



## NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Town Clerk: Guy Langton (CiLCA, PSLCC)

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Please scan QR code for the Council's website



**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

**Thursday 27<sup>th</sup> November 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: 21<sup>st</sup> November 2025

# AGENDA

- 1 **To hear a presentation from Andrew Bell at the North Devon Biosphere regarding the deployment of water quality monitoring buoys at Westward Ho! (p3)**
- 2 **To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**
- 3 **To agree the agenda as published**
- 4 **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.*
- 5 **Mayor's Announcements**
- 6 **To confirm as a correct record and sign the minutes of the meeting of the Council held on 22<sup>nd</sup> October 2025 (attached under separate cover)**
- 7 **To receive and adopt the reports of confirmed minutes and resolutions contained therein from Committees and Sub-Committees (attached under separate cover)**
  - Finance 8<sup>th</sup> Oct 25
  - Planning 2<sup>nd</sup> & 23<sup>rd</sup> Oct 25
  - Parks & Recreation 17<sup>th</sup> Sept 25
  - Review 18<sup>th</sup> Sept & 1<sup>st</sup> Oct 25
- 8 **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.*
- 9 **To receive a report (if any) from Devon & Cornwall Constabulary**
- 10 **To receive a report (if any) from the Devon County Councillor**
- 11 **To receive reports (if any) from Torridge District Members**
- 12 **To receive an update regarding Local Government Reorganisation**
  - Torridge (and other) District Councils' 5:4:1 proposal (p4)
  - Devon County Council proposal (p5)
  - Plymouth City Council proposal (p7)
  - Exeter City Council proposal (p8)
  - Torbay Council proposal (p9)
  - Local Government Reorganisation Calendar (p10)
- 13 **To consider the action point update (p11)**
- 14 **To receive the Clerk's report (p12)**
- 15 **To consider the May Fair working group report (p14 and under separate cover)**
- 16 **To consider updating the Mayor's Chain (p15)**
- 17 **To receive a verbal update from the Pavilion Working Group (if any) (p15)**
- 18 **To receive an update on and consider the procurement process for a MUGA at Westward Ho! Park (p15)**
- 19 **To consider the cost of planting hanging baskets and planters in 2026 (p17)**
- 20 **To consider using the Council Chamber for all Council and committee meetings (p18)**

**Item 1            To hear a presentation from Andrew Bell at the North Devon Biosphere regarding the deployment of water quality monitoring buoy at Westward Ho!**

Background information: Deployment of a Water Quality Monitoring Buoy at Westward Ho!

The North Devon Biosphere is deploying a marine buoy off the coast of Westward Ho! as part of its pioneering Smart Biosphere initiative. This project aims to create a comprehensive, real-time environmental monitoring network across the region, integrating data from rivers, estuaries, and coastal waters.

The buoy will serve as a floating scientific station equipped with advanced sensors to monitor water quality, track pollution sources, and assess bathing conditions. It complements an existing network of river sensors and expands the monitoring system to include marine environments. The data collected will be used to:

- Detect pollution events such as sewage discharge or agricultural runoff.
- Support scientific research and environmental policymaking.
- Engage communities through accessible dashboards and citizen science.

This deployment marks a significant step toward holistic environmental stewardship, enabling better understanding of how land-based activities affect coastal ecosystems and helping to safeguard biodiversity and public health. The buoy is anticipated for deployment in early 2026. Please visit the biosphere’s website for more information: [Water quality buoys](#). The Westward Ho! buoy is funded from the levelling up funds.

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**Item 2            To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

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**Item 3            To agree the agenda as published**

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**Item 4            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*

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**Item 5            Mayor’s Announcements**

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**Item 6            To confirm as a correct record and sign the minutes of the meeting of the Council held on 27<sup>th</sup> August 2025 (attached under separate cover)**

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**Item 7            To receive and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (enclosed under separate cover)**

- |            |   |                      |  |
|------------|---|----------------------|--|
| • Finance  | 8 <sup>th</sup> Oct 25                    | • Parks & Recreation | 17 <sup>th</sup> Sept 25                       |
| • Planning | 2 <sup>nd</sup> & 23 <sup>rd</sup> Oct 25 | • Review             | 18 <sup>th</sup> Sept & 1 <sup>st</sup> Oct 25 |

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**Item 8            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.*

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**Item 9            To receive a report (if any) from Devon & Cornwall Constabulary**

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**Item 10          To receive a report (if any) from the Devon County Councillor**

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**Item 11          To receive reports (if any) from the Torridge District Members**

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**Item 12          To receive an update regarding Local Government Reorganisation (LGR)**

**On the 17<sup>th</sup> November 2025, Torridge District Council released the following news article:**

*Final proposals to reshape and reimagine the future of local services in Devon are set to be formally considered by councillors later this month.*

*Reimagining Devon: Believe in Better has been published by seven of Devon's district councils, outlining a new model for local government to secure a brighter and more prosperous future for the county and its communities.*

*In December 2024, the UK Government announced plans to simplify the structure of local government across England. Areas such as Devon, which currently has a 'two-tier' system comprising a county council and district councils, are being asked to develop new unitary authorities.*

*East Devon, Mid Devon, North Devon, South Hams, Teignbridge, Torridge and West Devon district councils have been working together to shape the proposal. Torbay Council has collaborated with the districts in developing the case but is pursuing its own submission which would see it remain as a unitary authority.*

*The districts' proposal, known as the 4-5-1 model, includes:*

- Torbay and Southern Devon - a unitary authority made up of South Hams, Teignbridge, Torbay and West Devon*
- Exeter and Northern Devon - a unitary authority made up of East Devon, Exeter, Mid Devon, North Devon and Torridge*
- Plymouth City Council remaining a standalone unitary authority*

*The 4-5-1 model has been designed to create three robust and balanced unitary authorities in which services are designed and delivered close to communities, as well as unlocking place-based economic growth that will ensure no community is left behind.*

*It facilitates the transformation of public services and promotes integrated delivery across health, social care, education, housing and community services.*

*Financial modelling conducted as part of the proposal forecasts savings of at least £77.1m from year six, and a cumulative saving of £508m by 10 years.*

*The initial investment associated with setting up the new councils would be recouped within three years.*

*In a joint statement, the councils' leaders said:*

*"We believe this proposal truly delivers the best possible outcomes for all of Devon's 1.2 million residents, with three authorities that are big enough to be financially sustainable and deliver major services while remaining local and accessible with communities at their hearts.*

*"This proposal has been built by rigorous evidence-based analysis and assessment, and extensive engagement with residents, businesses, partners and community groups. The result, this reimagining of Devon, will give our residents the local services they want, tailored to their needs, and ensures our councils are future-proof and resilient for generations to come."*

*Each council will formally consider approving the proposal at their own respective meetings between 25 November and the deadline for submission of proposals on 28 November.*

**The full proposal, Reimagining Devon: Believe in Better, is available to view at**

<https://www.reimaginingdevon.org>.

**On 25<sup>th</sup> September 2025, Devon County Council published its proposal for local government change ([A stronger future shaped by communities: Devon unveils ‘leading’ option for local government change - News](#)):**

**A New Devon unitary authority would:**

- \* Make efficiency savings to reduce central government funding deficits*
- \* Provide one front door for services which are currently split*
- \* Empower local people through Neighbourhood Area Committee structures*
- \* Be the ‘least-worst’ option for change*

*A leading option for change to local Government in Devon would avoid disastrous disruption to key services, Devon County Council’s lead for local government reorganisation (LGR) will say today (Thursday, September 25).*

*The Government has given local authorities in the county until November 28 to come up with proposals to replace the ‘two-tier’ district and county council structure.*

*Councillor Paul Arnott says that after extensive work by officers, and wide-ranging community engagement, it has become clear that a single unitary authority to replace the existing eight district councils and Devon County Council is the most logical option. The new council would work alongside the existing Plymouth and Torbay unitary authorities.*

*With decisions shaped by local communities through Neighbourhood Area Committee structures, the new council would be simpler, and be able to deliver change in partnership with local residents. Crucially, evidence shows it would have the scale and resilience required to deliver for those who most need local government support.*

*The council’s leader, Councillor Julian Brazil, has described the model as the ‘least worst’ option as the council faces real terms funding cuts from central government.*

*More than 6,000 Devon residents have completed a New Devon survey on LGR, with roadshow events taking place around the county, and expert financial and legal advice has been assessed before this leading option emerged.*

*Key stakeholders’ views will be sought on the option before the council makes a final decision in November.*

*Cllr Arnott, Deputy Leader of Devon County Council and LGR lead, said: “New Devon would provide stronger local accountability, smarter use of public money, consistent, high-quality public services and will create opportunities for our area’s economy bringing in new investment and jobs.*

*“It will allow us to join up local services, bringing together the strengths of district councils and the county council and will also allow for much closer working, and enhanced local decision-making, with key partners including the NHS, police and voluntary sector.*

*“It gives Devon a stronger voice – in government, in devolution negotiations, and in shaping the county’s future. It cherishes the ‘Devon Brand’ and the strong affinity felt by residents to our amazing natural environment.*

*“We want to engage and hear from our residents, communities and businesses on this ambitious plan as it develops and for everyone to have their say.”*

*Neighbourhood Area Committees would potentially be decision-making bodies comprising of representatives from a range of organisations including town and parish councils, police, and*

local health services. These committees would bring a new and enhanced level of local decision-making to communities.

Cllr Julian Brazil, Leader of Devon County Council said: “The Government is intent on forcing through changes which will cost many millions of pounds to implement and provides a great deal of uncertainty for residents and staff who provide critical services.

“This option has emerged as the least worst, and if we do not put it forward then we may inadvertently pave the way towards a disastrous disruption to existing key services such as adult social care and children’s services.

“We’ve not reached this position in isolation. We have canvassed the views of many, from across all sectors, which we are continuing to do. This is a decision that affects us all, and one that ultimately must benefit all those who live and work in Devon. That’s why we’ve taken this time to thoroughly evaluate all options, taking into account the views of others.”

The council’s New Devon survey is being used to influence decisions around LGR. Devon residents have until October 14 to complete the survey, which can be accessed via the council website.

### **The 11 key benefits of a New Devon Unitary Authority:**

#### **How New Devon would be Stronger:**

##### Financial Sustainability and Efficiency

It creates a more financially resilient Devon with a highest scope for efficiencies, helping to cover forecasted budget deficits, short payback period (2 years), and avoids high transition costs.

##### Smarter Use of Resources

Maximises economies of scale, reduces duplication, and enables rapid integration of services for better value and delivery. Merging key services that have an important stake in enabling sustainable development will help to unleash our economic and housing potential.

##### Protects and Improves Key Services

Maintains momentum in improving children’s and SEND services, avoids disruption to county-wide services, including adult social care, and enhances public protection.

##### Supports Public Sector Workforce

Aids recruitment and retention, offers career stability, and strengthens the public sector workforce.

##### Agile and Responsive

Greater capacity to respond to risks and opportunities through streamlined governance and service delivery.

##### Strengthened Partnerships

Builds on existing collaborations with NHS, police, and voluntary sectors to improve outcomes and reduce operational risks.

#### **How New Devon would be shaped by Communities:**

##### Keeps Democracy Local

Enhances local governance, supports town and parish councils, and ensures decisions are made close to where people live.



### One Front Door for Services

*Simplifies access to all council services—online, by phone, or in person—making it easier for residents.*

### Respects Local Identity

*Maintains existing boundaries and recognises the unique identities of Devon, Plymouth, and Torbay.*

### Empowers Local Communities

*Focuses on place-based delivery, recognising the unique strengths and needs of different communities.*

### Minimises Disruption and Confusion

*Avoids splitting services or creating uncertainty during transition, ensuring continuity and clarity for residents.*

## **Background**

*Earlier this year, the Government invited all councils in Devon to submit proposals for changing the current structure of local government. Final proposals need to be submitted to government by the end of November. Government will then decide which proposal(s) will go to statutory stakeholders for consultation during the first half of 2026 and is expected to then make a final decision in the summer. If New Devon is selected, following the required legislation being passed, a shadow authority would be created in 2027 with the new authority ‘vesting’ or commencing from 2028.*

**Other proposals for Local Government Reorganization have been published by Plymouth, Exeter and Torbay. The same model, they are described variously as follows:**

**On 12<sup>th</sup> November, Plymouth City Council published its proposal for local government change ([Our proposal | PLYMOUTH.GOV.UK](#)):**

*At a City Council meeting on the 9 January 2025, councillors agreed that options should be developed to look at how Plymouth City Council can increase the area it is responsible for to ensure that we are sufficient in scale to more efficiently deliver services, without losing its unique character.*

*As a unitary council, we received a formal invitation from the Government to put forward proposals for Plymouth on 5 February 2025.*

*In this letter the Government were clear that all proposals submitted as part of Local Government Reorganisation must achieve the following criteria;*

- \* A proposal should seek to achieve for the whole of the area concerned the establishment of a single tier of local government.*
- \* Unitary local government must be the right size to achieve efficiencies, improve capacity and withstand financial shocks.*
- \* Unitary structures must prioritise the delivery of high quality and sustainable public services to citizens.*
- \* Proposals should show how councils in the area have sought to work together in coming to a view that meets local needs and is informed by local views.*
- \* New unitary structures must support devolution arrangements.*
- \* New unitary structures should enable stronger community engagement and deliver genuine opportunity for neighbourhood empowerment.*

*This was our starting point for our work going forward when considering a model for the whole of Devon. In addition to this, we felt that it was also important that we set out our own key principles for what any boundary extension of Plymouth could look like to reflect the local circumstances near us. These criteria are:*

- \* Any boundary change will be appropriate for a Plymouth unitary authority to be financially viable and of a population size that can deliver sustainable high-quality services to residents*
- \* Any boundary change will retain the character and identity of the existing neighbourhoods in Plymouth and the parishes of any extended area*
- \* Any boundary change will respect existing unitary county boundaries*
- \* Any boundary change will minimise organisational impacts on the Dartmoor National Park Authority*
- \* Any boundary change will be based on existing parish boundaries*
- \* Any boundary change will have regard to the requirements for future sustainable growth and reflect the opportunities that arise from Plymouth's unique strategic role in the south-west.*

**Last updated on 19<sup>th</sup> November 2025, Exeter City Council has published its proposal for local government change ([What this means for people in Exeter and Devon - Exeter City Council](#)).**

***Plymouth and Exeter unite behind bold four-council future***

*Plymouth and Exeter Council Leaders have today announced their united support for a bold new vision for local government in Devon – backing a four-unitary model that reflects how communities live, work and will grow.*

*This follows the announcement earlier today from Torbay Council.*

*Following months of collaboration, public engagement and strategic analysis, councils will now consider proposals for four unitary authorities, one for Plymouth, Exeter, Torbay, and Devon coast and countryside.*

*Together they agree that this model is the best way to deliver sustainable services, unlock economic growth and empower communities across Devon.*

*These proposals respond directly to the Government's call for reform and reflects the shared ambition of Devon's urban centres to lead the region into a more resilient, responsive and sustainable future.*

*Large urban areas like Plymouth, Exeter and Torbay are the engines of growth for both urban and rural communities. They drive investment, create jobs, and deliver services that reach far beyond their boundaries into surrounding towns and villages.*

*The fourth unitary council will be one based on coast and countryside and focussed on dealing with rural issues. This will centre on a town-hub model, with market towns acting as vital centres, serving their local communities and surrounding areas.*

*Councillor Tudor Evans, Leader of Plymouth City Council, said: "The two-tier system has failed Devonians. This is a once-in-a-generation opportunity to reshape how local government works - not just for Plymouth, but for every corner of Devon. Our proposal puts people first, with a model that reflects how communities live, connect, and thrive across the region.*

*"This isn't just about redrawing boundaries, it's about building a smarter, fairer future. It brings together the ambition of our cities, the strength of our towns, and the character of our rural and coastal communities.*



*“With four focused councils working together, we can deliver better public services, unlock investment, and give every part of Devon a stronger voice. We’re asking the government to back a vision that works for everyone - from Barnstaple to Brixham, Exeter to Ivybridge.*

*“Smaller unitary councils like Plymouth and Torbay have shown they can deliver, and Exeter continues to punch above its weight. But size isn’t everything - economies of scale can hide serious structural issues and weaknesses, as we’ve seen in Devon. This model gives us the best of both worlds: councils that are big enough to be sustainable, but close enough to stay accountable.”*

*Exeter City Council has long championed coordinated growth across its wider housing and economic area and sees the four-council model as a natural evolution.*

*Councillor Phil Bialyk, Leader of Exeter City Council, said: “A lot of work has gone into developing these proposals for local government reorganisation, and during that work it has become obvious that the interests of Exeter and the rest of Devon will be best served by four councils.*

*“Devon’s urban areas are the engines of growth for the whole of the county, and this model recognises the unique characteristics of Devon’s urban and rural landscape and communities.*

*“In Exeter we have cross-party support for our proposals, and we will continue to work closely with town and parish councils and local communities in the surrounding areas to ensure that they are fully empowered by reorganisation.*

*“I very much welcome the support of our colleagues in Plymouth and Torbay in developing proposals that will ensure that the whole of Devon can thrive in the future.”*

*Exeter’s proposals for local government reorganisation will be discussed at a Special Strategic Scrutiny Committee on 3 November, followed by an Extraordinary Meeting of Council on 25 November and Special Executive on 26 November.*

*Subject to approval, the proposal will be submitted to Government on 28 November for their consideration.*

**Earlier in November, Torbay Council published its proposal for local government change ([Local Government Reorganisation - Torbay Council](#)):**

**The Leader of the Council is recommending that our proposal will be based on four unitary councils:**

- \* Torbay Council remaining as it is
- \* Plymouth City Council being expanded to cover thirteen parishes currently in South Hams District Council
- \* A Greater Exeter Council
- \* A new Rural Devon Coast and Countryside Council

*Plymouth City Council and Exeter City Council are also advancing similar proposals, but with slight variations. Their approach includes extending the boundaries of Torbay Council to include areas of South Hams and Teignbridge.*

*In developing our proposal, we have successfully engaged with our residents. We had 1,430 responses to our engagement survey. The feedback showed that 64% of respondents support Torbay Council remaining as it is. Many expressed their confidence in how things are run, a strong sense of local identity, and the importance of financial sustainability and democratic representation.*

*Throughout September and October, we held online discussions with stakeholders across Torbay. This included representatives from partner organisations, the voluntary sector, housing providers, and local businesses. Their insights have been invaluable in shaping a proposal that reflects the diversity and distinctiveness of our region.*

*The proposal will be considered by Cabinet on 18 November and Full Council on 20 November. The deadline to submit our proposal to Government is 28 November.*

***Local Government Reorganisation Calendar, as currently published:***

<u>28 November 2025</u>	<u>Deadline to submit final proposals to Government.</u>
<u>January – April 2026</u>	<u>Government-led public consultations will be held to hear local views.</u>
<u>May – August 2026</u>	<u>The Minister will announce a final decision on which proposals will be taken forward.</u>
<u>May 2027</u>	<u>Shadow Elections will take place and Shadow Councils will work alongside the current councils during what will be known as the transition period.</u>
<u>1 April 2028</u>	<u>New unitary councils will come into being and current councils will be abolished.</u>

## Item 13      Action points

<p><b>2508/279</b> Flagpole/mast at the Trinity House Buoy Store – Appledore Quay</p>	<p>The landowner has been contacted. Trinity House has confirmed that it has no assets on the Quay in Appledore and has no formal ‘interest’ in the flagpole/mast.</p> <p>The Town Clerk to contact the District Council, specifically the conservation officer, as an enforcement matter.</p> <p style="text-align: right;">ONGOING</p>
<p><b>2508/283</b> Meeting with Northam Lions FC</p>	<p>Cllrs Bach, Edwards and Lo-Vel, with the Town Clerk, met with representatives of Northam Lions FC. A way forward was identified and a revised agreement would be drawn up.</p> <p style="text-align: right;">ONGOING</p>
<p><b>2509/342</b> Instruct Surveyors re Leisure Centre, the Square</p>	<p>Surveyors instructed and have attended the site. The final report is awaited.</p> <p style="text-align: right;">ONGOING</p>
<p><b>2510/390</b> Road Layout at Atlantic Way (close to Tadworthy Road junction)</p>	<p>The Town Clerk has liaised with the Neighbourhood Highways Officer on the matter, requesting a change to priorities and/or amended signage. The NHI has responded indicating that this has been raised in previous years and the response remains the same:</p> <p>The road has no centre line marking because it is beneath the width which requires a centre line.</p> <p>The road is wide enough for most two-way traffic and it is the responsibility of the driver to drive accordingly to the conditions of the road and give way should they need too.</p> <p>DCC have no accident data for that location, showing no record of incidents which require consideration and most pertinent is that there are not the funds currently to carry out such road improvements or alterations.</p> <p>When the Tadworthy link is open DCC will review the traffic flows etc and consider future alterations. Atlantic Way is a B road and a strategic route and it needs to be remembered that we also need a sufficient width to get snow ploughs along this road if necessary.</p> <p style="text-align: right;">ONGOING</p>

## Item 14 To receive the Clerk's report

### On 31st October 2025 the Council's balances were:

Hinkley & Rugby Building Society	£232,500	interest rate is 1.75%	holding account for general expenditure
Cambridge & Counties Bank (31-day)	£96,565.02	interest rate is 3.25%	Earmarked Reserves
Nationwide (Business 95-day saver)	£96,054.71	interest rate is 3.35%	General and Earmarked Reserves
Cambridge Building Society	£9,162.18	interest rate is 1.9%	Tennis Reserves
Coop Bank (current account)	£224,989.15	no interest	
Petty Cash	£60.31		
<b>Total cash in hand (SCRIBE)</b>	<b>£ 659,331.37</b>		
Less unrepresented payments	£50,009.35		
Plus unrepresented receipts	£299.20		
<b>Adjusted balance</b>	<b>£609,621.22</b>		

### The unrepresented payments are as follows:

£25,000 bank transfer to H&R BS 30/10/2025

£25,000 bank transfer to H&R BS 31/10/2025

£9.35 is related to vouchers 860, 861, 862 & 863 which all have the correct dates on Scribe but weren't cashed until 3/11/25 (and were not on the statement dated 29/10/25 as they went through the account on 30th and 31st October).

### The unrepresented receipts are as follows:

These receipts relate to vouchers 329, 333, 334, 335, 336, 337, 338 & 339 which all have the correct dates on Scribe but weren't cashed until 3/11/25 (and were not on the statement dated 29/10/25 as they went through the account on 30th and 31st October – 329 went through on 29th but AFTER the statement was issued). The bank reconciliation was **signed** by the Proper Officer and the Chair.

**Payments:** Between 1st and 31st October 2025, the council made 147 payments totalling £43,193.56, detailed below. A full list of these is presented on the appended pages. There were 27 payments of £100 or more (exVAT), presented overleaf. It was **resolved** to approve the list of payments.

**Receipts:** Between 1<sup>st</sup> and 31<sup>st</sup> October 2025, the Council received 132 payments, totalling £18,551.39 (including a VAT refund of £9,388.03).

**Tennis courts:** The gross volume of sales in October 2025 was £165.00. After fees, the Council has received £153.85. Since 1st April 2025, the Council has received £5,290.70 for tennis court memberships and bookings.

**Petty Cash:** A screen shot of the petty cash cashbook is presented (right) showing the items on which the Council has spent petty cash to 22nd September to 31st October 2025. The financial regulations seek to maintain a balance of £100 in Petty Cash and a further £40 has been withdrawn.

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	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refresh ments	Maint enance	Office expenses	Total out	£	13.45	
22.9.25	65	Refreshments	PC25-26.62	868			0.00			2.78			2.78	99.61		
24.9.25	66	Vehicle bulb	PC25-26.63	869			0.00	0.56			2.79		3.35	96.26		
25.9.25	67	Refreshments	PC25-26.64	870			0.00			4.45			4.45	91.81		
25.9.25	68	Refreshments	PC25-26.65	871			0.00	0.52		1.45		2.58	4.55	87.26		
1.10.25	69	Refreshments	PC25-26.66	872			0.00			1.39			1.39	85.87		
2.10.25	70	Refreshments	PC25-26.67	873			0.00			1.65			1.65	84.22		
6.10.25	71	Refreshments	PC25-26.68	874			0.00			1.45			1.45	82.77		
8.10.25	72	Tools	PC25-26.69	875			0.00	10.00			49.98		59.98	22.79		
8.10.25	73	Cash withdrawal	-	-	100.00		100.00						0.00	122.79		
15.10.25	74	Vehicle bulb	PC25-26.70	876			0.00	4.84			24.14		28.99	93.81		
15.10.25	75	Refreshments	PC25-26.71	877			0.00			1.65			1.65	92.16		
16.10.25	76	Refreshments	PC25-26.72	878			0.00			1.19			1.19	90.97		
20.10.25	77	Refreshments	PC25-26.73	879			0.00			1.20			1.20	89.77		
22.10.25	78	Refreshments	PC25-26.74	880			0.00			5.88			5.88	83.89		
22.10.25	79	Refreshments	PC25-26.75	881			0.00			1.80			1.80	82.09		
28.10.25	80	Batteries	PC25-26.76	882			0.00	0.73				3.62	4.35	77.74		
30.10.25	81	Tools	PC25-26.77	883			0.00	2.66			13.32		15.98	61.76		
30.10.25	82	Refreshments	PC25-26.78	884			0.00			1.45			1.45	60.31		

797	20.10.2025	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2509/296
841	23.10.2025	£6,932.07	£0.00	£6,932.07	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	
818	21.10.2025	£2,900.00	£580.00	£3,480.00	Survey	General Project Budget	Projects	2509/342
847	24.10.2025	£2,025.72	£0.00	£2,025.72	Pensions	Staff Costs	Salaries, HMRC and NEST	2510/372
826	21.10.2025	£1,359.00	£271.80	£1,630.80	Festoon & Festive Lighting	Environment & Maintenance	Festive & Festoon Lighting	2510/380
808	10.10.2025	£1,339.50	£0.00	£1,339.50	Training	Staff Costs	Training	
770	08.10.2025	£1,322.04	£0.00	£1,322.04	Insurance	Insurances	General	
809	10.10.2025	£815.50	£0.00	£815.50	Training	Staff Costs	Training	
765	06.10.2025	£705.60	£141.12	£846.72	Scribe Bookings Renewal	ICT	Scribe - Bookings	
764	06.10.2025	£574.00	£114.80	£688.80	Smart Access Entry Maintenance Contract	Tennis Courts	Gate Fees	
824	21.10.2025	£511.92	£102.39	£614.31	Council Machinery & Equipment	Council Machinery & Equipment	Truck Maintenance	
783	08.10.2025	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
733	01.10.2025	£430.76	£0.00	£430.76	Room rental	Administration	Room Rental	
827	21.10.2025	£395.00	£79.00	£474.00	Audit Services	Administration	Audit & Data Protection	
782	08.10.2025	£375.00	£75.00	£450.00	Training	Staff Costs	Training	
759	06.10.2025	£284.70	£56.94	£341.64	IT contract	ICT	Cloudy IT	
801	14.10.2025	£209.65	£41.93	£251.58	Fuel	Council Machinery & Equipment	Fuel	
810	10.10.2025	£202.50	£40.50	£243.00	Electrical work	Northam Hall	Maintenance	
823	21.10.2025	£200.00	£40.00	£240.00	The Link	Community	Newsletters & Communication	2505/053
781	08.10.2025	£187.50	£37.50	£225.00	Refreshments	Community	Remembrance	
746	03.10.2025	£186.01	£0.00	£186.01	Photocopier lease	Administration	Photocopier Lease	
848	24.10.2025	£145.40	£29.08	£174.48	Refreshments	Twinning	Attendance at Other Events	
828	21.10.2025	£130.00	£26.00	£156.00	Alarm maintenance	Administration	Town Hall - Alarm	
798	16.10.2025	£117.72	£5.89	£123.61	Electricity Account	Northam Hall	Electric	
762	06.10.2025	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees	
763	06.10.2025	£111.94	£22.39	£134.33	Copier Charges	Administration	Photocopier Fees	
780	08.10.2025	£102.96	£0.00	£102.96	Community Centre Water	Comm Centre Toilet	Water	
<b>Totals</b>		<b>£41,331.84</b>	<b>£1,777.81</b>	<b>£43,109.65</b>				

## Item 15 To consider the May Fair working group report

The recommendations of the May Fair working group are detailed in the enclosed report and summarised below.

- **Date:** Saturday 2<sup>nd</sup> May 2026
- **Stall** costs would not be increased this year.
- **Programme:** rather than a booklet, with adverts, to have a two-sided full page in the Link. The cost printing the larger booklet is offset by the advertising costs, but the leaflet has fewer costs, so is estimated to be £18 more, with other savings (see report).

The event could similarly be advertised in Tidal magazine, with a full or half page spread. The cost of a full page is £270 and a half page £140. A Full Page spread would replicate the centre pages of the Link magazine

- **Banners.** The May Fair banners are over 10 years old. They are faded, have tears and are stained around the eyelets. There is an opportunity to replace all 15 banners with a new design and get some vertical 'feather' flags (with weighted bases).

The cost for design would be £75 for each type of banner/flag, to have both designed would cost £150.

Banner design	£75
15 new banners (2mx1m)	£655 (£44 each).
<b>Banners (total)</b>	<b>£730</b>

- **A range entertainers has been booked:**

Bideford Youth Pipe Band	Parade and 20-minute performance
Punch and Judy Show	Two 30-minute performances
Bubbles the Pixie	Parade, Two 30-minute performances, and two walkabouts
Torridge Elite Majorettes	Parade and one 30-minute performance
Martial Arts Display	One 30-minute performance
Superheroes	Parade, Two 20-minute walkabouts, and two 20-minute superhero academy sessions (Characters: Captain America, Catwoman, Superman, Rogue)
Appledore Band	One 45-minute performance in the Square
Exmoor Zoo	All day
Dog Show	All day, on Bone Hill

**Total cost quoted as £2,883 (including a best in show trophy for the Dog Show).**

- **Civic Lunch:** in St George's Chapel, within St Margeret's Church.

Should all the recommendations be resolved, the May Fair cost is estimated to be £5,183.50. The budget is £7,500, leaving a carry-forward of £2,316.50.

### Recommendations:

**The Council resolve to revert to the centre pull-out in the Link magazine.**

**The Council consider advertising in the Tidal Magazine.**

**The Council consider having new May Fair banners designed and printed.**

**The Council resolve to proceed with booking the acts as listed and sponsoring the 'Dog Show 'Best in Show'.**



**Item 16 To consider updating the Mayor's Chain**

The Mayor's Chain has no spare links, the last engraved Mayor being Cllr Tait (2024-25). The Deputy Mayor's chain is the older of the two and likewise, is complete. In anticipation of this, the Council included £2,600 in the 2025-26 budget to update the chain.

An up-to-date quotation for the work, which would be:

- Remove 7 oldest links from back outside row.
  - Fit these into the Deputy Mayor's chain as an inner front row and include connecting rings to fit to the existing links.
- Produce 5 new links for the Mayor's Chain, add new links plus 2 links held by the Council and complete with connecting rings.
- Restitch as required.

Seven new links would mean Cllr Bach and the next 6 mayors (taking the Council to 2031-32) could be added to the current chain. Once full, another addition or a new chain would be required.

The officers have approached other providers. The advice received is that each regalia provider has subtle differences in their designs so do not work on others' chains. A new chain, with 40 links on a velvet collar would cost in the region of £4,900.

**The cost for updating the current chain would be £2,660.**

**Recommendations:**

**The Council update the current chain, agreeing to use the general projects budget to make up the shortfall.**

**The Council purchasing a new chain in four years, budgeting sufficient funds (£1,300 per year, to account for inflation and other cost increases) in each of the next five budgets (2026-27, 2027-28, 2028-29, 2029-30 & 2030-31) to purchase a new chain.**

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**Item 17 To receive a verbal update from the Pavilion Working Group (if any)**

A verbal report will be provided at the meeting.

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**Item 18 To receive an update on and consider the procurement process for a MUGA at Westward Ho! Park**

At its C&R committee meeting earlier in November, Torridge District Council approved this Council's MUGA scheme for Westward Ho! Park. The application was agreed in full, with £58,949 towards the MUGA (estimated cost £68,949) and £14,000 for 10 years of maintenance. The Council included £22,500 for a MUGA and to build reserves to maintain the park in its 2025-26 budget.

The Council's procurement policy refers to the Procurement Act 2023, which established new public procurement thresholds, setting the threshold at £214,904 (inc VAT) for goods or services. The Council's procurement policy refers to the previous thresholds at para 3.4:

*The Public Contracts Regulations (2015) Section 110, as amended, sets a public procurement threshold of £30,000 (inclusive of VAT). Above this threshold, opportunities must be published on the Government Contracts Finder platform<sup>1</sup>. For tenders above £214,904 (including VAT), the Government Find a Tender platform<sup>2</sup>, which replaced the EU platform on 1<sup>st</sup> January 2021.*

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<sup>1</sup> <https://www.gov.uk/contracts-finder>

<sup>2</sup> <https://www.gov.uk/find-tender>

The Council should therefore, unless it resolves specifically to do otherwise, advertise the tender on the Contracts Finder platform. If it resolves to work outside its policy, noting that the policy has been superseded by a change in national regulations, it should advertise the tender on its own website. The Town Clerk notes that the policy is due for review in the light of the changes to national policy.

In either case, the Council's Policy outlines the process as laid out overleaf.

### **Recommendations:**

**The Council agrees to proceed with the MUGA project, making use of up to £10,000 of the budgeted funds.**

**The Council consider electing a tender evaluation panel with e.g. 4 members.**

## **5 THE PROCUREMENT PROCESS**

*5.1 The procurement process starts with an identification of needs and proceeds through the stages of evaluation, purchase and contract management.*

<i>Action</i>	<i>Timeframe</i>
<i>Agree project by Council resolution</i>	<i>1 week*</i>
<i>Develop tender documents</i>	<i>1 to 2 weeks</i>
<i>Full Council reviews tender documents and agrees by resolution and appoints a tender evaluation panel</i>	<i>1 week*</i>
<i>Publish the opportunity on the relevant platform(s)</i>	<i>2 days</i>
<i>Make the opportunity 'live' and respond to questions by potential tenderers</i>	<i>6 to 8 weeks</i>
<i>Tender evaluation</i>	<i>1 week</i>
<i>Report evaluation panel's report to Council with recommendations</i>	<i>1 week*</i>

*\* The 1-week timescale refers to the number of days between the issuing of a summons and agenda pack and the meeting at which it is considered.*

*5.2 Tender documents set out the parameters of the project, including:*

- i The Invitation to Tender*
  - a. descriptions of the project, with instructions of how to submit the tender*
  - b. the expected timetable*
  - c. the budget*
  - d. notes to tenderers*
  - e. contract specifics*
  - f. planning considerations (e.g. the contractor to obtain planning permission on the Council's behalf, incurring any of the costs)*
  - g. the evaluation criteria to be applied and the respective weighting*
- ii Supporting documents, for example:*
  - a. Service specifications*
  - b. Location / floor / site plans*
  - c. Surveys (e.g. topographical, building condition, asbestos, tree)*
- iii The tender submission form.*

## **6 EVALUATION PROCESS**

*6.1 Once the opportunity to tender process has closed and the tenders been received, the panel is contacted and each panel member is to review the documentation, first individually, then jointly at a meeting of the panel.*

6.2 Prior to the meeting of the panel, all panel members must complete a tender evaluation sheet, assigning scores to each weighted criteria, for example:

Criterion	Percentage Weighting	Score Awarded	Weighted Score	Comments
<b>Bidder:</b>				
Price	(x)%		0	
Quality	(x)%		0	
Life expectancy	(x)%		0	
Timeframe	(x)%		0	
Compliance	(x)%		0	
Environmental Issues	(x)%		0	
<b>Totals:</b>	<b>100%</b>	<b>0</b>	<b>0</b>	
	Maximum:	(5 x number of criteria)	(x)	

6.3 Scores shall be awarded according to how well the tenderer responded to each criteria, on a 6 point scale (0 to 5), as follows:

Score awarded	Definition
<b>0</b>	<b>Very poor or No response</b> (the response provides no confidence).
<b>1</b>	<b>Poor</b> (the response inspires very little confidence)
<b>2</b>	<b>Unsatisfactory</b> (the response provides some confidence but not to an acceptable level)
<b>3</b>	<b>Satisfactory</b> (the response an acceptable level of confidence)
<b>4</b>	<b>Good</b> (the response provides a high level of confidence)
<b>5</b>	<b>Excellent</b> (the response an exceptional level of confidence)

6.4 The panel pulls together a detailed report to be presented to Full Council for consideration. Following the resolution, the Council advises the tenderers and, if necessary, re-starts the tendering process.

## Item 19 To consider the cost of planting hanging baskets and planters in 2026

The Officers have approached the Council's current provider for this service and other organisations for like-for-like quotations. The issue with achieving like-for-like quotes is that the Council's current provider plants up the hanging baskets and grows them on in polytunnels for a number of weeks prior to them being placed around the communities. This improves the display and the likelihood of the plants being successful, so minimising replanting. No other providers are able to offer this service.

The same approach is proposed for the 3-tier planters, to move them to a site away from the parish to plant them up and bring them out for the late May bank holiday.

The council's current provider has quoted:

Replant and grow on 79 hanging baskets	£4266.00
Extra drought tolerant plants	£62.31
Replant 18 troughs	£623.38
Replant 14 containers	£487.68
Supply 30 x 10pk begonias	£123.30
Supply 5 x 10pk blue lobelia	£20.56
Supply 800 plants for 3-tier planters	£2391.91
<b>Total cost</b>	<b>£7975.14 (exVAT)</b>

**Recommendation: To continue with the Council's current provider to plant and grow on the Council's hanging baskets and provide plants for the Council's other planters.**

**Item 20      To consider using the Council Chamber for all Council and committee meetings**

With many news reports arising from the NHS and other health bodies highlighting that this year's flu season has started unusually early with infections already rising among most age groups, we are being warned of what is likely to be a very challenging winter. This appears to be caused by a new mutation of the flu virus.

Some members have already approached the Town Clerk with concerns about using the small room for committee meetings and the chance of infection.

Example articles ...

<https://www.bmj.com/content/391/bmj.r2206>

<https://www.independent.co.uk/news/health/flu-jab-vaccine-strain-nhs-winter-symptoms-2025-b2861622.html>

<https://www.bbc.com/news/articles/c2dr8gzdz1wo>

<https://www.lshtm.ac.uk/newsevents/news/2025/expert-comment-why-uk-expecting-bad-flu-season-year>

**Recommendation: Council and committee meetings are held in the Chamber in the future.**

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