

**RAUNDS TOWN COUNCIL**

**FINANCE AND POLICY COMMITTEE**

**Minutes 1 September 2020: Start Time 7.30pm**

**NB:** The meeting was held via Zoom video link. Details of the meeting and a link enabling members of the public to join the meeting were published on the Town Council website. The meeting was held in compliance with Regulation 5 (2) of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

**PRESENT**

Cllr R Levell, (Chairman), Cllr L Wilkes, Cllr H Howell, Cllr R Beattie.

**IN ATTENDANCE**

Ms Kate Houlihan, Town Clerk (Minutes)

Miss Joanne Coduri, Assistant to the Town Clerk

**224.20 To Receive Apologies for Absence.**

Apologies were received from Cllr O Curtis, Cllr S Hughes and Cllr D Hughes.

**RESOLVED to note the apologies**

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

**NONE RECEIVED**

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

**NONE RECEIVED**

**227.20 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

**NONE RECEIVED**

**228.20 [Minutes:](#) to confirm the minutes of the Finance and Policy Committee meeting held 9 July 2020.**

**RESOLVED that the minutes of the Finance and Policy Committee meeting held on 9 July 2020 be confirmed as a true record**

**229.20 Payments for approval:** To approve the payments made since the last Finance and Policy Committee Meeting.

Members reviewed the payment list as shown in appendix 1 and the Clerk answered members questions.

**RESOLVED to approve the payment lists.**

**230.20 Saxon Hall Refurbishment:** To review the Town Council Reserves and to make a recommendation to the Full Council regarding the additional funding requirement for the Saxon Hall refurbishment.

Cllr Levell presented the report of the Clerk as shown in appendix 2 and the reserves schedule showing how the Saxon Hall refurbishment could be financed without the need for a public works loan.

It was noted that no reserves had been used where this would impact a project that was still expected to be delivered in the 2020/2021 financial year.

Following discussion, it was...

**RESOLVED to recommend to the Full Council that the Saxon Hall project be financed from existing reserves as detailed in the reserves schedule shown in appendix 2.**

**231.20 Investment and Borrowing Policy**- To consider and review the councils Investment and Borrowing Policy

Members reviewed the Investment and Borrowing Policy and it was...

**RESOLVED to recommend to the Full Council that it be adopted as shown in appendix 3**

**232.20 Press Media and Publicity Policy**: To consider and review the councils Press Media and Publicity Policy.

Members reviewed the Press Media and Publicity Policy and it was...

**RESOLVED to recommend to the Full Council that it be adopted as shown in appendix 4**

**233.20 Flag Flying Policy**: To consider the councils Flag Flying policy

Members reviewed the Flag Flying Policy and it was...

**RESOLVED to recommend to the Full Council that it be adopted as shown in appendix 5**

There being no further business the meeting concluded at 19:56pm

Approved: ..... (Town Mayor)

Meeting date: ..... 8 September 2020..... (Council)

Approved: ..... (Chairman)

Meeting date: .....3 November 2020.....(Committee)

## Appendix 1: Payments

Date: 02/09/2020

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Unity Trust A/C

### List of Payments made between 01/07/2020 and 31/07/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2020	ENC	DD	85.00		Business Rates - Cemetery
01/07/2020	ENC	DD	160.00		Business Rates - Public Conven
01/07/2020	ENC	DD	107.00		Business Rates - T/H A
01/07/2020	ENC	DD	167.00		Business Rates - T/H C & R1
01/07/2020	ENC	DD	91.00		Business Rates - T/H D
01/07/2020	ENC	DD	82.00		Business Rates - T/H E
01/07/2020	ENC	DD	170.00		Business Rates - T/H F
02/07/2020	HMRC	TRANS	-829.44		JRS Grant
03/07/2020	Plantscape UK	TRANS	2,733.60		Hanging Baskets Summer Flowers
03/07/2020	Northants CALC	TRANS	152.00		Training
03/07/2020	Ady Pendred Signwriter	TRANS	1,248.00		Reception & Office Screens
03/07/2020	A & R Print	TRANS	386.94		Equipment Covid Safety
06/07/2020	East Northamptonshire Council	TRANS	8,008.50		Grounds Maintenance May 2020
06/07/2020	East Northamptonshire Council	TRANS	74.65		Associated Services May 2020
06/07/2020	Webb House Ltd	TRANS	36.00		Payroll June 2020
14/07/2020	Turney Landsacapes	TRANS	2,784.00		P2 Tree Works June 2020
14/07/2020	Style Midlands	TRANS	42.00		Operating Handle
14/07/2020	Seagrave Inspections Services	TRANS	370.80		2020 Playground Inspections
14/07/2020	GeoXphere Ltd	TRANS	162.00		Parish Online Subscription
14/07/2020	Farm & Garden Central Ltd	TRANS	9.98		Various Items
14/07/2020	ESPO	TRANS	72.55		Janitorial Supplies
14/07/2020	David Bailey	TRANS	62.40		Security June Market
14/07/2020	Crystal Eco Cleaners	TRANS	20.00		Mops & Cloths
14/07/2020	Alpine Cleaning	TRANS	40.80		Window Cleaning
14/07/2020	1st Reaction Security Limited	TRANS	57.60		Barrier Open/Close June 2020
14/07/2020	Southern Electric	DD	-2,083.76		Refund for Gas Supply - S/H
14/07/2020	Southern Electric	DD	-1,924.39		Refund for Gass Supply T/H
14/07/2020	Go Cardless	DD	341.00		Telephone / Internet
16/07/2020	Lloyds Card	Bank Trans	1,584.99		Pay off Lloyds Card
20/07/2020	Wireless Logic	DD	42.60		Electronic Noticeboards
20/07/2020	Southern Electric	DD	56.82		Unmetered Supply Electric
20/07/2020	Southern Electric	DD	205.45		Electricity to Flood lights
21/07/2020	World Pay	DD	10.79		Transaction Charges June 2020
22/07/2020	World Pay	DD	11.94		Subscription Fees July 2020
27/07/2020	A & R Print	TRANS	84.00		Playground Signs
27/07/2020	A Hodgson Jones	TRANS	309.00		Shop Front - Farm & Garden
27/07/2020	David Smith Associates	TRANS	1,050.00		Saxon hall Refurb
27/07/2020	David Ogilvie	TRANS	1,320.00		VE Day Bench
27/07/2020	Stephen Pell	TRANS	185.00		Various Works
27/07/2020	Zeta	TRANS	2,875.20		Lighting Rowans Estate
27/07/2020	Scorpion Security	TRANS	66.00		Remove Portable Camera
27/07/2020	Bluefish Office Products	TRANS	83.70		Office Supplies
27/07/2020	East Northamptonshire Council	TRANS	7,053.91		Grounds Maintenance June 2020
27/07/2020	East Northamptonshire Council	TRANS	28.00		Associated Services June 2020
27/07/2020	P.P.M Limited	TRANS	72.00		Wasp Nest Treatment
27/07/2020	Veolia	TRANS	326.40		Refuse & Waste Collection June
30/07/2020	Salaires	TRANS	8,258.23		Salaries July 2020
<b>Continued on Page 2</b>					
31/07/2020	HMRC	TRANS	1,490.18		PAYE & NI June 2020

**Total Payments**      37,741.44

Date: 02/09/2020

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## Petty Cash

## List of Payments made between 01/06/2020 and 31/07/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2020	Comp Winners	PC89	100.00		Comp Winners
01/06/2020	Screwfix	PC90	80.51		Padlock / Cables
<b>Total Payments</b>			<b>180.51</b>		

## Appendix 2: Saxon Hall Refurbishment Plan

<b>Summary:</b>	
To review the Town Council Reserves and to make a recommendation to the Full Council regarding the additional funding requirement for the Saxon Hall refurbishment (information herewith)	
<b>Attachments:</b>	
Councils reserves schedule.	
<b>1.0</b>	<p><b>Background</b></p> <p>The Town Council met on 17<sup>th</sup> August 2020 to consider the tender for the Saxon Hall.</p> <p><b>At the meeting the Council RESOLVED</b></p> <p>that supplier b (DJ Hutchings) is appointed to carry out the works, having won the tender in a fair and competitive process.</p> <p>that savings are sought through value engineering and through reduction in the sum allowed for the commercial kitchen.</p> <p>that <i>all</i> the works shown in the tender document are carried out (both improvements and maintenance works) the reasons for this being:  The improvement works are covered through the s106 monies.  The maintenance works such as repairs to roof and replacement windows will become necessity in the next 2-3 years and so it is practical to carry this out in conjunction with other works.  Due to Covid19 Saxon Hall is currently unable to operate, and therefore it is commercially prudent to carry out all works now, rather than face closures for maintenance works in the future.</p> <p><b>that the Finance and Policy Committee make a recommendation to council on how to fund the project and whether a public works loan is required. The Finance and Policy Committee will be asked not to allocate funds to the Saxon Hall project which would be to detriment of other projects.</b></p> <p><b>Recommendation</b></p> <p>The Finance and Policy Committee are now asked to consider how to fund the project and whether a public works loan is required.</p>
<b>2.0</b>	<p>The Chairman of the Finance and Policy Committee and Clerk have met and a draft proposal is attached for consideration, the proposal is for discussion at the meeting.  The Finance and Policy Committee are asked to consider any alternatives and whether or not the work should be funded through a public works loan.</p>

## Council Reserves Schedule

Type of Reserve			Opening Balance as at 01/04/2020	Anticipated Transfers In 2020/21	Proposed Saxon Hall Usage		Comments	
Saxon Hall – refurbishment reserve	-	R01	72,745		72,745	-	0	Fim Equipment and staging
RPC Saxon Hall (Expires October 2023)	106	R19	16,792		16,792		-	
Darsdale (Saxon Hall)	106	R23	131,172		131,172		-	
West End (Saxon Hall and links to Brook Street)	106	R24	65,000		65,000		-	
IT Reserve (5 year life cycle)		R03	4,025				4,025	
CCTV Project		R04	15,900				15,900	
Community Facilities		R06a	-				-	
Community Facilities		R06b	586				586	Play equipment Square
Town Square		R07	9,900				9,900	May be slight variance to final figure
The Hall – electrics		R09	1,531				1,531	
The Hall - refurbishment		R10	5,315				5,315	
Culverts – risk		R12	20,000		20,000		-	
Saddlers	106	R17	55,026				55,026	
RPC Open Space (Expires 2023)		R18	-				-	? Move to Sxon Hall Gardens use for Open Spce??
Belmont Gardens		r21	-				-	Moved to Saxon Hall reserve
Youth Work		R24	-				-	Moved to skate Park
Elections		R25	12,500				12,500	
Social projects		R27	420				420	
Vandalism		R28	500				500	
Open Spaces *		R29	1,887				1,887	Welcome to Raunds signs/Sportswall Amos Lawrence
Churchyard & Cemetery		R30	28,960				28,960	Moved from devolved services
Public lighting		R31	1,000				1,000	
Vision		R41	4,848				4,848	
Admin contingency		R32	7,390				7,390	5 k moved to vision
Trees		R33	24,325				24,325	
<b>DEVOLVED SERVICES</b>		R34	-				-	solar lighting
Library **		R35	78,500				78,500	Valuation /survey advice
Other Devolved Services ***		R36	54,908	82,000	100,000		36,908	Net transfer
Skate Park		R37	10,000	5,000			15,000	
Economic Development		R38	4,356	7,500			11,856	Saturday Markets
Raunds Goes Green		R39	12,000	12,000	10,000		14,000	Propsed expenditure allocated by working party
Covid-19		R41	5,000				5,000	
General Reserve		G1	236,790	30,000	60,000		206,790	
<b>Total</b>			<b>874,540</b>	<b>136,500</b>	<b>475,709</b>		<b>535,331</b>	

### **Appendix 3: INVESTMENT POLICY AND BORROWING POLICY**

The Council Investment and borrowing Policy, shall be in accordance with the Trustee Act 2000, and shall be reviewed biennially

#### **Investment**

The Council will have regard to all appropriate guidance on Local Government Investments including that from Internal and External Auditors, the LGA, CIPFA's and Treasury Management in Public Services Code of Practice and CLG Guidance

The Council shall invest only funds that are surplus to their operational financial requirements. The Council shall invest only in low-risk, short term, accessible investments, at best available interest at the time of investment, whilst also considering ethical standards.

The Council shall not make any investment in foreign currencies, foreign countries, and nor any with low credit quality bodies, nor any that are defined as capital expenditure by legislation (such as company shares or corporate bonds)

All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

All investments of money under the control of the Council shall be in the name of the Council

~~All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose~~

All investment certificates and other documents relating thereto shall be retained in the custody of the Council Offices under direction of the Clerk to the Council / RFO.

#### **Borrowing**

All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose

**Adopted 14 September 2010 at Full Council.**

**Reaffirmed June 2012 at Full Council.**

**Reaffirmed October 2015.**

**Reaffirmed February 2018**

**Reviewed September 2020**

**To be reviewed biennially.**

### **Appendix 3: PRESS, MEDIA & PUBLICITY POLICY**

Raunds Town Council welcomes enquiries from the Press & Media and recognises that our relationship with the press helps us communicate with the residents. The Council recognises the need for this and should be reflected in how we deal with the Press. The aim of this policy is to ensure that the Town Council is seen to communicate in a professional and objective manner. This policy should be considered in conjunction with the Members Code of Conduct.

The Council's approach to the media should be:

- Open and honest,
- Proactive,
- Responsive and timely,
- Information oriented.

**These are two types of press release:**

#### **Official Town Council Releases:**

An Official Town Council release is made on behalf of the Town Council. This will be written by The Clerk to the Council. In the absence of The Clerk, the Council Officer would be responsible for the issuing of Official Council Press Releases. It is non-party political and includes a quote from the relevant Councillor(s). This is usually the Chairman of the Council (Town Mayor) or a committee Chairman.

#### **Councillor Press Releases:**

Councillor's press releases are personal and are written and issued by the Councillor responsible. This release may or may not be political and should not include the name of a Council Officer, or a Council telephone number as point of contact. It would be beneficial for copies of intended release, especially those of a factual nature, to be provided to the Clerk to the Council. Councillors seeking advice can either contact the Clerk to the Council or District Council Monitoring Officer.

#### **Press Release Protocol:**

The Following forms the Protocol for Council Members and Officers:

- All official Council Press releases will include a quotation from the relevant Councillor, where appropriate. In some circumstances it may be appropriate to also include the Ward Councillor or other Councillor promoting the scheme.
- All official Council press releases must be issued on a template provided by the Clerk to the Council. The template will include the Raunds Town Council logo.
- Official press releases will not identify the political party or group affiliation of any Member(s) quoted in the release.
- The Clerk to the Council is the first line of decision making in terms of what is newsworthy for official press releases and shall make the final decision on whether a press release shall be issued, unless otherwise directed by the Council or Committee.
- In the years when elections occur, during periods from the issue of the Notice of Election until the day of Election, The Clerk will issue no releases quoting Council Members. During this time any quotes will be from The Clerk. The relevant period of purdah will be observed.
- The role of The Clerk is to **advertise** and provide support and advice to Council Members in their communication activities.
- Council Members are solely responsible for the writing and distribution of all Councillor press releases and any Editors Letters to the media.
- Council Member releases must not use the Town Councils logo or use the Council or an Officer as a point of contact.

- Officers and Council Members must act reasonably and responsibly.
- Council Members are minded that they must not misuse Council resources for political or other inappropriate purposes. Should the Council receive a Freedom of information request on a topic on which there is correspondence (email or written) from or with Members, normally that correspondence would have to be disclosed, unless it was exempt. The fact that the disclosure of the correspondence may prove embarrassing would not, of itself, prevent disclosure. In addition, care should be taken when processing personal data. The Data Protection Act 2018 prevents the use of personal information other than for the purposes for which it was supplied. Members should bear this in mind when using any personal data which may be supplied to them by their constituents.
- In general, The Clerk to the Council will be responsible for interpretation of the Protocol.

**Adopted December 2010, Amended February 2016, Reaffirmed Sept 2018, Amended September 2020, to be reviewed biennially**

## **Appendix 4: Flag Flying Policy**

### **Town Flag**

**This policy should be read in conjunction with the Town Council protocol for marking the death of a senior national figure or local holder of high office. The protocol shall always take precedence.**

**The Town Flag shall be flown from the town flagpole, at full mast, at all times unless:**

**a) The Union flag should be flown as detailed below:**

The Union flag will be flown to mark the following occasions:

- 6 February Her Majesty's Accession
- 21 April Birthday of Her Majesty
- 2 June Coronation Day
- 2<sup>nd</sup> Saturday in June Official celebration of Her Majesty's Birthday
- 2<sup>nd</sup> Sunday November Remembrance Sunday
- 11 November Remembrance Day (if different)
- 20 November Her Majesty's Wedding Day

The flying of the Union Flag shall take precedence over all other flags.

**b) Or to mark a specific occasion with the appropriate flag:**

- The Cross of St. George should be flown on the 23<sup>rd</sup> April
- The Commonwealth Flag shall be flown on Commonwealth Day, normally the second Monday in March
- The Armed Forces Day Flag should be flown on the last Saturday in June.
- The Red Ensign shall be flown on the 3<sup>rd</sup> September
- The RAF flag shall be flown on Battle of Britain Day on the 15<sup>th</sup> September.
- 

**c) Or The Town Flag should be flown at half-mast**

The Town Flag shall be flown half-mast in the following circumstances:

- On the death of present or former Town Councillors.
- On the death of present or former District or County Councillors representing the town.
- On any other occasion where a simple majority of the Members of the Council agree and where this has been first indicated to the Clerk.



The period the Town Flag will fly half-mast shall be:

- For past or present councillors: a period of seven days or until the day following the funeral (whichever period is the sooner).
- On any other occasion: for a number of days not exceeding seven, determined by a simple majority of Members of the Council.

However, the period of flying shall be reduced where the period coincides with the flying of the Union Flag (see below).

**d) Or The flag may sustain damage (storm, Christmas Tree etc).**

**Notes to the policy:**

1. Half-mast means the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole.
2. The Union Flag must be flown the correct way up. This is with the wider diagonal white stripe above the red diagonal stripe in the half nearest to the flagpole. The wider diagonal white stripe should be above the red diagonal stripe at the top left hand side of the Flag nearest the flagpole.
3. It is unlawful to fly or use a flag of the arms of any local authority save on sites or premises occupied by that authority.

**Re-Written & Adopted: November 2014.**  
**Reviewed April 2016**  
**Reviewed and amended September 2020**  
**To be reviewed **biennially****