

RAUNDS TOWN COUNCIL

Minutes: 13 February 2018 Time 7.30pm.

PRESENT

Cllr N Beck (Town Mayor) (Chair), Cllr R Levell, Cllr L Wilkes, Cllr R Tyman, Cllr H Howell, Cllr J Duff, Cllr B Tirebuck, Cllr R Beattie, Cllr M Hind, Cllr D Hughes, Cllr S Hughes .

IN ATTENDANCE

Miss Kate Houlihan, Town Clerk, Minutes
Mrs Emma Williams, Assistant to the Clerk
Mr Phil Grace, Member of the Public

554.17 To Receive Apologies For Absence.

Apologies were received from Cllr D Jones

RESOLVED to note the apology

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

Mr P Grace spoke on behalf of Raunds Library Management Group.

The Management Group wish to report on the situation as follows:

- We have tried to establish contact other Libraries - albeit with limited success, 4 replies from 14 emails sent.
- We are watching developments at NCC with interest.
- We view the announced adoption of Option 1, the extension of timescales and the promise of transitional funding with favour. It will give us more time to plan and prepare.
- We are extremely grateful for the Town Council's support (in principle) for the purchase of the building. We regard this as critical and fundamental since without that support it is extremely unlikely that a community run library will succeed.
- We are planning to hold a public meeting after the full NCC meeting on 22nd - in anticipation of a degree of certainty about the future. However, given the developments and pace of change, we will make a final decision nearer the time.
- In the absence of clear dates (from NCC) we will now be planning to have a working framework in place before Spring 2019.

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

None received

557.17 Declarations of Interest.

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

Cllr Tyman declared a personal interest in respect of item 569.17

558.17 Minutes: to confirm the minutes of the Council meeting held 9th January 2018

RESOLVED that subject to a correction to the spelling of Reverend that the minutes of the meeting held on 9th January 2018 be confirmed as a true record.

559.17 Committee Report: to receive the report of the Environment Leisure and Recreation Committee meeting held 18 January 2018.

Cllr Wilkes presented the minutes (forming the report) of the Environment Leisure and Recreation Committee meeting held on 18 January 2018 which were received, and the resolutions and recommendations duly considered.

Cllr Wilkes drew member's attention to the dates of various activities during the year:

- a. The Spring Clean: 24th March 2018
- b. The Annual Tour of Inspection (internal): 19th June 2018 at 6pm
- c. The Autumn Litter Pick and Bulb planting: 15th September 2018.

RESOLVED that the report be approved and the resolutions of the Environment Leisure and Recreation Committee meeting held on 18 January 2018 be agreed.

560.17 Committee report: to receive the report of the Planning Committee meeting held 25 January 2018.

Cllr Tyman presented the minutes (forming the report) of the Planning Committee held on 25 January 2018 which were received, and the resolutions and recommendations duly considered.

RESOLVED that the report be approved subject to a typographical correction and the resolutions of the Planning Committee meeting held on 25 January 2018 be agreed.

561.17 Committee report: to receive the report of the Events Committee meeting held 31 January 2018.

Cllr Howell presented the minutes (forming the report) of the Events Committee held on 31 January 2018 which were received, and the resolutions and recommendations duly considered.

Cllr Howell noted that she may ask the committee to reconsider the timings for the Mayors Show as now that the event is being held later in the year it may be worth considering closing the event later in the day.

Cllr Howell presented the "What's on guide" and all agreed that, subject to final proofs and approval, this should be produced in postcard format and distributed to every home in Raunds.

RESOLVED that the report be approved and the resolutions of the Events Committee meeting held on 31 January 2018 be agreed.

562.17 Committee Report: to receive the report of the Finance Committee meeting held 6th February 2018

Cllr Levell presented the minutes (forming the report) of the Finance Committee meeting held on 6 February 2018 which were received, and the resolutions and recommendations duly considered.

Cllr Levell presented each of the committee's recommendations in turn:

a) Internal Audit: To receive the report of the internal auditor.

RESOLVED to note the report of the internal auditor and that a report on Internal Control will be made to future meetings of the relevant committee.

b) Internal Control: To review the councils' procedure for Financial (internal) Control.

RESOLVED that the policy for Financial (Internal) control be approved.

c) Risk Management: To review the councils risk assessments and to confirm that adequate measures are taken to manage those risks.

RESOLVED that the risk assessments as amended be approved.

d) Upgrade of IT systems: To consider upgrading the councils IT infrastructure.

RESOLVED that supplier B (Syntec Systems) is selected to upgrade the council's IT systems.

e) Committee Structure: To consider recommending to the Full Council that the Finance Committee merges with the Policy and Resources Committee from May 2018.

RESOLVED that the Finance and the Policy and Resources Committees form a single committee from May 2018.

RESOLVED that the report be approved and the resolutions of the Finance Committee meeting held on 6 February 2018 be agreed

563.17 Committee Report: To receive the report of the Policy and Resources Committee meeting held on Wednesday 7th February 2018

Cllr Hughes presented the minutes (forming the report) of the Policy and Resources Committee held on 7th February 2018 which were received, and the resolutions and recommendations duly considered.

- **RESOLVED that the following polices be adopted as amended:**
- How to have your say
- Investment
- Money Handling

RESOLVED that the report be approved and the resolutions of the Policy and Resources Committee meeting held on Wednesday 7th February 2018 be agreed.

564.17 District Councillors Report.

Cllr Greenwood-Smith gave his report.

He noted that various organisations within Raunds had successfully applied for funding from the community facilities fund.

Manor School had been awarded £50,000 towards the cost of a multi-sports pitch.

Windmill Primary School had been awarded £39,000 towards the cost of redeveloping their outside play areas.

A working party was being formed to consider discretionary rate relief across the district.

East Northamptonshire Council were considering their medium term financial strategy. In line with all local authorities, ENC faced a substantial reduction in funding from central government and must therefore develop strategies to counter this.

The Policy and Resources Committee had approved a 10% increase in taxi fayres across the district.

Cllr Greenwood-Smith answered member's questions on the report and following discussion it was...

RESOLVED to note the report.

565.17 County Councillors Report.

Cllr D Hughes gave his report.

He reiterated that budget issues continued to be the focus of attention at NCC. The cabinet had met earlier that day and had approved a draft budget, which would now be considered by the Full Council.

Cllr Hughes stated that the budget reflected the outcome of the recent consultations around the library and other services and he hoped that NCC would be able to implement this budget. The budget allowed for a longer timescale for the introduction of community managed libraries which would give communities a more realistic opportunity to build a business case.

However Cllr Hughes explained that there was still uncertainty around the outcome of the inspectors report and it was not known what the

implications of this might be. The inspectors report was expected on March 16th 2018.

Cllr Hughes answered member's questions on the report and following discussion it was...

RESOLVED to note the report.

566.17 Town Mayors Announcements.

Cllr Beck gave his report.

Wednesday 17th January I attended Manor School for a beard shaving event. The event raised over £900 for their Zanzibar and Ecuador trip. An amazing achievement.

Saturday 20th January The Deputy Mayor attended an ABBA revival event in aid of ENC charity.

Friday 25th January I held a Burns Night at The Snooks. After the success of last year, many people had requested I throw a similar event. This year we focused on the poetry and fun stories which go hand in hand when celebrating Robert Burns. Michael Nardone, again, presided over the evening. Mr Lesley Skinner was our bagpiper for the evening. I want to thank them both for their hard work.

The night was supported by Raunds Manor School and their Zanzibar group. The students took coats for the cloakroom, and drinks orders along with waiting on the tables. They also ran a raffle on the night. All together, they raised over £400 towards their fundraising and I raised the same for my charity Mind.

I want to thank Mark Fern and his team at The Snooks for all of their hard work. Bryn Evans from the local band No Such Thing for providing mics and stands and being on hand to help with the mixing desk and other technicalities. I would like to thank everyone for buying a ticket and being part of the evening, I really hope you enjoyed it and felt you got value for money. Last but no means least, I would like to say a very special thank you to Joanne, Emma, Daisy and Kate who all worked so very hard to support this event.

Saturday 27th January Myself and the Mayoress attended the opening of the newly refurbished Raj's mini market. New name The Family Shopper. The current owner, Ken has been in place for a number of years. Ken has become a fantastic member of the community in Raunds, I wish Ken and all of his team the very best for the future.

Saturday 3rd February The Deputy Mayor attended The Band of her Majesty's Royal Marines Collingwood in aid of The Mayor of Rushden's charity.

Saturday 10th February Myself and a friend, Christopher Hamley attended ferret racing in Higham Ferrers. It was great fun and lots of money was raised for the Higham Mayors charity.

567.17 Accounts for Payment: To receive the payment lists.

Members reviewed the payment lists and it was....

Printed on : 09/02/2018		Raunds Town Council		Page No 1	
At : 10:13		Unity Trust A/C			
List of Payments made between 01/12/2017 and 31/12/2017					
Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
11/12/2017	NCC Pensions	BANKPAYM	2,079.13		Pension Contributions
11/12/2017	NCC Pensions	BANKPAY	-2,079.13		Pensions
01/12/2017	Mayor's Tent	236	-105.00		Purchase of Mulled Cider
01/12/2017	ENC	DD	156.00		Business Rates - T/H C & R1
01/12/2017	ENC	DD	77.00		Business Rates - T/H E
01/12/2017	ENC	DD	158.00		Business Rates - T/H F
01/12/2017	ENC	DD	85.00		Business Rates - T/H D
01/12/2017	ENC	DD	100.00		Business Rates T/H A
01/12/2017	ENC	DD	583.00		Business Rates Saxon Hall
01/12/2017	ENC	DD	103.00		Business Rates Cemetery
01/12/2017	ENC	DD	149.00		Business Rates Public Cons
01/12/2017	Lloyds Card	Payment	1,226.10		Payment
03/12/2017	World Pay	DD	11.94		Subscription Fee Dec 2017
05/12/2017	St Peter's Enterprise Centre	301034	130.00		Hire of Centre for Grotto
07/12/2017	A & R Print	BANK TRANS	239.22		Christmas Cards / Banner
07/12/2017	Alpine Cleaning Services	BANK TRANS	40.80		Saxon Hall Windows Nov 2017
07/12/2017	Crystal Eco Cleaners	BANK TRANS	13.00		Ciths and Mop Cleaning
07/12/2017	Dunkley Electrical Services	BANK TRANS	3,791.95		Various Electrical Works
07/12/2017	Highgrove Landscaping	BANK TRANS	2,950.00		Ada Salter Garden P3
07/12/2017	Langley Arb	BANK TRANS	6,027.60		Tree Works
07/12/2017	M K Dunkley Builders	BANK TRANS	360.00		Christmas Build Extra
07/12/2017	R F Blount & Sons	BANK TRANS	120.00		Service Town Hall Boiler
07/12/2017	Turney Landscapes Ltd	BANK TRANS	960.00		Hedge Cutting Amos Lawrence
07/12/2017	CVS	BANK TRANS	9,612.35		Wages December 2017
07/12/2017	World Pay	DD	22.25		Transactino Charges Nov 2017
11/12/2017	NCC Pensions	BANKTRAN	2,079.13		Pension Contribution
12/12/2017	E. Northants First Responders	301035	100.00		First Aid Cover - x 2
12/12/2017	Pegasus Event Supplies	BANK TRANS	1,400.00		Christmas Event 2017
15/12/2017	A&R Print	BANK TRANS	418.00		Library Flyers / Distribution
15/12/2017	A J Pearson	BANK TRANS	790.00		General Maintenance Nov '17
15/12/2017	Blachere Illuminations	BANK TRANS	1,070.64		Angel Motif
15/12/2017	Staff Expenses	BANK TRANS	18.00		Car Mileage Sep - Nov 2017
15/12/2017	Wilson Browne Solicitors	BANK TRANS	384.00		Rent Lease Work
15/12/2017	Highgrove Landscaping Ltd	BANK TRANS	2,950.00		Ada Salter Final Installment
15/12/2017	Mick George	DD	138.00		Waste Collection
19/12/2017	Principal Hygiene	BANK TRANS	218.70		Wash Room Services
19/12/2017	A J Pearson	BANK TRANS	430.00		General Maintenance
19/12/2017	Eclipse Marquee Hire	BANK TRANS	270.00		Deposit for Marquee x 3
21/12/2017	Southern Electric	DD	56.82		Unmetered Supply
22/12/2017	1st Reaction Security	BANK TRANS	864.00		Lock-Up/Unlock Barrier Nov '17
22/12/2017	A&R Print	BANK TRANS	90.00		Welcome Signs Graphics
22/12/2017	Alpine Cleaning Services	BANK TRANS	40.80		Saxon hall Window Cleaning
22/12/2017	F Kemp	BANK TRANS	162.00		Grotto Set Up / Pop Corn
22/12/2017	Scorpion Security	BANK TRANS	822.00		Mobile Camera Unit
22/12/2017	Shaw & Sons	BANK TRANS	204.00		Register of Burials
22/12/2017	Staff Expenses	BANK TRANS	34.65		December 2017
31/12/2017	Unity Trust	BANKPAY	52.65		Service Charge
Total Payments			39,404.60		

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At : 10:13

Unity Trust A/C

List of Payments made between 01/12/2017 and 31/12/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/12/2017	Scorpion Security	BANK TRANS	822.00		Mobile Camera Unit
22/12/2017	Shaw & Sons	BANK TRANS	204.00		Register of Burials
22/12/2017	Staff Expenses	BANK TRANS	34.65		December 2017
31/12/2017	Unity Trust	BANKPAY	52.65		Service Charge
Total Payments			39,404.60		

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At : 10:13

NatWest

List of Payments made between 01/12/2017 and 31/12/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/12/2017	BT Payment Services	DD	682.04		Telephone Charges T/H
15/12/2017	BT Payment Services	DD	194.60		Internet Charges Town Hall
29/12/2017	Natwest	BANKPAY	5.00		Bank Charge
Total Payments			881.64		

Printed on : 09/02/2018

Raunds Town Council

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At : 10:13

Petty Cash

List of Payments made between 01/12/2017 and 31/12/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2017	QD	PC42	6.98		Photo Frame
01/12/2017	Co-op	PC43	1.88		Refreshments school visit
01/12/2017	D&B Supplies Ltd	PC44	3.37		Kingswood Care Homes
Total Payments			12.23		

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At : 13:57

Lloyds Card

List of Payments made between 01/11/2017 and 30/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/11/2017	Toolville Limited	LL0901	103.84		Bulb Planters
30/11/2017	Toolville	LL0901	-103.84		Bulb Planter
13/11/2017	Petty Cash	Top-up	100.00		
16/11/2017	Wickes	LL1101	33.98		McDonalds LWYL
16/11/2017	QD	LL1102	14.19		McDonalds LWYL
16/11/2017	Survey Monkey	LL1103	35.00		Survey Monkey
16/11/2017	Asda	LL1104	122.94		Halloween Party
16/11/2017	Asda	LL1104A	-24.14		Credit Asda
16/11/2017	Asda	LL1104B	-18.40		Asda Credit
16/11/2017	Disclosure Scotland	LL1105	25.00		Basic Disclosure
16/11/2017	QD	LL1106	11.36		Halloween Party
16/11/2017	Unity	LL1107	3.00		Card Fee
24/11/2017	Petty Cash	top up	100.00		
Total Payments			402.93		

RESOLVED to note the payment lists.

568.17 Annual Town Assembly: To confirm arrangements for the Annual Town Assembly

Members considered the report of the Clerk as shown in appendix 1.

The Clerk and Mayor answered member's questions thereon. During discussion it was agreed that it would be best if the date didn't clash with the Stanwick Parish Meeting and it was agreed to find an alternative date.

It was suggested that it would be a good idea to invite the community first responders, police, fire service, dog warden and neighbourhood watch.

Following discussion it was...

RESOLVED that:

- a) **The date for the Town Assembly be 3rd May 2018, or 26th April 2018 depending on the availability of Saxon Hall.**
- b) **Cllr Howell, as JAG representative, will contact the police, fire service and first responders to request their attendance.**
- c) **The Clerk will contact the dog warden and neighbourhood watch to request their attendance.**

569.17 Annual Waiting Restriction Review 2017/18: Proposed-No waiting at any time (double yellow lines) Wellington Road, Raunds. To consider the Traffic Regulation Order.

Members reviewed the proposed traffic regulation order and the proposed location for the double yellow lines as shown in appendix 2.

Raunds Town Council had previously suggested that white advisory access markings would be preferable to double yellow lines. However in consideration of the officer's report, it was...

RESOLVED that Raunds Town Council do not object to the proposal.

570.17 Sponsoring a PCSO: To receive a report from the Clerk on sponsoring a PCSO.

Members considered the report of the Clerk as shown in appendix 3.

Following discussion it was...

RESOLVED not to proceed with sponsoring a PCSO at this time in light of the other budgetary pressures that the council face.

571.17 Raunds Park Infants Anti-Litter Poster Campaign: To receive a request from Raunds Park Infants to display their anti-litter posters around the Town.

In light of the request it was..

RESOLVED that:

- a) **The Town Council would be happy to display the posters around the Town, as long as these were removed after a suitable period.**
- b) **That the Council would select a small numbers of designs to be made into stickers would could be placed on bins for a longer period of time.**
- c) **That the children be asked to consider both littering and dog fouling when designing their posters.**

572.17 Grounds Maintenance:

- a. **To receive a report from Cllr Tyman on the recent Grounds Maintenance Consortium meeting for 31 January**

Kieran McCoach introduced us to Tracey Montgomery, recently appointed Environmental Service Officer for ENC, explaining she would be working with Kieran. They would split the whole contract in two so as to be able to give more attention to each, Raunds would be under Tracey's remit.

He confirmed our winter contractual work had been completed on time. and they were on schedule, that Bassfords had been re-measured, and we could expect a reduction in cost and that Chelveston Road had also been re-measured. Although there has been some staff losses, an advertisement was in place. Raunds work force had remained the same.

The Clerk advised that two new bins will require emptying, one at Spinney Hill and another at Bassfords, also that we require extra litter picking in some areas. These included Saddlers play area and Spinney Hill increasing to three times per week and the bench area in the Town Hall ground being picked daily Mon to Fri.

The Clerk also explained that as it is Centenary Year our Remembrance Gardens need to look their very best. We would be removing moss killing from the contract and use our own gardener who will be able to spend more time to ensure the removal of the moss itself.

It was also highlighted that the hedgerow at the Webb Road side of our dog park needs trimming and it was uncertain if this was included in our contract. Kieran advised he would look into this and advise.

We are still to receive our refund of supervisory costs from ENC. Kieran suggested we contact Charlotte Tompkins for further information and that we will get the refund before the end of this financial year.

Kieran was asked if he was confident that all our summer work would be completed this year, He advised that there was a programme in place. Splitting the contract between himself and Tracey would enable them to check that the work specified for that week was completed to

their satisfaction and on time, although the weather may have an impact on progress.

b. To consider the Summer contract

Members reviewed the summer contract. It was noted that the additional litter picking as highlighted in Cllr Tyman's report had had very minimal increase in the overall price. And following discussion it was....

RESOLVED that it be delegated to the Clerk to sign and approve the contract.

- 573.17 Bassfords Recreation Ground:** To receive a request from Mr Robert Mallyon to use Bassfords Recreation Ground from March 30th - April 2nd 2018 for an Easter Fairground.

Following discussion it was...

RESOLVED to approve the request and that the Clerk would contact Mr Mallyon to see if he would like the Mayor to open the event.

- 574.17 Bonfire Night Celebration 2018:** To consider a request from Raunds Town Cricket Club.

Members considered the request from Raunds Cricket Club and to look at the feasibility of holding a firework display.

RESOLVED that it be delegated to the Clerk and Chairman of the Events Committee to meet with the Cricket Club and report back to the Events Committee for their consideration.

Members agreed to extend the meeting for a further 15 minutes.

- 575.17 First World War Centenary:** To consider how the Council may wish to work with the Royal British Legion to commemorate the end of WW1.

Cllr Levell explained that November 2018 marks the centenary of the end of World War 1. Initial discussions had been had with the Royal British Legion about how this could be marked within the Town.

RESOLVED that a working party of Cllr Levell, Cllr Howell, Cllr Hind, Cllr Hughes, Cllr Beattie, Cllr Duff and Cllr Beck meet to discuss the proposals and present a report to the March Full Council meeting.

- 576.17 Raunds Library Management Group:** To consider a request from the Library Management Group to use Saxon Hall for a public meeting on March 8th 2018

Members noted the comments of Mr Grace made earlier in the meeting. Whilst members had no objections to a public meeting it was considered that given the uncertainty over NCC budgets it may be

prudent to wait and hold the meeting once NCC have confirmed their budget and the outcome of the inspectors report is known.

It was also suggested that the Library Management Group may wish to consider holding the meeting in the library, as this may resonate with the public.

577.17 District-wide Local Plan Part 2 - Town Workshops: To confirm the date of the planning workshop for 20th February 2018

RESOLVED to note that the Local Plan workshop will take place on Tuesday 20th February at 2pm.

There being no further business the meeting concluded at 21:35

Approved: (Town Mayor)

Meeting date:13th March 2018..... (Council)

Appendix 1

Summary: To confirm arrangements for the Annual Town Assembly	
Attachments: none	
1.0	<p>Background. Every parish (or Town) must have, by law, two annual meetings. One is the annual meeting of the parish or town council, the other is an entirely separate annual meeting of the electors of the parish/town. In the past the Annual Town Assembly has been poorly attended and it was agreed that an attempt would be made to try and increase attendance.</p>
2.0	<p>The Annual Parish Meeting (or Annual Town Assembly) is a meeting of the electors. It must be held between 1 March and 1 June (inclusive). The Annual Town Assembly is convened by the Mayor. It is <u>not</u> a council meeting.</p> <p>The Annual Meeting of the council must take place in May. The only business which must take place at the annual meeting is the election of the Chairman or Mayor.</p>
3.0	<p>Annual Town Assembly 2018 The Mayor is proposing to hold the Annual Town Assembly on Thursday 19th April 2018. As the Mayor will not be holding a civic service in 2018 the intention is to incorporate the civic awards into the Town Assembly. A reception will be held after the town assembly as would have been after the civic service.</p> <p>Timings for the Annual Town Assembly The planned timings for the event are:</p> <p>6.30pm Entertainment from local schools 6.35pm Mayors Report 6.45pm Civic Awards 7.20pm Questions from the floor</p>
4.0	<p>7.35pm-9pm Hog Roast and background music (from local school e.g. string quartet)</p> <p>Local groups will be invited to have a stall at the event and attendees will be encouraged to talk to stall holders whilst enjoying the refreshments and music. The Town Council may also have a display of work carried out during the year..</p> <p>Recommendation To confirm arrangements for the annual town assembly.</p>



CAD FILE: L:\ASSET INTEGRITY\TRAFFIC ENGINEERING\PARKING\TROT REVIEW 2017-18\EAST NORTHANTS\EAST NORTHANTS 17-18 PRELIM PROPOSALS.DWG

KEY
 PROPOSED NEW 'NO WAITING AT ANY TIME' RESTRICTIONS - DOUBLE YELLOW LINES

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REV	DATE	BY	DESCRIPTION	CHK	APP

TENDER

Northamptonshire Highways	
PROJECT:	EAST NORTHANTS WAITING RESTRICTION REVIEW 2017-18
TITLE:	PROPOSED PARKING RESTRICTIONS WELLINGTON ROAD, RAUNDS REFERENCE - ENC 011
SCALE & M:	1:500
CHECKER:	J.W
APPROVED:	M.B
DESIGNED BY:	V.N
DATE:	September 2017
PROJECT NO:	NH17B103
DATE:	S802/17/093
REV:	V1

Appendix 3

Summary:	
A report on sponsoring a PCSO	
Attachments:	
None	
1.0	<p><u>Background.</u></p> <p>The Office of the Police and Crime Commissioner (OPCC) have offered Town and Parish Councils and other community and business organisations the opportunity to sponsor a PCSO. The scheme was initially considered at the January 2018 Full Council meeting and the minute from January 2018 is shown below:</p>
2.0	<p><u>Full Council minute January 2018</u></p> <p>Sponsoring a PCSO: To receive information from Police and Crime Commissioner Stephen Mold regarding sponsoring a PCSO in the community.</p> <p>The Mayor introduced the item and referred members to the information shown in appendix 1.</p> <p>The cost of sponsoring a full time PCSO would be £37,245 in 2018/19</p> <p>Members discussed whether sponsoring a PCSO would benefit the local community.</p> <p>During discussion the following points were raised:</p> <ul style="list-style-type: none"> • A PCSO could provide a valuable resource for the Town. • The Town Council may have greater control in setting priorities for the local area. • Lack of police presence was an issue that was often raised by residents, sponsoring a PCSO could resolve this issue. • A PCSO would be able to assist in tackling anti-social behaviour in the town. • What shift pattern would the PCSO work? • The scheme is expensive and consideration was given to whether or not PCSO could work part-time or if the service be shared with another council. • Members also considered what might happen in the event of sickness absence, or holiday cover. • What reporting structure would be in place? • How much control would the Town Council have over the PCSO's duties? <p>Following discussion it was...</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> • That the Clerk should contact the Office of the Police and Crime Commissioner (OPCC) to express an interest in the scheme. • The Clerk will contact other local councils to see if they are interested in participating in the scheme. • The Clerk will speak to the OPCC and raise the issues discussed and present a report to the February council meeting so that members can consider the matter further.
3.0	<p><u>Update on scheme</u></p> <p>The Clerk has formally registered the Town Councils interest in the scheme.</p> <p>The Clerk has contacted other local town/parish councils to see if they would be interested in co-sponsoring a PCSO. However all have replied that, although the matter has been considered by their council, other budgetary pressures mean they will not be proceeding at this time.</p> <p>The following additional information had been passed on from the OPCC.</p> <ul style="list-style-type: none"> • It is possible to have a part-time PCSO, but it may be difficult to recruit to this post. Part-time posts would not begin in April, but a start date later in the year would be agreed. • The OPCC will assist interested parties in finding partners to work with. • Partners could be schools, community groups, parish councils, BID's • The PCSO would be dedicated to your area other than in exceptional circumstances. • Some input into shift patterns could be accommodated, e.g. to cover a particular event. • Partners will have some input into priorities and focus, but the PCSO's duties will be aligned to what the Police Force believes are the high risk issues locally.

- Governance arrangements are flexible:
 - Partners will be given rota.
 - A report detailing monthly highlights will be shared with partners.
 - Quarterly contract meetings will take place with the local Sgt.
 - PCSO's will issue neighbourhood alerts to keep the local community updated.
- Partners will be responsible for paying the first 28 days of any period of sick pay, thereafter months 2 and 3 will be split 50/50 between partners and OPCC. After 3 months all costs will pass to the OPCC.
- If a PCSO is on maternity leave then the OPCC will cover the cost, if a PCOS is on restricted duties due to pregnancy then the partners will pay full salary and no other cover will be provided.

4.0

Next Steps

The Town Council should consider if they wish to proceed with the scheme.