



NORTHAM TOWN COUNCIL
Town Hall, Windmill Lane, Northam EX39 1BY
Town Clerk & RFO: Guy Langton (CiLCA, PSLCC)
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To all members of the Council:

You are hereby summoned to attend the **FINANCE and HUMAN RESOURCES COMMITTEE** meeting on

Wednesday 3rd December 2025 at 6.30pm

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

Membership:

Cllrs Edwards, Hames, Himan (Deputy Chair), Hodson (Chair), Leather, Tait and Whittaker plus the Mayor, Cllr Bach (ex-officio).

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: 27th November 2025

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 5pm on the day 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 consider the minutes of the Finance committee held on the 12th November 2025 as a true and correct record** (enclosed on coloured paper)
- 6 Public Participation**
Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.
- 7 To receive an update on the actions** (p3)
- 8 To consider the draft budget for 2026-27** (enclosed)

Item 7 To receive an update on the actions

Action		August 2025
1	Arrange DBS and Safeguarding training for deputy Welfare contacts for the tennis courts (Town Clerk and Parks & Buildings Manager).	The LTA has been contacted, DBS submitted to LTA, return awaiting. Training booked. COMPLETE
2	Acoustic treatment of the Council Chamber	The panelling will be installed on the 9 th December 2025. COMPLETE
3	Explore recording solutions for Council meetings	The Town Clerk has met with one provider of this type of equipment and is arranging meetings with others. ONGOING
4	Present IA report to Full Council in December 2025	To be included on the 17 th December agenda for Full Council. ONGOING
5	Recommend Draft Investment Strategy to Full Council for adoption.	To be included on the 17 th December agenda for Full Council. ONGOING
6	Open two further bank accounts at the Cooperative Bank, one for the May Fair and one for the Mayor's Charitable Fundraising.	No yet opened. ONGOING
7	Continue to lease a Franking Machine from the Council's current provider.	Documents signed, new machine received. COMPLETE
8	Arrange digger training for one member of staff (at Burrough Farm)	Arrangements to be made. ONGOING