

## RAUNDS TOWN COUNCIL

Minutes 13 January 2015: Start Time: 7pm.

### **PRESENT**

Councillor L Thomas (Town Mayor) (Chair),  
Cllr A Boto, Cllr D Ellis, Cllr P Ellis, Cllr. N Harvey, Cllr H Howell and Cllr P Williams.

### **IN ATTENDANCE**

Mr Julian Derham, Clerk to the Council (Minutes).  
Mrs E Williams, Assistant to the Clerk.

### **529.14 APOLOGIES FOR ABSENCE**

The Council received apologies from Cllr M. Clements, Cllr S Hughes, Cllr C Potter and Cllr P Wathen.

District Councillors, Cllr G Greenwood-Smith, Cllr B Northall and County Councillor Cllr D Hughes also tendered their apologies.

### **530.14 NOTIFICATION OF REQUESTS FROM MEMBERS OF THE PUBLIC TO ADDRESS THE MEETING IN COMPLIANCE WITH ADOPTED PROTOCOL.**

None received.

### **531.14 NOTIFICATION OF MEMBERS QUESTIONS IN COMPLIANCE WITH THE COUNCIL'S STANDING ORDERS.**

None received.

### **532.14 DECLARATIONS OF INTEREST**

<b>Item No.</b>	<b>Councillor</b>	<b>Nature</b>	<b>Reason</b>
546.14	Cllr D Ellis	Other	Member of Vision for Raunds Group
546.14	Cllr P Ellis	Other	Member of Vision for Raunds Group
546.14	Cllr H Howell	Other	Member of Vision for Raunds Group

Key: DPI = Disclosable Pecuniary Interest

Other = Other interests

### **533.14 MINUTES OF THE MEETING DATED 9 DECEMBER 2014**

The Clerk tabled an amendment to minute 508.14 and the Council then considered the minutes, as amended, which were agreed as a true record.

**RESOLVED that the minutes, as amended, of the Council Meeting held 9 December 2014 be agreed.**

### **534.14 COMMITTEE REPORT/MINUTES**

The Chair of the Committee presented the minutes (forming the report) of the Finance and General Purposes Committee meeting held on 4 December 2014 which were received, and the resolutions and recommendations duly considered.

**RESOLVED that the report be approved as amended and the resolutions of the Finance and General Purposes Committee held on the 4 December 2014 be agreed.**

#### **535.14 COMMITTEE REPORT/MINUTES**

The Chair of the Committee presented the minutes (forming the report) of the Planning Committee meeting held on 18 December 2014 which were received, and the resolutions and recommendations duly considered.

**RESOLVED that the report be approved and the resolutions and recommendations of the Planning Committee held on the 18 December 2014 be agreed.**

#### **536.14 WORKING PARTY REPORT/MINUTES**

The Chair of the Working Party presented the minutes (forming the report) of the Standing Orders Working Party meeting held on 23 December 2014 which were received, and the resolutions and recommendation duly considered.

**RESOLVED that the report be approved, the resolutions agreed and recommendation of the Standing Orders Working Party held on the 23 December 2014 be noted for consideration later in the agenda.**

#### **537.14 DISTRICT COUNCILLORS REPORT**

Councillor Boto informed members that East Northamptonshire Council (ENC) can maintain a five year land supply for 8.37 years. This will enable the ENC Planning to successfully resist planning applications from speculative developers. The 29 houses permitted off Enterprise Way does not appear to have been included in these calculations.

ENC is presently engaged in debating whether to adopt CIL. Monthly meetings have been scheduled in for work on the Four Towns Plan with a proposed adoption date of September 2016.

Cllr Harvey raised the need for the County Council to be fully engaged in the CIL/s106 process for Raunds to ensure the town has adequate infrastructure for the future.

#### **538.14 COUNTY COUNCILLORS REPORT**

In the absence of the County Councillor there was no report.

#### **539.14 TOWN MAYORS ANNOUNCEMENT**

Cllr Thomas presented her report to Council of her official engagements and other civic business undertaken since the last meeting.

10 December	T.S. Collingwood Christmas Event
12 December	Raunds Panto
13 December	Raunds Community Choir & Manor School Brass Ensemble
15 December	Lunch at the Town Hall with tenants and staff
17 December	Mayor's Civic Carol Service Raised: £100 for Mayor's charities, £30 for Methodist Church

19 December	Rushden Mayor's Carol Service attended with Deputy Mayor Cando Christmas Party
27 December	Queen Tribute Band (Queen B) fund raising for Higham Ferrers and Rushden Mayors together with Chair of East Northamptonshire

Members noted with regret the proposed closure of the American bases at Alconbury and Molesworth and agreed the Clerk write a letter of thanks to the base commander for their support of the town over the years particularly on Remembrance Day each year.

#### 540.14 ACCOUNTS FOR PAYMENT

The Council considered accounts paid out or falling due in the intervening period between the previous December Council meeting and January meeting as shown below:

#### PAID OUT OF ACCOUNTS UP TO 13 JANUARY 2015

Payee	Invoice Number	Notes	If Combined	Total to Pay
East Northamptonshire Council	600647326/25/0	Business Rates for Saxon hall 2014 - 2015		£489.00
East Northamptonshire Council	600567846/25/0	Business Rates for Town hall 2014 - 2015		£1,109.00
East Northamptonshire Council	600568418/25/0	Business Rates for Cemetery Chapel 2014 - 2015		£122.00
East Northamptonshire Council	600913759/4/0	Business Rates for Public Convenience 2014 - 2015		£140.00
Southern Electric	481594502/0001	Electricity Supply to Feeder Pillar 1 22/07/2014 - 30/10/2014		£207.34
Southern Electric	2715939799/0001	Electricity Supply to Feeder Pillar 2 22/07/2014 - 30/10/2014		£46.27
Southern Electric	331581611/0005	Electricity Supply to Saxon Hall 29/07/14 - 30/10/2014		£637.16
<b>CVS</b>		Staff Wages December 2014		
			Net Pay	
			PAYE	
			Employer's NI Contribution	
			Employee's NI Contribution	
			Payroll Charges	
<b>CVS</b>				<b>£7,325.87</b>
Smiths Fire LLP	178311	Standard Fire Alarm, Emergency Lighting Maintenance at Town Hall		£144.00
Jacky Neal		Expenses Claim for May - November 2014		£26.61
Please pay cash to Emma Williams		Petty Cash		£47.81
Louisa Thomas		Expenses Claim for 14 Sept - 19 Nov 2014		£185.51
Emma Williams		Expenses Claim for 03/09/2014 - 03/12/2014		£98.42
J H May Electrical Ltd	25928	Electrical repairs and rewiring at the Town hall - Room Q		£206.46
Colson & Loaring Ltd	10253	Investigate and fix blocked toilets at Saxon Hall		£144.00
Nine Arches Consultancy Ltd	141513	Bookkeeper October & November 2014		£270.00
NCC Pensions Account		December 2014 contribution		£1,363.87
Viridor Waste Management	1073263AB	Refuse & Waste Collection November 2014		£62.10
Mayor's Charity Account		1 x ticket to civic event 27/12/2014		£15.00
Stephen J Pell	03/12/14	Maintenance Project at Town Hall		£6,912.00
Stephen J Pell	03/12/14	Excavation of drainage at Saxon hall		£520.00
Michael Maynard	14129	Replacement cheque 300367 for memorial remedial works at St Peter's Church		£300.00
Southern Electric	191582513/0007	Electricity Supply to Town Hall (Cellar) 29/07/14 - 30/10/2014		£340.99
Southern Electric	331281611/0007	Electricity Supply to Saxon Hall 29/07/14 - 30/10/2014		£276.32
<b>Southern Electric</b>	481594502/0002	Electricity Supply to Feeder Pillar 1 22/07/2014 - 30/10/2014 (5% VAT) CR	-£207.34	
		Electricity Supply to Feeder Pillar 1 22/07/2014 - 30/10/2014 (5% VAT) Actual		£79.84
<b>Southern Electric</b>				<b>-£127.50</b>
<b>Southern Electric</b>	271593973/0002	Electricity Supply to Feeder Pillar 2 22/07/2014 -	-£46.27	

		30/10/2014 (5% VAT) CR		
	271593973/0003	Electricity Supply to Feeder Pillar 2 22/07/2014 - 30/10/2014 Actual	£32.35	
<b>Southern Electric</b>				<b>-£13.92</b>
Southern Electric	111573170/0009	Gas Supply to Town Hall 29/07/14 - 30/10/14 (5% VAT)		£427.57
Southern Electric	841571621/0007	Gas Supply to Saxon Hall 29/07/14 - 28/10/14 (5% VAT)		£2,011.72
Southern Electric	771582818/0002	Electricity Supply to Town Hall (Stairs) 29/07/14 - 30/10/2014		£902.60
<b>E.ON</b>	4330 6785 2150	Electricity Supply to War memorial 21/10/14 - 21/11/14 (5%VAT)	£6.59	
	4330 6785 2150	Electricity Supply to War memorial 21/11/14 - 21/12/14 (5%VAT)	£6.38	
<b>E.ON</b>				<b>£12.97</b>
			<b>Sub Total</b>	<b>£24,203.17</b>

#### ACCOUNTS PAID FROM 13 JANUARY 2015 MEETING

<u>Payee</u>	<u>Invoice Number</u>	<u>Notes</u>	<u>If Combined</u>	<u>Total to Pay</u>
CVL Systems Ltd	5158	Replacement Camera at Brook Street, adjacent Nat West		£2,034.00
Oundle Town Council		2 x tickets to civic event 17/1/15		£20.00
Tony Boto		Mileage and Expenses claim Dec 2014		£38.90
East Northamptonshire Council	dbi0527978	Associated Services November 2014		£21.07
Principal Hygiene	04/12/2036	Waste removal 01/01/15 - 31/03/2015		£243.29
ESPO	1815820	Janitorial Supplies		£49.40
J H May Electrical Ltd	25959	Lighting Repairs to disabled toilet light at Saxon hall		£58.06
Alpine Cleaning Services	18262	Cleaning Saxon hall External Windows 08/12/14		£40.80
PWLB	113 08765	Loan Payment (Principal: £11,653.94 / Interest @ 11.125%: £2,054.93)		£13,708.87
Colson & Loaring	10273	Insulation of Stand Pipes at London Road Cemetery		£78.00
Purchase Power	BC233414	Franking Machine Postage December 2014		£56.84
<b>Nutec Security Systems</b>	64083	Call Out Charge to Saxon hall alarm not setting	£69.60	
	64087	Replacement keypad for alarm panel	£213.74	
<b>Nutec Security Systems</b>				<b>£283.34</b>
Tony Swain		Mileage claim Dec 2014 - Jan 2015		£18.00
			<b>Sub Total</b>	<b>£16,650.57</b>
			<b>TOTAL</b>	<b>£40,853.74</b>

**RESOLVED that the report be approved.**

#### 541.14 BANK RECONCILIATION

The Mayor presented the bank reconciliation as at 30 November 2014.

Councillors noted the balances held by the Council:

<b>RTC Balances as at 30 November 2014</b>	<b>£</b>
Nat West Business Reserve (1)	163,350.70
Nat West Business Reserve (2)	282,373.66
Nat West Current Account	10,586.20
Unity Trust Bank Current Account	16,269.81
<b>Total</b>	<b>£472,580.37</b>

**RESOLVED that the bank and cash reconciliations for 30 November 2014 are agreed.**

#### **542.14 STANDING ORDERS**

The Council considered adopting New Standing Orders (Appendix 1), as recommended by the Standing Orders Working Party in their report of the 23 December 2014.

In his absence, Cllr Wathen had submitted to the Clerk observations on the proposed provision to exclude the Mayor and Deputy from chairing committees and wondered if an exception should be made where the Councillor had particular expertise relevant to a committee's role. The Clerk explained the key issue here was to ensure these Councillors were elected onto the committee to enable them to make a full contribution but not necessarily as Chair.

Cllr Howell noted the model standing orders made repeated reference to the male gender only and shouldn't the orders be rewritten to be inclusive. This proposal did not gain Council support.

Members discussed Standing Order Section 1 7.16 'Terms of reference', item seven to read 'policies' instead of 'precautions'. Cllr Boto also proposed this should be moved to 7.10 Policy and Resources 'Terms of Reference' and it was....

**RESOLVED that item 7.16 'ensure appropriate health and safety precautions are in place to mitigate risk' be amended to read 'policies' instead of precautions and moved to 7.10 under Policy and Resources Committee.**

Cllr Howell raised whether present standing order 41 (b) meant that the matter should not be debated but left until next meeting. The Clerk noted that Council had resolved to implement new model standing orders and tasked a working party to undertake this work some eleven months ago and that regular reports had been made to Council after each meeting, therefore the standing order didn't apply.

As Cllr Howell still felt the issue needed addressing further, the Mayor proposed adjourning the meeting to enable the Clerk to consider further.

**RESOLVED to adjourn the meeting for 10 minutes.**

Following resumption of the meeting, the Clerk advised Members that to avoid any remaining doubt Council had two options: one to adjourn proceedings for a month and the other was to suspend Standing Order 41 (b) under Standing Order 41 (a).

Upon further Consideration the Council....

**RESOLVED that:**

**a) for the purposes of this agenda item, Standing Order 41 (b) be suspended;**

**b) The Council adopts the new Standing Orders (shown as Appendix 1 to these minutes) with immediate effect.**

#### **543.14 JAG**

Cllr Howell advised the Council that the issue relating to speeding in the vicinity of Cole Court was being monitored by County Highways and the Police. Also, speeding in other areas of the town was being monitored at various locations.

ENC is dealing with cars parked on verges under their powers for fly tipping.

A special JAG meeting has been convened to learn the views of town councils and Cllr Howell invited contributions from Members, which included:

- Finding out how parking on pavements can be made illegal;
- Problems with road safety (parking on junction) at the junction of North Street/ Midland Road/ High Street;
- Anti-social behaviour by youths directed towards a local resident;

Cllr Howell referred to a recent incident regarding vandalism to the Christmas tree on the Square, resulting in damaged to newly purchased tree lights and the tree's branches, requesting captured footage of the incident be tweeted / posted to facebook by the Council along with text to be supplied by Cllr Howell. This was agreed.

#### **544.14 LEADER FUNDING**

The Clerk presented a report (Appendix 2) about a future funding stream that might assist the Council in its consideration of implementing both the Community Plan and proposed Neighbourhood Plan

In welcoming the report, Cllr Harvey observed that the land at the rear of the Cemetery and part of Amos Lawrence might be given over to forestry and this funding source might be appropriate for the proposal.

**RESOLVED that the report be noted and the information retained for use when developing action plans for the Community Plan and evolving Neighbourhood Plan.**

#### **545.14 ELECTRICAL WORKS – THE HALL**

The Council considered a report from the Clerk (Appendix 3) on the next phase of the essential rewiring needed to the Town Hall.

**RESOLVED that:**

- a) **the Clerk be authorised to commission the works in this financial year and that a sum of £10,000 be vired from reserves to fund this phase of the project;**
- b) **Financial Regulation 11(ii) specialist services and (iv) the constitutes part of an existing contract are deemed to apply to this work.**

#### **546.14 VISION FOR RAUNDS**

The chairman, Mr Eddie Hookway, reported that the next meeting of the group would look at the action plans for the Community Plan. Mr Hookway also announced he would be resigning as Chair at that meeting. Members thanked Mr Hookway for all his hard work in taking the project forward.

**547.14 TOWN CLERK SUCCESSION PLANNING**

The Deputy Mayor reported he had now received one reference for the new Clerk, who is to meet with the Councillors and staff on the 20 January.

The Mayor and Deputy Mayor will be discussing with the Clerk a training schedule for the new Clerk, who would also be observing proceedings at the next Council meeting.

**548.14 INVESTMENT POLICY**

Council considered its current investment policy and confirmed it remained fit for purpose.

**RESOLVED that the policy be re-affirmed for a further 12 months.**

**549.14 CCTV POLICY**

The Council current CCTV policy was reviewed

**RESOLVED that the policy be reaffirmed**

**550.14 POLICY – HOW TO HAVE YOUR SAY AT A COUNCIL MEETING**

Members considered the present policy document on public speaking at Council meetings.

Members requested the Clerk review the second paragraph under the heading 'How do I arrange to speak?'

**RESOLVED that the policy be reaffirmed; subject to the Clerk reviewing the paragraph.**

**551.14 EN/14/02296/VAR**

Variation of condition 22 – amend design- pursuant to planning permission 14/00358/FUL dated 24.4.14- construction of 2 semi- detached dwellings on land adjacent to existing dwelling at 47 Holmes Avenue Raunds NN9 6SZ

**RESOLVED that the Clerk write to the Planning Authority regarding the absence of data in respect of planning condition 22.**

**552.14 EN/14/02331/FUL**

Single storey side rear extension to existing bungalow and new entrance door canopy at 3 Berrister Place Raunds NN9 6JN

**RESOLVED that the Council has no objections.**

**553.14 EN/14/02346/FUL**

Change of use from A1 shop to C3 residential, demolition of rear domestic garage, two storey extension and associated work at 2 Primrose Hill Raunds NN9 6LY

**RESOLVED that the Council has no objections.**

There being no further business the meeting concluded at: 8.57 pm

Confirmed..... (Town Mayor)

Meeting Date..... 10 February 2015.....

## Appendix 1

### Raunds Town Council Standing Orders

#### Section 1: How the Council is constituted

##### 1.0 Introduction:

1.1 Raunds Town Council has agreed Standing Orders which set out how the Council operates, how decisions are made and the procedures which are followed to ensure the Council operates in an efficient, transparent and accountable manner for the people of Raunds.

1.2 Standing Orders provide the basic rules which govern how the Council operates. More detailed policies, procedures, protocols and codes of practice are provided separately to further enhance the management of the Council.

1.3 The Council is committed to:

- Promoting Equality;
- Providing effective leadership;
- Delivering efficient, effective and economical services;
- Conducting business transparently;
- Acting responsibly.

1.4 Decision making, the Council has resolved that:

*'Raunds Town Council will base its decision making on what is best for the town and in the interests of the people of Raunds.'*

##### 2.0 The Council and its Councillors

2.1 The Council is made up of 12 Councillors elected every four years.

2.2 All Councillors are democratically accountable to residents of their ward. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.

2.3 All Councillors are bound by the Council's code of conduct to ensure high standards are maintained in the way they undertake their duties.

2.4 All Councillors meet together as the corporate body of the Council.

2.5 Meetings of the Council are open to the public, press and media. At these meetings Councillors deliberate and agree the Council's overall policies and set an annual budget. The full Council is the principal forum for debating issues concerning Raunds, determining the Council's finances and making strategic decisions.



2.5 Annually, the Council appoints a Town Mayor to give leadership to the Council and be the public face of Raunds. A Deputy Mayor is also appointed. The Council has approved a handbook setting out the role and responsibilities of the Mayor.

2.6 The Council is responsible for changes to Standing Orders.

### 3.0 Councillors and their duties

3.1 Before taking up their duties, Councillors must sign a statutory declaration of acceptance of office on being elected to the Council.

3.2 Councillors:

- when sitting in full Council, collectively make the decisions of the Council;
- represent their communities and bring their views into the Council's decision-making process, i.e. be the advocate of, and for, their communities;
- deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;
- respond to constituents' enquiries and representations fairly and impartially;
- balance different interests identified in their ward and represent the ward as a whole;
- be available to represent the Council on other bodies; and
- maintain the highest standards of conduct and ethics in accordance with the Code of conduct.

3.3 A Councillor's key tasks:

- Participate effectively as a member of the Council and any committee, or other body to which he or she has been appointed, acting at all times within the remit of these standing orders;
- promote the Council and the town it represents;
- promote partnership working with other bodies;
- serve on any review body the Council has constituted and to which he or she has been appointed; *alternative wording*: to participate in the continual review of the Council and its services.
- participate in the activities of an outside body to which he or she is appointed, providing two-way communication between the organisations.
- report to the Council on at least two occasions each year on the activities of any outside body to which he or she is appointed;
- participate, as appointed, in consultative processes with the community and with other organisations;
- develop and maintain a working knowledge of the Council and the role of the Town Clerk;
- contribute constructively to open government and transparent decision making;
- actively encourage local people to participate generally in the government of the area.
- **use any delegated power solely within the confines of the resolution giving those powers.**

### 4.0 The Council

4.1 Only full Council can exercise the following functions:

- adopt and change standing orders;
- adopt strategies and policies;
- approve and adopt the annual budget;
- make an annual precept;
- agree terms of reference for any committees;
- appoint to committees;
- appoint representatives to outside bodies (unless delegated by the Council);

- appoint a Town Clerk unless such power has been delegated to a group set up with the purpose of making such an appointment;
- promote byelaws;
- elect the Town Mayor;
- And all other matters, which by law, must be reserved to the Council.

4.2 There are three types of Council meeting:

- the annual meeting;
- ordinary meetings;
- extraordinary meetings.

4.3 The Council and its committees meet monthly throughout the year.

Standing Committees:

- Planning monthly
- F&GP bi-monthly until budget setting
- ELR bi-monthly
- Personnel quarterly

## **5.0 Town Mayor**

5.1 The Council has a Town Mayor, who is elected annually at the Annual Meeting. The main duty of the Mayor is to preside over principal meetings of the Council.

5.2 The role of the Mayor is to undertake Raunds Town Council's civic and ceremonial duties in a dignified manner so as to uphold and enhance the status of the town and engender civic pride. The role has four main aims:

- As a symbol of authority;
- A symbol of open authority;
- Act as ambassador for the town;
- An expression of Social Cohesion.

5.3 The Mayor (as first citizen) is entitled to the right of precedence within the town and should be accorded the respect due to the office.

5.4 For the purposes of these standing orders the Town Mayor is the Chairman of the Council and has the same rights and duties as a local council Chairman.

5.5 The Council has adopted a Mayor's Handbook which defines the role of the Mayor and sets out the precedence which should be afforded to the position.

5.6 The Council's civic regalia shall be worn as appropriate and when not in use held in the custody of the Town Clerk.

## **6.0 Town Clerk (Clerk of the Council)**

6.1 The Council has a Town Clerk to provide advice, implement decisions, and manage the day-to-day running of the Council and the delivery of its services.

6.2 The Town Clerk is the Proper Officer of the Council delegated to discharge any functions of the Council provided for under statute (See also, Section 2 para15).

6.3 The Town Clerk is also the Responsible Financial Officer for discharging the Council's responsibilities under section 151 of the Local Government Act 1972. The Clerk's financial role is to ensure the proper administration of the Council's finances ( See also, Section 2 paragraph 16).

6.4 The Town Clerk, as Head of the Paid Service, is responsible for the day to day management of the Council's staff.

6.5 A code of practice governs the relationship between Officers and Members of the Council.

6.6 The Town Clerk is responsible for the safe custody and application of the Council's Seal, which shall be held in a safe place at all times.

6.7 Documents pertaining to legal procedures or proceedings of the Council shall be signed by the Town Clerk or other person authorised by the Council.

6.8 No individual councillor shall challenge the authority of the Town Clerk

## **7.0 The Council's Standing Committees**

### **Committee membership**

7.1 Each committee shall consist of a minimum of five members and a maximum of seven members of the Council. 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.

7.2 Other councillors may be co-opted or attend as observers. If invited, such members may speak but not vote and must leave the meeting for confidential items.

7.3 Each committee shall appoint a chairman and deputy from within its members.

### **Meetings**

7.4 The Council will agree a year's meeting dates for each committee at its annual meeting in May. It may ask committees to meet at additional times and committees may also determine to meet at other times.

7.5 Committees will normally meet between Council meetings.

### **Quorum**

7.6 A quorum shall consist of three members of the Committee.

### **Policy and Resources Committee**

7.7 The purpose of the Policy and Resources Committee is to debate issues of Strategy and Policy in detail and to formulate recommendations to the Council.

7.8 The Committee will also maintain financial oversight over the Council's finances. It has **delegated authority** to spend within its allocated budget. This will include making decisions on budgeted finance and recommend to Council any proposals which are outside the approved budget and require either grant aiding or the use of financial reserves.

7.9 The Committees strategic role will be to formulate strategies for the Council to consider adopting. Maintain oversight of Council approved long term plans. Draft for Council approval policies and procedures for the good governance of the Council and its town.

7.10 The Committees **Terms of Reference** are:

- consider draft strategic documents for Council approval;
- consider policies and procedures for Council approval;
- consider projects, their associated costs and funding sources;
- annually review financial regulations and recommend to Council any changes;
- oversee internal audit, consider any weaknesses identified and recommend appropriate actions;
- use its delegated authority to spend within the budget allocated to the committee subject to the overall budget adopted by the Council;
- oversee the preparation of a medium term financial plan;
- Prepare draft budgets for the following financial year and recommend to Council accordingly;
- maintain oversight of the income and expenditure against the current financial year's budget.
- approve applications for virement either from other committees or the Council's Responsible Financial Officer.
- consider and recommend to Council applications for expenditure from other committees which are outside their current budgets.
- To recommend to Members appropriate Councillor training.
- ensure appropriate health and safety policies are in place to mitigate risk.

### **Environment, Leisure and Recreation Committee**

7.11 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.

7.12 To consider and recommend policies which have a bearing on social cohesion and environmental wellbeing.

7.13 To consider the functions and services provided by the Council in relation to: the cemetery, parks, gardens and open spaces, amenity areas, play areas and community facilities, toilets, etc., making recommendations to Council for any variations, improvements or alterations.

7.14 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.

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

### **7.16 Terms of reference**

- consider and recommend to Council any improvements variations, improvements or alterations to the Council leisure and recreation facilities;
- monitor and enact changes to the grounds maintenance contract within existing budgetary constraints;
- review the use of the Council's leisure and recreational facilities;

- to oversee progress on any leisure or recreational projects;
- consider projects and associated costs;
- liaise with any appropriate external bodies and agencies;
- Christmas Lights and Arts projects;
- annually inspect the Council's leisure and recreation facilities.

### **Planning Committee**

7.17 The purpose of the Committee is to debate issues in detail concerning planning and planning applications and to make observations to the Planning Authority in accordance with planning guidelines on behalf of the Council, which is a statutory consultee.

7.18 The Committee has **delegated authority** to consider and comment on planning applications and to consider future planning strategies, policies and neighbourhood plans etc., making recommendations to Council.

7.19 The Committee shall meet as appropriate to Planning Authority timescales.

#### **7.20 Terms of Reference:**

- consider planning applications and make observations to the Planning Authority;
- convene a public meeting if it is felt that a planning application warrants such action and report findings to the Council and Planning Authority;
- appoint representatives to attend Planning Authority meetings and authorise them to speak on behalf of the Town Council;
- appoint representatives to attend Planning Enquiries and authorise them to speak on behalf of the Town Council;
- consider and make recommendations to Council on future planning options for Raunds;
- consider and make recommendations to Council on highway matters

### **Personnel Committee**

7.21 The purpose of the committee is to debate issues and recommend to Council matters relating to employment and personnel.

#### **Terms of Reference**

7.22 The committee is responsible to the Council for:

- overseeing all matters relating to the employment of staff and making recommendations to Council thereon;
- recommending to Council matters regarding conditions of employment;
- reviewing, job descriptions, contracts, salary awards and staffing allocations, making recommendations to Council as appropriate;
- convening investigatory committees to examine disciplinary matters, reporting outcomes to full Council;
- monitor Health & Safety regulations, policy and procedures;
- monitor and review the Council's personnel policies and make recommendations to Council;

- advise Council on the continuous professional development of staff, in consultation with the Town Clerk;
- recommend to Council any staff training requirements

### **Standing Orders (Part 2)**

<b>1.</b>	Rules of debate at meetings	10
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The Chairman shall be the Town Mayor, their Deputy or Councillor elected on the night due to the absence of the aforementioned, when presiding over the Council meeting.

The Chairman shall be the Chairman or Deputy Chairman elected by the Committee or Councillor elected on the night due to the absence of the aforementioned, when presiding over a Council Committee meeting.

## **1. Rules of debate at meetings**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed four minutes without the consent of the chairman of the meeting.



## 2. Disorderly conduct at meetings

- a All Members must observe the current Code of Conduct, a copy of which is annexed to these Standing Orders.
- b No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- c If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- d If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.
- e These rules apply to all committees, sub-committees and any other groups set up by the Council.










## 3. Meetings generally





Meetings of the Council will normally be held on the second Tuesday in the month in the Council Chamber, The Hall, Raunds. Meetings will start at 7.00pm unless advised otherwise in the Agenda. But see also 5(c) below.

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- ■ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from**

**part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed fifteen minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than two minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
-   l **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted without the Council's prior written consent.**
-   m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
-  n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**
-  o **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
-    p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**

-  q **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**  
*See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.*
- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- s The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors present and absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - v. if there was a public participation session; and
  - vi. the resolutions made.
-  t **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
-  u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**  
*See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.*
-  v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- w A meeting shall not exceed a period of two hours, unless the majority of members present vote for the meeting to continue for a limited time. If no motion is agreed, the meeting shall adjourn immediately. The remaining business on the agenda shall be adjourned to another meeting.

#### 4. Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be**

**determined by the committee.**

- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer **three** days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee.

## **5. Ordinary council meetings**

- a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**

- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.**
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.**
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:**
  - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;**
  - iii. Receipt of the minutes of the last meeting of a committee;**
  - iv. Consideration of the recommendations made by a committee;**
  - v. Review of delegation arrangements to committees, sub-committees,**

- staff and other local authorities;
- vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4 above;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
  - xv. Review of the council's and/or staff subscriptions to other bodies;
  - xvi. Review of the council's complaints procedure;
  - xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
  - xviii. Review of the council's policy for dealing with the press/media; and
  - xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

## **6. Extraordinary meetings of the council and committees and sub-committees**

- a The Chairman of the Council may convene an extraordinary meeting of the council at any time.**
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within **seven** days of having been requested by to do so by **two** members of the committee or the sub-committee, any **three** members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee.

## **7. Previous resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least **two** councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

## **8. Voting on appointments**

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## **9. Motions for a meeting that require written notice to be given to the Proper Officer**

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

## **10. Motions at a meeting that do not require written notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close a meeting.

## **11. Handling confidential or sensitive information**

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.
- c Confidential papers shall be printed on pink paper and shall be returned to the Council's officers after the meeting for the papers to be confidentially disposed of.



## 12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:  
 “The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. Code of conduct and dispensations

*See also standing order 3(t) above.*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of

the meeting for which the dispensation is required.

- e A decision as to whether to grant a dispensation shall be made by the appropriate person and that decision is final.
- f A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the appropriate person in respect of h(i) below before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

The appropriate person is:

- The Proper Officer in respect of decisions required for h(i) below and in the absence of the Proper Officer, the delegation will be to the Monitoring Officer or Deputy at East Northamptonshire Council.
- The Joint Standards Complaints Committee has delegated authority to determine applications dispensations made in respect of decisions required for h (ii or iii)

- h A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
  - ii. granting the dispensation is in the interests of persons living in the council's area or**
  - iii. it is otherwise appropriate to grant a dispensation.**

#### **14. Code of conduct complaints**

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's

code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.

- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below].
- c The council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda.**  
*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.*
  - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**  
*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.*
  - iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming his withdrawal of it;
  - iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his**

**office;**

- v. facilitate inspection of the minute book by local government electors;
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from councillors;
- viii. retain a copy of every councillor's register of interests;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xii. arrange for legal deeds to be executed;  
*See also standing order 22 below.*
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the council to the Chairman or in his absence Deputy Chairman of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council or Planning committee, whichever is the sooner;
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council which shall not be used without a resolution to that effect.
- xviii. Clerk to report on progress to the Council.

**16. Responsible Financial Officer**

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

**17. Accounts and accounting statements**

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England)
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.

- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
- i. the council's receipts and payments for each quarter;
  - ii. the council's aggregate receipts and payments for the year to date;
  - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
  - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

## **18. Financial controls and procurement**

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
  - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than [£60,000].
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an**

**estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**

- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

## **19. Handling staff matters**

- a A matter personal to a member of staff that is being considered by a meeting of council or any council committee or sub-committee is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of Council or, if he is not available, the vice-chairman of the council of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee at its next meeting.
- c The chairman of the Personnel committee or in his absence, the vice-

chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Personnel committee.

- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the chairman of the Council or the chairman of the Personnel committee or in his absence, the vice-chairman of the Personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chairman or vice-chairman of the Council or the Chairman of Personnel, this shall be communicated to another member of the Personnel committee, which shall be reported back and progressed by resolution of the Personnel committee.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Town Clerk and/or the Chairman of the Council.

## **20. Requests for information**

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Finance and General Purposes committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

## **21. Relations with the press/media**

- a Requests from the press or other media for an oral or written comment or

statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **22. Execution and sealing of legal deeds**

*See also standing orders 15(b)(xii) and (xvii) above.*

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 22(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

## **23. Communicating with District and County or Unitary councillors**

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the council.
- b Unless the council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the council.

## **24. Restrictions on councillor activities**

- a. Unless authorised by a resolution, no councillor shall:
  - i. inspect any land and/or premises which the council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **25. Standing orders generally**

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least ( 3 ) councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a



councillor as soon as possible after he has delivered his acceptance of office form.

- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

## Appendix 2

### RAUNDS TOWN COUNCIL

Report to: Council 13 January 2015

Leader funding – Opportunities for rural projects

<b>1.0</b>	<b>Background to LEADER funding</b>
1.1	North and West Northamptonshire's Local Action Group (LAG) has been awarded between £1.7m and £1.9 in LEADER funding, over the period 2015-2020. (The final figure will depend on the results of appeals by LAGs who were unsuccessful in their bids and will be known in January). This funding covers the rural parts of East Northamptonshire, Corby, Kettering, Wellingborough and Daventry. (Larger towns such as Rushden within these areas are not eligible for funding).
1.2	During the last LEADER funding programme, 2007-2013, North Northamptonshire was allocated £1.1m to spend in grant funding. In the current programme, Daventry has joined the group, so the allocation has been increased.
1.3	What this means to East Northamptonshire. East Northamptonshire's rural Communities make up 34% of the total LEADER area, so by ratio the hope is to have at least a third of the funding coming to the District. However, last time the allocation favoured East Northamptonshire with 94% going to projects in this District. The External Funding Manager for East Northamptonshire Council will be able to advise local authorities where they have ideas for projects.
1.4	This funding is targeted at rural businesses and social enterprises. Funding is available through a two stage, competitive grant process. Each application will be assessed for eligibility by the Programme Manager and then put in front of the LAG for a final decision. Grant awards will typically be between 30% and 40% of total project costs for economically driven projects and up to 66% for projects with social benefits.
1.5	The funding will target the following activities: <ul style="list-style-type: none"> <li>• Support for increasing farm productivity e.g. irrigation and soil management projects</li> <li>• Support for micro and SMEs and farm diversification e.g. promotion of locally produced food, drink and woodland produce</li> <li>• Support for rural tourism e.g. development of attractions and tourist-based enterprises</li> <li>• Provision of rural services e.g. community shops and pubs</li> <li>• Support for cultural and heritage activity e.g. local festivals and fayres</li> <li>• Support for increasing forestry productivity e.g. production of timber and local woodland products</li> </ul>
<b>2.0</b>	<b>Funding opportunities</b>
2.1	The Council might wish to consider how this fund might benefit Raunds. Both the Community plan and developing Neighbourhood Plan recognise the need to develop tourism.
2.2	The close proximity of Stanwick Lakes and the opportunities this holds for Raunds in the future needs to be explored. The improvements to Meadow Lane provides the opportunity to: <ul style="list-style-type: none"> <li>• promote this route as an alternative access to and from the Lakes;</li> <li>• an access route to the town's facilities by visitors to the Lakes; i.e. its town centre restaurants, public houses, shops and, hopefully, the proposed hotel to provide overnight accommodation.</li> </ul>
2.3	An initial project might be to work with the County Council & Stanwick Lakes on signage and promotional aids. Another, might be the development of a cycle lane between the lakes and the

	town centre.	
2.4	This fund might also be useful in both developing existing and future festivals for Raunds. For instance, the organisers of the Raunds Music Festival might be able to benefit from an application.	
<b>3.0</b>	<b>Financial implications</b>	
3.1	Any application is likely to require part funding.	
<b>4.0</b>	<b>Risk Management</b>	
4.1	An appropriate risk assessment would need completing once suitable projects have been identified.	
<b>5.0</b>	<b>Recommendations</b>	
5.1	That the report be noted and the information retained for use when developing action plans for the Community Plan and evolving Neighbourhood Plan.	
<b>Implications:</b>		
Council objectives:	Community development	X
Equalities & Human Rights	There are no equalities and human rights issues	X
Financial	There are no financial implications at this stage	X
	There will be financial implications –	
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Local Government Act 1972	X
	Other considerations: None	
Risk Management	There are no material risks at this stage	X
	- Inherent risk score:	
	- Residual risk score:	
<b>Person originating this report:</b> Julian Derham, Clerk to the Council		
<b>Date:</b> 5 January 2015		

## Appendix 3

### RAUNDS TOWN COUNCIL

Report to: Council 13 January 2015

Electrical Work – The Hall

<b>Summary:</b> This report concerns electrical works to ‘future proof’ the electrical requirements for the Town Hall accommodation.	
<b>Attachments:</b> Appendix A: Specification of works	
<b>1.0</b>	<b>Background</b>
1.1	In July 2009 the Council commissioned an electrical wiring inspection which identified serious short comings in the Hall’s wiring. That report identified that some parts of the Hall’s installation, accessories and fittings were 40 to 50 years old.
1.2	During 2011, the most serious shortcomings were remedied with new consumer units installed in the boiler room.

1.3	However, it was always intended to continue the process of upgrading the rest of the building as the opportunity arose.
1.4	The letting of office accommodation to local businesses provides a valuable source of income for the Council; which meets the day to day costs of running the Hall and provides a valuable resource to small start-up businesses.
1.5	Modern office demands have exposed the lack of electrical provision in some offices and existing supplies cannot be safely extended without risk of overloading individual circuits.
1.6	The recent vacation of the offices above the Council Chamber means a process of rewiring can be commenced.
<b>2.0</b>	<b>Phase Two</b>
2.1	<i>Council Chamber</i> The lighting circuit in the Council chamber is not earthed and currently wired using old rubber cable these need to be remedied. The two single 13 amp sockets will be upgraded to twins to allow for computer use and recording equipment (Note: the 13 amp circuits will not be re-wired as they are currently satisfactory).
2.2	<i>First Floor</i> The main work will, however, be upstairs. The long term proposal is to rewire each room providing its own consumer unit (RCD fitted), meter (to monitor electrical usage) and a 13 amp supply set in plastic trunking around each room at dado height. By using trunking, future additions to the supply can be added at little cost and little inconvenience. Lighting will go over to new diode units (for economy and long life).
2.3	To enable this to happen, new supply cables need to be routed up into the roof from the cellars. Enough cables will be brought up initially to rewire all the offices but most will be left dormant until each room becomes vacant or necessity prevails.
2.4	Initially, it is proposed rooms H, J and L should be rewired prior to re-letting.
<b>3.0</b>	<b>Financial implications</b>
3.1	Knowing this work was needed, an amount of £13,379 was retained in reserves to fund further works. In addition, the Council has £25,000 in reserves for refurbishment of the building.
3.2	Financial regulations normally require three quotations for this work, but it is suggested that the same electrical contractors who carried the phase 1 work and undertook the initial inspection, should be retained to undertake this work. The reasons for this are: they know the building and existing wiring, are well qualified and work to high standards, previous work has been fault free. Financial regulations allow for this.
3.3	Due to the nature of the work and the vagaries of an old building a provisional estimate of the work has been calculated not to exceed £10,000 including all materials and labour. The work is estimated to take two weeks and can be commenced in February.
<b>4.0</b>	<b>Risk Management</b>
4.1	The Council has a duty under health and safety legislation to maintain a safe working environment and duty of care towards its tenants and members of the public.
4.2	The most likely risks in this case are: <ul style="list-style-type: none"> <li>• a risk of fire from: <ol style="list-style-type: none"> <li>a) old rubber wiring which has no earth continuity;</li> <li>b) sockets becoming overloaded due to modern demands exceeding capacity of the present wiring.</li> </ol> </li> </ul>
<b>5.0</b>	<b>Recommendations</b>
5.1	The Clerk be authorised to commission the work to be undertaken in this financial year and that

5.2	the sum of £10,000 be vired from reserves to fund this phase of the project. That financial regulation 11(ii) specialist services and (iv) the work constitutes part of an existing contract are deemed to apply to this work.	
Council's objectives:	Health and Safety	X
Equalities & Human Rights	There are no equalities and human rights issues	X
Financial	There are no financial implications at this stage	X
	There will be financial implications –	
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
Legal	Decisions may have potential for income generation	
	Power: Local Government Act 1972	X
Risk Management	Other considerations: None	
	There are material risks and these are shown in para 4.0	X
	- Inherent risk score: - Residual risk score:	
<b>Person originating this report:</b> Julian Derham, Clerk to the Council		
<b>Date:</b> 5 January 2015		

## Appendix A

**Raunds Town Council  
Electrical wiring to Town Hall - Phase Two**

**1. Install up to 9 ducted armoured cables from the main consumer units in cellars to the loft, for eventual use in creating individual electrical circuits for each upstairs office.**

Use rooms G and K to route the ducted cables, unless a more appropriate route can be agreed at the time of installation.

**2. Rooms J, H & L**

- a. Using three of the new ducted cables as supplies create new electrical circuits for each of the vacant offices.
- b. Rewire 13 amp supply to rooms providing a minimum of four double sockets per room creating a ring main for each room.
- c. Each room to have its own consumer unit and meter to monitor electrical usage.
- d. Provide two T5 (Surface Indirect Fluorescent Luminars) lighting units to each room.

**3. Council Chamber**

- a. Re-wire existing lighting to provide earth protection and remove all rubber wiring.
- b. Chase out cable way to light switch taking particular care not to damage ceiling mouldings
- c. Replace single sockets with doubles (without rewiring circuit) and chase in a new double socket adjacent to the bay window.