

REVIEW COMMITTEE**1st October 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

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

In attendance: Guy Langton (Town Clerk & RFO), Honorary Alderman Eastman.

2510/346 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

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

2510/347 Chair's announcements

The Chair made no announcements.

2510/348 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.

2510/349 To agree the agenda as published.It was **resolved** to agree the agenda as published.

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

2510/350 To confirm as a correct record and sign the minutes of the Review Committee meeting held on the 18th September 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 Horrocks, Seconded Cllr Bach (all in favour)

2510/351 Public Participation

Honorary Alderman Eastman did not wish to address the committee.

2510/352 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
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. ONGOING

Chair's initials

2510/353

To consider the enclosed revised policies:

The packs were received and the policy review cycle noted.

- **Complaints Process V1.0**

It was **resolved** to recommend the revised policy to Full Council for adoption, with typographical amendments and additions to improve clarity.

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

- **Recruitment Policy V0.3**

It was **resolved** to recommend the revised policy to Full Council for adoption, with typographical amendments and additions to improve clarity.

Proposed: Cllr Bach, Seconded: Cllr Tait (all in favour).

- **Safeguarding Policy V1.0**

It was **resolved** to recommend the revised policy to Full Council for adoption, with its applicability to volunteers being specified and the inclusion of coercive control in addition to typographical amendments and additions to improve clarity.

Proposed: Cllr Hodson, Seconded: Cllr Newman-McKie (all in favour).

There being no further business the meeting closed at 8.45pm.

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

Chair's initials

--