

RAUNDS TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes 1 December 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 H Howell, Cllr D Hughes, Cllr S Hughes,
Cllr R Beattie and Cllr L Wilkes

IN ATTENDANCE

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

ALSO PRESENT

5 MEMBERS OF THE PUBLIC

429.20 To Receive Apologies for Absence.

Apologies were received from Cllr Curtis

RESOLVED to note the apology

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

NONE RECEIVED

(4 members of the public were disruptive and after requests to maintain order they were advised that they had to be removed from the meeting and the Clerk removed them from the meeting)

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

NONE RECEIVED

432.20 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

433.20 [Minutes](#): to confirm the minutes of the Finance and Policy Committee meeting held 3 November 2020

RESOLVED that the minutes of the meeting held on 3rd November 2020 be confirmed as a true record

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

Members reviewed the payments as shown in Appendix 1 and the Clerk answered members questions thereon.

RESOLVED to approve the payments as shown in Appendix 1

435.20 Finance and Policy Committee Budget Review and Planning:

a. To review the committee's progress against the 2020/21 budget

Members reviewed the progress against budget as shown in Appendix 2.

No further comments were noted.

RESOLVED to note the report

b. To consider the 2021/22 budget for the Finance and Policy Committee.

Members considered the budget for 2021/2022

The following cost centres were discussed and amendments to the budget for 2021/22 were agreed. Following discussion it was...

RESOLVED that

a) the budgets for the following nominal codes would be as shown below

Nominal code/cost centre	Description 2021/2022	Reason for change	Budget 2021/2022
1060/120	Hiring the Town Hall (weddings and meeting hire)	On-going reduction due to Covid-19	£2,000
4100/100	Elections	Reserves now sufficient to cover 2021 elections	£0
4515/100	Utilities Broadband / Internet	Not required under this cost centre	£0
4250/120	Repairs and maintenance	Refurbishment of toilets/decoration	£10,000

b) All other cost centres would be subject to an inflationary uplift to be agreed when the Finance and Policy Committee review the Full Council budget

c. To note the Council tax base for 2020 and to consider the implications of this on the whole council's budget and precept for 2021/22.

Members reviewed the report of the clerk as shown in Appendix 3 and it was noted that the council tax base for 2021/2022 was still subject to the outcome of a consultation and the implications of this were noted:

RESOLVED to note the report

436.20 How to have you say at a council meeting: To consider the Town Council Policy for “How to have you say at a council meeting”

Members reviewed the policy and amendments were made and it was...

RESOLVED to recommend to the Full Council that the policy be as adopted as shown in Appendix 4

437.20 Co-option procedure: To consider the Town Council Co-option procedure

RESOLVED to recommend to the Full Council that the policy be as adopted as shown in Appendix 5

There being no further business the meeting concluded at 20.06

Approved: (Town Mayor)

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

Approved: (Chairman)

Meeting date:(Committee)

Appendix 1 - Payments Lists

Date: 27/11/2020

Raunds Town Council

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Unity Trust A/C

List of Payments made between 01/10/2020 and 31/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2020	ENC	DD	85.00		Business Rates - Cemetery
01/10/2020	ENC	DD	1,183.00		Business Rates - Saxon Hall
01/10/2020	ENC	DD	160.00		Business Rates - Public Conven
01/10/2020	ENC	DD	107.00		Business Rates - T/H A
01/10/2020	ENC	DD	167.00		Business Rates - T/H C & R1
01/10/2020	ENC	DD	91.00		Business Rates - T/H D
01/10/2020	ENC	DD	82.00		Business Rates - T/H E
01/10/2020	ENC	DD	170.00		Business Rates - T/H F
02/10/2020	Webb House Ltd	TRANS	36.00		Payroll September
02/10/2020	Town Planning Services	TRANS	474.00		Planning Objection
02/10/2020	T C Landscapes	TRANS	389.50		Play Equipment
02/10/2020	Staff Expenses	TRANS	54.00		Mileage June - Sept 2020
02/10/2020	Smith Skip Hire	TRANS	240.00		Skip -Saxon Hall clear out
02/10/2020	Rushden Graphics	TRANS	104.28		Sign - The Rowans
02/10/2020	Rialtas Business Solutions	TRANS	355.20		Booking Annual Charges
02/10/2020	Red Occasions	TRANS	1,176.00		Removal of Audio Equip
02/10/2020	Nutec Security Systems	TRANS	127.20		Removal of Burglar Alarm
02/10/2020	Miss E M Sims	TRANS	-800.00		Refund for Wedding 17/04/2021
06/10/2020	Rushden Town Council	301254	25.00		Sponsored Sky Dive
07/10/2020	J H May Electrical	TRANS	243.58		Repairs to Chuirch St Lighting
07/10/2020	East Northamptonshire Council	TRANS	8,381.80		Grounds Maintenance Aug 2020
07/10/2020	Millennium Quest Limited	TRANS	7,000.80		Part 1: Supply & Install
07/10/2020	East Northamptonshire Council	TRANS	28.00		Associated Servs August 2020
07/10/2020	David Bailey	TRANS	62.40		Security Market Sept
07/10/2020	Stephen Pell	TRANS	80.00		Various Works
07/10/2020	HMRC	TRANS	1,956.00		PAYE/NI Sept 2020
12/10/2020	Southern Electric	DD	1,770.45		Gas Supply Saxon hall
14/10/2020	Wisbeach Town Council	301253	50.00		Civic Event 13/09/2020
14/10/2020	Mr D A Fuller	TRANS	1,150.00		Roof Works Town Hall
14/10/2020	Rushden Graphics	TRANS	62.88		Sign - The Rowans
14/10/2020	Mr & Mrs Auger - Daventry DC	TRANS	15.00		CD - Daventry DC's Charity
14/10/2020	Hygiene Solutions	TRANS	192.57		Waste Removal
14/10/2020	Farm & Garden Central Ltd	TRANS	9.99		Various Items
14/10/2020	Alchemy Tree Surgery	TRANS	320.00		Works at York Way/Dog Park
14/10/2020	Adler Manufacturing	TRANS	221.94		RTC Pens
14/10/2020	A J Pearson	TRANS	1,576.00		Gardening
14/10/2020	A & R Print	TRANS	545.39		Annual Accounts Booklet
14/10/2020	1st Reaction Security Limited	TRANS	43.20		Barrier Lock & Unlock Sep 2020
15/10/2020	Go Cardless	DD	273.75		Telephone & Internet
16/10/2020	Lloyds Card	Bank Trans	367.02		Pay off Lloyds Card
19/10/2020	Southern Electric	DD	70.53		Unmetered Supply
19/10/2020	Veda	TRANS	500.00		Shop Front Grant - Hairdresser
19/10/2020	The Chalk Paint Guy	TRANS	500.00		Shop Front Grant
19/10/2020	Smiths Fire LLP	TRANS	199.56		Fire Extinguisher Service
19/10/2020	Reids Playground Maintenance	TRANS	582.00		Playground Maintenance/Repairs
19/10/2020	Nichola Joynes	TRANS	15.00		Retirement Gift
19/10/2020	Datashredders Ltd	TRANS	127.50		Office Shredding

Date: 27/11/2020

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Unity Trust A/C

List of Payments made between 01/10/2020 and 31/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/10/2020	Brook Street News (MACE)	TRANS	372.50		Shop Front Grant
19/10/2020	Northamptonshire Pension Fund	TRANS	2,553.37		Pensions Sept 2020
20/10/2020	World Pay	DD	20.67		Transaction Charges Sept 2020
20/10/2020	World Pay	DD	11.94		Subscription Fees October 2020
20/10/2020	Anglian Water Business	DD	89.17		Water Rates - Saxon Hall
22/10/2020	Wireless Logic	DD	42.60		Electronic Noticeboards
22/10/2020	Southern Electric	DD	11.06		Electricity Feeder 1
22/10/2020	Smiths Fire LLP	TRANS	-73.50		Refund Monitoring Station
22/10/2020	Southern Electric	DD	11.66		Electricity Feeder 2
26/10/2020	North Pole Productions	TRANS	1,500.00		Deposit for Grotto 2020
26/10/2020	Commerce Windows	TRANS	475.00		Shop Front Grant - Scissor Sis
26/10/2020	Blachere Illuminations	TRANS	3,474.00		Christmas Stars
26/10/2020	ScrimSign	TRANS	540.00		Electronic Noticeboard Softwar
26/10/2020	D J Hutching & Sons Ltd	TRANS	56,407.68		Saxon Hall Refurb P1
26/10/2020	Cherryfield Ecology	TRANS	430.80		Survey - Saxon Hall Refurb
26/10/2020	J H May Electrical	TRANS	754.54		Square/ Memorial Electric Test
26/10/2020	Nutec Security Systems	TRANS	91.20		Call out for Saxon Hall Refurb
28/10/2020	Veolia	DD	334.18		Refuse Collections Sept 2020
29/10/2020	Salaries	TRANS	8,208.69		Salaries - October 2020
30/10/2020	Southern Electric	DD	207.91		Electric Flood Lighting Church
Total Payments			106,035.01		

Appendix 2 – Income and Expenditure report

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13:34		Detailed Income & Expenditure by Budget Heading 30/09/2020			
Month No: 6		Cost Centre Report			
	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Budget 2021/22
<u>Administration</u>					
Miscellaneous Income	12,271	(300)	382	682	
Grants	25,631	0	0	0	
Sale of Assets	7,500	0	0	0	
Insurance Claim Received	2,660	0	0	0	
Photocopying (Income)	56	0	164	164	
Precept	469,069	501,070	501,070	0	
Bank Interest & Dividends	3,377	748	2,000	1,252	
Administration :- Income	520,564	501,518	503,616	2,098	
Car & Expenses Allowances	761	0	0	0	
Meeting Costs	1,326	37	541	504	
Elections	0	0	2,550	2,550	
Mayor's Allowance	2,206	94	2,550	2,456	
Chain of Office/Mayoral Board	1,484	0	1,623	1,623	
Mayor's Civic Service	836	0	714	714	
Bank Charges	741	395	368	(27)	
Professional Fees	1,068	703	2,705	2,002	
Accountancy & Audit Fees	2,635	1,130	2,600	1,470	
Health & Safety	1,045	28	1,224	1,196	
Janitorial Supplies/Cleaning	1	(0)	0	0	
IT/Office Equip/Upgrades	1,716	888	1,300	412	
Stationery Supplies	1,295	456	1,082	626	
Postage	679	130	866	736	
Insurance	6,620	4,938	7,140	2,202	
Subscriptions	3,148	3,694	3,060	(634)	
Printing & Photocopying	2,786	1,512	3,152	1,640	
Cllrs Expenses	1,250	0	1,800	1,800	
Civic Photograph	0	0	541	541	
Advertising (Media)	422	200	0	(200)	
Newsletter	5,093	1,544	3,060	1,516	
Website	450	450	541	91	
Flags	0	100	163	63	
Equipment	190	0	0	0	
Utility Bills: Telephone/Inter	0	0	2,700	2,700	
Bad Debts	0	0	158	158	
Contingency	5,010	0	1,051	1,051	
Business Interface	0	0	2,051	2,051	
Administration :- Indirect Expenditure	40,762	16,298	43,540	27,242	0
Net Income over Expenditure	479,802	485,220	460,076	(25,144)	

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Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Budget 2021/2022
Offices (The Hall)					
Rents The Hall	28,214	13,622	25,000	11,378	
Hiring The Hall	5,253	683	5,000	4,317	
Offices (The Hall) :- Income	33,467	14,305	30,000	15,695	
Professional Fees	1,005	0	612	612	
Health & Safety	0	0	276	276	
Janitorial Supplies/Cleaning	17	476	1,104	628	
Repairs & Maintenance	6,982	1,609	5,100	3,491	
Vandalism	0	0	552	552	
Electrical Works	217	0	5,100	5,100	
General Grounds Maintenance	0	0	442	442	
Security: General	0	0	276	276	
Security: Intercom System	0	0	662	662	
Security: CCTV	0	0	717	717	
Security: Fire Alarm	2,327	130	828	698	
Security: Burglar Alarms	201	0	221	221	
Contract Cleaning	440	152	276	124	
Equipment	550	132	276	144	
Notice Boards	0	0	216	216	
Utility Bills: Electricity	4,708	1,120	3,863	2,743	
Utility Bills: Gas	3,414	420	2,759	2,339	
Utility Bills: Water Rates	682	166	552	386	
Utility Bills: Telephone/Inter	3,115	882	1,656	774	
Refuse/Waste Disposal	0	0	552	552	
Business Rates	6,076	3,707	6,120	2,413	
Weddings	747	0	0	0	
Offices (The Hall) :- Indirect Expenditure	30,479	8,793	32,160	23,367	
Net Income over Expenditure	2,988	5,512	(2,160)	(7,672)	
Grand Totals:- Income	554,031	515,823	533,616	17,793	
Expenditure	71,240	25,090	75,700	50,610	
Net Income over Expenditure	482,791	490,733	457,916	(32,817)	
Movement to/(from) Gen Reserve	482,791	490,733			

Appendix 3 – CTB report

Summary:																													
A report providing information on council tax base for 2021/2022																													
Attachments:																													
None																													
1.0	Introduction																												
1.1	Each year the Council must pass a resolution to set its Precept for the following financial year.																												
1.2	The Precept is the main source of income for the Council and is calculated by taking the net estimated expenditure after deducting income streams and the use of reserves (if appropriate). East Northamptonshire Council is responsible for raising the revenue to meet the precept through the Council Tax levied on taxpayers within Raunds.																												
1.3	Each year, East Northamptonshire Council is responsible for calculating a tax base for each town and village within East Northamptonshire Council. The provisional figure for 2021/2022 will hopefully be available in time for this committee meeting.																												
1.4	The tax base is calculated by reference to the number of domestic properties in the town or parish to which is added anticipated completions (new properties) less an allowance for exemptions, discounts, the cost of the local council tax support scheme (LCTSS) and an allowance for losses on collection.																												
1.5	The basis for calculating the council tax base is changing for 2021/22 in line with the new unitary authorities																												
	The council tax base for 2021/22 is still subject to the outcome of a consultation, on the level of council tax support to be offered to those on low incomes.																												
	Financial implications - changes to tax base																												
2.0	The table below illustrate changes to the Council Tax Base and precept over time. 2 possible figures are given for the council tax base in 2021/22 depending on the outcome of the consultation detailed above.																												
2.1.	<table border="1"> <thead> <tr> <th>Financial Year</th> <th>Tax base</th> <th>Precept</th> <th>Band D</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>2,785</td> <td>£325,845</td> <td>£117</td> </tr> <tr> <td>2018/19</td> <td>2,916</td> <td>£442,912</td> <td>£152</td> </tr> <tr> <td>2019/20</td> <td>3,088</td> <td>£469,069</td> <td>£152</td> </tr> <tr> <td>2020/21</td> <td>3,234</td> <td>£501,070</td> <td>£155</td> </tr> <tr> <td>2021/2022</td> <td>3,295</td> <td>£510,725</td> <td>£155</td> </tr> <tr> <td>2021/2022</td> <td>3,312</td> <td>£513,360</td> <td>£155</td> </tr> </tbody> </table>	Financial Year	Tax base	Precept	Band D	2017/18	2,785	£325,845	£117	2018/19	2,916	£442,912	£152	2019/20	3,088	£469,069	£152	2020/21	3,234	£501,070	£155	2021/2022	3,295	£510,725	£155	2021/2022	3,312	£513,360	£155
Financial Year	Tax base	Precept	Band D																										
2017/18	2,785	£325,845	£117																										
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Appendix 4 - How To Have Your Say At A Council Meeting

This form explains what to do if you want to speak about an item or present a petition at a Town Council or committee meeting.

Raunds Town Council makes its decisions at Council and Committee meetings. These meetings are open to the public although you may sometimes be excluded if anything confidential is being discussed.

Who can speak?

A period of not more than 2-minutes will be allowed at Council meetings (except the Annual Town Assembly), and Committee meetings (except Sub Committees), to give people the chance to speak about an item at the meeting, present a petition or ask a question. Where several people want to speak on the same issue, they will be asked to choose one spokesperson to represent their position on the issue. Requests will otherwise be dealt with on a "first to ask, first served" basis.

How do I arrange to speak?

To speak at a meeting you must tell the Town Council before the meeting. Requests to speak at a meeting must be received **in writing** by the Clerk to the Council's Office not less than 2 working days before the meeting is due to take place. **You can send us a letter, use the form on this leaflet, ring the Council's Office on 01933-622087, e-mail info@raunds-tc.gov.uk, or contact us through other messaging service e.g. Facebook Messenger**

An item may be discussed at other meetings before a decision is made. Usually, you will only need to speak at one of these meetings.

At the meeting:

You may speak for up to 2 minutes, after which you will be asked to stop by the Chairman. All debate and decisions are made by Councillors only. You may not take part in Council or Committee debate, or vote on issues. **Where a meeting is held virtually you will also need to be aware of the virtual meeting protocol**

We ask you not to:

- Ask individual Councillors or council staff direct questions.
- Disclose any confidential or exempt information.
- Be abusive.
- Make statements of a personal or defamatory nature (which could result in legal action against you).
- Interrupt other speakers or the Council debate.

Adopted June 2008

Re-affirmed September 2010

Amended January 2015, To Be reviewed Bi-Annually

Re-affirmed February 2018

Amended December 2020

Speaking at Town Council Meetings.

You can use this form to ask to speak about an item or present a petition at a Town Council or committee meeting; present a petition or ask a question.

I wish to speak /present a petition at a Town Council/Committee meeting:

Name of Meeting..... on (date).....

I want to speak about/my petition is about:

.....

Name (please print)

Address

.....

Tel. No.....

Date of submission.....

This request must reach us before 4pm at least 2 working days before the meeting at which you wish to speak.

Send this form to:

The Office of the Clerk to the Council, Raunds Town Council, Council Offices, Thorpe Street, Raunds, Northants. NN9 6LT.

Other Information

Meetings are held in the Council Chamber, Council Offices, Thorpe Street, Raunds, Northants. NN9 6LT. A calendar of council and committee meetings is available on request from the Council's Office on 01933-622087 or e-mail info@raunds-tc.gov.uk.

Nothing in these arrangements shall supersede the council's procedure rules for the proper conduct of the meeting.

The Chairman's authority at a meeting is final.

If English is not your first language and you would like help with interpretation or translation at the meeting please contact the Council's Office on 01933-622087 or e-mail info@raunds-tc.gov.uk.

Appendix 5 - CO-OPTION PROCEDURE

1.0 Introduction

1.1 The Council must give public notice of a casual vacancy as soon as possible in accordance with section 232 of the Local Government Act 1972.

1.2 The Town Clerk shall duly publish 'a notice of vacancy' giving 14 days within which a by-election may be called.

1.3 Following expiry of the 14 days notice, East Northamptonshire Council will advise the Council if a by-election is to be held or if the vacancy is to be filled by co-option.

1.4 To ensure good decision making, meet its responsibilities under equality legislation and to provide a fair and transparent process, the following procedure has been adopted by Raunds Town Council.

2.0 The co-option process

2.1 Where no by-election is called, the Council must meet and fill the vacancy within a reasonable period of time following expiry of the initial 14 day period. The only exception is where a by-election is not called and the vacancy occurs within 6 months of when the Councillor would retire, then the post may be left vacant.

2.2 The Town Clerk will advertise the vacancy for 4 weeks on the Council notice boards and website, applying for eligible candidates to come forward.

2.3 Applicants for co-option will be asked to:

- submit information about themselves, by way of completing an application form and submitting their ~~Curriculum Vitae or~~ personal statement (a copy of the application form is attached as Appendix A – section 1);
- confirm their eligibility for the position of Councillor by certifying a copy of the eligibility criteria on the application form (Appendix A - section 2).

2.4 Copies of the applicant's ~~Curriculum Vitae~~ statement and application form will be circulated to all Councillors, prior to the relevant full Council meeting where the co-option is to be considered. Documents may be tabled in respect of a late application. All such documents shall be treated as Private and Confidential.

2.5 Candidates will be given the opportunity to address the Council for no longer than two minutes in support of their application.

2.6 The press, public and candidates will be asked to leave the Council Chamber while the applications are discussed. ~~Or where a meeting is being held virtually they will be placed in a virtual waiting room~~

2.7 The press, public and candidates will then be re-admitted to the meeting prior to voting taking place.

2.8 All candidates will automatically be put forward to the vote

~~2.8 A Councillor present at the meeting, shall nominate and another second the application they wish to support. Any applications not being nominated will fail at this point.~~

2.9 Voting will be in accordance with statutory requirements. A successful candidate must receive an **absolute majority**, i.e. receive more than 50% of the votes cast.

2.10 If there are more than two candidates for one vacancy and no one of them at the first count receives an absolute majority over the rest of the candidates, the candidate with the least votes will fail and the remaining candidates voted on again. This process shall be repeated until an absolute majority is obtained.

2.11 In accordance with Standing Orders, voting will be by show of hands or a signed ballot if requested. ~~Where a meeting is being held virtually voting will be by use of the private chat function or other electronic means and the clerk will prepare a "how to guide" ahead of such instances.~~

2.12 If any member requests, a record will be made of the names of members and the way they voted or abstained.

2.13 In the case of an equality of votes, the matter will stand adjourned until the next Council meeting when the process will be repeated.

2.14 After the vote has been concluded, the Mayor will declare the successful candidate duly elected.

Adopted April 2014

Amended December 2020

To be reviewed triennially