



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

Please scan QR code for the Council's website



To all members of the Council:

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

Wednesday 24th June 2026 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 (Mayor) and Cllr Whittaker (Deputy Mayor).

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.

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 Chair, the business of the meeting is disrupted in any way, the Chair 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: 18th June 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)**
- 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 Annual Meeting of the Council held on 3rd June 2026**
(under separate cover)
- 6 Public Participation**
- 7 To consider the Annual Internal Audit Report 2025/26**
(under separate cover)
- 8 To consider the Annual Governance Statement 2025/26**
(under separate cover)
- 9 To consider the Accounting Statements 2025/26 and Explanation of Differences (including the reconciliation for boxes 7 and 8)**
(under separate cover)

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 Annual Meeting of the Council held on 3rd June 2026 (under separate cover)
Item 6	Public Participation <i>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.</i>
Item 7	To consider the Annual Internal Audit Report 2025/26 <ul style="list-style-type: none"> Attachment: draft AGAR form 3 (p3)
Item 8	To consider the Annual Governance Statement 2025/26 <ul style="list-style-type: none"> Attachments: <ol style="list-style-type: none"> Report 'Effectiveness Check 2025/26' draft AGAR form 3 (p4) <p>Members attention is drawn to the enclosed report outlining how, in the Town Clerk's opinion, the Council meets, or doesn't meet, the assertions listed on page 4 of the AGAR.</p> <p>The Council will be asked to consider each assertion in turn, though the responses may be a single resolution.</p>
Item 9	To receive and approve the Accounting Statements 2025/26 and Explanation of Differences (including the reconciliation for boxes 7 and 8) <ul style="list-style-type: none"> Attachments: <ol style="list-style-type: none"> draft AGAR¹ Form 3 (p5) Bank Reconciliation 2025/26 Reconciliation – Boxes 7 and 8 Explanation of differences PWLB Loan statement