



RAUNDS TOWN COUNCIL

Council Offices, The Hall, Raunds, Wellingborough, Northamptonshire. NN9 6LT

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04 January 2023

Dear Councillor,

You are summoned to attend a meeting of the **Raunds Town Council** to be held in **The Council Chamber, The Hall, Thorpe Street**, Raunds, on **Tuesday 10th January 2023 at 7.30pm.**

Press and Public welcome.

Mr Steve Tucker

Mr Steve Tucker
Clerk to the Council

AGENDA

- 500.22 To receive apologies for absence.**
- 501.22 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**
- 502.22 Notification of members questions in compliance with the council's standing orders.**
- 503.22 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.

- 504.22 Minutes:** To confirm the minutes of the Extraordinary Council Meeting held on 5 January 2023. (To Follow.)
- 505.22 Committee Minutes:** To receive the minutes of the following Committee meetings:

[Planning Committee](#) held on 15 December 2022. (Draft) (Copy via link.)

- 506.22 Mayor's Report:** To receive the Mayor's report. (Copy herewith.) (Pages 3-4)
- 507.22 Unitary Councillors Report:** To receive reports from Unitary Councillors.
- 508.22 Budget and Precept 2023/24:** To approve the budget and precept for the 2023/24 financial year. (To Follow.)

- 509.22 Raunds Music Festival:** To consider a booking request for Saxon Hall from Raunds Music Festival. (Report herewith). (Pages 5-6)
- 510.22 Grounds Maintenance Contract:** To consider options for future provision of grounds maintenance services. (Report herewith.) (Pages 7-9)
- 511.22** *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.*
- 512.22 Clerk's update report:** To receive a confidential report from the Clerk. (Report herewith.) (Pages 10-15)

**Raunds Town Council
Mayor's Activities – December 2022**

5 December	Wing Commander's Reception *	We attended the Christmas Reception hosted by Colonel Brian Filler, Commander, 501 Combat Support Wing, US Air Force, held at RAF Alconbury. The Deputy Lieutenant of Cambridgeshire reaffirmed the local community's commitment to making the USVF feel welcome.
7 December	Raunds Coffee Afternoon	I opened the coffee afternoon, after which attendees made Christmas wreaths. This was so popular that additional supplies of freshly-cut materials were needed.
10 December	Raunds Community Choir Christmas Concert *	We attended this very enjoyable concert held in St Peter's Church. Despite the cold (it was in the middle of the cold snap) it was well attended, and hot drinks and mince pies were available afterwards.
11 December	Santa on a Tractor *	We met with Brian Kettell before he set off from Hill Street and welcomed him back at Butts Road on completion of his rounds. This was a tremendous success, as he ran out of toys mid-afternoon and collected a (shed)load of provisions and money for the foodbank.
11 December	Methodist Church carol service *	We attended the service and I read the first lesson.
11 December	Methodist Church Christmas lunch *	We attended the lunch along with around 80 others. They put on a full three-course Christmas dinner, which was appreciated by everyone.
14 December	Mayor of Raunds family carol service *	The Methodist Church was almost full for the service which featured the children from local schools. The adult congregation sang only two carols. We were honoured to be joined by Dominic Hopkins, Deputy Lieutenant for Northamptonshire, and around a dozen other mayors. Refreshments for the civic guests were served at the Mayor's house.
17 December	Carols on the Square *	We joined around thirty others to sing carols by the covered seating area on the Square. I read the first lesson. Mince pies were available afterwards. It is a shame that it wasn't better attended, but it was cold!
18 December	St Peter's Christmas lunch *	We attended the lunch in the nave of the church. It was warmer than at the concert one weekend earlier!
18 December	Mayor of Rushden carol service *	We were delighted to support Adrian Winkle, Mayor of Rushden, at his carol service in the Rushden parish church. Refreshments were served in the church rooms afterwards.
20 December	Staff Christmas lunch *	We attended the lunch held for staff in the Mayor's parlour during their lunch hour. The food was paid for by the Clerk and me.
23 December	Carols in the library	I attended the informal concert put on by the Raunds Community Choir. I was invited to join the choir towards the end, an offer I am sure they regretted afterwards...

24 December	Candlelit carol service in St Peter's *	We once again enjoyed this traditional carol service after its absence during the Covid pandemic. The church was full and I read the first lesson.
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* Occasion where I was joined by the Mayoress, Cllr Magdalena Levell.



RAUNDS TOWN COUNCIL

Report to: Full Council
10th January 2023

Raunds Music Festival
Agenda item: 509.22

Summary:

To consider a request from Raunds Music Festival to hire Saxon Hall between Thursday 27 April – Monday 1 May 2023.

Attachments:

None

1.0

Background:

Raunds Music Festival traditionally hold their annual programme of events during the Bank Holiday weekend at the end of April/beginning of May at Saxon Hall. The Council has on previous occasions agreed to provide the facility free of charge for this purpose.

The Operations Manager spoke with the festival organisers in September 2022 to advise that a formal booking request would be required for the event, and that there was already a children's birthday party booked for Saturday 29 April, so the organisers may wish to explore alternative dates. Emails were subsequently sent by the Operations Manager to check if the organisers had identified alternative dates, or whether they wished to work around the Saturday party booking. No response was received, but in the meantime, a flyer was circulated promoting that the event would be taking place over the 2023 May Bank Holiday weekend.

A formal booking request for the event was not submitted to the Council until 16 December 2022. The organisers have said that the delay in submission was caused by a communication problem arising from a change in email provider. The organiser of the children's birthday party has confirmed that they wish to retain their existing slot.

2.0

Booking Request:

The festival organisers have communicated the following information in respect of their preferred booking dates:

"Raunds Music Festival is planning to run its annual festival in 2023 from Friday 28th of April to Sunday 30th April. We are therefore asking to fully book the Saxon Hall on those dates and book access, in order to set up the bar, on Thursday 27th April. We are obviously willing, under the circumstances, to work around the other party's occupation of the Hall on the Saturday, but without a stage it is likely that the festival events will not be viable which we think would be unreasonable. This could result in enforced cancellation of festival events and jeopardise the festival. Please confirm the council's, hopefully positive, response as soon as possible."

"In my haste I sent an incomplete message initially and then omitted a request for our booking to be free of charge as has been usual in the past. Please add that request to our formal booking request."

3.0

Implications:

There are a number of factors that would need to be carefully considered in respect of the requested booking dates:

4.0	<ul style="list-style-type: none"> • Access will not be available to set up the bar on Thursday 27 April due to the Annual Town Assembly. The Saxon Bowling Club booking would also need to be cancelled resulting in income loss of £36.56; • Four regular bookings/classes would need to be cancelled for Friday 28 April, resulting in loss of income of £172.74 (although this scenario would occur on whichever Friday the Festival were to be held); • The children’s birthday party booking (10am-2pm) on Saturday 29 April would in all likelihood require cancellation to enable the Festival to operate a full programme – this would mean loss of income of £81 and have a negative reputational effect; • The Sunday CV Church service would need to be cancelled, resulting in loss of income of £298.91 (although this scenario would occur on whichever Sunday the Festival were to be held) <p>The total loss of income across Thursday-Monday would be £589.21, whilst staffing costs to cover the event would be in the region of £450.</p> <p>Alternative Dates:</p> <p>Due to occupancy levels at Saxon Hall, there are no weekends that would be completely free from disruption, but alternative weekends which could host the festival and would cause the least disruption based on current bookings would be Thursday 20 April – Monday 24 April, or Thursday 1 June – Monday 5 June.</p> <p>The Council would still need to consider whether to permit use of the facility free of charge, given the loss of income from cancellation of regular Friday club bookings and the Sunday Church service.</p>
5.0	<p>Recommendation:</p> <p>That the Council considers the options available to accommodate Raunds Music Festival and determines which dates should be offered for 2023 and at what cost (if any).</p>

Implications:

Council objectives:	Compliance with legislative requirements and good risk assessment	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 paragraph 3.0	X
	There is provision within the budget	
	Decisions may give rise to additional expenditure	X
	Decisions may have potential for income generation	
Legal	Power: Health and Safety Act & Disability Discrimination Act	
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	
	- Inherent risk score:	
	- Residual risk score:	

Person originating this report: Steve Tucker – Town Clerk

Date: 4 January 2023



RAUNDS TOWN COUNCIL

Report to: Full Council
10th January 2023

Grounds Maintenance Contract
Agenda item: 510.22

Summary:

To update the Council on the options for the Grounds Maintenance (GM) Contract from January 2024.

Attachments:

None

1.0

Background:

The Council previously agreed to extend the GM Contract to the end of December 2023, and consideration is now required as to how to proceed once that contract ends.

There are various options available to the Council, set out below. There is a consortium meeting on Monday 23 January, at which North Northamptonshire Council (NNC) have asked the Town Council to confirm which option(s) we would consider taking forward. Options 1 and 2 cannot be progressed simultaneously.

2.0

Options:

Option 1 - NNC managed procurement and contract management, on a 5 year contract *(based on current arrangement)*

A fee of 5% of the final annual contract value would be applied for procurement.

The specification would include grass cutting and maintenance – planted areas – hedges – cemeteries and other locations identified in conjunction with the Consortia. It would include check/clearance of litter prior to mowing, but would not include refuse collection as this is best conducted by a specialist under separate arrangements

An ongoing contract management fee would be £25,000 per year and would include:

- A nominated contract manager from NNC
- Quarterly review meetings with consortia members chaired by the contract manager – looking a performance and complaints/compliments issues etc
- Monitoring and resolution of performance issues.
- Random site checks, use of a grading system per quarter by NNC contract manager and associated production of reports

Option 2 - Direct delivery by NNC's in-house Grounds Services for Greenspace Maintenance on a 5 year contract *(option available as a consortium only, yearly price rises based on RPI – guide price below)*

Grounds Operatives	Salary	Equipment purchase (per year for 5 years)	Annual costs	Admin fee
11	£390,000	£34,070	£152,900	£32,500
TOTAL ESTIMATED ANNUAL COST			£609,470	

Relative Percentages:

	%	£
Higham	40.91	249,334.18
Irthlingborough	26.66	162,484.70
Raunds	24.03	146,455.64
Stanwick	8.40	51,195.48
Total	100	609,470.00

The following caveats are applicable;

1. Figures provided are indicative and do not constitute a firm quotation – They are based on the estimated scale of the work covered in the current contract; however, further work and consultation with Consortia members would be required
2. The cost above does not include the North Northamptonshire greenspace and so the total estimated cost above would be shared pro rata across the 4 consortium members - Stanwick, Raunds, Irthlingborough and Higham Ferrers in the same proportion as the current contract is split.
3. The £152k annual cost covers fleet and fuel costs, anticipated maintenance of equipment, disposal costs, consumable such as Glyphosate, line marking paint, bags, cord etc. training, uniform, mobile phones and overtime if required
4. TUPE regulations may affect the final number of operatives employed to service the contract and cost adjustments would need to be made to reflect this
5. All operatives are assumed to be employed on a full-time contract and not used to provide services elsewhere across NNC area, or commercially. The council is not in a position to use other contracted works to subsidise the cost and seasonal variance in the work load of these works.
6. There is no element for cleansing outside of litter picking open spaces prior to grass cutting provided in the costing.
7. Grave digging will be charged additionally to the costing
8. Administration fee covers the monitoring and management of the contracted services and reporting mechanisms therein
9. Costing is for FY 23/24 and will increase in line with RPI increase and other pay awards incurred during the length of the contracted term
10. This approach contains significant recruitment and expenditure risks to North Northamptonshire Council and would therefore require NNC committee approval before the council is able to commit.

Option 3 – Leave the consortium, procure and manage our own contract.

The Council conducts its own procurement (directly or with the assistance of a Procurement company) – NNC would assist by providing free of charge, non- confidential information relating to the previous contract such as previous specifications and maps.

3.0

Financial Implications:

Options 1 and 3 – Dependent on outcome of procurement process.

Option 2 – Guide price given as £146,500 per annum (draft budget for 2022/23 only contains £60,000 for grounds maintenance)

4.0

Recommendation:

That the Council considers the options set out at paragraph 2 and determines which option(s) it wishes to explore further or rule out.

Implications:		
Council objectives:	Compliance with legislative requirements and good risk assessment	X
Equalities & Human Rights	There are equalities and human rights issues	
Financial	There are no financial implications at this stage	X
	There will be financial implications – see paragraph 2.0	X
	There is provision within the budget	X
	Decisions may give rise to additional expenditure	X
	Decisions may have potential for income generation	
Legal	Power: Health and Safety Act & Disability Discrimination Act	
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	
	- Inherent risk score: - Residual risk score:	
Person originating this report: Simon Smart – Operations Manager		
Date: 10 th January 2023		