

RAUNDS TOWN COUNCIL**POLICY AND RESOURCES COMMITTEE**

Minutes: 13 July 2017 2017: Start Time 7.30pm.

PRESENT

Cllr D Hughes (Chair), Cllr R Levell, Cllr B Tirebuck, Cllr N Beck, Cllr R Beattie.

IN ATTENDANCE

Ms Kate Houlihan, Town Clerk (Minutes)

- 161.17 Election of a Chairman.**
RESOLVED that Cllr D Hughes be elected as Chairman of the Policy and Resources Committee.
- 162.17 Election of a Vice Chairman.**
RESOLVED that Cllr R Beattie be elected as Vice-Chairman of the Policy and Resources Committee
- 163.17 To Receive Apologies For Absence.**
Apologies were received from Cllr H Howell
RESOLVED to note the apology
- 164.17 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**
None received
- 165.17 Notification of members questions in compliance with the council's standing orders.**
None received
- 166.17 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 THEY SHOULD LEAVE THE MEETING FOR THAT ITEM.
None received
- 167.17 Minutes:** Confirm the minutes of the Policy and Resources Committee meeting held 2 May 2017.

RESOLVED that the minutes of the Policy and Resources Committee meeting held on 2nd May 2017 be confirmed as a true record.
- 168.17a RESOLVED** that 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

168.17 Town Hall Leases: To review the lease for the Town Hall.

Members considered the draft lease in detail and it was...

RESOLVED that

- a) **Subject to agreed amendments it be delegated to the clerk to implement the new lease on a phased basis. Should discussions with tenants prove that substantive amendments are needed, then the Clerk will refer the lease back to a future meeting of the Policy and Resources Committee.**
- b) **The Clerk would seek an independent assessment of the market rents for the offices. This valuation would be used to inform future tenancies.**

169.17 Non Commercial Use of Councils Recreation Grounds: To review the Council's Non Commercial Use of Councils Recreation Grounds Policy.

Members reviewed the policy and following discussion it was...

RESOLVED to recommend to the Full Council that the Non Commercial Use of Councils Recreation Grounds Policy be as shown in Appendix 1.

170.17 Lettings Policy - Raunds Town Square: To review the Council's lettings policy for Raunds Town Square.

Members reviewed the policy and following discussion it was...

RESOLVED to recommend to the Full Council that the Lettings Policy - Raunds Town Square be as shown in Appendix 2.

171.17 Communications Plan: To receive the updated communications plan and to consider any amendments.

Members briefly discussed the communications plan and minor layout changes were agreed. However following discussion it was....

RESOLVED to defer any substantive amendments to the communications plan until the review of the Business Plan was complete.

172.17 Review of Policy and Resources Projects

Members reviewed the report of the Clerk as shown in Appendix 3 and following discussion it was...

RESOLVED that the status of creation of a community interest company be changed to on-going and that the report be noted.

There being no further business the meeting concluded at 8.35pm

Approved: (Town Mayor)

Meeting date: 12 September 2017..... (Council)

Approved: (Chairman)

Meeting date:9th November 2017.....(Committee)

Appendix 1:

NON-COMMERCIAL USE OF COUNCIL RECREATION GROUND POLICY

Preamble

Raunds Town Council (RTC) provides public open space for the benefit of the public to enjoy recreational activity. However, it will consider allowing clubs and organisations the exclusive use of its recreation grounds subject to conditions of use.

Conditions of use:

1. No organisation shall have exclusive use of any recreation ground, or part thereof, without the prior consent of RTC.
2. Clubs and Organisations with a reasonable proportion of Raunds residents may apply to use recreation ground on a regular basis. Such use will be agreed by entering into a user agreement with RTC and be subject to compliance with these conditions of use. Any agreement will be subject to periodical review.
3. Where Clubs and Organisations with User Agreements have a clash of events and agreement cannot be reached between respective parties, then RTC will act as adjudicator and their decision shall be final.
4. All applications will be considered on their own merits and in conjunction with existing user requirements. Where necessary RTC will consult as appropriate before confirming bookings.
5. All applications must be submitted to the Office of the Clerk to Raunds Town Council. **No booking is to be considered authorised until the individual, Organisation or Club is notified in writing by the Office of the Clerk to the Council that the application has been approved.**
6. Organisations shall provide and maintain an up to date fixture list extending 6 months into the future or up to the review date of the agreement, the fixture list to be sent to the Office of the Clerk to the Council. Reasonable notice (minimum 2 weeks) must be given of any variation.
7. **All Hirers must confirm with the office of the Clerk to the Council that they have carried out all suitable and sufficient Risk Assessments for their activities.**
8. **Organisations who have entered into a user agreement with RTC must not sub-let any part of the public open space without prior permission in writing from the Office of the Clerk to the Council**
9. Hirers of the ground are responsible for the maintenance of good order and behaviour during their use of the Ground, including any setting up and clearing down period.
10. Any hirer of the Ground wishing to charge an entry fee must notify RTC at least one month in advance and indicate to the Office of the Clerk to Raunds Town Council the part of

Ground for which admission will be charged and the length of time for which the entry fee is payable.

11. Hirers shall ensure the Ground is maintained in good condition. RTC reserves the right to demand a security deposit to this end. Hirers shall repay to RTC on demand the cost of reinstating or repairing any damage which may have been caused during the period of use. The amount of the cost shall be certified by the Office of the Clerk to Raunds Town Council, whose certificate shall be conclusive.

12. RTC shall be indemnified against all liability for injury to persons or damage to property arising from the hire and hirers shall arrange and be responsible for their own insurance in respect of the same.

13. Hirers shall pay any relevant booking fee and required security deposit in advance to the Office of the Clerk to Raunds Town Council and shall at the same time provide evidence of indemnifying insurance together with contact details of a responsible person to be contacted by RTC.

Adopted 21st January 2009.
Revised November 2012.
Amended January 2015.
Amended July 2017
To be reviewed bi-annually.

Appendix 2:

CONDITIONS FOR USE OF RAUNDS TOWN SQUARE LETTINGS POLICY

1. Use of The Square is at the discretion of the Office of the Clerk to the Council
2. No vehicle shall be stationed on the paved areas of The Square unless they are an approved and integral part of the permitted use. Such vehicles as may be required to load or unload materials, etc must be removed elsewhere immediately after this has been done.
3. No vehicle which exceeds 7.5 tons axle weight shall be taken onto The Square **without the express written permission of the Office of the Clerk to the Council.**
4. No vehicle or object forming part of the permitted activity shall be sited where it unnecessarily impedes the free passage of pedestrians on The Square.
5. All responsible steps shall be taken to avoid excessive litter, damage to or pollution of the area. Use of The Square is conditional that there is no litter or mess left behind after the function, and that sufficient rubbish disposal provision is made to ensure this is the case. Full liability must be accepted by the applicant for meeting the cost of any special cleansing or reinstatement of damage which may be necessary.
6. No collection may be made on The Square unless the organiser holds a letter of prior authorisation issued by Raunds own Council (RTC). *This does not preclude the hirer's requirement to obtain appropriate licences from District or County Council(s) where necessary.*
7. The permitted noise level must not exceed that laid down in Environmental Health Guidelines. Information available at: <http://www.defra.gov.uk/environment/noise/index.htm>.
8. All parking regulations must be observed.
9. **Where permission is granted for use of the Square, hirers should be aware that unless exclusive use has been agreed then RTC reserves the right to schedule other events.**
10. A policy or letter of confirmation from the applicant's insurer confirming sufficient Public Liability Insurance, adequate to the nature of the event, must be supplied to the Office of the Clerk to the Council for inspection, at least two weeks prior to the event date.

11. RTC will provide appropriate signage to instruct the public to remove any vehicle for the duration of the hirer's use of The Square, however RTC can offer no guarantee that The Square will be totally vacated.

12. Where deemed necessary by RTC, the organiser shall provide adequate stewarding.

13. Where deemed appropriate, litter receptacles will be supplied by RTC and charged to the hirer.

14. The hirer will be responsible for any damage that may arise as a result of their event. A deposit of up to £1000 may be required, at the discretion of Office of the Clerk to the Council.

15. The event organiser shall be responsible for liaising with all relevant authorities, and for gaining all necessary permissions, and must submit proof of these to RTC at least two weeks prior to the event date.

16. If bollards or electrical points are used or adjusted as a part or cause of the event, the organisers must ensure they are returned to their original position.

17. All Hirers must confirm with the office of the Clerk to the Council that they have carried out all suitable and sufficient Risk Assessments for their activities.

Adopted June 2009.

Updated July 2009.

Updated August 2012

Amended July 2017

To be reviewed bi-annually.

Appendix 3: P&R Projects

Description	By Whom	Notes	Status
Formation of a community interest company	Clerk	Draft articles prepared Have been chasing LGSS for comments	Pending
Business Plan	P&R	Committee Chairs to review business plan 26/07/17	Ongoing
Communication Plan	P&R	To be considered, finalised when revised business plan is in place	Ongoing
Review of Leases and Tenancies	P&R	Draft lease prepared	Ongoing
Asset management plans	P&R	Plans to be reviewed at future P&R/ Finance	Ongoing
Open spaces charging policy	P&R	Bench marking exercise with other local sites to be completed.	Ongoing
Policy Review	P&R	Review of policy list and review timescales	Ongoing
Culvert / Flood Risk Raunds the clerk to ascertain whether the culvert ran under Town Council or Highways (Northamptonshire County Council) Land	P&R Council Flood Warden	Ongoing	Ongoing

Description	By Whom	Notes	Status
Create a register of Town Council Land and assess against policy	P&R	LPR have been asked to carry out first registrations Assessment of land is on-going	Done
NALC campaign for public toilets to be exempt from business rates	P&R	Letter sent supporting removal of public toilets from business rates regime This is now set out in proposals from govt, but not enacted.	Done
Review of Standing Orders and Financial Regulations	P&R Full Council	Events Committee to be implemented	Done
Local Council Award Scheme	Council	Gold	Done
Review of internal audit processes	Approved by council	Review of internal audit to be considered by Finance Committee Internal auditor to be appointed for 2017-18	Done
Budget 2016/17 Budget 2017-18	Approved by council	Budget process for 2017-18 to commence	Done
The use of the town hall as a wedding venue	P&R	Additional promotional work required	Done
Risk Assessment Management	P&R	Review of all risk assessments to standardise them.	Done
Policy and Resources Objectives 2016/17	Approved by council	Also created priorities for other committees by linking objectives to business plan	Done
Annual Review of Insurance	Completed - savings made by ensuring insured values of building linked to valuations	Significant savings made against budget and against previous year	Done
Land from Hoggs Dyke to Meadow Lane	Consultation approved by council	Completed report issued to council	Done
Preparation of case study on SI 596		Used to lobby T Pursglove MP, Northants CALC, and successfully used in planning responses Further information passed to NALC	Done
Future High Street Summit	Report on conference attended	Attended in 2016-(Promote High Street)	Done
Internal Control P&R to create a policy on card usage for Council	To be created when new card is in place	Done March 17	Done