

**5<sup>th</sup> March 2026 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

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

In attendance: Guy Langton (Town Clerk & RFO).

**2603/667 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**  
 Cllr Bach tendered his apologies, there were two vacancies on the committee.

**2603/668 Chair’s announcements**  
 The Chair made no announcements.

**2603/669 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.

**2603/670 To agree the agenda as published.**  
 It was **resolved** to agree the agenda as published.  
 Proposed Cllr Hodson, Seconded Cllr Horrocks (all in favour)

**2603/671 To confirm as a correct record and sign the minutes of the Review Committee meeting held on the 12<sup>th</sup> February 2026**  
 It 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 Bell (majority in favour)

**2603/672 Public Participation**  
 There were no members of the public represent.

**2603/673 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 <a href="#">Emergency Plan - Northam Town Council</a> . The Town Clerk is attending a seminar in October presented by the Devon Community Resilience Forum and will apply any changes advised after that. The first piece of work that would be completed was a Risk Assessment, which would be put to this committee for consideration. Emergency Services would be advised of the Council’s identified refuge buildings. 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. <p style="text-align: right;">ONGOING</p>

Chair’s initials

**2603/674 To consider the enclosed revised policies:**

**Council Grants Policy v1.0**

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

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

*Cllr Tait left the meeting at this point (7:20pm)*

**DBS Policy v0.1**

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

Proposed: Cllr Horrocks, Seconded: Cllr Bell (all in favour).

**Maternity Scheme (26.02.2026)**

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

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

There being no further business the meeting closed at 7:40pm.

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

DRAFT

Chair's initials