

**Northam Town Council – Minutes of the Review Committee held via Zoom on Tuesday 16<sup>th</sup> February at 10.00 am**

**In attendance:** Cllrs Mrs Hodson (Chairman), Chalmers, Laws, Leather, Shelley and Tisdale  
Town Clerk - Mrs J Mills, Mrs P Moores – Assistant Town Clerk  
Mr G Langton – Deputy Town Clerk Designate  
Cllrs Mrs McCarthy and Davis

**2102/1162 Apologies**

Apologies were received from Cllr Edwards.

**2102/1163 Chairman's announcements**

The Chairman reported that there is a training webinar regarding Emergency Plans on 25<sup>th</sup> February at 7.00 pm. Members are invited to attend and consider whether or not we need to further update our Plan. The Town Clerk was asked to refer the generator to the Town Projects and Asset Management Committee for an update.

**Action Point – Town Projects agenda.**

**2102/1164 Declarations of interest**

Members are reminded that all interests should be declared prior to the item being discussed.

**2102/1165 To agree the agenda as published**

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

Proposed: Cllr Tisdale, Seconded: Cllr Shelley (all in favour)

**2102/1166 To confirm and sign the minutes of the Review Committee Meeting held on 17<sup>th</sup> December 2020**

It was **resolved** to confirm and sign the minutes of the Review Committee Meeting held on 17<sup>th</sup> December as a correct record They will be signed at a later date.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Laws (majority in favour, 1 abstention, not present at the meeting).

**2102/1167 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 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.*

No members of the public were present.

**2102/1168 To consider Action Points**

Action Points were noted.

**2102/1169 To finalise queries relating to the review of the current Standing Orders**

After some discussion it was **resolved** to accept the changes to the Standing Orders and recommend them for acceptance to Full Council.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Laws (5 in favour, 1 against)

**(Action Point – Place matter on Full Council agenda)**

**2102/1170 To review Terms of reference for Committees (Westward Ho! Park)**  
After some discussion it was **resolved** to recommend to Full Council that the Terms of Reference be amended at the AGM to be 9 elected Members, the Mayor ex-officio, the 4 non-elected members of the public as specified previously with a quorum of 5 for the meetings.  
Proposed: Cllr Leather, Seconded: Cllr Laws (5 in favour, 1 abstention)  
**Action Point – Place matter on Full Council agenda**

**2102/1171 To consider a review of the recruitment policy**  
After some discussion it was agreed to defer this to the next meeting to enable the Mayor, the Chair of Finance & HR and the Town Clerk to assemble a suitable policy.  
**Action Point – Town Clerk to arrange a meeting and seek additional information.**

**2102/1172 To consider reviewing non-staffing policies for Northam Town Council**

Anti-Fraud - **Resolved:** to accept after updating.

Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (all in favour)

Complaints (to the Council) - **Resolved:** to accept after amending references to Chairman to Chair.

Proposed: Cllr Laws Seconded: Cllr Tisdale (all in favour)

Data Protection, Handling Requests for Information and Dealing with the Press & Media - deferred to the next meeting.

Environmental Policy - new documents being prepared by Climate Emergency Committee.

Flag Flying – **Resolved:** to accept after adding Commonwealth Day.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Leather (all in favour)

Grants - **Resolved:** to accept the grants policy after amending item 5 by inserting “normally” after not and adding in to item 8 after ring fenced “and used for any subsequent applications”.

Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (all in favour)

Safeguarding Protocol was agreed.

**Action Points - Agenda items to be prepared for next meeting and Town Clerk to seek advice on current advice re DBS.**

**2102/1173 To confirm the date of the next Committee meeting**

The date of the next meeting was agreed as April 15<sup>th</sup> at 10.00 am.

There being no further business, the meeting closed at 12.10 pm.

Signed .....

Dated.....