Minutes of the Review committee held on the 4th November 2026 at 6.30pm in the Town Hall, Windmill Lane, Northam.

Present: Cllrs Bach, Hodson, Horrocks, Lo-Vel, Newman-McKie and Whittaker.

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

2611/404 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)
All members were present. There were two vacancies.

2611/405 Chair's announcements
The Chair made no announcements.

2611/406 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.

2611/407 To agree the agenda as published.
It was **resolved** to agree the agenda as published.
Proposed Cllr Hodson, Seconded Cllr Bach (all in favour)

2611/408 To confirm as a correct record and sign the minutes of the Review Committee meeting held on the 23rd September 2026
The minutes had not been circulated, their approval was deferred.

2611/409 Public Participation
There were no members of the public represent.

2611/410 To consider the action point update
The action points were noted as below.

Item	September 2026
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 and Parks & Buildings Manager were to attend a seminar in October presented by the Devon Community Resilience Forum. After this, the Officers would review the previous drafts of the Emergency Plan and Risk Assessment for consideration and amendment (at a future meeting). Emergency Services have been advised of the Council's identified refuge buildings. ONGOING
2. Vision Statement and action Plan	To prepare a separate report for the completed actions; Remove/hide the columns for 2023/24; To prepare a separate report for the completed actions. ONGOING
3. Allotment Terms & Conditions	The Ts & Cs revised by this committee were sent to allotment holders and members for comment. On the Agenda. COMPLETE

Chair's initials

2611/411 To consider the enclosed revised policies / controlled documents:

a) Dedicated Benches Policy v.01
It was **resolved** to recommend the document to Full Council for adoption with the below amendments to the copy provided to the committee:

- Adoption of single or multi dedication of benches (paragraph 5.5).
- Sponsorship by businesses and organisation was not to be included.
- Various typographical, stylistic and grammatical amendments.

Proposed: Cllr Whittaker, seconded: Cllr Hodson (all in favour)
Action point: Amend policy and present to Full Council.

b) Financial Risk Assessment 2026-27 v0.3
It was **resolved** to recommend the document to Full Council for adoption with the below amendments to the copy provided to the committee:

- Add an action to draft a policy / [procedure for dealing with late payments / debtors.
- Various typographical, stylistic and grammatical amendments.

Proposed: Cllr Whittaker, seconded: Cllr Hodson (all in favour)
Action point: Amend Risk Assessment and present to Full Council.

c) Vision Action Table
It was **resolved** to recommend the document to Full Council for adoption with various typographical, stylistic and grammatical amendments.
Proposed: Cllr Whittaker, seconded: Cllr Hodson (all in favour)
Action point: Amend policy and present to Full Council.

There being no further business the meeting closed at 8:45pm.

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

DRAFT