



Desborough Town Council
Town Clerk: Graham Thomson
High Street, Desborough, NN14 2QS
01536 628816 clerk@desboroughtowncouncil.gov.uk

To: All Town Councillors

You are hereby summoned to attend the annual meeting of Desborough Town Council to be held in the Library building, on Thursday 18 May 2023, commencing at seven o'clock for the purpose of transacting the undermentioned business. Any Councillors who attend the meeting remotely will be able to take part in discussions but will be unable to vote on any matter.

Members of the press and public are requested to attend remotely if at all possible (further details below).

Signed,

Graham Thomson
Town Clerk

12 May 2023

How best to attend the meeting

The best and safest way of seeing and hearing what happens at the meeting is to watch online from the safety and comfort of your home. To join the meeting follow this link: <https://us02web.zoom.us/j/89159114268?pwd=SVBGRjdsc1o3a1dWQ3dQWWdHRkJjZz09>

If necessary, use the following - Meeting ID: 891 5911 4268

Passcode: 242780

If you wish to join by audio telephone only (your normal call charges will apply) dial one of the following numbers: 0131 460 1196, 0203 481 5237, 0208 080 6591, 0208 080 6592 and use the meeting ID and password given above.

Speaking at the meeting

If you wish to speak during the meeting you must raise your hand to alert the Chair. To raise your hand when you are following the meeting on Zoom by telephone please press *9, if the Chair invites you to speak you will need to press *6.

The Council will continue to use its best endeavours to make access to the meeting as easy as possible. All persons in attendance (physically or online) should be aware that they may be seen, heard, or recorded. No person may speak at the meeting unless invited to do so by the Chair.

AGENDA

- 1./23 Election of Chair for the 2023/24 Municipal Year**
To receive and consider nominations for the position
- 2./23 To consider and if so decided to appoint a Vice Chair for the 2023/24 Municipal Year**
To receive and consider nominations for the position
- 3./23 To sign and complete the Declaration of Acceptance of Office, or to resolve that the acceptance of office from the Chair be delivered to the Proper Officer before the commencement of the next meeting of the Council**
For the Chair and Vice Chair to sign their acceptance to the roles at the meeting or, if agreed by the Council, before the next meeting.
- 4./23 To consider and if so resolved to approve apologies for absence.**
- 5./23 Register of Disclosable Pecuniary Interest & other Registrable Interests**
Members are reminded that they are personally responsible for ensuring that these declarations are complete and are kept up to date and that they should be submitted to the Monitoring Officer at North Northamptonshire Council. This is a legal requirement.
Any Councillor who has an interest in any item to be discussed at the meeting should declare that interest in accordance with the Code of Conduct.
- 6./23 Chair's welcome and announcements**
- 7./23 To consider any requests for dispensation**
To consider any requests for dispensation for Councillors with an interest to be allowed to speak in accordance with the Localism Act 2011.

8./23 To receive and approve the minutes of the meeting held on 20 April 2023

9./23 To hear representations from Members of the Public

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

10./23 To receive and approve a report from the Events Committee on the Coronation celebrations

An oral report of the event will be presented.

As part of the sponsorship for the event, the Council was offered three gazebos which were gratefully accepted by the Events Committee. Purchases of marking paint, and of safety equipment (first aid kit and fire extinguisher) were made to comply with safety requirements.

11./23 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, or until the Council decides otherwise (whichever is sooner). 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).

Bodies which the Council has recently approved attendance include: Rothwell North Working Party, Kettering Rural Local Area Partnership, English Regional Transport Association, and Desborough Pocket Park Committee.

The Council is REQUESTED to consider appointing representatives.

12./23 To consider and if so resolved to appoint to Committees, Advisory Panels, and areas of responsibility

As Members will know, positions of responsibility, the membership of internal bodies, and internal and external appointments, terminate at the statutory annual meeting of the Council (except financial account signatories), or when the Council otherwise decides. Before any Committee, Sub-Committee, or other body is formed it is a requirement that terms of reference are prepared (the terms of reference for existing bodies are on the Council’s website, and hyperlinked).

Responsibility	Note
Financial account signatories (continue until removed or replaced)	Must not be independent review Councillors. Three Councillors plus RFO preferred.
Internal control councillor	See Internal Control Procedures.
Data Protection Officer	Must not be account signatory. One Councillor. Currently Northants County Association of Local Councils as addition to membership
Armed Forces Champion	To promote support for the Armed Forces community
Personnel Committee	Councillors only
Events Committee	Previously six Councillors
Neighbourhood Plan Advisory Committee	Previously six Councillors and one voting non-Councillor member of the community resident in the town.
Community Grants Advisory Panel	Previously seven Councillors

The Council is RECOMMENDED to consider the matter and to make appointments as deemed appropriate.

13./23 To note and confirm the dates of the meetings for the forthcoming year

The Council has previously agreed the undermentioned dates for Council meetings:-

Thu 18 May 2023	Thu 21 Sep 2023	Thu 30 Nov 2023*	Thu 15 Feb 2024
Thu 15 Jun 2023	Thu 19 Oct 2023	Thu 14 Dec 2023	Thu 21 Mar 2024
Thu 20 Jul 2023	Thu 16 Nov 2023	Thu 18 Jan 2024	Thu 18 Apr 2024

* additional meeting for budget consideration

Following the creation of any Committees, Advisory Committees, and Advisory Panels, the Council is REQUESTED to authorise the Town Clerk to convene meetings as follows:-

Personnel Committee:	June, December
Community Grant Advisory Panel:	July, October, January, April
Events Committee:	to meet as necessary
Neighbourhood Plan Advisory Committee:	to meet as necessary

- 14./23 To receive and note the Planning and Licensing Report**
The Council is REQUESTED to consider making comment on any planning or licensing matter set out in the report attached at Appendix A.
- 15./23 To receive a report on the proposed one-way system and parking restrictions Gladstone Street / Nichols Street**
The Council has been informed that:
*“Very regrettably there is a further hold up due to contractual issues regarding the installation of the electrical connections for the illuminated signing elements of the scheme.
 “Whist discussions are ongoing to resolve this, they are also waiting for quotes a new contractor brought onto the books due to the above issue. Until they receive these new prices for the electrical aspects of the works they cannot place orders and programme the works but it is being treated as a priority over other schemes experiencing the same issue.”*
 The Council is REQUESTED to note the situation.
- 16./23 To receive reports on activity from North Northamptonshire Councillors, local groups, and volunteers**
Any reports received will be circulated to Councillors.
 The Council is REQUESTED to note any reports submitted.
- 17./23 To consider funding additional bleed packs**
Councillors will recall providing a £2,088 grant to Off The Streets NN last year for bleed packs and cabinets in Desborough, together with education sessions in schools.
 The question of providing funding for additional packs / locations has been raised and the Council is REQUESTED to consider the matter.
- 18./23 To consider flag flying**
The Council is REQUESTED to consider accepting the responsibility and for flag flying and with it the costs, ownership of the remaining flags, poles, and sockets. The Council recently purchased 30 Union flags to be flown for the Coronation and these are currently with the contractor who puts the flags up. They are, however, owned by the Town Council. It is believed that most but not all of the remaining flags are owned by the Town Centre Partnership.
 Should the Council decide to take responsibility for the flying of flags the costs would include health and safety checks, safe erection and removal of flags, and replacement of flags throughout the year. It would also be necessary for the Council to determine its policy on flag flying (which flags should fly and when) and a list produced by the Government for use on Government buildings is attached for information (Appendix B).
 The Council is REQUESTED to consider the matter and if so determined to designate a flag flying policy.
- 19./23 To receive the finance report**
The Council is RECOMMENDED to approve the report (Appendix C).
- 20./23 To consider the Council’s approach to the weight restrictions between Pioneer Avenue (Desborough) and Fallow Road (Rothwell)**
No further information has been received on this matter and it is RECOMMENDED that the matter be deferred.
- 21./23 To consider and if so resolved to not and 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 payments.
 Details in the report may be updated before the meeting as information is received.
- 22./23 To consider a review of documents and policies as required by Standing Orders**
The following documents are listed as requiring review and confirmation, and the Council is REQUESTED to consider the matter.
[Standing Orders](#)
[Financial Regulations](#)
[Complaints Policy and Procedure](#)
[Freedom of Information Act Publication Scheme](#)

[Subject Access Request Procedure](#)
[Records Retention Policy](#)
[Data Protection Policy](#)
[Data Breach Policy](#)
[Privacy Policy](#)
[Grievance Procedure](#)
[Disciplinary Procedure](#)
[Employer Pensions Discretions Policy](#)
[Public interest disclosures policy](#)
[Member / Officer Protocol](#)

Desborough Town Council
18 May 2023

Planning and Licensing Matters

Click the underlined text to go to details of the application on the Planning Portal of North Northamptonshire Council (link is outside the Town Council's control).

[NK/2023/0221](#)

Unit 5, Eagle Avenue, Desborough
Erection of a steel framed modular store building

[NK/2023/0271](#)

The George, 79 High Street, Desborough
Full Planning Permission: Rope and post fencing to create drinking area with artificial grass and low level lighting. Bin store with lockable gates

Desborough Town Council
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Designated days for flying the Union Flag on UK government buildings 2023

01 March:	St David's Day (in Wales)
13 March:	Commonwealth Day (second Monday in March)
17 March:	St Patrick's Day (in Northern Ireland)
09 April:	His Majesty's Wedding Day
23 April:	St George's Day (in England)
06 May:	Coronation Day
17 June:	Official Birthday of His Majesty The King
21 June:	Birthday of The Prince of Wales
17 July:	Birthday of The Queen Consort
08 September:	His Majesty's Accession
12 November:	Remembrance Day (second Sunday in November)
14 November:	Birthday of His Majesty The King
30 November:	St Andrew's Day (in Scotland)

Desborough Town Council
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Finance Report

Monthly Bank Reconciliation (30/04/2023)

Unity Trust Bank Current	£7,601.98
Unity Trust Bank Saver	£83,590.00
CCLA Public Sector Deposit Fund	£240,065.71
Reconciled Balance	£331,257.69

The dividend from the CCLA Public Sector Deposit Fund is reinvested each month into the fund. In April the dividend reinvested was £809.40. The precept was received in the sum of £73,590 and room hire was £13.00.

Sponsorship by way of a donation of equipment was received (approved by the Events Committee) from Wacoal (two gazebos), and from Sainsbury's (one gazebo). Other income was as follows:-

Supplier	Description	Reason	Total Amount
Sarah Davis	Events - Coronation	Stall fee	£50.00
Kevin Wolfenden	Events - Coronation	Stall fee	£50.00
Cape Lekker	Events - Coronation	Stall fee	£20.00
Pizza	Events - Coronation	Stall fee	£25.00
Coco Joe	Events - Coronation	Stall fee	£50.00

	Supplier	Description	Reason	Total Amount
	Haley Lloyd	Events - Coronation	Stall fee	£50.00
	Jo's Cakes	Events - Coronation	Stall fee	£20.00
	Colin's Bird Tables	Events - Coronation	Stall fee	£15.00
	John Elson	Events - Coronation	Stall fee	£20.00
	Emma Appleton	Events - Coronation	Stall fee	£60.00
	Jason Hart	Events - Coronation	Stall fee	£20.00
	Martin Appleton	Events - Coronation	Stall fee	£60.00
	Richard Appleton	Events - Coronation	Stall fee	£40.00
	OKAY Engineering	Events - Coronation	Sponsorship	£150.00
	Amer Singh	Events - Coronation	Sponsorship	£150.00
	Albany Shed Co Ltd	Events - Coronation	Sponsorship	£150.00
	Cheaney's Shoes	Events - Coronation	Sponsorship	£150.00

Appendix D

Desborough Town Council 18 May 2023

Accounts for payment

Items may be added or adjusted as information is received.

+ Paid in accordance with delegated or continuous authority

* Emergency purchase in accordance with the Scheme of Delegation

	Power	Supplier	Description	Reason	S137	VAT	Total Amount
+	1	Desborough Library and Community Hub	Town Council Office	Office Rent	-	£0.00	£798.00
+	4	LGSS Pensions, and Mr G Thomson	Salaries & all Employment Costs	Pension and salary payments (May)	-	£0.00	£3,048.65
+	9	Mr G Thomson	Town Council Office	Refund of expenses (mileage)	-	£0.00	£48.46
+	2	Talk Talk Business	Town Council Office	Internet and telephone	-	£6.64	£39.86
+	1	Lloyds bank	Town Council Office	Lloyds bank card fee	-	£0.00	£3.00
+	9	Riverside Printers	Events - Coronation	Printing	-	£0.00	£65.00
+	9	Poppy Design Studio	Events - Coronation	Graphic design	-	£50.00	£300.00
+	9	J French	Events - Coronation	Bunting / flags	-	£0.00	£315.60
+	9	Events solutions south	Events - Coronation	Tables / chairs	-	£87.40	£524.40
+	9	Wrights Hire Ltd	Events - Coronation	Van hire	-	£59.50	£357.00
+	9	In Floyd's Footsteps	Events - Coronation	Artist fee	-	£0.00	£150.00
+	9	The Distraction	Events - Coronation	Artist fee	-	£0.00	£150.00
+	9	Market Harborough Ukulele Band	Events - Coronation	Artist fee	-	£0.00	£60.00
+	9	Mr P Crosby (RS)	Events - Coronation	Artist fee	-	£0.00	£250.00
+		Amazon (Lloyds card)	Events - Coronation	Gazebos*	-	£166.11	£996.63
+	9	Tesco (Lloyds card)	Events - Coronation	Diesel	-	£1.99	£11.94
+	9	Toolstation (Lloyds card)	Events - Coronation	Fire extinguisher	-	£16.66	£99.98
+	9	Toolstation (Lloyds card)	Events - Coronation	First aid kit, marker paint	-	£3.83	£22.96
+	9	NNC	Events - Coronation	Temp Event Notice	-	£0.00	£21.00
+	9	Men's Shed (B&M)	Events - Coronation	First aid supplies	-	£0.00	£8.97
+	9	Men's Shed (Home Bargains)	Events - Coronation	First aid supplies	-	£1.76	£10.56
+	9	Luxe Graphics	Events - Coronation	Banners	-	£30.00	£180.00

Duties and Powers

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|----|---|----|--|
| 1 | Local Government Act 1972 s.111 & s.150 | 13 | Accounts & Audit Regulations 2015 |
| 2 | Local Government Act 1972 s.112 | 14 | Highways Act 1980, s.274A & Local Government and Rating Act 1997 s.30 |
| 3 | Local Government Act 1972 s.133 | 15 | Local Government Act 1972 s.137 |
| 4 | Local Government Act 1972 s.140 & s.140A and s.145 & s.150, Local Government Act 2000 s.101 | 16 | Public Health Act 1936, s.234 |
| 5 | Local Government Act 1972 s.142 | 17 | Road Traffic Regulation Act 1984, s72, Highways Act 1980, s96 |
| 6 | Local Government Act 1972 s.143 | 18 | Town and County Planning Act 1990, s.61F(1),(2), & Planning and Compulsory Purchase Act 2004, s.38C(2) |
| 7 | Local Government Act 1972 s.144 & s.145 | 19 | Representation of the People Act 1983 (as amended) s36 |
| 8 | Local Government Act 1972 s.144 & s.145, Public Health Act 1936 s.87 | 20 | Local Government Act 1972, s150 & Data Protection Regulations 2018 |
| 9 | Local Government Act 1972 s.145 | 21 | Local Authorities (Members' Allowances) (England) Regulations 2003 |
| 10 | Local Government Act 1972 s.150 | 22 | Local Government Act 1972 s15(5) & s34(5) |
| 11 | Local Government Act 1972 s.150 & Data Protection Regulations 2018 | 23 | Local Government and Rating Act 1997, s 29 |
| 12 | Local Government Act 1972 s.174 | | |
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