

RAUNDS TOWN COUNCIL

Minutes 14 May 2015: Start Time: 7pm.

PRESENT

L Thomas (Part)

Cllr H Howell (Town Mayor) (Chair)

Cllr D Hughes, Cllr N Beck, Cllr D Allard, Cllr L Jones, Cllr L Wilkes, Cllr B Tyman, Cllr R Levell, Cllr R Jeffs, Cllr K Davidson-Jeffs, Cllr S Hughes.

IN ATTENDANCE

Ms Kate Houlihan, Town Clerk (Minutes)

Mrs Emma Williams, Assistant to the Clerk.

Miss Joanne Coduri, Assistant to the Clerk.

Prior to opening the meeting Louisa Thomas (Mayor) introduced the office staff to those present. She then passed on her condolences regarding the death of the outgoing Mayor of Higham Ferrers, Cllr George Whiting.

1.15 ELECTION OF TOWN MAYOR & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE.

Ms Thomas called for nominations for the office of Mayor.

Cllr S Hughes proposed and Cllr Tyman seconded Cllr Howell as Mayor for 2015/16. Cllr S Hughes spoke in support of the nomination and it was unanimously...

RESOLVED that Cllr H Howell be elected as Mayor for 2015/16

Ms Thomas received the previous Mayors insignia.

Cllr Howell read and signed her declaration, it was received and witnessed by the clerk.

Cllr Howell thanked Cllr S Hughes for her nomination and kind words and thanked councillors for their support.

Cllr Howell then acknowledged the work of all outgoing Councillors in particular the contribution made by Cllr Neil Harvey who had been a Town Councillor for Raunds for over 24 years.

2.15 ELECTION OF DEPUTY TOWN MAYOR & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

The Mayor called for nominations for the office of Deputy Mayor.

It was proposed by Cllr Beck and seconded by Cllr Levell that Cllr D Dudley Hughes be elected as Deputy Town Mayor 2015/16 it was unanimously...

RESOLVED that Cllr D Hughes be elected as Deputy Town Mayor for 2015/16

3.15 TO NOTE RECEIPT OF DECLARATION OF ACCEPTANCE OF OFFICE FORMS FROM COUNCILLORS

The Clerk had received and witnessed declaration of acceptance of office forms from all Councillors with the exception of Cllr Beattie and her declaration would be received by 25 May 2015.

4.15 CONSIDERATION OF THE COMMITTEE STRUCTURE FOR RAUNDS TOWN COUNCIL

Members received and considered the report of the clerk (Appendix 1). Cllr D Hughes proposed that Finance and Personnel should be committees within their own right and not sub committees of the Policy and Resources committee as this would lead to delays in decision making. Following discussion it was...

RESOLVED:

- a) That the Planning Committee is retained in its current form.
- b) That the Environment Leisure and Recreation Committee is retained in its current form.
- c) That the Policy and Resources Committee is retained but without the responsibility for managing the financial activities of the council.
- d) That a Finance Committee is formed.
- e) That the Personnel Committee is retained in its current form.

5.15 APPOINTMENT OF MEMBERS TO RTC COMMITTEES

RESOLVED that the following committee appointments be made:

Finance:

Cllr Helen Howell – Ex Officio
 Cllr Dudley Hughes – Ex Officio
 Cllr Lance Jones
 Cllr Richard Levell
 Cllr Bob Tyman
 Cllr Lee Wilkes

Environmental, Leisure and Recreation:

Cllr Helen Howell – Ex Officio
 Cllr Dudley Hughes – Ex Officio
 Cllr Deborah Allard
 Cllr Nick Beck
 Cllr Bob Tyman
 Cllr Lee Wilkes

Planning:

Cllr Helen Howell – Ex Officio
 Cllr Dudley Hughes – Ex Officio
 Cllr Deborah Allard
 Cllr Nick Beck
 Cllr Karen Davidson-Jeffs
 Cllr Rob Jeffs
 Cllr Lee Wilkes

Policy & Resources:

Cllr Helen Howell – Ex Officio
 Cllr Dudley Hughes – Ex Officio
 Cllr Rosalie Beattie
 Cllr Lance Jones
 Cllr Richard Levell
 Cllr Lee Wilkes

Personnel:

Cllr Helen Howell – Ex Officio
 Cllr Dudley Hughes – Ex Officio
 Cllr Nick Beck
 Cllr Karen Davidson-Jeffs
 Cllr Rob Jeffs
 Cllr Sylvia Hughes

6.15 TO CONSIDER THE PAYMENT OF ANY SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY

Members considered the report of the assistant to the clerk (Appendix 2). The clerk gave further explanation as to the detail of the subscriptions and it was...

RESOLVED that the report be received and that the Council continues to subscribe to the organisations listed therein for 2015/16.

7.15 TO RECEIVE AND ACCEPT ANY APOLOGIES FOR ABSENCE, IF ANY.

The Council received apologies from Cllr R Beattie.

District Councillors Cllr P Wathen and Cllr G Greenwood-Smith also tendered their apologies.

8.15 NOTIFICATION OF REQUESTS FROM MEMBERS OF THE PUBLIC TO ADDRESS THE MEETING IN COMPLIANCE WITH ADOPTED PROTOCOL

None received.

9.15 NOTIFICATION OF MEMBERS QUESTIONS IN COMPLIANCE WITH THE COUNCIL'S STANDING ORDERS

None received

10.15 DECLARATIONS OF INTEREST:-

Item No.	Councillor	Nature	Reason
14.15	Cllr H Howell	Other	Current JAG representative
29.15	Cllr H Howell	Other	Member of Twinning Association

11.15 MINUTES OF THE COUNCIL MEETING HELD ON 14 APRIL 2015

RESOLVED that the minutes of the Council Meeting held 14 April 2015 be agreed.

12.15 COMMITTEE REPORT/MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD 23 APRIL 2015

The clerk presented the report of the policy and resources committee and gave an explanation of the resolutions therein and answered members' questions.

RESOLVED that the report be approved and the resolutions Policy and Resources Committee meeting held on 23 April 2015 be agreed

13.15 COMMITTEE REPORT/MINUTES OF THE PLANNING COMMITTEE MEETING HELD 30 APRIL 2015

The clerk presented the report of the planning committee and gave an explanation of the resolutions therein and answered members' questions.

RESOLVED that the report be approved and the resolutions Planning Committee meeting held on 30 April 2015 be agreed

14.15 REPRESENTATION ON EXTERNAL BODIES

- To appoint Trustees to Raunds United Charities

RESOLVED that Cllr Lance Jones and Cllr Richard Levell be appointed as trustees of Raunds Unity Charity.

- To appoint representation to JAG: Joint Action Group

RESOLVED that Cllr Helen Howell be appointed as the representative to the Joint Action Group.

15.15 REPORTS ON EXTERNAL BODIES

Mrs Pauline Ellis (Secretary) had sent a written report on the work of the Raunds United Charities and the James and Thomas Sawyers Charity.

RESOLVED that both reports be received and noted.

16.15 DISTRICT COUNCILLORS UPDATE

Cllr Lance Jones gave a verbal report on his induction as district councillor since being elected in May 2015

RESOLVED that the report be received and noted.

17.15 COUNTY COUNCILLORS REPORT

Cllr Dudley Hughes said that he would give a full report at the Annual Town Assembly.

18.15 TOWN MAYOR'S ANNOUNCEMENTS

As this was the first meeting the Mayor had not attended any civic events.

The Mayor reported that in future where appropriate she would share invitations with councillors ahead of events so that other members could also attend if they chose too.

19.15 MEETING DATES 2015/16

Members received and considered the report of the dates.

RESOLVED that

- a) the dates of the Full Council, Planning Committee and Environment Leisure and Recreation Committee meetings would remain as tabled but with a 7.30pm start time.
- b) the dates of the Personnel Committee meetings would be reviewed by the members of that committee and brought back to the next Full Council meeting to note.
- c) the first meeting of the policy and resources committee meeting would place on Tuesday 2nd June 2015 at 7.30pm, the Finance Committee will meet "on rising" of the policy and resources committee meeting with the finance committee meet future meeting.

20.15 BANK MANDATE

RESOLVED that the members of the Finance Committee would become signatories to the council's bank accounts.

21.15 ACCOUNTS FOR PAYMENT

Members queried a number of payments and council officers provided explanations.

PAID OUT OF ACCOUNTS BEFORE 14 MAY 2015 MEETING

Payee	Invoice Number	Notes	If Combined	Total to Pay
East Northamptonshire Council	600647326/26/0	Business rates Saxon Hall		£450.00
East Northamptonshire Council	600567846/26/0	Business rates Town Hall		£1,134.00
East Northamptonshire Council	600568418/26/0	Business rates Cemetery		£125.00
East Northamptonshire Council	600913759/5/0	Business rates Public Conveniences		£154.00
Northamptonshire Police	K6614	Annual renewal for Key Contact Town Hall	£10.00	
	K6615	Annual renewal for Key Contact Saxon Hall	£5.00	
Northamptonshire Police				£15.00
Purchase Power	BC509910	March 2015 Franking Machine Postage		£56.84
CVS		Staff Wages April 2015		
		Net Pay		
		PAYE		
		Employer's NI Contribution		
		Employee's NI Contribution		
		Payroll Charges		
CVS				£10,563.68
NCC Pension Account		Contribution for April 2015		£1,640.15
CVL	5455	CCTV Contract for Town Hall & Saxon Hall 01/05/2015 - 30/04/2015		£588.00
Stephen Pell				£112.50
Viridor Waste Management	1199647AB	Refuse Waste Removal March 2015		£93.30
E.ON	0133 7316 6770	Electricity Supply to Public Conveniences 15/01/2015 - 09/04/2015 (5%VAT)		£74.61
E.ON	433067852150	Electricity Supply to War Memorial 22/02/2015 - 21/03/2015 (5%VAT)		£5.74
Advent Plastics Ltd	22025	Supply and Install Town Hall Sign		£690.00
Coven Heath Nursery	23/04/2015	Removal of tree on Land Behind Cemetery		£144.00

NALC		Annual Subscription for LCR magazine	£34.00
Alpine Cleaning Services	18607	External Saxon hall & Town Hall 24/4/15	£100.80
Staff Expenses		Mileage Claim Nov 2014 - April 2015	£16.20
Staff Expenses		Mileage Claim for Feb - Apr 2015	£52.65
Altodigital Networks	1/IC8483	Equipment for Saxon Hall	£80.98
J H May Electrical	26186	Supply and fix various lights at Saxon hall	£672.03
Walters Ltd	311308	Photocopying Charges - 13/01/2015 - 16/04/2015	£313.75
Bluefish Office Products	IB396786	Office Supplies	£20.47
Northants CALC	5089	Dividers for Folders	£40.00
CVS		Staff Wages April 2015	
		Net Pay	
		PAYE	
		Employer's NI Contribution	
		Employee's NI Contribution	
		Payroll Charges	
CVS			£8,005.89
Louisa Thomas		Expenses claim for Feb - April 2015	£143.00
BT Payment Services	EM1489 3573 Q099VT	Telephone Charges for Saxon Hall	£155.12
		Sub Total	£25,481.71

ACCOUNTS PAID FOR 14 MAY 2015 MEETING

Payee	Invoice Number	Notes	If Combined	Total to Pay
Ellis Whittam	2577	Health & Safety E-Learning for 5 Users	£210.00	
	25798	Insurance (Includes 6% IPT Charge, No VAT)	£73.50	
	25723	New Combined Services for year 2 of 3 - 21/05/2015 - 21/05/2016	£3,789.60	
Ellis Whittam				£4,073.10
Viridor Waste Management	1228549AB	Refuse & Waste Collection 07/04/15 - 28/04/15	£74.64	
		Duty of Care charge for 01/04/2015 - 31/03/2016	£114.00	
Viridor Waste Management				£188.64
Advent Plastics	22096	2 x Saddlers Play Area Signs		£127.20
Southern Electric	841571621/0009	Electricity Supply to Saxon hall 27/01/15 - 30/04/15		£1,748.65
Purchase Power	BC595930	Franking Machine Postage April 2015	£113.68	
		Mail Rate Exchange 2015/2016	£71.94	
Purchase Power				£185.62
E.ON	4.33068E+11	Electricity Supply to Memorial Gardens 21/03/2015 - 15/04/15		£5.10
BNP Paribas	FLLA2393150	Printer Lease 26/05/2015 - 25/08/2015		£143.96
		Sub Total		£6,472.27
		TOTAL		£31,953.98

RESOLVED that the accounts for payment be approved.

22.15 COUNCIL DOCUMENTS

The clerk explained that the media policy needed to be updated to reflect the use of social media. Financial regulations also need to be reviewed in detail to reflect the revised NALC model.

RESOLVED that

- a) receipt of the councils standing orders, financial regulations, complaints procedure and press media and publicity policy be noted
- b) a review of these policies would take place during 2015/16.

23.15 BANK RECONCILIATION

Members were presented with the bank reconciliation as at 31 March 2015.

Councillors noted the balances held by the Council:

RTC Balances as at 31 March 2015		£
Nat West Business Reserve (1)		325,814.69
Nat West Business Reserve (2)	Closed	0.00
Nat West Current Account		10,939.47
Unity Trust Bank Current Account		53,768.54
Total		390,522.70

.RESOLVED that the bank reconciliation to 31st March 2015 be approved.

24.15 ANNUAL ACCOUNTS 2014–2015

This item was deferred in order to allow the Finance Committee the opportunity to review the accounts.

25.15 ANNUAL RETURN 2014-2015

This item was deferred in order to allow the Finance Committee the opportunity to review the Annual Return.

26.15 GENERAL POWER OF COMPETENCE

Members received a report on the General Power of Competence (Appendix 3)

RESOLVED that in consideration of the clerks report the council resolves:

- a) that it is eligible to use the general power of competence.
- b) that prior to exercising the power it will take appropriate independent advice on specific projects.

27.15 LOCAL COUNCIL AWARD SCHEME

Members received a report on the Local Council Award Scheme. (Appendix 4)

RESOLVED that in consideration of the clerks report the council resolves:

- a) that it will work towards obtaining the Gold Award within twelve months.
- b) the council will include a regular article in the Raunds Roundup magazine.
- c) to set up a working party to review the councils progress towards achieving the award the members of which are Cllr H Howell, Cllr D Hughes, Cllr Beck, Cllr Tyman and Cllr Levell

28.15 VISION FOR RAUNDS

The clerk reported that Eddie Hookway had resigned as Chair of the Vision for Raunds group.

Cllr Jones proposed that a meeting being held with Mike Greenaway Community Development Manager at East Northamptonshire Council to discuss how best to move forward for the project. A recommendation will be made to a future council meeting.

RESOLVED that a meeting is arranged with Mike Greenway, The clerk, Cllr Howell, Cllr Wilkes and Cllr Jones will attend and report to Council thereon.

29.15 TO CONSIDER A FUNDING APPLICATION FROM HACHENBURG – HIGHAM FERRERS/RAUNDS TWINNING ASSOCIATION

RESOLVED that an award of £250 is to be made towards the cost of the coach hire for the guests from

30.15 POST ELECTION DAY BRIEFING AND CELEBRATING THE 2015 DEMOCRATIC ANNIVERSARIES

The briefings were received and noted.

The clerk will pass details of the 2015 democratic anniversaries onto the local history society and it was...

RESOLVED that Cllr B Tyman be nominated as a representative on the Joint Standards Complaints Committee

31.15 NEIGHBOURHOOD PLAN

The report of the clerk was received and noted.

It was **RESOLVED** that a working party consisting of Cllr Jones, Cllr Howell, Cllr Allard, Cllr D Hughes and Cllr Beck would review the comments of Jennie Johnson planning officer ENC prior to the public consultation.

32.15 BLACHERE CHRISTMAS LIGHTS COMPETITION –

Members were asked if they would like to enter a competition to win £10,000 of Christmas lights from Blachere.

RESOLVED that the Council would enter the Christmas lights competition and ask a student from Manor School to assist with the artwork.

33.15 EXCLUSION OF PRESS AND PUBLIC

RESOLVED that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and the public will be excluded from item 34.15 by reason of the confidential nature of the business to be discussed and were requested to withdraw.

34.15 ESTABLISHMENT REPORT

Members received a report on staffing levels currently available to the council

RESOLVED that members received the confidential report of the clerk and approved the recommendations therein.

There being no further business the meeting concluded at 8.26pm

Approved..... (Town Mayor)

Meeting Date.....9 June 2015..... (Council)

Appendix 1:

Report to: Council 14 May 2015 - Raunds Town Council-committee structure

Summary:	
Discussion Paper: Committee structure for Raunds Town Council	
Attachments:	
Terms of reference for committees	
1.0	<p>Background</p> <p>The aim of this discussion paper is for members of the council to consider the committee structure for Raunds Town Council for 2014/15.</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>
1.1	<p>Existing Committee Structure</p> <p>Raunds Town Council currently has the following committees:</p> <ul style="list-style-type: none"> • Environment Leisure and Recreation Committee • Planning Committee • Policy and Resources Committee • Personnel Committee <p>A standing orders working party has also been formed, and a substantive review of standing orders was undertaken during 2014/15. Following the review it was agreed to move away from the more traditional Finance and General Purposes Committee and adopt a more strategic approach through the introduction of a Policy And Resources Committee. The overall purpose of which is to debate issues of Strategy and Policy in detail. The committee retained its function for overseeing the council's finances.</p>
2.0	<p>Review Of The Committee Structure</p> <p>No changes are proposed to the Planning Committee or the Environment Leisure and Recreation Committee.</p>
2.1	<p>Personnel Committee</p> <p>The introduction of the Policy and Resources committee naturally prompts a review of the status of the personnel committee (staffing being a substantial council resource). In the past the personnel committee has been a sub-committee of the Finance and General Purpose's committee, council may wish to consider returning to this structure.</p>
2.2	<p>Policy and Resources Committee (Finance Function)</p> <p>In order for the Policy And Resources Committee to focus on their key remit of considering policy and strategy the council may wish to consider separating the financial functions of the committee. A Finance sub-committee could be created. This sub-committee would take responsibility for budget monitoring, internal controls, audit and reviewing financial regulations. (the council has previously identified that an in depth review of financial regulations is required).</p>
3.0	<p>Recommendations</p> <ul style="list-style-type: none"> f) That the Planning Committee is retained in its current form. g) That the Environment Leisure and Recreation Committee is retained in its current form. h) That the Policy and Resources Committee is retained. i) That a Finance sub-committee is formed. <p>That members consider the need to maintain the Personnel committee as stand-alone committee or a sub-committee of policy and resources.</p>

Appendix 2:

Report to: Council 12 May 2015 - Subscriptions to be paid annually

Summary: To agree the annual subscriptions required for Raunds Town Council	
Attachments: None	
1.0	Below are a list of current subscriptions payable annually by RTC:
1.1	Northants CALC: Annual Membership to NCALC and NALC Including the end of year Internal Auditing £2391.26 (Paid April 2015)
1.2	Northamptonshire Police: Key-Contact for the Hall and Saxon Hall £15.00 (Paid April 2015)
1.3	LCR: Annual Membership to Official Magazine of NALC (Paid April 2015) £34.00
1.4	ICCM: (Institute of Cemetery & Crematorium Management) Annual Membership £90.00 (Paid April 2015)
1.5	The Information Commissioner: Data Protection Act £35.00 (Due June 2015)
1.6	LCAS Membership: Part of the Zurich insurance group £95.00 (Due June 2015)
1.7	CPRE: Annual Membership £36.00 (Due February 2016)
1.8	SLCC: Annual Membership £310.00 (Due March 2016)

Appendix 3:

Report to: Council 14 May 2015 - The General Power of Competence

Summary: A report on the General Power of Competence	
Attachments: None	
1.0	<u>Overview</u> Local Councils (Town and Parish Councils) are only able to do what has been prescribed in law. A number of powers exist giving councils the ability to provide a range of services and facilities ¹ Acting outside of these powers is known as acting "ultra vires" and can lead to legal challenge.

¹ List of Powers can be found in The Good Councillor Guide

²The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

2.0	<p>The Localism Act 2011 gave the General Power of Competence (GPOC) to “eligible” local councils in England. The Power enables local councils to do “anything that an individual may do” (though the legislation goes on to place a number of caveats on this statement) Government wished to free local councils of some of the restrictions that they faced, thus enabling them to do more for their local communities.</p>
3.0	<p><u>Uses of GPOC</u> The types of project that could be carried out under the GPOC include:</p> <ul style="list-style-type: none"> • running a community shop or post office • setting up a company to provide a service. The GPC clearly permits a local council to engage in commercial activity as long as it sets up a company or co-operative society for this purpose • investing in local business, through development grants or loans
4.0	<p><u>Restrictions on use of GPOC</u> It must be stressed that a number of rules and restrictions that govern the use of the GPOC, For example there are restrictions on the type of trading company that can be used.</p> <p>Councils must also:</p> <ol style="list-style-type: none"> a) still apply for any necessary permissions or licenses b) continue to act in accordance with other legal duties such as their duty to consider crime and disorder c) comply with other legislation such as employment or health and safety legislation. <p>Before embarking on any project under the GPOC it is strongly recommended that independent advice is sought, either from Council’s solicitors or sector bodies so that the individual project can be assessed against the detailed guidance. (This is in line with Government guidance).</p>
5.0	<p><u>Eligibility</u> Only eligible² councils may use the GPOC. In order to be eligible councils must</p> <ol style="list-style-type: none"> a) Have a “qualified” clerk (this is a clerk who holds the Certificate in Local Council Administration 2012 or equivalent qualification. b) 2/3rds of the members must have been elected. c) The council must pass a resolution to confirm their eligibility at a Full Council meeting. Raunds Town council meets all the criteria for eligibility. Eligibility must be re-confirmed at the annual meeting after the next ordinary elections in 2019 <p><u>Recommendations</u></p> <ol style="list-style-type: none"> c) the council resolves that it is eligible to use the general power of competence. d) the council resolves that prior to exercising the power it will take appropriate independent advice on specific projects.

Appendix 4:

Report to: Council 14 May 2015 - Local Council Award Scheme

<p>Summary: A report on the Local Council Award Scheme</p>	
<p>Attachments: Local Council Award Scheme Booklet. (A5 blue booklet in your packs)</p>	
1.0	<p><u>Overview</u> The Local Council Award Scheme was launched in 2014 and replaced the Quality Council Scheme.</p> <p>The purpose of the scheme is to “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).</p>

² The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

2.0	<p><u>Levels of Award</u> 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.</p> <p>The Foundation Award demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice.</p> <p>The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.</p> <p>The Quality Gold Award 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><u>Assessment Criteria</u> Each level of award has a range of assessment criteria and these are detailed in the booklet. Having reviewed current practices at Raunds Town Council against the assessment criteria, the Quality Gold Award can be achieved by Raunds Town Council with some additional work.</p>
4.0	<p><u>Timescales</u> Certain criteria such as the inclusion of an article in a newsletter need to be demonstrated over a period of 12 months, so it would take a minimum of 1 year for Raunds Town Council to fully meet the criteria. There would not be a large amount of work involved in this. The Town Council could begin by including a regular article in the Raunds RoundUp magazine which is due to be launched in June 2015.</p>
5.0	<p><u>Financial Implications</u> There are two fees:</p> <ul style="list-style-type: none"> a) a registration fee paid to the NALC (currently £50) 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 <p>There is no budgetary provision for this. However the fees would not need to be incurred until the 2016/17 budget.</p>
6.0	<p><u>Recommendations</u></p> <ul style="list-style-type: none"> e) the council resolves that it will work towards obtaining the Gold Award within twelve months. f) the council will include a regular article in the Raunds Roundup magazine. g) the council resolves to set up a working party to review the councils progress towards achieving the award.