

## RAUNDS TOWN COUNCIL

Minutes 10 February 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, Cllr P Wathen and Cllr P Williams.

### **IN ATTENDANCE**

Mr Julian Derham, Clerk to the Council (Minutes excluding 613.14).  
Mrs E Williams, Assistant to the Clerk (Minute item 613.14).

District Councillor G Greenwood-Smith.  
Mrs Sharn Matthews Executive Director East Northamptonshire Council (ENC).

### **590.14 APOLOGIES FOR ABSENCE**

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

District Councillor Cllr B Northall and County Councillor, Cllr D Hughes also tendered their apologies.

### **591.14 MOTION TO CHANGE THE ORDER OF BUSINESS ON THE AGENDA**

The Mayor proposed that agenda item A9 Succession Planning and A12 Grounds Maintenance Summer Programme would change places on the agenda under Standing Order (Part 2) 10 (vi).

**RESOLVED** that the order of business so change.

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

None received.

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

None received.

### **594.14 DECLARATIONS OF INTEREST**

The following Members or officers declared an interest.

<b>Item No.</b>	<b>Councillor</b>	<b>Nature</b>	<b>Reason</b>
608.14	Cllr D Ellis	Other	Member of Vision for Raunds Group
608.14	Cllr P Ellis	Other	Member of Vision for Raunds Group
607.14	Cllr P Ellis	Other	Secretary of RYAG
608.14	Cllr H Howell	Other	Member of Vision for Raunds Group
613.14	Town Clerk	DPI	Subject of the agenda item

Key: DPI = Disclosable Pecuniary Interest

Other = Other interests

**595.14 MINUTES OF THE MEETING DATED 13 JANUARY 2015**

The Council agreed the minutes as a true record.

**RESOLVED that the minutes of the Council Meeting held 13 January 2015 be agreed.**

**596.14 COMMITTEE REPORT/MINUTES**

The Chair of the Committee presented the minutes (forming the report) of the Environment Leisure & Recreation Committee meeting held on 22 January 2015 which were received, and the resolutions and recommendations duly considered.

**RESOLVED that the report be approved and the resolutions of the Environment, Leisure & Recreation Committee held on the 22 January 2015 be agreed.**

**597.14 COMMITTEE REPORT/MINUTES**

The Chair of the Committee presented the minutes (forming the report) of the Planning Committee meeting held on 29 January 2015 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 29 January 2015 be agreed.**

**598.14 DISTRICT COUNCILLORS REPORT**

Councillor Greenwood-Smith, in giving his report, outlined the recent work of the Policy & Resources Committee. The Licensing Committee had been considering the implications of the findings of the public inquiry into aspects of Rotherham Council's work. Licensing had also suspended the licence of a taxi driver for misconduct. In finishing, Cllr Greenwood-Smith left the meeting with brochures detailing the work of Community Interest Companies.

Councillor Boto spoke in regard to the work of Planning Policy including the Local Development Scheme, the draft Upper Nene Gravel Pits SPD and meetings of the Four Towns Plan. Cllr Boto also mentioned the consultation exercise undertaken on the Joint Core Strategy document.

Cllr Wathen mentioned he had taken up local complaints about mud deposited on the roads as a result of the development taking place at Shelmerdine Rise. ENC Enforcement Officers will be making an inspection. ENC is also reviewing aspects of the Standards regime particularly concerning complaints concerning same party councillors.

**599.14 COUNTY COUNCILLORS REPORT**

In the absence of the County representative, there was no report.

**600.14 TOWN MAYORS ANNOUNCEMENT**

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

17th January – attended the Oundle Musical Concert;  
8th February – attended Desborough Civic Service.

## 601.14 DESTINATION NENE VALLEY & THE GREENWAY PROJECT

Executive Director of East Northamptonshire Council, Sharn Matthews, gave Members a presentation on two interlinked projects with potential for assisting Raunds in its future development aspirations.

The ambition of the Greenway project is to create a network of safe walking and cycling routes within the Nene Valley from Northampton railway station to Peterborough railway station with links to towns, villages and attractions.

Members mentioned problems with flooding of the bridge under the A45, the possibility of a circular walk using the Meadow Lane/Cotton Lane route and engagement with both Northampton and Peterborough towns.

## 602.14 ACCOUNTS FOR PAYMENT

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

### PAID OUT OF ACCOUNTS UP TO 10 FEBRUARY 2015

Payee	Invoice Number	Notes	If Combined	Total to Pay
E.On	0118 7676 2970	Unmetered Supply for 10 Street Lights and 4 CCTV units (5% VAT)		£92.15
S J Hawkes	101	Assistance for Road Closure signs returned and return of damaged seat		£54.00
Louisa Thomas		Expenses Claim for mileage, civic events, Christmas event		£187.26
Viridor Waste Management	1105702AB	Refuse & Waste Removal December 2014		£20.70
CPRE		Subscription for annual membership 25/02/2015 - 24/02/2016		£36.00
Dunkley Electrical	42016	Removal of Christmas Lights and supply of new lights		£1,236.54
CVS		Staff Wages January 2015		
		Net Pay		
		PAYE		
		Employer's NI Contribution		
		Employee's NI Contribution		
		Payroll Charges		
<b>CVS</b>				<b>£6,770.02</b>
ENC Chairman's Charity Acc.		2 tickets to civic event 06/03/2015		£30.00
Higham Ferrers Mayor's Charity		2 tickets to civic event 13/02/2015		£50.00
Burton Latimer Mayor's Charity Fund		2 ticket to civic event 14/03/2015		£59.00
ENC	dbi0529154	Grounds Maintenance Contract Winter - November 2015		£2,761.96
Civic Pride UK Ltd	20229	Supply, Deliver, Install, Collect and dispose of 2 x Christmas Trees		£2,700.00
Pitney Bowes	10144114	Rental of Franking Machine 09/02/2015 - 08/05/2015		£114.01
			Sub Total	£14,111.64

### ACCOUNTS PAID FROM 10 FEBRUARY 2015 MEETING

Payee	Invoice Number	Notes	If Combined	Total to Pay
Purchase Power	BC327107	Franking Machine Postage Jan 2015		£56.84
R J Smith & Son Ltd	2884	Shield & engraving for Raunds Library Top School Award		£57.00
Walters Limited	310546	Photocopying Charges for 24/10/2014 - 13/01/2015		£392.99
Colson & Loaring	10371	Various Plumbing works at the Hall and Saxon Hall		£2,559.12
Stephen J Pell	42032	Various works at Bassfords play area, Amos Lawrence & Town Hall		£429.00
Kened Ltd	9155	Call out to sort out PC problem and arrange Chamber works		£60.00
Raunds Hardware & Pet Supplies	22/01/2014	Various items purchased from 11/07/2014 - 30/11/14		£229.87
R F Blount & Sons Ltd	113336	Call out to fix boiler problem at town hall		£515.99
E.ON	433067852150	Electricity to War Memorial 21/09/14 - 21/10/15 (5% VAT)		£6.38
E.ON	433067852150	Electricity to War Memorial 21/10/14 - 21/11/15 (5% VAT)		£6.59
E.ON	433067852150	Electricity to War Memorial 21/11/14 - 21/12/15 (5% VAT)		£6.38
ENC	dbi0529345	Associated Services December 2014 - includes resiting bin on Brooks Rd		£100.27
Bluefish	1B353993	Office Supplies	£48.91	
	1B363941	Office Supplies	£222.00	
<b>Bluefish</b>				<b>£270.91</b>
NCC Pension Account		January 2015 Contribution		£1,329.70
ESPO	1836045	Janitorial Supplies		£74.38

ENC	dbi0529277	Grounds Maintenance Contract December 2014	£2,390.14
Nine Arches Consultancy Ltd	141516	Bookkeeping for Dec 14 and Jan 15	£262.50
Coven Heath Nursery	42033	Tree work at London Road Cemetery as per order 1068	£840.00
BNP Paribas	FLGA2107990	Photocopier lease 26/02/2015 - 25/05/2015	£185.96
Peter Hankins	81178	To service and repair flagpole	£30.00
		Sub Total	£9,804.02
		TOTAL	£23,915.66

**RESOLVED that the report be approved.**

#### **603.14 BANK RECONCILIATION**

The Mayor presented the bank reconciliation as at 31 December 2014.

Councillors noted the balances held by the Council:

<b>RTC Balances as at 31 December 2014</b>	<b>£</b>
Nat West Business Reserve (1)	163,361.62
Nat West Business Reserve (2)	157,397.78
Nat West Current Account	10,494.91
Unity Trust Bank Current Account	112,159.86
<b>Total</b>	<b>£443,414.17</b>

**RESOLVED that the bank and cash reconciliations for 31 December 2014 are agreed.**

#### **604.14 REFURBISHMENT AND ENHANCEMENTS TO THE COUNCIL CHAMBER**

The Clerk presented a report (Appendix 1) on the refurbishment of the Council Chamber and enhancements to its facilities.

**RESOLVED that:**

- a) a hearing-aid system be purchased at a cost of £773 plus vat and fitting;
- b) an audio digital recording system be purchased at a cost of £160 plus vat;
- c) a working party be constituted to agree a scheme for the refurbishment and redecoration of the Council Chamber;
- d) That Cllr Thomas, Cllr Howell, Cllr Wathen and the Clerk form the working party.

#### **605.14 JAG**

Cllr Howell advised the meeting of a special meeting of the JAG group well represented by associated organisations.

Speeding issues will continue to be proactively monitored by the Police and the County Council is continuing with its feasibility study of options for the road adjacent to Cole Court. Mike Greenway (ENC) would research a definitive answer to dealing with the problems of parking on the pavement and grass verges within towns and villages.

The local press had recorded a recent Police success in apprehending a Raunds drug dealer.

The PCSO for Raunds has had success in dealing with issues of dangerous parking around High Street, North Street and Midland Road. He had also noticed a reduction in anti-social behaviour.

Police had tried to identify the individuals filmed damaging the Christmas tree on the Square. Council to circulate the film again on local media sources accompanied by the Crimestoppers telephone number.

The police will hold an open meeting on the 26 February to recruit special constables.

#### **606.14 CHRISTMAS LIGHTS**

The Council considered setting the date for the next Christmas lights switch-on event.

**RESOLVED that the 29 November 2015 be set for the annual Christmas Lights Switch-On event.**

#### **607.14 RYAG – CARNIVAL DATE**

The Council considered a letter from the Secretary of RYAG applying to use Amos Lawrence on the 12 September 2015 for the purposes of holding the annual carnival.

**RESOLVED that the Council permit RYAG to use the Amos Lawrence from 7.00am to 6pm on the 12 September for the purposes of holding the annual Carnival on the terms and conditions already established.**

#### **608.14 VISION FOR RAUNDS**

The chairman, Mr Eddie Hookway, reported on the latest meeting of the group held to look at the action plans for the Community Plan an outcome of which was to convene a public meeting to seek volunteers. Mr Hookway would not now be resigning as Chair of the group.

Members thanked Mr Hookway for his report.

#### **609.14 REVIEW OF FINANCIAL REGULATIONS**

Council considered a report from the Clerk (Appendix 2) on changes needed to the present Financial Regulations following the Council adopting new Standing Orders and noted the recommendation to consider adopting the latest NALC financial regulations in the near future.

**RESOLVED that the Council's Financial Regulations be amended as follows:**

- a) **Sections 11.1 (b), (g) and (i) the amounts shown should be increased from £50,000 to £60,000 to bring them in line with Standing Order 18 (c);**

- b) At 11.1 (d) to be amended to read ‘Such invitation will include the requirements set out in Standing Order 18 (d) and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases;**
- c) 11.1 (f) repeats standing orders and should be deleted and all following clauses renumbered accordingly;**
- d) 11.1 (h) is covered by Standing Order 18 (d) (ii) and the Councillors code of conduct, so this provision should be deleted;**
- e) Consideration be given to adopting new model regulations early in the life of the next Council after May 2015.**

#### **610.14 GROUNDS MAINTENANCE SUMMER PROGRAMME**

Members considered the proposed summer contract for the Council’s grounds maintenance programme.

**RESOLVED that the summer contract be approved.**

#### **611.14 EXCLUSION OF PRESS AND PUBLIC**

Pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 it was resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of Item 612.14 and 613.14.

#### **612.14 SUBSIDENCE CLAIM – TREES T1 & T2 DE FERNEUS DRIVE**

The Council received a confidential report from the Clerk on a purported subsidence claim involving trees owned by the Council

**RESOLVED that:**

- a) the report be noted and the actions of the Clerk approved;**
- b) the costs of the tree removal (£750 plus vat) and replanting (£148 plus vat) be approved.**

The Town Clerk left the meeting at this point.

#### **613.14 TOWN CLERK - SUCCESSION PLANNING**

The Deputy Mayor reported he and the Mayor had discussed with the Clerk a training schedule for the new incumbent.

He had also discussed the arrangements for authorising payment of any additional hours worked in the handover period.

**RESOLVED that:**

- a) the Mayor be authorised to determine payment to the Clerk of any additional hours worked during the handover period and any outstanding holiday entitlement;**
- b) the Council conveys its thanks to Cllr Boto for the work undertaken by him in appointing a new Clerk;**
- c) the Mayor to produce a reference for the existing Clerk to be approved by the Council’s HR advisors.**

**614.14 PRESS AND PUBLIC RE-ADMITTED TO THE MEETING**

There being no further business the meeting concluded at: 8.52pm

Confirmed..... (Town Mayor)

Meeting Date..... 10 March 2015.....

**Appendix 1****RAUNDS TOWN COUNCIL**

Report to: Council 10 February 2015

Refurbishment and enhancements to the Council Chamber

**Summary:**

A report suggesting improvements to the Council Chamber.

**Attachments:**

None

**1.0 Background**

1.1 A number of issues are coming together with regard to the Council Chamber:

- The Council at its last meeting authorised the next phase of the rewiring of the Town Hall and this involves work to the Council Chamber.
- At its meeting on the 10 December the Council approved a report on the recording of Council meeting and requested the Clerk to look into suitable equipment with which to record proceedings.
- The room lacks a hearing-aid loop system to aid anyone with hearing difficulties.
- East Northamptonshire Council (ENC) has announced it will no longer provide paper plans of planning applications, except for large developments with effect from 1<sup>st</sup> April 2015.
- There is evidence of plaster work needing attention in several parts of the room, electrical work will leave a certain amount of damage to wall coverings and the present décor is now looking tired.

1.2 It is suggested, the Council considers dealing with these matters within a programme of works to renovate and restore the Chamber.

**The works so far**

2.0 Phase two of the electrical works is due to commence on the 9<sup>th</sup> February. The Chamber has also  
2.1 been connected to the Council's IT network to enable the projection of plans and presentation material.

2.2 A computer, displaced during the recent upgrade of Council IT equipment, has been brought back into use in the Council Chamber. The last Planning Committee successfully used information from the ENC Planning Portal to inform its decision making. Although future presentations can be improved by the use of an appropriately sized screen.

**Equipment enhancements**

3.0 A hearing-aid loop system can be installed (under the carpet close to the skirting boards) for £773  
3.1 plus VAT and fitting (approximately £200). This includes the cost of testing the system to RIBA standards. Note: the carpet will need refitting at extra cost.

3.2	To audio record proceedings at meetings: a digital recorder using 32GB memory sticks and fitted with dual wireless microphones is suggested at a cost of £160 plus vat.	
<b>4.0</b>	<b>The next steps</b>	
4.1	Subject to the Council approving the overall scheme, it is suggested a small working party (3 Members) be constituted to agree a scheme for refurbishment and redecoration of the Chamber.	
<b>5.0</b>	<b>Financial implications</b>	
5.1	The Council has provision in its designated reserves of £300 left over from previous works in the Council Chamber and a sum of £20,000 set aside for Town Hall repairs and maintenance.	
<b>6.0</b>	<b>Risk Management</b>	
6.1	The hearing aid loop system will aid the Council's compliance with its responsibilities under the Disabilities Discrimination Act.	
<b>7.0</b>	<b>Recommendation</b>	
7.1	That: e) a hearing-aid system be purchased at a cost of £773 plus vat and fitting; f) an audio digital recording system be purchased at a cost of £160 plus vat; g) a working party be constituted to agree a scheme for the refurbishment and redecoration of the Council Chamber.	
<b>Implications:</b>		
Council objectives:	Responsible management of Council resources	X
Equalities & Human Rights	There are no equalities and human rights issues	X
Financial	There are no financial implications at this stage	
	There will be financial implications – para 5.0	X
	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 material risks which are shown at para 6.0	X
	- Inherent risk score: - Residual risk score:	
<b>Person originating this report:</b> Julian Derham, Clerk to the Council		
<b>Date:</b> 2 February 2015		

## Appendix 2

### RAUNDS TOWN COUNCIL

Report to: Council 10 February 2015

#### Review of Financial Regulations

<b>Summary:</b> A report recommending in the short term certain changes to the existing Financial Regulations following the adoption of new Standing Orders and longer term adopting the latest model regulations available from NALC	
<b>Attachments:</b> The existing Financial Regulations.	
<b>1.0</b>	<b>Background</b>



1.1	The Council should review its Standing Orders and Financial Regulations annually and before March in each financial year.
1.2	Following the adopting of new standing orders last month the financial regulations require bringing into line.
1.3	Whilst the existing regulations remain broadly 'fit for purpose', it would be advisable to consider adopting the latest NALC model regulations in 2015/16.
<b>2.0</b>	<b>Changes to Financial Regulations</b>
2.1	To bring the Financial Regulations into conformity with the new Standing Orders the following amendments are needed:
2.2	<p><i>11 Contracts:</i></p> <p>Sections 11.1 (b), (g) and (i) the amounts shown should be increased from £50,000 to £60,000 to bring them in line with Standing Order 18 (c).</p> <p>At 11.1 (d) to be amended to read 'Such invitation will include the requirements set out in Standing Order 18 (d) and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.</p> <p>11.1 (f) repeats standing orders and should be deleted and all following clauses renumbered accordingly.</p> <p>11.1 (h) is covered by Standing Order 18 (d) (ii) and the Councillors code of conduct, so this provision should be deleted.</p>
<b>3.0</b>	<b>Risk Management</b>
3.1	Annually reviewing (and revising the regulations where needed) follows good financial management principles and helps maintain awareness of the accounting safeguards contained therein. This helps manage the Council's financial risks and promotes good governance.
<b>4.0</b>	<b>Recommendation</b>
4.1	<p>That:</p> <p>a) the suggested amendments be approved;</p> <p>b) Consideration be given to adopting new model regulations early in the life of the next Council after May 2015.</p>

<b>Implications:</b>		
Council objectives:	Good Governance	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 material risks which are shown at para 3.0	X
	- Inherent risk score:	
	- Residual risk score:	
<b>Person originating this report:</b> Julian Derham, Clerk to the Council		
<b>Date:</b> 2 February 2015		