

**RAUNDS TOWN COUNCIL**

**POLICY AND RESOURCES COMMITTEE**

Minutes: 6 September 2016: Start Time 7.30pm.

**PRESENT**

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

**IN ATTENDANCE**

Ms Kate Houlihan, Town Clerk (Minutes)

**190.16 To Receive Apologies For Absence.**

Apologies were received from Cllr Helen Howell

**RESOLVED to note the apology**

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

None received

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

None received

**193.16 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

**194.16 Minutes:** Confirm the minutes of the Policy and Resources Committee meeting held 23 June 2016

**RESOLVED that the minutes of the Policy and Resources Committee meeting held on 23 June 2016 be confirmed as a true record**

**195.16 To receive a progress report on P&R projects.**

In consideration of the report as shown in Appendix 1 it was...

**RESOLVED to note the report and agreed that completed items should be removed from the report.**

**196.16 Land Register:** To consider making first registrations with the Land Registry for council owned land that is currently un-registered.

Members considered the report of the clerk as shown in Appendix 2 and it was....

**RESOLVED to make first registrations for all un-registered land owned by the Town Council.**

**197.16 The Culvert running through The Market Square, Raunds:** To receive clarification from the Environment Agency regarding the maintenance of the culvert, Raunds.

Members reviewed the information received from the Environment Agency and it was noted that the culvert could be running under Highways land rather than Town Council land.

**RESOLVED to ask the clerk to ascertain whether the culvert ran under Town Council or Highways (Northamptonshire County Council) Land**

**198.16 Money Handling Policy:** To review the money handling policy and consider any amendments required.

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

**RESOLVED to recommend the Full Council that the policy be amended as shown in Appendix 3.**

**199.16 Internal Controls:** To receive a report on Internal Control checks carried out to date.

The Clerk and Cllr Levell, as internal controller, gave a report on the internal control checks that had taken place during 2015/16.

It was noted that Cllr Levell tested the bank reconciliations for their accuracy and tested a sample of transactions to ensure the correct authority was obtained for payments.

There were no serious issues to report.

It was noted that in a small number of cases a signatory had omitted to physically sign the invoices. It was agreed that officers would check all invoices to ensure they had been signed by both signatories.

It was also noted that a procedure had been needed for use of the ALTO Card, however as this facility had now been withdrawn, the Policy and Resource committee were to be asked to create a procedure for any payment method that might succeed the Alto card.

**RESOLVED to note the report.**

There being no further business the meeting concluded at 8.02pm









Approved: ..... (Town Mayor)

Meeting date: ..... 13 September 2016..... (Council)

Approved: ..... (Chairman)

Meeting date: .....1<sup>st</sup> November 2016..... (Committee)**Appendix 1: Progress Report**

Minute	Resolution	Action/Progress	Completed	Notes
75.15	Raunds Middle Co-op creation of a business plan			Agreed not to progress at this time
76.15	Appointment of councillor champions	Councillors appointed as champions for various sectors		Agreed not to re-appoint at the current time
79.15	Asset management plans			Plans to be reviewed at next meetings of P&R/ Finance
81.15	preparation of a business plan	Approved by council		To be published on town council website
200.15	Prepare a communication strategy and communications plan	Approved by council		To be published on town council website
203.15	Create a register of town Council Land and assess against policy			Register prepared. Assessment of land on-going
204.15	NALC campaign for public toilets to be exempt from business rates			Letter sent supporting removal of public toilets from business rates regime
274.15	Review of internal audit processes	Approved by council		Review of internal audit to be considered by Finance Committee
275.15	Budget 2016/17	Approved by council		Budget process for 2017/18 to commence
277.15	Standing Orders - review of standing orders	Approved by council		
278.15	The use of the town hall as a wedding venue			Additional promotional work required
353.15	Review of Mayors Handbook			

Minute	Resolution	Action/Progress	Complete	Notes
354.15	Money Handing Policy			Annual review required to be reviewed at September meeting
355.15	Open spaces charging policy			Bench marking exercise with other local sites to be completed.
419.15	Formation of a community interest company			Draft articles prepared
508.15	Risk Assessment Management			Review of all risk assessments to standardise them.
510.15	Grant Awarding policy			Completed, simplified and made more accessible to groups/Review required?
512.15	Agenda Management			
569.15	Lettings at the Hall, Raunds	Refurbishment of council chamber / licensed as wedding venue		Office space to let to be publicised.
570.15	Brooke Street Raunds	Assessment to improve the look of Brooke Street		This has been passed to ELR
571.15	Policy and Resources Objectives 2016/17	Approved by council		Also created priorities fro other committees by linking objectives to business plan
574.15	Annual Review of Insurance	Completed -savings made by ensuring insured values of building linked to valuations		Review of culvert on this agenda Research into insuring the war memorial is required
648.15	Land from Hoggs Dyke to Meadow Lane	Consultation approved by council		Completed report issued to council
	Preparation of case study on SI 596			Used to lobby T Pursglove MP, Northants CALC, and successfully used in planning responses
710.15	Future High Street Summit	Report on conference attended		

Confidential  
Item

<b>Pre-application planning advice required for Land at Heritage Way</b>			<b>awaiting response</b>
--	--	--	--------------------------

## Appendix 2: Land Registry

<b>Summary:</b>	
<b>A report on: Council owned land</b>	
<b>Attachments: Report from LPR</b>	
1.0	<p><u>Overview</u></p> <p>The Policy and Resources committee appointed LPR (Land and Property Registrations) to carry out a review of council owned land. Their report is attached here.</p> <p>In reviewing the report it has become apparent that a small number of pieces of council owned land are not registered with the Land Registry (see attached report). Raunds Town Council previously instructed solicitors to prepare documents for first registrations but these were not actioned.</p> <p>It is good practice to do so, as detailed on the land registry website, an extract is shown below.</p> <p style="text-align: center;"><b><i>Register for the first time</i></b></p> <p style="text-align: center;"><i>Land or property must be registered for the first time if it's unregistered when you take ownership of it or mortgage it.</i></p> <p style="text-align: center;"><i>Even if you don't have to register, registering voluntarily:</i></p> <ul style="list-style-type: none"> <li>• <i>gives you proof of ownership</i></li> <li>• <i>helps <a href="#">protect your land from fraud</a></i></li> <li>• <i>makes it easier to change, sell or give your property away in the future</i></li> </ul> <p style="text-align: center;"><i>You can register property yourself or get a solicitor or conveyancer to do it for you.</i></p> <p><b>Recommendations</b></p> <ul style="list-style-type: none"> <li>• That the committee delegates to the Clerk to ensure that all council owned land is registered with the Land Registry.</li> <li>• The committee delegates to the Clerk the appointment of suitable professional advisers to carry out the registrations.</li> <li>• The committee notes that each first registration will cost £150-£200 dependent on the records and deeds held by the council.</li> </ul>

<b>Key</b>	
	Land is registered. Title Deeds on file. No action required
	Land is unregistered. There is a caution on some or all of the land.
	Land is unregistered
	Land is registered but documentation held by RTC is incomplete

<b>Title Number</b>	<b>Description</b>		<b>Ownership</b>	<b>Action</b>	<b>Documentation</b>
NN235943	Land on the East side of London Road	Open space 200828	RTC	No action required	Title Deed
NN220138	Land on the West side of Brook Street	Open space 200818	RTC	No action required	Title Deed
NN220136	Land on the West side of Windmill Grove	Open space 200817	RTC	No action required	Title Deed
NN216890 NN216889	Land on the East side of Harvey Close	Grass verge 200161	RTC	No action required	Two Title Deeds
NN126561	Land on the North side of Stanwick Road	Open space 15475	RTC	No action required	Title Deed
NN183952	Two parcels of land on either side of Belmont Gardens	Open spaces 15129	RTC	No action required	Title Deed
NN169265	Land on the East side of Heritage Way	Open space 14811	RTC	No action required	Title Deed
NN330825	Saddlers Play area	Play area	RTC	No action required	Title Deed
	The Hall	Town Council Offices 14533	Unregistered – caution NN319466 in place	We recommend you obtain a copy of the caution from the Land Registry. This may have	Conveyance of 16/12/1982 between E Northants District Council and RTC

				implications for first registration Prepare land registry compliant plan and application for first registration	
	Land on Marshall Street at the junction with West Street	Car park 14523	Unregistered	Prepare land registry compliant plan and application for first registration. Statutory declaration and/or property vesting order required. [To clarify RTC's position regarding the land to the rear of the car park which is also unregistered]	Conveyance dated 4/9/34 between Thomas Edward Gravely and Arthur Frederic Gravely and The Urban District Council of Raunds Conveyance of 7/3/33 between Thomas Edward Gravely and Arthur Frederic Gravely and The Urban District Council of Raunds Conveyance dated 31/5/66 between Ronald Ringrose Lawrence and The Urban District Council of Raunds Statutory Declaration and/or Property Transfer Order
	Amos Lawrence Park	14522	Unregistered	Prepare land registry compliant plan and application for first registration.	Conveyance dated 24/6/74 between Eunice Pauline Marie Lawrence and Amanda Joy Park and The Town Council for Raunds Conveyance dated 28/3/74 between Alfred Alan Groom and the Urban District Council of Raunds Indenture dated 25/6/1896 between The Queen's Most Excellent Majesty and Mr Samuel Brown Statutory Declaration and/or Property Transfer Order
	Land on High Street	Memorial Garden 14519	Unregistered	Application prepared.	Conveyance dated 27/9/49 between The Vicar of Raunds and Raunds

					Urban District Council Statutory Declaration and/or Property Transfer Order
NN156328	Land on Ferneus Drive, McInnes Way and Rotton Row	Open spaces. 14517	?	We recommend you obtain Title Deeds from Land Registry to confirm ownership	???
NN283628 -lease	Windmill Primary School Field	14516	Unregistered field	Application prepared! Caution NN319546. We recommend you obtain a copy of the caution from the Land Registry. This may have implications for first registration Prepare land registry compliant plan and application for first registration	Landlord: Raunds Town Council, tenant is The Governing Body of Raunds Primary School Conveyance of 1/4/54 between Grace Groom and The Urban District Council of Raunds Abstract of Title dated 1954 Copy agreement 6/2/34 CE Woolston Esq and W Lawrence Esq Statutory Declaration and/or Property Transfer Order
	Land to the East of London Road	Bassfords Recreation Ground (mid section to exclude allotments and cricket club) 14515 & 14514	Unregistered	(First application prepared.) Prepare application for first registration NB allotments and cricket club also unregistered	Conveyance dated 19/3/63 between the Raunds allotment and smallholders association Ltd and The Urban District Council of Raunds Abstract of title 1963 – Raunds Allotment and Smallholders Association Ltd Indenture of 22/4/1898 between Margaret Bass and The Urban District Council of Raunds. Statutory Declaration and/or Property Transfer Order



	The Square	Car park 14505	Unregistered	<p>NN319480 Caution in place. We recommend you obtain a copy of this. This may have implications for first registration</p> <p>Documentation only for bottom two thirds of site, top parcel will definitely need a statutory declaration.</p>	<p>Indenture dated 10/7/1899 between John J Sharpe and the Raunds Urban District Council</p> <p>Conveyance dated 28/4/34 between Jonathan Northern and Walter Gell</p> <p>Conveyance dated 12/1/45 between Walter Gell and the Raunds Urban District Council</p> <p>Statutory Declaration and/or Property Transfer Order</p>
NN247470	Saxon Hall Gardens		?	Deeds not in your records. We recommend you obtain copy deeds to confirm ownership	
NN152884 – lease	44m2 in High Street	Public convenience 14453	Unregistered	Prepare application for first registration	<p>Lease dated 20/7/1992 between RTC and The Council For the District of East Northamptonshire</p> <p>Statutory declaration required as no documentation vesting land in the TC</p>
	Cemetery, London Road	14520	Unregistered	Prepare application for first registration	<p>Conveyance dated 22/9/16 between Mrs A Sharp and Raunds Urban District Council</p> <p>Statutory declaration / property vesting order</p>
NN126561	Pocket Park			Deeds not in your records. We recommend you obtain copy deeds to confirm ownership	

## Appendix 3: Money Handling Policy

### POLICY STATEMENT

To ensure proper and consistent cash handling procedures, all employees who handle cash must be aware of, and show a strong commitment to controls over cash funds. Controls are required to safeguard against losses 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. The monies should be kept in the safe.
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 regarding money handling 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.
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.
7. Funds received from any other source must not be added to the petty cash fund.
8. When petty cash reimbursements are made, **must only be made on production of 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, 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, initials of member crediting, amount paid, balance after **payment** (checked).

Updated September 2010.

Revised June 2012.

Re-affirmed October 2014.

Revised October 2015

Revised October 2016

To be reviewed annually.