



NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

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To all members of the Council:

You are hereby summoned to attend a **MEETING OF REVIEW COMMITTEE** on Wednesday

2nd July 2025

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

Membership: Cllr Edwards, Cllr Hodson, Cllr Horrocks, Cllr Newman-McKie, Cllr Tait and Cllr Bach (ex-officio). Two vacancies.

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.

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.

If any matter are to be considered in confidential session, the Council must resolve that the public and press be excluded from the meeting. (*Public Bodies (Admission to Meetings) Act 1960 s1(2)*).

Guy Langton

Guy Langton, Town Clerk & RFO

Date of issue: 26th June 2025

AGENDA

Note: neither the out-going Chair nor Vice Chair are members of this committee in 2025-26. Cllr Bach, as Mayor, will therefore open the proceedings.

- 1 To elect a Chair for the committee.**
- 2 To elect a Vice Chair for the 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 one hour prior to the start 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 the Review Committee meeting held on the 14th November 2024 (p3-5)**
- 8 Public Participation**
We welcome Parishioners speaking or making representations, asking questions or giving evidence at the meeting of the Full Council in respect of any issue affecting the Northam Town Council area. A period of twenty minutes is allocated for this unless directed by the Chair of the meeting and a member of the public shall not speak for more than 4 minutes. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- 9 To consider the action point update (p6)**
- 10 To note the Council's policies and consider the implementation of a review cycle (enclosed)**
- 11 To consider a more frequent meeting cycle**
- 12 To how to review the Northam Town Council Vision Statement & Strategic Plan 2023-2027 (enclosed)**
- 13 To consider updated Standing Orders (enclosed)**
- 14 To note updates to the Emergency Plan (to follow)**
- 15 To consider updating the Community Champions documentation (enclosed)**

REVIEW COMMITTEE

14th November 2024 at 6.30pm in the Town Hall, Windmill Lane, Northam.

Present: Cllrs Bach, Brading (Chair), Leather and Tait.

In attendance: Guy Langton (Town Clerk & RFO).

2411/393 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

Cllr Edwards tendered his apologies, the reasons for which were approved.

2411/394 Chair's announcements

The Chair updated the committee on the list of questions he had circulated to the Town Clerk prior to the meeting as follows:

- Civic Regalia protocol: this was on the agenda.
- A Beadle at Northam Town Council: A budget exists to meet the costs of a Beadle but does not have an active Beadle.
- Why has no decision been reached regarding the pavilion in Westward Ho! Park: The progress of any works at the Pavilion building in Westward Ho! are a matter for the Full Council to consider, given the cost, workload and scale of the project.
- What percentage of the Councils income is now spent on wages salaries and employment costs: this was on the agenda.
- Council vehicles are being checked regularly and the record filed. The Parks & Buildings Manager will ensure compliance.
- Use of ladders and scaffold towers and their risk assessment: there are risk assessments on file.
- Review of the Approved Contractors List: not yet undertaken.
- Emergency planning: covered in the Action Point update.
- Delegation of a Flag Officer: a matter for the Full Council.
- Town Twinning and the Council's involvement: A matter for the Full Council.
- Should Northam Town Council consider drawing up a business plan to take on the lease of Northam Leisure Centre in the Square, Northam: A matter for the Full Council.

2411/395 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.

2411/396 To agree the agenda as published.

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

Proposed Cllr Bach, Seconded Cllr Leather (all in favour)

2411/397 To confirm as a correct record and sign the minutes of the Review Committee meeting held on the 3rd July 2024

It was **resolved** that to approve the minutes of the Review Committee meeting held on the 11th April 2024 as a correct record, these were signed by the Chair.

Proposed Cllr Leather, Seconded Cllr Bach (all in favour)

2411/398 Public Participation

There were no members of the public present.

2411/399 To consider the action point update

Item	November 2024 update
1. Emergency planning Review the named persons and contact details Review the locations	The Town Clerk has contacted the Emergency Planning project manager from Devon Communities who emphasised the nature of the role of the Town Council in preparing for emergencies. The reviews have not yet been undertaken and will be presented to the next meeting of this committee. ONGOING
2. Procurement Policy	The matter was deferred to this meeting. ON THE AGENDA.
3. Protocol following the Death of the Sovereign, Senior National Figure or Local Holder of High Office. Review the protocol.	The review has not yet been carried out. INCOMPLETE

2411/400 To consider a protocol for the wearing of Chains of Office

It was **resolved**, after some discussion, to refer the matter to Full Council for a decision, noting the Town Clerk's recommendation that a protocol be drafted to establish the appropriate wearing of Chains of Office and other civic regalia. Those that may wear what must be made clear.

The Mayor's Chain may be worn by the elected Mayor and only the elected Mayor. The wearing of the second chain is where clarity is needed and the Town Clerk considers that one of the below two positions may be taken:

1. The second Chain of Office is only to be worn as described by The Manual of the Mace, so by the Mayoress/Consort. Should the Deputy Mayor represent the Council at an event when the Mayor is not present, they (and their Consort) may wear the Day Chain only.
2. The second Chain of Office is, as has become the practice of Northam Town Council, presented to the Deputy Mayor. It may therefore not be worn by any other person as it represents the elected office of Deputy Mayor. In this case, the Mayor's Consort and the Deputy Mayor's Consort would wear the Day-Chain at official functions where they accompany the Mayor or the Deputy Mayor.

Proposed: Cllr Brading, Seconded: Cllr Bach (all in favour).

Action point: Include on Full Council agenda.

2411/401 To note the proportion of the Council's budget that is staff costs

It was noted that staff payroll and associated costs could ordinarily be expected to be up to 70% for a local authority in England. The percentage of costs was noted as shown in the table below.

Year	Staff cost	Precept	% of Precept	Budget	% of Budget
2022-23	£235,692	£393,800	60%	£653,800	36%
2023-24	£273,683	£525,770	52%	£795,770	34%
2024-25	£340,000 (budgeted)	£567,632	60%	£789,832	43%

2411/402 To consider publishing draft minutes on the Council's website

It was **resolved** to publish draft minutes on the Council's website, the clearly marked DRAFT minutes would be uploaded once approved by the meeting Chair, to be replaced by the approved minutes when available.

Proposed: Cllr Brading, Seconded: Cllr Bach (all in favour)

2411/403 To consider the draft Procurement Policy – deferred from the previous meeting

It was **resolved** to recommend the procurement policy to Full Council, with an amendment to the evaluation process criteria for considering any procurement exercise to include the ‘life expectancy’ of the items to be procured, and it given a ‘weighting’ in the example table, as below.

Proposed: Cllr Leather, Seconded: Cllr Brading (majority in favour, 1 abstention)

Action point: include on a future Full Council agenda.

6 EVALUATION PROCESS

6.1 Once the opportunity to tender process has closed and the tenders been received, the panel is contacted and each panel member is to review the documentation, first individually, then jointly at a meeting of the panel.

6.2 Prior to the meeting of the panel, all panel members must complete a tender evaluation sheet, assigning scores to each weighted criteria, for example:

Criterion	Percentage Weighting	Score Awarded	Weighted Score	Comments
Bidder:				
Price	(x)%		0	
Quality	(x)%		0	
Life expectancy	(x)%		0	
Timeframe	(x)%		0	
Compliance	(x)%		0	
Environmental Issues	(x)%		0	
Totals:	100%	0	0	
	Maximum:	(5 x number of criteria)	5	

6.3 Scores shall be awarded according to how well the tenderer responded to each criteria, on a 6 point scale (0 to 5), as follows:

Score awarded	Definition
0	Very poor or No response (the response provides no confidence).
1	Poor (the response inspires very little confidence)
2	Unsatisfactory (the response provides some confidence but not to an acceptable level)
3	Satisfactory (the response an acceptable level of confidence)
4	Good (the response provides a high level of confidence)
5	Excellent (the response an exceptional level of confidence)

There being no further business the meeting closed at 7.25pm.

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

Item 8 To consider the action point update

Item	November 2024 update	July 2025
1. Emergency planning Review the named persons and contact details Review the locations	The Town Clerk has contacted the Emergency Planning project manager from Devon Communities who emphasised the nature of the role of the Town Council in preparing for emergencies. The reviews have not yet been undertaken. ONGOING	
2. Procurement Policy	The matter was deferred to this meeting. ON THE AGENDA.	The policy has been approved by the Full Council COMPLETE
3. Protocol following the Death of the Sovereign, Senior National Figure or Local Holder of High Office. Review the protocol.	The review has not yet been carried out. INCOMPLETE	

10 To note the Council's policies and consider the implementation of a review cycle
(enclosed)**11 To consider a more frequent meeting cycle**

In the light of the number of documents requiring review, should the Committee meet more frequently, reviewing no more than three updated documents each meeting?

12 To how to review the Northam Town Council Vision Statement & Strategic Plan 2023-2027
(enclosed)**13 To consider updated Standing Orders** (enclosed)

The Model Standing Orders provide a comprehensive framework of procedural rules for parish and town councils in England. These standing orders are essential for regulating the conduct of council meetings and ensuring orderly and efficient governance. They include mandatory legal requirements and optional guidelines that parish and town councils can adopt or modify to suit their needs. Parish and town councils can ensure transparency, accountability, and consistency in their operations by adhering to these standing orders. (updated 31.03.2025)

The Town Clerk has annotated this updated version:

- Additional Standing Orders are in Red
- Amended/removed are struck-through to show the changes
- Text in Green are NTC additions or amendments

Also:

- Where Chair or Vice Chair of the Council is written, please read Mayor or Deputy Mayor
- For he please read she and for his read her as appropriate.

14 To note updates to the Emergency Plan (to follow)**15 To consider updating the Community Champions documentation** (enclosed)