



# RAUNDS TOWN COUNCIL

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

Telephone: (01933) 622 087

E-mail:- [info@raunds-tc.gov.uk](mailto:info@raunds-tc.gov.uk), Website: [www.raunds-tc.gov.uk](http://www.raunds-tc.gov.uk)

7 May 2025

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 13<sup>th</sup> May 2025 at 7.30pm.**

***Press and Public welcome however please do advise the Clerk if you are attending to ensure adequate space is made available.***

*Mr Steve Tucker*

Mr Steve Tucker  
Clerk to the Council.

## AGENDA

**Prior to opening the meeting, Cllr Paul Byrne will present a cheque to representatives from his chosen charities, Alzheimer's Research UK and Children's Air Ambulance.**

- FC1.25 Election of Town Mayor & Signing of Declaration of Acceptance of Office.**
- FC2.25 Election of Deputy Mayor & Signing of Declaration of Acceptance of Office.**
- FC3.25 To receive Councillor Declarations of Acceptance of Office or, if not received, to decide when they shall be received.**
- FC4.25 To receive apologies for absence.**
- FC5.25 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**
- FC6.25 Notification of members questions in compliance with the Council's Standing Orders.**
- FC7.25 To receive declarations of interest under the Council's Code of Conduct.** Members should disclose any interests in the items of business to be discussed and are reminded that declaring a Disclosable Pecuniary Interest will require that the member withdraws from the meeting during the transaction of that item of business.
- FC8.25 Minutes: to confirm the minutes of the Council meeting held 8 April 2025. (Copy herewith.) (Pages 3-10)**

**FC9.25 Committee Minutes:** To receive the minutes of the following Committees:

- [Planning Committee](#) held on Thursday 17 April 2025. (Draft) (Copy herewith) (Pages 11-15); and
- [Events Committee](#) held on Tuesday 22 April 2025. (Draft) (Copy herewith) (Pages 16-17)

**FC10.25 Appointments to Committees and External Bodies:** To confirm appointments to Committees and External Bodies for 2025/26 (Report herewith) (Pages 18-20)

**FC11.25 Schedule of Meetings 2025/26:** To approve the schedule of Council meetings for the 2025/26 municipal year. (Copy herewith) (Page 21)

**FC12.25 Direct Debit Payments:** To approve the list of payments to be made via Direct Debit. (Copy herewith) (Pages 22-24)

**FC13.25 Subscriptions:** To review annual subscription payments. (Copy herewith) (Pages 25-26)

**FC14.25 Town Mayor's Address:** The newly-elected Mayor will address the meeting.

**Following the meeting attendees are invited to stay for light refreshments.**

**RAUNDS TOWN COUNCIL MEETING**  
**8 April 2025 at 7.30pm**

**PRESENT:**

Cllr P Byrne (Chairman), Cllr R Beattie, Cllr B Cross, Cllr A Fernley, Cllr H Howell, Cllr D Hughes, Cllr M Levell, Cllr R Levell and Cllr L Wilkes.

**IN ATTENDANCE:**

S Tucker, Clerk (Minutes)

Prior to the commencement of the formal business of the meeting, the Mayor paid tribute to Cllr Rosalie Beattie and Cllr Dudley Hughes, acknowledging that this was their final Full Council meeting before the conclusion of their current terms of office. The Mayor expressed gratitude for their dedicated service and contributions to the Town Council and the community during their tenure.

**FC145.24 Apologies for Absence**

Apologies were received from Cllr O Curtis and Cllr T Swailes.

**FC146.24 Public Participation**

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

**None received.**

**FC147.24 Questions from Members**

**None received.**

**FC148.24 Declarations of Interest**

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM.

Cllr H Howell declared a non-pecuniary interest in agenda item FC153.24, in relation to her position as a trustee of East Northamptonshire First Responders.

**FC149.24 Council Minutes:** To confirm the minutes of the following Council meetings:

- [Full Council](#) meeting held on Tuesday 11 March 2025.

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**RESOLVED** that the minutes of the Full Council meeting held on 11 March 2025 be confirmed as a true record.

**FC150.24 Committee Minutes:** To receive the minutes of the following Committee meetings:

- [Events Committee](#) held on Tuesday 4 March 2025

**RESOLVED** that the minutes of the Events Committee meeting held on 4 March 2025 be noted.

- [Personnel Committee](#) held on Tuesday 18 March 2025

**RESOLVED** that:

- (i) The Lone Worker Policy be re-adopted for a further two-year period; and
- (ii) The minutes of the Personnel Committee meeting held on 18 March 2025 be noted.

- [Environment, Leisure and Recreation Committee](#) held on Tuesday 1 April 2025

**RESOLVED** that:

- (iii) The proposed amendments to the Memorial Bench Policy be rejected, with the Policy referred back to the Environment, Leisure and Recreation Committee for further review; and
- (iv) The minutes of the Environment, Leisure and Recreation Committee meeting held on 1 April 2025 be noted.

**FC151.24 Mayor's Report:** To receive the Mayor's report.

**RESOLVED** that the digest of Mayoral activities for March 2025 be noted.

**FC152.24 Unitary Councillors Report:** To receive reports from Unitary Councillors.

The attention of members was drawn to the recent edition of the [Leader's update](#).

It was noted that the Town Council's application to the three Raunds unitary Ward Councillors for Member Empowerment Funding of £1,500 towards the programme of VE Day 80 commemorations taking place on 8 May 2025 had been approved.

**RESOLVED** that the Unitary Councillor reports be noted.

**FC153.24 Applications for Grant Funding:** To consider an application for grant funding from East Northamptonshire First Responders.

The Council gave consideration to an application for grant funding received from East Northamptonshire First Responders, to support the continued

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operational capability of their NH003 Community Response Vehicle, situated at Saxon Hall.

**RESOLVED that a grant of £500 be awarded to East Northamptonshire First Responders to assist with running costs for Community Response Vehicle NH003.**

**FC154.24 Application for Trade Stall:** To consider an application to trade from Council-owned land.

The Council gave consideration to an application for an ice cream van to trade from the new Raunds skate park or the extended car parking area at Amos Lawrence Park.

Councillors expressed safety and access concerns, given that there was currently no practical way to reach the skate park area without driving across the playing field, with the track to the side privately owned by Anglian Water and not accessible for public use.

In addition, while valuing the presence of food and drink retailers in appropriate locations, Councillors were mindful of the potential for a proliferation of similar requests. There was a consensus that the skate park and extended car park were not designed with this type of commercial use in mind, and therefore the facilities should remain true to their intended purpose.

**RESOLVED that the application be refused.**

**FC155.24 Policy Review:** To review the Council's Shopfront Improvement Grant Policy.

The Council reviewed the Shopfront Improvement Grant Policy and proposed a number of minor amendments to its content and format, as shown at **Appendix 1**.

It was requested that following re-adoption of the Policy, the Scheme be publicised via the Council's communication channels.

**RESOLVED that the Shopfront Improvement Grant Policy, as amended, be re-adopted for a three-year period.**

**FC156.24 Wedding Fees and Artwork:** To review wedding fees and updated promotional artwork.

Members gave consideration to the report, but determined that a more in-depth review was required. It was therefore agreed to establish a dedicated Working Group to consider the service as a whole, with membership of the Group to be confirmed at the Annual General Meeting.

**RESOLVED that a Weddings Working Group be established, with membership to be confirmed at the Annual General Meeting on 13 May 2025.**

**FC157.24 Raunds Skate Park and Pump Track:** To consider Street Art options for Raunds Skate Park and Pump Track.

The Council gave consideration to the report and there was a consensus that Quote 3 presented the most impressive design portfolio and offered the best scope for community involvement, including a workshop to engage local young people in the design process. It was noted that the quote was within budget, and the proposal aligned well with the Council's recently adopted Graffiti and Street Art Policy. Members also welcomed the focus on decorating non-skateable surfaces, ensuring no impact on ramp safety.

**RESOLVED that Quote 3 for a Street Art project at Raunds Skate Park and Pump Track at £4,150 +VAT be approved.**

**FC158.24** *The press and public will be excluded from the following agenda items due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960*

**RESOLVED to exclude the press and public from the remainder of the meeting.**

**FC159.24 Clerk's Update Report:** To receive a confidential report from the Clerk.

The Clerk presented the confidential report.

Following a discussion, it was

**RESOLVED that:**

- (i) **The Council maintains the existing licence agreement with Raunds Town Youth FC, and that any additional arrangements with Stanwick Rovers FC be facilitated on an informal basis, without amendment to the current agreement; and**
- (ii) **Quote 1 for production of a design for soil nailing and plating remediation at Saxon Hall at £5,750 +VAT be approved.**

**FC160.24 Establishment Report:** To receive a confidential report from the Clerk.

The Clerk presented the confidential report.

Following a discussion, it was

**RESOLVED that:**

- (i) **The staffing update be noted; and**
- (ii) **Salary increments for staff achieving a satisfactory appraisal be approved with effect from 1 April 2025, in accordance with the terms set out in contracts of employment.**

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There being no further business the meeting closed at 9.07pm.

Approved: ..... (Town Mayor)

Meeting date.....13 May 2025.....(Council)

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## SHOP FRONT IMPROVEMENT GRANT POLICY

Raunds Town Council offers a grant to assist local retailers with shop front improvements. All grants must meet the criteria listed below and will be assessed by ~~Finance & Policy Committee~~ **Full Council**.

- A maximum of £500 will be awarded per application.
- Any monies awarded must be match funded by the applicant.
- Improvements must include works to the fabric of the building i.e. repainting, repairs to woodwork, windows, doors etc. Grants will not be given solely for new signage, although signage costs will be considered as part of a wider improvement scheme.
- A detailed description of the proposed works must accompany the application, along with an indication of proposed paint colours, finish and materials.
- Raunds Town Council must see written evidence of expenditure.
- Any shop front improvement works must follow the guidelines of the [East Northamptonshire Council Shop Front Design](#) supplementary planning document and policy [R9b of the Raunds Neighbourhood Plan](#).
- Any necessary planning permissions/building consents must be granted before any monies will be released by Raunds Town Council.
- Any successful applicant will be required to display the Raunds Town Council Shop Front Grant signage for a minimum of 3 years.
- Applicants businesses' must be situated within the Primary and Secondary shopping areas as defined within the [Raunds Neighbourhood Plan figure 6](#).
- All grants are made at the discretion of the Council.
- Work already undertaken will only be considered if it has been carried out within the last six months.





# RAUNDS TOWN COUNCIL

## SHOP FRONT IMPROVEMENT GRANT APPLICATION FORM

Name of Business:

Full postal address of premises:

Telephone number:

Email:

Business Type:

Full Names of Applicants:

Are the Premises:

Owned

Rented

Leased (please state expiry date)

If leased or rented, do you have permission from the landlord to undertake improvements: Yes / No

If yes, please supply the name, address and contact details of the Landlord:

Description of planned works:

*\*Please enclose sketch of planned works, and a photograph of the front of the premises as they are now, together with an indication of proposed paint colours*

**Total estimated cost of planned works:**

**I have read the relevant guidance in the Raunds Neighbourhood Plan and the East Northamptonshire Shop Front Design SPD:**

Yes/No

**Should the application be granted, who should the payment be made to:**

**Account Name:**

**Account Number:**

**Sort Code:**

➤ **Please return completed forms to:**

Email: [clerk@raunds-tc.gov.uk](mailto:clerk@raunds-tc.gov.uk)

**Post:**

**Town Clerk  
Raunds Town Council  
The Hall  
Thorpe Street  
Raunds  
Wellingborough  
NN9 6LT**

**RAUNDS TOWN COUNCIL**

**PLANNING COMMITTEE**

**Minutes: 17<sup>th</sup> April 2025: Start Time 19:30pm**

**PRESENT:**

Cllr R Beattie, Cllr P Byrne, Cllr B Cross (Chairman)

**IN ATTENDANCE:**

L Blood, Administrative Assistant (Minutes)

Two Members of the Public

Prior to the formal commencement of the meeting, the Chairman expressed his gratitude to Cllr Rosalie Beattie for her support and contribution to the work of the Planning Committee, acknowledging this was her final meeting before standing down.

**PLC113.24 To Receive Apologies for Absence.**

Apologies were received from Cllr M Levell and Cllr T Swailes

**PLC114.24 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

None received.

**PLC115.24 Notification of members questions in compliance with the Council's standing orders.**

None received.

**PLC116.24 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.**

**PLC117.24 Minutes:** To confirm the minutes of the Planning Committee meeting held on 18<sup>th</sup> February 2025. (Copy via link)

**RESOLVED that the minutes of the Planning Meeting held on 18<sup>th</sup> February 2025 be confirmed as a true record.**

**PLC118.24 Planning applications received for consideration:**

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NE/25/00343/ADV | **Proposal:** Advertisement Consent. Two non-illuminated marketing boards (3m wide x 3.05m high arranged in a 'V' board). **Location:** | West End Land North Of Brick Kiln Road, Raunds.

**RESOLVED that Raunds Town Council has no objections.**

NE/25/00279/VAR | **Proposal:** Variation of (a) Condition(s). Variation of Condition 5 (highway infrastructure) to allow the main estate road to be a private drive (if required) but built to an adoptable standard and Condition 6 (Footpath Link) to amend the provision of the footpath connections to Kelmarsh Avenue and Holdenby Drive has not yet been adopted by the Council and also given that there is a third party land preventing the delivery of this link pursuant to 20/00954/FUL – Full application for the erection of 14no. dwellings and associated works. **Location:** Land Known as The Poplars, Brick Kiln Road, Raunds.

**RESOLVED that Raunds Town Council objects to the proposed variations and recommends that the application be refused unless:**

- (i) Full mast-mounted street lighting in compliance with BS 5489-1:2020 is in place, in the interest of public safety and general amenity;
- (ii) Bin collection accessibility and drag distance comply with NNC policy, and avoid placing unnecessary strain on residents and operatives, potentially resulting in non-collection; and
- (iii) An acceptable and deliverable solution for the footpath link is provided, to ensure the development is sustainable and delivers community connectivity.

NE/25/00245/FUL | **Proposal:** Full Planning Permission. Two storey side extension with bedroom over store. | **Location:** 9 Park Street, Raunds, Wellingborough, NN9 6NB.

**RESOLVED that Raunds Town Council objects to the application and supports the concerns raised by the Highway Authority:**

- (i) The proposed extension results in a 4-bedroom dwelling, requiring three off-street parking spaces (3m x 5.5m) under the Adopted Parking Standards, which have not been demonstrated.
- (ii) Pedestrian visibility splays (2m x 2m) have not been provided on both sides of the access; and
- (iii) The access lacks the required 5 metres of hard-bound surfacing, increasing the risk of loose material on the highway and damage to property and persons.

The Council considers it essential that these issues are satisfactorily addressed for highway and pedestrian safety.

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NE/25/00295/FUL | **Proposal:** Full Planning Permission. Change of use from Residential C3 to C2 Children's home. | **Location:** Fesq, Chelveston Road, Raunds, Wellingborough, NN9 6DA.

**RESOLVED** that Raunds Town Council objects to the application and supports the concerns raised by consultees. The Council recommends that the application be refused unless and until the applicant provides adequate information and revised plans that demonstrate compliance with highway safety standards, community safeguarding, operational competence, and fire safety requirements.

NE/25/00329/PDU | **Proposal:** Permitted Development – Use. Change of use from ground floor shop (Class E) to one-bed apartment with its own private entrance from Brook Street (Class C3). | **Location:** 36 Brook Street, Raunds, Wellingborough, NN9 6LP.

**RESOLVED** that Raunds Town Council objects to the application on the grounds that it contravenes key policies of the Raunds Neighbourhood Plan, notably Policies R9 and R11. Approval of this application would set a harmful precedent for the incremental erosion of commercial activity in Raunds Town Centre, to the long-term detriment of its economic vitality, visual character, and community function.

NE/24/00561/VAR | **Proposal:** Variation of (a) Condition(s). Variation of condition 2 to allow for the permission to refer to different drawings showing amendments to dwelling plans and elevations pursuant to NE/22/00675/FUL – Construction of two dwellings and associated parking. | **Location:** Brook Farm, Brooks Road, Raunds, Wellingborough, NN9 6NS.

**RESOLVED** that Raunds Town Council withdraws its objection to application NE/24/00561/VAR, subject to the conditions and technical recommendations set out by the Highway Authority being fully adhered to.

#### **PLC119.24 Planning appeals:**

None received.

#### **PLC120.24 Planning permissions granted:**

NE/23/00274/VAR | **Location:** Land North of Raunds, Fronting Brick Kiln Road, North Street, Brooks Road and Midland Road, Raunds. | **Description:** Variation of condition 4 to allow for access from Brooks Road for agricultural purposes only, in accordance with proposed turning head and track access 18027-SK114, pursuant to 12/01889/VAR. Variation of Condition 4: Removal of the access between Brooks Road and the eastern part of the site so that access to and from this eastern parcel is via Midland Road only. Approved plan CS24675/T/108 to be substituted with revised plan CS-0593-T-001,

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pursuant to Application 09/01626/OUT – ‘Outline application: Proposed Sustainable urban addition to Raunds comprising residential (Use Class C3); residential care facilities (Use Class C2); business (Use Class B1); storage and distribution (Use Class B8); new vehicular and pedestrian access and associated road infrastructure, public open space, landscaping (including flood alleviation measures), and conversion of existing buildings to provide residential (Use Class C3) and/or community facilities (Use Class D1) (All matters reserved except for access)’ dated 12.10.09.

NE/24/01145/FUL | **Location:** Amos Lawrence Park, Stanwick Road, Raunds, Wellingborough, NN9 6DG. | **Description:** Installation of 3 containers to be used for changing room and toilet facilities, following the demolition of the old building which was destroyed due to an arson attack. (Section 81 E/24/0024/DN).

#### **PLC121.24 Planning permissions refused:**

NE/24/01004/FUL | **Location:** 56 Stanwick Road, Raunds, Wellingborough, NN9 6DG. | **Description:** Erection of a detached dwelling including access and amenity space.

NE/24/00906/FUL | **Location:** 15 Webb Road, Raunds, Wellingborough, NN9 6HH. | **Description:** Modifications to existing site boundary and construction of new detached bungalow with off-road parking.

NE/23/00282/FUL | **Location:** Spire Works, Park Road, Raunds, Wellingborough, NN9 6JL. | **Description:** Change of use of ground floor to retail shop. Change of use of upper floor to residential flat with internal and external alterations.

NE/23/00283/LBC | **Location:** Spire Works, Park Road, Raunds, Wellingborough, NN9 6JL. | **Description:** Change of use of ground floor to retail shop. Change of use of upper floor to residential flat with internal and external alterations.

#### **PLC122.24 Planning applications withdrawn:**

None received.

#### **PLC123.24 Planning applications referred to NNC planning management committee:**

None received.

#### **PLC124.24 Amended planning application:**

None received.

#### **PLC125.24 Application received for prior notification:**

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None received.

**PLC126.24 Items not requiring planning consent:**

None received.

**PLC127.24 Consultations:**

None received.

**PLC128.24 Planning enquiries:**

None received.

There being no further business the meeting closed at 19:44pm

Confirmed: ..... (Chairman)

Meeting Date: ..... 29<sup>th</sup> May 2025 ..... (Committee)

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**RAUNDS TOWN COUNCIL****EVENTS COMMITTEE****Minutes: 22 April 2025 Time 7.30pm****PRESENT**

Cllr A Fernley (Chairman), Cllr P Byrne, Cllr M Levell and Cllr R Levell.

**IN ATTENDANCE**

Steve Tucker, Town Clerk  
 Nicola Joy, Assistant Clerk  
 Rebecca Keightley, Administrative Assistant (Minutes)

**EC59.24 To Receive Apologies for Absence.**

Apologies were received from Cllr O Curtis and Cllr L Wilkes.

**EC60.24 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

None received.

**EC61.24 Notification of members questions in compliance with the Council's standing orders.**

None received.

**EC62.24 Declarations of Interest.**

COMMITTEE MEMBERS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM.

**None.**

**EC63.24 Minutes: To confirm the minutes of the Events Committee meeting held 4<sup>th</sup> March 2025. (Copy via link)**

**RESOLVED to confirm the minutes of the Events Committee meeting held on Tuesday 4<sup>th</sup> March 2025 as a true record.**

**EC64.24 Raunds Mayor's Show: To review plans for the Raunds Mayor's Show on Sunday 18<sup>th</sup> May 2025.**

The Committee reviewed the budget sheet and Event Management Plan.



Members were updated on arrangements and progress. They were informed that the event is fully booked, we are just waiting for confirmation from the Fire brigade if they will be attending.

It was agreed that the Mayor's chosen charity would be included in the promotion of the event on social media after the AGM has taken place on 13<sup>th</sup> May.

**RESOLVED: To note the project planner and event management plan.**

**EC65.24 VE Day 80:** To review plans to mark the 80<sup>th</sup> Anniversary of VE Day on Thursday 8<sup>th</sup> May 2025.

The Committee reviewed the budget sheet and Event Management Plan.

Members received updates on the day's arrangements. It was confirmed that Deputy Lord Lieutenant Oliver Wicksteed, the Mayor and the Royal British Legion will lay wreaths at the 9am service.

The cancellation of the Bell ringing at 6.15pm was discussed and members were advised that Raunds Temperance Band had been approached to see if they would like to perform at the unveiling of the benches.

Members were informed that Raunds Fish Bar will offering a VE Day special.

**RESOLVED: To note the project planner and event management plan.**

**EC66.24 Christmas Lights Infrastructure:** To consider tender requirements for a new Christmas Lights Contract, including scope of work and technical specifications.

The Committee reviewed the report and the provisions contained within the current contract.

Members were updated that the Council's contractor had ceased trading, and that the sub-contractor had taken over the final year of the existing contract under the exact same terms.

The Committee discussed the benefits of buying or renting when the current lights needed replacing. Members agreed on a warm white theme for future lighting.

**RESOLVED: To conduct a tender process for 3-year and 5-year contract options.**

There being no further business the meeting closed at 8:06pm

Approved: ..... (Chairman)

Meeting: .....1st July 2025..... (Committee)



# RAUNDS TOWN COUNCIL

Report to: Full Council  
13<sup>th</sup> May 2025

Appointments to Committees, Working Groups and External Bodies  
Agenda item: FC10.25

**Summary:**

To confirm appointments to Committees and External Bodies for 2025/26.

**Attachments:**

None.

1.0

**Summary:**

The proposed appointments to Committees, Working Groups and External Bodies for 2025/26 are as follows:

**Environment, Leisure and Recreation Committee (8)**

Mayor – Ex Officio

Deputy Mayor – Ex Officio

Cllr Ray Comer

Cllr Ollie Curtis

Cllr Paul Edwards

Cllr Adam Fernley

Cllr Hayley Hill

Cllr Lee Wilkes

**Events Committee (7)**

Mayor – Ex Officio

Deputy Mayor – Ex Officio

Cllr Ray Comer

Cllr Adam Fernley

Cllr Hayley Hill

Cllr Magdalena Levell

Cllr Lee Wilkes

**Finance Committee (6)**

Mayor – Ex Officio

Deputy Mayor – Ex Officio

Cllr Bill Cross

Cllr Julia Hague

Cllr Helen Howell

Cllr Lee Wilkes

**Personnel Committee (7)**

Mayor – Ex Officio

Deputy Mayor – Ex Officio

Cllr Bill Cross

Cllr Ollie Curtis

Cllr Adam Fernley

Cllr Julia Hague

Cllr Helen Howell

Cllr Magdalena Levell

**Planning Committee (7)**

Mayor – Ex Officio

Deputy Mayor – Ex Officio

Cllr Ray Comer

Cllr Bill Cross

Cllr Ollie Curtis

Cllr Paul Edwards

Cllr Lee Wilkes

**Spotlight Newsletter Working Group (5)**

Cllr Julia Hague

Cllr Hayley Hill

Cllr Helen Howell

Cllr Magdalena Levell

Cllr Richard Levell

**Town Hall Working Group (5)**

Cllr Paul Byrne

Cllr Paul Edwards

Cllr Helen Howell

Cllr Richard Levell

Cllr Lee Wilkes

<b>2.0</b>	<b>External Body</b>	
	Joint Action Group (JAG) (1)	Cllr Ray Comer
	NCALC Police Liaison Representative (PLR) (1)	Cllr Ray Comer
	Raunds United Charities (3)	Cllr Ollie Curtis
		Cllr Julia Hague
		Cllr Richard Levell
	Sawyers Charity (1)	Dudley Hughes JP
St Peter's Enterprise Community Centre (1)	Cllr Paul Byrne	
<b>Recommendation:</b>		
That the appointments to Committees and External Bodies for 2025/26 be approved.		
<b>Implications:</b>		
Council objectives:	Compliance with legislative requirements and good risk assessment	<b>X</b>
Equalities & Human Rights	There are equalities and human rights issues	
Financial	There are no financial implications at this stage	<b>X</b>
	There will be financial implications – see paragraph 2.0	
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
Legal	Decisions may have potential for income generation	
	Power: Local Government Act 1972	<b>X</b>
Risk Management	Other considerations: None	
	Material risks exist and these are currently being assessed.	
	- Inherent risk score: - Residual risk score:	
<b>Person originating this report:</b> Steve Tucker, Town Clerk		
<b>Date:</b> 6 May 2025		



# RAUNDS TOWN COUNCIL - CALENDAR OF MEETINGS

## 2025/26

Committee	MEETING DATE													
	2025								2026					
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	
<b>COUNCIL</b> Tuesday 7.30pm	13 <sup>th</sup> (AGM)	10 <sup>th</sup>	8 <sup>th</sup>		9 <sup>th</sup>	14 <sup>th</sup>	11 <sup>th</sup>	9 <sup>th</sup>	13 <sup>th</sup> (BP)	10 <sup>th</sup>	10 <sup>th</sup>	14 <sup>th</sup>	12 <sup>th</sup> (AGM)	
<b>PLANNING COMMITTEE</b> Thursday 7.30pm	29 <sup>th</sup>	26 <sup>th</sup>	17 <sup>th</sup>	21 <sup>st</sup>	25 <sup>th</sup>	23 <sup>rd</sup>	20 <sup>th</sup>	18 <sup>th</sup>	22 <sup>nd</sup>	19 <sup>th</sup>	19 <sup>th</sup>	23 <sup>rd</sup>		
<b>FINANCE COMMITTEE</b> Tuesday 7.30pm	27 <sup>th</sup>		22 <sup>nd</sup>		23 <sup>rd</sup> *		25 <sup>th</sup> (B)		27 <sup>th</sup>			28 <sup>th</sup>		
<b>EVENTS COMMITTEE</b> Tuesday 7.30pm			1 <sup>st</sup>		2 <sup>nd</sup>		4 <sup>th</sup> *		6 <sup>th</sup>		3 <sup>rd</sup>		5 <sup>th</sup>	
<b>PERSONNEL COMMITTEE</b> Tuesday 7.30pm		17 <sup>th</sup>			16 <sup>th</sup>		18 <sup>th</sup> *				17 <sup>th</sup>			
<b>ENVIRONMENT, LEISURE &amp; RECREATION COMMITTEE</b> Tuesday 7.30pm			29 <sup>th</sup>			7 <sup>th</sup> *		2 <sup>nd</sup>		3 <sup>rd</sup>		7 <sup>th</sup>		
<b>OTHER</b>		3 <sup>rd</sup> (ATI)										23 <sup>rd</sup> (ATA)		
<b>Key to Symbols:</b> AGM = Annual General Meeting & Mayor Making ATA = Annual Town Assembly ATI = Annual Town Inspection (6pm) * = Committee Budget Setting B = Draft Budget (Finance Committee) BP = Budget & Precept (Council)		<b>Bank &amp; Public Holidays</b> 2025 - 26 <sup>th</sup> May, 25 <sup>th</sup> August, 25 <sup>th</sup> & 26 <sup>th</sup> December 2026 - 1 <sup>st</sup> January, 3 <sup>rd</sup> & 6 <sup>th</sup> April, 4 <sup>th</sup> May, 25 <sup>th</sup> May, 31 <sup>st</sup> August, 25 <sup>th</sup> & 26 <sup>th</sup> December  <b>Notable Dates</b> 1 <sup>st</sup> May 2025 – Local Government Elections						<b>Event Dates</b> 17 <sup>th</sup> May – Saturday Market 18 <sup>th</sup> May – Mayor’s Show 21 <sup>st</sup> June – Saturday Market 27 <sup>th</sup> June – Armed Forces Day 12 <sup>th</sup> July – Summer Picnic 19 <sup>th</sup> July – Saturday Market 16 <sup>th</sup> August – Saturday Market 20 <sup>th</sup> September – Saturday Market 27 <sup>th</sup> September – Autumn Litter Pick			31 <sup>st</sup> October – Halloween Party 9 <sup>th</sup> November – Remembrance Sunday 11 <sup>th</sup> November – Armistice Day 30 <sup>th</sup> November – Christmas Market & Lights Switch On 14 <sup>th</sup> December – Santa on a Tractor			



# RAUNDS TOWN COUNCIL

Report to: Full Council  
13 May 2025

Direct Debit Payments  
Agenda item: FC12.25

**Summary:**

To approve the list of payments to be made via Direct Debit.

**Attachments:**

Appendix 1 – Direct Debits

**1.0**

**Summary:**

The Council's Financial Regulations state that payment for utility supplies and any National Non-Domestic Rates may be made by variable direct debit, provided that the payments are reported to Council as made and that approval of the use of a variable direct debit shall be renewed by resolution of the Council annually.

Annual resolutions of the Council are also required to renew approvals to make payments by banker's standing order, BACS, CHAPS and internet banking transfer methods.

Attached at **Appendix 1** is a current list of direct debits for review.

**2.0**

**Recommendations:**

- (i) That the list of payments to be made by Direct Debit be approved; and
- (ii) That renewed approval be given to the making of payments via variable direct debit, banker's standing order, BACS, CHAPS and internet banking transfer methods.

**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	
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Local Government Act 1972	X
	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:** 07 May 2025

## APPENDIX 1

### DIRECT DEBIT PAYMENTS

Name	Reference	Last Paid	Description
ANGLIAN WATER BUSI	139256382	17-Mar-25	Water Rates - Decommissioned Unit
ANGLIAN WATER BUSI	102552072	20-Mar-25	Water Rates - Town Hall
ANGLIAN WATER BUSI	129560371	20-Mar-25	Water Rates – Market Square
ANGLIAN WATER BUSI	124397217	20-Mar-25	Water Rates – Saxon Hall
ARVAL UK LTD	RA3811	01-May-25	EV Service Plan
AUTORAMA UK	152395-36-27624-1	01-May-25	EV Lease
BARCLAYCARD	BCD0165854	10-Apr-25	Online Card Payments Transaction Charges/Fees
GOCARDLESS LTD	ZXGA3PJ	15-Apr-25	Telephone & Broadband
HUTCHISON 3G UK	1930121042	24-Apr-25	Mobile Phone for Ops Staff
INFORMATION COMISS	Z9079454	09-Aug-24	Data Protection Fee
LLOYDS BANK	5563140514751470	16-Apr-25	Council Business Card for Payments
NORTH NORTHANTS	920020694	15-Apr-25	Business Rates – Chamber
NORTH NORTHANTS	920020717	15-Apr-25	Business Rates – Cemetery Chapel
NORTH NORTHANTS	920020720	15-Apr-25	Business Rates – Waiting room/store R1
NORTH NORTHANTS	920020678	15-Apr-25	Business Rates – Parlour
NORTH NORTHANTS	920020704	15-Apr-25	Business Rates – Council Office
NORTH NORTHANTS	920003611	15-Apr-25	Business Rates – Saxon Hall
NORTH NORTHANTS	920001723	15-Apr-25	Business Rates – Clerk’s Office EAS
SHIRE LEASING	517446	01-May-25	Photocopier Lease
SSE ENERGY	44971	23-Apr-24	Unmetered Supply Street Lamps/CCTV
WIRELESS LOGIC LTD	300115066	25-Apr-24	Electronic Noticeboards Data
YU ENERGY	2000133506001	11-Apr-25	Gas Supply - Saxon Hall
YU ENERGY	2000133508001	09-Apr-25	Electricity Supply - Feeder Pillar 1
YU ENERGY	2000133507001	09-Apr-25	Electricity Supply - Saxon Hall
YU ENERGY	2000133505001	09-Apr-25	Electricity Supply -Church

YU ENERGY	2000133504001	08-Apr-25	Electricity Supply - Town Hall
YU ENERGY	2000133503001	09-Apr-25	Electricity Supply - Decommissioned Unit
YU ENERGY	2000133502001	08-Apr-25	Electricity Supply - Town Hall
YU ENERGY	2000133501001	11-Apr-25	Gas Supply - Town Hall
YU ENERGY	2000133300001	09-Apr-25	Electricity Supply - Feeder Pillar 2
YU ENERGY	200013329901	09-Apr-25	Electricity Supply - War Memorial





# RAUNDS TOWN COUNCIL

Report to: Full Council

13 May 2025

Subscriptions

Agenda item: FC13.25

**Summary:**

To review annual subscription payments.

**Attachments:**

None.

**1.0**

**Summary:**

Current subscriptions payable annually by Raunds Town Council:

Subscription	(Est) Amount	(Est) Due
ICCM: Institute of Cemetery & Crematorium Management	£105.00	April annually
Northants Calc: NCALC and NALC Subs Fee	£3,340.27	April annually
End of Year Internal Auditing	£934.50	April annually
Data Protection Officer Fee	£12.00	April annually
Parish Online: Mapping Tool	£180.00	July annually
Information Commissioner: Data Protection Act	£40.00	August annually
Spotify: Music for Weddings	£143.88	Paid £9.99 pcm Paid £47.48 pcm
Adobe Cloud Suite	£569.76	Paid £16.64 pcm
Adobe Acrobat Pro	£199.68	pcm
Syntec Systems: Microsoft 365 Licence	£967.68	April annually
Canva Pro	£99.99	March annually
Apple Developer Program	£79.00	April annually
UK Bride	£1,599.00	December annually
Amazon Prime Business	£250.00	July annually
The Purple Guide – Event Management	£30.00	August annually

**2.0**

**Recommendation:**

That the list of subscription renewals be approved.

**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	
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Local Government Act 1972	X
	Other considerations: None	

Risk Management	Material risks exist and these are currently being assessed.	
	<ul style="list-style-type: none"> <li>- Inherent risk score:</li> <li>- Residual risk score:</li> </ul>	
<b>Person originating this report:</b> Steve Tucker, Town Clerk		
<b>Date:</b> 07 May 2025		