

REVIEW COMMITTEE**6th November 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

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

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

2511/414 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

Cllr Tait tendered her apologies, there were two vacancies on the committee.

2511/415 Chair's announcements

The Chair made no announcements.

2511/416 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.

2511/417 To agree the agenda as published.It was **resolved** to agree the agenda as published.

Proposed Cllr Hodson, Seconded Cllr Bach (all in favour)

2511/418 To confirm as a correct record and sign the minutes of the Review Committee meeting held on the 1st October 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 Hodson, Seconded Cllr Bach (majority in favour)

2511/419 Public Participation

There were no members of the public present.

2511/420 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. 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
2. Protocol following the Death of the Sovereign, Senior National Figure or Local Holder of High Office. Review the protocol.	On the agenda. COMPLETE
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

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
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2511/421 To consider the enclosed revised policies:

Health & Safety Policy v0.1

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 Horrocks (all in favour).

Lone Worker Policy v0.2

It was **resolved** to recommend the revised policy to Full Council for adoption, with the addition of an expectation that the front door of the Council Offices would be locked if a member of staff was in the building alone.

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

Death of a Senior National Figure Protocol v0.2

It was resolved to remove paragraph 6.6, which had been added for consideration, it being:

6.6 Consideration should be given to arranging a religious service on the evening before the funeral by the Mayor, the Town Clerk and representatives of the local churches. This could be discussed prior to any death so that all those involved will be prepared and understand what they have agreed to do.

Proposed: Cllr Newman-McKie, Seconded: Cllr Horrocks (majority in favour, the Chair using her casting vote.)

It was **resolved** to recommend the revised policy to Full Council for adoption, with the removal of:

reference to the Duke of York

the consideration to arrange a religious service, and

the cascade of announcements, in addition to

typographical amendments and additions to improve clarity.

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

Environmental 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 Newman-McKie, Seconded: Cllr Bell (all in favour).

There being no further business the meeting closed at 7.40pm.

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

Chair's initials

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