



NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Acting Town Clerk: Guy Langton (CiLCA, PSLCC)

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Please scan QR code for the Council's website



To all members of the Council:

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

6th November 2025 at 6.30pm

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: 21st October 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 one hour prior to the start 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 the Review Committee meeting held on the 1st October 2025** (attached under separate cover)
- 6 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.
- 7 To consider the action point update** (p3)
- 8 To consider the enclosed revised policies:**
 - **Health & Safety Policy v0.1**
 - **Lone Working Policy v0.2**
 - **Protocol on the Death of a Public Figure v0.2**
 - **Environmental Policy v1.0**

Item 7 To consider the action point update

Item	September 2025
1. Emergency planning	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 contact details and locations included in the Emergency Plan had been reviewed and published on the Council's website at Emergency Plan - Northam Town Council The Town Clerk has attending a seminar in October presented by the Devon Community Resilience Forum and has drafted the attached Emergency Plan and Risk Assessment for consideration and amendment (if necessary). COMPLETE
2. Review the Protocol on the Death of the Sovereign, Senior National Figure or Local Holder of High Office.	On the agenda. COMPLETE
3. Revise the Community Champions form for 2025-26 nomination year.	The nomination form has been revised. The Town Clerk has since briefly reviewed the process for conferring the title Honorary Alderman and considers that the two processes would benefit from being reviewed together. ONGOING
4. Vision Statement and action Plan	To prepare a separate report for the completed actions; Remove/hide the columns for 2023/24; That the Chair and Town Clerk would meet to prepare a revised document for the November 2025 meeting of this committee. OB To prepare a separate report for the completed actions; Remove/hide the columns for 2023/24; That the Chair and Town Clerk would meet to prepare a revised document for the November 2025 meeting of this committee. ONGOING

Item 8 To consider the enclosed revised policies:

- a) Health & Safety Policy v0.1**
- b) Lone Working Policy v0.2**
- c) Death of a Senior National Figure Protocol v0.2**
- d) Environmental Policy v1.0**

Note – in policies (controlled documents) presented for consideration, additional text is highlighted in yellow and text to be removed is lined through. If a controlled document is completely new, it is not highlighted.