

**Minutes of the meeting of Desborough Town Council
held on Thursday 18 October 2018**

Councillors present: G Holmes (Chairman), C Archer, L Burnham, S Draycott, I James, B McElhinney, J Read, and P Sawford,

Also present: PS 782 R Offord, G Thomson (Town Clerk), and 32 members of the community

146./18 CHAIRMAN'S WELCOME AND ANNOUNCEMENTS

The Chairman welcomed those present to the meeting and made the following announcements:-

Gala Night:

He stated that the Library would be open on Gala Night (Friday 30 November 2018) and anyone who wanted a stall should contact library staff.

Library:

He stated that an initial meeting had been held with NCC about the library, he added that NCC had confirmed that Desborough's vision was very good and that it was the most advanced in terms of business plan, funding and approach.

Desborough necklace and mirror:

He reported that the Desborough necklace and mirror were on display at the Manor House Museum until 12 January 2019.

Scouts:

He reported that Councillors had met with the Scouts group for their "world badge" and Scouts had voted for the idea of having a parcours course in the town. He said that the group had also discussed Youth Council which was well received and this could be followed up on.

Loatlands School Harvest Boxes:

He stated that children from Loatlands School had donated 'harvest boxes' for older members of our community.

Twinning Association:

He reported on a recent visit of residents from the Dutch town of Esch (a Charter Town), and the possibility of a twinning arrangement in future.

Fireworks:

He outlined the plans for the firework display on Saturday 3 November 2018 at Desborough Leisure Centre starting at 6.00pm.

Carnival Committee:

He reported that the Carnival Committee had awarded £3,725 in grants to 40 groups in Desborough.

Remembrance Day:

Finally, the Chair reported that the Remembrance Parade would take place on Armistice Day: Sunday 11 November 2018, the centenary of the end of World War I. He added that the parade would leave Gladstone Street Co-op car park at 9.30 am.

147./18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Gilbey, Keys, Stroud, and Taylor.

RESOLVED that:-

the apologies be accepted.

148./18 DECLARATIONS OF INTEREST

Cllr Draycott declared an interest in item 157.3/18 insofar as it related to KET/2018/0479, land off Harrington Road, Desborough.

149./18 REQUESTS FOR DISPENSATION

The Town Clerk reported that no requests had been made.

150./18 MINUTES OF THE MEETING HELD ON 20 SEPTEMBER 2018

The minutes of the meeting held on 20 September 2018 had been previously circulated.

RESOLVED that:-

the minutes be confirmed and signed by the Chairman.

Chair: _____

151./18 TO RECEIVE A REPORT FROM THE POLICE

PS 783 Robert Offord presented his report as set out at Appendix A. He drew attention to the recent campaign on social media relating to a registered sex offender. He stressed that the actions of a minority of members of the community had been criminal and had risked the safety of a number of people. He explained that despite the public outcry, only two calls had been made to the Police. In response to a question relating to an alleged violent incident near the Leisure Centre, he requested further information including whether or not a crime had been reported to the Police.

Sergeant Offord was thanked for his report and he left the meeting.

**RESOLVED that:-
the information contained in the report be noted.**

**152./18 TO CONSIDER REPRESENTATIONS ABOUT PLANNING APPLICATION: [KET/2018/0479](#):
ERECTION OF UP TO 57 NO. RESIDENTIAL DWELLINGS WITH ASSOCIATED ACCESS,
LAND OFF HARRINGTON ROAD, DESBOROUGH**

A spokesman for RDC LLC Ltd. speaking on behalf of the applicant explained that the proposed development: would be served by a new access from Harrington Road; was not a large site; and was immediately available for delivery. He added that the indicative design was compliant with the Neighbourhood Plan; retained trees and hedges; would bring a community contribution under Section 106; and he considered it to be a pretty reasonable proposal.

**RESOLVED that:-
the comments be noted.**

153./18 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

The Chair suspended the meeting at this point and invited comment from members of the community present.

153.1/18 BOROUGH COUNCILLORS' REPORTS AND PLANNING

A member of the public referred to the Grange 2 proposals and the announcements from Kettering Borough Council relating to the development being kickstarted. He expressed surprise that Rowan Close had been identified as the access route into the development when house buyers had been assured it would not be, and the 2011 application had stated the route would be Ironwood Road and Wood Avens Way. He sought support for the residents adversely affected by the proposed change.

The Chair stated that the matter would be investigated.

154.1/18 RESUMPTION OF MEETING

The Chair resumed the meeting at this point.

155./18 DESBOROUGH LIBRARY - FUTURE OF THE BUILDING

Extracted from the report of the Town Clerk:

A meeting between representatives of the County Council's library service, the Desborough Library Community Hub (DLCH), and a representative of the Council took place recently. The ideas put forward from Desborough for the future of Desborough Library as a library and community hub were met with interest.

The purpose of the meeting was for the NCC representatives to gather information to relay to the new Chief Executive of NCC, who will ultimately make the critical decisions or recommendations to NCC, not just about Desborough Library but all 36 libraries across the county. Desborough representatives impressed upon NCC that there would have to be negotiation about the price of the Desborough Library building considering its condition. The discussion also covered any rationale behind the cuts to hours and services not being evenly shared across the 36 libraries. The NCC representatives indicated a timescale of the end of October for the conclusion of the visits to discuss libraries' futures and reporting to the Chief Executive. It is anticipated that decisions may be known shortly thereafter.

The Council is REQUESTED to note the current position.

The Chair outlined the discussion at the recent meeting and indicated the possibility of an early decision. It was noted that the initial asking price for the plot was in the order of £360,000 but

Chair: _____

that the necessity to negotiate a price reduction given the condition of the building and the potential future use had been stressed at the meeting. Cllr McElhinney reminded the meeting that the Maud Elkington Charitable Trust had offered a conditional grant of £150,000, and that the Council had previously set aside £120,000 to retain the library. He suggested that a further £100,000 be set aside to purchase the property. He said that any purchase would be advised by appropriate professionals. In response to a question from a member of the public it was explained that the cost of a purpose built library hub would be prohibitive, even if land was available. It was noted that the Desborough Library and Community Hub CIO would continue to seek grants and other funding from elsewhere.

Following a full discussion it was

RESOLVED that:-

a public consultation exercise including a leaflet being delivered to residences in the town and seeking a response be carried out to ascertain public support for the possibility of using public funds held by the Council to purchase and operate the Desborough Library and Community Hub, and other budget proposals.

156./18 TO NOTE THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31/03/2018

Extracted from the report of the Town Clerk:

The Council has received the [External Auditor Report and Certificate 2017/18](#) and the [Annual Governance Statement from 2017/18 and Accounting Statements 2017/18](#) which have been displayed on the Council's website (and on the notice boards). The Council is REQUESTED to note the reports.

RESOLVED that:-

the information contained in the report be noted.

157./18 FINANCIAL MATTERS:

157.1./18 TO RECEIVE THE FINANCE REPORT AND APPROVE THE REVISED BUDGET FOR 2018/19

Extracted from the report of the Town Clerk:

The Council is RECOMMENDED to approve the report (Appendix B).

RESOLVED that:-

the report and the revised budget be accepted and adopted.

157.2./18 TO CONSIDER AND IF SO RESOLVED TO APPROVE ACCOUNTS FOR PAYMENT

Extracted from the report of the Town Clerk:

The report set out at Appendix C details those invoices and payments and the Council is RECOMMENDED to approve payment.

RESOLVED that:-

Recommendation be accepted.

157.3./18 FINANCIAL AND TREASURY MANAGEMENT STRATEGY AND RESERVES POLICY

Extracted from the report of the Town Clerk:

The Council is required to have a Financial and Treasury Management Strategy in accordance with DCLG guidance and the Local Government Act 2003. A draft strategy has been compiled (Appendix D) and the Council is RECOMMENDED to approve the strategy.

The Chair reported that the intention of the new policy was to secure the Council's interests and protect public money.

RESOLVED that:-

the Town Clerk be authorised to take all steps necessary to implement the Policy.

157.4./18 TO APPROVE THE PLANNING AND LICENSING POLICY

Extracted from the report of the Town Clerk:

A Policy has been devised in accordance with the Council's wishes to detail how it responds to planning and licensing issues. The policy covers material considerations in responding to matters; the procedure for determining the Council's response, approving, and submitting any response; and how to deal with requests to speak at Council meetings.

Chair: _____

The Council is RECOMMENDED to approve the Policy.

**RESOLVED that:-
the recommendation be accepted.**

158./18 TO RECEIVE AND NOTE THE PLANNING AND LICENSING REPORT

Extracted from the report of the Town Clerk:

In accordance with the views expressed by Councillors, any comments which were uncontentious and uncontested were submitted to the relevant planning or licensing authority as set out in the report attached at Appendix E.

**RESOLVED that:-
the information contained in the report be noted.**

159./18 [KET/2018/0479](#): ERECTION OF UP TO 57 NO. RESIDENTIAL DWELLINGS WITH ASSOCIATED ACCESS, LAND OFF HARRINGTON ROAD, DESBOROUGH

Cllr Draycott, having declared an interest in this item left the meeting and took no part in the discussion or voting thereon.

Extracted from the report of the Town Clerk:

*The Council has been notified of a request to speak on behalf of the applicant.
The Council is REQUESTED to consider what comment, if any, should be made.*

The Chair reported that Northamptonshire Highways had submitted a report which referred to Harrington Road between Orchard and Meissen as “sub-standard”, and would not accept, and did not accept 4.8 metres width as being sufficient. He added that Highways also stated that the 4.8 metres width could not support public transport. He explained that as one of the aims of the Joint Core Strategy (JCS) was to ensure all new developments led to improved infrastructure, this development fails that test. He added that the JCS also stated “the increase in provision of regular bus services can achieve modal shift, with fewer cars on the road that can ease congestion and help minimise costly highways improvements.” He explained that the modal shift target was a reduction of 20% in single occupancy car journeys from new developments (from the Infrastructure Development Plan which is a supporting document to the JCS).

It was noted that it was clear that this development would not ease congestion, but add to it, that no public transport links could reach it because the roads are sub-standard and that any upgrade to the roads (which weren't possible anyway) would lead to costly highways improvement.

Concern was expressed that the application site was outside the current and proposed settlement boundary in Kettering Borough Council's SSP2 consultation.

A member of the public reported that the road width had been measured as 4.6 metres and not the 4.8 metres quoted. In response to a question the Town Clerk reported that he understood that the application for 4 dwellings on the adjacent site considered at the last meeting was being considered by the Planning Authority at the same time as this application.

**RESOLVED that:-
the Town Clerk submits an objection to the application for the reasons set out in the discussion.**

Cllr Draycott returned to the meeting at this point.

160./18 TO CONSIDER ALTERATIONS TO THE COUNCIL'S STANDING ORDERS

Extracted from the report of the Town Clerk:

Pursuant to the decision at the last meeting, a private informal training session was held on the subject of Standing Orders and the Scheme of Delegation. The mandatory Standing Orders have been incorporated and the draft Standing Orders proposed incorporate the comments made by Members.

The Council is RECOMMENDED to approve the Standing Orders set out in Appendix F.

**RESOLVED that:-
the recommendation be accepted.**

Chair: _____

161./18 TO CONSIDER AND APPROVE A SCHEME OF DELEGATION

Extracted from the report of the Town Clerk:

The draft Scheme of Delegation brings together various provisions and delegations made by the Council from time to time. The Council is RECOMMENDED to approve the Scheme of Delegation set out in Appendix G.

**RESOLVED that:-
the recommendation be accepted.**

162./18 TO CONSIDER AND DETERMINE COUNCIL ENGAGEMENT METHODS

Extracted from the report of the Town Clerk:

The Council is REQUESTED to consider and determine the process for community engagement with the Council's programme for future years.

**RESOLVED that:-
a leaflet be delivered to residential properties as previously agreed.**

163./18 TO CONSIDER RECOMMENDATIONS FROM THE COMMUNITY GRANT SCHEME ADVISORY WORKING PARTY AND RECOMMENDATIONS FOR GRANTS

Extracted from the report of the Town Clerk:

The Community Grant Scheme Advisory Working Party has considered the existing policy and suggested alterations (Appendix H). The Working Party also considered applications received. The Council is RECOMMENDED to:-

- a) *approve the revised policy;*
- b) *consider the recommendations for grants as follows (Appendix I):-*
 - i) *Desborough District Guiding (£150);*
 - ii) *Desborough in Bloom (£1,500);*
 - iii) *Vine Community Trust (Marlow House) (£500);*
 - iv) *Citizens Advice Services Corby & Kettering (£5,000).*

In response to a question it was noted that the policy had suggested prohibiting an organisation from normally being awarded grants in successive rounds and years (paragraph 2.14).

RESOLVED that:-

- a) **paragraph 2.14 be deleted from the draft policy, and the policy be otherwise accepted and adopted; and,**
- b) **the following grants be awarded:-**
 - i) **£150 to Desborough District Guiding;**
 - ii) **£1,500 to Desborough in Bloom;**
 - iii) **£500 to Vine Community Trust (Marlow House);**
 - iv) **£5,000 to Citizens Advice Services Corby & Kettering.**

164./18 ROTHWELL NORTH WORKING PARTY (RNWP) UPDATE

Cllr Burnham reported on the Annual Meeting which had been held recently. She stated that neither Rothwell Town Councillors nor Kettering Borough Councillors had attended. She referred to the petition and the next steps of writing to MPs and Ministers. It was noted that the Traffic Management Plan had not been submitted by the developers.

**RESOLVED that:-
the report be noted.**

165./18 VEHICLE SPEEDS, TRAFFIC, AND CCTV

It was reported that Kettering Borough Council was prepared to consider upgrading the CCTV system in the A6 towns and had invited suggestions for improvements.

**RESOLVED that:-
an Advisory Working Party comprising Cllrs Burnham, Draycott, and Read, and Mr R Hill be established to investigate and consider possible improvements to the CCTV system and report to the November Council meeting.**

Chair: _____

166./18 TO CONSIDER AND APPROVE PROPOSALS AND A POLICY FOR AN HONOURED CITIZEN AWARD SCHEME

It was reported that there had been no further progress on this item.

RESOLVED that:-

consideration of the matter be deferred to the next meeting.

167./18 TO CONSIDER RECOMMENDATIONS TO KBC RELATING TO S106 CONTRIBUTIONS

It was reported that there had been no further progress on this item. It was suggested that consideration be given to a parcours course with adequate lighting.

RESOLVED that:-

the Town Clerk be requested to prepare a report for the November Council meeting.

168./18 FOOD BANKS: LOCATION OF COLLECTION POINTS

Extracted from the report of the Town Clerk:

There does not appear to be a prohibition on having a collection point in the Council's offices. The Council is REQUESTED to consider locating a collection point in the Council's offices on a temporary basis and to nominate the beneficiary Food Bank.

RESOLVED that:-

the Trussell Trust be approached

169./18 TO DETERMINE REPRESENTATION ON OTHER BODIES

Extracted from the report of the Town Clerk:

The Clerk requested further information from the Town Centre Partnership which has not been provided. The Council is RECOMMENDED to defer consideration of the matter until further information is received.

RESOLVED that:-

consideration of the matter be deferred.

170./18 PROPOSED DUNKIRK AVENUE BENCH

Extracted from the report of the Town Clerk:

As Members will recall, the proposed location of the bench was on the grass verge adjacent to the bus stop, alongside the railings to the recreation ground. A photograph of the location has been provided and Councillors have indicated that the location is not safe, appropriate, or commodious. It is RECOMMENDED that an alternative site be suggested and the County Council be requested to allow the installation of the bench at the alternative site (subject to neighbour consultations and necessary licences and consents).

In response to a comment about bus shelters, it was noted that the Desborough Community Development Trust had indicated a preparedness to contribute towards the funding and installation of bus shelters.

RESOLVED that:-

- a) the Dunkirk Avenue location be rejected; and,**
- b) the Town Clerk be requested to investigate the possibility of suggesting a location on Harborough Road.**

171./18 TO NOTE ITEMS OF INFORMATION

Extracted from the report of the Town Clerk:

The report of the Town Clerk (Appendix Jfappend) contains information on the following matters and the Council is recommended to note the information contained in the report. No decisions of a financial nature will be made in relation to this item.

171.1.1./18 To note a report if received from the County Councillor

171.1.2./18 To note any reports from Kettering Borough Councillors

171.1.3./18 Update on the Neighbourhood Plan.

171.1.4./18 Parish/Town Council Vacancies occurring after 2 November 2018 and Elections in 2019

171.1.5./18 To receive updates from Desborough community groups and representatives

Desborough Men's Shed

A member of the public speaking on behalf of the Men's Shed expressed thanks for the grant awarded to the Shed, and continued to outline the

Chair: _____

activities being undertaken. He added that the Shed had almost 50 members.

Desborough in Bloom

A member of the public thanked the Men's Shed for its help and support in achieving, and thanked the Council for awarding a grant to Desborough in Bloom. She concluded with a request for more volunteers.

Desborough and District Royal British Legion (Women's Section)

Cllr Burnham speaking on behalf of the Desborough and District Royal British Legion (Women's Section) thanked the Council for the donation for the wreath. She confirmed that the money had been raised entirely voluntarily and involved no Council or public money whatsoever. She added that the wreaths were on display in the Market Harborough Building Society in Desborough.

Desborough Pocket Park

Cllr Archer thanked the Council for the grant funding for the Pocket Park and reported that the recent works had been completed. She referred to a private, informal visit being organised for Councillors, and the recent successful ranger day.

171.1.6./18 Revised work plan for 2018/19

RESOLVED that:-
the information contained in the reports be noted.

172./18 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that:-
in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and members of the public be temporarily excluded from the following item of business on the grounds that it involves the disclosure of information of a confidential nature and to do otherwise would be prejudicial to the Public Interest.

173./18 2018/19 PAYROLL MATTERS.

Exempt from publication by virtue of the confidential nature of the information disclosed.

Following the outsourcing of the Council's payroll, potential errors were discovered. The Town Clerk reported that in accordance with Standing Order 26, and in consultation with the Chair, he had authorised the payroll provider to recalculate the monthly payroll necessary to ensure that the Council can make the correct payments and reports.

RESOLVED that:-
the information be noted.

174./18 READMITTANCE OF PUBLIC AND PRESS

The Chair welcomed members of the public back to the meeting.

The meeting closed at 21:39

Date: _____

Chair: _____

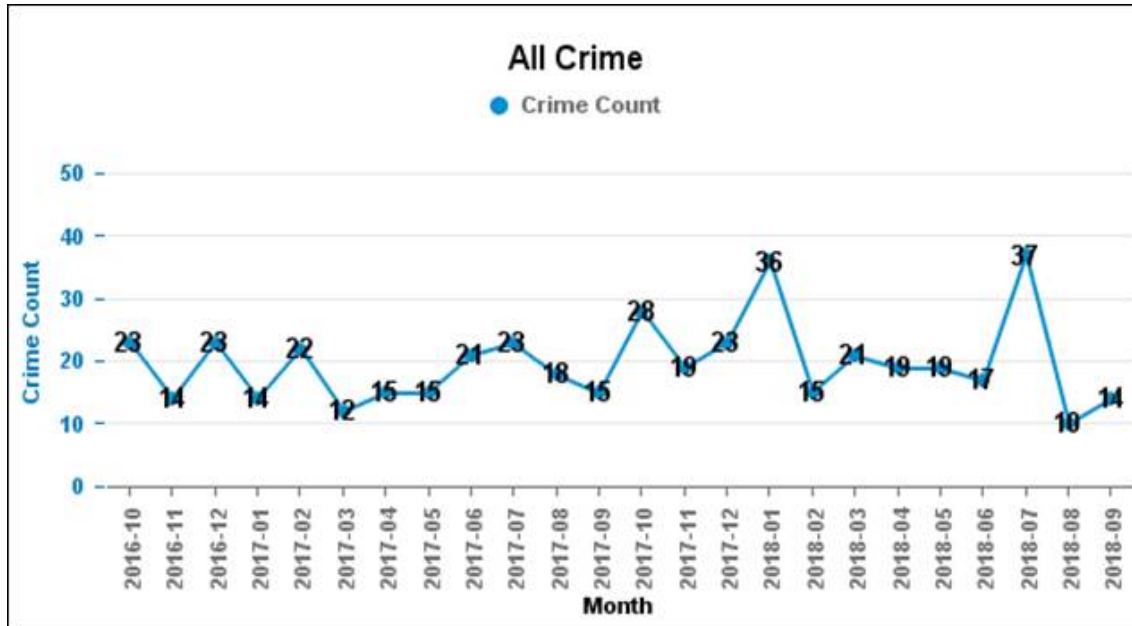
DESBOROUGH TOWN COUNCIL
18 OCTOBER 2018

APPENDIX A

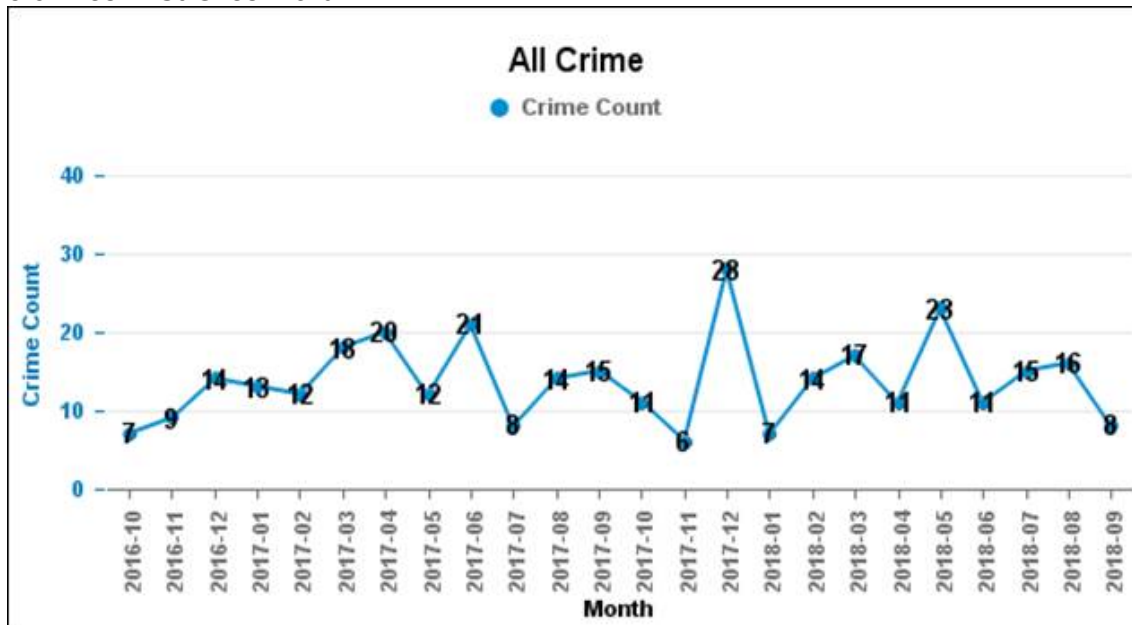
POLICE REPORT

Shown below are the latest 'year on year' crime stats for the two wards. In total there were 22 crimes for the whole month, a significant fall from the 52 in July and 26 in August. The Police won't comment on specific crimes of course, and there are no emerging crime series happening at the moment in the Desborough town area.

14 crimes in the Loatlands Ward:-



8 crimes in St Giles Ward



Regular speed enforcement continues on Rothwell Road with steady amounts of drivers being caught over the 30mph limit.

PS 783 Robert Offord
 Kettering and Corby Rural, Neighbourhood Policing, Northamptonshire Police

Chair: _____

DESBOROUGH TOWN COUNCIL
18 OCTOBER 2018

APPENDIX B

FINANCE REPORT

Monthly Bank Reconciliation

Bank accounts	Barclays Current	Barclays Business Saver
Balance 01/04/18	£289,111.29	£19,150.06
Unpresented cheques	£5,100.00	£0
Receipts	£183,496.38	£19.10
Payments	£66,320.66	£0
Closing balance	£401,187.01	£19,169.16

Bank reconciliation	30/09/2018
Balances on Statements	
Barclays Current	£401,187.01
Barclays Business Saver	£19,169.16
Unpresented cheques	£5,100.00
Reconciled Balance	£415,256.17

Annual end of year comparison

	2014/15	2015/16	2016/17	2017/18
Opening bank balances	£23,729	£26,721	£21,835	£290,774
Council tax	£20,000	£67,000	£350,000	£349,700
Other income	£18,895	£31,755	£37,435	£17,493
Spending	£35,903	£103,623	£118,496	£349,706
Carried forward	£26,721	£21,853	£290,774	£308,261

This table shows that the Council has carried forward unspent money into each successive financial year. The audited end of year figures for March 2016 do not tally. Further investigations will be necessary but are not urgent.

Royal British Legion Poppy Appeal

Councillors will recall that in previous years the Council has made a contribution of £30 to fund a Council wreath. There is a specific budget provision for this item. In accordance with Councillors' wishes, a collection amongst Councillors and staff took place and a donation of £30 was made. For the avoidance of doubt, no public funds were used in the donation.

Chair: _____

Revised Budget

When the Council's budget for the current year was agreed, it appears that there were inconsistencies with the way amounts were accounted for. The budget excluded amounts which were legitimately "earmarked into 2018/19" from previous years. For the avoidance of doubt, the earmarked amounts have been incorporated into the revised budget together with the amount set aside for the library.

Receipts	Original Budget	Earmarked Funds	Revised Budget	Notes
Council Tax Precept	£280,000		£280,000	
Xmas lights grant	£2,450		£2,450	
Civic event income	£0		£0	
Bank Interest	£0		£0	
VAT return	£0		£0	
Misc.	£0		£0	
Grants	£0		£0	
Locality Grant - Neighbourhood Plan	£0		£0	
From previous reserves	£0			
Total	£282,450	£0	£282,450	
Payments	Original Budget	Earmarked Funds	Revised Budget	Notes
Staffing and Operational				
Salaries & Employment Costs	£62,830		£62,830	
Chairman's Allowance	£700		£700	
Training	£1,500		£1,500	
Audit (Internal & External)	£1,800		£1,800	
Sub total: Staffing and Operational	£66,830	£0	£66,830	
Memberships and Subscriptions:				
Information Commissioner	£35		£35	
LANRAC	£30		£30	
CPRE	£36		£36	
SLCC	£300		£300	
Northants CALC	£3,000		£3,000	
Sub total: Memberships and Subscriptions	£3,401	£0	£3,401	
Town Council Office:				
Rent	£8,800		£8,800	
Rates	£3,500		£3,500	
Telephone/Broadband	£600		£600	
Gas/Electricity/Water	£600		£600	
Sub total: Town Council Office	£13,500	£0	£13,500	
Other Expenditure:				
Poppy Wreath/Other	£30		£30	
Sub total: other expenditure	£30	£0	£30	
Administration				
General	£3,000		£3,000	
Computer	£1,000		£1,000	
Insurance	£1,800		£1,800	
Legal Costs	£20,000		£20,000	
Sub total: Administration	£25,800	£0	£25,800	

Chair: _____

Payments	Original Budget	Earmarked Funds	Revised Budget	Notes
Christmas Lights: Maintenance, installation & take down	£3,100		£3,100	
Driver Interactive Sign Maintenance	£2,300		£2,300	
Park Maintenance	£5,000		£5,000	
Website	£1,000		£1,000	
Sub total: Ongoing projects	£11,400	£0	£11,400	
SUB TOTAL OF EXPENDITURE	£120,961	£0	£120,961	
INCOME - EXPENDITURE	£161,489	£0	£161,489	
PROJECTS:				
General Reserves	£142,489	-£206,577	-£206,577	
Parish Poll			£0	
Neighbourhood Plan	£10,000		£10,000	
Community Grant Scheme	£0	£17,707	£17,707	
Pocket Park	£5,000		£5,000	
Premises - Equipment		£5,000	£5,000	
Play Area - Loatlands Ward			£0	
Car Park		£73,610	£73,610	
One Way System		£35,000	£35,000	
Newsletter	£4,000		£4,000	
Play Park		£50,000	£50,000	
Bus Shelter		£10,000	£10,000	
Pocket Park		£13,600	£13,600	
Multi Wheeled Sports Facility		£3,600	£3,600	
Sub total: Projects	£161,489	£1,940	£20,940	
Items not earmarked but committed and in-year changes				
Library Community Hub (revised budget)		£120,000	£120,000	Possible phased payment
Dunkirk Avenue Bench (NCC Grant)		£549	£549	
KBC Play Area grant		£20,000	£20,000	
Sub total: corrections	£0	£140,549	£140,549	
TOTAL EXPENDITURE	£282,450	£142,489	£282,450	

BUDGET SUMMARY

Receipts	Original Budget	Earmarked Funds	Revised Budget	Notes
Council Tax Precept	£280,000	£0	£280,000	
Other income	£2,450	£0	£2,450	
Total	£282,450	£0	£282,450	
Sub total: Staffing and Operational	£66,830	£0	£66,830	
Sub total: Memberships and Subscriptions	£3,401	£0	£3,401	
Sub total: Town Council Office	£13,500	£0	£13,500	
Sub total: other expenditure	£30	£0	£30	
Sub total: Administration	£25,800	£0	£25,800	
Sub total: Ongoing projects	£11,400	£0	£11,400	
Sub total: Projects	£161,489	£1,940	£20,940	
Sub total: corrections	£0	£140,549	£140,549	
TOTAL EXPENDITURE	£282,450	£142,489	£282,450	

Chair: _____

DESBOROUGH TOWN COUNCIL
18 OCTOBER 2018

APPENDIX C

Accounts for Payment

Supplier	Reason	Payment method	VAT	Total Amount
Talk Talk Business	Internet and telephone	DD	£9.59	£57.67
AES Europe	Pocket Park deposit for restoration	Ch	£836.85	£5,021.08
AES Europe	Pocket Park completion	Ch	£669.48	£4,016.86
Autela Payroll Services	Payroll setup (£30) and processing (£16.25) less discount (£9.25)	Ch	£7.40	£44.40
Northants CALC	Good Councillors Guide / Guide to Neighbourhood Planning	Ch	£0.00	£91.00
Graham Thomson	Stamps	Ch	£0.00	£13.92
PKF Littlejohn LLP	External audit SB21800275	Ch	£160.00	£960.00
Graham Thomson	Salary (October 25 hours / week) Overtime (August / September 53 hours)	Ch	£0.00	£1,978.95
HMRC	PAYE / NI (employee's and employer's contributions) August & September*	Ch	£0.00	£417.40
HMRC	PAYE / NI (employee's and employer's contributions) October (to be paid in December)	Ch	£0.00	£823.14
LGSS Pensions	Pension (employee's and employer's contributions) August and September*	Ch	£0.00	£754.73
LGSS Pensions	Pension (employee's and employer's contributions) October	Ch	£0.00	£913.23
Society of Local Council Clerks	Arnold Baker on Local Council Administration 11th Edition (plus postage)	Ch	£0.80	£108.79

*Includes amounts approved in September meeting.

Graham Thomson
Town Clerk

Chair: _____

Financial and Treasury Management Strategy and Reserves Policy
2018-19

Introduction

Desborough Town Council (the Council) acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community. This Strategy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account Section 15(1)(a) of the Local Government Act 2003 and guidance within Governance and Accountability for Local Councils Practitioner's Guide 2018. The Department of Communities and Local Government maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

The Local Government Act 2003 states that a local authority may invest:

- for any purpose relevant to its functions under any enactment.
- for the purpose of prudent management of its financial affairs.

The Guidance states:

- a) where a Town or Parish Council expects its investments at any time during a financial year to exceed £500,000, the Guidance should apply in relation to that year.
- b) where a Town or Parish Council expects its investments at any time during a financial year to exceed £10,000 but not £500,000, it should decide on the extent, if any, to which it would be reasonable to have regard to the Guidance in relation to that year.
- c) where a Town or Parish Council expects its investments at any time during a financial year not to exceed £10,000, no part of the Guidance need be treated as applying in relation to that year.

The Council expects its investments during the 2018-19 financial year to approach or exceed £500,000 and therefore has agreed to apply the Guidance as set out below. All investments will be made in sterling and, as a minimum, surplus funds will be aggregated in an interest-bearing bank account.

Investment Objectives

The Council defines its treasury management activities as *“the management of the Council’s cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks”*.

This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council’s treasury management activities and the associated risks and should be read in conjunction with the Council’s Financial Regulations.

The Council’s investment priorities are:

- the **security** of its reserves, and
- the adequate **liquidity** of its investments, and
- the **return** on investment (the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity).

The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality – based on information from credit rating agencies.

Investments will be spread over different providers to minimise risk. The current Financial Services Compensation Scheme (FSCS) limit is £85,000 per institution licence. It should be noted that some apparently different banks trade under the same licence.

Specified Investments

Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.

Chair: _____

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Desborough Town Council will use:

- Deposits with banks, building societies, local authorities or other public authorities
- Other approved public sector investment funds.

The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

Those investments which have greater potential risk (e.g. investment in the money market, stocks and shares) are inherently unpredictable and uncertain, and as such the Council will not use this type of investment.

Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counter-party.

- Long term investments are defined in the Guidance as greater than 12 months.
- The Council does not currently hold any funds in long term investments.

For 2018-19 the Council will invest as much of its balances as possible in low risk products in order to achieve its investment objectives.

Approved Organisations

The investments will be split between banks and institutions approved by the Town Council from time to time. The day-to-day banking will remain with Barclays Bank for the time being. The aim is to spread the risk amongst institutions to retain as much FSCS protection as possible. The intention is to retain up to three month's operating cash in the current account, drawing from the linked deposit account in the same bank. Investment movements will be carried out between approved organisations by the RFO in accordance with the investment objectives. Approved banks and funds are set out in Schedule A which may be amended from time to time on a recommendation from the RFO.

Investment Reports

The Responsible Finance Officer (RFO) will prepare a report on investment activity (the Balance Sheet) for the Council quarterly.

Review and Amendments

The Treasury Management and Investment Strategy must be reviewed annually and revised if considered necessary.

The Council reserves the right to make variations to the Treasury Management and Investment Strategy at any time on receipt of a report from the RFO. Any variations will be made available to the public.

Freedom of Information

In accordance with the Freedom of Information Act 2000, the Council's Treasury Management and Investment Strategy will be published on the Town Council's website and is also available as hard copy from the Town Council Offices.

Chair: _____

Schedule A

Approved banks (and subsidiaries thereof):

Lloyds Banking Group
TSB
Barclays
HSBC
Royal Bank of Scotland (RBS)
NatWest
Ulster Bank
Coutts & Co
Santander UK
The Co-operative Bank
Bank of Ireland UK
Clydesdale Bank PLC
Sainsbury's Bank
Tesco Bank
Virgin Money

Building societies

Nationwide BS
Yorkshire BS
Coventry BS
Skipton BS
MHBS

Other approved funds

- CCLA Public Sector Deposit Fund
- Other Government Schemes and Bonds of short term liquidity (not more than one year)

Chair: _____

DESBOROUGH TOWN COUNCIL
18 OCTOBER 2018

APPENDIX E

Planning Matters

The following applications were noted and no comment made by the Town Council.

KET/2018/0679

Rigid Containers Ltd, Stoke Albany Road, Desborough
1 no. portakabin for use as office for three years

KET/2018/0707

15 Yaffle Crescent, Desborough
First floor side and single storey rear extension with a front porch, landscaping and fenestration.

KET/2018/0479

Harrington Road (land off), Desborough
Outline Application: Erection of up to 57 no. residential dwellings with associated access

KET/2018/0710

154 Pioneer Avenue, Desborough
Certificate of Lawfulness for Proposed Operations: Conversion of garage to habitable room

KET/2018/0691

Bear Way (land off), Desborough
Advertisement Application: 13 no. internally illuminated fascia, 6 no. non illuminated poster, 6 no. internally illuminated free standing, 4 no. internally illuminated pump spreader and 1 no. internally illuminated totem signs

Licensing Matters

The following applications were noted and no comment made by the Town Council.

[18/02482/LAPNEW](#)

BP Oil UK Limited, Bear Way, Desborough
Premises Licence

Graham Thomson
Town Clerk

Chair: _____

DESBOROUGH TOWN COUNCIL
20 SEPTEMBER 2018

APPENDIX F

The draft revised Standing Orders are on the Council's website here

<https://www.desboroughtowncouncil.gov.uk/uploads/standing-orders-2018-10-18.pdf>

Graham Thomson
Town Clerk

Chair: _____

Scheme of Delegation

Local Councils may only do what legislation requires or permits them to do. With some particular exceptions, the Council may delegate functions to committees, sub committees, officers, or other authorities.

The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101 as follows:

Arrangements for discharge of function by local authorities

- (1) *Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions:

 - (a) *by a Committee, a sub-Committee or an officer of the authority, or*
 - (b) *by any other local authority**
- (2) *Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.*
- (3) *Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.*
- (4) *Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.*
- (5) *A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.*

The aim of this document is to clarify the manner in which Desborough Town Council has delegated its powers and the authority to spend.

Council

Certain functions cannot be delegated and are therefore reserved to the full Council, although an appropriate committee may make recommendations thereon for the Council's consideration. Examples are:-

- Setting the precept and approval of the Council's budget
- Approval of the Annual Accounts and completion of the Annual Return including the Governance Statement
- Consideration of an Auditor's report made in the public interest.
- The making, amending or revoking of Standing Orders, Financial Regulations and this Scheme of Delegation
- Adoption or revision of the Council's Code of Conduct.
- Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence

Responsible Financial Officer (RFO)

The Responsible Financial Officer to the Council is responsible for the Council's accounting procedures and financial records and is accountable for the proper administration of its finances, in line with the current Account and Audit Regulations and the Council's adopted Financial Regulations. The functions and duties of the RFO are set out in the job description for the post.

Chair: _____

Proper Officer

The Town Clerk shall be the Proper Officer and shall carry out the functions as provided by the Local Government Act 1972, and as set out in the job description for the post. The Council may delegate the full authority of the Proper Officer to any other temporary or permanent member of staff to act in the absence of the Town Clerk. Delegated actions shall be in accordance with Standing Orders, Financial Regulations, and this Scheme of Delegation, and in line with directions given by the Council from time to time.

Routine Matters

The Town Clerk is specifically authorised to:

- Receive declarations of acceptance of office;
- Receive and publish Members' declarations of interest, and pass the originals to the Monitoring Officer of the relevant Local Authority;
- Receive and determine Disclosable Pecuniary Interest (DPI) dispensations and report details of all dispensations received, and the decision on them, to the next available Council meeting;
- Convene a meeting of the Council if a casual vacancy occurs in the office of the Chair;
- Sign notices or other documents on behalf of the Council;
- Receive, retain, and dispose of plans, notices, records, and documents in accordance with the document retention policy and the law;
- Certify copies of byelaws made by the Council;
- Respond to planning and licensing matters in accordance with the wishes of the Council; or if there is insufficient time for consideration at a Council meeting, in accordance with what he reasonably believes to be the views of the majority of Councillors.

Administrative Matters

In addition, the Clerk is authorised to undertake the day to day administration of the Council, to include:

- Calling extra meetings of the Council, or any committee, or sub-committee, as necessary, having consulted with the appropriate Chair; except those meetings called in accordance with Standing Orders by the Council Chair or Members;
- Issuing press releases and statements to the press or on social media on the Council's known policies, subject to the provisions of the Council's Press and Media Policy;
- originating, updating, and managing the content on the Council's website;
- Making arrangements for the maintenance of the office IT system;
- Co-ordinating the production of the Council's newsletters;
- Responding to requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1998 (or similar Acts and Regulations);
- Acknowledging and handling all complaints regarding the Council (except where the complaint relates to the Town Clerk);
- to pay the cost of holding an election or by-election, including the cost of polling cards, for the post(s) of town councillor as determined by and charged for by the electoral officer of the relevant District or Unitary Authority.
- Making arrangements for the routine maintenance of the Council's Offices and property;
- Purchasing basic office equipment and supplies;
- Authorising routine recurring expenditure within the agreed budget (e.g. broadband, rent)
- Authorising payment for items below £1,000 in consultation with the Chair of Council where delay to the next Council meeting would be detrimental to the Council or the payee.

Emergency Matters

The Town Clerk is specifically authorised:

- In the event of any emergency involving the Council's property, premises, or facilities (e.g. damaged bench, leaking pipes, wind damage to roof, flooding, broken equipment) to order any works necessary to prevent any further material loss to the Council;
- In the event of any safety critical occurrence or situation (e.g. dangerous branches and or trees, collapsed footpaths, broken play equipment, breached fencing allowing access into an unsafe area, removal of burnt out and or abandoned vehicles) to commit the Council to any expenditure necessary in order to carry out remedial action, or isolate the area or in the case of vehicles arrange their lawful removal, in order to reduce the likelihood of anyone being harmed;

Chair: _____

-
- To commit the Council to an expenditure of up to £600 for costs incidental to ongoing projects already authorised by Council, or other ongoing work, or minor repairs to facilities, subject to the Town Clerk being confident that the Members, in all probability, would have approved such an expenditure if the facts had been brought to their attention before a commitment to expend the money had been made (e.g. hire of equipment, purchase of fuel, servicing of vehicle or machinery, repair to vehicle or machinery, purchase of wood or fencing materials or gates, purchase of topsoil, plants and shrubs, hire of contractor to offer specialised assistance or to carry out specialised repairs, engaging tradesmen to carry out minor repairs etc.).
 - In the event of a situation arising which is not covered in this section, to take any action and commit the Council to any expenditure, but not until the circumstances of the situation have been discussed with the Chair or Vice Chair of the Council; in the eventuality of the Chair and Vice Chair not being available (e.g. on holiday) then the Clerk may seek approval from another Councillor; subject always to the Town Clerk being confident that the Members, in all probability, would have approved such an expenditure if the facts had been brought to their attention before a commitment to expend the money had been made.

In all the above cases the Town Clerk is only authorised to order works or to commit the Council to expenditure as specified. Such actions are to be reported at the next meeting of the Council. Actual payments still need to be authorised by the Council payments approved in the normal way.

The Openness of Local Government Bodies Regulations 2014

Whilst acknowledging the requirement for officers of the Council to produce a written report relating to delegated decisions made under section 7 (2) (b) (i) and (ii), the Council confirms that with regard to paragraph (iii) the word 'materially' should be construed in such a manner as to confer upon the Town Clerk the authority to commit the Council to expenditure, as outlined within these Delegated Powers, and, as long as the expenditure is accommodated within the Council's agreed budget headings for the year, such decisions do not have to be recorded for the purposes of this Act as the expenditure is considered as not having a material effect on the finances of the Council.

Graham Thomson
Town Clerk

Chair: _____

COMMUNITY GRANT AWARDING POLICY

1. INTRODUCTION

- 1.1. Desborough Town Council has a commitment to encourage, support, and promote volunteer organisations and charities within Desborough for the benefit of the Town. The Council may make an annual budget provision for Community Grants to help meet its aims.
- 1.2. Community grants come from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent.
- 1.3. This policy is designed to act as guidance for both applicants and Councillors when considering applications.
- 1.4. Applicants are encouraged to look at alternative sources of funding in addition to this scheme.
- 1.5. The powers available to the Council are contained in the Local Government Act 1972, Section 137 as amended by the Local Government and Housing Act 1989, Section 37; the Local Government Act 2000, Section 8; and the Local Government (Miscellaneous Provisions) Act 1976, Section 19. Nothing in this policy shall require the Council to make a grant if the Council does not have to lawful power to do so.

2. GUIDELINES FOR GRANT APPLICATIONS

- 2.1. It is a condition of any grant application that the activity must bring direct benefit to the residents of Desborough. The Council cannot give financial assistance to individuals under this Policy.
- 2.2. Grant Aid application forms will be available on the Council's website and when completed, must be submitted along with the latest set of the group's accounts and other accompanying documentation. Applications will be considered by a Community Grant Advisory Panel in April and September. The Working Party will present recommendations to the Council. The grant recommendations will be considered by the Council at the May and October Council meetings and any payments made thereafter.
- 2.3. National Charities are unlikely to be supported unless it is for a specific project in Desborough where there will be obvious benefit to the Council's area.
- 2.4. The Council will only grant aid churches for town clocks and possibly for environmental purposes. Church Halls can also be grant aided if they are used by the community.
- 2.5. Schools will only be grant aided for environmental purposes or, if in the opinion of the Council their application is for the benefit of the wider community.
- 2.6. At the discretion of the Council any organisation or group with permanent bar facilities in operation may be excluded.
- 2.7. Grants will not be payable to or for any commercial venture for private gain.
- 2.8. The size of any grant awarded is at the discretion of the Council and will not normally exceed £1,250.
- 2.9. Grant applications cannot be made retrospectively.
- 2.10. The Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Council
- 2.11. All grants must only be used for the purpose for which they were awarded unless the written approval of Desborough Town Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
- 2.12. Grant recipients must provide a written report to the Council on how the grant has been spent, together with satisfactory evidence including copies of quotes and invoices, that the grant has been used for the purposes approved,

Chair: _____

- 2.13. The Council reserves the right to reclaim the balance of any funds not spent in accordance with the approved grant application, left unspent after one year of receipt.
- 2.14. ~~Desborough Town Council will not normally give grants to the same organisation in consecutive years or application rounds.~~

3. HOW WILL GRANT APPLICATIONS BE ASSESSED?

- 3.1. How well the grant will meet the needs of the community, providing positive benefit to the residents of Desborough.
- 3.2. How effectively the group will use the grant.
- 3.3. Whether the costs are appropriate and realistic.
- 3.4. What level of contributions has been, or will be, raised locally.
- 3.5. Whether the organisation could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- 3.6. How the organisation is managed as indicated by the constitution /set of rules.

Chair: _____

**DESBOROUGH TOWN COUNCIL
20 SEPTEMBER 2018**

APPENDIX I

COMMUNITY GRANTS WORKING PARTY – 10 OCTOBER 2018

Cllrs: S Draycott, I James, J Read
Residents: J Campbell, M Mount
Town Clerk - G Thomson

Four applications were received to be considered for recommendation to the October DTC meeting.

Desborough District Guiding

Amount Requested	£150.00
Project	To provide new programme resources for each of five units.
Recommendation	£150.00

Vine Community Trust – Marlow House

Amount Requested	£2,000.00
Project	Upgrading telephone system
Recommendation	£500.00

Desborough in Bloom

Amount Requested	£1,500.00
Project	To Replace 1 barrel, purchase of 4 new self-watering barrels, compost, plants, fertiliser for the next three plantings.
Recommendation	£1,500.00

Citizen Advice Services Corby and Kettering

Amount Requested	£5,000.00
Project	To carry out home visits to those with severe mobility issues and carer responsibilities who would benefit from help in their own homes: advising and helping with transition from DLA to PIP, wider benefit issues, and debt help.
Recommendation	£5,000.00

Chair: _____

Information Items

169.1/18 To receive a report from the County Councillor

County Councillor Matthews has submitted the following report:-

"The County Council's Cabinet is fully engaged in executing a Stabilisation Plan, presented by the Government appointed Commissioners, for the remainder of 2018/19.

"What is clear to all County Councillors is that expected savings this year are proving difficult to achieve as the demand for Social Care and Children's Services keeps increasing.

"This Stabilisation Plan is a radical thrust to curtail non-essential spending and relies heavily on expected partnerships with the seven District and Borough Councils in the County."

169.2/18 To receive a report from Borough Councillors

The Kettering Borough Councillors have been asked to submit a report.

Borough Councillor Tebutt: *"I have no report for you this month as there have been no planning Policy meetings. The next is in November and I will report the outcome."*

169.3/18 Update on the Neighbourhood Plan

The Council has committed, on behalf of the town, to the development of a Neighbourhood Plan for Desborough. When adopted, the plan will help local people shape development within our community and establish general planning policies for the development and use of land in the town.

A draft Plan was produced and following consultation a second draft was published in July 2017. There has been no further progress with the draft plan since then although there have been some significant changes to the background situation. Copies of the data gathered are being obtained and initial discussions held with the various external bodies involved. A meeting of the Working Party will be held shortly to review the current draft: its status, and aspirations of the current draft plan, and report the findings to the December 2018 Council meeting.

169.4/18 Parish/Town Council Vacancies occurring after 2 November 2018 and Elections in 2019

The Council has been informed that the Secretary of State for Housing, Communities and Local Government is considering the proposals submitted by the existing Northamptonshire authorities for local Government reorganisation in Northamptonshire. A decision on those proposals is expected in due course. Once that decision is known, it should become clearer if this will mean the cancellation of all local authority elections in Northamptonshire that are scheduled for May 2019 (including Town and Parish Council elections). However, as yet this has not been confirmed and may well not be settled until very late in the year or possibly early next year. Therefore, until such time as notified differently, it is necessary to continue to prepare for the 2019 polls as normal.

Any vacancies that occur on the Council within six months of the next regular elections (i.e after 2 November 2018) may only be filled by co-option and by-elections will not take place.

169.5/18 To receive updates from Desborough community groups and representatives

169.6/18 Revised Work Plan for 2018-19

The revised work plan is attached as Report No. 1.

Chair: _____

DESBOROUGH TOWN COUNCIL
18 OCTOBER 2018

REPORT NO.1

Revised Work Plan 2018-19

October 2018

Procedural items

Standing Orders
 Scheme of Delegation
 Community engagement Statement of intent
 Review of existing policies and introduction of recommended policies

Development items

Use of Town Council offices / space
 Training Plan
 S106 proposals
 Plans for the coming year (moved to November 2018)

Financial items

Grants Award Scheme
 Insurance policies (moved to November 2018)
 Financial and Treasury Management Strategy and reserves policy

November 2018

Procedural items

Standing Orders
 Financial Regulations
 Document Management and Record Keeping Policy
 Review of existing policies and introduction of recommended policies

Development items

Website review and development
 Plans for the coming year (moved from October 2018)

Financial items

External Contract review
 Insurance policies (moved from October 2018)

December 2018

Procedural items

Neighbourhood plan review and relaunch
 Review of existing policies and introduction of recommended policies

January 2019

Procedural items

Risk Assessments review
 Business Plan / Strategy
 Review of existing policies and introduction of recommended policies

Development items

Website confirmation

February 2019

Procedural items

Review of existing policies and introduction of recommended policies

March 2019

Procedural items

Review of arrangements for the forthcoming elections / review of local government reorganisation proposals
 Review of bodies on which the Council nominates representation
 Review of existing policies and introduction of recommended policies

April 2019

Procedural items

Review of Committee Structure
 Review of existing policies and introduction of recommended policies.

Chair: _____