



Desborough Town Council
Town Clerk: Graham Thomson
High Street, Desborough, NN14 2QS
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To: All Town Councillors

You are hereby summoned to attend the Meeting of Desborough Town Council to be held in the **Library, High Street, Desborough** on **Thursday 21 March 2019**, commencing at **7pm** for the purpose of transacting the following business.

Members of the press and public are welcome to attend.

Signed,

Graham Thomson
Town Clerk

15 March 2019

AGENDA

259./18 Chairman's welcome and announcements

260./18 Apologies for absence

To consider and if so resolved to approve apologies for absence.

261./18 Declarations of interest

To note any declarations of interest from Councillors.

262./18 Requests for Dispensation

To note any requests for dispensation for Councillors with an interest to be allowed to speak which have been approved by the Town Clerk in accordance with the Localism Act 2011.

263./18 To approve the minutes of the meeting held on 21 February 2019

264./18 To hear representations from Members of the Public

Note: no decisions can be made in response to matters raised under this item.

265./18 To discuss items of concern with Borough Councillors and the County Councillor

Comment has been made at a number of Council meetings about the brevity or absence of information from the Borough Councillors and County Councillor elected from Desborough. The four Borough Councillors and the County Councillor have been invited to the meeting to discuss items of concern including:

- blocked drains in and around Desborough
- Improving leisure facilities
- development of the town centre
- Play areas and ball spaces within housing areas
- Improved design and care of main traffic roads
- Communications
- Local government reorganisation

266./18 To consider and if so resolved to adopt the Other Risks Risk Assessment

An assessment of other risks, not included in the Governance Risk Assessment has been carried out as attached at Appendix A. The Council is REQUESTED to consider the matter and to approve the Other Risks Risk Assessment.

267./18 To consider and adopt revisions to Financial Regulations

The Financial Regulations have been reviewed in line with the recommendations of the Internal Auditor's report. New Regulations relating explicitly to tenders have been proposed, together with Regulations relating to payments, and minor textual corrections. The Council is RECOMMENDED to adopt the revised Financial Regulations set out at Appendix B.

268./18 To receive the finance report

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

269./18 To consider and if so resolved to approve accounts for payment

The report set out at Appendix D details those invoices and payments for payment, those authorised in accordance with the scheme of delegation, and those where payment is by continuous authority; and the Council is RECOMMENDED to approve payment. Details in the report will be updated before the meeting as information is received.

270./18 The consider, and if so resolved, to approve a report from the Responsible Financial Officer on the Council's banking and investment arrangements

The Council has operated a current and a deposit account with Barclays Bank for some time. The Town Clerk and Councillors have noted the amount of time taken dealing with changes to the mandate (those approved by the Council and those enacted by the bank), access to accounts, and other difficulties and delays encountered with Barclays and a review has been carried out in accordance with the Financial and Treasury Management Strategy and Reserves Policy, and Financial Regulations.

Investigations into the products and services on offer from the various banks have taken place with a focus on knowledge of the local government sector, acceptance and facilitation of local government processes and procedures, and online functionality. Unity Trust Bank offers a current account and a savings account (currently paying 0.4% AER). The monthly charge for the current account would be £6 plus 15 pence per transaction. Notwithstanding the charges, it is considered to be value for money in time saved. The deposit account at Barclays currently pays 0.3% and the current account bears no charges.

Spreading the Council's reserves amongst High Street banks which comply with the Council's requirements has proven difficult and time consuming.

The RFO is currently investigating the CCLA Public Sector Deposit Fund. CCLA (Churches, Charities & Local Authorities) is a mutually owned firm of investment managers, owned by LAMIT (Local Authorities Mutual Investment Trust), the Church of England (Central Board of Finance) Investment Fund and the Charities (COIF) Investment Fund. The Fund is managed on a conservative basis (beyond the requirements of AAA-rating), only using plain cash products with well-rated banks: call; notice; term and certificates of deposit - the type of products that Councils will usually use. There is no exposure to the stock market, derivatives, other funds or asset backed securities. It is a UK FCA Qualifying Money Market Fund managed by CCLA that offers the substantial benefits of cooperation between public sector bodies. It is a cash management solution designed by the sector, for the sector. The rate of interest fluctuates but is around 0.7%.

The Council is RECOMMENDED to:-

- i) authorise the establishment of a current account and deposit account with Unity Trust Bank;
- ii) authorise the RFO to transfer day to day banking to the Unity Trust Bank, and to retain the accounts with Barclays in accordance with the Financial and Treasury Management Strategy and Reserves Policy;
- iii) request the RFO to present a report to a future meeting on transferring the bulk of the reserves to the CCLA Public Sector Deposit Fund.

271./18 To reconsider the report of the Internal Auditor

The Council's internal audit service is currently provided through Northants CALC. The interim internal audit report was considered at the last meeting. The auditor drew the Council's attention to the following matters (the Town Clerk's comments are in brackets):-

- a. the Council needs to formally appoint the Town Clerk and RFO (this has now been done);
- b. the need to review the Financial Regulations to ensure all relevant statutory requirements are covered (draft revised Financial Regulations are elsewhere on the agenda);
- c. Bank reconciliations not being demonstrable (notwithstanding that bank reconciliations were already being carried out and were shown to the internal Auditor and recorded in Council minutes, the Town Clerk has now completed the set of reconciliations as required by the internal auditor on the date of each bank statement. The migration to the new finance software is now complete and future reconciliations will be carried out on the bank statement dates);
- d. Internal controls not being carried out (this refers largely to Councillor oversight. The Town Clerk demonstrated that this was carried out. Since the last meeting a comprehensive verification and checking process has been carried out and is demonstrable);
- e. the level of the Council's reserves is *"significantly higher than the annual precept, I would expect to see an explanation provided to me at the year-end audit and shown as a resolution on the Town Council's minutes"* (the external auditor, PKF Littlejohn LLP, has recently stated that reserves of twice precept would be acceptable. On that basis, the Council could carry over £280,000 (the 2018/19 precept) times two, or £560,000 without attracting the Auditor's interest. However, another agenda item deals with this.);

- f. financial risk assessments need to be adopted in each financial year (the Governance Risk Assessment was approved at the last meeting and the Other Risks Risk Assessment is elsewhere on the agenda).

Since the last meeting, the internal auditor has failed to respond to a request for further clarification and guidance from the Town Clerk. The Council is REQUESTED to consider the report of the internal auditor and determine if any further action is necessary.

272./18 To consider and earmark reserves into 2019/20

Further to the report at the last meeting relating to “earmarking” reserves, clarification has been received from the Council’s external advisers. The term “earmarked” is not enshrined in law in this context but relates to the “Governance and Accountability for Smaller Authorities in England” issued by the Joint Panel on Accountability and Governance (JPAG). This guidance states that:

“As authorities have no legal powers to hold revenue reserves other than those for reasonable working capital needs, or for specifically earmarked purposes, whenever an authority’s year-end general reserve is significantly higher than the annual precept or rates and special levies, an explanation should be provided to the auditor.”

As Members will recall, the Council is required to maintain adequate financial reserves (Sections 32 and 43 of the Local Government Finance Act 1992), however, there is no specified minimum level of reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use. The External Auditor has indicated that reserves of more than twice precept would be considered “high” and require explanation.

When the Council set its budget for 2019/20 it determined that £75,016 should come from the Council tax precept and that £283,229 should come from reserves. The latter amount is therefore “earmarked” in accordance with JPAG’s *“Practitioners’ Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements, March 2018”*.

For absolute clarity, it is RECOMMENDED that the Council formally “earmarks” £283,229 from reserves for the items in the 2019/20 budget as set out in Appendix E as previously approved.

273./18 To consider the planning and licensing report

In accordance with the views expressed by Councillors, any comments which were uncontentious and uncontested were submitted to the relevant authority as set out in the report attached at Appendix F. The Council is REQUESTED to consider any comment on any of the applications listed.

274./18 To consider attendance at the Northants CALC Larger Councils’ focus meeting

Northants CALC is convening a focus meeting for larger councils in North Northamptonshire to talk about asset and service devolution / transfer. The purpose of the meeting is to explore: What parish and town councils want to see on the devolution list; Opportunities for devolution pre-Unitary and post-Unitary; Lessons learnt from Cornwall and Milton Keynes; Devolution policies and frameworks.

The meeting will take place on 28 March 2019 from 10 o’clock to noon in Raunds. Councils have been invited to send up to three delegates (e.g. Clerk, Chairman/Mayor, Deputy Mayor/ Leader). No decisions will be taken. The Council is REQUESTED to consider whether attendance is deemed appropriate and if so to determine representation.

275./18 To note items of information

The report of the Town Clerk (Report No 1) 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.

275.1./18 To note any report received from the County Councillor

275.2./18 To note any report received from Kettering Borough Councillors

275.3./18 To receive any report on Vehicle Speeds, Traffic, and CCTV

275.4./18 To receive and note updates from Desborough community groups and representatives

275.5./18 To note any report received from the Police

275.6./18 Town Council membership

275.7./18 Footpath from BP garage to Desborough Road

275.8./18 New Clerk Event, SLCC

275.9./18 Social Media Policy

Other Risks Risk Assessment

See attached.

Financial Regulations

Copy to follow.

FINANCE REPORT
Monthly Bank Reconciliation

	Bank Statement date
Bank reconciliation	27/02/2019
Barclays Current	£14,903.93
Barclays Business Saver	£515,522.27
Unpresented payments	£3,621.97
Payments made but not on bank statement	£0.00
Reconciled Balance	£526,804.23

Unpresented payments previously authorised

Cost centre	Code	Description	Total	Comment
Administration	Community Grant	Desb Town Junior FC	£500.00	Cheque not presented
Administration	MS Office	MS Office Business for Mac	£113.76	Purchase not yet made
Democratic Services	Employment Costs	HMRC	£2,358.21	Cheque to be issued 21/03/19
Administration	Community Grant	Desborough District Guiding	£150.00	Cheque to be issued 21/03/19
Administration	Community Grant	Vine Community Trust	£500.00	Cheque to be issued 21/03/19
Balance			£3,621.97	

ACCOUNTS FOR PAYMENT

Further items will be added as received.

Supplier	Reason	VAT	Total Amount	Notes
Graham Thomson	Salary (March 25 hours / week) Overtime (February hours)	£0.00	£2,051.96	Detail to be confirmed
HMRC	PAYE / NI (employee's and employer's contributions) February	£0.00	£876.30	Detail to be confirmed. To be paid in March
LGSS Pensions	Pension (employee's and employer's contributions) February	£0.00	£952.85	Detail to be confirmed. To be paid in March
Graham Thomson	Toilet paper	£0.00	£6.00	Approved in accordance with delegated powers
Graham Thomson	New Clerk Event: rail fare	£0.00	£56.56	
Graham Thomson	New Clerk Event: underground fare	£0.00	£4.00	
SLCC	New Clerk Event: Registration fee	£2.00	£12.00	Subscription now cancelled
SurveyMonkey	February	£5.83	£35.00	
Talk Talk Business	Internet and telephone	£9.59	£57.67	Continuous authority for payments (amount may vary slightly month to month)

Extracted from the 2019/20 Approved Budget
Budget summary

Expenditure	Additional items ("Earmarked" reserves)
DEMOCRATIC SERVICES	
Salaries & all Employment Costs	£14,229
Training and Development	£500
Local Government Reorganisation	£2,000
Newsletter / publicity / surveys	£1,000
Election / Parish Poll provision	£8,000
SUB TOTAL: DEMOCRATIC SERVICES	£25,729
TOWN COUNCIL OFFICE	
Rates	£3,500
SUB TOTAL: TOWN COUNCIL OFFICE	£3,500
ADMINISTRATION	
General office and sundry expenses	£1,000
Website, domain, email	£2,500
Neighbourhood Plan	£10,000
Community Grant Scheme	£15,000
Premises - Equipment	£3,000
SUB TOTAL: ADMINISTRATION	£31,500
PROJECTS	
Preservation of Library services	£210,000
General town improvements	£5,000
Additional Police or PCSOs, or crime detection by CCTV	£5,000
Portable hearing loop	£2,500
SUB TOTAL: PROJECTS	£222,500
TOTAL EARMARKED	£283,229

Planning and Licensing Matters

[KET/2019/0119](#)

8 Matlock Way, Desborough

Full Application: Change of use of amenity land to garden land and erection of a 2m fence

[KET/2019/0137](#)

Non-Material Amendment: KET/2011/0235 (Residential development of up to 700 dwellings including provision of a local centre, primary school, green infrastructure and creation of accesses): Vary conditions 11, 12, 13, 14, 25, 28, 29, 31, 32, 33, 35 & 37

[KET/2019/0139](#)

Non-Material Amendment: (Variation of conditions 19 & 20 (Energy Strategy), 21 (Code for Sustainable Homes), 22 (Lifetime Homes), 24 (Sustainability Report) and 25 (Interim Design Stage Assessment Certificate) of KET/2011/0235): Vary conditions 11, 12, 13, 14, 25, 28, 29, 31, 32, 33, 35 & 37

[KET/2019/0070](#)

Stoke Albany Road (Former Poultry Unit), Desborough

B8 storage unit with ancillary B1 office with erection of entrance gates and security fencing

[KET/2019/0102](#)

8 Westmorland Drive, Desborough

Certificate of Lawfulness for Proposed Operations: Single storey rear extension

[KET/2019/0072](#)

The Kings Arms, 111 High Street, Desborough

S19 Application for Variation of Listed Building Conditions: Variation of condition 2 of KET/2018/0157 in respect of insertion of exterior door and retention of existing wall to form power supply room

[KET/2019/0074](#)

134 Ironwood Avenue, Desborough

Full Application: Garage to side

Information Items

275.1/18 To note any report from the County Councillor

258.2/18 To note any report from the Kettering Borough Councillors

Cllr Mark Dearing:
Cllr June Derbyshire:
Cllr David Soans:
Cllr Mike Tebbutt:

275.2/18 To receive any report on Vehicle Speeds, Traffic, and CCTV

The current reporting period is between 28 February and 7 March 2019 (inclusive). A table detailing the number of vehicles travelling at speeds in excess of 40 mph, in integers of 10, is below.

SPEED	ROTHWELL ROAD	HARBOROUGH ROAD	BRAYBROOKE ROAD
40 mph & Over	20,610	881	227
50 mph & Over	3933	15	21
60 mph & Over	445	0	1
70 mph & Over	37	0	0
80 mph & Over	1	0	0
90 mph & Over	0	0	0
100 mph & Over	0	0	0

275.4/18 To receive updates from Desborough community groups and representatives

275.6/18 To note any report from the Police

275.6/18 Town Council membership

The closing date for electors to request a poll to fill the vacant seat on the Council was 20 March 2019. The Town Clerk will present information to the meeting on whether or not a poll was requested in accordance with the Law or not, and if not, the steps and timetable for the co-option process.

275.6/18 Footpath from BP garage to Desborough Road

The Council has been informed that the Section 278 agreement is now in place. The works should take about a week and an application has been made for them to commence on 1 April 2019.

275.6/18 New Clerk Event, SLCC

The Town Clerk attended a training event for new clerks organised by the Society of Local Council Clerks. The event covered rôles and responsibilities, lawful agenda and minutes, key dates, the learning pathway, and support offered.

258.6/18 Social Media Policy

The arena of social media is an emerging and developing area of law for Councils. Although Desborough Town Council does not use social media (other than its own website), members of the community and some of those directly connected with the Council do. Following the whole Council training session a draft social media policy will be produced for consideration.

Graham Thomson
Town Clerk