



Following the Local Government and Accountability Act 2014 the Council now has a policy on filming and recording of Local Council and Committee meetings which will be on view in the Council Chamber or Committee Room as appropriate. Those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings. Those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Members of the public may not wish to be recorded and the Chair of the meeting will ensure insofar as is possible that any request not to be recorded will be respected.

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

Town Clerk: Mrs Jane Mills BA(Hons)
Telephone and Fax: 01237 474976
e-mail townclerk@northamtowncouncil.gov

To: All Members of the Northam Town Council

You are hereby summoned to attend the Annual Meeting of the Town Council which will be held on Wednesday 17th May 2023 commencing at 6.30 pm. In the Council Chamber, Windmill Lane.

Members of the public are welcome to attend.

The agenda for the meeting is set out below.

M. J. Mills

Jane Mills, Town Clerk

Date of issue 11th May 2023

AGENDA

- 1 To appoint a Chairman to officiate for item 2 on the agenda.**
- 2 Election of Town Mayor and signing of acceptance of Office.**
- 3 Presentation of the symbols of office:**
 - Mayoral Chain
 - Gavel
 - Keys to the Town Council Office.
- 4 Election of Deputy Town Mayor and signing of acceptance of Office.**
- 5 Apologies.**
- 6 To agree the agenda as published.**
- 7 To confirm and sign the minutes of the Town Council Meeting held 29th April 2023 (included in New Councillor Pack and herewith).**

- 8** **Declarations of interest**
Members are reminded that all interests must be declared prior to the item being discussed.
- 9** **To receive reports from outgoing Committee Chairmen**
(Town Projects, Planning, Finance and Human Resources, Northam Neighbourhood Plan, Climate Emergency (herewith), Review Committee, Westward Ho! Park (to follow)).
- 10** **To resolve which members wish to receive email correspondence and which hard-copy correspondence in respect of council meetings.**
- 11** **To note Terms of Reference for committees as above (herewith).**
These were updated by the Review Committee and adopted at Full Council during 2020-21.
- 12** **To receive a draft schedule of meeting dates for 2023-24 (herewith).**
- 13** **Appointments to Committee, and to agree Review of the Council Committee Structure at the earliest opportunity (herewith).** *Where the Mayor sits ex officio, he/she has full voting rights.*
- **Appointments to Planning Committee** *(9 Councillors plus the Mayor ex-officio).*
 - **Appointments to Finance and Human Resources Committee** *(7 Councillors, plus the Mayor ex-officio).* *In the event that the Chair of Town Projects is not an existing member they will be appointed onto the Committee with full voting rights.*
 - **Appointments to Review Committee** *(7 Councillors plus the Mayor ex-officio).*
 - **Appointments to Neighbourhood Plan Advisory Group** *(6 councillors, 2 from each ward, plus the Mayor ex-officio).*
- 14** **To consider that “Northam Town Council resolves from the date of this meeting, until the next relevant Annual Meeting of the Council that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence”.**
- 15** **To consider the appointment of the Northam Burrows Charity Management Committee**
(Mayor, Deputy Mayor and 5 councillors).
- 16** **To consider review of representation on or work with external bodies and arrangements for reporting back and to consider appointments to Outside Bodies (included on the committee choices form).**
- 17** **To appoint a Flagmaster.**
- 18** **To appoint a Police Advocate.**
- 19** **To confirm appointment of cheque signatories**
(Mayor, Members of the Finance and Human Resources Committee, Town Clerk, Deputy Town Clerk) (two Committee Members with The Town Clerk or Deputy Town Clerk).
- 20** **To consider review of Standing Orders and Financial Regulations**
The Standing Orders were reviewed during the year 2020-21 and adopted at Full Council. Financial Regulations were updated in January 2022 adopted at Finance and HR, and Full Council. We have not been advised of any changes from NALC. (These documents are in the New Councillor Pack).

- 21 To review Council's and/or employees' memberships of other bodies**
(Reviewed following the last Annual Meeting, it was recommended to renew all the memberships)
- DALC/NALC
 - Open Spaces Society
 - Taw Torridge Estuary Forum
 - Community Council of Devon and Devon Playing Fields Association (now joint)
 - SLCC
 - CPRE
 - Freedom of Information Commissioner.
- 22 To note the Ellis Whittam contract in relation to HR and Health and Safety**
(it was agreed in July 2022 to renew for 3 years).
- 23 To note Northam Town Council policies.**
These can all be found on the Council's website at [Policies - Northam Town Council](#).
- 24 To review Councillor Allowances** *(currently £1000 p.a.).*
- 25 To review inventory of land and assets and office equipment and receive a report on Asset Management** *(to follow).*
- 26 To note and confirm arrangements for insurance cover in respect of all insured risks**
We are about to start the 3rd year of a three-year contract at Hiscox.

There was a presentation by a Guest Speaker (Lucy Willans, North Devon Biosphere and Appledore School micro-reserve, accompanied by Jeremy Cooper, Appledore School Head Teacher.

Following the presentation questions were taken.

Minutes

Northam Town Council – Minutes of a meeting of the Town Council held on Wednesday 26th April 2023 in the Town Hall at 6.30 pm

Present: Cllrs Laws, (Chair), Edwards, Hames, Himan, Mrs Hodson, Leather, Mrs McCarthy, Miss Manley, Newman- Mckie, Sargent, Tisdale and Miss Woodhouse.
In attendance: Mrs J Mills, Town Clerk, Mr G Langton – Deputy Town Clerk
Reverend Harris
Members of the public (1)

2304/1109 Apologies
Apologies, Cllr Davis, and Cllr Ford.

2304/1110 Chairman's Announcements
The Chairman thanked those giving the presentation and said it had been inspirational. He went on to say that this was the last meeting of the present Council and what an amazing year he had had as Mayor, the Queen's Jubilee, the death of the Sovereign and a new King. he thanked everyone for their support and especially the staff who had helped to see him through.

230/1111 Declarations of interest
Members were reminded that all interests must be declared prior to the item being discussed.

2304/1112 To agree the agenda between Part A and Part B
It was **resolved** to agree the agenda between Part A and Part B,
After amending item 14 to read 29th March 2023
Proposed: Cllr Tisdale, Seconded: Cllr Manley (all in favour)

2304/1113 To confirm and sign the minutes of the Town Council Meeting held 29th March 2023
It was **resolved** to sign the minutes of the Town Council Meeting held 29th March 2023 after the addition at 2303/1045 of a further request that Northam Town Council should be allowed to renew the lease for Bone Hill Car Park as all the spaces are required for the Community.
Proposed: Cllr Leather, Seconded: Cllr Tisdale (all in favour)

2304/1114 To note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (Items contained in Part B to be considered under Part B

- Town Projects – 7th March 2023
- Planning – 16th March 2023 and 30th March 2023.

It was agreed to note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (Items contained in Part B to be considered under Part B

2304/1115 Action Points

It was agreed to note the action points

2304/1116 To receive and consider reports from the Town Clerk (Bank reconciliation as at year end)

It was agreed to note the reports from the Town Clerk

2304/1117 Public Participation

We welcome Parishioners speaking or making representations, asking questions or giving evidence at the meeting of the Full Council in respect of any issue affecting the Northam Town Council area. A period of twenty minutes is allocated for this unless directed by the Chair of the meeting and a member of the public 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. A member of the public wished to speak and congratulated the Council on their efforts to acquire Westward Ho! Park from TDC and the progress made since. The new play area has been well received and is used by residents from the whole of the Torridge area. Thanks, was also given for the support to the 200 club.

2304/1118 To consider a response from Payphones at BT regarding the kiosk in the Seagate car park.

Following receipt of the response from BT, it was **resolved** that adoption was not an option and retention of the working telephone box was determined as essential, as a facility for Appledore.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Sargent (all in favour)

2304/1119 To consider renewal of the lease of the committee room.

It was **resolved** to write to TDC with a request that due to the expansion of the Town Council duties and responsibilities, with additional staff required to fulfil the role, that the offices G14 and G15 could be offered to the Town Council at a peppercorn rent of £1 a year.

Proposed: Cllr Mrs McCarthy, seconded: Cllr Tisdale (all in favour)

Action Point: Town Clerk to write with the request to TDC.

2304/1120 To consider extending the emergency hire for a further two months of a vehicle for the maintenance men.

It was **resolved** to extend the hire of a vehicle by up to 3 months if necessary.

Proposed: Cllr Edwards, seconded: Cllr Manley. (majority in favour, 2 abstentions.)

PART B

- 2304/1121 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.**
It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting.
Proposed: Cllr Tisdale, Seconded: Cllr Hodson (all in favour)

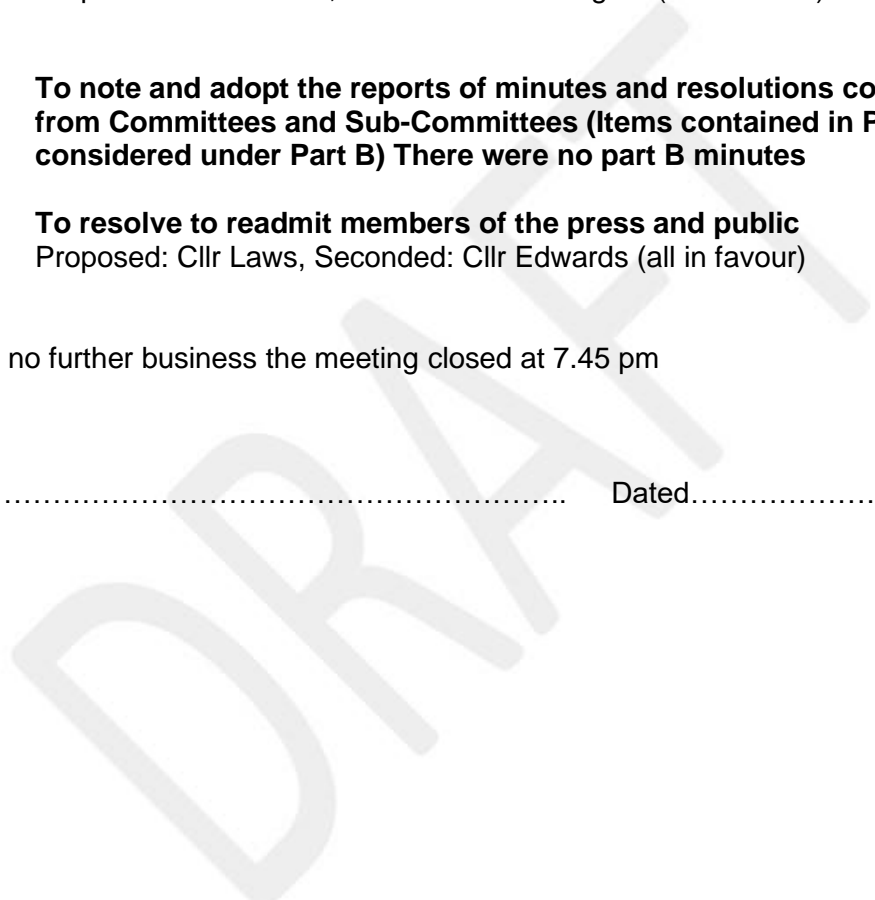
- 2304/1122 To confirm and sign the minutes of the Town Council Meeting held March 29th 2023, Part B**
It was **resolved** to confirm and sign the minutes of the Town Council Meeting held March 29th 2023, Part B
Proposed: Cllr Leather, Seconded: Cllr Sargent (all in favour)

- 2304/1123 To note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (Items contained in Part B to be considered under Part B) There were no part B minutes**

- 2304/1124 To resolve to readmit members of the press and public**
Proposed: Cllr Laws, Seconded: Cllr Edwards (all in favour)

There being no further business the meeting closed at 7.45 pm

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



List of Local Issues Town Projects & Asset management Committee have discussed 2021/22 (Not necessarily inclusive)

- 20 mph zones around schools
- Additional water storage at Northam Hall
- Annual footpath condition survey for the P3 agreement
- Annual reports from Northam Lions Football Club
- Appledore line painting: White lines at drop curbs and Double yellow lines
- Appledore Pilot Gig Club to increase their area of hardstanding
- Bee friendly planting Northam Hall
- Benches in Irsha Street and Honey Street
- Bulb Planting at Anchor Park, Lords Meadow, Mondeville Way and Golf Links Road
- Fencing and future enhancement at Burrough Farm
- Festoon and Festive lighting at Appledore Quay and Westward Ho!
- Fields in Trust application in relation to parks & outside spaces
- Grab Posts on Lookout Path
- Handrail alongside the steps from the Lookout Path to the Mount
- Licences/Charges for Appledore Boat Park
- locations of siting poles for battery-powered mobile vehicle activated speed signs
- Multiplay equipment at Anchor Park
- Plans for planting across the Town area: planters, baskets and the Town Hall frontage
- Planting in Anchor Park
- Playpark repairs following the ROSPA inspection
- Renew the Appledore Skatepark Lease and repairs
- Repair/relocation of Bus Shelters Lenards Road/Golf Links Road
- Replacement basket swing at Lords Meadow
- Replacement finger posts at Westward Ho!
- Replacement/additional vehicle for NTC Maintenance Team
- Reporting procedure for internal play park inspections by Council employees
- Review the terms and conditions of Appledore Boat Park
- Signage on the anchor in Anchor Park
- Smart heating system control for Northam Hall
- Suitable sites in Appledore for another defibrillator
- Transfer of 'Blackies' from Torridge District Council
- Tree planting along grass verges of Golf Links Road
- Village Signs, flowers, planters, hanging baskets
- Weed killing reviewed on an annual basis.
- Wi-Fi at Northam Hall

Roger Tisdale 10/05/2023

REPORT BY VICE-CHAIR OF THE PLANNING COMMITTEE (Cllr Hames)

The Committee has continued its work over the year of scrutinising planning applications and making recommendations to the Local Planning Authority. Of particular significance have been the large development applications on land allocated as Development Areas in the North Devon and Torridge Local Plan, for example at Cornborough Road, Westward Ho! and Pitt Hill, Appledore. Unfortunately despite the concerns we have expressed relating to lack of infrastructure, reliance on cars as transport, impact on biodiversity, highways impact and other issues these applications have been approved and mainly unrevised.

Due to Torridge and North Devon's lack of a five-year housing supply we have also seen applications for development on land outside the allocated sites. However, we were glad the proposed development at Bloody Corner which was outside the development zone was refused permission by TDC. This followed our Committee's recommendation to refuse, including on grounds of adversely affecting the undeveloped coast and contributing to coalescence with Appledore. Torridge agreed with our main recommendations and when the applicant lodged an appeal against the decision the appeal was dismissed by the Inspector.

Given that we have recently learned that Torridge and North Devon have now exceeded the required five year housing supply by seven months it is hoped that there won't be any more large developments applied for outside allocated sites. It is also hoped that our Council's Neighbourhood Plan when adopted will help to maintain our remaining green spaces and the gap between Northam and Appledore.

While we have mainly been unsuccessful with our recommendations regarding large developments in the area we have managed to get TDC's agreement on a number of individual applications. One example is a recent application at the house called Boathyde by the estuary where we strongly recommended retention of the Victorian façade of this distinctive and historic building. As a result the applicant put in a revised application which met our concern. Another case was an application in Bidna Lane for a so-called live/work property which we recommended for refusal partly on grounds of remoteness from local facilities and impact on neighbouring amenities. Generally, however, it is our recommendations to approve applications which are the ones which Torridge agrees with.

Regarding wider planning considerations we have expressed concern to TDC about the lack of community involvement in the development land allocation process under what is called HELAA (Housing and Economic Land Availability Assessment). As a result, we invited the Strategic Planning Officer to one of our meetings to discuss our concerns which are shared with some other councils in North Devon. The Committee is aware that a review is being carried out of the Joint Local Plan and that the proposal is to look at certain aspects in order to strengthen policies, for example, proving viability of proposed developments, building more social housing and enabling more renewable energy. Recent Government proposals to reform the planning system have been out for consultation and the results of this are awaited. The Committee submitted a number of detailed comments during consultation about an Affordable Housing document drafted by the two planning authorities and our comments ranged over the need for earlier tests of development viability, stronger measures to produce affordable housing, measures to tackle holiday homes, measures to stop land banking and other matters.

The Committee has also had presentations from developers including recently a proposal for housing a German wartime ship in a new building at Richmond Dock in Appledore.

As can be detected from my report the Committee's influence regarding planning decisions is very much constrained by authorities which are further up the planning line – i.e. by Torridge District Council which is itself constrained by decisions of national Government. Given this situation it is particularly important that our Council takes part in future consultations on proposed revisions to the Local Plan and that it helps to enable full public participation in this process. It is also important that

new Councillors on the Committee get planning training and thoroughly familiarise themselves with the contents of the Local Plan and National Planning Policy Framework so that they can make well informed recommendations which are based on policies.

Finance & Human Resources Committee Annual Report 2022/23

Arguably the most important committee of the Council, overseeing the income and expenditure of the Council, and also having regard to all staffing issues.

The primary task at our monthly committee meeting is to scrutinise the expenditure and income of the Council. As chair of the committee, I have to countersign all invoices for payment. The committee also approve the finance and audit reports, making recommendations to full council. Part of our remit is to undertake Risk Review, Internal Control and Investment Strategy. We are all contributors to the Council Tax, so are very mindful of how we spend the Parish precept, in the belief that the care, cleanliness and general improvement and wellbeing of our area, is money well spent. We still maintain a lower Band D parish precept rate than Bideford, Great Torrington and Holsworthy. Now that Northam Burrows is properly confirmed as a Northam T C charity with regard to those who graze animals, money raised from Burrows passes, will go into a Northam Burrows charity account, and be managed by that committee, on behalf of the full council, who is the Charity Trustee.

We advertise for applications for the grants to local groups and charities which we provide every year, it is another way the town council is able to put back into our area much needed financial support for them.

Staffing matters are the other part of our committee work under the Human Resources (HR) heading. Issues such as salaries, holidays, flexible working and any staffing concerns are dealt with. Myself, The Mayor and Town Clerk undertake staff annual appraisals, with Finance Chair and Mayor undertaking the Town Clerk appraisal.

I offer my sincere thanks to the Town Clerk and all the staff, along with grateful thanks to the Finance & HR Committee, for their unstinting work over the past year. We are in a very secure financial and staffing position, looking to the future.

Cllr. Chris Leather, Chair of Finance & HR Committee.

REPORT BY CHAIR OF NEIGHBOURHOOD PLAN ADVISORY GROUP (Cllr Hames)

The Group has continued to work hard on producing a draft Plan and in doing this we are very indebted to the detailed help provided by Nick Arnold in following up our suggested revisions to policies and providing drafts for the Group's approval of other documents which are required as part of the Plan. We are also indebted to the work and advice of our Deputy Town Clerk and we also thank the members of the public on the Group who are Ellie Bartleman, and Geoff Allen and also Joy Smart until she moved from the parish. Special thanks for their work too, to Councillors Derek Sergeant and Nick Laws who are no longer on this Council.

As a result of our labours and those of other people over several years we produced a draft Plan last November for community consultation. As part of this consultation we held three public consultation days in Westward Ho!, Appledore and Northam. These were well attended and gave members of the Group a chance to discuss the contents of the Plan with our community.

Consultation forms were also available on the NNP website and we received over 300 responses. The Advisory Group has been going through the responses and incorporating them in the Plan as necessary and then the next stage after agreement from Full Council of the revised text is to submit the draft Plan to Torridge District Council for independent examination. Once completed and the comments considered the final Plan will go to referendum for public approval and the end, we hope, of a very long process!

REPORT FROM CHAIR OF CLIMATE COMMITTEE 2023 (Cllr Hames)

First I thank all the Committee members, who currently include three members of the public : Wendy Lo-vel, Bert Bruins and Tom Wiersma. We have all worked well together over the last year.

The main project coming out of the Committee and the Council's Climate Emergency Plan was the installation of solar panels and battery storage at Northam Hall. This is now supplying electricity to the Hall and with a charging point in place on the building any cordless machinery used by the maintenance men can be charged and when the current petrol and diesel vehicles reach end of life it is planned that replacement EV vehicles will be powered up with the charger. Apart from helping to meet the Council's net zero carbon aims the existence of our own source of electricity should lead to significant reductions in the Council's energy bill and in the fuel and maintenance costs of our transport fleet. Further energy reduction is planned by installing roof installation at the Hall.

At Northam Hall the Committee also saw through a project in the Council's Carbon Plan to capture rainwater for use in watering hanging baskets in the parish. Accordingly three large second hand fruit juice containers have been installed in series behind the Hall to take water off the roof.

Regarding alternative transport, having used some of its budget to contribute to the County Council's Local Cycling and Walking Infrastructure Plan for Northam, Bideford and Barnstaple the Committee received reports about its progress and contributed to the consultation about the draft plan. It is hoped that the final plan will soon receive County Council approval and form the basis for funding of the recommended cycle and walking routes.

The Committee was also active in increasing biodiversity in the Parish and members conducted a survey of verges which would be suitable for leaving uncut except for cut margins by the roadside. Wild flower sowing has been carried out at selected sites and regeneration of existing wild flowers has been encouraged. The Committee also successfully recommended planting of pollinator friendly plants in the Council's street planters.

At the Council's open spaces the Committee has initiated tree planting at Lords Meadow and at Anchor Park and at the latter site a scheme of pollinator friendly shrubs and plants has been approved which involves leaving areas of grass uncut, again leaving cut margins alongside the paths. Members of the Committee also spent a very satisfying morning at Appledore School helping the children to plant hedge plants in the school's wildlife area. After Committee approval the plants had been obtained with a grant applied for by our Deputy TownClerk, for which we thank him. As a result of the event it is planned to engage further with the school and other schools in the community to discuss other projects relating to the climate and biodiversity.

Aware that the Council needs to reach out more to the community the Committee has ensured that a carbon survey of the Parish done by Exeter University has been put on the Climate website, together with a carbon calculator for use by households to reduce their carbon emissions. The Committee has also produced an eye-catching design for a poster about what the Council has done towards reducing emissions and what people can do in their everyday lives. Copies of the poster have been placed at strategic points in the parish and at the May Fair and more will be circulated in the coming months, The intention is to engage further with the local community through public meetings and other events and of particular importance is the need to promote climate resilience in the face of climate-related phenomena such as increasing summer temperatures, rising sea levels and heavier rainfall.

Report – Items 11, 12 & 13

The new council, in place from when elected members 9th May 2023, presents members with an opportunity to review the council's operational committee structure and associated terms of reference. The current committee structure is as presented in appendix 1 of this paper.

Terms of Reference for all committees and groups are included in appendix 2 of this paper.

Certain of the Council's committees carry out tasks under their defined or inferred delegated powers that refer to statutory activities of the Council, namely *Finance and Human Resources (F&HR)* and *Planning*. The Council may wish to review their terms of reference but must be guided by the requirements of statute and good practice.

Another, the *Northam Burrows Management Committee* carries out certain operational functions on behalf of the Charity's corporate Trustee, Northam Town Council. The membership of the management committee is appointed by the Council (as corporate trustee) at its Annual Meeting (AGM) to oversee the operation of the Northam Burrows Charity.

The Council has one advisory group, preparing the Northam Neighbourhood Plan. Currently, the Neighbourhood Plan is being reviewed by a working group set up by the advisory group following feedback gathered at the pre-submission consultation carried out earlier in 2023. A schedule of meetings has not been agreed and will be considered at the first meeting of that group on 13th June 2023.

A Review Committee has been established to consider changes to Council policy and procedure, including the terms of reference for all groups and committees.

In addition, the Council operated three further committees, Town Projects & Asset Management, Westward Ho! Park and Climate Emergency. The Westward Ho! Park and Climate Emergency Committee have specific and limited powers outlined in their terms of reference. Town Projects & Asset Management has a broad remit across the whole of the Council's activity in the Parish.

Committee meetings were scheduled for once a month in the 2022-23 Civic Year, other than Planning, which was scheduled once a fortnight and the Neighbourhood Plan Advisory Group, which was scheduled to meet once every 4 weeks (so 13 times). All scheduled meeting dates may be cancelled or amended with due notice to members. By law, the Council must issue a summons to and agenda for a meeting with three clear days. In practice, the Town Clerk issues these 6 calendar days in advance of each meeting.

Should the meeting calendar continue as before there would be a possible 109 meetings in the year 2023-24 (though none were convened for the Review Committee):

- Full Council 12 meetings
- Finance & HR 12 meetings
- Northam Neighbourhood Plan 13 meetings
- Planning 24 meetings
- Town Projects & Asset Management 12 meetings
- Westward Ho! Park 12 meetings
- Climate Emergency Committee 12 meetings
- Review none were scheduled.

In practice there were 83, with others cancelled for a variety of reasons, including the period of national mourning following the death of her late Majesty Queen Elizabeth II.

The calendar circulated (and attached at appendix 3) includes an amended pattern for the planning committee to every 3 weeks. This conforms with the statutory planning cycle which allows 21 days for the public consultation of a proposal.

- Full Council 12 meetings
- Finance & HR 12 meetings
- Northam Neighbourhood Plan 12 meetings
- Planning 14 meetings
- Review none are yet scheduled

The below three committees have not been included but it is anticipated similar committees will be appointed.

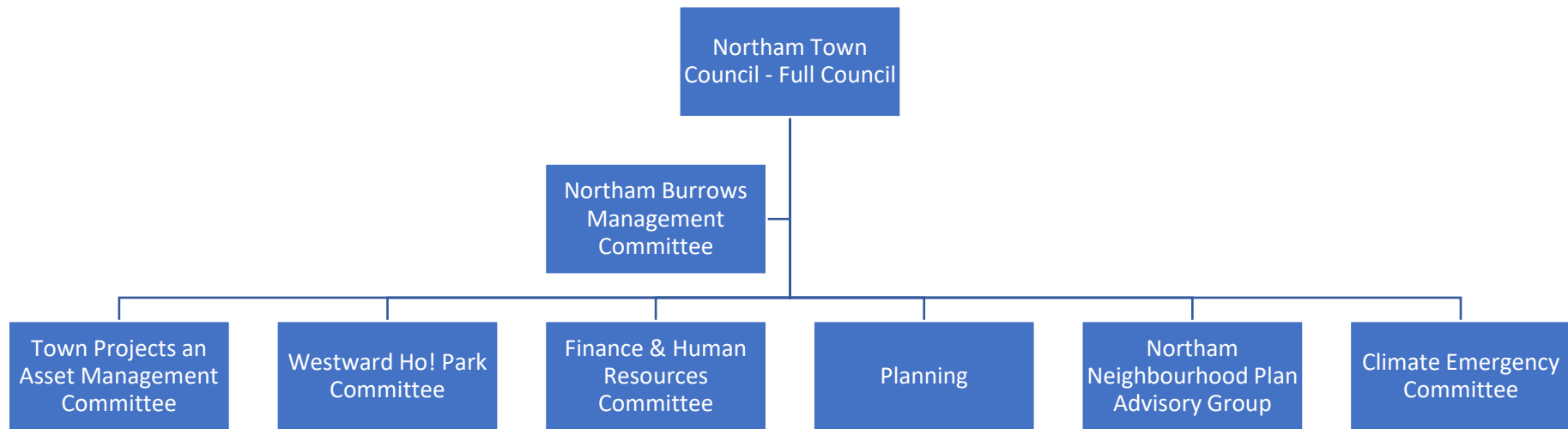
- *Town Projects & Asset Management* 12 meetings
- *Westward Ho! Park* 12 meetings
- *Climate Emergency Committee* 12 meetings.

Potentially, there could be as many as 98 meetings, though in practice there will be fewer.

Recommendation:

It is therefore recommended that the Council reviews its committee structure, along with the Terms of Reference for each committee. This could be achieved through one or more Review Committee meetings, though it may be members would like an informal meeting to have the committee structure outlined and explained before a formal meeting.

Appendix 1 – Northam Town Council Committee Structure





**NORTHAM TOWN COUNCIL
FINANCE AND HUMAN RESOURCES COMMITTEE
COMMITTEE STRUCTURE AND TERMS OF REFERENCE**

To exercise on behalf of the Council powers and duties within existing policies and practices of general concerns to Northam excluding those matters specifically dealt with by another Committee.

COMPOSITION

The Committee will comprise seven members, in addition ex-officio member with full voting rights, the Mayor, Chair of Burrows and Town Projects (other Members as required).

MEMBERSHIP

The Membership of the Committee will be decided upon its creation and the membership of the Committee to be re-appointed at the Annual Council Meeting in May each year.

MEETINGS

Meetings will be convened as per the Schedule of Meetings, agreed at the Annual Council Meeting in May each year.

MINUTES

Minutes will be presented to the next available ordinary meeting of the Town Council, for noting and adopting

QUORUM

The quorum of the committee will be four members

GENERAL

Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record **RESOLVED**. If not, the minutes will record the decision as **RECOMMENDED** and it will then be brought to the attention of the Full Council for decision.

The Town Clerk will support the Committee assisted by other officers.

The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to provide guidance as to matters under discussion.

POWERS / ROLE

- To prepare and recommend to Council annually, no later than its December meeting, a budget for the following financial year
- To consider and approve orders and expenditure which are within the Council's existing budget
- To consider and recommend to Full Council approval/refusal all applications for grants, loans or other financial assistance received by the Council.
- To approve and oversee any contracts or agency agreements entered into by the Council
- To monitor the financial affairs of the Council and spending against the agreed budget.
- To consider and report to Council matters of a financial nature which may result in write-off of public monies.

Appendix 2: Terms of Reference for Committees and Groups.

- To monitor spending and use of resources to ensure the Council obtains best value and complies with council policies.
- To review and ensure Financial Regulations are kept up to date.
- To ensure compliance with Financial Regulations.
- To ensure clear communication with other Council Committees where matters under consideration have an impact across more than one Committee.
- The Committee shall be responsible for matters affecting Council employees as per Standing Orders.
- The Committee shall deal with breaches of the code of conduct as per Standing Orders.
- The Committee shall deal with matters under the Freedom of Information Act 2000 as per Standing Orders.
- To consider all matters relating to the running of the Council with regard to staff pay.

BUDGETARY RESOURCES

Delegated powers to spend within budget.



**NORTHAM TOWN COUNCIL
NORTHAM NEIGHBOURHOOD PLAN ADVISORY GROUP
STRUCTURE AND TERMS OF REFERENCE**

The objective of the Advisory Group is to produce a sound Neighbourhood Plan for the Parish of Northam that defines the spatial planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.

COMPOSITION

The Group will comprise six members (two from each ward), in addition ex-officio member with full voting rights, the Mayor and three members of the public, one from each ward.

MEMBERSHIP

The membership of the Group will be decided upon its creation and the membership of the Committee to be re-appointed at the Annual Council Meeting in May each year.

MEETINGS

Meetings will be convened as per the Schedule of Meetings, agreed at the Annual Council Meeting in May each year.

MINUTES

Minutes will be presented to the next available ordinary meeting of the Town Council, for noting and adopting.

QUORUM

The quorum of the Group will be 4 elected members

GENERAL

Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record **RESOLVED**. If not, the minutes record the decision as **RECOMMENDED** and it will then be brought to attention of the Full Council for decision.

The Town Clerk will support the Committee assisted by other officers.

The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to discussion.

POWERS / ROLE

- The objective of the Group is to produce a sound Neighbourhood Plan for the Northam Town Council area that defines the planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.
- Determine the overall scope and objectives of the plan;

Appendix 2: Terms of Reference for Committees and Groups.

- Agree a project timescale and endeavour to secure compliance;
- Build and maintain links with the Local Planning Authority (LPA);
- Keep under review the legislative requirements around Neighbourhood Planning to ensure the plan meets all requirements;
- Agree a project communication, consultation and engagement strategy;
- Approve all background and evidence based reports prior to publication;
- Agree all consultation documents prior to publication;
- Make recommendations to the LPA on resourcing the plan,
- Agree, subject to ratification by the Town Council, a final submission version of the Northam Neighbourhood Plan to Torridge District Council ;
- Actively support and promote the preparation of the Northam Neighbourhood Plan throughout the duration of the project.
- Establish when necessary, working groups to focus on specific areas of the plan.
- Co-Opt contributors with specific skills when required.

BUDGETARY RESOURCES

The Committee will seek from the Council an annual budget allocation, with delegated responsibility for its expenditure in the implementation of its role.

Appendix 2: Terms of Reference for Committees and Groups.



NORTHAM TOWN COUNCIL PLANNING COMMITTEE COMMITTEE STRUCTURE AND TERMS OF REFERENCE

To exercise on behalf of the Council powers and duties within existing policies and practices of general concerns to Northam excluding those matters specifically dealt with by another Committee.

COMPOSITION

The Committee will comprise NINE elected members, in addition ex-officio members with full voting rights, the Mayor (other members as required).

MEMBERSHIP

The Membership of the Committee will be decided upon its creation and the membership of the Committee to be re-appointed at the Annual Council Meeting in May each year.

MEETINGS

Meetings will be convened as per the Schedule of Meetings, agreed at the Annual Council Meeting in May each year.

MINUTES

Minutes will be presented to the next available ordinary meeting of the Town Council, for noting and adopting

QUORUM

The quorum of the committee will be 4 members

GENERAL

Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record **RESOLVED**. If not, the minutes will record the decision as **RECOMMENDED** and it will then be brought to the attention of the Full Council for decision.

The Town Clerk will support the Committee assisted by other officers.

The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to provide guidance as to matters under discussion.

POWERS / ROLE

- To consider all planning applications received from County and District Councils for observation and decide the Council's response in each case.
- To respond to consultations on Planning Policy Documents such as the Local Development Framework.
- To consider any matters of general relevance to town planning and development control affecting Northam including comments and contribution to the development plans of other councils
- To consider any matters concerning the physical environment of Northam, including land usage, enhancement schemes, tree protection and development schemes
- To obtain training for members at the earliest opportunity following their appointment

BUDGETARY RESOURCES

If spending is required it should be referred to Full Council



**NORTHAM TOWN COUNCIL
REVIEW COMMITTEE
COMMITTEE STRUCTURE AND TERMS OF REFERENCE**

To exercise on behalf of the Council powers and duties within existing policies and practices of general concerns to Northam excluding those matters specifically dealt with by another Committee.

COMPOSITION

The Committee will comprise seven members, in addition ex-officio member with full voting rights, the Mayor.

MEMBERSHIP

The Membership of the Committee will be decided upon its creation and the membership of the Committee to be re-appointed at the Annual Council Meeting in May each year.

MEETINGS

Meetings will be convened as per the Schedule of Meetings, agreed at the Annual Council Meeting in May each year.

MINUTES

Minutes will be presented to the next available ordinary meeting of the Town Council, for noting and adopting.

QUORUM

The quorum of the committee will be 4 members

GENERAL

Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record **RESOLVED**. If not, the minutes record the decision as **RECOMMENDED** and it will then be brought to attention of the Full Council for decision.

The Town Clerk will support the Committee assisted by other officers.

The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to discussion.

POWERS / ROLE

- The Committee will be responsible for the review and updating of all of the Council's policies procedures and Standing Orders and will provide recommendations to Full Council for adoption and approval of new or amended documentation.
- The Committee will be responsible for the creation of any new policy or procedure required to ensure compliance with new legislation, regulation or good practice guidance.
- The Committee will report to Full Council and will present quarterly progress reports on the delivery of the Council's objectives.

Appendix 2: Terms of Reference for Committees and Groups.

BUDGETARY RESOURCES

The Committee will seek from the Council an annual budget allocation, with delegated responsibility for its expenditure in the implementation of its role.

Appendix 2: Terms of Reference for Committees and Groups.



NORTHAM TOWN COUNCIL TOWN PROJECTS AND ASSET MANAGEMENT COMMITTEE COMMITTEE STRUCTURE AND TERMS OF REFERENCE

To exercise on behalf of the Council powers and duties within existing policies and practices of general concerns to Northam excluding those matters specifically dealt with by another Committee.

COMPOSITION

The Committee will comprise seven members, in addition ex-officio member with full voting rights, the Mayor.

MEMBERSHIP

The Membership of the Committee will be decided upon its creation and the membership of the Committee to be re-appointed at the Annual Council Meeting in May each year.

MEETINGS

Meetings will be convened as per the Schedule of Meetings, agreed at the Annual Council Meeting in May each year.

MINUTES

Minutes will be presented to the next available ordinary meeting of the Town Council, for noting and adopting

QUORUM

The quorum of the committee will be four members.

GENERAL

Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record

RESOLVED. If not, the minutes will record the decision as **RECOMMENDED** and it will then be brought to the attention of the Full Council for decision.

The Town Clerk will support the Committee assisted by other officers.

The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to discussion.

POWERS / ROLE

- The Committee shall be responsible for the repair and maintenance of all Council property.
- The Committee can propose future projects and seek Full Council approval for them.
- The Committee shall undertake specific approved projects.
- The Committee shall prepare an annual budget for the repair and maintenance of Council property for submission to the Finance Committee.
- The Committee will consult with others in relation to their functions as they impinge on the Northam Town Council area e.g. Torridge District Council, Devon County Council, Devon and Cornwall Police, South West Water, Environment Agency etc.

Appendix 2: Terms of Reference for Committees and Groups.

BUDGETARY RESOURCES

The Committee shall have delegated authority to incur expenditure within approved budgets.

Appendix 2: Terms of Reference for Committees and Groups.



NORTHAM TOWN COUNCIL CLIMATE EMERGENCY COMMITTEE COMMITTEE STRUCTURE AND TERMS OF REFERENCE

To exercise on behalf of the Council powers and duties within existing policies and practices of general concerns to Northam excluding those matters specifically dealt with by another Committee.

COMPOSITION

The Committee will comprise five Northam Town Councillors, in addition four residents of the Town Council area and the Mayor (ex-officio with full voting rights)

MEMBERSHIP

The Membership of the Committee will be decided upon its creation and the membership of the Committee to be re-appointed at the Annual Council Meeting in May each year.

MEETINGS

Meetings will be convened as per the Schedule of Meetings, agreed at the Annual Council Meeting in May each year.

MINUTES

Minutes will be presented to the next available ordinary meeting of the Town Council for noting and adopting

QUORUM

The quorum of the committee will be 4 members

GENERAL

Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record **RESOLVED**. If not, the minutes will record the decision as **RECOMMENDED** and it will then be brought to the attention of the Full Council for decision.

The Town Clerk will support the Committee assisted by other officers.

The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to provide guidance as to matters under discussion.

POWERS / ROLE

- Produce a costed action plan to achieve net carbon emissions by 2030, relating to the Council's buildings, and assets. To achieve significant reductions in carbon emissions in the Town Council area by 2030, and to maintain and increase biodiversity in the Council's open spaces and strive to achieve biodiversity generally within the community.
- Liaise with other councils and consult and engage with other organisations and members of the public.
- Have the power to initiate public meetings.

BUDGETARY RESOURCES

Appendix 2: Terms of Reference for Committees and Groups.

The committee has been allocated funds in the budget which can be reviewed annually and has the power to spend within that budget. If additional expenditure is required, it will have to be approved by Full Council.

Appendix 2: Terms of Reference for Committees and Groups.

NORTHAM BURROWS CHARITY MANAGEMENT COMMITTEE COMMITTEE STRUCTURE AND TERMS OF REFERENCE To exercise on behalf of the Northam Burrows Charity

COMPOSITION

- The Committee will comprise 7 members, appointed by the Corporate Trustee at the AGM.

MEETINGS

Meetings will be convened as required and following the appointments to the Management Committee, a Chair will be elected at the first meeting following the AGM.

The Chair will use a casting vote in the event of a tied vote.

Appointments will be for the term of the Council

MINUTES

Minutes will be presented to the next available meeting

QUORUM

- The quorum of the committee will be 4 voting members

GENERAL

- The Management Committee will be authorised to set an annual budget
- The Management Committee will be authorised to review fees and charges
- The Management Committee will be authorised to spend a maximum amount (5000.00) on budgeted and non-budgeted items without referral to the Corporate Trustee
- The committee should also appoint an Independent Examiner and then to receive a report from the Independent Examiner

ROLE

To ensure the requirements of the scheme are complied with.

**NORTHAM TOWN COUNCIL CALENDAR OF MEETINGS 2023-24
(v2 09.05.2023)**

Pattern of meetings:

Full Council

Planning

week

Finance & Human Resources (HR)

Other committees and advisory groups, including Neighbourhood Plan Advisory Group and Review Committee are to be confirmed.

Normally, meetings will fall on...

Last Wednesday at 6.30pm

Thursday evening at 6.30pm, every 3rd

3rd Monday, alternating 10am or 6.30pm

MAY 2023			
17 th	Wednesday	6.30pm	Annual Meeting of the Council (AGM)
24 th	Wednesday	6.30pm	Planning
25 th	Thursday	6.30pm	DALC Initial Training for Council Members and staff (with members and staff of Bideford Town Council)
31 st	Wednesday	6.30pm	Full Council

JUNE 2023			
7 th	Wednesday	6.30pm	Mayor Making (6.30pm for 7.00pm)
13 th	Tuesday	6.30pm	Northam Neighbourhood Plan Advisory Group
15 th	Thursday	6.30pm	Planning
19 th	Monday	6.30pm	Finance & Human Resources
28 th	Wednesday	6.30pm	Full Council

JULY 2023			
6 th	Thursday	6.30pm	Planning
17 th	Monday	10.00am	Finance & Human Resources
26 th	Wednesday	6.30pm	Full Council
27 th	Thursday	6.30pm	Planning

AUGUST 2023			
17 th	Thursday	6.30pm	Planning
21 st	Monday	6.30pm	Finance & Human Resources
30 th	Wednesday	6.30pm	Full Council

SEPTEMBER 2023			
7 th	Thursday	6.30pm	Planning
19 th	Monday	10.00am	Finance & Human Resources
27 th	Wednesday	6.30pm	Full Council
28 th	Thursday	6.30pm	Planning

OCTOBER 2023			
16 th	Monday	6.30pm	Finance & Human Resources
19 th	Thursday	6.30pm	Planning
25 th	Wednesday	6.30pm	Full Council

NOVEMBER 2023			
9 th	Thursday	6.30pm	Planning
13 th	Monday	6.30pm	Finance (Budget and Grants)
20 th	Monday	10.00am	Finance & Human Resources
29 th	Wednesday	6.30pm	Full Council
30 th	Thursday	6.30pm	Planning

DECEMBER 2023			
6 th	Wednesday	6.30pm	Full Council Special Meeting (Budget and Grants)
18 th	Monday	6.30pm	Finance & Human Resources
20 th	Wednesday	6.30pm	Full Council
21 st	Thursday	6.30pm	Planning

JANUARY 2024			
11 th	Thursday	6.30pm	Planning
15 th	Monday	10.00am	Finance & Human Resources
31 st	Wednesday	6.30pm	Full Council

FEBRUARY 2024			
1 st	Thursday	6.30pm	Planning
19 th	Monday	6.30pm	Finance & Human Resources
22 nd	Thursday	6.30pm	Planning
28 th	Wednesday	6.30pm	Full Council

MARCH 2024			
14 th	Thursday	6.30pm	Planning
18 th	Monday	10.00am	Finance & Human Resources
27 th	Wednesday	6.30pm	Full Council

APRIL 2024			
4 th	Thursday	6.30pm	Planning
15 th	Monday	6.30pm	Finance & Human Resources
17 th	Wednesday	6.00pm	Annual Electors and Grant Presentations (6pm for 6.30pm)
24 th	Wednesday	6.30pm	Full Council
25 th	Thursday	6.30pm	Planning

MAY 2024			
8 th	Wednesday	6.30pm	Annual Meeting of the Council (AGM)
16 th	Thursday	6.30pm	Planning
20 th	Monday	10.00am	Finance & Human Resources
29 th	Wednesday	6.30pm	Full Council