



NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Acting Town Clerk: Guy Langton (CiLCA, PSLCC)

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To all members of the Council:

You are hereby summoned to attend the **HUMAN RESOURCES COMMITTEE** meeting on

Wednesday 26th February 2025 at 3.30pm

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

Membership:

Cllrs Louis Bach, Hugh Brading, Barry Edwards, John Himan, Claire Hodson, Chris Leather and Jane Whittaker plus the Mayor, Cllr Niki Tait (ex-officio).

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: 20th February 2025

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 Chair'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 consider the minutes of the meeting held on the 11th November 2024** (p3-6)
- 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 and their updates** (p7)
- 8 To consider the first draft of the training policy/learning agreement** (p8)
- 9 To consider the draft job description and person specification for the Town Clerk & RFO and note the draft contract** (p10-15 and attached)
- 10 To consider the notice period for the Town Clerk & RFO** (p16)
- 11 To consider the appointment of a Beadle** (p16-17)
- 12 To consider renewing play inspection qualifications for two members of the Maintenance Team** (p17-18)
- 13 To note the accumulated TOIL and remaining holiday of all staff (to the end of January 2025)** (p18)
- 14 To receive an update on probationary reviews and annual appraisals** (verbal)

Northam Town Council – Minutes of the Human Resources committee meeting held 11th November 2024 at 6.30pm in the Town Hall, Windmill Lane, Northam.

Present: Cllrs Bach, Brading, Himan, Hodson (Chair), Leather, Whittaker.

In attendance: Guy Langton – Town Clerk.

2411/367 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

Cllrs Edwards and Tait tendered their apologies, the reasons for which were approved.

2411/368 Chair’s Announcements

The Town Clerk reported that the increase in the Council’s national insurance contributions as announced in the budget (up from 13.8% to 15% and starting at £5,000 rather than £9,100). The effect would be included in the Council’s staffing budget for 2025-26 and presented to the Finance Committee for initial consideration.

2411/369 To receive any dispensations and disclosable pecuniary or other interests

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

2411/370 To agree the agenda as published

It was **resolved** to agree the agenda as published.

Proposed Cllr Brading, Seconded Cllr Bach (all in favour)

2411/371 To consider the minutes of the meeting held on the 28th August 2024

It was resolved to agree the minutes as a true and correct record, with a typographical error at minute 2408/216 amended to read (amendment in italics):

The Chair also announced that the next Finance Committee meeting would be considering the annual Christmas office closure, which had customarily been the three days between the Boxing Day bank holiday and the day following the New Year’s day bank holiday. The Town Clerk would research *how other similar authorities covered this period each year*.

Proposed: Cllr Leather, Seconded: Cllr Whittaker (all in favour).

2411/372 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.

There were no members of the public present.

2411/373 To consider Action points and their updates

The action update table was noted as presented here. The incomplete items would be returned to the next meeting of this committee.

Action	From meeting	Before meeting	After meeting
Add the staff to the Alarm Call Out register held by the alarm company.	29 th May 2024	Names added. COMPLETE	To be removed from list.
Chair of HR committee and Town Clerk & RFO to review the job description for the post of Town Clerk & RFO and redraft as appropriate.	11th June 2024	ONGOING	The first draft had been completed and would be reviewed by the Chair of Committee.

Action	From meeting	Before meeting	After meeting
Book tickets for DALC conference for Members planning to attend	28 th August 2024	No members attended. Bookings cancelled, no fee to pay. COMPLETE	To be removed from the list.
Book Town Clerk a ticket for the SLCC Conference	28 th August 2024	Ticket booked for the Conference. If the Town Clerk is unable to stay locally with friends/family, he will need to book the extra night (£565 included that extra night). COMPLETE	To be removed from the list.
Town Clerk to complete the Level 4 Community Governance programme	28 th August 2024	On the agenda ONGOING	See minute 2411/???
Arrange Food Hygiene training	28 th August 2024	Training arranged for one member of staff (online course for £20). Other members of staff to be asked if they are interested. ONGOING	The member of staff would complete the training later in November. 2 other members of staff to be identified. ONGOING

2411/374 To confirm the arrangements for office closure over the Christmas / New Year break.

It was **resolved** to continue with custom and practice, closing the Council Offices for the three days and providing this time to staff without affecting their annual leave entitlement, appending the detail to contracts if required. Emergency cover would be maintained and arranged on a rota agreed between Council staff.

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

Christmas staffing in 2024 would therefore be:

Monday 23 rd December	Tuesday 24 th December	Wednesday 25 th December	Thursday 26 th December	Friday 27 th December
Staffed as normal (8am to 5pm)	Staffed as a normal 'Friday' (8am to 1pm)	Closed	Closed	Emergency Cover only
Monday 30 th December	Tuesday 31 st December	Wednesday 1 st January	Thursday 2 nd January	Friday 3 rd January
Emergency Cover only	Emergency Cover only	Closed	Staffed as normal (8am to 5pm)	Staffed as a normal 'Friday' (8am to 1pm)

2411/375 To consider plans if the Town Clerk should complete the CertHE Community Governance – 2nd year (commences February 2025, the qualification that the Town Clerk registered for in 2022)

It was **resolved** to fund the Town Clerk's enrolment in the second year of the Course at a cost of £3,400 (to be paid in the 2025-26 budget year), subject to a learning agreement to be entered into in advance of enrolment which would include detail of how the time taken to complete assignments is accounted in the Town Clerk's timesheets.

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

Action points: **Draft learning agreement**
 Draft training policy
 Enrol Town Clerk on the programme.

2411/376 To consider arranging First Aid training for Council staff and members

It was **resolved** to arrange a first aid course for all Council staff that wished to attend, focusing on the Maintenance Team.

Proposed: Cllr Himan, Seconded: Cllr Brading (all in favour)

Action points: Arrange training.
 Offer available spaces to other bodies and to Council members (who would be expected to fund themselves).

2411/377 To consider an outdoor/maintenance staffing review in 2025

It was **resolved** to Undertake an internal review of the future needs of the maintenance/outdoor team at the Council, to be led by the Town Clerk and Parks & Buildings Manager in conjunction with a small task and finish group to recommend a course of action, to which all committee members would be invited.

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

Action point: arrange the meeting.

2411/378 To note the accumulated TOIL of all staff (to the end of September 2024)

It was noted that the TOIL accumulated by staff to the end of September 2024 was:

G Langton	92.75	D Callebaut	1.25
T Tucker	1.5	R Griffey	0
C Williams	0	I Heuze	15
I Rawle	0	D Stewardson	26.5
T Atkinson	0		

Action point: show the previous a new figure on future reports.

2411/379 To note the annual increment for all staff (1st April 2024 to 31st March 2025)

It was noted that following the pay request made by the unions for 2024-25 and the offer made by the employers, ballots were held by the unions. Those have now all been completed and the result was no call for industrial action, the annual increment has therefore been accepted by the membership.

The increment is £1,290 (approx. 67p/hour) for staff at all grades at the Council, backdated to 1st April 2024. The impact of this rise will be considered at the Finance Committee meeting in mid-November 2024.

2411/375 To consider enrolling the Parks & Buildings Manager on a ROSPA Operational Inspection course

It was **resolved** to enrol the Parks & Buildings Manager on the course (ideally in March 2025), at a cost of £625 plus travel expenses.

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

There being no further business the meeting closed at 8:05pm.

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

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Action point update

Action	From meeting	Update
Outstanding staff appraisal to be completed	May 2024	The appraisal has been carried out, signed and a copy is on file. COMPLETE
Chair of HR committee and Town Clerk & RFO to review the job description for the post of Town Clerk & RFO and redraft as appropriate.	June 2024	On the agenda. ONGOING
Arrange Food Hygiene training	August 2024	Training arranged for one member of staff (online course for £20). Other members of staff to be asked if they are interested. ONGOING
Draft Training Policy and Learning Agreement	November 2024	On the agenda ONGOING
Enrol the Town Clerk on the second year of the CertHE Community Governance	November 2024	The Town Clerk is enrolled COMPLETE
Arrange First Aid Training for Council Maintenance Staff	November 2024	Not yet arranged ONGOING
Arrange meeting to consider the needs of the Maintenance Team going forwards	November 2024	The Town Clerk and Parks & Buildings Manager have discussed the matter and recommend that the Chair and Deputy Chair of this committee meet with them to discuss the matter further. ONGOING

Item 8 To consider the first draft of the training policy/learning agreement

DRAFT TRAINING POLICY and LEARNING AGREEMENT

Northam Town Council is a statutory body working within the local government context and subject to legal procedures, rules and regulations.

The Council recognises the value of appropriately trained members and is committed to ensuring each member is provided with the opportunity to access training to meet their specific needs. The Council also recognises the value of appropriately trained staff and is committed to ensuring each staff member is provided with the opportunity to access training to meet their specific needs.

To achieve these goals will require the following actions:

1. All new members are required to attend induction training within the first twelve months of office.
2. The Clerk will be encouraged to acquire the CiLCA qualification, or similar sector-appropriate qualification.
3. Each parish council member will be asked to identify their training needs at least biennially and notify the Clerk.
4. Council members and staff will notify the Clerk of any specific training courses being offered that would support their training needs.
5. The Chair of the Human Resources Committee will, in consultation with the Clerk, carry out a training audit of members to ensure the identified needs are met.
6. An annual budget will be allocated with sufficient funds to provide training support for members and staff; attendance on training courses will require prior approval from the Council.
7. The Council will pay the annual subscription to both the National Association of Local Councils (which incorporates the Devon Association of Local Councils) and to the Society of Local Council Clerks to enable members and staff to take advantage of the advice, training and support offered.
8. The Council will monitor the effectiveness of training on a four-yearly basis and revise this policy accordingly.

The Council recognises that professional development of its staff and the maintenance of their skills is a fundamental aspect of their employment. Time shall be given to staff either within their working week or as remunerated extra time, to ensure they may complete any studies as appropriate.

The Council recognises that investment of nature in its staff is an expense that should bring benefit to both the staff member and the Council. The Council therefore expects that costs of training should be repaid if the member leaves within 18 months of the completion of the training, with costs of the course and qualification to be repaid as follows:

Should the staff member leave within the first 6 months following the completion of the training: 50% of the course and qualification costs.

Should the staff member leave between 6 and 12 months following the completion of the training: 33% of the course and qualification costs.

Should the staff member leave between 12 and 18 months following the completion of the training: 25% of the course and qualification costs.

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Item 9 To consider the draft job description and person specification for the Town Clerk & RFO

Job Description: Town Clerk & RFO

Responsible to: The Town Council

Nature of Contract: Permanent

Hours: Full time

Salary Scale: 37 - 41 (£46,731 - £50,788 at 2024-25 rates)

Job Purpose

1. The Town Clerk will be the Proper Officer and Responsible Financial Officer of the Council and as such is under a statutory duty to carry out all the functions and, in particular, to serve or issue all the notifications required by the law of a local authority's Proper Officer.
2. The Town Clerk will be responsible for ensuring the instructions of the Council, in connection with its function as a Local Government Authority, are carried out.
3. The Town Clerk is also the Responsible Financial Officer and will be responsible for all the financial needs of the Council and the careful administration of its finances in accordance with the Financial Regulations of the Council.
4. The Town Clerk is expected to advise the Council on, and assist in, the formation of overall policies to be followed, in respect of the Authority's activities, and in particular to produce all the information required for making effective decisions and to implement all decisions constructively.
5. The post-holder will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

Key Functions and Responsibilities

1. To ensure that legal, statutory, and other provisions, governing or affecting the running of the Council, are observed.
2. To convene meetings and prepare agendas and reports (in accordance with legislation) and to issue notices to councillors and ensure the public is aware of meeting times.
3. To prepare agendas and minutes for Town Council meetings, to attend the meetings of the town council and to implement proposals made at the meetings that are agreed by the Council.
4. To brief the Mayor and/or Committee Chair prior to meetings.
5. To report to the Chair of the Human Resources Committee as day-to-day line manager.
6. To attend meetings of the Council, its Committees and Working Groups and provide advice on procedure.
7. To take the minutes of all meetings and ensure that the decisions are implemented.
8. To maintain a working knowledge of relevant legislation, statutory instruments, and codes of practice in order to advise the Town Council as to the requirements of current and new legislation and to ensure compliance with approved Standing Orders and the Code of Conduct.

9. To maintain a working brief on best working practices within and outside local government and to ensure that these are effectively communicated to the Council.
10. To receive correspondence and documents on behalf of the Council and to deal with the correspondence and documents or bring such items to the attention of the Council.
11. To draw up on their own initiative, and as a result of suggestions by Councillors, proposals for consideration by the Council, and to advise on the practicability and likely effects of specific courses of action.
12. To prepare estimates of income and expenditure for each coming financial year, such estimates to form the basis for the annual budget, when approved by the Council, and the basis for the precept to be submitted to Torridge District Council.
13. To prepare financial reports on all relevant matters, including the annual budget, for the responsible Committee and/or Council, and present forward planning, forecasting and general financial advice to the Council.
14. The Town Clerk shall ensure the Council's finances are properly and effectively managed, and funds invested in accordance with Council policy, to maintain the financial stability and viability of the Council.
15. To manage the ordering and payments of goods and services received by the Council and any contracts as required by the Council's Financial Regulations, along with management of Council services and projects.
16. To prepare the annual report and accounts in accordance with the relevant Regulations for submission to the Council and external audit.
17. To prepare and develop the Town Council's policies, strategies, community and business objectives.
18. To monitor the implemented policies of the Council to ensure they are achieving the desired results and where appropriate suggest modifications.
19. To ensure that the Council's obligations for Financial Risk Assessment are properly met and the Town Clerk will annually review the Council's Financial Risk Management Plan and recommend changes as appropriate to the Council, ensuring that regular Risk Assessments are undertaken.
20. To ensure, within the policies laid down by the Council, a cost conscious, efficient and effective utilisation of all Council resources.
21. To ensure that all the Council's obligations for health and safety and risk assessment are properly met.
22. To be responsible for ensuring the letting of allotments, and the management of Northam Hall, is in accordance with the legislation and in compliance with tenancy regulations.
23. To be ensure the effective organisation of Civic functions and council events.
24. The Town Clerk will continually promote the Town Council within the local community to develop initiatives and ensure a presence of the Council in local matters.
25. To prepare, in consultation with the Chair and/or the relevant Committee Chair and/or other authorised individuals, press releases and social media updates about the activities of, or decisions of, the Council as instructed.
26. To liaise and develop relationships with external bodies, including other Local Authorities, residents, businesses, and local organisations.

27. To attend meetings of outside bodies as the Council's representative or as a spokesperson to explain Council policies and functions.
28. To be responsible for the management and development of other members of staff as their line manager in keeping with the practices of the Council and to undertake all necessary activities in connection with the conditions of employment of other staff.
29. To attend training courses or seminars on the work and role of the clerk as required by the Council.
30. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
31. To attend the conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
32. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with Council staff or specialists in particular fields and to produce reports for circulation and discussion by the Council and or its committees.
33. To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
34. To respond to consultation documents from local and central government and other relevant bodies on behalf of and by resolution of Council.
35. Make applications to relevant bodies for funding to assist the Council in delivering its projects.
36. The Town Clerk will ensure that the Asset Register of Town Council assets is maintained up to date and periodically reviewed, advising the Council on medium to long term action.
37. The Town Clerk will ensure that appropriate insurance cover is provided for all Town Council assets, public and other liabilities, reviewing annually and implementing or recommending changes to the Finance Committee.
38. The Town Clerk to line manage the Council's staff team and any volunteers.

General

39. The above is not an exhaustive list of duties, and the Town Clerk may be expected to perform different tasks as necessitated by change within the organisation and the overall community objectives of the organisation.
40. The post holder will be required to work such flexible hours as are required to undertake the duties of the post, as there is a requirement to attend evening meetings and events that may be at weekends as necessary.

Note: This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post-holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by the grading of this post.

Equalities Act 2010 If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

Town Clerk: Person Specification

SKILLS

Key Skills & Knowledge

ESSENTIAL

- Excellent oral and written communication skills, including an ability to relate to and communicate with councillors, staff, members of the public and external agencies. (A,I)
- Excellent organisational skills. (A,I)
- Good level of numeracy and literacy(A,Q)
- Undertake research effectively. (A,I)
- Ability to prioritise and meet deadlines. (A,I)
- Current experience of using the Microsoft Office package. (A,I)
- Full driving licence and own car available for business use. (A)
- Good written and presentational skills. (A,I)
- Evidence of ability to prioritise work, set targets, achieve positive outcomes, and delegate effectively.
- Evidence of working in the public sector, including voluntary work.
- Ability to provide objective advice to Councillors in a timely and coherent manner including analytical report writing and analysis.
- Experience of website management.

DESIRABLE

- Experience of working with local communities and partnerships e.g. voluntary, business, other levels of local government or public sector organisations. (A,I)
- Working knowledge of local government in particular in relation to town and parish councils. (A,I)
- Representing an organisation at meetings. (A,I)
- Ability to write about complex matters concisely in plain language. (A)
- Comprehensive knowledge of horticulture/ landscape or facilities management. (A,Q,I)
- Experience using mapping software. (A)
- Knowledge of current employment legislation.
- Experience of the uses of social media.

Finance

- Experience of budget setting and financial management
- Ability to present regular financial statements to keep
- Experience of bidding for external grants and funds (e.g. from Sport England, Heritage Lottery and Historic England).

councillors in touch with current financial status.

- Practical experience in Local council accounting procedures including the end of year audit process.

Meetings and Administration

- Knowledge of agenda preparation, minutes, standing orders, financial regulations, legal powers, and the servicing of committees.
- Ability to execute the resolutions of the council.
- Knowledge of local council legislation.
- Understanding of planning legislation.

Experience

- Experience of managing and maintaining assets including buildings and open spaces and the preparation of a preventative maintenance programme. (A,I)
- Project management experience. (A,I)
- Preparation of estimates and reports. (A, I)
- Experience of working with the public. (A,I)
- Solid knowledge of health and safety legislation, policies and practice. (A,Q,I)
- Evidence of ability to organise and manage resources effectively.
- Experience of the management, development, and supervision of staff through performance management and appraisals.
- Use of social media in a professional capacity. (A,I)
- Experience of procurement processes and legislation. (A,I)
- Experience of working with elected or appointed board members (for example a council or governing body or committee). (A,I)
- Experience of preparing Local Government Tenders. (A, I)
- Experience of acting as an organisations 'Competent Person'. (A)
- Evidence of experience in successful partnership working.
- Experience of PR and handling media enquiries.

Education

- Certificate in Local Council Administration or the willingness to commence the course in the first 6 months. (A, Q)
- GCSE English and Maths at grade C or above, or equivalent. (A,Q)
- Evidence of a commitment to continuing professional development. (A,I)
- Degree level qualification. (A,Q)
- Previous Experience of working in a Town or Deputy Town Clerk role, or a senior position in a Principal Authority. (A, I)

**Personal
Attributes**

- Flexible and adaptable attitude to work. (A,I)
- Professional but friendly approach. (I)
- Able to work as part of a team. (A,I)
- Exercise tact, diplomacy and discretion. (A,I)
- Prioritise and manage workload. (A,I)
- Able to work out of office hours in order to attend council meetings that are held in the evenings and events that may be at weekends.
- To become a member of the Council's out of hours contact register. (I)
- Have possession of a current driving license and access to a vehicle, or the ability to be mobile.
- Proven ability to operate in a political environment. (A,I)
- Able to relate to all sectors of the community. (A,I)

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10 To consider the notice period for the Town Clerk & RFO

The Council's standard contract includes notice periods as presented below. The Committee is asked to consider if this is appropriate for the Town Clerk.

NOTICE

During your probation period, you are entitled to be given and required to give 1 weeks' notice in writing to terminate your employment for any reason. On completion of your probationary period, you are required to give 1 months' notice in writing.

Notice given by us will be 1 month following your probationary period and increase to 5 weeks' notice after 5 years' continuous service and thereafter by one week for each additional year of continuous employment up to a maximum of 12 weeks for 12 years' service.

The statutory position is: 1 month to 2 years – statutory notice is 1 week
2 to 12 years – statutory notice is 1 week for each full year they have worked (i.e. 5 weeks' notice after 5 years' service)

12 years or more – statutory notice is 12 weeks

If you have not provided the required notice in writing, we may withhold pay for notice unworked due under your contract, but not paid. Anything owed to us will be deducted from your final salary.

PAY IN LIEU OF NOTICE

Instead of requiring you to work your notice, we may decide to pay you in lieu of notice, bringing your employment to an end there and then.

Your payment in lieu will be made up of your net basic salary for the notice period less tax and NI contributions. Any payment in lieu will not include any payments such as any payment in respect of benefits; and any payment in respect of holiday entitlement that would have accrued during the notice period.

11 To consider the appointment of a Beadle

Northam Town Council appointed a Beadle to support the Mayor, Deputy Mayor and their consorts when attending civic events both within and outside the Parish of Northam.

From the Council's records, it appears the first Beadle was appointed in May 2013, with the job description below.

Applications for the post were sought in November 2019 but either none were successful, or there were no applicants.

The Council appears therefore to have had a Beadle for only 6 years since it was formed in 1974, following the 1972 act. Northam Town Council is the successor Council to Northam Urban District Council, rather than a former market town, for example. Northam was an ancient parish. In 1867 a Local Board was established for the parish, these Boards were converted into urban district councils in 1894.

Researching the matter, historically established towns locally do have Beadles. The method of remuneration varies but it is common for it to be an honorarium. Barnstaple TC's Beadle was advertised to receive £900 per year, covering attendance at 5 events in

that year, plus travel expenses at the normal rate and a 'uniform', for example. (a copy of the Barnstaple TC job description and person specification is attached for information.)

The committee is asked to consider if it should seek to appoint a Beadle in the future and if so, how that post would be remunerated.

Northam Town Council
Town Beadle
Job Description

Job Title: Town Beadle
Responsible to: Town Clerk
Main Contacts: Town Clerk, Assistant Town Clerk, Mayor,
Members of the public

Overall purpose of the job: To assist at all civic and ceremonial events and to attend the Mayor/Deputy Mayor.

Main Duties : To accompany the Mayor/Deputy Mayor to various functions as well as taking part in events within the Town. The Beadle will need to have a car and drive the Mayor/Deputy Mayor to functions. Some duties will involve evening and weekend work. A mileage allowance and small honorarium is provided and also a uniform

Recommendation: The Town Clerk makes no specific recommendation, the matter being one of consideration at this early stage, though he does ask that members consider the costs of such a role and any effect that may have on the budget, which in 2025-26 includes "Beadle - honorarium & expenses: £600".

12 To consider renewing play inspection qualifications for two members of the Maintenance Team

Three members of the Council's Maintenance Team are qualified to inspect the Council's play areas. Those qualifications must be renewed every three years and expire on the 28th February 2025 (there is a three month grace period before the qualification fully expires).

The training and qualification are undertaken here in Northam, with the examiner visiting the Council.

Two of the staff have expressed a desire to retain the qualification. The cost to retain it is £800, being £515 examination fee and £185 per person for the training.

The Town Clerk is qualified to inspect playgrounds and the Parks & Buildings Manager will be trained in March.

The plan, going forward, is for the maintenance team to undertake weekly visual checks on the play areas, with monthly, more intensive checks to be carried out by the Parks &

Buildings manager. Work identified will be included on an action plan and the progress checked by senior staff and reported to the Parks & Recreation committee periodically.

Recommendation: That the two members of the maintenance team are re-trained and qualified.

13 To note the accumulated TOIL and remaining holiday of all staff (to the end of January 2025)

Hours of accumulated TOIL by month (hours TOIL at the end of each month)												
Name	April	May	June	July	August	September	October	November	December	January	February	March
TA	0.00	5.50	0.00	0.50	0.50	0.50	0.50	0.50	0.50	7.50		
DC	0.25	11.75	2.75	0.25	0.25	1.25	-0.25	0.00	0.00	0.00		
RG	1.00	11.50	0.00	2.50	0.00	0.00	0.00	0.00	0.00	0.00		
IH	3.50	15.00	15.00	11.00	11.00	15.00	13.50	8.00	3.00	4.00		
GL	24.00	60.00	50.25	66.25	79.50	92.75	99.50	130.25	123.75	89.75		
IR	-	-	-	-	-	0.00	1.00	9.50	18.50	20.50		
DS	3.00	16.50	22.00	25.50	31.50	31.50	26.50	30.00	29.00	31.50		
TT	5.00	18.50	4.00	3.25	3.25	1.50	3.00	9.00	11.00	13.00		
CW	-	-	-	-	-	0.00	0.00	0.00	0.00	1.00		
Total	36.75	138.75	94.00	109.25	126.00	142.50	143.75	187.25	185.75	167.25	0.00	0.00
Holiday hours in hand (take by 31st March)												
Name	2025	max to carry	to book									
TA	1.00	37.00	-36.00									
DC	10.50	24.00	-13.50									
RG	21.00	37.00	-16.00									
IH	22.25	37.00	-14.75									
GL	41.25	37.00	4.25									
IR	61.00	37.00	24.00									
DS	37.25	37.00	0.25									
TT	44.00	37.00	7.00									
CW	0.00	24.00	-24.00									
Total	238.25											