



NORTHAM TOWN COUNCIL

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To all members of the Committee:

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

22nd July 2026 at 6.30pm

at The Town Hall, Windmill Lane, Northam for the transaction of the business listed on the agenda overleaf. Membership: Cllr Bach, Cllr Hodson, Cllr Horrocks, Cllr Lo-Vel, Cllr Whittaker and Cllr Newman-McKie (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: 20th May 2026

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

AGENDA

1 To elect a Chair for the committee

Note, Standing Order 4 (d) (v) states, inter alia:

any member who sits on a committee or sub-committee ex-officio should not be appointed Chair of that committee or sub-committee.

2 To elect a Deputy Chair for the committee

Note, Standing Order 4 (d) (v) states, inter alia:

any member who sits on a committee or sub-committee ex-officio should not be appointed Chair of that committee or sub-committee.

3 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 5th March 2026 (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):

Note, text highlighted yellow is new or has been added. Text crossed through is to be removed.

a) Anchor Park Agreement V1.0

b) Financial Regulations V1.3

c) Procurement Policy V1.2

d) Allotment Tenancy Agreement V1.0

e) Allotment Terms and Conditions V1.0

5th March 2026 at 6.30pm in the Town Hall, Windmill Lane, Northam.

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

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

2603/667 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

Cllr Bach tendered his apologies, there were two vacancies on the committee.

2603/668 Chair's announcements

The Chair made no announcements.

2603/669 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.

2603/670 To agree the agenda as published.

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

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

2603/671 To confirm as a correct record and sign the minutes of the Review Committee meeting held on the 12th February 2026

It 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 Horrocks, Seconded Cllr Bell (majority in favour)

2603/672 Public Participation

There were no members of the public present.

2603/673 To consider the action point update

The action points were noted as presented below.

Item	September 2025
1. Emergency planning	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. 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. The first piece of work that would be completed was a Risk Assessment, which would be put to this committee for consideration. Emergency Services would be advised of the Council's identified refuge buildings. ONGOING
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

2603/674 To consider the enclosed revised policies:

Council Grants Policy v1.0

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

Proposed: Cllr Hodson, Seconded: Cllr Horrocks (majority in favour, one against).

Cllr Tait left the meeting at this point (7:20pm)

DBS Policy v0.1

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

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

Maternity Scheme (26.02.2026)

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

Proposed: Cllr Hodson, Seconded: Cllr Newman-McKie (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	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. 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 has attending a seminar in October presented by the Devon Community Resilience Forum and has drafted the Emergency Plan and Risk Assessment for consideration and amendment (at a future meeting). Emergency Services have been advised of the Council's identified refuge buildings. ONGOING
2. Vision Statement and action Plan	To prepare a separate report for the completed actions; Remove/hide the columns for 2023/24; To prepare a separate report for the completed actions; ONGOING

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

Note, text highlighted yellow is new or has been added. Text crossed through is to be removed.

a) Anchor Park Agreement V1.0

- a. This agreement has been drafted to assist the council in correctly confirming that it does not hold any funds that are due to a Charity, of which it is the sole trustee.

b) Financial Regulations V1.3

- a. The annual review of the regulations.

c) Procurement Policy V1.2

- a. This version has been updated to align with current government policy and thresholds.

d) Allotment Tenancy Agreement V1.0

- a. The Tenancy Agreement has been taken out of the terms and conditions for efficiency.

e) Allotment Terms and Conditions V1.0

- a. These have been reviewed and extensively rewritten. The committee is asked for its views on these Ts&Cs, which will also be passed to external experts (for example the National Allotment Society), other allotment committees and the council's Windmill Lane plot holders for their comments before implementation on the 1st October 2026.