



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

To: All Members of the Review Committee  
Cc: All Northam Town Councillors

Town Clerk: Mrs Jane Mills BA(Hons) MILCM  
Telephone and Fax: 01237 474976  
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**You are hereby summoned to attend a Review Committee Meeting on Wednesday 3<sup>rd</sup> January 2024 at 6.30pm in the Council Committee Room, Windmill Lane Northam**  
**The Agenda for the meeting is set out below.**

*M. J. Mills*

Mrs Jane Mills BA(Hons), PSLCC, MILCM  
Town Clerk

Date of issue: 21<sup>st</sup> December 2023

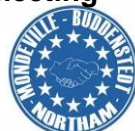
The following are Members of the Review Committee: Councillors: Bach, Edwards, Mrs Hodson, Leather, Newman-McKie, Singh, Tait and the Mayor (ex-officio) but all Members of the Council are entitled to attend.

**AGENDA**

- 1 Apologies**
- 2 Chairman's announcements**
- 3 Declarations of interest:**  
*Members are reminded that all interests should be declared prior to the item being discussed.*
- 4 To agree the agenda as published**
- 5 To confirm and sign the minutes of the previous Review Committee Meeting held on 8th November 2023 (herewith)**
- 6 Public Participation**  
*Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.*
- 7 To consider Action Points (herewith)**
- 8 To consider information on the committee structure of neighbouring councils (herewith)**
- 9 To consider reconfiguration of the Council Committee structure moving forward from May 2024 (herewith)**
- 10 To consider the appointment of a consultant to review staffing**
- 11 To consider the date of the next meeting**



Lords of the Manor



The local Council for Appledore, Northam, Orchard Hill and Westward Ho!  
Twinned with Mondeville, France and Büddenstedt, Germany  
Office open: Monday to Friday mornings



Trustees of the Common Right

**Northam Town Council – Minutes of the Review Committee held in the Council Chamber, Windmill Lane, Wednesday 8<sup>th</sup> November 2023 at 6.30pm**

**The following are Members of the Review Committee**

Cllrs Bach, Edwards, Hodson, Leather, Newman-McKie, Singh, Tait and the Mayor (ex-officio)

**In attendance**

Cllr Whittaker

Town Clerk, Mrs J Mills

Deputy Town Clerk

**2311/479 Election of Chairman**

It was **resolved** to appoint Cllr Mrs Hodson as Interim Chairman

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

**2311/480 Election of Vice Chairman**

It was resolved to appoint Cllr Leather as Vice Chairman

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

**2311/481 Apologies**

Apologies were received from Cllrs Edwards and Tait

**2311/482 Chairman's announcements**

Request future Review Committee minutes to contain more detail where necessary.

**2311/483 Declarations of interest**

Members are reminded that all interests should be declared prior to the item being discussed.

**2311/484 To agree the agenda as published**

It was resolved to agree the agenda as published

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

**2311/481 To confirm and sign the minutes of the previous Review Committee Meeting held on 26<sup>th</sup> January 2022**

It was resolved to confirm and sign the minutes of the previous Review Committee Meeting held on 26<sup>th</sup> January 2022 as a correct record.

Proposed: Cllr Leather, Seconded: Cllr Hodson (two in favour four abstentions not present at the meeting)

**2311/482 Public Participation**

*Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.*

No members of the public were present.

- 2311/483 To consider moving forward with the calendar of meetings.**  
 (It was **resolved at the AGM** that committees will now meet on a 6 week cycle with the exception of planning, which will be every three weeks, and where necessary additional meetings can be scheduled. This is for a period of six months and then to be reviewed.)  
 It was **resolved** to recommend to Full Council that the 3 week cycle for planning meetings be continued.  
 Proposed: Cllr Hodson, Seconded: Cllr Bach (majority in favour 1 vote against)  
 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.  
 Proposed: Cllr Hodson, Seconded: Cllr Newman-McKie (all in favour)  
**Action points:** Recommendations to be placed on Full Council Agenda
- 2311/484 To consider reconfiguration of the Council Committee structure moving forward from 1<sup>st</sup> January 2024**  
 Matters for discussion were
- A new committee, Parks and Open Spaces, to include Westward Ho! Park, allotments, and maintenance of parks.
  - To consider the role of Town Projects and Asset Management committee
  - To consider Finance as a separate committee and have a Human Resources committee. it was suggested that checks are made with neighbouring councils, looking at different models and the possibility of more working groups.
  - To consider the need for a climate emergency committee but rather incorporate into the terms of reference for all committees the principle, and that they should consider financial, environmental and all other relevant material when reaching decisions
- It was **resolved** that the new structure should not be considered until presented at the AGM  
 Proposed: Cllr Hodson, Seconded: Cllr Leather (all in favour)  
**Action points:** Check the procedures of neighbouring councils
- 2311/485 To consider use of titles in correspondence.**  
 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.  
**Action point:** Place recommendations on Full Council agenda.
- 2311/486 To consider a request to increase the membership of the Town Projects and Asset Management Committee**  
 The committee agreed that it was regrettable that a member had missed the opportunity to put their name forward at the AGM but all appointments to committee should be made at the AGM unless a vacancy occurs during the year

- 2311/487 To consider a Forward Plan for the Review Committee**  
 Members agreed that future review committee meetings should look at
- Terms of reference for all committees
  - structure of the council meetings
  - review Standing Orders
  - Review policies

- review the staff handbook
- consider the validity of the emergency plan
- Staffing

All reviewed items to go to Full Council with recommendations from the Review Committee

**2311/488**

**To consider the date of the next meeting**

It was agreed to arrange a date in early January 2024

**Action point** : arrange a date

There being no further business the meeting closed at 7.40 pm

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

DRAFT

## REVIEW COMMITTEE

### ***ACTION POINTS JANUARY 2024***

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<b>To Consider moving forward with the calendar of meetings.</b>	Recommendations to be placed on Full Council Agenda.
<b>To consider reconfiguration of the Council Committee structure moving forward from 1<sup>st</sup> January 2024.</b>	<p>It was resolved that the new structure should not be considered until presented at the AGM.</p> <p>Check the procedures of neighbouring councils.</p>
<b>To consider use of titles in correspondence.</b>	Place recommendations on Full Council Agenda.
<b>To consider a forward Plan for the Review Committee.</b>	<p>Members agreed that future review committee meetings should look at</p> <ul style="list-style-type: none"> <li>• Terms of reference for all committees</li> <li>• structure of the council meetings</li> <li>• review Standing Orders</li> <li>• Review policies</li> <li>• review the staff handbook</li> <li>• consider the validity of the emergency plan</li> <li>• Staffing</li> </ul> <p>All reviewed items to go to Full Council with recommendations from the Review Committee.</p>
<b>To consider the date of the next meeting.</b>	It was agreed to arrange a date early January 2024.

## INFORMATION REQUESTED FOR NEIGHBOURING COUNCILS

At the last Review Committee Meeting, Officers were asked to investigate the committee structure of neighbouring councils.

Most Councils operate different committees according to their needs and remit, so a one size fits all is really not appropriate.

Looking at the various websites we found the following information:

### Barnstaple Town Council has 24 Councillors and 7 wards

Barnstaple Town Council conducts the majority of business through a structure of five Committees and the Rock Park Trust, meeting on a regular basis throughout the year. All Council and Committee meetings are open to the public and the agendas and minutes of meetings are published on the website. Members of the public may speak for up to three minutes per person at meetings, regarding items which are on that meeting agenda. A total of 15 minutes per meeting is allocated for public speaking. Any queries or comments regarding items not on the meeting agenda cannot be discussed and should be put in writing to the Town Clerk.

- Town Council Meeting

#### Council Committees

- Community Development Committee
- Environment Committee
- Finance and General Purposes Committee
- Planning and Transportation Committee
- Staffing Committee

#### Trust

- Rock Park Trust

#### Working Groups

- Allotment Working Group
- **Community Development Committee**
  - Community engagement and links with community organisations (except where this is specific to a project or initiative that falls under another committee remit.).
  - Ceremonial, Civic and community events.
  - Maintaining and promoting the heritage and culture of Barnstaple
  - Healthy living and associated well-being matters.
  - Management and Award of the community grants.
  - Communications Strategy, including the provision of Notice Boards

#### Environment Committee

Deals with matters including:

- Maintenance of highway verge areas, The Square and other planted areas.
- The delegated management of Rock Park.
- Committee members represent the Town Council on the Rock Park Trust Committee.
- Public realm, including footpaths, watercourses, seats and benches, Litter bins and other environmental issues.
- Environmental volunteering and community initiatives, including sponsorship of green and planted areas and the provision of floral displays.
- Climate and Ecology issues
- Management of allotments

### **Finance & General Purposes Committee**

Deals with matters including:

- Administration, Democracy and Corporate Governance.
- Budget monitoring, approval of payments, authorisation of expenditure beyond Committee budgets, recommendation of annual Precept.
- All matters relating to the annual Barnstaple Fair.
- Link to DALC, NALC and other affiliations.
- Maintenance, management and insurance of all Town Council properties, and civic and ceremonial, administrative and Council meeting uses of those properties.
- Management of contracts, leases and partnership agreements.
- Any matter not falling within the remit of other committees.

**Planning and Transportation Committee** – considers planning applications and transport matters within the Town. All comments and requests are forwarded to North Devon Council as the Planning Authority for a final decision.

#### **Purpose of committee**

**Staffing Committee** – comprises six Town Councillors and deals with matters including recruitment and retention of staff, training, conditions of service, disciplinary and Grievance matters and Health and Safety of staff.

**From the website it has not been possible to access a calendar of meetings**

**GREAT TORRINGTON TOWN COUNCIL has 13 Councillors and is not warded**

### **Full Council**

Met so far April, June, July September, October and November

### **Planning**

**Met so far April, June, July x 2, August x 2, October, November and December**

1. Responds to all planning consultations from The District Council and County Council.
2. Responds to planning policy documents.
3. Responsible for overseeing Parish Plan.

### **Policy and Finance**

Met this year in July and September

1. Is responsible for managing the Council's finances.
2. Recommending the annual budget and the precept to Torridge District Council.
3. All monies raised by precept for the Council's day to day expenses are collected by the District Council from the Council tax payers of the parish of Great Torrington i.e. what you spend comes from within the parish – there is no government grant towards it.
4. Matters of a policy issue rather than a technical day to day management issue are considered by committee. So if the Council considers whether to maintain monuments and memorials it will be considered first by Policy. If agreed the day to day management will transfer to the Environment Committee.
5. Allocation of annual grants.

### **Environment Committee**

This committee deals with the majority of the Council's day to day business.



MET APRIL, AUGUST, AND OCTOBER

Such matters as

1. Donnacraft sports facilities
2. Parish Paths maintenance
3. Liaison with Highway Authority
4. Christmas lights/trees
5. Daily liaison with District re: the condition of parish, e.g. litter, refuse
6. Snow Warden.

The committee also manages the day-to-day affairs of the Council Charity, The Common Allotments Charity. Each Member of Council is a trustee of the Charity. The Charity owns land at Weare Trees which it lets for agricultural purposes, and a good number of allotments. The money raised is then distributed in the form of annual grants to local organisations.

### **Bideford Town Council has 16 Councillors and 4 wards**

- [Town Council Meetings](#)
- [Decarbonisation & Environment Committee](#)
- [Planning Committee](#)
- [Staff & Gen.Finance](#)
- [Market Management](#)
- [Tourism Committee](#)
- [Allotment Committee](#)

### Bideford Town Council - Timetable for Council Meetings and Events 2023 - 2024

MEETING	DAY	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
TOWN	TH	15.05.23	22.06.23		3.08.23	14.09.23	26.10.23		7.12.23	18.01.24	29.02.24		04.04.24	16.05.24	20.06.24
PLANNING	WE	24.05.23	14.06.23	5.07.23 26.07.23	16.08.23	6.09.23 27.09.23	18.10.23	8.11.23 29.11.23	20.12.23	10.01.24 31.01.24	21.02.24	13.03.24	3.04.24 24.04.24	15.05.24	5.06.24 26.06.24
GRANTS	TH										15.02.24				
STAFFING	TH		15.06.23	27.07.23		07.09.23	19.10.23	30.11.23		4.01.24	8.02.24	21.03.24		2.05.24	13.06.24
MARKET	TH	23.05.23		06.07.23	17.08.23	21.09.23		2.11.23 14.12.23		25.01.24		7.03.24	18.04.24	30.05.24	
TOURISM	TU		06.06.23	18.07.23		5.09.23	17.10.23	28.11.23		9.01.24	20.02.24		2.04.24	14.5.24	25.06.24
ALLOTMENT			Called by Committee Chairman as required												
DECARB			Called by Committee Chairman as required												
EVENTS			BF 3.06.23					Armistice 11.11.23							D Day 80 6.06.24
		LT 27.05.23	MI + MP 8 & 11.06.23	BR 01-Jul-23				RS 12.11.23	SL 02.12.23			MC 16.03.24	APM 16.04.24		MI + MP 4 & 9.06.24
KEY								BANK HOLIDAYS							
BR			Bideford Regatta					May-23	1 + 8 + 29	Mons					
RS			Remembrance Sunday					Aug-23	28	Mon					
SL			Signing of the Lease					Dec-23	25 + 26	Mon + Tue					
MC			Manor Court					Jan-24	1	Mon					
APM			Annual Parish Meeting					Mar-24	29	Good Friday					
MI + MP			Mayor Introduction / Parade					Apr-24	1	Easter Monday					
BF			Bideford Fair					May-24	6	Mon					
CB			Mayor's Charity Ball					May-24	27	Mon					
LT			Landvisiau Twinning Reception												

## Holsworthy Town Council has 12 Councillors and is not warded

Full Council meet monthly except August  
 F&GP April, October and November  
 Market meet monthly except August  
 Parks: April, June, July, September and October  
 Planning & Highways: April, June and September

### South Molton

We have also spoken to South Molton and were advised that they have five committees in addition Full Council meets monthly.  
 Finance meets monthly  
 Planning, twice monthly  
 Amenities, randomly  
 Policies randomly  
 Staff randomly

## Review Committee – 3<sup>rd</sup> January 2024 - Committee Structures

At the previous meeting of the Review Committee, it was resolved to consider a revised committee structure for the Council's operations.

The Council has power to delegate functions to a committee, sub-committee, the Clerk, or other Officer unless statutory prohibition applies<sup>1</sup>. In all cases of delegation, a complaint against staff with delegated powers is considered as a complaint against the Council, legal responsibility remains with the Council.

A Council may operate committees but does not have to and unless small, delegating functions to staff can be expedient. A great deal of the work of a principal authority is delegated to staff, for example. At Northam's level, delegated functions could be a sensible way forward, minimising the need for committee's to be called for straightforward or minor reasons, for example

- operational decisions (to a specified value or for reasons of health and safety of staff or the community)
- agreement to install an allotment shed that is within the specified dimension.

Establishing a committee to carry out statutory functions does not preclude the Council from carrying out those activities itself<sup>2</sup>, though this should be guarded against as it can duplicate effort and cause confusion as to the lines of responsibility. Similarly, the terms of reference for all committees should be clear so a matter cannot be brought to a second committee if another did not approve a resolution or vice-versa. A committee structure does stop the committee appointing a sub-committee or working group. The committee structure may be multi-layered, depending on the approach decided upon.<sup>3</sup>

Committees are of two types, statutory and advisory. A sub-committee or staff member may also be delegated power for statutory functions or be given the status of advisory body. If there is no use for Committees or sub-committees, they may be dissolved.

Overleaf are the benefits and disadvantages of a Council operating a committee structure and delegating decision-making powers.

For a scheme of delegation to committees to be clear, there needs to be clear and concise terms of reference for each committee within the structure.

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<sup>1</sup> Local Government Act 1972 s101(1)(a)

<sup>2</sup> Local Government Act 1972 s101(4)

<sup>3</sup> Local Government Act 1972 s101(2)

Delegation to	Benefits	Disadvantages
Committee with delegated powers	Works on behalf of the Council and for as long as the Council needs them Improves efficiency of decision making, saving the Council time.	Requires staff resource. Duplication of effort if a Council takes responsibility for work delegated to a committee. Extends the decision-making process with an extra layer of bureaucracy, the minutes would need to be approved at Full Council for full actuation. Confusion as to the correct place for decisions to be made. May not be delegated authority for certain statutory functions, e.g. issuing the precept <sup>4</sup> ; borrowing money <sup>5</sup> ; or resolving that the Council had satisfied the criteria to exercise the general power of competence <sup>6</sup> .
Advisory/sub-Committee, task-and-finish or working group	Works on behalf of the Council, for as long as the Council needs them. Saves time as focused on a task. Non-Councillors may bring expertise.	Requires staff resource. Duplication of effort if a Council takes responsibility for work delegated to a committee. Confidence is threatened if Committee ignores recommendations Requisite Skills may not be available from members.
Clerk/RFO or other officer	Works on behalf of the Council Day-to-day management of employees and payroll Implements a Council or Committee decision Handles FOI requests <sup>7</sup> and complaints <sup>8</sup> Carries out functions of the Proper Officer <sup>9</sup> .	Increased chance of malpractice Brings additional demands to the role, the post-holder may lack the necessary resources, knowledge or skills Brings personal views to the implementation of a decision.

<sup>4</sup> Local Government Act 1972 s101(6)

<sup>5</sup> Local Government Act 2003 sch1, para 2(4)

<sup>6</sup> Parish Councils (General Power of Competence) (Prescribed conditions) Order 2012 para 1.

<sup>7</sup> Under the Freedom of Information Act 2000

<sup>8</sup> Unless against the Clerk

<sup>9</sup> Local Government Act 1972 s270(3)

In this report, the officer has drafted an example committee structure. The approach taken was to draw from the experience of working within the Council's current structure and aligning the work to the actions defined in the Council's Vision and Strategic Plan, 2023-2027.

Under the current structure, the Council plans to hold 84 meetings. A working year is 51 weeks long (including a shutdown for 3 days between Christmas and New Year). This is an average of 1.7 meetings a week, see page 4. Meetings are on a 6-weekly cycle, which was agreed at the Council's annual meeting in May 2023. The pattern of the meetings is not considered to be as much of an issue as the imbalance of work to be undertaken in each meeting and overlap areas of work.

To operate most efficiently, Full Council agendas should be limited to statutory functions, which include the adoption of committee minutes and Town Council-wide functions such as the oversight of Town Council action plans and liaison with outside bodies. To achieve this, a clear scheme of delegation is required. It should be noted that *'meetings of the authority when it is acting as charity trustee must take place separately from those of the authority acting as the authority. Separate minutes must be kept. In order to avoid confusion, trust business should always be minuted separately from authority business. Separate notices and agendas for meetings should be issued'*<sup>10</sup>

A committee structure should reflect the work of a Council. Northam Town Council has a number of operational functions. When compared to other Town Councils, there are fewer ceremonial functions and events but a greater emphasis on community facilities. These facilities can be merit-good in nature (free at the point of use) or charged. This basic difference can be a useful guide. Another useful guide for what committees are needed are the functions of the Council as holder of public finances and as an employer. The JPAG Practitioners' Guide<sup>11</sup> doesn't stipulate any format or timetable for Councils to operate meetings. Normal practice in the sector is once a calendar month, thus aligning the meetings with regular payments that could be made by the Council, such as salary-based overtime, travel and other expenses and invoices paid by direct debit. Another element of normal good practice is that the Council's 'Chairman' (in Northam's case, the Mayor) should not be the Chair of any committee other than one that is interested in staffing<sup>12</sup>.

The officer has therefore prepared the example committee structure presented on pages 5 to 8. The number of committees has been increased but the frequency of meetings reduced. The structure schedules 62 meetings in a year, a reduction of 22 in total and to 1.2 a week.

The example is not proposed as a definitive answer to the needs of the Council but as the start point of a discussion by members, with the support and advice of officers, to prepare an operational structure for Northam Town Council as it develops and moves forward, delivering more services for the communities it serves.

<sup>10</sup> Joint Panel on Accountability and Governance (March 2023) para 5.113, p46  
<https://www.nalc.gov.uk/library/our-work/jpag/3859-practitioners-guide-2023/file>

<sup>11</sup> Joint Panel on Accountability and Governance (March 2023) <https://www.nalc.gov.uk/library/our-work/jpag/3859-practitioners-guide-2023>

<sup>12</sup> Local Councils Explained (Tharmarajan)

Current structure (as scheduled)	Frequency	Terms of reference	Subcommittees, task-and-finish or working groups
Full Council	every 6 weeks (9/year [9]) <i>plus</i> special budget meetings (2[11]) Annual Meeting of the Council ('AGM') (1[12]) Burrows Charity Trustees AGM (1[13]) Annual meeting of Electors (1[14])		
Finance & HR	every 6 weeks [23] <i>plus</i> special budget and grants meetings (2[25])		May Fair working group
Review	every 6 weeks [34]		
Town Projects and Asset Management	every 6 weeks [43]		Play inspection working group
Westward Ho! Park	every 6 weeks [52]		Tennis Court working group
Climate Emergency	every 6 weeks [61]		
Planning	every 3 weeks (17/year [78])		
Neighbourhood Plan Advisory Group	every 6 weeks [84]		Pre-submission consultation working group

Proposed committee structure	Sphere of work	Alignment to Strategic Plan
<p><b>Full Council (9)</b></p> <p><b>quarterly</b> (4/year [running total: 4])  <i>plus</i>  Special budget meetings (2[6])  Annual Meeting of the Council ('AGM') (1[7])  Burrows Charity Trustees AGM (1[8])  Annual meeting of Electors (1[9])</p>	<p>Agreement of budgets (and grants awarded)  Agreement of precept required  Consideration of AGAR and external audit reports  Consideration of Council-wide / Town-wide matters  Review of Council action plans (Climate emergency Response, Vision and Strategy, Community Facilities (S106))  Appointment to committees  Adoption of committee minutes  Oversight of the Speedwatch and Councillor-Police Advocate initiatives with Devon &amp; Cornwall Police.  Youth engagement.</p>	<p>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 (with <i>Planning &amp; Development</i>)  Working with partners and other agencies to reach the 'hard to reach' members of our community.</p>
<p><b>Finance committee (12)</b></p> <p><b>every month</b> (12/year [21])</p>	<p>Budget review  Bank reconciliation  Payments and receipts  Salary and overtime  Consideration of internal audit report  Review of Council charges for services/leases</p>	
<p><b>HR committee (4)</b></p> <p><b>quarterly</b> (4/year [25])</p>	<p>Appraisals  Disciplinary procedures and grievance (DP&amp;G)  Recruitment</p>	<p>Evaluate the roles and responsibilities of all council employees to develop a modern and sustainable organisational structure.</p>

<b>Possible subcommittees, task-and-finish or working groups:</b> -Recruitment panels (shortlisting, interview) -DP&G panels	Staff contracts and terms of employment, staff handbook Accident review and reporting, Health & Safety	
<b>Review committee (4) quarterly</b> (4/year [29])	All policies and procedures (operational, staffing) (note: policies are to be reviewed annually)	Review the governance and operational structure of the Council.
<b>Parks and Recreation committee (4)</b> (amenities provided free at the point of use)  <b>quarterly</b> (4/year [33])	Anchor Park Appletree Gardens Bone Hill and memorial Burrough Farm (not allotments) Churchfields Skatepark Golf Links Road (not allotments) Lords Meadow Ridgeway Drive Westward Ho! Park (not pavilion or tennis) 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)
<b>Environment, maintenance and outdoor services committee (4)</b>  <b>quarterly</b> (4/year [37])	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	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.



<p><b>Premises and Community committee (4)</b> (amenities and services provided for a fee)</p> <p><b>quarterly</b> (4/year [41])</p> <p><b>Possible subcommittees, task-and-finish or working groups:</b></p> <ul style="list-style-type: none"> <li>-Mayfair working group</li> <li>-Allotment group</li> </ul> <p>(Inspections, sheds, allotment competitions etc)</p>	<p>Northam Hall Westward Ho! Pavilion (inc. sensory garden) Appledore Boat Park Appledore car park (Seagate Hotel and Gig Club) Allotments (Windmill Lane, Burrough Farm, Golf Links Road) Tennis courts <i>(Blue Lights Hall – if returned to NTC or as occasion requires)</i> <i>(Town Hall – as required for NTC operation)</i></p>	<p>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.)</p> <p>Manage, in a sustainable way:</p> <ul style="list-style-type: none"> <li>Northam Hall</li> <li>Bus Shelters and street furniture.</li> <li>Allotments.</li> <li>Burial grounds and cemeteries.</li> <li>Maintenance facilities premises.</li> <li>Promote local shopping and services.</li> <li>Promote local and community events.</li> </ul>
<p><b>Planning and Development committee (17)</b></p> <p><b>every 3 weeks</b> (17/year [58])</p>	<p>Consideration of planning proposals Consideration of planning appeals Review of Section 106 agreements (requirements/allocations) Street Naming</p>	<p>In partnership, improve the provision of homes for rent for local families.</p> <p>Working with Devon County Council, Torridge District Council and service providers to increase the effectiveness of current [public transport] routes.</p> <p>Working with Devon County Council, Torridge District Council and service providers to identify new [public transport] routes to support new and recent housing developments.</p> <p>Improved access to EV charge points and the emerging low-emission vehicle infrastructure.</p>
<p><b>Neighbourhood Plan (Advisory?/Review?) Group (4)</b></p> <p><b>quarterly</b> (4/year [62])</p>	<p>Review of the Neighbourhood Plan in the light of changing policy landscape.</p>	<p>Deliver the Northam Neighbourhood Plan in accordance with national and local guidance and with reference to advice received.</p>

**Example Annual Calendar (Statutory Holidays indicated in pale yellow)**

Week	Monday	Tuesday	Wednesday Meeting		Thursday Meeting		Friday
51	22/04/2024	23/04/2024	24/04/2024		25/04/2024		26/04/2024
52	29/04/2024	30/04/2024	01/05/2024	FC AGM (PM) & Full Council (PM)	02/05/2024		03/05/2024
1	06/05/2024	07/05/2024	08/05/2024		09/05/2024	Finance (PM)	10/05/2024
2	13/05/2024	14/05/2024	15/05/2024		16/05/2024	Planning (PM)	17/05/2024
3	20/05/2024	21/05/2024	22/05/2024		23/05/2024		24/05/2024
4	27/05/2024	28/05/2024	29/05/2024		30/05/2024		31/05/2024
5	03/06/2024	04/06/2024	05/06/2024	FC AGM (PM) & Full Council (PM)	06/06/2024	Planning (PM)	07/06/2024
6	10/06/2024	11/06/2024	12/06/2024		13/06/2024	Finance (AM)	14/06/2024
7	17/06/2024	18/06/2024	19/06/2024	HR (PM)	20/06/2024		21/06/2024
8	24/06/2024	25/06/2024	26/06/2024		27/06/2024	Planning (PM)	28/06/2024
9	01/07/2024	02/07/2024	03/07/2024	Parks & Recreation (PM)	04/07/2024		05/07/2024
10	08/07/2024	09/07/2024	10/07/2024		11/07/2024	Finance (PM)	12/07/2024
11	15/07/2024	16/07/2024	17/07/2024	Environment (PM)	18/07/2024	Planning (PM)	19/07/2024

12	22/07/2024	23/07/2024	24/07/2024		25/07/2024		26/07/2024
13	29/07/2024	30/07/2024	31/07/2024	NNP (PM)	01/08/2024		02/08/2024
14	05/08/2024	06/08/2024	07/08/2024		08/08/2024	Finance (AM) Planning (PM)	09/08/2024
15	12/08/2024	13/08/2024	14/08/2024	Premises (PM)	15/08/2024		16/08/2024
16	19/08/2024	20/08/2024	21/08/2024		22/08/2024		23/08/2024
17	26/08/2024	27/08/2024	28/08/2024	Review (PM)	29/08/2024	Planning (PM)	30/08/2024
18	02/09/2024	03/09/2024	04/09/2024	Full Council (PM)	05/09/2024		06/09/2024
19	09/09/2024	10/09/2024	11/09/2024		12/09/2024	Finance (PM)	13/09/2024
20	16/09/2024	17/09/2024	18/09/2024	HR (PM)	19/09/2024	Planning (PM)	20/09/2024
21	23/09/2024	24/09/2024	25/09/2024		26/09/2024		27/09/2024
22	30/09/2024	01/10/2024	02/10/2024	Parks & Recreation (PM)	03/10/2024		04/10/2024
23	07/10/2024	08/10/2024	09/10/2024		10/10/2024	Finance (AM) Planning (PM)	11/10/2024
24	14/10/2024	15/10/2024	16/10/2024	Environment (PM)	17/10/2024		18/10/2024
25	21/10/2024	22/10/2024	23/10/2024		24/10/2024		25/10/2024

26	28/10/2024	29/10/2024	30/10/2024	NNP (PM)	31/10/2024	Planning (PM)	01/11/2024
27	04/11/2024	05/11/2024	06/11/2024		07/11/2024		08/11/2024
28	11/11/2024	12/11/2024	13/11/2024	Premises (PM)	14/11/2024		15/11/2024
29	18/11/2024	19/11/2024	20/11/2024	Finance (PM) (Inc Budgets & Grants)	21/11/2024	Planning (PM)	22/11/2024
30	25/11/2024	26/11/2024	27/11/2024	Review (PM)	28/11/2024	FC Budget 1 (PM)	29/11/2024
31	02/12/2024	03/12/2024	04/12/2024	Full Council (PM)	05/12/2024		06/12/2024
32	09/12/2024	10/12/2024	11/12/2024		12/12/2024	Finance (AM) Planning (PM)	13/12/2024
33	16/12/2024	17/12/2024	18/12/2024	HR (PM)	19/12/2024		20/12/2024
34	23/12/2024	24/12/2024	25/12/2024		26/12/2024		27/12/2024
35	30/12/2024	31/12/2024	01/01/2025		02/01/2025		03/01/2025
36	06/01/2025	07/01/2025	08/01/2025	Parks & Recreation (PM) (Inc Park Inspections)	09/01/2025	Planning (PM)	10/01/2025
37	13/01/2025	14/01/2025	15/01/2025		16/01/2025	Finance (PM) (Inc Budgets & Grants)	17/01/2025
38	20/01/2025	21/01/2025	22/01/2025	Environment (PM)	23/01/2025	FC Budget 2 (PM)	24/01/2025
39	27/01/2025	28/01/2025	29/01/2025	FC Burrows Charity Trustees AGM (PM)	30/01/2025	Planning (PM)	31/01/2025

40	03/02/2025	04/02/2025	05/02/2025	NNP (PM)	06/02/2025		07/02/2025
41	10/02/2025	11/02/2025	12/02/2025		13/02/2025	Finance (AM) Planning (PM)	14/02/2025
42	17/02/2025	18/02/2025	19/02/2025	Premises (PM)	20/02/2025		21/02/2025
43	24/02/2025	25/02/2025	26/02/2025		27/02/2025		28/02/2025
44	03/03/2025	04/03/2025	05/03/2025	Review (PM)	06/03/2025	Planning (PM)	07/03/2025
45	10/03/2025	11/03/2025	12/03/2025	Full Council (PM)	13/03/2025	Finance (PM)	14/03/2025
46	17/03/2025	18/03/2025	19/03/2025		20/03/2025		21/03/2025
47	24/03/2025	25/03/2025	26/03/2025	HR (PM)	27/03/2025	Planning (PM)	28/03/2025
48	31/03/2025	01/04/2025	02/04/2025	FC Grants & AEM (PM)	03/04/2025		04/04/2025
49	07/04/2025	08/04/2025	09/04/2025	Parks & Recreation (PM)	10/04/2025	Finance (AM)	11/04/2025
50	14/04/2025	15/04/2025	16/04/2025		17/04/2025	Planning (PM)	18/04/2025
51	21/04/2025	22/04/2025	23/04/2025	Environment (PM)	24/04/2025		25/04/2025
52	28/04/2025	29/04/2025	30/04/2025		01/05/2025	Planning (PM)	02/05/2025
1	05/05/2025	06/05/2025	07/05/2025	NNP (PM)	08/05/2025	Finance (AM) Planning (PM)	09/05/2025

2	12/05/2025	13/05/2025	14/05/2025		15/05/2025		16/05/2025
3	19/05/2025	20/05/2025	21/05/2025	Premises (PM)	22/05/2025		23/05/2025
4	26/05/2025	27/05/2025	28/05/2025		29/05/2025	Planning (PM)	30/05/2025
5	02/06/2025	03/06/2025	04/06/2025	Review (PM)	05/06/2025		06/06/2025
6	09/06/2025	10/06/2025	11/06/2025		12/06/2025	Finance (AM)	13/06/2025
7	16/06/2025	17/06/2025	18/06/2025	FC AGM (PM) & Full Council (PM)	19/06/2025	Planning (PM)	20/06/2025