

**Northam Town Council - Minutes of the Annual Meeting of the Town Council held on Wednesday 17<sup>th</sup> May 2023 at 6.30pm at the Council Chamber, Town Hall, Windmill Lane, Northam**

**Present:** Cllrs Bach, Edwards, Ford, Hames, Himan, Mrs Hodson, Leather, Lov-el, Newman-McKie, Singh, Tait, and Mrs Whittaker

**In Attendance:** Mrs J Mills - Town Clerk, Mr G Langton – Deputy Town Clerk  
Miss T Tucker - Administration Officer, Mrs P Hoskins - Administration Officer.

3 Members of the public

**2305/001 To appoint a Chairman to officiate for item 2 on the agenda.**

It was **resolved** having been proposed by Councillor Edwards and seconded by Councillor Mrs Whittaker that Councillor Mrs Hodson should be appointed to officiate for item 2 on the agenda. (All in favour)

**2305/002 Election of Town Mayor and signing of acceptance of Office.**

It was **resolved** to hold a written ballot.

Proposed: Cllr Leather, Seconded: Cllr Newman McKie (All in favour)

Cllr Hames was duly elected Mayor, having signed the acceptance of office, he said for his charity work he was honoured to accept the office and thanked the previous Mayor Nick Laws and Derek Sargent for their work on the Neighbourhood plan and in addition the work on speedwatch by Derek Sargent.

**2305/003 Presentation of the symbols of office:**

- Mayoral Chain
  - Gavel
  - Keys to the Town Council Office.
- The symbols of office were duly presented

**2305/004 Election of Deputy Town Mayor and signing of acceptance of Office.**

Following a written ballot Cllr Ms Tait was elected Deputy Town Mayor

**2305/005 Apologies.**

Apologies were received from Cllr Bruins

**2305/006 To agree the agenda as published.**

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

Proposed: Cllr Mrs Whittaker, seconded: Cllr Newman – McKie (All in favour)

**2305/007 To confirm and sign the minutes of the Town Council Meeting held 29<sup>th</sup> April 2023**

Proposed: Cllr Leather, seconded: Cllr Mrs Hodson (Majority in favour 2 abstentions not present at the meeting)

**2305/008 Declarations of interest**

Members were reminded that all interests must be declared prior to the item being discussed.

- 2305/009 To receive reports from outgoing Committee Chairmen**  
*(Town Projects, Planning, Finance and Human Resources, Northam Neighbourhood Plan, Climate Emergency, Review Committee, Westward Ho! Park).*  
These were taken as read and noted.
- 2305/010 To resolve which members wish to receive email correspondence and which hard-copy correspondence in respect of council meetings.**  
It was **resolved** to agree that those wishing to receive e-mail correspondence in respect of council meetings is as follows:  
All Members
- Those wishing to receive hard copy correspondence in respect of council meetings is as follows:  
Cllr Edwards, Cllr Leather, Cllr Newman McKie, Cllr Singh and Cllr Ms Tait  
Proposed: Cllr Mrs Hodson, seconded: Cllr Bach (all in favour)
- 2305/011 To note Terms of Reference for committees**  
It was agreed to note the Terms of Reference for committees
- 2305/012 To receive a draft schedule of meeting dates for 2023-24.**  
Following some discussion,  
It was **resolved** that committees will now meet on a 6 week cycle with the exception of planning, which will be every three weeks, where necessary additional meetings can be scheduled.  
Proposed: Cllr Mrs Hodson, seconded: Cllr Ford (majority in favour 2 abstentions)
- 2305/013 Appointments to Committee, and to agree Review of the Council Committee Structure at the earliest opportunity**  
**Appointments to Planning Committee (9 Councillors plus the Mayor ex-officio).**  
Cllrs, Bach, Hames, Hodson, Lo-vel, and Singh (leaving 5 vacancies)
- Appointments to Finance and Human Resources Committee (7 Councillors, plus the Mayor ex-officio). In the event that the Chair of Town Projects is not an existing member they will be appointed onto the Committee with full voting rights.**  
Cllrs, Bach, Edwards, Hames, Himan, Hodson, Leather, Singh and Tait (no vacancies)
- Appointments to Review Committee (7 Councillors plus the Mayor ex-officio).**  
Cllrs, Bach, Edwards, Hames, Hodson, Leather, Newman-McKie, Singh, and Tait (no vacancies)
- Appointments to Neighbourhood Plan Advisory Group (6 councillors, 2 from each ward).**  
*Appledore* (Hames and Edwards) *Northam* (Lo-vel and Newman McKie) *Westward Ho!* (Bruins and Hodson)  
It was **resolved** to accept all the above appointments.  
Proposed: Cllr Mrs Hodson, seconded: Cllr Bach (all in favour)

It was further **resolved** to appoint all committees not listed at minute number 2305/013 at the Full Council meeting on 31<sup>st</sup> May 2023 for a period of six months and then review.

Proposed: Cllr Mrs Hodson, seconded: Cllr Ford (all in favour)

- 2305/014 To consider that “Northam Town Council resolves from the date of this meeting, until the next relevant Annual Meeting of the Council that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence”.**

It was **resolved** “Northam Town Council resolves from the date of this meeting, until the next relevant Annual Meeting of the Council that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence”.

Proposed: Cllr Leather, seconded: Cllr Ford (All in favour)

- 2305/015 To consider the appointment of the Northam Burrows Charity Management Committee** (Mayor, Deputy Mayor and 5 councillors).  
Cllrs, Bach, Bruins, Edwards, Hames, Singh, Tait, and Whittaker.

- 2305/016 To consider review of representation on or work with external bodies and arrangements** for reporting back and to consider appointments to Outside Bodies.  
It was **resolved** to appoint the following to outside bodies:  
Blue Lights Hall: Cllr Edwards,  
Taw Torridge Estuary Forum: Cllr Hames,  
Bideford Archive Management Committee: Cllr Himan and Cllr Whittaker  
Northam Leisure Centre: Cllr Bach  
Northam Community Centre: Cllr Bach  
Proposed: Cllr Whittaker, Seconded: Cllr Ford (all in favour)

- 2305/017 To appoint a Flagmaster.**  
It was **resolved** not to proceed with the appointment of a flagmaster, flags will be dealt with by the office in future.  
Proposed: Cllr Leather, Seconded: Cllr Tait (all in favour)

- 2305/018 To appoint a Police Advocate.**  
It was agreed to defer this to a future meeting for consideration

- 2305/019 To confirm appointment of cheque signatories**  
*(Mayor, Members of the Finance and Human Resources Committee, Town Clerk, Deputy Town Clerk) (two Committee Members with The Town Clerk or Deputy Town Clerk).*  
It was **resolved** to confirm cheque signatories as above.  
Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (all in favour)

- 2305/020 To consider review of Standing Orders and Financial Regulations**  
It was **resolved** to accept the current Standing Orders and Financial Regulations.  
Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (all in favour)

**2305/021 To review Council's and/or employees' memberships of other bodies**

- DALC/NALC
- Open Spaces Society
- Taw Torridge Estuary Forum
- Community Council of Devon and Devon Playing Fields Association (now joint)
- SLCC
- CPRE
- Freedom of Information Commissioner.

It was **resolved** to continue with all memberships

**2305/022 To note the Ellis Whittam contract in relation to HR and Health and Safety**  
(for information it was agreed in July 2022 to renew for 3 years).  
It was agreed to note the information

**2305/023 To note Northam Town Council policies.***(These can all be found on the Council's website at [Policies - Northam Town Council](#)).*  
It was agreed to note the information

**2305/024 To review Councillor Allowances (currently £1000 p.a.).**  
It was **resolved** to retain the allowances at the current level this year.  
Proposed: Cllr Newman McKie, Seconded: Cllr Tait (majority in favour, 2 against)

**2305/025 To review inventory of land and assets and office equipment and receive a report on Asset Management**  
It was agreed to note the inventory and report on asset management.

**2305/026 To note and confirm arrangements for insurance cover in respect of all insured risks**  
We are about to start the 3rd year of a three-year contract at Hiscox.  
Members noted the information and requested that insurance renewal quotes are sought at the earliest opportunity,

There being no further business, the meeting closed at 8.30 pm

Signed.....Date.....