



## **NORTHAM BURROWS CHARITY**

**Town Hall, Windmill Lane, Northam EX39 1BY**

Secretary : Guy Langton (CiLCA, PSLCC)

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### **To all members of the Council:**

You are invited to attend a meeting of the

**NORTHAM BURROWS CHARITY MANAGEMENT COMMITTEE** on

**Wednesday 4<sup>th</sup> June 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, Leather, Tait and Whittaker plus the Mayor (Cllr Bach) and Deputy Mayor (Cllr Newman-McKie).

### **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 & RFO

Date of issue: 29<sup>th</sup> May 2025

## AGENDA

- 1. To appoint a Chair of the Management Committee**
- 2. To appoint a Deputy Chair of the Management Committee**
- 3. 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 9am on the day of the meeting.*
- 4. Chair's announcements**
- 5. 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.*
- 6. To agree the agenda as published.**
- 7. To confirm as a correct record and sign the minutes of Northam Burrows Management Meetings held on 21<sup>st</sup> March 2025 (p3-6)**
- 8. 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.*
- 9. To receive an update on Action Points (p7)**
- 10. To receive and consider the report of the meeting with representatives of TDC at the Burrows Centre on 14<sup>th</sup> April 2025 (p8-12)**
- 11. To consider the dates for grant advertisement and deadlines for applications. (p13)** *Policy attached for information*
- 12. To consider the meeting timings for 2025-26 (p13)**

## Minutes of the Northam Burrows Management Committee Meeting held on 21<sup>st</sup> March 2025.

Present: Cllr Whittaker (Chair), Cllr Bach, Cllr Edwards, Cllr Leather and Cllr Tait (Mayor)

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)**  
Cllr Hames tendered his apologies.
- 2. Chair's Announcements**  
Cllr Whittaker reported that she had been asked about a memorial bench on the Burrows at Skern but would put that to Torridge DC as the land owners.
- 3. 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.
- 4. To agree the agenda as published.**  
It was **resolved** to agree the agenda as published.  
Proposed: Cllr Bach, seconded: Cllr Tait (all in favour)
- 5. To confirm as a correct record and sign the minutes of the Committee meeting held 5<sup>th</sup> December 2024**  
It was **resolved** that to approve the minutes of the meeting held of the 5<sup>th</sup> December 2024 as a correct record. The minutes were signed by the Chair.  
Proposed: Cllr Leather, seconded: Cllr Whittaker (all in favour)
- 6. To receive the updated action points**  
The action points as considered are presented below:

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	

Action		September 2024	December 2024	March 2025
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. 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.

## 8. 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 21<sup>st</sup> February 2025. The Council was open for applications on Monday 24<sup>th</sup> February, from 9am.

Despite the Council not officially accepting applications until Monday the 24<sup>th</sup>, 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 22<sup>nd</sup>, in the morning and evening. The same on Sunday 23<sup>rd</sup> and at 7.30am on Monday 24<sup>th</sup>.

Those posting their applications before 7.30am on the 24<sup>th</sup>, were placed in the application 'queue' after 6pm on the 24<sup>th</sup>, so:

Applications received were processed in the following order:

- Those received in person or through the letter box (by 6pm) on Monday 24<sup>th</sup> Feb
- Those received through the letterbox and collected at 7.30am Monday 24<sup>th</sup> Feb
- Those received through the letterbox and collected at 6pm Sunday 23<sup>rd</sup> Feb
- Those received through the letterbox and collected at 9am Sunday 23<sup>rd</sup> Feb
- Those received through the letterbox and collected at 6pm Saturday 22<sup>nd</sup> Feb
- Those received through the letterbox and collected at 9am Saturday 22<sup>nd</sup> Feb
- Those received through the letterbox and collected at 11.30pm Friday 21<sup>st</sup> Feb
- Those received in person or through the letter box on Tuesday 25<sup>th</sup> Feb. Etc.

It took until the end of the day on the 6<sup>th</sup> 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.

Cllr Whittaker commented that the process adopted, as described above, was fair and that there had been positive feedback in the community.

The Town Clerk reported that the officers had receive many positive comments from residents, with no concerns raised regarding the process this year. The plan was to adopt the same process in 2026.

**9. To note the date of a meeting with representatives of Torridge DC, the landowner, at the Burrows**

The meeting date was noted. All members of the committee were able to attend, if they wished. The Town Clerk and Parks & Buildings Manager would also attend.

**10. To consider the signatories for the Burrows Charity deposit accounts with Hinkley and Rugby Building Society**

It was **resolved** to include the Town Clerk, Finance Assistant and the Chair of this committee as signatories on the three accounts with Hinkley & Rugby Building Society (120-day notice; 90-day notice; and easy access).

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

**Action point: complete the application forms and submit.**

**11. To consider applications for grazing allocation 2025-26**

The committee considered the grazing requests:

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

	<b>Apr-Jul</b>		<b>Aug-March</b>	
	Min	Max	Min	Max
<b>Sheep</b>	152	360	508	712

<b>APPLICANT</b>	<b>MAX REQUEST FOR 2025/2026</b>	<b>PERIOD FOR 2025/26</b>	
		<b>1<sup>st</sup> April – 31<sup>st</sup> July</b>	<b>1<sup>st</sup> August – 31<sup>st</sup> March</b>
Sheep 1	200	100	200
Sheep 2	155	75	155
Sheep 3	155	75	155
<b>TOTAL</b>	<b>500</b>	<b>250</b>	<b>510</b>

There being no over-application, the committee approved all sheep grazing requests. There were no new applicants.

	<b>Apr-Jul</b>		<b>Aug-March</b>	
	Min	Max	Min	Max
<b>Sheep</b>	152	360	508	712
<b>Horses</b>	9	32	32	45

<b>APPLICANT</b>	<b>MAX REQUEST FOR 2025/2026</b>	<b>PERIOD FOR 2025/2026</b>	
		<b>1<sup>st</sup> April – 31<sup>st</sup> July</b>	<b>1<sup>st</sup> August – 31<sup>st</sup> March</b>
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
<b>TOTAL</b>	<b>38</b>	<b>35</b>	<b>38</b>

The number of horses was over-requested for the spring/summer period by three horses. There were no new applicants.

The application 'Horse 4' was not for permanent grazing but for part of each week only. The application was therefore refused.

The two other horse numbers that were over the grazing allocation were taken one from each of the largest applications:

Applicant 'Horse 1' would be permitted 9 horses April to July and 10 horses August to March.

Applicant 'Horse 3' would be permitted 18 horses April to July and 22 horses August to March.

**Proposed: Cllr Whittaker, Seconded: Cllr Bach (all in favour)**

There being no further business, the meeting ended at 11:00am.

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

## 9. To receive an update on Action Points

Action		September 2024	December 2024	March 2025	May 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	Awaiting the report
2	Meet with representatives of TDC at the Burrows to consider the list of proposals and actions presented by Cllr Bach			Meeting arranged for 16 <sup>th</sup> April 2025	Report on the agenda. COMPLETE
3	Apply for three deposit accounts at the Hinckley & Rugby Building Society				Accounts opened, deposits made (see below) COMPLETE
4	Advise the applicants for grazing of the Committee's decisions				Graziers advised. COMPLETE

## Your Business or Charity Savings Accounts

<b>Northam Burrows</b> <a href="#">View Account</a>	
Charity 120 Day Notice	<b>Pending Balance</b> <b>£50,000.00</b>

  

<b>Northam Burrows</b> <a href="#">View Account</a>	
Charity 90 Day Notice	<b>Pending Balance</b> <b>£15,000.00</b>

  

<b>Northam Burrows</b> <a href="#">View Account</a>	
Charity Easy Access	<b>Pending Balance</b> <b>£25,000.00</b>

**10. To receive and consider the report of the meeting with representatives of TDC at the Burrows Centre on 14<sup>th</sup> April 2025 (p7-**

Present:

TDC: Michael Day, Chris Wilson and Michael Day

NTC / Northam Burrows Charity: Cllrs Bach, Hames and Whittaker, Guy Langton and Ian Rawle.

Cllr Whittaker opened the meeting, which was to explore ways the Charity/NTC and TDC could work together to meet the objectives of the Charity and reminded all present that any matter not already agreed in principle would have to be put to the Northam Burrows Charity management committee. Those objectives were:

(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 APPLIEDORE IN DEVON IN SUCH CHARITABLE WAYS AS THE TRUSTEE THINKS FIT

The first objective was therefore to support and improve the Burrows in a way that supports their operation as common land. The Charity would benefit from having clarity on why it is collecting funds and what to use them for, which could be explored at a future meeting of the management committee.

Michael Day explained that he hoped that, after the feasibility study has been completed (regarding the grazing land<sup>1</sup>), there could be consultation on a wider management plan for the SSI country park/common land. If the landowner could apply for a stewardship scheme (the current Natural England scheme was due to end in 2028), then he could start the process of putting the management plans through processes at TDC.

Work already undertaken included the installation of information panels and improved access where possible and within planning constraints. Major changes may not be welcomed by all but ways to improve the infrastructure should be explored.

Cllr Bach had brought a list of requests from residents, which were considered in turn:

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<sup>1</sup> The awaited report drafted by Chantal Brown was with Natural England and it was hoped would soon be published. It related to wildlife and grazing and was expected to include conditions and requirements.



1. *Car parking for visitors on the burrows irrespective whether they are visiting the burrows or to visit other areas in Westward Ho! is in the public view terribly expensive, so no doubt many avoid parking there, or will try to find spaces which are free to park, such as around our streets, often causing obstructions to residents and annoyance, especially during the busy holiday period. The whole question of vehicle parking needs looking at, not just when and where, but a longer-term rationalisation, as currently vehicles just park in any space they can find, which regularly causes damage to grass verges, surfaces and creates a complicated and hostile environment, when vehicles get blocked in. These needs addressing.*
  - a. Sean Kearney noted that there were barriers to improving the road and parking from the Westward Ho! gate behind the pebble ridge, notably from Natural England.
2. *Visitors don't understand why the toll track from the Westward Ho! Gate towards Sandymere and just before the new visitor centre is in such a dreadful condition, even though TDC spend around £3K annually to carry out patch repairs, which is just short lived. Vehicles are often seen speeding along this track, causing surface damage to the loose gravel surface and being a danger to themselves, other visitors and to the cattle that graze there. (More speed humps would help along with better signage).*
  - a. Similarly, in relation to the point above, the road surface is maintained / repaired annually at the start of the summer (June) but to replace it with tarmac would not be approved by Natural England.
3. *In the past I had some success with TDC in getting them to agree to getting pedestrian bridges built over the gullies and water courses, which was preventing many from accessing the Burrows, particularly those who were less abled...so now we have a lovely circular route, enabling a more inclusive range of people to visit.*
  - a. There had been new bridges at each entrance. These required constant maintenance. It was possible that the Charity could assist with labour or funds to assist with this. This would be considered as the matters arose. It was also noted that the Charity could replace bridges between Sandymere Rd and Appledore.
4. *I have been trying to get more seating along these routes as well as in other areas, of the Burrows, without success, so many walkers and visitors now avoid this pleasant place, simply because they have nowhere to sit, rest and enjoy the views.*

- a. The Burrows Ranger was seeking to introduce a management plan for the Burrows, once the current review of the correct scheme to place it under with Natural England had been completed. This could include improved or increased opportunities to sit and rest. It was noted that there had been numerous requests for dedicated/memorial benches on the Burrows and along the South West Coast Path as it passes through the Burrows. These would all be considered as part of that management plan.
5. *Although I appreciate that flooding is often a problem and difficult to avoid and will no doubt be part of the longer term coastal linear defence strategy, I do consider that our coastal engineer (TDC), could come up with a shorter term remedy, which may help towards the seasonal flooding and car parking issues...It's all very well to say let's just "Hold the Line" for now, but this should be addressed sooner not later.*
  - a. It was noted that the flooding was a natural process, that the pebble ridge was porous and that water would find a way through in high tides and storms.
6. *Turing to the animals that graze there, some provision should be made for shelter of some kind, especially during the hot weather, as currently they have nothing, . No shelter or trees of any kind. Often during hot sunny days, I see the sheep and horses struggling to find somewhere out of the sun, which is often against the fences of the neighbouring houses. I have tried in the past to encourage TDC to explore the idea of some woodland planting to address this, but I'm told that because of the hostile environment and salt contamination, nothing will grow there. Not sure that's quite correct, as other parts of the country, such as the south coast which have salt marshes, trees and other plants seem to survive ok.*
  - a. The stewardship scheme and Natural England would have views on supplemental feeding and the possibility of bringing inappropriate/invasive species of plant onto the Burrows, an SSSI. Natural England were also against trees, the inclusion of which could affect the protected aspects of the SSSI. Trees were also contrary to sand dune management. It was noted that the Burrows, whilst a Country Park and Common, was also an SSSI. Residents and Visitors focused on the 'Park' aspect of the title. It was not a park in the sense of, for example, Westward Ho! Park or Burrough Farm.
7. *Not sure who's responsibility it is, but often the cattle water container adjacent to the Westward Ho! Toll Gate is empty, so I and others visitors fill this from the adjacent tap. I have requested of Mike Day that this be investigated, and perhaps a proper cattle water facility with siphon be provided. (Or this the grazers responsibility?)*

- a. It was agreed to complete this as soon as possible. By the time of the meeting, the work will have been completed.
  
- 8. *I've been asked if Goosey Pool, could be made larger to form an attractive water feature with appropriate planting so that perhaps a local kayak club could use it for training purposes...Not sure how this would work, but a possible additional income source? Also, a facility for cold water swimming, a recent popular addition for sport and recreation.*
  - a. Rather than recreational use, a feasibility study had been undertaken into changing the pool for wildlife and the environment.
  
- 9. *The old refuse tip needs to be addressed; it's been a problem for many years and will continue to be so unless a proper costed task and finish approach is agreed.*
  - a. Onsite testing was planned, though the date was not known at the meeting. Once that had been carried out, the level and type of toxins would be better understood. To protect the area with sea-defence would be prohibitively expensive for either local authority or the Charity.
  
- 10. *Let's not lose sight of the fact, that many people look upon The Burrows as a Country Park....that's their perception, recreation, sports, cycling, walking etc, so, until recently very few interpretation boards were provided, explaining to visitors the importance of its natural and often wild ecological value etc. Perhaps more could be done in this respect. (The new visitor centre is a great resource, but not everyone goes there).*
  - a. This was considered a project that could be taken forward. The Officers would discuss the matter further and prepare a report for the Charity to consider. The Charity could contribute towards a cycling route between the visitor centre and Appledore (subject to planning permission and very unlikely to get permission for this).
  
- 11. Other questions I get asked, is why there can't be better access from and to the beach at the Sandymere end. The current temporary concrete sleepers over the pebble ridge are not fit for purpose, moving every time the tide comes in and out again, and requiring yearly costly work, which only lasts a short time. It doesn't help that this access is only suitable for the very fit and abled bodied visitor, no thought for people with disabilities or wheelchairs. Discrimination comes to mind-DDA!
  - a. The access would not fall under the Equality Act 2010 (which replaced the DDA 1995) as the shifting pebble ridge and activity of the tide would render it not reasonably practicable to instal a 'permanent' structure. There was only one blue-badged space at the Burrows centre because that was all that was

required by the regulations and Natural England would only allow what was required.

12. *The Government and TDC are trying to encourage more cycling, why not have a cycle path around the Burrows, joining up with other routes and designated cycle lanes.*

a. It was thought this could form part of the management plan feasibility study in due course.

13. *There should be more signage and information boards around Westward Ho!, placed in strategic locations to indicate visitors where the Burrows are. A large majority of visitors come to Westward Ho! For the holiday experience, leaving and not knowing that this beautiful place even exists. One or two large information boards or a visitor information map could give directions and Specific information about the country park; there might be something in the Visitor Centre, but that's all.*

a. This was considered a project that could be taken forward. The Officers would discuss the matter further and prepare a report for the Charity to consider.

Improve signage to Northam Burrows in Westward Ho!, Northam and Appledore:

Use graphic designer used on Northam Burrows to produce a similar sign (<https://smithandjones.co.uk/> graphics) & (<https://www.parcsigns.co.uk/> sign writing)

Look to replace finger posts by Tesco.

Further, as part of the discussions, it was considered that the Charity could helpfully contribute to the following projects, as noted by the Burrows Ranger.

- Contribute towards linear coastal defence scheme.
- Contribute toward environmental education programme (i.e. fund bus transport to Northam Burrows).
- Pay for new recycling bins.

## **11. To consider the dates for grant advertisement and deadlines for applications and which, if any, conditions are to be applied to the grants**

i. The committee is asked to consider the appropriateness of the dates for the 2025 grant round, which are defined in paragraph 4.2 of the policy.

ii. The committee is asked if any conditions should be applied to the grants. Should, for example:

> the same approach be taken as to Northam TC's general grant, distributed in the autumn?

> the grants be restricted to registered charities?

> the grants be restricted to certain types of activity or groups, for example:

\* those that work with specific groups (e.g. young people, older people, sport teams),

\* those that have an environmental aim,

\* those that work with animals?

iii. The committee is asked how the effect of its grants will be reviewed and any benefits understood.

## **12. To consider meeting timings for 2025-26**

The committee is asked to consider what time of day it wishes to hold meetings in 2025-26. The Council agreed that all standing committee would be at 6:30pm. This Committee is not a standing committee of the Council, therefore it is asked to confirm the time of day it is to meet.

The committee meets every two months, on a Thursday, currently planned as follows:

22<sup>nd</sup> May 2025            10:00 (this meeting)

24<sup>th</sup> July 2025            10:00

25<sup>th</sup> September 2025 10:00

27<sup>th</sup> November 2025 10:00

21<sup>st</sup> January 2026       10:00

26<sup>th</sup> March 2026        10:00

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**POLICY FOR DEALING WITH AND DETERMINING GRANT APPLICATIONS**  
**NORTHAM BURROWS CHARITY (REF NO. 1198021)**

**Objects of the charity**

*(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. (copied from the [Charity Commission webpage](#) for the Northam Burrows Charity ref. 1198021)*

**1. Definitions**

1.1 Funds raised through the normal sale of Northam Burrows Manor Passes and replacement passes following a change of registration, from Grazing fees, from the annual fee received from the Royal North Devon Golf Club and from the interest received on any investments not allocated to the Charities administrative costs, nor used in pursuance of Object (1) above, may be used in pursuance of Object (2) above.

1.2 A grant is awarded by the Northam Burrows Charity for particular defined purposes which will be of 'general benefit of the inhabitants of the wards of Northam, Westward Ho! and Appledore in Devon'.

**2. Powers**

2.1 The Charity has, through charitable Objects (1) and (2) above, powers to award grants to local authorities, community organisations and charities.

**3. Background**

3.1 Any grants made available are funded directly from the Charities funds, as defined in paragraphs 1.1 and 1.2 above.

3.2 Whilst the Charity may receive other grants or income, these cannot be used to fund grant/donation applications.

**4. Policy**

4.1 Annually, following the completion of the financial year at the end of March, the Charity Management Committee shall meet to agree the grant fund available for distribution in pursuance of Object (2) above.

4.2 The grant application window shall be open from the 1<sup>st</sup> to 30<sup>th</sup> June annually, with the grants awarded determined by the end of July annually.

4.3 Any grant made by the Charity in pursuance of Object (2) above must benefit the inhabitants of the wards as described in the Objects of the Charity (above).

4.4 All proposed expenditure must be detailed in the Charity's accounts for the year in question.

4.5 The organisation/group making a grant request should be a non-profit making voluntary organisation where membership is open (i.e. no discrimination of membership on grounds of race, sex or religion etc.).

4.6 The Charity will consider applications for funds in situations where:

- a. There is no other way of obtaining the relevant funds;
- b. The funds will enable the relevant organisation or group to access or 'unlock' funds or assistance from third parties;
- c. Monies have been donated or raised but these are insufficient, and funds are needed to bridge the resulting gap.

4.7 The Charity will endeavour to provide assistance and support where appropriate to organisations and groups in the Parish wishing to access grants and other funds from third parties and local authorities.

## **5. Applications**

5.1 All applications for grants or donations shall be made in writing on the Application Form (appendix 1 *to be drafted*) to the Charity Secretary at the Town Clerk's Office, Northam Town Council.

5.2 All applications which meet the Charity's criteria are to be considered at an appropriate meeting of the Charity Management Committee.

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

5.4 Only one grant/donation will be given by the Charity to any organisation or group, or for any particular purpose in any financial year (1st April to 31st March).

5.5 Grants/donations cannot be awarded after the relevant event or project has been completed.

## **6. Conditions**

6.1 Trustees of the Charity who comprise the Charity Management Committee will assess applications with particular reference to the benefit to the inhabitants of Northam, Westward Ho! and Appledore residents.

6.2 Where a request for a grant/donation is agreed, the Northam Burrows Charity Management Committee shall determine the amount (up to the agreed annual amount), using the figure requested by the applicant as a guide only.

6.3 The grant or donations shall be used only for the stated purpose otherwise the monies shall be returned to the Northam Burrows Charity, except where the Charity's prior written consent has been given for the funds to be used for another or a further purpose.

6.4 The Northam Burrows Charity may request that applicants provide written feedback to explain how the grant/donation has benefited their organisation/group. If feedback is required, this will be communicated in the decision letter.

6.5 The Charity reserves the right to request repayment of any grant/donation where an applicant does not comply with these conditions.

## **7. Notes**

7.1 The Northam Burrows Charity's decision is final and there is no right of appeal.

7.2 The Northam Burrows Charity reserves the right to decline any application without giving reasons for its decision.

7.3 The Northam Burrows Charity's giving of a grant/donation does not imply any commitment to any continuing expenditure.

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.

7.5 Where a member of the corporate trustee of the Northam Burrows Charity, is a member or employee of an organisation/group applying for funding, that person must declare an interest.

Version	Date	Note	Drafted by
V0.0	23 <sup>rd</sup> September 2024	First draft for consideration	Northam Town Clerk – Charity Secretary
V0.1	28 <sup>th</sup> November 2024	Correction of typographical errors. Inclusion of clarity regarding the non-payment of allowances to co-opted members	Northam Town Clerk – Charity Secretary
V0.2	31 <sup>st</sup> January 2025	Recommended version for approval at Annual General Meeting	Northam Town Clerk – Charity Secretary