



NORTHAM TOWN COUNCIL

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

To all members of the Council:

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

Wednesday 23rd July 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 Sawyer 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: 17th July 2025

AGENDA

- 1 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**
- 2 To agree the agenda as published**
- 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 Mayor's Announcements**
- 5 To confirm as a correct record and sign the minutes of the meeting of the Council held on 25th June 2025 (p3-15)**
- 6 To receive and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (attached under separate cover)**
 - Finance 14th May and 11th June 2025
 - Planning and Development 8th May and 19th June 2025
 - Parks and Recreation 21st May 2025
 - Environment and Maintenance 2nd April 2025
- 7 Public Participation**
We welcome Parishioners speaking or making representations, asking questions or giving evidence at the meeting of the Full Council in respect of any issue affecting the Northam Town Council area. A period of twenty minutes is allocated for this unless directed by the Chair of the meeting and a member of the public shall not speak for more than 4 minutes. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- 8 To receive a report (if any) from Devon & Cornwall Constabulary**
- 9 To receive a report (if any) from the Devon County Councillor**
- 10 To receive reports (if any) from Torridge District Members**
- 11 To receive an update regarding Local Government Reorganisation (p15)**
- 12 To consider the action point update (p16)**
- 13 To receive the Clerk's report (p16-19)**
- 14 To consider the Standing Orders for adoption (p19 and enclosed)**
- 15 To consider the nominations for NTC community champions awards (p19 and enclosed)**
- 16 To consider notifying Torridge District Council of this Council's intention to submit a bid for the 'Leisure Centre', Northam Square (p20-21)**
- 17 To consider the request for wayleave across Northam Town Council owned land (p21 and confidential report)**
- 18 To consider seeking quotations from suitable firms to undertake the initial costings work for the three options for the pavilion building at Westward Ho! Park (p22 and enclosed report)**
- 19 To note and adopt the Westward Ho! Tennis Courts Safeguarding Policy and Procedures (p22 and enclosed)**
- 20 To consider establishing a working group to support the Officers in the preparations for the 2026 May Fair (p22)**
- 21 To note the vacancies on committees and approve any requests to fill those vacancies (p23)**

Item 1	To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)
Item 2	To agree the agenda as published
Item 3	To receive any dispensations and disclosable pecuniary or other interests <i>Members are reminded that all interests must be declared prior to the item being discussed</i>
Item 4	Mayor's Announcements
Item 5	To confirm as a correct record and sign the minutes of the meeting of the Council held on 25th June 2025

Northam Town Council – Minutes of the Annual Council meeting held 25th June 2025 at 6.30pm in the Council Chamber, Windmill Lane, Northam.

Present: Cllrs Bell, Edwards, Hames, Himan, Hodson, Horrocks, Leather, Lo-Vel, Newman-McKie (Deputy Mayor), Singh, Tait and Whittaker. The Council had one vacant seat, in the Westward Ho! ward.

In attendance: Guy Langton (Town Clerk & RFO); Cllr K O'Rourke (District Councillor), PC D Ciantar, Pastor T Sutton and Hon. Alderman A Eastman.

- 2506/126 Apologies**
Cllr Bach, the Mayor, tendered his apologies, the reason for which were accepted.
- 2506/127 To agree the agenda as published.**
It was **resolved** to defer item 15, considering all other business on the agenda as published.
Proposed Cllr Leather, Seconded Cllr Tait (majority in favour)
- 2506/128 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.
- 2506/129 Mayor's Announcements**
The Mayor made no announcements. The Town Clerk reminded members that CrimeStoppers had invited the Council and its members to a meet and greet on 30th June 2025. An email had been circulated and members who were interested could reply directly to CrimeStoppers by Friday 27th June 2025.
- 2506/130 To confirm and sign the minutes of the Annual Meeting of the Council held 28th May 2025**
It was **resolved** to approve the minutes, which were signed by the Deputy Mayor.
Proposed: Cllr Leather, Seconded: Cllr Hames (all in favour)
- 2506/131 To receive and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees**
Receipt of committee minutes was deferred to the July 2025 meeting.
- 2506/132 Public Participation**
No member of the public wished to address the Council.

2506/133 To receive a report from Devon & Cornwall Constabulary

PC Ciantar reported the crime statistics for the 3 months of March to May 2025

Northam, Appledore and Orchard Hill (Beat code) areas

78 Total Crime Occurrences (some occurrences were not crimes but were recorded as crimes when reported)

- 26 Domestic/harassment/stalking (crimes involving children under 16 as perpetrators/victims as part of a family setting are recorded here)
- 2 Blackmail
- 4 Drugs
- 3 Vehicle Crime (damage/taking a vehicle without consent)
- 5 Criminal Damage
- 1 Child neglect
- 3 Violent
- 4 Sexual
- 2 Wilful obstruction of the highway
- 1 Hate Crime
- 11 Theft
- 1 Burglary
- 1 Malicious Communications
- 2 Arson
- 2 Dog dangerously out of control
- 6 Public Order/drunken and disorderly
- 2 Assault Emergency Service worker

The Council raised the deterioration of their condition of Knapp House, PC Ciantar noted increased patrols were being made at that site. Similarly, there had been increased patrols at Churchfields car park following incidents of vandalism, though since the toilets were being locked overnight, the number of reports of vandalism had reduced.

Cllr Leather asked for any further detail of the hate crime recorded, PC Ciantar clarified it was a report of ablism and it had been resolved.

Cllr Leather asked for an example of what had been reported as a crime but, on investigation, was not a crime. PC Ciantar informed the Council that such outcomes could be seen on the Police UK website.

Cllrs Singh and Leather asked why crimes that had been reported, with evidence (CCTV footage, for example) were not being followed up. PC Ciantar would look into this.

Westward Ho! (Beat Code)

40 Total Crime Occurrences (some occurrences were not crimes but were recorded as crimes when reported)

- 12 Domestic/harassment/stalking
- 2 Criminal Damage/arson (including graffiti)
- 2 Breach of restraining/non molestation order
- 3 Violent
- 7 Theft
- 1 Public order
- 4 Burglary
- 1 Public Order
- 1 Cruelty neglect to children
- 2 Sexual

- 2 Communications offence
- 1 Child neglect

The Police had secured funding to increase patrols in the area (up to 4 days per week) and hotspot patrols (which would include Knapp and Westward Ho!).

PC Ciantar reminded the Council that crime statistics and maps could be found on the Police UK website, the [Westward Ho!, Northam and Appledore, Hartland Rural | Police.uk](https://www.westwardho.org.uk/). The applicable Neighbourhood Policing Area was searchable, as was percentage changes and crime report outcomes. (copies of the relevant maps are appended to these minutes).

The Deputy Mayor thanked PC Ciantar for attending the meeting and for his report.

2503/134 To receive a report from the Devon County Councillor

The County Councillor had submitted a written report (copied overleaf) and had apologised for not attending the meeting in person.

Since my election I have been extremely busy with training meetings as most of the council is new and we are all learning the ropes!

You will see large areas within the Northam division receiving patch repair works for the road. Bayview road has seen utility works repairing their infrastructure, towards Cornborough road end. The other end of Bayview Road will be due patching works very soon and the TTRO has been posted to social media via my Councillor Dermot McGeough page.

These works are essential to future proof the road as it has suffered from the large traffic movements of the building sites locally.

Emails for highways issues are to be sent via the DCC highways or via Guy Langton, alternatively through me as your county councillor. My Local neighbourhood highways officer is not to be contacted directly from District or Town councillors. (I am the only elected member that has access directly) We have a new system of working on Devon County council where all reports need to go through a member's portal as even us as County councillors have new ways of interacting with the council officers.

My personal views are that it creates another layer of bureaucracy which hinders the way we work cohesively. The newly elected Councillors will find this an easier way to facilitate their requests, and the portal provides this for them.

I have been given the opportunity to sit on the committee for the Devon and Severn IFCA, we had our first meeting last Thursday the 19th June. This was the full AGM meeting, I look forward to being able to raise issues and concerns from our local fishing community, commercial, socially.

I have also become the Chairman for the Schools transport appeals committee within Devon County Council, we also met this month as a new committee for our first appeal hearing.

Our next HATOC meeting for local highways meets later this month, representatives from district councils can attend and have input. But they will not be able to vote on the committee as it is only for the County councillors who are eligible to do so. (This is not a meeting for pothole issues).

Report a problem page on Devon County council's website is the avenue for all councils to report defects from Potholes, overgrown vegetation, defective road markings, request enforcement officers to attend problematic areas, lighting, and lots more.

Appledore pedestrian crossing has now had the flashing beacon lights turned on by National grid, this was promised the first week of May and was delivered as stated by me on social media, the lengthy period of time was due to the backlog from National grid, DCC paid for these works 6 months prior to the installation of the crossing. You will also see the lines were repaired by the contractor as it is still under warranty, I called these defective markings in to highways and it was rectified.

*Finally, my Locality Budget is now live and ready for community projects within Appledore, westward Ho! and Northam. I therefore ask any councillors who have residents seeking funding to apply to our localitybudgets-mailbox@devon.gov.uk
Funding is only for Northam, Westward Ho! and Appledore.*

As the county councillor it will be my decision to which project I wish to support, the locality team will conduct the correct due diligence for the applicants.

PC Ciantar and Pastor Sutton left the meeting at this point 7:10pm

2506/135 To receive reports from Torridge District Members

Torridge Council members submitted the below written reports.

Cllr O'Rourke - Appledore Ward:

I'm new to politics, but not new to representing people. Since being elected, I've been learning my craft as a councillor while drawing on years of experience working directly with individuals, businesses, and community groups.

Growing up in our family businesses gave me a strong foundation in business development and project management. That hands-on experience with people and place eventually led me into the third sector, where I've been privileged to support over 80 local projects and grassroots organisations across Torridge and North Devon —helping them to grow, fundraise, and thrive.

Since stepping into my role as District Councillor, I've focused on building relationships and understanding the challenges and opportunities facing our community. I've met residents on the doorstep—including supporting two facing urgent Section 21 housing issues—I undertook planning training, attended both my first Planning Committee and Full TDC Council meetings.

I've been actively engaging with stakeholders and residents on matters like the Richmond Dock application, which I'm keeping a close eye on. I've also invested in the Maritime Innovation Project and will be visiting the site soon to better understand how it could benefit the district.

I'm tackling concerns about street cleanliness, especially waste linked to short-term holiday lets. Though it's early days, I've started conversations with holiday letting agents and am encouraged by the strong public support for action.

A moment that really highlighted our community spirit came last Wednesday and Thursday, when a first then second bomb was discovered in Bidna Yard. I visited Appledore Community Hall, where police and TDC's community safety team worked swiftly to evacuate residents safely. I want to extend heartfelt thanks to everyone involved, especially Appledore Hall and committee for opening so quickly and ensuring facilities were available. I'm also grateful to local businesses—particularly Johns—for generously providing tea, coffee, and milk. There wasn't much for me to do except keep the teapot full and keep the residents and holiday maker's company

Looking ahead, I'll be holding quarterly open surgeries to give residents regular opportunities to share their views, and I'll continue to work closely with local groups and partners. I also have a small

councillor's grant available to support community projects—please do get in touch if you know a group that could benefit.

As your District Councillor, I will be bringing updates from TDC, and I'm always here to offer support, advice, or just a listening ear. I warmly invite fellow councillors and community members to contact me anytime—whether for a formal matter or an informal chat.

One of my key priorities moving forward is to work with both Northam Town Council and the wider community to help deliver the Northam Neighbourhood Plan. I believe this plan holds the shared vision of our area, and I'm committed to ensuring local voices shape how we grow and change.

Finally, I want to extend my congratulations to the newly elected Mayor, Deputy Mayor, and fellow Councillors, and thank everyone for the warm welcome I've received so far. I'm excited to serve and ready to work.

Cllr Whittaker - Northam ward:

Good evening everyone, there really isn't too much to report on since the last NTC Full Council Meeting. I've attended a Senior Management Team meeting and will be doing so again this coming Friday.

I went to my first Crematorium Committee Meeting recently, which interestingly was actually held in the smaller chapel at the Barnstaple Crem.

On Monday evening TDC's latest Full Council took place. It was not a particularly long agenda with the main business being as follows. The purchase or not of 3 new electric vans to replace the diesel ones which had worked hard over the past 8 years. None of them though had heavy mileage so after a discussion it was agreed not to change them for the time being. We received an update on the Council's Financial Procedure Rules - Procurement Thresholds which had previously been considered in depth by the Audit and Governance Committee who recommended approval.

The Rural England Prosperity Fund Investment Plan was reported on by the Economic Development Manager. Torridge received £298,539 with a fairly tight timescale to deliver against. Play Area upgrades for Hartland and Winkleigh will take place, 3 Playzones will be delivered in Bideford, Great Torrington and Holsworthy, the Bideford Tide Fountain will be reinstated and there will be Wayfinding and Public Realm improvements in Bideford.

This morning I joined several other Cllr colleagues at a Hardship Meeting where we discussed a request to write off the remainder of the Business Rate payments for a small local business which said that they were struggling. We felt that more information was required before a decision could be made, so it will be reconsidered again when the additional information has been received.

Cllr Bach - Westward Ho! Ward:

The only matter I have to report, is that following the TDC Standards meeting last week, I raised again that the Standards Committee still doesn't have any Parish Representatives, obviously made worse after Hugh Brading resigned.

Cllr Hames - Appledore Ward:

Regarding the three electric vans to replace diesel ones used by the Environmental Health department, the decision to replace the eight-year-old vehicles and other Council vehicles had been made in February by Councillors when the budget was agreed, but last Monday at Full Council they voted against the additional capital expenditure needed to purchase the proposed EV van replacements. I voted in favour of purchasing the electric vans on carbon emission grounds and for reasons of lower running and maintenance costs.

I proposed at Full Council last Monday that Councillors support the concerns of over 30 wildlife groups and others regarding the Government's proposals about wildlife in part three of the Planning and Infrastructure Bill. The concerns are that the proposals will considerably weaken protection of nature, including on the most important sites in the country. My proposal was defeated.

Members attending a briefing on three Government planning documents which are out for consultation - on Build Out, Site Thresholds and Planning Committees. One of the issues of concern for members was the proposal to apparently weaken the ten per cent biodiversity net gain requirement on development sites where fewer than 49 houses are proposed.

Regarding other planning issues I can report that the application for houses at Bloody Corner has been refused.

Cllr Hodson (Westward Ho! ward) reported at the meeting that Torridge Planning department had circulated an email describing and link to a Planning dashboard that provided information on build-out rates, affordable housing numbers for the District, searchable to a parish or individual development level.

The Combined County Authority (CCA) had expressed concern that the Growth Plan for Devon neglected northern Devon. Torridge District Council had registered its disappointment at the lack of detail and the Chair of the CCA had requested the report be redrafted, being minded to not recommend it for adoption if significant changes had not been made.

Finally, she requested that members pass their views and comments to her in advance of Adult Health Scrutiny Committee she would be attending on the 14th July 2025.

Cllr Lo-Vel (Northam Ward) reported at the meeting that the circulated Planning Dashboard was a welcome, detailed resource. The Crematorium Committee, of which she was a member, were hoping to instal solar PV on its roof before any affect of Local Government Reorganisation could occur. Finally, she noted he concerns with the changes to Biodiversity Net Gain and the introduction of a 'medium development' of 10-49 dwellings being considered by central government in its planning reforms.

Cllrs Hodson and Whittaker added that regarding the vehicle replacement at Torridge District Council, the current fleet was on good usable condition and was therefore retained.

Cllr Hodson noted that the planned planning reform to introduce a 'medium' sized site (10-49 dwellings) was incongruous, developments of that size were relatively large in more rural areas and thus would still need full consideration.

The Deputy Mayor thanked members for their reports and their work on the community's behalf.

2506/136 To receive an update regarding Local Government Reorganisation

The following was copied from Devon Association of Local Council's 'Knowledge Bank' regarding Local Government Reorganisation and Devolution.

On 20th May, the Board of Directors approved the DALC Position Statement on LGR for May 2025 based on the pen portraits submitted to us by member councils.

DALC LGR Position Statement May 2025

Some of what you need to know about towns and parishes in the face of Local Government Reorganisation.

Over the last couple of months DALC has engaged with its members to find out their views and concerns regarding LGR. As part of this, councils were invited to send in pen portraits of their councils and communities. The information gained has contributed to this paper.

1 All towns and parishes:

- * care passionately about their communities
- * know their communities inside and out
- * are proud of their communities and their identities
- * prioritise the needs of their communities

2 Local council finance and functions

Altogether, Devon local councils precept for £25,000,000 approx. to enable them to carry out their functions and invest in their communities. This is local delivery that contributes to the resilience, well-being and quality of life for residents across the county.

All towns and parishes:

- * **make decisions** on behalf of their communities
- * **consult and represent** the views of their residents to other authorities
- * **provide localised decision making** accountable to their electorate
- * **inform** residents about matters that do or could affect them
- * **identify and deliver appropriate services** according to local need
- * **keep their public areas** and streets clean and tidy
- * **maintain property** that they own
- * **work in partnership** with other organisations in their communities
- * **lead on national and local celebrations** that develop community relationships and strengthen cohesion e.g. the Jubilee, the Coronation, VE Day, May Fairs, Beating the Bounds, etc.
- * **grant fund** community groups and organisations

This is the baseline picture. All parishes carry out these functions. Many do much more, including some or all of these: housing provision, buying, developing and managing community buildings and facilities such as cinemas and museums; land management; delivering regular community events, providing youth services; preparing Emergency Plans and Neighbourhood Plans

3 Local councils' principal concerns are:

- * **The condition of local roads** – the degraded surfaces; the speed of traffic; the unsuitability of local roads for pedestrians, cyclists and horse riders
- * **Their unheard voice** in planning matters
- * **The lack of housing supply** including choice and availability for local people
- * **The reduction of services** from other authorities, e.g. public transport, public toilets, verge cutting
- * **The difficulties of co-operative working** with other authorities
- * **The lack of seriousness** with which the work of towns and parishes is regarded

These concerns are shared across the county by large and small parishes.

4 Local council aspirations for their communities include:

- * **Taking on and managing more assets** locally for efficiency, effectiveness and sustainability.
- * **Engaging** even more closely with their communities
- * **Communicating** even more effectively with their residents
- * **Delivering neglected services** their communities want such as youth provision'
- * **Combating** rural isolation
- * **Initiating and collaborating** with measures to support health and well-being, safer communities and sustainability
- * **Developing partnerships** to retain and reinforce town centres

*** Addressing the climate and ecological emergency** by changing practices, developing projects and collaborating with community groups

5 Local councils aspire to achieve with other authorities in the local government sector both now and in the future:

- * an effective working relationship
- * to be taken seriously
- * to have their views invited and listened to
- * to be seen as capable and valued partners
- * to operate on principles of cooperation, dialogue and respect
- * the recognition of their community's unique identity

6 Local councils and Local Government Reorganisation

Many councils are willing to take on assets and provide local services to their communities which might otherwise be lost under LGR.

Some smaller parishes currently rely on delivery for some services from their district and the county council. If these arrangements are going to change under a new unitary authority, they need to know.

Some district councils have started to engage with town councils on asset transfer. However, our sector cannot be regarded as a handy drop off point for loss-making assets and services.

The sector needs to know what statutory services any new unitary will provide under any proposal and what that will look like in practice.

The sector needs to know what the vision is for town and parish engagement under any unitary proposal.

The town and parish sector must be included in the discussions on arrangements for future engagement, cooperation and collaboration with any proposed unitary.

LGR is an opportunity to deliver effective localism, with Devon's communities determining the services they need and a locally accountable and accessible body to deliver them. DALC supports the establishment of new parish councils in areas which are currently unparished, and can offer advice on this process.

DALC will not support any specific proposal for LGR unless it is clearly the view of towns and parishes in our membership but it will use the evidence coming from members and continue to work with members to identify the extent to which any proposals meet the aspirations of towns and parishes to play an effective as opposed to side-lined role in local government.

We prefer to see proposals that set out clearly the way in which towns and parishes will not only be included in discussions but also be seen as a crucial conduit for conveying community messages to unitary and public sector delivery structures on services provision and design and to be actively used to convey messages back to the community. This implies a need for appropriate mechanisms to be built into any network or partnership proposals. For example, there could be clear consultation and involvement methods resourced with simple accessible structures, in which the local council sector is seen as the natural partner in innovation, initiation and monitoring of services to communities and be engaged with the unitary as a key partner in achieving them.

Cllr Hames reported that he had attended a meeting on 10th June 2025 as Green Group Leader at which the bewildering array of possible arrangements for devolution were presented. The proposal

would need to be put to central government in November 2025. The group of which he was a member would meet in July to continue its discussions.

2506/137 To consider the action point update

The action points were received as below.

20th November 2024 Re-engage with Surfers Against Sewage Plastic Free Campaigns (minutes 2407/192 and 2411/416)	The Town Clerk, Community Engagement Officer, Cllrs Bach, Hames and Lo-Vel all attended the meetings arranged for the 27 th November 2024. The Northam Burrows Rangers both apologised in advance. The meeting was positive, with both the Council and SAS agreeing to share information so the Plastic Free Communities could restart. Prior to the meeting, the Town Clerk spoke to Mr Cross, who had been very supportive in the past and had arranged to speak again and plan for 2025 in the new year. ONGOING
20th November 2024 (minute 2411/418)	Town Clerk to prepare a report into the costs of the three options for future work at the pavilion. This work has been overtaken by urgent work required at Northam Hall. ONGOING
22nd January 2025 (minute 2501/551)	An email was drafted asking the Head of Legal Services at TDC for their opinion of the 1978 minute indicating the land was owned by Northam Town Council and responded saying that a transfer of ownership form, signed by both parties, would be required to identify ownership. The Town Clerk has heard from the Land Registry that the allotment part was removed from the land title a year after it was registered by TDC, in 2006. There being no recorded reason or evidence stating why, the allotment part was re-included in 2024. ONGOING

Hon. Alderman Eastman entered at this point (7:40pm)

2506/138 To receive the Clerk's report

At 30th May 2025 (or according to the last available statement balance), the Council's balances were:

Nationwide (Business 95-day saver)	£94,358.55	3.69%	General and Earmarked Reserves
Cambridge & Counties Bank (31-day)	£94,982.97	3.25%	Earmarked Reserves
Cambridge Building Society	£5,452.32	2.15%	Tennis Reserves
Petty Cash	£103.95		
Coop Bank (current account)	£117,391.51	no interest	
Hinkley & Rugby Building Society	£205,000.00	1.95%	

Total cash in hand (SCRIBE) £517,289.30

Note: the maximum daily payment from the Coop Bank is £100,000 (made by phone call). The balance of the resolved £250,000 transfer will be made by the date of this meeting, as two payments of £25,000 each (maximum by BACS).

Payments

The Council made 144 payments in May 2025, totalling £64,490.12 (exVAT). A full list of these is presented on the following pages. There were 72 payments of £100 or more (exVAT). These are presented overleaf. The committee approved the payments made by resolution.

Net	Description	Net	Description
£15,429.38	Salaries	£400.00	Grant
£6,332.00	Fencing – Lords Meadow	£350.00	Grant
£5,468.49	HMRC PAYE	£320.47	Equipment
£2,354.62	Northam Hall	£300.00	Grant
£2,193.60	Vehicle insurance	£300.00	Grant
£2,076.55	Pensions	£300.00	Grant
£1,981.46	DALC Membership Fee	£300.00	Grant
£1,000.00	Grant	£300.00	Grant
£969.28	Insurance (general – monthly payment)	£295.95	Insurance
£750.00	Grant	£284.70	IT contract
£750.00	Grant	£255.30	Marquee (3mx3m)
£750.00	Grant	£250.00	Grant
£750.00	Grant	£250.00	Grant
£750.00	Grant	£250.00	Grant
£750.00	Grant	£250.00	Grant
£750.00	Grant	£250.00	Grant
£750.00	Grant	£240.27	Gas Account (Northam Hall)
£750.00	Grant	£205.75	Fuel
£738.75	Grant	£204.40	Payroll Admin
£618.00	Grant	£200.00	Advertisement - recruitment
£520.07	Insurance (Engineering)	£175.09	Van Hire – move planters
£500.00	Grant	£175.00	Asbestos Survey
£500.00	Grant	£143.85	Membership Fee Rural Services Network
£500.00	Grant	£140.00	Toilet Hire (tennis)
£500.00	Grant	£131.10	Topsoil
£500.00	Grant	£129.90	Subscriptions (Zoom)
£500.00	Grant	£125.10	Expenses (GL – travel)
£500.00	Grant	£125.00	Entertainment (Tennis)
£500.00	Grant	£125.00	Entertainment (Mayor's Introduction)
£500.00	Grant	£120.00	Training (CW – ILCA)
£500.00	Grant	£114.00	Water bill (Northam Hall)
£500.00	Grant	£104.49	Equipment
£500.00	Grant		
£500.00	Grant		
£500.00	Grant		
£500.00	Grant		
£500.00	Grant		
£455.00	Cleaning CPT		
£427.60	Room rental		

Receipts: In May 2025, the Council received 37 payments, totalling £3,869.60.

Tennis courts: The gross volume of sales in May 2025 was £1,405. After fees, the Council has received £1,280.80. Since 1st April 2025, the Council has received £2,050.01 in tennis court fees.

The LTA expect the Council to earmark approximately £3,600 per year for 15 years (index linked) to meet the costs of court maintenance and refurbishment.

Petty Cash: A screen shot of the petty cash cashbook is presented to the below showing the items on which the Council has spent petty cash in May 2025.

The financial regulations seek to maintain a balance of £100 in Petty Cash.

Petty Cash			2025-26	Name:	Northam TC Petty Cash										
Details					Income			Expenditure						Balance at start of FY	
Date	Trans action	Description	Ref	Scribe No	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refresh ments	Maint enance	Office expenses	Total out	£	13.45
1.5.25	10	Cash withdrawal	-	-	80.00		80.00						0.00		127.30
3.5.25	11	May King/Queen	PC25-26.9				0.00	0.25	1.24				1.49		125.81
6.5.25	12	Refreshments	PC25-26.10				0.00			1.39			1.39		124.42
7.5.25	13	Refreshments	PC25-26.11				0.00			1.49			1.49		122.93
12.5.25	14	Refreshments	PC25-26.12				0.00			1.39			1.39		121.54
19.5.25	15	Refreshments	PC25-26.13				0.00			1.39			1.39		120.15
21.5.25	16	Diesel	PC25-26.14				0.00	1.47			7.35		8.82		111.33
22.5.25	17	Plant food	PC25-26.15				0.00	1.00			4.99		5.99		105.34
22.5.25	18	Refreshments	PC25-26.16				0.00				1.39		1.39		103.95

2506/139 To consider the draft Financial Risk Assessment for the Council (2025-26)

It was resolved to approve and adopt the Financial Risk Assessment as presented.

Proposed: Cllr Hodson, Seconded: Cllr Whittaker (majority in favour).

Action points:

Publish the Financial Risk Register on the Council's website.

Report findings of research into how other similar bodies store their paper records to the Finance & HR committee when available.

2506/140 To consider the nominations for NTC community champions awards

The matter was deferred.

2506/141 To receive and approve the Council's Annual Governance and Accountability Return (AGAR) 2024-25

The Town Clerk noted that the figures for 2023-24 have had to be restated. This is because of errors in the recording of items within the Scribe cashbook system.

Variances, or differences, of more than 15% (if over £200) year must be explained as part of the annual return. In 2024-25, there is one such explanation required, at line 3 (Council receipts), overleaf:

IN	2023-24	2024-25	RESTATED	2025-26	Variances	
balances	£ 294,543	£ 244,411	£ 244,411	£ 317,631		
1 carried	£ 294,543	£ 244,410	£ 244,411	£ 317,631	n/a	
2 precept	£ 393,800	£ 525,770	£ 525,770	£ 567,832	42062.00	8%
3 receipts	£ 115,230	£ 175,744	£ 175,461	£ 97,787	-77674.14	-44%
TOTAL	£ 803,573	£ 945,924	£ 945,642	£ 983,250		
OUT						
4 salary	£ 235,692	£ 273,683	£ 273,683	£ 305,123	31440.40	11%
5 loan repayments	£ 17,429	£ 17,120	£ 16,833	£ 16,811	-21.79	0%
6 payments	£ 306,041	£ 337,495	£ 337,495	£ 326,035	-11460.31	-3%
TOTAL	£ 559,162	£ 628,298	£ 628,011	£ 647,969		
	£ 244,411	£ 317,626	£ 317,631	£ 335,281		
	rounded to	Explanation for restatement				
	£ 244,410	Line 1	Rounding error			
		Line 2	No error			
		Line 3	Incorrectly recorded POS transaction charges			
		Line 4	No error			
		Line 5	Incorrectly recorded VAT on PWLB			
		Line 6	No error			

On 22.12.2023, the Council received a grant of £80,000 from the LTA towards the refurbishment of its tennis facility. Removing this large grant from the figures, the difference is £2,326.06. The adjusted variance is therefore 2.44%.

Similarly, an explanation must be provided of any difference between Box 7 (Balances Carried Forward) and Box 8 (Total Cash and Short-Term Investments) of the AGAR form. The Council's cashbook shows a difference of £7,870.20. This is explained by the recoverable VAT, which also equals £7,870.20 but would not be received until the claim is submitted at the end of the quarter. The claim has been submitted and reimbursement received.

The Town Clerk read out the Annual Governance Statements (Section 1), which were responded to by the Council, which **resolved** to submit the responses as recorded. Proposed: Cllr Newman-McKie, Seconded: Cllr Tait (all in favour)

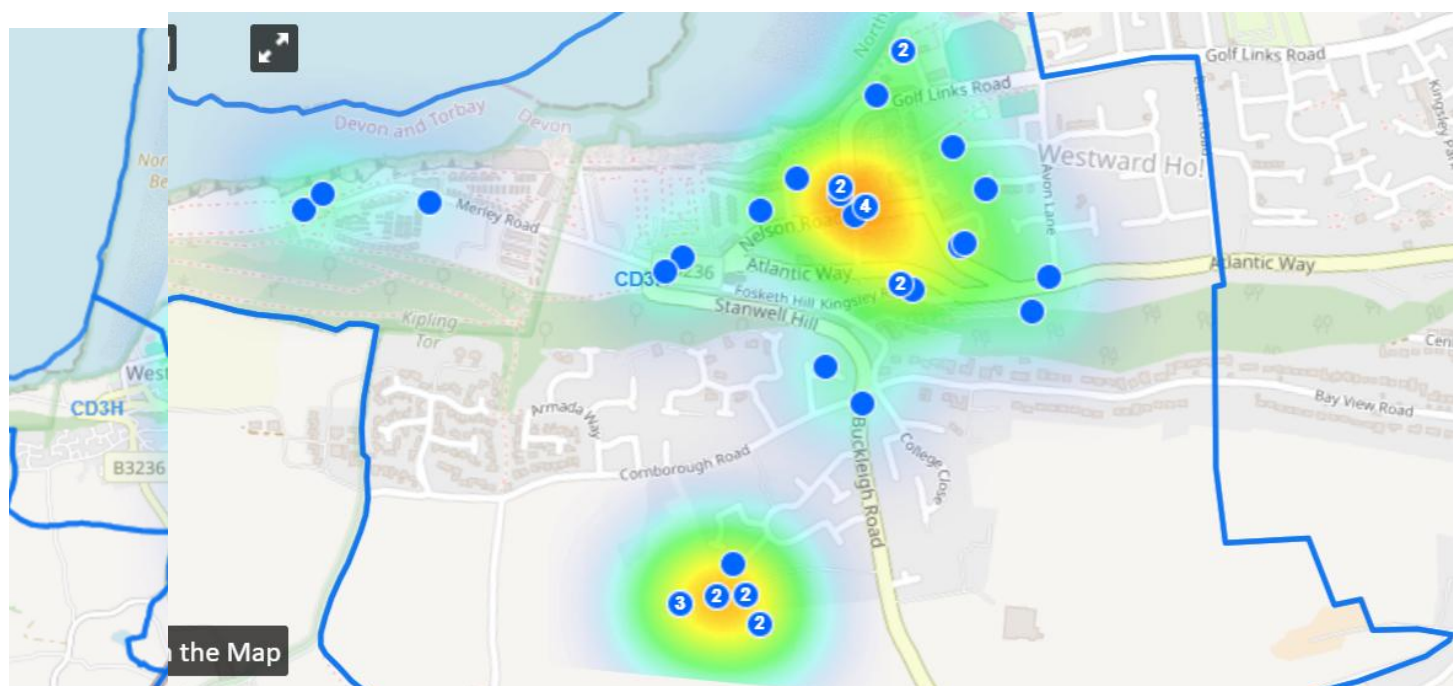
It was **resolved** to submit the figures in Section 2 as presented. Proposed: Cllr Newman-McKie, Seconded: Cllr Hodson (majority in favour)

Action point: Submit the AGAR.

2506/142 To consider the request for wayleave across Northam Town Council owned land
The organisation requesting wayleave had not responded to the Council's request. It was resolved to defer consideration until the July meeting of the Council. Proposed: Cllr Hodson, Seconded: Cllr Himan (majority in favour)

There being no further business the meeting closed at 8:10pm.

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



Item 6 **To receive and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees** (*attached under separate cover*)

- | | |
|-------------------------------|---|
| • Finance | 14 th May and 11 th June 2025 |
| • Planning and Development | 8 th May and 19 th June 2025 |
| • Parks and Recreation | 21 st May 2025 |
| • Environment and Maintenance | 2 nd April 2025 |

Item 7 **Public Participation**

We welcome Parishioners speaking or making representations, asking questions or giving evidence at the meeting of the Full Council in respect of any issue affecting the Northam Town Council area. A period of twenty minutes is allocated for this unless directed by the Chair of the meeting and a member of the public shall not speak for more than 4 minutes. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

Item 8 **To receive a report (if any) from Devon & Cornwall Constabulary**

Item 9 **To receive a report (if any) from the Devon County Councillor**

Item 10 **To receive reports (if any) from the Torridge District Members**

Item 11 **To receive an update regarding Local Government Reorganisation (LGR)**

Torridge District Council has advised that its Chief Executive will provide a presentation regarding LGR and use that opportunity to encourage all to complete the LGR survey currently available on the Torridge District Council website, deadline is 11th August - <https://www.torridge.gov.uk/lgr>

The events will take place in Bideford, Holsworthy and Torrington. The Town Clerk is unavailable for the two dates in July, 23rd at 10am (Holsworthy) and 29th at 2pm (Torrington) and is on annual leave, but in the area, for the third:

- Caddsdow Business Support Centre, Bideford – Thursday 7th August at 5.30pm.

Due to capacity, TDC are requesting only the Town/Parish Clerk attend along with the Mayor/Chair (or nominated representative) from each Town/Parish Council.

Recommendation: Note the Town Clerk's attendance and nominate a representative to attend this meeting if the Mayor is not available.

Item 12 Action points

20th November 2024 Re-engage with Surfers Against Sewage Plastic Free Campaigns (minutes 2407/192 and 2411/416)	The Town Clerk, Community Engagement Officer, Cllrs Bach, Hames and Lo-Vel all attended the meetings arranged for the 27 th November 2024. The Northam Burrows Rangers both apologised in advance. The meeting was positive, with both the Council and SAS agreeing to share information so the Plastic Free Communities could restart. Prior to the meeting, the Town Clerk spoke to Mr Cross, who had been very supportive in the past and had arranged to speak again and plan for 2025 in the new year. ONGOING
20th November 2024 (minute 2411/418)	Town Clerk to prepare a report into the costs of the three options for future work at the pavilion. This work has been overtaken by urgent work required at Northam Hall. ONGOING
22nd January 2025 (minute 2501/551)	An email was drafted asking the Head of Legal Services at TDC for their opinion of the 1978 minute indicating the land was owned by Northam Town Council and responded saying that a transfer of ownership form, signed by both parties, would be required to identify ownership. The Town Clerk has heard from the Land Registry that the allotment part was removed from the land title a year after it was registered by TDC, in 2006. There being no recorded reason or evidence stating why, the allotment part was re-included in 2024. ONGOING

Item 13 To receive the Clerk's report

At 30th June 2025 (or according to the last available statement balance), the Council's balances were:

Nationwide (Business 95-day saver)	£94,654.27	interest rate is 3.69%	General and Earmarked Reserves
Cambridge & Counties Bank (31-day)	£95,514.32	interest rate is 3.25%	Earmarked Reserves
Cambridge Building Society	£5,452.32	interest rate is 2.15%	Tennis Reserves
Petty Cash	£63.79		
Coop Bank (current account)	£35,296.18	no interest	Includes budgeted carry-over
Hinkley & Rugby Building Society	£220,000.00	interest rate is 1.95%	holding account for general expenditure
Total cash in hand (SCRIBE)	£ 450,980.88		

Note: the Town Clerk has arranged a of approx. £15,000 to be transferred from the HRBS account to the main account each Monday, to ensure the Council can meet its obligations. The bank reconciliation was by the Chair and Town Clerk.

Payments

The Council made 131 payments in June 2025, totalling £70,182.42 (exVAT). There were 37 payments of £100 or more (exVAT), the full list of these is presented overleaf. The committee approved the payments made by resolution.

Voucher	Date	Net	VAT	Total	Description
371	19.06.2025	£30,148.51	£0.00	£30,148.51	Payroll
316	06.06.2025	£7,286.55	£1,457.31	£8,743.86	Plants
346	13.06.2025	£5,585.63	£0.00	£5,585.63	HMRC PAYE
351	17.06.2025	£4,213.85	£0.00	£4,213.85	PWLB
315	06.06.2025	£3,646.80	£0.00	£3,646.80	Insurance
360	19.06.2025	£3,632.25	£726.45	£4,358.70	Fire Alarm System
390	26.06.2025	£2,076.55	£0.00	£2,076.55	Pensions
374	23.06.2025	£1,721.21	£0.00	£1,721.21	PWLB
361	19.06.2025	£1,263.98	£252.80	£1,516.78	Access Control System
366	19.06.2025	£1,200.00	£0.00	£1,200.00	Civic Function
314	06.06.2025	£932.40	£186.48	£1,118.88	Refreshments (Mayor's introduction)
313	06.06.2025	£550.00	£0.00	£550.00	Youth Services (TTVS)
363	19.06.2025	£510.00	£0.00	£510.00	Signs
294	03.06.2025	£455.00	£91.00	£546.00	Cleaning CPT
279	02.06.2025	£427.60	£0.00	£427.60	Room rental
312	06.06.2025	£400.00	£0.00	£400.00	Cleaning Northam Hall
369	19.06.2025	£395.00	£79.00	£474.00	Audit Services
281	03.06.2025	£345.00	£0.00	£345.00	Vehicle Tax
342	12.06.2025	£300.00	£60.00	£360.00	Refreshments
295	03.06.2025	£284.70	£56.94	£341.64	IT contract
311	06.06.2025	£275.50	£0.00	£275.50	Insurance
334	11.06.2025	£265.30	£53.06	£318.36	Playground Repairs
367	19.06.2025	£250.00	£0.00	£250.00	Hall Hire
310	06.06.2025	£227.61	£45.52	£273.13	Stationery
359	19.06.2025	£202.33	£40.47	£242.80	PPE & Workwear
365	19.06.2025	£200.00	£40.00	£240.00	The Link magazine
357	19.06.2025	£198.64	£39.73	£238.37	Disposal Waste Materials
325	09.06.2025	£194.00	£0.00	£194.00	Mobile Phone - IR
340	13.06.2025	£178.62	£35.73	£214.35	Fuel
319	08.06.2025	£167.73	£33.55	£201.28	Wifi N Hall
389	26.06.2025	£147.00	£29.40	£176.40	Water Bottle Filler Valve
356	19.06.2025	£142.48	£28.50	£170.98	Disposal Waste Materials
362	19.06.2025	£130.00	£26.00	£156.00	Alarm maintenance
283	02.06.2025	£116.40	£0.00	£116.40	Refreshments
370	19.06.2025	£114.58	£22.92	£137.50	Microwave
348	16.06.2025	£114.58	£22.92	£137.50	Northam Hall
349	16.06.2025	£114.00	£0.00	£114.00	Water bill

Receipts: In June 2025, the Council received 50 payments, totalling £7,115.44 detailed below.

Voucher	Date	Net	Description
153	30.06.2025	£254.54	Bank Interest
150	30.06.2025	£1,386.00	Grass cutting
149	30.06.2025	£72.50	Hall Hire
148	30.06.2025	£25.00	Hall Hire
147	30.06.2025	£45.00	Hall Hire
146	30.06.2025	£47.50	Hall Hire
145	30.06.2025	£60.00	Hall Hire
141	27.06.2025	£47.50	Hall Hire
140	27.06.2025	£350.00	Equipment
139	26.06.2025	£210.00	Equipment
138	25.06.2025	£47.50	Hall Hire
137	25.06.2025	£60.00	Hall Hire
136	26.06.2025	£47.50	Hall Hire
135	26.06.2025	£20.00	Hall Hire
134	25.06.2025	£18.75	Hall Hire
133	24.06.2025	£98.25	Hall Hire
132	20.06.2025	£48.75	Hall Hire
131	19.06.2025	£6.25	Hall Hire
130	19.06.2025	£262.50	Rent for Car Park
129	16.06.2025	£254.40	Repayment
128	16.06.2025	£126.25	Hall Hire
127	16.06.2025	£50.00	Hall Hire
126	13.06.2025	£75.00	Hall Hire
125	11.06.2025	£47.50	Hall Hire
124	11.06.2025	£47.50	Hall Hire
123	11.06.2025	£51.67	Boat park permit
122	12.06.2025	£100.00	Hall Hire
121	12.06.2025	£150.00	Equipment
120	10.06.2025	£33.23	Photos
119	05.06.2025	£25.00	Hall Hire
118	05.06.2025	£25.00	Hall Hire
117	06.06.2025	£56.25	Hall Hire
116	06.06.2025	£40.00	Hall Hire
115	01.06.2025	£295.72	Bank Interest
114	04.06.2025	£25.00	Hall Hire
113	04.06.2025	£50.00	Hall Hire
112	04.06.2025	£90.00	Hall Hire
111	04.06.2025	£112.50	Hall Hire
110	05.06.2025	£75.00	Hall Hire
109	04.06.2025	£6.25	Hall Hire
108	04.06.2025	£72.50	Hall Hire
107	04.06.2025	£110.00	Hall Hire

Tennis courts:

The gross volume of sales in June 2025 was £725.00. After fees, the Council has received £686.01. Since 1st April 2025, the Council has received £2,997.18 in tennis court fees.

The LTA expect the Council to earmark approximately £3,600 per year for 15 years (index linked) to meet the costs of court maintenance and refurbishment.

Petty Cash:

A screen shot of the petty cash cashbook is presented to the below showing the items on which the Council has spent petty cash in June 2025.

The financial regulations seek to maintain a balance of £100 in Petty Cash.

Petty Cash			2025-26	Name:	Northam TC Petty Cash										
Details					Income			Expenditure						Balance at start of FY	
Date	Trans action	Description	Ref	Scribe No	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refresh ments	Maint enance	Office expenses	Total out	£	13.45
1.6.25	19	Refreshments	PC25-26.17				0.00			1.20			1.20		102.75
1.6.25	20	Refreshments	PC25-26.18				0.00			0.99			0.99		101.76
1.6.25	21	Refreshments	PC25-26.19				0.00			1.39			1.39		100.37
3.6.25	22	Refreshments	PC25-26.20				0.00			1.39			1.39		98.98
4.6.25	23	Cleaning	PC25-26.21				0.00	1.37	6.75				8.12		90.86
9.6.25	24	Refreshments	PC25-26.22				0.00			1.39			1.39		89.47
11.6.25	25	Flags (Town Hall)	PC25-26.25				0.00	1.42	7.07				8.49		80.98
13.6.25	26	Refreshments	PC25-26.26				0.00			1.39			1.39		79.59
17.6.25	27	Refreshments	PC25-26.27				0.00	1.00			4.99		5.99		73.60
24.6.25	28	Refreshments	PC25-26.28				0.00			1.85			1.85		71.75
5.6.25	29	Maintenance Equipment	PC25-26.29				0.00	1.33			6.63		7.96		63.79

Item 14 To consider the Standing Orders for adoption

The revised draft standing orders, based on the NALC model, updated 31st March 2025, was reviewed in detail. A number of amendments and clarifications were made, the substantive ones are listed in the enclosed paper.

It is noted that Standing Orders in bold type were aligned to statute and therefore could not be removed or changed.

It is noted that changes brought about by the Procurement Act 2023, coming into effect on February 24th, 2025 made significant changes to those statutory Standing Orders.

Recommendations:

Adopt the recommended Standing Orders.

Review the Financial Regulations and Procurement Policy in the light of the statutory changes.

Item 15 To consider the nominations for NTC community champions awards

The nominations for Community Champion are enclosed under separate cover.

Item 16 To consider notifying Torridge District Council of this Council's intention to submit a bid for the 'Leisure Centre', Northam Square

The Council was informed on the 9th July 2025 that it was the property owner's intention to dispose of their asset, known as the Leisure Centre on Northam Square. The building is Grade II listed:

Heritage Category:	Listed Building, Grade: II
List Entry Number:	1267142
Date first listed:	15-Jun-1951 Most recent amendment: 19-Feb-1973
List Entry Name:	FORMER SCHOOL
Statutory Address 1:	5, THE SQUARE
Statutory Address 2:	FORMER SCHOOL, THE SQUARE
National Grid Reference:	SS 44911 29119

Previously, this council had successfully nominated the building as an Asset of Community Value (ACV). Under Section 95 (2) of the Localism Act 2011, should any organisation of the types listed on the notice inform the District Council of its intention to submit a bid by noon on the 20th August 2025, a moratorium is placed on the disposal of 6 months, commencing the date of the notice.

This enables the community to raise funds. If the community cannot raise the funds, or decides to not purchase the building, it is not legally bound to make an offer.

The end of that 6-month period is 8th January 2025.

The Council noted, in its nomination of the venue as an ACV, that prior to the centre management committee disbanding, there were regular groups and classes:

- Tuesday – Saturday Coffee Morning, Up to 25 people
- Monday Night – Bingo, average 50 people
- Tuesday and Friday Night – Bridge Club, average 35 people
- Wednesday afternoon – Friendship Club, average 40 people
- Wednesday Night – Bingo, average 70 people
- Saturday afternoon – Bingo, average 70 people
- Sunday night – AA Group, average 30 people.

The Daisy Chain group also used it for 6 months before moving to Morwenna community club when the committee disbanded. A copy of the ACV nomination form is enclosed.

The building is not just the Leisure Centre. There are two flats attached to the property, accessible by their own front door (the arched doorway on the left-hand side of the building). In recent years, the property owner has used these for affordable homes. The last tenant has recently moved out of the property.

The Town Clerk has communicated with the property owner and they have confirmed that an up-to-date valuation was being sought and hoped it would be available in time for the meeting of the Council. The property owner is also available to meet with members of the Council and a surveyor, if the Council sees fit, week commencing 11th August (other than 14th).

Should the Council register its intent to submit a bid, there are funding avenues that can be explored and partners that could be engaged.

Recommendations:

- **The Council resolve to register an intention to submit a bid and establish a small working group (the Town Clerk suggests three or four members) to view the property and prepare a report for the next or a special meeting of this Council.**

- **Instruct a surveyor to prepare a report for the property, using the General Project budget to pay the fee.**

Item 17 To consider the request for wayleave across Northam Town Council owned land

Airband have contacted the Town Clerk to request a Wayleave to complete their installation to a property on Kimberley Terrace, Kimberley Road, Northam, EX39 1NN.

Permission is requested to install a Telegraph Pole and lay approximately 20 metres of underground duct, and cables within, on land registered at HM Land registry as being under the proprietorship of Northam Town Council.

The duct would be 450mm under the surface. The Town Clerk has notified Airband's agent that there is a surface water sewage pipe running under the land (see the title plan overleaf).

The Finance & HR committee heard that AirBand had offered a one-off wayleave payment of £178 (£100 for the pole and £3.90/m for 20m of cable/duct). The Town Clerk was instructed to respond as presented below. The Town Clerk has also circulated a letter to residents, advising them of the planned works and asking if they had been consulted. The residents had not been consulted, though the Town Clerk notes that there is no statutory duty for any such consultation to take place in respect of telecoms infrastructure. The Town Clerk has received 5 responses, from over 25 dwellings, 3 of which were against the pole and two in favour. The Town Clerk also asked how the land may be planted in the future, the outcome will be passed to the Parks & Recreation committee for consideration, any funds received in respect of the Wayleave could be used to replant the area.

In principle, the committee has recommended it to Full Council for approval (next week, 23rd June). However, the offer is considered too low. Referring the UK Government Guidance - A Rural Fixed Line Network Access Framework (Updated 23 January 2024), the one-off wayleave payment for a pole in this location would be significantly higher than the £100 offered. The committee therefore requests £500 as a one-off payment for the wayleave, comprising:

£3.90/m of cable duct	£78.00
Pole	£422.00

The committee would also expect any agreement entered into by the Council to clearly indemnify the Council against any future costs to repair/maintain the AirBand cable incurred by work on the surface water sewer, or against any costs to repair/maintain the sewer as a result of this or any future works to the cable and duct.

Finally, the committee requests that an agreed 'current state' of the land is included in the agreement and all work to make good is undertaken by AirBand or its contractors.

Recommendation: The Council consider the request and offer from Airband.

Item 18 To consider seeking quotations from suitable firms to undertake the initial costings work for the three options for the pavilion building at Westward Ho! Park

The Council included a Cost Centre for the Pavilion and CPT in its budget for 2025-26. Within this, there is cost code for professional fees (£15,000). The first barrier to moving forward is that the Council has not agreed what it wishes to do with the building. The Town Clerk notes that the structure is sound, but the roof will need replacing, having suffered damage in the storms over the past few winters – significant work will be required on the roof within the next

year. To do nothing would result in the building's continued dilapidation. The Council considers there to be several options for the future of the pavilion building, those being:

- To demolish the current building and replace with a different structure, as per the design presented by Petroc students in 2024, using a new/different design or installing a prefabricated structure.
 - The Town Clerk notes that the Petroc design had been costed, the work being in excess of £300,000.
 - The building is not on a solid concrete slab base. Any new structure would need to be designed from the ground up.
- To demolish the current building and replace with a different structure or no structure.
 - The building is not on a solid concrete slab base. Consideration would have to be given if a different type of structure was erected or installed.
- To renovate the current structure, to provide services for the community.
 - The Town Clerk notes that a survey was undertaken regarding the possible future of the pavilion and tennis courts, of which the section relating to the pavilion is enclosed.

Recommendation: The Council considers establishing a small working group (the Town Clerk suggests three members, taken from across the three wards) to prepare a report (and draft brief for Architect firms) to be presented to the September meeting of this Council.

19 To note and adopt the Westward Ho! Tennis Courts Safeguarding Policy and Procedures

The Finance & HR committee reviewed the document and recommended it to Full Council for adoption.

Recommendation: The Council adopts the policy.

20 To consider establishing a working group to support the Officers in the preparations for the 2026 May Fair

The Council forms a working Group for May Fair each year. The Group traditionally includes the Vicar of St Margaret's Church to prepare for a May Fair within the budget set for the event (£7,500).

There had been a concern that the Council may have to move the day of the event, there being a wedding booked into the Church on the Saturday of the first bank holiday in May 2026 (2nd May 26). The Officers had reviewed the possibility of holding the May Fair on the Saturday after the first Bank Holiday in May. There are pros and cons for each date and the working group is asked to consider the date of the May Fair too.

Recommendation: The Council considers establishing a small working group (the Town Clerk suggests no more than five members, taken from across the three wards) to meet on a number of occasions, preparing an initial report presented to the September meeting of this Council.

21 To note the vacancies on committees and approve any requests to fill those vacancies

The Council has vacancies on:

Committee	Requests to be on the committee received	Number of vacancies Remaining
Environment & Maintenance	Cllr Sawyer	One
Planning & Development	None received	Two
Review	Cllr Bell	One

If there are any other members interested in occupying any of the remaining vacant seats, they may be appointed at this meeting.

Recommendation: The Council consider the requests to be appointed to the vacant seats on the committees.
