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

To: All Members of the Northam Town Council

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

You are hereby summoned to attend a meeting of the Town Council which will be held on Wednesday 17th January 2024 in the Town Hall Windmill Lane, Northam at 6.30 pm. The agenda for the meeting is set out below. Members of the public are welcome to attend the meeting.

M. J. Mills

Jane Mills BA (Hons) Community Governance, PSLCC, MILCM
Town Clerk

Date of issue: 11th January 2024

Members and attendees are requested to switch off their mobile phones.

Prayers will be said at 6.25pm for those wishing to attend,

To receive an update on installation of a hub in Westward Ho! from PS Glyn Clark - Neighbourhood Team Leader, Bideford Police Station

AGENDA

- 1 Apologies**
- 2 Chairman's announcements**
- 3 Declarations of interest**
Members are reminded that all interests must be declared prior to the item being discussed
- 4 To agree the agenda between Part A and Part B (confidential information)**
- 5 To confirm and sign the minutes of:**
 - a. Full Town Council Meeting held on 15th November 2023 (*herewith*)
 - b. Full Council Special Meeting held on 13th December 2023 (*herewith*)
- 6 To note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (Items contained in Part B to be noted and adopted under Part B) (*herewith*)**
 - Climate Emergency Committee – 12th October 2023
 - Finance & HR – 25th October and 16th November 2023
 - Planning – 19th October, 9th and 30th November, 21st December 2023
 - Northam Neighbourhood Plan – 26th October 2023
 - Town Projects and Asset Management – 10th August, 21st September and 2nd November 2023
 - Westward Ho! Park – 18th October and 29th November 2023
 - Review Committee 8th November 2023

- 7 **Action Points** (*herewith*)
- 8 **To receive and consider reports from the Town Clerk** (*Bank reconciliation and budget report to date - herewith*)
- 9 **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.
- 10 **To consider delivery proposals from the working group for the Vision Statement** (*herewith*)
- 11 **To consider the future of Recycling and Waste Management by Northam Town Council** (*verbal*)
- 12 **To consider creation of a quick guide to Town Council Support and Services** (*herewith*)
- 13 **To consider signing the West Country Buzz ‘Pledge for Bumblebees’**
*Organisations and landowners can make a pledge to commit to continue to manage land to benefit bumblebees – this is for landowners, farmers, local groups and volunteers managing sites such as nature reserves, to ensure West Country Buzz has a legacy beyond the end of the project.
This is an informal agreement which involves continuing or introducing bumblebee-friendly land management as detailed in the Advice Guide (*herewith*).*
- 14 **To review the Internal Audit Report and External Audit Report** (*herewith*)
- 15 **To consider a recommendation from the Finance and HR committee see below**
*It was **resolved** to recommend to Full Council the removal of the title Chair of Burrows from the committee and amend the Terms of Reference adding in responsibility for considering reports from the Internal Auditor and External Auditor. Proposed: Councillor Cllr Hodson, Seconded: Cllr Leather (all in favour)*
- 16 **To consider a recommendation from Review Committee**
a. on moving forward with the calendar of meetings.
*i. It was **resolved** to recommend to Full Council that the 3 week cycle for planning meetings be continued.*
*ii. It was further **resolved** to recommend to Full Council that the remaining meetings continue with the 6-week cycle, with some alternating mornings and evenings.*
b. To consider use of titles in correspondence
*i. It was **resolved** to recommend to Full Council that in future all members be referred to as Cllr followed by their surname. Should there be more than one member with the same surname, then a forename should be included. In future committee chairmen will be referred to as chair.*
- 17 **Correspondence: none has been received.**
- 18 **Street Matters: All street matters circulated by the Town Clerk by email.**
- 19 **To receive a summary report from the County Councillor**
- 20 **To receive a summary report from a District Member** (*3 minutes*)

PART B

- 21 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.**
- 22 To confirm and sign the minutes of the Town Council Meeting 15th November 2023 Part B) (*herewith*)**
- 23 To note and adopt the reports of Part B minutes and resolutions contained therein from Committees and Sub-Committees (*herewith*)**
 - Finance & HR – 25th October and 16th November 2023
 - Town Projects and Asset Management – 10th August, 21st September and 2nd November 2023
- 24 To consider recommendations from the Council's solicitor regarding the Land Title for Windmill Lane Allotments (*herewith*).**
- 25 To consider quotes received for the Changing Places facility.**
- 26 To resolve to readmit members of the press and public.**