



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



For those who wish to participate, prayers will be held at 6.25pm in the Council Chamber.

To all members of the Council:

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

Wednesday 2nd September 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: 26th August 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
- 4 Mayor's Announcements
- 5 To confirm and sign the minutes of the meeting of the Council held on 29th July 2026 (under separate cover)
- 6 To receive and adopt the confirmed minutes and resolutions contained therein from Committees and Sub-Committees (under separate cover)
 - Environment & Maintenance 17th June 2026
 - Finance & Human Resources 8th July 2026
 - Planning & Development 2nd and 23rd July 2026
- 7 Public Participation
- 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 a report (if any) from the Police-Councillor Advocate
- 12 To receive an update on Local Government Reorganisation (LGR) (verbal)
- 13 To consider the action point update (p3-4)
- 14 To receive the Clerk's Report (p5-7)

Comfort Break – 5 minutes

- 15 To receive an update on the Northam Neighbourhood Plan referendum (p8, verbal)
 - 16 To consider and adopt the below listed controlled documents recommended by committees and working groups (p8 and enclosed)
 - a. Procurement Policy (v1.3)
 - b. Financial Regulations 2026 (v1.3)
 - c. Anchor Park Agreement (v1.1)
 - d. Management Agreement with Northam Lions (v2.1)
 - 17 To receive an update on the revised (i) Tenancy Agreement and (ii) Terms & Conditions for Council operated allotment sites (p9 and enclosed)
 - 18 To consider delivery of community events in the light of the Terrorism (Protection of Premises) Act 2025 (p9 and enclosed)
 - 19 To consider the working with the Bideford, Littleham & Westward Ho! Cricket Club to renovate part of the pavilion in Westward Ho! Park (p11)
- To be held in confidential session (pursuant to the Public Bodies (Admission to Meetings) Act 1960)*
- 20 To consider revisiting the Council's position regarding the 'Leisure Centre', Northam (p11)
 - 21 To consider whether to seek title over land in Westward Ho! ward (p11)

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**
Members are reminded that all interests must be declared prior to the item being discussed

Item 4 **Mayor's Announcements**

Item 5 **To confirm and sign the minutes of the meeting of the Council held on 29th July 2026 (under separate cover)**

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

- Environment & Maintenance 17th June 2026
- Finance & Human Resources 8th July 2026
- Planning & Development 2nd July 2026

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 a report (if any) from the Police-Councillor Advocate**

Item 12 **To receive an update regarding Local Government Reorganisation (LGR)**
There have been no further updates on the DALC website.

Item 13 **Action points**

2508/283 Meeting with Northam Lions FC	Management agreement is on the agenda for consideration. COMPLETE
2512/525 Speedwatch	Advise the Police of the intention to recommence the SpeedWatch initiative in the Parish and of the volunteer coordinator. A total of four volunteers needed, the coordinator plus three. Adverts have been placed on the Council's website and re-shared fortnightly on social media. Assistance with promotion would be sought. One volunteer had come forward and the Town Clerk was in the process of arranging the training. ONGOING

2601/551 Pension arrangements for Council Staff	Initial staff feedback sought 14 th July 2026. All staff at the meeting stated they would be willing to make the increased contribution required by the LGPS over the NEST scheme, which could vary between 0.8% and 2.5% more. A report will be prepared for the Full Council meeting later in September 2026. ONGOING
0606/067 Write to Devon County Council and bus service provider to express the Council's concern over the different levels of service provided to Appledore and Westward Ho!	No further correspondence from the County Council regarding the cost of extending the bus services serving Appledore. No further correspondence regarding the cost of providing a temporary Night Bus to Appledore. ONGOING
2607/125 Write to PCC and Inspector to express the Council's concerns and clarify the funding of street wardens.	OPCC and Neighbourhood Policing team Inspector contacted, who responded that Westward Ho! was not considered a Hot Spot for 2026. The Town Clerk would share the email threads with Cllr Sawyer as Police Councillor advocate. ONGOING
2607/131 Funding a defibrillator – Westbourne Terrace	The grant awards have been approved. The Defibrillator and Case have been purchased and, at the time of writing, awaited installation (TDC informed). ONGOING
2607/208 Possible taxi rank locations in Northam Parish	Inform the Chair of the TDC licencing Committee that no suitable locations could be identified. COMPLETE
2607/209 Take out membership of the Town and Country Planning Association (TCPA)	Membership for 2026-27 paid. COMPLETE
2607/211 Split rooms G14&G15 back into two	Structural work contractor instructed. Electrical contractor instructed. RAMS and associated documents required by the building's owner to be completed. Date for works to be confirmed. ONGOING

Item 14 To receive the Clerk's report On 31st July 2026 the Council's balances were:

Account	Balance	Interest	Notes
Petty Cash	£74.59	zero	Financial Regulations expect the balance to be maintained at approximately £100
Hinkley & Rugby Building Society	£250,000	1.65%	Holding account for general expenditure and £50,000 of the General Reserve
Mayor's Charitable Fundraising	£2,805.00	1.06%	Mayor's civic dinner and other fundraising
May Fair	£5,250.35	1.06%	Funds for deposits and other spending leading up to the next May Fair
Cambridge & Counties Bank (31-day)	£98,729.07	2.72%	General Reserves
Nationwide (Business 95-day saver)	£98,411.78	3.20%	Earmarked Reserves (as per agreed budget: parks, defibrillators, LCWIP, war memorial cleaning, skate park and pavilion renovation reserve)
Cambridge Building Society	£10,792.20	1.55%	Tennis Reserves
Coop Bank (current account)	£17,048.78	zero	General expenditure

Total cash in hand (SCRIBE) £483,111.77

Petty Cash: The council spent £16.98 of petty cash in July 2026, withdrawing £70 to maintain the balance stated in the financials regulation (£100).

Tennis courts: The gross volume of sales in July 2026 was £1,284.23 after fees.

Year to date (1 st April to 31 st July)	Received	Change
2026	£3,067.42 (-22.26%)	-22.26%
2025	£3,945.65 (+12.46%)	+12.46%
2024	£3,508.58 (1 st year)	0% 1 st year

Payments: Between 1st and 31st July 2026, the council made 137 payments, totalling £52,635.66 (ex VAT). There were 35 payments of £100 or more totalling £50,487.14 (ex VAT).

Receipts: Between 1st and 31st July 2026, the council had 130 receipts, including 34 for the hire of Northam Hall, totalling £13,558.86 (ex VAT).

Voucher No	Date	Net	VAT	Total	Cost Centre	Cost Code	Description	Minute Ref
436	20.07.2026	£17,723.28	£0.00	£17,723.28	Staff Costs	Salaries, HMRC and NEST	Salaries	2607/160
468	22.07.2026	£10,443.88	£0.00	£10,443.88	Members	Allowances & NI	Salaries	2607/135 & 2607/160
472	23.07.2026	£7,523.43	£0.00	£7,523.43	Staff Costs	Salaries, HMRC and NEST	HMRC PAYE	2508/252
426	15.07.2026	£2,806.50	£0.00	£2,806.50	Staff Costs	Salaries, HMRC and NEST	Pensions	
436	20.07.2026	£1,476.72	£0.00	£1,476.72	Members	Allowances & NI	Salaries	2607/160
478	24.07.2026	£1,387.76	£0.00	£1,387.76	Staff Costs	Salaries, HMRC and NEST	Salaries	
466	22.07.2026	£1,259.59	£251.92	£1,511.51	Council Machinery & Equipment	Truck Maintenance	Truck Maintenance	
406	08.07.2026	£1,129.46	£0.00	£1,129.46	Insurances	General	insurances	2605/037
444	20.07.2026	£512.87	£102.57	£615.44	Planning & Development	Public Events	NNP	
431	16.07.2026	£502.00	£0.00	£502.00	Administration	Subs and Memberships	Subscriptions	
395	03.07.2026	£455.00	£91.00	£546.00	CPT	Cleaning	Cleaning CPT	
380	01.07.2026	£450.66	£0.00	£450.66	Administration	Room Rental	Room rental	
397	06.07.2026	£450.00	£90.00	£540.00	Environment & Maintenance	Defibrillators	Defibrillators	2607/131
500	31.07.2026	£400.00	£0.00	£400.00	Northam Hall	Cleaning	Cleaning Northam Hall	
394	03.07.2026	£314.00	£62.80	£376.80	ICT	Cloudy IT	IT contract	
440	20.07.2026	£296.50	£59.30	£355.80	Administration	Town Hall - Alarm	Alarm maintenance	
467	22.07.2026	£267.25	£53.45	£320.70	Staff Costs	Payroll Processing Fees	Payroll	
501	31.07.2026	£263.25	£52.65	£315.90	Planning & Development	Public Events	NNP	
443	20.07.2026	£252.66	£0.00	£252.66	Planning & Development	Public Events	NNP	
434	16.07.2026	£252.00	£0.00	£252.00	Planning & Development	Public Events	Graphic Design	
422	14.07.2026	£216.32	£43.27	£259.59	Council Machinery & Equipment	Fuel - Mowers	Fuel	
433	16.07.2026	£200.00	£40.00	£240.00	Planning & Development	Public Events	The Link	
402	07.07.2026	£200.00	£0.00	£200.00	Grants	Ad Hoc & Emergency	Grant	2607/133
441	20.07.2026	£195.00	£0.00	£195.00	Members	Civic Reception	Mayor's Charity event	
502	31.07.2026	£171.92	£0.00	£171.92	Planning & Development	Public Events	NNP	
385	03.07.2026	£155.01	£31.00	£186.01	Administration	Photocopier Lease	Photocopier lease	
504	31.07.2026	£148.51	£29.70	£178.21	Administration	Photocopier Fees	Copier Charges	
393	03.07.2026	£147.98	£29.60	£177.58	Council Machinery & Equipment	PPE & Workwear	PPE & Workwear	
420	10.07.2026	£146.27	£29.26	£175.53	Administration	Photocopier Fees	Copier Charges	
413	09.07.2026	£140.40	£28.08	£168.48	Council Machinery & Equipment	Tools & Equipment	Equipment	
399	07.07.2026	£139.12	£27.82	£166.94	Council Machinery & Equipment	Truck Maintenance	Battery	
432	16.07.2026	£126.00	£0.00	£126.00	Planning & Development	NNP	Graphic Design	

487	29.07.2026	£115.83	£23.17	£139.00	Administration	Office Equipment	Equipment
475	24.07.2026	£110.00	£22.00	£132.00	Council Machinery & Equipment	Tools & Equipment	Machinery Maintenance
424	14.07.2026	£108.00	£21.60	£129.60	Environment & Maintenance	Litter/Recycling & Dog Waste Bins	Litter Picking
		£50,487.17	£1,089.19	£51,576.36			

Comfort Break – 5 minutes

Item 15 To receive an update on the Northam Neighbourhood Plan referendum (verbal)

At the time of writing, the referendum poll, scheduled for the 20th August, had not been taken, by the time of the meeting the result will be known.

In publicising the referendum, the council incurred an estimated £2,755.89 of expenses. With an electorate of 10,570, the Council could spend £2,985.63 (£2,362 plus 0.059p/elector). These expenses cannot be reclaimed but must be declared.

NNP Referendum

20.8.26

Details					Expenditure					Balance at start of FY
Date	Transaction	Description	Supplier	Scribe Ref	VAT	Design	Admin	Banners, posters, flyers, booklets, bus shelter adverts	Total out	£ 2,985.63
13.7.26	1	Poster design	G-Five Design	434	0.00	252.00			252.00	£2,733.63
13.7.26	2	newsletter advert	The LINK magazine	433	40.00			200.00	240.00	£2,493.63
17.7.26	3	8 roadside banners (2mx1m)	Vistaprint	444	68.25			341.27	409.52	£2,084.11
		4 trailer banners			19.86			99.30	119.16	£1,964.95
		2 bowser banners			5.00			24.98	29.98	£1,934.97
		fixings for the banners			1.00			4.99	5.99	£1,928.98
		fixings for the banners			5.99			29.95	35.94	£1,893.04
		delivery			2.48			12.37	14.85	£1,878.19
17.7.26	4	25 A4 booklets - online	Instant print	443	0.00			252.66	252.66	£1,625.53
20.7.26		150 A4 outdoor posters	Matrix Print		####			141.29	193.94	£1,431.59
		25 A3 outdoor posters						70.51	70.51	£1,361.08
		2 A2 outdoor posters						33.95	33.95	£1,327.13
		Delivery						17.50	17.50	£1,309.63

27.7.26	6	150 A4 posters	Matrix Print		0.00			41.60	41.60	£1,268.03
		1000 A5 leaflets 2-sided			0.00			130.32	130.32	£1,137.71
Various	7	Admin hours - Town Clerk (£32.94 cost/hr) 3 meetings @ 1hr each 6.5 hrs designing banners and liaising with printers re posters, banners and leaflets etc 1 hr liaising with bus shelter operator	Northam Town Council (32.94 x 10.5)	N/A	0.00		345.87		345.87	£791.84
Various	8	Maintenance hours (£25.00 cost/hr) 8 hours erecting banners	Northam Town Council (25.00 x 8)		0.00		.	200.00	200.00	£591.84
11.8.26	9	25 A4 booklets - online	Instant print		0.00		.	216.10	216.10	£375.74
	10	Bus shelter posters (£36.50/poster (ex VAT)) ESTIMATED	Fernbank		0.00		.	146.00	146.00	£229.74
Number of transactions	9				195.23	252.00	345.87	1,962.79	2,755.89	£229.74
budgeted figures (12 month)					-	-	-	-	2,985.63	✓
variance (to date)					-	- 252.00	- 345.87	- 1,962.79	229.74	

Item 16 To consider and adopt the below listed controlled documents recommended by committees and working groups (enclosed)

- Procurement Policy (v1.3)

The Review committee considered this much-updated document and recommended it for approval. The updates have been made to align the council's policy with statutory limits.

Recommendation: The revised document is approved and adopted.

- Financial Regulations 2026 (v1.3)

The Review committee considered the updated Regulations and recommended them for approval.

Recommendation: The revised document is approved and adopted.

- Anchor Park Agreement (v1.1)

The Review committee considered this document, which is intended to formalise the relationship the Town Council has with the charity that owns the land known as Anchor Park, Mrs Anderson's Bequest for a Recreation Ground, of which it is the sole corporate trustee.

Recommendation: The document is approved and adopted.

- Management Agreement with Northam Lions (v2.1)

Representatives of this council met with members of the Northam Lions FC committee and agreed the enclosed draft agreement.

Recommendation: The agreement is approved and adopted.

Item 17 To receive an update on the revised Tenancy Agreement and Terms & Conditions for Council operated allotment sites

The Review Committee considered the draft agreement and Terms & Conditions (enclosed) for Council-operated allotment sites (currently only the Windmill Lane allotments).

The committee recommended the Terms & Conditions be sent to the council's allotment tenants for their comment. These comments are still being received and will be presented to a suitable committee later in September for review and incorporation as required. Members are asked for their comment at or after this meeting, which may also be incorporated in the final draft for approval. The final draft will be presented to a Full Council meeting scheduled for the end of September.

Recommendation: The Council adopt the revised Tenancy Agreement and provide comments on the draft Terms & Conditions.

Item 18 To consider delivery of community events in the light of the Terrorism (Protection of Premises) Act 2025 (enclosed)

On Thursday 3 April 2025, the Terrorism (Protection of Premises) Act 2025, commonly known as *Martyn's Law*, received Royal Assent and aims to enhance public safety across the UK, by mandating improved security measures at public venues and events, thereby reducing the risk of terrorist attacks. The Act introduces proportionate and practical measures, including a tiered approach to security based on the size and capacity of venues.

The government have stated that there will be an implementation period of at least 24 months before the Act comes into force (so by the end of March 2027). The aim of this period is to allow the Security Industry Authority (SIA) to be established, as well as allowing those responsible for premises and events (*event organisers*) in scope have time to plan and prepare for their new obligations.

Under the Act 2025, premises owners and event organisers have statutory duty to ensure the safety of the public at their premises or event, acting as the "responsible person" for public events meeting the specified capacity thresholds. Event organisers must assess terrorist threats, implement proportionate security and mitigation measures, document clear decision-making, and ensure staff are properly trained and briefed on emergency response procedures.

Core Responsibilities

- Risk Assessment: Identify potential vulnerabilities and evaluate how a terrorist attack could impact the event.
- Proportionate Mitigation: Put practical, reasonably practicable security measures in place to reduce vulnerability and physical harm.
- Staff Preparedness: Ensure workers and staff receive appropriate training and briefings to respond effectively during an emergency.
- Documented Accountability: Maintain clear records of security planning, risk evaluations, and the rationale behind chosen or rejected measures.

Compliance Tiers

- Standard Tier: Applies to qualifying lower-capacity contexts, focusing heavily on standard preparedness, staff training, and simple procedures.
- Enhanced Tier: Applies to larger events (800+ capacity with ticketing/entry conditions), requiring more rigorous security assessments, active mitigation measures, and engagement with regulatory frameworks.

The council operates one premises that is has a large enough capacity to come within scope – Northam Hall’s Fire Risk assessment indicates that it can hold 200 people, if standing. Council officers will need to assess the premises and events held there to ensure the council complies with its core responsibilities as mandated by the Act (and thus remains insured). Should it be required, suitable training must be undertaken by all relevant staff.

The council also delivers, or is heavily involved in, several community events throughout the year, some of which it directly organises (is the ‘event organiser’). Annually these include the May Fair, two Remembrance Day parades and services, the Carol Service in St Margaret’s Church (for St George’s pupils) plus any other events that are decided upon through the year.

For outdoor events, the threshold is 800 people (and entry must be controlled in some way, e.g. by a gate, tickets or invitation). As a street fair, whilst the May Fair could be reasonably expected to have an attendance of approximately 800 people it does not have controlled entry. It does, though, make use of premises that are within scope (e.g. Northam Hall). Using premises that are within scope conveys the need for the event organiser to satisfy themselves that the premises have met their statutory duties according to the Act.

For any event for which the Council is clearly the event organiser, the work may be undertaken to ensure compliance with the Act. Those events where it is not as clear, such as both Remembrance services, parades and ceremonies, and the Carol Service the event organiser must be established. The event organiser is responsible for compliance with the requirements of the Act, where appropriate, all health & safety responsibilities and all insurance liabilities for those events. Members will remember that the Town Clerk shared information from the Royal British Legion stating that it is not the event organiser for local acts of Remembrance (see enclosed paper).

It may be assumed that the churches are responsible for the religious services in St Margaret’s and St Mary’s but it is not known if this is formally the case. The parades, whilst including the Rector and others are marshalled by Council staff, from which is it correct to assume that this council assumes all compliance, health & safety and insurance responsibilities for the events? Currently, there are no risk assessments held at the council for these events and the council’s insurer has not been advised.

This council needs to formally decide whether it is, in fact, the event organiser for the annual Remembrance events. The implication of doing so would be a recognition of the need to correctly prepare for and staff the events to ensure the council complies with the Act, health & safety requirements and any expectations of the insurer.

The annual Carol Service for St George's school has fewer implications but to become the formal event organiser, the council would need to assure itself that the premises being used (St Margaret's Church) has complied with the Act

Item 19 To consider the working with the Bideford, Littleham & Westward Ho! Cricket Club to renovate part of the pavilion in Westward Ho! Park

Following an initial brief discussion with the Town Clerk, the cricket club has requested that the council consider meeting with representatives of the club to discuss the possibility of working together to create a changing room in the council's pavilion building in Westward Ho! Park.

Recommendation: The council form a small group to meet with the Cricket Club to consider if and how it and the club may work together and report back to the next meeting of the council.

To be held in confidential session (pursuant to the Public Bodies (Admission to Meetings) Act 1960)

Item 20 To consider revisiting the Council's position regarding the 'Leisure Centre', Northam

See enclosed confidential paper.

Item 21 To consider whether to seek title over land in Westward Ho! ward

See enclosed confidential paper.