



**NORTHAM TOWN COUNCIL
TOWN HALL
WINDMILL LANE
NORTHAM
DEVON
EX39 1BY**

Town Clerk: Mrs Jane Mills MILCM
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To: All Members of the Northam Town Council

You are hereby summoned to attend the Annual Meeting of the Town Council which will be held on Wednesday 9th May 2018 commencing at 7.00 pm, at the Council Chamber, Windmill Lane, Northam.

The agenda for the meeting is set out below.

M. J. Mills

Jane Mills
Town Clerk

Date of issue: 2nd May 2018

Attendance of the Police

AGENDA

- 1 Address (Annual Report) and Welcome by the retiring Town Mayor**
- 2 Election of Town Mayor and signing of acceptance of Office**
one nomination received: Cllr Ken Davis
- 3 Presentation of Past Mayor badge to Cllr Brading by the Mayor**
- 4 Presentation of the symbols of office**
 - **Mayoral Chain**
 - **Gavel**
 - **Keys to the Town Council Office**
- 5 Apologies**
- 6 Election of Deputy Town Mayor and signing of acceptance**
*two nominations received:
Cllr Chris Leather, Cllr Barry Edwards*
- 7 Declarations of interest**
Members are reminded that all interests must be declared prior to the item being discussed.
- 8 To agree the agenda between Part A and Part B (confidential information).**
- 9 To confirm and sign the minutes of the Full Council Meeting April 25th 2018 (herewith)**
Except for Part B which will be considered in Part B

- 10 To receive reports from outgoing Committee Chairmen**
(Town Projects, Planning, Finance, Northam Burrows and Human Resources) (herewith)
- 11 To note the attendance record of Councillors at meetings for 2017-18** *(herewith)*
- 12 To review Terms of Reference for committees** *(herewith)*
These were set up by a group of Members in 2012 and have been amended and updated since
- 13 To review delegation to committees** *(herewith)*
- 14 Appointments to Town Projects and Asset Management Committee**
(11 Councillors plus the Mayor ex-officio)
- 15 Appointments to Burrows Committee**
(7 Councillors plus the Mayor ex-officio)
- 16 Appointments to Planning Committee**
(9 Councillors plus the Mayor ex-officio)
- 17 Appointments to Finance Committee**
(7 Councillors, in addition ex-officio Member with full voting rights, the Mayor). In the event that the Chair of Northam Burrows and the Chair of Town Projects are not existing members they will be appointed onto the Committee with full voting rights.
- 18 Appointments to Human Resources Committee**
(7 Councillors plus the Mayor ex-officio)
- 19 To consider review of representation on or work with external bodies and arrangements for reporting back and to consider appointments to Outside Bodies** *(previous appointments and requests by Outside Bodies an update was sent with committee choices)*
- 20 To confirm appointment of cheque signatories**
(Mayor, Members of the Finance Committee, Town Clerk and Assistant Town Clerk) (two Finance Committee Members with The Town Clerk or Assistant Town Clerk)
- 21 To consider review of Standing Orders and Financial Regulations**
(These were accepted at the September 2017 Full Council meeting however new Model Standing Orders have just been issued by NALC so a further review will be required. Financial Regulations are still current.
- **Proposal from Cllr Brading**
That from April 2019 a new system for administering Cllrs Allowances be approved. (See accompanying notes)
- 22 To review Council's and/or employees' memberships of other bodies**
- DALC/NALC
 - Open Spaces Society
 - Taw Torridge Estuary Forum
 - Community Council of Devon and Devon Playing Fields Association (now joint)
 - SLCC (including ILCM)
 - CPRE
 - Ellis Whittam (we have a contract)
 - Freedom of Information Commissioner
 - Revive and Thrive
- (These were reviewed following the last Annual Meeting and it was recommended to go ahead with renewing all the memberships for 2017-18) (costings herewith)*

- 23 To review Council's complaints procedure**
(reviewed March 2018, it was agreed no changes were required)
- 24 To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**
(reviewed March 2018, it was agreed no changes were required) This is being updated to comply with new legislation)
- 25 To review the Council's policy for dealing with the press/media**
(This was reviewed in March 2018)
- 26 To consider a review of policies**
All Human Resources and Health and Safety policies were reviewed by Ellis Whittam and included in the Staff Handbook. All other policies were reviewed in March 2018
- 27 To receive a schedule of meeting dates for 2018-19***(herewith)*

PART B

- 28 To resolve:** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information:
- 29 To confirm and sign the minutes of the Full Council Meeting April 25th 2018 Part B**
- 30 To review inventory of land and assets and office equipment and receive a report on Asset Management** *(herewith)*
- 31 To review and confirm arrangements for insurance cover in respect of all insured risks**
We currently have a contract until May 2018. Report for renewal attached.
- 32 To resolve to readmit members of the press and public**