

Chair's initials



**Receipts:** Between 1<sup>st</sup> and 31<sup>st</sup> December 2025, the Council received 127 payments, totalling £9,146.51 (exVAT), detailed below.

| No. | Date       | Net    | VAT   | Gross  | Description     | Cost Centre   | Cost Code     |
|-----|------------|--------|-------|--------|-----------------|---------------|---------------|
| 389 | 01.12.2025 | £65.48 | £0.00 | £65.48 | Tennis Receipts | Tennis Courts | Tennis Income |
| 394 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 394 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 394 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 394 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 394 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 394 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 394 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 394 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 395 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 395 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 395 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 395 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 395 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 395 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 395 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 395 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 395 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 395 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 396 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 396 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 396 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 396 | 02.12.2025 | £10.00 | £0.00 | £10.00 | Hall Hire       | Northam Hall  | Hall Hire     |
| 397 | 02.12.2025 | £12.50 | £0.00 | £12.50 | Hall Hire       | Northam Hall  | Hall Hire     |
| 397 | 02.12.2025 | £12.50 | £0.00 | £12.50 | Hall Hire       | Northam Hall  | Hall Hire     |
| 397 | 02.12.2025 | £12.50 | £0.00 | £12.50 | Hall Hire       | Northam Hall  | Hall Hire     |
| 397 | 02.12.2025 | £12.50 | £0.00 | £12.50 | Hall Hire       | Northam Hall  | Hall Hire     |
| 397 | 02.12.2025 | £12.50 | £0.00 | £12.50 | Hall Hire       | Northam Hall  | Hall Hire     |

Chair's initials



|     |            |           |       |           |                         |                           |                          |
|-----|------------|-----------|-------|-----------|-------------------------|---------------------------|--------------------------|
| 397 | 02.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire               | Northam Hall              | Hall Hire                |
| 397 | 02.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire               | Northam Hall              | Hall Hire                |
| 397 | 02.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire               | Northam Hall              | Hall Hire                |
| 397 | 02.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire               | Northam Hall              | Hall Hire                |
| 397 | 02.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire               | Northam Hall              | Hall Hire                |
| 397 | 02.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire               | Northam Hall              | Hall Hire                |
| 397 | 02.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire               | Northam Hall              | Hall Hire                |
| 397 | 02.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire               | Northam Hall              | Hall Hire                |
| 398 | 03.12.2025 | £37.50    | £0.00 | £37.50    | Hall Hire               | Northam Hall              | Hall Hire                |
| 399 | 03.12.2025 | £20.00    | £0.00 | £20.00    | Hall Hire               | Northam Hall              | Hall Hire                |
| 399 | 03.12.2025 | £20.00    | £0.00 | £20.00    | Hall Hire               | Northam Hall              | Hall Hire                |
| 399 | 03.12.2025 | £20.00    | £0.00 | £20.00    | Hall Hire               | Northam Hall              | Hall Hire                |
| 399 | 03.12.2025 | £20.00    | £0.00 | £20.00    | Hall Hire               | Northam Hall              | Hall Hire                |
| 400 | 04.12.2025 | £2,623.00 | £0.00 | £2,623.00 | Locality Budget Payment | Environment & Maintenance | Westward Ho! Finger Post |
| 401 | 05.12.2025 | £43.75    | £0.00 | £43.75    | Hall Hire               | Northam Hall              | Hall Hire                |
| 401 | 05.12.2025 | £5.00     | £0.00 | £5.00     | Hall Hire               | Northam Hall              | Hall Hire                |
| 402 | 05.12.2025 | £28.13    | £0.00 | £28.13    | Hall Hire               | Northam Hall              | Hall Hire                |
| 402 | 05.12.2025 | £28.13    | £0.00 | £28.13    | Hall Hire               | Northam Hall              | Hall Hire                |
| 402 | 05.12.2025 | £28.13    | £0.00 | £28.13    | Hall Hire               | Northam Hall              | Hall Hire                |
| 402 | 05.12.2025 | £28.13    | £0.00 | £28.13    | Hall Hire               | Northam Hall              | Hall Hire                |
| 403 | 05.12.2025 | £25.00    | £0.00 | £25.00    | Hall Hire               | Northam Hall              | Hall Hire                |
| 403 | 05.12.2025 | £25.00    | £0.00 | £25.00    | Hall Hire               | Northam Hall              | Hall Hire                |
| 403 | 05.12.2025 | £25.00    | £0.00 | £25.00    | Hall Hire               | Northam Hall              | Hall Hire                |
| 403 | 05.12.2025 | £25.00    | £0.00 | £25.00    | Hall Hire               | Northam Hall              | Hall Hire                |
| 403 | 05.12.2025 | £25.00    | £0.00 | £25.00    | Hall Hire               | Northam Hall              | Hall Hire                |
| 404 | 04.12.2025 | £15.00    | £0.00 | £15.00    | Hall Hire               | Northam Hall              | Hall Hire                |
| 404 | 04.12.2025 | £15.00    | £0.00 | £15.00    | Hall Hire               | Northam Hall              | Hall Hire                |
| 404 | 04.12.2025 | £15.00    | £0.00 | £15.00    | Hall Hire               | Northam Hall              | Hall Hire                |
| 404 | 04.12.2025 | £15.00    | £0.00 | £15.00    | Hall Hire               | Northam Hall              | Hall Hire                |
| 405 | 04.12.2025 | £47.50    | £0.00 | £47.50    | Hall Hire               | Northam Hall              | Hall Hire                |
| 405 | 04.12.2025 | £6.25     | £0.00 | £6.25     | Hall Hire               | Northam Hall              | Hall Hire                |

Chair's initials

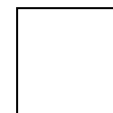


|     |            |           |       |           |                |                           |                           |
|-----|------------|-----------|-------|-----------|----------------|---------------------------|---------------------------|
| 405 | 04.12.2025 | £2.50     | £0.00 | £2.50     | Hall Hire      | Northam Hall              | Hall Hire                 |
| 406 | 05.12.2025 | £25.00    | £0.00 | £25.00    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 407 | 05.12.2025 | £37.50    | £0.00 | £37.50    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 408 | 05.12.2025 | £25.00    | £0.00 | £25.00    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 408 | 05.12.2025 | £25.00    | £0.00 | £25.00    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 409 | 08.12.2025 | £20.00    | £0.00 | £20.00    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 409 | 08.12.2025 | £10.00    | £0.00 | £10.00    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 409 | 08.12.2025 | £10.00    | £0.00 | £10.00    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 409 | 08.12.2025 | £10.00    | £0.00 | £10.00    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 409 | 08.12.2025 | £10.00    | £0.00 | £10.00    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 410 | 08.12.2025 | £8.50     | £0.00 | £8.50     | Christmas Fair | Community                 | Events - Other            |
| 411 | 08.12.2025 | £47.50    | £0.00 | £47.50    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 411 | 08.12.2025 | £25.00    | £0.00 | £25.00    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 412 | 08.12.2025 | £1,386.00 | £0.00 | £1,386.00 | Grass cutting  | Environment & Maintenance | Grass Cutting - Abbotsham |
| 413 | 08.12.2025 | £25.00    | £0.00 | £25.00    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 413 | 08.12.2025 | £25.00    | £0.00 | £25.00    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 413 | 08.12.2025 | £25.00    | £0.00 | £25.00    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 414 | 08.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 414 | 08.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 414 | 08.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 414 | 08.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 414 | 08.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 414 | 08.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 414 | 08.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 414 | 08.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 414 | 08.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 414 | 08.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 414 | 08.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 414 | 08.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 414 | 08.12.2025 | £12.50    | £0.00 | £12.50    | Hall Hire      | Northam Hall              | Hall Hire                 |
| 415 | 09.12.2025 | £69.10    | £0.00 | £69.10    | Christmas Fair | Community                 | Events - Other            |
| 416 | 09.12.2025 | £37.50    | £0.00 | £37.50    | Hall Hire      | Northam Hall              | Hall Hire                 |

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|     |            |           |         |           |                          |                    |                            |
|-----|------------|-----------|---------|-----------|--------------------------|--------------------|----------------------------|
| 417 | 09.12.2025 | £19.80    | £0.00   | £19.80    | Allotment Rent           | Parks & Recreation | Allotments - Windmill Lane |
| 418 | 09.12.2025 | £80.00    | £0.00   | £80.00    | Mayor's Charity event    | Members            | Civic & General Expenses   |
| 419 | 10.12.2025 | £150.00   | £0.00   | £150.00   | Hall Hire                | Northam Hall       | Hall Hire                  |
| 420 | 10.12.2025 | £172.00   | £0.00   | £172.00   | Mayor's Charity event    | Members            | Civic & General Expenses   |
| 421 | 11.12.2025 | £18.75    | £0.00   | £18.75    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 421 | 11.12.2025 | £18.75    | £0.00   | £18.75    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 422 | 12.12.2025 | £1,250.00 | £250.00 | £1,500.00 | Rent for Car Park        | Administration     | Car Park Rent              |
| 423 | 15.12.2025 | £83.00    | £0.00   | £83.00    | Mayor's Charity event    | Members            | Civic Reception            |
| 424 | 15.12.2025 | £10.00    | £0.00   | £10.00    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 424 | 15.12.2025 | £10.00    | £0.00   | £10.00    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 424 | 15.12.2025 | £10.00    | £0.00   | £10.00    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 424 | 15.12.2025 | £10.00    | £0.00   | £10.00    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 425 | 15.12.2025 | £193.53   | £0.00   | £193.53   | Mayor's Charity Donation | Members            | Mayor's Charity            |
| 426 | 15.12.2025 | £15.00    | £0.00   | £15.00    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 426 | 15.12.2025 | £15.00    | £0.00   | £15.00    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 426 | 15.12.2025 | £15.00    | £0.00   | £15.00    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 426 | 15.12.2025 | £15.00    | £0.00   | £15.00    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 427 | 17.12.2025 | £47.50    | £0.00   | £47.50    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 427 | 17.12.2025 | £31.25    | £0.00   | £31.25    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 427 | 17.12.2025 | £25.00    | £0.00   | £25.00    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 428 | 17.12.2025 | £43.75    | £0.00   | £43.75    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 429 | 18.12.2025 | £40.00    | £0.00   | £40.00    | Mayor's Charity event    | Members            | Civic Reception            |
| 430 | 19.12.2025 | £120.00   | £0.00   | £120.00   | Mayor's Charity event    | Members            | Civic Reception            |
| 431 | 22.12.2025 | £47.50    | £0.00   | £47.50    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 431 | 22.12.2025 | £12.50    | £0.00   | £12.50    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 432 | 22.12.2025 | £20.00    | £0.00   | £20.00    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 432 | 22.12.2025 | £20.00    | £0.00   | £20.00    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 432 | 22.12.2025 | £20.00    | £0.00   | £20.00    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 432 | 22.12.2025 | £20.00    | £0.00   | £20.00    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 433 | 24.12.2025 | £47.50    | £0.00   | £47.50    | Hall Hire                | Northam Hall       | Hall Hire                  |
| 434 | 24.12.2025 | £80.00    | £0.00   | £80.00    | Mayor's Charity event    | Members            | Civic Reception            |

Chair's initials

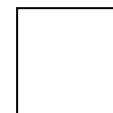


|            |               |                  |                |                  |                       |               |                   |
|------------|---------------|------------------|----------------|------------------|-----------------------|---------------|-------------------|
| 435        | 29.12.2025    | £80.00           | £0.00          | £80.00           | Mayor's Charity event | Members       | Civic Reception   |
| 436        | 29.12.2025    | £120.00          | £0.00          | £120.00          | Mayor's Charity event | Members       | Civic Reception   |
| 437        | 31.12.2025    | £25.00           | £0.00          | £25.00           | Hall Hire             | Northam Hall  | Hall Hire         |
| 437        | 31.12.2025    | £47.50           | £0.00          | £47.50           | Hall Hire             | Northam Hall  | Hall Hire         |
| 442        | 31.12.2025    | £119.70          | £0.00          | £119.70          | Bank Interest         | Bank Interest | Cambs BS (Tennis) |
| 443        | 31.12.2025    | £267.34          | £0.00          | £267.34          | Bank Interest         | Bank Interest | Cambs & Cty Bank  |
| 444        | 31.12.2025    | £274.04          | £0.00          | £274.04          | Bank Interest         | Bank Interest | Nationwide 95 Day |
| <b>127</b> | <b>Totals</b> | <b>£9,146.51</b> | <b>£250.00</b> | <b>£9,396.51</b> |                       |               |                   |

#### Tennis courts:

The gross volume of sales in December 2025 was £95.00. After fees, the Council has received £90.46. Since 1<sup>st</sup> April 2025, the Council has received £5,432.18 for tennis court memberships and bookings.

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2601/561

**To consider the purchase of a replacement walk-behind mower**

The Council's current walk-behind mower was purchased in January 2019, at a cost of £7,440 (including trade-in of old machine. Since purchase it has been operational for approx. 7,000 hours.

The Council uses its mowers for full working weeks through the 7 ¼ month cutting season (currently April to early November) and as required through the winter and early spring.

The walk-behind has needed repair five times since April 2025 as its parts wear, costing the Council around £1,050 to maintain and keeping it out of use for over two weeks.

Council staff consider it prudent to replace the machine whilst it retains a trade-in value.

Replacing with the same model would allow the council to use the consumable spares it has in stock (e.g. drive belts, spark plugs and switches).

Council staff have approached 3 suppliers for quotes:

**Company A** (Ferris Dealer and current supplier and maintainer of the Council's machines) £10,395 (exVAT) for a new like-for-like machine (a [Ferris FW35](#)), less trade-in value and discount.

**The cost to replace would be £8,000 (exVAT).**

The price is valid until 1<sup>st</sup> February 2026. The price is anticipated to rise by 15% in April 2026.

The new machine would come with a two-year unlimited hours warranty.

The Ferris FW35 is a petrol-powered machine which all staff are experienced in using and in its basic maintenance. Replacing with the same model would allow the council to use the consumable spares it has in stock (e.g. drive belts, spark plugs and switches).

**Company B**

£13,014 (exVAT) for a new machine of a slightly lower specification (a [Toro Proline model 31914](#)), no trade-in value is offered by this company.

**The cost to replace would be £13,014 (exVAT).**

The machine would come with a one-year unlimited hours warranty.

The staff would need to be trained in use of the machine by the supplier

£9,600 (exVAT) for a new machine that is smaller than the current one and of a lower specification (a [Toro Proline model 44410TE](#)), no trade-in value is offered by this company.

**The cost to replace would be £9,600 (exVAT).**

The machine would come with a one-year unlimited hours warranty.

The staff would need to be trained in use of the machine by the supplier

**Company C**

There are no electric-powered equivalents. The closest is a ride-on (an [EGO ZT5201E-L](#)) which, to ensure continuous working would need 16 batteries.

Ride-on mower £5,559

Batteries (16 at £559 each) £6,708 (4 free with current offer, after offer price increases by £1,876)

Charging terminal £729

**The cost to replace would be £12,996 (exVAT).**

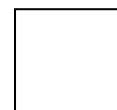
The machine would come with a one-year unlimited hours warranty (some parts have a 5-year warranty).

The staff would need to be trained in use of the machine by the supplier.

A location for the charging station would be needed.

The Council **resolved to purchase** a like-for-like walk-behind mower from Company A (Ferris

Chair's initials





Dealer) at a cost of £8,000 (excluding VAT), with the expenditure to be met from the anticipated carry-forward into the new financial year.

**Proposed** Cllr Hodson, Seconded Cllr Bach (majority in favour, 1 abstention)

**2601/562 To consider the purchase of a second trailer**

With the increase in the Council's work and operations, including weed ripping, more regular mowing, litter picking and debris removal, the officers consider it prudent to purchase a second trailer.

The Council's trailer is an 8ft x 5ft model capable of loading to 750kg and with a drop tail for ease of equipment loading. A similar model (from a different manufacturer, an [Indespension Unbraked 8' X 5' Single Axle Trailer - With Ramptail](#)) is available from various companies locally:

**Company 1** (the manufacturer) lists the trailer, complete with mesh sides, spare wheel and carrier and prop stands at c.£2,320 (exVAT) plus delivery (estimated to be £250), **total price £2,570 (exVAT).**

**Company 2** (a supplier in Exeter) has quoted **£2,330 (exVAT)** for the trailer. Delivery is not possible so a member of staff would need to travel to collect it from the supplier, a round trip of 99 miles.

**Company 3** (a supplier in east Devon) has been contacted but at the time of writing has not confirmed a price, which will follow when it has been confirmed.

The Council **resolved** to purchase a second trailer to provide greater flexibility in its maintenance activities, with a budget of £2,750 (excluding VAT) to cover contingencies. The expenditure is to be met from the anticipated carry-forward into the new financial year.

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

**2601/560 To receive and sign the payroll information sheet for submission**

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

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

**Action point: submit the payroll information sheet.**

There being no further business the meeting closed at 6:57pm

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

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