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**Northam Town Council – Minutes of the Review Committee held in the Council Chamber, Windmill Lane, Wednesday 7th February 2024 at 6.30pm**

**Present**

Cllrs Bach, Edwards, Hodson, Leather, Newman-McKie, Singh from minute no 737, Tait, and the Mayor (ex-officio)

**In attendance**

Cllr Whittaker and Cllr Brading

Town Clerk, Mrs J Mills

Deputy Town Clerk Mr G Langton

**2402/733 Apologies**

All present

**2402/734 Chair’s announcements**

The Chair thanked all for attending especially non-members.

**2402/735 Declarations of interest**

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

**2402/736 To agree the agenda as published**

It was resolved to agree the agenda as published after agreeing to defer item 11(to consider a risk register)

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

**Action Point:** Agenda item next meeting.

**2402/737 To confirm and sign the minutes of the previous Review Committee Meeting held on 3rd January 2024**

It was resolved to confirm and sign the minutes of the previous Review Committee Meeting held on 3rd January 2024 as a correct record.

Proposed: Cllr Leather, Seconded: Cllr Newman McKie (majority in favour two abstentions not present at the meeting)

Cllr Singh arrived at the meeting.

**2402/738 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.*

No members of the public were present.

**2402/739 To consider Action Points**

It was agreed to note the action points

**2402/740 To consider reconfiguration of the Council Committee structure moving forward from May 2024**

Following a discussion about all the proposals,

It was **resolved** that 6 weekly Full Council meetings should continue.

Proposed: Cllr Hodson, Seconded: Cllr Bach (majority in favour one against)

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It was further **resolved** that Blackiesshould be included in the Parkscommittee detail and consideration of external contracts be included under Finance’

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

It was further **resolved** that following the above amendments, including the revised calendar the document should be submitted to Full Council.

Proposed: Cllr Hodson, Seconded: Cllr Hames (all in favour)

Cllr Leather proposed that the document is submitted to Full Council for the meeting on 28th February 2024 and subject to acceptance, Cllrs are invited to join a working group to update terms of reference and a scheme of delegation.

This was seconded by Cllr Hodson and all were in favour.

**Action Points:** Complete amendments, agenda items, proposals and request for a working group.

**2402/741 To consider the terms of appointment of the consultant to review staffing.**

Cllr Hodson advised that she will be reporting back to Finance and HR about discussions with Worknest and they recommend using an outside specialist for this sort of review. When she receives full information from Worknest, she will call a short Finance & HR meeting, to consider the meetings required,

Possibly the consultant meets with councillors and follows up with a further meeting with staff.

**2402/742 To review procurement policy**

Members were shown a presentation of slides relating to procurement policy

as used by Cranbrook Town Council. Members considered that this was a good basis to move forward with but would require some adjustment to meet NTC requirements.

It was agreed to convene a working group meeting as soon as possible.

Members: Cllr Hodson, Cllr Bach, Cllr Edwards. Cllr Hames and Cllr Whittaker.

**Action Point:** arrange a meeting date as soon as possible.

**2402/743 To consider the date of the next meeting**

It was agreed to arrange the date for 27th March 2024

There being no further business the meeting closed at 7.50 pm

Signed…………………………………………………………Dated………………………..