**To all members of the Council:**

You are hereby invited to attend the **NORTHAM BURROWS CHARITY MANAGEMENT COMMITTEE** on

**Friday 21st March at 10:00am**

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

**Membership:** Cllr Whittaker (Chair), Cllr Tait (Deputy Chair), Cllr Bach, Cllr Edwards and Cllr Leather and Cllr Hames, (one vacancy).

**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 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.

*Guy Langton*

Guy Langton, Town Clerk

Date of issue: 18th March 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 confirm as a correct record and sign the minutes of Northam Burrows Management Meetings held on 5th December 2024** *(p3-5)*
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.*

1. **To receive an update on the issue of Manor Passes in 2025**
2. **To note the date of a meeting with representatives of Torridge DC, the land owner, at the Burrows**
3. **To consider the signatories for the Burrows Charity deposit account**
4. **To consider applications for grazing allocation 2025-26** (*p8*)

**Minutes** **Page 017**

**Minutes of the Northam Burrows Management Committee Meeting held on 5th December 2024.**

Present: Cllr Whittaker (Chair), Cllr Bach, Cllr Edwards, Cllr Leather and Cllr Hames plus the Mayor, Cllr Tait, ex-officio.

In attendance: G Langton, Town Clerk

T Tucker, Community Engagement Officer

1. **To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

There were none.

1. **Chair’s Announcements**

There were none.

1. **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.

1. **To agree the agenda as published.**

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

Proposed: Cllr Leather, seconded: Cllr Tait (all in favour)

1. **To confirm as a correct record and sign the minutes of the Committee meeting held 26th September 2024**

It was **resolved** that to approve the minutes of the meeting held of the 26th June 2024 as a correct record. The minutes were signed by the Chair.

Proposed: Cllr Tait, seconded: Cllr Bach (all in favour)

1. **To receive the updated action points**

The action points as considered are presented below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | | **September 2024** | **December 2024** |
| 1 | To consider the progress being made by the consultant | office staff to contact the consultant for a more detailed update, when available. | Awaiting the report. **The consultant and Burrows Rangers would be contacted for an update.**  ONGOING |
| 2 | To consider revisiting and revising the grants policy and procedure | Town Clerk and Cllr Whittaker to draft a policy and process/ procedure to put before a future meeting for consideration. | Complete |
| 3 | Shelter for the animals | Office staff to consult the graziers. | To put on the next burrows forum  ONGOING |
| 4 | Trough by Westward Ho! Gate. | Source and install trough. | Incomplete. **The installation is planned in the early spring 2025**  ONGOING |
| 5 | To consider comments from Cllr Bach:   1. Car parking for visitors 2. The tracks on the Burrows from the Westward Ho! and Appledore gates 3. Walking route 4. The installation of more seating 5. Access to the SSSI Country Park and Burrows Centre by foot and on bicycle 6. The sleeper bridge over the pebble ridge was not accessible for all 7. cycle path be installed around the Burrows SSSI Country Park, linked to the wider National Cycle and local cycling Networks? 8. More signage and information boards around Westward Ho! | 1. TDC Cllrs to speak to the Burrows Rangers about this matter. 2. TDC Cllrs to speak to the Burrows Rangers about this matter. 3. Contact the Rangers 4. include on a future agenda. 5. TDC Cllrs to speak to the Burrows Rangers about this matter. 6. TDC Cllrs to speak to the Burrows Rangers about this matter. 7. TDC Cllrs to speak to the Burrows Rangers about this matter. 8. Cllr Whittaker to arrange the meeting. | 1. Complete until a response is received 2. Complete until a response is received 3. Not started 4. To put on the next burrows agenda 5. Complete until a response is received 6. Complete until a response is received 7. Complete until a response is received 8. To be arranged   **The Town Clerk would arrange a meeting with the Burrows Ranger and other relevant Officers from Torridge DC to consider these matters in the new year.** |

1. **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.*

There were no members of the public present.

**Page 018**

1. **To consider the revised the grants policy and procedure**

It was resolved to recommend the Corporate Trustee adopt the grant policy at its annual General Meeting in January 2025, with the following amendments:

Paragraph 5.3, the wording would be amended to read (amendments/additions in red):

*5.3 The grant/donation available is normally limited is to a maximum of £500. The Northam Burrows Charity reserves the right to consider larger applications.*

Proposed: Cllr Whittaker, Seconded: Cllr Hames (all in favour)

Paragraph 7.4, the wording would be amended to read (amendments/additions in red):

*7.4 Nothing in this Policy prevents, in exceptional circumstances, the Northam Burrows Charity from providing a grant for donation to a group, organisation or project without application where the Charity considers that the giving of such a grant or donation will bring benefits to inhabitants of the wards of Northam, Westward Ho! and Appledore, as described in Object (2) above.*

Paragraph 7.5, the wording would be amended to read (amendments/additions in red):

*7.5 Where a member of the corporate trustee of the Northam Burrows Charity, Officer of the Charity or employee or member of Northam Town Council is a member or employee of an organisation/group applying for funding, that person must declare an interest in the matter and refrain from voting.*

Proposed: Cllr Tait, Seconded: Cllr Whittaker (majority in favour)

**Action point: revise the Policy and present to the AGM in January 2025.**

1. **To consider the grant fund to be made available future and previous years of sales of Manor Passes**

It was **resolved** to allow the Charity to use the Council’s mail franking facilities which would reduce the postage costs incurred. The Charity would reimburse the Council for the cost of the franks used.

Proposed: Cllr Tait, Seconded: Cllr Whittaker (all in favour)

It was **resolved** to open the Charity’s grant awards in the summer of 2025 with a fund of £39,917.80, with any unawarded funds being held over to the following year.

Proposed: Cllr Leather, Seconded, Cllr Edwards (all in favour).

**Action point: advertise the grants at the appropriate time.**

1. **To consider the dates that Manor Passes will be issued in 2025**

Cllr Leather proposed that the application forms for the passes were not to be made available until the first day of sale, the 24th February 2025. This was seconded by Cllr Bach (2 votes for, majority against).

It was **resolved** to open applications for Northam Burrows Manor Passes week commencing 24th February 2025, with the application forms to be made available from the Friday before (the 21st February 2025).

Proposed: Cllr Tait, Seconded: Cllr Whittaker (majority in favour, 2 against).

There being no further business, the meeting Closed at 16:15pm.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | | **September 2024** | **December 2024** | **March 2025** |
| 1 | To consider the progress being made by the consultant | office staff to contact the consultant for a more detailed update, when available. | Awaiting the report | Awaiting the report |
| 4 | To consider revisiting and revising the grants policy and procedure | Town Clerk and Cllr Whittaker to draft a policy and process/ procedure to put before a future meeting for consideration. | Complete |  |
| 5i | To consider comments from Cllr Bach:  Car parking for visitors | TDC Cllrs to speak to the Burrows Rangers about this matter. | Complete until a response is received | Meeting arranged with the Land Owner, on the agenda. |
| 5ii | The tracks on the Burrows from the Westward Ho! and Appledore gates | TDC Cllrs to speak to the Burrows Rangers about this matter. | Complete until a response is received |
| 5iii | Walking route | Contact the Rangers | Not started | NOT STARTED |
| 5iv | The installation of more seating | include on a future agenda. | To put on the next burrows agenda | NOT STARTED |
| 5v | Shelter for the animals | Office staff to consult the graziers. | To put on the next burrows forum | ONGOING |
| 5vi | Trough by Westward Ho! Gate. | Source and install trough. | Incomplete. The installation is planned in the early spring 2025 | ONGOING |
| 5vii | Access to the SSSI Country Park and Burrows Centre by foot and on bicycle | TDC Cllrs to speak to the Burrows Rangers about this matter. | Complete until a response is received | Meeting arranged with the Land Owner, on the agenda. |
| 5viii | The sleeper bridge over the pebble ridge was not accessible for all | TDC Cllrs to speak to the Burrows Rangers about this matter. | Complete until a response is received |
| 5ix | cycle path be installed around the Burrows SSSI Country Park, linked to the wider National Cycle and local cycling Networks? | TDC Cllrs to speak to the Burrows Rangers about this matter. | Complete until a response is received |
| 5x | More signage and information boards around Westward Ho! | Cllr Whittaker to arrange the meeting. | To be arranged | NOT STARTED |

**7. To receive an update on the issue of Manor Passes in 2025**

Application forms were made available in the foyer of the Town Hall and online on Friday the 21st February 2025. The Council was open for applications on Monday 24th February, from 9am.

Despite the Council not officially accepting applications until Monday the 24th, applicants were posting applications through from Friday morning. Around 11:30pm on that day, the Town Clerk emptied the letter box of all applications submitted to that point.

The letter box was emptied again on Saturday 22nd, in the morning and evening. The same on Sunday 23rd and at 7.30am on Monday 24th.

Those posting their applications before 7.30am on the 24th, were placed in the application ‘queue’ after 6pm on the 24th, so:

Applications received were processed in the following order:

1. Those received in person or through the letter box (by 6pm) on Monday 24th Feb
2. Those received through the letterbox and collected at 7.30am Monday 24th Feb
3. Those received through the letterbox and collected at 6pm Sunday 23rd Feb
4. Those received through the letterbox and collected at 9am Sunday 23rd Feb
5. Those received through the letterbox and collected at 6pm Saturday 22nd Feb
6. Those received through the letterbox and collected at 9am Saturday 22nd Feb
7. Those received through the letterbox and collected at 11.30pm Friday 21st Feb
8. Those received in person or through the letter box on Tuesday 25th Feb.

Etc.

It took until the end of the day on the 6th Mar to receive over 1,500 applications.

At the time of writing, the Charity had received £27,626.46 in payment for Manor Passes (and one registration change at £5) that is £28,100 less £478.54 card processing fees.

**8. To note the date of a meeting with representatives of Torridge DC, the land owner, at the Burrows**

A meeting has been arranged for the 16th April 2025, at the Burrows Centre when the members and officers of this committee can address action items 5(i) to 5(x). Suggested start time is 10am.

**9. To consider the signatories for the Burrows Charity deposit account**

The Town Clerk has identified a suitable instant access account for the Northam Burrows Charity at the Hinkley and Rugby Building Society. That Society’s accounts allow for up to 4 named signatories. The Charity has no custom and practice in how to approach this, with only one signatory for the current account (The Town Clerk).

**Recommendation: For the Hinkley & Rugby BS deposit account, the committee name the signatories as the Chair of the Charity Management committee, the Town Clerk and the Finance Assistant.**

Allocation of Grazing

*For Northam Burrows Committee March 2025*

Stocking levels are set using the minimum and maximum figures in the appropriate period as quoted below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Apr-Jul** | | **Aug-March** | |
|  | Min | Max | Min | Max |
| **Sheep** | 152 | 360 | 508 | 712 |
| **Horses** | 9 | 32 | 32 | 45 |

Below is a summary of the applications received.

**Sheep**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPLICANT** | **MAX ALLOCATION**  **2025/26** | **MAX**  **REQUEST FOR**  **2025/2026** | **PERIOD FOR 2025/26** | |
| **1st April –**  **31st July** | **1st August –**  **31st March** |
| Sheep 1 |  | 200 | 100 | 200 |
| Sheep 2 |  | 155 | 75 | 155 |
| Sheep 3 |  | 155 | 75 | 155 |
| **TOTAL** |  | **500** | **250** | **510** |

**Horses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPLICANT** | **MAX ALLOCATION**  **2025/2026** | **MAX REQUEST FOR 2025/2026** | **PERIOD FOR 2025/2026** | |
| **1st April –**  **31st July** | **1st August –**  **31st March** |
| Horse 1 |  | 10 | 10 | 10 |
| Horse 2 |  | 2 | 2 | 2 |
| Horse 3 |  | 22 | 19 | 22 |
| Horse 4 |  | 1 | 1 | 1 |
| Horse 5 |  | 3 | 3 | 3 |
| TOTAL |  | **38** | **35** | **38** |

- Overallocation