



NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Acting Town Clerk: Guy Langton (CiLCA, PSLCC)

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Please scan QR code for the Council's website



To all members of the Council:

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

Wednesday 7th May 2025 at 6.30pm

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

Council Members:

Appledore Ward: Cllr Bell, Cllr Edwards, Cllr Hames and Cllr Tait

Northam/Orchard Hill ward: Cllr Himan, Cllr Horrocks, Cllr Leather, Cllr Lo-Vel, Cllr Newman-McKie and Cllr Whittaker

Westward Ho! ward: Cllr Bach, Cllr Hodson, Cllr Roscoe and Cllr Singh

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 prior to 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.

Public attendance at Council and committee meetings

As a public body, Northam Town Council understands the need for transparency and accountability. The Council will therefore seek to conduct meetings using practices and procedures set out within the Public Bodies (Admission to Meetings) Act 1960, which states:

Subject to subsection (2) below, any meeting of a body exercising public functions, being a body to which this Act applies, shall be open to the public.*

Subsection (2) states:

Where a meeting is open to the public, a body may, by resolution exclude the public from the meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

Therefore, the Council's policy is to allow public access to meetings unless the business being transacted is confidential or there are 'other special reasons' to exclude the public.

Guy Langton

Guy Langton, Town Clerk & RFO

Date of issue: 30th April 2025

AGENDA

- 1 **Election of the Mayor and signing of acceptance of Office**
- 2 **Presentation of the symbols of office:** The Mayoral Chain and Gavel
- 3 **Election of Deputy Mayor and signing of acceptance of Office**
- 4 **Presentation of the symbols of office:** The Deputy Mayoral Chain
- 5 **Mayor's Announcements**
- 6 **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.*
- 7 **To agree the agenda as published.**
- 8 **To confirm and sign the minutes of the Full Council meeting held 23rd April 2025**
(attached under separate cover)
- 9 **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.
- 10 **Public Participation**
We welcome Parishioners speaking or making representations, asking questions or giving evidence to the Council. 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 resolve that:**
"From the date of this meeting, until the next relevant Annual Meeting of the Council that having met the conditions of eligibility (as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012), Northam Town Council adopts the General Power of Competence."
- 12 **To receive reports from Committee Chairs for 2024-25**
 - Environment & Maintenance Committee
 - Finance & Human Resources Committee
 - Human Resources Committee
 - Parks & Recreation Committee
 - Planning & Development (including Northam Neighbourhood Plan)
 - Review Committee
 - Northam Burrows Charity Management Committee
- 13 **To resolve which members wish to receive email correspondence and which hard-copy correspondence in respect of council meetings**
- 14 **To consider Scheme of Delegation** (p5 and attached)
- 15 **To note the Terms of Reference for committees and approve those for the Finance and Human Resources Committee** (p5 and attached)
- 16 **To consider a review of Standing Orders to the Review Committee** (p5)
[NALC Model Standing Orders were updated in 2022. NTC last comprehensively reviewed its Standing Orders in 2021.](#) Northam Town Council's published Standing Orders are available on its [website](#).
- 17 **To consider the Financial Regulations** (p5)

- 18 To note Northam Town Council policies (p5)**
- 19 To receive the schedule of meeting dates for 2025-26 (p5 and attached)**
- 20 To resolve the appointments to the Council's standing committees (p5)**
The Mayor sits ex-officio on all committees, though may vote once only.
- Environment & Maintenance Committee (7 seats plus Mayor)
 - Finance and Human Resources Committee (7 seats plus Mayor)
 - Parks & Recreation Committee (7 seats plus Mayor)
 - Planning & Development Committee (7 seats plus Mayor)
 - Review Committee (7 seats plus Mayor)
- 21 As Corporate Trustee of the Northam Burrows Charity, to resolve appointment to the Northam Burrows Charity Management Committee (p5)**
- 7 elected members
- 22 To resolve Council appointments to the external and other bodies (p6)**
- Blue Lights Hall
 - Taw-Torridge Estuary Forum
 - Bideford Archive Management Committee
 - Northam Community Centre
 - Northam Town Twinning Committee
- Note: Northam Leisure Centre has been closed by the owner.
- 23 To appoint a Police Councillor Advocate (p6-8)**
- 24 To review the Council's and/or employees' memberships of other bodies (p8-10)**
- DALC (including NALC)
 - Society of Local Council Clerks
 - Rural Services Network (Rural Market Towns Group)
 - Campaign for the Protection of Rural England
- Other memberships will be put to the Finance Committee as the annual renewals arise.
- 25 To review Councillor Allowances (p10)**
- 26 To review the assets and office equipment and receive a report on Asset Management (p10 and attached under separate cover)**
- 27 To note the funds raised for the Mayor's Charity 2024-25 (p12)**

- 1 Election of the Mayor and signing of acceptance of Office**
- 2 Presentation of the symbols of office:** The Mayoral Chain and Gavel

- 3 Election of Deputy Mayor and signing of acceptance of Office**
- 4 Presentation of the symbols of office:** The Deputy Mayoral Chain

- 5 Mayors Announcements**
- 6 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.*

- 7 To agree the agenda as published**

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 - Environment & Maintenance Committee
 - Finance & Human Resources Committee
 - Human Resources Committee
 - Parks & Recreation Committee
 - Planning & Development (including Northam Neighbourhood Plan)
 - Review Committee
 - Northam Burrows Charity Management Committee

- 13 To resolve which members wish to receive email correspondence and which hard-copy correspondence in respect of council meetings**

14 To consider Scheme of Delegation

The Scheme of Delegation has been amended in response to the review of the Financial Regulations by the Finance Committee in March 2023.
The amendments are restricted to the sums applied to each level of delegation or activity.
The amended version (V0.4) is attached under separate cover.

15 To note the Terms of Reference for committees and approve those for the Finance and Human Resources Committee

The Terms of Reference for the Finance and Human Resources committee has been updated following the resolution to combine the two committees at the Full Council on the 23rd April 2025.
The amended version (V.05) is attached under separate cover.

16 To consider delegating a review of Standing Orders to the Review Committee

[NALC Model Standing Orders were updated in 2022. NTC last comprehensively reviewed its Standing Orders in 2021.](#) Northam Town Council's published Standing Orders are available on its [website](#).

17 To consider the Financial Regulations

NALC Model Financial Regulations were updated on 5th March 2025
Northam Town Council's published Financial Regulations are available on its website.
The Finance Committee considered the revised Financial Regulations at its committee in March 2025. The amended version, following review by that committee, is attached under separate cover.

18 To note Northam Town Council policies.

These can all be found on the Council's website at [Policies - Northam Town Council](#)

19 To receive the schedule of meeting dates for 2025-26

The calendar was agreed and is attached under separate cover. Electronic invites will be circulated in due course.

20 To resolve the appointments to the Council's standing committees

The Mayor sits ex-officio on all committees, though may vote once only.

- Environment & Maintenance Committee (7 seats plus Mayor)
 - Finance and Human Resources Committee (7 seats plus Mayor)
 - Parks & Recreation Committee (7 seats plus Mayor)
 - Planning & Development Committee (7 seats plus Mayor)
 - Review Committee (7 seats plus Mayor)
-

21 As Corporate Trustee of the Northam Burrows Charity, to resolve appointment to the Northam Burrows Charity Management Committee

- 6 seats plus the Deputy Mayor and the Mayor.
-

22 To resolve Council appointments to the external and other bodies

- Blue Lights Hall
- Taw-Torridge Estuary Forum
- Bideford Archive Management Committee
- Northam Community Centre
- Northam Town Twinning Committee

Note: Northam Leisure Centre has been closed by the owner.

23 To appoint a Police Councillor Advocate



Councillor advocate scheme ([Councillor advocate scheme · Devon & Cornwall Police & Crime Commissioner \(devonandcornwall-pcc.gov.uk\)](https://pcc.gov.uk))

The councillor advocate scheme aims to improve communication between local councillors, the police and the police and crime commissioner.

What is the Councillor Advocate Scheme?

The police and crime commissioner's councillor advocate scheme aims to ensure that:

- a relationship is formed or built upon with your local policing team through the Local Sector Inspector
- consistent, accurate and honest information relating to crime, victim services and community safety is cascaded to the public
- councillors feel more equipped to inform the public about crime, victim services and policing, educate their communities about crime and support/encourage greater reporting of issues to the police and other appropriate partner organisations
- police officer time is used to its optimum by enabling the cascade of information to be efficient and without duplication
- councillors feel more informed about crime and policing in their local area
- a practical and positive route exists to enable councillors to bring overall views from their communities to the police
- the commissioner is kept informed of community views across Devon, Cornwall and the Isles of Scilly, so that she can effectively hold the chief constable to account for policing
- councillors have an understanding of the Commissioner's policing priorities, as well as her role as the public's voice for victims of crime

How the scheme works

The scheme works by improving the consistency and frequency of communication, and offers advocates:

1. A direct point of contact within the Commissioner's office
2. Face to face and online seminars around policing, crime and victim service matters
3. Regular email updates to include media releases
4. Access to frequently asked information in terms of policing issues

Councillor advocates are invited to volunteer for the scheme from each council in Devon, Cornwall and the Isles of Scilly. Advocates are welcome from unitary, district, and parish councils. At a town and parish level advocates are identified 'single points of contact' on behalf of their council. District and unitary councils may have more than one advocate. Councillors who have a desire to act as a positive and proactive communication conduit between the police, the

Commissioner and the public are invited to volunteer for the scheme. Advocates are not intended to be treated as political appointments.

Every quarter the councillor advocates for each policing area will meet with a representative from Devon and Cornwall Police. A representative from the relevant Community Safety Partnership (CSP) will also be invited to attend along with any police engagement volunteers in the area.

This discussion will enable each councillor advocate to raise issues on behalf of their council's communities, and allow the police the opportunity to update all councillor advocates on relevant information and/or request support with a specific issue. After the meeting the police representative will send a brief written summary of the meeting, along with any other key documents and actions to the councillor advocates and the Office of the Police and Crime Commissioner (OPCC). The councillor advocates will then cascade the information discussed to all elected members from their own council.

This form of contact is not designed for discussing individual cases or problem solving on specific issues. Those discussions should take place within existing processes (e.g. crime reporting) and forums (e.g. community safety partnership).

Each quarter advocates will be invited to attend a 'councillor advocate seminar' which will focus on one key priority area of:

1. Antisocial behaviour
2. Tackling drugs
3. Tackling serious violence
4. Improving road safety

Attendance at seminars will be exclusively for councillor advocates by prior confirmation and will provide opportunities to receive information and updates from professionals, and enable councillors to ask questions, raise queries and feedback on the views of their communities to the police and the Police and Crime Commissioner.

The role of the police in the scheme

In accordance with minimum standards now set by Devon and Cornwall Police, at a local level the police will:

- arrange quarterly meetings of their areas councillor advocates (to also include a representative from the local CSP);
- provide up to date, accurate information about recorded crime, along with contextual information;
- provide an update on what the police have been focusing their attention on during the last quarter;
- highlight any opportunities where councillors and communities can support local policing activity;
- outline what specific work the police have been focusing on in the last quarter;
- inform councillors of relevant positive outcomes/news;
- action any specific issues where possible (and if an issue cannot be resolved, to explain why);
- ensure that councillor advocates are given prior notice to police arranged community events and engagement activities; and

- briefly update the office of the police and crime commissioner about discussions.

For further information please email councilloradvocateopcc@dc-pcc.gov.uk or telephone 01392 225555.

24 To review the Council's and/or employees' memberships of other bodies

NORTHAM TOWN COUNCIL'S MEMBERSHIP TO THE DEVON ASSOCIATION OF LOCAL COUNCILS 2024/25

The Devon Association of Local Councils Ltd is a not-for-profit membership organisation, supporting and representing the interests of local (parish and town) councils in Devon. There are over 360 parishes in Devon which represent approximately 540,000 electors. We are proud to have over 95% of local councils in our membership in 2023/24, including yourselves, and we look forward to your continued membership in the year ahead.

Local councils are the tier of government closest to our communities, providing a democratically accountable voice, along with structure and leadership to deliver local services and champion what matters to local people.

The purpose of DALC is to empower and support local councils in Devon to serve their communities effectively, promoting good governance, community engagement and partnership working. Through our services, we aim to strengthen the capacity and impact of local councils. We do this through a range of services including:

- Up-to-date advice and guidance by email and phone through our dedicated and highly experienced team, with access to further finance, HR and general legal advice via the National Association of Local Councils (NALC).
- Regular updates and information on local government matters via our website and weekly e-bulletins. Including access to legal briefings, publications, and toolkits on a wide range of topics.
- Training and development for councillors and clerks to grow their knowledge and skills, including support for achieving the Certificate in Local Council Administration (CiLCA). We also support the improvement and development of councils via the Local Council Award Scheme.
- Opportunities to engage with DALC, and other councils, to influence and leverage our collective voice to represent the sector to stakeholders and partners, advocating for topics, change, and/or initiatives that address local needs and priorities.
- Access to, and influence over, a national family of county associations and a national body, working together with a strong voice raising the profile of local councils to vocalise and progress matters of interest to our sector.
- Being part of an organisation of mutually supportive councils, able to help one another, share issues and inspire each other, with regular opportunities to network and discuss topics of interest locally, and nationally (via NALC's network groups).

Full details of our services to member councils can be viewed in their [Member Service Level Agreement](#).

The date of the DALC AGM, to be held at Exeter Racecourse, has been confirmed as 1st October 2025. The Town Clerk recommends that Councillors attend, at a minimum the Mayor or Deputy Mayor (though it is not a Chain event).

Cost of membership for 2025-26 is £1,982 (exVAT)

THE ACTING TOWN CLERK & RFO'S MEMBERSHIP OF SOCIETY OF LOCAL COUNCIL CLERKS

The Society of Local Council Clerks (SLCC) is the professional body for local council clerks and senior council employees. Our membership is steadily growing and now represents clerks to over 5,000 councils in England and Wales.

Many councils realise the benefits of having a clerk who is properly trained, fully briefed on the issues of the day and can get fast accurate advice to problems that they may face. In fact, according to the 2023 Membership Survey, 97% of members' councils pay for their clerks' subscription, as encouraged by the Local Government Act. Click [here](#) to hear from some of our members.

Cost of Principal Membership for 2025-26 is anticipated to be £400 (£375 in 2024-25).

The Town Clerk's membership renewal date is 31.08.2024

THE COUNCIL'S MEMBERSHIP OF THE RURAL SERVICES NETWORK (RURAL MARKET TOWNS GROUP)

some of the many services RSN/RMTG deliver to members:

- Weekly Bulletin highlighting key rural news and issues direct to your inbox. Here's a recent example bulletin
- Monthly Funding Digest sharing key funds and grants available that may be of interest to you. Here's a recent example of the Digest
- A dedicated Market Town newsletter shared with you 6 times a year. Here's a recent example of the Market Town newsletter
- Free access to our seminar programme of 8 events a year, online focusing on key topics for rural areas including affordable housing, rural connectivity, rural health and care and rural transport. Book your place at one of our seminars at [this link](#).
- Dedicated meetings (on zoom) for Councillors and Clerks. (e.g. Register your place for the next RMTG meeting on 8th July RMTG: Older People Sounding Board Meeting)

Along with a range of further services aimed at sharing best practice and experiences, available in the RMTG Service Agreement.

Campaigning for Fair Funding for rural areas

The Rural Services Network is the national champion for rural services, and we are one of the only organisations arguing for fairer funding for public services in rural areas.

Urban Local authorities for 2025-2026 are receiving 40% more per head in Government Funded Spending Power when compared to rural local authorities. This has an impact on the services that rural councils are able to deliver to their local residents, which can have a follow-on impact on town and parish councils and the services that they then provide to their communities. We know that services that Local Authorities are no longer able to provide are often devolved to Town and Parish Councils too.

Cost of membership for 2025-26 is £144 (exVAT)

CAMPAIGN FOR THE PROTECTION OF RURAL ENGLAND

The Campaign to Protect Rural England (CPRE) is a national charity founded in 1926 and has become over the last 90 years the foremost champion of the English countryside. We have a National Office in London which sets out to influence national policy and to raise awareness nation-wide of the big issues affecting the countryside by mounting national campaigns. And some 40 or so County Branches around the country who concentrate on local issues.

Devon CPRE is an independent separate charity, registered charity number 1175228 and we focus on Devon – its countryside and green spaces.

Our aim remains to protect the Devon countryside in a way that underpins the local economy whilst maintaining all that is best in the balance between necessary development and a tranquil, productive and beautiful environment. We are the only independent, non-aligned, non political organisation working throughout the whole County to protect Devon's countryside, green spaces and environment and we do this by getting involved with the planning process.

Cost of membership for 2025-26 is £60 (exVAT)

25 TO REVIEW COUNCILLOR ALLOWANCES

Currently £1039 p.a. before tax

The Town Clerk asks if, following a number of resignations from Council and the difficulties involved in reclaiming the payments, payment frequency could be changed to be changed to quarterly, this could be in arrears, in advance or at the mid-point. Or the change could be to twice yearly, paid in the second month of each period (so June and December).

- Q1 - May, June July
- Q2 - August, September, October
- Q3 - November, December, January
- Q4 - February, March April

Recommendation: Agree the level of allowances for the year 2025-26 and change the payment basis to quarterly,

26 To receive a list of the Council's assets and office equipment and receive a report on Asset Management

The list is attached under separate cover

27 To note the funds raised for the Mayor's Charity 2024-25

CEILIDH	Float	Takings	Tickets (£10)
Card/BACS	£ -	£ 205.50	£ 330.00
Charges	£ -	-£ 3.63	£ -
£20	£ -	£ 360.00	£ 340.00
£10	£ 100.00	£ 330.00	£ 90.00
£5	£ 95.00	£ 5.00	£ -
£2	£ 16.00	£ 2.00	£ -
£1	£ 20.00	£ 4.00	£ -
50p	£ 19.00	£ 1.00	£ -
20p	£ -	£ -	£ -
10p	£ -	£ -	£ -
5p	£ -	£ -	£ -
2p	£ -	£ -	£ -
1p	£ -	£ -	£ -
Total	£ 250.00	£ 903.87	£ 760.00
Grand total of cashbox		£ 1,663.87	
Float		£ 250.00	
Cost to Council of refreshments sold		£ 100.05	
Hall rental		£ 100.00	
Total costs		£ 450.05	
To the Charity		£ 1,213.82	
Staff 1	4hrs equivalent	£ 96.88	
Staff 2	7.5hrs equivalent	£ 101.03	
CIVIC DINNER	Float	Raffle/Auction/Collection	Tickets (£45)
Card/BACS	£ -	£ 705.00	£2,340.00
Charges	£ -	-£ 12.38	-£ 43.21
£20	£ -	£ 400.00	£ -
£10	£ 40.00	£ 150.00	£ -
£5	£ 20.00	£ 75.00	£ -
£2	£ 18.00	£ 2.00	£ -
£1	£ 4.00	£ 36.00	£ -
50p	£ -	£ -	£ -
20p	£ -	£ -	£ -
10p	£ -	£ -	£ -
5p	£ -	£ -	£ -
2p	£ -	£ -	£ -
1p	£ -	£ -	£ -
Total	£ 82.00	£ 1,355.62	£ 2,296.79
Grand total of cashbox		£ 3,652.41	
Float		£ 82.00	
12 'free' tickets for staff & others		£ 540.00	
Durrant		£ 1,772.44	
Total costs		£ 2,394.44	
Civic Budget 24-25 balance		£ 2,532.88	
To the Charity		£ 3,790.85	
Staff 1	4.5hrs equivalent	£ 111.38	
Staff 2	4.5hrs equivalent	£ 82.17	
Staff 3	6.75hrs equivalent	£ 100.17	
Staff 4	6.75hrs equivalent	£ 100.17	
Mayor's Civic budget 2024-25		£ 2,500.00	
Payments allocated to the above		-£ 645.14	
Mayor's Charity - other donations		£ 678.02	
Balance		£ 2,532.88	
Grand total to Mayor's Charity from events:		£ 5,004.67	