



NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Town Clerk: Guy Langton (CiLCA, PSLCC)

Telephone: 01237/474976

admin@northamtowncouncil.gov.uk

www.northamtowncouncil.gov.uk

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To all members of the Committee:

You are hereby summoned to attend a **MEETING OF REVIEW COMMITTEE** on Wednesday

12th February 2026 at 6.30pm

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

Membership: Cllr Bell, Cllr Hodson, Cllr Horrocks, Cllr Newman-McKie, Cllr Tait and Cllr Bach (ex-officio). Two vacancies.

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.

Members of the public are asked to respect the fact that this is a meeting to conduct council business and interruptions during council business are not permitted. If, in the opinion of the Chairman, the business of the meeting is disrupted in any way, the Chairman may ask the person/s causing the disruption to be quiet and if they refuse then ask them to leave. **Mobile phones must be switched off or silenced during the meeting.**

Anyone wishing to ask questions is requested to notify the Town Clerk by 12 noon on the day of 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: 6th February 2026

Members are requested to turn off or silence their mobile phones for the duration of the meeting.

AGENDA

- 1 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)** *All apologies must be notified to the Town Council offices by one hour prior to the start of the meeting.*
- 2 Chair's announcements**
- 3 To receive any dispensations and disclosable pecuniary or other interests** *Members are reminded that all interests must be declared prior to the item being discussed.*
- 4 To agree the agenda as published.**
- 5 To confirm as a correct record and sign the minutes of the Review Committee meeting held on the 6th November 2025 (p3)**
- 6 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.
- 7 To consider the action point update (p5)**
- 8 To consider the enclosed revised policies (attached under separate cover):**
 - a) Honorary Freeman and Honorary Freewomen v0.1 (noting the Community Champions nomination form)**
 - b) Management Agreement – Northam Lions (1.3.26)**
 - c) CCTV Policy v0.1**

REVIEW COMMITTEE**6th November 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Bach (Mayor), Bell, Hodson, Horrocks and Newman-McKie (Chair).

In attendance: Guy Langton (Town Clerk & RFO).

2511/414 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

Cllr Tait tendered her apologies, there were two vacancies on the committee.

2511/415 Chair's announcements

The Chair made no announcements.

2511/416 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.

2511/417 To agree the agenda as published.It was **resolved** to agree the agenda as published.

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

2511/418 To confirm as a correct record and sign the minutes of the Review Committee meeting held on the 1st October 2025It was **resolved** that to approve the minutes of that meeting of the Review Committee as a correct record, they were signed by the Chair.

Proposed Cllr Hodson, Seconded Cllr Bach (majority in favour)

2511/419 Public Participation

There were no members of the public represent.

2511/420 To consider the action point update

The action points were noted as presented below.

Item	September 2025
1. Emergency planning	<p>The Town Clerk has contacted the Emergency Planning project manager from Devon Communities who emphasised the nature of the role of the Town Council in preparing for emergencies.</p> <p>The contact details and locations included in the Emergency Plan had been reviewed and published on the Council's website at Emergency Plan - Northam Town Council. The Town Clerk is attending a seminar in October presented by the Devon Community Resilience Forum and will apply any changes advised after that.</p> <p>The first piece of work that would be completed was a Risk Assessment, which would be put to this committee for consideration.</p> <p>Emergency Services would be advised of the Council's identified refuge buildings.</p> <p style="text-align: right;">ONGOING</p>
2. Protocol following the Death of the Sovereign, Senior National Figure or Local Holder of High Office. Review the protocol.	<p>On the agenda.</p> <p>COMPLETE</p>
3. Revise the Community Champions form for 2025-26 nomination year.	<p>The nomination form has been revised. The Town Clerk has since briefly reviewed the process for conferring the title Honorary Alderman and considers that the two processes would benefit from being reviewed together.</p> <p style="text-align: right;">ONGOING</p>

4. Vision Statement and action Plan	To prepare a separate report for the completed actions; Remove/hide the columns for 2023/24; That the Chair and Town Clerk would meet to prepare a revised document for the November 2025 meeting of this committee. ONGOING
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2511/421 To consider the enclosed revised policies:

Health & Safety Policy v0.1

It was **resolved** to recommend the revised policy to Full Council for adoption, with typographical amendments and additions to improve clarity.

Proposed: Cllr Hodson, Seconded: Cllr Horrocks (all in favour).

Lone Worker Policy v0.2

It was **resolved** to recommend the revised policy to Full Council for adoption, with the addition of an expectation that the front door of the Council Offices would be locked if a member of staff was in the building alone.

Proposed: Cllr Bach, Seconded: Cllr Bell (all in favour).

Death of a Senior National Figure Protocol v0.2

It was resolved to remove paragraph 6.6, which had been added for consideration, it being:

6.6 Consideration should be given to arranging a religious service on the evening before the funeral by the Mayor, the Town Clerk and representatives of the local churches. This could be discussed prior to any death so that all those involved will be prepared and understand what they have agreed to do.

Proposed: Cllr Newman-McKie, Seconded: Cllr Horrocks (majority in favour, the Chair using her casting vote.)

It was **resolved** to recommend the revised policy to Full Council for adoption, with the removal of:

reference to the Duke of York

the consideration to arrange a religious service, and

the cascade of announcements, in addition to

typographical amendments and additions to improve clarity.

Proposed: Cllr Horrocks, Seconded: Cllr Bell (all in favour).

Environmental v1.0

It was **resolved** to recommend the revised policy to Full Council for adoption, with typographical amendments and additions to improve clarity.

Proposed: Cllr Newman-McKie, Seconded: Cllr Bell (all in favour).

There being no further business the meeting closed at 7.40pm.

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

Item 7 To consider the action point update

Item	September 2025
1. Emergency planning	<p>The Town Clerk has contacted the Emergency Planning project manager from Devon Communities who emphasised the nature of the role of the Town Council in preparing for emergencies.</p> <p>The contact details and locations included in the Emergency Plan had been reviewed and published on the Council's website at Emergency Plan - Northam Town Council</p> <p>The Town Clerk has attending a seminar in October presented by the Devon Community Resilience Forum and has drafted the attached Emergency Plan and Risk Assessment for consideration and amendment (if necessary).</p> <p>COMPLETE</p>
2. Vision Statement and action Plan	<p>To prepare a separate report for the completed actions; Remove/hide the columns for 2023/24; That the Chair and Town Clerk would meet to prepare a revised document for the November 2025 meeting of this committee.</p> <p>OB To prepare a separate report for the completed actions; Remove/hide the columns for 2023/24; That the Chair and Town Clerk would meet to prepare a revised document for the November 2025 meeting of this committee.</p> <p>ONGOING</p>

Item 8 To consider the enclosed revised policies / controlled documents:

- a) **Honorary Freeman and Honorary Freewomen v0.1 (noting the Community Champions nomination form)**
- b) **Management Agreement – Northam Lions (1.3.26)**
- c) **CCTV Policy v0.1**

Note – in controlled documents presented for consideration, text that specifically needs to be considered is highlighted in yellow.