

Northam Town Council - Minutes of the Annual Meeting of the Town Council held on Wednesday 11th May at 6.30pm at the Council Chamber, Town Hall, Windmill Lane, Northam

Present: Cllrs Mrs Hodson (Retiring Chairman), Edwards, Hames, Himan, Laws, Leather, Miss Manley, Mrs McCarthy, Newman-McKie, Tisdale and Miss C Woodhouse

In Attendance: Mrs J Mills - Town Clerk, Mr G Langton – Deputy Town Clerk
Mrs P Moores - Assistant Town Clerk, Miss T Tucker - Administration Officer
Reverend Vidamour
2 Members of the public

2205/01 Address and Welcome by the retiring Town Mayor
Cllr Mrs Hodson welcomed everyone to the meeting.

2205/02 Annual Report from the retiring Mayor
Cllr Mrs Hodson gave an extensive report on the activities of the Council over the past year. She thanked the Members and staff for all their support throughout her term of office. The report is attached to the minutes.

2205/03 Election of Town Mayor and signing of acceptance of Office
It was proposed by Cllr Mrs Hodson and seconded by Cllr Tisdale, that Cllr Nick Laws be elected as Town Mayor, all were in favour and it was so **resolved**. Cllr Laws then signed the acceptance of Office and thanked his fellow Members for electing him.

2205/04 Presentation of Past Mayor badge to Cllr Mrs Hodson
The Mayor presented the "Past Mayor" badge to Cllr Mrs Hodson and thanked her for all her hard work throughout the year.

2205/05 Presentation of the symbols of office
The symbols of office were presented to Cllr Laws by Cllr Mrs Hodson.

2205/06 Election of Deputy Town Mayor and signing of acceptance of Office
Cllr Mrs McCarthy proposed that Cllr Derek Sargent be elected as Deputy Mayor, this was seconded by Cllr Mrs Hodson and Cllr Sargent was duly elected. He will sign the acceptance of Office at the next Town Council meeting.

2205/07 Apologies
Apologies were received from Cllrs Davis and Sargent.

2205/08 To agree the agenda as published
It was **resolved** to agree the agenda as published.
Proposed: Cllr Tisdale, Seconded: Cllr Miss Manley (unanimous)

2205/09 To confirm and sign the minutes of the Full Council Meeting 28th April 2022
It was **resolved** to confirm and sign the minutes of the Full Council Meeting held on 28th April 2022.
Proposed: Cllr Mrs McCarthy, Seconded: Cllr Tisdale (majority in favour, 1 abstention Member not present at the meeting.



- 2205/10** **Declarations of interest**
Members were reminded that all interests must be declared prior to the item being discussed.
- 2205/11** **To receive reports from outgoing Committee Chairmen**
It was **agreed** to note the reports which are attached to the minutes.
- 2205/12** **To note Terms of Reference for committees** (*previously circulated and available in the office*)
It was agreed to note the Terms of Reference for committees.
- 2205/13** **To review delegation to committees** (*now contained within the terms of reference as appropriate*) – Noted.
- 2205/14** **Appointments to Town Projects and Asset Management Committee**
It was **resolved** to appoint as per the list attached to the minutes.
Proposed: Cllr Leather, Seconded: Cllr Miss Manley (all in favour)
- 2205/15** **Appointments to Planning Committee**
It was **resolved** to appoint as per the list attached to the minutes.
Proposed: Cllr Tisdale, Seconded: Cllr Miss Manley (all in favour)
- 2205/16** **To consider the appointment of the Chair of Northam Burrows Charity to Finance and HR Committee** (*no longer included in Finance and HR committee*)
It was **resolved** that the Chair of Northam Burrows Charity does not sit on the Finance and HR Committee.
Proposed: Cllr Mrs Hodson, Seconded: Cllr Tisdale (all in favour)
- 2205/17** **Appointments to Finance and Human Resources Committee**
(*7 Councillors, in addition ex-officio Member with full voting rights, the Mayor*). In the event that the Chair of Town Projects is not existing member they will be appointed onto the Committee with full voting rights.
It was **resolved** to appoint as per the list attached to the minutes.
Proposed: Cllr Miss Manley, Seconded: Cllr Tisdale (all in favour)
- 2205/18** **Appointments to Review Committee**
(*7 Councillors plus the Mayor ex-officio*)
It was **resolved** to appoint as per the list attached to the minutes and that meetings will be held when required.
Proposed: Cllr Mrs Hodson, Seconded: Cllr Tisdale (all in favour)
- 2205/19** **Appointments to Westward Ho! Park Committee**
It was **resolved** to appoint as per the list attached to the minutes.
Proposed: Cllr Tisdale, Seconded: Cllr Miss Manley (all in favour)
- 2205/20** **Appointments to Climate Emergency Committee**
(*5 Councillors plus the Mayor ex-officio*)
It was **resolved** to appoint as per the list attached to the minutes.
Proposed: Cllr Newman McKie, Seconded: Cllr Tisdale (all in favour)
- 2205/21** **Appointments to Neighbourhood Plan Committee**
(*6 Councillors, 2 from each ward, plus the Mayor ex-officio*)
It was **resolved** to appoint as per the list attached to the minutes.
Proposed: Cllr Mrs McCarthy, Seconded: Cllr Tisdale (all in favour)

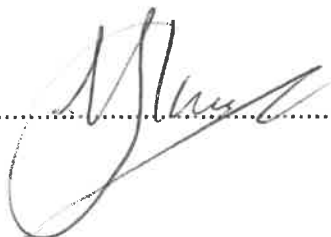


- 2205/22** **To consider review of representation on or work with external bodies and arrangements for reporting back and to consider appointments to Outside Bodies** *(included on the committee choices form)*
 It was **resolved** to appoint as per the list attached to the minutes.
 Proposed: Cllr Mrs McCarthy, Seconded: Cllr Miss Manley (all in favour)
 It was further **resolved** to add Cllr Miss Manley as a representative of Northam Town Council and a trustee of the Northam Community Centre
 Proposed: Cllr Mrs McCarthy, Seconded: Cllr Miss Manley (all in favour)
- 2205/23** **To confirm appointment of cheque signatories**
 It was **resolved** to appoint the cheque signatories as listed.
(Mayor, Members of the Finance and Human Resources Committee, Town Clerk, Deputy Town Clerk and Assistant Town Clerk) (two Finance and Human Resources Committee Members with The Town Clerk or Deputy Town Clerk or Assistant Town Clerk)
 Proposed: Cllr Mrs McCarthy, Seconded: Cllr Tisdale (all in favour)
- 2205/24** **To consider review of Standing Orders and Financial Regulations**
The Standing Orders were reviewed during the year 2020-21 and accepted at Full Council Financial Regulations were updated in January 2022 accepted at Finance and HR and Full Council
 Members agreed to note this.
- 2205/25** **To review Council's and/or employees' memberships of other bodies**
- **DALC/NALC** – It was **resolved** to agree membership.
 Proposed: Cllr Himan, Seconded: Cllr Mrs McCarthy (all in favour)
 - **Open Spaces Society** – It was **resolved** to agree membership.
 Proposed: Cllr Mrs McCarthy, Seconded; Cllr Tisdale (all in favour)
 - **Taw Torridge Estuary Forum** - It was **resolved** to agree membership.
 Proposed: Cllr Hames, Seconded: Cllr Laws (all in favour)
 - **Community Council of Devon and Devon Playing Fields Association** (now joint) – It was **resolved** to agree membership.
 Proposed: Cllr Miss Manley, Seconded: Cllr Tisdale (all in favour)
 - **SLCC** (including ILCM) – It was **resolved** to agree membership.
 Proposed: Cllr Laws, Seconded: Cllr Miss Manley (all in favour)
 - **CPRE** – It was **resolved** to agree membership.
 Proposed: Cllr Leather, Seconded: Cllr Himan (5 in favour, 1 against, 4 abstentions)
 - **Freedom of Information Commissioner** - It was **resolved** to agree membership.
 Proposed: Cllr Miss Manley, Seconded: Cllr Mrs Hodson (all in favour)
- 2205/26** **To consider renewal of the Ellis Whittam contract** *(it was agreed at the 2019 meeting to renew for 3 years renewal options will be sought prior to 2022 renewals which are due in July. Options will be brought to Full Council)*
 It was agreed that this matter will be brought to a future meeting.
Action Point – Forward pack regarding this to Cllr Woodhouse

- 2205/27 To consider a review of policies**
The majority of policies have now been confirmed at Full Council, with one outstanding. They will all be on our website by the end of May.
It was agreed to note this item.
- 2205/28 To review Councillor Allowances** (currently £1000 p.a may be increased in line with TDC)
It was **resolved** to retain the Councillor Allowances at the current rate.
Proposed: Cllr Tisdale, Seconded: Cllr Edwards (9 for, 2 abstentions)
- 2205/29 To review inventory of land and assets and office equipment and receive a report on Asset Management**
It was agreed to note this.
- 2205/30 To receive draft schedule of meeting dates for 2022-23**
It was **resolved** to agree the draft schedule as amended.
Proposed: Cllr Miss Manley, Seconded: Cllr Tisdale (all in favour)
- 2205/31 To review and confirm arrangements for insurance cover in respect of all insured risks** We are about to start the 2nd year of a three-year contract through Hiscox
It was agreed to note this.

There being no further business, the meeting closed at 7.40 pm

Signed.....



Date.....

25/5/2022

