



**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 16 May 2019, commencing at 7pm for the purpose of transacting the following business. Members of the press and public are invited to attend.

Signed,

Graham Thomson  
Town Clerk

10 May 2019

**AGENDA**

- 1./19 Election of Chair for the 2019/20 Municipal Year**
- 2./19 Appointment of Vice Chair for the 2019/20 Municipal Year**
- 3./19 To receive the acceptance of office from the Chair and Vice-Chair or to agree that they may be delivered at a later date**
- 4./19 Chair's welcome and announcements**
- 5./19 To consider and if so resolved to approve apologies for absence.**
- 6./19 To note any declarations of interest from Councillors.**
- 7./19 To note any 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 and the Council's Scheme of Delegation.
- 8./19 To receive and approve the minutes of the meeting held on 18 April 2019**
- 9./19 To hear representations from Members of the Public**  
Note: no decisions can be made in response to matters raised under this item.
- 10./19 To note the grant of Honoured Citizen Awards**  
In accordance with the Council's policy, nominations were received relating to individuals who had "made a significantly positive contribution to the communities in Desborough Town Council area". The Awards Advisory Working Party met and recommended that awards be made. In accordance with the policy the Town Clerk, in consultation with the Chair of the Council, approved the Awards. The citation read:  
*"in recognition of your outstanding care and consideration given to Alvin Jarvis of Leicester Nirvana at a match with Desborough Town FC following an horrific injury to the player. Your efforts were beyond anything which could have been expected and the Council wishes to place on record its sincere appreciation. We value what you have done. Thank you."*  
Awards in the form of framed certificates were presented at the annual awards ceremony of Desborough Town Football Club by the Chair of the Council to: Anne Fraser, Ceri Palmer, and Gary Melville.
- 11./19 To receive reports on activity in the last year**  
To receive reports from relevant parties, volunteers, and local groups on activity in the last year, including:-
  - Northamptonshire Police
  - Volunteer Rights of Way Warden
  - Volunteer Traffic Camera Warden
  - Kettering Borough Councillors
  - Northamptonshire County Councillor
  - Citizens Advice Services
  - Desborough Men's Shed
  - Desborough in Bloom
  - Desborough Civic Society
  - Desborough Town Centre Partnership

- Desborough and Rothwell Youth Council
- Rothwell North Working Party
- Desborough & District Twinning Association

**12./19 To consider making Grants under the Community Grant Scheme**

In accordance with the Community Grants Awarding Policy, at the May and October meetings, the Council considers applications for grants received from organisations. The Council's budget is £15,000 of which none has been spent. The policy contains, amongst other provisions:

- *“any grant awarded is at the discretion of the Council and will not normally exceed £1,250”*;
- *“At the discretion of the Council any organisation or group with permanent bar facilities in operation may be excluded”*; and,
- *“grant applications cannot be made retrospectively”*.

Three applications were received in the recent application round, and a meeting of the Awards Panel was convened. The meeting was attended by Councillors and community members and the following recommendations made.

**12.1./19 3rd Desborough Scout Group**

The request was for £2,000 out of a total of £9,346 for the refurbishment and extension of the external storage facility at the Desborough Community Centre. Funds had been raised from other sources to supplement the grant request. Without a grant from the Council, or with a smaller grant, further fundraising would be undertaken.

The Advisory Awards Panel recommended a grant of £2,000 as an exception to the normal maximum grant limit.

The Council is REQUESTED to determine whether any award should be made and if so to determine the amount.

**12.2./19 Desborough Town Bowling Club**

The request was for £975 out of a total of £1,480 to recarpet the general area of the clubhouse and to upgrade security (ne urity gates). The security work has already taken place, and the facility has a bar. Funds have not been raised from other sources. Without a grant from the Council the work would proceed, and with a smaller grant, fundraising would be undertaken.

The Advisory Awards Panel recommended that no grant be made.

The Council is REQUESTED to determine whether any award should be made and if so to determine the amount.

**12.3./19 Desborough Green Space Junior Parkrun (a branch of Parkrun Ltd)**

The request was for £1,700 out of a total of £2,000 for the purchase a defibrillator, additional first aid kits for volunteers, storage, Walkie Talkies, and additional equipment. Funds have not been raised from other sources but discounts have been obtained. Without a grant from the Council the activities would continue but with borrowed equipment, relying on volunteers' own devices, and the defibrillator from the Leisure Centre

The Advisory Awards Panel recommended a grant of £1,700 as an exception to the normal maximum grant limit.

The Council is REQUESTED to determine whether any award should be made and if so to determine the amount.

**13./19 To note the arrangements for the Annual Town Meeting to be held on 30 May 2019**

The date fixed for the Annual Town Meeting was 23 May 2019. As Members will know, it has now been confirmed that the UK will take part in elections to the European Parliament on that date. The day of the elections and the weeks leading to them are what is defined in law as a “sensitive period” (often referred to as “purdah”). There is a lot of law about what can and cannot happen during this period, all designed to prevent Councils and Councillors from influencing electors in any way. In order to give as much notice as possible, the Town Clerk consulted Councillors and the date of the meeting was postponed by one week to 30 May 2019 at 7pm. The Council is REQUESTED to note the change.

**14./19 To consider the appointment of representatives to outside bodies**

As Members may know, appointments and nominations to “outside bodies” terminate at the statutory annual meeting of the Council in May (this meeting). There is no right for any

organisation to have Councillor or Council appointed representatives, and only rarely does a Council have a right to make appointments (this is usually for charities as a foundation Trustee).

Following a review of some organisations that have previously had Council representation, the Council is REQUESTED to appoint representatives (which do not have to be Councillors) to the organisations set out in Appendix A where it is clear what role the representative is expected to fulfil, and what the aims, intentions, and ambitions of the organisation are.

**15./19 To consider and if so resolved to appoint to Committees, Advisory Panels, and areas of responsibility**

As Members will know, the membership of internal bodies and appointments terminates at the statutory annual meeting of the Council in May (except financial account signatories). The following are due for review:-

<b>Responsibility</b>	<b>Note</b>
Volunteer Path Warden	Currently Mr Martin
Volunteer Road Safety and CCTV Warden	Currently Mr Hill
Awards Advisory Panel	Honoured Citizen Awards. 2018/19 membership was: Cllrs: Archer, Read, Taylor Community members: Mrs McElhinney, Mrs Watson, Mr Birney
Community Grant Advisory Panel	2018/19 membership was: Cllrs: Draycott, James, Read, Taylor Community members: Mesdames Campbell, Huseyin, Mount, Taylor, Messrs: Dixon, Martin
Personnel Committee	Councillors only
Independent review Councillors	Must not be account signatories. Minimum of one to be named. Currently: Cllrs Burnham, James, Sawford
Financial account signatories (continue until removed or replaced)	Must not be independent review Councillors. Three plus RFO preferred. Currently Cllrs: Draycott, Holmes, McElhinney Town Clerk (as RFO): G Thomson
Data Protection Officer	The Council has previously appointed Northants County Association of Local Councils (currently appointed until March 2020)

The Council is RECOMMENDED to consider the matter and if so resolved to make appointments.

**16./19 To consider alterations to the Council's Standing Orders, Financial Regulations, Scheme of Delegation, Terms of Reference, and principal policies.**

Throughout the last year a number of the Council's controlling documents have been reviewed, and introduced. Terms of reference for bodies have briefly set out in the minute approving the membership. It is important not only that these documents exist but that they are kept up to date. The list of documents set out at Appendix B is comprehensive with links to the Council's website and specific details of proposed alterations will be circulated before the meeting. The list of documents will be added to throughout the year. The Council is REQUESTED to consider any amendment to the documents and to re-adopt the documents as amended.

**17./19 To consider options for CCTV in the town**

At the last meeting the Council heard about various options for improving the CCTV system in the town. The costs revealed were in excess of the budget provision "for Additional Police or PCSOs, or crime detection by CCTV" of £5,000. Discussions since the last meeting have suggested that it might be possible to increase crime detection by CCTV with a combination of the previous proposals, extension to monitoring, and further coverage on major roads. Consideration must also given to the capacity and arrangements for monitoring any system or improved system. Given the cost of initial installation and the high ongoing running costs (which would fall to the Council), and the possibility of grant funding it is RECOMMENDED that:-

- (a) the Council indicates whether or not it might be minded to increase the budgetary provision if a workable scheme was devised;

- (b) a small task and finish Working Party be convened to look at the options available as previously proposed and currently under consideration in the light of (a) above, taking into account the views of the Police and local residents, the availability of grant funding for the Council;
- (c) a report be presented to a future meeting with clear, costed, recommendations with details of funding available.

**18./19 To confirm that the Council meets the statutory criteria to exercise the General Power of Competence**

In accordance with the Localism Act 2011, the Council is required to confirm at each relevant annual meeting that it meets the criteria to hold the General Power of Competence. The Council's Standing Orders require this at each statutory annual meeting (a recommendation to remove the unnecessary requirement is elsewhere on the agenda). A relevant statutory annual meeting is defined in law as one following ordinary elections. The next election is currently expected to be May 2020.

**19./19 The Office of Proper Officer**

The Council previously appointed the former Administration Assistant as Deputy Proper Officer. Now that the Town Clerk is the only employee, it is suggested that alternative arrangements be made. The Town Clerk will outline options available to the Council. The Council is REQUESTED to consider the matter and adopt appropriate arrangements.

**20./19 To receive and note the Planning Report**

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

**21./19 To note the consultation relating to the location of a new bench**

As Members will recall, a grant was received from the County Council for "the purchase & installation of roadside seat, adjacent to a bus stop, on one of the principal residential roads in Desborough". At the last meeting, three possible locations were suggested and consultation is under way with the occupiers of properties in the vicinity of the proposed locations. A report of the final results of the consultation will be presented to the June meeting. The Council is RECOMMENDED to note the report.

**22./19 To receive the finance report**

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

**23./19 To consider and if so resolved to approve accounts for payment**

The report set out at Appendix E 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.

**Desborough Town Council  
Appointment of representatives to outside bodies**

Attached as separate document.

**Desborough Town Council  
COUNCIL POLICIES, TERMS OF REFERENCE, RISK ASSESSMENTS**

No.	Policy (link to current policy)	Adopted	Brief summary of changes proposed (link to <b>draft</b> version)
	<b><u>Constitutional Documents</u></b>		
01	<a href="#">Standing Orders</a>	18/10/18	<a href="#">Insertion of the word "relevant" to comply with the Localism Act 2011, General Power of Competence. SO 2.3.3.</a>
02	<a href="#">Financial Regulations</a>	21/03/19	<a href="#">Procurement (4.12.)</a>
03	<a href="#">Members' Code of Conduct</a>	16/02/17	None
04	<a href="#">Scheme of Delegation</a>	18/10/18	<a href="#">Incorporation of in-year changes</a>
	<b><u>Financial Policies and Procedures</u></b>		
05	<a href="#">Treasury Management Strategy and Reserves Policy</a>		<a href="#">Update</a>
06	<a href="#">Internal Controls Procedures</a>	21/02/19	None
07	<a href="#">Governance Risk Assessment</a>	21/02/19	None
08	<a href="#">Other Risks Risk Assessment</a>	21/03/19	None
09	<a href="#">Expenses and Travel Policy</a>	15/11/18	<a href="#">Updating amounts</a>
	<b><u>Other Policies and Procedures</u></b>		
10	<a href="#">Community Grant Awarding Policy</a>	18/10/18	<a href="#">Powers and Acknowledgement of grants</a>
11	<a href="#">Honoured Citizen Award Policy</a>	20/09/18	None
12	<a href="#">Your right to speak at Council meetings form</a>	18/10/18	None
13	<a href="#">Freedom of Information Publication Scheme</a>	15/11/18	None
14	<a href="#">Subject Access Request Procedure</a>	06/03/18	None
15	<a href="#">Complaints Policy and Procedure</a>	06/03/18	<a href="#">Minor amendments for consistency</a>
	<b><u>Operational Procedures</u></b>		
16	<a href="#">Safeguarding Is Everyone's Responsibility Policy</a>	15/11/18	None
17	<a href="#">Planning and Licensing Policy</a>	18/10/18	None
18	<a href="#">Records Retention Policy</a>	20/02/18	<a href="#">Amended retention times and records.</a>
19	<a href="#">Equal Opportunities Statement</a>	16/02/17	None, to be updated during 2019
20	<a href="#">Casual Vacancies and Co-Options Policy and Procedure</a>	20/12/18	<a href="#">Minor changes in the light of experience</a>

No.	Policy (link to current policy)	Adopted	Brief summary of changes proposed (link to <b>draft</b> version)
21	<a href="#">Social Media Policy</a>	18/04/19	None
22	<a href="#">Anti-bribery, Anti-fraud, and Anti-corruption Policy Statement and Procedures</a>	18/04/19	None
23	<a href="#">Meetings with Developers Policy and Procedure</a>	18/04/19	None
24	Whistleblowing Policy		New policy, future meeting
<b>Staffing Policies</b>			
25	<a href="#">Grievance Procedures</a>	16/02/17	None, to be updated during 2019
26	<a href="#">Disciplinary Procedure</a>	16/02/17	None, to be updated during 2019
27	<a href="#">Employer Pensions Discretions Policy</a>	15/11/18	<a href="#">Technical changes recommended by LGPS</a>
<b>Website and Data Protection Policies</b>			
28	<a href="#">Website Policy</a>	16/02/17	<a href="#">Updated for new site and combined with Disclaimer. Full review in 2019</a>
29	<a href="#">Website Disclaimer</a>	05/03/18	To be deleted
30	<a href="#">Data Protection Policy</a>	06/03/18	None
31	<a href="#">Data Breach Policy</a>	06/03/18	<a href="#">Updated on advice of DPO: reportable &amp; recordable breaches.</a>
32	<a href="#">Draft GDPR Security Compliance Checklist</a>		<a href="#">New</a>
33	<a href="#">DRAFT GDPR Councillor Resignation Checklist</a>		<a href="#">New</a>
<b>Terms of Reference</b>			
34	<a href="#">Draft Personnel Committee</a>		<a href="#">New</a>
35	<a href="#">Draft Awards Advisory Panel</a>		<a href="#">New</a>
36	<a href="#">Draft Community Grant Advisory Panel</a>		<a href="#">New</a>

**Desborough Town Council**

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**Planning and Licensing Matters**

[KET/2019/0246](#)

4 Eyam Close, Desborough  
Single storey rear extension

[KET/2019/0263](#)

9 Rothwell Road, Desborough  
Creation of vehicular access, excavate front garden and construct retaining wall

[KET/2019/0272](#)

96 Harborough Road, Desborough  
Proposed development: Single storey rear extension

[KET/2019/0267](#)

153 Pioneer Avenue, Desborough  
Proposed development: Single storey side extension

[KET/2019/0229](#)

35 Union Street, Desborough  
Front porch and canopy over bay

[KET/2019/0249](#)

8 Buttercup Road, Desborough  
Proposed development: Garage conversion to habitable accommodation

**Desborough Town Council  
Finance Report**

**Monthly Bank Reconciliation**

	Bank Statement date
Bank reconciliation	30/04/2019
Unity Trust Bank Current	£0.00
Unity Trust Bank Saver	£100,001.00
Barclays Current	£159,709.05
Barclays Business Saver	£293,892.18
CCLA Public Sector Deposit Fund	£0.00
Unpresented payments	£1,263.76
Reconciled Balance	£552,338.47

The process of moving money into the CCLA Public Sector Deposit Fund is underway moving funds initially into the Unity accounts.

Unpresented payments

Cost centre	Code	Description	Total	Comment
Administration	Community Grant	Desb Town JFC	£500.00	Cheque not presented
Administration	Community Grant	Desb District Guiding	£150.00	Bank details received 19/02/19
Administration	Community Grant	Vine Community Trust	£500.00	Delayed start to works, payment to now be made
Administration	MS Office	MS Office Business for Mac	£113.76	Purchase not yet made
Balance			£1,263.76	

**Desborough Town Council  
Accounts for payment**

Further items will be added as received.

Supplier	Reason	VAT	Total Amount
Northants CALC	Whole Council development session	£0.00	£299.00
Corby Borough Council	Maintenance of speed signs	£320.00	£1,920.00
Kettering Borough Council	Pocket Park Lease	£200.00	£1,200.00
Northamptonshire County Council	Office rent (Apr - Jun)	£0.00	£2,000.00
Graham Thomson	Salary (May 25 hours / week) Overtime (April hours)	£0.00	£2,081.09
Graham Thomson	Purchase of certificate frames	£0.00	£18.00
<b>Continuous authority for payments (amount may vary slightly month to month)</b>			
Talk Talk Business	Internet and telephone	£9.59	£57.54