

FINANCE & HUMAN RESOURCES COMMITTEE**11th March 2026 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

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

In attendance: Guy Langton (Town Clerk & RFO)

2603/675 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

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

2603/676 Chair's announcements

The Town Clerk announced that, because of staff holiday, the April meeting of this committee and the Environment & Maintenance committee would be swapped. Calendar invites would be sent in due course.

2603/677 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.

2603/678 To agree the agenda as published.It was **resolved** to agree the agenda as published.

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

2603/679 To consider the minutes of the Finance meeting held on the 11th February 2026 as a true and correct recordIt was **resolved** to accept the minutes as a true and correct record, which were signed by the Chair.

Proposed: Cllr Leather, Seconded: Cllr Bach (majority in favour, one abstention – not present at the meeting.)

2603/680 Public Participation

There were no members of the public present.

2603/681 To receive an update on Action Points

The action points were noted as presented below.

| Action | Update |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Open two further bank accounts at the Cooperative Bank, one for the May Fair and one for the Mayor's Charitable Fundraising. | All members have signed and the forms sent, along with minute approving sending without Cllr Whittaker's signature. The Council had been informed that it no longer met the criteria for current accounts. Further options would be investigated by the officers. <p style="text-align: right;">ONGOING</p> |
| 2 Arrange digger training for one member of staff | Arrangements to be made and other local councils would be asked if they plan similar training for their staff to minimise costs. <p style="text-align: right;">ONGOING</p> |
| 3 Advise Abbotsham PC of the increased grass cutting contract price. | APC advised. <p style="text-align: right;">COMPLETE</p> |
| 4 Enter into Gas supply contract for Northam Hall from 31.3.26 with Octopus energy. | Current supplier and new supplier advised. Contract yet to start. <p style="text-align: right;">COMPLETE</p> |

Chair's initials

2603/682 To consider the Clerk's report and approve, by resolution, the payments as listed

On 28th February 2026 the Council's balances were:

| | | | |
|------------------------------------|------------|------------------------|-----------------------------------------|
| Petty Cash | £54.55 | no interest | |
| Hinkley & Rugby Building Society | £183,784 | interest rate is 1.75% | holding account for general expenditure |
| Cambridge & Counties Bank (31-day) | £97,601.27 | interest rate is 3.25% | Earmarked Reserves |
| Nationwide (Business 95-day saver) | £97,102.27 | 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) | £5,717.36 | no interest | General expenditure |

Total cash in hand (SCRIBE) £393,541.33

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 | Transaction | Description | Ref | Petty Cash Withdrawal | Carry forward | Total in | VAT | Events | Refreshments | Maintenance | Office expenses | Total out | £ | 13.45 | Reconciliation balance | | |
| 2.2.26 | 115 | Cash withdrawal | - | 20.00 | | 20.00 | | | | | | 0.00 | 100.84 | | | | |
| 4.2.26 | 116 | Refreshments | PC25-26.108 | | | 0.00 | | | 1.20 | | | 1.20 | 99.64 | | | | |
| 5.2.26 | 117 | Batteries | PC25-26.109 | | | 0.00 | 0.73 | | | | 3.62 | 4.35 | 95.29 | | | | |
| 5.2.26 | 118 | Refreshments | PC25-26.110 | | | 0.00 | | 1.89 | | | | 1.89 | 93.40 | | | | |
| 6.2.26 | 119 | Refreshments | PC25-26.111 | | | 0.00 | | 3.99 | | | | 3.99 | 89.41 | | | | |
| 9.2.26 | 120 | Trickle vent | PC25-26.112 | | | 0.00 | 0.56 | | | 2.80 | | 3.36 | 86.05 | | | | |
| 10.2.26 | 121 | Refreshments | PC25-26.113 | | | 0.00 | | 3.98 | | | | 3.98 | 82.07 | | | | |
| 10.2.26 | 122 | Refreshments | PC25-26.114 | | | 0.00 | | 1.45 | | | | 1.45 | 80.62 | | | | |
| 11.2.26 | 123 | Refreshments | PC25-26.115 | | | 0.00 | | 1.20 | | | | 1.20 | 79.42 | | | | |
| 16.2.26 | 124 | Town Hall Keys | PC25-26.116 | | | 0.00 | 1.50 | | | | 7.50 | 9.00 | 70.42 | | | | |
| 16.2.26 | 125 | Refreshments | PC25-26.117 | | | 0.00 | | 2.98 | | | | 2.98 | 67.44 | | | | |
| 19.2.26 | 126 | Town Hall Keys | PC25-26.118 | | | 0.00 | 1.67 | | | | 8.33 | 10.00 | 57.44 | | | | |
| 23.2.26 | 127 | Refreshments | PC25-26.119 | | | 0.00 | | 1.39 | | | | 1.39 | 56.05 | | | | |
| 25.2.26 | 128 | Refreshments | PC25-26.120 | | | 0.00 | | 1.50 | | | | 1.50 | 54.55 | £ | 54.55 | | |
| Number of transactions | 131 | | | 735.00 | | 735.00 | 55.92 | 65.06 | 184.80 | 261.70 | 81.42 | 648.90 | 86.10 | | Difference between receipts and payments | | |

Tennis courts:

The gross volume of sales in February 2026 was £155.00. After fees, the Council has received £147.00. Since 1st April 2025, the Council has received £5,665.84 for tennis court memberships and bookings.

Payments: Between 1st and 28th February 2026, the council made 38 payments of £100 or more totalling £60,994.21 (exVAT), and made a total of 139 payments, and received £7.68 in refunds, totalling £62,890.46 (exVAT), detailed overleaf.

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

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

Receipts: Between 1st and 28th February 2026, the Council received 104 payments, totalling £5,924.43 (ex VAT), plus a VAT refund of £7,665.50, detailed below.

Chair's initials

| Voucher | Date | Net | VAT | Gross | Description | Cost Centre | Cost Code | Minute |
|---------|------------|---------|---------|---------|---------------------------|-------------------------------|---------------------------------|----------|
| 1280 | 02.02.2026 | £2.70 | £0.00 | £2.70 | Square fees | Administration | Bank Charges - Square Pay | |
| 1281 | 02.02.2026 | £430.76 | £0.00 | £430.76 | Room rental | Administration | Room Rental | |
| 1282 | 02.02.2026 | £4.14 | £0.00 | £4.14 | Stripe fees | Tennis Courts | Stripe Fees | |
| 1290 | 02.02.2026 | £11.75 | £2.35 | £14.10 | Stationery | Administration | Stationery | |
| 1291 | 02.02.2026 | £20.49 | £4.10 | £24.59 | Stationery | Administration | Stationery | |
| 1292 | 02.02.2026 | £25.49 | £5.10 | £30.59 | Trailer | Council Machinery & Equipment | Truck Maintenance | |
| 1293 | 02.02.2026 | £120.10 | £0.00 | £120.10 | Plants | Parks & Recreation | Anchor Park | 2511/458 |
| 1294 | 02.02.2026 | £112.35 | £22.47 | £134.82 | Payroll | Staff Costs | Payroll Processing Fees | |
| 1295 | 02.02.2026 | £144.69 | £0.00 | £144.69 | Insurance | Administration | Town Hall - Buildings Insurance | |
| 1296 | 02.02.2026 | £284.70 | £56.94 | £341.64 | IT contract | ICT | Cloudy IT | |
| 1297 | 02.02.2026 | £335.00 | £67.00 | £402.00 | Civic.ly Subscription | ICT | Pear Mapping | |
| 1298 | 02.02.2026 | £36.50 | £7.30 | £43.80 | Fire Extinguisher Service | Pavilion & CPT | Health & Safety | |
| 1299 | 03.02.2026 | £48.29 | £9.66 | £57.95 | Telephone system | ICT | Phones | |
| 1300 | 03.02.2026 | £31.00 | £6.20 | £37.20 | Training | Training | Training | |
| 1301 | 03.02.2026 | £8.25 | £1.65 | £9.90 | Trailer | Council Machinery & Equipment | Truck Maintenance | |
| 1302 | 04.02.2026 | £1.19 | £0.00 | £1.19 | Square fees | Administration | Bank Charges - Square Pay | |
| 1303 | 04.02.2026 | £1.03 | £0.00 | £1.03 | Square fees | Administration | Bank Charges - Square Pay | |
| 1304 | 05.02.2026 | £9.80 | £1.96 | £11.76 | Trailer | Council Machinery & Equipment | Truck Maintenance | |
| 1305 | 06.02.2026 | £4.17 | £0.83 | £5.00 | Mobile Phone - TT | ICT | Mobile Phones | |
| 1306 | 06.02.2026 | £4.44 | £0.89 | £5.33 | Notice Boards | Notice Boards | Maintenance | |
| 1307 | 06.02.2026 | £4.57 | £0.91 | £5.48 | Legionella Work | Pavilion & CPT | Health & Safety | |
| 1308 | 06.02.2026 | £5.53 | £1.11 | £6.64 | Legionella Work | Northam Hall | Health & Safety | |
| 1309 | 06.02.2026 | £8.91 | £1.78 | £10.69 | Legionella Work | Pavilion & CPT | Health & Safety | |
| 1310 | 06.02.2026 | £49.52 | £9.91 | £59.43 | Stationery | Administration | Stationery | |
| 1311 | 06.02.2026 | £51.48 | £10.30 | £61.78 | PPE & Workwear | Council Machinery & Equipment | PPE & Workwear | |
| 1312 | 06.02.2026 | £110.92 | £22.18 | £133.10 | Burrough Farm | Environment & Maintenance | Burrough Farm | |
| 1313 | 06.02.2026 | £141.52 | £28.30 | £169.82 | Burrough Farm | Environment & Maintenance | Burrough Farm | |
| 1314 | 06.02.2026 | £832.25 | £166.45 | £998.70 | Training | Training | Training | |
| 1315 | 06.02.2026 | £6.32 | £1.26 | £7.58 | Legionella Work | Pavilion & CPT | Health & Safety | |
| 1316 | 06.02.2026 | £1.58 | £0.00 | £1.58 | Square fees | Administration | Bank Charges - Square Pay | |
| 1317 | 06.02.2026 | £0.35 | £0.00 | £0.35 | Square fees | Administration | Bank Charges - Square Pay | |

Chair's initials



| | | | | | | | | |
|------|------------|-----------|---------|-----------|-------------------------|-------------------------------|-----------------------------------|----------|
| 1318 | 09.02.2026 | £5.00 | £1.00 | £6.00 | Mobile Phone - IR | ICT | Mobile Phones | |
| 1319 | 09.02.2026 | £53.95 | £10.79 | £64.74 | Wifi N Hall | Northam Hall | Internet | |
| 1320 | 09.02.2026 | £1,307.47 | £0.00 | £1,307.47 | Insurance | Insurances | General | 2405/027 |
| 1321 | 09.02.2026 | £0.88 | £0.00 | £0.88 | Square fees | Administration | Bank Charges - Square Pay | |
| 1322 | 10.02.2026 | £565.43 | £113.09 | £678.52 | Gas Account | Northam Hall | Gas | |
| 1323 | 10.02.2026 | £111.21 | £5.56 | £116.77 | Electricity - Pavilion | Pavilion & CPT | Electric | |
| 1324 | 10.02.2026 | -£7.68 | £0.00 | -£7.68 | Electricity Account | Northam Hall | Electric | |
| 1324 | 10.02.2026 | £191.72 | £9.59 | £201.31 | Electricity Account | Northam Hall | Electric | |
| 1325 | 10.02.2026 | £2.20 | £0.00 | £2.20 | Square fees | Administration | Bank Charges - Square Pay | |
| 1326 | 13.02.2026 | £139.60 | £27.92 | £167.52 | Fuel | Council Machinery & Equipment | Fuel | |
| 1327 | 11.02.2026 | £44.17 | £8.83 | £53.00 | Keys | Administration | Town Hall - Maintenance | |
| 1328 | 11.02.2026 | £98.33 | £19.67 | £118.00 | Monitor | ICT | IT Purchase, Repair & Maintenance | |
| 1329 | 12.02.2026 | £2.00 | £0.00 | £2.00 | Square fees | Administration | Bank Charges - Square Pay | |
| 1330 | 12.02.2026 | £1.35 | £0.00 | £1.35 | Square fees | Administration | Bank Charges - Square Pay | |
| 1331 | 13.02.2026 | £9.16 | £1.83 | £10.99 | Equipment | Council Machinery & Equipment | Tools & Equipment | |
| 1332 | 13.02.2026 | £19.15 | £3.83 | £22.98 | Number Plates | Council Machinery & Equipment | Truck Maintenance | |
| 1333 | 13.02.2026 | £3.14 | £0.63 | £3.77 | Safety Signs | Northam Hall | Health & Safety | |
| 1334 | 13.02.2026 | £6.14 | £1.23 | £7.37 | PPE & Workwear | Council Machinery & Equipment | PPE & Workwear | |
| 1335 | 13.02.2026 | £6.40 | £1.28 | £7.68 | Notice Boards | Notice Boards | Town Hall | |
| 1336 | 13.02.2026 | £7.15 | £1.43 | £8.58 | Stock | Council Machinery & Equipment | Tools & Equipment | |
| 1337 | 13.02.2026 | £9.09 | £1.82 | £10.91 | Notice Boards | Notice Boards | Maintenance | |
| 1338 | 13.02.2026 | £17.37 | £3.47 | £20.84 | Burrough Farm | Environment & Maintenance | Burrough Farm | |
| 1339 | 13.02.2026 | £17.37 | £3.47 | £20.84 | Burrough Farm | Environment & Maintenance | Burrough Farm | |
| 1340 | 13.02.2026 | £23.22 | £0.00 | £23.22 | Expenses | Administration | Expenses | |
| 1341 | 13.02.2026 | £21.67 | £4.33 | £26.00 | Contra Roberts Cleaning | Administration | Town Hall - Cleaning | |
| 1342 | 13.02.2026 | £30.00 | £0.00 | £30.00 | Civic Function | Members | Civic Reception | |
| 1343 | 13.02.2026 | £25.05 | £5.01 | £30.06 | Notice Boards | Notice Boards | Maintenance | |
| 1344 | 13.02.2026 | £29.63 | £5.93 | £35.56 | Northam Hall | Northam Hall | Maintenance | |
| 1345 | 13.02.2026 | £30.00 | £6.00 | £36.00 | Printing | Members | Civic Reception | |
| 1346 | 13.02.2026 | £36.98 | £7.40 | £44.38 | Northam Hall | Northam Hall | Maintenance | |
| 1347 | 13.02.2026 | £39.90 | £7.98 | £47.88 | PPE & Workwear | Council Machinery & Equipment | PPE & Workwear | |
| 1348 | 13.02.2026 | £60.00 | £12.00 | £72.00 | Training | Training | Training | |

Chair's initials



| | | | | | | | | |
|------|------------|-----------|---------|-----------|---------------------------|-------------------------------|---------------------------|----------|
| 1349 | 13.02.2026 | £85.00 | £17.00 | £102.00 | Training | Training | Training | 2602/607 |
| 1350 | 13.02.2026 | £110.00 | £22.00 | £132.00 | Northam Hall | Northam Hall | Maintenance | |
| 1351 | 13.02.2026 | £135.00 | £0.00 | £135.00 | Repairs | Environment & Maintenance | Bus Shelters | |
| 1352 | 13.02.2026 | £100.00 | £20.00 | £120.00 | ICT | ICT | Scribe - Accounts | |
| 1352 | 13.02.2026 | £29.00 | £5.80 | £34.80 | ICT | ICT | Scribe - Bookings | |
| 1353 | 13.02.2026 | £135.00 | £27.00 | £162.00 | Training | Training | Training | 2602/607 |
| 1354 | 13.02.2026 | £135.00 | £27.00 | £162.00 | Training | Training | Training | 2602/607 |
| 1355 | 13.02.2026 | £135.00 | £27.00 | £162.00 | Training | Training | Training | 2602/607 |
| 1356 | 13.02.2026 | £190.00 | £38.00 | £228.00 | Electrical work | Pavilion & CPT | Maintenance | |
| 1357 | 13.02.2026 | £240.00 | £48.00 | £288.00 | Computer and software | Planning & Development | NNP | |
| 1358 | 13.02.2026 | £338.00 | £67.60 | £405.60 | Truck Maintenance | Council Machinery & Equipment | Truck Maintenance | |
| 1359 | 13.02.2026 | £455.00 | £91.00 | £546.00 | Cleaning CPT | CPT | Cleaning | |
| 1360 | 13.02.2026 | £731.12 | £146.22 | £877.34 | Electrical work | Northam Hall | Maintenance | |
| 1361 | 13.02.2026 | £950.00 | £190.00 | £1,140.00 | Burrough Farm | Environment & Maintenance | Burrough Farm | |
| 1362 | 13.02.2026 | £2,603.00 | £520.60 | £3,123.60 | Finger Post | Environment & Maintenance | Westward Ho! Finger Post | |
| 1363 | 13.02.2026 | £7,665.61 | £0.00 | £7,665.61 | Election Fees | Elections | Election Costs | |
| 1364 | 13.02.2026 | £51.04 | £10.21 | £61.25 | Machinery Maintenance | Council Machinery & Equipment | Machinery Maintenance | |
| 1365 | 13.02.2026 | £7.33 | £1.47 | £8.80 | Machinery Maintenance | Council Machinery & Equipment | Machinery Maintenance | |
| 1366 | 13.02.2026 | £93.70 | £18.74 | £112.44 | Alarm maintenance | Northam Hall | Alarm & CCTV | |
| 1367 | 13.02.2026 | £316.00 | £63.20 | £379.20 | Mower Repair | Council Machinery & Equipment | Machinery Maintenance | |
| 1368 | 16.02.2026 | £24.39 | £0.00 | £24.39 | Square fees | Administration | Bank Charges - Square Pay | |
| 1369 | 16.02.2026 | £28.50 | £0.00 | £28.50 | Water bill | Pavilion & CPT | Water | |
| 1370 | 16.02.2026 | £86.50 | £0.00 | £86.50 | Water bill | Northam Hall | Water | |
| 1371 | 16.02.2026 | £7.50 | £1.50 | £9.00 | Keys | Administration | Town Hall - Maintenance | |
| 1372 | 16.02.2026 | £1.52 | £0.00 | £1.52 | Square fees | Administration | Bank Charges - Square Pay | |
| 1375 | 17.02.2026 | £33.32 | £6.66 | £39.98 | Equipment | Council Machinery & Equipment | Tools & Equipment | |
| 1376 | 18.02.2026 | £4,793.84 | £0.00 | £4,793.84 | Pensions | Staff Costs | Salaries, HMRC and NEST | 2601/560 |
| 1377 | 18.02.2026 | £4.17 | £0.83 | £5.00 | Mobile Phone - GL | ICT | Mobile Phones | |
| 1378 | 18.02.2026 | £8.29 | £1.66 | £9.95 | Equipment | Council Machinery & Equipment | Tools & Equipment | |
| 1379 | 18.02.2026 | £8.29 | £1.66 | £9.95 | Duplicate Entry Cancelled | Council Machinery & Equipment | Tools & Equipment | |
| 1379 | 18.02.2026 | -£8.29 | -£1.66 | -£9.95 | Duplicate Entry Cancelled | Council Machinery & Equipment | Tools & Equipment | |
| 1380 | 18.02.2026 | £11.65 | £2.33 | £13.98 | Equipment | Council Machinery & Equipment | Tools & Equipment | |

Chair's initials



| | | | | | | | | |
|------|------------|------------|-----------|------------|---------------------------|-------------------------------|---------------------------|----------|
| 1381 | 18.02.2026 | £6.72 | £1.34 | £8.06 | May Fair 2026 | Community | May Fair Costs | |
| 1382 | 18.02.2026 | £6.77 | £1.35 | £8.12 | May Fair 2026 | Community | May Fair Costs | |
| 1383 | 18.02.2026 | £4.74 | £0.95 | £5.69 | May Fair 2026 | Community | May Fair Costs | |
| 1384 | 18.02.2026 | £6.01 | £1.20 | £7.21 | May Fair 2026 | Community | May Fair Costs | |
| 1385 | 18.02.2026 | £40.39 | £8.08 | £48.47 | Trophies for May Fair | Community | May Fair Costs | |
| 1386 | 18.02.2026 | £100.00 | £0.00 | £100.00 | May Fair 2026 | Community | May Fair Costs | |
| 1387 | 18.02.2026 | £19,200.00 | £0.00 | £19,200.00 | Salaries | Staff Costs | Salaries, HMRC and NEST | 2602/619 |
| 1388 | 18.02.2026 | £2.03 | £0.00 | £2.03 | Square fees | Administration | Bank Charges - Square Pay | |
| 1389 | 19.02.2026 | £69.93 | £13.99 | £83.92 | Franking Machine | Administration | Franking Machine & Costs | |
| 1390 | 19.02.2026 | £4.54 | £0.91 | £5.45 | Postages | Administration | Postages | |
| 1391 | 19.02.2026 | £130.48 | £26.10 | £156.58 | Flags | Environment & Maintenance | Bone Hill Memorial | |
| 1392 | 20.02.2026 | £2.70 | £0.00 | £2.70 | Square fees | Administration | Bank Charges - Square Pay | |
| 1393 | 24.02.2026 | £38.95 | £7.79 | £46.74 | Internet | ICT | Internet (Offices) | |
| 1394 | 24.02.2026 | £6.25 | £1.25 | £7.50 | Mobile Phone | ICT | Mobile Phones | |
| 1395 | 24.02.2026 | £2,485.00 | £497.00 | £2,982.00 | Mayor's Charity event | Members | Civic Reception | |
| 1396 | 24.02.2026 | £14.14 | £2.83 | £16.97 | lock | Northam Hall | Maintenance | |
| 1397 | 24.02.2026 | £9.21 | £1.84 | £11.05 | Bench Repair | Environment & Maintenance | Benches | |
| 1398 | 24.02.2026 | £64.93 | £12.99 | £77.92 | Notice Boards | Notice Boards | Town Hall | |
| 1399 | 24.02.2026 | £7.06 | £1.41 | £8.47 | Equipment | Council Machinery & Equipment | Tools & Equipment | |
| 1400 | 24.02.2026 | £5,179.98 | £1,036.00 | £6,215.98 | MSVIDs | Environment & Maintenance | MVSDs | 2602/236 |
| 1401 | 25.02.2026 | £7,186.26 | £0.00 | £7,186.26 | HMRC PAYE | Staff Costs | Salaries, HMRC and NEST | 2508/252 |
| 1402 | 23.02.2026 | £4.17 | £0.83 | £5.00 | Mobile Phone - TA | ICT | Mobile Phones | |
| 1403 | 23.02.2026 | £4.17 | £0.83 | £5.00 | Mobile Phone - RG | ICT | Mobile Phones | |
| 1404 | 25.02.2026 | £4.17 | £0.83 | £5.00 | Mobile Phone - CW | ICT | Mobile Phones | |
| 1405 | 26.02.2026 | £170.00 | £34.00 | £204.00 | Mower | Council Machinery & Equipment | Machinery Maintenance | |
| 1406 | 26.02.2026 | £95.00 | £19.00 | £114.00 | Business Prime Membership | Administration | Subs and Memberships | |
| 1407 | 27.02.2026 | £2,632.20 | £0.00 | £2,632.20 | Pensions | Staff Costs | Salaries, HMRC and NEST | |
| 1408 | 25.02.2026 | £1.50 | £0.00 | £1.50 | Refreshments | Administration | Refreshments | |
| 1409 | 23.02.2026 | £1.39 | £0.00 | £1.39 | Refreshments | Administration | Refreshments | |
| 1410 | 19.02.2026 | £8.33 | £1.67 | £10.00 | Keys | Administration | Miscellaneous | |
| 1411 | 16.02.2026 | £2.98 | £0.00 | £2.98 | Refreshments | Administration | Refreshments | |
| 1412 | 16.02.2026 | £7.50 | £1.50 | £9.00 | Keys | Administration | Miscellaneous | |

Chair's initials



| | | | | | | | |
|---------|------------|------------|-----------|------------|--------------------|----------------|---------------|
| 1413 | 11.02.2026 | £1.20 | £0.00 | £1.20 | Refreshments | Administration | Refreshments |
| 1414 | 10.02.2026 | £1.45 | £0.00 | £1.45 | Refreshments | Administration | Refreshments |
| 1415 | 10.02.2026 | £3.98 | £0.00 | £3.98 | Refreshments | Administration | Refreshments |
| 1416 | 09.02.2026 | £2.80 | £0.56 | £3.36 | Equipment | Pavilion & CPT | Maintenance |
| 1417 | 06.02.2026 | £3.99 | £0.00 | £3.99 | Refreshments | Administration | Refreshments |
| 1418 | 05.02.2026 | £1.89 | £0.00 | £1.89 | Refreshments | Administration | Refreshments |
| 1419 | 04.02.2026 | £1.20 | £0.00 | £1.20 | Refreshments | Administration | Refreshments |
| 1420 | 05.02.2026 | £3.62 | £0.73 | £4.35 | Battery | Administration | Miscellaneous |
| 1421 | 27.02.2026 | £4.17 | £0.83 | £5.00 | Mobile Phone - JL | ICT | Mobile Phones |
| 1422 | 27.02.2026 | £40.00 | £8.00 | £48.00 | Boat park stickers | Administration | Boat Park |
| 1423 | 27.02.2026 | £17.84 | £3.57 | £21.41 | DBS Fee | Tennis Courts | Safeguarding |
| 1423 | 27.02.2026 | £49.50 | £0.00 | £49.50 | DBS Fee | Tennis Courts | Safeguarding |
| Totals: | 139 | £62,890.46 | £3,733.94 | £66,624.40 | | | |

2603/683**To note the lease for the carpark and patio adjoining the Seagate Hotel, Appledore and consider extending the term of the lease**

The Town Clerk reported that the lease holders had asked if a clause could be added allowing them to hold events on the car park and offered to purchase the land.

Cllr Edwards requested confirmation that the construction already undertaken on the site, the construction of the patio (and associated works) and the erection of the Gig Club's gig shed (planning reference numbers 1/0315/2024/LBC and 1/0652/2016/FUL) had received permission from the transferor of the land, as was required by the transfer document.

It was **resolved** to extend the lease by three months (inline with paragraph 21.5) to allow this council time to:

Ask the lease holder what manner of event they were planning

Confirm that permission had been received for the patio (and associated works) and the gig shed had been received.

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

Action points:

Advise the lease holder of the Council's decision to extend the end date by three months, in line with paragraph 21.5.

Ask the lease holder what sort of events and how many would be held on the car park, should permission be granted.

Seek confirmation of the permission given for the existing constructions on the land (the patio and associated works, and the gig shed).

Chair's initials



2603/684 To consider installing tracking devices on the Council’s vehicles
It was **resolved** to defer the matter to a future agenda of this committee to allow further options to be exported.
Proposed: Cllr Hodson, Seconded: Cllr Edwards (majority in favour)

2603/685 To consider sending representatives to the Twinning event in Mondeville, 14th to 18th May 2026
It was **resolved** to cover the cost of attendance at the event for the Deputy Mayor, her consort and the Town Clerk, and to invite the Mayor’s Cadet and her guardian to the event.
Proposed: Cllr Bach, Seconded: Cllr Hodson (all in favour)

*It was **resolved** to exclude members of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960.*
Proposed: Cllr Hodson, Seconded: Cllr Edwards (all in favour)

2603/686 To receive and sign the payroll information sheet for submission
It was **resolved** to approve the payroll submission sheet.
Proposed: Cllr Bach, Seconded: Cllr Himan (all in favour)
The payroll information sheet was signed by the Chair.
Action points:
Submit the information.
Prepare an outline of the process by which the Council issues Northam Burrows Manor Passes on behalf of the Northam Burrows Charity.

2603/687 To consider confidential staffing matters
It was **resolved** to require a member of staff to take annual leave rather than unpaid leave, having not used their annual allowance of paid leave and to allow another member of staff to have two days compassionate leave.
Proposed: Cllr Hodson, Seconded: Cllr Hames (all in favour)

*It was **resolved** to readmit members of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960.*
Proposed Cllr Hodson, Seconded: Cllr Edwards (all in favour)

There being no further business the meeting closed at 8:10pm

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

Chair’s initials