

**Minutes of the meeting of Desborough Town Council  
held online by Zoom Videoconference  
on Thursday 21 May 2020**

Councillors present: J Read, (Chair), C Archer, S Draycott, B Keys, P Sawford, J Taylor, and J Watson.  
Also present: G Thomson (Town Clerk), and seven members of the community.

**183./19 CHAIR'S WELCOME AND ANNOUNCEMENTS**

The Chair welcomed Councillors and members of the public to the meeting which she said was being held under extraordinary circumstances necessitating the meeting being held online with remote access which was also why the meeting was earlier the usual to minimise potential difficulties with internet connections. She explained the basic protocol to be adopted in the meeting and added that if the meeting experienced technical issues participants should try to log in again with the same details.

The Chair referred to former Desborough Town Councillor Coe, a former Chairman of the Council whose wife had recently passed away and expressed condolences on behalf of the Council.

The Chair expressed thanks and appreciation on behalf of the Council to all the Key Workers in Desborough who had continued to work, and to the volunteers who had helped keep members of the community safe and fed.

**184./19 TO CONSIDER AND IF SO RESOLVED TO APPROVE AMENDMENTS TO STANDING ORDERS TO PROVIDE FOR REMOTE ACCESS TO MEETINGS**

Extracted from the report of the Town Clerk:-

*Members will be well aware of the Coronavirus pandemic affecting almost every country in the world and all of the United Kingdom. The UK Government effectively put the nation into lockdown from 23 March 2020 by urging everyone to Stay at Home, Protect the NHS, Save Lives. It subsequently enacted secondary legislation in the form of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (referred to as "Coronavirus legislation") into effect on 4 April 2020 which allows and sets out the requirements for holding remote meetings. These Regulations apply until 7 May 2021.*

*Three immediate impacts are the extension of the terms of office of existing Councillors, the ability for the Council to have meetings online where not all (or any) participants are in one room, and the ability to vary dates and times of meetings more easily. Although the legislation allows remote access, the Council's Standing Orders and informal meeting protocols do not. It is therefore necessary to temporarily amend Standing Orders and prudent to adopt a "Protocol on remote access to meetings" (see next item).*

*Following a review of Standing Orders and advice from the National Association of Local Councils, and the Society of Local Council Clerks it is RECOMMENDED that the following be inserted into Standing Orders with immediate effect:-*

*"10.1.2. Persons attending a Council meeting do not need to be in the same place. "Place" means more than one place including electronic, digital or virtual locations such as internet locations, web addresses, or conference call telephone numbers. A Member in remote attendance attends the meeting at any time if the member is able at that time:*

- a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other Members in attendance;*
- b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and*
- c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.*

*"10.1.3. Voting at remote meetings will be carried out by a clear show of hands, by a roll call of Councillors' names and asking them to state their vote, or by another method of voting, should a platform allow it, as determined by the Chair of the meeting.*

*"10.1.4. The method of remote access for the press and public will be advertised on the meeting's agenda.*

*"10.1.5. Notice of a meeting must be placed on the Council's website and in a prominent physical place to meet advertising standards contained in Schedule 12 of the Local Government Act 1972. The Council will take account of social distancing requirements before deciding to put notices in physical spaces.*

*"10.1.6. There is no requirement for the Parish Council to hold its annual meeting in 2020.*

*"10.1.7. If there is a conflict between the preceding Standing Orders and Standing Orders 10.1.2 to 10.1.9, then Standing Orders 10.1.2 to 10.1.9, shall take precedence.*

*"10.1.8. Notwithstanding Standing Order 4.3.5, meetings will finish no later than three hours from the scheduled start time except by agreement of all Councillors present and the Proper Officer.*

*"10.1.9. Changes made to Standing Orders and Financial Regulations introduced as a result of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 must be reviewed by the Council before 7 May 2021."*

The Chair explained that it was necessary to make amendments to Standing Orders to properly allow for remote access to meetings but that no other changes were proposed for this meeting.

**RESOLVED that:-**

**the recommendation be accepted.**

**185./19 TO CONSIDER AND IF SO RESOLVED TO APPROVE A PROTOCOL ON REMOTE ACCESS TO MEETINGS**

Extracted from the report of the Town Clerk:-

*In order for the remote access to meetings to work as efficiently and effectively as possible a draft protocol was adopted. The protocol set out at Appendix A attempts to mirror the Council's practice at physical meetings. It is RECOMMENDED that the protocol be accepted, adopted, and reviewed after each meeting.*

**RESOLVED that:-**

**the recommendation be accepted.**

**186./19 TO CONSIDER AND IF SO RESOLVED TO APPROVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Burnham, French, Holmes, and James.

**RESOLVED that:-**

**the apologies be noted.**

**187./19 TO NOTE ANY DECLARATIONS OF INTEREST FROM COUNCILLORS**

No declarations of interest were made.

**188./19 TO NOTE OR CONSIDER ANY REQUESTS FOR DISPENSATION**

Extracted from the report of the Town Clerk:-

*To note any requests for dispensation for Councillors with an interest to be allowed to speak which have been considered by the Town Clerk in accordance with the Localism Act 2011 and the Council's Scheme of Delegation, and to consider any such applications not yet determined.*

The Town Clerk reported that no requests had been made.

**RESOLVED that:-**

**the information contained in the report be noted.**

**189./19 TO APPROVE THE MINUTES OF THE MEETINGS HELD ON 20 FEBRUARY 2020 AND TO RECEIVE A REPORT ON THE MEETING SCHEDULED FOR 19 MARCH 2020**

Extracted from the report of the Town Clerk:-

*The minutes of the meeting held on 20 February 2020 have been previously circulated.*

*The meeting of the Council scheduled for 19 March 2020 did not commence owing to the non-attendance of any Members of the Council or public and was abandoned. The meeting was immediately prior to the official "lockdown" instruction from the Prime Minister and many people were shielding, or self isolating, and concerns had been expressed about the ability of participants to maintain a sufficient social distance from one another.*

**RESOLVED that:-**

**the minutes of the meeting held on 20 February 2020 be confirmed and signed by the Chair; and, the report of the meeting scheduled for 19 March 2020 which had not taken place was noted.**

**190./19 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC NOTIFIED IN ADVANCE OF THE MEETING**

A member of the public asked about the lack of progress on the Neighbourhood Plan for Desborough since April 2019: whether the Plan would be in place before the North Northamptonshire Unitary Council; whether a good, locally experienced, specialist

Neighbourhood Planning consultant had been employed; whether any group established to work on the Plan provided for the inclusion of business and industry, and groups not traditionally represented; and on what the budgeted expenditure had been used.

Another member of the public spoke about the very high speeds being travelled especially near accident blackspot in the town: at the brow of the hill by the bus stops near Pioneer Avenue and the junction with Lower Street. He confirmed that the Police would be carrying speed reduction activity but that this was not going to solve the problem, the more permanent solution is to introduce physical traffic calming measures. He referred to the previous Traffic Calming Feasibility Study carried out in 2016 and the Highways Authority's Traffic Engineering Team's report from 5 January 2017, and requested that the Council establish a working party of Councillors to work with the Highways Authority, the Borough Council, and the emerging North Northamptonshire Unitary Council to pursue the matter.

**191./19 TO RECEIVE A REPORT ON THE TOWN COUNCIL VACANCY**

Extracted from the report of the Town Clerk:-

*As Members will know, Cllr Stroud resigned as a Town Councillor. Although delayed by the lockdown and the absence of permitting legislation, approval was finally received and the vacancy has been advertised in the usual way. If within fourteen working days of the date of the notice ten or more electors request an election for the vacancy then an election will be held, although following the enactment of Coronavirus legislation it is not possible to hold any elections until 6 May 2021. If no such requests are made then the Council may fill the vacancy by co-option.*

*The Council is REQUESTED to note the situation.*

It was noted that the closing date for requisitions for a by-election was midnight later on the day of the meeting.

**RESOLVED that:-**

**the information contained in the report be noted.**

**192./19 TO RECEIVE AND NOTE THE PLANNING AND LICENSING REPORT AND CONSIDER COMMENTING ON APPLICATIONS**

Extracted from the report of the Town Clerk:-

*The planning and planning related applications and appeals notified by the Planning Authorities are set out at Appendix B. In accordance with the views expressed by Councillors, any comments were submitted to the relevant authority as set out in the report.*

*The Council is REQUESTED to consider commenting on any applications.*

In response to a question it was noted that the Planning Authority meetings at Kettering Borough Council had recommenced earlier in the week. It was noted that many of the applications listed had already been determined, possibly by Borough Council officers under delegated powers in the absence of meetings.

**RESOLVED that:-**

**the information contained in the report be noted.**

**193./19 TO NOTE AND ADOPT THE DECISIONS MADE BETWEEN MEETINGS**

Extracted from the report of the Town Clerk:-

*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 has confirmed 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 the Scheme of Delegation, 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. Which means that only those decisions listed as being made under Standing Order 11.1.1. need to be reported under the Regulations. A log of decisions taken during the period between meetings is set out in Appendix C.*

*The Council is RECOMMENDED to note and adopt the decisions.*

**RESOLVED that:-**

**the recommendation be accepted.**

**194./19 TO RECEIVE AND NOTE THE FINANCE REPORT**

Extracted from the report of the Town Clerk:-

*The Council is RECOMMENDED to approve the report at Appendix D. Details in the report will be updated before the meeting as information is received.*

**RESOLVED that:-**

**the recommendation be accepted.**

**195./19 TO CONSIDER AND IF SO RESOLVED TO APPROVE ACCOUNTS FOR PAYMENT AND TO NOTE THOSE MADE IN ACCORDANCE WITH THE SCHEME OF DELEGATION**

Extracted from the report of the Town Clerk:-

*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.*

In response to a question related to the payments for legal fees it was reported that the costs had been higher than the original estimate owing to the additional complexities involved.

**RESOLVED that:-**

**the payments listed in the report be approved.**

**196./19 TO NOTE INFORMATION ITEMS**

Extracted from the report of the Town Clerk:-

*The report of the Town Clerk (Report No 1) contained reports from Borough Councillor French, County Councillor Matthews, TVAS Speed Signs, Police Report / Crime Figures, an update on the reorganisation of Councils in Northamptonshire, Office lease, and the Outcome of Complaints made against the Council*

*196.1./19 To receive reports on activity from Borough Councillors, the County Councillor, local groups and volunteers*

In connection with the matter relating to the County Councillor's report, a question was asked about the phased reopening of parks and play areas and whether it would be possible to start work on the Braybrooke Road play area.

*196.2./19 To note the data from the TVAS Speed signs*

*In connection with this item it was noted that traffic volume had fallen during the lockdown but the proportion of vehicles speeding had increased. It was also noted that the figures had been shared with the Police.*

*196.3./19 Police Report / Crime Figures*

*196.4./19 To receive any update on the reorganisation of Councils in Northamptonshire*

*196.5./19 Office lease*

*196.6./19 To Note the Outcome of Complaints made against the Council*

In connection with this matter the Chair reported that procedures had been put in place to prevent the recurrence of the delay in setting up the Complaints Panel meeting.

**RESOLVED that:-**

**the information contained in the reports be noted.**

**The meeting closed at 16:24**

**Signed by the Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**DESBOROUGH TOWN COUNCIL**  
**21 MAY 2020**

**REPORT NO 1**

**INFORMATION ITEMS**

**196.1./19 To Receive Reports on Activity From Borough Councillors, the County Councillor, Local Groups and Volunteers**

**Borough Councillors**

The Chair stated that Borough Councillor Jim French had asked to report that following easing of the Covid-19 lockdown, the Borough Council would be negotiating the purchase of the Old Dairy land with the owner. If successful with the purchase, the land would be used for housing.

**County Councillor**

It was noted that County Councillor Matthews had submitted a report as follows:

**NCC COUNTRY PARKS**

The planned re-opening of NCC Country Parks contains 3 phases:

- PHASE 1 Permits for angling were made available from 14th May  
Parks will be equipped with new "Social Distancing signage" and instructions to keep dogs on a lead [at all times]
- PHASE 2 Target date for re-opening the parks is May 22nd  
Car parks will be re-opened to enable dog walking and exercise / leisure activities  
Parking charges will re-commence and season ticket holders will have extended expiry dates added to their permits  
Public toilets will be open subject to adequate supplies and social distancing
- PHASE 3 Open children's play areas and cafes when Government rules allow but the catering may be just take away initially  
Outdoor learning activities, public events and volunteering will be allowed when the Government rules allow  
Rangers have been on duty maintaining basic security and safety features in these parks during the pandemic.

**196.2./19 To Note the Data From the TVAS Speed Signs**

Details of the most up-to-date data relating to traffic speeds will be posted on the Council's website.

**196.3./19 Police Report / Crime Figures**

The latest crime figures for the Kettering sector, Loatland area and St. Giles area will be posted on the Council's website.

**196.4./19 To Receive any Update on the Reorganisation of Councils in Northamptonshire**

The *Local Government (Coronavirus) (Structural Changes) (Consequential Amendments) (England) Regulations 2020*, came into force on 8 May 2020. The regulations provide legal certainty for the creation of shadow unitary councils - West Northamptonshire Council (WNC) and North Northamptonshire Council (NNC) - on 11 May 2020. They also provide for the appointment of Leader and Deputy Leader and Executive Committees for each of the shadow Unitary Authorities. Instead of being made up of newly elected councillors, they combine the membership of the existing district, borough and county councils. The elections to the new unitary councils will take place on 6 May 2021. Obviously, with many council resources countywide focused on dealing with the Covid-19 response, the scope of the Future Northants Programme is being reviewed to understand what needs to and can be delivered to create the new unitary councils on 1 April 2021.

**196.5./19 Office Lease**

As Councillors will be aware, the ownership of the library building transferred from the County Council to Desborough Library and Community Hub (DLCH) at the end of March 2020. At the same time, and as a condition on the Council providing the loan for the purchase, the Council required a lease with DLCH for the office accommodation. The Council's instruction was for the lease to be "on broadly similar terms" to the previous lease with the County Council. Unfortunately, at the time the lease was ready to be signed the impending lockdown meant that it was impossible to comply with Section 38A(3)(b) of the

Landlord and Tenant Act 1954 (which relates to the security of the lease) because during the lockdown it was not possible to have a physical meeting with a local solicitor (there is a requirement for a physical meeting to confirm that the tenant understands and accepts the terms of that Act). In these extraordinary circumstances following advice from the Council's solicitors and in consultation with the Chair and Vice Char, the Town Clerk gave an undertaking to DLCH that the Council would enter into a temporary lease until the requirements could be complied with and would then surrender the lease to be replaced simultaneously with the intended lease (compliant with S24-28 of the Act). The Town Clerk reported that he had been advised that the likely cost of the meeting with the solicitor should not exceed £25 and that he was not expecting any further legal fees.

**196.6./19 To Note the Outcome of Complaints Made Against the Council**

A number of complaints were made by a particular complainant. As it was not possible to satisfy the complainant and resolve their issues informally a formal meeting of the Complaints Panel took place. The Panel upheld a complaint that the Council had delayed setting up a meeting of the Complaints Panel (for which the Council had apologised) but the Panel dismissed all the other complaints. The complainant appealed against the outcome and a meeting of the Appeals Panel found that the procedures had been correctly followed in reaching the outcome and it dismissed the appeal.

**DESBOROUGH TOWN COUNCIL  
21 MAY 2020****APPENDIX A****Desborough Town Council  
Protocol on remote access to meetings****Background**

This protocol will be observed for all meetings under the direction of Desborough Town Council to which *the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020* apply. By default, meetings are open to the public and press unless there is an overriding reason for confidentiality (set out in other legislation). The protocol applies to all meeting “participants” (voting Councillors and non-Councillor voting members) and “viewers” (members of the press and public). The protocol will be reviewed after each meeting and alterations may be made as a result. Please be mindful that apps can access personal information.

**Behaviors**

The Council will not accept or tolerate any inappropriate behaviours, comments, postings, or contributions. Standing Orders including Standing Order 6.4 apply to remotely accessed meetings. However, given the immediate and potentially highly offensive nature of online abuse any suspected infringement will result in the host muting the feed from the alleged offender and returning them to the waiting room. At the direction of the meeting Chair the host will close the connection to the party concerned if possible. If it is not possible to exclude any contribution or contributor then the meeting may be terminated on the direction of the Chair, and resumed immediately afterwards excluding the party concerned.

**1. Before the Meeting**

- 1.1. The Town Clerk will make arrangements for the virtual meeting room and will publish the agenda including access information.
- 1.2. At least two hours before the start time for the meeting, all participants should declare to the Town Clerk any interest in any matter to be discussed. If as a result of any interest declared, any participant would normally be required to leave the meeting room then the item will be moved to the end of the meeting (if practicable) and the participant with the interest will leave the meeting.

**2. Start of meeting**

- 2.1. The Town Clerk will open the meeting room fifteen minutes before the advertised start time for the meeting.
- 2.2. All Councillors (and non-Councillor voting members) “participants” will enter the virtual meeting room. The host (Town Clerk) will admit participants to the meeting.
- 2.3. All participants will be muted as they enter the meeting room.
- 2.4. All participants will be asked to test their connection to ensure that they can hear and be heard by others.
- 2.5. The Chair will ask all participants to confirm that they are in as quiet a location as possible and that others will not interrupt or disrupt proceedings.
- 2.6. Unless being used for remote access to the meeting, participants’ mobile phones should be switched off or switched to silent.

**3. During the Meeting**

- 3.1. The host will admit viewers to the meeting who will remain muted.
- 3.2. The Chair will welcome everyone to the meeting and will provide information for viewers.
- 3.3. The meeting protocol is the same as it would be in a traditional meeting in the Council’s normal meeting rooms; in summary:
  - all contributions must go through the Chair,
  - items will be introduced,
  - participants may discuss the matter or ask questions which may be answered,
  - any members of the public who wish to put forward views (and who are invited to do so by the Chair) may do so,
  - the discussion may be summed up by the Chair, and motions moved,
  - the participants will be invited to vote by clear show of hands.
- 3.4. If any participant leaves the meeting for whatever reason, this will be recorded in the minutes. If the participant rejoins the meeting, this will also be noted in the minutes.

**4. Speaking and voting**

- 4.1. Any participant who wishes to speak must raise their hand and clearly indicate to the Chair who will direct the order of speaking. (Separate arrangements will be made for any participant who joins the meeting by audio only.)

- 4.2. Voting at remote meetings will be carried out by a clear show of hands, by a roll call of Councillors' names and asking them to state their vote, or by another method of voting, should a platform allow it, as determined by the Chair of the meeting. The Town Clerk will read back the votes of each participant for clarification. Votes will only be listed in the minutes if a recorded vote is properly requisitioned.

**DESBOROUGH TOWN COUNCIL  
21 MAY 2020**

**APPENDIX B**

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**Planning, Appeal, and Licensing Matters**

[KET/2020/0069](#)

84 Rushton Road, Desborough  
Single storey rear extension

[KET/2020/0092](#)

Land at 21-23 Church View Road, Desborough  
4 no. dwellings

[KET/2020/0130](#)

126 Dunkirk Avenue, Desborough  
Single storey rear extension, porch to front, removal of two chimneys and timber decking to rear

[KET/2020/0138](#)

Roundabout at junction of B576 Harborough Road, Ironwood Avenue, Desborough  
3 no. identical non-illuminated free-standing signs

[KET/2020/0150](#)

Roundabout at junction of A6 Rothwell-Desborough Bypass and Braybrooke Road, Desborough  
4 no. identical non-illuminated free-standing signs

[KET/2020/0158](#)

27A Station Road (land between 25-29), Desborough  
KET/2016/0420 (Retail unit and 2 no. two bedroom and 4 no. one bedroom flats above): Amended window details

[KET/2020/0161](#)

151 Thistle Drive, Desborough  
Single storey rear extension

[KET/2020/0196](#)

17 Union Street, Desborough  
Ground floor rear extension

[KET/2020/0179](#)

9 Loatland Street, Desborough  
Two storey rear extension

[KET/2020/0263](#)

89 Federation Avenue (rear of), Desborough  
Appearance, landscaping, layout and scale details in respect of KET/2018/0757 for 1 no. dwelling and detached garage

[KET/2020/0274](#)

141 Braybrooke Road, Desborough  
Two storey side extension

[KET/2020/0275](#)

22 Oak Tree Close, Desborough  
Extension to extend beyond the rear wall of the original property by 3.52m with a maximum height of 3.45m and eaves height of 2.95m

[KET/2020/0209](#)

90 Rushton Road, Desborough  
Two and single storey rear extension, French doors and Juliette balcony to first floor

[KET/2020/0296](#)

69 Queen Street, Desborough  
Single storey rear extension

**DESBOROUGH TOWN COUNCIL**  
**21 MAY 2020**
**APPENDIX C**
**Delegated decision log**

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 has confirmed 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 the Scheme of Delegation, 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. Which means that only those decisions listed as being made under Standing Order 11.1.1. need to be reported under the Regulations.

Decision Number	Date	Decision	Reason for decision	Alternative options considered and rejected	Other background documents	Delegation
TC/03/01	18/03	Purchase mobile phone contract (£10 for 30 days rolling) to enable home working as and when necessary	To enable home working as a response to Covid-19	<ul style="list-style-type: none"> <li>No telephone contact</li> <li>Use of personal phone</li> </ul>	None	Admin Matters
TC/03/02	18/03	Purchase printer to enable home working as and when necessary (£39.99 plus toner)	To enable home working as a response to Covid-19	<ul style="list-style-type: none"> <li>No printer</li> <li>No printing</li> </ul>	None	Admin Matters
TC/03/03	18/03	Operational adoption of the principles of the <a href="#">Business Continuity Risk Assessment</a> as amended	To enable home working as a response to Covid-19	<ul style="list-style-type: none"> <li>No home working</li> <li>No standby provisions</li> </ul>	None	Standing Order 11.1.1.
TC/03/04	18/03	Approval of second payment Wellers Law Group LLP £840 (Further invoices for remaining work anticipated)	Fin Reg 6.9a)	<ul style="list-style-type: none"> <li>No reasonable alternative.</li> </ul>	None	Fin Reg 6.9a)
TC/03/05	18/03	All Council meetings suspended until further notice	Covid-19 Decision in line with Government advice	<ul style="list-style-type: none"> <li>No reasonable alternative.</li> </ul>	None	Standing Order 11.1.1.
TC/03/06	18/03	Temporary amendment to employment contract to allow working from home.	Covid-19 business continuity plan.	<ul style="list-style-type: none"> <li>Working from the office not appropriate.</li> </ul>	None	Standing Order 11.1.1.
TC/03/07	27/03	Temporary lease of offices owing to inability to comply with Sections 38A(3)(b) of the LTA 1954. Lease to be surrendered & replaced simultaneously with one compliant with S24-28 of the Act.	Covid-19 To allow the lease to be signed.	Delay in signing lease (against the expressed wishes of the Council)	None	Standing Order 11.1.1.
TC/03/08	31/03	Payments (listed separately)	Minute 60.2./19 Fin Reg 6.9a)	<ul style="list-style-type: none"> <li>No reasonable alternative.</li> </ul>	None	Fin Reg 6.9a)
TC/03/09	31/03	Payments (listed separately)	Minute 60.2./19	<ul style="list-style-type: none"> <li>No reasonable alternative.</li> </ul>	None	Minute 60.2./19
TC/03/10	15/04	Protocol on remote access to meetings adopted	Protocol needed before meetings can take place	No protocol in place	None	Standing Order 11.1.1.
TC/03/11	31/3	Approval of final payment Wellers Law Group LLP £2424 (No further invoices anticipated)	Fin Reg 6.9a)	<ul style="list-style-type: none"> <li>No reasonable alternative.</li> </ul>	None	Fin Reg 6.9a)

**DESBOROUGH TOWN COUNCIL**  
**21 MAY 2020**

**APPENDIX D**

**Finance Report**

Monthly Bank Reconciliations

Bank reconciliation	29/02/2020	31/03/2020	30/04/2020
Barclays Current	£1.00	£1.00	£1.00
Barclays business saver	£1.00	£9.45	£9.45
Unity Current T2	£60,228.96	£15,579.19	£66,960.89
Unity Deposit	£118,186.96	£68,960.89	£32,252.70
CCLA	£301,549.00	£301,775.01	£301,926.94
Wellers Hedleys client account	£0.00	£0.00	£0.00
Reconciled Balance	£479,966.92	£386,325.54	£401,150.98

Income

Income	
CCLA Interest	£186.82
Refund - Starboard Systems (Scribe)	£168.00
Refund - Rural Trader	£90.24
Room hire	£67.00
Precept	£37,500.00

It should be noted that the Bank of England base interest rate is 0.1%. The Council has been informed that the Unity Bank deposit account interest rate has been reduced to 0.0%. However, the rate of return on the CCLA (Public Sector Deposit Fund) is currently 0.3451%, net of fees. Therefore, the bulk of the Council's deposits will be transferred into the fund.

**DESBOROUGH TOWN COUNCIL**  
**21 MAY 2020**
**APPENDIX E**
**Accounts for payment**

	Cost centre	Description	Supplier	Reason	VAT	Total
	Administration	General office and sundry expenses	Office Depot Ltd	Stationery (inc vat - correction from February)	£6.08	£36.49
+	Democratic Services	Salaries & all Employment Costs	LGSS Pensions	Pension (combined contributions)	£0.00	£953.56
+	Democratic Services	Salaries & all Employment Costs	LGSS Pensions	Pension (combined contributions)	£0.00	£953.56
+	Administration	General office and sundry expenses	Mr G Thomson	Refund - hygiene	£1.00	£5.00
+	Town Council Office	Telephone / Broadband	Mr G Thomson	Refund - Phone credit	£0.00	£10.00
+	Administration	Premises - Equipment	Mr G Thomson	Refund - Printer	£0.00	£39.99
+	Democratic Services	Salaries & all Employment Costs	Autela Payroll Services	Payroll	£8.04	£48.24
+	Administration	Legal Costs	Wellers Law Group LLP	Legal fees	£140.00	£840.00
+	Democratic Services	Salaries & all Employment Costs	Mr G Thomson	Salary (Mar)	£0.00	£2,015.43
+	Town Council Office	Telephone / Broadband	TalkTalk business	Internet and telephone	£5.39	£32.34
+	Administration	General office and sundry expenses	Unity Bank	Bank handling charges	£0.00	£1.60
+	Administration	General office and sundry expenses	Unity Bank	Bank service charges	£0.00	£24.30
+	Administration	General office and sundry expenses	Mr G Thomson	Refund - Postage	£0.00	£3.44
+	Democratic Services	Salaries & all Employment Costs	HMRC	PAYE - Q3	£0.00	£2,402.22
+	Democratic Services	Salaries & all Employment Costs	HMRC	PAYE - Q1	£0.00	£2,413.42
+	Democratic Services	Salaries & all Employment Costs	HMRC	PAYE - Q2	£0.00	£2,613.86
+	Democratic Services	Salaries & all Employment Costs	HMRC	PAYE - Q4	£0.00	£2,876.19
+	Administration	General office and sundry expenses	Mr G Thomson	Refund - Postage	£0.00	£2.06
+	Town Council Office	Rent	DLCH	Office rent (Apr)	£0.00	£666.67
+	Administration	Legal Costs	Wellers Law Group LLP	Legal fees	£0.00	£2,424.00
+	Town Council Office	Telephone / Broadband	Mr G Thomson	Telephone refund	£0.00	£10.00
+	Democratic Services	Salaries & all Employment Costs	Mr G Thomson	Salary (April)	£0.00	£2,024.19
+	Democratic Services	Salaries & all Employment Costs	LGSS Pensions	Pension (combined contributions)	£0.00	£874.10
+	Town Council Office	Telephone / Broadband	TalkTalk business	Internet and telephone	£5.39	£32.34
+	Administration	Community Grant Scheme	Desb Carnival Ctte	Community Grant payment	£0.00	£1,250.00
+	Administration	Community Grant Scheme	Citizens Advice Corby & Kettering	Community Grant payment	£0.00	£5,000.00
+	Administration	General office and sundry expenses	Mr G Thomson	Postage	£0.00	£1.40
+	Town Council Office	Rent	DLCH	Office rent (May)	£0.00	£666.67
+	Town Council Office	Telephone / Broadband	TalkTalk business	Internet and telephone	£5.39	£32.34

+ Paid in accordance with delegated or continuous authority

NOTE: Subsequent to the meeting it was discovered that the schedule contained slight errors. The third item (pensions) was the February payment which had already been reported, and the payment to Wellers Law Group LLP of £2,424.00 included VAT which should have been shown separately as £404.00.