

**NORTHAM BURROWS CHARITY
TOWN HALL
WINDMILL LANE
NORTHAM
DEVON
EX39 1BY**

Secretary Mrs Jane Mills MILCM
Telephone and Fax: 01237 474976
E-mail townclerk@northamtowncouncil.gov.uk

To: all Members of the Northam Burrows Management Committee

You are invited to attend a Northam Burrows Charity Management Committee Meeting on Thursday 29th February 2024 following the Forum Meeting 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, FSLCC

Secretary ON BEHALF OF THE TRUSTEES.

The following are Members of the Northam Burrows Charity Management Committee:
Cllr Whittaker (Chair), Cllr Bach, Cllr Bruins, Cllr Edwards, Cllr Hames, Cllr Leather, and Cllr Tait.

Date of issue: 21/02/2024

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 23rd January 2024 (*herewith*).**
- 5. To consider Action Points (*herewith*).**
- 6. To consider Grazing Allocations for 2024-2025 (*herewith*).**

Minutes of the Northam Burrows Management Committee Meeting held on 23rd January 2024

Present: Mrs Whittaker, Mr Bach, Mr Bruins, Mr Edwards, Mr Hames, Mr Leather and MLangtons Tait.
In attendance: Mrs M J Mills, – Secretary
Mr G Langton

1. Chairman's announcements.

The Chair requested that agendas are sent out 7 working days prior to a meeting.

2. Apologies.

All members were present.

3. To agree the agenda as published.

Members agreed the agenda as published.

4. To confirm and sign the minutes of the Committee meeting held 15th November 2023

Mr Leather proposed confirmation and signing of the minutes

All Members voted in favour.

5. To consider Action Points

Members agreed to note the Action Points.

6. To consider an update on Manor Passes, their history, and the proposals for the way forward.

Members received confirmation that the 1984 agreement with DCC still continued following the transfer of the Burrows to TDC.

It was agreed to amend the Manor Pass application to include that by signing the application, an applicant confirmed that they are permanent residents of the Ancient Manor, applicants to be advised that it is illegal to make a false declaration and spot checks will be made. This was proposed by Mrs Whittaker and seconded by Mr Bach, all Members were in favour.

Members were advised of the proposals for administering the issue of Manor Passes for this year and were happy with them. Having studied details of the Ancient Manor, it was agreed that if the Manor Boundary cuts through the boundary of a property including the built environment and land, the owner will be entitled to apply for a Manor Pass. Proposed by Mrs Whittaker and seconded by Mr Bruins and all Members were in favour.

Action Points: amend applications incorporating above

7 To consider grant making policy and issues for consideration

It was agreed to accept the grant making policy after making the following alterations.

- Applications will be invited from May 1st to May 31st annually.
- Individuals to be deleted from the draft.
- Addition to item 8 to include Charitable Objects.

Proposed by Mrs Whittaker, seconded by Mr Hames and all Members were in favour.

Action Points: amend grant making policy incorporating above.

8 To review the grazing terms and conditions and applicable dates for 2024-25

Members agreed to the revised terms and conditions subject to amending item 9 to read forty-eight hours instead of twenty-four hours and amend all reference to the Town Council and replace with Northam Burrows Charity.

Proposed by Mrs Whittaker and seconded by Mr Leather and all Members were in favour.

Action Point: make amendments as above.

9 To consider the current financial situation

Members agreed to submit the financial information to the Charity Commission.

Proposed by Mrs Whittaker and seconded by Mr Leather, two Members abstained

10 To agree dates for

- a. **Forum Meeting,**
- b. **Management Meeting, and**
- c. **Corporate Trustee Meeting.**

A forum meeting to be arranged week 12th to 16th February

Management Meeting to be arranged

Corporate Trustee Meeting 28th February at 6pm

Meeting closed 2.15pm

Signed.....Dated.....

Action Points for Northam Burrows February 2024

<p>To consider an update on Manor Passes, their history, and the proposals for the way forward.</p>	<p>amended the Manor Pass application to include that by signing the application, an applicant confirmed that they are permanent residents of the Ancient Manor, applicants to be advised that it is illegal to make a false declaration and spot checks will be made.</p>
<p>To consider grant making policy and issues for consideration</p>	<p>It was agreed to accept the grant making policy after making the following alterations.</p> <ul style="list-style-type: none"> • Applications will be invited from May 1st to May 31st annually. • Individuals to be deleted from the draft. • Addition to item 8 to include Charitable Objects. <p>Meeting. Alterations completed</p>
<p>To review the grazing terms and conditions and applicable dates for 2024-25</p>	<p>Members agreed to the revised terms and conditions subject to amending item 9 to read forty-eight hours instead of twenty-four hours and amend all reference to the Town Council and replace with Northam Burrows Charity.</p> <p>completed</p>
<p>To arrange dates for the next Forum Meeting and the next management Meeting</p>	<p>Arranged meetings</p>
<p>To arrange a Corporate Trustee Meeting</p>	<p>Arranged meeting 28th February before Full Council</p>

Allocation of Grazing

For Northam Burrows Committee February 2024

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 2024/25	MAX REQUEST FOR 2024/2025	PERIOD FOR 2024/25	
			1 st April – 31 st July	1 st August – 31 st March
Mrs D Griffey	500	500	300	500
Robert Griffey	100	100	30	100
James Griffey	100	100	30	100
TOTAL	700	700	360	360

Horses

APPLICANT	MAX ALLOCATION 2024/2025	MAX REQUEST FOR 2024/2025	PERIOD FOR 2024/2025	
			1 st April – 31 st July	1 st August – 31 st March
Helen Wise	1	1	1	1
Mr M Lamey	10	10	10	10
Derek Fitzgerald	2	2	2	2
Melinda Stacey	24	24	20	23
*Mrs Sheard	1	1	1	1
*Ms Jobson- Scott	4	4	4	4
TOTAL	42	42	38*	41

* NEW APPLICATIONS

*OVER BY 6 HORSES 1ST APRIL – 31ST JULY