

## FINANCE &amp; HUMAN RESOURCES COMMITTEE

11<sup>th</sup> February 2026 at 6.30pm in the Town Hall, Windmill Lane, Northam.

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

In attendance: Guy Langton (Town Clerk &amp; RFO)

**2602/606 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

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

**2602/607 Chair's announcements**

The Chair announced that the central government's Local Government Reorganisation consultation was open for the public to respond.

The Chair recommended to the committee that the Clerk and council officers attend the regional SLCC training day in June 2026. This would cost under £500 (plus travel) but the office would need to be closed for the day. The committee agreed, consideration of closing the office for the day would be put to the next Full Council meeting.

**2602/608 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.

**2602/609 To agree the agenda as published.**It was **resolved** to agree the agenda as published.

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

**2602/610 To consider the minutes of the Finance meeting held on the 14<sup>th</sup> 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 Hodson, Seconded: Cllr Bach (majority in favour, one abstention – not present at the meeting.)

**2602/611 Public Participation**

There were no members of the public present.

**2602/612 To receive an update on Action Points**

The action points were noted as presented below.

Action	January 2026	
1 Open two further bank accounts at the Cooperative Bank, one for the May Fair and one for the Mayor's Charitable Fundraising.	On the agenda	ONGOING
2 Arrange digger training for one member of staff	Arrangements to be made.	ONGOING
3 Purchase replacement walk-behind mower and second trailer	Purchased and received both pieces of equipment	COMPLETE

Chair's initials



**2602/613 To consider the Clerk's report and approve, by resolution, the payments as listed**

On 31<sup>st</sup> January 2026 the Council's balances were:

Petty Cash	£80.84	no interest	
Hinkley & Rugby Building Society	£230,400	interest rate is 1.75%	holding account for general expenditure
Cambridge & Counties Bank (31-day)	£97,358.47	interest rate is 3.25%	Earmarked Reserves
Nationwide (Business 95-day saver)	£96,864.49	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)	£12,587.67	no interest	General expenditure

**Total cash in hand (SCRIBE) £446,573.35**

The bank reconciliation was signed by the Chair.

**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.

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	Reconciliation balance	
5.1.26	108	Refreshments	PC25-26.101			0.00			1.39				1.39	101.86	£ 101.86
5.1.26	109	Refreshments	PC25-26.101a			0.00			1.45				1.45	100.41	
13.1.26	109	Refreshments	PC25-26.102			0.00			1.35				1.35	99.06	
14.1.26	110	Photography (Councillors)	PC25-26.103			0.00						10.00	10.00	89.06	
20.1.26	111	Refreshments	PC25-26.104			0.00			1.39				1.39	87.67	
20.1.26	112	Refreshments	PC25-26.105			0.00			1.45				1.45	86.22	
29.1.26	113	Disinfectant (CPT shower head)	PC25-26.106			0.00	0.58			2.91			3.49	82.73	
29.1.26	114	Refreshments	PC25-26.107			0.00			1.89				1.89	80.84	£ 80.84
Number of transactions	117			690.00		690.00	51.46	65.06	165.22	258.90	61.97	602.61	87.39	Difference between receipts and payments	

**Tennis courts:**

The gross volume of sales in January 2026 was £80.00. After fees, the Council has received £76.66. Since 1<sup>st</sup> April 2025, the Council has received £5,508.84 for tennis court memberships and bookings.

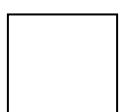
**Payments:** Between 1<sup>st</sup> and 31<sup>st</sup> December 2025, the council made 48 payments of £100 or more totalling £57,788.19 (exVAT), and made a total of 141 payments totalling £59,242.83 (exVAT), detailed overleaf.

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

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

**Receipts:** Between 1<sup>st</sup> and 31<sup>st</sup> January 2026, the Council received 115 payments, totalling £8,463.63 (exVAT).

Chair's initials



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	

Chair's initials



1037	04.12.25	£2,161.64	£0.00	£2,161.64	Pensions	Staff Costs	Salaries, HMRC and NEST
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

Chair's initials



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
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

Chair's initials



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
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

Chair's initials



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
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
					Anchor Park Orchard & Wildflower Area	Parks & Recreation	Anchor Park 2511/458
1125	22.12.25	£1,780.00	£356.00	£2,136.00			
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

Chair's initials



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>			

**2602/614 To note the accounts summary on 31<sup>st</sup> December 2025**

The accounts summary and net balance position was noted.

**2602/615 To note and receive the annual returns for the Charities for which the Council is sole corporate trustee**

a. Mrs Anderson's Bequest (Anchor Park)

b. Northam Burrows

The annual returns were received and noted.

**2602/616 To approve application procedure for new bank accounts**

It was **resolved** that in the prolonged absence of Cllr Whittaker for medical reasons, to proceed with bank account applications with thirteen of the fourteen councillors signing to approve the accounts are opened.

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

**2602/617 To consider the Abbotsham Parish Council grass cutting contract**

It was **resolved** to increase the charge made for verge and grass cutting in Abbotsham parish on behalf of that Parish Council to £2,915 for the 2026-27 year.

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

**2602/618 To consider the renewal quotes for gas usage at Northam Hall**

It was **resolved** to enter into a 24-month contract with Octopus Energy on the below terms, representing an estimated saving of £1,332 per year.

Octopus Business 24M Fixed

Unite rates: 5.9515p/kWh

Standing charge: 13.5082p/day

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

Chair's initials



*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 Hames (all in favour)*

**2602/619 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)*

*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 Leather (all in favour)*

There being no further business the meeting closed at 8:00pm

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

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Chair's initials

