

RAUNDS TOWN COUNCIL MEETING**12 January 2021 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 S Hughes (Chair), Cllr R Beattie, Cllr K Harrison, Cllr H Howell, Cllr D Hughes, Cllr B Tirebuck, Cllr R Tyman and Cllr L Wilkes, Cllr R Levell

IN ATTENDANCE

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

491.20 Apologies for absence

Apologies were received from Cllr O Curtis

RESOLVED to note the apology.

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

NONE RECEIVED

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

NONE RECEIVED

494.20 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 LEAVE THE MEETING FOR THAT ITEM

NONE RECEIVED

495.20 Minutes:

a. to confirm the minutes of the Council meeting held 8 December 2020.

RESOLVED that subject to amending item 450.20 to read...

It was noted that enquiries had been made into the chains of office for the Chairman of East Northamptonshire Council becoming the Chains for the Chairman of the new unitary.

The minutes of the meeting held on 8th December 2020 be confirmed as a true record.

- b. to confirm the minutes of the Extraordinary Council meeting held 22nd December 2020.

RESOLVED that the minutes of the extraordinary meeting held on 22nd December 2020 be confirmed as a true record.

- 496.20 Committee report:** To receive the report of the Personnel Committee meeting held on 11 December 2020.

Cllr Tirebuck presented the minutes (forming the report) of the Personnel Committee meeting held on 11 December 2020 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 11 December 2020 be agreed.

- 497.20 Committee report:** To receive the report of the Planning Committee meeting held on 17 December 2020.

Cllr Howell presented the minutes (forming the report) of the Planning Committee meeting held on 17 December 2020 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 17 December 2020 be agreed.

- 498.20 Committee report:** To receive the report of the Finance and Policy Committee held on 5th January 2021.

Cllr Levell presented the minutes (forming the report) of the Finance and Policy Committee meeting held on 5th January 2021 which were received, and the resolutions and recommendations duly considered.

Cllr Levell drew members attention to the draft budget and the precept recommendations..

- a. To approve the budget for 2021/2022

Members reviewed the draft budget as shown in Appendix 1 and following discussion it was...

RESOLVED to approve the draft budget.

- b. To approve the Precept for 2021/2022

Having approve the draft budget members considered the precept request and following discussion it was...

RESOLVED to set a precept of £511,765.00 (Five hundred and eleven thousand and seven hundred and sixty five thousand pounds) be set for the year 2021/2022.

RESOLVED that the report be approved, and the resolutions of the Finance and Policy Committee meeting held on 5 January 2021 be agreed.

499.20 District Councillors Report

NONE RECEIVED

500.20 County Councillors Report

Cllr Hughes reported that the council were expecting to deliver a balanced budget for 2020/2021.

The County Council continued to be busy working on the Covid response and in particular the roll out of the vaccine program.

RESOLVED to note the report.

501.20 Unitary Report: To note matters relating to local government reform in Northamptonshire.

Some consideration was being given to what governance structures may be needed if elections were postponed in May 2021 due to the pandemic.

Consideration was also being given to how planning would be managed, and it seemed likely that area based committees would deal with smaller development with a strategic committee looking at larger development across the Unitary authority.

RESOLVED to note the report.

502.20 Mayor's Report: To receive the Mayors report.

The Mayor had supported St Ives Council in the preparation of a time capsule and had submitted various documents and information on Raunds for inclusion in the capsule.

The Mayor had also attended a virtual history walk around Wellingborough.

Finally, the Mayor reported that she had been touched by the number of thank you letters she had received following the distribution of the Christmas Care Packs.

503.20 Payment Lists: To receive the payment lists.

This item was deferred.

504.20 Coronavirus- action taken by Raunds Town Council

- a. To receive an update on actions being taken by Raunds Town Council in the light of Coronavirus

The Clerk noted that as the country had moved back into full lockdown the offices were currently closed to the public.

The Clerk re-iterated the Mayors point that the response to the Christmas care packs had been overwhelming with many older residents commenting not just on the items in the pack but the “friendly face on the doorstep”.

RESOLVED to note the report.

505.20 Grant Applications: To consider grant applications from NT Nails and The Blue Fish Bar - Shop Front Grant Scheme.

Members reviewed both grant applications and welcomed the work that both businesses had done to open in the current climate. They also noted the work that had been done to improve their shop fronts.

It was agreed in principle to support both businesses but that further paperwork was needed to support both the applications.

RESOLVED that the Clerk ask the businesses to supply the relevant documentation and that the applications will be reviewed at a future meeting.

506.20 Saxon Hall: To receive a report on the refurbishment of Saxon Hall.

Members reviewed the report of the Clerk as shown in Appendix 2 and it was noted that the project remained within budget.

The working group were pleased with the finishes to date and were looking forward to completion of the project and the re-opening of Saxon Hall.

RESOLVED to note the report.

507.20 Twinning: To consider future twinning arrangements in the town.

Cllr Wilkes explained that Lake Barrington in Illinois were keen to twin with Raunds as the Mayor of Lake Barrington had links to Raunds.

Members who had taken part in previous twinning visits explained the value of the visits and it was also noted that future twinning arrangements could look to engage with local schools.

Following discussion, it was...

RESOLVED to form a working group of Cllr Wilkes, Cllr Harrison, Cllr S Hughes, Cllr D Hughes, and Cllr Levell who would meet to review future twinning opportunities.

508.20 Police Liaison Representative: To appoint a police liaison representative to act as a single point of contact with Northamptonshire Police.

Members considered the information from the Northamptonshire Association of Local Councils and the role description as shown in

Appendix 3, it was noted that there was an overlap with the JAG representation.

Following discussion, it was...

RESOLVED that Cllr Howell be appointed as the Police Liaison Representative.

509.20 [Northamptonshire Larger Council Partnership](#): To receive information from the meeting with the Northamptonshire Police and Crime Commissioner.

Cllr Wilkes and Cllr S Hughes had attended the presentation which had been very informative.

As well as the presentation from the Police and Crime Commissioner useful information had been shared with attendees regarding use of CCTV to tackle crime and anti-social behaviour.

RESOLVED to note the report.

510.20 **Thriving Communities**: To receive information regarding the thriving communities' workshop and the development of a Health and Wellbeing strategy.

The Mayor and Clerk had attended the Northamptonshire County Association of Local Councils AGM in October 2020. The theme of the AGM had been Health and Wellbeing, following this it had been agreed that Raunds Town Council should develop a Health and Wellbeing strategy.

As a first step in developing the strategy a "thriving communities' workshop" would take place on Wednesday 27th January 2021.

The workshop will be facilitated by Stuart Mallett from Northamptonshire's Health and Care partnership, Stuart has taken a lead on developing social prescribing and tackling social isolation in Northamptonshire.

The workshop will look at what Raunds Town Council already do to support health and wellbeing in the town and what more can be done. It will be a starting point to developing a health and wellbeing strategy for the town.

RESOLVED to note the date of the workshop and that all members were able to attend.

511.20 **Community Flyer**: To consider the development of a community flyer.

It was agreed to form a working party to develop a community flyer.

RESOLVED that Cllr Howell, Cllr B Tirebuck and Cllr D Hughes form a working party to develop the flyer.

512.20 Planning Matters:

a) Planning applications received for consideration:

20/00990/FUL | Erection of Building for storage of Light Aircraft and Hay and Use of Field as Grass Landing Strip | Hargrave Lodge Farm Shelton Road Hargrave Wellingborough Northamptonshire NN9 6BA

RESOLVED that Raunds Town Council strongly object to this application due to the lack of information.

It is not clear if the application will include commercial use and if the applicant must have or does have flying and/or small aircraft consent.

Raunds Town Council support Hargrave in their objections and agree with concerns regarding:

- **the safety aspect of storing flammable items with aviation fuel.**
- **the total potential aircraft movements giving rise to noise pollution that would result in the loss of residential amenity for the residents of Raunds and Hargrave.**
- **livestock that are kept close by and that aircraft noise can be extremely distressing for them.**

20/01580/LBC | Replacement windows and doors to property. | 40 Grove Street Raunds Wellingborough Northamptonshire NN9 6DS

RESOLVED that Raunds Town Council have no objections.

b) Amended planning application:

20/00954/FUL | Full application for the erection of 14no. dwellings and associated works | Land Known As The Poplars Brick Kiln Road Raunds Northamptonshire – to consider any additional response to the original objection by Raunds Town Council.

RESOLVED that Raunds Town Council can confirm no further observations and reaffirms the original objection that was agreed at the Planning Committee meeting held on 1st October 2020.

20/01101/FUL | External alterations, 2 storey side extension and 2 storey rear extension including additional habitable roof space | Madison Chelveston Road Raunds Wellingborough Northamptonshire NN9 6DA – to consider any additional response to the original objection by Raunds Town Council.

RESOLVED that on further review, Raunds Town Council object to this application on the grounds of highway safety.

Raunds Town Council support comments received from Highways in relation to the intensification of usage of an existing access on a principal county road and agree that the B663 does carry a considerable volume of traffic throughout the day, particularly during the two peak periods of the day.

513.20 Personnel Matters

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

514.20 Recruitment: To confirm the following in relation to the recruitment of the Operations Manager.

- a) The job description and person specification

Following discussion, it was...

RESOLVED that the job description and person specification be as shown in Appendix 4.

- b) Advert

Following discussion, it was...

RESOLVED that the advert be as shown in Appendix 5.

- c) Timeline and recruitment process for the Operations Manager.

Following discussion, it was...

RESOLVED that the timeline be as shown below:

Advert and supporting documents to be agreed 12 January 2021,
Advert to be placed – 13 January 2021,
Closing Date - Friday 29th January 2021,
Shortlisting to take place -1st February 2021,
Interviews week commencing - 8th February 2021.

There being no further business the meeting concluded at 21:30

Approved: (Town Mayor)

Meeting date:9 February 2021(Council)

Appendix 1: Budget 2021-22

Cost Centre/Committee	Budget 2020-21	Proposed Budget 2021-22
ELR Expenditure	139974	142774
ELR Income	14056	14130

Personnel Expenditure	126665	144355
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Finance Expenditure	2627	2679
Finance Income	2000	2000

Saxon Hall Expenditure	75137	76362
Saxon Hall Income	35000	19500

Administration Expenditure	43071	38578
Administration Income	515	515

The Hall Expenditure	32160	37601
The Hall Income	30000	27000

Events Expenditure	53200	54254
Events Income	0	0

RUNNING THE COUNCIL	472834	496602
TOTAL INCOME	81571	63145
NET EXPENDITURE	391263	433457
	0	0
RTC Projects	24500	25000
Devolved Services	82000	50000

Total Expenditure	497763	508457
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Effect of increase in CTB	22176	10695
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Transfer from/to Reserves	-3307	-3308
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Precept	501070	511765
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* note minor update to CTB from previous estimate

Appendix 2: Saxon Hall Refurb

Summary: A report on Saxon Hall Refurbishment	
Attachments Financial Summary	
1.0	<u>Background</u> Work on the refurbishment of Saxon Hall is continuing. Since the last update the work has moved forward again. There are still external works to be completed, including to pathways, landscaping and replacement of the windows, fascia and soffit. Covid has caused a manufacturing delay with the windows and a further update can be given at the meeting. Internally most works have been completed and re-decoration is underway. 



The work is currently being delivered within budget. There is a short delay on the manufacture of the windows, which is due to manufacturing delays caused by Covid, however this will not have a significant impact on the final delivery of the project.

The updated financial summary is attached to this report.

Appendix 3: Police Liaison Representative

Role Description

Appointment

At its annual meeting, the parish council will appoint a Police Liaison Representative (PLR) who shall hold office until the next annual meeting unless the appointment is terminated by the council. A person may be re-appointed from one year to the next. The Police Liaison Representative may be a member or officer of the council or a member of the public.

Role

The role of Police Liaison Representative is non-statutory and has no authority to make decisions that bind the council to taking, or not taking, any particular course of action. The role of the Police Liaison Representative shall be to:

- Establish contact with the relevant members of the Neighbourhood Policing Team.
- Attend an annual meeting of Police Liaison Representatives.
- Promote awareness of 101 and Crime Stoppers.
- Understand the role and impact on councils of the Crime and Disorder Act.
- Monitor crime statistics for the area and report to the council on any significant trends.
- Where there is a council-sponsored PCSO, communicate as appropriate with the council's Single Point of Contact (SPOC) for the PCSO.
- Act as the point of contact between the Neighbourhood Watch Co-ordinator and the council and help promote the Neighbourhood Watch.
- Receive news and information from the Neighbourhood Policing Team (general and related to specific local incidents) and disseminate it in the council's area as appropriate.
- Liaise with other groups/persons in the council's area on the broader community safety agenda, including fire prevention and emergency planning and bring items of interest to the attention of the council.
- Liaise and engage with the Northamptonshire Independent Advisory Group (IAG).

Time commitment

Hours will vary from community to community and person to person, but it is envisaged that the role will require between five and ten hours per month.

Commitment to electronic working

The vast majority of information will be shared electronically (e-mail and social media). Police Liaison Representatives should be comfortable working electronically.

Limit of role

Police Liaison Representatives are not involved in operational policing and are not an appropriate person to receive reports of incidents or crimes from members of the public, who should use 101 or 999 as appropriate.

Appendix 4: Job Description / Person Specification

JOB DESCRIPTION	
Details of the job	
Post Title	Operations Manager
Hours	37 – Flexibility is crucial as there will be evening and weekend work
Salary	LC2 Scale Point (18-26) £24,982-£30,451
Location	Based at the Town Hall, Thorpe Street, Raunds
Staff Responsibility	Manage site supervisors and cleaners
Reports to	Town Clerk

Overall purpose of the post

The Operations Manager will be responsible for delivering excellent customer service for users of all council facilities.

You will:

manage the day to day running of our newly refurbished community building Saxon Hall.

be responsible for the presentation of our open spaces and facilities within the town.

oversee the management and health and safety of all other buildings and land with the Town Council's property portfolio.

liaise with office staff and contractors and manage a small team of site supervisors across council property.

Responsibilities

1. Ensure all council property, facilities and outdoor spaces are presented to enhance the image of the town.
2. Ensure that Saxon Hall is presented in the appropriate manner for all bookings and to maintain excellent standards of customer care.
3. Manage planting, maintaining, and watering of floral displays in the town.
4. Assist in the management of Town Council-led community events, including all health and safety aspects.
5. Ensure all buildings and property remain within the latest government regulations and environmental, health and security standards and comply with Health and Safety guidelines.
6. Manage all building maintenance activities.
7. Complete and ensure Weekly/Monthly/Annual checks as required for buildings, equipment, grounds maintenance, electrical testing, fire alarms etc.
8. Supervise repairs and manage compliance contracts.
9. Manage all projects in conjunction with the Clerk. Make recommendations to the Council for approval.
10. Obtain quotations for any additional maintenance work as needed in accordance with the Council's Financial Regulations and recommend to Council for approval.
11. Ensure appropriate stock levels for supplies and equipment are maintained and equipment is fit for use.

12. Undertake or arrange work in public parks, car parks, playing fields, landscaped areas, similar open spaces, bus shelters and buildings.
13. Supervise others including employees, contractors and volunteers.
14. Oversee the maintenance and installation of public seating, dog bins and other items of street furniture.
15. Attend Council meetings as required.
16. Act as a primary keyholder for Council property and respond to emergency call outs as required 24/7.
17. Carry out any other reasonable tasks as and when required.

This job description reflects the major tasks to be carried out and the level of responsibility which the post-holder will be required to work. In the interests of effective working, the tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes shall only be carried out following consultation with the post-holder.

PERSON SPECIFICATION	
Post Title	Operations Manager

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<p>Able to demonstrate a reasonable level of general education (including a pass at English and Maths GCSE or equivalent).</p> <p>Should be computer literate and able to use basic MS Office programs.</p> <p>Driving licence and willingness to drive Town Council vehicles including a van.</p>	<p>PA1/PA6a Spraying certificate</p> <p>Rospa-Routine Playground Inspection.</p> <p>Rospa – Operational Playground Inspection.</p> <p>Clean driving licence</p>
Experience and Knowledge	<p>Experience of leading a team.</p> <p>Experience of managing contractors.</p> <p>Experience of carrying out a wide range of practical tasks, e.g. decorating, minor maintenance works.</p>	<p>Experience of managing projects</p>
Personal	<p>Has a positive and enthusiastic attitude and shows initiative within the role.</p> <p>A strong team player.</p>	

Ability and Skills	<p>Able to work independently and as an effective team member.</p> <p>Able to prioritise own workload and cope well under pressure to meet deadlines.</p> <p>Able to build and maintain good working relationships with councillors, colleagues, and residents.</p> <p>Able to offer excellent customer service.</p> <p>Able to deal with difficult situations.</p> <p>Able to deal with people in a courteous and effective manner.</p>	
Policies and Procedures	Adhere to Town Council policies and procedures.	
Equal Opportunities	Demonstrates awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Health and Safety	Demonstrates a clear understanding of and commitment to Health & Safety and a willingness to undertake training to enable implementation of procedures.	

Appendix 5: Job Advertisement

Operations Manager

An exciting opportunity has arisen to join a team dedicated to providing excellent services to our community.

You will be working across all Town Council buildings and open spaces, liaising with contractors and staff to ensure the upkeep of Council land, playgrounds, and facilities. Following a £500,000 investment you will be taking a lead in relaunching Saxon Hall as a community, conference, and wedding venue.

The successful applicant will have outstanding customer-service skills, experience of leading a team and managing a wide range of operational activities.

The role is physically demanding. You should hold a valid driving licence. The post is full-time, flexible and you will be required to work some evenings and weekends, as well as supporting the many council events and regular meetings.

This is a wide-ranging newly-created post that will enable the successful candidate, through their drive and personality, to develop the role and make it their own.