**NORTHAM BURROWS CHARITY**

**TOWN HALL**

**WINDMILL LANE**

**NORTHAM**

**DEVON**

**EX39 1BY**

Secretary Mrs Jane Mills MILCM

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To: all Members of the Northam Burrows Management Committee

**You are invited to attend a Northam Burrows Charity Management Committee Meeting on Tuesday 23rd January 2024 at 11.30 am in the Council Chamber, Windmill Lane, Northam.**

**The agenda for the meeting is set out below.**

M J Mills

Mrs Jane Mills BA(Hons) Community Governance, MILCM, PSLCC

Secretary ON BEHALF OF THE TRUSTEES.

The following are Members of the Northam Burrows Charity Management Committee:

Mrs Whittaker (Chair), Mr Bach, Mr Bruins, Mr Edwards, Mr Hames, Mr Leather, and Ms Tait.

Date of issue: 22/01/2024

**AGENDA**

1. **Chairman’s announcements.**
2. **Apologies***.*
3. **To agree the agenda as published.**
4. **To confirm and sign the minutes of the Committee meeting held 15th November 2023** *(herewith).*
5. **To consider Action Points** *(herewith).*
6. **To consider an update on Manor Passes, their history and the proposals for the way forward** *(additional information herewith plus verbal update).*
7. **To consider grant making policy and issues for consideration** *(draft herewith).*
8. **To review the grazing terms and conditions and applicable dates for 2024-25** *(draft herewith).*
9. **To consider the current financial situation** *(herewith).*
10. **To agree dates for** 
    1. **Forum Meeting,**
    2. **Management Meeting, and**
    3. **Corporate Trustee Meeting.**

**4.**

**Minutes** **Page 007**

**Minutes of the Northam Burrows Management Committee Meeting held on 15th November 2023**

**Present:** Mrs Whittaker Mr Edwards, Mr Hames, Mr Leather and Ms Tait.

**In attendance:** Mrs M J Mills – Secretary

1. **Chairman’s Announcements**

There were none

**2 Apologies**

Apologies were received from Mr Bach and Bruins

**3** **To agree the agenda as published**

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

Proposed: Mr Leather, Seconded: Ms Tait (all in favour)

**4 To confirm and sign the minutes of the Committee meeting held 6th September 2023**

It was **resolved** to confirm and sign the minutes of the Committee meeting held 6th September 2023 as a correct record.

Proposed: Mr Leather, Seconded: Mr Hames (all in favour)

**5 To consider Action Points**

It was **agreed** to note the Action Points.

**6 To receive all information, current and historical on Manor Passes and the options for the way forward**

Having studied the information, the committee **resolved** for a letter to be sent to TDC requesting all information they have both current and historically relating to the Burrows. This to be circulated to the committee before final submission for anything they may wish to add. Also a map of the Ancient Manor to be circulated to the committee and to proceed with the purchase of a copy of the electoral register’

Proposed: Mrs Whittaker, seconded: Mr Leather, (all in favour)

**Action Point:** letter to TDC, provide a map, and purchase electoral register

**7 To consider grant making and possible policy options**

The draft policy was discussed and will be re-drafted and submitted to the next management meeting.

**Action Point:** re-draft policy, agenda item next meeting

**8 To consider the current financial situation**

Members were advised of the current financial situation, proposed spending, and pending transfers.

**Account signatories** to be Mr Hames and Mrs Whittaker one of each to sign with the existing signatory (the Deputy Town Clerk) and Mr Laws and Mr Sargent to be removed as they are no longer on the committee.

Proposed: Mr Edwards, seconded: Mr Leather, (all in favour)

It was further resolved to transfer £50,000 to CCLA COIF Charities Deposit Fund and review the position at the next meeting.

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Issues raised were in connection with:

* the rate of chargeback for administration (to be confirmed) also staff contracts to be checked.
* funds spent from the charity are initially to be spent **on maintaining the grazing.**
* Check on the need for proposed work of additional fencing (possible resolution, warning signs re exceptional low tides)

**Action Points:** change of signatories**,** investment to be made resolution of issues raised.

**9 To arrange dates for the next Forum Meeting and the next Management Meeting**

It was agreed to hold a management meeting as soon as all information is available.

This will be followed by a Forum Meeting in January 2024.

**Action Points:** arrange meetings

**10 To arrange a Corporate Trustee Meeting**

This will be finalised after the Forum Meeting

**Action Point:** arrange meeting

Meeting closed 12.05 pm

Signed………………………………………..Dated…………………………………….

**5**

Action Points for Northam Burrows

January 2024

|  |  |
| --- | --- |
| **To receive all information, current and historical on manor Passes and the options for the way forward** | Letter to TDC, provide a map and purchase electoral register |
| **To consider grant making and possible policy options** | Re-draft policy, agenda item for next meeting |
| **Account signatories**  **Issues raised were in connection with:**   * the rate of chargeback for administration (to be confirmed), also staff contracts to be checked. * Funds spent from the charity are initially to be spent **on maintaining the grazing.** * Check on the need for proposed work of additional fencing (possible resolution, warning signs re. exceptional low tides). | Change of signatories, Investment to be made, resolution of issues raised. |
| **To arrange dates for the next Forum Meeting and the next Management Meeting** | Arrange meetings |
| **To arrange a Corporate Trustee Meeting** | Arrange meeting |

**The papers for item 6 are sent as three separate documents:**

* A copy of the transfer of the land title from Devon County Council to Torridge District Council
* A copy of the 1984 agreement between DCC and Northam Town Council
* A copy of the Ancient Manor overlaid on the modern Parish of Northam. Note, this does not include the addresses within the ancient manor at Hallsannery.

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**NORTHAM BURROWS CHARITY**

**Grants Policy**

**Review date March 2026**

Invitations for grant applications are invited in ??? of each year.

The following criteria will be applied to all applications: -

1. Applications are invited from organisations and individuals from within the Town Council (Corporate Trustee) Area .
2. Any organisation not directly within the Corporate Trustee Area must satisfy the Corporate Trustee of the direct benefit to the inhabitants of the wards of NORTHAM, WESTWARD HO! AND APPLEDORE in Devon.
3. National organisations or charities will not be supported unless there is a branch within the Corporate Trustee area, in this case the local branch must make the application.
4. All applications must be supported by a set of the latest audited accounts.
5. Applications will not be accepted after the closing date on the application form.
6. Acknowledgement of support must be given in any publicity or literature appertaining to the project or core work.
7. The Corporate Trustee will seek confirmation of expenditure.
8. All grants must meet the criteria for charitable purposes laid down by the Charity Commission.

This Policy will be reviewed every two years

Chairman ……………………………………..

(On behalf of Northam Corporate Trustee)

Date ……………………………………………

**ISSUES FOR CONSIDERATION**

Members need to decide the size of the grant pot available and how much should be retained.

Will a grant be allocated to each of the three wards of the town council annually or do committees need to submit grant applications for specific projects?

Grant-funding can create opportunities for charities to further their purposes by reaching individuals or communities that they might not otherwise be able to reach. It can benefit causes or groups which may otherwise struggle to obtain the support they need.

So, members need to understand the relevant risks and boundaries, as well as the opportunities, before they start. Any grant your charity makes must only be used to further or support your charity’s purposes, and for no other purpose. This means there will always be limits and conditions on what you can fund.

The charitable objects/purposes are listed below as shown on the Charity Commission website.

**Charitable objects**

(1) THE OBJECT OF THE CHARITY IS TO MANAGE AND PRESERVE FOR THE BENEFIT OF THE INHABITANTS OF THE ANCIENT MANOR OF NORTHAM THE RIGHTS OF COMMON HELD BY THE INHABITANTS IN RELATION TO THE COMMON LAND KNOWN AS NORTHAM BURROWS IN DEVON SUCH LAND BEING MORE PARTICULARLY DESCRIBED IN THE SCHEDULE. (2) IF AND IN SO FAR AS THE INCOME OF THE CHARITY CANNOT BE APPLIED TOWARDS THE OBJECT SPECIFIED IN SUB-CLAUSE (1) ABOVE, THE TRUSTEE MAY APPLY IT FOR THE GENERAL BENEFIT OF THE INHABITANTS OF THE WARDS OF NORTHAM, WESTWARD HO! AND APPLEDORE IN DEVON IN SUCH CHARITABLE WAYS AS THE TRUSTEE THINKS FIT

**Northam Town Council**

**Trustees of the grazing – Northam Burrows**

**APPLICATION TO GRAZE – YEAR 2024/25**

|  |  |
| --- | --- |
| **Name and address of applicant** |  |
| **Telephone Number** |  |
| **e-mail address** |  |

**SHEEP**

|  |  |  |
| --- | --- | --- |
| **Number of sheep applied for** |  | |
| **Marking of flock**  *shape and colour requested and tag details (see condition 2)* |  | |
| **Number of stock expected**  **to graze the Burrows during these periods** | 1st April – 31st July | 1st August – 31st March |
| **Wool Number**  *(If applicable)* |  | |
| **Details of owned or rented land to which animals could be removed in emergency** |  | |

**HORSES**

|  |  |  |
| --- | --- | --- |
| **Number of horses applied for** |  | |
| For each horse, you need to attach to this form a copy of the appropriate section of the Horse Passport giving a description of the horse, its age and sex, together with a full-face photograph. | | |
| **Number of horses expected**  **to graze the Burrows during these periods** | 1st April – 31st July | 1st August – 31st March |
| **Names of horses to be grazed on the Burrows (if different from previous year).** |  |  |
| **Details of owned or rented land to which animals could be removed in emergency** |  | |

**I HAVE READ THE CONDITIONS COVERING THE ISSUE OF A GRAZING PERMIT AND HEREBY DECLARE THAT I AGREE TO ABIDE BY ALLTHESE CONDITIONS SUBJECT TO MY APPLICATION BEING SUCCESSFUL.**

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Conditions for the allocation of grazing**

1. Qualification is restricted to one member of the household resident in the Ancient Manor of Northam. For the avoidance of doubt, persons sharing the same address but with differing surnames shall be construed as being members of the same household. Graziers shall immediately notify the Town Council of any change of address.
2. a) All grazing animals must be chipped or electronically tagged.

b) Sheep graziers shall register their mark with the Town Council which shall take the form of an agreed colour and shape. Stock shall be so marked before being placed on the common and the mark shall be maintained in a legible condition at all times.

c) Horse owners shall provide the appropriate section from their horse passport detailing the description of their animal(s) together with a full face photograph for each animal. Copies of these photos will be passed to Torridge District Council Ranger for ease of identifying injured or sick animals.

1. In the event that a horse/sheep needs to be destroyed, all efforts must be made to do this off site. If it is necessary to destroy an animal out on Northam Burrows, Torridge District Council and Northam Town Council **must** be notified first. This can be done by contacting Riverbank House on 01237 428700 and the Town Hall on 01237 474976.
2. Applicants shall provide proof of ownership of stock to the Town Council on demand, the acceptance or otherwise of such proof being at the sole discretion of the Town Council.
3. New applicants shall, if necessary, be put on a waiting list and when an allocation can be made shall be subject to a probationary period of one year, or longer if deemed necessary, during which time adherence to these rules, stockmanship, and general conduct on the Burrows will be considered by the Town Council.
4. Applicants shall be subject to permitted numbers of stock as shall be decided annually by the Town Council subject to recommendation by DEFRA and Natural England to conform to Higher Level Stewardship.
5. All rams shall be removed off the common no later than the 1st December and not returned before the following 7th October. No entire horses shall be put on the common.
6. Stock on the Burrows on the 25th March each year shall not exceed the allocation. Lambs born to ewes between 25th March and 31st July shall be classed as followers not being part of a head count. On or before the 31st July the existing flock will be reduced back to the initial allocation. Subject to an assessment on the abundance of grass the Council may agree to extend this date to 31st August in compliance with DEFRA and Natural England.

No weaned foals shall be put onto the Burrows at any time without supplementary feed. All foals shall be subject to registration after 31st October. Supplementary feeding of stock is permissible subject to the following: - All feeds to be fed directly to stock; feeds, receptacles and baler cord are not allowed to remain on the Burrows at such times as the owner of the stock is not in attendance; particular care is to be made in the removal of all hay so as to avoid the introduction of undesirable weed species; feeding of silage is not permitted due to the risk of seepage of silage liquor; Graziers are required not to place feed within 20 yards of the entrances, access roads or golf course.

1. All stock are subject to immediate removal from the Burrows by the owners on the giving of formal notice in writing by the Town Council whenever at their sole discretion it is considered that any stock (a) constitutes any danger whatsoever; (b) could be injurious to public health (c) could be detrimental to the well-being of other livestock; (d) any other reason deemed to be in the best interest of the Burrows or its stock.

Such notice shall be sent by First-Class post and receipt thereof shall be deemed to have taken place twenty-four hours thereafter. Non-compliance therewith shall make it lawful for the Town Council to remove and otherwise deal with such stock as deemed necessary or expedient at their sole discretion and at the sole cost to the owner of such stock. The trustees accept no liability for the commoners' animals and graziers are advised to indemnify themselves accordingly.

1. The vehicle pass issued to graziers will be the equivalent of a Manor Pass for which the current Manor Pass Fee will be payable. The Town Council will require to see a copy of the graziers driving licence and the current council tax bill. There will be further administrative fees payable per livestock unit which have currently been agreed at 72p (1 livestock unit equals 1 horse or 6 sheep). This will be reviewed annually. It is an offence for graziers to drive a vehicle off the established roads and onto the common for any purpose other than to remove sick or injured animals and the carting of supplementary feed. The Town Council reserves the right to prosecute and/or withdraw the grazing allocations from persons in breach of this requirement.
2. All graziers undertake to drive the common twice a year, as early as possible in April and August (dates will be confirmed by Northam Town Council for the purpose of confirming ownership, stocking levels and the identification of unregistered animals which, when found, shall be dealt with in accordance with the procedure of the Council established for this purpose.
3. APPLICANTS HEREBY AGREE TO comply at all times with regulations, instructions or other requirements by the Town Council, DEFRA, or other relevant Authority to include animal welfare. All dead animals shall remain the responsibility of the owner who shall take immediate action to remove them from the Burrows. The Council reserves the right to take action itself and to have its costs reimbursed by the owner of the animal. NOTE: The Council would normally only take action when identification is not possible or the owner fails to act.
4. Owners must notify Northam Town Council when they place or remove animals on the Burrows, so that the numbers can be verified in order to monitor stocking levels. This can be by phone, e-mail or a letter.
5. All graziers will be required to maintain their agreed stocking levels throughout the relevant period. Allocations are not minimum or maximum figures, but the number of animals required to be on the Burrows at specific times. Failure to adhere to the levels will result in loss of their allocation.
6. Graziers in breach of the terms and conditions will be required to provide a full explanation to Northam Town Council and if this explanation is not forthcoming or unsatisfactory then the Council may serve a formal notice for immediate removal of stock.
7. Graziers must agree to accept liability should their actions endanger the Higher Level Stewardship payments.
8. Owners shall ensure that their animals are kept in the best condition and shall fully comply with the animal welfare regulations laid down by DEFRA and other relevant authorities. All horses shall be checked daily and fed and rugged as appropriate in the winter months. All sheep shall be checked for condition on a regular basis.
9. Northam Town Council requires all graziers to behave at all times in a respectful and courteous manner in their dealings with other graziers, members of the public and staff from either the Town or District council.
10. All horses returning to the burrows are required to be taken across the ditch on the Appledore side of the road before being released.

**ISSUED ON THE AUTHORITY OF THE TOWN COUNCIL AS TRUSTEES OF THE GRAZING.**

January 2024

**2022-23 Accounts**



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