

RAUNDS TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

Minutes: 15 March 2016: Start Time 7.30pm.

PRESENT

Cllr L Jones (Chair), Cllr D Hughes, Cllr R Levell, Cllr H Howell, Cllr L Wilkes (Chaired items 641.15-646.15), Cllr R Beattie.

IN ATTENDANCE

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

- 641.15 To Receive Apologies For Absence.**
None received (Cllr Jones arrived in item 646.15)
- 642.15 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**
None received
- 643.15 Notification of members questions in compliance with the council's standing orders.**
- 644.15 None received**
- 645.15 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
- 646.15 Minutes:** Confirm the minutes of the Policy and Resources Committee meeting held 16 February 2016.

RESOLVED that the minutes of the policy and resources committee meeting held on 16th February 2016 be agreed.

- 647.15 Raunds Middle Co-op:** To receive a verbal update on quotations for the refit of the Raunds middle coop.

The clerk advised that no quotes had been received to date. However meetings were scheduled with three suppliers across the next week and quotes would be presented to the next meeting of the P&R committee.

The report was noted.

648.15 Land between Meadows Lane and Hogs Dyke: To consider actions the council could take to demonstrate local support for the council's policy of protecting this land and to make a recommendation to council thereon.

Members of the committee were aware that Roxhill, the developers of Warth Park, had plans to extend the development to the south side of Meadow Lane.

This area was currently ear-marked as a protected open space with the draft neighbourhood plan. The recent consultation on the draft Neighbourhood Plan had largely fallen silent on this matter and therefore it was felt that a targeted piece of consultation work should take place to establish the views of local people.

The consultation would take the form of a simple survey question. A map would be shown highlighting the land in question. People would then be asked to either support the statement that:

a) The land shown on map x should be protected as green space through the Raunds Neighbourhood Plan.

Or

b) The land shown on map x should be used as development land for an extension to Warth Park.

A discussion then took place around the form of the consultation and suggestions included on-line consultation, through the Raunds Round up and at the mayors show.

Following discussion it was...

RESOLVED to recommend to the Full Council that:

a) A consultation takes place to establish local views on the green space south of Meadow Lane.

b) The final form of words for the consultation be delegated to the clerk to agree in consultation with the Chair of the policy and resources committee.

c) That the consultation be made as widely available as possible in hard copy and online forms.

d) That the consultation will end on Friday 6th May.

649.15 Policy and Resources Objectives 2016/17- To agree objectives for the policy and resources committee for 2016/17.

Members considered the report of the clerk which allocated operational objectives from the business plan to each committee.

Following discussion a small number of amendments were made and it was...

RESOLVED to recommend to the Full Council that

a) The objectives for the Policy and Resources committee for 2016/17 be as shown in the report in appendix 1

- b) That objectives allocated to other committees be considered by those committees for action during 2016/17.**

650.15 Local Council Award Scheme: To confirm the actions required in order for Raunds Town Council to achieve Quality Gold status.

Members considered the report of the clerk as shown in appendix 2.

Following discussion it was...

RESOLVED to recommend to the Full Council that it be delegated to the Policy and Resources committee to prepare an annual report and any other draft documentation required to achieve quality gold status.

651.15 Lettings and Promotion of The Hall, Raunds: To receive an update on lettings at the Hall, Raunds and to consider a report on promotional material for weddings and functions.

Members considered the report of the assistant to the clerk as shown in Appendix 3.

Following consideration of the report it was..

RESOLVED to:

- a) Produce an a5 folder to contain venue and supplier information this would be paid for through advertising.**
- b) A promotional banner will be purchased to be placed at locations within the town on a rotational basis.**
- c) Further consideration will be given to attending wedding fayres at a later date based on cost/benefit analysis.**
- d) A gold advertising package will be taken with "your day" Northamptonshire.**
- e) Facebook boost will be used to promote posts around weddings.**

652.15 Annual Review of Insurance: To complete the Annual Review of Insurance.

Members considered the report of the clerk as shown in Appendix 4. The clerk was also able to update members with the following information:

Based on the revised property valuations and updated property schedule the premium for 2016/17 will be £9330.07 inclusive. This is almost level with the premium you paid last year.

This incorporates 5% index-linking on the buildings for the 2016/7 period, 1% index-linking on the Contents & All Risks Sections and the government increase in Insurance Premium Tax from 6 to 9.5%. This premium incorporates the events scheduled for this year. There is no extra charge for the Mayor's Show.

RESOLVED that the insurance review be noted and that the clerk should proceed with the renewal.

653.15 Land register: To review and consider any further actions resulting from the completion of the draft register of council owned land.

This item was deferred.

654.15 EXCLUSION OF PRESS AND PUBLIC

The press and public will be excluded from Agenda item 653.15 due to the confidential (commercially sensitive) nature of the business under the Public Bodies (Admission to Meetings) Act 1960 S.1 (sub section 2)

655.15 To receive an update on Business Rates and Town Hall tenants.

The clerk updated members with information regarding business rates at the Hall Thorpe Street.

There being no further business the meeting concluded at 9:30pm

Approved: (Town Mayor)

Meeting date: 12 April 2016..... (Council)

Approved: (Chairman)

Meeting date: (Committee)

Appendix 1

To provide a strong and independent voice for Raunds.

	OPERATIONAL OBJECTIVE	Responsibility for delivery
a)	To prepare a Neighbourhood Plan with a target date of adoption by ENC of July 2016	Full Council
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)	Planning Committee Or others as appropriate

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	Full Council
d)	To demonstrate excellent standards of governance by achieving the gold standard in the Local Council Award Scheme by October 2016.	Policy and Resources Committee
e)	To ensure that staff are well trained and effective through the use of annual staff appraisals and development programme.	Personnel Committee
f)	To ensure effective communications with the town through the implementation of the councils communication strategy.	Policy and Resources Committee.

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.	Environment Leisure and Recreation Committee
b)	To work with partners to reprint the Heritage Sites leaflet by the end of 2016.	Environment Leisure and Recreation Committee
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.	Policy and Resources Committee
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)	Environment Leisure and Recreation Committee (Events working party)
e)	To promote links to Stanwick lakes by ensuring appropriate signage is in place at each end of	Environment Leisure and

	Meadow Lane by Summer 2016.	Recreation Committee
f)	Ensure that the adopted Neighbourhood Plan includes an appropriate list of protected local heritage sites.	Full Council

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

a)	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.	Policy and Resources
b)	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	Policy and Resources
c)	Actively participate in JAG group by appointing a representative and attending at least 75% of JAG meetings.	Full Council
d)	Reduce speeding in the town through participation in the Speedwatch campaign during 2015/16	Environment Leisure and Recreation Committee
e)	To introduce a welcome pack and DVD for distribution to new residents by July 2016.	Environment Leisure and Recreation Committee
f)	To ensure that regular groups, classes and clubs that meet at council owned premises are promoted through the town council website and social media.	Policy and Resources
g)	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	Environment Leisure and Recreation

	club	Committee
h)	To ensure that the council works to promote the assimilation of all new developments into the community of Raunds.	Full Council

To provide high standard sustainable facilities.

a)	The council will ensure S106 monies received are spent within the prescribed timescale on appropriate projects	Policy and Resources
b)	The council will refurbish all leisure areas within the lifetime of this business plan.	Environment Leisure and Recreation Committee
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.	Policy and Resources/ Finance
d)	The council will ensure all land held is used for a suitable purpose, the council will only hold land that meets its purposes.	Policy and Resources
e)	The council will seek to provide a dedicated youth facility within the lifetime of this business plan.	Environment Leisure and Recreation Committee

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	Full Council
b)	Actively participate in the Speedwatch campaign through promoting volunteers.	Environment Leisure and Recreation Committee
c)	Support recruitment of Special constables	Full Council
d)	Works with our partners to reduce ASB and the	Environment

	perception of ASB particularly in young people.	Leisure and Recreation Committee
e)	To work with CANDO and other adult social care providers to promote high quality care and adult services within Raunds.	Environment Leisure and Recreation Committee
f)	The Town Council will promote healthy life choices.	Environment Leisure and Recreation Committee
g)	The Town Council will lobby for good public transport links for Raunds.	Planning Committee

Appendix 2

Summary:

A report on the **Local Council Award Scheme**

Attachments: None

1.0	<p><u>Overview</u></p> <p>The Local Council Award Scheme was launched in 2014 and replaced the Quality Council Scheme.</p> <p>The purpose of the scheme is to <i>“to celebrate the successes of the very best local councils, and to provide a framework to support all local councils to meet their full potential” (NALC 2014).</i></p>
2.0	<p><u>Levels of Award</u></p> <p>The scheme has three levels of award. You can apply for any level of award and do not have to necessarily work from the Foundation stage upwards. A brief description of each level is shown below.</p> <p>The Foundation Award demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice.</p> <p>The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.</p> <p>The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.</p>
3.0	<p><u>Assessment Criteria</u></p>

4.0	<p>Each level of award has a range of assessment criteria and these are detailed in the attached document.</p> <p>Having reviewed current practices at Raunds Town Council against the assessment criteria, the Quality Gold Award can be achieved by Raunds Town Council with some additional work.</p> <p><u>Recommendations</u></p> <p>a) to recommend to the Full Council that it be delegated to the Policy and Resources committee to prepare an annual report and any other draft documentation required to achieve quality gold status.</p>	
Implications:		
Council objectives:	Achievement of quality status	X
Good Governance		X
Equalities & Human Rights	There are no equalities and human rights issues	X
Financial	There are no financial implications at this stage	
	There will be financial implications –	X
	There is provision within the budget	X
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Local Government Act 1972	X
	Other considerations: None	
Risk Management	There are material risks which are shown at	
	<ul style="list-style-type: none"> - Inherent risk score: - Residual risk score: 	
Person originating this report: Kate Houlihan, Clerk to the Council		
Date: 10 March 2016		

Appendix 3

Summary:	
A report on the promotional option of the Raunds Town Hall Wedding Venue	
Attachments:	
1.0	<p>Promotional Material:</p> <p>To produce an A5 folder which will contain information on the venue and what we offer, along with local business's relevant to the wedding industry ie; florist, room dressers, cake makers, stationery suppliers etc etc. Each advertiser could supply A5 inserts and pay for advertising which would contribute or cover the cost of producing the folder.</p>
2.0	<p>Wedding Banners</p> <p>To purchase 3 vinyl banners to be placed around Raunds. Locations to be confirmed but suggested as: railings at Town Hall, Warth Park/football club and one other. These can be purchased for around £65 per 510gsm premium vinyl 6ft x 3ft banner.</p>

3.0	<p>Silverlinings Wedding guide (Information taken from Silver linings wedding guide) <i>Silverlinings is a small family business run by Miranda and Andy Simms.</i> Silver linings manage a network of wedding fairs across Leicestershire and Northamptonshire and publish the Silverlinings Wedding Guide. These guides are given free to brides across the region through Wedding Fairs, and also at wedding dress shops and wedding retailers.</p>																
3.1	<p>Advertising costs Printed in August and January each contract is for 6 months: Quarter page advert 95mm high x 60 mm wide £200 Half Page advert 95mm high x 125 mm wide/195mm high x 60 mm wide £375 Full Page advert 219mm high x 154 mm wide (inc 3mm bleed) £475</p>																
4.0	<p>Wedding Fairs Silverlinings also host Wedding fairs around the county. To have a stand at a wedding fair varies from £140 -£240 depending on location. It may also be a good idea to attend a fair prior to any exhibiting to establish what we would require. The next fair is at Grendon Lakes in April.</p>																
5.0	<p>Your day in Northamptonshire Your Day in Northamptonshire is a County Council produced guide which contains information on everything you need to know about organising your wedding/civil partnership and adverts for local venues. We could advertise in the brochure which is next published in August 2016 for the following:-</p> <table border="1" data-bbox="308 1283 1050 1462"> <thead> <tr> <th data-bbox="308 1283 507 1317">Advert type</th> <th colspan="3" data-bbox="539 1283 826 1317">Duration of Advert</th> </tr> <tr> <td></td> <th data-bbox="539 1328 683 1361">3 months</th> <th data-bbox="707 1328 850 1361">6 months</th> <th data-bbox="890 1328 1034 1361">12 months</th> </tr> </thead> <tbody> <tr> <td data-bbox="308 1373 387 1406">Gold</td> <td data-bbox="539 1373 619 1406">£250</td> <td data-bbox="707 1373 786 1406">£340</td> <td data-bbox="890 1373 970 1406">£500</td> </tr> <tr> <td data-bbox="308 1417 387 1451">Silver</td> <td data-bbox="539 1417 619 1451">£125</td> <td data-bbox="707 1417 786 1451">£170</td> <td data-bbox="890 1417 970 1451">£260</td> </tr> </tbody> </table>	Advert type	Duration of Advert				3 months	6 months	12 months	Gold	£250	£340	£500	Silver	£125	£170	£260
Advert type	Duration of Advert																
	3 months	6 months	12 months														
Gold	£250	£340	£500														
Silver	£125	£170	£260														
5.1	<p>Advertising options</p> <p>Gold Gold adverts appear in the venue and supplier lists ahead of other advertising options. Within the gold band, all adverts appear in a random order that changes whenever the webpage is refreshed. Gold adverts also appear on the key pages of the website including the home page.</p> <p>Silver Silver adverts appear in the venue and supplier lists behind gold and ahead of free advertising options. Within the silver band, all adverts appear in a random order that changes whenever the webpage is refreshed.</p> <p>Raunds Town Hall already has a free listing which was submitted last week and awaiting approval. The free listing is a basic listing with no picture.</p>																
6.0	<p>Face Book Wedding Page Post Boost Face Boost allows you to 'Boost' individual posts. This means you can:</p> <ul style="list-style-type: none"> • Reach more people who like your Page, and their friends • Reach all-new audiences based on location, age, gender and 																

	<p>interests</p> <ul style="list-style-type: none"> Easily set a budget and schedule for your post <p>The cost of 'boosting' your post is very minimal but could potentially reach thousands of new face book users.</p> <p>£4 – estimated people reached would be 3200-8300 £7– estimated people reached would be 5400-14000 £11 – estimated people reached would be 9000-24000 £14 – estimated people reached would be 12000-33000</p> <p>These figures are based on selecting Northamptonshire as the location criteria.</p>													
7.0	<p>Financial Implications</p> <p>An advertising budget has been sent of £1,000 for the 2016/17 financial year, this is in addition to a separate budget for advertising Saxon Hall.</p> <p>There is also a budget for the new website and producing a council newsletter.</p> <p>The costs of all the items detailed here are summarised in the table below:</p> <table border="1"> <tr> <td>A5 Folder</td> <td>Cost neutral (sponsorship)</td> </tr> <tr> <td>Banners 3no</td> <td>£195</td> </tr> <tr> <td>Silver linings wedding fairs</td> <td>£240 ?</td> </tr> <tr> <td>Silver linings wedding guide</td> <td>0 ?</td> </tr> <tr> <td>Your day Northamptonshire</td> <td>£500</td> </tr> <tr> <td>Facebook post boost</td> <td>£30</td> </tr> </table>		A5 Folder	Cost neutral (sponsorship)	Banners 3no	£195	Silver linings wedding fairs	£240 ?	Silver linings wedding guide	0 ?	Your day Northamptonshire	£500	Facebook post boost	£30
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Banners 3no	£195													
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Silver linings wedding guide	0 ?													
Your day Northamptonshire	£500													
Facebook post boost	£30													
Implications:														
Council objectives:	Good governance and risk management	X												
Equalities & Human Rights	There are equalities and human rights issues													
Financial	There are no financial implications at this stage													
	There will be financial implications – see paragraphs 3.0, to 11.0 inclusive	X												
	There is provision within the budget	X												
	Decisions may give rise to additional expenditure													
	Decisions may have potential for income generation													
Legal	Power: Accounts and Audit Regulations													
	Other considerations: Practitioners Guide Governance and Accountability in England and Wales													
Risk Management	Material risks exist and these are shown in para 10.0													
	- Inherent risk score: - Residual risk score:													
Person originating this report: Emma Williams, Assistant to the Clerk														
Date 15 March 2016														

Appendix 4

Summary:

A report on the annual review of the Council's insurances.

Attachments:

1.0	Background
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1.1 The Council previously entered into a 3 year agreement (expires 31/3/17) with Zurich Municipal for the provision of its insurance. This enabled the Council to gain competitive rates of insurance and reduce the administrative costs of annual quotations.

1.2 Insurance is a major financial safeguard for Councils and forms an integral part of its risk management strategy and is one of the ways of mitigating risk.

1.3 An annual review is essential to ensure adequate levels of cover are maintained; although in practice, an underlying continual review takes place each time a new risk presents itself.

2.0 **2016 Review**

The policy and resources committee commenced the annual review in February 2016 the following queries were raised:

- a) **The clerk would check the basis of the property valuations undertaken in 2011.**
- b) **That the clerk would check the insurance value of the civic regalia.**
- c) **That the value of the skate park insurance be reviewed.**
- d) **That a clarification be sought so that members had a clear and unambiguous understanding of their liabilities in respect of the culvert running underneath the town square.**
- e) **That the clerk seek clarification regarding insuring the war memorial.**

2.1 **The clerk would check the basis of the property valuations**

In April 2011, a valuation was undertaken to obtain the re-instatement costs of each council owned property. The re-instatement value is shown in the table overleaf.

Table 1.1 2011 re-instatement costs

Building	2011 valuation
The Hall	£2,006,834
Saxon Hall	£1,357,666
Cemetery Chapel	£493,370
Public Convenience	£89,610

However these re-instatement values vary from the sums that were insured (shown in table 2 below)

Building	2011 valuation	2015 Valuation
The Hall	£2,006,834	£2,192,922
Saxon Hall	£1,357,666	£1,483,559
Cemetery Chapel	£493,370	£539,118
Public Convenience	£89,610	£97,919

The history as to why, for example, The re-instatement value of Saxon Hall was £930,000 but the building was insured at £1,357,666 is unclear.

The council's insurers (Zurich) have now been supplied with a copy of the 2011 valuations and the intention is that they will insure the buildings based on the 2011 valuation plus indexation.

If there is any reason why this shouldn't be the case the insurers will explain this to the council.

That the clerk would check the insurance value of the civic regalia

Thomas Fattorini Ltd who carried out work on the civic regalia in 2015 have been asked for a replacement insurance value which will be checked against the schedule.

That the value of the skate park insurance be reviewed.

Members asked the clerk to verify that all the skate park equipment was insured and this is the case.

That clarification be sought so that members had a clear and unambiguous understanding of their liabilities in respect of the culvert running underneath the town square.

In relation to this point the following information has been obtained by date.

There is still further investigation to be done on this matter however the culvert and the maintenance thereof appears to be the responsibility of the town council. The council has public liability insurance which covers all facilities and operations so we are covered for injury to others if the culvert were to collapse.

If damage to the culvert were caused by a vehicle our insurers would seek damages from the vehicle owner.

Zurich Insurance have suggested that periodic engineer's inspection reports of the culvert may be prudent (using fibre optic camera's passed through the culvert) Zurich will supply details of suitably qualified contractors.

That the clerk seek clarification regarding insuring the war memorial

The war memorial is un-insured but as with the culvert the council is covered for public liability. We are not however insured for vandalism or rebuild costs if the memorial were to collapse.

The memorial can be insured but first we would need to obtain re-build cost. It is worth nothing that many councils do not insure war memorials.

The revised policy schedule and renewal costs will be supplied to the meeting if received in time.

Recommendation:

- That the annual insurance review be noted.
- That is be noted that the war memorial can be added to the policy at any-time.

Implications:

Council objectives:

Good governance and risk management

X

Equalities & Human Rights	There are equalities and human rights issues	
Financial	There are no financial implications at this stage	
	There will be financial implications – see paragraphs 3.0, to 11.0 inclusive	X
	There is provision within the budget	X
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Accounts and Audit Regulations	
	Other considerations: Practitioners Guide Governance and Accountability in England and Wales	
Risk Management	Material risks exist and these are shown in para 10.0	X
	- Inherent risk score: - Residual risk score:	
Person originating this report: Kate Houlihan Town Clerk		
Date 8 March 2016		