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

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

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

2611/412 **To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**
Cllrs Edwards, Tait and Newman-McKie tendered their apologies, the reasons for which were approved.

2611/413 **Chair's announcements**
The Chair made no announcements.

2611/414 **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.

2611/415 **To agree the agenda as published.**
It was **resolved** to agree the agenda as published.
Proposed Cllr Whittaker, Seconded Cllr Hames (all in favour)

2611/416 **To consider the minutes of the Finance meeting held on the 14th October 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 Hames, Seconded: Cllr Himan (all in favour)

2611/417 **Public Participation**
There were no members of the public present.

2611/418 **To receive an update on the actions**
The updates on the actions were received as follows:

Action		**Update**
1	Arrange digger training for one member of staff	Training completed. COMPLETE
2	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).	The District Council's Surveyor has advised that she has instructed that Council's legal team to draw up the retrospective permission documents. These had not been received at the time of writing. ONGOING
3	Prepare an outline of the process by which the Council issues Northam Burrows Manor Passes on behalf of the Northam Burrows Charity.	On the agenda COMPLETE
4	Draft a report detailing the Burrough Farm Allotment Association's account reports for a future meeting.	Provided to members by email on 19th October 2026. Hard copies will be available at the November 206 meeting, should members want them. COMPLETE
5	Town Clerk to contact the solicitor to amend the wording to clause 15.1 and note the need to amend the other lease in the future.	Solicitor instructed. COMPLETE
6	Include the cost of both the NEST and Local Government pension schemes for consideration as part of the budget for 2026/27.	To be included as budget developed. COMPLETE

Chair's initials

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2611/419 To consider the Clerk's report for July 2026, the budget net position and approve, by resolution, the payments as listed

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

Account	Balance	Interest	Notes
Petty Cash	£86.51	zero	Financial Regulations expect the balance to be maintained at approximately £100
Hinkley & Rugby Building Society	£300,000	1.65%	Holding account for general expenditure and £50,000 of the General Reserve
Mayor's Charitable Fundraising	£2,812.42	1.06%	Mayor's civic dinner and other fundraising
May Fair	£5,264.11	1.06%	Funds for deposits and other spending leading up to the next May Fair
Cambridge & Counties Bank (31-day)	£99,406.50	2.72%	General Reserves
Nationwide (Business 95-day saver)	£96,806.63	3.20%	Earmarked Reserves (as per agreed budget: parks, defibrillators, LCWIP, war memorial cleaning, skate park and pavilion renovation reserve)
Cambridge Building Society	£10,792.20	1.55%	Tennis Reserves
Coop Bank (current account)	£194,152.85	zero	General expenditure

Total cash in hand (SCRIBE) £709,321.22

The bank reconciliation was signed by the Chair.

Tennis courts: The gross volume of sales in September 2026 was £238.94 after fees.

1st April to 31st October	Received (net)	Change	Payments (net)
2026	£4,710.00	-17.45%	£3,935.86, including £285.93 of Stripe transaction fees
2025	£5,675.00	+11.08%	N/A
2024 (1st year)	£4,765.61	N/A	N/A

Tennis-related payments in 2024 and 2025 are not available (inconsistent descriptions and cost codes).

Payments:

In October 2026, the council made 137 payments, totalling £45,966.93 (ex VAT).
There were 37 payments of £100 or more totalling £44,652.55 (ex VAT) (appended to these minutes)

Petty Cash: The council spent £35.11 of petty cash in October 2026.

It was **resolved** to approve the payments as listed.
Proposed: Cllr Hodson, Seconded: Cllr Hames (all in favour)

Receipts: In October 2026, the council had 148 receipts (2026.11.11 Item 8(iv), enclosed), totalling £5,127.44 (ex VAT) including:

- £2,536.65 for the hire of Northam Hall (110 receipts)
- £60 for Christmas Fair stalls (5 stalls)
- £493.90 for allotment tenancies (23 plots)
- £1,000 Locality Budget grant from DCC for the Westward Ho! Night Bus service
- £2,569.34 VAT returned.

Chair's initials

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2611/420 To note the External Auditor's Report 2025-26

The Auditor's report was noted and received.

It was **resolved** to undertake the following actions:

i. The figure for the asset register would be restated in the 2026/27 annual return to include the correct values for filing cabinets and PA system.
ii. The IA's appointment would be formally minuted at the appropriate time.
iii. An IT Policy would be drafted.
iv. An Accessibility Statement would be prepared and an accessibility check undertaken of its website.
v. Adopt a Privacy Statement would be prepared.
vi. Review Website provision.

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

2611/421 To receive and note the Manor Pass application, receipt and issue process and agree staff recharge for 2027 pass issue

The committee noted the contents of the report, thanking the Finance Assistant for drafting it.

It was **resolved** to increase the administration staff charge to the Northam Burrows Charity in line with the annual increase in staff costs, as agreed at minute 2607/155, as follows:
In 2027, the cost would increase by 4.9%, made up of the average spinal column point rise (1.6%) plus Cost of Living (3.3% for 2026/27). 4.9% of £7,689 was £376.76.
The 2027 charge would therefore be £8,065.76 plus £1,613.15 VAT, a total of £9,678.91
Proposed: Cllr Leather, Seconded: Cllr Hames (all in favour)

2611/422 To note the closure days for the Christmas and New Year period 2026-27

The council operating hours over the Christmas and new Year period were noted as follows:

Monday 21st December	**Tuesday 22nd December**	**Wednesday 23rd December**	**Thursday 24th December**	**Friday 25th December**
Staffed as normal (8am to 4pm)	Staffed as normal (8am to 4pm)	Staffed as normal (8am to 4pm)	Staffed as a normal 'Friday' (8am to 1pm)	Closed
Monday 28th December	**Tuesday 29th December**	**Wednesday 30th December**	**Thursday 31st December**	**Friday 1st January**
Closed	Essential and emergency Cover only	Essential and emergency Cover only	Essential and emergency Cover only	Closed
Monday 4th January	**Tuesday 5th January**	**Wednesday 6th January**	**Thursday 7th January**	**Friday 8th January**
Staffed as normal (8am to 4pm)	Staffed as normal (8am to 4pm)	Staffed as normal (8am to 4pm)	Staffed as normal (8am to 4pm)	Staffed as normal (8am to 1pm)

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

2611/423 **To receive and sign the payroll information sheet for submission, considering overtime claimed**

It was **resolved** to approve the payroll submission sheet for October 2026.
Cllr Hames, Seconded: Cllr Himan (all in favour).
The payroll information sheet was signed by the Chair.
Action points: Submit the information.

2611/424 **To receive an update on staffing matters**

A confidential verbal update was received from the Town Clerk & RFO.
Cllr Hodson, as Chair of this committee, the Town Clerk and Parks & Buildings Manager would proceed with the actions advised by the Council's HR advisor to resolve the staffing challenges.

The Town Clerk and Parks & Buildings Manager would maintain the live risk assessment for a member of the team and this committee would be advised of any change in duties required.

*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 Whittaker (all in favour)*

There being no further business the meeting closed at 8:05pm

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

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Voucher	Date	Net	VAT	Total	Description	Cost Centre	Cost Code	Minute
731	05.10.26	£100.60	£20.12	£120.72	Highway Signage (working in road)	Environment & Maintenance	Street Works	
760	13.10.26	£116.71	£23.34	£140.05	Fuel	Council Machinery & Equipment	Fuel - WF18 PTX	
717	01.10.26	£118.00	£23.60	£141.60	Defibrillator cardiac pads (replacement and spares)	Environment & Maintenance	Defibrillators	
785	16.10.26	£125.16	£25.03	£150.19	Stationery	Administration	Stationery	
813	23.10.26	£136.51	£0.00	£136.51	Expenses (DALC conference, Emergency Planning)	Administration	Expenses	
804	21.10.26	£142.49	£28.50	£170.99	Tools	Council Machinery & Equipment	Tools & Equipment	
760	13.10.26	£145.62	£29.12	£174.74	Fuel	Council Machinery & Equipment	Fuel - Mowers	
784	16.10.26	£146.00	£29.20	£175.20	NNP Referendum Poster	Planninbg & Development	NNP	
826	29.10.26	£146.50	£29.30	£175.80	Lest we forget' flag	Community	Remembrance	
734	05.10.26	£155.01	£31.00	£186.01	Photocopier lease	Administration	Photocopier Lease	
798	20.10.26	£165.90	£0.00	£165.90	Staff Costs	Staff Costs	Salaries, HMRC and NEST	
777	16.10.26	£168.00	£33.60	£201.60	Defibrillator cardiac pads (replacement and spares)	Environment & Maintenance	Defibrillators	
724	02.10.26	£189.35	£37.87	£227.22	Payroll	Staff Costs	Payroll Processing Fees	
765	15.10.26	£196.50	£0.00	£196.50	Water bill	Northam Hall	Water	
742	07.10.26	£200.00	£0.00	£200.00	Franking Machine Postage top-up	Administration	Franking Machine & Costs	
778	16.10.26	£270.00	£54.00	£324.00	Trees - Appledore Quay	Environment & Maintenance	Planting, Trees, Hedges	
795	19.10.26	£282.03	£56.41	£338.44	Council website	ICT	Website	
814	23.10.26	£285.00	£0.00	£285.00	Honorary Freeman Board (signwriting)	Members	Honours Boards	
725	02.10.26	£314.00	£62.80	£376.80	IT contract	ICT	Cloudy IT	
805	21.10.26	£320.00	£0.00	£320.00	Training	Training	Training	
732	05.10.26	£335.00	£67.00	£402.00	Civic.ly Subscription	ICT	Civic.ly Asset Management Software	
768	15.10.26	£381.94	£76.39	£458.33	Christmas Trees (buildings)	Environment & Maintenance	Christmas Trees	
768	15.10.26	£429.60	£85.92	£515.52	Christmas Lights for trees (Buildings)	Environment & Maintenance	Christmas Decorations	
720	01.10.26	£450.73	£0.00	£450.73	Room rental - Town Hall (monthly cost all spaces)	Administration	Room Rental	
786	16.10.26	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
718	01.10.26	£500.00	£100.00	£600.00	Street cleaning barrow	General Project Budget	Projects	2608/246
719	01.10.26	£500.00	£100.00	£600.00	Street cleaning barrow	General Project Budget	Projects	2608/246
806	21.10.26	£558.05	£0.00	£558.05	Salaries	Staff Costs	Salaries, HMRC and NEST	2610/359
733	05.10.26	£587.67	£117.53	£705.20	Crowd Barriers	General Project Budget	Projects	2609/343
787	16.10.26	£596.96	£119.39	£716.35	Smart Access Entry Maintenance Contract	Tennis Courts	Gate Fees	
758	12.10.26	£675.99	£135.20	£811.19	Srping flower bulbs	Environment & Maintenance	Hanging baskets & Planters	

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Chair's initials

788	16.10.26	£1,000.00	£0.00	£1,000.00	Night Bus Service (refpaid by DCC Grant)	General Project Budget	Projects	2604/775
748	08.10.26	£1,129.46	£0.00	£1,129.46	General Insurance monthly cost	Insurances	General	
832	29.10.26	£2,705.00	£541.00	£3,246.00	Training	Training	Training	
746	08.10.26	£2,986.64	£0.00	£2,986.64	Pensions	Staff Costs	Salaries, HMRC and NEST	
793	23.10.26	£8,437.13	£0.00	£8,437.13	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	
792	19.10.26	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2610/359
37	**Totals**	**£44,652.55**	**£1,917.32**	**£46,569.87**				

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