

Northam Town Council - Minutes of the Annual Meeting of the Town Council held on Wednesday 9th May 2018 at 7pm at the Council Chamber, Town Hall, Windmill Lane, Northam

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

In Attendance: Mrs J Mills - Town Clerk, Mrs P Moores - Assistant Town Clerk, Miss A Kendall - Administration Officer
Reverend Derek Arnold, Mayor of Bideford, Cllr Dermot McGeough and members of the public

Prayers were led by Reverend Derek Arnold

Attendance of the Police

1805/01 Address and Welcome by the retiring Town Mayor

Cllr Brading gave an annual report, which is attached to the minutes, he also thanked Reverend Derek Arnold for his assistance as his Chaplain during his Mayoral year.

1805/02 Election of Town Mayor and signing of acceptance of Office

It was proposed by Cllr Eastman and seconded by Cllr Leather, that Cllr Ken Davis be elected as Town Mayor, all were in favour and it was so **resolved**. Cllr Davis then signed the acceptance of Office.

1805/03 Presentation of Past Mayor badge to Cllr Brading

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

1805/04 Presentation of the symbols of office

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

1805/05 Apologies

Apologies were received from Cllr Mrs Whittaker.

1805/06 Election of Deputy Town Mayor and signing of acceptance of Office

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

1805/07 Declarations of interest

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

At this juncture, PCSO McGovern arrived at the meeting and gave a report on the future plans for policing in Devon and Cornwall.

1805/08 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 Leather (all in favour)

- 1805/09 To confirm and sign the minutes of the Full Council Meeting April 25th 2018 except for Part B which will be considered in Part B**
It was **resolved** to confirm and sign the minutes of the Full Council Meeting held on 25th April 2018
Proposed: Cllr Sherborne, Seconded, Cllr Tisdale (all in favour)
- 1805/10 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** – The Town Clerk gave a report (*attached to the minutes*)
 - **Human Resources** – Cllr Leather gave a report (*attached to the minutes*)
- Cllr Tisdale thanked the Town Projects for their support throughout the year, especially the outgoing Mayor.
- It was **resolved** to suspend Standing Orders to allow the Mayor of Bideford to speak.
Proposed: Cllr Hancock, Seconded, Cllr Brading (all in favour)
The Mayor of Bideford thanked Cllr Brading for all his work as Mayor of the past year and congratulated Cllr Davis. He hopes the rapport between the two Councils of the past year will continue.
It was **resolved** to reinstate Standing Orders.
Proposed: Cllr Tisdale, Seconded, Cllr Hancock (all in favour)
- 1805/11 To note the attendance record of Councillors at meetings for 2017-18**
It was **agreed** to note the attendance records.
- 1805/12 To review Terms of Reference for committees**
It was **resolved** to accept the terms of reference of committees.
Proposed: Cllr Tisdale, Seconded: Cllr Sherborne (all in favour)
- 1805/13 To review delegation to committees**
It was **resolved** to accept the delegation to committees.
Proposed: Cllr Brading, Seconded: Cllr Leather (all in favour)
- 1805/14 Appointments to Town Projects and Asset Management Committee**
The following Members were appointed:
Councillors Mrs Whittaker, Berryman, Brading, Eastman, Edwards, Hames, Himan, Leather and Tisdale and the Mayor (ex-officio). Two Vacancies.
- 1805/15 Appointments to Burrows Committee**
The following Members were appointed to the Northam Burrows Committee:
Councillors Mrs Whittaker, Eastman, Hames, Hancock and Tisdale and the Mayor (ex-officio). Two Vacancies.
- 1805/16 Appointments to Planning Committee**
The following Members were appointed to the Planning Committee:
Councillors Berryman, Eastman, Hames, Hancock, Leather, Sherborne and Tisdale and the Mayor (ex-officio). Two Vacancies.

1805/17 Appointments to Finance Committee

The following Members were appointed to the Finance and Staffing Committee: Councillors Berryman, Edwards, Hames, Himan and Sherborne and the Mayor (ex-officio). Two Vacancies.

1805/18 Appointments to Human Resources Committee

The following Members were appointed to the Human Resources Committee: Councillors Berryman, Brading, Edwards and Leather and the Mayor (ex-officio). Three Vacancies.

At this juncture, Cllr Tisdale gave his apologies and left the meeting.

1805/19 To consider review of representation on or work with external bodies and arrangements for reporting back and to consider appointments to Outside Bodies

The following Members will serve on the outside bodies (see attached sheet)

1805/20 To confirm appointment of cheque signatories

It was **resolved** to appoint the cheque signatories as listed.

Proposed: Cllr Sherborne, Seconded: Cllr Hancock (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)

1805/21 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.

It was **resolved** to defer consideration of revised standing orders to a separate meeting.

Proposed: Cllr Edwards, Seconded: Cllr Hancock (all in favour)

- **Proposal from Cllr Brading**

That from April 2019 a new system for administering Councillors Allowances be approved. This was seconded by Cllr Berryman and the majority were against.

It was **resolved** that this be reconsidered by the new Council in 2019.

Proposed; Cllr Sherborne, Seconded: Cllr Hames, (majority in favour with 3 against).

1805/22 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)

It was **resolved** to renew all memberships.
Proposed: Cllr Sherborne, Seconded: Cllr Berryman (all in favour)

At this juncture, Cllr Hancock gave his apologies and left the meeting.

- 1805/23 To review Council's complaints procedure**
It was **agreed** to review as necessary.
- 1805/24 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)
It was **agreed** to review as necessary.
- 1805/25 To review the Council's policy for dealing with the press/media**
(This was reviewed in March 2018)
It was **agreed** to review as necessary.
- 1805/26 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
It was **agreed** to review as necessary.
- 1805/27 To receive a schedule of meeting dates for 2017-18 (herewith)**
It was **resolved** to accept the schedule.
Proposed: Cllr Leather, Seconded: Cllr Sherborne (majority in favour with 1 against)

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

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

DRAFT