

RAUNDS TOWN COUNCIL
ANNUAL MEETING OF THE TOWN COUNCIL

Minutes: 8 May 2018 Time 7.30pm.

PRESENT:

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

IN ATTENDANCE:

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

Prior to opening the meeting Cllr Beck thanked all those who had supported him during his Mayoral year.

Cllr Beck thanked his wife Nicola Potheary for all her support as his consort. Work commitments had meant that sometimes Ms Potheary was unable to attend functions with the Mayor, but her support had always been there.

Cllr Beck also thanked Mr D Moody of Northants CALC for his advise during his term of office and the office staff at the Town Hall.

Cllr Beck said he had particularly enjoyed spending time with the local schools and what a fantastic job all the staff did and how interesting it was hearing the children's views on local matters.

Finally, Cllr Beck thanked Cllr Levell for all his support as Deputy Mayor.

1.18 Election of Town Mayor & Signing of Declaration of Acceptance of Office.

Cllr Beck called for nominations for the Office of Mayor and it was proposed by Cllr Howell and seconded by Cllr Tyman that Cllr Levell be elected as Mayor for the 2018/2019 year and it was...

RESOLVED that Cllr Levell be elected as Town Mayor for 2018/19.

Cllr Levell read and signed his declaration, it was received and witnessed by the clerk.

Cllr Levell then presented the Chain of Office to his consort Mrs Magdalena Levell.

2.18 Election of Deputy Town Mayor & Signing of Declaration of Acceptance of Office.

Cllr Levell called for nominations for the Office of Deputy Mayor and proposed by Cllr Wilkes be elected as Deputy Mayor, Cllr Tirebuck seconded the nomination and it was...

RESOLVED that Cllr Wilkes be elected as Deputy Mayor for 2018/19.

Cllr Wilkes read and signed his declaration, it was received and witnessed by the clerk.

Cllr Wilkes then presented the Chain of Office to his consort Cllr Helen Howell.

3.18 To Receive Apologies for Absence.

Apologies were received from Cllr Hind, Cllr Jones, Cllr Beattie, Cllr D Hughes (joined the meeting in item 9.18) and Cllr S Hughes (joined the meeting in item 22.18)

4.18 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 LEAVE THE MEETING FOR THAT ITEM
NONE RECEIVED

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

NONE RECEIVED

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

NONE RECEIVED

7.18 Appointment of Members to RTC Committees and Sub Committees and to receive terms of reference for committees for information.

Members reviewed the report of the clerk as shown in appendix 1.

It was noted that responsibility for the Christmas lights had been omitted from the terms of reference for the Events Committee.

It was also agreed that a responsibility for the Weddings service should fall within the remit of a committee and that review of the Press Relations function should fall within the remit of a committee.

RESOLVED that:**a) committee membership would be as shown below****Finance & Policy**

Cllr R Beattie
 Cllr J Duff
 Cllr H Howell
 Cllr D Hughes
 Cllr R Tyman

Cllr R Levell
 Cllr L Wilkes

Environment, Leisure & Recreation

Cllr N Beck
 Cllr M Hind
 Cllr D Jones
 Cllr R Tirebuck
 Cllr R Tyman

Cllr R Levell
 Cllr L Wilkes

Personnel

Cllr N Beck
 Cllr H Howell
 Cllr S Hughes
 Cllr R Tirebuck

Cllr R Levell
 Cllr L Wilkes

Planning

Cllr J Duff
 Cllr R Tirebuck
 Cllr R Tyman

Cllr R Levell
 Cllr L Wilkes

Events

Cllr N Beck
 Cllr M Hind
 Cllr H Howell
 Cllr D Jones
 Cllr R Tirebuck
 Cllr R Tyman

Cllr R Levell
 Cllr L Wilkes

 Ms F Kemp
 Mrs M Levell
 Mr N Ogden
 Mr D Jones
 Mr K Dunkley

b) That the Finance and Policy Committee would consider standing orders and committee terms of reference at their first meeting and would allocate the PR and Wedding functions to a committee.

8.18 To consider the payment of any subscriptions falling to be paid annually.

Members considered the report of the assistant to the clerk. (Appendix 2)

The clerk gave further explanation as to the detail of the subscriptions and it was...

RESOLVED that the report be received, and that the Council continues to subscribe to the organisations listed therein for 2018/19

9.18 To approve the list of payments to be made by direct debit during 2018/19.

Members considered the report of the assistant to the clerk as shown in appendix 3.

The clerk gave further explanation as to the detail of the direct debits and it was...

RESOLVED to approve the direct debits held by Raunds Town Council

10.18 Minutes: to confirm the minutes of the Council meeting held 9 April 2018.

RESOLVED that the minutes of the meeting held on 9th April 2018 be confirmed as a true record

11.18 Committee report: To receive the report of the Finance Committee 12 April 2018.

Cllr Levell presented the minutes (forming the report) of the Finance Committee meeting held on 12th April 2018 which were received, and the resolutions and recommendations duly considered.

RESOLVED that the report be approved, and the resolutions of the Finance Committee meeting held on 12th April 2018 be agreed

12.18 Committee report: To receive the report of the Events Committee 25 April 2018.

Cllr Howell presented the minutes (forming the report) of the Events Committee meeting held on 25th April 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 25th April 2018 be agreed

- 13.18 Committee report:** To receive the report of the Planning Committee 3 May 2018.

Cllr Tyman presented the minutes (forming the report) of the Planning Committee meeting held on 3 May 2018 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 3 May 2018 be agreed

- 14.18 Reports on External Bodies -** To receive a report from Sawyers Charity and Raunds United Charities.

RESOLVED to suspend Standing Orders

District Councillor Peter Wathen advised that the new Vicar, Reverend Jonathan Aldwinckle is the new Chairman of Raunds United Charities and that there could be 2 trustee member places available.

RESOLVED to re-instate Standing Orders.

This item was deferred until confirmation is received from the Charities commission regarding a change in Trustees.

- 15.18 District Councillors Report.**

Cllr Wathen reported that the planning application for the Warehouse Development off Brick Kiln Road was still outstanding. It was noted that Highways England had requested a period of 3 months to consider the proposed access from the A45 via the BP/McDonalds access road.

RESOLVED to note the report.

- 16.18 County Councillors Report.**

Cllr Hughes reported that his term as Chairman had now come to an end. He had attended many events across the county during his term and had been particularly struck by the dedication of the many volunteers he had met that did so much to support various small charities and groups.

RESOLVED to note the report.

- 17.18 Town Mayors Announcements.**

Cllr Levell thanked members of the council for voting him Mayor. He said it was an honour to serve as Mayor of Raunds.

He explained that he had planned a packed programme of events for the year, including:

22 September: Wine Tasting for beginners

6 December: Business Drinks

12 December: Mayors Carol Service (TBC)

26 January: Burns Night

7 April: Mayors Civic Service, including presentation of my civic awards

For my charity I have selected the Stroke Association, from my own personal experience I have seen how debilitating the effects of a stroke can be and that a stroke can occur at any age. The Stroke Association provides information and support on after-stroke care and awards grants for research into improving stroke care and rehabilitation.

As well as my civic events we have a number of other events being organised by the Council. I am particularly excited by the events to commemorate the centenary of 1918, as I believe it is critical that young people understand one of the seminal events of the last century.

The Council faces a number of challenges, the library and other services may be devolved to the Town Council. The proposal to abolish the county council and create unitary authorities will no doubt impact the Town Council in the future.

18.18 To appoint representation on external bodies for 2018/19

a. JAG: Joint Action Group

RESOLVED that Cllr Helen Howell be re-appointed as the councils JAG representative.

b. Ringstead Grange Liaison Group

RESOLVED that Cllr Tyman be re-appointed as the councils Ringstead Grange Liaison Group representative.

19.18 Meeting Dates 2018/19 - To approve the meetings calendar for 2018/19

Members reviewed the calendar and amendments were made to the dates of the May and June Events Committee meetings which were rescheduled for Wednesday 30th May and Wednesday 27th June 2018 respectively.

RESOLVED to approve the calendar subject to amending the dates of the Events committee meetings

20.18 Accounts for payment: To receive the payments lists. Members reviewed the payment lists as shown below:

Printed on : 03/05/2018		Raunds Town Council		Page No 1	
At : 11:11		NatWest			
List of Payments made between 01/03/2018 and 31/03/2018					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/03/2018	BT Payment Services	DD	575.76		Telephone Charges The Hall
15/03/2018	BT Payment Services	DD	196.52		Internet Town Hall
29/03/2018	Natwest Bank	BANK TRANS	5.00		Bank Charges
Total Payments			777.28		

Printed on : 03/05/2018

Raunds Town Council

Page No 1

At : 11:11

Unity Trust A/C

List of Payments made between 01/03/2018 and 31/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2018	1st Reaction Security	BANK TRANS	950.40		Barrier Lock/Unlock
01/03/2018	5 Star Loos	BANK TRANS	360.00		Portable toilets Picnic 2017
01/03/2018	A J Pearson	BANK TRANS	710.00		Grounds Maintenance
01/03/2018	Alpine Cleaning	BANK TRANS	40.80		External Window Cleaning
01/03/2018	County Life	BANK TRANS	132.67		Situations Vacant 24/2/18
01/03/2018	ENC	BANK TRANS	33.14		Associated Services Jan 2018
01/03/2018	ESPO	BANK TRANS	232.36		Janitorial Supplies
01/03/2018	J H May Electrical	BANK TRANS	535.70		Electronic Sign
01/03/2018	Kened Ltd	BANK TRANS	168.00		E Set Security Renewal
01/03/2018	Oundle Music Trust	BANK TRANS	115.00		Film Afternoon Feb 2018
01/03/2018	Proludic	BANK TRANS	1,083.79		Replacement Parts Play Equip
01/03/2018	Rialtas Business Solutions	BANK TRANS	216.00		Training 14/2/18
01/03/2018	Mr James Guest	301048	20.00		Ticket to Civic Event 24/3/18
01/03/2018	ENC	BANK TRANS	-1,532.23		Grounds Maintenance Jan 2018
01/03/2018	Mr James Guest	301047	35.00		Tickets for Civic Event 10/3
02/03/2018	Staff Expenses	BANK TRANS	98.55		Mileage Dec 2017 - Jan 2018
14/03/2018	World Pay	DD	11.94		Subscription Fees Mar 2018
14/03/2018	1st Reaction Security	BANKPAY	-14.40		Credit Note
15/03/2018	Mick George	DD	110.40		Refuse Collection Feb 2018
16/03/2018	A & R Print	BANK TRANS	210.50		Film/Coffee Flyers
16/03/2018	ENC	BANK TRANS	70.00		Bassfords Rec Licence
16/03/2018	Scrim Sign	BANK TRANS	516.00		Items for Sign
16/03/2018	Smiths Fire LLP	BANK TRANS	374.40		Emergency Lighting Repairs
16/03/2018	World Pay	DD	10.57		Transaction Charges Feb 2018
18/03/2018	NCC Pensions	BANKPAY	1,906.29		NCC Pensions
19/03/2018	Southern Electric	DD	53.91		Unmetered Electricity Supply
20/03/2018	CVS	BANK TRANS	8,036.38		Wages March 2018
21/03/2018	Wireless Logic	DD	23.47		Electronic Sign
31/03/2018	Unity Trust Bank	BANK TRANS	47.40		Bank Charges
31/03/2018	Unity Trust	BANKPAY	6.00		Bank Charge
31/03/2018	Lloyds Card	Payment	322.56		March Payment
31/03/2018	Mick George	CORRECTION	-110.40		Correction duplicate
31/03/2018	Staff Expenses	CORRECTION	-63.59		Duplicate correction
31/03/2018	Argos	BANKPAY	0.01		Correction
Total Payments			14,710.62		

Printed on : 03/05/2018

Raunds Town Council

Page No 1

At : 11:12

Petty Cash

List of Payments made between 01/03/2018 and 31/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/03/2018	Staff Expenses	PC52	16.11		Litter Pick Equipment
Total Payments			16.11		

Printed on : 03/05/2018

Raunds Town Council

Page No 1

At : 11:12

Lloyds Card

List of Payments made between 01/02/2018 and 28/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2018	Petty Cash	Petty Cash	100.00		Petty Cash Top Up
01/02/2018	Lloyds	CARD FEE	3.00		Card Fee
14/02/2018	Post Office	LL0201	38.00		Stamps
14/02/2018	Post Office	LL0202	172.99		Stamps
14/02/2018	Argos	LL0203	24.99		Equipment
14/02/2018	Vista Print	LL0204	21.58		Business Cards
14/02/2018	Amazon BosVision	LL0205	23.98		Padlock
14/02/2018	Survey Monkey	LL0206	35.00		Subscription
14/02/2018	LLoyds	LL0207	3.00		Card Fee
28/02/2018	Argos	CORRECTION	-0.01		Lloyds
Total Payments			422.53		

RESOLVED to note the payment lists

21.17 Grant Application: To consider a grant application from Raunds Girl Guiding.

RESOLVED to suspend standing orders

The Mayor welcomed Mrs Sharon Priest, District Commissioner, to the meeting and invited her to explain a little more about the grant application.

Mrs Priest explained that the funding would be used solely to assist guides, brownies and leaders attending either Camp Arden 2018, or Swiss Bliss 2019. These were once in a lifetime opportunities for the young people and leaders.

As well as applying for funding, Raunds Girl Guiding were carrying out a range of other fundraising activities.

Cllr Wathen spoke and said that they may also wish to apply to Raunds United Charities for funding and through the District Council empowerment fund.

RESOLVED to reinstate standing orders

Cllr Howell thanked Sharon for the fantastic work she does with girl guiding in Raunds

Following discussion, it was....

RESOLVED to award a grant of £500 to Raunds Girl Guiding.

22.17 Brook Street Railings: To consider information from Northamptonshire County Council regarding the replacement of railings on Brook Street.

Members considered the report of the Clerk as shown in appendix 4. It was agreed that the proposed replacement standard railings were out of keeping with the street scene. However, it was felt that the suggested bespoke railings were very expensive, and alternatives should be sought.

It was suggested that the Town Council may wish to take a holistic view of the matter and consider all the railings in Brook Street with a view to improving the street scene.

Following discussion, it was....

RESOLVED that the matter should be passed to the Environment Leisure and Recreation Committee to consider alternative railings and to review the most appropriate budget for the expenditure.

22.17 Exclusion of the Press and Public
The press and public will be excluded from the following agenda items due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960

RESOLVED to exclude the public and press.

23.17 Raunds Library:

a. To consider the independent valuation of Raunds Library.

Members reviewed the valuation and it was....

RESOLVED to seek advice from East Northamptonshire Council.

b. To consider the heads of terms for the sale of the library building

RESOLVED to note the heads of terms

There being no further business the meeting concluded at 20:51

Approved: (Town Mayor)

Meeting date:12 June 2018..... (Council)

Appendix 1: Committee Report:

Summary: A report on terms of reference for committees, included the merger of the Finance and Policy and Resources Committee.	
Attachments: Existing terms of reference for committees Draft terms of reference for new Finance and Policy Committee	
1.0	Background The Full Council has already resolved that the Finance Committee should merge with the Policy and Resources Committee. Draft terms of reference have therefore been created for the new committee and are attached for consideration. It is worth noting the NALC have just issued revised standing orders and that the full standing orders document needs to be reviewed and considered by the council.
2.0	Recommendation That the terms of reference for the new Finance and Policy (F&P) Committee be approved and that it be delegated to the F&P committee to consider the revised standing orders document in its entirety.

Appendix 2: Subscriptions

Summary: To agree the annual subscriptions required for Raunds Town Council	
Attachments: None	
1.0	Below are a list of current subscriptions payable annually by RTC:
1.1	Northants CALC: Annual Membership to NCALC and NALC £2,225.91 End of year Internal Auditing £455.00 (Paid April 2018)
1.2	ICCM: (Institute of Cemetery & Crematorium Management) Annual Membership £90.00 (Paid April 2018)
1.3	LCR: Annual Membership to Official Magazine of NALC £17.00 (Paid April 2018)
1.4	Parish Online Subscription for Mapping Tool £126.00 (Due June 2018)
1.5	Northamptonshire Police: Key-Contact for the Hall and Saxon Hall £15.00 (Due August 2018)
1.6	The Information Commissioner: Data Protection Act £35.00 (Due August 2018)
1.7	Hootsuite: Scheduling platform for Twitter £192.00 (Due December 2018)

1.8	SLCC: (Society of Local Council Clerks) Annual Membership (Due February 2019)	£300.00
-----	---	---------

Appendix 3: Direct Debits:

View Direct Debits

Customer details

Customer: Raunds Town Council
Account: 20317045 - Unity Current Account T2
Owner: Raunds Town Council
Currency: GBP

Below you will find a list of the Direct Debits that exist on this account. Click on the column headers to sort this list.

List of Direct Debits

<u>Name</u>	<u>Reference</u>	<u>Last Paid</u>	<u>Last Paid Amount</u>
ANGLIAN WATER	139256382	01-Dec-2016	-£85.84
ANGLIAN WATER	102552072	03-Jan-2017	-£116.07
ANGLIAN WATER	124397217	03-Jan-2017	-£199.43
ANGLIAN WATER	129560371	03-Jan-2017	-£11.98
ANGLIAN WATER BUSI	139256382	03-Apr-2018	-£96.47
ANGLIAN WATER BUSI	102552072	03-Apr-2018	-£97.41
ANGLIAN WATER BUSI	129560371	03-Apr-2018	-£11.18
ANGLIAN WATER BUSI	124397217	03-Apr-2018	-£175.16
CF CORPORATE FINAN <i>PHONE COPIER</i>	C25328601384819	01-May-2018	-£767.52
EAST NORTHAMPTONSH	600938556	01-May-2018	-£161.00
EAST NORTHAMPTONSH	600938572	01-May-2018	-£79.00
EAST NORTHAMPTONSH	600938585	01-May-2018	-£163.00
EAST NORTHAMPTONSH	600938569	01-May-2018	-£88.00
EAST NORTHAMPTONSH	600938527	01-May-2018	-£103.00
EASTNORTHAMPTONSHI	600567846RAUNDS TO	03-May-2016	-£1,143.00
EASTNORTHAMPTONSHI	600647326	01-May-2018	-£600.00
EASTNORTHAMPTONSHI	600568418	01-May-2018	-£82.00
EASTNORTHAMPTONSHI	600913759	01-May-2018	-£154.00
INFORMATION COMISS <i>DATA PROTECTION</i>	Z9079454	11-Aug-2017	-£35.00
LLOYDS BANK CORPOR	5563140514751470	17-Apr-2018	-£580.33
MICK GEORGE RECYCLING <i>REFUSE/WASTE</i>	MICK G RECYCLING	19-Apr-2018	-£110.40
SE GAS LIMITED	502107731	19-Feb-2018	-£1,419.85
SE GAS LIMITED	395397731	23-Feb-2018	-£2,379.90
SOUTHERN ELECTRIC	701442831	23-Feb-2018	-£785.58
SOUTHERN ELECTRIC	729201931	19-Feb-2018	-£46.80
SOUTHERN ELECTRIC	495032831	19-Feb-2018	-£1,499.13
SOUTHERN ELECTRIC	505340931	19-Feb-2018	-£64.42
SOUTHERN ELECTRIC	432536831	19-Feb-2018	-£2,686.20
SOUTHERN ELECTRIC	967290831	27-Apr-2018	-£205.45
SSE ENERGY SUPPLY	422646041	19-Feb-2018	-£36.70

List of Direct Debits

<u>Name</u>	<u>Reference</u>	<u>Last Paid</u>	<u>Last Paid Amount</u>
SSE ENERGY SUPPLY	594876141	23-Feb-2018	-£226.33
SSE ENERGY SUPPLY	783484541	23-Apr-2018	-£61.30
THE POLICE AND CRIME COMMISSIONER } THE POLICE AND CRIME COMMISSIONER }		-----	£0.00
	<i>KEY CONTACT SUBS</i>	-----	£0.00
WIRELESS LOGIC LTD <i>ELECTRIC SIGN</i>	WLAT300115066	23-Apr-2018	-£73.45
Worldpay (UK) Limi } WORLDPAY Ltd }	H7FBZV-INVK0896590 L5WMGM16978177443	19-Apr-2018 20-Apr-2018	-£15.00 -£11.94
	<i>VIRTUAL TERMINAL CARD PAYMENTS</i>		

Appendix 4: Brook Street Railings

Summary: A report on the replacement of railings in Brook Street

1.0 Background

The Clerk has been contacted by Sarah Barnwell of NCC regarding railings on Brook Street. There is a short section of pedestrian guard rail in Brook Street which has been damaged, it had been severely bent and could be bent by hand so had to be removed. It is at the bottom of the steps down from Coleman Street.



This style of railing is no longer manufactured so a direct replacement is only available as a bespoke item.

As the cost of replacing the railings with a bespoke item is around four times the cost of a "standard rail" NCC have advised that in their current economic climate they are unable to replace the railings like for like. They therefore propose to replace the railings with a black-painted standard rail., as shown below:



However, NCC have approached the Town Council to see if they wish to pay for the railings to be replaced with bespoke railings.

The costs of bespoke replacement is in the region of £3-4k

2.0 Considerations

When considering the matter members may wish to consider any impact that replacement railings may have on the street scene.

The council has set a budget to meet the costs of any devolved services from NCC.