

**RAUNDS TOWN COUNCIL**

**FINANCE AND POLICY COMMITTEE**

Minutes: 4<sup>th</sup> September 2018: Start Time 7.30pm

**PRESENT**

Cllr R Levell (Chairman), Cllr L Wilkes, Cllr J Duff, Cllr H Howell, Cllr R Beattie.

**IN ATTENDANCE**

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

**237.18 To Receive Apologies for Absence.**

Apologies were received from Cllr R Tyman

**RESOLVED to note the apology.**

**238.18 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

None received

**239.18 Notification of members questions in compliance with the council's standing orders.**

None received

**240.18 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

**241.18 [Minutes](#): to confirm the minutes of the Finance and Policy Committee meeting held 7 June 2018**

**RESOLVED that the minutes of the Finance and Policy Committee meeting held on 7 June 2018 be confirmed as a true record.**

**242.18 Budget Review: To review progress against budget for April-June 2018/19**

Members reviewed the progress against budget for the period April-June 2018 as shown in appendix 1

The Clerk answered members questions thereon and it was agreed that the Clerk would review the invoice for the What's On Postcards and clarify the matter for members.

**RESOLVED to note the report.**

- 243.18 Bank reconciliations:** To approve the bank reconciliations from April-June 2018

**RESOLVED that the bank reconciliations for April-June be approved.**

- 244.18 Payments for approval:** To approve payments since the last Finance and Policy Committee meeting.

Members reviewed the payments as shown in appendix 2 and the clerk answered members questions thereon, following discussion it was....

**RESOLVED that the payments be approved.**

- 245.18 Use of Town Council Crest by Local Tradesman:** To consider the purchase of magnetic plates for use by tradesman working on behalf of Raunds Town Council

Members reviewed the report of the Clerk as shown in Appendix 3. Following discussion, it was...

**RESOLVED that:**

- a) the Town Council purchase the magnetic plates for use by various contractors.**
- b) that a working party of Cllr Levell, Cllr Howell and the Clerk would agree a set of rules to govern use of the plates, these would be presented to the next Finance and Policy Committee meeting for approval.**

- 246.18 Local Business Charter:** To consider developing a Local Business Charter

Members reviewed the Local Business Charter and it was noted that this charter covered the whole district and that a separate charter just for Raunds was not needed.

Members discussed other ways in which the Town Council could support local business and it was noted that the Environment Leisure and Recreation Committee were already considering how the Council might be able to support businesses who wanted to be environmentally friendly.

Following discussion, it was...

**RESOLVED that**

- a) The Town Council support the East Northamptonshire Council's business charter and note that this covers the whole district.**
- b) Raunds Town Council will seek innovative and practical solutions to support local business**

**247.18** [Press Media and Publicity Policy](#): To review the Council Press Media and Publicity policy

Members reviewed the policy as shown in appendix 4 and following discussion it was...

**RESOLVED to recommend to the Full Council that the policy be as shown in appendix 4.**

**248.18** [Gritting Policy](#): To review the Council's gritting policy:

Members reviewed the gritting policy and it was....

**RESOLVED to:**

- a) Recommend the Full Council that the amended policy be as shown in appendix 5
- b) That the review date should be "as required" as Local Government Reform in Northamptonshire may see certain services devolved to the Town Council.

**249.18** [Mayor's Handbook](#) and **Charity Account Protocol** To review the Council's Mayor's Handbook and Charity Account Protocol.

Members reviewed the Mayor's Handbook and Charity Account Protocol and it was...

**RESOLVED that a working party of the Clerk, Cllr Howell and Cllr Levell would review the document and present a revised version to the Finance and Policy Committee.**

There being no further business the meeting concluded at 20.38

Approved: ..... (Town Mayor)

Meeting date: .....11<sup>th</sup> September 2018..... (Council)

Approved: ..... (Chairman)

Meeting date: .....2<sup>nd</sup> October 2018.....(Committee)

## Appendix 1 - Budget review 2018-19

	Actual Year To Date	Current Annual Bud	Variance Annual Total
<u>Administration</u>			
Meeting Costs	144	515	371
Elections	0	2,575	2,575
Mayor's Allowance	280	2,060	1,780
Chain of Office/Mayoral Board	51	1,545	1,494
Mayor's Civic Service	550	515	-35
Bank Charges	142	350	208
Professional Fees	150	2,575	2,425
Accountancy & Audit Fees	455	1,854	1,399
Vat Contingency	0	2,500	2,500
Health & Safety	10	750	740
IT/Office Equip/Upgrades	285	515	230
Stationery Supplies	165	1,030	865
Postage	41	824	783
Insurance	6,654	6,500	-154
Subscriptions	2,717	2,781	64
Printing & Photocopying	640	3,000	2,360
Cllrs Expenses	0	1,030	1,030
Civic Photograph	0	515	515
Advertising (Media)	180	0	-180
Newsletter	537	1,545	1,008
Website	150	515	365
Flags	0	155	155
Bad Debts	0	150	150
Contingency	0	1,000	1,000
Business Interface	0	1,000	1,000
Administration :- Expenditure	<b>13,151</b>	<b>35,799</b>	<b>22,648</b>
Miscellaneous Income	-47	361	-408
Grants	0	154	-154
Photocopying (Income)	4	0	4
Precept	221,456	0	221,456
Bank Interest & Dividends	528	1,500	-972
Administration :- Income	<b>221,941</b>	<b>2,015</b>	<b>219,926</b>
<b>Net Expenditure over Income</b>	<b>-208,790</b>	<b>33,784</b>	<b>-197,278</b>

<u>Offices (The Hall)</u>	Actual Year To Date	Current Annual Bud	Variance Annual Total
Health & Safety	0	263	263
Janitorial Supplies/Cleaning	0	1,051	1,051
Repairs & Maintenance	689	1,051	362
Improvements	0	523	523
Vandalism	0	523	523
Electrical Works	0	4,635	4,635
General Grounds Maintenance	0	420	420
Security: General	0	263	263
Security: Intercom System	587	630	43
Security: CCTV	0	683	683
Security: Fire Alarm	308	788	481
Security: Burglar Alarms	68	210	142
Contract Cleaning	163	263	100
Equipment	183	263	80
Notice Boards	0	206	206
Utility Bills: Electricity	-1,284	3,677	4,961
Utility Bills: Gas	1,330	2,627	1,297
Utility Bills: Water Rates	205	526	321
Utility Bills: Telephone/Inter	716	1,576	860
Refuse/Waste Disposal	0	525	525
Business Rates	1,782	5,150	3,368
Offices (The Hall) :- Expenditure	<b>4746</b>	<b>25,853</b>	<b>21,107</b>
Rents The Hall	6,997	22,660	-15,663
Hiring The Hall	818	3,000	-2,182
Offices (The Hall) :- Income	<b>7,815</b>	<b>25,660</b>	<b>-17,845</b>

Saxon Hall

Salaries (Saxon Hall)	5,871	28,000	22,129
Pension Costs (Council Cont.)	806	6000	5104
Protective Clothing	0	255	255
Professional Fees	0	255	255
Health & Safety	0	510	510
Janitorial Supplies/Cleaning	0	765	765
Advertising & Marketing	0	1,530	1,530
Repairs & Maintenance	193	2,000	1,807
Vandalism	0	510	510
General Grounds Maintenance	0	1,000	1,000
Security: General	936	2,040	1,104
Security: CCTV	0	750	750
Security: Fire Alarm	0	500	500
Security: Burglar Alarms	6	255	187
Contract Cleaning	340	663	323
Equipment	0	510	510
Performing Rights Society	0	612	612
Utility Bills: Electricity	784	4,080	3,296
Utility Bills: Gas	1,375	5,100	3,725
Utility Bills: Water Rates	367	1,020	653
Utility Bills: Telephone/Inter	279	510	231
Utility Bills: Mobile Phones	20	102	82

	Actual Year To Date	Current Annual Bud	Variance Annual Total
Refuse/Waste Disposal	324	2,550	2,226
Business Rates	1,800	7,140	5,340
Piano	65	51	-14
Saxon Hall :- Expenditure	<b>13,266</b>	<b>66,708</b>	<b>53,442</b>
Saxon Hall Hire	14,175	30,000	-15,825
Saxon Hall :- Income	<b>14,175</b>	<b>30,000</b>	<b>-15,825</b>
<b>Net Expenditure over Income</b>	<b>-909</b>	<b>36,708</b>	<b>37,617</b>

<u>Open Spaces</u>	Actual Year To Date	Current Annual Bud	Variance Annual Total
Professional Fees	100	306	206
Health & Safety	0	255	255
Repairs & Maintenance	70	1,530	1,460
Improvements	0	2,550	2,550
Security: CCTV	46	0	-46
Equipment	41	0	-41
Skate Park	450	2,500	2,050
Skate Park (Future)	0	1,000	1,000
Trees	0	10,000	10,000
Gardening/ Horticulture	930	10,000	10,000
Grounds Maintenance/Agency	13771	42,000	27,299
Play Equipment	0	4,080	-788
Play Equipment (new)	4868	5,000	5,000
Welcome to Raunds Signs	0	4,000	4,000
Lighting (Square)	0	12,000	12,000
GMC Admin/supervision Charge	1,728	10,200	8,472
Allotment Provision	0	500	500
Street Furniture	2,825	5,500	2,675
Open Spaces :- Expenditure	24,830	111,421	86,591
Open Spaces Hire	723	367	356
Verge Mowing Reimbursement	0	2,040	-2,040
Open Spaces :- Income	723	2,407	-1,684
Net Expenditure over Income	24,106	109,014	84,908
Cemeteries & Church Yards			
Professional Fees	0	255	255
Health & Safety	0	255	255
Repairs & Maintenance	200	6,000	5,800
Business Rates	242	1,353	1,111
Interments - Expenditure	1,640	4,080	2,440
Memorials Testing & Repair	0	2,000	2,000
Church Wall Maint & Repairs	0	510	510
Cemeteries & Church Yards :- Expenditure	2,082	14,453	12,371
Fees	2,199	3,000	-801
Interments - Income	2,740	6,000	-3,260
Cemeteries & Church Yards :- Income	4,939	9,000	-4,061

	Actual Year To Date	Current Annual Bud	Variance Annual Total
Net Expenditure over Income	-2,857	5,453	8,310
Market			
Utility Bills: Electricity	171	417	246
Utility Bills: Water Rates	25	260	235
Market :- Expenditure	196	677	481
Market Rents	298	3,060	-2,762
Market :- Income	298	3,060	-2,762
Net Expenditure over Income	-102	-2,383	-2,281
Car Parks			
Repairs & Maintenance	0	510	510
Car Parks :- Expenditure	0	510	510
Net Expenditure over Income	0	510	510

	Actual Year To Date	Current Annual Bud	Variance Annual Total
<b>Public Lighting</b>			
Repairs & Maintenance	0	1,020	1,020
Public Lighting St Peters	0	5,000	5,000
Utility Bills: Electricity	165	459	294
Public Lighting :- Expenditure	<b>165</b>	<b>6,479</b>	<b>6,314</b>
<b>Net Expenditure over Income</b>	<b>165</b>	<b>6,479</b>	<b>6,314</b>

#### Section 137

Donations - S137	500	2,000	1,500
Remembrance Day - S137	0	55	55
Section 137 :- Expenditure	<b>500</b>	<b>2,055</b>	<b>1,555</b>
<b>Net Expenditure over Income</b>	<b>500</b>	<b>2,055</b>	<b>1,555</b>

#### Tourism & Entertainment

Equipment	0	250	250
Utility Bills: Electricity	240	500	260
Christmas: Trees	0	2,000	2,000
Christmas: Lights/Display Only	0	7,000	7,000
Christmas: Other	0	5,000	5,000
Christmas: New Lights Equip.	0	6,000	6,000
Events Budget	6,783	11,000	4,217
Tourism & Entertainment :- Expenditure	<b>7,022</b>	<b>31,750</b>	<b>24,728</b>
Income Sponsorship	1,460	550	910
Grants	0	1,000	-1,000
Christmas Sponsorship Income	0	2,450	-2,450
Tourism & Entertainment :- Income	<b>1,460</b>	<b>4,000</b>	<b>-2,540</b>
<b>Net Expenditure over Income</b>	<b>5,562</b>	<b>27,750</b>	<b>22,188</b>

	Actual Year To Date	Current Annual Bud	Variance Annual Total
<b>Public Conveniences</b>			
Utility Bills: Electricity	223	520	297
Utility Bills: Water Rates	165	510	345
Business Rates	458	1,301	843
Healthmatic Lease	0	10,851	10,851
Public Conveniences :- Expenditure	<b>846</b>	<b>13,182</b>	<b>12,336</b>
<b>Net Expenditure over Income</b>	<b>846</b>	<b>13,182</b>	<b>12,336</b>
<b>Community Development</b>			
Youth Work	0	5,000	5,000
Older People/Social Isolation	749	4,000	3,251
Museum Services	0	100	100
Community Development :- Expenditure	<b>749</b>	<b>9,100</b>	<b>8,351</b>
Miscellaneous Income	230	0	230
Community Development :- Income	<b>230</b>	<b>0</b>	<b>230</b>
<b>Net Expenditure over Income</b>	<b>519</b>	<b>9,100</b>	<b>8,581</b>
<b>Personnel</b>			
Salaries (Hall)	19,100	88,517	69,417
Pension Costs (Council Cont.)	1,648	27,500	25,852
Staff/Cllr Training	0	2,000	2,000
Payroll Charges	100	550	450
Personnel	0	500	500
Personnel :- Expenditure	<b>20,849</b>	<b>119,067</b>	<b>98,219</b>
<b>Net Expenditure over Income</b>	<b>20,849</b>	<b>119,067</b>	<b>98,219</b>
<b>Devolved Services</b>			
Library Services	0	40,000	40,000
Devolved Services	0	42,000	42,000
Devolved Services :- Expenditure	<b>0</b>	<b>82,000</b>	<b>82,000</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>82,000</b>	<b>82,000</b>
<b>EMR</b>			
Ear Marked Reserves	65,285	0	-65,285
EMR :- Expenditure	<b>65,285</b>	<b>0</b>	<b>-65,285</b>
<b>Net Expenditure over Income</b>	<b>65,285</b>	<b>0</b>	<b>-65,285</b>

## Appendix 2 – Payment List

Printed on : 30/08/2018

Raunds Town Council

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At : 10:59

## List of Payments made between 01/04/2018 and 30/06/2018

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
01/04/2018	ENC	DD	159.00		Business Rates - T/H C & R1
01/04/2018	ENC	DD	165.00		Business Rates - T/H F
01/04/2018	ENC	DD	81.00		Business Rates - T/H E
01/04/2018	ENC	DD	84.00		Business Rates - T/H D
01/04/2018	ENC	DD	105.00		Business Rates - T/H A
01/04/2018	ENC	DD	600.00		Business Rates - S/H
01/04/2018	ENC	DD	150.00		Business Rates - Public Conv
01/04/2018	ENC	DD	78.00		Business Rates - Cemetery
03/04/2018	Anglian Water	DD	97.41		Water Rates - The Hall
03/04/2018	Anglian Water	DD	175.16		Water Rates - Saxon Hall
03/04/2018	Anglian Water	DD	11.18		Water Rates - The Square
03/04/2018	Anglian Water	DD	96.47		Water Rates - Public Conv
04/04/2018	Raybell & Sons	301051	275.00		NCC License Fee Drop Kerb
04/04/2018	Syntec Systems	BANK TRANS	6,866.81		IT Equipment/Software
05/04/2018	A J Pearson	BANK TRANS	1,020.00		Ground Maintenance
05/04/2018	Councillor Expenses	BANK TRANS	73.90		Mileage & Expenses Jan-Mar 18
05/04/2018	A & R Print	BANK TRANS	579.80		What's On Post Cards
05/04/2018	R F Blount & Sons	BANK TRANS	274.60		Repairs to Boiler T/H
05/04/2018	Alpine Cleaning Services	BANK TRANS	40.80		Clean Saxon Hall Windows
05/04/2018	Nutec Security	BANK TRANS	81.60		Call Out Burglar Alarm S/H
05/04/2018	Colson & Loaring	BANK TRANS	240.00		Cemetery Service Water Pump
14/04/2018	World Pay	DD	11.94		Subscriptions
15/04/2018	Mick George	DD	120.00		Refuse & Waste Collection
15/04/2018	Lloyds Card	Payment	580.33		
18/04/2018	World Pay	DD	15.00		Transaction Charges
18/04/2018	Toolport	BANKTRANS	509.99		Gazebo
20/04/2018	NCALC	BANK TRANS	2,680.91		Subscription & Audit Service
20/04/2018	NCC Pensions	BANK TRANS	1,900.70		Pensions March 2018
20/04/2018	Staff Expenses	BANK TRANS	21.60		Mileage Jan - Mar 2018
20/04/2018	Mr M Hoole	BANK TRANS	500.00		Urban Safari - Mayor's Show
20/04/2018	Syntec Systems	BANK TRANS	720.00		IT Provision
20/04/2018	Stephen Pell	BANK TRANS	35.00		Various Repairs
20/04/2018	PY.M Decorations	BANK TRANS	750.00		Decoration Offices
20/04/2018	ICCM	BANK TRANS	90.00		Subscription Fees
20/04/2018	Hygiene Solutions	BANK TRANS	187.20		Waste Removal
20/04/2018	Filmbank Distribution Ltd	BANK TRANS	99.60		April Film Afternoon
20/04/2018	ESPO	BANK TRANS	27.57		Janitorial Supplies
20/04/2018	ENC	BANK TRANS	3,453.18		Grounds Maintenance March 18
20/04/2018	ENC	BANK TRANS	2,476.93		Grounds Maintenance Feb 2018
20/04/2018	ENC	BANK TRANS	33.14		Associated Services Mar 2018
20/04/2018	ENC	BANK TRANS	33.14		Associated Services Feb 2018
20/04/2018	English School of Falconry	BANK TRANS	480.00		Falconry Mayor's Show
20/04/2018	Eclipse Marquee	BANK TRANS	360.00		Marquee - Mayor's Show
20/04/2018	Bluefish	BANK TRANS	14.29		Office Supplies
20/04/2018	Advanced Centurion Security	BANK TRANS	587.00		Intercom Room H / Maintenance
20/04/2018	A & R Print	BANK TRANS	579.80		What's on Postcards
20/04/2018	1st Reaction Security	BANK TRANS	921.60		Barrier Locking March 2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/05/2018	NCC Pensions	BANK TRANS	2,098.83		Pension April 2018
19/05/2018	Southern Electric	DD	53.91		Electricity Unmetered
21/05/2018	Wireless Logic	DD	61.20		Electronic Sign Charges
21/05/2018	Mr Steve Nixon	BANK TRANS	175.00		Entertainer Mayor's Show
21/05/2018	Mr DP Maletka	BANK TRANS	400.00		Band - Mayor's Show
21/05/2018	Councillor Mileage & Expenses	BANK TRANS	59.04		Mileage & Expenses May 2018
21/05/2018	5 Star Loos	BANK TRANS	498.00		Toilets - Mayor's Show
21/05/2018	John R Day	BANK TRANS	180.00		Straw Bales - Mayor's Show
22/05/2018	1st Raunds Methodist Brownies	301058	500.00		Donation - S137
22/05/2018	Smiths Fire	BANK TRANS	369.00		Monitoring Station 18-19
22/05/2018	A & R Print	BANK TRANS	393.90		Mayor's Show Banners
22/05/2018	A & R Print	BANK TRANS	232.10		Mayor's Show Flyers+Delivery
22/05/2018	Alpine Cleaning	BANK TRANS	40.80		Window Cleaning S/H
22/05/2018	Amberol Limited	BANK TRANS	3,246.28		Planters
22/05/2018	Bluefish	BANK TRANS	3,041.19		Office Furniture
22/05/2018	CountyLife Ltd	BANK TRANS	180.00		Article 5/5/18
22/05/2018	D W Williams	BANK TRANS	450.00		Benches Mayor's Show
22/05/2018	Broxap Limited	BANK TRANS	41,168.27		CSA Supply & Install
22/05/2018	Rialtas Business Solutions	BANK TRANS	84.00		Training
22/05/2018	Scorpion Security	BANK TRANS	55.20		Camera Install - Spinney
22/05/2018	Smiths Skip Hire	BANK TRANS	90.00		Skip - Mayor's Show
22/05/2018	Staff Expenses	BANK TRANS	63.45		Mileage Mar - May 2018
22/05/2018	Syntec Systems	BANK TRANS	2,160.00		Project Labour
22/05/2018	1st Reaction Security	BANK TRANS	201.60		Barrier Open/Close
22/05/2018	Filmbank Media	BANK TRANS	99.60		May Film Afternoon
22/05/2018	Councillor Expenses	BANK TRANS	88.78		Mileage & Expenses May 2018
22/05/2018	Staff Expenses	BANK TRANS	22.77		Mayor's Show
24/05/2018	Dunkley Electrical	BANK TRANS	171.83		Various Works
24/05/2018	Pegasus Event Supplies	BANK TRANS	1,150.00		Equipment
25/05/2018	Southern Electric	DD	118.70		Electricity Feeder 1
25/05/2018	Southern Electric	DD	61.30		Electricity Feeder 2
25/05/2018	Southern Electric	DD	941.04		Electricity Saxon Hall
25/05/2018	Southern Electric	DD	234.09		Electricity Public Convenience
25/05/2018	ENC	BANK TRANS	248.99		Associated Services April 18
25/05/2018	CR Potters & Sons	BANK TRANS	550.00		Hog Roast
25/05/2018	S&J Kenny Carpets	BANK TRANS	510.95		First Floor Carpet
25/05/2018	A J Pearson	BANK TRANS	795.00		Grounds Maintenance May 18
25/05/2018	Stackhouse Poland Ltd	BANK TRANS	112.00		Insurance - Hired Equip
25/05/2018	Staff Salaries 707	BANK TRANS	7341.81		Salaries May 2018
25/05/2018	Southern Electric	DD	959.13		Electricity Town Hall

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/06/2018	Staff Expenses	BANK TRANS	38.70		Mileage Oct 17 - Jun 18
14/06/2018	NALC	BANK TRANS	17.00		NALC LCR Subs
14/06/2018	Stephen Pell	BANK TRANS	150.00		Various Repair Works
14/06/2018	World Pay	DD	11.94		Subscription Fees June 2018
15/06/2018	Mick George	DD	149.04		Refuse & Waste Collection
18/06/2018	World Pay	DD	12.47		Transaction Charges May 2018
18/06/2018	NCC Pensions	BANK TRANS	2,045.16		May 2018 Contribution
18/06/2018	Actz Entertainment Agency	BANK TRANS	780.00		Bank - Picnic
18/06/2018	Lloyds Card	June	931.38		
21/06/2018	Southern Electric	DD	58.36		Unmetered Electric Supply
21/06/2018	Wireless Logic	DD	63.82		Electronic Sign Charges May 18
25/06/2018	Southern Electric	DD	959.13		Electricity The Hall
25/06/2018	Southern Electric	DD	399.77		Electricity Town Hall
25/06/2018	Southern Electric	DD	-399.77		Correction - See May
25/06/2018	Southern Electric	DD	-959.13		Correction - See May
28/06/2018	Smiths Skip Hire	BANK TRANS	160.00		Skip T/H
28/06/2018	Alpine Cleaning Services	BANK TRANS	40.80		Window Cleaning S/H
28/06/2018	Abington Piano Services	BANK TRANS	65.00		Piano Tuning
28/06/2018	ENC	BANK TRANS	33.14		Associated Service May 2018
28/06/2018	ENC	BANK TRANS	6,013.48		Grounds Maintenance May 2018
28/06/2018	ESPO	BANK TRANS	94.46		Janitorial Supplies
28/06/2018	Filmank Distribution Ltd	BANK TRANS	99.60		June Film Afternoon
28/06/2018	Web House Ltd	BANK TRANS	36.00		Payroll Charges June 2018
28/06/2018	L N Griffiths	BANK TRANS	50.00		Face Painting - Picnic
28/06/2018	Playforce Ltd	BANK TRANS	5,841.66		Play Area - Bassfords
28/06/2018	Dunkley Electrical Services	BANK TRANS	850.00		CSA Electrical Works
28/06/2018	SLCC	BANK TRANS	308.00		Subs 2018-19
30/06/2018	Salaries	BP	7,219.15		Salaries June
30/06/2018	Unity Trust	BP	54.90		Service Charge
<b>Total Payments</b>			<b>159,668.67</b>		

## Natwest Payments

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/04/2018	Came & Company	010101	6,365.26		Annual Insurance 2018-19
16/04/2018	Scrim Sign	010102	8,952.00		Electronic Sign
30/04/2018	Natwest Bank	BANK TRANS	5.00		Bank Charges
04/05/2018	BT Payment	DD	334.37		Telephone Charges S/H
31/05/2018	Nat West	BANK TRANS	5.00		Bank Charges
04/06/2018	BT Group	DD	624.24		Telephone Charges T/H
15/06/2018	BT Group	DD	235.27		Internet Charges T/H
29/06/2018	Nat West	5.00	5.00		Bank Charges
<b>Total Payments</b>			<b>16,526.14</b>		

## Petty Cash Payment

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/04/2018	Coop	PC1	1.39		Refreshments
30/04/2018	Post Office Counters	PC2	2.08		Postage
31/05/2018	Filmbank UK	LL0501	96.60		Performing Rights
31/05/2018	Amazon	LL0502	4.10		Refreshments-coffe afternoon
31/05/2018	Amazon	LL0503	8.99		Film Afternoon
31/05/2018	Vistaprint	LL0504	30.58		Business Cards
31/05/2018	Amazon	LL0506	26.91		Certificate Frames
31/05/2018	Express Direct	LL0507	244.98		Express
31/05/2018	Photoframe	LL0508	2.99		certificate frame
31/05/2018	screwfix	LL0509	25.00		Line Marking
31/05/2018	QD Stores	LL0510	23.83		Coffe afternoon supplies
31/05/2018	Amazon	LL0511	12.77		decorations-coffee afternoon
31/05/2018	Amazon	LL0512	3.99		Decorations-coffee afternoon
31/05/2018	Microsoft	LL0513	451.20		Software licenses
31/05/2018	Clever Boxes	LL0514	452.05		Samsung Tablet
31/05/2018	Filmbank	LL0517	3.00		Correction

### Appendix 3 – Use of Council Crest

<b>Summary:</b>	
A report on use of Town Council Crest.	
<b>Attachments:</b>	
None	
<b>1.0</b>	<p><b>Background.</b> In July 2017 a local tradesman contacted the Town Council to ask if he would be able to use the Town Council Crest on his van. This was considered by the Full Council and the minute is shown below:</p> <p><b>250.18 Request from Local Tradesman:</b> To consider a request from a local business regarding the use of the town crest.</p> <p>Members considered the request. Everyone agreed that the tradesman in question provides excellent service and value for money. The Council agreed that they would be happy to give a recommendation to any interested parties.</p> <p>With regard to allowing use of the Town Crest on a company vehicle it was felt that the Policy and Resources committee should consider this and prepare a policy for approval by the council. The policy would need to consider how the council reviewed use of the crest and whether use of the crest would be for a limited period.</p> <p><b>RESOLVED that the Policy and Resources committee be asked to prepare a policy on use of the Town Crest. The clerk is to write to the tradesman in question and advise the outcome.</b></p>
<b>2.0</b>	<p><b>Policy Considerations</b> In creating a policy on this matter the council would need to have regard to:</p> <ul style="list-style-type: none"> <li>• The length of time that permission would be granted for?</li> <li>• Should there be any charge for use of the crest?</li> <li>• Should there be a mechanism for withdrawing permission if the council no longer wished to be associated with a particular supplier?</li> </ul> <p>A simpler solution, which has been suggested by the tradesman himself, is that the Town Council produce a set of magnetic plates that can be fixed to any vehicle with the words:</p> <p><b>“Working on behalf of Raunds Town Council”</b> followed by the crest. These can be temporarily assigned to any supplier, but they would remain the property of the Town Council.</p>
<b>3.0</b>	<p><b>Recommendation</b> That the Town Council purchase a set of magnetic plates for use by various tradesman and that it be delegated to the clerk to assign the plates to appropriate regular contractors, such as the gardener or maintenance workers.</p>

## **Appendix 4 - RAUNDS TOWN COUNCIL PRESS, MEDIA & PUBLICITY POLICY**

Raunds Town Council welcomes enquiries from the Press & Media and recognises that our relationship with the press helps us communicate with the residents. The Council recognises the need for this and should be reflected in how we deal with the Press. The aim of this policy is to ensure that the Town Council is seen to communicate in a professional and objective manner. This policy should be considered in conjunction with the Members Code of Conduct.

The Council's approach to the media should be:

- Open and honest,
- Proactive,
- Responsive and timely,
- Information oriented.

**These are two types of press release:**

### **Official Town Council Releases:**

An Official Town Council release is made on behalf of the Town Council. This will be written by The Clerk to the Council. In the absence of The Clerk, the Council Officer would be responsible for the issuing of Official Council Press Releases. It is non-party political and includes a quote from the relevant Councillor(s). This is usually the Chairman of the Council (Town Mayor) or a committee Chairman.

### **Councillor Press Releases:**

Councillor's press releases are personal and are written and issued by the Councillor responsible. This release may or may not be political and should not include the name of a Council Officer, or a Council telephone number as point of contact. It would be beneficial for copies of intended release, especially those of a factual nature, to be provided to the Clerk to the Council. Councillors seeking advice can either contact the Clerk to the Council or District Council Monitoring Officer.

### **Press Release Protocol:**

The Following forms the Protocol for Council Members and Officers:

- All official Council Press releases will include a quotation from the relevant Councillor, where appropriate. In some circumstances it may be appropriate to also include the Ward Councillor or other Councillor promoting the scheme.
- All official Council press releases must be issued on a template provided by the Clerk to the Council. The template will include the Raunds Town Council logo.
- Official press releases will not identify the political party or group affiliation of any Member(s) quoted in the release.
- The Clerk to the Council is the first line of decision making in terms of what is newsworthy for official press releases and shall make the final decision on whether a press release shall be issued, unless otherwise directed by the Council or Committee.
- In the years when elections occur, during periods from the issue of the Notice of Election until the day of Election, The Clerk will issue no releases quoting Council Members. During this time any quotes will be from The Clerk. The relevant period of purdah will be observed.
- The role of The Clerk is to advertise and provide support and advice to
- Council Members in their communication activities.
- Council Members are solely responsible for the writing and distribution of all Councillor press releases and any Editors Letters to the media.
- Council Member releases must not use the Town Councils logo or use the Council or an Officer as a point of contact.
- Officers and Council Members must act reasonably and responsibly.
- Council Members are minded that they must not misuse Council resources for political or other inappropriate purposes. Should the Council receive a Freedom of information request on a topic on which there is correspondence (email or written) from or with Members, normally that correspondence would have to be disclosed, unless it was exempt. The fact that the disclosure of the correspondence may prove embarrassing would not, of itself, prevent disclosure. In addition, care should be taken when processing personal data. **The Data Protection Act 2018/1998** prevents the use of personal information other than for the purposes for which it was supplied.

Members should bear this in mind when using any personal data which may be supplied to them by their constituents.

- In general, The Clerk to the Council will be responsible for interpretation of the Protocol.

**Adopted December 2010. Amended February 2016, Reaffirmed September 2018,  
To be reviewed bi-annually.**

## **Appendix 5 - TOWN COUNCIL GRITTING POLICY**

During winter weather conditions, it is the Town Council's policy to maintain certain safe surfaces within the grounds of The Hall and Saxon Hall during the hours these premises are open to the public; provided resources are available to undertake this work.

The objective of the Town Council is to initiate and manage procedures for dealing with weather emergencies, enabling as far as reasonably practicable, the safe movement of traffic and people to and from the Town Hall and Saxon Hall.

At times of predicted low temperatures the Town Council aims to provide a gritting service enabling as far as is reasonably practicable the safe movement of traffic and people along the following routes:

- The pathway leading directly to the Saxon Hall from the road;
- The front path from the gate to the doors at the Town Hall;
- The path leading off the car park to the rear of the Town Hall;
- The path from the Town Hall side door to Thorpe Street
- That part of the roadway leading to the Saxon Hall car park which is on an incline.
- That all routes from Fire Escapes will be gritted, ensuring the routes are safe in the event of an evacuation.

Note: the pathway to the Millennium Gate will not be maintained and when conditions dictate, the gate will be shut and a notice that the pathway is closed exhibited adjacent to the Town Hall car park.

The Council has agreed that the Clerk will designate a member of staff to be site manager who will provide a standby and basic facility during the winter months.

Salting will be carried out based on current climatic conditions and information received from weather forecasts.

In certain circumstances, it may be necessary to apply salt after the formation of ice due to unforeseen circumstances such as burst water mains for example.

For precautionary salting, response and treatment times will be during the hours buildings are open to the public.

When snow falls and accumulates on surfaces within the grounds of The Hall and Saxon Hall, snow will only be removed on those routes indicated above. Salt will be spread to help melt the snow and prevent ice forming.

Evelyn Walk is to be gritted in icy conditions only, as determined by the Clerk.

This is not an absolute duty and will be given the qualification of "when reasonable and practical".

**Adopted Sept 2008, Revised Nov 2012, Updated Jan 2015 to be reviewed as required Tri-Annually**