

RAUNDS TOWN COUNCIL

Minutes: 13 March 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 S Hughes.

IN ATTENDANCE

Miss Kate Houlihan, Town Clerk, Minutes
Miss Joanne Coduri, Assistant to the Clerk

Mr Phil Grace, Member of the Public

607.17 To Receive Apologies For Absence.

Apologies were received from Cllr M Hind and Cllr D Jones. Cllr S Hughes would join the meeting as soon as possible.

RESOLVED to note the apologies.

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

None received

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

None received

610.17 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 Howell declared an interest in item 627.17 as a member of the Planning Management Committee at East Northamptonshire Council and would not vote on those items.

Cllr Beck declared a personal interest in item 629.17, Land at Belmont Gardens.

611.17 Minutes: to confirm the minutes of the Council meeting held 13th February 2018.

RESOLVED that the minutes of the meeting held on 13th February 2018 be confirmed as a true record

612.17 Committee Report: to receive the report of the Personnel Committee meeting held 16 February 2018.

Cllr Tirebuck presented the minutes (forming the report) of the Personnel Committee held on 16 February 2018 which were received, and the resolutions and recommendations duly considered.

RESOLVED that the report be approved and the resolutions of the Personnel Committee meeting held on 16 February 2018 be agreed.

613.17 Committee report: to receive the report of the Planning Committee meeting held 22 February 2018.

Cllr Tyman presented the minutes (forming the report) of the Planning Committee held on 22 February 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 22 February 2018 be agreed.

614.17 Committee report: to receive the report of the Events Committee meeting held 28 February 2018.

Cllr Howell presented the minutes (forming the report) of the Events Committee held on 28 February 2018 which were received, and the resolutions and recommendations duly considered.

RESOLVED that the report be approved and the resolutions of the Events Committee meeting held on 28 February 2018 be agreed

615.17 District Councillors Report.

Cllr Greenwood-Smith presented his report.

He explained that the Policy and Resources Committee had reviewed a number of applications and grants had been awarded under the Homelessness Prevention Grant Scheme.

The Policy and Resources Committee had also reviewed their taxi policy and approved the removal of grandfather rights. Thus ensuring that all Hackney Carriages would be wheelchair accessible.

Cllr Greenwood-Smith noted that he would be standing down as Chairman of the Licensing Committee from May.

The Mayor and Cllr Howell both thanked Cllr Greenwood-Smith for everything he had done as Chairman of Licensing.

RESOLVED to note the report.

Cllr Boto presented his report.

The Planning Policy Committee had proposed a new tree strategy which ENC hope will be adopted across the district.

In line with comments from Cllr Boto the prevention of homelessness was a priority and the Housing Allocations Policy reflected this.

The Planning Policy Committee were also liaising with other local authorities regarding their draft local plans. The local plan for Bedford

was of particular interest due to the inclusion of a new station at Sharnbrook. The station could have an impact on demand for housing locally. (see appendix 1)

Cllr Boto also advised that he had reviewed the new bus leaflet proposed by Stagecoach. It was agreed that something clearer was required and it was agreed that Cllr Boto would work with the Town Council to produce a suitable leaflet.

RESOLVED to note the report.

Cllr Wathen gave his report

East Northamptonshire Council had received an unqualified audit which confirmed there were no governance issues.

Cllr Wathen expressed concern about the number of potholes across Raunds and suggested that the Town Council should also raise this issue with Northamptonshire County Council.

Cllr Wathen noted that the wooden picket style fence outside the former Serenity store should have been iron railings as this was specified in the planning consent. ENC planning enforcement officers would be following this up.

RESOLVED to note the report.

616.17 County Councillors Report.

No report had been received.

617.17 Town Mayors Announcements.

On Saturday 17th February I attended an event held by County Councillor Dudley Hughes at the Saxon Hall in Raunds. Entertainment was provided by Dr Busker and we had a fish and chip supper. It was a fantastic night with a great turn out and lots of money raised for Cllr Hughes' charity.

Unfortunately, due to the extreme weather we've had lately, all of the other events I was due to attend were cancelled or postponed.

On Saturday 10th March I was due to attend The Manor School Race night. This had been rescheduled from the previous week. I have spoken to Mr Guest and he has informed me that it was a great success with lots of money raised for the funding of the school summer trip.

Over this last weekend I was in Barcelona. I was there to support a local resident by the name of Richard Wilson. Over the past year, Richard has been a great support to me in my role as Mayor. He wanted to get involved with raising money for @MindCharity who I have chosen to support this year. He decided to sign up for The Barcelona Marathon 2018. I was more than happy to go along to support him at several stages of this incredible challenge. All in all 9 people from Raunds went along to cheer him on and I very pleased to announce that he completed this amazing challenge in 5 hrs 3 mins. This was with the additional 30mins he took out of his own time to help a fellow competitor. Richard has raised over £2000.00 and counting for his efforts and we were all very proud of him at the finishing line.

RESOLVED to note the report.

618.17 Accounts for Payment: To receive the payment lists. (information herewith)

Printed on : 08/03/2018

Raunds Town Council

Page No 1

At : 14:05

Unity Trust A/C

List of Payments made between 01/01/2018 and 31/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2018	ENC	DD	156.00		Business Rates - T/H C & R1
01/01/2018	ENC	DD	77.00		Business Rates - T/H E
01/01/2018	ENC	DD	158.00		Business Rates - T/H F
01/01/2018	ENC	DD	85.00		Business Rates - T/H D
01/01/2018	ENC	DD	100.00		Business Rates - T/H A
01/01/2018	ENC	DD	583.00		Business Rates - Saxon Hall
01/01/2018	ENC	DD	103.00		Business Rates - Cemetery
01/01/2018	ENC	DD	149.00		Business Rates - Public Cons
02/01/2018	Anglian Water	DD	126.48		Water Rates - Public Cons
12/01/2018	Phoenix Surfacing	BANK TRANS	17,180.76		Footpath - Spinney
12/01/2018	Mayor's Charity Account	40.00	40.00		Civic event 3/2/18
12/01/2018	Scorpion Security	BANK TRANS	822.00		Mobile CCTV
12/01/2018	1st Reaction Security	BANK TRANS	1,008.00		Unlock & Lock Barrier Dec 2017
12/01/2018	Bluefish	BANK TRANS	107.66		Office supplies
12/01/2018	Broxap	BANK TRANS	900.00		Site Survey
12/01/2018	ENC	BANK TRANS	32.58		Associated Services Oct 2017
12/01/2018	ENC	BANK TRANS	6,032.30		Grounds Maintenance Oct 2017
12/01/2018	ESPO	BANK TRANS	189.29		Janitorial Supplies
12/01/2018	J H May Electrical	BANK TRANS	572.20		Lighting Repairs S/H
12/01/2018	Rampchild	BANK TRANS	420.00		Repairs to Skate Park Jan 2018
12/01/2018	Smith Fire LLP	BANK TRANS	528.00		Fire Alarm Servicing
12/01/2018	Smith Skip Hire	BANK TRANS	90.00		Christmas Event
12/01/2018	Staff Expenses	BANK TRANS	39.60		Mileage Oct - Dec 2017
12/01/2018	Staff Expenses	BANK TRANS	57.15		Mielage Nov - Dec 2017
12/01/2018	Stephen Pell	BANK TRANS	250.00		Various Works
12/01/2018	Turney Landscapes Ltd	BANK TRANS	1,080.00		Vegetation Removal - Dog Park
12/01/2018	Southern Electric	DD	59.77		Unmetered Electricity Supply
12/01/2018	World Pay	DD	11.94		Subscription Fees January 2018
12/01/2018	Raunds Hardware & Pet Supply	BANK TRANS	150.33		Various Items
15/01/2018	outhern Electric	DD	205.45		Floodlighting
15/01/2018	Mick George	DD	110.40		Refuse & Waste Collection
15/01/2018	NCC Pensions	BANK TRANS	2,079.13		Pensions Dec 2017
16/01/2018	CVS	BANK TRANS	8,399.92		Wages January 2018
17/01/2018	Highan Ferrers Mayor's Charity	301040	20.00		Civic Event 10/2/18
18/01/2018	NCC Chairman's Charity	301041	30.00		Civic Event 17/2/18
18/01/2018	Daventry District Council	301039	60.00		Civic Event 24/3/18
18/01/2018	World Pay	DD	0.78		Transaction Charges
19/01/2018	Came & Company	BANK TRANS	39.85		Insurance - Adult Gym
19/01/2018	Dunkley Electrical Services	BANK TRANS	3,377.90		Christmas Event 2017
19/01/2018	ENC	BANK TRANS	32.58		Associated Services Nov 2017
19/01/2018	ENC	BANK TRANS	3,320.59		Grounds Maintenance Nov 2017
19/01/2018	Oundle Music Trust	BANK TRANS	115.00		Film Afternoon Jan 2017
19/01/2018	R F Blount & Sons	BANK TRANS	96.00		Fix Boiler problem
19/01/2018	Scorpion Security	BANK TRANS	822.00		CCTV
19/01/2018	Royal Images	BANK TRANS	524.40		Royal Photographs
22/01/2018	East Northamptonshire Council	301037	21.00		Tens notice
25/01/2018	Office Direct	BANK PAYME	63.59		Stationery
27/01/2018	Staff Expenses	BANK TRANS	63.59		Office Supplies
Total Payments			50,491.24		

Printed on : 08/03/2018

Raunds Town Council

Page No 1

At : 14:06

NatWest

List of Payments made between 01/01/2018 and 31/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/01/2018	Natwest	BANK TRANS	5.00		Bank Charges
Total Payments			5.00		

Printed on : 08/03/2018

Raunds Town Council

Page No 1

At : 14:09

Lloyds Card

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	Survey Monkey	LL1212	35.00		Survey Monkey
01/12/2017	Westons Cider	LL1215	105.00		Mayors Stall xmas lights
18/12/2017	ENC	LL1201	7.38		Map of Square
18/12/2017	Amazon	LL1202	10.98		Stamps for Xmas trail
18/12/2017	Keep it Personal	LL1203	120.55		Long service awards
18/12/2017	Lloyds	LL1204	2.50		Cash Fee
18/12/2017	Keep it personal	LL1205	-20.00		Refund of engraving fee
18/12/2017	Hootsuite	LL1206	230.40		Subscription to Hootsuite
18/12/2017	QD Stores	LL1207	88.04		Grotto Presents
18/12/2017	Safe Fence	LL1208	324.47		Barrier fencing xmas lights
18/12/2017	LLOYDS	LL1209	2.50		Cash Fee
18/12/2017	CO-OP	LL1210	58.49		Best Dressed Window
18/12/2017	QD	LL1211	4.45		Water
18/12/2017	coop	LL1213	53.34		Best dressed window
18/12/2017	Lloyds	LL1214	3.00		Monthly Fee
Total Payments			1,026.10		

Members reviewed the payment lists and....

It was RESOLVED to note the payment lists

- 619.17 Annual Town Assembly:** To confirm the date and arrangements for the Annual Town Assembly.

Members were reminded that a date of Thursday 26th April had been set for the Annual Town Assembly. Committee Chairman were asked to supply their committee reports to the Clerk by 9th April 2018.

Cllr Howell offered to contact the police and first responders to request their attendance.

REOLVED to note the date and arrangements for the Annual Town Assembly.

- 620.17 JAG Report:** To receive a verbal report from the Councils JAG representative.

Cllr Howell as the council's JAG representative noted that there had not been a full JAG meeting since her last report. Priorities for the area were visibility and accessibility and anti-social behaviour.

The Clerk explained that through Groundworks East Northamptonshire Council were funding some bespoke outreach work in Raunds.

RESOLVED to note the report.

621.17 Grounds Maintenance: To receive a report from Cllr Tyman on the recent grounds maintenance meeting.

Cllr Tyman reported that a meeting had been held earlier that day between East Northamptonshire Council and the Town Council regarding grounds maintenance. The following points had been raised:

1. Raunds Spring Clean – Equipment was required from ENC for the Spring Clean
2. A number of staff changes have taken place at Turney's Landscapes, however all vacant posts have been advertised.
3. The summer schedule has been delayed slightly because the ground is too wet to cut the grass.
4. Staff from ENC had attended a Brownies evening at St Peters School to discuss refuse and the green Dog Club.
5. Complaints had been received from residents at Border Park regarding dog fouling. Signs have been put up and the dog warden is attending regularly.
6. A number of dog bins and litter bins around Raunds are being replaced.
7. Webb Road Hedge (in the Dog Park) was discussed
8. Graveyard Grass cutting – The Town Council advised that complaints are received from family's regarding grass cuttings on the headstones. Turney's advised that during the summer months they do use the blowers which does dispose of a lot of the cuttings. Unfortunately if this is done in the wet then even if they use the blowers the grass will stick to the head stones. Turney's have been asked to use their discretion as to when the work is done.
9. Kingsmith Drive APC03 Green Amenity Space – A tree is causing concern to residents and land ownership will be checked by ENC.

622.17 Bonfire Night Celebration 2018: To consider a report regarding holding a firework display in conjunction with Raunds Cricket Club.

Members considered the proposal from Raunds Town Cricket Club to hold a bonfire evening at the cricket club.

The Clerk and Chairman of the Events Committee had held an initial site meeting with East Northamptonshire Council to assess the feasibility of the event. Feedback from ENC had been positive. The Clerk had also outlined proposals for the event with the council's insurers and they had no objections in principal.

It was proposed that the fireworks be let off from Bassfords Recreation Ground. But that spectators would be encouraged to use Raunds Cricket Club where food, bar and amenities would be available. The cricket club could make a charge for entry.

Following discussion it was...

RESOLVED that

- a) **Raunds Town Council would supply the field for the launch of the fireworks, staff, fencing and insurance;**
- b) **Match funding up to a maximum value of £2,000 would be provided for the fireworks.**

623.17 Annual Insurance Review: To receive the annual review of Insurance.

Members reviewed the report of the Clerk as shown in appendix 2. The Clerk answered member's questions thereon.

Following discussion it was...

RESOLVED to note the annual insurance review and that the Clerk investigate adding the war memorial to the policy.

624.17 General Data Protection Regulations: To receive a report on the general data protection regulations and the implications for the Town Council.

Members reviewed the report of the Clerk as shown in appendix 3. The Clerk answered member's questions thereon.

Following discussion it was...

RESOLVED that:

- a) **the Policy and Resources Committee review the relevant policies at their next meeting**
- b) **the Office staff complete the data audit and report to the next meeting of the Policy and Resources Committee**
- c) **office staff undertake training**
- d) **consideration is given to creating councillor email addresses**
- e) **the appointment of a data controller is deferred until NcALC are able to give further advise.**

625.17 First World War Centenary: To receive a report from the working party regarding commemorating the Centenary of WW1.

Members reviewed the report of the Clerk as shown in appendix 4. The Clerk answered member's questions thereon.

Following discussion it was...

RESOLVED that the working group be asked to proceed with all the recommendations outlined in the report and that a budget of £1,000 be agreed to support the activities outlined in the report.

626.17 Raunds Library: To note that NCC have selected "option 2" and to consider the implications of this.

Members reviewed the report of the Clerk as shown in appendix 5. During discussion the following points were noted:

- The Town Council wished to do all it could to support library services in the town
- The Library management group needed to prepare a business plan by April/May
- The Library would remain open until 31 August 2018, or possibly September if a serious proposition to purchase the library had been received by NCC at that time
- NCC would be running a separate consultation regarding children's services.

RESOLVED to suspend standing orders:

Cllr Wathen noted that the Town Council had a number of difficult decisions to make. He stated that libraries never make money and funding towards the running costs would need to be sourced.

RESOLVED to re-instate standing orders.

Following discussion it was...

RESOLVED that

- a) **Raunds Town Council remain committed to supporting the retention of a library in Raunds;**
- b) **The business plan being produced by the library management group would be key both for NCC and the Town Council when assessing the feasibility of the proposals;**
- c) **The Clerk would arrange for an informal valuation of the building.**

627.17 Planning Applications for Consideration

18/00227/FUL | Proposed single storey rear extension and erection of timber car-port. | 11 Chelveston Road Raunds Wellingborough Northamptonshire NN9 6DA

RESOLVED Raunds Town Council has no objections

18/00328/FUL | Demolition of existing garage and single storey front extension to existing dwelling to form garage, study, lobby and

kitchen extension | 10 Smithfield Place Raunds Northamptonshire NN9 6HW

RESOLVED Raunds Town Council has no objections

18/00422/FUL | Two storey side extension (resubmission of 17/02583/FUL) | 2 Belmont Gardens Raunds Wellingborough Northamptonshire NN9 6RN

RESOLVED the Town Council do not believe that the changes made to this revision of application 17/02583/FUL are sufficient to warrant the granting of planning permission

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

18/00207/FUL | First floor extension above existing garage and kitchen - re submission of application number 17/00222/FUL | 12 Marshalls Road Raunds Wellingborough Northamptonshire NN9 6ET

RESOLVED Raunds Town Council believe that this development would be detrimental to the street scene and they support the comments made by the conservation officer.

628.17 Exclusion of the Press and Public

RESOLVED that the press and public will be excluded from agenda item 629.17 due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960

629.17 Land at Belmont Gardens: To consider the clerks report
Councillor Beck left the room
Members reviewed the report of the Clerk and it was...

RESOLVED that the Clerk would write to the land owner with the outcome of the discussion.

There being no further business the meeting concluded at 21:38

Approved: (Town Mayor)

Meeting date:10th April 2018..... (Council)

Appendix 1 – Draft local plan for Bedford

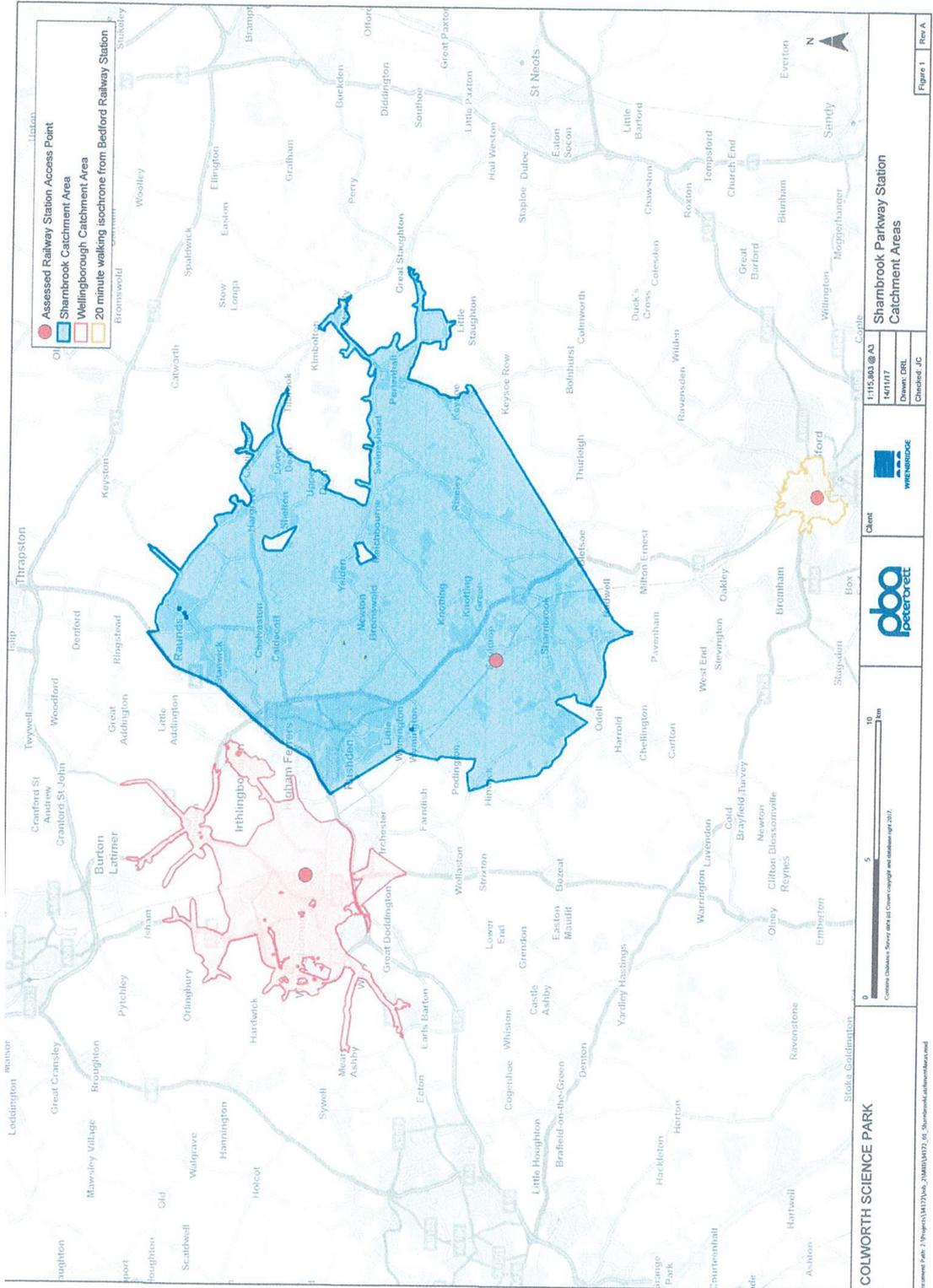


Figure 1 Rev A

Appendix 2 – Insurance Review

Summary:	
A report on the annual review of the Council's insurances.	
Attachments:	
Policy Document	
1.0	<p>Background</p> <p>Insurance is a major financial safeguard for Councils and forms an integral part of its risk management strategy and is one of the ways of managing risk.</p> <p>In April 2017 the council undertook a comprehensive review of their insurance cover and following a competitive quotation process the council entered into a three year agreement with Ecclesiastical through Came and Company insurance brokers.</p> <p>Therefore all that is required this year is for members to be assured that adequate levels of cover are being maintained.</p>
2.0	<p>2018 Review</p>
2.1	<p>Policy Schedule</p> <p>A copy of the policy schedule is attached which outlines the key areas of cover. Other particular areas of interest are noted below.</p>
2.2	<p>Fixed Assets</p> <p>The following items have been added to the councils insurance during the course of 2017/18</p> <ul style="list-style-type: none"> • Ada Salter Gardens - £13,500 • Play equipment (Bassfords) £29,000 • Gym Equipment (Bassfords) £23,000 • Digital Noticeboard £7,500 <p>A number of other smaller items have been added to the asset register which will be supplied to the insurance company at the end of the financial year, but these items do not need to be added to the policy individually.</p> <p>No significant assets have been disposed of during 2017/18 that need to be removed from the council's insurance policy.</p>
2.3	<p>Events</p> <p>The council insurers are informed of and sent a copy of the risk assessment for all major events namely:</p> <ul style="list-style-type: none"> • The Mayors Show • Summer Picnic • Remembrance Sunday • Christmas Lights <p>Other smaller events such as litter picks and film afternoons are included as a standard part of our cover.</p>
2.4	<p>Uninsured risks</p> <p>As in previous years the culvert and war memorial remain uninsured risks.</p> <p>The war memorial is un-insured but as with the culvert the council is covered for public liability. We are not however insured for vandalism or rebuild costs if the memorial were to collapse.</p>
3.0	<p>Recommendation:</p> <ul style="list-style-type: none"> • That the annual insurance review be noted. • That is be noted that the war memorial can be added to the policy at any-time.

Policy Document:



Local Council Insurance Scheme Quotation

Date of Quotation: 3rd March 2017

The information contained within the risk presentation and any other additional information provided subsequently has been used to calculate the premium, terms and conditions of the quotation which are as follows:

Insured: Raunds Town Council

Clerk: Ms Kate Houlihan

Correspondence Address: The Hall
Thorpe Street
Raunds
Northamptonshire NN9 6LT

Business Description: Town Council

Date Cover Required: 1st April 2017

Core Sections:

Public Liability	£10,000,000 Limit of Indemnity
Hirers' Liability	£2,000,000 Limit of Indemnity
Employers' Liability	£10,000,000 Limit of Indemnity
Officials' Indemnity	£500,000 Limit of Indemnity
Libel and Slander	£250,000 Limit of Indemnity
Money	Non-negotiable £250,000 Negotiable Money – Premises £1,000 Negotiable Money – Any Other Loss £1,000
Fidelity Guarantee	£150,000 Limit of Indemnity
Increased Cost of Working	£10,000 Limit of Indemnity
Loss of Revenue	£10,000 Limit of Indemnity
Commercial Legal Protection	£100,000 Limit of Indemnity
Office Equipment	£5,000
Personal Accident (age 16-90)	Capital Benefits £50,000 Temporary Total Disablement £200pw
Keyman Cover	£400 per week for 26 weeks
Defibrillators	£5,000
Equipment Breakdown	Insured

Optional Sections:

Professional Indemnity	Not Insured
Goods In Transit	Not Insured
Loss of License	Not Insured

Sums Insured:

Buildings	£4,049,582.26
Tenants Improvements	£0.00
Artwork	£0.00
Contents	£93,965.25
Stock	£0.00
Outside Equipment	£3,328.96
Street Furniture	£10,000.00
Gates and Fences	£25,356.66
War Memorials	£0.00
Playground Equipment	£166,946.07
Mowers and Machinery	£0.00
Sports Equipment	£0.00
Sports Surfaces	£0.00
Other Surfaces	£0.00
Trees	£0.00
Fidelity Guarantee	£663,000.00
Loss of Revenue (24 months)	£65,000.00

Annual Premium**Please refer to remittance advice****LTA Premium****Please refer to remittance advice**

Subject to: Statement of Fact
Population up to 10000

All firework displays or bonfires to be notified at least 14 days in advance

Subject to Survey

The completed and returned Fidelity Guarantee form

Policy Excesses noted overleaf

POLICY SECTION	Excess
Section 1 Property damage All Insurable events excluding Glass, Subsidence, Terrorism and claims involving personal belongings	£250
Section 1 Property damage Insurable event Glass and claims involving personal belongings	£100
Section 1 Property damage Insurable event Subsidence	£1000
Section 1 Property Damage Insurable event Terrorism	£250
Section 2 Equipment breakdown	£250
Section 3 Business interruption	Nil
Section 4 Liabilities	Third Party Property damage £250 Libel and Slander 10% with min £2,500
Section 5 Trustee and management liability	£250
Section 6 Legal expenses	Nil
Section 7 Money with assault extension	£50
Section 8 Fidelity	£250
Section 10 Personal Accident	NIL

Appendix 3 – GDPR

Summary: A report on General Data Protection Regulations 2018	
Attachments: Data Audit Template	
1.0	<p>Background</p> <p>On May 25th 2018, the EU General Data Protection Regulations (GDPR) come into force. A Data Protection Bill is currently working its way through parliament. The bill may make minor changes to the way the GDPR affect local councils but this is as yet unknown.</p> <p>The GDPR and Data Protection Act 2018, will replace previous outdated legislation. The previous Act and EU directive were written in the early 90's before the prevalence of social media and the internet in our daily lives and so are long due an overhaul.</p> <p>The GDPR introduces six principles for holding data which can be summarised as follows:</p> <ul style="list-style-type: none"> • Only collect data in a fair and lawful way • Only collect information that you need for a specific purpose • Keep data securely • Ensure it is relevant and up to date • Only hold as much data as you need and only for as long as you need it • Allow the subject of the information to see it on request <p>It is important moving forward that specific consent is gained for all data a body holds and that they are clear about:</p> <ul style="list-style-type: none"> • what data they are collecting • why they are collecting it • who it will be shared with • how long you will keep it • how individuals can access information, correct or request deletion. <p>Actions required</p> <p>There are a number of steps that Raunds Town Council needs to take in order to ensure that they are fully compliant with the act</p>
2.0	<p><u>Policy Update:</u> The Town Council needs to update a number of policies to ensure that they refer to the relevant legislation and are up to date. This will include our data protection policy and other policies such as our records management policy.</p> <p><u>Data Audit:</u> The council should carry out a data audit to create a list of data held, the office are using the template shown in appendix 1 to carry out the audit. Decisions can then be regarding additional actions required for each category of data, e.g. should data be deleted, privacy notices issued, or formal consent gained to hold the data.</p> <p><u>Privacy by design:</u> The council needs to ensure that its future systems and process are such that the relevant consents and permissions are gained as a standard part of what we do. This will involve changing booking forms, contracts and various other notices.</p> <p><u>Staff Training:</u> The Clerk has already attended training on the GDPR will seems appropriate for other office staff to undertake some basic training.</p> <p><u>Infrastructure:</u> Changes may be needed to the way we hold data such as our back-up systems however this is already being covered by our IT upgrade.</p> <p>During training the clerk has been advised that neither staff nor councillors should use personal email addresses for council work.</p>
3.0	<p>Data Protection Officer (DPO)</p> <p>Every local authority must appoint a DPO whose role is to:</p> <ul style="list-style-type: none"> • To inform and advise the organisation and its employees about their obligations to comply with the GDPR and other data protection laws.

4.0	<ul style="list-style-type: none"> To monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits. To be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, customers etc). <p>There has been much debate within the local council sector as to whether or not the clerk to a council can act as the DPO for their own council. For now at least the most pragmatic view shared by the Society of Local Council and the Northampton Association of Local Councils is that the clerk can be the DPO in the majority of cases.</p> <p>Don't panic! The introduction of GDPR has led to much discussion and panic across the sector. However the view of all membership bodies is that a measured approach should be applied. It is important the local councils comply with the legislation, (there are fines for non-compliance) However the legislation is really targeted at larger corporate and government organisations holding large amounts of sensitive personal information.</p>
5.0	<p>Recommendations That the Policy and Resources Committee review the relevant policies at their next meeting That the Office staff complete the data audit and report to the next meeting of the Policy and Resources Committee That staff undertake training That consideration is given to creating councillor email addresses</p>

Data Audit Template

Business Area	What data do we hold	Is it sensitive personal data Y/N	How do we process the data (collecting, storing, using)	Do we share the data with others	Privacy notice needed	How long do we keep the data for
Film/Coffee afternoon	Name Postcode Telephone Number	N	Data is collected over the phone and held in hard copy. It is used to contact customer in case of cancellation and to tell them about other similar events	No	Yes	Renewed monthly
Allotments	Name address Telephone number Email	N	Held in a spreadsheet and passed to allotment association	Yes Allotment association	Yes	Currently indefinitely
Staff Information	Staff records including health questionnaire	Y	Held in hard copy, in lockable filing cabinet. Only clerk has access	No	Yes	See document retention policy

Appendix 4 – WW1 Centenary

Summary: Notes from the Centenary of WW1 working party	
Attachments: none	
1.0	<p style="text-align: center;">Notes Centenary of WW1 Working Party 27 February 2017, Raunds Town Council: Start time:7pm</p> <p>Present: Cllr R Levell, Cllr M Hind, Cllr R Beattie, Cllr H Howell, Mrs M Levell. In attendance: Ms K Houlihan: Town Clerk</p> <p>Background: Sunday 11th November 2018 marks the 100th anniversary of the end of WW1. The Town Council and Royal British Legion (RBL) have begun to consider a number of events and activities that would help to mark this historic event.</p> <p>The Town Council agreed to form a working party to consider the matter and make recommendations to the council.</p> <p>The group considered a number of events and suggestions that could be implemented prior to Remembrance Sunday. Consideration was also given to the day itself.</p>
2.0	<u>Events and activities taking place in the run up to Remembrance Sunday</u>
2.1	<p>Bank of poppies Inspired by the display at the Tower of London in 2014 it was suggested that a bank of poppies be installed on the bank at Saxon Hall.</p> <p>The installation would begin in September and would be continually added to until November.</p> <p>The poppies would be made by local residents and could be knitted or made using recyclable materials. Local schools have already expressed their support for the project and are keen to get involved. A template could be prepared that children could use to make the poppies from or they could adapt their own ideas.</p> <p>The Town Council would provide infrastructure to display the poppies, this might be a camouflage net suspended across the Saxon Hall bank. Participants would use their own materials to make the poppies. It may be possible to approach local retailers to ask them to stock certain material e.g. red wool and perhaps to make a donation to RBL for each item sold.</p> <p><u>Recommendation to proceed</u> <u>Cost: estimated at £200</u></p>
2.2	<p>Shop Windows In the past a number of local retailers have created wonderful window displays to commemorate Remembrance Sunday. It is proposed that a joint letter from the RBL and Town Council is sent to local retailers encouraging them to take part in the commemoration by creating suitable window displays.</p> <p><u>Recommendation: to proceed</u> <u>Cost: estimated at £nil</u></p>
2.3	<p>Town Hall It has been suggested that poppies are projected onto the Town Hall for a period of approximately 2 weeks in the run up to the centenary. The infrastructure to be used would be similar to that used in the Christmas lights so may not be very costly.</p>

2.4	<p><u>Recommendation: to investigate costs with Christmas lighting contractor</u> <u>Cost: unknown</u></p> <p>Roll of Honour The working party felt that it would be appropriate to have a framed scroll, listing the names of all those who lost their lives in WW1 made. This would be displayed all year round in Saxon Hall. A table with flowers could be placed beneath the scroll during November to highlight the meaning of the scroll.</p> <p><u>Recommendation: to proceed</u> <u>Cost: estimated at £400</u></p>
2.5	<p>Exhibition The RBL have a large number of artefacts relating to WW1 which could be placed on display. The exhibition would be open to the public and schools could be invited to view the exhibition and perhaps display some of the work they will be doing in classes in the lead up to the centenary.</p> <p><u>Recommendation: to proceed subject to agreeing logistics of venue</u> <u>Cost: estimated at £200</u></p>
2.6	<p>Concert/Play at Schools The RBL have spoken to local schools about creating a concert as part of the commemoration. The schools are all very supportive of the idea. Other than attendance at the event there is minimal input required from the Town Council.</p> <p><u>Recommendation: to proceed</u> <u>Cost: estimated at £nil</u></p>
2.7	<p>Tea Parties with WW1 theme It has been suggested that a number of local organisations might like to have tea parties to mark the event. The working party felt that a suitable option would be for the November Coffee afternoon to be a commemorative tea party. Other organisations could be encouraged to take part and photos from other events would be shared via the website and facebook.</p> <p><u>Recommendation: to proceed</u> <u>Cost: estimated at £covered by social isolation budget</u></p>
3.0	<p><u>Remembrance Sunday Parade and Service</u></p> <p>The following items were briefly discussed in terms of the parade and service on Remembrance Sunday.</p> <p>It was noted that Tom Pursglove would be in attendance for the parade and service. It was agreed that local media including television should be invited to attend.</p> <p>As work at St Peters will be completed by November, it was felt that, if possible, it would be appropriate for the Church Bells to be rung on the day, with a tolling bell during the parade and a peel of bells to mark the end of the service. Cllr Levell will liaise with the church wardens to see if this can be arranged.</p> <p>It was agreed that it would be appropriate for the names of all those who lost their lives in WW1 to be read out by local school children during the service.</p> <p>Descendants of those who fought in WW1 would be asked to lay a wreath if they wished.</p> <p>The working group felt it would be helpful if the names of all those laying wreaths were read out, as this would facilitate the laying of the wreaths and mean that those attending knew who was laying each wreath.</p> <p>Again as the work at St Peters will be complete it was felt that if possible the reception tea should be held in the Church. The Clerk and Cllr Levell will discuss this with the church wardens.</p>

4.0	<p><u>Beacon Lighting</u></p> <p>The Town Council have previously agreed to take part in the national “Battles Over”, a nation's tribute. This involves over 1000 beacons being lit across the UK at 7pm on 11th November 2018.</p> <p>The working group noted that there would be a gap of around two hours between the end of the Remembrance Service and the lighting of the beacon, this may deter people from attending the beacon lighting. However the Town Council have formally resolved to take part in the beacon lighting and the council's participation is listed in the “Battles Over” event guide.</p>
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Appendix 5 – Raunds Library

Summary: A report on the future of library services in Raunds	
1.0	<p>Background</p> <p>In October 2017 Northamptonshire County Council launched a consultation on their budget proposals for 2018/2019. Under the proposals three options were proposed for the future of the library service. Under options 2 and 3 Raunds Library would close.</p> <p>Under option 1 there was the possibility that Raunds Library could remain open as a community managed library. The Town Council spent considerable time investigating option 1. Following a public meeting in December 2017 a community led management group was formed. The group planned to form either a charity or CIC to run the library, with some financial support from the Town Council.</p> <p>The Town Council when setting its budget for 2018/19 made some provision for future library services. An allowance of £40,000 was included towards the cost of library provision in Raunds. The £40,000 would cover the cost of purchasing the building over 25 years, including any associated fees and the annual property costs. (no allowance was made for the cost of staffing or infrastructure such as computers, book, or lending system at the library as under option 1 this was to be provided by NCC.)</p> <p>During the budget process the Finance Committee made a number of recommendations to the Full Council which were adopted including:</p> <ul style="list-style-type: none"> • The Finance Committee hope that NCC select Option 1. But they recommend that the Council continue to investigate all available options with regard to providing library services. However, the acquisition of the library building should only be considered under Option 1. • Furthermore, the Finance Committee strongly recommend that the budget for the library should be reviewed annually. <p>Following a difficult budget process Northamptonshire County Council have selected option 2. This means that Northamptonshire County Council will not be supporting community managed libraries.</p> <p>NCC are offering libraries threatened with closure the option of becoming independent libraries. Library infrastructure could be a bought in service from NCC with a service level agreement setting out what is being provided.</p>
2.0	Future Considerations
2.1	<p>The Library Building</p> <p>The Town Council must now consider its next steps. The council supported option 1 and the policy was that the council would only support the acquisition of the library building under option 1</p>

	<p>The Full Council may now wish to reconsider this policy and review, whether subject to surveys and all due diligence they wish to continue to consider the acquisition of the library building.</p>
2.2	<p>Library Infrastructure Under option 1 NCC would have supported community managed libraries by providing library infrastructure free of charge. No provision has been made in the budget for purchasing library infrastructure. At the time of writing this report NCC are expected to provide a draft service level agreement by 9th March 2018. The costs associated with this are unknown.</p>
2.3	<p>Local Services and library groups The library currently hosts a range of community groups and services. These include a drop-in service from East Northamptonshire Council, children's services, issuing of blue badges and bus passes and a large range of community groups.</p> <p>These groups and services would be displaced if the library were to close. Even if the library were to remain open as an independent library, it is unlikely that certain services such as children's services and issuing of blue badges and bus passes would continue through the library.</p> <p>As an interim position the council may wish to offer Saxon Hall as a venue to any groups that may be displaced from the library. Any group can of course hire Saxon Hall, subject to availability, but the council may wish to make a transitional offer to any group displaced from the library.</p> <p>The Town Council may wish to have discussions with NCC to see how other services can be retained within the town. (provision has been made within the budget for 2018/19 to take on devolved services)</p>
3.0	<p>Timeline The timeline for the closure of the library is not yet known, nor is it known if there will be any transitional arrangements in place for libraries moving from an NCC run to independent library.</p>
4.0	<p>NCC Inspectors report NCC are currently subject to a government inspection. The outcome of this inspection will not be known until March 16th 2018. The inspectors report could have an impact on NCC's 2018/19 budget and therefore it is difficult to have certainty around these proposals until the inspectors report has been issued.</p>
5.0	<p>Next Steps The Town Council may wish to consider whether they wish to pursue the purchase of the library building, given that NCC have selected option 2. Or if they wish to look at alternative premises.</p> <p>The Town Council may wish to consider the content and cost associated with the service level agreement being offered by NCC.</p> <p>The Town Council will need to be mindful that the inspectors report will not be issued until March 16th and therefore any decisions may be subject to change.</p> <p>The Town Council may wish to consider arrangements for community groups who may be displaced if the library were to close.</p> <p>The Town Council may to consider how children's and other local services can be retained within the town.</p>