

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

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 28th February 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, FSLCC, MILCM
Town Clerk

Date of issue: 22nd February 2024

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

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

AGENDA

- 1 Apologies**
- 2 Chair's announcements**
- 3 To receive a presentation from the Community Engagement Officer (TDC)**
- 4 Declarations of interest**
Members are reminded that all interests must be declared prior to the item being discussed
- 5 To agree the agenda between Part A and Part B (confidential information)**
- 6 To confirm and sign the minutes of Full Town Council Meeting held on 17th January 2024 and Special Full Council meeting held on 25th January 2024 (herewith)**
- 7 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 – 24th January 2024
 - Finance & HR – 6th December 2023
 - Planning – 11th January and 1st February 2024
 - Town Projects and Asset Management – 14th December 2023
 - Westward Ho! Park – 10th January 2024
 - Review Committee 3rd January 2024

8 Action Points (herewith)

- 9 To receive and consider reports from the Town Clerk** *(Bank reconciliation and budget report to date but not yet presented to Finance & HR - herewith)*

10 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.

- 11 To consider seeking clarification on the distribution of the council tax collected from second homes in the NTC area** *(public notice from TDC in local press herewith)*

- 12 To consider a proposal that Northam Town Council becomes a member of the Northern Devon Railway Alliance** *(Cllr Hames)*

- 13 To note that minute 2401/688 25th January 2024 for the total price of the contract included a sum of £18443.70 payable directly to Astor Bannerman for the equipment and fitting thereof, all figures exclude VAT**

- 14 To consider a recommendation From Finance and HR that up to £5000 is provided to the Changing Places toilet facility from Projects Provision.**

- 15 To consider how the Town Council wishes to move forward with planting around the fencing of the football pitch at Burrough Farm.**

- 16 To consider recommendations from Review Committee** *(herewith)*

- that 6 weekly Full Council meetings should continue.
- that Blackies should be included in the Parks committee detail and consideration of external contracts be included under Finance'
- that following the above amendments, including the revised calendar the document should be submitted to Full Council.
- subject to acceptance, Cllrs are invited to join a working group to update terms of reference and a scheme of delegation.

- 17 To consider a request from Torridge Pilot Gig Club to have a free parking day at Churchfields car park on 14th July 2024 for their regatta.**

- 18 Correspondence:** none has been received.

- 19 Street Matters:** All street matters circulated by the Town Clerk by email.

- 20 To receive a summary report from the County Councillor**

- 21 To receive a summary report from a District Member** *(3 minutes)*

PART B

- 22 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.**
- 23 To confirm and sign the minutes of the Town Council Meeting 17th January 2024 Part B) (*herewith*)**
- 24 To note and adopt the reports of Part B minutes and resolutions contained therein from Committees and Sub-Committees (*herewith*)**
 - Finance & HR – 6th December 2023
- 25 To resolve to readmit members of the press and public.**

FULL COUNCIL

ACTION POINTS FEBRUARY 2024

Chairmans Announcements	Sent condolences to Mr Makeig-Jones
To consider delivery proposals from the working group for the Vision Statement	It was resolved to refer the proposals back to the working group, to populate the forms with amendments as discussed and put on the next agenda. Agenda item
To consider the future of Recycling and Waste Management by Northam Town Council	general waste bin to be placed in W Ho! park, clear labelling on bins to be provided. In progress
To consider creation of a quick guide to Town Council Support and Services	Create information sheet of NTC services for newsletters and noticeboards. In progress
To consider signing the West Country Buzz 'Pledge for Bumblebees'	arranged signing of the pledge
Street Matters:	Written to DCC with queries and Stagecoach

Northam Town Council

22 February 2024 (2023-2024)

9

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

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

Date: _____

A	Bank Reconciliation at 22/02/2024		
	Cash in Hand 01/04/2023		246,006.53
	ADD Receipts 01/04/2023 - 22/02/2024		718,672.40
	SUBTRACT Payments 01/04/2023 - 22/02/2024		964,678.93
	Cash in Hand 22/02/2024 (per Cash Book)		617,734.33
B	Cash in Hand 22/02/2024		
	346,944.60		
	Cash in hand per Bank Statements		
	Cash	22/02/2024	820.50
	Nationwide Saver	20/02/2024	0.00
	PayPal Account	22/02/2024	0.00
	Cambridge and Counties Bank	22/02/2024	89,031.03
	Nationwide 95 day account	22/02/2024	89,059.87
	Cambridge Building Society	22/02/2024	4,652.56
	Northam Town Council	22/02/2024	163,436.85
	Northam Town Council Burrows	22/02/2024	0.00
			347,000.81
	Less unrepresented payments		71.21
			346,929.60
	Plus unrepresented receipts		15.00
	Adjusted Bank Balance		346,944.60
A = B Checks out OK			

9A



Accounts



Payment and transfers



Search transactions



Approvals



Payees



Reports & Statements



Products and Services



Cheques



Settings



[Back to accounts](#)

NORTHAM TOWN

COUNCIL

Your balance as of 22/02/2024 at 09:31

[Make A Payment](#)

[Download Statements](#)

£ 163,436.85

Available balance

How your available balance works

+

Current balance £ 163,568.85

Overdraft limit £ 0.00

Excluded from your available balance

Remaining overdraft £ 0.00

Account number

[REDACTED]

Sort code

[REDACTED]

Account type

COMMUNITY DIRECT

Name

NORTHAM TOWN COUNCIL

Nickname

NORTHAM TOWN COUNCIL

[See more account details](#)

+

Northam Town Council **Net Position by Cost Centre and Code**

Cost Centre Name

Administration		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
1	Stationery			21.15	1,750.00	849.42	921.73
2	Postages				1,750.00	1,152.13	597.87
3	Subs and membership				2,050.00	2,359.00	-309.00
5	Payroll-staff costs			9,774.72	330,000.00	235,912.20	103,862.52
6	Paye and NIC						
7	Travel				1,250.00	513.45	736.55
8	Audit Fees			1,365.00	2,500.00	3,520.00	345.00
9	Training Fees				6,000.00	2,908.23	3,091.77
10	Insurances				9,250.00	9,213.40	36.60
11	Advertising General				300.00		300.00
12	Advertising Jobs				825.00		825.00
13	Books and Information Lite				200.00	51.50	148.50
14	Internet Charges				1,200.00	314.67	885.33
15	Copier Lease Charges				750.00	390.28	359.72
16	Copier fees				1,750.00	1,429.77	320.23
17	Equipment General & Mtc				1,500.00	658.79	841.21
18	Computer Software inc Pe				1,500.00	705.60	794.40
19	Computer installations anc			62.58	2,000.00	312.40	1,750.18
20	VAT						
21	Administration Miscellanex			865.00	500.00	798.00	567.00
22	Bank Charges				100.00		100.00
23	Bank Interest		1,300.00	3,163.19			1,863.19
80	Newsletters				4,950.00		4,950.00
90	room rental				4,950.00	4,212.09	737.91
100	training M Team				3,000.00	2,630.00	370.00
125	refreshments various ever				400.00	162.74	237.26
131	Remembrance events				650.00	301.01	348.99
136	carol service				75.00	147.08	-72.08
161	NALC award scheme				250.00		250.00
188	pensions						
189	PayPal Charges and sum			0.37	100.00	178.00	-77.63
227	phone contracts				270.00	265.18	4.82
239	provision of legal services				2,500.00		2,500.00
271	IT provision	1,500.00		370.85	5,000.00	7,333.00	-462.15
272	phone office					546.34	-546.34
284	insurance claim					680.00	-680.00
		£1,500.00	1,300.00	£15,622.86	387,320.00	£277,544.28	125,598.58

Allotments Windmill Lane		Receipts		Payments		Current Balance
Code	Title	Budget	Actual	Budget	Actual	Budget
41	Allotment Rents		658.30			658.30
155	allots Wmill Lane mtce			100.00	273.83	-173.83
212	legal fees				2,261.01	-2,261.01
			£658.30	100.00	£2,534.84	-1,776.54

Anchor Park		Receipts		Payments		Current Balance
Code	Title	Budget	Actual	Budget	Actual	Budget
97	legal			250.00		250.00
98	Anchor Park improvement	6,500.00		15,000.00	11,240.50	10,259.50
154	maintenance			350.00	211.45	138.55
		£6,500.00		15,600.00	£11,451.95	10,648.05

Appledore Community Hall		Receipts		Payments		Current Balance
Code	Title	Budget	Actual	Budget	Actual	Budget
214	loan		1,000.00			1,000.00
			£1,000.00			1,000.00

Bonehill Car Park		Receipts		Payments		Current Balance
Code	Title	Budget	Actual	Budget	Actual	Budget

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						
101 Bonehill car park general			350.00		350.00	
103 business rates						
			£350.00		£350.00	
Burrough Farm						
Code Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
		Budget	Actual	Budget	Actual	Budget
52 Allotment Rent						
54 Grounds Maintenance				500.00	524.76	-24.76
56 Football Club						
				500.00	£524.76	-24.76
Changing Places facility						
Code Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
		Budget	Actual	Budget	Actual	Budget
280 changing places facility			16,429.29			16,429.29
291 survey fee					212.50	-212.50
				£16,429.29	£212.50	16,216.79
Climate Emergency						
Code Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
		Budget	Actual	Budget	Actual	Budget
241 equipment						
243 contribution to LCWIP				5,000.00		5,000.00
248 Expenditure				15,000.00	3,278.68	11,721.32
282 grant bird boxes			120.00		120.00	
				£120.00	20,000.00	£3,398.68
						16,721.32
Elections						
Code Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
		Budget	Actual	Budget	Actual	Budget
76 elections future provision	5,000.00			10,000.00		15,000.00
263 election fees						
	£5,000.00			10,000.00		15,000.00
Footpaths						
Code Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
		Budget	Actual	Budget	Actual	Budget
140 grant from DCC						
143 NTC reserve						
190 Expenditure				1,000.00	65.26	934.74
				1,000.00	£65.26	934.74
General Council Equipment Various						
Code Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
		Budget	Actual	Budget	Actual	Budget
93 office furniture				250.00		250.00
94 vehicle running costs			572.04	10,000.00	9,695.30	876.74
123 committee room furniture						
142 mowing equipment renew	3,000.00			2,500.00	25.00	5,475.00
171 van renewal provision	20,000.00		166.67	2,500.00	22,500.00	166.67
211 miscellaneous						
275 compressor insurance						
	£23,000.00		£738.71	15,250.00	£32,220.30	6,768.41
Grants Other						
Code Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
		Budget	Actual	Budget	Actual	Budget
25 General Grants					-658.00	658.00
160 records office grant	1,000.00					1,000.00

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

Page 3

Northam Town Council **Net Position by Cost Centre and Code**

Cost Centre Name

102 compensation for loss of g
108 leaflets
132 equipment and sundries
134 NB bank charges
135 NB cont to RNDGC works
149 improvement works
187 holographic labels
199 dog bags
208 paypal charges
213 legal fees
220 bal tfer re NB

5,992.67

-5,992.67

£4.63**£5,997.30****-5,992.67**

Northam Hall

Code Title

Bal. B/Fwd.

Receipts

Payments

Current Balance

Budget

Actual

Budget

Actual

Budget

27 Rates

3,850.00

3,850.00

28 Northam Hall Gas Account

6,000.00

2,470.44

3,529.56

29 Northam Hall Electricity Ac

700.00

626.24

73.76

30 Northam Hall Water Rates

850.00

365.73

484.27

33 Northam Hall Repairs and

50.00

2,500.00

4,540.21

-1,990.21

35 Northam Hall, Hall Hire

7,835.37

7,835.37

72 Northam Hall provision fur

22,500.00

4,620.00

17,880.00

89 PRS fees

1,000.00

230.71

769.29

192 cleaning services

5,000.00

4,857.22

142.78

260 hall hire

12,000.00

10,243.17

284.25

-2,041.08

262 broadband

489.45

-489.45

£22,500.00**12,000.00****£18,128.54****19,900.00****£18,484.25****30,044.29**

Northam May Fair

Code Title

Bal. B/Fwd.

Receipts

Payments

Current Balance

Budget

Actual

Budget

Actual

Budget

281 May Fair Stall 2024

878.00

878.00

283 toilet hire

80.50

-80.50

285 May Fair adverts

705.00

705.00

287 sound and compere dep

512.50

-512.50

288 Entertainers

983.33

-983.33

289 trade stalls 2024

95.00

95.00

290 sundry receipts

327.96

327.96

£2,005.96**£1,576.33****429.63**

Northam Town Council Car Park Applied

Code Title

Bal. B/Fwd.

Receipts

Payments

Current Balance

Budget

Actual

Budget

Actual

Budget

47 Rent

6,000.00

4,590.00

-1,410.00

48 Maintenance and repairs

250.00

250.00

50 Miscellaneous /Legal

250.00

300.00

-50.00

6,000.00**£4,590.00****500.00****£300.00****-1,210.00**

Precept

Code Title

Bal. B/Fwd.

Receipts

Payments

Current Balance

Budget

Actual

Budget

Actual

Budget

45 Precept

525,770.00

525,770.00

£525,770.00**525,770.00**

Project Provision

Code Title

Bal. B/Fwd.

Receipts

Payments

Current Balance

Budget

Actual

Budget

Actual

Budget

236 project provision

36,000.00

3,930.00

32,070.00

36,000.00**£3,930.00****32,070.00**

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

9F

Northam Town Council **Net Position by Cost Centre and Code**

Cost Centre Name

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>
114 Northam Hall				10,000.00	8,968.69	1,031.31
124 new loan				10,000.00	7,864.79	2,135.21
				20,000.00	£16,833.48	3,166.52

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>
196 reserves in lieu of 6 month	35,000.00					35,000.00
216 non EM						
	£35,000.00					35,000.00

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 road safety				10,000.00		10,000.00
				10,000.00		10,000.00

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>
24 S137 Payments	2,400.00			15,000.00		17,400.00
141 grants evening				150.00		150.00
175 advertising for grants				400.00		400.00
	£2,400.00			15,550.00		17,950.00

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>
165 chamber equipment						
166 chamber furniture repairs						
173 cctv service					60.00	-60.00
237 improvements	500.00				81.50	418.50
266 legal fees					62.92	-62.92
274 garage rental					398.58	-398.58
	£500.00				£603.00	-103.00

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>
61 Dog Bins and litter bins				500.00		500.00
64 Community Centre Toilets				500.00	46.38	453.62
65 Hanging Baskets				7,000.00	7,334.24	-334.24
66 Christmas Decorations			125.00	3,000.00	2,248.72	876.28
67 Open Spaces			1,500.00	1,500.00	4,762.17	-1,762.17
68 Equipment and sundries			420.00	6,000.00	10,635.82	-4,215.82
69 Bus Shelters				250.00	160.00	90.00
70 Skatepark				250.00	53.82	196.18
71 Miscellaneous			2,772.00	250.00		3,022.00
74 skatepark provision for rer	6,000.00			1,500.00	12,327.00	-4,827.00
111 Lords Meadow	3,000.00			2,000.00	1,410.00	3,590.00
121 mower fuel				2,000.00	1,461.93	538.07
126 speed sign				600.00		600.00
127 Benches			812.93	500.00	2,766.64	-1,453.71
139 Appledore Boat Park		700.00	1,600.68		40.00	860.68
159 festoon lighting	2,000.00			2,000.00	1,467.38	2,532.62
191 Appletree Gardens				250.00		250.00
200 Ridgeway Drive				500.00		500.00
201 Bone Hill					350.00	-350.00
223 planting provision			4,705.00		112.50	4,592.50
224 Road Safety (kerbs)						
233 defibrillators renewal	1,500.00			1,500.00		3,000.00

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

234 defibrillators installation ar	3,000.00			467.70	2,532.30
249 Wren Close		1,666.67	250.00	1,275.22	641.45
276 Blackies				2,691.76	-2,691.76
	£15,500.00	700.00	£13,602.28	30,350.00	£49,611.28
					9,141.00

Twinning grant payment

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Receipts</u> <u>Actual</u>	<u>Budget</u>	<u>Payments</u> <u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
128	Twinning Expenses civic n				1,500.00	1,500.00	
					1,500.00	£1,500.00	

Vision Statement

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Receipts</u> <u>Actual</u>	<u>Budget</u>	<u>Payments</u> <u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
235	V S provision youth worke				10,000.00		10,000.00
					10,000.00		10,000.00

War Memorials

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Receipts</u> <u>Actual</u>	<u>Budget</u>	<u>Payments</u> <u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
122	war memorials general mt				200.00	29.30	170.70
205	war memorials earmarked	900.00			1,000.00		1,900.00
		£900.00			1,200.00	£29.30	2,070.70

web site

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Receipts</u> <u>Actual</u>	<u>Budget</u>	<u>Payments</u> <u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
42	Mtce & improvements						
43	Website				500.00	404.17	95.83
44	Miscellaneous						
					500.00	£404.17	95.83

Westward Ho! Park

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Receipts</u> <u>Actual</u>	<u>Budget</u>	<u>Payments</u> <u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
231	fees					403.75	-403.75
232	repairs					346.60	-346.60
238	water account					214.88	-214.88
240	electricity account					384.67	-384.67
242	sundries			405.00		1,558.02	-1,153.02
270	reserve provision	36,000.00			1,000.00	720.32	37,000.00
273	repyt design fees			1,650.00			929.68
277	Crowdfunder						
278	tennis courts			80,008.67		102,190.96	-22,182.29
286	court hire			4.32			4.32
		£36,000.00		£82,067.99	1,000.00	£105,819.20	13,248.79

NET TOTAL

£166,300.00	20,000.00	£682,784.18	629,470.00	£566,028.43	892,525.75
--------------------	------------------	--------------------	-------------------	--------------------	-------------------

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



CHANGES TO COUNCIL TAX CHARGES FOR UNOCCUPIED AND UNFURNISHED FROM 1ST APRIL 2024 AND SECOND HOME PROPERTIES FROM 1ST APRIL 2025

The Levelling Up and Regeneration Bill received Royal Assent on 26th October 2023. This bill allows Local Authorities to amend the premiums they charge for unoccupied and unfurnished properties and to charge a premium for properties that are second homes (no-one's main residence but is substantially furnished).

At Torridge District Council's Full Council meeting on 30th January 2023, Councillors voted to adopt these changes subject to the Bill receiving Royal Assent.

This notice is to advise that the following Council Tax premium charges will apply:

From 1st April 2024 – Properties that have been unoccupied and unfurnished for between 1 year and 5 years will be charged a 100% premium (previously this premium charge was applicable after 2 years).

From 1st April 2025 – Properties that are second homes a 100% premium will be charged (previously there was no premium charge for second homes).

Further information regarding charges for unoccupied and unfurnished and second home properties can be found at:
www.torridge.gov.uk/emptyproperties-premiums

General comments:

1. 1/4ly meetings generally felt to be too infrequent, especially for committees.
2. The number of committees should be kept to a minimum for efficient and effective operation.
3. A scheme of delegation is required, to define what operational decisions would be delegated to Committees and Officers.
4. Policies and terms of reference on maintenance repairs etc would need to be drafted and established.
5. Times of Day of the committees – it was noted that a broad move to evenings had occurred in response to the desire to maximise attendance by members of the public and in recognition of the number of members who were employed. It is important to consider this as part of the pattern moving forward, Full Council and Planning have been identified as evening (PM) meetings. All others have been left at present.

Officer's notes:

6. It was considered that *Allotments (Windmill Lane, Burrough Farm, Golf Links Road)* could sit within the GP elements of Finance committee or either of the two 'operational' committees (P&R or Environment).
7. Council Vehicles and Machinery have been retained in their original place (Environment) but may be best placed in F&GP?
8. Given the feeling that 1/4ly meetings were too infrequent, the two 'operational' committees have been increased to once every two months. This gives a pattern of:

a. Full Council	quarterly plus 5 special meetings
b. Finance	monthly
c. Planning	every 3 weeks
d. Human Resources	quarterly
e. Review	quarterly
f. Neighbourhood Plan	quarterly
g. Parks & Recreation	every 2 months
h. Environment & Maintenance	every 2 months
9. With just over 60 planned meetings per year, there would be just over 1 scheduled meeting per week on average. This may allow breaks to be planned in the schedule – for example, minimising the number of meetings in popular holiday months such as August and December. The example calendar attached does not include these potential gaps or minimisation.
10. The timing of meetings (am or pm) has been assumed for Full Council, Planning and Finance – they have been scheduled in their current time slots (evening, evening and alternating, respectively). The other committees have not been allocated timeslots.

Matters to consider:

1. The scheduled timing of all meetings – are they to be morning, afternoon, evening or alternating?
2. Should the adoption of Committee minutes be accompanied by a brief presentation from the Chair (or other member, as appropriate) of that committee? This could be written or verbal.
3. A working group be established to consider the terms of reference of the agreed committees.

Proposed committee structure	Sphere of work	Alignment to Strategic Plan
A. Full Council Every two months (6/year [running total: 6]) First Wednesday of 'odd' months'. <i>Plus (if required)</i> Special budget meetings (2[8]) Annual Meeting of the Council ('AGM') (1[9]) Burrows Charity Trustees AGM (1[10]) Annual meeting of Electors (1[11]) Mayor Making (1[12])	1. Agreement of budgets (and grants awarded) 2. Agreement of precept required 3. Consideration of AGAR and external audit reports 4. Consideration of Council-wide / Town-wide matters 5. Appointment to committees 6. Oversight of the Speedwatch and Councillor-Police Advocate initiatives with Devon & Cornwall Police. 7. Youth and wider Community engagement. Standing items: 1. Comprehensive Clerk's Report 2. Review of Council action plans: a. Climate Emergency b. Vision and Strategy c. Community Facilities (S106) 3. Adoption of committee minutes <i>(with brief reports from Chairs?)</i> 4. Reports from: a. District Members b. County Member c. Police-Councillor Advocate	Maintain close links with outside bodies that are responsible for community and road safety, including (but not limited to): Devon and Cornwall Police and Crime Commissioner, Devon and Cornwall Police, Devon County Council and Torridge District Council. Review of local car parking. Continue to deliver the Climate Emergency Action Plan. Strive to influence the community to achieve Carbon Neutrality. In partnership, improve the provision of homes for rent for local families <i>(with Planning & Development)</i> Working with partners and other agencies to reach the 'hard to reach' members of our community.

B. Finance Committee every month (12/year [24]) Second Wednesday of each month, alternating day and evening. <i>Plus:</i> Grants & Budget (1 [25]) Possible subcommittees, task-and-finish or working groups: -Mayfair working group -Allotment group (Inspections, allotment competitions etc)	Finance elements: Standing items: 1. Budget and cost centre review 2. Bank reconciliation 3. Payments and receipts 4. Salary and overtime Consideration of internal audit report Review of Council charges for services/leases Management of external contracts and agreements. 1. Health & Safety matters (as appropriate) 2. Community Engagement and Outreach 3. Premises: a. Northam Hall b. Westward Ho! Pavilion c. Appledore Boat Park d. Appledore car park (Seagate Hotel and Gig Club) e. Tennis courts f. <i>Blue Lights Hall – if returned to NTC or as occasion requires</i> g. <i>Town Hall – as required for NTC operation</i>	Manage, in a sustainable way: 1. Northam Hall 2. Maintenance facilities premises. Promote local shopping and services. Promote local and community events. Respond to the cost of living crisis. (Work with local food banks and others to improve access for those needing assistance. Assess viability of providing transport to, or a local space for such centres. Investigate and consider the various models of provision to ensure the best fit for Northam and the wider community.)
--	---	--

C. Planning and Development committee every 3 weeks (17/year [42]) Thursday evenings.	Consideration of planning proposals Consideration of planning appeals Review of Section 106 agreements (requirements/allocations) Street Naming Review of the Neighbourhood Plan in the light of changing policy landscape.	In partnership, improve the provision of homes for rent for local families. Working with Devon County Council, Torridge District Council and service providers to increase the effectiveness of current [public transport] routes. Working with Devon County Council, Torridge District Council and service providers to identify new [public transport] routes to support new and recent housing developments. Improved access to EV charge points and the emerging low-emission vehicle infrastructure. Deliver the Northam Neighbourhood Plan in accordance with national and local guidance and with reference to advice received.
D. Human Resources quarterly (4/year [46]) Possible subcommittees, task-and-finish or working groups: -Recruitment panels (shortlisting, interview) -DP&G panels Third Wednesday of May, August, November & February. Day? Evening? Alternating?	Standing item: 1. Accident review and reporting 2. Health & Safety (as appropriate) Appraisals and staff development Staff Training Disciplinary procedures and grievance (DP&G) Recruitment Staff contracts and terms of employment, staff handbook	Evaluate the roles and responsibilities of all council employees to develop a modern and sustainable organisational structure.

E. Review committee quarterly (4/year [50]) Third Wednesday of July, October, January & April. Day? Evening? Alternating?	All policies and procedures (operational, staffing) (note: policies are to be reviewed annually)	Review the governance and operational structure of the Council.
F. Parks and Recreation committee every 2 months (6/year [56]) Fourth Wednesday of 'odd' months'. Day? Evening? Alternating?	Anchor Park Appletree Gardens Bone Hill and memorial Blackies Burrough Farm (not allotments) Churchfields Skatepark Golf Links Road (not allotments) Lords Meadow Ridgeway Drive Westward Ho! Park inc. sensory garden Wren Close Park inspection reports	Deliver phased, continual improvements to the facilities. Continue to implement a landscape and biodiversity management plan for the Council's land and properties (as appropriate).
G. Environment and Maintenance committee every 2 months (6/year [62]) First Wednesday of 'even' months'. Day? Evening? Alternating?	War Memorials Public Rights of Way Verges, planting, planters, boats and baskets Street benches Bus shelters Street matters Christmas lights and trees Council vehicles and machinery Training of the Maintenance Team Allotments	Continue to implement a landscape and biodiversity management plan for the Council's land and properties. (as appropriate) Support for the Devon County Council Local Cycling and Walking Infrastructure Plan (LCWIP). To continue to provide an excellent grounds and premises maintenance service for the Council and wider community. Allotments. Manage, in a sustainable way: 1. Bus Shelters and street furniture. 2. Burial grounds and cemeteries (if appropriate). 3. Allotments

Civic Year	Week	Monday	Tuesday	Wednesday	Meeting	Thursday	Meeting	Friday
2023-24	51	22/04/24	23/04/24	24/04/24		25/04/24	Planning (pm)	26/04/24
	52	29/04/24	30/04/24	01/05/24	Full Council (pm)	02/05/24		03/05/24
2024-25	1	06/05/24	07/05/24	08/05/24	Finance (pm)	09/05/24	AGM (pm)	10/05/24
	2	13/05/24	14/05/24	15/05/24	Human Resources (?)	16/05/24	Planning (pm)	17/05/24
	3	20/05/24	21/05/24	22/05/24	Parks & Recreation (?)	23/05/24		24/05/24
	4	27/05/24	28/05/24	29/05/24		30/05/24		31/05/24
	5	03/06/24	04/06/24	05/06/24	Environment & Maintenance (?)	06/06/24	Planning (pm)	07/06/24
	6	10/06/24	11/06/24	12/06/24	Finance (am)	13/06/24		14/06/24
	7	17/06/24	18/06/24	19/06/24		20/06/24	Mayor's Introduction (TBC) (pm)	21/06/24
	8	24/06/24	25/06/24	26/06/24		27/06/24	Planning (pm)	28/06/24
	9	01/07/24	02/07/24	03/07/24	Full Council (pm)	04/07/24		05/07/24
	10	08/07/24	09/07/24	10/07/24	Finance (pm)	11/07/24		12/07/24
	11	15/07/24	16/07/24	17/07/24	Review (?)	18/07/24	Planning (pm)	19/07/24

2024-25								
12	22/07/24	23/07/24	24/07/24	Parks & Recreation (?)	25/07/24			26/07/24
13	29/07/24	30/07/24	31/07/24		01/08/24			02/08/24
14	05/08/24	06/08/24	07/08/24	Environment & Maintenance (?)	08/08/24	Planning (pm)		09/08/24
15	12/08/24	13/08/24	14/08/24	Finance (am)	15/08/24			16/08/24
16	19/08/24	20/08/24	21/08/24	Human Resources (?)	22/08/24			23/08/24
17	26/08/24	27/08/24	28/08/24		29/08/24	Planning (pm)		30/08/24
18	02/09/24	03/09/24	04/09/24	Full Council (pm)	05/09/24			06/09/24
19	09/09/24	10/09/24	11/09/24	Finance (pm)	12/09/24			13/09/24
20	16/09/24	17/09/24	18/09/24		19/09/24	Planning (pm)		20/09/24
21	23/09/24	24/09/24	25/09/24	Parks & Recreation (?)	26/09/24			27/09/24
22	30/09/24	01/10/24	02/10/24	Environment & Maintenance (?)	03/10/24			04/10/24
23	07/10/24	08/10/24	09/10/24	Finance (pm)	10/10/24	Planning (pm)		11/10/24
24	14/10/24	15/10/24	16/10/24	Review (?)	17/10/24			18/10/24
25	21/10/24	22/10/24	23/10/24		24/10/24			25/10/24

2024-25									
26	28/10/24	29/10/24	30/10/24			31/10/24	Planning (pm)		01/11/24
27	04/11/24	05/11/24	06/11/24	Full Council (pm)		07/11/24			08/11/24
28	11/11/24	12/11/24	13/11/24	Finance (pm)		14/11/24	Finance: Grants & Budget (pm)		15/11/24
29	18/11/24	19/11/24	20/11/24	Human Resources (?)		21/11/24	Planning (pm)		22/11/24
30	25/11/24	26/11/24	27/11/24	Parks & Recreation (?)		28/11/24			29/11/24
31	02/12/24	03/12/24	04/12/24	Environment & Maintenance (?)		05/12/24			06/12/24
32	09/12/24	10/12/24	11/12/24	Finance (am)		12/12/24	Planning (pm)		13/12/24
33	16/12/24	17/12/24	18/12/24			19/12/24	Full Council: Grants & Budget (pm)		20/12/24
34	23/12/24	24/12/24	25/12/24			26/12/24			27/12/24
35	30/12/24	31/12/24	01/01/25			02/01/25	Planning (pm)		03/01/25
36	06/01/25	07/01/25	08/01/25	Full Council (pm) preceded by Burrows Charity AGM		09/01/25			10/01/25
37	13/01/25	14/01/25	15/01/25	Finance (pm)		16/01/25	Full Council: Grants & Budget (pm)		17/01/25
38	20/01/25	21/01/25	22/01/25	Review (?)		23/01/25	Planning (pm)		24/01/25
39	27/01/25	28/01/25	29/01/25	Parks & Recreation (?)		30/01/25			31/01/25

2024-25								
40	03/02/25	04/02/25	05/02/25	Environment & Maintenance (?)	06/02/25			07/02/25
41	10/02/25	11/02/25	12/02/25	Finance (pm)	13/02/25	Planning (pm)		14/02/25
42	17/02/25	18/02/25	19/02/25		20/02/25			21/02/25
43	24/02/25	25/02/25	26/02/25	Human Resources (?)	27/02/25			28/02/25
44	03/03/25	04/03/25	05/03/25	Full Council (pm)	06/03/25	Planning (pm)		07/03/25
45	10/03/25	11/03/25	12/03/25	Finance (am)	13/03/25			14/03/25
46	17/03/25	18/03/25	19/03/25		20/03/25	Annual Electors Meeting & Grant Presentations (pm)		21/03/25
47	24/03/25	25/03/25	26/03/25	Parks & Recreation (?)	27/03/25	Planning (pm)		28/03/25
48	31/03/25	01/04/25	02/04/25	Environment & Maintenance (?)	03/04/25			04/04/25
49	07/04/25	08/04/25	09/04/25	Finance (pm)	10/04/25			11/04/25
50	14/04/25	15/04/25	16/04/25	Review (?)	17/04/25	Planning (pm)		18/04/25
51	21/04/25	22/04/25	23/04/25		24/04/25			25/04/25
52	28/04/25	29/04/25	30/04/25		01/05/25			02/05/25

2025-26							
1	05/05/25	06/05/25	07/05/25	Full Council (pm)	08/05/25	Planning (pm)	09/05/25
2	12/05/25	13/05/25	14/05/25	Finance (am)	15/05/25	AGM (pm)	16/05/25
3	19/05/25	20/05/25	21/05/25	Human Resources (?)	22/05/25		23/05/25
4	26/05/25	27/05/25	28/05/25	Parks & Recreation (?)	29/05/25	Planning (pm)	30/05/25
5	02/06/25	03/06/25	04/06/25	Environment & Maintenance (?)	05/06/25		06/06/25
6	09/06/25	10/06/25	11/06/25	Finance (pm)	12/06/25	Mayor's Introduction (TBC) (pm)	13/06/25
7	16/06/25	17/06/25	18/06/25		19/06/25	Planning (pm)	20/06/25