



**NORTHAM BURROWS CHARITY**  
**Town Hall, Windmill Lane, Northam EX39 1BY**

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**To all members of the Council:**

You are invited to attend the

**NORTHAM BURROWS CHARITY MANAGEMENT COMMITTEE**

**Thursday 22nd January 2026 at 10am**

at The Town Hall, Windmill Lane, Northam for the transaction of the business listed on the agenda below.

**Membership:** Cllrs Edwards, Hames (deputy Chair), Leather, Tait (Chair) and Whittaker, and Cllrs Bach (Mayor) and Newman-McKie (Deputy Mayor) ex-officio.

**Questions by the public**

There will be a period for questions by the public. In accordance with Standing Order 3, members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of any Council business at Full Council and at Committee meetings in respect of business on the agenda.

Anyone wishing to ask questions is requested to notify the Town Clerk by 12 noon on the day of the meeting.

**Recording, photographs and filming**

In accordance with the Council's policy on filming and recording of Local Council and Committee meetings (available to read in the Chamber) and arising from the *Local Government and Accountability Act 2014* the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

*Guy Langton*

Guy Langton, Town Clerk

Date of issue: 16/01/2026

## AGENDA

- 1. To receive apologies for absence**
- 2. Chair's announcements**
- 3. To agree the agenda as published.**
- 4. To receive any dispensations and disclosable pecuniary or other interests**  
*Committee members are reminded that all interests must be declared prior to the item being discussed.*
- 5. To confirm as a correct record and sign the minutes of Northam Burrows Charity Management Meeting held on 23<sup>rd</sup> October 2025 (p3-6)**
- 6. To receive an update on action points (p6)**
- 7. To review the Grazing terms and conditions (p6 & enclosed)**
- 8. To receive the 2024-25 annual accounts (p6 & enclosed)**
- 9. To consider works on the Burrows (p7)**
- 10. To note additional homes within the ancient Manor (verbal)**
- 11. To note any business for future agendas (verbal)**

**Minutes of the Northam Burrows Management Committee Meeting held on 23<sup>rd</sup> October 2025.**

Present: Cllr Edwards, Hames (Deputy Chair), Cllr Leather and Cllr Tait (Chair)

In attendance: G Langton, Town Clerk; Miss T Tucker, Community Engagement Officer; M Day, Burrows Ranger

**1. To receive and approve apologies for absence**

Cllrs Bach, Newman-McKie and Whittaker all apologised.

**2. Chair's announcements**

There were none

**3. To agree the agenda as published.**

The published agenda was **agreed**.

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

**4. Public Participation**

No public were present.

It was agreed to remove this agenda item from future committees, the meetings not routinely being open to the public.

**5. 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.

**6. To confirm as a correct record and sign the minutes of Northam Burrows Charity Management Meeting held on 24<sup>th</sup> July 2025**

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

**7. To receive an update on action points**

These were noted.

Action	July 2025	October 2025
1 To consider the progress being made by the consultant	Awaiting the report. The draft was with the Officer at Torridge District Council and would be presented to the Burrows Forum and Torridge District Council on the 17 <sup>th</sup> November 2025. On the agenda.	Awaiting the report. The draft was with the Officer at Torridge District Council and would be presented to the Burrows Forum and Torridge District Council on the 17 <sup>th</sup> November 2025. On the agenda. ONGOING
2 Make grant awards		Grants paid to recipients. COMPLETE
3 Dung beetle workshop		On the agenda. COMPLETE
4 Fence extension – Skern		The fence had been erected, though a 'return' could not be installed, the corner would collect weed and debris to build up, affecting the longevity of the fence. COMPLETE

**8. To agree the dates for the 2026 Manor Pass applications**

It was **agreed** to administer the Manor Pass applications in the same way as was done in 2025, as described below and to make use of the Council's franking facility, if available.

Proposed: Cllr Hames, seconded: Cllr Edwards (majority in favour)

Manor Pass application forms would be made available in the foyer of the Town Hall and online from 8am on Friday the 20<sup>th</sup> February 2026.

In person applications would be taken from Monday the 23<sup>rd</sup> February 2026, with those applications posted through the letter box over the weekend processed after the applications received on the Monday - the first day applications would be received.

Applications received will therefore be processed in the following order:

- i Those received in person or through the letter box (by 6pm) on Monday 23<sup>rd</sup> Feb 26
- ii Those received through the letterbox and collected at 7am Monday 23<sup>rd</sup> Feb 26
- iii Those received through the letterbox and collected at 6pm Sunday 22<sup>nd</sup> Feb 26
- iv Those received through the letterbox and collected at 9am Sunday 22<sup>nd</sup> Feb 26
- v Those received through the letterbox and collected at 6pm Saturday 21<sup>st</sup> Feb 26
- vi Those received through the letterbox and collected at 9am Saturday 21<sup>st</sup> Feb 26
- vii Those received through the letterbox and collected at 6pm Friday 20<sup>th</sup> Feb 26
- viii Those received in person or through the letter box (by 6pm) on Tuesday 24<sup>th</sup> Feb 26,

Etc.

**Action Point: Explain the process on the Northam Burrows webpage.**

**9. Look at date and thoughts for the grant award ceremony**

The Charity thanked the Westward Ho! Men's Shed for making plaques which indicated the Charity's support for the grant recipients' projects.

It was agreed that the Charity would not hold a ceremony.

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

It was agreed that the Charity would write to the eight grant recipients, asking each to provide the Charity with a completion statement, accompanied by a clear indication of how the funds had been spent, enclosing a small wooden plaque.

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

**Action point: Write to the grant recipients.**

**10. Update on arrangements for a Dung Beetle workshop for Graziers from the Burrows Ranger**

It was agreed to request the Burrows Ranger invite an entomologist to present to the graziers, a representative from the Golf Club and members of the corporate trustee to explain the significance of the rare dung beetle population on Northam Burrows. This would be followed by an interactive walk on the Burrows SSSI at a cost of £399.

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

**Action point: work with the Burrows Ranger to finalise the details.**

**11. Update on Natural England consultation from Torridge District Council (the Landowner)**

Following a meeting with the Senior Leadership Team at Torridge District Council, the Burrows Ranger advised the committee that the findings of the feasibility study would be reported to the Burrows Charity, graziers and Golf Club, at 10am on the 17<sup>th</sup> November 2025. Later that day they would be presented to the TDC Community and Resources committee.

**12. To consider an insurance policy for the Burrows Charity**

It was agreed to take out a general insurance policy for the charity's activities on Northam Burrows, the premium for which would be £380.75/year (inc IPT).

Proposed: Cllr Edwards, seconded: Cllr Tait (all in favour).

### 13. Accounts feedback after the 2025 round of Manor Pass sales

The Charity's funds on 30th September were as follows:

120-day notice account	£50,000	3.5% interest
90-day notice account	£15,000	2.9% interest
Easy-access account	£13,500	1.75% interest
Total on deposit	£78,500	Interest added November each year
Current account	£391.67	zero interest
<b>Total funds</b>	<b>£78,891.67</b>	

Headline detail:

Income:	£30,531	(manor passes, reg changes and grazing. Note: Golf Club yet to be invoiced for 25-26)
Expenditure:	£2,067	(stationery, franking)
Admin recharge:	£8,400	(£7,000 plus VAT annually)
Burrows facilities:	£2,443	(water trough, Skern fence)
Grants awarded:	£39,917.80	(across eight recipients)

Detailed accounts will be presented to the AGM in early 2026.

The meeting closed at 12:20pm

## 6. To receive an update on action points

Action	October 2025	
1 To consider the progress being made by the consultant	The report's recommendations were presented to a meeting of the Burrows Forum on 17 <sup>th</sup> November 2025.	COMPLETE
2 Dung beetle workshop	Burrows ranger to arrange the workshop, dates awaited.	ONGOING
3 Take out insurance policy	Policy taken out on 11 <sup>th</sup> November 2025.	COMPLETE

## 7. To review the Grazing terms and conditions (enclosed)

The current Ts & Cs are attached for consideration.

## 8. To receive the 2024-25 annual accounts (also see the attached)

The Charity Commission requires the 2024-25 annual accounts to be submitted by the 31<sup>st</sup> January 2025.

The accounts have been submitted to the Auditor for review and are presented here for the Management Committee prior to presentation to the AGM on the 28<sup>th</sup> January 2026 (immediately preceding the Full Council meeting on the same date).

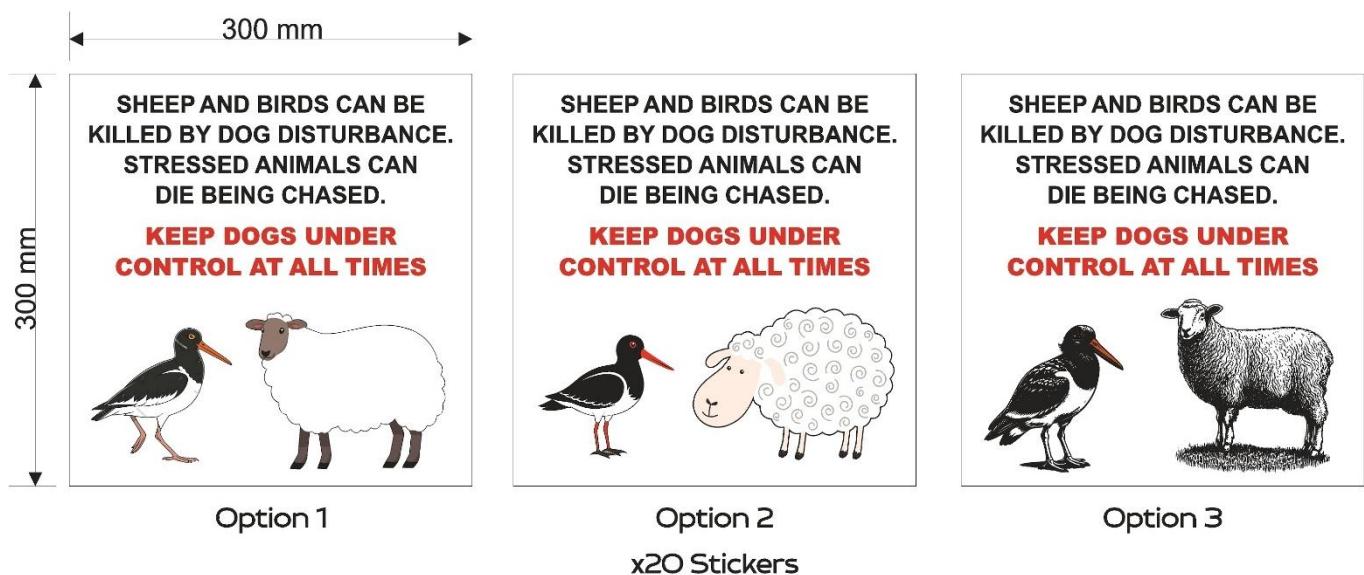
Northam Burrows Charity Current Account					
Carried Forward 01.04.2024			£ 107,353.67		
2024-25	Description	Total	Budget	Variance	Notes
Income	Manor Passes	30,410.02	30,000.00	410.02	End of year 2023-24 and start of 2024-25 are within financial year 2024-25.
	Car Reg Changes	485.00	-	485.00	97 changes of registration.
	Grazing	1,053.76	1,000.00	53.76	-
	Transfers in	-	-	-	All transfers completed by end of previous year.
	Grants in	-	-	-	No grants sought.
	Admin charges	-	-	-	Charges made to Manor Pass purchasers who's cheques are returned unpaid.
	SQUARE charges	522.11	525.00	2.89	1.75% for each contactless, chip and PIN or swiped card transaction. 2.5% for payments manually keyed-in to the Square Point of Sale app, Square Invoices and Virtual Terminal payments.
	Total in	31,426.67	30,475.00	948.78	
Expenditure	VAT	190.35	-	-	
	Maintenance	-	7,408.00	7,408.00	Proposed fencing works not undertaken, plans deferred to 2025-26.
	Administration	7,951.78	8,000.00	48.22	Stamps, stationery etc. Includes a charge of £9,774.72 for administration costs from NTC.
	Grants paid	-	-	-	Fund available to be confirmed.
	Refunds given	-	-	-	-
	Petty Cash	-	-	-	£37.50 carried forward from 2023-24 £22.50 on hand, £15.00 refunded to customers who's Pass envelopes were not correctly stamped.
	Transfer to Deposit	-	-	-	Deposit accounts to be opened 2025-26.
	Total out	8,142.13	15,408.00	7,456.22	
Current Account Balance 31.03.2025			£ 130,638.21		

## 9. To consider works on the Burrows

The Burrows Ranger and Coastal Engineer have met with employees of NTC to identify projects which will require the Charity to assist with funding. These are:

- Improving access to FollyFoot stables from the Burrows to move the horses away from the road access point at Sandymere.
  - The Ranger met with the stable owner in late 2025 and will be drawing together some costings to install a track and bridge from the stable yard directly on to Northam Burrows. This will alleviate the concerns raised by users regarding horses around the Sandymere entrance.
- Installation of a new footbridge to improve crossings of the stream.
- Dog control signage (options below)

Details of costs and options will follow.



## 10. To note additional homes within the ancient Manor

## 11. To note business for future agendas