

**RAUNDS TOWN COUNCIL**

**POLICY & RESOURCES COMMITTEE**

Minutes: 20 October 2015: Start Time 7.30pm.

**PRESENT:**

Cllr L Jones (Chair), Cllr L Wilkes. Cllr H Howell,

**IN ATTENDANCE:**

Ms K Houlihan, Town Clerk (Minutes)

Miss J Coduri, Assistant to the Clerk

**344.15 APOLOGIES FOR ABSENCE:**

Cllr D Hughes, Cllr R Levell,

**345.15 NOTIFICATION OF REQUESTS FROM MEMBERS OF THE PUBLIC TO ADDRESS THE MEETING IN COMPLIANCE WITH ADOPTED PROTOCOL.**

None received.

**346.15 NOTIFICATION OF MEMBERS QUESTIONS IN COMPLIANCE WITH THE COUNCIL'S STANDING ORDERS.**

None received

**347.15 DECLARATIONS OF INTEREST.**

Cllr Helen Howell declared a personal interest on the Mayors handbook at item 353.15

**348.15 MINUTES.**

The minutes of the last meeting of the Policy and Resources Committee Meeting held on 15 September 2015 were examined for accuracy.

**RESOLVED that the Minutes of the Policy and Resources Committee Meeting held on 15 September 2015 be approved.**

**349.15 RAUNDS MIDDLE CO-OP**

Members received a verbal update on the co-op project in light of the People and Places report, it was noted that council had already agreed to invite People and Places to a separate session to fully understand the findings.

Members considered the opportunity to apply for European funding to support the project; the timescales associated with the funding and the delivery body required in order to access the funding.

**RESOLVED that:**

- a) the clerk prepare an outline funding bid to support the "fit-out" of the project.
- b) the clerk investigate the formation of a community interest company as the delivery body for the project.

**350.15 BUDGET**

Members reviewed the budget as detailed in Appendix 1

**RESOLVED to recommend to the Finance committee that the policy and resources committee budget for 2016/17 be as tabled.**

**351.15 TO CONSIDER THE COUNCILS BUSINESS PLAN**

Members reviewed the draft business plan as detailed in Appendix 2.  
A number of minor amendments were made to the plan and it was...

**RESOLVED to recommend to the Full Council that the draft business plan** be approved and that the final draft be submitted to a future meeting for final adoption.

**352.15 COMMUNICATIONS STRATEGY**

This item was deferred.

**353.15 MAYORS HANDBOOK**

Members considered the Mayors Handbook and amendments were agreed.

**RESOLVED to recommend to the Full Council that the Mayors Handbook be adopted as shown in Appendix 3.**

**354.15 MONEY HANDLING POLICY**

Members considered the Money Handling Policy and amendments were agreed.

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

**355.15 OPEN SPACES CHARGING POLICY**

Members considered the Open Spaces Charging policy.

**RESOLVED that prior to agreeing any amendments to the policy the clerk would carry out a benchmarking exercise to determine equivalent rates of hire at other facilities.**

**356.15 TOWN COUNCIL LAND**

Members considered seeking professional assistance to carry out the assessment of Town Council land and to consider if any tracts of land should be valued.

The clerk reported on the assistance that LPR could give in preparing a register of all council owned land. The clerk explained that it had already become apparent that a number of pieces of town council owned land were not registered.

**RESOLVED to appoint LPR to carry out an initial audit of council owned land at a cost of £550 + mileage allowance.**

**357.15 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED that the public and press be excluded from item 358.15.**

**358.15 BUSINESS RATES:** members received a verbal report from the clerk on Business Rates for the Town Hall.

**RESOLVED that the report be noted**

There being no further business the meeting concluded at 9.28pm

Approved: ..... (Town Mayor)

Meeting date: ..... 10 November 2015..... (Council)

Approved: ..... (Chairman)

Meeting date: ..... 17 November 2015..... (Committee)

**Appendix 1:**

Actual Year	Current	Projected Budget
To Date	Annual Bud	2016/17

**Administration**

Car & Expenses Allowances	311	1000	1000
Protective Clothing	0	250	250
Meeting Costs	147	200	200
Elections	0	5000	2500
Mayor's Allowance	469	1000	1000
Chain of Office/Mayoral Board	93	500	500
Mayor's Civic Service	0	250	500
Professional Fees	0	1000	1000
Accountancy & Audit Fees	3696	3600	1310
Health & Safety	1157	1500	1500
Janitorial Supplies/Cleaning	805	750	1000
IT/Office Equip/Upgrades	2508	500	500
Stationery Supplies	205	1000	800
Postage	603	1400	1000
Insurance	9787	10000	12000
Subscriptions	2170	2600	2600
Printing & Photocopying	696	1100	1300
Cllrs Expenses	0	1000	1000
Civic Photograph	125	500	500
Advertising (Media)	301	250	1000

Newsletter	480	500	1000
Website	480	1000	2000
Flags	0	150	150
Raunds Neighbourhood Plan	0	0	500
	<b>24033</b>	<b>35050</b>	<b>35110</b>

	Actual Year	Current	Projected Budget
	To Date	Annual Bud	2016/17
Income Sponsorship	0	0	0
Neighbourhood Plan	0	0	0
S 106 Income	55644	0	0
Miscellaneous Income	220	0	350
Insurance Claim Received	0	0	0
Photocopying (Income)	-32	150	150
		<b>500</b>	

	Actual Year	Current	Projected Budget
	To Date	Annual Bud	2016/17
Health & Safety	250	250	250
Janitorial Supplies/Cleaning	82	0	500
Repairs & Maintenance	9139	1000	1000
Improvements	0	500	500
Vandalism	0	1000	500
Electrical Works	1836	0	2000
General Grounds Maintenance	0	400	400
Security: General	0	250	250
Security: Intercom System	0	600	600
Security: CCTV	477	650	650
Security: Fire Alarm	283	750	750
Security: Burglar Alarms	0	200	200
Contract Cleaning	100	250	250
Equipment	0	250	250
Notice Boards	0	500	0
Utility Bills: Electricity	1624	4000	3500
Utility Bills: Gas	1218	4000	2500
Utility Bills: Water Rates	410	500	500
Utility Bills: Telephone/Inter	405	1500	1500
Refuse/Waste Disposal	62	500	500
Business Rates	5569	11500	12000
	<b>21455</b>	<b>28600</b>	<b>28600</b>

	Actual Year	Current	Projected Budget
	To Date	Annual	2016/17

		Bud	
Rents The Hall	10807	27,000	22000
Reimbursement of Cleaning Costs	0	0	0
Hiring The Hal	0	100	5000
		<b>27000</b>	

	Actual Year To Date	Current Annual Bud	Projected Budget 2016/17
Donations - S137	250	250	250
Remembrance Day - S137	0	50	50
	<b>300</b>	<b>300</b>	<b>300</b>

## Appendix 2 Draft Business Plan

### Raunds Town Council Business Plan

Draft Business Plan 2015-2019

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#### Overview of the Council

The Town Council consists of 12 Councillors with a Town Mayor being elected annually. The Council meets on the 2nd Tuesday of every month and holds various committee meetings throughout the year. Meetings are held in the Council Chamber at The Town Hall and commence at 7.30 p.m. unless otherwise advised. All meetings are open to the public. The town's population is estimated at 8,923 (2013) and the electorate as at 1 May 2013 was 6,644.

The town of Raunds comprises two wards; Raunds Saxon Ward essentially consists of residences in the east and south of the town whilst Raunds Windmill Ward contains those in west and north. The town is situated within the District of East Northamptonshire and four members (two from each ward) sit on that Council (out of a total of 40). Raunds has one seat on Northamptonshire County Council (out of a total of 35).

The Town Council operates with five principal committees – Policy and Resources, Finance, Planning, Environment, Leisure & Recreation (ELR), and Personnel.

In addition the council has a number of working parties to look at specific projects such as the Christmas Lights Display.

Members are elected for a four-year term with the next scheduled election due in May 2019. The positions of Mayor and Deputy Mayor together with the membership of the various committees are decided each year at the Annual Meeting held in May. The Council also hosts an Annual Assembly in April to which all townspeople are invited.

The Council owns and operates the Town Hall, some of the space is used for the councils administration and the rest of the space is leased to various business. In addition to the Hall, the Council owns and manages The Saxon Hall which is an ideal venue for Parties, Weddings, Social Events, Fitness Classes or Corporate Meetings. This facility is regularly used by a number of community groups. Three of the seven employees of the Council are based here. Those based at the Hall include the Town Clerk the two assistants to the Clerk and a cleaner.

Other assets, include Raunds Cemetery Chapel and a number of outdoor spaces. Apart from the precept (the councils share of council tax) other income includes that from the letting of office space at The Hall and for bookings at the Saxon Hall.

Whilst population growth has been reasonably modest in the last ten years, relying mainly on brownfield and infill developments, planning permissions recently granted to both the north and south of the town envisage a major expansion in the years to come. There is also significant industrial development at Warth Park, which is located on the north-west outskirts of the town.

This rapid rate of expansion is a key challenge to the Council and its staff over the coming years. The Council actively encourages the participation of residents and the business community in the shaping of the town in the future.

#### **What is the Town Council business Plan?**

The business plan aims to give residents a clear understanding of what the Town Council is trying to achieve over the next four years and how it will achieve it.

The business plan will provide a framework for the Town Council to operate within and enables progress against the plan to be clearly monitored.

The plan pulls together the actions and objectives from a number of documents and plans. Including the Master plan, Vision for Raunds community plan and the Neighbourhood Plan. The business plan ensures that Raunds is best placed to manage and benefit from the rapid growth that will be seen in the town in the coming years.

#### **Mission Statement and Strategic Objectives**

The Town Councils mission statement is:

**“to improve the quality of life in Raunds by making Raunds a great place to live, work, invest and visit”.**

#### **Strategic Objectives:**

- To provide a strong and independent voice for Raunds.
- To preserve and enhance the traditions character and identity of the town.
- To promote Raunds as a clean, safe, welcoming and prosperous town for all.
- To provide high standard sustainable facilities.
- To work in partnership with others to improve the health education and wellbeing of its residents.

The strategic objectives are then broken down into **operational objectives** which clearly identify the work streams that the council will be completing within the lifetime of this business plan.

#### **The National Wellbeing Index**

The operational objectives are linked to measures within the national wellbeing index.

The National Well-Being Programme is monitored by the Office For National Statistics. The index measures “how well we are doing” as a nation, as a community and as individuals. The

Well-Being Programme measures a range of factors across all aspects of peoples' lives: health, finance, relationships, education, work and social life.

Raunds Town recognises that it cannot directly affect measures such as the national GDP or total greenhouse gas emissions. However there are many areas where the council can have a direct impact on the wellbeing of the community. Indeed most of these issues have already been highlighted as being of importance in the Vision for Raunds Community Plan.

By using the Well-being index the council is ensuring that its work is:

- In line with national objectives, which is likely to increase funding opportunities.
- Measurable and transparent.
- Directly impacts on the quality of life and experience of Raunds for residents, Business, investors and visitors.
- Table 1 shows the measures within the wellbeing index.

	Measure
Personal well-being	<p>Very high rating of satisfaction with their lives overall</p> <p>Very high rating of how worthwhile the things they do are</p> <p>Rated their happiness yesterday as very high /Rated their anxiety yesterday as very low</p> <p>Population mental well-being</p>
Our relationships	<p>Average rating of satisfaction with family life</p> <p>Average rating of satisfaction with social life</p> <p>Has a spouse, family member or friend to rely on if they have a serious problem</p>
Health	<p>Healthy life expectancy at birth (male/female)</p> <p>Reported a long term illness and a disability</p> <p>Somewhat, mostly or completely satisfied with their health</p> <p>Some evidence indicating depression or anxiety</p>
What we do	<p>Unemployment rate</p> <p>Somewhat, mostly or completely satisfied with their job</p> <p>Somewhat, mostly or completely satisfied with their amount of leisure time</p> <p>Volunteered more than once in the last 12 months</p> <p>Engaged with/participated in arts or cultural activity at least 3 times in last year</p> <p>Adult participation in 30 mins of moderate intensity sport, once per week.</p>
Where we live	<p>Crimes against the person (per 1,000 adults)</p> <p>Felt fairly/very safe walking alone after dark (men/women)</p> <p>Accessed natural environment at least once a week in the last 12 months</p> <p>Agreed/agreed strongly they felt they belonged to their neighbourhood</p> <p>Households with good transport access to key services or work (2011 = 100)</p> <p>Fairly/very satisfied with their accommodation</p>
Personal finance	<p>Individuals in households with less than 60% of median income after housing costs</p> <p>Median wealth per household, including pension wealth</p> <p>Real median household income</p> <p>Somewhat, mostly or completely satisfied with the income of their household</p> <p>Report finding it quite or very difficult to get by financially</p>
The economy	<p>Real net national disposable income per head</p> <p>UK public sector net debt as a percentage of Gross Domestic Product</p> <p>Inflation rate (as measured by the Consumer Price Index)</p>

<b>Education and skills</b>	Human capital - the value of individuals' skills, knowledge and competences in labour market Five or more GCSEs A* to C including English and Maths UK residents aged 16 to 64 with no qualifications
<b>Governance</b>	Voter turnout in UK General Elections Those who have trust in national Government
<b>The natural environment</b>	Total green house gas emissions (millions of tonnes) Protected areas in the UK (Millions hectares) Energy consumed within the UK from renewable sources Household waste that is recycled

**OPERATIONAL OBJECTIVE**

Operational objectives should be SMART objectives specific, measurable, achievable, realistic, timed.

**These objectives are drawn from the Vision for Raunds, Neighbourhood Plan and council policy.**

**The links between these objectives and the National Wellbeing Index and the mission statement of "to improve the quality of life in making Raunds a better place to Live, Work, Invest and Visit" are shown in Appendix A**

**To provide a strong and independent voice for Raunds.**

- a) To prepare a Neighbourhood Plan with a target date of adoption by ENC of July 2016
- b) To respond to all consultations that affect the town and its residents within prescribed timescales (Examples may include Planning Applications, Planning Policy, Policing and other matters)
- c) To lobby other tiers of government and partner organisations on issues that affect Raunds by lobbying our MP's county councillors and district councillors
- d) To demonstrate excellent standards of governance by achieving the gold standard in the Local Council Award Scheme by October 2016.
- e) To ensure that staff are well trained and effective through the use of annual staff appraisals and development programme.
- f) To ensure effective communications with the town through the implementation of the councils communication strategy.

**To preserve and enhance the traditions character and identity of the town.**

- a) To work with Raunds History Society to create two "pop-up" museum events per annum from 2016 onwards.
- b) To work with partners to reprint the Heritage Sites leaflet by the end of 2016.
- c) To raise the profile of the office of Mayor by ensuring that 100% of events attended are recorded on the town council website and social media.
- d) Increase the number of events held in the town to ensure that a minimum of 4 town council events are held during 2016 and onwards (not Mayors events)
- e) To promote links to Stanwick lakes by ensuring appropriate signage is in place at each end of Meadow Lane by Summer 2016.
- f) Ensure that the adopted Neighbourhood Plan includes an appropriate list of protected local heritage sites.

**To promote Raunds as a clean safe welcoming and prosperous town for all**

- g) The town council will seek to promote a prosperous local economy that will encourage local employment through policies within an adopted Neighbourhood Plan by July 2016.
- h) The Town Council will support the business forum through continued use of Saxon Hall and regular attendance (100%) at the forum by council officers and members to update the forum on council matters and to receive feedback on matters relating to



- the town council
- i) Actively participate in JAG group by appointing a representative and attending at least 75% of JAG meetings.
  - j) Reduce speeding in the town through participation in the Speedwatch campaign during 2015/16
  - k) To introduce a welcome pack for distribution to new residents by July 2016.
  - l) To ensure that regular groups, classes and clubs that meet at council owned premises are promoted through the town council website and social media.
  - m) To reduce dog fouling and littering in the town by the introduction of a poster campaign designed by young people and promotion of the green dog club
  - n) To ensure that the council works to promote the assimilation of all new developments into the community of Raunds.

**To provide high standard sustainable facilities.**

- a) The council will ensure S106 monies received are spent within the prescribed timescale on appropriate projects
- b) The council will refurbish all children's play areas within the lifetime of this business plan.
- c) The council will maximise revenues from the Town Hall and Saxon Hall through maintaining the buildings to a high standard and appropriate and innovative uses of the buildings.
- d) The council will ensure that all land held is used for a suitable purpose, the council will seek to dispose of land within the lifetime of this business plan which does not offer a high standard facility
- e) The council will seek to provide a dedicated youth facility with the lifetime of this business plan.

**To work in partnership with others to improve the health, education and wellbeing of its residents.**

- a) Actively participate in JAG group by appointing a representative and attending at least 75% of JAG meetings
- b) Actively participate in the Speedwatch campaign through promoting volunteers during 2015/16
- c) Support recruitment of Special constables
- d) Works with our partners to reduce ASB and the perception of ASB particularly in young people.
- e) To work with CANDO and other adult social care providers to promote high quality care and adult services within Raunds.
- f) The Town Council will promote healthy life choices such as giving up smoking and change 4 life.
- g) **The Town Council will lobby for good public transport links for Raunds.**

Commented [C1]: Need to be updated to be SMART OBJECTIVES

**Finance**

<<The medium term financial strategy will be inserted here>>

Appendix A

Appendix A will show how the operational objectives link back to the National wellbeing Index and the four themes of Live, Work, Invest and Visit Raunds

<<NB this section is still to be completed>>

**Appendix 3**

**Revisions October 2015:** Additions are highlighted in yellow. Deletions are ~~struck through and highlighted in yellow~~

## TOWN MAYORS HANDBOOK

### 1.0 INTRODUCTION

1.1 This handbook on Civic Protocol has been produced to assist the Town Mayor and their Deputy to understand their roles and responsibilities and provide useful information with which to undertake the Civic role.

1.2 The Civic Protocol also assists Mayors and Council Officers to apply a consistent approach when dealing with issues connected with the Civic function and for the civic year to run as smoothly as possible.

1.3 Not all eventualities are covered by this handbook but assistance is always available from the officers of the Council.

### 2.0 BACKGROUND

#### The Town Mayor

*The Mayoralty is one of the most ancient offices in British history but has changed its role, importance and public perception over the centuries*

2.1 Section 245 (6) of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council and the Chair of the Council to become the 'Town Mayor' together with the precedence accorded to the post.

2.2 The Town Mayor has the same rights and duties as a local council chairman.

2.3 Traditionally, the role is neutral and not party political. The public still see the role as 'above politics'.

### 3.0 ON BECOMING MAYOR

3.1 Being the Mayor is different to being a Councillor. A Mayor, by virtue of the Office, he or she can stimulate community pride, promote the town, encourage business, support the voluntary sector, mould social cohesion etc.

3.2 A Mayor should anticipate meeting with other dignitaries, attending many engagements, entailing late nights and potentially early mornings.

3.3 The Mayor is in the public eye for virtually the whole year. With this in mind the Mayor needs to exhibit a keen and genuine interest in those he/she meets, show enthusiasm and commitment to the role, ensure he/she is non-party political, speak up for the town's interests and always be mindful of the dignity of the Office.

3.4 For those chosen, it should not be entered into lightly as the reputation of the Council rests heavily on the Mayors shoulders and should never be used to promote the incumbent or their business. Being Mayor entails a different role, different working hours and different restraints. But, it should also be very rewarding and hopefully enjoyable.

3.5 The Mayor is elected by the full Council at the Annual Town Council Meeting in May, through a transparent process of selection. A Deputy Mayor is also elected at this meeting.

3.6 The new Mayor makes the following declaration of acceptance at the Annual Town Council Meeting:

*"I.....having been elected to the Office of Mayor for Raunds Town Council, hereby declare that I take the said Office upon myself, and will duly and faithfully fulfil the duties thereof according to the best of my knowledge and ability.*

*I undertake to observe the Code of Conduct which is expected of Members of Raunds Town Council"*

3.7 The Declaration of Acceptance of Office is signed by both the new Mayor and the Town Clerk (as the Chief Executive Officer of the Council). The new Deputy Mayor also makes a similar declaration.

3.8 The Mayor's Term of Office is for one year and during this time the Mayor continues to be a Member of the Council and presides over the meetings of the Council.

#### 4.0 ROLE OF THE MAYOR

4.1 The role of the Mayor is to undertake Raunds Town Council's civic and ceremonial duties in a dignified manner so as to uphold and enhance the status of the town and engender civic pride.

4.2 Standing Orders set out the duties when presiding at Council meetings or in conducting the Council's business.

4.3 **The Mayor's role is to achieve three key aims:**

- **As a symbol of authority** – connecting history with present day and providing a symbol of continuity; a spokesperson for the Council particularly in time of emergency or national celebration.
- **A symbol of Open Society** – the modern office of Mayor symbolises an open society. A Mayor can come from any class, gender or ethnic background. The role also symbolises the transparency of the organisation it represents.
- **An expression of Social Cohesion** – the attendances of the Mayor to both civic and other engagements gives an expression of cohesion to the life of the town. The Mayor can create links between various bodies, organisations, businesses and even political mediation. In speaking at engagements the Mayor can articulate the Council's aims and objectives throughout the community.

4.4 These key aims are of significant importance and should be borne in mind when the Mayor carries out their duties throughout the year and in deciding what initiatives they choose to undertake.

#### 5.0 INVITATIONS TO EVENTS

5.1 During the Civic year, the Mayor will support a wide variety of events throughout the town.

5.2 All invitations must be sent for consideration of the Mayor (as First Citizen) and, if the Mayor cannot attend it may be appropriate to "pass down" an invitation. ~~However, this should be by no means automatic or desirable and should be at the discretion of the Mayor.~~

5.3 The Deputy should not attend functions in his/her own right but only when deputising for the Mayor.

~~5.4 The Mayor receives invitations to all kinds of events, functions and engagements and every invitation should be considered equally.~~

#### 6.0 MAYOR'S CHARITIES

6.1 The Mayor traditionally raises funds for local charities in the Raunds area. Ideally, the Mayor will announce his or her chosen charities at the Annual General Meeting or otherwise, at the next full Council meeting.

6.2 Following public announcement, the chosen charities should be advised of their adoption.

6.3 A bank or **building society** account is to be set up **with two signatories** required to make withdrawals. The cost of running events can be legitimately paid from the proceeds of the event

6.4 Apart from defraying legitimate expenses, funds raised for the Mayor's charities cannot be used for any other purpose than as a donation to the charity identified when the funds were raised.

6.5 The proceeds from each event should be announced at the next available full Council meeting and following end of the Mayor's term of office a Receipts and Payments account to be produced within six months of the term ending. The accounts to be available for public inspection on request.

6.6 All monies raised must be presented to the chosen charities within three months of the ending of the Mayor's term of office.

6.7 The Mayor's Charity Account Protocol (Appendix 1) should be read in conjunction with this section of the handbook.

## **7.0 PRECEDENCE**

7.1 The Chairman of a District Council takes precedence throughout the District but passes precedence down to the Town Mayor in their respective towns.

7.2 If the Mayor attends functions outside of their town they should only wear their chain of office if permitted by the Mayor/Chair of that town.

7.3 The Mayor will choose his/her own consort who can be either a spouse/partner, fellow Councillor, family member or friend. The consort should be given equivalent respect and dignity whenever he/she accompanies the Mayor on Civic engagements.

7.4 When representing Raunds Town Council, the Mayor will usually wear the official Chain of Office. The Chain will normally be worn at all official functions within Raunds and can also be worn at functions outside of the town, if agreed by the host Council.

7.5 Special arrangements apply when visits are made by the Lord Lieutenant or Royalty to the Town. The Town Clerk will provide advice on these occasions.

7.6 In the absence of the Mayor, the Deputy Mayor is entitled to the Mayor's right of precedence within the Town.

## **8.0 SUPPORT FOR THE MAYOR**

8.1 The Town Clerk's staff will keep the Mayor's diary of engagements and provide such administrative services as resources allow.

8.2 **The Council will allocate resources as required to support the mayors civic events**

## **9.0 RELATIONSHIP WITH THE TOWN CLERK**

9.1 The office of Town Clerk is a very ancient one, in more modern times the role is referred to as the 'second citizen' in view of the advisory and ceremonial role played alongside the Mayor (the First Citizen). The relationship is still significant today for the Mayor to be supported by the Council's chief officer and for the dignity of the office.

9.2 The Clerk may accompany the Mayor not only on civic ceremonial occasions but at other times. The Mayor will meet many important people and the Town Clerk should have access to such people, as well as being able to advise the Mayor on the 'public front' which the Council wishes to promote on a range of issues.

## **10.0 CIVIC ALLOWANCE**

10.1 There is a Civic Allowance to help the Mayor defray the cost of office. Legislation does not stipulate the type or category of expenditure for which the Mayor may use the Civic Allowance. However, it is commonly described as recompense for the expenses of maintaining the dignity of the Office.

10.2 General items include:

- Costs of purchasing tickets to civic events
- Poppy wreaths
- Collections
- Hospitality
- Travel costs

10.3 There is also a budget for certain civic events, including the Civic Service and Remembrance Day.

#### **11.0 SUPPORT BY DEPUTY MAYOR**

11.1 The Member elected as Deputy Mayor will support the Mayor throughout the year by representing the Council when the Mayor is absent and requests it.

11.2 If the Mayor is not present at a Council meeting, the Deputy Mayor must preside. In effect, the Deputy Mayor has no standing as Deputy Mayor when the Mayor is present but assumes the precedence and standing of the Mayor when he/she is deputising for the Mayor rather than acting as Deputy.

#### **12.0 CIVIC INSIGNIA AND REGALIA**

12.1 The Mayor's chain and badge of office are the outward signs of the Civic Office held and should be worn at all civic functions and events to which the Mayor (as the Mayor) has been invited. The public has an expectation to see the regalia being worn and children particularly can be disappointed if the chain is not conspicuous.

12.2 The Mayor should not wear the Civic insignia/regalia in another capacity or another area without express permission from the Council for that area.

12.3 Civic chains should never be worn with a military uniform.

12.4 However, a Mayor who is a member of the clergy may wear the chain over their gown. Similarly, the chain may be worn over academic dress.

#### **13.0 RECEIPT OF GIFTS**

13.1 In the course of the duty of being Mayor, gifts will sometimes be offered to the Mayor. It is suggested that all Members should treat with extreme caution any offer of a gift, favour or hospitality that is made to them personally.

13.2 The Code of Conduct requires Members, including Mayors, to register any gifts or hospitality worth £50 or over that are received in connection with their official duties as a Member, and the source of the gift or hospitality. Gifts or hospitality should be registered, together its source, within 28 days of receiving it.

#### **14.0 THE CIVIC YEAR - EVENTS**

14.1 At the beginning of the Mayoral year it is useful to be able to produce an event list to enable members and the public to diarise events they wish to attend.

14.2 Below is a list of typical events which are organised during the Mayor's year in Office. **The Mayor should endeavour to attend these save in exceptional circumstances**

- **Civic Service**

The format of the day is entirely for the Mayor to decide but must be within budget and held within the town boundary. Civic dignitaries from other Council's together with leaders of local community groups and organisations, colleagues, friends and family are usually invited.

- **Annual Town Meeting**

This is not the Annual Meeting of the Town Council. It is a legal requirement that all parishes in England hold an 'Annual Town/Parish Meeting' to which all local electors are entitled to attend. In Raunds, the meeting is organised and chaired by the Mayor and has in recent years grown in size and is becoming a celebration of what the town has to offer.

The meeting must be held between 1st March and 1st June each year and the venue is normally the Saxon Hall.

- **Remembrance Sunday**

Remembrance Sunday is held on the Sunday nearest to the anniversary of Armistice Day which is on November 11th at 11am. The Mayor will lay a wreath on behalf of Raunds Town Council in memory of those men and women who gave their lives for their country.

- **Christmas Lights Switch-On**

This annual event draws large crowds and involves extensive organisation. Crowds of 2,000 can be expected. The Mayor officiates at this event.

## 15.0 MAYOR'S END OF YEAR

15.1 The Annual Town Council Meeting notes the end of the outgoing Mayor's Term of Office. He or she may make a short speech and needs to consider a few words of thanks for those who have supported the Mayoral Year and details of the amount raised for charity.

15.2 The new Mayor will present the previous Mayor with a Past Mayor's badge.

Revised and adopted October 2015

## Appendix 4

**Revisions October 2015:** Additions are highlighted in yellow. Deletions are ~~struck through and highlighted in yellow~~

### MONEY HANDLING POLICY: POLICY STATEMENT

To ensure proper and consistent cash handling procedures, all staff who handles cash must be aware of, and show a strong commitment to controls over cash funds. Controls are required to safeguard against loss and to protect employees by defining responsibilities in the handling of cash. Money may be comprised of "Cash": coin and currency, cheques, money orders, and electronic funds transfers.

#### GENERAL GUIDELINES:

1. Money must not be left unattended.
2. Cash funds must be stored immediately in the safe, to which access is restricted to office staff and The Clerk.
3. Cash may only be received at The Hall reception.
4. All monies received must be recorded in the relevant receipt book, and a copy receipt given to the payee.
5. The amount stored on the premises should not normally exceed £200.
6. Banking should be carried out whenever the amount stored on the premises reaches £200 or at least a minimum of once per fortnight.
7. Staff are not expected to put themselves at risk in the event of robbery – there should be no resistance, focus should be upon observing attacker(s) and memorising detail to assist with any police investigation.
8. Any concerns should be reported to The Clerk at the earliest opportunity.

#### GUIDELINES FOR PETTY CASH FUNDS:

1. It is the responsibility of all staff who maintain petty cash funds to adhere to this policy/guideline.
2. A petty cash float may be increased by completing a cheque accompanied by a payment voucher which must be signed and approved by two Councillors.
3. The petty cash fund must be kept in a safe or locked cabinet under the control of the responsible staff. Only responsible staff may have access to the petty cash fund.
4. The petty cash fund may not be used for personal loans, cashing cheques, or for salaries.
5. The person responsible for the petty cash fund should establish a maximum size for the petty cash fund.
6. Petty cash should be used as a convenient method to pay small claims, and is not intended for larger or frequent payments. ~~which should be paid via cheque.~~
7. Funds received from any other source must not be added to the petty cash fund.
8. When petty cash reimbursements are made, they must be preceded by a receipt from the payee.
9. If, in exceptional circumstances, petty cash is given prior to purchase, a note should be made of the amount and payee and a receipt should be presented at the earliest possible opportunity.
10. Petty cash transactions must be recorded in the petty cash book with details of the payee, amount, item(s) purchased, initial of member crediting, amount debited, balance after debit (checked).

**Updated September 2010. Revised June 2012. Re-affirmed October 2014.**

**Revised October 2015**

**To be reviewed annually.**