



RAUNDS TOWN COUNCIL

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

Telephone: (01933) 622 087

E-mail:- info@raunds-tc.gov.uk, Website: www.raunds-tc.gov.uk

3 September 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 9th September 2025 at 7.30pm.**

Press and Public welcome.

Mr Steve Tucker

Mr Steve Tucker
Clerk to the Council.

AGENDA

FC46.25 To receive apologies for absence.

FC47.25 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

FC48.25 Notification of members questions in compliance with the council's standing orders.

FC49.25 Declarations of Interest.

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.

FC50.25 Council Minutes: To confirm the minutes of the following Council meetings:

- **Full Council** held on Tuesday 8 July 2025 (Draft) (Copy herewith) (Pages 3-8)

FC51.25 Committee Minutes: To receive the minutes of the following Committees:

- **Finance Committee** held on Tuesday 15 July 2025 (Including recommendations at items F23.25, F24.25, F25.25, F26.25 and F27.25) (Draft) (Copy herewith) (Pages 9-36)
- **Planning Committee** held on Thursday 17 July 2025 (Draft) (Copy herewith) (Pages 37-40)
- **Environment, Leisure and Recreation Committee** held on Tuesday 29 July 2025 (Including recommendation at item ELR19.25) (Draft) (Copy herewith) (Pages 41-51)

FC52.25 Mayor's Report: To receive the Mayor's report. (Copy herewith)
(Pages 52-53)

FC53.25 Unitary Councillors Report: To receive reports from Unitary Councillors. (Verbal update)

FC54.25 East Northants South Local Area Partnership: To appoint a Town Council representative to the East Northants South Local Area Partnership (LAP).

FC55.25 Climate & Nature Champion Scheme: To appoint a Climate & Nature Champion to represent the council in matters relating to the climate, nature, and the environment (Information herewith) (Pages 54-55)

FC56.25 Friday Market Terms and Conditions: To review the Council's Friday Market Terms and Conditions (Copy herewith) (Pages 56-58)

FC57.25 Applications for Grant Funding: To consider applications for grant funding from Archers of Raunds and Raunds Temperance Band. (Copy herewith) (Pages 59-65)

FC58.25 Application for Shopfront Improvement Grant: To consider an application for a Shopfront Improvement Grant from Nene Valley Osteopathy. (Copy herewith) (Pages 66-71)

FC59.25 Planning Applications Received for Consideration: (Copy herewith)
(Pages 72-73)

NE/24/00720/FUL | **Proposal:** Full Planning Permission. Part retrospective consent for provision of private road forming part of Shelmerdine Gardens inclusive of installation of gabion wall. Provision of metal surfaced upgrade to pedestrian link to Spinney Street. Works to TPO trees, provision of landscaping and erection of street name plates | **Location:** Land At Shelmerdine Gardens And Shelmerdine Rise Brook Street Raunds

FC60.25 Paint Your Town Pink Initiative: To consider a request to light the Town Hall pink on Tuesday 14 October to raise awareness of Prevent Breast Cancer charity. (Information herewith) (Pages 74-75)

FC61.25 Wedding Working Group Update: To receive a report from the Wedding Working Group. (Verbal update)

FC62.25 *The press and public will be excluded from the following agenda item(s) due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960.*

FC63.25 Clerk's Update Report: To consider a confidential report from the Clerk regarding legal casework. (Report to Follow)

FC64.25 Review of Tenders: To review tenders received for supply of gas and electricity. (Report to Follow)

RAUNDS TOWN COUNCIL MEETING
8 July 2025 at 7.30pm

PRESENT:

Cllr R Levell (Chairman), Cllr P Byrne, Cllr B Cross, Cllr O Curtis, Cllr P Edwards, Cllr A Fernley, Cllr J Hague, Cllr H Hill, Cllr H Howell, Cllr M Levell and Cllr L Wilkes.

IN ATTENDANCE:

S Tucker, Clerk (Minutes)
 Unitary Cllrs K Harrison and E Wright
 1 Member of the Public

FC29.25 Apologies for Absence

Apologies were received from Cllr R Comer.

FC30.25 Public Participation

A Stronger Communities Officer from North Northamptonshire Council attended to deliver a presentation in respect of agenda item FC37.25.

Representatives of Davidson Homes and Savills attended to deliver a presentation in respect of agenda item FC38.25.

FC31.25 Questions from Members

None received.

FC32.25 Declarations of Interest

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.

Cllr J Hague declared a non-pecuniary interest in agenda item FC38.25, as her partner owns a property on London Road, near to the potential development site. In accordance with the Code of Conduct, this did not constitute a disclosable pecuniary interest due to them not being married or living together.

FC33.25 Council Minutes: To confirm the minutes of the following Council meetings:

- [Full Council](#) held on Tuesday 10 June 2025.

RESOLVED that the minutes of the Full Council meeting held on 10 June 2025 be confirmed as a true record.

Initial _____

FC34.25 Committee Minutes: To receive the minutes of the following Committee meetings:

- [Personnel Committee](#) held on Tuesday 17 June 2025

RESOLVED that:

- (i) The Maternity Policy be disapplied and the Maternity Leave and Pay Policy be adopted for a two-year period;
- (ii) The Local Government Pension Scheme – Employer’s Discretions Policy, as amended, be re-adopted for a further three-year period;
- (iii) The Performance Improvement Policy and Procedure be adopted for a three-year period; and
- (iv) The minutes of the Personnel Committee meeting held on Tuesday 17 June 2025 be noted.

- [Planning Committee](#) held on Thursday 26 June 2025

RESOLVED that the minutes of the Planning Committee meeting held on Thursday 26 June 2025 be noted.

FC35.25 Mayor’s Report: To receive the Mayor’s report.

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

FC36.25 Unitary Councillors Report: To receive reports from Unitary Councillors and to consider adoption of guidance issued by Northamptonshire County Association of Local Councils.

Unitary members Cllr K Harrison, Cllr H Howell and Cllr E Wright provided an overview of recent casework carried out in the Raunds ward. It was noted that expressions of interest were being sought to take on the running of Raunds Library, with a deadline of 5pm on Friday 11 July.

Disappointment was expressed that a press release had been issued by NNC celebrating the installation of new communication panels at forty play areas across Corby, Kettering and Wellingborough, but there had been no installations in the former East Northants area, despite the £1.5 million investment coming from the UK Shared Prosperity Fund.

RESOLVED that the Unitary Councillor reports be noted.

FC37.25 East Northants South Local Area Partnership: To appoint a Town Council representative to the East Northants South Local Area Partnership (LAP) and to receive a presentation from a North Northamptonshire Council Stronger Communities Officer regarding the work of the LAP and a potential grant funding opportunity.

A Stronger Communities Officer from North Northamptonshire Council presented an overview of the work of the East Northants South Local Area

Initial _____

Partnership. The LAP aims to reduce health inequalities and prevent emergency admissions for long-term conditions by focusing on key priorities such as mental health, smoking and vaping, financial resilience, children and young people, and physical activity.

The presentation highlighted support for vulnerable groups, including those in the most deprived 20% of households (Core20), veterans, care leavers, unpaid carers, the homeless, refugees, and Traveller communities. The LAP works collaboratively with local partners including parish councils, voluntary groups, schools, faith organisations, and businesses.

A new grant funding opportunity had been introduced to support local initiatives aligned with LAP priorities, and expressions of interest were currently being sought from not-for-profit organisations. The Town Council was invited to appoint a representative to the LAP to support its ongoing work.

RESOLVED that the presentation be noted.

FC38.25 Pre-Application Planning Presentation: To receive a presentation outlining preliminary proposals for a potential development site located to the west of London Road and south of Meadow Lane.

Members received a preliminary presentation regarding early-stage proposals for a potential residential development to the west of London Road and south of Meadow Lane.

It was noted that the site has been submitted to NNC through the call-for-sites process and discussions with the landowner are ongoing. No planning application has been submitted, and there is currently no confirmed timeline or programme.

An Environmental Impact Assessment (EIA) screening submission to NNC is anticipated in the coming weeks, and initial site surveys, including ecological assessments, are being undertaken.

Members raised initial concerns regarding access arrangements, historic flooding issues, and the importance of integration with the existing Raunds community. The need for any development to contribute positively to the town was highlighted.

RESOLVED that the presentation be noted.

FC39.25 Application for Hire of Open Space: To consider an application from The Redeemed Christian Church of God, Emmanuel Parish, Higham Ferrers, for hire of Raunds Town Square for an open-air Christian outreach event.

Members considered the application to hire Raunds Town Square for an open-air outreach event on Saturday 30 August. After a discussion, it was agreed that the application could not be supported on this occasion. Members noted that alternative venues, such as Saxon Hall, may be more suitable for the proposed event.

Initial _____

RESOLVED that the application be refused.

FC40.25 Application for Premises Licence: To consider an application for a Premises Licence from Vibe Café and Kitchen, 3 Brook Street, Raunds, NN9 6LL.

The Council considered the application for a Premises Licence submitted by Vibe Café and Kitchen. Members noted the proposed hours of operation as stated in the application. Following discussion, the Council raised no objections to the application.

RESOLVED that Raunds Town Council has no objections.

FC41.25 Wedding Working Group Update: To receive a report from the Wedding Working Group.

Members received and reviewed the report and Terms of Reference from the newly established Wedding Working Group. The group had presented a series of recommendations aimed at enhancing the Council's wedding offer. Following discussion, the recommendations were agreed and voted upon *en bloc*.

RESOLVED:

- (i) To offer a 10% discount on all wedding bookings for dates booked between July 2025 and 31 March 2026;
- (ii) To purchase one large banner for Saxon Hall bank and two smaller banners for placement around town, with specific locations to be considered at the next meeting;
- (iii) To redesign the current wedding brochure into a booklet and digital flip book format;
- (iv) To create a separate pricing list for wedding packages and services;
- (v) To develop a local wedding suppliers list to be included on the website and the Town App business directory under "Wedding Suppliers";
- (vi) To amend the current pricing structure, as set out at Appendix 1; and
- (vii) To delegate authority to the Town Clerk to implement the above recommendations and manage related expenditure.

FC42.25 Skate Park Street Art Designs: To consider design options for a street art installation at Raunds Skate Park and Pump Track.

Members reviewed the proposed design options for street art at Raunds Skate Park and Pump Track. Various amendments were requested, with some existing elements removed and others added in. Members selected Option A as their preferred overall design, along with Mural Style D. Members expressed a preference for a slightly more mature style to the artwork and requested the inclusion of more skate-specific elements, such as scooters and BMX bikes.

Initial _____

RESOLVED that Option A and Mural Style D be approved as the preferred designs for the Raunds Skate Park and Pump Track street art installation, subject to the amendments reflecting members' feedback.

FC43.25 Saxon Hall School Holiday Activity: To consider potential options for hosting a family-focused activity at Saxon Hall during the 2025 school holidays.

Members considered a proposal to host family film screenings at Saxon Hall on three Friday evenings during August 2025, coinciding with a period when the regular Friday night Youth Club will not be using the facility. The screenings would offer local families a free activity during the school summer holidays and also serve to promote the facilities available at Saxon Hall. It was agreed that the events should be offered free of charge to families, with the condition that all under 16s must be accompanied by an adult to ensure that Council staff are not held responsible for their supervision.

RESOLVED that family film screenings be held at Saxon Hall on Friday 8th, Friday 15th and Friday 29th August, offered free of charge to families on a first come, first served basis.

FC44.25 *The press and public will be excluded from the following agenda item(s) 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.

FC45.25 Establishment Report: To consider a confidential report from the Clerk regarding staffing.

Members received a verbal update from the Clerk and the Chairman of the Personnel Committee. Following a discussion, it was

RESOLVED that:

- (i) The changes to arrangements for servicing Planning Committee meetings be approved; and
- (ii) No additional changes to salary increments be implemented for the current year, with the matter to be reviewed as part of the next annual appraisal cycle.

There being no further business the meeting closed at 9.21pm.

Approved: (Town Mayor)

Meeting date.....9 September 2025.....(Council)

Initial _____

APPENDIX 1 – WEDDING PRICES

COSTS:

Council Chamber: Ceremony (includes 50 gold-coloured chairs)

Mon—Thurs—£450

Fri—Sun— £500

Bank Holiday weekends (Friday to Monday) —£600

Mayor's Parlour: Ceremony £250 (includes 18 gold-coloured chairs)

Extras:

Chairs dressed in white fabric, with optional gold sashes: £100

Different sash colour, to match your wedding theme: additional £50 charge

Drinks and canapes can be arranged – and served in the Town Hall or in its gardens.

Canapes—£4.00 per head

Prosecco—£4.50 per glass

Pimm's—£4.00 per glass

Fruit Juice - £1.00 per glass

Saxon Hall: £1000 for the whole day

Book both Town Hall and Saxon Hall:

~~Mon—Sat £1250~~

~~Sun—Bank Holiday £1600~~

Mon—Thurs—£1350

Fri—Sun— £1400

Bank Holiday weekends (Friday to Monday) —£1600

RAUNDS TOWN COUNCIL

FINANCE COMMITTEE

Minutes 15 July 2025: Start Time 7.30pm

PRESENT

Cllr R Levell (Chairman), Cllr P Byrne, Cllr B Cross, Cllr H Howell, Cllr J Hague and Cllr L Wilkes.

IN ATTENDANCE

S Tucker, Clerk (Minutes)

F15.25 To receive apologies for absence

None received.

F16.25 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

None received.

F17.25 Notification of members questions in compliance with the council's standing orders.

None received.

F18.25 Declarations of Interest.

None.

F19.25 Minutes: To confirm the minutes of the Finance Committee meeting held 27 May 2025.

RESOLVED to confirm the minutes of the Finance Committee meeting held on 27 May 2025.

F20.25 Bank Reconciliations: To approve the bank reconciliations for April, May and June 2025.

RESOLVED to approve the bank reconciliations for April, May and June 2025.

F21.25 Payments for Approval: To approve the payments lists for April, May and June 2025.

RESOLVED to approve the payments lists for April, May and June 2025.

Initial _____

- F22.25 Budget Review:** To review performance against budget to the end of Q1, 30/06/25.

The Committee reviewed the performance against budget to the end of Q1 and asked questions of the Chairman and the Clerk.

RESOLVED that performance against budget to the end of Q1, 30/06/25, be noted.

- F23.25 Risk Management:** To consider approval and adoption of a new Financial and Management Risk Assessment.

The Committee reviewed the draft Financial and Management Risk Assessment and proposed a number of amendments, as shown at Appendix 1.

RESOLVED that the Financial and Management Risk Assessment, as amended, be recommended to Full Council for adoption and reviewed annually.

- F24.25 Policy Review:** To review the How to Have Your Say at a Council Meeting Policy.

The Committee reviewed the How to Have Your Say at a Council Meeting Policy and proposed a number of amendments, as shown at Appendix 2.

RESOLVED that the How to Have Your Say at a Council Meeting Policy, as amended, be recommended to Full Council for re-adoption for a further two-year period.

- F25.25 Policy Review:** To review the Advertising on Town Council Land and Property Policy.

The Committee reviewed the Advertising on Town Council Land and Property Policy and proposed minor amendments, as shown at Appendix 3.

RESOLVED that the Advertising on Town Council Land and Property Policy, as amended, be recommended to Full Council for re-adoption for a further two-year period.

- F26.25 Policy Review:** To review the Press, Media and Publicity Policy.

The Committee reviewed the Press, Media and Publicity Policy as shown at Appendix 4. Members considered that it remained fit for purpose with no required amendments.

RESOLVED that the Press, Media and Publicity Policy be recommended to Full Council for re-adoption for a further two-year period.

Initial _____

F27.25 Policy Review: To review the Investment and Borrowing Policy.

The Committee reviewed the Investment and Borrowing Policy as shown at Appendix 5. Members considered that it remained fit for purpose with no required amendments.

RESOLVED that the Investment and Borrowing Policy be recommended to Full Council for re-adoption for a further two-year period.

There being no further business the meeting concluded at 8.40pm.

Confirmed: (Chairman)

Meeting date:23 September 2025.....(Committee)

DRAFT

Initial _____



RAUNDS TOWN COUNCIL

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

Telephone: (01933) 622 087

E-mail:- info@raunds-tc.gov.uk, Website: www.raunds-tc.gov.uk

FINANCIAL AND MANAGEMENT RISK ASSESSMENT

Introduction

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable Raunds Town Council to identify any and all potential inherent risks.

This document provides Raunds Town Council's assessment of the financial risks that it faces.

This document:

- Identifies individual areas which are subject to financial risk
- Identifies what the specific risks are for each area
- Documents the procedures for the management and control of the identified risks

There is a separate document (Financial Internal Controls) which documents how the identified Financial risks are routinely checked, reviewed, assessed and revised as required.

Adopted on 9 September 2025.

To be reviewed annually as part of the Council's governance review process and updated as necessary to reflect:

- Major projects or new services being introduced;
- Legislative or regulatory changes; or
- A serious incident or audit finding that reveals a gap in risk management. Any amendments must be approved by Full Council.

Risk Assessment Matrix

Rating	Likelihood	Description	Rating	Impact	Cost	Timescales
1	Very Low	Highly unlikely to occur, may only occur in exceptional situations.	1	Very Low	No increase in budget	No change to timeline
2	Low	Most likely will not occur. Infrequent occurrence in other similar circumstances.	2	Low	< 5% increase in budget	< 1 week delay in timeline
3	Moderate	Possible to occur.	3	Moderate	5 - 10% increase in budget	1 - 2 weeks delay in timeline
4	High	Likely to occur. Has occurred in past similar circumstances.	4	High	10 - 20% increase in budget	2 - 4 delay in timeline
5	Very High	Highly likely to occur. Has occurred in past similar circumstances and conditions for it appear in this particular circumstance.	5	Very High	> 20% increase in budget	> than 4 weeks delay to timeline

The **Risk Assessment Matrix** evaluates financial and management risks using a scale that considers:

1. **Likelihood** of a risk occurring (rated from 1 to 5)
2. **Impact** if the risk does occur (also rated from 1 to 5)

Each identified risk is given two separate scores—one for Likelihood and one for Impact. These are multiplied together to produce a **Risk Assessment Score**, which helps determine the severity and priority of the risk.

Risk Assessment Rating Scale					
Likelihood	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
Impact					

Severity Level

Major
Moderate
Minor

Raunds Town Council - Financial and Management Risk Assessment

This document has been produced to enable Raunds Town Council to assess the financial and management risks that it faces and to satisfy itself that it has taken adequate steps to minimise them.

Subject	Risk(s) Identified (Description)	Likelihood	Impact	Risk Assessment	Mitigation / Control of Risk	Review / Assess / Revise
Precept	Precept requirement inadequate	1	1	1	The budget is monitored on a quarterly basis by the Finance Committee. The precept requirement is assessed in detail at a budget meeting in November.	Quarterly review.
	Precept requirements not submitted/not accurate	1	1	1	NNC requests the precept figure in writing and provides a deadline for submission. The precept request form is returned by the Town Clerk in writing to the NNC. The Clerk retains a record of precept request. The precept is for a fixed sum of money. Final determination is by Full Council when all relevant facts are known, including the underlying tax base.	By resolution of Full Council.
	Precept not received	1	2	2	The Council holds a level of general reserve sufficient to enable Council business to continue for at least 3	Annual review of reserves.

					months in the absence of the timely receipt of precept.	
Financial Records	Inaccurate records	2	2	4	The Town Council has Financial Regulations which set out the procedures that the Council and its staff must adhere to. In addition to routine oversight by the Responsible Financial Officer (RFO), processes are independently reviewed by appointed Internal Control Councillors (ICCs).	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.
	Financial irregularities	2	2	4	The Town Council has Financial Regulations which set out the procedures that the Council and its staff must adhere to.	Financial Regulations reviewed annually.
Bank & Banking	Inadequate checks	2	1	2	The Council has Financial Regulations that set out the requirements for banking, cheques and the reconciliation of accounts in a simple framework. In addition to routine oversight by the Responsible Financial Officer (RFO), processes are independently reviewed by appointed Internal Control Councillors (ICCs).	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.

	Bank makes errors on council transactions Loss of signatories Financial losses/charges	1	1	1	The Clerk reconciles all bank accounts on a monthly basis when the statements are received. The Council has several councillors as signatories and appoints replacements when existing signatories are lost. Banks typically take time to implement changes of signatories so ensuring sufficient numbers are appointed to provide contingency is essential.	Review Financial Regulations annually and bank signatories as and when necessary, in particular after the AGM and an election.
Cash	Loss through theft or dishonesty	1	1	1	The Council has Financial Regulations and a Money Handling Policy which sets out the requirements for cash handling. Banking is be carried out as soon as practicable once the amount stored on the premises reaches £200, or at least a minimum of once per fortnight. Insurance cover is provided for loss arising from fraud or dishonesty.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure. Financial Regulations are reviewed annually.

Reporting & Auditing	Information and communication	3	2	6	Budget monitoring documents are produced for presentation to the Finance Committee on a quarterly basis. These documents include bank reconciliations, budget performance and a breakdown of income and expenditure payments. The Council's accounts are open to public examination each year as required by the Accounting and Audit Regulations.	The existing communication measures address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.
	Compliance	3	1	3	The Annual Governance and Accountability Return (AGAR) is published on the Council's web-site. Auditing takes place on an annual basis.	The Council appoints an Internal Auditor each year to scrutinise the accounts. Further reassurance is provided by External Auditors.
Direct Costs. Overhead Expenses. Debts.	Goods not supplied but billed.	1	1	1	The Council has Financial Regulations that set out the requirements.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure. Financial Regulations are reviewed annually.
	Incorrect invoicing by suppliers	2	1	2	Invoices are checked by the Town Clerk and allocated a cost code. Any Councillor appointed as an authorised signatory can query an invoice with the Clerk. Payments lists are approved by Finance Committee on a quarterly basis.	
	Cheque paid incorrectly	2	1	2	The Responsible Financial Officer prepares cheques for payment and these are then checked by mandated signatories for bank account the payment is made from. Two cheque signatories are required.	
	Loss of Stock	1	1	1	The Council has only minimal stock, which is monitored by the Town Clerk.	

	Unpaid Invoices	2	1	2	Unpaid invoices owed to the Council are pursued and where possible, payment is obtained in advance.	
	Direct Debit Payments	3	2	6	Where possible, regular creditors are paid by Direct Debit	
Grants and support – Payable.	Power to pay. Authorisation of Council to pay using approved framework.	3	1	3	All such expenditure goes through the required process of application and Full Council approval. Grants are minuted and listed.	Existing procedure adequate. S137 rules applied if required.
Grants - Receivable	Receipt of Grants/commuted sums.	2	2	4	The Council does not presently receive any regular grants. One-off grants or commuted sums come with terms and conditions to be satisfied.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.
Charges / Rentals Payable	Payments of charges, leases, rentals.	1	1	1	Contractual rental and lease obligations are paid on receipt of invoice.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.
Charges / Rentals receivable	Receipt of rental income	2	1	2	Invoices for rents are issued in advance of the rental period. For services undertaken by the Town Council, invoices are issued after the work has been completed	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure. Agreements and fees are reviewed annually (if not a fixed sum).

Best Value / Accountability	Work awarded incorrectly outside of Financial Regulations	2	2	4	The Council has Financial Regulations that set out the requirements for the awarding of contracts. For major contract services, formal competitive tenders would be sought. All contract awards are made at the relevant Full Council/Committee meeting.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.
	Overspend on services results in impact on reserves	3	2	6	Variance analysis conducted to highlight areas of overspend or underspend. Clear delegation limits set for spending approvals. The Council maintains a Reserves Policy outlining minimum levels of general and earmarked reserves. Reserves contain a contingency to address unforeseen expenditures.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.
Salaries and Associated Costs	Salary paid incorrectly	1	1	1	The Council authorises the appointment of all employees. Salary rates are based on the National Joint Council (NJC) for Local Government Services Pay Scales. Staff complete timesheets which are checked and signed off by the Town Clerk. Payroll processing is outsourced to a professional third party provider. Contracts of employment contain a section on overpayment and recoup measures. Salaries are independently reviewed by appointed Internal Control Councillors (ICCs).	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.
	Wrong hours paid	1	1	1		
	Wrong rate paid	1	1	1		

	False employee	1	1	1	Recruitment process checks references, eligibility to work and identity. Salary analysis and payslips are checked by Internal Control Councillors. Payroll provider ensures correct tax codes and NI calculations – reviewed by Town Clerk before payment.	
	Wrong deductions of NI and Tax	1	2	2		
	Unpaid Tax & NI contributions to HMRC	1	2	2		
Employees	Loss of key personnel.	2	4	8	The Council would need to take steps to ensure continuity should the Clerk/RFO leave office. The Assistant Clerk is undertaking the CiLCA qualification and is authorised to carry out the Clerk's duties in their absence. Locum support can be sourced.	To be monitored.
	Fraud by staff.	1	2	2	Financial risks are low as only minimal amounts of petty cash are held.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.
	Actions undertaken by staff are unsatisfactory	1	2	2	Town Council staff are provided with relevant training, reference texts, access to assistance and legal advice required to undertake their roles.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure. A further review of training requirements is ongoing.
	Health and safety for employees inadequate	1	4	12	All employees are provided with adequate direction and safety equipment needed to undertake the roles, i.e. protective clothing and training. The advice of professional consultants can be accessed to guide the Town Clerk	Health and Safety policy and guidelines are reviewed annually. Appropriate training is given where necessary.

					on Health and Safety matters. They can also provide due diligence on documentation, compliance and undertake risk assessments.	
Councillor Expenses	Councillors overpaid or submit an invalid claim	1	1	1	All claims supported by original receipts/proof of expenditure. Claims reviewed by Town Clerk before payment.	Put forward NALC Expenses Policy for adoption.
Election Costs	Risk to budget from an unforeseen election cost.	1	2	2	Budget forecast based on cost of previous elections There are no measures that can be adopted to minimise the risk of having a contested election as this is a democratic process.	Finance Committee to ensure that sufficient budget allocation to cover by-election costs.
VAT.	Reclaiming / charging	1	2	2	VAT is reclaimed on a quarterly basis from HMRC.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.
Annual Returns	Submit within time limits	1	2	2	The Annual Return is completed by the Internal Auditor and the Town Clerk, approved by the Council and submitted to the External Auditor within the prescribed time limit.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.
Legal Powers	Illegal activity or payments.	2	2	4	All activity and payments within the powers of the Council are resolved and minuted at meetings. Guidance and advice is provided at meetings by the Clerk/RFO.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.

Agendas / Minutes / Notices / Statutory Documents	Accuracy and legality of Agendas/ Minutes /Notices/Statutory Documents.	1	2	2	Agendas and minutes are produced in the prescribed method by the Town Clerk and adhere to the legal requirements. Agendas are displayed and minutes are available in accordance with the legal requirements. Minutes are approved and signed at the following Council meeting.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure. Guidance / training is given to the Chairman where required.
	Business Conduct	2	1	2	Business conducted at Council meetings is managed by the Chairman.	Members adhere to the Council Code of Conduct.
Members Interests	Conflict of Interest	3	2	6	Members declare interests at the meeting when the agenda item "Declarations" is reached, or when an item is discussed, and it becomes apparent they have an interest.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.
	Register of Member Interests	2	2	4	The Register of Members Interests is updated by Councillors when their circumstances change and is reviewed annually.	Councillors take responsibility to update their entry in the Register.
Insurance	Adequacy - policy cover council requirements	2	2	4	An annual review is undertaken prior to the renewal date of all insurance arrangements in place. A three-year agreement for insurance is normally agreed to ensure best value for money.	Existing procedure adequate.
	Cost - value for money via tender	2	2	4		Review insurance provision annually.
	Compliance	2	2	4		
	Fidelity Guarantee	2	2	4		
Data Protection	Policy Provision	3	2	6	The Town Council is registered with the Information Commissioner's Office (ICO).	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure. Ensure annual renewal of registration.

Freedom of Information Act	Policy Provision	1	1	1	The Town Council conforms with the Freedom of Information Act and responds to individual requests in accordance with it. The Town Council has adopted the model publication scheme for Local Councils. The Council is able to request a fee if the work will take more than 15 hours	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.
Assets	Loss or damage Risk/damage to third party(parties)/property	2	3	6	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.
	Poor economic performance of assets or amenities.	3	3	9	All assets owned by the Town Council are regularly reviewed and maintained to ensure they remain fit for purpose and accessible. The Council actively promotes the hire and use of its facilities and undertakes ongoing reviews of marketing and promotional activities to improve engagement and usage. A prudent approach to budgeting ensures that revenue projections are realistic and that financial pressures are anticipated and managed appropriately.	Usage levels, marketing effectiveness, and income are reviewed at regular intervals. Promotional strategies are adapted in response to trends and customer feedback. Budget assumptions are reviewed annually and adjusted based on performance.

Maintenance	Loss of income or performance. Risk to third parties.	3	3	9	All repairs and relevant expenditure are actioned/authorised in accordance with the correct procedures of the Council. All assets are insured and reviewed annually. All public amenity land is inspected weekly by Operations Staff.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.
Business Continuity and Service Delivery	Disruption to Council operations due to unforeseen events (e.g. IT failure, building closure, staffing issues, extreme weather, or civil emergencies), resulting in inability to deliver services to the community.	2	2	4	The Council maintains policies and procedures to support business continuity, and a scheme of delegation is in place to ensure critical functions can continue in the event of disruption. Locum support is available where necessary. Remote working capability is in place.	Business continuity arrangements are reviewed and updated as necessary following incidents, staffing changes, or identification of new risks.
Street Furniture	Risk/damage/injury to third parties.	2	3	6	The Town Council owns various items of street furniture including lamp posts, noticeboards, benches, gates, litter and dog waste bins (all identified in the Asset Register). All are covered by the Town Council's insurance policy. Weekly inspections are carried out by the Town Council's Operations Staff. Faults are reported to the Town Clerk.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.

Play Equipment	Risk/damage/injury to third parties.	3	3	9	Regular inspections take place which are documented. A thorough ROSPA approved inspection is obtained annually.	Existing procedures are adequate. Remedial work and repairs undertaken as necessary.
Town Council Records paper	Loss through fire, theft or damage.	2	3	6	The Town Council has a Records Management Policy which sets out retention and destruction periods for all Town Council records. Paper records are stored in the Town Council office which has fire and intruder alarms. All recent records are stored in locked filing cabinets and keys are locked in a key cabinet. Records include historical correspondence, minutes, copies of leases, personnel records, salary details etc Original copies of deeds are stored in a secure cabinet with fire protection. Historic minutes are lodged with the Northamptonshire County Records Office.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.
Town Council Records electronic	Loss through fire, theft, damage, computer failure, hacking, virus infiltration.	2	2	4	A large amount of data including accounts and cemetery records are stored on the office computer system. A back up regime is in place: a back-up server has been installed and data is also stored off site in a cloud. Anti-virus software is installed and the system has firewall.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.

Town Hall & Saxon Hall	Damage, theft, fire, flood.	2	3	6	The building has burglar, intruder and fire alarms. There is fire-fighting equipment in place which is regularly maintained. Fire drills are held every six months by a trained Fire Marshal.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.
Cemeteries - London Road and St Peter's Church	Memorial Safety. Employees, contractors and visitors	2	4	8	The Council's Cemetery Management Regulations set out the approach to testing of memorials. The Council exercises its powers under the Local Authorities' Cemeteries Order 1977 to make safe any memorials or kerbs.	Existing procedure adequate. Adoption of a memorial testing policy is planned.

Public Open Spaces	Trees, paths, brooks, litter etc.	4	2	8	The Town Council has adopted a Tree Management policy and all trees on the Council's estate are inspected every three. Any necessary remedial work is undertaken as necessary. The Council's public open spaces are litter picked on a regular basis. Any antisocial behaviour is reported promptly to the Police. Public Space Protection Orders are in place for some Town Council owned and managed land.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.
Gardening Equipment.	Damage, theft, injury to employees and others.	2	2	4	A maintenance regime is in place to ensure that all gardening equipment is in good working order. Personal protective equipment is provided to the Council's Gardener.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.
Events Management	Injury to the public, employees. Damage to assets.	3	2	6	An events management plan is produced for each Council-run event which identifies risks and mitigation. Insurance is provided through the Town Council's policy, or the organiser of the event on Council land is required to produce insurance certificates, risk assessments and an event management plan.	The measures currently in place address the risk appropriately and are reviewed periodically to reflect any changes in risk exposure.



RAUNDS TOWN COUNCIL

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

Telephone: (01933) 622 087

E-mail:- info@raunds-tc.gov.uk, Website: www.raunds-tc.gov.uk

How To Have Your Say At A Council Meeting

This form explains what to do if you want to speak about an item or present a petition at a Town Council or Committee meeting.

Raunds Town Council makes its decisions at Council and Committee meetings. These meetings are open to the public although you may sometimes be excluded if anything confidential is being discussed.

Who can speak?

The period of time designated for public participation at a meeting shall not exceed fifteen minutes unless directed by the Chairman of the meeting.

A period of not more than ~~two~~ **three** minutes **per person** (unless directed by the Chairman) will be allowed at Council meetings (except the Annual Town Assembly), and Committee meetings (except Sub-Committees), to give people the chance to speak about an item at the meeting, present a petition or ask a question.

Where several people want to speak on the same issue, they will be asked to choose one spokesperson to represent their position on the issue. Requests will otherwise be dealt with on a "first to ask, first served" basis.

How do I arrange to speak?

To speak at a meeting, you must tell the Town Council before the meeting.

Requests to speak at a meeting must be received by the Clerk to the Council's Office not less than 2 working days before the meeting is due to take place.

You can send us a letter, use the form on this leaflet, ring the Council's Office on 01933-622087, e-mail info@raunds-tc.gov.uk, or contact us through other messaging service e.g. Facebook Messenger

An item may be discussed at other meetings before a decision is made. Usually, you will only need to speak at one of these meetings.

At the meeting:

You may speak for up to ~~two~~ **three** minutes, after which you will be asked to stop by the Chairman. All debate and decisions are made by Councillors only.

You may not take part in Council or Committee debate or vote on issues.

We ask you not to:

- Ask individual Councillors or council staff direct questions; **however, Councillors may ask questions of speakers to seek clarification or engage with the points raised.**
- Disclose any confidential or exempt information.
- Be abusive.
- Make statements of a personal or defamatory nature (which could result in legal action against you).
- Interrupt other speakers or the Council debate.

Guidance and Support:

If you are apprehensive about speaking at a public meeting, the Council can offer advice and assistance in advance to help you prepare.

Adopted June 2008

Re-affirmed September 2010

Amended January 2015, To Be reviewed Biennially.

Re-affirmed February 2018, Amended December 2020

Amended July 2023, **Amended July 2025**

Speaking at Town Council Meetings.

You can use this form to ask to speak about an item or present a petition at a Town Council or committee meeting; present a petition or ask a question.

I wish to speak /present a petition at a Town Council/Committee meeting:

Name of Meeting..... on (date).....

I want to speak about/my petition is about:

.....
.....

Name (please print)

Address

.....

Tel. No.....

Date of submission.....

This request must reach us before 4pm at least 2 working days before the meeting at which you wish to speak.

Send this form to:

The Office of the Clerk to the Council, Raunds Town Council, Council Offices, Thorpe Street, Raunds, Northants. NN9 6LT.

Other Information

Meetings are held in the Council Chamber, Council Offices, Thorpe Street, Raunds, Northants. NN9 6LT. A calendar of council and committee meetings is available on request from the Council's Office on 01933-622087 or e-mail info@raunds-tc.gov.uk.

Nothing in these arrangements shall supersede the council's procedure rules for the proper conduct of the meeting.

The Chairman's authority at a meeting is final.

If English is not your first language and you would like help with interpretation or translation at the meeting please contact the Council's Office on 01933-622087 or e-mail info@raunds-tc.gov.uk.



RAUNDS TOWN COUNCIL

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

Telephone: (01933) 622 087

E-mail:- info@raunds-tc.gov.uk, Website: www.raunds-tc.gov.uk

ADVERTISING ON TOWN COUNCIL LAND AND PROPERTY

Introduction

This policy sets out how and when local groups and businesses may advertise on Town Council land and property.

Community Groups and Charities

- The Town Council is keen to support local groups and those fundraising for Charity.
- Information about events and fundraising efforts can be placed on the Town Council website, social media accounts, noticeboards and digital noticeboards. There is no charge for this service.
- Permission must be obtained from Raunds Town Council for banners or posters to be placed at The Hall, The Market Square and other open spaces owned by the Town Council.
- Space for outdoor banners is limited and priority will be given to Town Council run events and information.
- In all cases the decision of the Clerk will be final in deciding what information can be displayed.
- All advertising material must be removed within 3 days of the end of an event.

Businesses

- The Town Council is keen to support local business. But cannot be seen to promote one business over another.
- Local businesses can be listed in the Raunds Business Directory on the Town Council website. Businesses should email their details to info@raunds-tc.gov.uk for their information to be added.

- No commercial advertising is permitted on Town Council noticeboards or digital noticeboards unless in exceptional circumstances agreed by the council.
- Banners or posters promoting commercial activities will only be permitted when there is some community benefit. ~~E.g.,~~ **for example,** commercial groups using Saxon Hall (such as art classes) or open spaces for fitness classes. The decision of the Clerk will be final in deciding which commercial activities may be advertised.
- Any banners or posters displayed without the prior permission of the Clerk will be removed and disposed of if not collected within 5 working days.

~~The Town Council can only give permission for banners or posters to be displayed on their land and property. Banners or posters placed in other locations will be treated as fly tipping by other local authorities.~~

The Town Council can only grant permission for banners or posters to be displayed on its own land and property. Banners or posters placed without consent in other locations may be considered unauthorised advertising (fly-posting) under planning and environmental legislation. Raunds Town Council will report such instances to the unitary authority for investigation.

Adopted October 2018, Review Date April 2019, Amended November 2020, Amended July 2023, **Amended July 2025**



RAUNDS TOWN COUNCIL

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

Telephone: (01933) 622 087

E-mail:- info@raunds-tc.gov.uk, Website: www.raunds-tc.gov.uk

PRESS, MEDIA & PUBLICITY POLICY

Raunds Town Council welcomes enquiries from the Press & Media and recognises that its relationship with the press helps it communicate with residents. The aim of this policy is to ensure that the Town Council is seen to communicate in a professional and objective manner. This policy should be considered in conjunction with the Members Code of Conduct.

The Council's approach to the media should be:

- Open and honest;
- Proactive;
- Responsive and timely; and
- Information oriented.

These are two types of press release:

Official Town Council Releases:

An Official Town Council release is made on behalf of the Town Council. This will be written by the Town Clerk. In the absence of the Clerk, the Assistant Clerk would be responsible for the issuing of Official Council Press Releases. It is non-party political and includes a quote from the relevant Councillor(s). This is usually the Town Mayor and/or a Committee Chairman.

Councillor Press Releases:

Councillor's press releases are personal and are written and issued by the Councillor responsible. This release may or may not be political and should not include the name of a Council Officer, or a Council telephone number as point of contact. It would be beneficial for copies of an intended release, especially those of a factual nature, to be provided to the Clerk. Councillors seeking advice can either contact the Clerk or Unitary Council Monitoring Officer.

Press Release Protocol:

The following forms the Protocol for Council Members and Officers:

- All official Council Press releases will include a quotation from the relevant Councillor, where appropriate. In some circumstances it may be

appropriate to also include the Ward Councillor or other Councillor promoting the scheme.

- All official Council press releases must include the Raunds Town Council logo.
- Official press releases will not identify the political party or group affiliation of any Member(s) quoted in the release.
- The Town Clerk is the first line of decision-making in terms of what is newsworthy for official press releases and shall make the final decision on whether a press release shall be issued, unless otherwise directed by the Council or a Committee.
- In the years when elections occur, during periods from the issue of the Notice of Election until the day of Election, the Clerk will issue no releases quoting Council Members. During this time any quotes will be from the Clerk. The relevant pre-election period restrictions will be observed.
- The role of the Clerk is to advise and provide support and advice to Council Members in their communication activities.
- Council Members are solely responsible for the writing and distribution of all Councillor press releases and any Editors Letters to the media.
- Council Member releases must not use the Town Council's logo or use the Council or an Officer as a point of contact.
- Officers and Council Members must act reasonably and responsibly.
- Council Members are reminded that they must not misuse Council resources for political or other inappropriate purposes. Should the Council receive a Freedom of Information request on a topic on which there is correspondence (email or written) from or with Members, normally that correspondence would have to be disclosed, unless it were exempt. The fact that the disclosure of the correspondence may prove embarrassing would not, of itself, prevent disclosure. In addition, care should be taken when processing personal data. The Data Protection Act 2018 prevents the use of personal information other than for the purposes for which it was supplied. Members should bear this in mind when using any personal data which may be supplied to them by their constituents.
- In general, the Town Clerk will be responsible for interpretation of the Protocol.

**Adopted December 2010, Amended February 2016, Reaffirmed Sept 2018,
Amended September 2020, Amended July 2023, Amended July 2025
To be reviewed biennially**



RAUNDS TOWN COUNCIL

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

Telephone: (01933) 622 087

E-mail:- info@raunds-tc.gov.uk, Website: www.raunds-tc.gov.uk

INVESTMENT AND BORROWING POLICY

The Council Investment and Borrowing Policy shall be in accordance with the Trustee Act 2000 and shall be reviewed biennially.

Investment

The Council will have regard to all appropriate guidance on Local Government Investments including that from Internal and External Auditors, the LGA, CIPFA's and Treasury Management in Public Services Code of Practice and CLG Guidance

The Council shall invest only funds that are surplus to their operational financial requirements. The Council shall invest only in low-risk, short term, accessible investments, at best available interest at the time of investment, whilst also considering ethical standards.

The Council shall not make any investment in foreign currencies, foreign countries, and nor any with low credit quality bodies, nor any that are defined as capital expenditure by legislation (such as company shares or corporate bonds).

All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

All investments of money under the control of the Council shall be in the name of the Council.

All investment certificates and other documents relating thereto shall be retained in the custody of the Council Offices under direction of the Clerk to the Council / RFO.

Borrowing

All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose

Adopted 14 September 2010 at Full Council.

Reaffirmed June 2012 at Full Council. Reaffirmed October 2015.

Reaffirmed February 2018, Reviewed September 2020, Reaffirmed July 2023,

Reaffirmed July 2025

To be reviewed biennially.

RAUNDS TOWN COUNCIL

PLANNING COMMITTEE

Minutes: 17th July 2025 Start Time 19:30pm

PRESENT:

Cllr B Cross (Chairman), Cllr P Byrne, Cllr O Curtis and Cllr P Edwards

IN ATTENDANCE:

S Tucker, Town Clerk (Minutes)

PLC35.25 To Receive Apologies for Absence.

Apologies were received from Cllr R Comer, Cllr R Levell and Cllr L Wilkes.

PLC36.25 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

None received.

PLC37.25 Notification of members questions in compliance with the Council's standing orders.

None received.

PLC38.25 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.

PLC39.25 Minutes: To confirm the minutes of the Planning Committee meeting held on 26th June 2025. (Copy via link)

RESOLVED that the minutes of the meeting held on 26th June 2025 be confirmed as a true record.

Initial _____

PLC40.25 Planning applications received for consideration:

NE/25/00678/FUL | Proposal: Full Planning Permission. Infill ground floor rear extension, first floor extension forming gable projection with associated dormers and velux. Location: 9 Chelveston Road, Raunds, Wellingborough, NN9 6DA.

The Committee considered the application and raised no objections to the proposal, noting the absence of any concerns from the Highway Authority, the provision of ample on-site parking, and the lack of any overlooking impact on neighbouring properties.

RESOLVED that Raunds Town Council have no objections.

PLC41.25 Planning appeals:

NE/25/00198/FUL | **Proposal:** Replace house roof, add second floor dormers. Internal alterations to ground and first floor. | **Location:** 32 Raunds Road, Stanwick, Wellingborough, NN9 6PP.

RESOLVED that the appeal be noted.

PLC42.25 Planning permissions granted:

NE/25/00138/FUL | **Location:** Brawn Drive, Raunds | **Description:** The provision of a sprinkler tank store to serve the approved care home development 20/00745/FUL.

NE/24/00561/VAR | **Location:** Brook Farm, Brooks Road, Raunds, Wellingborough, NN9 6NS. | **Description:** 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.

NE/25/00052/LBC | **Location:** 16 North Street, Raunds, Wellingborough, NN9 6HX. | **Proposal:** Re-thatch roof with thatching material, current material is old, decayed and now failing.

RESOLVED that the list of granted planning applications be noted.

PLC43.25 Planning permissions refused:

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

RESOLVED that the list of refused planning applications be noted.

PLC44.25 Planning applications withdrawn:

None received.

Initial _____

PLC45.25 Planning applications referred to NNC planning management committee:

None received.

PLC46.25 Amended planning application:

None received.

PLC47.25 Application received for prior notification:

None received.

PLC48.25 Items not requiring planning consent:

None received.

PLC49.25 Consultations:

None received.

PLC50.25 Planning enquiries:

None received.

There being no further business the meeting closed at 7.40pm

Confirmed: (Chairman)

Meeting Date: 26th August 2025(Committee)

Initial _____



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
COUNCIL Tuesday 7.30pm					9 th	14 th	11 th	9 th	13 th (BP)	10 th	10 th	14 th	12 th (AGM)
PLANNING COMMITTEE Thursday Tuesday 7.30pm					25 th 23 rd	23 rd 28 th	20 th 24 th	18 th 23 rd	22 nd 20 th	19 th 24 th	19 th 24 th	23 rd 21 st	
FINANCE COMMITTEE Tuesday 7.30pm					30 th *		25 th (B)		27 th			28 th	
EVENTS COMMITTEE Tuesday 7.30pm					2 nd		4 th *		6 th		3 rd		5 th
PERSONNEL COMMITTEE Tuesday 7.30pm					16 th		18 th *				17 th		
ENVIRONMENT, LEISURE & RECREATION COMMITTEE Tuesday 7.30pm						7 th *		2 nd		3 rd		7 th	
OTHER												30 th (ATA)	
Key to Symbols: 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)		Bank & Public Holidays 2025 - 26 th May, 25 th August, 25 th & 26 th December 2026 - 1 st January, 3 rd & 6 th April, 4 th May, 25 th May, 31 st August, 25 th & 26 th December Notable Dates 1 st May 2025 – Local Government Elections						Event Dates 17 th May – Saturday Market 18 th May – Mayor's Show 21 st June – Saturday Market 27 th June – Armed Forces Day 12 th July – Summer Picnic 19 th July – Saturday Market 16 th August – Saturday Market 20 th September – Saturday Market 27 th September – Autumn Litter Pick			31 st October – Halloween Party 9 th November – Remembrance Sunday 11 th November – Armistice Day 30 th November – Christmas Market & Lights Switch On 14 th December – Santa on a Tractor		

RAUNDS TOWN COUNCIL

ENVIRONMENT, LEISURE AND RECREATION COMMITTEE

Minutes: 29th July 2025 Time 7:30pm

PRESENT: Cllr O Curtis (Chairman), Cllr P Byrne, Cllr R Comer, Cllr P Edwards, Cllr A Fernley, Cllr H Hill, Cllr R Levell and Cllr L Wilkes.

IN ATTENDANCE:

N Joy, Assistant Clerk (Minutes)

ELR1.25 To Elect a Chairman of the Environment, Leisure and Recreation Committee.

RESOLVED that Cllr O Curtis be elected as Chairman of the Environment Leisure and Recreation Committee for the 2025/26 civic year.

ELR2.25 To Elect a Vice-Chairman of the Environment, Leisure and Recreation Committee.

RESOLVED that Cllr R Comer be elected as Vice-Chairman of the Environment Leisure and Recreation Committee for the 2025/26 civic year.

ELR3.25 To Receive Apologies for absence.

None received.

ELR4.25 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

None received.

ELR5.25 Notification of members questions in compliance with the council's standing orders.

None received.

ELR6.25 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 IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM.

None.

ELR7.25 Minutes: To approve the minutes of the Environment, Leisure and Recreation Committee meeting held 1st April 2025.

RESOLVED that the minutes of the meeting held on 1st April 2025 be confirmed as a true record.

ELR8.25 Raunds Garage Sale: To receive an update on the Raunds Garage Sales and to consider potential dates for 2026.

The Committee received an update on the Garage Sales which took place in April 2024, September 2024 and April 2025. Overall, it was considered a good community event which received positive feedback.

Since making the event map freely downloadable from the Raunds Town App, there had been an increase in app downloads.

Members discussed ways to boost participation, including a leaflet drop targeting specific streets.

Previously, funds raised from the garage sales supported the Skate Park Project. Now that this project is complete, it was suggested that future proceeds be donated to the Mayor's Charity.

RESOLVED that

- (i) The update be noted;
- (ii) The 2026 Garage Sales be scheduled for Saturday 18 April 2026, and Saturday 19 September 2026; and
- (iii) The funds raised be donated to the Mayor's Charity.

ELR9.25 Saturday Markets: To receive an update on the Saturday Markets and to consider potential dates for 2026.

The Committee reviewed attendance levels of both stallholders and visitors at the Saturday Markets, noting concerns regarding low visitor turnout and limited diversity among stall offerings.

Officers reported that, following recent visits to other local markets, two new traders had been successfully recruited to attend.

RESOLVED

- (i) That visitor numbers be recorded at the August and September Saturday Markets;
- (ii) That Officers continue efforts to attract a wider variety of traders to attend; and
- (iii) That potential dates for the 2026 Saturday Markets be reviewed at the next ELR Committee meeting on 7th October 2025.

ELR10.25 Litter Picks: To consider dates for community litter pick events in 2026.

The Committee reviewed options for litter picking dates in 2026.

RESOLVED that the Spring Litter Pick be scheduled for Saturday 21 March 2026, and the Autumn Litter Pick be scheduled for Saturday 26 September 2026.

ELR11.25 Annual Town Inspection: To receive an update on the Annual Town Inspection which took place on Tuesday 3rd June 2025 and discuss any amendments, updates or additions required.

The Committee reviewed the Annual Town Inspection report as shown at Appendix 1, and members were informed that good progress was being made against the identified actions.

RESOLVED that

- (i) The report be noted;
- (ii) The North Northamptonshire Unitary Ward Councillors be contacted regarding the planning enforcement case at Amos Lawrence Park.
- (iii) Flowers to be planted on the Commonwealth War Grave.
- (iv) Sand to be used to fill the gaps around the edge of Bassfords play area.
- (v) The works completed on the Annual Town Inspection be shared via social media and included in the next Spotlight newsletter edition.

ELR12.25 Suicide Prevention Bench: To consider a quote and location to install a Suicide Prevention Bench.

The Committee reviewed the report and discussed approaching the NNC Unitary Ward Councillors for funding support. Members were concerned about the bench's material and how information displayed on the plaque could be updated or changed if required.

RESOLVED

- (i) That an Officer contact the NNC Unitary Ward Councillors to request funding towards the bench.
- (ii) That an Officer contact the supplier to enquire about options for alternative materials and how plaque information changes would be handled.

ELR13.25 Hanging Baskets 2026: To consider hanging basket options for 2026.

The Committee reviewed the report and considered the three quotes, all of which included planting, installation, watering, and feeding.

RESOLVED

- (i) To approve quote 1 for £4,621.00 + VAT
- (ii) To approach businesses currently without hanging basket brackets and offer free installation to encourage their participation.

ELR14.25 Speed Watch: To note statistics from recent Speed Watch activity.

The Committee reviewed the data provided by Northamptonshire Police from the April Speed Watch sessions. Two volunteers conducted the monitoring across three locations in Raunds, resulting in 83 warning letters being issued to registered vehicle keepers.

Members agreed to schedule the next Speed Watch campaign for September 2025 and to promote volunteer recruitment via social media, the Town Council website, and the town app. It was also suggested that campaigns be held in April and August next year.

RESOLVED that the report be noted.

ELR15.25 Promote the High Street Campaign: To consider ways to promote the High Street.

Members discussed the creation of promotional banners to be placed within private new-build estates, aimed at encouraging footfall to the High Street.

The Committee also explored the idea of requesting developers, both for current and future development, to fund and install electronic digital noticeboards within their estates, enabling the Council to promote High Street activities and wider town events.

RESOLVED

- (i) That suitable locations be identified on private developments for the placement of promotional banners;
- (ii) That permission be sought to install temporary banners at those locations; and
- (iii) That an Officer contact site developers to explore the potential installation of electronic digital noticeboards.

ELR16.25 Marshalls Road Bus Shelter: To consider adopting a bus shelter on Marshalls Road and installing a Living Roof on the shelter.

The Committee gave consideration to the report and after a discussion it was

RESOLVED to decline the offer to adopt the Bus Shelter on Marshalls Road.

ELR17.25 Asset Management Software: To consider a subscription to an Asset Management Software application to record and track all assets, inspections, and maintenance.

RESOLVED that the item be referred to the Finance Committee meeting on 23rd September 2025 for further consideration.

ELR18.25 Progress report: To receive a progress report on current projects and discuss any amendments, updates or additions required.

The Committee reviewed the report as shown at Appendix 2, and the following items were drawn to the attention of Members:

CCTV Infrastructure: The Committee discussed the current CCTV locations and identified potential sites for new installations and upgrades.

Skate Park: The Committee were informed the contractor had laid gravel around the sloped area between the skate park and pump track to improve drainage. The contractor will be arranging to add soil and grass seed to these gravelled areas. To prevent stones on the skate surface and address areas where grass seed hasn't taken, turf was suggested for the skate park's perimeter. In the interim, plastic brooms with clips could be purchased for the site. The street art is also scheduled for completion on 30th July 2025.

RESOLVED

- (i) That the progress report be noted;
- (ii) That the Town Clerk invites tenders for upgraded CCTV infrastructure across all existing locations, including the Town Hall and Saxon Hall, plus additional new locations at Raunds Skate Park and Marshalls Road Car Park;
- (iii) That Officers contact the contractor to arrange application of turf around the skate park perimeter;
- (iv) That Officers purchase and install brooms at the skate park: and
- (v) That Officers share an update on the skate park on social media.

ELR19.25 Policy Review: To review the Non-Commercial use of Council Recreation Grounds Policy.

RESOLVED that the Non-Commercial use of Council Recreation Grounds Policy, as amended in Appendix 3, be recommended to Full Council for re-adoption for a further two-year period.

There being no further business the meeting closed at 9.17pm.

Approved: (Chairman)

Meeting date: 7th October 2025..... (Committee)

ELR 11.25 - ANNUAL TOWN INSPECTION REPORT
6
Carried out on the 3rd June 2025
Present: Cllr B Cross, Cllr O Curtis, Cllr J Hague, Cllr H Hill, Cllr H Howell and Cllr L Wilkes.

Staff: N Joy (Assistant Clerk)

Key
Done
In Progress
FMS

Description	Status	Notes	Who
Saddlers Play Area			
Blue railings next to swings worn, need to be painted blue	Done	Painted ordered. Completed 19/6	Operations Officer
Swing frame worn, needs to be painted red	Done	Painted ordered. Completed 19/6	Operations Officer
Large amount of Litter, check current litter picking schedule	Done	Play Area is schedule to be litter picked daily, emailed contractor to report litter and discuss timings of litter picks	Assistant Clerk
Amos Lawrence Park			
Install missing picnic bench next to Sports Wall	Done	Completed 10/6	Contractor
Sports Wall missing fixings and middle lower section has damage to railings.	In Progress	Missing Fixings completed 01/7/25. Welder booked to repair railings.	Contractor
Land grab fence to chase status	In Progress	Contacted Planning Enforcement for an update	Town Clerk
Install large No Dogs sign for Orchard	Done	Completed 10/07	Contractor
Social Media post to remind people the Orchard is a no dogs area.	Done	Completed 10/07	Comms Assistant
Graffiti Workshop Poster to Print A3 laminated versions to place in the Play Areas and do a push notification on the App	Done	A3 posters displayed in play areas and bandstand, push notification on Town app done	Comms Assistant
Grass area near path/compound has sunk around the drain cover, need to fill area and level off.	Done	Completed 10/6	Contractor
London Road Cemetery			
Refill wildflower seed paper and envelopes	Done	Completed 5/6	Operations Officer
Cut brambles in Peace Garden	Done	Completed 10/6	Gardener
Block paved pathways sinking			
Find Commonwealth grave and display location in noticeboard	In Progress	Grave found, Holly Bush removed. Kerb set repaired.	Assistant Clerk
Look at Wildflower verges either side of the entrance, road side.		Look at cost and proposed areas to see if suitable	Gardener
Gold Diamond on gate missing	Done	Completed 27/6	Contractor
Bassfords Recreation Ground			
Paint Shelter	In Progress	Paint ordered 17/6	Operations Officer
Look at repairing penguin bin to speak when depositing of litter	Done	On the original order the voice box was not part of the specification, therefore did not come with this feature.	Assistant Clerk
Grass area has worn and sunk near bench in toddler section	Done	Completed 10/6	Contractor
Mulch surface has gaps around the perimeter and lifting near penguin side	In Progress	Contacted contractor for quote 10/6	Contractor
Mulch surface needs to be jet washed			Gardener
Repaint whole of yellow section on toddler slide	In Progress		Operations Officer
Webb Road Play Area			
Remove weeds from play area mulch surface	Done	Completed 20/6	Operations Officer

Repaint climbing frame, Red and Blue	Done	Completed 10/7	Operations Officer
Areas of mulch surface missing, near spinner and see saw	In Progress	Ordered mulch repair kit 10/6	Gardener
Clean black off slide	Done	Completed 20/6	Operations Officer
Refurbish see saw	Done	Completed 20/6	Contractor
Clean play area sign	Done	Completed 20/6	Operations Officer
Town Square			
Remove cable ties from play area railings	Done	Completed 5/6	Operations Officer
Move banners on play area railings to face the road	Done	Completed 5/6	Operations Officer
Remove growth at the foot of the trees	Done	Completed 30/6	Contractor
Clear any debris around Car Park	Done	Completed 7/07	Gardener
For 2026 hanging Baskets look at cost to source more establish plants from other providers	In Progress	Quote obtained from Supplier. Report attached to ELR Agenda, Meeting 29th July 2025	Assistant Clerk
Marshall's Road Car Park			
Sweep perimeter	Done	Completed 20/6	Operations Officer
Ada Salter Memorial Gardens			
Look at lifting the conker tree behind seating area	Done	Quote accepted PO2789 Completed 24/6	Contractor
Clean information sign	Done	Completed 5/6	Operations Officer
Tidy and add gravel around planters	Done	Completed 5/6	Gardener
Idea of suicide bench	In Progress	Quote obtained from Supplier. Report attached to ELR Agenda, Meeting 29th July 2025	Assistant Clerk
Book Street			
Write to maintenance company who tend to Hill Street Flats area, grass bank opposite QD fly tipping, rubbish to be cleared.	In Progress	Report to NNC	Town Clerk

8

Resolution	Action/Progress	Complete	Date Completed	Resolution/ Notes	Update Notes																																																																				
CCTV	Upgrade current infrastructure	ongoing		December 2024: RESOLVED to research options and costs to upgrade the Council's CCTV infrastructure.	Committee to discuss locations for CCTV infrastructure.																																																																				
Bio Diversity	Install Living Roofs and Order Seed Bombs	ongoing		Oct 2024; Order 500 seed bombs for £100.00; Install living roofs on the two Town Square bus shelters, with a maximum budget of £3400.00;	Seed bombs have been given out at Coffee/Film afternoons and the Christmas Market and Lights Switch on event. Residence can also collect from the Town Hall. Living Roofs installed on the 8th November 2024. Hedgehog Houses installed at the Cemetery, The Delves and Saxon Hall. Seed Bombs given to the Brownies, Raunds Park Infants School and Raunds Playgroup.																																																																				
Northamptonshire Churchyard Conservation Scheme	Improve Bio-Diversity at London Road Cemetery and St Peter's Churchyard	ongoing		April 2024: RESOLVED to contact the Northamptonshire Churchyard Conservation Scheme and book an advisory visit. July 2024: RESOLVED to (b)Designated mini meadow areas be sectioned off within London Road Cemetery; (c)Local schools be contacted to explore working in partnership through children building bug hotels, bird and bat boxes; (d)Volunteers be sought to tend to untended graves and plant mediterranean herbs; Oct 2024: RESOLVED to (b)Quotes be obtained for installation of a water feature; and (c)Quotes be obtained for a VE Day 80 commemorative bench	The Assistant Clerk met with the Conservation Officer on 5th July 2024. The Officer noted that a good range of habitats already exists but there are some improvements that could be made, for example installing bird and bat boxes and designating some areas as meadows. A full report with recommendations is to follow. UPDATE: Mini meadows marketed out and signage installed 14/8/24. Herb planting in untended graves took place on the 15th September. Emailed schools regarding bird boxes and bug hotels 16/09/24. Raunds Playgroup to make four Bug Hotels. 31/10/24: Four residents have adopted graves. Update 12/11/24: The Scouts 2nd Group would like to make bird boxes and bug hotels for the cemetery. Update: 09/1/25: Raunds Playgroup Bug Hotels are now in the Cemetery. The Scouts 2nd group have the materials and will be making Bird/Bat boxes and bug Hotels this month. Update: 20/01/25: The Scouts 1st Group have adopted 5 kerb set graves to clear and plant bulbs and herb in. Update: 12/03/25: 10 large Bug Hotels made by the Scouts have been installed at the Cemetery. The water feature and two benches will be installed at the back of the Chapel in March 2025. Bird Boxes made by the Scouts to be install in March 2025. Raunds London Cemetery has entered the Northamptonshire Churchyard Conservation Award Scheme 2025 and expect a visit from the judges in Summer. Update: Large bug/bee hotel has been installed. The Wildlife Trust judges visited the Cemetery in June, awards will be announced in October. Raunds Playgroup have made fat ball bird feeders for the Cemetery and at the September Coffee afternoon the group is making apple seed bird feeders.																																																																				
Skate Park / Youth Activities	Maintenance and Improvements	ongoing			The contractor completed the Skate Park and Pump track on Thursday 27th February 2025. The Grand Opening will be Saturday 22nd March 2025. The Skate Park Artwork is now in production and schedule to be installed on the 19th March 2025. 11/03/25 Full Council adopted a Graffiti Policy. The Chair and Clerk are meeting with Street artists. Update: Full Council has agreed the Street Art Design, Artwork to commence in August.																																																																				
Raunds Town App	Monitor usage / Photography Competition	ongoing		RESOLVED to launch a photography competition for the Raunds Town App from 01 January 2025.	Raunds Town App Download Figures May 2024 - 11th July 2025 <table><tr><th>Month</th><th>Google Play</th><th>Apple</th><th>Total for the month</th></tr><tr><td>May-24</td><td>5</td><td>6</td><td>11</td></tr><tr><td>Jun-24</td><td>56</td><td>76</td><td>132</td></tr><tr><td>Jul-24</td><td>57</td><td>103</td><td>160</td></tr><tr><td>Aug-24</td><td>68</td><td>86</td><td>154</td></tr><tr><td>Sep-24</td><td>115</td><td>127</td><td>242</td></tr><tr><td>Oct-24</td><td>68</td><td>86</td><td>154</td></tr><tr><td>Nov-24</td><td>34</td><td>54</td><td>88</td></tr><tr><td>Dec-24</td><td>13</td><td>18</td><td>31</td></tr><tr><td>Jan-25</td><td>20</td><td>26</td><td>46</td></tr><tr><td>Feb-25</td><td>25</td><td>28</td><td>53</td></tr><tr><td>Mar-25</td><td>19</td><td>17</td><td>36</td></tr><tr><td>Apr-25</td><td>62</td><td>82</td><td>144</td></tr><tr><td>May-25</td><td>15</td><td>19</td><td>34</td></tr><tr><td>Jun-25</td><td>13</td><td>7</td><td>20</td></tr><tr><td>Jul-25</td><td>8</td><td>17</td><td>25</td></tr><tr><td>Grand Total</td><td>578</td><td>752</td><td>1330</td></tr></table>	Month	Google Play	Apple	Total for the month	May-24	5	6	11	Jun-24	56	76	132	Jul-24	57	103	160	Aug-24	68	86	154	Sep-24	115	127	242	Oct-24	68	86	154	Nov-24	34	54	88	Dec-24	13	18	31	Jan-25	20	26	46	Feb-25	25	28	53	Mar-25	19	17	36	Apr-25	62	82	144	May-25	15	19	34	Jun-25	13	7	20	Jul-25	8	17	25	Grand Total	578	752	1330
Month	Google Play	Apple	Total for the month																																																																						
May-24	5	6	11																																																																						
Jun-24	56	76	132																																																																						
Jul-24	57	103	160																																																																						
Aug-24	68	86	154																																																																						
Sep-24	115	127	242																																																																						
Oct-24	68	86	154																																																																						
Nov-24	34	54	88																																																																						
Dec-24	13	18	31																																																																						
Jan-25	20	26	46																																																																						
Feb-25	25	28	53																																																																						
Mar-25	19	17	36																																																																						
Apr-25	62	82	144																																																																						
May-25	15	19	34																																																																						
Jun-25	13	7	20																																																																						
Jul-25	8	17	25																																																																						
Grand Total	578	752	1330																																																																						

By-laws / Public space protection orders.	Review annually	Monitor		Review annually, update as required. Subject to consideration at a future meeting of Full Council. 9	Review due before end of municipal year. 05/07/23 - NNC currently holding a consultation on PSPO's which closes on the 3rd August 2023. PSPO's for Bassford's recreation ground and Millfield's (Raunds) during council events Amos Lawrence Park, Raunds come into force 1st December 2023 and remain in place for 3 years. NNC signage installed at Amos Lawrence 10/7/24. Update: The Clerk contacted NNC regarding the policing of the Dogs on Leads PSPO, no response was received from the dog warden, the Clerk has now written to the Unitary Councillors and it has been escalated to the relevant director and executive member at NNC. RTC will arrange additional Dogs on leads signage which will be installed in March 2025.
---	-----------------	---------	--	--	--



RAUNDS TOWN COUNCIL

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

Telephone: (01933) 622 087

E-mail:- info@raunds-tc.gov.uk, Website: www.raunds-tc.gov.uk

NON-COMMERCIAL USE OF COUNCIL RECREATION GROUND POLICY

Preamble

Raunds Town Council (RTC) provides public open space for the benefit of the public to enjoy recreational activity. However, it will consider allowing clubs and organisations the exclusive use of its recreation grounds subject to conditions of use.

Conditions of use:

1. No organisation shall have exclusive use of any recreation ground, or part thereof, without the prior consent of RTC.
2. Clubs and Organisations with a reasonable proportion of Raunds residents may apply to use recreation ground on a regular basis. Such use will be agreed by entering into a user agreement with RTC and be subject to compliance with these conditions of use. Any agreement will be subject to periodical review.
3. Where Clubs and Organisations with User Agreements have a clash of events and agreement cannot be reached between respective parties, then RTC will act as adjudicator and their decision shall be final.
4. All applications will be considered on their own merits and in conjunction with existing user requirements. Where necessary RTC will consult as appropriate before confirming bookings.
5. All applications must be submitted to the Office of the Clerk to Raunds Town Council. No booking is to be considered authorised until the individual, Organisation or Club is notified in writing by the Office of the Clerk to the Council that the application has been approved.
6. Organisations shall provide and maintain an up to date fixture list extending 6 months into the future or up to the review date of the agreement, the fixture list to be sent to the Office of the Clerk to the Council. Reasonable notice (minimum 2 weeks) must be given of any variation.
7. All Hirers must confirm with the office of the Clerk to the Council that they have carried out all suitable and sufficient Risk Assessments for their activities.

8. Organisations who have entered into a user agreement with RTC must not sub-let any part of the public open space without prior permission in writing from the Office of the Clerk to the Council

9. Hirers of the ground are responsible for the maintenance of good order and behaviour during their use of the Ground, including any setting up and clearing down period.

10. Any hirer of the Ground wishing to charge an entry fee must notify RTC at **the time of booking for consideration** ~~least one month in advance~~ and indicate to the Office of the Clerk to Raunds Town Council the part of Ground for which admission will be charged and the length of time for which the entry fee is payable.

11. Hirers shall ensure the Ground is maintained in good condition. RTC reserves the right to demand a security deposit to this end. Hirers shall repay to RTC on demand the cost of reinstating or repairing any damage which may have been caused during the period of use. The amount of the cost shall be certified by the Office of the Clerk to Raunds Town Council, whose certificate shall be conclusive.

12. RTC shall be indemnified against all liability for injury to persons **or damage** to property arising from the hire and hirers shall arrange and be responsible for their own insurance in respect of the same.

13 Hirers shall pay any relevant booking fee and required security deposit in advance to the Office of the Clerk to Raunds Town Council and shall at the same time provide evidence of indemnifying insurance together with contact details of a responsible person to be contacted by RTC.

Adopted 21st January 2009.
Revised November 2012.
Amended January 2015.
Amended July 2017
Reaffirmed July 2023
Amended July 2025
To be reviewed biennially.

Raunds Town Council
Mayoral Activities – July-August 2025

3 July	Girl Guiding Awards, Northampton	<i>The Deputy Mayor was pleased to attend the Girl Guiding Awards in Northampton, where the achievements of young members were celebrated.</i>
10 July	Peterborough charity Thai evening	Cllr M Levell and I were pleased to support the Mayor of Peterborough in raising money for her charity by hosting a buffet in a Thai restaurant in Yaxley, south of Peterborough.
11 July	Nene Valley District Scouts AGM, Northampton	<i>The Deputy Mayor attended the AGM of the Nene Valley District Scouts in Northampton, where it was good to catch up with fellow Mayors and to hear how local groups have used their funding to deliver activities for young people.</i>
12 July	Raunds Summer Picnic	I opened the picnic on Bassfords. The attendance seemed to be greater than in some previous years, which may have been because of the weather – warm but not too hot. The Coldplay tribute act in particular were very good. We should acknowledge the contribution made by DJS Solutions who, in addition to providing the stage, do a splendid job of acting as compere.
12 July	Mayor of Wisbech Afternoon Tea	<i>The Deputy Mayor attend an Afternoon Tea hosted by the Mayor of Wisbech which was very well attended by local Mayors. The event was a successful fundraiser, with significant amounts raised for charity.</i>
21 July	Visit to Houses of Parliament with Lee Barron MP	<i>The Deputy Mayor joined the Member of Parliament for Corby and East Northants for a visit to the Houses of Parliament, which was an insightful opportunity to observe national government at work.</i>
22 July	Mayor of Kempston Civic Reception	<i>The Deputy Mayor attended the Mayor of Kempston's Civic Reception. While it was not the usual civic group, the event provided a good opportunity to build new connections.</i>
25 July	RAF Wyton Freedom of Entry Parade, Huntingdon	<i>The Deputy Mayor was honoured to represent Raunds at the RAF Wyton Freedom of Entry Parade in Huntingdon. The well-organised and impressive parade was a proud occasion for the service personnel involved.</i>
27 July	Mayor of Thrapston Civic Service	<i>The Deputy Mayor attended the Mayor of Thrapston's Civic Service. The service was relaxed in tone and drew a large number of Mayors, although there was only a modest turnout from the public.</i>
9 August	Royal Society of St George evening reception	The Huntingdon branch of the RSSG held their annual reception at Buckden Towers and Cllr M Levell and I were delighted to support it. Cllr Byrne was also in attendance.
10 August	Mayor of Rushden Afternoon Tea	<i>The Deputy Mayor attended an Afternoon Tea hosted by the Mayor of Rushden which was very well attended by local Mayors and included an informative tour. The event raised a significant sum for charitable causes.</i>

15 August	Press event for the skate park	Cllrs Byrne, Curtis, Cross and Edwards and I attended a press launch and photo shoot to mark the completion of the decoration of the walls of the skate park with street art. The resulting article in the Northants Telegraph was suitably complimentary.
15 August	Shopfront renovation at Raunds Hardware Store and Pet Supplies	I presented a cheque to the manager of the Raunds Hardware Store as part of the renovation grant scheme run by the Council. The shop front looks very smart now.
15 August	VJ Day commemoration in Peterborough	Cllr M Levell and I thought it important to represent Raunds during a half-hour flag-raising service outside Peterborough Town Hall. The square was filled with onlookers showing respect for the sacrifices by service personnel and civilians made 80+ years ago.
15 August	VJ Day Commemorative Service, Northampton	<i>The Deputy Mayor attended a VJ Day Commemorative Service in Northampton, held in a historic church of which only five remain in the UK. It was a moving service supported by the Lord Lieutenant of Northamptonshire.</i>
24 August	ManorFest, Rothwell	<i>The Deputy Mayor attended ManorFest, hosted by Rothwell Town Council. The event was similar in spirit to the Raunds Summer Picnic but on a larger scale, with food vendors and live bands performing from midday until late evening. There was an impressive turnout from the general public, as well as the Mayors of Kettering and Wellingborough, and the Deputy Mayor of Higham.</i>
28 August	Cheque presentation to St Peter's Church	I presented a cheque to Revd Neil Bullen for the grant which the Council awarded to repair the church clock. It's nice to hear it chiming again.

Climate and Nature (CAN) Champion

Role Description

Purpose

The Climate and Nature (CAN) Champion acts as the local council's key point of contact and advocate for environmental sustainability, biodiversity, and climate resilience. This voluntary role supports the council in identifying, promoting, and coordinating local action on climate and nature priorities.

Key Responsibilities

- **Liaison & Communication**
 - Serve as the council's link to local, regional, and national environmental initiatives.
 - Share relevant updates, funding opportunities, and best practices with the council and community.
 - Represent the council at climate and nature forums, workshops, and events.
- **Community Engagement**
 - Encourage local participation in climate and nature projects (e.g. tree planting, biodiversity surveys, energy-saving schemes).
 - Promote awareness of environmental issues through newsletters, social media, and community events.
 - Act as a listening post for residents' concerns and ideas related to the environment.
- **Project Support**
 - Help identify and support local projects that contribute to climate mitigation, adaptation, and nature recovery.
 - Work with councillors, clerks, and community groups to develop and deliver initiatives.
 - Monitor progress and share outcomes with the council and wider community.

Desirable Qualities

- Passion for environmental and climate issues
- Good communication and organisational skills
- Ability to work collaboratively with a range of stakeholders
- Willingness to learn and stay informed on relevant topics

Time Commitment

Flexible and voluntary. Champions are encouraged to attend occasional training sessions and an annual networking event.

Support

Champions will receive:

- Access to a Climate and Nature Champion Toolkit
- Invitations to training and networking events
- Regular updates from the coordinating body (e.g. county association or climate partnership)



RAUNDS TOWN COUNCIL

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

Telephone: (01933) 622 087

E-mail:- info@raunds-tc.gov.uk, Website: www.raunds-tc.gov.uk

RAUNDS GENERAL MARKET

Since the early 1900s Raunds has maintained a regular weekly Market. Under an order made by the Secretary of State for the Environment, dated 25 March 1977, the power to hold and maintain a market in the town passed to Raunds Town Council.

TERMS AND CONDITIONS FOR REGULAR MARKET TRADERS - PART 1

- Raunds General Market takes place on Friday of each week, (or such days as the Council may appoint) and may be closed at the discretion of the Council who shall not be liable for any loss incurred by stallholders.
- The Market shall open between the hours of 7.00am and 2.00pm. No trading is permitted outside of these hours. The market must be vacated by 4.30pm.
- Prospective stall holders must complete and lodge with Raunds Town Council an application form before being allowed to trade.
- All stall holders must ensure that the Town Council holds up to date copies of:
 - a. the stall holder's public liability insurance.
 - b. Food hygiene certificates where appropriate and on every inspection.
 - c. Official Food Hygiene rating (scores on the doors) a minimum score of 3 is required.
- Traders must provide their own stalls which must be constructed and maintained in a manner that will not cause danger or injury to the public.
- While setting up and dismantling stalls traders must have due regard to noise reduction and not cause distress to residents living around the town square.
- No vehicles, stalls or merchandise shall be positioned to obstruct public footpaths.
- Sites are let for the sale of particular lines of merchandise which must be approved on first application and cannot be varied thereafter; except with prior approval of the Council. Raunds Town Council operates a fur free market and a copy of this policy is available on the Town Council's website [here](#).
- Stallholders' licenses shall be personal unto them and shall not be capable of subletting or assignment. All stallholders shall prominently display their names and addresses.

- Stallholders shall at all times comply with the laws and regulations applying to the sale, display and supply of goods in their various forms.
- Stallholders shall indemnify the Council and its employees against any claims by the public arising from the condition of the stall or the sale, supply and display of goods, or the conduct of the stallholder's business.
- Sites should be occupied every week; any holidays must be agreed with the Town Council in advance. Unavoidable absences must be reported to the Town Council.
- A site holder who fails to attend for four consecutive weeks will be deemed to have left the market and their site maybe let to another trader.
- The Town Council holds the right to withdraw permits and bar traders from the market; such action will be taken under written notice issued by the Town Clerk.
 - i. Reasons include:
 - a) Failure to pay the correct rent.
 - b) Damaging the Council's reputation.
 - c) Making unacceptable noise to the detriment of residents.
 - d) Posing a risk to health and safety.
 - e) Behaviour likely to cause a breach of the peace.
 - f) In the public interest.
 - g) In breach of these terms and conditions
- In the event of a stall holder having their permit withdrawn and being barred from the market, they may appeal to the Council for final determination, in writing to the Mayor within 21 days of the notice being served.
- The Town Council will review market rents on an annual basis. A resolution of the Council shall be evidence of the amounts payable.
- In the event the Town Square is closed for any reason the Council will refund any rent paid for the period of closure but will not be liable for any losses however incurred.
- Any damage to council property or incident at the market must be reported immediately to Raunds Town Council.

Adopted October 2017, Amended October 2018, Amended December 2021, Amended December 2024

TERMS AND CONDITIONS FOR MARKET TRADERS - PART 2

MARKET RENTS

1. Regular market traders shall pay their rent monthly to the Town Council. Payment is due on the 1st Friday of each month.
2. Charges will be calculated by frontage width.
3. All vehicles, equipment and goods must be confined to the approved site area. All other vehicles must be parked away from the market area.
4. The scale of charges is contained in the table below:

MEASUREMENT	SCALE OF CHARGE
Per foot of frontage	72p
Minimum charge	£7.15
Charitable organisations	As agreed by Town Council

5. In the event of a dispute over the calculation of the rental charge, the Town Clerk shall make final determination of the charge.
6. Separate charges are made for electricity and water. This charge is £2.20 per week.

RAUNDS TOWN COUNCIL: GRANT APPLICATION FORM

Date of Application	17/7/25
Name of Applicant	Daniel Hunt chair of Archers of Raunds
Name of Organisation (if applicable)	Archers of Raunds (AoR)
Contact Name (if different to above)	
Contact Telephone Number	REDACTED
Is the applicant: A non-profit organisation, A registered charity (Please supply your charity number) Intending to apply for a charitable status, Individual, Or Other (please state)	Non-Profit Local grass roots Archery Club
What are the aims and objectives of the application (Mission Statement)? Or of you as an individual	To help pay for the School Hall and Outdoor pitches at Mannor School where the club members can safely participate in Archery all year round
If you are applying on behalf of an organisation, please give details of your organisation's membership and the geographical area the organisation covers / draws its membership from	We have 60+ members from Raunds or a 10 mile radius – youngest is 9years old – oldest in late 70's, we have approximately 20% with some form of disability
If you are applying on behalf of an organisation is the organisation's membership restricted in any way?	For insurance reasons we can not accept members under 8 years old
The amount that you are applying for (£)	£500.00
If successful, where should payment be made payable to? Please fill in your bank details.	REDACTED

How would the grant be used? Please give details of a specific project / event:	Mannor school have recently raised the cost of the indoor and outdoor venues we use to safely run our archery club –if we raise membership fees to cover this we will loose members as the cost will be too much for them, this will become a vicious circle with reduced numbers leading to higher members fees. On top of the venue costs the club needs to keep our equipment safe and up to date to avoid any injuries to members or the public.
How will this grant benefit the local community? E.g. supporting older residents, or promoting musical or sporting excellence.	We have members who represent Raunds in county Archery events, we have members who have shot for the GB team – we have members who turn up mostly for the social interaction they would otherwise lack, with a great mix of young and old standing next to each other on the shooting line – we also have members who are blind/otherwise disabled for whom Archery is a fantastically inclusive sport – we have 6 coaches who have passed Archery GB coaching courses who give up their free time to coach beginners and other club members, we also hold open days to encourage people from Raunds to ‘have a go’ and start their archery journey
Have you, or do you intend to apply for grant support or have you been refused a grant from any other source? Please list:	We have had a £2500 grant from Councillor Helen Howell to help with the hall costs for the start of this year and £450 from Sport Northamptonshire to buy/repair a light weight foam boss
Please can you supply some background information about the Project (Include leaflets, brochures, etc.)	AoR have been running since 1971 as a grassroots archery club in Raunds and have mostly been self-funded, We use the hall and field at Mannor School as they are the best/safest place in Raunds for us to shoot, we have a number of members who don't drive so our location needs to be within walking distance of the town - the last 3 years have seen Hall and Field costs more than double putting a continued strain on the clubs membership – we would risk losing members, especially those most vulnerable if we pass these costs on to them. The combined costs from the school for next year are £8000 – on top of this we need to up keep and replace consumables like target faces, Bosses and the beginners kit we use to attract new members.

Please advise the proportion / number of beneficiaries of the project living in Raunds	Of 60 members 13 live in Raunds town, but almost all live within 10miles
Will there be an opportunity for media coverage? (Press release / photo call)	Yes we would welcome this
Evaluation Report (Please use separate sheets if necessary)	

Please refer to our Policy on Awarding Grants when filling in this form.

Your time and effort in completing this form will assist the Council to consider your application.

Please return completed forms to: Clerk to the Council, Raunds Town Council, Town Hall,
Thorpe Street, Raunds, Northamptonshire, NN9 6LT

If you require any further assistance, please call the office Monday to Friday 09:30 – 14:00 on
01933 622 087

RAUNDS TOWN COUNCIL: GRANT APPLICATION FORM

Date of Application	26/08/25
Name of Applicant	David Hooton
Name of Organisation (if applicable)	Raunds Temperance Band
Contact Name (if different to above)	
Contact Telephone Number	
Is the applicant: A non-profit organisation, A registered charity (Please supply your charity number) Intending to apply for a charitable status, Individual, Or Other (please state)	We are a non-profit community group
What are the aims and objectives of the application (Mission Statement)? Or of you as an individual	We need additional funding now in order to continue to meet and to uphold the historical connection of the band (established 1886) to the town and continue to be a musical ambassador for Raunds; to ensure its legacy is not lost.
If you are applying on behalf of an organisation, please give details of your organisation's membership and the geographical area the organisation covers / draws its membership from	If all positions in the band were filled it would consist of around 30 members. We predominantly exist for the promotion of musical excellence in Raunds, but most of the concerts and all the contests are held further afield. Most of the membership is from within the county.
If you are applying on behalf of an organisation is the organisation's membership restricted in any way?	We are only limited by the number of players normally found in a brass band and players have to be proficient at the level we perform at. We are currently a 1st Section Band.
The amount that you are applying for (£)	£500
If successful, where should payment be made payable to? Please fill in your bank details.	Bank: REDACTED Account Name: Account Number: Sort Code:
How would the grant be used? Please give details of a specific project / event:	The band has lost its rehearsal facility meaning the cost of rehearsals will go up by around £1000 per year (by making more regular use of the Saxon Hall). We're hoping to be able to cover half of this increase, but we are already at the limit of what we can afford.

How will this grant benefit the local community? E.g. supporting older residents, or promoting musical or sporting excellence.	The band provides cultural and musical interest and entertainment for the public. We encourage appreciation of music and promote participation and musical excellence in the playing of music. We provide musical support every year for the Raunds Remembrance Parade which draws the town and other community groups together (including children) in a moment of reflection, prayer and civic pride - to remember the fallen. We also support the Christmas Lights Switch-on and will be carolling throughout the festive season providing ambience and community spirit.
Have you, or do you intend to apply for grant support or have you been refused a grant from any other source? Please list:	This is our first grant application in eight years. We try to be self-supporting as much as possible.
Please can you supply some background information about the Project (Include leaflets, brochures, etc.)	There is no specific information, but information about the band and its history can be found on our website www.raundstemperanceband.co.uk Information about our recent successes and appearances at the National Finals are readily available by a search of the Internet.
Please advise the proportion / number of beneficiaries of the project living in Raunds	All members of the band live in Raunds or surrounding local towns. We rehearse regularly in Raunds and provide concerts for the local community regularly
Will there be an opportunity for media coverage? (Press release / photo call)	Yes, we would welcome any opportunity to promote the band, the town and the council. We have had recent success in competitions, finishing 2nd in the Midlands area contest and will be representing Raunds and the Midlands at the National Finals in Cheltenham in September.
Evaluation Report (Please use separate sheets if necessary)	After enjoying the support of Raunds Conservative Club for the last twenty five years, the loss of this venue means that we are facing severe financial challenges. Without support, the band's future is not secure.

Please refer to our Policy on Awarding Grants when filling in this form.

Your time and effort in completing this form will assist the Council to consider your application.

Please return completed forms to: Clerk to the Council, Raunds Town Council, Town Hall, Thorpe Street, Raunds, Northamptonshire, NN9 6LT

If you require any further assistance, please call the office Monday to Friday 09:30 – 14:00 on 01933 622 087

From: [David Hooton](#)
To: [Town Clerk](#)
Subject: Raunds Temperance Band - Closure of rehearsal venue
Date: 30 July 2025 22:58:00

Dear Steve

Thank you for our recent meeting. As you suggested, I have come up with a proposal to be considered by the council. Please find below:

Proposal – Raunds Temperance Band

The band has until the end of August to find a new rehearsal venue and storage space, due to the unexpected closure of Raunds Conservative Club. The closure threatens the future of the band which was established in Raunds in 1886.

Having met with the town clerk and discussed the band using the Saxon Hall as a rehearsal venue (and the council building as storage space), I can see that just the hire of the Saxon Hall alone will be too big a drain on the band's finances (around an extra £1000 per year, which would wipe out any excess funds in an average year). This would mean we wouldn't be able to buy/repair instruments or buy music. We already have probably the highest member's subscriptions of any band in the area, so raising them further isn't an option to overcome the additional expense. We are the 2nd highest ranked band in Northamptonshire and representing Raunds Town at the National Finals in September (we qualified after finishing 2nd at the area contest in March) means we have increased rehearsals and contest related costs.

After consulting with our committee, and assessing the financial difficulties, we would like to investigate whether the council would allow us to rent the storage space in the council building at a nominal rate of maybe a pound or two per week.

Also, when the band was last in a similar position, the council allowed us the use of the Saxon Hall at a reduced rate in exchange for two concerts held at the Saxon Hall (as well as leading the Remembrance Day parade). Is this contribution in kind something that you would consider again?

The cost of brass banding has increased considerably in the last decade or so and more and more bands are struggling to find players and stay afloat. Many have now disappeared and we don't want to be the next one to go. The band has had a long association with the town and marks its 140th anniversary next year. We hope we will still be here to celebrate it, as we proudly continue to represent Raunds Town in all that we do.

Many thanks for your consideration.

Kind regards

David Hooton
President and Hon. Treasurer
Raunds Temperance Band



RAUNDS TOWN COUNCIL

SHOP FRONT IMPROVEMENT GRANT **APPLICATION FORM**

Name of Business:

Nene Valley Osteopathy LTD

Full postal address of premises:

46 Brook Street
Raunds
NN9 6LP

Telephone number:**Email:**

Business Type: Healthcare - Osteopaths

Full Names of Applicants: Georgina Bull

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:

Mr M Dickens, McKenzie Road, Raunds

Description of planned works:

Refresh external paintwork on doors and masonry under windows. Add small, eye level, perspex signage of opening times and contact details by front door. Paintwork to be kept the same as current (Navy doors, pale grey masonry)

****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: £400

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: REDACTED

Account Number:

Sort Code:

➤ **Please return completed forms to:**

Email: clerk@raunds-tc.gov.uk

Post:

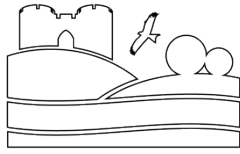
**Town Clerk
Raunds Town Council
The Hall
Thorpe Street
Raunds
Wellingborough
NN9 6LT**











Steve Tucker
Clerk To Raunds Town Council
The Hall
Raunds
Northamptonshire
NN9 6LP

Ask for: James Paterson
Telephone:
Email: planning.enc@northnorthants.gov.uk
Our Ref: NE/24/00720/FUL
Your Ref: PP-13260552
Date: 27 August 2025
SCIPTX

Dear Sir/Madam

TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED)

Proposal: Full Planning Permission. Part retrospective consent for provision of private road forming part of Shelmerdine Gardens inclusive of installation of gabion wall. Provision of metal surfaced upgrade to pedestrian link to Spinney Street. Works to TPO trees, provision of landscaping and erection of street name plates

Location: Land At Shelmerdine Gardens And Shelmerdine Rise Brook Street Raunds

North Northamptonshire Council has received the above application and you are being notified as a Town or Parish Council representative. The plans and other details for **NE/24/00720/FUL** are available online at www.northnorthants.gov.uk/papps

You are invited to provide any comments by **20 September 2025**. If you do not respond within this time period, we shall assume you have no comments to make. The application may then move forward to determination on that basis. Should we receive late comments (ie after the 24 day period) whilst the application is still pending, please be advised that this will fall outside the Council's Scheme of Delegation and it will not be triggered by your comments. The Constitution, including the Scheme of Delegation, is available to view online at:

<https://www.northnorthants.gov.uk/constitution>

Any comments you wish to make can be submitted:

- online at <https://publicaccess.east-northamptonshire.gov.uk/online-applications/>
- email to planning.enc@northnorthants.gov.uk

Please include **NE/24/00720/FUL** on all correspondence.

Please contact the case officer above if any further information or clarification is required.

The form is reproduced below as a copy for your own use if required.

Recommend Approval (Support)

☐

No observations in
favour or against
(neutral)

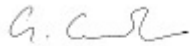
☐

Recommend Refusal (object)*

☐

****Important note: If you have recommended refusal (object) of the application you must tell us, in writing, the reason(s) why and this must include material planning reasons. If material planning reasons are not provided we will treat the response as having 'no observations in favour or against (neutral)' to the application.***

For details of how we treat your data, please see our Privacy Statement:
www.northnorthants.gov.uk/privacynotices



George Candler
Executive Director Place and Economy

Yours faithfully

Hello

I live in the village (and have done since I was born) attending Manor School, going away to university but returning to live here.

In 2023 was diagnosed with breast cancer. After a mastectomy, I was cancer free but chose to have preventative chemotherapy and radiotherapy as advised by the consultant. I have since had reconstruction surgery.

Now that I am well and have the strength to support others I am now a voluntary ambassador for Prevent Breast Cancer.

I am writing to ask whether Raunds Town Council would support a Paint Your Town Pink initiative in October of this year to raise awareness of breast cancer and raise funds for Prevent Breast Cancer and if possible the breast cancer unit at the hospital.

Many residents in Raunds both men and women have been affected by cancer but if we can spread awareness of the disease perhaps we can reduce the number affected by it in the future.

This initiative could involve

- decorating public buildings, lamp posts, postboxes and community spaces with pink ribbons, banners and knitted items
- hosting fundraising activities such as a walk, cake sales or community event
- encouraging local businesses to participate through window displays and promotional activities

I have worked in marketing and events for many years so am experienced in organising events.

I appreciate you may have plans for October but wonder if I could discuss this further with you

I wonder if you have the contact details for the ladies that make the postbox toppers so that I can contact them to see if they would support the initiative.

I look forward to hearing from you.

Many thanks

Naomi