



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

To: All Members of the Review Committee  
Cc: All Northam Town Councillors

Town Clerk: Mrs Jane Mills MILCM  
Telephone and Fax: 01237 474976  
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**You are hereby summoned to attend a Review Committee Meeting on Thursday 20<sup>th</sup> January 2022 at 2pm in the Council Chamber, Windmill Lane Northam**  
**Members of the public wishing to attend will be required to wear a face mask and socially distance. Space will be limited.**

**The Agenda for the meeting is set out below.**

*M. J. Mills*

Mrs Jane Mills Fd Community Governance, PSLCC, MILCM  
Town Clerk

Date of issue: 14<sup>th</sup> January 2022

The following are Members of the Review Committee: Councillors: Edwards, Laws, Leather, Mrs McCarthy, Tisdale and the Mayor (ex-officio) but all Members of the Council are entitled to attend.

### AGENDA

- 1 **Election of Chairman**
- 2 **Election of Vice Chairman**
- 3 **Apologies**
- 4 **Chairman's announcements**
- 5 **Declarations of interest:**  
*Members are reminded that all interests should be declared prior to the item being discussed.*
- 6 **To agree the agenda as published**
- 7 **To confirm and sign the minutes of the previous Review Committee Meeting held on 15<sup>th</sup> April 2021 (herewith)**



Lords of the Manor



The local Council for Appledore, Northam, Orchard Hill and Westward Ho!  
Twinned with Mondeville, France and Buddenstedt, Germany  
Office open: Monday to Friday mornings



Trustees of the Common Right

**8 Public Participation**

*Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.*

**9 To consider Action Points (herewith)**

**10 To consider and adopt**

- **Data Protection Policy**
- **Recruitment Policy**
- **Environment Policy**
- **Social Media Policy**
- **Freedom of Information (publication scheme)**
- **Vexatious behaviour policy**
- **Keyholder Policy**  
(all herewith)

**11 To review Recording Policy**

**12 To consider the date of the next meeting**

**Northam Town Council – Minutes of the Review Committee held via Zoom on Thursday 15<sup>th</sup> April at 10.00 am**

**In attendance:** Cllrs Mrs Hodson (Chairman), Chalmers, Laws (from minute no 2104/1436), Leather and Tisdale  
Town Clerk - Mrs J Mills, Mrs P Moores – Assistant Town Clerk  
Cllr Mrs McCarthy

A two-minute silence was held as a mark of respect following the death of HRH Prince Philip the Duke of Edinburgh.

- 2104/1428 Apologies**  
Apologies were received from Cllr Edwards.
- 2104/1429 Chairman's announcements**  
The Chairman informed Members that she had regrettably accepted Cllr Shelley's resignation from this Committee.
- 2104/1430 Declarations of interest**  
Members are reminded that all interests should be declared prior to the item being discussed.
- 2104/1431 To agree the agenda as published**  
It was **resolved** to agree the agenda as published.  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Tisdale (all in favour)
- 2104/1432 To confirm and sign the minutes of the Review Committee Meeting held on 16<sup>th</sup> February 2021**  
It was **resolved** to confirm and sign the minutes of the Review Committee Meeting held on 16<sup>th</sup> February 2021 as a correct record They will be signed at a later date.  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Leather (all in favour)
- 2104/1433 Public Participation**  
*Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.*  
No members of the public were present.
- 2104/1434 To consider Action Points**  
Action Points were noted.  
The Data Protection and Environmental Policy information are awaiting review and will be considered at the meeting following the AGM.  
**Action Point – Both policies to be put on an agenda post the AGM.**

**2104/1435 To review Terms of reference for the Road Safety Working Group (Westward Ho! Park)**

It was **resolved** to support the working group and this will be reported as an agenda item on Full Council but does not require a specific structure and Terms of Reference.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Leather (all in favour)

Cllr Laws joined the meeting at this juncture.

**2104/1436 To consider a review of the recruitment policy**

The recruitment policy was considered in detail and it was **resolved** to defer Part 1 of the document and for this to be brought back at a future meeting after the Annual Town Council meeting.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Chalmers (all in favour)

It was further **resolved** to accept Part 2 of the Policy – Retention and Training of Staff, after adding the words ... "reporting recommendations to the Finance and HR Committee for approval" at the end of paragraph 2.4

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

**Action Points – Item 1 of Recruitment Policy to be brought back to a future meeting.**

**Add wording to Part 2 of the Policy**

**2104/1437 To consider reviewing non-staffing policies for Northam Town Council**

- Environmental policy – This will be placed on the next agenda

**Action Point – Place matter on next agenda.**

- Filming and recording policy

It was **resolved** to accept the Filming and Recording Policy

Proposed: Cllr Mrs Hodson, Seconded: Cllr Tisdale (all in favour)

- Press and media policy

It was **resolved** to include an additional bullet point at item 7 to include social media and a note that any comments made on social media sites are the personal view of the individual Member and not Northam Town Council.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Leather (all in favour)

**Action Point – Include addition at Item 7**

It was further **resolved** to consider whether this Council requires the development of a separate social media policy.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Chalmers (all in favour)

**Action Point – The Town Clerk to research the need for a Social Media policy with NALC and other sources.**

Cllr Laws left the meeting at this juncture.

- Freedom of information (publication scheme)

It was **resolved** to defer this item to enable some amendments to be made.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Chalmers (all in favour)

**Action Point – Defer to next meeting**

- 2104/1438 To consider an update on DBS**  
It was **resolved** not to pursue DBS for Staff and Members.  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Leather (all in favour)
- 2104/1439 To confirm the date of the next Committee meeting**  
The date of the next meeting will be confirmed.

There being no further business, the meeting closed at 12.10 pm

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

DRAFT

## Action Points for Review Committee Meeting ~~JAN~~ JULY 2022

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<b>The Data Protection and Environmental Policy</b>	Both policies on agenda
<b>To consider a review of the recruitment policy</b>	Recruitment policy re-drawn but will have the addition of Part 2 added to it.
<b>Environmental policy</b>	Item on the agenda
<b>Press and media policy</b>	Additional bullet point added at item 7 to include social media and a note added that any comments made on social media sites are the personal view of the individual Member and not Northam Town Council.
<b>Social Media Policy</b>	Item on the agenda
<b>Freedom of information (publication scheme)</b>	Item on the agenda