

FINANCE & HUMAN RESOURCES COMMITTEE**10th June 2026 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

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

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

2606/070 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

Cllr Newman-McKie submitted her apologies, the reasons for which were approved by the committee.

2606/071 Chair's announcements

The Chair brought the committee's attention to the likelihood that the council would not confirm that it has complied with the various requirements of Assertion 10 of the AGAR. The Town Clerk had circulated the NALC toolkit for Assertion 10 and would seek training opportunities for staff and members.

2606/072 To receive any dispensations and disclosable pecuniary or other interests

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

2606/073 To agree the agenda as published.It was **resolved** to agree the agenda as published.

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

2606/074 To consider the minutes of the Finance meeting held on the 13th May 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 Hames.

2606/075 Public Participation

There were no members of the public present.

2606/076 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.	Applications submitted, confirmation of accounts and login details was awaited. The accounts would appear on the Scribe bank reconciliation when available. COMPLETE
2	Arrange digger training for one member of staff	Arrangements to be made. The officers are exploring opportunities for combining with other similar bodies to improve access and reduce costs. ONGOING

Chair's initials

3	<p>Reference the carpark adjacent to the Seagate Hotel - Advise the lease holder (Young & Co Brewery plc) of the Council's decision to extend the end date by three months, in line with paragraph 21.5.</p> <p>Ask the lease holder what sort of events and how many would be held on the car park, should permission be granted.</p>	<p>The lease holder has been advised that amendments may need to be made to the lease:</p> <ol style="list-style-type: none"> the patio being explicitly defined as wholly on NTC land and not within the curtilage of the Seagate Hotel, no automatic right of access / egress across NTC land is granted to the Seagate Hotel, as confirmed with TDC a number of years ago, Relevant planning permissions, if appropriate (advice is being sought). <p>A solicitor has been contacted to review and draft the lease (6 years, starting at £7,000/year, subject to annual indexation, as defined).</p> <p>Should the revised lease be materially different to the current one, the lease may need to return to this committee or Full Council.</p> <p>The council has not granted permission for events on the car park. ONGOING</p>
4	<p>Reference the carpark adjacent to the Seagate Hotel - Seek confirmation of the permission given for the existing constructions on the land (the patio and associated works, and the gig shed).</p>	<p>This council's files have been researched and, finding no record of permission, the transferee has been contacted. A response is awaited. ONGOING</p>
5	<p>Vehicle tracking</p>	<p>The matter is being researched by the Parks & Buildings Manager and will be on a future agenda. ONGOING</p>
6	<p>Prepare an outline of the process by which the Council issues Northam Burrows Manor Passes on behalf of the Northam Burrows Charity.</p>	<p>The work has been delayed by the absence of staff over April and May and is ongoing. ONGOING</p>

2606/077 To consider the Clerk's report and approve, by resolution, the payments as listed

On 31st May 2026 the Council's balances were:

Petty Cash	£45.15	no interest	
Hinkley & Rugby Building Society	£346,284	interest rate is 1.65%	Holding account for general expenditure and £50,000 of the General Reserve
Cambridge & Counties Bank (31-day)	£98,282.46	interest rate is 2.72%	General Reserves
Nationwide (Business 95-day saver)	£97,622.26	interest rate is 3.20%	Earmarked Reserves (as per agreed budget: parks, defibrillators, LCWIP, war memorial cleaning, skate park and pavilion renovation reserve)
Cambridge Building Society	£9,281.88	interest rate is 1.55%	Tennis Reserves
Coop Bank (current account)	£349,933.47	no interest	General expenditure

Total cash in hand (SCRIBE) £586,914.39

The bank reconciliation was signed by the Chair.

Chair's initials

Petty Cash: The council spent £55.66 of petty cash in May 2026, withdrawing £50 to maintain the balance stated in the financial regulation (£100).

Tennis courts:

The gross volume of sales in May 2026 was £680. After fees, the Council has received £643.63. Eleven of the receipts were for annual passes, which provide holders with free tennis court bookings for the calendar year after purchase.

Since 1st April 2026, the Council has received £1,310.82 for tennis court memberships and bookings.

Payments:

Between 1st and 31st May 2026, the council made 176 payments, totalling £76,865.36 (ex VAT), including 38 grants. There were 84 payments of £100 or more totalling £74,654.81 (ex VAT) - copies of the payments are appended to the minutes.

It was **resolved** to approve the payments as listed.

Proposed: Cllr Hodson, seconded: Cllr Whittaker (all in favour).

Receipts: Between 1st and 31st May 2026, the Council received 100 payments totalling £5,140.59 (ex VAT), plus a VAT refund of £9,458.10 (Q4, 2025/26).

The report was noted and received.

2606/078

To consider increasing the mileage and fuel rates paid as expenses

It was **resolved** to adopt the revised HMRC mileage rate, backdated to the 1st April 2026.

Proposed: Cllr Leather, Seconded: Cllr Whittaker (all in favour).

2606/079

To consider appointing an out-of-hours keyholding and response service

It was **resolved** to appoint company A (Guarantor Security Ltd) to provide keyholder services for the council at a cost of

Annual keyholding and 24-hour standby fee of £600 (ex VAT), comprising £200/site

Alarm response callout at £35 (ex VAT) for the first hour, plus £8.75/15 minutes thereafter.

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

2606/080

To note the revised Staff Handbook (2026)

The committee requested a number of amendments were made:

To clarify the line management and reporting structure for maintenance staff,

To include a statement clarifying that HMRC and DWP define the 'lower earnings limits@ wherever stated, and

Include a reference to the Council's disciplinary process at paragraph 2.14.

It was **resolved** to adopt the Staff Handbook (2026) subject to the identified amendments being made.

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

Action point: amend document as described and present to staff.

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 Edwards, seconded Cllr Leather (all in favour)

2606/081 To receive and sign the payroll information sheet for submission, considering overtime claimed

Cllr Tait proposed that the whole staff cost related to the May Fair was determined and accounted for in the May Fair’s figures. This was seconded by Cllr Edwards. There were two votes for and 4 votes against with one abstention, the motion was not carried.

It was **resolved** to approve the payroll submission sheet for June 2026.

Cllr Hodson, Seconded: Cllr Whittaker (all in favour).

The payroll information sheet was signed by the Chair.

Action points: Submit the information.

Advise members of the estimated staff cost for day of the May Fair.

2606/082 To receive an update on staffing matters

A confidential verbal update was received from the Town Clerk & RFO.

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

There being no further business the meeting closed at 7:43pm

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

DRAFT

Chair’s initials

No.	Date	Net	VAT	Gross	Description	Cost Centre	Cost Code	Minute
1	01.04.2026	£13.60	£0.00	£13.60	Stripe fees	Tennis Courts	Stripe Fees	
2	01.04.2026	£448.76	£0.00	£448.76	Room rental	Administration	Room Rental	
3	01.04.2026	£5.83	£1.17	£7.00	Refreshments	Members	Civic & General Expenses	
4	01.04.2026	£33.33	£6.67	£40.00	Flowers	Members	Civic & General Expenses	
5	01.04.2026	£0.70	£0.00	£0.70	Square fees	Northam Hall	Square Fees for hall hire	
6	02.04.2026	£0.42	£0.00	£0.42	Square fees	Northam Hall	Square Fees for hall hire	
7	07.04.2026	£314.00	£62.80	£376.80	IT contract	ICT	Cloudy IT	
8	07.04.2026	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
9	07.04.2026	£28.17	£5.63	£33.80	Contra Roberts Cleaning	Administration	Town Hall - Cleaning	
10	07.04.2026	£130.00	£26.00	£156.00	Alarm maintenance	Northam Hall	Alarm & CCTV	
11	07.04.2026	£533.00	£106.60	£639.60	Vehicle Service	Council Machinery & Equipment	Truck Maintenance	
12	07.04.2026	£72.00	£14.40	£86.40	Plants	Parks & Recreation	Lords Meadow	
13	07.04.2026	£79.76	£15.95	£95.71	Paint	Parks & Recreation	Westward Ho! Park	
14	07.04.2026	£8.47	£1.69	£10.16	Watering Equipment	Pavilion & CPT	Maintenance	
15	07.04.2026	£355.00	£0.00	£355.00	May Fair 2026	Community	May Fair Costs	
16	07.04.2026	£733.33	£146.67	£880.00	May Fair 2026	Community	May Fair Costs	
17	07.04.2026	£155.01	£31.00	£186.01	Photocopier lease	Administration	Photocopier Lease	
18	07.04.2026	£4.17	£0.83	£5.00	Mobile Phone - TT	ICT	Mobile Phones	
19	07.04.2026	£51.33	£10.27	£61.60	Telephone system	ICT	Phones	
20	09.04.2026	£84.40	£4.22	£88.62	Electricity - Pavilion	Pavilion & CPT	Electric	
21	09.04.2026	£1,089.56	£217.91	£1,307.47	Insurance	Insurances	General	
22	09.04.2026	£5.00	£1.00	£6.00	Mobile Phone - IR	ICT	Mobile Phones	
23	09.04.2026	£8.75	£1.75	£10.50	Radar Key	CPT	Lock	
24	09.04.2026	£279.93	£55.99	£335.92	Highway Signage	Council Machinery & Equipment	Highway Signage & Barriers	
25	09.04.2026	£1.35	£0.00	£1.35	Square fees	Northam Hall	Square Fees for hall hire	
26	09.04.2026	£1.38	£0.00	£1.38	Square fees	Administration	Boat Park Square Fees	
27	10.04.2026	£303.12	£15.16	£318.28	Gas Account	Northam Hall	Gas	
28	10.04.2026	£23.32	£4.67	£27.99	Tools	Council Machinery & Equipment	Tools & Equipment	
29	10.04.2026	£335.00	£67.00	£402.00	Civic.ly Subscription	ICT	Civic.ly Asset Management Software	
30	10.04.2026	£500.00	£100.00	£600.00	MVSIDs	Environment & Maintenance	MVSIDs	
31	10.04.2026	£1.69	£0.00	£1.69	Square fees	Northam Hall	Square Fees for hall hire	
32	10.04.2026	£1.52	£0.00	£1.52	Square fees	Northam Hall	Square Fees for hall hire	

Chair's initials



33	13.04.2026	£7.07	£1.42	£8.49	Council Machinery & Equipment	Council Machinery & Equipment	Tools & Equipment	
34	14.04.2026	£19.59	£3.92	£23.51	Repairs	Northam Hall	Maintenance	
35	14.04.2026	£193.54	£38.71	£232.25	Fuel	Council Machinery & Equipment	Fuel - WF18 PTX	
35	14.04.2026	£161.77	£32.35	£194.12	Fuel	Council Machinery & Equipment	Fuel - Mowers	
36	15.04.2026	£106.63	£21.33	£127.96	Tables	Northam Hall	Maintenance	
37	15.04.2026	£61.00	£0.00	£61.00	Water bill	Pavilion & CPT	Water	
38	15.04.2026	£86.50	£0.00	£86.50	Water bill	Northam Hall	Water	
39	15.04.2026	£0.60	£0.00	£0.60	Square fees	Community	Square Fees for May Fair Stalls	
40	16.04.2026	£2.91	£0.58	£3.49	Tape	Administration	Stationery	
41	16.04.2026	£69.55	£13.91	£83.46	Printer inks	Administration	Stationery	
42	16.04.2026	£76.48	£15.30	£91.78	Printer inks	Administration	Stationery	
42	16.04.2026	£3.30	£0.66	£3.96	Printer inks	Council Machinery & Equipment	Tools & Equipment	
43	16.04.2026	£1.35	£0.00	£1.35	Square fees	Northam Hall	Square Fees for hall hire	
44	16.04.2026	£0.60	£0.00	£0.60	Square fees	Community	Square Fees for May Fair Stalls	
45	20.04.2026	£4.17	£0.83	£5.00	Mobile Phone - GL	ICT	Mobile Phones	
46	20.04.2026	£124.66	£6.23	£130.89	Electricity Account	Northam Hall	Electric	
46	20.04.2026	-£17.43	£0.00	-£17.43	Electricity Account	Northam Hall	Electric	
47	20.04.2026	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2604/761
48	20.04.2026	£1.35	£0.00	£1.35	Square fees	Northam Hall	Square Fees for hall hire	
49	20.04.2026	£1.01	£0.00	£1.01	Square fees	Northam Hall	Square Fees for hall hire	
50	22.04.2026	£4.82	£0.96	£5.78	Supplies	Council Machinery & Equipment	Tools & Equipment	
51	22.04.2026	£171.00	£0.00	£171.00	Garden Waste Collection	Environment & Maintenance	Litter/Recycling & Dog Waste Bins	
52	22.04.2026	£0.30	£0.00	£0.30	Square fees	Community	Square Fees for May Fair Stalls	
53	22.04.2026	£0.42	£0.00	£0.42	Square fees	Community	Square Fees for May Fair Stalls	
54	23.04.2026	£4.17	£0.83	£5.00	Mobile Phone - TA	ICT	Mobile Phones	
55	23.04.2026	£7,242.08	£0.00	£7,242.08	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	2508/252
56	23.04.2026	£41.95	£8.39	£50.34	Internet	ICT	Internet (Offices)	
57	23.04.2026	£0.60	£0.00	£0.60	Square fees	Community	Square Fees for May Fair Stalls	
58	23.04.2026	£0.42	£0.00	£0.42	Square fees	Community	Square Fees for May Fair Stalls	
59	24.04.2026	£4.17	£0.83	£5.00	Mobile Phone - RG	ICT	Mobile Phones	
60	24.04.2026	£6.25	£1.25	£7.50	Mobile Phone	ICT	Mobile Phones	
61	27.04.2026	£4.17	£0.83	£5.00	Mobile Phone - JL	ICT	Mobile Phones	
62	27.04.2026	£15.82	£3.17	£18.99	Equipment	Council Machinery & Equipment	Tools & Equipment	

Chair's initials



63	27.04.2026	£21.30	£4.26	£25.56	Equipment	Council Machinery & Equipment	Tools & Equipment
64	27.04.2026	-£178.42	-£35.68	-£214.10	Highway Signage	Council Machinery & Equipment	Highway Signage & Barriers
65	28.04.2026	£4.17	£0.83	£5.00	Mobile Phone - CW	ICT	Mobile Phones
66	28.04.2026	£7.42	£1.49	£8.91	Equipment	Parks & Recreation	Westward Ho! Park
67	28.04.2026	£23.98	£4.80	£28.78	Paint	Parks & Recreation	Westward Ho! Park
68	28.04.2026	£25.00	£5.00	£30.00	Signs	Environment & Maintenance	Westward Ho! Finger Post
69	28.04.2026	£26.60	£5.32	£31.92	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear
70	28.04.2026	£30.07	£6.02	£36.09	Paint	Parks & Recreation	Westward Ho! Park
71	28.04.2026	£50.00	£0.00	£50.00	Donation	Members	Civic & General Expenses
72	28.04.2026	£45.83	£9.17	£55.00	Trailer	Council Machinery & Equipment	Truck Maintenance
73	28.04.2026	£47.96	£9.59	£57.55	Paint	Parks & Recreation	Westward Ho! Park
74	28.04.2026	£55.03	£11.01	£66.04	Paint	Parks & Recreation	Westward Ho! Park
75	28.04.2026	£70.00	£14.00	£84.00	Training	Training	Training
76	28.04.2026	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees
77	28.04.2026	£156.32	£31.26	£187.58	Stationery	Administration	Stationery
78	28.04.2026	£178.50	£35.70	£214.20	Payroll	Staff Costs	Payroll Processing Fees
79	28.04.2026	£192.20	£38.44	£230.64	Refreshments	Community	May Fair Costs
80	28.04.2026	£200.00	£40.00	£240.00	The Link	Community	Newsletters & Communication
81	28.04.2026	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning
82	28.04.2026	£515.00	£103.00	£618.00	May Fair 2026	Community	May Fair Costs
83	28.04.2026	£3,078.27	£615.66	£3,693.93	Mayor's Chains	Members	Upgrade to Mayoral Chain
84	28.04.2026	£55.51	£11.10	£66.61	Strimmer Repair	Council Machinery & Equipment	Machinery Maintenance
85	28.04.2026	£13.36	£2.67	£16.03	Mower	Council Machinery & Equipment	Machinery Maintenance
86	28.04.2026	£22.50	£4.50	£27.00	Alarm maintenance	Northam Hall	Maintenance
87	29.04.2026	£0.88	£0.00	£0.88	Square fees	Northam Hall	Square Fees for hall hire
88	09.04.2026	£15.00	£3.00	£18.00	Keys	Northam Hall	Maintenance
89	10.04.2026	£1.95	£0.00	£1.95	Refreshments	Administration	Refreshments
90	20.04.2026	£1.50	£0.00	£1.50	Refreshments	Administration	Refreshments
91	29.04.2026	£1.50	£0.00	£1.50	Refreshments	Administration	Refreshments
92	30.04.2026	£0.17	£0.00	£0.17	Square fees	Northam Hall	Square Fees for hall hire
93	30.04.2026	£18.29	£3.66	£21.95	May Fair 2026	Community	May Fair Costs
93	Totals	£38,849.96	£2,087.15	£40,937.11			

Chair's initials

