

**RAUNDS TOWN COUNCIL**

**FINANCE AND POLICY COMMITTEE**

Minutes: 6 November 2018: Start Time 7.30pm

**PRESENT**

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

**IN ATTENDANCE**

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

**401.18 To Receive Apologies for Absence.**

Apologies were received from Cllr R Levell.

**RESOLVED to note the apology**

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

**NONE RECEIVED**

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

**NONE RECEIVED**

**404.18 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 IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM

**NONE RECEIVED**

**405.18 Minutes:** to confirm the minutes of the Finance and Policy Committee meeting held 23 October 2018

**RESOLVED that the minutes of the Finance and Policy Committee meeting held on 23 October 2018 be confirmed as a true record.**

**406.18 Finance and Policy Committee Budget Review and Planning:**

**a. To review progress against the 2018/19 budget**

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

The Clerk answered members questions thereon and it was....

**RESOLVED to note the report.**

**b. To consider the committee's 2019/20 budget**

Members considered the committees budget areas for 2019/20 and it was...

**RESOLVED to recommend to the Full Council that:**

- a) the committee's budget for 2019/20 is increased by 3% across all cost centres.
- b) That under cost centre 100 administration the following amendments are made:
  - Elections budget is reduced to £2,500
  - Mayors Allowance is increased to £2,500
  - Mayors Civic Service is increased to £700 per annum
  - Health and Safety is merged with protective clothing and increased to £1,200
  - Insurance is increased to £7,000
  - Subscriptions is increased to £3,000
  - Newsletter is increased to £3,000
  - Business Interface is increased to £2,000
- c) That under cost centre 120 The Hall the following amendments are made:
  - Professional Fees is increased to £600 per annum to allow for the wedding license
  - repairs and maintenance budget for The Hall is increased to £5,000
  - electrical works budget for The Hall is increased to £5,000
  - business rates budget for The Hall is increased to £5,000

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

This item was deferred.

**408.18 [Saxon Hall Use of Broadband by Hirers](#):** To review the Saxon Hall User of Broadband by Hirers Policy

Members reviewed the policy as shown in appendix 2 and it was agreed that the Clerk would investigate any regulations around providing open access Wi-Fi.

Following discussion, it was....

**RESOLVED to recommend to the Full Council that the policy be incorporated into the Saxon Hall terms and conditions of hire, and that it be amended as shown in appendix 2.**

**Advertising on Town Council Land and Property Policy:** To consider introducing a policy

Members reviewed the policy as shown in appendix 3 and following discussion it was....

**RESOLVED to recommend to the Full Council that the policy be adopted as shown in appendix 3**

**409.18 Freedom of Information Publication Scheme:** To review the Freedom of Information Publication Scheme (information herewith)

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 adopted as shown in appendix 4**

There being no further business the meeting concluded at 20.13

Approved: ..... (Town Mayor)

Meeting date: .....13 November 2018..... (Council)

Approved: ..... (Chairman)

Meeting date: .....December 2018.....(Committee)

## Appendix 1

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Administration</u>						
Car & Expenses Allowances	235	0	-235		-235	0.0 %
Payroll Charges	0	0	0		0	0.0 %
Protective Clothing	6	0	-6		-6	0.0 %
Meeting Costs	169	515	346		346	32.8 %
Elections	0	2,575	2,575		2,575	0.0 %
Mayor's Allowance	1,371	2,060	689		689	66.5 %
Chain of Office/Mayoral Board	2,109	1,545	-564		-564	136.5 %
Mayor's Civic Service	550	515	-35		-35	106.8 %
Bank Charges	311	350	39		39	88.9 %
Professional Fees	293	2,575	2,282		2,282	11.4 %
Accountancy & Audit Fees	1,964	1,854	-110		-110	105.9 %
Vat Contingency	0	2,500	2,500		2,500	0.0 %
Health & Safety	10	750	740		740	1.3 %
Janitorial Supplies/Cleaning	401	0	-401		-401	0.0 %
IT/Office Equip/Upgrades	303	515	212		212	58.8 %
Stationery Supplies	744	1,030	286		286	72.2 %
Postage	105	824	719		719	12.8 %
Insurance	6,654	6,500	-154		-154	102.4 %
Subscriptions	2,985	2,781	-204		-204	107.3 %
Printing & Photocopying	1,402	3,000	1,598		1,598	46.7 %
Cllrs Expenses	496	1,030	534		534	48.2 %
Civic Photograph	0	515	515		515	0.0 %
Newsletter	2,029	1,545	-484		-484	131.3 %
Website	200	515	315		315	38.8 %
Flags	0	155	155		155	0.0 %
Equipment	1	0	-1		-1	0.0 %
Bad Debts	0	150	150		150	0.0 %
Contingency	0	1,000	1,000		1,000	0.0 %
Business Interface	0	1,000	1,000		1,000	0.0 %
Administration :- Expenditure	<b>22,338</b>	<b>35,799</b>	<b>13,461</b>	<b>0</b>	<b>13,461</b>	<b>62.4 %</b>
Miscellaneous Income	273	361	-88			75.6 %
Grants	0	154	-154			0.0 %
Photocopying (Income)	6	0	6			0.0 %
Precept	442,912	0	442,912			0.0 %
Bank Interest & Dividends	1,154	1,500	-346			77.0 %
Administration :- Income	<b>444,345</b>	<b>2,015</b>	<b>442,330</b>			<b>22051.9</b>

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Offices (The Hall)</u>						
Pension Costs (Council Cont.)	0	0	0		0	0.0 %
Car & Expenses Allowances	41	0	-41		-41	0.0 %
Staff/Cllr Training	36	0	-36		-36	0.0 %
Professional Fees	1,700	0	-1,700		-1,700	0.0 %
Health & Safety	0	263	263		263	0.0 %
Janitorial Supplies/Cleaning	0	1,051	1,051		1,051	0.0 %
Repairs & Maintenance	1,877	1,051	-826		-826	178.6 %
Improvements	0	523	523		523	0.0 %
Vandalism	0	523	523		523	0.0 %
Electrical Works	0	4,635	4,635		4,635	0.0 %
General Grounds Maintenance	0	420	420		420	0.0 %
Security: General	0	263	263		263	0.0 %
Security: Intercom System	2,183	630	-1,553		-1,553	346.5 %
Security: CCTV	0	683	683		683	0.0 %
Security: Fire Alarm	563	788	225		225	71.5 %
Security: Burglar Alarms	68	210	142		142	32.4 %
Contract Cleaning	380	263	-117		-117	144.6 %
Equipment	183	263	80		80	69.5 %
Notice Boards	0	206	206		206	0.0 %
Utility Bills: Electricity	-848	3,677	4,525		4,525	-23.1 %
Utility Bills: Gas	1,354	2,627	1,273		1,273	51.6 %
Utility Bills: Water Rates	399	526	127		127	75.8 %
Utility Bills: Telephone/Inter	1,453	1,576	123		123	92.2 %
Refuse/Waste Disposal	0	525	525		525	0.0 %
Business Rates	4,158	5,150	992		992	80.7 %
Offices (The Hall) :- Expenditure	<b>13,546</b>	<b>25,853</b>	<b>12,307</b>	<b>0</b>	<b>12,307</b>	<b>52.4 %</b>
Rents The Hall	14,503	22,660	-8,157			64.0 %
Hiring The Hall	1,503	3,000	-1,497			50.1 %
Offices (The Hall) :- Income	<b>16,006</b>	<b>25,660</b>	<b>-9,654</b>			<b>62.4 %</b>

**Appendix 2: SAXON HALL USE OF BROADBAND INTERNET BY HIRERS POLICY**

Use of the Internet via the Council's broadband connection by hirers of the Saxon Hall is permitted, free of charge, subject to compliance with the following conditions:

Hirer's must ensure that all members of their party:

comply with current legislation,

- do not visit Internet sites that contain obscene, hateful, criminal, racist or other illegal material,
- do not use the computer to perpetrate any form of fraud, or software, film or music piracy,
- do not use the Internet to send offensive or harassing material to other users or any other activity which could bring the Council into disrepute,
- do not download commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence,
- do not **attempt to access** ~~hack into~~ any unauthorised areas,
- do not use, create or transmit defamatory material,

Failure to comply with these guidelines may result in sanctions varying from refusal of further bookings to legal action.

**Agreement**

All Saxon Hall hirers granted the right to use the Council's Internet access are required to sign this agreement confirming their understanding and acceptance of this policy.

Signed..... Name..... (print)

**Adopted October 2008. Reviewed October 2010, Reviewed March 2015, AMENDED October 2018**

**To be reviewed tri-annually.**

## **Appendix 3: ADVERTISING ON TOWN COUNCIL LAND AND PROPERTY**

### **Introduction**

**This policy sets out how and when local groups and businesses may advertise on Town Council land and property.**

### **Community Groups and Charities**

- The Town Council is keen to support local groups and those fundraising for Charity.
- Information about events and fundraising efforts can be placed on the Town Council website, social media accounts, noticeboards and digital noticeboards. There is no charge for this service.
- Permission must be obtained from Raunds Town Council for banners to be placed at The Hall, The Market Square and other open spaces owned by the Town Council.
- Space for outdoor banners is limited and priority will be given to Town Council run events and information.
- In all cases the decision of the Clerk will be final in deciding what information can be displayed.
- All advertising material must be removed within 3 days of the end of an event.

### **Businesses**

- The Town Council is keen to support local business. But cannot be seen to promote one business over another.
- Local businesses can be listed in the Raunds Business Directory on the Town Council website. Businesses should email their details to [info@raunds-tc.go.uk](mailto:info@raunds-tc.go.uk) for their information to be added to the website.
- No commercial advertising is permitted on Town Council noticeboards or digital noticeboards.
- Banners promoting commercial activities will only be permitted when there is some community benefit. E.g. commercial groups using Saxon Hall (such as art classes) or open spaces for fitness classes. The decision of the Clerk will be final in deciding which commercial activities may be advertised.
- A weekly charge will be made to display banners, and these will be set out in Appendix A.
- Any banners displayed without the prior permission of the Clerk will be removed.

The Town Council can only give permission for banners to be displayed on their land and property. Banners placed in other locations will be treated as fly tipping by other local authorities.

**Adopted October 2018, Review Date April 2019**



# RAUNDS TOWN COUNCIL

Council Offices, The Hall, Raunds, Wellingborough, Northamptonshire. NN9 6LT

Telephone: (01933) 622 087, Fax: (01933) 622 622

E-mail:- [info@raunds-tc.gov.uk](mailto:info@raunds-tc.gov.uk), Website: [www.raunds-tc.gov.uk](http://www.raunds-tc.gov.uk)

## Appendix 4

Information available from Raunds Town Council under the model publication scheme

Raunds Town Council endeavours to ensure that it makes publicly available all information in going about its business, unless that information can be properly regarded as being confidential due to commercial sensitivity or because it relates to personal information regarding individuals.

This guide explains what information is readily available and how to access it. Charges made for this information are simply to recoup our costs when we provide hard copy information.

You may also be able to access other information held by the Town Council. If you require other information you should request this in writing (email acceptable) and tell us what information you need. Where the cost to the Council of providing this information would exceed £450 we may charge you or refuse your request. Costs incurred will be based on the staff time involved in retrieving or compiling the information. Staff time is charged at £25 per hour.<sup>1</sup> There are certain other instances where we may refuse your request. You can refer to the Information Commissioners Website for more information [www.ico.org.uk](http://www.ico.org.uk)

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)	
Who's who on the Council and its Committees	Website Hard copy	Free Copy Fee

<sup>1</sup> The Freedom of Information and Data Protection (Appropriate Limits and Fees) Regulations 2004



Information to be published	How the information can be obtained	Cost
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free Copy Fee
Location of main Council office and accessibility details	Website Hard copy	Free Copy Fee
Staffing structure	Website Hard copy	Free Copy Fee
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy or website)	
Annual return form and report by auditor	Website Hard copy	Free Free
Finalised budget	Website Hard copy	Free Copy Fee
Precept	Website Hard copy	Free Copy Fee
Borrowing Approval letter	Hard copy	Free
Financial Standing Orders and Regulations	Website Hard copy	Free Copy Fee
Grants given and received	Website Hard copy	Free Copy Fee
List of current contracts awarded and value of contract	Hard copy	Free
<del>Members' allowances and expenses</del>	Not applicable at this council	

Information to be published	How the information can be obtained	Cost
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Vision for Raunds Website Hard copy	Free Copy Fee
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free Copy Fee
Quality status	Website Hard copy	Free Copy Fee
Local charters drawn up in accordance with DCLG guidelines	Not applicable at this council	
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Noticeboard	Free Free
Agendas of meetings (as above)	Website Noticeboard	Free Free
Minutes of meetings to be published with 15 working days of a meeting(as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free Copy fee
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website (within agendas) Website within minutes Hard copy	Free Copy Fee
Responses to consultation papers	Hard copy	Copy Fee
Responses to planning applications	Website (within minutes) Website (ENC planning portal) Hard copy	Free Copy Fee

Information to be published	How the information can be obtained	Cost
Bye-laws	Not applicable at this council	
Dog control orders	Website Hard copy	Free Copy fee
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers (within financial regulations) Code of Conduct Policy statements	All are available on our website Or Hard copy	Free  Copy fee
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services  Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Inspection Only  All are available on our website Or Hard copy	Free  Free  Copy Fee
Information security policy	Website Hard copy	Free Copy fee

Information to be published	How the information can be obtained	Cost
Records management policies (records retention, destruction and archive)	Website Hard copy	Free Copy fee
Data protection policies	Website Hard copy	Free Copy fee
Schedule of charges (for the publication of information)	Website Hard copy	Free Copy fee
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Website	Free
<del>Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)</del>	NOT HELD	
Register of members' interests	Website Hard copy	Free Copy Fee
Register of gifts and hospitality	Website Hard copy	Free Copy Fee
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Not applicable at this council	

Information to be published	How the information can be obtained	Cost
Burial grounds and closed churchyards	Website Hard copy	Free Copy Fee
Community centres and village halls	Website Hard copy	Free Copy Fee
Parks, playing fields and recreational facilities	Website Hard copy	Free Copy Fee
Seating, litter bins, clocks, memorials and lighting	Website Hard copy	Free Copy Fee
Bus shelters	Not applicable at this council	
Markets	Website Hard copy	Free Copy Fee
Public conveniences	Website Hard copy	Free Copy Fee
Agency agreements	Hard copy	Copy Fee
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy	Free Copy Fee
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Kate Houlihan  
 Town Clerk  
 Raunds Town Council  
 Thorpe Street  
 Raunds  
 Northants  
 NN9 6LT

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost *
	Photocopying @20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation The Freedom of Information and Data Protection (Appropriate Limits and Fees) Regulations 2004)
<b>Other</b>		

\* the actual cost incurred by the public authority

**Reviewed April 2015, Amended October 2018 To Be reviewed Tri-Annually**