FINANCE & HUMAN RESOURCES COMMITTEE
8th July 2026 at 6.30pm in the Town Hall, Windmill Lane, Northam.

Present: Cllrs Edwards, Hames, Himan (Vice-Chair, in the chair), Newman-McKie (Mayor), Leather, Tait and Whittaker.

In attendance: Cllr Bach (non-committee member), Guy Langton (Town Clerk & RFO).

2607/146 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)
Cllr Hodson submitted her apologies, the reasons for which were approved by the committee.

2607/147 Chair's announcements
The Vice-Chair made no announcements.

2607/148 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.

2607/149 To agree the agenda as published.
It was **resolved** to agree the agenda as published.
Proposed Cllr Whittaker, Seconded Cllr Leather (all in favour)

2607/150 To consider the minutes of the Finance meeting held on the 10th June 2026 as a true and correct record
It was **resolved** to accept the minutes as a true and correct record with one amendment, that the Staff Handbook was passed by a majority, Cllr Edwards abstained. The amended minutes were signed by the Vice-Chair.
Proposed: Cllr Hames, Seconded: Cllr Leather (all in favour)

2607/151 Public Participation
There were no members of the public present.

2607/152 To receive an update on Action Points
The action points were noted as presented below.

Action		Update
1	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
2	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. Ask the lease holder what sort of events and how many would be held on the car park, should permission be granted.	The lease holder has been advised that amendments may need to be made to the lease: a. the patio being explicitly defined as wholly on NTC land and not within the curtilage of the Seagate Hotel, b. no automatic right of access / egress across NTC land is granted to the Seagate Hotel, as confirmed with TDC a number of years ago, c. Relevant planning permissions, if appropriate (advice is being sought). A solicitor has been contacted to review and draft the lease (6 years, starting at £7,000/year, subject to annual indexation, as defined). Should the revised lease be materially different to the current one, the lease may need to return to this committee or Full Council. The council has not granted permission for events on the car park. ONGOING

Chair's initials

3	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).	This council's files have been researched and, finding no record of permission, the transferee has been contacted and requested further information. No formal conclusion has been received though indications are that: the patio will need permission only (a charge may be made for legal work), and the effect on the gig club shed on the overage clause is being considered. Should the overage clause be triggered or not, a legal charge may be made for formal permission. ONGOING
4	Vehicle tracking	The matter is being researched by the Parks & Buildings Manager and will be on a future agenda. ONGOING
5	Prepare an outline of the process by which the Council issues Northam Burrows Manor Passes on behalf of the Northam Burrows Charity.	The work has been delayed by the absence of staff due over April and May and is ongoing. ONGOING
6	Appoint key holding service	To start by end July 2026. COMPLETE
7	Amend staff handbook and present to staff	Date for staff briefing to staff has been confirmed as 14th July. COMPLETE
8	Advise members of the staff cost for the day of the May Fair 2026	The staff cost for the day of the May Fair was circulated to members with the draft minutes, as follows: The event itself had a staff cost of £1,676.24. This represented 89.25 hours of staff time on the 2nd May 2026. The cost may increase if any member of staff chooses to be paid the overtime in the future rather than taking it as TOIL. The reason for this is TOIL is awarded at a ratio of 1:1, overtime is a ratio of 1.5:1 (or 2:1 on a Sunday / bank holiday) for all staff but the Town Clerk and Parks & Buildings Manager. In common with all services provided by the Council, the staff cost is combined in one cost centre. COMPLETE

2607/153 To consider the Clerk's report and approve, by resolution, the payments as listed

On 30th June 2026 the Council's balances were:

Petty Cash	£98.17	no interest	
Hinkley & Rugby Building Society	£300,000	interest rate is 1.65%	Holding account for general expenditure and £50,000 of the General Reserve
Cambridge & Counties Bank (31-day)	£98,501.85	interest rate is 2.72%	General Reserves
Nationwide (Business 95-day saver)	£98,145.04	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	£10792.20	interest rate is 1.55%	Tennis Reserves
Coop Bank (current	£14331.66	no interest	General expenditure

account)			

Total cash in hand (SCRIBE) **£521,868.92**

Petty Cash: The council spent £16.98 of petty cash in June 2026, withdrawing £70 to maintain the balance stated in the financials regulation (£100).

Tennis courts:
The gross volume of sales in June 2026 was £522.50. After fees, the Council has received £472.37.
Since 1st April 2026, the Council has received £1,783.19 for tennis court memberships and bookings.
Action point: Include a comparison to the same month in the previous year in future reports.

Payments:
Between 1st and 30th June 2026, the council made 129 payments, totalling £70,629.41 (ex VAT). There were 46 payments of £100 or more totalling £64,657.53 (ex VAT).

It was **resolved** to approve the payments as listed to withdraw £2,400 from the Council's earmarked reserve to meet the cost of cleaning the war memorials
Proposed: Cllr Leather, seconded: Cllr Whittaker (all in favour).

Receipts: Between 1st and 30th June 2026, the council received 130 payments (some have the same id number - regular hall hire bookings), totalling £5,583.94 (ex VAT).

The report was noted and received.

2607/154 **To note an increase in the costs of the council's fuel card service**
It was noted that the council's fuel card provider has introduced a flat-rate £3 (ex VAT) fee each month less than £500 of fuel is purchased, with effect from the 21st July 2026.

2607/155 **To consider the annual charge to Northam Burrows Charity for staffing costs and administrative services**
It was **resolved** to increase the staffing and administrative charge in 2026 to £7,689 (£9,226.80 inc VAT) and apply a percentage increase each year in line with the salary increment awarded.
Proposed: Cllr Hames, Seconded: Cllr Leather (majority in favour, 2 abstentions).

2607/156 **To consider continuing with a two-page insert in the LINK magazine each month**
It was **resolved** to continue to place a two-page piece in the LINK magazine each month at a cost of £200 (ex VAT)/month, to be reviewed in July each year.
Proposed: Cllr Leather, Seconded: Cllr Hames (majority in favour, 1 abstention).

2607/157 **To receive and consider the Internal Audit report 2025-26**
The Internal Auditor's report was received and the actions identified by the Town Clerk in consultation with the Auditor approved.
Proposed: Cllr Whittaker, Seconded: Cllr Leather (majority in favour, 1 abstention).
Action point: Share a copy of the actions with the Internal Auditor.

2607/158 **To note and receive the Annual Governance and Accountability Return (AGAR) 2025-26**
The AGAR for 2025-26 was received and noted.

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

2607/159 **To receive an update on staffing matters**
A confidential verbal update was received from the Town Clerk & RFO.

2607/160 **To receive and sign the payroll information sheet for submission, considering overtime claimed**

It was **resolved** to approve the payroll submission sheet for June 2026.
Cllr Leather, Seconded: Cllr Whittaker (majority in favour, 1 abstention).
The payroll information sheet was signed by the Vice-Chair.
Action points: 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 Leather, Seconded: Cllr Hames (all in favour)*

There being no further business the meeting closed at 8:25pm

Signed... Dated..

V'chr	Date	Net	VAT	Total	Description	Cost Centre	Cost Code	Minute Ref
379	30.06.26	£89.90	£17.98	£107.88	Defibrillators	Environment & Maintenance	Defibrillators	
378	30.06.26	£58.50	£11.70	£70.20	Training - Cllr Hodson	Training	Training	
377	30.06.26	£58.50	£11.70	£70.20	Training - Cllr Himan	Training	Training	
376	29.06.26	£6.10	£1.22	£7.32	Alarm maintenance	Administration	Town Hall - Maintenance	
376	29.06.26	£6.10	£1.22	£7.32	Alarm maintenance	Northam Hall	Maintenance	
375	29.06.26	£395.00	£79.00	£474.00	Audit Services	Administration	Audit & Data Protection	
374	29.06.26	£441.56	£0.00	£441.56	Professional Fees - planning permission	MUGA	Professional Fees	2511/475
373	29.06.26	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning	
372	29.06.26	£70.00	£14.00	£84.00	Training	Training	Training	
371	29.06.26	£9.66	£1.93	£11.59	Mayor's Cadet	Members	Mayor's Cadet	
370	29.06.26	£5.14	£1.03	£6.17	Cleaning Northam Hall	Northam Hall	Cleaning	
369	29.06.26	£4.17	£0.83	£5.00	Mobile Phone - CW	ICT	Mobile Phones	
368	26.06.26	£1.35	£0.00	£1.35	Square fees	Northam Hall	Square Fees for hall hire	
367	16.06.26	£1.50	£0.00	£1.50	Refreshments	Administration	Refreshments	
366	25.06.26	£0.34	£0.00	£0.34	Square fees	Northam Hall	Square Fees for hall hire	
365	25.06.26	£2,640.34	£528.07	£3,168.41	Tennis Courts - final payment	Parks & Recreation	Westward Ho! Park	
364	25.06.26	£5.96	£1.19	£7.15	Expenses	Members	Travel Expenses	
364	25.06.26	£53.63	£0.00	£53.63	Expenses	Members	Travel Expenses	
363	25.06.26	£58.50	£11.70	£70.20	Training - Cllr Hames	Training	Training	
363	25.06.26	-£15.00	-£3.00	-£18.00	Training (account in credit)	Training	Training	
362	25.06.26	£54.00	£0.00	£54.00	MOT - GX23	Council Machinery & Equipment	MOT	
362	25.06.26	£60.00	£12.00	£72.00	Repairs - GX23	Council Machinery & Equipment	Truck Maintenance	
361	25.06.26	£4.17	£0.83	£5.00	Mobile Phone - JL	ICT	Mobile Phones	
360	25.06.26	£7,345.32	£0.00	£7,345.32	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	2508/252
359	24.06.26	£1.35	£0.00	£1.35	Square fees	Northam Hall	Square Fees for hall hire	
358	24.06.26	£20.24	£4.05	£24.29	Replacement lock	Environment & Maintenance	Defibrillators	
357	24.06.26	£16.76	£3.35	£20.11	Defibrillators	Environment & Maintenance	Defibrillators	
356	24.06.26	£14.97	£3.00	£17.97	Defibrillators	Environment & Maintenance	Defibrillators	
355	24.06.26	£5.66	£1.13	£6.79	Defibrillators	Environment & Maintenance	Defibrillators	
354	24.06.26	£41.95	£8.39	£50.34	Internet	ICT	Internet (Offices)	
353	24.06.26	£6.25	£1.25	£7.50	Mobile Phone	ICT	Mobile Phones	
352	23.06.26	£1.01	£0.00	£1.01	Square fees	Northam Hall	Square Fees for hall hire	

Chair's initials

351	23.06.26	£4.17	£0.83	£5.00	Mobile Phone - TA	ICT	Mobile Phones	
350	23.06.26	£2.65	£0.53	£3.18	Door stickers	Environment & Maintenance	Defibrillators	
349	23.06.26	£1,320.00	£0.00	£1,320.00	War Memorial Northam	Environment & Maintenance	War Memorials	
348	23.06.26	£1,080.00	£0.00	£1,080.00	War Memorial Appledore	Environment & Maintenance	War Memorials	2604/740
347	23.06.26	£40.00	£0.00	£40.00	Photos	Members	Civic Reception	
346	23.06.26	£66.50	£13.30	£79.80	Mower Repair	Council Machinery & Equipment	Machinery Maintenance	
345	23.06.26	£815.28	£0.00	£815.28	Salaries (top-up)	Staff Costs	Salaries, HMRC and NEST	
344	23.06.26	£39.50	£7.90	£47.40	Lighting	Administration	Town Hall - Maintenance	
343	23.06.26	£1,721.21	£0.00	£1,721.21	PWLB	PWLB	Westward Ho! Park Tranche 2	
342	22.06.26	£11.25	£2.25	£13.50	Keys - new padlocks	Northam Hall	Maintenance	
342	22.06.26	£11.25	£2.25	£13.50	Keys - new padlocks	Administration	Town Hall - Maintenance	
341	22.06.26	£4.17	£0.83	£5.00	Mobile Phone - RG	ICT	Mobile Phones	
340	19.06.26	£1.01	£0.00	£1.01	Square fees	Northam Hall	Square Fees for hall hire	
339	19.06.26	£1.01	£0.00	£1.01	Square fees	Northam Hall	Square Fees for hall hire	
338	19.06.26	£138.49	£27.70	£166.19	MVSIDs	Environment & Maintenance	MVSIDs	
337	19.06.26	£62.08	£12.42	£74.50	Pothole Repairs	Environment & Maintenance	Street Works	
336	19.06.26	£330.00	£66.00	£396.00	MVSIDs	Environment & Maintenance	MVSIDs	
335	19.06.26	£177.43	£35.49	£212.92	Disposal Waste Materials	Comm Centre Toilet	Hygiene Services	
334	19.06.26	£78.10	£15.62	£93.72	Disposal Waste Materials	Northam Hall	Hygiene Services	
333	19.06.26	£235.28	£47.06	£282.34	Disposal Waste Materials	CPT	Hygiene	
332	18.06.26	£0.77	£0.00	£0.77	Square fees	Northam Hall	Square Fees for hall hire	
331	18.06.26	£0.77	£0.00	£0.77	Square fees	Northam Hall	Square Fees for hall hire	
330	18.06.26	£0.84	£0.00	£0.84	Square fees	Northam Hall	Square Fees for hall hire	
329	18.06.26	£136.44	£27.29	£163.73	Padlocks	Northam Hall	Maintenance	
329	18.06.26	£28.75	£5.75	£34.50	Padlocks	Administration	Town Hall - Maintenance	
328	18.06.26	£103.32	£20.67	£123.99	Repairs	Environment & Maintenance	Bus Shelters	
327	18.06.26	£4.17	£0.83	£5.00	Mobile Phone - GL	ICT	Mobile Phones	
326	18.06.26	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2606/081
325	17.06.26	£150.00	£0.00	£150.00	Entertainment - Appledore Band	Members	Civic Reception	
324	17.06.26	£921.06	£184.21	£1,105.27	Subscriptions	Administration	Subs and Memberships	2605/024
324	17.06.26	£69.33	£0.00	£69.33	Subscriptions	Administration	Subs and Memberships	2605/024
324	17.06.26	£898.61	£0.00	£898.61	Subscriptions	Administration	Subs and Memberships	2605/024
323	17.06.26	£250.00	£0.00	£250.00	May Fair 2026	Community	May Fair Costs	2511/472

Chair's initials

322	17.06.26	£200.00	£40.00	£240.00	The Link	Community	Newsletters & Communication	2505/053
321	17.06.26	£90.00	£18.00	£108.00	Training	Training	Training	
320	17.06.26	£4,059.28	£0.00	£4,059.28	PWLB	PWLB	PWLB - Northam Hall	
319	17.06.26	£463.50	£0.00	£463.50	Professional Fees (Planning permission)	MUGA	Professional Fees	2511/475
318	17.06.26	£100.00	£0.00	£100.00	Book Token	Members	Mayor's Cadet	
317	17.06.26	£34.22	£6.85	£41.07	Refreshments	Members	Civic Reception	
316	17.06.26	£1.08	£0.22	£1.30	Car Parking	Administration	Expenses	
315	15.06.26	£1.50	£0.00	£1.50	Refreshments	Administration	Refreshments	
314	16.06.26	-£42.75	£0.00	-£42.75	Gas & Electric Northam Hall	Northam Hall	Electric	
314	16.06.26	£96.12	£4.81	£100.93	Gas & Electric Northam Hall	Northam Hall	Electric	
314	16.06.26	-£7.83	-£0.39	-£8.22	Gas & Electric Northam Hall	Northam Hall	Gas	
313	15.06.26	£6.25	£0.00	£6.25	Square fees	Northam Hall	Square Fees for hall hire	
312	15.06.26	£111.28	£22.26	£133.54	Fuel	Council Machinery & Equipment	Fuel - Mowers	
312	15.06.26	£102.87	£20.57	£123.44	Fuel	Council Machinery & Equipment	Fuel - WF18 PTX	
311	15.06.26	£86.50	£0.00	£86.50	Water bill	Northam Hall	Water	
310	15.06.26	£61.00	£0.00	£61.00	Water bill	Pavilion & CPT	Water	
309	15.06.26	-£28.15	£0.00	-£28.15	Gas & Electric Northam Hall	Northam Hall	Electric	
309	15.06.26	£94.25	£4.71	£98.96	Gas & Electric Northam Hall	Northam Hall	Electric	
309	15.06.26	£136.01	£6.80	£142.81	Gas & Electric Northam Hall	Northam Hall	Gas	
308	12.06.26	£227.10	£0.00	£227.10	Insurance	Insurances	HR (Via Worknest)	2505/051
308	12.06.26	£65.00	£13.00	£78.00	Insurance	Insurances	HR (Via Worknest)	2505/051
307	12.06.26	£3,117.09	£623.42	£3,740.51	Insurance	Human Resources and H&S	Worknest (HR and H&S Advisors)	2505/051
306	12.06.26	£796.75	£159.35	£956.10	Civic Function	Members	Civic Reception	
305	12.06.26	£9.00	£1.80	£10.80	Expenses	Administration	Expenses	2602/607
305	12.06.26	£66.55	£0.00	£66.55	Expenses	Administration	Expenses	2602/607
304	11.06.26	£24.16	£4.83	£28.99	Plant food	Environment & Maintenance	Hanging baskets & Planters	
303	11.06.26	£9.45	£0.00	£9.45	Postages	Administration	Postages	
302	02.06.26	£11.65	£2.33	£13.98	Equipment	Council Machinery & Equipment	Tools & Equipment	
301	09.06.26	£5.00	£1.00	£6.00	Mobile Phone - IR	ICT	Mobile Phones	
300	09.06.26	£65.79	£3.29	£69.08	Electricity - Pavilion	Pavilion & CPT	Electric	
299	09.06.26	£2,733.15	£0.00	£2,733.15	Pensions	Staff Costs	Salaries, HMRC and NEST	
298	08.06.26	£0.12	£0.00	£0.12	Square fees	Northam Hall	Square Fees for hall hire	
297	08.06.26	£1,129.60	£0.00	£1,129.60	General insurance (monthly dd)	Insurances	General	2605/037

Chair's initials

296	08.06.26	£4.17	£0.83	£5.00	Mobile Phone - TT	ICT	Mobile Phones	
295	05.06.26	£0.35	£0.00	£0.35	Square fees	Parks & Recreation	Square Fees for allotment rent	
294	05.06.26	£463.70	£0.00	£463.70	Insurance	Insurances	Engineering	2605/039
294	05.06.26	£0.00	£77.17	£77.17	Insurance	Insurances	Engineering	2605/039
293	05.06.26	£180.00	£36.00	£216.00	Alarm maintenance	Northam Hall	Alarm & CCTV	
292	05.06.26	£130.00	£26.00	£156.00	Alarm maintenance	CPT	Alarm	
291	05.06.26	£7,867.14	£1,573.43	£9,440.57	Plants	Environment & Maintenance	Hanging baskets & Planters	2511/476
290	05.06.26	£1,495.00	£299.00	£1,794.00	Survey	Pavilion & CPT	Large Project Reserve	2512/521
289	05.06.26	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
288	05.06.26	£335.00	£67.00	£402.00	Civic.ly Subscription	ICT	Civic.ly Asset Management Software	
287	05.06.26	£314.00	£62.80	£376.80	IT contract	ICT	Cloudy IT	
286	05.06.26	£345.00	£0.00	£345.00	Signs	Members	Honours Boards	
285	05.06.26	£58.06	£11.61	£69.67	Toilet rolls paper towels	Northam Hall	Disposables	
284	05.06.26	£41.70	£8.34	£50.04	Toilet rolls paper towels	Northam Hall	Disposables	
283	05.06.26	£28.17	£5.63	£33.80	Cleaning	Administration	Town Hall - Cleaning	
282	05.06.26	£15.57	£3.12	£18.69	Benches	Environment & Maintenance	Blackies	2604/739
281	05.06.26	£7.95	£1.59	£9.54	Cleaning Northam Hall	Northam Hall	Cleaning	
280	05.06.26	£163.00	£32.60	£195.60	Truck Maintenance	Council Machinery & Equipment	Truck Maintenance	
279	05.06.26	£46.53	£9.31	£55.84	Telephone system	ICT	Phones	
278	04.06.26	-£463.50	£0.00	-£463.50	Professional Fees (Planning permission)	MUGA	Professional Fees	
277	04.06.26	£134.96	£26.99	£161.95	Prosecco Glasses	Administration	Miscellaneous	
276	04.06.26	£360.00	£0.00	£360.00	Vehicle Tax - transit	Council Machinery & Equipment	VED	
275	03.06.26	£37.38	£7.48	£44.86	Signs	Tennis Courts	Banners/Flyers/Leaflets	
274	02.06.26	£0.76	£0.00	£0.76	Square fees	Northam Hall	Square Fees for hall hire	
273	02.06.26	£0.84	£0.00	£0.84	Square fees	Northam Hall	Square Fees for hall hire	
272	02.06.26	£20.37	£4.07	£24.44	Park Repairs	Parks & Recreation	General Maintenance	
271	01.06.26	£25.83	£5.17	£31.00	Flowers	Members	Civic & General Expenses	
270	01.06.26	£17.46	£3.49	£20.95	Keys	Tennis Courts	Reactive Maintenance	
269	01.06.26	£1.67	£0.33	£2.00	Stationery	Administration	Stationery	
254	01.06.26	£33.32	£0.00	£33.32	Stripe fees	Tennis Courts	Stripe Fees	
253	01.06.26	£448.76	£0.00	£448.76	Room rental	Administration	Room Rental	
129	**Totals**	**£66,160.10**	**£4,469.31**	**£70,629.41**				

Chair’s initials