

Northam Town Council - Minutes of the Annual Meeting of the Town Council held on Wednesday 10th May 2017 at 7pm at the Council Chamber, Town Hall, Windmill Lane Northam

Present: Cllrs Leather (Retiring Chairman), Mrs Whittaker, Berryman, Brading, Davis, Durkin, Eastman, Hames, Hancock, Himan, Leather, Miller, Sherborne and Tisdale

In Attendance: Mrs Jane Mills, Town Clerk, Mrs P Moores, Assistant Town Clerk, Reverend Penny Dobbin, Reverend Derek Arnold, District Cllr Dr P Le Maistre and members of the public

Prayers were led by Reverend Penny Dobbin

1705/01 Address and Welcome by the retiring Town Mayor

Cllr Leather gave an annual report attached to the minutes, after thanking Reverend Penny Dobbin for her assistance as his Chaplain during his Mayoral year.

1705/02 Election of Town Mayor and signing of acceptance of Office

It was proposed by Cllr Durkin, seconded by Cllr Eastman, that Cllr Hugh Brading be elected as Town Mayor (majority in favour with one abstention). Cllr Brading then signed the acceptance of Office.

1705/03 Presentation of Past Mayor badge to Cllr Leather

The Mayor presented the "Past Mayor" badge to Cllr Leather and thanked him for the good year he had given us.

1705/04 Presentation of the symbols of office

The symbols of office were presented by Cllr Leather to Cllr Brading.

1705/05 Apologies

There were no apologies; all Members present.

1705/06 Election of Deputy Town Mayor and signing of acceptance of Office

Following receipt of three nominations a vote was taken. As a result, Cllr Davis was declared as Deputy Mayor. He then signed the acceptance of Office.

1705/07 Declarations of interest

Members were reminded that all interests must be declared prior to the item being discussed.

1705/08 To agree the agenda between Part A and Part B (Confidential Information).

It was **resolved** to agree the agenda between Part A and Part B
Proposed: Cllr Tisdale, Seconded: Cllr Hancock (all in favour)

1705/09 To confirm and sign the minutes of the Full Council Meeting 26th April 2017

(herewith) except for Part B which will be considered under agenda item 30.
It was **resolved** to confirm and sign the minutes of the Full Council Meeting held on 27th April 2017
Proposed: Cllr Tisdale, Seconded, Cllr Miller (majority in favour, 2 abstentions as Members were not present at the meeting)

- 1705/10 To receive reports from outgoing Committee Chairmen**
It was **agreed** to note the reports as follows;
- **Town Projects** – Cllr Tisdale gave a report (*attached to the minutes*)
 - **Planning** – Cllr Hames gave a report (*attached to the minutes*)
 - **Finance** – Cllr Sherborne gave a report (*attached to the minutes*)
 - **Northam Burrows** - Cllr Miller gave a report (*attached to the minutes*)
 - **Human Resources** – Cllr Brading gave a report (*attached to the minutes*)
- 1705/11 To note the attendance record of Councillors at meetings for 2016-17**
It was agreed to note the attendance records but Cllr Edwards asked for it to be recorded that he had only attended Planning for significant applications at Appledore so his record was not a true one.
- 1705/12 To review Terms of Reference for committees (*herewith*)**
It was **resolved** to review the terms of reference of committees at a special meeting during the year.
Proposed: Cllr Brading, Seconded: Cllr Miller (all in favour)
There was a further proposal by Cllr Edwards that agenda items 13, 22, 24, 25, 26 and 27 are also reviewed at a special meeting. This was seconded by Cllr Brading and all were in favour.
- 1705/13 To review delegation to committees (*herewith*)**
See minute 1705/12
- 1705/14 Appointments to Town Projects and Asset Management Committee**
It was **resolved** to increase the number of Committee members on Town Project and Asset Management (to the 11 that had put their names forward) in view of the work required on the forthcoming neighbourhood plan.
Proposed Cllr Brading, Seconded: Cllr Tisdale (13 in favour, 1 against)
The following Members were appointed:
Councillors Mrs Whittaker, Berryman, Davis, Durkin, Eastman, Edwards, Hames, Himan, Leather, Miller, Tisdale and the Mayor (ex-officio).
- 1705/15 Appointments to Burrows Committee**
The following Members were appointed to the Northam Burrows Committee:
Councillors Mrs Whittaker, Durkin, Eastman, Hames, Hancock, Miller, Tisdale and the Mayor (ex-officio).
- 1705/16 Appointments to Planning Committee**
The following Members were appointed to the Planning Committee:
Councillors Berryman, Davis, Eastman, Edwards (for significant Appledore applications), Hames, Hancock, Leather, Sherborne, Tisdale and the Mayor (ex-officio).
- 1705/17 Appointments to Finance Committee**
It was **resolved** to combine Finance and Human Resources Committees to be known as Finance and Staffing.
Proposed: Cllr Tisdale, Seconded: Cllr Leather (9 votes in favour, 5 against)
The following Members were appointed to the Finance and Staffing Committee:
Councillors Berryman, Durkin, Edwards, Hames, Himan, Miller, Sherborne and the Mayor (ex-officio).
- 1705/18 Appointments to Human Resources Committee**
This Committee now amalgamated with Finance

- 1705/19 To consider creation of an Events and Tourism Committee**
It was **resolved** to look in depth at the current situation through Town Projects
Proposed: Cllr Leather, Seconded: Cllr Miller (all in favour)
- 1705/20 To consider review of representation on or work with external bodies and arrangements for reporting back and to consider appointments to Outside Bodies**
It was **resolved** to receive quarterly reports at Full council from those appointed to Outside Bodies.
Proposed: Cllr Hames, Seconded: Cllr Mrs Whittaker (all in favour)
- The following Members will serve on the outside bodies (see attached sheet)
Cllr Mrs Whittaker will check on the existence of the Torridge Police Liaison Committee and report back.
- 1705/21 To confirm appointment of cheque signatories**
It was **resolved** to appoint the cheque signatories as listed
Proposed: Cllr Sherborne, Seconded: Cllr Leather (all in favour)
(Mayor, Members of the Finance Committee, Town Clerk and Assistant Town Clerk) (two Finance Committee Members with The Town Clerk or Assistant Town Clerk)
- 1705/22 To consider review of Standing Orders and Financial Regulations**
See minute 1705/12
- 1705/23 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*
- It was **resolved** to accept the memberships as listed.
Proposed: Cllr Leather, Seconded: Cllr Edwards (all in favour)
- 1705/24 To review Council's complaints procedure**
See minute 1705/12
- 1705/25 To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**
(reviewed May 2013, it was agreed no changes were required) (*herewith*)
See minute 1705/12
- 1705/26 To review the Council's policy for dealing with the press/media**
See minute 1705/12

1705/27

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.*
- *The following policies are due for review*
- *Grants*
- *Environmental*
- *Employment of Ex-Offenders*
- *Data Protection*
- *Anti Fraud and Corruption*

See minute 1705/12

1705/28

To receive a schedule of meeting dates for 2017-18 (*herewith*)

It was **resolved** to accept the schedule with some changes of date for some meetings (including Northam Burrows and to remove the Human Resources meetings.

Proposed: Cllr Leather, Seconded: Cllr Sherborne (all in favour)

There being no further business, the meeting closed at 8.20pm

Signed.....Date.....