

**RAUNDS TOWN COUNCIL**

Minutes: 14 February 2017 Time 7.30pm.

**PRESENT**

Cllr H Howell (Town Mayor) (Chair), Cllr L Wilkes, Cllr N Beck, Cllr B Tirebuck, Cllr Beattie and Cllr Tyman.

**IN ATTENDANCE**

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

**518.16 To Receive Apologies For Absence.**

Apologies were received from Cllr S Hughes, Cllr D Hughes, Cllr Davidson-Jeffs, Cllr R Jeffs, Cllr D Jones and Cllr R Levell

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

None received

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

None received

**521.16 Declarations of Interest.**

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST. MEMBERS WITH A DISCLOSABLE PECUNIARY SHOULD LEAVE THE MEETING FOR THAT ITEM.

**Cllr Howell recorded a personal interest as a member of the Planning Management Committee at East Northamptonshire Council. Cllr Howell noted that any decision would always be made with an open mind and based on the evidence presented at each meeting.**

**522.16 Minutes:** to confirm the minutes of the Council meetings held on 10 January 2017.

**RESOLVED that the minutes of the meeting held on 10 January 2017 be approved as a true record.**

**523.16 Committee Report:** To receive the report of the Policy and Resources Committee 12 January 2017.

Cllr Howell presented the minutes (forming the report) of the Policy and Resources Committee held on 12 January 2017 which were received, and the resolutions and recommendations duly considered.

**Cllr Howell drew members' attention to the recommendations regarding the Local Council Award Scheme and it was...**

**RESOLVED that**

- a) Raunds Town Council meets the criteria for the Foundation, Quality and Gold levels in the Local Council Award Scheme.
- b) The report be approved and the resolutions of the Policy and Resources Committee meeting held on 12 January 2017 be agreed.

**524.16 Committee Report:** To receive the report of the Environment Leisure and Recreation Committee 19 January 2017.

Cllr Wilkes presented the minutes (forming the report) of the Environment Leisure and Recreation Committee held on 19 January 2017 which were received, and the resolutions and recommendations duly considered.

**RESOLVED that the report be approved and the resolutions of the Environment Leisure and Recreation Committee meeting held on 19 January 2017 be agreed.**

**525.16 Committee Report:** To receive the report of the Planning Committee 26 January 2017

Cllr Howell presented the minutes (forming the report) of the Planning Committee held on 26 January 2017 which were received, and the resolutions and recommendations duly considered.

**RESOLVED that the report be approved and the resolutions of the Planning Committee meeting held on 26 January 2017 be agreed.**

**526.16 Committee Report:** To receive the report of the Finance Committee 31 January 2017.

Cllr Wilkes presented the minutes (forming the report) of the Finance Committee held on 31 January 2017.

He explained that the recommendations under 516.16 were to be withdrawn and the Chairman of the Finance Committee and the Clerk would review these and present a revised report to the next meeting of the Finance Committee.

**RESOLVED that the report be approved and the resolutions of the Finance Committee meeting held on 31 January 2017 be agreed with the exception of 516.16**

**527.16 County Councillors Report.**  
NONE RECEIVED.

**528.16 District Councillors Report.**

**Cllr Greenwood Smith presented his report.**

Cllr Greenwood-Smith reported on the work of the Policy and Resources Committee at East Northamptonshire Council.

The committee had agreed a series of funding awards from the Community Facilities Fund. This fund allocates money from the new homes bonus to local capital projects. Raunds Town Council was awarded for £20,000 for a bandstand/shelter in the Market Square.

The Housing Allocations policy had been updated.

The Council's Medium Term Financial Strategy had been reviewed and Cllr Greenwood Smith was able to report that the East Northamptonshire Council was in a healthy financial position.

**RESOLVED to note the report.**

**529.16 Town Mayors Announcements.**

Cllr Howell gave her report

January was a very quiet month, I think all the Mayors needed to take a break after Christmas, however I did hold my one big event, My Burns Night at Snooks on Saturday 21<sup>st</sup> January. The night was a great success we partied till 2am, the time passed really quickly and we were entertained from start to finish by the wonderful Michael Nardone, Ben Nardone, John Bett, Sarah Collier, The Jacobites and Darren and Wayne from The Clan Ranald Trust who showed off their sword skills. I would like to say a huge thanks to Michael Nardone for helping me organise such a great event for the town. He worked tirelessly to ensure the evening went like clockwork. I now have just over £1000 in the pot for The Air Ambulance and more to come from the Mayors Show.

I would like to welcome Daisy to the team, Daisy is our new apprentice. Following the success we had with Niamh and the fact that she has gone on to fulltime employment, it is wonderful that this council recognises the opportunity we can give to young people starting out on their career path. I'm sure you will agree it is a worthwhile project.

Over the last few weeks Kate and the staff have been working very hard to put together a portfolio of evidence for the Quality Council award, I spent a good few hours helping to put the evidence base together and can confirm that the portfolio has now gone off to the inspectors. There are 3 levels of award and Kate and I have to attend an interview with the panel on 13<sup>th</sup> March. At the interview we will be advised if we qualify for the award and at what level. Well done to all who contributed to the amazing achievements and improvements this council has made since the election. We will keep our fingers crossed.

Events are now starting to come in thick and fast for the remaining term and even for the next, I look forward to reporting on them next month.

**RESOLVED to note the report**

**530.16 Accounts for payment:** To receive the payments lists for December 2016.

Members considered the accounts for payment as shown below.

Printed on : 08/03/2017		Raunds Town Council		Page No 1	
At : 12:06		Unity Trust A/C			
List of Payments made between 01/12/2016 and 31/12/2016					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2016	Exclusive Entertainment Serv	BANK TRANS	-100.00		Refund Halloween Party Package
01/12/2016	Anglian Water	BANK TRANS	85.84		Water Rates Public Cons
01/12/2016	Anglian Water	DD	11.98		Water Rates - Market
01/12/2016	WorldPay	DD	19.93		Transaction Charges
01/12/2016	ENC	DD	155.00		Business Rates Public Cons
01/12/2016	ENC	DD	126.00		Business Rates - Cemetery
01/12/2016	ENC	DD	605.00		Business Rates - Saxon Hall
01/12/2016	ENC	DD	108.00		Business Rates - Town Hall
01/12/2016	ENC	DD	93.00		Business Rates - Town Hall
01/12/2016	ENC	DD	172.00		Business Rates - Town Hall
01/12/2016	ENC	DD	169.00		Business Rates - Town Hall
01/12/2016	ENC	DD	83.00		Business Rates - Town Hall
01/12/2016	Staff salary	BP	607.29		Salary
05/12/2016	WorldPay	BANK TRANS	11.94		Subscription Fee Dec 2016
09/12/2016	ENC	BANK TRANS	144.90		Associated Servs October 16
09/12/2016	NCALC	BANK TRANS	415.00		Internal audit Y/E 31/3/17
09/12/2016	J & S Pendred	BANK TRANS	174.00		Parking Sign - Town hall
09/12/2016	Pegasus Event Supplies	BANK TRANS	1,295.50		Electrical Supply
09/12/2016	Dunkley Electrical Services	BANK TRANS	295.00		Electrical Works
09/12/2016	Bluefish Office Products	BANK TRANS	160.84		Office Supplies
09/12/2016	Staff Expenses	BANK TRANS	95.12		Mileage & Expenses Claim
09/12/2016	ESPO	BANK TRANS	114.74		Janitorial Supplies
09/12/2016	ENC	BANK TRANS	6,002.09		Grounds Maintenance Oct 2016
09/12/2016	Alpine Cleaning Services	BANK TRANS	40.80		Clean External Windows SH
13/12/2016	Councillors Expenses	300947	387.45		Mileage Claim
13/12/2016	Mayor's Charity Account	300948	40.00		Civic Event 27/12/16
14/12/2016	CVS	BANK TRANS	9,774.14		December Wages
16/12/2016	Lloyds Card	Payment	983.60		Payment
19/12/2016	Stephen Pell	BANK TRANS	395.00		Various Works
19/12/2016	ENC	BANK TRANS	148.09		Associated Servs Nov 2016
19/12/2016	Langley Arb Ltd	BANK TRANS	10,566.00		Tree Works
19/12/2016	LGSS Law	BANK TRANS	28.80		Professional Services
19/12/2016	Cawdell Agrihealth Ltd	BANK TRANS	3,240.24		Supply Fence - Dog Park
21/12/2016	Salary	BP	667.64		Salary
21/12/2016	Staff Expenses	BP	86.99		Expenses
22/12/2016	AJ Pearson	BANK TRANS	480.00		Gardening Services December
22/12/2016	Principal Hygiene	BANK TRANS	218.70		Wash Room Services
22/12/2016	Bluefish	BANK TRANS	102.42		Office Supplies
22/12/2016	Smiths Fire LLP	BANK TRANS	288.00		Fire Alarm & Lights Service
30/12/2016	Natwest	BANK TRANS	5.00		Bank Charges
31/12/2016	Unity Trust	BP	55.00		Account Fee
31/12/2016	Unity Trust	BP	0.50		Unity Trust
<b>Total Payments</b>			<b>38,353.54</b>		

Printed on : 09/02/2017		Raunds Town Council		Page No 1	
At : 12:44		NatWest			
List of Payments made between 01/12/2016 and 31/12/2016					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/12/2016	BT	DD	233.11		BT-Phone The Hall
15/12/2016	BT Payment Services	172.76	172.76		Town Hall Telephone Charges
20/12/2016	Public Sector Deposit Fund	Opening	425,000.00		Opening Balance
31/12/2016	Natwest	BP	5.00		Bank charge
<b>Total Payments</b>			<b>425,410.87</b>		

## List of Payments made between 01/12/2016 and 31/12/2016

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
01/12/2016	Monkey Office	1	28.14		Insulated Cups
01/12/2016	Weston	2	130.00		Cider for Event
01/12/2016	Royal Mail	3	130.00		Stamps
01/12/2016	Royal Mail	3A	74.50		Postage
01/12/2016	Staples	4	41.99		Laminator
01/12/2016	Refreshments	5	142.00		Staff/Vounteer Meals
01/12/2016	Coop	6	87.47		Prizes Best Dressed Window
31/12/2016	Petty Cash	Petty Cash	100.00		
31/12/2016	DHL	7	244.00		Duty on Christmas Lights
31/12/2016	Fees and Charges	8	5.50		Card Fees
<b>Total Payments</b>			<b>983.60</b>		

**RESOLVED to note the accounts for payment**

- 531.16 Civic Protocol:** To adopt a civic protocol as prepared by the working party in line with guidance from East Northamptonshire Council.

The Clerk presented the draft civic protocol as shown in Appendix 1 and it was...

**RESOLVED to adopt the protocol as tabled and that the Clerk would arrange for a suitable stock to be held of the relevant items.**

- 532.16 Events Working Party:** To receive a report from the events working party.

Cllr Howell presented the report from the Events Working Party. Preparations were well underway for the Mayors Show on 30 April 2017. The date for the summer picnic had been sent as Sunday 9<sup>th</sup> July 2017.

The next meeting of the working party is planned for Wednesday 22<sup>nd</sup> February 2017 at 7pm.

**RESOLVED to note the report.**

- 533.16 Sports Facilities at Manor School Sports Trust:** To consider correspondence from Manor School.

Members noted the correspondence from Manor Sports College and the intention to apply for funding to support the resurfacing and creation of a sand-based astro turf approximately 1600 sq/ft in size. This pitch primarily aimed at supporting development of Hockey as a team sport. But could also be used for Cricket, Tennis and multi sports including training and youth 7-a-side games.

**RESOLVED to write to Manor School Sports Trust in support of the project.**

- 534.16 Review of Town Council Projects:** To receive an update on various Town Council projects.

The Town Council project review was circulated and the Clerk gave a verbal update on various projects.

**RESOLVED to note the report.**

**535.16 Planning Matters**

- a. **East Northamptonshire Local Plan Part 2:** To consider information on the consultation and any response that Raunds Town Council may wish to make on this. (information herewith)

Members noted the correspondence from ENC regarding the Local Plan Part 2 and following discussion it was...

**RESOLVED to ask officers from ENC to attend a Town Council meeting so that members of RTC can more fully understand the process and scope around the Local Plan Part 2.**

b. **PLANNING APPLICATIONS FOR CONSIDERATION**

17/00065/VAR | Variation of Condition 7 (Approved Plans) to allow for alterations to pedestrian access pursuant to 13/01149/REM Reserved matters: Erection of 58 dwellings with associated landscaping and open space dated 14/11/13. | Former RPC Site Grove Street Raunds Northamptonshire

Members reviewed correspondence from the owners of the adjoining property. Members noted the comments from the resident regarding their loss of privacy and it was..

**RESOLVED to object to the application on the grounds that;**

- 1) The planning application does not explain who will take responsibility for maintaining the now redundant strip of land which previously formed the footpath. This strip of land is fenced at other end and will quickly become full of litter.**
- 2) The previous footpath was a gentle slope, now that steps have been installed disability access is reduced.**
- 3) Children have been seen walking along the top of the wall and the council are concerned regarding safety.**

- 536.16 RESOLVED that the press and public will be excluded from the following agenda item due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960**

- 537.16 Operational Matters:** To consider information relating to the operation of council property.

**Members considered the verbal report of the Mayor and Clerk and actions were agreed.**

There being no further business the meeting concluded at 20:56

Approved: ..... (Town Mayor)

Meeting date: ..... 14<sup>th</sup> March 2017.....(Council)

## **Appendix 1: Civic Protocol**



PRAUNDS TOWN COUNCIL

PROTOCOL FOR MARKING THE DEATH

OF A SENIOR NATIONAL FIGURE

OR LOCAL HOLDER OF HIGH OFFICE

This protocol sets out the action to be taken in the event of the death of:

The Queen  
The Duke of Edinburgh  
The Prince of Wales  
The Duchess of Cornwall  
The Duke of Cambridge  
The Duchess of Cambridge  
Prince George of Cambridge  
Princess Charlotte of Cambridge  
Prince Henry (Harry) of Wales  
The Duke of York  
The Earl of Wessex  
The Countess of Wessex  
The Princess Royal  
The Duke of Gloucester  
The Duchess of Gloucester  
The Duke of Kent

Prince Michael of Kent  
Princess Michael of Kent  
Princess Alexandra

The Prime Minister  
Any former Prime Minister  
The Members of Parliament for the constituency  
A serving Mayor  
A serving member of the Council

Contact details for all those with responsibilities under this protocol are set out in **Annex 5**

This protocol was agreed by the Town Council on xx xxxx 2017

It is due for its next annual review not later than February 2018. The review will be carried out by the Town Clerk.

**Throughout this protocol any reference to “the Town Clerk” should be taken to mean The Town Clerk**

#### **PART 1 Implementation of the Protocol on hearing of the death**

Action required	Authorised by	Other Notes
Raunds Town Council’s Mourning Protocol will be implemented on the formal announcement of the death of any one of those persons named on page 1 of this Protocol.	Implementation will be authorised by the Town Clerk	
On receipt of the formal announcement of death of any of those persons named on page 1 of this Protocol the Clerk will advise the Mayor, Deputy Mayor and all Councillors	Implementation will be authorised by the Town Clerk	
Action required	Authorised by	Other Notes

#### **PART 2 Issuing a press statement**

Action Required	Implemented by	Other notes
On receipt of the formal announcement of death of any of those persons named on page 1 of this Protocol The Mayor will issue a statement expressing the sadness of the Council and people of the Raunds at the news of the death of ..... The statement will also appear on the Website and social media.  The statement will confirm that flags are to be flown at half mast	The Town Clerk	Suitable draft announcements are shown in the appendices to this Protocol.  Upon the death of a member of the Royal Family all other news and information will be removed from the front page of the website.  Upon the death of any other persons named on page 1 of this protocol the Clerk will

and will give details of any Books of Condolence. In the case of the death of the Sovereign or a member of the Royal Family it will also mention any arrangements for an e-Book of Condolence and the reading of the proclamation.		consider the appropriateness of other information on the front page of the website.
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## PART 2 Flag flying

Action required	Implemented by	Other Notes
<b>Immediately</b> at the request of the Town Clerk, flags will be lowered to half mast.	Any member of staff as directed by the Town Clerk.	See the note in <b>Annex 1</b> to this protocol, setting out the correct procedure for flying a flag at half mast.
<b>Applicable only following the death of the Sovereign:</b>  <b>On Proclamation Day (D+1)</b> (the day following the death of the Sovereign, when the new Sovereign is proclaimed) flags will at - 11.00 - be raised to full mast and flown throughout the day at full mast. On the day following Proclamation Day (D+2) they will be returned to half mast at 13.00.	Any member of staff as directed by the Town Clerk.	
<b>On Subsequent Days:</b>  In Raunds, following the death of the Sovereign or other members of the Royal Family identified in the list on page 1, flags will continue to be flown at half mast until 08.00 on the day following the funeral.  For all others identified in the list on page 1, flags in Raunds will fly at half-mast on the day of the announcement of the death. On subsequent days the usual local arrangements will resume.	<i>As above</i>	The funeral of the Sovereign will take place 10 days after the day of death. For other senior members of the Royal Family the number of days will be fewer.  The phrase "Usual local arrangements" should be read as meaning the flying of any flag should follow Raunds Town Council's flag flying policy.

## PART 3 Books of Condolence

Action required	Implemented by	Other Notes
On the day following the announcement of the death of the Sovereign, The Duke of	The Town Clerk	Assistants to the Clerk to ensure there is adequate paper available in the book.

<p>Edinburgh, The Prince of Wales or The Duchess of Cornwall, a Book of Condolence will be opened at The Town Hall.</p> <p>Consideration will be given at the time of each death on whether Books of Condolence should be opened for other members of the Royal Family.</p> <p>Books of Condolence will be open from 09.00 to 18.00 seven days a week and will remain open until 18.00 on the day following the funeral.</p> <p>A table and chair will be positioned. Books of Condolence (loose-leaf black folders) and a supply of black edged paper will be supplied by the Town Clerk as will table cloths and framed photographs of the relevant person will also be supplied from the stock held by the Town Clerk.</p>	<p>Town Hall staff under guidance of the Town Clerk.</p>	<p>Pages that have been defaced or include offensive or other questionable comments should be quietly removed until such time as a decision can be taken by the Town Clerk on whether or not they should be permanently excluded.</p> <p>The book of condolence will be signed in the following order; The Mayor Deputy Mayor Other Councillors The Clerk Other Council staff</p> <p>The Clerk will ensure suitable arrangements are in place in the event that the Town Hall is being used for a wedding. (Enterprise centre to be agreed)</p> <p>See annex 2 for diagram of room layout.</p> <p>The Town Clerk will ensure that a stock of items including loose-leaf black folders, a supply of black edged paper, table cloths and framed photographs of members of the Royal Family are held in the Civic Office.</p>
		<p>Guidance on the content of the statement is set out in <b>Annex 3</b>.</p>
<p>When the Book of Condolence has been closed the Town Clerk will discuss with the Mayor arrangements for binding and where the final bound version is to be lodged.</p>		

#### **PART 4 Events during the period of Mourning**

Action required	Implemented by	Other Notes
<p>To review the programme of engagements undertaken by the Civic Head to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.</p> <p>In the event of the death of the Queen a service of remembrance will be arranged for the evening of the funeral this will be led by the Mayor and local churches.</p>	<p>The Mayor with the Town Clerk.</p> <p>The Mayor with the Town Clerk.</p>	<p>(note not confirmed with churches 17 January 2017)</p>

### PART 5 Proclamation Day

Action required	Implemented by	Other Notes
<p>The Proclamation will be read as follows:</p> <p>By the Mayor at 6.00 p.m. on the day following Proclamation Day on the steps of the Town Hall.</p> <p>All those listed in <b>Annexe 4</b> to be invited to be present. Councillors to be robed. Others in dark lounge suit / jacket and trousers. Black tie. <b>Arm bands to be available.</b></p> <p>Reading of the Proclamation to be publicised.</p> <p>Arrangements to be made for crowd control, media access and liaison with local police and other agencies.</p>	<p>Council staff to arrange access and setting up of public address system</p> <p>As above</p> <p>Notification of the reading of the Proclamation to be given by the Town Clerk to those identified in <b>Annexe 4.</b></p> <p>The Town Clerk will ensure that the public are informed by way of a press release and item on the Council's website</p>	

### PART 6 Dress Code

Action required	Implemented by	Other Notes
A stock of 12 black ties, 12 mourning rosettes and Armbands will be held in and available from the Town Council Office for use by Councillors and senior officers attending on Councillors following the death of a senior figure.	The stock to be issued and maintained in good order the Assistants to the Clerk.	At the time of the annual review of this protocol consideration will be given to the number of items in stock, their condition and the need for cleaning, repair or replacement. A list of our suppliers for these items is set out in <b>Annex 5</b>
On the death of the Sovereign, the chains of office will not be worn by the Mayor or Deputy Mayor and instead badges of office will be worn on black neck ribbons. From the day of death until and including the day of the funeral of the Sovereign,		The black ribbon for the mace and the black neck ribbons will be held with the black ties, rosettes and arm bands in the Town Council Office.

#### **PART 7 - Marking a Silence**

Action required	Implemented by	Other Notes
<p>Where the death of a senior member of the Royal Family is to be marked by a Silence, an announcement will be made by Buckingham Palace.</p> <p>Consideration will be given at the time of each death on whether a Silence will be kept for other members of the Royal Family.</p> <p>In Raunds, when Silence is to be kept, the Mayor will lead a Public Silence on the steps of the Town Hall</p> <p>All those listed in <b>Annexe 2</b> to be invited to be present. Councillors to be robed. Others in dark lounge suit / jacket and trousers. Black tie. Arm bands to be available.</p> <p>The Public Observing of the</p>	<p>Caretakers to arrange access and setting up of public address system</p>	

Silence to be publicised.		
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### PART 8 – Letters of Condolence

Action required	Implemented by	Other Notes
As soon as practical, a letter of condolence will be drafted by the Mayor and Clerk and will be circulated to the Council before dispatch.		

### Part 9- The Funeral

Action required	Implemented by	Other Notes
<p>In the event of the death of the Queen and ??? arrangements have been made for the funeral to be shown in the following public places:</p> <p>TBC Local pubs</p>	The Town Clerk will check that the arrangements are valid at the appropriate time	

### Flying flags at half mast

Authoritative information on flag flying can be found on the website of the Department for Culture, Media and Sport.

Information is also carried on the website of the Flag Institute ([www.flaginstitute.org](http://www.flaginstitute.org)), but bear in mind that the Institute is not an official body and whilst its guidance can assist it does not carry the same weight as information from the Government.

Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.

**Statement to be issued by the Mayor / Chairman**  
**on the announcement of the death**  
**of a senior national figure or other prominent figure**

The statement should begin with a suitable expression of the sadness of the Authority on hearing the announcement.

It might go on to state that flags will be flown at half mast.

If it is an occasion when Books of Condolence will be opened, then reference could be made to that.

When a decision has been taken on the Civic Head's programme of events and engagements it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, do not rush out a statement which commits the Authority to action before that action has been discussed and has the necessary agreement from the political leadership and the Executive.

**Those who might be invited to be present**  
**the Reading of the Proclamation on the accession of a new Sovereign**  
**and at the Public Observance of a Two Minute Silence**

All Members of the Council

Freemen of the Borough

Honorary Alderman

Past Mayors

Mayor's Chaplain

Coroner

Honorary Recorder

Borough Police Commander

Borough Fire Commander

A representative Deputy Lieutenant

The High Sheriff will have read the proclamation at County level but that does not prevent a Borough, District or Town Council from also inviting the High Sheriff to be present at a subsequent reading and that may be especially appropriate if the High Sheriff is a resident of the Borough, District or Town.

**List of possible suppliers**

NACO does not formally endorse any of these companies but is aware that they supply the items listed.

**Black arm bands can be purchased from:**

Vanessa Treasure Designs,

43, Heaton Terrace,

Porthill,

Newcastle-under-Lyme, 01782 626829

Staffordshire, v.treasure@btconnect.com

ST5 8PA www.vanessatreasure.co.uk

**Black mourning rosettes can be purchased from:**

Toye, Kenning and Spencer

**Black ties can be purchased from:**

John Lewis, Marks & Spencer or other similar Department Stores.

**Table cloths can be purchased from:**

John Lewis, Marks & Spencer or other similar Department Stores.

**Framed photographs can be purchased from:**

**But remember to contact Mike O'Keefe before ordering**

**so that you can get your NACO discount**

Mike O'Keefe (mike@royalimages.co.uk)

Custodian of the Official Royal Image Library of

H.M. The Queen and H.R.H. The Duke of Edinburgh.

**Black edged paper hole-punched to fit in a loose leaf binder can be purchased from:**

Barnard and Westwood,

23 Pakenham Street, London, WC1X 0LB www.barnardandwestwood.com

This company can also bind the loose leaf pages when the book is closed.

**Contact Details**