

**RAUNDS TOWN COUNCIL**

**POLICY AND RESOURCES COMMITTEE**

Minutes: 12 January 2017: Start Time 7.30pm.

**PRESENT**

Cllr D Hughes (Chair), Cllr R Levell, Cllr H Howell, Cllr B Tirebuck

**IN ATTENDANCE**

Ms Kate Houlihan, Town Clerk (Minutes)  
Miss Joanne Coduri, Assistant to the Clerk

- 468.16 To Receive Apologies For Absence.**  
Apologies were received from Cllr R Beattie.  
**RESOLVED to note the apologies.**
- 469.16 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**  
None received
- 470.16 Notification of members questions in compliance with the council's standing orders.**  
None received
- 471.16 Declarations of Interest.**  
COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM  
None received
- 472.16 Minutes:** Confirm the minutes of the Policy and Resources Committee meeting held 1 November 2016.  
  
**RESOLVED that the minutes of the Policy and Resources Committee meeting held on 1 November 2016 be confirmed as a true record.**
- 473.16 Standing Orders:** To review the Councils Standing Orders including the terms of reference for committees and to make recommendations to the Full Council thereon.

Members considered the report of the Clerk as shown in Appendix 1.

The matter was discussed in detail and it was resolved to recommend to the Full Council that;

- a) Standing Order 7.1 be revised to read Each committee shall consist of a minimum of five members and a maximum of seven members of the Council Including the Mayor and Deputy shall sit as ex-officio members of the committee with the same rights to speak and vote as ordinary**

**committee members but shall not be the chairman of more than 1 committee but shall not chair committee meetings.**

**b) The Events Working Party become a full committee of the council.**

**c) That the terms of reference for the committee be as shown below;**

#### Events Committee

The purpose of the committee is to debate issues, determine decisions and make recommendations to Council in respect of issues within the remit of this Committee.

To oversee the finance allocated to the Committee, for which it has delegated powers to spend within the budget headings allocated to the Committee by the Council.

Any virement applications must be referred to the Finance Committee or to Full Council.

The committee will have a minimum of 5 and a maximum 15 members, including a minimum of 3 councillors. (Officers cannot be members of the committee) The Chairman and Vice Chairman are to be councillors. The quorum for the committee will be three, but is to include a minimum of two councillors.

#### Terms of reference

- To recommend to the Full Town Council a suitable programme of annual events in addition to the Christmas lights switch on and Remembrance Services
- To manage the programme of events and ensure they are delivered within the committee's budget.
- To manage a list of stock /equipment owned by the Town Council for events (including a stock list for Christmas lights)

(Note- the committee will not be responsible for managing other fundraising events that any Mayor may wish to put on during their Mayoral year. This in no way restricts members of the committee supporting the Mayor with their work, but the Mayor does not need to seek approval of the Events Committee for their own events)

**474.16 Flood Risk in Raunds:** To consider correspondence from a resident regarding flood risk in Raunds and to take any appropriate actions.

Members considered the correspondence from a local resident who was very concerned about potential flood risk in Raunds.

The Clerk advised that she had already responded to the residents query regarding the use of s106 funding (developer contributions). The clerk explained that such funding can only be used for the purpose detailed in legal agreements and as such would not be available for flood alleviation schemes.

It was noted that the Town Council were not the land owner and as such were not in a position to clear many of the watercourses that run through the Town.

Members referred to the flood investigation report undertaken by David Smith Associates on behalf of Northamptonshire County Council in March 2016 and the issues raised therein. It was hoped that some of these would be addressed through the Pathfinder flood resilience project.

**RESOLVED that the clerk would respond to the resident and liaise with the pathfinder group on the issues raised,**

**475.16 Quality Council Status:** To consider a report the council's application for quality status.

Members considered the report of the Clerk as shown in Appendix 2.

Members first considered the criteria for the Foundation and Quality awards and it was....

**RESOLVED to recommend to the Full Council that the Council resolves that the criteria for the Foundation and Quality Awards have been met.**

Members then considered the criteria for the Gold award and the statements the clerk had prepared on how the council;

- It ensures the council delivers value for money
- Meets its duties in relation to bio-diversity and crime and disorder
- Provides leadership in planning for the future of the community
- Manages the performance of the council as a corporate body
- Manages the performance of each individual staff member to achieve its business plan

Following discussion and consideration of the statements, it was...

**RESOLVED to recommend to the Full Council that the criteria for the Gold Award have been met. (Subject to final proof reading of the statements).**

**476.16 Annual Review of Insurance:** To complete the Annual Review of Insurance

Members considered the report of the Clerk as shown in Appendix 3.

It was agreed that the proposed level and range of cover was sufficient to mitigate against any significant risk faced by the Council.

**RESOLVED to recommend to the Full Council that the Annual review of Insurance is approved.**

Members also considered the recommendation that the council’s buildings be valued for insurance purposes and it was...

**RESOLVED that the Clerk should arrange for the valuations to be undertaken.**

**477.16 Register of Council Land:** To note the work undertaken for first registrations of Council Land and to consider any further actions required.

Members noted the progress in preparing first registrations of un-registered council land.

It was agreed that the clerk would carry appropriate consultation to understand the level of use of various pieces of land and report to a future meeting.

**RESOLVED to note the report and that the clerk would give further updates to a future meeting.**

**478.16 To receive a progress report on P&R projects.**

Members considered the report of the clerk as shown in Appendix 4 and it was...

**RESOLVED to note the report.**

There being no further business the meeting concluded at

Approved: ..... (Town Mayor)

Meeting date: ..... 14 February 2017..... (Council)

Approved: ..... (Chairman)

Meeting date: .....7<sup>th</sup> March 2017.....(Committee)

## Appendix 1 – Council’s Standing Orders

<b>Summary:</b>	
Discussion Paper: Committee structure for Raunds Town Council	
<b>Attachments:</b>	
Raunds Town Council Standing Orders	
<b>1.0</b>	<p><b>Background</b></p> <p>The aim of this discussion paper is for members to consider standing orders and the committee structure for Raunds Town Council for 2017/18.</p> <p>The key aim of the committee structure is to ensure that decision making is effective, efficient and transparent. It is important to balance the workload of each committee and to consider how the committee structure impacts on the resources of the Council.</p>
<b>2.0</b>	<p><b>Review Of Standing Orders.</b></p> <p>A substantive review of standing orders took place in January 2015, with minor amendments being made in October 2015. It is therefore not suggested that any major changes are made to standing orders at the current time.</p> <p>However members may wish to review standing order 7.1 below;</p> <p style="text-align: center;"><b>Each committee shall consist of a minimum of five members and a maximum of seven members of the Council including the Mayor and Deputy shall sit as ex-officio members of the committee with the same rights to speak and vote as ordinary committee members but shall not chair committee meetings.</b></p> <p>Members may feel that this restricts councillors from being able to use their professional skills to benefit the council.</p>
<b>3.0</b>	<p><b>Review of Committee Structure</b></p>
<b>3.1</b>	<p><b>Current Committee Structure</b></p> <p>Raunds Town Council currently has the following committees:</p> <ul style="list-style-type: none"> <li>• Environment Leisure and Recreation Committee</li> <li>• Finance Committee</li> <li>• Planning Committee</li> <li>• Policy and Resources Committee</li> <li>• Personnel Committee</li> </ul> <p>The Council also has a number of working parties these have included;</p> <p>The Events working party The CCTV working party The Civic Protocol working Party The Neighbourhood Plan working party</p>
<b>3.2</b>	<p><b>The Events Working Party</b></p> <p>As can be seen from the list of working parties with the exception of “Events” all other working parties are formed to carry out a specific piece of work and then stand down. The Events working party is unique in that it has a recurring work load.</p> <p>The Events working party currently falls within the remit of the Environment Leisure and Recreation committee (ELR). This committee already has a heavy work load and the increasing number of events being put on for the benefit of the town will only add to this work load.</p>

A large number of community volunteers have become involved in running town events, however they have no vote on these matters.

Whilst ELR has an overview of the work of the Events working party in reality the decisions of the working party are simply ratified by ELR. Meetings of the events working party are not public meetings and they are not advertised as such.

Members may therefore wish to consider separating the work of the Events working party from ELR by creating an Events Committee. The committee would manage its own budget and make decisions thereon. This will also assist in balancing the workloads of each committee, ensure that decisions are transparent and give members of the working party greater involvement.

Under normal circumstances non-councillors may become members of committees but are non-voting members. However in a small number of instances, including the management of events the Local Government Act 1972 makes an exception allowing non-councillors to be voting members committees.

Members should be aware that the creation of an additional committee will have an impact on council resources. Formal agendas, minutes and papers will need to be issued, meetings will need to be scheduled in advance and public notice given as for any other council meeting. This addition of an Events Committee would give Raunds Town Council 6 standing committees.

#### **Draft terms of reference for Events Committee.**

Should members of Policy and Resources wish to recommend to the Full Council that an Events Committee is formed then draft terms of reference are shown below;

### **3.3**

#### **Events Committee**

The purpose of the committee is to debate issues, determine decisions and make recommendations to Council in respect of issues within the remit of this Committee.

To oversee the finance allocated to the Committee, for which it has **delegated powers** to spend within the budget headings allocated to the Committee by the Council.

Any virement applications must be referred to Policy and Resources Committee or to Full Council.

The committee will have a minimum of 5 members, including a minimum of 3 councillors. (Officers cannot be members of the committee) The Chairman and Vice Chairman are to be councillors. The quorum for the committee will be three, but is to include a minimum of two councillors.

#### **Terms of reference**

- To manage the Councils Christmas lights project ensuring that a suitable display and switch-on event takes place each year.
- To create a suitable programme of annual events (in addition to the Christmas Lights) including;
  - the Annual Mayor's Show
  - the Summer Picnic
  - Remembrance Services
  - and other events as may be appropriate.
- To manage the programme of events and ensure they are delivered within the

<b>4.0</b>	<p>committee's budget.</p> <ul style="list-style-type: none"> <li>• To manage a list of stock /equipment owned by the Town Council for events (including a stock list for Christmas lights)</li> </ul> <p>(Note- the committee will not be responsible for managing other fundraising events that any Mayor may wish to put on during their Mayoral year. This in no way restricts members of the committee supporting the Mayor with their work, but the Mayor does not need to seek approval of the Events Committee for their own events)</p> <p><b>Recommendations</b></p> <ol style="list-style-type: none"> <li>a) That members consider revising standing order 7.1</li> <li>b) That members consider making a recommendation to the Full Council on the creation of an Events Committee.</li> <li>c) That members consider making a recommendation to the Full Council on the terms of reference for an Events Committee.</li> </ol>
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## Appendix 2 – Quality Status

<b>Summary:</b>	
A report on the Local Council Award Scheme	
<b>Attachments:</b>	
NONE	
1.0	<p><b><u>Overview</u></b> The Local Council Award Scheme was launched in 2014 and replaced the Quality Council Scheme.</p> <p>The purpose of the scheme is to <b><i>“to celebrate the successes of the very best local councils, and to provide a framework to support all local councils to meet their full potential” (NALC 2014).</i></b></p>
2.0	<p><b><u>Levels of Award</u></b> <b>The scheme has three levels of award. You can apply for any level of award and do not have to necessarily work from the Foundation stage upwards. A brief description of each level is shown below.</b></p> <p><b>The Foundation Award</b> demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice.</p> <p><b>The Quality Award</b> demonstrates that a council achieves good practice in governance, community engagement and council improvement.</p> <p><b>The Quality Gold Award</b> demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.</p>
3.0	<p><b><u>Assessment Criteria</u></b> Each level of award has a range of assessment criteria and these are detailed in appendix A. Some of the criteria require the council to publish certain information online, others require the council to confirm by resolution that they hold certain information. The final criteria for the Gold Award require the council to confirm that they have prepared single page statements on various items (detailed later in this report)</p>

4.0	<p><b><u>Preparation of a portfolio</u></b></p> <p>The Clerk and assistants are preparing a portfolio of evidence to meet the criteria.</p> <p>Work completed on the business plan and communication strategy have gone a long way to ensuring that Raunds Town Council meets the criteria.</p> <p>In addition the work that has been done translating the objectives from the Vision for Raunds into positive actions for the Town is also proving vital.</p> <p>The submission of the Raunds Neighbourhood Plan further strengthens the submission.</p> <p>The use of the council's website, social media and local press coverage all provide good evidence of the range of the work done by the Council during the past 18 months.</p>
5.0	<p><b>Statements to meet the Gold Award</b></p> <p>In order to obtain the Gold Award the Council must prepare single page statements demonstrating how:</p> <ul style="list-style-type: none"> <li>• It ensures the council delivers value for money</li> <li>• Meets its duties in relation to bio-diversity and crime and disorder</li> <li>• Provides leadership in planning for the future of the community</li> <li>• Manages the performance of the council as a corporate body</li> <li>• Manages the performance of each individual staff member to achieve its business plan</li> </ul> <p>The council must approve these statements by resolution at a Full Council meeting. Draft statements are attached to this report so that the policy and resources committee can make a recommendation to the Full Council to approve these statements.</p>
6.0	<p><b><u>Financial Implications</u></b></p> <p>There are two fees:</p> <ol style="list-style-type: none"> <li>a) a registration fee paid to the NALC (currently £50)</li> <li>b) an accreditation fee paid to the organisation responsible for administering the local or regional accreditation process. This fee varies depending on the size of council and the level award. Raunds Town Council is classed as a large council and the fee for being assessed under the gold criteria is £200</li> </ol>
7.0	<p><b><u>Recommendation</u></b></p> <p>That the Policy and Resources committee resolves to recommend to the Full Council that the council meets the criteria for the scheme and the Council has prepared the appropriate statements.</p>



## Appendix A

**RPO** – Resolution at full council meeting that it publishes online & meets requirements of lower award -

**R** – Resolution at full council meeting that it has -

**RS** – Resolution at full council meeting that it has prepared (1 page max) statements to submit to Panel -




	Foundation	Quality	Quality Gold
<b>GOVERNANCE</b>			
Standing Orders and Financial Regulations (RPO)	✓	✓	✓
Code of Conduct & Link to Register of Interests (RPO)	✓	✓	✓
Publication Scheme (RPO)	✓	✓	✓
Last Annual Return (RPO)	✓	✓	✓
Transparent Information about Council Payments (RPO)	✓	✓	✓
Calendar of All Meetings including APM (RPO)	✓	✓	✓
Year of Minutes for Council, Cttees & Sub-Cttees (RPO)	✓	✓	✓
Current Agendas (RPO)	✓	✓	✓
Budget & Precept Info (current or next financial year) (RPO)	✓	✓	✓
Complaints Procedure (RPO)	✓	✓	✓
Risk Management Scheme (R)	✓	✓	✓
Register of Assets (R)	✓	✓	✓
Contracts for All Members of Staff (R)	✓	✓	✓
Draft Minutes for Council & Cttees Within 4 weeks (RPO)		✓	✓
Health & Safety Policy (RPO)		✓	✓
Policy on Equality (RPO)		✓	✓
Scheme of Delegation, Where Relevant (R)		✓	✓
Up-to-Date Insurance Policies that Mitigate Risks to Public Money (R)		✓	✓
Addressed Complaints Received In one Year (R)		✓	✓
Business Plan Covering Financial Forecast for at Least 3 Years Linked to Revenue and Capital Plans for Council & Ctty (RPO)			✓
Ensures Council Delivers Value for Money (RS)			✓
Delivers Best Practice in Meetings its Duties in Relation to Bio-Diversity and Crime and Disorder (RS)			✓


## Appendix 3 – Insurance Review

<b>Summary:</b> A report on the annual review of the Council's insurances.											
<b>Attachments:</b> Extract from policy schedule.											
<b>1.0</b>	<p><b>Background</b></p> <p>The Council previously entered into a 3 year agreement (expires 31/3/17) with Zurich Municipal for the provision of its insurance. This enabled the Council to gain competitive rates of insurance and reduce the administrative costs of annual quotations.</p> <p>Insurance is a major financial safeguard for Councils and forms an integral part of its risk management strategy and is one of the ways of mitigating risk.</p> <p>An annual review is essential to ensure adequate levels of cover are maintained; although in practice, an underlying continual review takes place each time a new risk presents itself.</p> <p><b>2017 Review</b></p> <p>Against the background of an ongoing process of continual re-assessment, the annual insurance renewal presents an opportunity to look at the whole policy.</p>										
<b>2.0</b>	<p><b>Buildings and contents</b></p> <p>In 2011, we undertook a revaluation of our properties which resulted in changes to the insured values of our property. In addition, an annual increase in line with appropriate indices. It may be appropriate to revalue the building again during the course of 2017.</p>										
<b>2.1</b>	<table border="1"> <thead> <tr> <th>Building</th> <th>2017 Valuation</th> </tr> </thead> <tbody> <tr> <td>The Hall</td> <td>£2,302,568</td> </tr> <tr> <td>Saxon Hall</td> <td>£1,078,124</td> </tr> <tr> <td>Cemetery Chapel</td> <td>£566,074</td> </tr> <tr> <td>Public Convenience</td> <td>£102,815</td> </tr> </tbody> </table> <p>Periodic revaluations ensure the values reflect an appropriate level of cover without paying excessive premiums.</p>	Building	2017 Valuation	The Hall	£2,302,568	Saxon Hall	£1,078,124	Cemetery Chapel	£566,074	Public Convenience	£102,815
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<b>2.2</b>	<p><b>Furniture, fixtures and fittings</b></p> <p>Appendix 1 shows the amounts of cover provided for these items located at The Hall and Saxon Hall. The Council holds an up to date asset register. The sums insured appear adequate.</p>										
<b>2.3</b>	<p><b>Public liability</b></p> <p>The Council's public liability insurance increased is £15m; Whenever the Council provides a new service or amenity, the risks associated with that provision must be reported to the insurers to ensure cover is maintained.</p>										
<b>2.4</b>	<p><b>Fidelity guarantee</b></p> <p>The Council increased our cover to £1m in March 2015.</p>										
<b>2.5</b>	<p><b>Business Continuity</b></p> <p>The Council has business interruption cover of £21,000 to cover costs involved in any event which stops the Council operating; such events as having to relocate due to fire etc. The policy provides 24 months of cover. Loss of revenue is also covered for up to £196,886.</p>										

2.6	<p><b>Other risks</b></p> <p>Employers Liability: £10,000,000 any one event  Hirers liability: £2,000,000  Libel and Slander: £250,000  Legal Expenses £100,000</p>										
2.7	<p><b>Uninsured risks</b></p> <p>There remains three identified uninsured risks:</p> <p><i>Culverts</i>  The Council risk management system (risk ref OS.02.1) identifies the culvert over parts of the town Brooke as a potential risk. The Council has identified a reserve of £20,000 for remedial action but in the event of a major collapse, Principal Council involvement would be essential.</p> <p><i>War Memorial</i>  The memorial is currently uninsured.</p> <p><i>Benches</i>  All new benches have been installed on concrete bases and bolted down for security. They are of generally robust design.</p> <p>Past quotations (together with excess deductions) show that insuring these items is economically unviable.</p>										
3.0	<p><b>Risk management</b></p> <p>By providing adequate insurance cover, the Council can mitigate many of its risks.</p>										
4.0	<p><b>Financial implications</b></p> <p>For comparison purposes, previous annual premiums (including IPT &amp; VAT ) have been :</p> <table data-bbox="427 1265 1356 1422"> <tr> <td>2013/14</td> <td>£15,519.32</td> </tr> <tr> <td>2014/15</td> <td>£9,191.91 (reduction due to change in provider)</td> </tr> <tr> <td>2015/16</td> <td>£9,259.09</td> </tr> <tr> <td>2016/17</td> <td>£9586.00</td> </tr> <tr> <td><b>2017/18</b></td> <td><b>£6,701.29 (only 1 quote received at this stage. Others are being sought ahead of renewal)</b></td> </tr> </table> <p>The 2016/17 budget makes adequate provision to cover annual premiums.</p>	2013/14	£15,519.32	2014/15	£9,191.91 (reduction due to change in provider)	2015/16	£9,259.09	2016/17	£9586.00	<b>2017/18</b>	<b>£6,701.29 (only 1 quote received at this stage. Others are being sought ahead of renewal)</b>
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5.0	<p><b>Recommendation:</b></p> <p>That the annual insurance review be approved.</p>										

## Appendix 4 – Progress Report

Item	Action/Progress	Complete	Notes
Asset management plans			Plans to be reviewed at future P&R/ Finance
Create a register of town Town Council Land and assess against policy			LPR have been asked to carry out first registrations Assessment of land is on-going
NALC campaign for public toilets to be exempt from business rates			Letter sent supporting removal of public toilets from business rates regime This is now set out in proposals from govt, but not enacted.
Review of internal audit processes	Approved by council		Review of internal audit to be considered by Finance Committee Internal auditor to be appointed for 2017-18
Budget 2016/17 Budget 2017-18	Approved by council		Budget process for 2017-18 to commence
The use of the town hall as a wedding venue			Additional promotional work required
Money Handing Policy			Annual review required to be reviewed at September meeting
Open spaces charging policy			Bench marking exercise with other local sites to be completed.
Formation of a community interest company			Draft articles prepared Have been chasing LGSS for comments
Risk Assessment Management			Review of all risk assessments to standardise them.
Policy and Resources Objectives 2016/17	Approved by council		Also created priorities fro other committees by linking objectives to business plan
Annual Review of Insurance	Completed -savings made by ensuring insured values of building linked to valuations		Note this year is year 3 of 3 so full review of insurance required for 2017-18
Land from Hoggs Dyke to Meadow Lane	Consultation approved by council		Completed report issued to council
Preparation of case study on SI 596			Used to lobby T Pursglove MP, Northants CALC, and successfully used in planning responses Further information passed to NALC

Item	Action/Progress	Complete	Notes
Future High Street Summit	Report on conference attended		
Internal Control P&R to create a policy on card usage for Council	To be created when new card is in place		
Culvertthe clerk to ascertain whether the culvert ran under Town Council or Highways (Northamptonshire County Council) Land			

<b>Pre-application planning advice required for Land at Heritage Way</b>			<b>awaiting response</b>
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