FINANCE & HUMAN RESOURCES COMMITTEE
9th August 2026 at 6.30pm in the Town Hall, Windmill Lane, Northam.

Present: Cllrs Hodson (Chair), Hames, Himan, Newman-McKie (Mayor) and Leather.

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

2609/278 **To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**
Cllrs Edwards, Tait and Whittaker offered their apologies, the reasons for which were approved by the committee.

2609/279 **Chair's announcements**
The Chair announced that central government had announced a pause in the Local Government Reorganisation process.
The Devon County Adult Scrutiny Committee had invited the NHS Trust to its next meeting to explain what happened to result in the temporary suspension of maternity services at North Devon District Hospital and to be clear if any other services may be at risk.

The Town Clerk reported that the Cooperative Bank, where the Council had its main current account, had been bought by the Coventry Building Society.

2609/280 **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.

2609/281 **To agree the agenda as published.**
It was **resolved** to agree the agenda as published.
Proposed Cllr Hodson, Seconded Cllr Himan (all in favour)

2609/282 **To consider the minutes of the Finance meeting held on the 12th August 2026 as a true and correct record**
It was **resolved** to accept the minutes as a true and correct record, which were signed by then Chair.
Proposed: Cllr Leather, Seconded: Cllr Himan (majority in favour, one abstention (not present at the meeting)

2609/283 **Public Participation**
There were no members of the public present.

2609/284 **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	Arrangements had been made at a training centre in north Devon, CTA Centre (Yarnscombe), with the training to be carried out week commencing 5th October 2026. 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.	A solicitor has been instructed 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, the brewery's representative was informed in June 2026. The Town Clerk had received a response to the questions that the committee sought clarity on from the solicitor. A report would be drafted and circulated to committee members in advance of the next meeting of the committee.

		ONGOING

Action		**Update**
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).	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. The Town Clerk would ask TDC for an update. 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. ONGOING
6	Respond to the Internal Auditor's observations	Annotated report sent 10th July 2026. COMPLETE
7	Subscribe to Grants Online for another 12 months (to August 2026)	Subscription paid. COMPLETE

2609/285 To consider the Clerk's report for July 2026, the budget net position and approve, by resolution, the payments as listed

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

Account	**Balance**	**Interest**	**Notes**
Petty Cash	£74.59	zero	Financial Regulations expect the balance to be maintained at approximately £100
Hinkley & Rugby Building Society	£250,000	1.65%	Holding account for general expenditure and £50,000 of the General Reserve
Mayor's Charitable Fundraising	£2,805.00	1.06%	Mayor's civic dinner and other fundraising
May Fair	£5,250.35	1.06%	Funds for deposits and other spending leading up to the next May Fair
Cambridge & Counties Bank (31-day)	£98,729.07	2.72%	General Reserves
Nationwide (Business 95-day saver)	£98,411.78	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)	£17,048.78	zero	General expenditure

Total cash in hand (SCRIBE) £483,111.77

The bank reconciliation was signed by the Chair.

Net Position: The net position of the Council's budget in cost codes on 4th August 2026 was received. The officers would prepare an end of 2nd quarter net position for review at the October 2026 meeting of this committee.

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

Details				Income			Expenditure						Balance at start of FY
Date	**Transaction**	**Description**	**Ref**	**Petty Cash Withdrawal**	**other**	**Total in**	**VAT**	**Events**	**Refreshments**	**Maintenance**	**Admin**	**Total out**	**£ 73.76**
1.7.26	24	Refreshments	PC26-27.23			**0.00**			1.95			**1.95**	**96.22**
1.7.26	25	Refreshments	PC26-27.24			**0.00**			1.85			**1.85**	**94.37**
1.7.26	26	Refreshments	PC26-27.25			**0.00**			1.50			**1.50**	**92.87**
3.7.26	27	Refreshments	PC26.27.26			**0.00**			0.89		1.99	**2.88**	**89.99**
7.7.26	28	Refreshments	PC26-27.27			**0.00**			1.50			**1.50**	**88.49**
8.7.26	29	Refreshments	PC26-27.28			**0.00**			0.89			**0.89**	**87.60**
10.7.26	30	Refreshments	PC26-27.29			**0.00**			4.00			**4.00**	**83.60**
13.7.26	31	Refreshments	PC26-27.30			**0.00**			5.30			**5.30**	**78.30**
15.7.26	32	Refreshments	PC26-27.31			**0.00**			12.00			**12.00**	**66.30**
15.7.26	33	Hose connector	PC26-27.32			**0.00**				6.99		**6.99**	**59.31**
16.7.26	34	Refreshments	PC26-27.33			**0.00**			1.89			**1.89**	**57.42**
22.7.26	35	Refreshments	PC26-27.34			**0.00**			3.74			**3.74**	**53.68**
22.7.26	36	Cash withdrawal	-	45.00		**45.00**						**0.00**	**98.68**
13.7.26	37	Refreshments	PC26-27.35			**0.00**			1.50			**1.50**	**97.18**
27.7.26	38	Refreshments	PC26-27.36			**0.00**			1.95			**1.95**	**95.23**
28.7.26	39	Refreshments	PC26-27.37			**0.00**			4.15			**4.15**	**91.08**
29.7.26	40	Refreshments	PC26-27.38			**0.00**			1.50			**1.50**	**89.58**
30.7.26	41	H&S Equipment	PC26-27.39			**0.00**	2.50			12.49		**14.99**	**74.59**
Number of transactions	**41**			165.00		**165.00**	**13.96**	**1.00**	**70.44**	**76.78**	**1.99**	**164.17**	**74.59**

Tennis courts:
The gross volume of sales in July 2026 was £1,284.23 after fees.

Year to date (1st April to 31st July)	Received	Change
2026	£3,067.42	-22.26%
2025	£3,945.65	+12.46%
2024	£3,508.58 (1st year)	N/A

Payments: Between 1st and 31st July 2026, the council made 137 payments, totalling £52,635.66 (ex VAT), there were 35 payments of £100 or more totalling £50,487.14 (ex VAT).

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

Receipts: Between 1st and 31st July 2026, the council had 130 receipts, including 34 for the hire of Northam Hall, totalling £13,558.86 (ex VAT).

Voucher Number	Date	Cost Code	Net	VAT	Total	Description	Cost Centre
Various	01.07.2026	Hall Hire x 34	£2,231.52	£0.00	£2,231.52	Hall Hire x 34	Northam Hall
170	01.07.2026	Tennis Income	£522.50	£0.00	£522.50	Tennis Receipts	Tennis Courts
176	06.07.2026	Hall Set Up Fee	£2.08	£0.42	£2.50	Hall Hire	Northam Hall
187	10.07.2026	Allotments - Burrough Farm	£600.00	£0.00	£600.00	Allotment Rent	Parks & Recreation
188	10.07.2026	Torridge Pilot Gig Club	£625.00	£125.00	£750.00	Boat park permit	Administration
190	13.07.2026	Torridge Pilot Gig Club	£475.00	£95.00	£570.00	Boat park permit	Administration
191	14.07.2026	Salaries, HMRC and NEST	£7,689.00	£1,537.80	£9,226.80	Recharge to Burrows	Staff Costs
201	27.07.2026	Defibrillators	£900.00	£0.00	£900.00	Grant for unit for Westbourne Tce	Environment & Maintenance
202	28.07.2026	Allotments - Windmill Lane	£19.80	£0.00	£19.80	Allotment Rent	Parks & Recreation
210	31.07.2026	Nationwide 95 Day	£266.74	£0.00	£266.74	Bank Interest	Bank Interest
211	31.07.2026	Cambs & Cty Bank	£227.22	£0.00	£227.22	Bank Interest	Bank Interest
			£13,558.86	£1,758.22	£15,317.08		

2609/286 To consider the Clerk's report for August 2026, the budget net position and approve, by resolution, the payments as listed

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

Account	Balance	Interest	Notes
Petty Cash	£102.00	zero	Financial Regulations expect the balance to be maintained at approximately £100
Hinkley & Rugby Building Society	£200,000	1.65%	Holding account for general expenditure and £50,000 of the General Reserve
Mayor's Charitable Fundraising	£2,805.00	1.06%	Mayor's civic dinner and other fundraising
May Fair	£5,250.35	1.06%	Funds for deposits and other spending leading up to the next May Fair
Cambridge & Counties Bank (31-day)	£98,956.82	2.72%	General Reserves
Nationwide (Business 95-day saver)	£98,679.24	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)	£33,980.41	zero	General expenditure

Total cash in hand (SCRIBE) £450,566.02

The bank reconciliation was signed by the Chair.

Petty Cash: The council spent £22.59 of petty cash in August 2026, withdrawing £50 to maintain the balance stated in the financial regulations (£100).

Petty Cash 2026-27 Northam TC Petty Cash Clerk's Report

Details				Income		Expenditure						Balance at start of FY
Date	Trans action	Description	Ref	Petty Cash Withdrawal	Total in	VAT	Events	Refreshments	Maint enance	Admin	Total out	£ 73.76
4.8.26	42	Tools & Equipm't Refreshments	PC26-27.40		0.00	1.75		2.50	8.74		12.99	61.60
5.8.26	43	Cash withdrawal	-	50.00	50.00						0.00	111.60
12.8.26	44	Refreshments	PC26-27.41		0.00			6.35			6.35	105.25
18.8.26	45	Refreshments	PC26-27.42		0.00			1.50			1.50	103.75
19.8.26	46	Refreshments	PC26-27.43		0.00			1.75			1.75	102.00
Number of transactions	46			215.00	215.00	15.71	1.00	82.54	85.52	1.99	186.76	102.00
budgeted figures (12 month)				-	-	-	-	-	-	-		28.24
variance (to date)				215.00	215.00	-	- 1.00	- 82.54	- 85.52	- 1.99		

Tennis courts:

The gross volume of sales in August 2026 was £1,284.23 after fees.

Year to date (1st April to 31st August)	Received	Change
2026	£3,815.40	-22.14%
2025	£4,881.90	+12.20%
2024	£4,351.02	0% 1st year

Chair's initials

Payments: Between 1st and 31st August 2026, the council made 87 payments, totalling £44,846.19 (ex VAT) and there were 29 payments of £100 or more totalling £43,279.67 (ex VAT).

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

2609/287 **To consider engaging a 3rd party to provide waste collection and recycling services for Northam Hall**
It was **resolved** to enter into a waste collection, sorting and disposal contract with Biffa at a cost of £43.72/calendar month for a 240L wheelie bin.
Proposed: Cllr Hodson, Seconded: Cllr Leather (majority in favour, one against)
Action point: Enter into the contract with Biffa.

2609/288 **To consider the annual charge made to the Burrough Farm Allotment Association**
It was **resolved** to defer consideration of the matter, requesting a report detailing the BFAA's annual accounts provided to the Council.
Proposed: Cllr Hodson, Seconded: Cllr Himan (all in favour)
Action point: Draft the report and include on a future meeting of the committee.

2609/289 **To approve the application of the 2026/27 pay agreement to Council staff salaries**
It was **resolved** to apply the annual cost-of-living salary increment (3.3%) to all council staff and to member's allowances, to be backdated to the start of the year and applied to any overtime claimed.
Proposed: Cllr Leather, Seconded: Cllr Himan (all in favour)
Action point: Advise the council's payroll provider re staff salaries and include the increase for members on a Full Council agenda.

*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 Leather (all in favour)*

2609/290 **To receive and sign the payroll information sheet for submission, considering overtime claimed**
It was **resolved** to approve the payroll submission sheet for September 2026, to include the cost-of-living increase.
Cllr Hodson, Seconded: Cllr Hames (all in favour).
The payroll information sheet was signed by the Chair.
Action points: Submit the information.

2609/291 **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.

*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 Himan (all in favour)*

There being no further business the meeting closed at 7:55pm

Signed... Dated..