



**NORTHAM TOWN COUNCIL
TOWN HALL
WINDMILL LANE
NORTHAM
DEVON
EX39 1BY**

Town Clerk: Mrs Jane Mills MILCM
Telephone: 01237 474976

E-mail townclerk@northamtowncouncil.gov.uk

To: All Members of the Northam Town Council
Finance and Human Resources Committee
Cc: All Members of the Northam Town Council

You are hereby summoned to attend a meeting of the Finance and Human Resources Committee which will be held on Monday 17th January 2022 at 6.30pm in the Council Chamber, Windmill Lane, Northam.

Members of the public wishing to attend will be required to wear a face mask and socially distance. Space will be limited.

The agenda for the meeting is set out below.

M J Mills

Jane Mills Fd Community Governance, PSLCC, MILCM

Date of issue: 11th January 2022

The following are Members of the Finance and HR Committee: Councillors: Chalmers, Edwards, Hames, Himan, Laws, Leather, Sargent, Tisdale, the Mayor (Ex-Officio), Cllrs Laws and Tisdale as Chairs of their respective Committees but all Members of the Council are entitled to attend.

AGENDA

- 1 Apologies**
- 2 Chairman's announcements**
- 3 Declarations of interest**
- 4 To agree the agenda between Part A and Part B (*confidential information*)**



Lords of the Manor



The local Council for Appledore, Northam, Orchard Hill and Westward Ho!
Twinned with Mondeville, France and Buddenstedt, Germany
Office open: Monday to Friday mornings



Trustees of the Common Right

- 5 To confirm and sign the minutes of the meeting held 22nd November 2021 and 29th November 2021 (herewith)**
- 6 Action Points (herewith)**
- 7 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. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.
- 8 To consider invoices for payment and financial reports (herewith)**
- 9 To appoint a Member to review all bank balances and reconciliations on a quarterly basis for audit purposes**
- 10 To consider some minor amendments to Financial Regulations (herewith)**
- 11 To consider training for the Admin Assistant in computer skills**
- 12 To consider purchase of a concrete mixer**

Part B

- 13 To resolve: that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting**
- 14 To confirm and sign the minutes of the meeting held 22nd November 2021 and 29th November 2021 Part B (herewith)**
- 15 To consider reviewing employment of an IT company (to follow)**
- 16 To consider Staff Matters to include but not limited to**
 - Recruitment
 - Overtime reports

(All herewith)
- 17 To resolve to re-admit members of the press and public**

Minutes

Minutes of the meeting of the Finance and Human Resources Committee held in the Council Chamber, Windmill Lane, Northam, 6.30 pm on Monday 22nd November 2021

Present: Cllr Leather (Chairman), Edwards, Hames, Himan, Laws, Leather Sargent Tisdale

In attendance: Mrs M J Mills - Town Clerk
Cllr Mrs H McCarthy

- 2111/818 Apologies**
There were no apologies.
- 2111/819 Chairman's announcements**
There were none.
- 2111/820 Declarations of interest**
Members were reminded that all interests must be declared prior to the item being discussed.
- 2111/821 To agree the agenda between Part A and Part B (confidential information)**
It was **resolved** to agree the agenda between Part A and Part B
Proposed: Cllr Tisdale, Seconded: Cllr Leather (all in favour)
- 2111/822 To confirm and sign the minutes of the meeting held 25th October 2021**
It was **resolved** to confirm the minutes of the meeting held 25th October 2021
Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (majority in favour, 2 abstentions not present at the meeting).
- 2111/823 Action Points**
Action Points were noted.
- 2111/824 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 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.
No members of the public were present.
- 2111/825 To consider invoices for payment and financial reports**
 - To include the report from the external auditor
It was **resolved** to accept the invoices for payment and financial reports and the report from the external auditor.
Proposed: Cllr Leather, Seconded: Cllr Hames (majority in favour, 1 abstention)
- 2111/826 To consider dual authorisation payment**
It was **resolved** to proceed with dual authorisation;
Town Clerk or Deputy Town Clerk to upload payments, 2 authorisations will be from the Chair and Deputy Chair of Finance, the Mayor and Deputy Mayor and the Town Clerk and Deputy Town Clerk.
Proposed: Cllr Tisdale, Seconded: Cllr Leather (all in favour)
Action Point – Town Clerk to contact the Bank

2111/827 To consider grant applications

Due to a low response, it was **resolved** to advertise in January in the local newspaper that the Town Council has extended its grant application period for the financial year ending March 2022.

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

Action Point – Advertise Grants in local newspaper, social media and on the website in January.

It was **resolved** to accept the grants (see attached list)

2111/828 To consider an application with reference to a church clock

It was **resolved** to make a grant of £3,000 towards the restoration of the east facing clock from the Project budget.

Proposed: Cllr Leather, Seconded: Cllr Sargent (6 in favour, 2 abstentions)

Action Point – Advise Church of grant

2111/829 To consider report

- *Risk review*
- *Internal Control*
- *Investment Strategy*

It was **resolved** to accept the report with the addition that we hold a retention policy and destroy data as appropriate and all data is kept secure as required.

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

Action Point – Amend risk management report

2111/830 To consider draft proposals for the budget

It was agreed to postpone budget consideration until a meeting to be held on 29th November at 6.30 pm

Action Point – Arrange meeting for budget on 29th November.

Minutes**Minutes of the meeting of the Finance and Human Resources Committee held in the Council Chamber, Windmill Lane, Northam, 6.30 pm on Monday 29th November 2021**

Present: Cllr Leather (Chairman), Hames, Laws, Sargent and the Mayor (ex-officio)
In attendance: Mrs M J Mills - Town Clerk
Cllr Mrs H McCarthy

- 2111/874 Apologies**
Apologies received from Cllrs Edwards, Himan and Tisdale
- 2111/875 Chairman's announcements**
There were none.
- 2111/876 Declarations of interest**
Members were reminded that all interests must be declared prior to the item being discussed.
- 2111/877 To agree the agenda between Part A and Part B (confidential information)**
It was **resolved** to agree the agenda between Part A and Part B
Proposed: Cllr Sargent, Seconded: Cllr Laws (all in favour)
- 2111/878 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 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.
No members of the public were present.
- 2111/879 To consider the draft budget with a recommendation to the Special Full Council meeting**
Members requested some amendments to the draft budget and this will be circulated to Members for the meeting on 8th December

Action Points for Finance and HR

January 2022

To consider dual authorisation payment	Town Clerk contacted the Bank Awaiting activation at bank
To consider grant applications	Advertised Grants in local newspaper, social media and on the website in January.
To consider an application with reference to a church clock	Advised Church of grant
To consider reports	Amended risk management report
To consider draft proposals for the budget	Budget meeting was arranged for 29 th November
To consider reviewing employment of an IT company	Placed item on January agenda
Recruitment	Placed item on January agenda
Overtime reports	Placed item on January agenda

Northam Town Council

8A

Prepared by: Jane Mills Town Clerk
Name and Role (Clerk/RFO etc)

Date: 11/1/22

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 11/01/2022		
	Cash in Hand 01/04/2021		446,319.47
	ADD Receipts 01/04/2021 - 11/01/2022		445,824.05
			892,143.52
	SUBTRACT Payments 01/04/2021 - 11/01/2022		491,126.25
A	Cash in Hand 11/01/2022 (per Cash Book)		401,017.27
	Cash in hand per Bank Statements		
	Cash	11/01/2022	0.00
	Nationwide 1 year	11/01/2022	0.00
	Nationwide Saver	11/01/2022	0.00
	Northam Town Council Burrows	11/01/2022	42,558.45
	Northam Town Council	11/01/2022	131,017.35
	Cambridge Building Society	11/01/2022	56,368.63
	Nationwide 95 day account	11/01/2022	85,659.67
	Cambridge and Counties Bank	11/01/2022	85,428.79
	Petty Cash	11/01/2022	143.84
	PayPal Account	11/01/2022	0.00
			401,176.73
	Less unrepresented payments		159.46
			401,017.27
	Plus unrepresented receipts		
B	Adjusted Bank Balance		401,017.27
	A = B Checks out OK		

Account summary

	Number of accounts	Assets	Liabilities
Current accounts	2	£ 173,575.80	
Savings accounts	0		
Loan accounts	0		
Total		£ 173,575.80	£ 0.00
Net		£ 173,575.80	

Your balance as of 11/01/2022 at 10:00:00

Operative Accounts

Account number	Account name	Account balance
[REDACTED]	NORTHAM TOWN COUNCIL	£ 131,017.35
[REDACTED]	NORTHAM TOWN COUNCIL NO 2 ACCOUNT	£ 42,558.45

Northam Town Council
Net Position by Cost Centre and Code

Cost Centre Name

<u>Administration</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
21	Administration Miscellaner			5,928.12	500.00	6,187.91	240.21
11	Advertising General				500.00	2.43	497.57
12	Advertising Jobs				500.00	405.00	95.00
8	Audit Fees				2,250.00	2,440.00	-190.00
22	Bank Charges			10.00	175.00		185.00
23	Bank Interest			286.73			286.73
13	Books and Information Lite				200.00		200.00
19	Computer installations anc			24.04	1,000.00	1,676.12	-652.08
18	Computer Software inc Pe				1,500.00	1,350.90	149.10
16	Copier fees				800.00	1,024.75	-224.75
15	Copier Lease Charges				550.00	390.28	159.72
17	Equipment General & Mto				500.00	1,905.20	-1,405.20
10	Insurances				8,000.00	7,540.13	459.87
14	Internet Charges				700.00	637.12	62.88
161	NALC award scheme				250.00		250.00
80	Newsletters				1,250.00	1,895.28	-645.28
6	Paye and NIC			5,825.19	29,000.00	36,936.01	-2,110.82
189	PayPal Charges					49.53	-49.53
188	pensions				16,000.00	14,084.36	1,915.64
227	phone contracts	750.00				351.20	398.80
2	Postages				2,000.00	1,919.90	80.10
239	provision of legal services	2,500.00					2,500.00
125	refreshments various ever				400.00	158.99	241.01
131	Remembrance events				500.00	537.10	-37.10
90	room rental				4,000.00	3,294.83	705.17
5	Salaries			5,897.05	190,500.00	118,019.69	78,377.36
1	Stationery			11.65	1,500.00	1,204.63	307.02
3	Subs and membership				2,000.00	1,510.00	490.00
9	Training Fees	3,000.00		167.15	3,500.00	1,795.00	4,872.15
7	Travel				1,000.00	167.74	832.26
20	VAT			5,378.79			5,378.79
		£6,250.00		£23,528.72	269,075.00	£205,484.10	93,369.62

<u>Allotments Windmill Lane</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
41	Allotment Rents			553.00			553.00
155	allots Wmill Lane mtce				200.00		200.00
212	legal fees						
				£553.00	200.00		753.00

<u>Anchor Park</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
98	Anchor Park improvement	5,000.00			1,000.00		6,000.00
97	legal				250.00		250.00
154	maintenance				500.00	779.10	-279.10
		£5,000.00			1,750.00	£779.10	5,970.90

<u>Appledore Community Hall</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
214	loan			1,000.00			1,000.00
				£1,000.00			1,000.00

<u>Appledore Parking Working Group</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
246	Appledore Parking Survey					350.60	-350.60
						£350.60	-350.60

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Northam Town Council
Net Position by Cost Centre and Code


Cost Centre Name

<u>Bonehill Car Park</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
104	annual tickets			542.50		8.75	533.75
101	Bonehill car park general	1,600.00			250.00	25.00	1,825.00
103	business rates				4,250.00	3,243.50	1,006.50
		£1,600.00		£542.50	4,500.00	£3,277.25	3,365.25

<u>Burrough Farm</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
52	Allotment Rent			600.00			600.00
56	Football Club						
54	Grounds Maintenance				500.00	183.41	316.59
				£600.00	500.00	£183.41	916.59

<u>Climate Emergency</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
243	contribution to LCWIP					2,000.00	-2,000.00
241	equipment	20,000.00		79.12		2,101.50	17,977.62
		£20,000.00		£79.12		£4,101.50	15,977.62

<u>Council Tax Support Grant</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
119	Council tax support grant						

<u>covid-19 fund</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
221	Grant TDC						

<u>Elections</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
76	elections future provision	5,000.00					5,000.00
		£5,000.00					5,000.00

<u>Footpaths</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
190	Expenditure					1,012.22	-1,012.22
140	grant from DCC			1,500.00			1,500.00
143	NTC reserve				1,000.00		1,000.00
				£1,500.00	1,000.00	£1,012.22	1,487.78

<u>General Council Equipment Various</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
123	committee room furniture				100.00		100.00
211	miscellaneous					42.50	-42.50
142	mowing equipment renew	15,000.00			2,500.00		17,500.00
93	office furniture				350.00		350.00
171	van renewal provision	15,000.00			2,500.00		17,500.00
94	vehicle running costs				8,000.00	6,611.41	1,388.59

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Northam Town Council
Net Position by Cost Centre and Code

8E

Cost Centre Name

£30,000.00	13,450.00	£6,653.91		36,796.09
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Grants Other**Code Title**

Bal. B/Fwd.	Receipts		Payments		Current Balance
	Budget	Actual	Budget	Actual	Budget
25 General Grants		1,540.40	1,000.00	1,532.00	1,008.40
160 records office grant	3,000.00				3,000.00
£3,000.00		£1,540.40	1,000.00	£1,532.00	4,008.40

Human Resources**Code Title**

Bal. B/Fwd.	Receipts		Payments		Current Balance
	Budget	Actual	Budget	Actual	Budget
112 human resources	500.00		3,500.00	2,764.78	1,235.22
£500.00			3,500.00	£2,764.78	1,235.22

Jubilee and commemorations**Code Title**

Bal. B/Fwd.	Receipts		Payments		Current Balance
	Budget	Actual	Budget	Actual	Budget
82 Jubilee & Celebration Prov			750.00		750.00
			750.00		750.00

Mayor/Members**Code Title**

Bal. B/Fwd.	Receipts		Payments		Current Balance
	Budget	Actual	Budget	Actual	Budget
105 Aldermen			200.00		200.00
162 attendance at twinning eve			500.00		500.00
109 Beadle			500.00	60.00	440.00
73 Civic Expenses-civic funct			2,250.00	546.44	1,703.56
36 Civic Reception	2,500.00		2,500.00		5,000.00
83 Cllr Allowances and NI	500.00	90.00	15,750.00	13,118.72	3,221.28
133 Honours Boards			500.00	365.00	135.00
137 Mayor's Cadet			300.00	141.67	158.33
84 Mayor's Chain			500.00		500.00
37 Mayor's Charities					
38 Members expenses-travel			350.00	76.28	273.72
39 Miscellaneous				311.84	-311.84
£3,000.00		£90.00	23,350.00	£14,619.95	11,820.05

Neighbourhood Plan**Code Title**

Bal. B/Fwd.	Receipts		Payments		Current Balance
	Budget	Actual	Budget	Actual	Budget
198 NHP admin	3,000.00		1,000.00	1,200.00	2,800.00
197 public notices					
£3,000.00			1,000.00	£1,200.00	2,800.00

Northam Burrows**Code Title**

Bal. B/Fwd.	Receipts		Payments		Current Balance
	Budget	Actual	Budget	Actual	Budget
134 NB bank charges					
220 bal tfer re NB				5,378.79	-5,378.79
79 Bank Interest					
102 compensation for loss of g					
81 computer hardware and sc					
199 dog bags					
132 equipment and sundries					
57 Grazing Fees		141.10			141.10
187 holographic labels					
153 human resources					
149 improvement works					
108 leaflets					
213 legal fees				1,008.00	-1,008.00
58 Manor Passes		12,990.00		20.00	12,970.00
59 NB Admin Expenses		13.00			13.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Northam Town Council
Net Position by Cost Centre and Code

8F

Cost Centre Name

135 NB cont to RNDGC works		183.73	-183.73
208 paypal charges		8,997.35	-8,997.35
106 salaries NB			
	£13,144.10	£15,587.87	-2,443.77

Northam Hall

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
192 cleaning services				5,500.00	1,880.00	3,620.00
29 Northam Hall Electricity Ac				1,000.00	215.17	784.83
28 Northam Hall Gas Accoun	750.00			1,500.00	948.44	1,301.56
72 Northam Hall provision fur	22,500.00				518.00	21,982.00
33 Northam Hall Repairs and				2,000.00	1,513.08	486.92
30 Northam Hall Water Rates				1,000.00	123.23	876.77
35 Northam Hall, Hall Hire			3,542.83		145.00	3,397.83
89 PRS fees				1,250.00	80.39	1,169.61
27 Rates				3,750.00	2,535.90	1,214.10
	£23,250.00		£3,542.83	16,000.00	£7,959.21	34,833.62

Northam May Fair

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
180 administration MF	4,000.00			2,000.00		6,000.00
182 Advertising MF						
193 evening show MF						
178 Grants & Donations MF						
183 Hire of entertainers MF						
207 May Fair Lunch MF						
185 postage MF						
194 refreshments to sell MF						
179 Road Closure costs MF						
176 stallholder receipts MF						
210 stallholders 2019 MF						
186 stationery MF						
209 sundries, sound, medic, to						
181 sundry receipts MF						
177 Tfcr from Community Cen						
184 Variety Show MF						
	£4,000.00			2,000.00		6,000.00

Northam Town Council Car Park Applied

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
48 Maintenance and repairs				500.00		500.00
50 Miscellaneous /Legal				250.00		250.00
47 Rent			6,050.00			6,050.00
			£6,050.00	750.00		6,800.00

Precept

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
45 Precept			358,975.00			358,975.00
			£358,975.00			358,975.00

Project Provision

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
236 project provision				35,000.00	11,199.00	23,801.00
				35,000.00	£11,199.00	23,801.00

PWLB various

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Northam Town Council
Net Position by Cost Centre and Code

89

Cost Centre Name

124 new loan	10,000.00	7,565.67	2,434.33
114 Northam Hall	10,000.00	9,586.97	413.03
	20,000.00	£17,152.64	2,847.36

reserves

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
216 non EM	19,445.26				2,000.00	17,445.26
196 reserves in lieu of 6 month	50,000.00					50,000.00
	£69,445.26				£2,000.00	67,445.26

Road Safety

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
230 equipment						

S137

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
175 advertising for grants						
141 grants evening				200.00		200.00
24 S137 Payments				15,000.00	13,250.00	1,750.00
				15,200.00	£13,250.00	1,950.00

Town Hall

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
173 cctv service						
165 chamber equipment						
166 chamber furniture repairs						
237 improvements	1,000.00					1,000.00
	£1,000.00					1,000.00

Town Projects

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
139 Appledore Boat Park			2,026.84		5.75	2,021.09
191 Appletree Gardens						
127 Benches			1,650.00	750.00	161.96	2,238.04
201 Bone Hill			2.05		228.45	-226.40
69 Bus Shelters				1,000.00	324.26	675.74
136 carol service				50.00		50.00
66 Christmas Decorations				2,750.00	3,200.70	-450.70
218 Climate Emergency						
64 Community Centre Toilets				550.00	75.01	474.99
234 defibrillators installation ar				1,000.00		1,000.00
233 defibrillators renewal	1,500.00					1,500.00
61 Dog Bins and litter bins	1,500.00				153.64	1,346.36
68 Equipment and sundries	1,500.00		44.70	4,000.00	6,485.84	-941.14
159 festoon lighting	3,500.00		91.55	2,000.00	617.76	4,973.79
65 Hanging Baskets				3,000.00	4,232.21	-1,232.21
111 Lords Meadow	8,725.00			1,000.00	2,413.00	7,312.00
71 Miscellaneous				450.00	16.66	433.34
121 mower fuel				2,000.00	1,025.86	974.14
67 Open Spaces			5,805.00	1,000.00	1,371.08	5,433.92
223 planting provision	2,000.00				304.29	1,695.71
195 projects provision						
200 Ridgeway Drive					40.80	-40.80
224 Road Safety (kerbs)	6,000.00					6,000.00
70 Skatepark				250.00		250.00
74 skatepark provision for rer				1,500.00		1,500.00
126 speed sign				300.00		300.00
100 training				2,500.00		2,500.00
163 Westward Hol Park						

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Northam Town Council

Net Position by Cost Centre and Code

8H

Cost Centre Name

	£24,725.00	£9,620.14	24,100.00	£20,657.27	37,787.87
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<u>Twinning</u>	<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
	128 Twinning Expenses civic n				1,500.00		1,500.00
					1,500.00		1,500.00

<u>Vision Statement</u>	<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
	235 vision statement provision	3,000.00					3,000.00
		£3,000.00					3,000.00

<u>War Memorials</u>	<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
	205 war memorials earmarked	2,950.00			450.00		3,400.00
	122 war memorials general mt				200.00		200.00
		£2,950.00			650.00		3,600.00

<u>web site</u>	<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
	44 Miscellaneous						
	42 Mtce & improvements						
	43 Website				250.00	225.00	25.00
					250.00	£225.00	25.00

<u>Welcome back fund</u>	<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
	244 Welcome back expenditure					16,526.79	-16,526.79
	245 Welcome back receipts			7,767.10			7,767.10
				£7,767.10		£16,526.79	-8,759.69

<u>Westward Ho! Park</u>	<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
	240 electricity account					528.84	-528.84
	231 fees						
	228 legal fees			50.95			50.95
	226 purchase W Ho! Park						
	225 PWLB Loan	100,000.00					100,000.00
	232 repairs					1,169.88	-1,169.88
	229 reserves	23,553.39					23,553.39
	242 sundries			3,214.18		9,126.23	-5,912.05
	247 supply play area					99,285.87	-99,285.87
	238 water account					143.92	-143.92
		£123,553.39		£3,265.13		£110,254.74	16,563.78

NET TOTAL	£329,273.65	£431,798.04	435,525.00	£456,771.34	739,825.35
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Northam Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
649	22/12/2021		Northam Town Council	bacs	Paye and NI	HMRC	X	3,560.74		3,560.74
651	22/12/2021		Northam Town Council	transfer	Transfer	Northam Town Council	X	83.20		83.20
652	22/12/2021		Northam Town Council	transfer	Salary NB	Northam Burrows	X	3,100.30		3,100.30
653	22/12/2021		Northam Town Council	BACS	charity event	Great Torrington Town Council	X	50.00		50.00
655	23/12/2021		Northam Town Council	bacs	copier charges	Baytek	S	58.47	11.69	70.16
654	23/12/2021		Northam Town Council	paypal	Paypal charge	Paypal	X	18.63		18.63
656	05/01/2022		Northam Town Council	169	Rent for use of Northam Town	Appledore Pilot Gig Club	S			
657	05/01/2022		Northam Town Council	DD	Postage franking machine	Pitney bowes	S	208.24	1.65	209.89
661	05/01/2022		Northam Town Council	DD	Phone contract	Talk mobile	S	6.25	1.25	7.50
662	05/01/2022		Northam Town Council	DD	Phone contract	Lebara	S	8.33	1.67	10.00
663	05/01/2022		Northam Town Council	DD	Phone contract	tesco mobile	S	6.25	1.25	7.50
658	05/01/2022		Northam Town Council	dd	Business rates Bonethill CP	Torrige District Council	X	324.00		324.00
659	05/01/2022		Northam Town Council	DD	Room rental	Torrige District Council	X	331.28		331.28
660	05/01/2022		Northam Town Council	DD	business rates NH	Torrige District Council	X	254.00		254.00
665	07/01/2022		Northam Town Council	DD	Electricity Account	Octopus	L	80.26	4.01	84.27
664	07/01/2022		Northam Town Council	card	floor cleaner	JDB	S	33.32	6.67	39.99
668	08/01/2022		Northam Town Council	DD	Electricity Account	opus energy	L	65.04	3.25	68.29
666	08/01/2022		Northam Town Council	bacs	Service and mot van	Warringtons	S	388.58	69.11	457.69
669	08/01/2022		Northam Town Council	bacs	Sundries	RGB	S	14.02	2.80	16.82
670	08/01/2022		Northam Town Council	bacs	Sundry items	Tamar Trading	S	76.72	15.34	92.06
671	08/01/2022		Northam Town Council	bacs	fencing	Tamar Trading	S	360.35	72.07	432.42
672	08/01/2022		Northam Town Council	bacs	stock and PPE	Tamar Trading	S	62.05	12.41	74.46
673	08/01/2022		Northam Town Council	bacs	Sundries	Jewsons	S	55.31	11.06	66.37
667	08/01/2022		Northam Town Council	bacs	cleaning Northam Hall	Beth's Cleaning	X	400.00		400.00
674	10/01/2022		Northam Town Council	bacs	cleaning offices and cttex roon	Roberts cleaning	S	24.00	4.80	28.80
Total								82,555.45	10,767.26	93,322.71

Northam Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
618	21/12/2021		Northam Town Counc	DD	Electricity Account	opus energy	L	117.18	5.86	123.04
641	21/12/2021		Northam Town Counc	DD	gas account	gazprom	L	180.04	9.00	189.04
584	21/12/2021		Northam Town Counc	DD	Phone contract	virgin mobile	S	5.91	1.18	7.09
617	21/12/2021		Northam Town Counc	DD	Postage franking machine	Pitney bowes	S	59.34	11.87	71.21
619	21/12/2021		Northam Town Counc	card	keys	Timpsons	S	15.00	3.00	18.00
620	21/12/2021		Northam Town Counc	card	Equipment various	Screwfix	S	41.65	8.33	49.98
623	21/12/2021		Northam Town Counc	card	key cabinet	burg wachter	S	20.13	4.03	24.16
624	21/12/2021		Northam Town Counc	card	Signs	DX Designs	S	138.45	27.69	166.14
625	21/12/2021		Northam Town Counc	bacs	play area supply	Kompan	S	49,285.87	9,857.17	59,143.04
626	21/12/2021		Northam Town Counc	DD	Phone contract	Lebara	S	4.17	0.83	5.00
627	21/12/2021		Northam Town Counc	bacs	Elec work	Ashton Electrical	S	244.00	48.80	292.80
628	21/12/2021		Northam Town Counc	bacs	Repairs	Ashton Electrical	S	151.89	30.38	182.27
629	21/12/2021		Northam Town Counc	bacs	Pat testing	Ashton Electrical	S	198.99	39.80	238.79
631	21/12/2021		Northam Town Counc	bacs	Sundries	Beth's Cleaning	S	7.45	1.49	8.94
633	21/12/2021		Northam Town Counc	bacs	Stationery	Clir N Mck	S	30.83	6.17	37.00
634	21/12/2021		Northam Town Counc	bacs	subscription	Scribe 2000	S	885.00	177.00	1,062.00
636	21/12/2021		Northam Town Counc	bacs	Maintenance alarm	M and E Alarms	S	50.00	10.00	60.00
637	21/12/2021		Northam Town Counc	DD	Van fuel	Morrisons	S	279.27	55.85	335.12
638	21/12/2021		Northam Town Counc	DD	Mower fuel	Morrisons	S	47.23	9.45	56.68
639	21/12/2021		Northam Town Counc	card	bulb planting climate /biodiver	thompson morgan	S	287.35	57.47	344.82
640	21/12/2021		Northam Town Counc	card	bulb planting climate /biodiver	thompson morgan	S	39.97	8.00	47.97
642	21/12/2021		Northam Town Counc	bacs	Footpath work	Jewsons	S	395.12	79.02	474.14
643	21/12/2021		Northam Town Counc	bacs	Sundries	Jewsons	S	111.76	22.35	134.11
644	21/12/2021		Northam Town Counc	bacs	Sundries	Jewsons	S	49.19	9.84	59.03
645	21/12/2021		Northam Town Counc	DD	Sundries	Jewsons	S	183.41	36.68	220.09
615	21/12/2021		Northam Town Counc	bacs	Salaries	Northam Town Council	X	12,468.07		12,468.07
616	21/12/2021		Northam Town Counc	card	Milk	Asda	X	1.25		1.25
621	21/12/2021		Northam Town Counc	bacs	Paye and NI	HMRC	X	4,066.86		4,066.86
622	21/12/2021		Northam Town Counc	bacs	Pensions	Nest	X	1,536.52		1,536.52
630	21/12/2021		Northam Town Counc	bacs	cleaner	Beth's Cleaning	X	400.00		400.00
632	21/12/2021		Northam Town Counc	BACS	Travel and parking	FOTWHOP	X	87.30		87.30
635	21/12/2021		Northam Town Counc	bacs	Photographs	Graham Hobbs	X	25.00		25.00
646	22/12/2021		Northam Town Counc	bacs	Repairs	Healthmatic	S	27.76	5.55	33.31
647	22/12/2021		Northam Town Counc	DD	Phone contract	tesco mobile	S	17.08	3.42	20.50
650	22/12/2021		Northam Town Counc	bacs	Signs	Roots Creative	S	90.00	18.00	108.00
648	22/12/2021		Northam Town Counc	bacs	Pensions	Nest	X	1,437.07		1,437.07

8X

11 January 2022 (2021-2022)

Northam Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
121	21/12/2021		Northam Town Council	cr	refund	D-TECH	S	24.04	4.81	28.85
122	21/12/2021		Northam Town Council	cr	Clr repyt	Mr Daniel Bell	X	10.00		10.00
123	21/12/2021		Northam Town Council	cr	refund	Tozers	X	50.95		50.95
124	21/12/2021		Northam Town Council	cr	refund	Tozers	X	2.05		2.05
125	21/12/2021		Northam Town Council	139	Hall Hire	Zeta Costallo	X	59.50		59.50
126	21/12/2021		Northam Town Council	cr	Reimbursement bal	various	S	8.33	1.67	10.00
127	21/12/2021		Northam Town Council	149,164	Hall Hire	Bideford Folk Dance Club	X	162.00		162.00
128	21/12/2021		Northam Town Council	135,146	Hall Hire	various	X	107.50		107.50
129	21/12/2021		Northam Town Council	158	Hall Hire	Nicola MacDonald	X	75.00		75.00
130	22/12/2021		Northam Town Council	cr	bulb planting climate /biodiver	thompson morgan	S	70.79	14.16	84.95
131	22/12/2021		Northam Town Council	tfer	Transfer	Northam Town Council	X			
132	22/12/2021		Northam Town Council	tfer	Transfer	Northam Town Council	X	83.20		83.20
133	22/12/2021		Northam Town Council	tfer	Salary NB	Northam Burrows	X	3,100.30		3,100.30
134	23/12/2021		Northam Town Council	paypal	Bench Sponsorship	various	X	450.00		450.00
135	23/12/2021		Northam Town Council	121,122	Hall Hire	various	X	95.00		95.00
136	24/12/2021		Northam Town Council	168	Rent for use of Northam Town	Young & Co's Brewery PLC	S	1,250.00	250.00	1,500.00
137	05/01/2022		Northam Town Council	160	Hall Hire	Anne Garside	X	76.00		76.00
138	05/01/2022		Northam Town Council	165	Hall Hire	TorrAge	X	42.50		42.50
139	05/01/2022		Northam Town Council	169	Rent for use of Northam Town	Appledore Pilot Gig Club	S	262.50	52.50	315.00
140	07/01/2022		Northam Town Council	162	Hall Hire	Michelle Mead	X	36.00		36.00
141	08/01/2022		Northam Town Council	171	Hall Hire	TorrAge	X	50.00		50.00
142	11/01/2022		Nationwide 95 day acc	cr	Bank Interest	Nationwide Building Society	X	57.24		57.24
Total								6,072.90	323.14	6,396.04

Amendments to Financial Regulations January 2022

Following the appointment of the Deputy Town Clerk

6.4

Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the Town Clerk, Deputy Town Clerk or assistant Town Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.17 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of either the Town Clerk, Deputy Town Clerk or the Assistant Town Clerk and member. A programme of regular checks of standing data with suppliers will be followed.

6.18 Any Debit Card issued for use will be specifically restricted to the Town Clerk / RFO, Deputy Town Clerk and Assistant Town Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

6.20 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Town Clerk/RFO, Deputy Town Clerk or Assistant Town Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21 All cash received must be banked intact. Any payments made in cash by the Town Clerk / RFO, Deputy Town Clerk or Assistant Town Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.