

RAUNDS TOWN COUNCIL MEETING

26th April 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 O Curtis, Cllr B Tirebuck, Cllr R Tyman, Cllr H Howell, Cllr D Hughes, Cllr L Wilkes and Cllr R Levell

IN ATTENDANCE:

Ms Nina L. Villa, Interim Town Clerk, Minutes
Miss Joanne Coduri, Assistant to the Clerk
Ms Emma Williams, Assistant to the Clerk
Mr Simon Smart, Operations Manager

ALSO PRESENT:

Two members of the public

670.20 APOLOGIES FOR ABSENCE

None received.

671.20 PUBLIC PARTICIPTION

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

None received.

672.20 QUESTIONS FROM MEMBERS

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

None received.

673.20 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.

674.20 MINUTES

RESOLVED that the minutes of the Council meeting held on 9th March 2021 be confirmed as a true record.

675.20 EVENTS COMMITTEE REPORT

Cllr Howell presented the minutes (forming the report) of the Events Committee meeting held on 30th March 2021 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 30th March 2021 be agreed.

676.20 PLANNING COMMITTEE REPORT

Cllr Howell presented the minutes (forming the report) of the Planning Committee meeting held on 25th March 2021 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 25th March 2021 be agreed.

677.20 PERSONNEL COMMITTEE REPORTS

Cllr Tirebuck presented the minutes and a written report from the Clerk for the Personnel Committee meeting held on 6th April 2021 which were received, and the resolutions and recommendations duly considered.

RESOLVED that a working group consisting of Cllrs S Hughes, D Hughes, H Howell, K Harrison, R Levell and R Beattie to formed to review the advert, job description etc of the Town Clerk role and present a report and recommendations to the next Full Council meeting.

678.20 UNITARY REPORT

Cllr Howell provided a brief update, and it was noted that as vesting day had only just occurred and elections were imminent, there was little to report.

679.20 MAYOR'S REPORT

The Mayor updated members on a recent visit to USAF and actions taken by the Council following the sad death of HRH The Prince Philip, Duke of Edinburgh. She also noted that this was the last meeting for Cllrs Tirebuck and Tyman and she passed on her thanks for their service to the Council.

680.20 PAYMENT LISTS

Date: 08/04/2021

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Unity Trust A/C

List of Payments made between 01/01/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2021	ENC	DD	85.00		Business Rates - Cemetery
01/01/2021	ENC	DD	1,183.00		Business Rates - Saxon Hall
01/01/2021	ENC	DD	160.00		Business Rates - Public Conven
01/01/2021	ENC	DD	107.00		Business Rates - T/H A
01/01/2021	ENC	DD	167.00		Business Rates - T/H C & R1
01/01/2021	ENC	DD	91.00		Business Rates - T/H D
01/01/2021	ENC	DD	82.00		Business Rates - T/H E
01/01/2021	ENC	DD	170.00		Business Rates - T/H F
06/01/2021	Pegasus Event Supplies	TRANS	2,442.00		Lights Infrastructure
06/01/2021	County Life Ltd	TRANS	72.00		Vacancies Advert 28/11
06/01/2021	S Jones Containers Ltd	TRANS	74.40		Container Hire Jan 2021
06/01/2021	Bluefish Office Products	TRANS	111.96		Office Supplies
06/01/2021	D J Hutching & Sons Ltd	TRANS	150,000.00		Saxon Hall Refurb
06/01/2021	Peter Haddon and Partners	TRANS	5,400.00		Saxon Hall Refurb
06/01/2021	Staff Expenses	TRANS	17.55		Mileage Aug - Dec 2020
08/01/2021	Staff Expenses	TRANS	46.40		Mileage & Expenses Aug - Dec
08/01/2021	Scorpion Security	TRANS	839.92		CCTV Maintenance to Jan 2022
08/01/2021	Mr S Miah	TRANS	500.00		Shop Front Grant - Mughal
08/01/2021	HMRC	TRANS	1,647.52		PAYE / NI December 2020
11/01/2021	Southern Electric	DD	161.33		Gas Supply Saxon Hall
15/01/2021	Go Cardless	DD	275.61		Telephone/Internet Chrges
15/01/2021	SLCC Enterprises Ltd	TRANS	404.40		Vacancies Advert
15/01/2021	Nick Rawlings	TRANS	1,512.70		Decorating T/H Part 2
15/01/2021	JPI Media Publishing	TRANS	450.00		Vacancies Advert
15/01/2021	BC of Wellingborough	TRANS	7.50		Civic Virtual Event 28/1/21
18/01/2021	Lloyds Card	Bank Trans	603.73		Pay off Lloyds Card
19/01/2021	World Pay	DD	10.79		Transaction Charges
19/01/2021	World Pay	DD	10.77		Transaction Charges
19/01/2021	Northamptonshire Pension Fund	TRANS	2,374.50		Pension Contributions Dec 2020
21/01/2021	World Pay	DD	23.94		Subscriptions Jan 2021
21/01/2021	HMRC	TRANS	-829.44		Furlough Payment
22/01/2021	Go Cardless	DD	180.00		Install New Internet Cable
22/01/2021	Wireless Logic	DD	42.60		Electronic Notice Boards
22/01/2021	Southern Electric	DD	78.30		Unmetered Supply
22/01/2021	Wilson Browne Solicitors	TRANS	1,200.00		Solicitor Letter
22/01/2021	Voyant Design	TRANS	396.00		App Art Work
22/01/2021	Turney Landscapes	TRANS	2,748.00		Tree Works
22/01/2021	J H May Electrical	TRANS	4,748.28		Electrical Works Town Hall
22/01/2021	East Northamptonshire Council	TRANS	1,762.62		Grounds Maintenance Dec 2020
22/01/2021	East Northamptonshire Council	TRANS	28.00		Associated Services Nov 2020
22/01/2021	East Northamptonshire Council	TRANS	28.00		Associated Services Dec 2020
22/01/2021	D J Hutching & Sons Ltd	TRANS	38,084.10		Saxon Hall Refurb
22/01/2021	Bluefish Office Products	TRANS	23.91		Office Supplies
22/01/2021	A J Pearson	TRANS	765.00		Gardening December 2020
22/01/2021	A & R Print	TRANS	54.00		Covid Play Area Signs
25/01/2021	Southern Electric	DD	232.54		Electric - Floodlight Church
26/01/2021	Teaching 4 Business	TRANS	150.00		Fire Safety Course

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Unity Trust A/C

List of Payments made between 01/01/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/01/2021	Salaries	TRANS	7,891.68		Salaries Jan 2021
28/01/2021	Veolia	DD	227.23		Refuse Collection
01/02/2021	C F Corporate	DD	1,162.88		Photocopier Lease
01/02/2021	ENC	DD	292.00		Buisness Rates - Saxon Hall
02/02/2021	Webb House Ltd	TRANS	36.00		Payroll Jan 2021
02/02/2021	Stephen Pell	TRANS	80.00		Various Works
02/02/2021	Smiths Fire LLP	TRANS	480.00		Monitoring Issue Solved
02/02/2021	Red Occassions	TRANS	703.20		Removal of Equipment
02/02/2021	LexiNexis	TRANS	119.99		Charles Arnold-Baker v12
02/02/2021	ESPO	TRANS	48.60		Janitorial Supplies
04/02/2021	SLCC Enterprises Ltd	TRANS	246.00		Advertising Vacancies
04/02/2021	D J Hutching & Sons Ltd	TRANS	1,850.66		Saxon Hall Refurb
04/02/2021	S Jones Containers Ltd	TRANS	67.20		Container Hire Saxon Hall
04/02/2021	Scorpion Security	TRANS	76.80		Call Out to Check Cameras
04/02/2021	A & R Print	TRANS	1,289.73		Raunds Town App
10/02/2021	D J Hutching & Sons Ltd	TRANS	68,913.33		Saxon Hall Refurb
10/02/2021	Turney Landscapes	TRANS	462.00		Weed Spray High Street
10/02/2021	2commune	TRANS	480.00		Website Host/Supp/Licence
10/02/2021	HMRC	TRANS	1,757.64		PAYE / NI Jan 2021
15/02/2021	Go Cardless	DD	276.43		Telephone & Internet
15/02/2021	HMRC	TRANS	-933.84		Furlough Payment
16/02/2021	Lloyds Card	Bank Trans	1,942.89		Pay Lloyds Card
18/02/2021	World Pay	DD	23.94		Subscription Fees Feb 2021
18/02/2021	Staff Expenses	TRANS	4.75		Spring ISO Packs
18/02/2021	Millennium Quest Limited	TRANS	7,044.60		Lights Contract 2020
18/02/2021	East Northamptonshire Council	TRANS	2,294.89		Grounds Maintenance Jan 2021
18/02/2021	East Northamptonshire Council	TRANS	28.00		Associated Services Jan 2021
18/02/2021	Abel Alarm Co Ltd	TRANS	241.18		Annual Maintenace
19/02/2021	World Pay	DD	10.06		Transaction Charges
19/02/2021	World Pay	DD	10.79		Transaction Charges
19/02/2021	Southern Electric	DD	66.73		Electricity Unmetered
19/02/2021	Northamptonshire Pension Fund	TRANS	2,374.50		Pension Contributions
19/02/2021	Northamptonshire Pension Fund	TRANS	92.16		Pension Contribution
22/02/2021	Southern Electric	DD	50.34		Electricity War Memorial
22/02/2021	Southern Electric	DD	213.93		Electricity The Hall (Stairs)
22/02/2021	Southern Electric	DD	462.38		Electricity The Hall (Cellar)
22/02/2021	Southern Electric	DD	1,318.03		Gas Town Hall
22/02/2021	Southern Electric	DD	163.05		Electricity Feeder 1
22/02/2021	Southern Electric	DD	160.79		Electricity Public Conven
22/02/2021	Southern Electric	DD	1,083.67		Electricity Saxon hall
22/02/2021	Southern Electric	DD	81.50		Electricity Feeder 2
22/02/2021	Wireless Logic	DD	42.60		Electronic Noticeboards
22/02/2021	Webb House Ltd	TRANS	36.00		Payroll Feb 2021
23/02/2021	Farm & Garden Central Ltd	TRANS	58.15		Various Items
23/02/2021	Bluefish Office Products	TRANS	131.55		Office Supplies
26/02/2021	Veolia	DD	132.00		Refuse Waste Collection
26/02/2021	Salaries	TRANS	7,418.62		Salaries - Feb 2021
Total Payments			329,738.56		

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NatWest

List of Payments made between 01/01/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/01/2021	BT Payments	TRANS	-186.76		Refund
29/01/2021	Nat West	TRANS	0.35		Bank Charges
26/02/2021	Nat West	TRANS	0.35		Bank Charges
Total Payments			-186.06		

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Lloyds Card

List of Payments made between 01/01/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/01/2021	Spotify	CARD	9.99		Subscription
18/01/2021	Zoom	CARD	14.39		Subscription
18/01/2021	Amazon Payments	CARD	48.45		Christmas ISO Packs
18/01/2021	DS Smith	CARD	420.77		Christmas ISO Packs
18/01/2021	Adobe	CARD	12.64		Subscriptions
18/01/2021	Interflora	CARD	49.50		Flowers
18/01/2021	Survey Monkey	CARD	35.00		Subscriptions
18/01/2021	Spotify	CARD	9.99		Subscriptions
18/01/2021	Lloyds Card	CARD	3.00		Card Charges
16/02/2021	Zoom	CARD	14.39		Subscription
16/02/2021	Howdens	CARD	93.27		Saxon Hall Refurb
16/02/2021	Adobe	CARD	12.64		Subscriptions
16/02/2021	Paypal Petallica	CARD	421.65		Spring ISO packs
16/02/2021	Amazon Payments	CARD	113.62		Spring ISO Packs
16/02/2021	Petty Cash	Cash	200.00		Petty Cash Fund
16/02/2021	Lloyds Card	CARD	5.00		Cash Fee
16/02/2021	Amazon Payments	CARD	83.60		Spring ISO Packs
16/02/2021	Amazon Payments	CARD	36.90		Spring ISO Packs
16/02/2021	Amazon Payments	CARD	18.93		Spring ISO Packs
16/02/2021	Amazon Payments	CARD	73.80		Spring ISO Packs
16/02/2021	Amazon Payments	CARD	46.64		Spring ISO Packs
16/02/2021	Amazon Payments	CARD	129.30		Spring ISO Packs
16/02/2021	Amazon Payments	CARD	129.28		Spring ISO Packs
16/02/2021	Amazon Payments	CARD	21.53		Spring ISO Packs
16/02/2021	Amazon Payments	CARD	129.28		Spring ISO Packs
16/02/2021	Amazon Payments	CARD	129.26		Spring ISO Packs
16/02/2021	Royal Mail	CARD	1.50		Postage
16/02/2021	Survey Monkey	CARD	35.00		Subscriptions
16/02/2021	Booker Ltd	CARD	244.30		Spring ISO Packs
16/02/2021	Lloyds Card	CARD	3.00		Card Charges
16/02/2021	Howdens	CARD	-93.27		Correction
16/02/2021	Howdens	CARD	93.27		Saxon Hall Refurb - Kitchen
Total Payments			2,546.62		

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
16/02/2021	Competition Winners	PC113	200.00		Light Up Raunds 2020
Total Payments			200.00		

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/02/2021	Unity Trust A/C	Bank Trans	250,000.00		Transfer Funds
Total Payments			250,000.00		

Members reviewed the payment lists as shown and there being no questions it was:

RESOLVED to note the payment lists.

681.20 SKATEPARK

Cllr Wilkes advised the Council that following incursions on the skatepark by members of the public, despite the area being locked and signposted as being unsafe, he had agreed with the Clerk and Operations Manager that the structure should be removed immediately.

Members agreed to set up a skate park working party to discuss options. The Council have built up some reserves for a replacement, Stanwick Parish Council will be contacted to request a contribution and additional funding will be sourced by the Operations Manager.

RESOLVED to note the action of the Clerk, taken in consultation with the Mayor and the Chairman of ELR, to remove the skatepark due to irreparable damage which made it unsafe.

682.20 FIREWORKS DISPLAY

The Council considered a request from the Cricket Club for use of Bassfords Recreation Ground and a financial contribution of £1000 towards the fireworks display.

RESOLVED to approve use of Bassfords Recreation Ground and a financial contribution of £1000; subject to the pre existing requirement for health and safety and marshalling of the event.

683.20 ANNUAL TOWN ASSEMBLY

RESOLVED to approve the proposal to hold the Annual Town Assembly on 13th May 2021.

684.20 SAXON HALL REFURBISHMENT

It was noted that there were a number of pieces of furniture and various other items which were required in order to enable Saxon Hall to fully reopen. The working group had met to consider the requirements and the Operations Manager was in the process of gathering quotes.

RESOLVED to delegate authority to the Clerk, in consultation with the Operations Manager and the Saxon Hall Working Group to agree the purchase of equipment as required in line with Financial Regulations.

685.20 LOCAL COUNCIL AWARD SCHEME

Thanks was given to staff for the continuous hard work in making sure that we comply.

RESOLVED to note that the Council’s accreditation by the above scheme that is due for renewal and:

- a) The Council reviewed the standards required for the various levels of the Award Scheme (including changes recently published) and confirm that:**
 - i) The Council confirms that it publishes online all required items and has evidence to support that it meets the non-published requirements of the Foundation Award,**
 - ii) The Council confirms that it publishes online all required items and has evidence to support that it meets the non-published requirements of the Quality Award,**
 - iii) The Council confirms that it publishes online all required items and has evidence to support that it meets the non-published requirements of the Gold Award**

There being no further business the meeting concluded at 21:15

Approved: (Town Mayor)

Meeting date:.....(Council)