

REVIEW COMMITTEE**18th September 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Bach (Mayor), Bell, Hodson, Horrocks, Newman-McKie (Chair) and Tait.

In attendance: Cllr Bell (non-committee member), Guy Langton (Town Clerk & RFO), one member of the public.

2509/xxx To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

Cllrs Bach and Edwards tendered their apologies. There was one vacancy on the committee.

2509/xxx Chair's announcements

The Chair made no announcements.

2509/xxx 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.

2509/xxx To agree the agenda as published.It was **resolved** to agree the agenda as published.

Proposed Cllr Tait, Seconded Cllr Horrocks (all in favour)

2509/xxx To confirm as a correct record and sign the minutes of the Review Committee meeting held on the 2nd July 2025It was **resolved** that to approve the minutes of that meeting of the Review Committee as a correct record, they were signed by the Chair.

Proposed Cllr Bell, Seconded Cllr Horrocks (majority in favour, one abstention – not present at meeting)

2509/xxx Public Participation

There were no members of public present.

2509/xxx To consider the action point update

The action points were noted as presented below.

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 is attending a seminar in October presented by the Devon Community Resilience Forum and will apply any changes advised after that. ONGOING
2. 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
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

Chair's initials

Item	September 2025
4. Amend Standing Orders	The standing orders had been amended, they were presented to Full Council and adopted in July 2025. COMPLETE
5. Prepare: <ul style="list-style-type: none"> a prioritised list of policies to review full set of policies for committee members	On the agenda. COMPLETE

2509/xxx To receive the packs of policies and consider the policy review cycle

The packs were received and the policy review cycle noted.

2509/xxx To consider the document retention policy

It was **resolved** to recommend the adoption of the Document Retention Policy with minor typographical amendments, as V0.2

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

Action point: Pass to Full Council for adoption.

2509/xxx To consider how to review the Northam Town Council Vision Statement & Strategic Plan 2023-2027

It was **resolved** to review and update the actions to more clearly reflect Council operations, revise the Action Plan and present it to a future meeting of this committee.

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

Action points:

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.

There being no further business the meeting closed at 8.00pm.

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

Chair's initials

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