*Prayers will be held at 6.25pm in the Council Chamber for anyone wishing to attend.*

**To all members of the Council:**

You are hereby summoned to attend the **NORTHAM TOWN COUNCIL MEETING** on

**Wednesday 1st May 2024 at 6.30pm**

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

**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, Acting Interim Town Clerk

Date of issue: 4th April 2024

**AGENDA**

**1 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)** *All apologies must be notified to the Town Council offices by 5pm on the day of the meeting.*

**2 Mayor’s announcements**

**3 To receive any dispensations and disclosable pecuniary or other interests** *Members are reminded that all interests must be declared prior to the item being discussed.*

**4 To agree the agenda as published**

**5 To confirm as a correct record and sign the minutes of Full Town Council Meeting held on 24th April 2024** *(pages 3-8)*

**6 To receive a report (if any) from Devon & Cornwall Constabulary**

**7 To receive reports (if any) from the Devon County Councillor** *(3 minutes)*

**8 To receive and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees** *(under separate cover)*

* Finance & HR – 10th April 2024
* Planning – 14th March 2024
* Town Projects and Asset Management – 7th March 2024
* Review Committee – 27th March 2024

**9 To consider the action point update** *(page 9)*

**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 ratify the in-principle agreement that Torridge Pilot Gig Club could use their boat Park spaces for gazebos at their regatta on the 14th July 2024** *(see action points, page 9)*

**12 To consider Health, Safety & Management Considerations at Appledore Harbour** *(verbal - Cllrs Leather and Whittaker)*

**13 To consider the draft meeting calendar for 2024-25** *(pages 10-12)*

**14 To receive the date for the final presentation of the work of PETROC HNC students in relation to the design of Westward Ho! Park Pavilion and agree attendees** *(see action points, page 9)*

**15 To receive an updated ‘Your guide to Northam Town Council services and support’ and consider methods of distribution to the community** *(see action points, page 9)*

**16 To note the dates of the Annual Meeting of the Council (‘AGM’) and Mayor’s introduction**

* *Annual Meeting of the Council (‘AGM’): 15th May 2024, 6.30pm.*
* *Mayor’s Introduction: 13th June 2024, 6.15pm for 7pm. This will be held at Northam Hall*.

**17 Correspondence: none has been received**

**18 To note Street Matters: All street matters circulated by email**

**19 To receive a summary report from Torridge District Members** *(3 minutes)*

**Part B - Confidential matters**

**20 If any matter are to be considered in confidential session, the Council must resolve that the public and press be excluded from the meeting.** (*Public Bodies (Admission to Meetings) Act 1960 s1(2)*).

**21 To consider quotes for Northam Town Council’s Insurance** *(confidential report)*

**22 To resolve to readmit any excluded members of the press and public.**

**Minutes Page 229**

**Northam Town Council – Minutes of a meeting of the Town Council held on Wednesday 10th April 2024 at 6.30 pm.**

**Present:** Cllrs Hames, (Chair), Bach, Edwards, Himan, Hodson, Leather, Newman-McKie, Singh, Tait and Whittaker.

In attendance: G Langton Deputy Town Clerk, Reverend Vidamour, 1 member of the public

**2404/893 Apologies**

Cllrs Brading, Ford, Lo-Vel and Newman-McKie tendered their apologies.

**2404/894 Chair’s Announcements**

The Chairman reported that the Council had been contacted by Torridge Pilot Gig Club asking for permission to use their Boat Park space for gazebos on the day of their regatta (14th July 2024).

The members agreed in principle but requested further details, which would be sought in advance of the next meeting of the Council, where and update would be provided.

**Action Point:** Clarify the planned uses of the gazebos and space and prepare a brief report for the next meeting of Full Council.

**2404/895 Declarations of interest**

Members were reminded that all interests must be declared prior to the item being discussed.

**2404/896 To agree the agenda between Part A and Part B** *(confidential information)*

It was **resolved** to agree the agenda between Part A and Part B after bringing forward the County Councillor report to follow this item.

Proposed: Cllr Hodson, Seconded: Cllr Bach (all in favour)

**2404/897 To confirm and sign the minutes of the previous Full Town Council Meeting held on 28th February 2024.**

It was **resolved** to confirm and sign the minutes of the Town Council Meeting held 28th February 2024 with two amendments:

That Cllr Bruins was present and his name be included.

With a change to minute 2402/782, as follows:

***2402/782*** *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.*

*Members agreed to note this agenda item, which related to the required equipment for the Changing Places Toilet Facility at Westward Ho! Park.*

The minutes would be signed at a later date.

Proposed: Cllr Tait, Seconded: Cllr Bach (majority in favour, one abstention)

**2404/898 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 under separate cover)**

* Finance & HR – 31st January and 6th March 2024 (considered draft until committee meets 10am 10th April 2024)
* Northam Neighbourhood Plan – 22nd November 2023
* Planning – 22nd February 2024
* Town Projects and Asset Management – 25th January 2024
* Review Committee – 7th February 2024

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 noted and adopted under Part B)

**Minutes Page 230**

**2404/899 Action Points** It was agreed to note the action points as follows:

|  |  |
| --- | --- |
| **Item** | **Action** |
| Chairmans Announcements. | Notify TDC that Cllr Brading has offered to serve on TDC Standards. |
| Presentation from Community Engagement Officer (TDC). | Following the presentation a task and finish group was appointed:  Cllr Hodson, Cllr Bach and Cllr Brading and the Community Engagement Officer will be invited to meetings. |
| To consider a proposal that Northam Town Council becomes a member of the Northern Devon Railway Alliance. | Notified the group of the Council’s decision. |
| To consider how the Town Council wishes to move forward with planting around the fencing of the football pitch at Burrough Farm. | Agreed to plant native hedging and maintain, notify Northam Lions.  Planting along the western side completed 27th Match 2024.  Free hedgerow sets to be sought for autumn planting along the northern side from organisations such as the Woodland Trust.  The Council has a small number of beech trees that have been grown on by a member of the team and will be planted at the corners and ends of the hedge run in due course. |
| 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. | Notify Torridge Gig Club their application has been refused and advise them to approach TDC for help and to contact their local TDC councillors for funding. |

**2404/900 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.

The member of the public did not address the committee.

**2404/901 To consider continuing with membership of the Rural Services Network (RSN) Rural Market Towns Group upon the ending of the free trial (on 31st March 2024), at a cost of £137 (exVAT) for year 2024-25.**

It was **resolved** to continue the Council’s membership for a year and review the matter in 2025.

Proposed: Cllr Hodson, Seconded: Cllr Leather (majority in favour, 2 abstentions)

**Action point: Pay the membership subscription.**

**2404/902 To consider quotes for water supply at Northam Hall. The Deputy Town Clerk had sought three quotes but had been advised by all but Source for Business that the Council’s water usage was too low for to be of interest to other suppliers.**

It was **resolved** that the Council sign a three-year agreement for water usage at Northam Hall.

Proposed: Cllr Bruins, seconded: Cllr Himan (majority in favour, I abstention)

**Action point: Complete and return the contract renewal.**

**Minutes Page 230**

**2404/903** To consider the draft Procurement Strategy and Policy, as revised by the Review Committee.

It was **resolved** to refer the document back to the Review Committee given the noted anomalies and inaccuracies in the paper.

Proposed: Cllr Hodson, Seconded: Cllr Edwards (all in favour).

**2404/904** To receive an update on the work of PETROC HNC students in relation to the design of Westward Ho! Park Pavilion

It was noted that the Council is not paying for the service being provided by the PETROC College students.

It was noted that the figure of £250,000 as an estimate for the rebuild of the pavilion and that there were a number of options: to demolish and rebuild; to renovate and to demolish, erect a slab and install a pre-fabricated wooden building. The estimate had been reached by applying the figure that the Government Community Ownership Fund had stated it would be prepared to grant 80% of the costs towards. Work undertaken by the Deputy Town Clerk to gather estimates for the work had indicated renovation of the existing building would be a similar cost.

It was **resolved** to that the students for all their work and feed back to the students that the amended design was favoured as it increased the storage space available and that a village-hall style kitchen was favoured, though a serving hatch should be included.

Proposed: Cllr Hodson, Seconded Cllr Bach, (all in favour)

**Action Point:** Advise PETROC of the Council’s feedback and ask that the eastern wing (the Changing Place) not be included in future drawings as it was not part of the scope.

*Rev Vidamour left the meeting at this juncture (7:20pm)*

**2404/905 To consider the draft ‘Your guide to Northam Town Council services and support’ – note meeting details are to be confirmed**

The Council thanked Tina Tucker for her work in drafting the leaflet, noting the usefulness of the information contained. Some of that information was out of date and would need amending before the leaflet was printed and distributed to residents.

It was requested that the following changes were made:

Add the website and a QR code.

Update the committee list and note the annual electors meeting.

Include TTVS’ contact details.

Include a domestic abuse hotline number.

**Action point: update the leaflet and return it to the next meeting of the Council.**

**2404/906** **To consider arrangements for the beacon lighting at Northam for D Day 6 June at 21.45 as discussed at previous council meeting last year.**

Cllr Tait outlined the plans that the Appledore Village Association (AVA) were considering to mark the commemoration of the 80th anniversary of the D Day landings, noting that exercises were held in Appledore to train troops for the action. Plans included a performance by Appledore Band and lighting the beacon at Churchfields.

Cllr Tait asked that the Council work with the AVA to organise the event, which would allow it to be covered by the Council’s insurances and event powers.

It was **resolved** that the Council would work with the Appledore Visitors Association to arrange an event to commemorate D Day on the evening of Thursday 6th June 2024, making a financial contribution of £120 to cover Appledore Band’s donation.

Proposed: Cllr Hodson, Seconded Cllr Bruins (majority in favour, 2 against and 1 abstention).

**Action Point:** Liaise with the AVA regarding the commemoration.

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*Cllr Tait declared in interest in the following item as a member of the RNLI and would abstain from any vote.*

**2404/907 To consider correspondence from Appledore RNLI requesting a free car parking day 4/5/25 for their bicentenary.**

Cllr Tait outlined the Appledore RNLI Station’s plans to commemorate the 200th anniversary of the Institution on Sunday 4th May 2025, requesting that Northam Town Council apply to Torridge District Council for one of it’s free carparking days in 2025 to be that day.

It was **resolved** to support the event in the manner requested, should the Council be able to request a free carparking day at Churchfields in Appledore.

Proposed: Cllr Bruins, seconded: Cllr Hodson (majority in favour, three abstentions)

**Action point: Seek clarity on the locations Northam Town Council is able to request free carparking days for.**

**2404/908 Correspondence: none had been received**

**2404/909 Street Matters: All street matters circulated by the Town Clerk by email**

Members raised a number of issues:

Cllr Bruins noted that some of the double-yellow lines that appeared to have been painted over on Lakenham Hill had not been but had simply worn away.

Cllr Edwards noted that road closure signs had been placed on the Quay in Appledore. The signs related to an alley that lead to Market street and part of the length of Market Street that ran south from Vernon’s Lane. The location of the signs was misleading.

Cllr Whittaker reported that following the request from Active Torridge to restrict usage of Torridge Pool carpark she had been keeping the situation under review.

Cllr Tait noted that there was often flooding at the low points on Long Lane. She had received advice that Northam Tow Council could clear the gullies as part of the Road Warden Scheme.

**Action point: Deputy Town Clerk to clarify the scope of the delegated powers regarding the clearing of highway drains and gullies.**

**2404/910 To receive a summary report from the County Councillor**

Cllr McGeough had provided a written report, which the Deputy Town Clerk had circulated by email the day before the meeting.

Cllr Hodson reported that the double yellow lines at the junction of Avon Lane had worn away and would need repainting. The junction was habitually parked over vehicles making the junction unsafe. She had reported the matter.

**2404/911 To receive a summary report from a District Member *(3 minutes)***

Cllr Bach reported that the constituency MP, Sir Geoffrey Cox, would be attending the open meeting of Westward Ho! residents’ association on Friday 26th April 2024.

He also reported that Torridge District Council had adopted the Local Government Association Code of Conduct, which may be rolled out to smaller authorities in the future. He read out the introduction, as follows:

*The role of councillor across all tiers of local government is a vital part of our country’s*

*system of democracy. It is important that as councillors we can be held accountable and all*

*adopt the behaviours and responsibilities associated with the role. Our conduct as an*

*individual councillor affects the reputation of all councillors. We want the role of councillor to*

*be one that people aspire to. We also want individuals from a range of backgrounds and*

*circumstances to be putting themselves forward to become councillors.*

**Minutes Page 232**

*As councillors, we represent local residents, work to develop better services and deliver*

*local change. The public have high expectations of us and entrust us to represent our local*

*area, taking decisions fairly, openly, and transparently. We have both an individual and*

*collective responsibility to meet these expectations by maintaining high standards and*

*demonstrating good conduct, and by challenging behaviour which falls below expectations.*

*Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.*

*This Code has been designed to protect our democratic role, encourage good conduct and*

*safeguard the public’s trust in local government*.

*The member of the public left at this juncture (8:05pm)*

Cllr Whittaker reported that a recent planning training session at Torridge District Council could be helpful for members of the Town Council’s Planning committee.

Cllr Hames reported that he had attended an informative presentation at Torridge District Council regarding air pollution and the role of the District Council in addressing any issues.

**Confidential session**

**2404/912 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 Edwards, seconded: Cllr Whittaker (all in favour)

**2404/913 To confirm and sign the minutes of Part B of the Town Council Meeting 28th Feb 2024**

It was **resolved** to confirm and sign the Part B minutes of the Town Council Meeting 28th February 2024.

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

**2404/914 To note and adopt the reports of Part B minutes and resolutions contained therein from Committees and Sub-Committees.**

* Finance & HR – 31st January and 6th March 2024 (considered draft until committee meets 10am 10th April 2024**).**

It was agreed to note and adopt the reports of Part B minutes and resolutions contained therein from Committees and Sub-Committees.

**2404/915 To consider an offer of land in Westward Ho! from a member of the public.**

The Deputy Town Clerk reported the location of the small land parcel to the committee, confirming that there had not yet been an opportunity to meet with the land owner’s representative.

It was **resolved** defer the matter to a future meeting of the committee.

Proposed: Cllr Leather, Cllr Hodson (all in favour)

**Action point: Make contact with the landowner’s representative and include the matter on a future Full Council agenda.**

*The Deputy Town Clerk left the meeting to allow the members to consider the next item in a confidential session (8:10pm).*

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**Confidential session**

**2404/916 To consider staffing issues referred from the Finance and HR Committee**

The Council appointed Cllr Hodson to take minutes whilst the Deputy Town Clerk was out of the room.

All members of Council that were not members of the Finance and HR committee were furnished with a confidential report.

It was **resolved** to adopt the recommendations within the confidential report (recommendations 1-6) and the terms of the separation agreement, which would be referred to Full Council at its meeting on the 10th April 2024.

Proposed: Cllr Whittaker, Seconded: Cllr Leather (majority in favour, 1 abstention).

It was **resolved** to carry out the recommendation from the Finance & HR Committee (minute 2403/817), that the post of Deputy Town Clerk be re-graded to LC2 (SCP 29-32) and the salary of the Deputy Town Clerk be increased to SCP 31 with effect from the date of the appraisal on 22nd February 2024.

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

*The Deputy Town Clerk was invited to re-enter the meeting (8:35pm).*

**2404/917 To resolve to readmit members of the press and public.**

It was **resolved** to readmit members of the press and public.

Proposed: Cllr Hames, Seconded: Cllr Hodson (all in favour)

There being no further business the meeting closed at 8:40 pm

Signed………………………………………………… Dated……………………

**Action points**

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| --- | --- |
| **Chairmans Announcements**  Torridge Pilot Gig Club – request to use the boat parking spaces for gazebos at their regatta on the 14th July 2024 | The Club has confirmed that the gazebos will be used for selling refreshments, including bbq food. The Club will be using any proceeds to fund their activities. The Club has suitable insurances which will be provided to the Council before the event. |
| **Rural Services Network (Rural Market Towns Group)** | The Council’s membership has been renewed for 2024-25. |
| **Water and sewerage supply at Northam Hall** | Ther Council has signed up for a three-year agreement, to run from 2024-2027. |
| **Westward Ho! Pavilion – PETROC.** | The students were provided with the feedback.  The final design will be available for presentation at PETROC on the 22nd May 2024 at a time to be agreed. (agenda item) |
| **‘Your guide to Northam Town Council services and support’** | An updated copy is to be presented to the 1st May 2024 meeting.  Distributing the leaflet with the Link (6,500 copies) would be approx. £600 (exVAT). Printing would be extra |
| **Working with the AVA to arrange a** **beacon lighting for D Day 6 June** | NTC will be invoiced for the cost of the band, emphasising that the event is an NTC one.  Other actions, such as leaflet design and wording, to be agreed. |
| **Free car-parking days** | The Head of Communities and Place at TDC has been asked to clarify the position. |
| **The scope of the Road Warden scheme rights** | The Neighbourhood Highways Officer has been asked to clarify if the clearing of gullies and drains is within the scope of the role.  They are not within the scope of the Road Warden scheme – other than surface cleaning. If the gully is a safety defect, it can be reported to DCC and the work scheduled. |
| **Regarding the offer of land at Westward Ho!** | The landowner’s representative has been contacted. |

The Review Committee has considered the committee structure of the Council. Their recommendation is for the below listed committees. The draft calendar is on the following pages and is to be considered at this Council meeting in advance of their receipt at the Annual Meeting of the Council (‘AGM’), later in May.

The Terms of Reference have similarly been considered at the Review Committee and will be presented to the Annual Meeting at the same time.

This proposed calendar of meetings has been checked against the published meeting calendar at Torridge DC and clashes avoided.

The reason for their consideration at this meeting is that Finance & HR, at its 24th April 2024 meeting, it was recommended that, given the current staffing position, all meetings (other than Full Council) be scheduled during office hours.

**Meeting Frequency**

Full Council every 2 months (plus special meetings), in the evening

Finance monthly, alternating day and evening

Planning & Development every 3 weeks, in the evening

Human Resources quarterly, alternating day and evening

Review quarterly, in the evening

Parks & Recreation every 2 months, alternating day and evening

Environment & Maintenance every 2 months, alternating day and evening

**Note – All meetings are to be held in the Council Chamber at Windmill Lane unless otherwise stated on this calendar or summons.**

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| **Civic Year** | **Week** | **Wednesday** | **Meeting (time of day)** | **TDC Calendar** | **Thursday** | **Meeting (time of day)** | **TDC Calendar** |
| **2024-25 (all committees in day-time as recommended by F&HR 24.04.2024)** | 1 | 08/05/2024 |  |  | 09/05/2024 |  | 9.30am Plans |
| 2 | 15/05/2024 | Annual Meeting of the Council ('AGM') (evening) |  | 16/05/2024 | Planning (evening - 5pm?) |  |
| 3 | 22/05/2024 | Parks & Recreation (day - 10.30am / 2.30pm) | 6.30pm Licencing | 23/05/2024 |  |  |
| 4 | 29/05/2024 | Human Resources (day -10.30am / 2.30pm) |  | 30/05/2024 |  |  |
| 5 | 05/06/2024 | Environment & Maintenance (afternoon - 2.30pm) | 10am Ext Overview | 06/06/2024 | Planning (evening - 5pm?) | 9.30am Plans |
| 6 | 12/06/2024 | Finance (day - 10.30am / 2.30pm)  Receives payments & Receipts to end May 24  Agrees payroll to end May 24 (to be paid in June 24) |  | 13/06/2024 | Mayor's Introduction (evening)  **Venue: Northam Hall** |  |
| 7 | 19/06/2024 |  | 10am Standards | 20/06/2024 | Northam Burrows Charity Management Committee (day -10.30am / 2.30pm) |  |
| 8 | 26/06/2024 |  |  | 27/06/2024 | Planning (evening - 5pm?) |  |
| 9 | 03/07/2024 | Review (day - 10.30am / 2.30pm) |  | 04/07/2024 |  | 9.30am Plans |
| 10 | 10/07/2024 |  | 10am Licencing | 11/07/2024 |  |  |
| 11 | 17/07/2024 | Finance (day - 10.30am / 2.30pm) Receives payments & Receipts to end June 24  Agrees payroll to end June 24 (to be paid in July 24) | 6pm Ext Overview | 18/07/2024 | Planning (evening - 5pm?) |  |
| 12 | 24/07/2024 | Full Council (evening) |  | 25/07/2024 |  | 9.30am Plans |
| 13 | 31/07/2024 | Parks & Recreation (day - 10.30am / 2.30pm) |  | 01/08/2024 |  |  |
| 14 | 07/08/2024 | Finance (day - 10.30am / 2.30pm)  Receives payments & Receipts to end July 24  Agrees payroll to end June 24 (to be paid in Aug 24) |  | 08/08/2024 | Planning (evening - 5pm?) |  |
| 15 | 14/08/2024 | Environment & Maintenance (day - 10.30am / 2.30pm) |  | 15/08/2024 |  |  |
| 16 | 21/08/2024 |  |  | 22/08/2024 |  |  |
| 17 | 28/08/2024 | Human Resources (day - 10.30am / 2.30pm) |  | 29/08/2024 | Planning (evening - 5pm?) |  |
| 18 | 04/09/2024 |  | 10am Ext Overview | 05/09/2024 | Northam Burrows Charity Management Committee (day -2.30pm) | 9.30am Plans |
| 19 | 11/09/2024 | Finance (day - 10.30am / 2.30pm) Receives payments & Receipts to end Aug 24  Agrees payroll to end Aug 24 (to be paid in Sept 24) | 6.30pm Licencing | 12/09/2024 |  |  |
| 20 | 18/09/2024 | Full Council (evening) | 10am Standards | 19/09/2024 | Planning (evening - 5pm?) |  |
| 21 | 25/09/2024 | Parks & Recreation (day - 10.30am / 2.30pm) |  | 26/09/2024 |  |  |

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| **Year** | **Week** | **Wednesday** | **Meeting (time of day)** | **TDC** | **Thursday** | **Meeting (time of day)** | **TDC** |
| **2024-25 (reverting to standard patterns)** | 22 | 02/10/2024 | Environment & Maintenance (evening) |  | 03/10/2024 |  | 9.30am Plans |
| 23 | 09/10/2024 | Finance (evening) Receives payments & Receipts to end Sept 24  Agrees payroll to end Sept 24 (to be paid in Oct 24) |  | 10/10/2024 | Planning (evening - reverts to 6.30pm) |  |
| 24 | 16/10/2024 |  | 6pm Ext Overview | 17/10/2024 |  |  |
| 25 | 23/10/2024 | Review (evening) | 10am Licencing | 24/10/2024 |  |  |
| 26 | 30/10/2024 |  |  | 31/10/2024 | Planning (evening) |  |
| 27 | 06/11/2024 | Human Resources (evening) |  | 07/11/2024 |  | 9.30am Plans |
| 28 | 13/11/2024 | Finance (day) to include Grants & Budget Receives payments & Receipts to end Oct 24  Agrees payroll to end Oct 24 (to be paid in Nov 24) |  | 14/11/2024 |  |  |
| 29 | 20/11/2024 | Full Council (evening) | 10am Standards | 21/11/2024 | Planning (evening) |  |
| 30 | 27/11/2024 | Parks & Recreation (evening) | 10am Ext Overview | 28/11/2024 | Finance: Grants & Budget (evening) - if required. |  |
| 31 | 04/12/2024 | Environment & Maintenance (day) | 6.30pm Licencing | 05/12/2024 | Northam Burrows Charity Management Committee (evening) | 9.30am Plans |
| 32 | 11/12/2024 | Finance (evening) Receives payments & Receipts to end Nov 24  Agrees payroll to end Nov 24 (to be paid in Dec 24) |  | 12/12/2024 | Planning (evening) |  |
| 33 | 18/12/2024 |  |  | 19/12/2024 |  |  |
| 34 &35 | Two weeks commencing 25th December 2025 – no meetings to be arranged. | | | | | |
| 36 | 08/01/2025 |  | 6pm Ext overview | 09/01/2025 | Planning (evening) | 9.30am Plans |
| 37 | 15/01/2025 | Finance (day) Receives payments & Receipts to end Dec 24  Agrees payroll to end Dec 24 (to be paid in Jan 24) | 10am Licencing | 16/01/2025 | Full Council: Grants & Budget (evening) Preceded by Burrows Charity AGM |  |
| 38 | 22/01/2025 | Full Council (evening) |  | 23/01/2025 | Review (evening) note - different day (effect of Christmas) |  |
| 39 | 29/01/2025 | Parks & Recreation (evening) | 10am Budget | 30/01/2025 | Planning (evening) | 9.30am Plans |
| 40 | 05/02/2025 | Environment & Maintenance (evening) |  | 06/02/2025 |  |  |
| 41 | 12/02/2025 | Finance (evening) Receives payments & Receipts to end Jan 24  Agrees payroll to end Jan 24 (to be paid in Feb 24) | 10am Ext Overview | 13/02/2025 | Northam Burrows Charity Management Committee (evening) |  |
| 42 | 19/02/2025 |  |  | 20/02/2025 | Planning (evening) |  |
| 43 | 26/02/2025 | Human Resources (day) | 6.30pm Licencing | 27/02/2025 |  |  |
| 44 | 05/03/2025 | Full Council (evening) | 10am Standards | 06/03/2025 |  | 9.30am Plans |
| 45 | 12/03/2025 | Finance (day) Receives payments & Receipts to end Feb 24  Agrees payroll to end Feb 24 (to be paid in Mar 24) |  | 13/03/2025 | Planning (evening) |  |
| 46 | 19/03/2025 | Parks & Recreation (day) |  | 20/03/2025 | Annual Electors Meeting (Late afternoon to the evening, 5pm start?) |  |
| 47 | 26/03/2025 | Environment & Maintenance (evening) |  | 27/03/2025 |  |  |
| 48 | 02/04/2025 |  | 10am Licencing 6pm Ext Overview | 03/04/2025 | Planning (evening) | 9.30am Plans |
| 49 | 09/04/2025 | Finance (evening) Receives payments & Receipts to end Mar 24  Agrees payroll to end Mar 24 (to be paid in Apr 24) |  | 10/04/2025 | Grant Presentations (evening) |  |
| 50 | 16/04/2025 | Review (evening) |  | 17/04/2025 |  |  |
| 51 | 23/04/2025 |  |  | 24/04/2025 | Planning (evening) |  |
| 52 | 30/04/2025 |  |  | 01/05/2025 |  |  |