**Page 160**

**FINANCE Committee**

**4th December 2024 at 10.00am in the Council Chamber, Windmill Lane, Northam.**

Present: Cllrs Bach, Edwards, Hames, Himan (Deputy Chair), Leather and Tait (Mayor, ex-officio).

In attendance: Guy Langton (Town Clerk & RFO)

Corinne Williams (Finance Assistant)

**2412/446 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

Cllrs Hodson and Whittaker tendered their apologies, the reasons for which were approved.

**2412/447 Chair’s announcements**

The Deputy Chair announced that this Finance committee will where it will consider the draft budget, deferred and late grant applications (acceptable under the Council Grants policy) and the payroll submission. The January 2025 meeting would receive a full Clerk’s report and list of payments and receipts for November and December 2024.

**2412/448 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.

Cllr Edwards declared that as the Chair of the Blue Lights Parish Hall charity and would abstain from voting at that item.

**2412/449 To agree the agenda as published.**

It was **resolved** to agree the agenda as published.

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

**2412/450 To consider the minutes of the Finance meeting held on the 13th November 2024 as a true and correct record**

It was **resolved** to accept the minutes as a true and correct record. Following typographical errors being corrected, they would be signed by the Chair.

Proposed: Cllr Leather, Seconded: Cllr Bach (all in favour)

**2412/451 Public Participation**

There were no members of the public present.

**2412/452** **To receive an update on Action Points**

The action points were noted as overleaf.

**2412/453 To consider including building insurance cover for Blue Lights Hall to the Council’s general insurance policy**

It was **resolved** to include the Blue Lights Hall buildings in the Council’s insurance policy, at the cost of £485.90 for the remainder of 2024-25 and approx. and £945 per year thereafter and draw up a lease to regularise the relationship with the Blue Lights Parish Hall charity and its occupation of the property.

Proposed: Cllr Hames, Seconded: Cllr Leather (majority in favour, Cllr Edwards abstained, having declared an interest).

**Page 161**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **September 2024** | **October 2024** | **November 2024** | **December 2024** |
| 1. It was noted that because no staff had a suitable food hygiene qualification, there would be no food cooked or prepared by staff at the May Fair this year. Packaged refreshments would be available. | Training not yet arranged. INCOMPLETE | Training to be arranged with Exeter City Council (£20 online). Enquiry submitted to the City Council  ONGOING | Training has been arranged and will be completed by the member of staff in November 2024.  Two other volunteers from the staff will be sought.  ONGOING | Training had been completed by D Stewardson.  Two other volunteers from the staff will be sought.  ONGOING |
| 2. Council’s banking arrangements and draft a report for a future meeting of the committee. | The review has not yet been carried out.  INCOMPLETE | The review has not yet been carried out.  INCOMPLETE | The review has not yet been carried out.  INCOMPLETE | The review has not yet been carried out.  Two of the three Coop accounts had the signatories changed. The third, the Mayor’s Charity Account would be reviewed and may be closed in favour of an interest bearing or more suitable account.  INCOMPLETE |
| 3. To consider improvements to the office accommodations, to include decorating painting and the provision of a sink  It was resolved to seek permission from the building owner (Torridge District Council) to install a sink for washing up. | The plan for the sink was put on hold.  INCOMPLETE | The chamber will be painted in October, in time for the 23rd October meeting of the Full Council.  ONGOING | The Chamber has been completed.  Suitable sink units are being investigated by the Parks & Buildings Manager.  ONGOING | The Chamber has been completed.  Suitable sink units are being investigated by the Parks & Buildings Manager.  ONGOING |
| 4. ‘Christmas Fayre’ | Seek TDC advice on the suitability of the Hall’s kitchen for food preparation and sale | Advice received that the kitchen would be suitable for one-off/occasional use for the preparation and sale of hot or cold food. Food hygiene training being explored. On the agenda. ONGOING | Officers are promoting and preparing the work for the Fayre.  COMPLETE | An analysis of the Fayre will be presented to the January meeting of the Finance committee though in brief, the event received more than it cost until the cost of wages was taken in to consideration.  ONGOING |

**Page 162**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **September 2024** | **October 2024** | **November 2024** | **December 2024** |
| 5. review hygiene bin emptying regularity |  |  | The review has not yet been undertaken but is planned by the Finance assistant in November 2024. | The Changing Place hygiene bin has been reduced to one visit a month from one a week. The service will remain under review.  COMPLETE |
| 6. Pay the outstanding invoices from the Potwalloper bus service arranged as part of the Welcome Back Fund in 2021. |  |  |  | The invoices have been paid.  COMPLETE |
| 7. Offer St Margaret’s Church soup kitchen free use of Northam Hall to provide this valuable service. |  |  |  | The trial weeks did not result in a large take up and the users of the service have been advised to attend another local Kitchen providing hot meals. The service has been suspended for the time being.  COMPLETE |
| 8.Purchase of an AED for the Town Hall |  |  |  | Referred to Full Council where it was agreed to seek a 50% purchase cost grant for an external AED. The grant was successfully obtained and the AED ordered. TDC have been informed of the AED’s likely location and provided with the contractor’s insurance details and REMS. An estimate of £175 for the installation has been received and accepted.  COMPLETE |
| 9. Apply the back dated increment to staff salaries. |  |  |  | The increment has been applied.  COMPLETE |
| 10. Refer the continued accumulation of TOIL by staff to the Human Resources committee for further consideration. |  |  |  | To be included on a future HR agenda.  COMPLETE for this committee. |
| 11. Requests for grants. |  |  |  | On the agenda. The recommendations would be presented to Full Council as part of the Council’s budget for 2025-26.  ONGOING |

**Page 163**

**2412/454 To receive a report into the accumulated TOIL hours across the staff and requests for overtime**



The overtime payments requested by staff were agreed.

**2412/455 To sign the payroll information sheet for December 2024 payroll**

The information sheet was signed by the Deputy Chair and Town Clerk.

**Action point: submit the payroll information form.**

**2412/456 To consider outstanding and late grant applications for 2025-26**

The outstanding grants and late applications were considered, with the committee recommending that a grant was made to the Appledore Hall Trust and North Devon Surf Therapy. The application from the Appledore Pirates was not approved, the committee noting that body was established to raise and distribute funds rather than use them for capital purposes.

The recommended grants were therefore **resolved** as follows:

Appledore Hall Trust - recommended to receive £750.

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

Appledore Pirates - no grant recommended.

Proposed: Cllr Hames, Seconded: Cllr Leather (majority in favour)

North Devon Surf Therapy recommended to receive £500.

Proposed: Cllr Leather, Seconded: Cllr Back (majority in favour)

**Action point: present the grants as recommended to the appropriate meeting of the Full Council.**

**2412/457 To the draft 2025-26 budget**

The Committee considered the draft budget as presented. The Town Clerk & RFO had detailed the cost centres and cost codes that would have funds aligned to them. The Council’s budget had to take account of the projects to be brought forward in 2025, including (but not limited to) preparatory works at the pavilion in Westward Ho!, a temporary Pump Track at Lords Meadow for some of the summer holidays, significant works to insulate the roof of Northam Hall and the replacement of the play equipment at Appletree Gardens with the support of Section 106 funding. The committee noted that the tennis courts in Westward Ho! and Northam Hall both raised sufficient funds to cover their basic running costs and that funds had been earmarked for the future replacement of play equipment and other facilities provided by the Council.

The committee discussed the size of the Council’s proposed budget, with the planned general reserve and general projects budget being added to or reduced to identify three possible increases for household council taxes (the Town Council’s portion).

The committee noted that the increase in the tax base had been 466.46, roughly 80% of which had been a result of the 100% surcharge made on second homes by Torridge

**Page 164**

District Council. This could mean that the Council’s tax base would fall in subsequent years, should the second homes be defined as small businesses or become main residences in the future.4

*The committee resolved at this point, the meeting having been running for 2 hours, to extend the meeting for half an hour (12:30pm).*

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

The Consumer Prices Index measure of inflation for the year to the 31st October 2024 was noted as 2.6%.

Cllr Tait proposed, and Cllr Edwards seconded a 5% increase, meaning a Band D property would pay £5.32 more into the Council’s budget, the annual figure rising to £111.68.

Cllr Himan proposed, and Cllr Leather seconded a 4.35% increase, meaning a Band D property would pay £4.63 more into the Council’s budget, the annual figure rising to £110.99.

The second proposal was taken first and received a majority of votes in favour, with two against and thus became the committee’s recommendation to Full Council.

**Action point: prepare a draft budget for Full Council to consider, identifying three levels of increase, including both that were proposed at the committee and an inflation matching increase for comparison.**

There being no further business the meeting closed at 12:50pm.

Signed………………………………………………..Dated……………………………………………….

**Page 187**

**FINANCE Committee**

**16th January 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Edwards, Hames, Hodson (Chair), Leather and Tait (Mayor, ex-officio).

In attendance: Guy Langton (Town Clerk & RFO)

Cllr Brading (non-committee member)

**2501/519 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

Cllrs Bach, Himan and Whittaker tendered their apologies, the reasons for which were approved.

**2501/520 Chair’s announcements**

The Chair announced that the oldest of the Council’s vehicles had developed a significant fault and would require approximately £2,300 (exVAT) to repair. This would help inform the discussions at the item regarding new grounds and landscape machinery (minute 2501/530).

**2501/521 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.

**2501/522 To agree the agenda as published.**

It was **resolved** to agree the agenda as published.

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

**2501/523 To consider the minutes of the Finance meeting held on the 12th December 2024 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 Leather, Seconded: Cllr Tait (majority in favour, 1 abstention – not present at the meeting)

**2501/524 Public Participation**

There were no members of the public present.

**2501/525 To receive an update on Action Points**

The action points were noted as below and overleaf.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Nov2024** | **Dec2024** | **Jan2025** |
| 1. It was noted that because no staff had a suitable food hygiene qualification, there would be no food cooked or prepared by staff at the May Fair this year. Packaged refreshments would be available. | Training has been arranged and will be completed by the member of staff in November 2024.  Two other volunteers from the staff will be sought.  ONGOING | Training has been arranged and will be completed by the member of staff in November 2024.  Two other volunteers from the staff will be sought.  ONGOING | Training has been arranged for three more volunteers at £20 each. Once completed, four members of staff will be able to provide this service to support Council and community events.  COMPLETE |
| 2. Council’s banking arrangements and draft a report for a future meeting of the committee. | The review has not yet been carried out.  INCOMPLETE | The review has not yet been carried out.  INCOMPLETE | The review has been started. The Town Clerk will present a report to a future meeting if this committee.  Considerations will include the opening of further deposit accounts, including interest-bearing easy access and moving the Council’s main account to another provider.  ONGOING |
| 3. To consider improvements to the office accommodations, to include decorating painting and the provision of a sink  It was resolved to seek permission from the building owner (Torridge District Council) to install a sink for washing up. | The Chamber has been completed.  Suitable sink units are being investigated by the Parks & Buildings Manager.  ONGOING | The Chamber has been completed.  Suitable sink units are being investigated by the Parks & Buildings Manager.  ONGOING | The Chamber has been completed.  Suitable sink units are being investigated by the Parks & Buildings Manager.  ONGOING |
| 4. ‘Christmas Fayre’ | Officers are promoting and preparing the work for the Fayre.  COMPLETE | An analysis of the Fayre will be presented to the January meeting of the Finance committee  ONGOING | Analysis contained with the Clerk’s Report  COMPLETE |
| 5. Requests for grants. |  | All but three had recommended grants by the Committee. Detail will be considered at a future meeting when all are have been recommended and presented to Full Council for consideration as part of the Budget process. ONGOING | The recommended grants to be awarded were considered and approved at the Special Full Council meeting on the 7th January 2025.  COMPLETE |
| 8. Purchase a new set of festoon lights for Westward Ho! seafront |  |  | Purchased and installed.  COMPLETE |
| 9. Recommend Grants to a special meeting of Full Council to be held in January 2025. |  |  | Recommendations referred to the Full Council and adopted.  COMPLETE |
| 10. Recommend a 4.35% increase to the Council’s precept per household for 2025-26 to a special meeting of Full Council to be held in January 2025. |  |  | Recommendation, alongside an inflation-matching increase 2.6% (CPI at 30.11.2024) and a 5.16% increase as presented to this Committee. Referred to the Full Council and adopted.  COMPLETE |

**Page 188**

**Page 189**

**2501/526 To receive the Clerk’s report**

As advised at the December meeting of this committee, this report will contain the payments and receipts for the months of November and December 2024.

**On 31st December 2024, the Council’s balances were:**

Nationwide (Business 95 day saver) £93,166.35 current interest rate is 3.9%

Cambridge & Counties Bank (31 day) £93,884.82 current interest rate is 3.55%

Cambridge Building Society £5,024.40 current interest rate is 2.4%

Petty Cash £94.29

Coop Bank (current account) £245,134.80

**Total cash in hand on 31st Dec 2024 £437,304.66**

**Payments**

The Council made 241 payments in November/December, totalling £97,091.37 (exVAT). A full list of these is presented at the end of these minutes..

The Council’s accounting software requires VAT refunded is recorded as a negative payment rather than a receipt (the reasoning being that it is a return of payments made). In November 2024, the Council received a VAT refund of £4,474.26.

There were 58 payments of £100 or more (exVAT). These include:

* £57,299.18 in payroll and associated costs (salaries, HMRC-PAYE and Pension), covering the two months (3 months’ pension) plus £344.50 in monthly costs to DCK, the payroll provider (for three months)
* £13,018.50 to Alvian for Play Equipment Installation at Lords Meadow.
* £8,366.96 in PWLB loan repayments (three loans, each is repaid twice per year).
* £2,275.75 on Festoon and Festive Lighting.
* £833.92 and a further £482.30 to repair and install festive lighting.
* £426.59 and £189.58 to replace / repair and light the small Christmas trees across the communities.
* £2,114.00 to Global Media for advertising the Potwalloper Bus in 2021, originally to be paid from the Welcome Back Fund.
* £1,000.00 to a local Christmas Tree farm for the Council’s five trees.
* £993.59 paid in each month to Gallagher for the Council’s general insurance, plus £485.90 to include Blue Lights Hall for the remainder of 2024-25.
* £833.33 to GFive Design as a part payment for work on the Neighbourhood Plan website and document design.
* £750.00 to provide a community defibrillator at the Town Hall plus £145.00 for installation.
* £455.00 per month to clean the Changing Places Toilet and the Community Centre Toilet.
* £639.69 to Fattorini to repair and extend the Mayor’s Chain.

**Page 190**

* £400.00 per month to clean Northam Hall.
* £428.49 per month monthly rental to Torridge DC for the rooms and garage occupied by the Town Council at the Town Hall (excluding the main office and the Council Chamber).
* £365.44 for the November 2024 and £207.08 for the December 2024 Gas charges at Northam Hall.
* £312.10 in both months to the Council’s IT provider for IT services plus an additional £247.50 to repair IT equipment.
* £250.00 in cash as part of the £500 for a grant to the Appledore Crafters.
* £166.67 to Pitney Bowes in franking costs for postage plus £116.76 to lease the franking machine.
* £253.85 and £222.05 to fuel the Council’s vehicles, mowers and power tools.
* £144.00 to Bideford TC to store the Council’s planters at their depot (first month).
* £143.48 on printer inks.
* £140.15 to repair maintenance equipment.
* £124.82 to Crediton Town Council to train staff in 1st Aid.
* £119.83 to Just Office for stationery.
* £119.82 to Blakewell (hand tools and equipment) and £102.50 to RGB on materials and equipment.
* £118.75 to Market Street Kitchen for the Remembrance teas.
* £116.67 for chippings to mulch the new hedge at Burrough Farm
* £114 per month for the Northam Hall water bill
* £110.65 to Baytek for copier charges and £101.27 to lease the copier.
* £106.04 on PPE.

**Receipts:**

In November / December 2024, the Council received 101 payments, totalling £6,351.12, including interest paid into the Council’s deposit accounts (£1,386.69); payment from TDC for the hire of the Council’s Tower and staff (£312.50); and the annual fee to use Burrough Farm from Northam Lions FC (£120). Payments received in respect of Council services provided for the community was £4,204.37, which included rent payable on the Council’s carpark adjacent to the Seagate Hotel in Appledore. There was a £40.44 refund for cancelled Hall bookings.

**Tennis courts:**

The gross volume of sales since 1st January 2024 is £5,470. After fees, the Council has received £5,091.45. The LTA expect the Council to earmark approximately £3,600 per year for 15 years (index linked) to meet the costs of court maintenance and refurbishment. The Council is £1,491.45 over the target, in this extended year (1st January 2024 to 31st March 25). At the 31st March, a payment will be made to the Council’s Cambridge Building Society account, where this earmark is held.

**Page 191**

**Christmas Fair:**

The Council held a Christmas craft fair at Northam Hall on Sunday 24th November 2024. Two members of staff were present for the whole event, which lasted for 5.5 hours (staff are eligible to claim double time for hours worked on a Sunday). One member of staff has claimed the hours as overtime (5.5 paid hours at £29.20 per hour), the other taken the time a TOIL, at a ratio of 1:1. A brief account of the cost of the event is presented in the table on the right.

Including the cost of staff, the event cost the Council £9.30.

All but one of the stall holders have asked if the Council can hold a similar event in 2025.

It was **resolved** to repeat the event in 2025, on a Saturday in late November / early December.

Proposed: Cllr Hodson, seconded: Cllr Leather (all in favour)

**Action points:**

**Include Northam Town Council logo in the advertising for the 2025 Christmas Fair.**

**Liaise with the Westward Ho! Business association regarding the location and provision of Christmas Trees in 2025.**

**2501/527 To receive the Fire Risk Assessment recently undertaken at Northam Hall and consider the Council’s approach to the required and recommended advised.**

The committee received and noted the report, which outlined the findings of a Fire Risk Assessment carried out at Northam Hall, Fore Street in late December 2024.

Six findings have been identified as requiring immediate action and a further 15 for action within 3 months. Two further recommendations were made. All of these actions were needed to be undertaken to bring the building in line with the Fire Regulations.

**Work requiring immediate action:**

Many of the actions could carried by Council staff but certain tasks would require an outside contractor.

Work to be undertaken by staff:

Upgrade the maintenance welfare room, the underfloor void and the stage storage rooms to make them thirty-minute fire resistant compartment.

It was **resolved** to:

* Approve the Council’s maintenance team undertaken works they are able to.
* Seek quotations for the installation of a fire-retardant and 300mm-insulated ceiling (which could be a suspended ceiling or a replacement to the current ceiling) for the main hall and present them to a future meeting for consideration.

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

**Page 192**

* Instal an appropriate fire detection system (meeting BS5839-1:2017 L2) at a cost of £3,553 (exVAT) plus annual service and monitoring costs.

Proposed: Cllr Leather, Seconded: Cllr Tait (all in favour)

**Work requiring action within three months**

Many of the actions could carried by Council staff but certain tasks would require an outside contractor.

Work already completed:

Store flammable substances in an identified fire-resistant cabinet.

Exit routes cleared of obstructions.

Schedule service checks of the solar installation.

Informing staff and council members of the findings.

Work to be undertaken by staff:

Identify a fire warden(s), prepare fire-emergency plans for the Hall, carry out fire drills and arrange training as required.

Instal push-exit bars or pads on final exit doors as required.

Instal correct signage throughout the building, including gas shut off valve location.

Instal a hard-standing path from the rear fire doors to the fire assembly point at the front of the building.

Fit fire doors to the cleaning cupboard.

Check the stage curtains meet the regulatory requirements (The Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended in 1989, 1993 and 2010)).

It was **resolved** to:

* Approve the Council’s maintenance team undertaken works they are able to.

Proposed: Cllr Tait, Seconded: Cllr Leather (all in favour)

* Instruct a contractor to undertake an electrical system check.

Proposed: Cllr Tait, Seconded: Cllr Edwards (all in favour)

* Instal an electronic access control system to the main door at a cost of £1,264 (exVAT) plus annual service and monitoring costs.

Proposed: Cllr Edwards, Seconded: Cllr Leather (all in favour)

* Identify and sign a smoking area away from the main building, providing appropriate waste containers.
* Re-mark at the Atlantic Way side of the Hall car park to accommodate an EV charging bay for the Council’s EV, two blue-badge bays and a fourth standard parking bay.

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

**Two recommendations were also made.**

From these, the Council will undertake the following **actions:**

**Ensure that contractors carrying out works are competent in the specified field of work.**

**Prepare a report to identify the costs of making the Hall kitchen into its own thirty-minute fire resisting compartment.**

**Page 193**

**2501/528 To consider the proposals for tennis camps and other events and regular sessions at the courts in 2025**

It was **resolved** to offer structured tennis events with the Atlantic Racquet centre again in 2025, expanding the provision to include:

**Court Opening Event:** ARC will deliver all on-court activity at the grand opening event (Sat 31st May 25). Two coaches (free of charge) to provide a variety of taster sessions for young children, teenagers and adults.

**Evening Coaching:** ARC would run a 3 hour block of beginner Tennis coaching on a weekday evening for 6 weeks during May/June. The 3 hour block would consist of 3 separate 1 hour sessions aimed at beginner kids aged 6 to 11, beginner teens aged 12 to 16 and beginner adults aged 16+. If successful, the offering can be repeated during June/July. ARC would collect the money for these camps directly and handle all organisation & associated admin, as well ensuring all insurance, health & safety and safeguarding requirements are met. Pricing to be confirmed with initial expectations are that this provision would be £30 per attendee.

**Children’s Holiday Tennis Camps:** Following the extremely successful camps in August 24, camps will be offered in both May Half-Term (2 days) and The July/August summer holidays (6 Days). Days/Times are to be confirmed. ARC would collect the money for these camps directly and handle all organisation & associated admin, as well ensuring all insurance, health & safety and safeguarding requirements are met. Pricing to be discussed dependent on potential funding from the Council, councillors or other bodies as in 2024.

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

**Action points:**

**Contact ARC and start to arrange the events for 2025.**

**explore the possibility of offering sessions for people with additional needs with ARC and other local groups.**

**2501/529 To consider offering advertising spaces on the tennis court fencing**

It was **resolved** to not take the project forward.

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

**2501/530 To consider the recommendation from the Environment & Maintenance Committee to purchase a two-wheel tractor with tools**

In the light of the reported problems with the Council’s oldest vehicle, as reported at Chair’s announcements, the committee discussed the merits of undertaking a full review of the Council’s vehicles, large machinery and maintenance tools.

It was resolved to defer consideration of this purchase to a full report into the Council’s vehicle and machine requirements, which will be presented to the next meeting of this committee.

Proposed: Cllr Edwards, Seconded: Cllr Leather (all in favour)

**2501/531 To consider a request from a hirer of Northam Hall**

Northam Hall has been booked on the evening of the 3rd May 2025 in the evening for charity fundraising variety show, wholly funded by the organiser. All money raised from ticket sales being donated to the Wellbeing Clinic at North Devon District Hospital.

It was resolved to ask the hirer to pay the hire fees, which the Council would then donate to the Wellbeing Clinic.

Proposed: Cllr Hodson, Seconded: Cllr Leather (majority in favour)

**Page 194**

It was **resolved** to exclude members of the press and public for the remaining items, pursuant to

the Public Bodies (Admission to Meetings) Act 1960.

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

**2501/532 To receive a report into the accumulated TOIL hours across the staff and requests for overtime and sign the payroll information sheet for December 2024 payroll**

It was **resolved** to approve the payroll submission sheet, noting the TOIL hours accumulated and overtime claimed.

Proposed: Cllr Leather, Seconded: Cllr Hodson (majority in favour)

It was resolved to allow a member of staff to take a day’s study leave to sit an examination for a course that he was studying in his own time but was directly related to his council duties.

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

**2501/533 To consider recruitment plans for the coming year**

It was reported that a member of the Maintenance Team had given notice of his retirement on 31st March 2025 and that the Human Resources committee would be considering a skills audit in the light of the plans for future outdoor work at its next meeting.

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 8.59pm.

Signed………………………………………………..Dated……………………………………………….

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Net | VAT | Gross | Description |
| 27.12.2024 | £ 82.95 | £ 16.59 | £ 99.54 | Bone Hill Union Flag |
| 27.12.2024 | £ 4.17 | £ 0.83 | £ 5.00 | Mobile Phone - GL |
| 30.12.2024 | £ 4.17 | £ 0.83 | £ 5.00 | Mobile Phone - TA |
| 30.12.2024 | £ 4.17 | £ 0.83 | £ 5.00 | Mobile Phone - RG |
| 30.12.2024 | £ 0.94 | £ - | £ 0.94 | square fees |
| 31.12.2024 | £ 8.79 | £ - | £ 8.79 | Dishwasher tablets & salt, food waste bags and air freshener |
| 03.11.2024 | £ 1.20 | £ - | £ 1.20 | Milk |
| 28.11.2024 | £ 17.50 | £ - | £ 17.50 | flowers |
| 04.12.2024 | £ 33.33 | £ 6.67 | £ 40.00 | compost |
| 28.11.2024 | £ 37.40 | £ - | £ 37.40 | Refreshments carols |
| 04.12.2024 | £ 6.00 | £ - | £ 6.00 | Refreshments carols |
| 11.12.2024 | £ 5.96 | £ 1.19 | £ 7.15 | Batteries |
| 11.12.2024 | £ 1.45 | £ - | £ 1.45 | Milk |
| 03.12.2024 | £ 1.70 | £ - | £ 1.70 | Milk |
| 10.12.2024 | £ 1.70 | £ - | £ 1.70 | Milk |
| 25.11.2024 | £ 2.25 | £ - | £ 2.25 | coffee |
| 12.12.2024 | £ 4.20 | £ - | £ 4.20 | Photocopying |
| 19.12.2024 | £ 2.40 | £ - | £ 2.40 | Milk |
| 24.12.2024 | £ 5.00 | £ 1.00 | £ 6.00 | PPE |
| 24.12.2024 | £ 91.93 | £ 18.39 | £ 110.32 | Equipment hire |
| 24.12.2024 | £ 60.00 | £ - | £ 60.00 | Training |
| 24.12.2024 | £ 100.00 | £ 20.00 | £ 120.00 | Payroll |
| 24.12.2024 | £ 140.15 | £ 28.03 | £ 168.18 | Equipment repair |
| 24.12.2024 | £ 18.31 | £ 3.66 | £ 21.97 | Stationery |
| 23.12.2024 | £ 9.97 | £ 1.99 | £ 11.96 | Window Film |
| 23.12.2024 | £ 22.04 | £ 4.41 | £ 26.45 | Part for trailer |
| 19.12.2024 | £ 143.48 | £ 28.70 | £ 172.18 | ink cartridges |
| 19.12.2024 | £ 3.32 | £ 0.66 | £ 3.98 | key tags |
| 20.12.2024 | £ 8.00 | £ 1.60 | £ 9.60 | Diary |
| 19.12.2024 | £ 59.34 | £ 11.87 | £ 71.21 | Postage franking machine |
| 18.12.2024 | £ 145.00 | £ 29.00 | £ 174.00 | install defib |
| 18.12.2024 | £ 833.92 | £ 166.78 | £ 1,000.70 | Repairs to festoon lighting |
| 18.12.2024 | £ 49.25 | £ 9.85 | £ 59.10 | Electrical supplies |
| 18.12.2024 | £ 54.20 | £ 10.84 | £ 65.04 | Alarm maintenance |
| 18.12.2024 | £ 144.00 | £ - | £ 144.00 | rental |
| 20.12.2024 | £ 14.00 | £ - | £ 14.00 | title register and title plan search |
| 20.12.2024 | £ 14.00 | £ - | £ 14.00 | title register and title plan search |
| 20.12.2024 | £ 14.00 | £ - | £ 14.00 | title register and title plan search |
| 19.12.2024 | £ 12.50 | £ - | £ 12.50 | cadet armband |
| 19.12.2024 | £ 29.82 | £ 5.96 | £ 35.78 | flower bulbs |
| 18.12.2024 | £ 8.66 | £ 1.73 | £ 10.39 | Postages |
| 19.12.2024 | £ 28.95 | £ 5.79 | £ 34.74 | internet |
| 22.12.2024 | £ 1,721.21 | £ - | £ 1,721.21 | PWLB |
| 18.12.2024 | £ 101.27 | £ - | £ 101.27 | Equipment various |
| 17.12.2024 | £ 4,291.13 | £ - | £ 4,291.13 | PWLB |
| 15.12.2024 | £ 114.00 | £ - | £ 114.00 | water bill |
| 12.12.2024 | £ 4.17 | £ 0.83 | £ 5.00 | Mobile Phone - TT |
| 12.12.2024 | £ 84.95 | £ 16.99 | £ 101.94 | Hedgehog House |
| 13.12.2024 | £ 253.85 | £ 50.78 | £ 304.63 | Fuel |
| 12.12.2024 | £ 166.67 | £ 33.33 | £ 200.00 | Postage franking machine |
| 11.12.2024 | £ 119.42 | £ 23.88 | £ 143.30 | Equipment various |
| 11.12.2024 | £ 2,282.03 | £ - | £ 2,282.03 | Nest December 2024 Payment |
| 11.12.2024 | £ 6.25 | £ 1.25 | £ 7.50 | Signs |
| 18.12.2024 | £ 25.00 | £ 5.00 | £ 30.00 | Eye test |
| 11.12.2024 | £ 27.50 | £ 5.50 | £ 33.00 | copier charges |
| 11.12.2024 | £ 39.37 | £ 7.87 | £ 47.24 | Tools |
| 11.12.2024 | £ 25.50 | £ 5.10 | £ 30.60 | Tools |
| 11.12.2024 | £ 455.00 | £ 91.00 | £ 546.00 | Cleaning CPT |
| 11.12.2024 | £ 28.17 | £ 5.63 | £ 33.80 | cleaning services |
| 11.12.2024 | £ 10.83 | £ 2.17 | £ 13.00 | keys |
| 11.12.2024 | £ 485.90 | £ - | £ 485.90 | insurance |
| 11.12.2024 | £ 17,118.99 | £ - | £ 17,118.99 | Salaries |
| 11.12.2024 | £ 29.03 | £ 5.81 | £ 34.84 | Paper hand towels |
| 11.12.2024 | £ 7,745.86 | £ - | £ 7,745.86 | HMRC PAYE |
| 10.12.2024 | £ 1.19 | £ - | £ 1.19 | square fees |
| 09.12.2024 | £ 39.92 | £ 7.98 | £ 47.90 | flower bulbs |
| 10.12.2024 | £ 365.44 | £ 18.27 | £ 383.71 | gas account |
| 09.12.2024 | £ 0.40 | £ - | £ 0.40 | Stripe Fees |
| 06.12.2024 | £ 116.67 | £ 23.33 | £ 140.00 | chippings |
| 06.12.2024 | £ 4.67 | £ 0.93 | £ 5.60 | Postage stamps |
| 06.12.2024 | £ 91.67 | £ 18.33 | £ 110.00 | van hire |
| 06.12.2024 | £ 0.47 | £ - | £ 0.47 | square fees |
| 08.12.2024 | £ 61.67 | £ 12.33 | £ 74.00 | wifi N Hall |
| 05.12.2024 | £ 43.32 | £ 8.67 | £ 51.99 | Christmas Lamp Post Sign |
| 04.12.2024 | £ 0.31 | £ - | £ 0.31 | square fees |
| 03.12.2024 | £ 0.94 | £ - | £ 0.94 | square fees |
| 21.11.2024 | -£ 19.40 | £ - | -£ 19.40 | refund |
| 05.12.2024 | £ 312.10 | £ 62.42 | £ 374.52 | IT contract |
| 05.12.2024 | £ 137.50 | £ 27.50 | £ 165.00 | Payroll |
| 05.12.2024 | £ 31.80 | £ 6.36 | £ 38.16 | Electrical supplies |
| 05.12.2024 | £ 2,282.03 | £ - | £ 2,282.03 | Nest November 2024 Payment |
| 05.12.2024 | £ 400.00 | £ - | £ 400.00 | cleaning Northam Hall |
| 05.12.2024 | £ 64.69 | £ 12.94 | £ 77.63 | Stationery |
| 05.12.2024 | £ 11.07 | £ - | £ 11.07 | expenses |
| 04.12.2024 | £ 4.17 | £ 0.83 | £ 5.00 | Mobile Phone - CW |
| 03.12.2024 | £ 52.00 | £ 10.40 | £ 62.40 | safety signs |
| 03.12.2024 | £ 51.47 | £ 10.29 | £ 61.76 | telephone system |
| 03.12.2024 | £ 18.75 | £ 3.75 | £ 22.50 | keys cut |
| 02.12.2024 | £ 4.17 | £ 0.83 | £ 5.00 | Mobile Phone - IR |
| 02.12.2024 | £ 4.17 | £ 0.83 | £ 5.00 | Mobile Phone - RG |
| 02.12.2024 | £ 6.24 | £ 1.25 | £ 7.49 | Food Safety Handbook |
| 02.12.2024 | £ 49.58 | £ 9.92 | £ 59.50 | Christmas cards |
| 02.12.2024 | £ 34.48 | £ 6.90 | £ 41.38 | Christmas lights |
| 02.12.2024 | £ 10.82 | £ 2.17 | £ 12.99 | Photo frame |
| 26.11.2024 | £ 1.24 | £ 0.25 | £ 1.49 | greetings card |
| 12.11.2024 | £ 1.39 | £ - | £ 1.39 | Milk |
| 22.11.2024 | £ 26.58 | £ 5.32 | £ 31.90 | Christmas Decorations |
| 20.11.2024 | £ 1.09 | £ - | £ 1.09 | Sugar |
| 02.11.2024 | £ 4.25 | £ - | £ 4.25 | Tea and coffee |
| 09.11.2024 | £ 9.09 | £ - | £ 9.09 | Milk and sugar |
| 07.11.2024 | £ 20.00 | £ - | £ 20.00 | remembrance photos |
| 13.11.2024 | £ 25.00 | £ - | £ 25.00 | remembrance photos |
| 05.11.2024 | £ 1.45 | £ - | £ 1.45 | Milk |
| 21.11.2024 | £ 1.35 | £ - | £ 1.35 | Milk |
| 06.11.2024 | £ 20.00 | £ - | £ 20.00 | Photographs |
| 28.11.2024 | £ 0.40 | £ - | £ 0.40 | Stripe Fees |
| 29.11.2024 | £ 4.17 | £ 0.83 | £ 5.00 | Mobile Phone - TA |
| 28.11.2024 | £ 1.19 | £ - | £ 1.19 | square fees |
| 28.11.2024 | £ 11.48 | £ 2.30 | £ 13.78 | Tools |
| 28.11.2024 | £ 18.75 | £ 3.75 | £ 22.50 | timers |
| 28.11.2024 | £ 19.68 | £ 3.94 | £ 23.62 | Tools |
| 28.11.2024 | £ 17.52 | £ 3.50 | £ 21.02 | nails and screws |
| 28.11.2024 | £ 8.79 | £ 1.76 | £ 10.55 | cleaning materials |
| 28.11.2024 | £ 750.00 | £ 150.00 | £ 900.00 | Defibrillator |
| 28.11.2024 | £ 1,000.00 | £ - | £ 1,000.00 | Christmas trees |
| 28.11.2024 | £ 18.32 | £ 3.67 | £ 21.99 | keyboard and mouse |
| 27.11.2024 | £ 0.31 | £ - | £ 0.31 | square fees |
| 27.11.2024 | £ 1.42 | £ - | £ 1.42 | square fees |
| 27.11.2024 | £ 1.19 | £ - | £ 1.19 | square fees |
| 28.11.2024 | £ 53.79 | £ 10.76 | £ 64.55 | Electricity Account |
| 27.11.2024 | £ 38.29 | £ 7.66 | £ 45.95 | flowers |
| 27.11.2024 | £ 116.76 | £ 23.35 | £ 140.11 | franking machine |
| 21.11.2024 | £ 0.80 | £ - | £ 0.80 | Stripe Fees |
| 20.11.2024 | £ 0.80 | £ - | £ 0.80 | Stripe Fees |
| 18.11.2024 | £ 0.40 | £ - | £ 0.40 | Stripe Fees |
| 25.11.2024 | £ 4.17 | £ 0.83 | £ 5.00 | Mobile Phone - GL |
| 26.11.2024 | £ 11.46 | £ 2.29 | £ 13.75 | Tools |
| 25.11.2024 | £ 1.19 | £ - | £ 1.19 | square fees |
| 14.11.2024 | £ 250.00 | £ - | £ 250.00 | grant |
| 15.11.2024 | £ 0.40 | £ - | £ 0.40 | Stripe Fees |
| 14.11.2024 | £ 0.40 | £ - | £ 0.40 | Stripe Fees |
| 14.11.2024 | £ 0.40 | £ - | £ 0.40 | Stripe Fees |
| 13.11.2024 | £ 0.40 | £ - | £ 0.40 | Stripe Fees |
| 11.11.2024 | £ 0.40 | £ - | £ 0.40 | Stripe Fees |
| 21.11.2024 | £ 28.32 | £ 5.67 | £ 33.99 | gifts carol service |
| 21.11.2024 | £ 24.97 | £ 5.00 | £ 29.97 | gifts carol service |
| 21.11.2024 | £ 2,114.00 | £ 422.80 | £ 2,536.80 | Advertising |
| 25.11.2024 | £ 59.72 | £ - | £ 59.72 | Increment 2024/25 |
| 22.11.2024 | £ 0.63 | £ - | £ 0.63 | square fees |
| 07.11.2024 | £ 0.40 | £ - | £ 0.40 | Stripe Fees |
| 07.11.2024 | £ 0.40 | £ - | £ 0.40 | Stripe Fees |
| 07.11.2024 | £ 0.40 | £ - | £ 0.40 | Stripe Fees |
| 07.11.2024 | £ 0.40 | £ - | £ 0.40 | Stripe Fees |
| 06.11.2024 | £ 0.40 | £ - | £ 0.40 | Stripe Fees |
| 21.11.2024 | £ 426.59 | £ 85.32 | £ 511.91 | Christmas lights |
| 21.11.2024 | £ 93.49 | £ 18.70 | £ 112.19 | Christmas lights |
| 21.11.2024 | £ 61.30 | £ - | £ 61.30 | Christmas Fair |
| 20.11.2024 | £ 189.58 | £ 37.92 | £ 227.50 | Christmas lights |
| 20.11.2024 | £ 69.38 | £ 13.88 | £ 83.26 | PPE |
| 20.11.2024 | £ 70.00 | £ 14.00 | £ 84.00 | Mulch |
| 20.11.2024 | £ 20,603.35 | £ - | £ 20,603.35 | Salaries |
| 20.11.2024 | £ 2.91 | £ 0.58 | £ 3.49 | Tools |
| 19.11.2024 | £ 3.00 | £ - | £ 3.00 | square fees |
| 20.11.2024 | £ 28.95 | £ 5.79 | £ 34.74 | internet |
| 15.11.2024 | £ 2,275.75 | £ 455.15 | £ 2,730.90 | festoon lighting and bulbs |
| 15.11.2024 | £ 3.78 | £ 0.76 | £ 4.54 | Tables N Hall |
| 15.11.2024 | £ 7.91 | £ 1.58 | £ 9.49 | Marquee |
| 15.11.2024 | £ 15.26 | £ 3.05 | £ 18.31 | Town Hall |
| 15.11.2024 | £ 7.85 | £ 1.57 | £ 9.42 | Repair equipment |
| 15.11.2024 | £ 30.62 | £ 6.12 | £ 36.74 | Tools |
| 15.11.2024 | £ 70.00 | £ 14.00 | £ 84.00 | Service boiler |
| 15.11.2024 | £ 40.00 | £ - | £ 40.00 | Christmas tree sponsor St Mary's Appledore |
| 15.11.2024 | £ 124.82 | £ - | £ 124.82 | Training |
| 15.11.2024 | £ 12.49 | £ 2.50 | £ 14.99 | Tools |
| 15.11.2024 | £ 43.81 | £ 8.76 | £ 52.57 | Weed control membrane |
| 15.11.2024 | £ 13,018.50 | £ 2,603.70 | £ 15,622.20 | Play equipment repairs |
| 15.11.2024 | £ 482.30 | £ 96.46 | £ 578.76 | Electrical work Christmas lights |
| 15.11.2024 | £ 833.33 | £ 166.67 | £ 1,000.00 | Neighbourhood Plan Website |
| 15.11.2024 | £ 110.65 | £ 22.13 | £ 132.78 | copier charges |
| 15.11.2024 | £ 43.75 | £ 8.75 | £ 52.50 | Remembrance tea party |
| 15.11.2024 | £ 118.75 | £ 23.75 | £ 142.50 | Remembrance tea party |
| 15.11.2024 | £ 47.22 | £ 9.45 | £ 56.67 | Hi-Vis PPE |
| 15.11.2024 | £ 49.60 | £ 9.92 | £ 59.52 | Door lock CPT |
| 15.11.2024 | £ 639.69 | £ 127.94 | £ 767.63 | Repairs and additions Mayor's chain |
| 15.11.2024 | £ 107.00 | £ 21.40 | £ 128.40 | Payroll |
| 15.11.2024 | £ 61.23 | £ 12.25 | £ 73.48 | Spade |
| 15.11.2024 | £ 119.83 | £ 23.97 | £ 143.80 | Stationery |
| 15.11.2024 | £ 106.04 | £ 21.21 | £ 127.25 | PPE |
| 15.11.2024 | £ 455.00 | £ 91.00 | £ 546.00 | Cleaning CPT |
| 15.11.2024 | £ 28.17 | £ 5.63 | £ 33.80 | cleaning offices and cttee room |
| 15.11.2024 | £ 312.10 | £ 62.42 | £ 374.52 | IT contract |
| 15.11.2024 | £ 400.00 | £ - | £ 400.00 | cleaning Northam Hall |
| 15.11.2024 | £ 50.00 | £ 10.00 | £ 60.00 | cctv service |
| 15.11.2024 | £ 6.88 | £ 1.38 | £ 8.26 | work on war memorial |
| 15.11.2024 | £ 17.20 | £ 3.44 | £ 20.64 | work on war memorial |
| 15.11.2024 | £ 15.30 | £ - | £ 15.30 | expenses |
| 15.11.2024 | £ 247.50 | £ 49.50 | £ 297.00 | IT contract |
| 15.11.2024 | £ 2.79 | £ - | £ 2.79 | water bill |
| 15.11.2024 | £ 18.42 | £ 3.68 | £ 22.10 | Footpath work |
| 15.11.2024 | £ 46.54 | £ - | £ 46.54 | expenses |
| 15.11.2024 | £ 102.50 | £ 20.50 | £ 123.00 | Sundry items |
| 15.11.2024 | £ 67.92 | £ 13.58 | £ 81.50 | Skate Park |
| 15.11.2024 | £ 33.14 | £ 6.63 | £ 39.77 | decoration |
| 15.11.2024 | £ 17.86 | £ 3.57 | £ 21.43 | decoration |
| 15.11.2024 | £ 46.27 | £ 9.25 | £ 55.52 | Footpath work |
| 15.11.2024 | £ 2.95 | £ 0.59 | £ 3.54 | Electrical supplies |
| 15.11.2024 | £ 2,176.38 | £ - | £ 2,176.38 | Nest October 2024 Payment |
| 15.11.2024 | £ 5,090.54 | £ - | £ 5,090.54 | HMRC PAYE |
| 14.11.2024 | £ 1.19 | £ - | £ 1.19 | square fees |
| 14.11.2024 | £ 0.94 | £ - | £ 0.94 | square fees |
| 15.11.2024 | £ 207.08 | £ 10.35 | £ 217.43 | gas account |
| 15.11.2024 | £ 114.00 | £ - | £ 114.00 | water bill |
| 04.11.2024 | £ 0.40 | £ - | £ 0.40 | Stripe Fees |
| 04.11.2024 | £ 1.27 | £ - | £ 1.27 | Stripe Fees |
| 06.11.2024 | £ 0.93 | £ 0.19 | £ 1.12 | safety signs |
| 06.11.2024 | £ 0.93 | £ 0.19 | £ 1.12 | safety signs |
| 13.11.2024 | £ 6.00 | £ - | £ 6.00 | title register and title plan search |
| 13.11.2024 | £ 222.05 | £ 44.42 | £ 266.47 | Fuel |
| 06.11.2024 | £ 25.99 | £ 5.20 | £ 31.19 | domain name |
| 12.11.2024 | £ 56.37 | £ 11.27 | £ 67.64 | telephone system |
| 11.11.2024 | £ 12.54 | £ - | £ 12.54 | Refreshments remembrance |
| 12.11.2024 | £ 7.22 | £ 1.44 | £ 8.66 | Telephone handset cord |
| 08.11.2024 | £ 50.00 | £ - | £ 50.00 | Christmas Tree |
| 12.11.2024 | -£ 4,474.26 | £ - | -£ 4,474.26 | vat refund |
| 06.11.2024 | £ 79.14 | £ 15.83 | £ 94.97 | ink cartridges |
| 08.11.2024 | £ 21.48 | £ 4.29 | £ 25.77 | Duty of care docs |
| 07.11.2024 | £ 0.30 | £ - | £ 0.30 | square fees |
| 07.11.2024 | £ 63.33 | £ 12.67 | £ 76.00 | Christmas trees |
| 07.11.2024 | £ 55.48 | £ 11.10 | £ 66.58 | Wi-Fi N Hall |
| 04.11.2024 | £ 55.76 | £ 11.15 | £ 66.91 | Tyres for van |
| 04.11.2024 | £ 11.67 | £ 2.33 | £ 14.00 | Polishing Buffer |
| 04.11.2024 | £ 4.17 | £ 0.83 | £ 5.00 | Mobile Phone - IR |
| 05.11.2024 | £ 47.99 | £ 9.60 | £ 57.59 | ink cartridges |
| 01.11.2024 | £ 0.89 | £ - | £ 0.89 | Milk |
| 05.11.2024 | £ 0.30 | £ - | £ 0.30 | square fees |
| 05.11.2024 | £ 0.30 | £ - | £ 0.30 | square fees |
| 05.11.2024 | £ 1.19 | £ - | £ 1.19 | square fees |
| 05.11.2024 | £ 0.30 | £ - | £ 0.30 | square fees |
| 04.11.2024 | £ 0.30 | £ - | £ 0.30 | square fees |
| 01.11.2024 | £ 0.21 | £ - | £ 0.21 | square fees |
| 01.11.2024 | £ 22.13 | £ 4.43 | £ 26.56 | decoration |
| 01.11.2024 | £ 3.82 | £ 0.76 | £ 4.58 | safety signs |
| 03.11.2024 | £ 2,354.62 | £ - | £ 2,354.62 | PWLB |
| 24.12.2024 | £ 6.25 | £ 1.25 | £ 7.50 | Mobile Phone - IH |
| 24.11.2024 | £ 6.25 | £ 1.25 | £ 7.50 | Mobile Phone - IH |
| 01.12.2024 | £ 428.49 | £ - | £ 428.49 | Room rental |
| 01.11.2024 | £ 428.49 | £ - | £ 428.49 | Room rental |
| 08.12.2024 | £ 993.59 | £ - | £ 993.59 | insurance |
| 08.11.2024 | £ 993.59 | £ - | £ 993.59 | insurance |

**Page 127**

**Northam Town Council – Minutes of the Human Resources committee meeting held 11th November 2024 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Bach, Brading, Himan, Hodson (Chair), Leather, Whittaker.

In attendance: Guy Langton – Town Clerk.

**2411/367 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

Cllrs Edwards and Tait tendered their apologies, the reasons for which were approved.

**2411/368 Chair’s Announcements**

The Town Clerk reported that the increase in the Council’s national insurance contributions as announced in the budget (up from 13.8% to 15% and starting at £5,000 rather than £9,100). The effect would be included in the Council’s staffing budget for 2025-26 and presented to the Finance Committee for initial consideration.

**2411/369 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.

**2411/370 To agree the agenda as published**

It was **resolved** to agree the agenda as published.

Proposed Cllr Brading, Seconded Cllr Bach (all in favour)

**2411/371 To consider the minutes of the meeting held on the 28th August 2024**

It was resolved to agree the minutes as a true and correct record, with a typographical error at minute 2408/216 amended to read (amendment in italics):

The Chair also announced that the next Finance Committee meeting would be considering the annual Christmas office closure, which had customarily been the three days between the Boxing Day bank holiday and the day following the New Year’s day bank holiday. The Town Clerk would research *how other similar authorities covered this period each year.*

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

**2411/372 Public Participation**

*Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.*

There were no members of the public present.

**2411/373 To consider Action points and their updates**

The action update table was noted as presented here. The incomplete items would be returned to the next meeting of this committee.

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **From meeting** | **Before meeting** | **After meeting** |
| Add the staff to the Alarm Call Out register held by the alarm company. | 29th May 2024 | Names added. COMPLETE | To be removed from list. |
| Chair of HR committee and Town Clerk & RFO to review the job description for the post of Town Clerk & RFO and redraft as appropriate. | 11th June 2024 | ONGOING | The first draft had been completed and would be reviewed by the Chair of Committee. |

**Page 128**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **From meeting** | **Before meeting** | **After meeting** |
| Book tickets for DALC conference for Members planning to attend | 28th August 2024 | No members attended. Bookings cancelled, no fee to pay.  COMPLETE | To be removed from the list. |
| Book Town Clerk a ticket for the SLCC Conference | 28th August 2024 | Ticket booked for the Conference. If the Town Clerk is unable to stay locally with friends/family, he will need to book the extra night (£565 included that extra night).  COMPLETE | To be removed from the list. |
| Town Clerk to complete the Level 4 Community Governance programme | 28th August 2024 | On the agenda  ONGOING | See minute 2411/??? |
| Arrange Food Hygiene training | 28th August 2024 | Training arranged for one member of staff (online course for £20). Other members of staff to be asked if they are interested.  ONGOING | The member of staff would complete the training later in November.  2 other members of staff to be identified.  ONGOING |

**2411/374 To confirm the arrangements for office closure over the Christmas / New Year break.**

It was **resolved** to continue with custom and practice, closing the Council Offices for the three days and providing this time to staff without affecting their annual leave entitlement, appending the detail to contracts if required. Emergency cover would be maintained and arranged on a rota agreed between Council staff.

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

Christmas staffing in 2024 would therefore be:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday  23rd December | Tuesday  24th December | Wednesday  25th December | Thursday  26th December | Friday  27th December |
| Staffed as normal (8am to 5pm) | Staffed as a normal ‘Friday’ (8am to 1pm) | Closed | Closed | Emergency Cover only |
| Monday  30th December | Tuesday  31st December | Wednesday  1st January | Thursday  2nd January | Friday  3rd January |
| Emergency Cover only | Emergency Cover only | Closed | Staffed as normal (8am to 5pm) | Staffed as a normal ‘Friday’ (8am to 1pm) |

**Page 129**

**2411/375 To consider plans if the Town Clerk should complete the CertHE Community Governance – 2nd year (commences February 2025, the qualification that the Town Clerk registered for in 2022)**

It was **resolved** to fund the Town Clerk’s enrolment in the second year of the Course at a cost of £3,400 (to be paid in the 2025-26 budget year), subject to a learning agreement to be entered into in advance of enrolment which would include detail of how the time taken to complete assignments is accounted in the Town Clerk’s timesheets.

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

**Action points: Draft learning agreement**

**Draft training policy**

**Enrol Town Clerk on the programme.**

**2411/376 To consider arranging First Aid training for Council staff and members**

It was **resolved** to arrange a first aid course for all Council staff that wished to attend, focusing on the Maintenance Team.

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

**Action points: Arrange training.**

**Offer available spaces to other bodies and to Council members (who would be expected to fund themselves).**

**2411/377 To consider an outdoor/maintenance staffing review in 2025**

It was **resolved** to Undertake an internal review of the future needs of the maintenance/outdoor team at the Council, to be led by the Town Clerk and Parks & Buildings Manager in conjunction with a small task and finish group to recommend a course of action, to which all committee members would be invited.

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

**Action point: arrange the meeting.**

**2411/378 To note the accumulated TOIL of all staff (to the end of September 2024)**

It was noted that the TOIL accumulated by staff to the end of September 2024 was:

G Langton 92.75

T Tucker 1.5

C Williams 0

I Rawle 0

T Atkinson 0

D Callebaut 1.25

R Griffey 0

I Heuze 15

D Stewardson 26.5

**Action point: show the previous a new figure on future reports.**

**2411/379 To note the annual increment for all staff (1st April 2024 to 31st March 2025)**

It was noted that following the pay request made by the unions for 2024-25 and the offer made by the employers, ballots were held by the unions. Those have now all been completed and the result was no call for industrial action, the annual increment has therefore been accepted by the membership.

The increment is £1,290 (approx. 67p/hour) for staff at all grades at the Council, backdated to 1st April 2024. The impact of this rise will be considered at the Finance Committee meeting in mid-November 20224

**Page 130**

**2411/375 To consider enrolling the Parks & Buildings Manager on a ROSPA Operational Inspection course**

It was **resolved** to enrol the Parks & Buildings Manager on the course (ideally in March 2025), at a cost of £625 plus travel expenses.

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

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

Signed………………………………………………..Dated……………………………………………….

**Page 184**

**Minutes of the Planning and Development Committee**

**8th January 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Brading, Hames (Chair), Lo-Vel and Newman-McKie

In attendance: Guy Langton, Town Clerk & RFO

**2501/509 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85 (1)**

Cllrs Bach and Tait gave their apologies, the reasons for which were approved by the meeting.

**2501/510 Chair’s announcements**

The Town Clerk reported that the Devon Association of Local Councils had published a list of Zoom events that members of the committee may be interested in.

**Heritage Issues and the Planning System:** Designed for councillors and officers wanting a greater understanding of the planning system as it relates to heritage issues.  
**19 February,**18.30-20.15

**Planning Enforcement, Appeals and Planning obligations:** Designed for all councillors and officers to give all a greater understanding of planning appeals and enforcement as well as S.106 agreements, CIL and other planning obligations.   
**28 January,** 18.30-20.15

**Introduction to Planning:** Designed for both councillors and clerks wanting an overview of the planning system and their council’s role within it.   
**13 February**18:30-20:15

The details would be circulated to members.

**2501/511 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.

**2501/512 To agree the agenda as published**

It was **resolved** to agree the agenda as published.

Proposed Cllr Brading, Seconded Cllr Lo-Vel (all in favour)

**2501/513 To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 12th December 2024**

It was **resolved** that to approve the minutes of that Planning & Development committee meeting as a true and correct record.

Proposed Cllr Lo-Vel, Seconded Cllr Brading (all in favour).

**2501/514 Public Participation**

None present at the meeting

**2501/515 To receive an update following the receipt of the report from the NDP Examiner engaged to undertake a ‘health check’ of the Northam Neighbourhood Plan**

The Chair reported that the NNP Working Group had considered an examiner’s report on the draft Plan, had completed some of the amendments she suggested, including separating the Local Green Spaces from the sports fields within the policy appendices. The Council’s mapping provider had been asked to redraw the maps. The owners of the proposed Local Green Spaces had been written to. One reply had been received and the others would be followed up in due course. There remained work to do to complete the Plan for submission but the Working Group was continuing to progress that work.

**Page 185**

**2501/516 Torridge District Council Planning Applications:**

Torridge District Council, the Determining Authority, asked for comments from the Town Council on the following Parish planning applications:

**i) 1/1043/2024/FUL**

Proposal: Extension and alterations to existing dwelling including new garage and driveway (Variation of Condition 2 of Planning Permission 1/0326/2023/FUL)

Location: Fordlands, Heywood Road, Northam

Response date: 30th December 2024 (extension granted until 10th January 2025)

It was **resolved** to recommend that the proposal be refused permission on the grounds that it would have an adverse visual impact on a listed building and affects the amenity of other properties locally.

Proposed: Cllr Hames, Seconded: Cllr Newman-McKie (all in favour)

**ii) 1/1016/2024/FUL**

Proposal: Replacement single storey rear extension

Location: 15 Kimberley Park, Northam

Response date: 2nd January 2025 (extension granted until 10th January 2025)

It was **resolved** to recommend that the proposal be granted permission.

Proposed: Cllr Hames, Seconded: Cllr Newman-McKie (all in favour)

**iii) 1/1063/2024/FUL**

Proposal: Adaptation/replacement of single storey extensions to side/rear of dwelling, enlargement of garage & internal refurbishment works including insertion of roof lights to side elevations

Location: Cedarwood, Lakenham Hill, Northam

Response date: 5th January 2025 (extension granted until 10th January 2025)

It was **resolved** to recommend that the proposal be granted permission.

Proposed: Cllr Newman-McKie, Seconded: Cllr Brading (all in favour)

**iv) 1/1071/2024/FUL and 1/1072/2024/LBC**

Alterations and extension to outbuilding to form ancillary accommodation

Location: Wellesbourne, Limers Lane, Northam

Response date: 13th January 2025

It was **resolved** to recommend that consideration of the proposal be deferred so the Conservation Officer’s report could be reviewed.

Proposed: Cllr Hames, Seconded: Cllr Newman-McKie (all in favour)

**Action point: request an extension to the 31st January 2025.**

**v) 1/1001/2024/FUL**

Replacement outbuildings

Location: 71 Atlantic Way, Westward Ho!

Response date: 16th January 2025

It was **resolved** to recommend that the proposal be granted permission.

Proposed: Cllr Lo-Vel, Seconded: Cllr Brading (all in favour)

**2501/517** **To Note: Torridge District Council Planning Decisions**

Torridge District Council, the determining Authority, had granted permission for the following applications with conditions as filed:

i) 1/0944/2024/FUL

Proposal: Erection of rear extension and internal alterations

Location: Norlow , First Raleigh

(Northam Town Council recommend the proposal be granted permission)

**Page186**

ii) 1/0898/2024/FUL

Proposal: Part retrospective works and extension to existing outbuilding

Location: Sylvaner, Chircombe Lane, Northam

(Northam Town Council recommend the proposal be granted permission)

iii) 1/0934/2024/FUL

Proposal: Erection of a garage

Location: Adderley House, 135 Bay View Road, Northam

(Northam Town Council recommend the proposal be refused permission)

iv) 1/0961/2024/FUL

Proposal: Demolition of domestic garage and construction of extensions to the side and rear of dwelling, plus internal refurbishment works and landscaping

Location: 3 Swanswood Gardens, Westward Ho!

(Northam Town Council recommend the proposal be granted permission)

**2501/518 To Note: Torridge District Council Planning Decisions**

Torridge District Council, the determining Authority, had refused permission for the following applications with conditions as filed:

i) 1/0972/2023/OUT

Proposal: Outline application for 1no. dwelling with all matters reserved (Affecting a Public Right of Way)

Location: Land At Grid Reference 244709 127666, Raleigh Hill

(Northam Town Council recommend the proposal be refused permission)

ii) 1/0760/2024/FUL

Proposal: Roof conversion and rear extension

Location: 9 Highfield, Northam

(Northam Town Council recommend the proposal be granted permission)

There being no further business the meeting closed at 7:20pm.

Signed………………………………………………..Dated……………………………………………….

**Page 152**

**Northam Town Council – Minutes of the Parks and Recreation committee meeting held 27th November 2024 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Bach, Brading, Edwards, Hames, Newman-McKie, Whittaker (Chair), and the Mayor, Cllr Niki Tait (ex-officio).

In attendance: Guy Langton – Town Clerk, Ian Rawle – Parks & Buildings Manager.

Barbara Potts and Brian Russell – Volunteer Gardeners (Westward Ho! Park).

One member of the public.

**2411/434 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

All elected members were present, Christine Hutchins – Chair of FOTWHOP apologised that she was unable to attend.

**2411/435 Chair’s Announcements**

Reported that the tennis court gate handle/keypad lock unit and grey metal plate had been replaced by the gate provider. The ongoing condition of these new units would be monitored.

**2411/436 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.

**2411/437 To agree the agenda as published**

It was **resolved** to agree the agenda as published.

Proposed Cllr Brading, Seconded Cllr Bach (all in favour)

**2411/438 To confirm as a correct record and sign the minutes of the Parks and Recreation Committee held on 25th September 2024**

It was **resolved** that to approve the minutes as a true and correct record, which were signed by the Chair.

Proposed Cllr Bach, Seconded Cllr Tait (majority in favour, 1 abstention – not present at the meeting).

**2411/439 Public Participation**

*Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.*

There were no members of the public present other than volunteer gardeners, who would be invited to contribute at the relevant time.

**2411/440 To receive an update on actions**

The Action table is presented overleaf.

**Page 153**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Action** | | **February 2024** | **April 2024** | **May 2024** | **July 2024** | **September 2024** | **November 2024** |
| 1 | Green flag award scheme. |  | The matter would remain an ambition for the Council in relation to suitable parks. ONGOING | | | | The Council Officers would focus their efforts on aligning the management of anchor Park to the Scheme criteria and apply for recognition at the suitable time. ONGOING |
| 2 | Asset list and maintenance costs. | Remains on the list | Remains on the list | Remains on this list and allocated to this committee. | Remains on this list and allocated to this committee. | Estimated costings are to be taken forward to the budget process for review by Finance Committee.  ONGOING | |
| 3 | Lords Meadow zip wire and Basket swing in need replacement currently not rotting at base, but everywhere else. | Quotes are being sought and will be presented when available. | To be presented to a future meeting of the appropriate committee. | The replacement equipment at Lords Meadow was on the agenda. | The contractor has been instructed. There is no update on the installation at the time of writing. | The work is being undertaken.  ONGOING | COMPLETE |
| 4 | replacement of the ball fencing at Lords Meadow, a substantial sum has been included in the budget for work required at Lords Meadow for next year. |  | Quotes to be sought. | The matter was on the agenda.  Complete. | The contractor has been instructed. There is no update on the installation at the time of writing. | The work is being undertaken.  ONGOING | The damp weather has caused some issues. The contractor is being reminded the work needs completing.  ONGOING |

**Page 154**

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| **Action** | | **February 2024** | **April 2024** | **May 2024** | **July 2024** | **September 2024** | **November 2024** |
| 5 | Battery powered equipment replacement, under regular review. Purchase of a second battery has been added to the 2024-25 budget. |  | Quotes are being sought. The battery must be compatible with the unit purchased (the Husqvarna 520iRX Battery Trimmer) which is currently paired with a BLI950X backpack battery. | Feedback from the maintenance team is that the backpack battery is too heavy for extended wear. Other tools may be more suitable (such as blowers or hedge trimmers). This information would be considered when tools required replacement. | No further update. | ONGOING | The Town Clerk and Parks & Buildings Manager are seeking a grant for a walk-behind electric ‘tractor’ from DCC  ONGOING |
| 6 | To consult the community on the use of outdoor gym. | The consultation has not yet been started.  INCOMPLETE | | | | | |
| 7 | Request from a Councillor to investigate the possibility of installing footway/pavement lights along a stretch of Golf Links Road. | Contact DCC requesting an adjustment to the lighting Contact made and Cllr Bach liaising with DCC. | Remains on the list. |  |  | Update awaited from Cllr Bach. No further update from DCC. | DCC responded to the Town Clerk advising that it does not consider there to be any need for brighter lights.  COMPLETE |

**Page 155**

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| **Action** | | **February 2024** | **April 2024** | **May 2024** | **July 2024** | **September 2024** | **November 2024** |
| 8 | To consider protecting the paint finish of the Nextem Orca EV with a white vinyl wrap (to include NTC crest and contact details) – approximate cost £700. | This is proceeding. | Remains on the list. |  |  | Work not yet undertaken. The Truck was with the suppliers for 3 weeks this summer having warranty repairs, damaged parts replaced and a service carried out. | No yet done.  ONGOING |
| 9 | Churchfields Skate Park – paint and ‘graffiti’. | - | Research at graffiti artists and local colleges to have the skate park ‘graffiti painted’. | | No update to report | The unpainted panels have been sealed and painted blue.  The Clerk has contacted one graffiti artist locally but does not have the details of the artist that worked on the Park initially. | The Parks & Recreation Manager has been in discussion with a graffiti artist. The matter was on the agenda.  ONGOING |
| 10 | Hotbin support, Town Clerk asked to follow-up with Andrew Cross. |  | The former Town Clerk had met with Mr Cross and received guidance on the use of the hotbin. The matter would remain under review at this committee. | | No update to report | The Hotbin is not being used. The matter is on the agenda. | The Hotbin will be taken over by the Maintenance Team. It may need to remain at the Park until a suitable location has been found. Two replacement barrel-type compost bins to be arranged for the Park, donated by a member of the public.  COMPLETE |
| 11 | Install bulkhead lights on the Pavilion at Westward Ho! Park |  |  | |  |  | The lights have been purchased and installed.  COMPLETE |

**Page 156**

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| **Action** | | **February 2024** | **April 2024** | **May 2024** | **July 2024** | **September 2024** | **November 2024** |
| 12 | Undertake the repair to the multi-play unit and instal the ‘You and Me’ swing when received. |  |  |  |  | Repairs on going. | New swing seat installed.  COMPLETE |
| 13 | Tennis Court gate – quality of work |  |  |  |  | The matter has been raised with the LTA directly and the Surveying Firm overseeing the work. The gate installer has advised the Surveyor that the replacement parts will be installed. No date for the work has yet been advised.  ONGOING | The work had been completed, as reported at Chair’s Announcements above. The condition of the parts would continue to be monitored.  COMPLETE |
| 14 | Reinstall sign bee friendly planting at Anchor Park |  |  |  |  | The sign has not yet been reinstated. The Council is advised to wait until the new work is undertaken to establish wildflower swathes at the Park. | A suitable sign would be installed when the preparation work and planting had been completed in the new calendar year.  ONGOING |
| 15 | Order bulbs and schedule planting |  |  |  |  | Approx. 9000 bulbs of various species have been received. | Planting has been scheduled.  COMPLETE |
| 16 | Yellow lining steps Anchor Park |  |  |  |  | Step edges highlighted. | COMPLETE |

**Page 157**

**2411/441 Westward Ho! Park**

* 1. To receive an update from the Chair of FOTWHOP and a representative of the volunteer gardeners at Westward Ho!

The Chair of FOTWHOP provided the below presented report, which was read out by the Town Clerk:

*I had hoped to attend this evening but have come down with a virus and don’t want to pass my germs on to anyone, so please do accept my apologies for my absence at the meeting this evening.*

*I will put the request [for materials to rebuild the raised beds at the sensory garden] through to the FOTWHOP committee, but I am sure that we can fund / part fund the purchase of the materials as an agreement in principle.*

*The 200 Club continues to run, and we now have 170 numbers in the draw, with 5 draws remaining for the 200 Club year. The gardeners have been working hard as I’ve seen from the work done around the sensory garden.*

*One question I have is with regards to the willow arch - is there someone who can help ensure that is retains the arch shape - there was a lady who had offered some assistance with that I believe - I’ll see if I’ve got any information about her from emails.*

The Volunteer Gardeners confirmed that they had some materials with which the raised beds in the sensory garden could be rebuilt already. The Parks & Buildings Manager would check what was extra materials would be needed.

The Town Clerk confirmed a member of the Maintenance Team understood how to maintain the arch and had been asked to carry this work out through the year as appropriate.

1. To receive an update on plans for the Pavilion building

At the Full Council meeting in November 2024, it was resolved to start drawing up a cost/benefit analysis of the options for the future of the Pavilion. The aim is to have a clear understanding of the options for the January 2025 meeting of the Finance committee.

It was **resolved** to recommend to the Finance Committee that costs were sought for the three options:

* Renovate the current building (for which the Council has already received detail of the work required.
* Demolish and replace the building.
* Demolish the building and replace with other facilities (e.g. public toilets and changing for tennis, ‘band stand’ etc).

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

**Action point: Council Officers to seek costs for the three options as outlined.**

* 1. To consider possible ways forward for community tennis, Parks Tennis and tennis camps in 2025

*A member of the public entered the meeting at this point (19:35)*

It was **resolved** to seek grants to provide and if possible, increase the tennis summer camp provision for children and adults at Westward Ho! Park, to start in late May/June 2025, seeking grants to subsidise the provision

Proposed: Cllr Brading, Seconded: Cllr Newman-McKie (all in favour).

**Action point: Liaise with ARC to provide the Camps and research sources of grant funding.**

**Page 158**

**2411/442 Anchor Park**

1. To receive an update on planting plans for Anchor Park.

The Committee noted the planting plan that had previously been approved (below).

A map with red marker on it

Description automatically generated

**Action point: Schedule the work to start planting.**

**2411/443 Lords Meadow**

1. To receive an update on the installation of play equipment and ball fencing.

The play equipment has been installed and is ready for use. The weather has slowed the installation of the fencing and new goals. The officer was in regular communication with the contractor.

1. To consider the temporary siting a Pump Track at Lords Meadow

It was **resolved** to suspend standing orders to hear from the members of the public.

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

The member of the public addressed the committee. She had written to the Town Clerk asking of the Council could consider installing a permanent ‘Pump Track’ for bicycles (and other wheeled uses). The only track locally was in Braunton. The member of the public noted that there may be space at the amenity site that was planned for Golf Links Road.

It was **resolved** to reinstate standing orders.

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

It was **resolved** to recommend a budget of £6,000 be included in the 2025-26 budget to enable the Council to provide a temporary pump track at Lords Meadow in the summer holidays 2025.

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

**Action point: Officers to arrange the provision.**

*The member of the public left the meeting at this point (19:50)*

**Page 159**

**2411/444 To receive an update on and consider a way forward regarding graffiti-painting the Skate Park at Churchfields in Appledore.**

It was **resolved** to allocate a budget of £5,000 to commission a graffiti artist to decorate the skate park, supported by a public consultation exercise to choose the favoured design.

Proposed: Cllr Whittaker, Seconded: Cllr Newman-McKie (majority in favour).

**2411/445 To consider a request to install a pond on their plot from an allotment holder at Windmill Lane.**

It was **resolved** to allow all plot holders to install a pond on their plots, including the detail in future tenancy agreements. The pond, which should not contain fish, could measure no more than 1.2m x 1.2m and 0.5m deep, must be of rigid plastic construction or lined with a suitable flexible material and should incorporate a *wildlife ramp*.

Proposed: Cllr Bach, Seconded Cllr Tait (all in favour)

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

Signed………………………………………………..Dated……………………………………………….

**Page 165**

**Northam Town Council – Minutes of the Environment and Maintenance committee meeting held 11th December 2024 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Bach (Chair), Brading, Edwards, Hames, Lo-Vel and the Mayor, Cllr Tait.

In attendance: Guy Langton – Town Clerk & RFO.

Ian Rawle – Parks & Buildings Manager.

**2412/458 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

All members were present.

**2412/459 Chair’s Announcements**

The Chair had no announcements.

The Town Clerk reported that Storm Darragh had damaged some of the Council’s property, with a notice board being blown down at Hanson Park, tiles loosened at the pavilion in Westward Ho! and the festive/festoon and motif lighting had suffered the ill effects in Westward Ho! and Appledore.

**Action point: Reinstate the noticeboard at Hanson Park.**

**2412/460 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.

**2412/461 To agree the agenda as published**

It was **resolved** to agree the agenda as published.

Proposed: Cllr Brading, Seconded: Cllr Tait (all in favour).

**2412/462 To confirm as a correct record and sign the minutes of the Environment & Maintenance Committee held on 2nd October 2024**

It was **resolved** to confirm the minutes of the meeting as a correct record.

Proposed Cllr Hames, Seconded Cllr Tait (majority in favour, 1 abstention – not present at the meeting)

**2412/463 Public Participation**

*Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.*

There were no members of the public present.

**2412/464 To receive an update on action points**

The Action points were considered and noted as presented overleaf

**Page 166**

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| **Action** | | **September 2024** | **October 2024** | **December 2024** |
| **1** | Dog bin requests, TDC considering Griggs Close, all others refused This bin has been added to TDC list for consideration next year. | Contacted, requesting a general waste bin rather than a litter bin as dog waste may also be placed in these.  **Action: Contact TDC** | ONGOING | The Town Clerk notes that this position is not likely to change and no bin will be installed.  Cllr Hames would follow this up at TDC, the matter was considered COMPLETE for this committee. |
| **2** | Weed control review annual on August agenda. | On the agenda  ONGOING | Form a working group comprising Cllrs Bach, Brading and Hames, the Town Clerk and (in due course) the Parks & Buildings Manager To consider the Council’s approach to plant growth on pavement and kerb edges and its control.  First meeting to be arranged, hoped to be the afternoon of the 3rd October 2024. ONGOING | On the agenda  COMPLETE |
| **3** | Battery powered equipment replacement, under regular review. Purchase of a second battery has been added to the 2024-25 budget. | ONGOING | ONGOING | ONGOING  The Town Clerk notes that when procuring new equipment, battery-powered models are routinely considered and opted for unless there is no alternative to a combustion engine version. The matter was considered COMPLETE until a purchase or procurement exercise was undertaken. |
| **4** | Planting for hanging baskets and planters, members were advised of neighbouring council’s arrangements for their floral displays, it was agreed to continue with Merry Harriers this year. | Include consideration of ‘Reduce hanging baskets/mulch planters’  On the agenda  **Action point: consider more suitable locations in the autumn, after the season is ended.** | It was agreed to seek permission from Bideford TC to store the planters at their Town Rangers’ depot at the cost of £9 per planter per month.  ONGOING | The planters have been transferred to a yard at Caddsdown, Bideford, where they would be prepared for over-wintering and replanted prior to being replaced in late spring/early summer 2025 at locations to be agreed (on the agenda).  COMPLETE |

**Page 167**

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| **5** | Request from a Councillor to investigate the possibility of installing footway/pavement lights along a stretch of Golf Links Road. | ONGOING | The Town Clerk has contacted the County Lighting Engineer for the area to discuss installing suitable lights along the pavement.  ONGOING | The Devon Council officer has confirmed that the lighting is sufficiently bright (it met minimum standards) and no further action would be taken.  COMPLETE |
| **6** | Follow up the P3 grant funding allocation | Purchase Order received and invoice sent. Funds not yet received.  ONGOING | Funds not yet received.  ONGOING | Funds received.  COMPLETE |
| **7** | Write to the Company Secretary regarding the handrail at Fosketh Hill, footpath 24. |  | Letter written  ONGOING  Rail to be ordered  ONGOING | Rail not yet received.  **Action point: Town Clerk to follow up with the Company Secretary at Kipling Terrace and the fabricators.**  ONGOING |
| **8** | Consideration of a bottle filling point at Westward Ho! Park on a future Parks & Recreation agenda. |  | To be included on the P&R agenda for November 2024  ONGOING | Funds included inn the budget for 2025-26 and will be considered in due course.  COMPLETE |
| **9** | Festive and festoon lighting |  | The matter was passed to Full Council for consideration. ONGOING | Two full sets have been ordered for Westward Ho! Seafront and installed. The second set and the units from the seafront will be stored to allow for swift replacement should units fail again. COMPLETE |
| **10** | Footpath work |  |  | The agreed and reported footpath work is being reviewed and are scheduled for week commencing 16th Dec 24. ONGOING  The signs have been purchased and installed on Footpath 10a. COMPLETE |

**Page 168**

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| **11** | Drop kerbs in Westward Ho!  (brought forward from TP&AM) |  | It is not possible to install a drop kerb at Venton Dr (a private road). Other sites could be investigated at a cost of approx. £300 per location. There is no discount for multiple applications and the £300 is not refundable if the location is not approved.  At the previous committee it was not agreed to take the matter forward. | DCC has confirmed that no licence fee would be required. The locations will be re-identified and a contractor instructed.  **Action point: arrange site visits, contact DCC and instruct contractors.**  ONGOING |
| **12** | Include the funds the council’s two other old noticeboards in the 2025-26 budget |  |  | Funds included in draft budget for two boards (at Hanson Park and in Appledore) and a further board at the Town Hall.  COMPLETE |
| **13** | Schools to be contacted to design their own ‘don’t idle’ signs for the Council to have made and installed. |  |  | The schools have been contacted. Only one was interested but not all had replied.  ONGOING |
| **14** | Prepare a report on the purchase and installation of MVSIDs for the Parish |  |  | NOT STARTED |
| **15** | Contact the Westward Ho! Business association regarding the Business Noticeboard in Westward Ho! |  |  | The Business Association has produced a map. It was not the Town Clerk’s understanding that the Town Council was to fund its printing and installation image attached to papers). COMPLETE |
| **16** | Planting hedge whips at Burrough Farm |  |  | The hedge whips have been received and temporarily planted. The work is scheduled. ONGOING |
| **17** | Replant build-out at Kingsley Park |  |  | Planting COMPLETE |
| **18** | Design a suitable graphic for the Council’s EV to wrap on bodywork |  |  | ONGOING |

**Page 169**

**2412/465 To consider a request to provide a member of the public with litter picking and general maintenance equipment**

It was agreed that in principle, the funding would be forthcoming but to defer the matter, the member of the public not being present.

**Action point: Contact the resident to invite him to the next meeting.**

**2412/466 To consider how Town Council may address the traffic conditions in The Square, Northam**

The committee considered what the Council may do to address the many issues raised, those being congestion, antisocial parking, air quality and vehicle speeds. These were considered to have got worse since there had been more development in Westward Ho!

Cllr Hames reported that Torridge DC had a plan for environment and air quality monitoring.

The Town Clerk noted that the committee could consider commissioning a traffic numbers survey.

Cllr Bach noted that once the new road ‘Boulevard Way’ was open and connecting Golf Links Road and Atlantic Way, the numbers using The Square could reduce.

**Action points:**

**Contact Mr Gilbert at Torridge DC regarding air quality surveys.**

**Research costs for a traffic survey.**

**2412/467 To consider how the Town Council may assist residents in Appledore complete a refurbishment of the bus shelter opposite the Seagate Hotel**

It was **resolved** to contact the volunteers advising them that should this Council provide one Chapter 8 qualified member of staff to oversee the project, it could be carried out under the responsibility of this Council, thus providing the required insurances.

Proposed: Cllr Edwards, Seconded: Cllr Brading (majority in favour).

**Action point: Contact the volunteers.**

**2412/468 To note the locations of the Council’s Christmas Trees this year and consider the requirements for 2025**

It was noted that this Council had ordered five 18-20ft Christmas Trees for display across the community. These have previously been located at:

• Northam Hall, to be seen from Fore St and Atlantic Way

• Northam Square, St Margaret’s forecourt

• Appledore, in the Council’s car park at the War Memorial end.

• Westward Ho!, in Westward Ho! Park on the corner of Avon Lane and Golf Links Road

• Westward Ho!, on the green.

It was further noted that, the WWHo! Business association had placed a similarly sized tree in the Guillemot’s Garden adjacent to the green in Westward Ho! The Town Clerk therefore consulted with ward members and agreed that the Council would not place a tree on the Green in Westward Ho! in 2024. Instead, the fifth tree was placed on Bone Hill.

It was noted that the draft budget included sufficient funds to provide five trees again in 2025.

**Action point: Town Clerk to contact the Business Association.**

**Page 170**

**2412/469 To receive a report from the weed control working group and consider the recommendations**

The committee received the report, noting its contents and recommendations. Cllr Hames was concerned that an updated policy on land management and biodiversity be fully in place before the committee could consider the types of machines required, if any were. Cllr Hames also noted that the Council had agreed a net-zero carbon target of 2030 as a key element of its declaration of a climate emergency and that petrol powered machines would actively harm the Council’s resolved aims in this regard.

The report noted that machines were available that could address the Council’s requirements in approaching several tasks, a two-wheeled tractor with suitable attachment could remove weeds on hard surfaces with a rotating head, sweep large areas, mow small and medium areas and burn away unwanted plant growth, among other uses. The cost of each suitable attachment varied but was not insignificant.

The Council had received a demonstration of various machines from one provider on the 10th December 2024. Electric and combustion-powered weed removal machines and a propane weed burning tool were demonstrated. Cllr Bach reported that he did not think that the electric weed removal machine had sufficient power to remove the kerb-side growth in the demonstration, being weaker than the petrol machine demonstrated along a similar length.

The organisation that provided the demonstration also operated a hire division, which had a limited range of tools available. Cllr Lo-Vel favoured the option of renting a combustion-powered tool to undertake the work in the first instance (the cost being approx. £650/week plus delivery and collection) and then the Council acquire an electrically powered tool to maintain the areas where weeds had been removed. The company did not hire out the electric machinery.

Cllr Brading considered the two-wheeled tractor to be a more versatile machine, noting that the council’s mowers were well used during the mowing season and were known to be out of action for periods of time awaiting repair. He also considered a battery powered machine may not have the working time of a combustion engined equivalent and was heavier to use.

The committee considered the recommendations contained within the report:

1. The committee purchase a Rotating Roller Wash Brush for Pressure Washers for maintaining the Tennis Courts, skate park and other similar areas, including play surfaces as appropriate.

2. The committee purchase a mechanical weed removing device, either a dedicated machine or a 2-wheeled tractor (plus attachment tools)

3. The committee review and confirm the Council’s Life on the Verge plans.

4. The committee recommends that the circulated Biodiversity policy is reviewed and presented to the Review Committee for consideration.

It was **resolved** to purchase a rotating roller brush and 240v pressure washer to assist with maintaining the tennis courts and areas of wet-pour surface at a cost of approximately £500.

Proposed: Cllr Tait, Seconded: Cllr Brading (all in favour)

**Action point: Purchase the machinery.**

**Page 171**

It was **resolved** to recommend the inclusion of the purchase of a two-wheeled tractor (Kerstn UBS Hydro II 13 (£12,000) and two attachments: a flail mower (£2,200) and a rotating weed removal tool (£3,500)) at a cost of approximately £17,700. The funds were to be identified in the budget for 2025-26, coming from the £10,000 earmark to replace the mowers, £5,000 to replace one of the Council’s trucks and the remaining £2,700 from the general projects fund.

Proposed: Cllr Brading, Seconded: Cllr Bach (majority in favour, two against).

**Action point: include in the draft budget to be considered at a special Full Council meeting in January 2025.**

It was **resolved** to confirm the Council’s Life on the Verge plans and schedule the work to commence at an appropriate time.

Proposed: Cllr Brading, Seconded: Cllr Bach (all in favour).

**Action point: Schedule the work, advising the Neighbourhood Highways Officer.**

It was **resolved** to recommend the draft Biodiversity Policy to the Review Committee for consideration.

Proposed: Cllr Hames, Seconded: Cllr Lo-Vel (majority in favour, 1 abstention).

**Action point: Schedule the work, advising the Neighbourhood Highways Officer.**

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

Signed………………………………………………..Dated……………………………………………….

**Page 138**

**REVIEW Committee**

**14th November 2024 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Bach, Brading (Chair), Leather and Tait.

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

**2411/393 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

Cllr Edwards tendered his apologies, the reasons for which were approved.

**2411/394 Chair’s announcements**

The Chair updated the committee on the list of questions he had circulated to the Town Clerk prior to the meeting as follows:

* Civic Regalia protocol: this was on the agenda.
* A Beadle at Northam Town Council: A budget exists to meet the costs of a Beadle but does not have an active Beadle.
* Why has no decision been reached regarding the pavilion in Westward Ho! Park: The progress of any works at the Pavilion building in Westward Ho! are a matter for the Full Council to consider, given the cost, workload and scale of the project.
* What percentage of the Councils income is now spent on wages salaries and employment costs: this was on the agenda.
* Council vehicles are being checked regularly and the record filed. The Parks & Buildings Manager will ensure compliance.
* Use of ladders and scaffold towers and their risk assessment: there are risk assessments on file.
* Review of the Approved Contractors List: not yet undertaken.
* Emergency planning: covered in the Action Point update.
* Delegation of a Flag Officer: a matter for the Full Council.
* Town Twinning and the Council’s involvement: A matter for the Full Council.
* Should Northam Town Council consider drawing up a business plan to take on the lease of Northam Leisure Centre in the Square, Northam: A matter for the Full Council.

**2411/395 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.

**2411/396 To agree the agenda as published.**

It was **resolved** to agree the agenda as published.

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

**2411/397 To confirm as a correct record and sign the minutes of the Review Committee meeting held on the 3rd July 2024**

It was **resolved** that to approve the minutes of the Review Committee meeting held on the 11th April 2024 as a correct record, these were signed by the Chair.

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

**2411/398 Public Participation**

There were no members of the public present.

**Page 139**

**2411/399 To consider the action point update**

|  |  |
| --- | --- |
| **Item** | **November 2024 update** |
| 1. Emergency planning  Review the named persons and contact details  Review the locations | The Town Clerk has contacted the Emergency Planning project manager from Devon Communities who emphasised the nature of the role of the Town Council in preparing for emergencies.  The reviews have not yet been undertaken and will be presented to the next meeting of this committee.  ONGOING |
| 2. Procurement Policy | The matter was deferred to this meeting.  ON THE AGENDA. |
| 3. Protocol following the Death of the Sovereign, Senior National Figure or Local Holder of High Office.  Review the protocol. | The review has not yet been carried out.  INCOMPLETE |

**2411/400 To consider a protocol for the wearing of Chains of Office**

It was **resolved**, after some discussion, to refer the matter to Full Council for a decision, noting the Town Clerk’s recommendation that a protocol be drafted to establish the appropriate wearing of Chains of Office and other civic regalia. Those that may wear what must be made clear.

The Mayor’s Chain may be worn by the elected Mayor and only the elected Mayor. The wearing of the second chain is where clarity is needed and the Town Clerk considers that one of the below two positions may be taken:

1. The second Chain of Office is only to be worn as described by The Manual of the Mace, so by the Mayoress/Consort. Should the Deputy Mayor represent the Council at an event when the Mayor is not present, they (and their Consort) may wear the Day Chain only.

2. The second Chain of Office is, as has become the practice of Northam Town Council, presented to the Deputy Mayor. It may therefore not be worn by any other person as it represents the elected office of Deputy Mayor. In this case, the Mayor’s Consort and the Deputy Mayor’s Consort would wear the Day-Chain at official functions where they accompany the Mayor or the Deputy Mayor.

Proposed: Cllr Brading, Seconded: Cllr Bach (all in favour).

**Action point: Include on Full Council agenda.**

**2411/401 To note the proportion of the Council’s budget that is staff costs**

It was noted that staff payroll and associated costs could ordinarily be expected to be up to 70% for a local authority in England. The percentage of costs was noted as shown in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Staff cost** | **Precept** | **% of Precept** | **Budget** | **% of Budget** |
| 2022-23 | £235,692 | £393,800 | 60% | £653,800 | 36% |
| 2023-24 | £273,683 | £525,770 | 52% | £795,770 | 34% |
| 2024-25 | £340,000 (budgeted) | £567,632 | 60% | £789,832 | 43% |

**2411/402 To consider publishing draft minutes on the Council’s website**

It was **resolved** to publish draft minutes on the Council’s website, the clearly marked DRAFT minutes would be uploaded once approved by the meeting Chair, to be replaced by the approved minutes when available.

Proposed: Cllr Brading, Seconded: Cllr Bach (all in favour)

**Page 140**

**2411/403 To consider the draft Procurement Policy – deferred from the previous meeting**

It was **resolved** to recommend the procurement policy to Full Council, with an amendment to the evaluation process criteria for considering any procurement exercise to include the ‘life expectancy’ of the items to be procured, and it given a ‘weighting’ in the example table, as below.

Proposed: Cllr Leather, Seconded: Cllr Brading (majority in favour, 1 abstention)

**Action point: include on a future Full Council agenda.**

***6 EVALUATION PROCESS***

*6.1 Once the opportunity to tender process has closed and the tenders been received, the panel is contacted and each* panel *member is to review the documentation, first individually, then jointly at a meeting of the panel.*

*6.2 Prior to the meeting of the panel, all panel members must complete a tender evaluation sheet, assigning scores to each weighted criteria, for example:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Criterion* | *Percentage Weighting* | ***Score Awarded*** | *Weighted Score* | ***Comments*** |
| ***Bidder:*** |  |  |  |  |
| *Price* | *(x)%* |  | *0* |  |
| *Quality* | *(x)%* |  | *0* |  |
| *Life expectancy* | *(x)%* |  | *0* |  |
| *Timeframe* | *(x)%* |  | *0* |  |
| *Compliance* | *(x)%* |  | *0* |  |
| *Environmental Issues* | *(x)%* |  | *0* |  |
| ***Totals:*** | ***100%*** | ***0*** | ***0*** |  |
|  | *Maximum:* | *(5 x number of criteria)* | *5* |  |

*6.3 Scores shall be awarded according to how well the tenderer responded to each criteria, on a 6 point scale (0 to 5), as follows:*

|  |  |
| --- | --- |
| *Score awarded* | *Definition* |
| ***0*** | ***Very poor*** *or* ***No response*** *(the response provides no confidence).* |
| ***1*** | ***Poor*** *(the response inspires very little confidence)* |
| ***2*** | ***Unsatisfactory*** *(the response provides some confidence but not to an acceptable level)* |
| ***3*** | ***Satisfactory*** *(the response an acceptable level of confidence)* |
| ***4*** | ***Good*** *(the response provides a high level of confidence)* |
| ***5*** | ***Excellent*** *(the response an exceptional level of confidence)* |

There being no further business the meeting closed at 7.25pm.

Signed………………………………………………..Dated……………………………………………….