

**Minutes of the meeting of Desborough Town Council  
held in Desborough Library on Thursday 18 January 2024**

Councillors present: T Healy (Chair), A Coleman, D Cornwall, J French, J Gardiner, D Larmour,  
B McElhinney, B Murphy-Ryan, S Roberts, P Sawford, and A Window  
Councillors not present: H Wood  
Also present: four members of the community, and the Town Clerk

- 113./23 TO MARK THE DEATH OF NORTH NORTHANTS COUNCILLOR MIKE TEBBUTT**  
Those present stood for a minute's silence as a mark of respect for North Northamptonshire Councillor and former Town Council Chairman Mike Tebbutt who had died recently.
- 114./23 TO CONSIDER AND IF SO RESOLVED TO APPROVE REASONS FOR APOLOGIES FOR ABSENCE**  
It was reported that no apologies for absence had been received.  
**RESOLVED that:-**  
the report be noted.
- 115./23 TO CONSIDER ANY REQUESTS FOR DISPENSATION**  
**Extracted from the report of the Town Clerk:-**  
*To consider any requests for dispensation for Councillors with an interest to be allowed to speak and/or vote in accordance with the Localism Act 2011.*  
The Town Clerk reported that a written request for dispensation had been received from Councillor Gardiner to be allowed speak (until the date of the next ordinary election) on matters relating to Bloor Homes on the grounds that it "is in the interests of persons living in the authority's area".  
**RESOLVED that:-**  
a dispensation be granted to allow Councillor Gardiner to speak on matters relating to Bloor Homes until the next ordinary election.
- 116./23 REGISTER OF DISCLOSABLE PECUNIARY INTEREST & OTHER REGISTRABLE INTERESTS**  
**Extracted from the report of the Town Clerk:-**  
*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.*  
Cllr Gardiner declared an interest in item 127./23 "Planning and Licensing Matters" insofar it related to applications AOC/0673/2202 and NK/2024/0005, and the proposed changes to speed limit affecting a development.  
**RESOLVED that:-**  
the declaration be noted.
- 117./23 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 14 DECEMBER 2023**  
**Extracted from the report of the Town Clerk:-**  
*The draft minutes of the meeting of the Council held on 14 December 2023 have been circulated.*  
It was noted that the spelling of Councillor Gardiner's name had been recorded incorrectly in minutes 109./23 and 110./23.  
**REOLVED that:-**  
the minutes as amended be confirmed and signed by the Chair
- 118./23 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC**  
**Extracted from the report of the Town Clerk:-**  
*Note: no decisions can be made in response to matters raised under this item.*  
Members of the public spoke about Community Grant, bleed kits, youth provision, and the provision of information on the Council's website.  
**RESOLVED that:-**  
the comments be noted.

Initialed by the Chair: \_\_\_\_\_

- 119./23 TO RECEIVE REPORTS ON ACTIVITY FROM THE POLICE, NORTH NORTHAMPTONSHIRE COUNCILLORS, AND LOCAL GROUPS**  
 The Town Clerk reported that NNC Cllr Howes had previously indicated that he was unable to attend the Town Council meeting.  
 In response to a question about the future of the Lawrence's site it was noted that there was no new information.  
**RESOLVED that:-**  
 the information be noted.
- 120./23 TO CONSIDER STREET NAMES FOR HOUSING DEVELOPMENTS**  
**Extracted from the report of the Town Clerk:-**  
*As new housing developments are proposed, developers seek names for the streets within their developments. Recently names have been proposed which are generic and do not reflect the history or culture of Desborough. The Council has been invited to put forward suggestions which it considers appropriate. Any suggestions will be considered in accordance with relevant codes of practice and policies and will be determined by North Northamptonshire Council. The Council is REQUESTED to suggest relevant names for consideration.*  
**RESOLVED that:-**
- i) terms relating the manufacturing of boots and shoes be submitted for consideration;
  - ii) "Bievre" and "Esch" be submitted for consideration as names of towns with which Desborough has a connection through the Charter of European Communities;
  - iii) "Charter Way" be submitted to reflect Desborough's status in the Charter of European Communities; and,
  - iv) schools be requested to make suggestions for consideration.
- 121./23 TO RECEIVE AN UPDATE ON THE ONE WAY SYSTEM**  
**Extracted from the report of the Town Clerk:-**  
*Members will be aware that the longstanding proposals for the Gladstone Street / Nichols Street one way traffic calming system have finally begun (work was scheduled to begin on 15 January 2024). Owing to the lengthy delays with North Northamptonshire Council, agreement was reached that the price previously agreed, invoiced, and approved for payment (£85,052.18) would be the maximum that the Town Council would pay and any savings would be passed on to the Town Council. An invoice of £76,532.39 representing the total cost has been received, and the reduced payment will be made on substantive completion of the works.*  
 It was noted that other significant works in the highway were taking place at the same time and it was  
**RESOLVED that:-**
- i) the Highway Authority be requested to schedule future works in the highway to avoid multiple closures or delays at the same time wherever possible; and,
  - ii) the Town Clerk be requested to circulate a link to the one.network website showing highways works.
- 122./23 TO RECEIVE AN UPDATE ON THE NEIGHBOURHOOD PLAN**  
 It was reported that work to update the draft plan was ongoing which would be followed by community consultative work. It was added that work was on track for consultation in summer but resource shortages at North Northamptonshire Council might bring enforced delays.  
**RESOLVED that:-**  
 the information be noted.
- 123./23 TO RECEIVE AN UPDATE ON PROJECTS**  
**123.1./23 ENABLING CRIME DETECTION BY CCTV**  
 The Town Clerk reported that following the settling down of the new camera system, he had been working with colleagues from North Northamptonshire Council (the system owners) and the Police to identify any evidence of need for any expansion to the system of cameras in Desborough. He added that the matter was with the Police to

identify any areas in the town which would actively benefit from any expansion and that work was nearing completion.

**RESOLVED that:-**

subject to the Council retaining this item in the budget for 2024/25 the joint work continue and an update be reported to the Council at the ordinary February Council meeting.

#### 123.2./23 PLAY AREA FACILITIES

The Town Clerk reported that a sum of £30,000 had previously been set aside for play facilities on the Greenspace after consultation, if there was demand, and with landowner's consent (it is owned by NNC).

**RESOLVED that:-**

subject to the Council retaining this item in the budget for 2024/25 suggestions will be sought for appropriate and acceptable play provision with a view to public consultation in springtime 2024.

#### 123.3./23 DESBOROUGH & ROTHWELL HEALTHCARE GROUP ENGAGEMENT AND MEETINGS PLAN

The Town Clerk reported that he and the Clerk from Rothwell Town Council were working together to formulate draft terms of reference and workable administration arrangements for the joint committee. He added that the documents should be completed for presentation at the respective Councils' February meetings.

**RESOLVED that:-**

the information contained in the report be noted.

#### 123.4./23 YOUTH ACTIVITIES

The Town Clerk reported that the identification of a range of suitably qualified and experienced tenderers willing to bid for the activities had not produced a viable list of bidders. He requested that anyone who had information of potentially interested contractors should pass the information to him as soon as possible.

**RESOLVED that:-**

subject to the Council retaining this item in the budget for 2024/25 the contract be advertised nationally through the Government's contract finder service.

#### 124./23 TO DETERMINE THE COUNCIL'S BUDGET FOR 2024/25

**Extracted from the report of the Town Clerk:-**

*The Council has a statutory duty to set a budget each year which should cover the cost of all its duties and any discretionary expenditure it might wish to make. The draft budget circulated to Councillors is based on the best estimates of costs out-turns.*

*As usual, the draft figures cover the main cost centres:-*

- *Democratic Services (including all staff costs direct and indirect, training, audit, Data Protection, Information Commissioner, publicity, elections/polls)*
- *Memberships and subscriptions (including county and national societies)*
- *Town Council Office (including rent, rates, connectivity, services, lease obligations)*
- *Administration (including office expenses, equipment, software, website, emails, insurance, Christmas lights, speed signs, legal costs)*
- *Projects.*

*There has been no further push from North Northamptonshire Council to move costs/services to the Town Council (other than the Christmas decorations) but Councillors are advised to make their own judgments whether or not they wish to make provision for them in the coming financial year.*

*A draft budget has been circulated separately. Subject to the Council's decisions on projects and expenditure for the coming year, the Responsible Financial Officer would urge the Council to continue to aim to reduce the high level of balances within a three year period, and to review the earmarked funds for items which it considers appropriate for the Town Council to fund (rather than another Local Authority). This would also allow the Council to manage the expenditure adequately, retain a buffer against the impact of spending decisions at North Northamptonshire Council, and current national uncertainties.*

*Only after the Council has fixed its budget is it able to consider raising funds through a Council tax precept and discussions about the budget should not include consideration of the precept. The Council is REQUESTED to identify those items on which it wishes to proceed from reserves and*

Initialed by the Chair: \_\_\_\_\_

earmarked amounts, and those it wants to pursue from Council Tax, and to approve the budget for 2024/25.

The Town Clerk introduced the draft budget and answered questions from Councillors. Following a discussion on the proposals it was

**RESOLVED that:-**

- i) the potential for slippage in the budget be acknowledged;
- ii) the budget as set out at Appendix F be approved;
- iii) a draft budget for 2025/26 be submitted to the December 2024 meeting for consideration

125./23

### TO CONSIDER AND DETERMINE ANY PRECEPT DEMAND FOR 2023/24

Extracted from the report of the Town Clerk:-

*If the Council determines that the expenditure budgeted cannot or should not be funded entirely from reserves and income, then it must resolve to make a precept (a charge from one local authority to another) specifying the rate of tax to be charged on its behalf. Currently, the capacity of Town and Parish Councils to set precepts is uncapped unlike Principal Councils. However, it is imprudent to assume that this situation will remain. If the Council chose to set a very low or even zero precept and the following year a cap was introduced the Council would not be able to function once balances ran out. Even if no such cap was introduced, to have a low (or nil) precept then to impose a precept which is dramatically higher would be unwise. Having said that, it would be equally unwise to attempt to reduce the Council's reserves within a single financial year. With regard to reserves, the Good Councillor's Guide to Finance and Transparency (DCLG) states:*

*"Local councils need to hold an amount in reserves to meet unexpected expenditure, otherwise they could run out of money before the end of the financial year. A council should typically hold between 3 and 12 months expenditure as a general reserve."*

*North Northamptonshire Council requires the precept decision to be communicated to it by 19 January 2024. Following the setting of the budget earlier in the meeting, the Town Clerk will advise on the impact of the spending proposals and the possible precept. Calculation of the precept is based on the tax base which is the number of Band D equivalent properties that are relevant for each area. The illustrative tax base of band D properties for Desborough in 2024/5 is 3904 (the 2023/24 tax base was 3833).*

*For indicative purposes, the table below shows the spread of Council tax per property (figures subject to rounding errors):*

Precept amount	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Proportion	6/9ths	7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths	18/9ths
£1,000	£0.17	£0.20	£0.23	£0.26	£0.31	£0.37	£0.43	£0.51
£10,000	£1.71	£1.99	£2.28	£2.56	£3.13	£3.70	£4.27	£5.12
£15,000	£2.56	£2.99	£3.42	£3.84	£4.70	£5.55	£6.40	£7.68
£50,000	£8.54	£9.96	£11.38	£12.81	£15.65	£18.50	£21.35	£25.61
£75,000	£12.81	£14.94	£17.08	£19.21	£23.48	£27.75	£32.02	£38.42
£90,000	£15.37	£17.93	£20.49	£23.05	£28.18	£33.30	£38.42	£46.11
£100,000	£17.08	£19.92	£22.77	£25.61	£31.31	£37.00	£42.69	£51.23

*It is RECOMMENDED that the Council determines any precept to be charged.*

The Town Clerk outlined the impact of the approved budget including earmarked reserves and it was

**RESOLVED that:-**

a precept of £75,000 be charged for 2024/25.

126./23

### TO CONSIDER ANY CHANGES TO THE COMMUNITY GRANTS AWARDING POLICY OR THE SOCIAL MEDIA POLICY

Extracted from the report of the Town Clerk:-

*The Community Grants Awarding Policy and the Social Media Policy are set out at Appendix B. Council is REQUESTED to consider any changes to the policies.*

126.1./23

### TO CONSIDER ANY CHANGES TO THE COMMUNITY GRANTS AWARDING POLICY

A motion to require the Community Grants Advisory Panel to specify reasons for its

Initialed by the Chair: \_\_\_\_\_

recommendations having been defeated it was

**RESOLVED that:-**

- i) the Community Grants Advisory Panel be requested to review the guidelines for grant applications; and,
- ii) the policy be confirmed.

**126.2./23 TO CONSIDER ANY CHANGES TO THE SOCIAL MEDIA POLICY**

**RESOLVED that:-**

- i) Councillors give consideration to the implementation of the policy in practice; and,
- ii) the policy be confirmed.

**127./23 TO CONSIDER ANY RESPONSE TO PLANNING AND LICENSING APPLICATIONS AND NOTE ANY RESPONSES MADE**

**Extracted from the report of the Town Clerk:-**

*The Council is REQUESTED to consider making comment on any planning or licensing matter set out in the report attached at Appendix C and to note any comments made.*

**127.1./23 PLANNING APPLICATIONS**

**127.1.1./23 APPLICATION NK/2024/0005**

*Location: Harborough Road (land off), Desborough (Bloor Homes)*

*Proposal: KET/2019/0606 (Residential development of up to 260 dwellings with all matters reserved except access): variation to the wording of condition 25*

**RESOLVED that:**

**the proposal be supported if the funding for the works were used to ensure the changes envisaged happen in future.**

**127.1.2./23 APPLICATION NK/2023/0736**

*Location: Birchfield Springs, Desborough Road, Rushton (Lyndon Thomas Ltd)*

*Proposal: The formation of 2 no. specimen trout fishing lakes, a junior lake, stock pond, the erection of a facilities/lodge building, a machinery store, hatchery, formation of car parking, footpaths and access areas, plus landscaping (resubmission of KET/2010/0242)*

**RESOLVED that:-**

**the Town Clerk be requested to lodge objections on the grounds of failure to comply with the North Northamptonshire Joint Core Strategy, as well as: pollution and environmental issues, crime prevention and security, the function room, parking and vehicle movements, contamination, and the proposals relating to a residential property.**

**127.2./23 PROPOSED CHANGES TO SPEED LIMIT AFFECTING A DEVELOPMENT**

**Extracted from the report of the Town Clerk:-**

*A proposal has been made to extend the 30mph speed limit alongside the Bloor Homes Development on Harborough Road, Desborough for maintaining safety and it has been agreed through the Speed Limit Review Panel. The Council has been asked for any comments. If the Council has no objection, then the highway authority will proceeding to the next stage of advertising the public notice.*

**RESOLVED that:-**

**the Council supports the proposed extension of the speed limit.**

**127.3./23 PROPOSED INTRODUCTION OF 'NO WAITING AT ANY TIME' RESTRICTIONS (DOUBLE YELLOW LINES) WITHIN MAGNETIC PARK, DESBOROUGH**

**Extracted from the report of the Town Clerk:-**

*A proposal has been made to introduce 'No Waiting At Any Time' restrictions (Double Yellow Lines) within Magnetic Park, Desborough. This proposal has been put forward following reports of anti-social behaviour and misuse of the highway. The Council has been asked for any comments. If the Council has no objection, then the highway authority will proceeding to the next stage of advertising the public notice.*

**RESOLVED that:-**

**the Council supports the proposed "No Waiting At Any Time" restrictions.**

Initialed by the Chair: \_\_\_\_\_

**128./23 TO RECEIVE THE FINANCE REPORT**

**Extracted from the report of the Town Clerk:-**

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

**RESOLVED that:-**

- i) **notwithstanding the current application for a community grant from the Desborough Developments Working Party, a one-off grant of £285.67 be made to the Desborough Developments Working Party as an exception to the Council's normal policy;**
- ii) **the report be approved.**

**129./23 TO CONSIDER AND IF SO RESOLVED TO NOTE AND APPROVE ACCOUNTS FOR PAYMENT**

**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 payments.*

*Details in the report may be updated before the meeting as information is received.*

**RESOLVED that:-**

**the payments made and proposed be noted and approved.**

**The meeting closed at 21:12**

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**Chairman:** \_\_\_\_\_

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

**Initialed by the Chair:** \_\_\_\_\_

**Desborough Town Council**  
**18 January 2024**

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**Planning and Licensing Matters**

**A Planning Applications**

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).

Application: [AOC/0673/2202](#)

Location: Harborough Road (land off), Desborough (Bloor Homes)

Proposal: Condition no. 5 (Bin collection) of NK/2022/0673

Application: [NK/2024/0005](#)

Location: Harborough Road (land off), Desborough (Bloor Homes)

Proposal: KET/2019/0606 (Residential development of up to 260 dwellings with all matters reserved except access): variation to the wording of condition 25

Application: [AOC/0249/1603](#)

Location: Desborough North (land at), Desborough (Bellway Homes East Midlands Ltd)

Proposal: Condition No. 5 (Landscape Management Plan) of KET/2016/0249

Application: [AOC/0356/2104](#)

Location: Desborough North (land at), Desborough (Sainsbury's)

Proposal: Condition No. 6 (Landscaping - timing - public open spaces) of NK/2021/0356

Application: [NK/2023/0586](#)

Location: 64 Braybrooke Road, Desborough

Proposal: Dropped kerb to provide vehicular access and driveway

Application: [AOC/0044/1609](#)

Location: Rothwell Road, Desborough

Proposal: Condition no. 18 (noise) of KET/2016/0044

Application: [AOC/0169/1714](#)

Location: Desborough North (land at), Stoke Albany Road, Desborough (Bellway Homes East Midlands Ltd)

Proposal: Condition no. 10 (Highway Design Details) of KET/2017/0169

Application: [NK/2024/0011](#)

Location: Builders Yard, Pipewell Road, Desborough, NN14 2SN

Proposal: 17no. additional storage containers

**B Significant Applications in neighbouring parishes**

Application: [NK/2023/0786](#)

Location: Rothwell North, Rothwell

Proposal: NK/2021/1904 (All details in respect of Phase 2 of KET/2007/0461 for 153 dwellings, public open space, and associated infrastructure): Additional footpath links into Phase 3 development

Application: [NK/2023/0765](#)

Location: Eckland Lodge Farm (land south of farm buildings), Desborough Road, Braybrooke

Proposal: 1 no. farm dwelling with vehicular access

Application: [NK/2023/0736](#)

Location: Birchfield Springs, Desborough Road, Rushton (Lyndon Thomas Ltd)

Proposal: The formation of 2 no. specimen trout fishing lakes, a junior lake, stock pond, the erection of a facilities/lodge building, a machinery store, hatchery, formation of car parking, footpaths and access areas, plus landscaping (resubmission of KET/2010/0242)

Application: [NK/2023/0778](#)

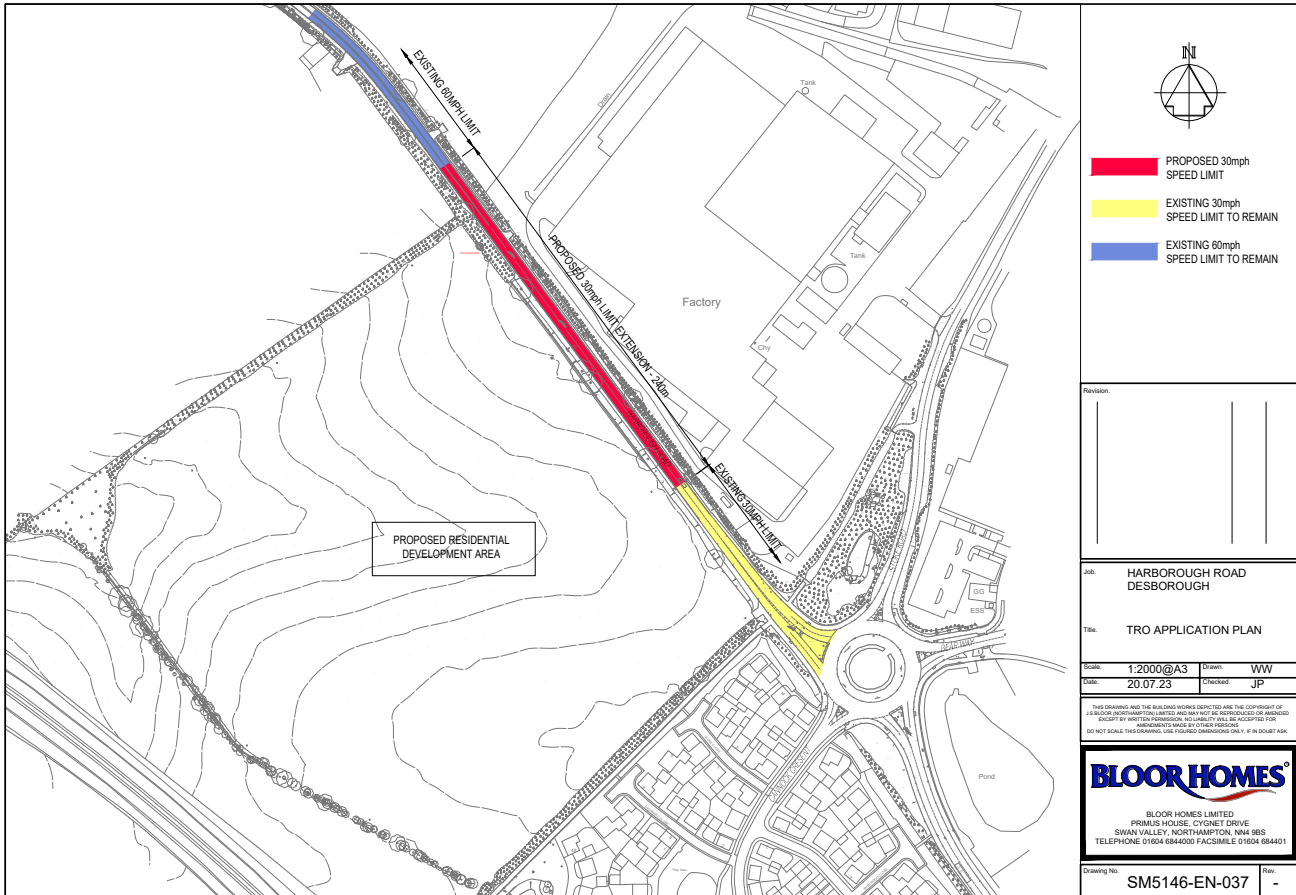
Location: The Old Poultry Farm, Stoke Albany Road, Desborough

Proposal: Warehouse storage building

Initialed by the Chair: \_\_\_\_\_

**C Proposed changes to speed limit affecting a development**

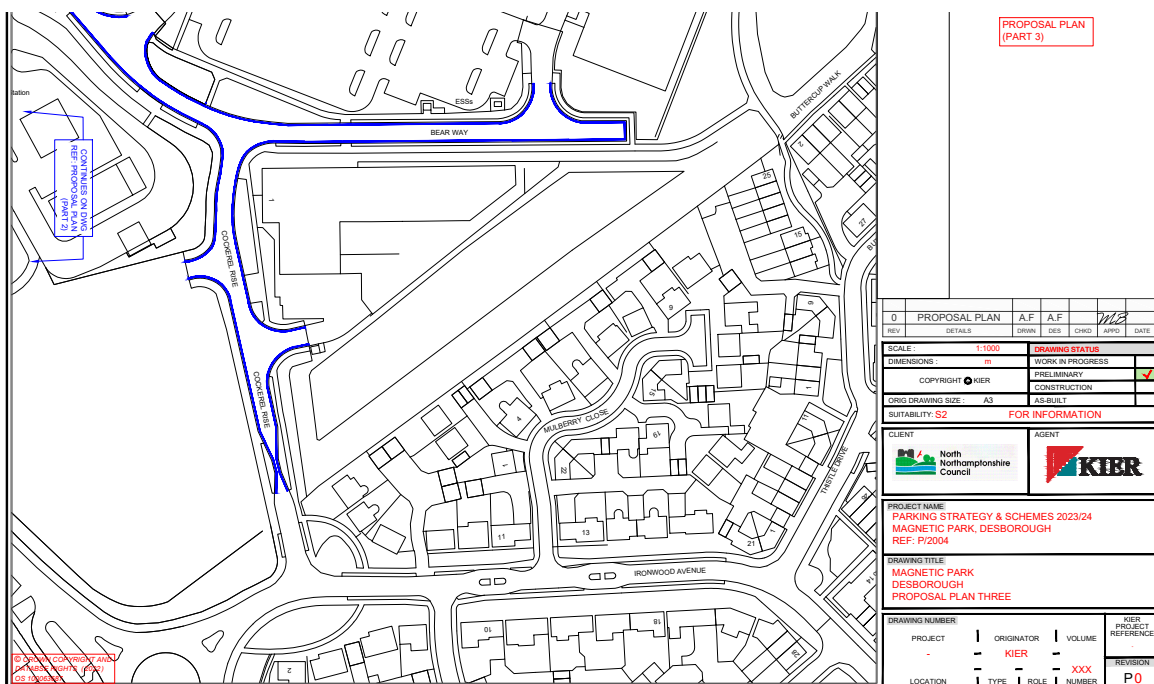
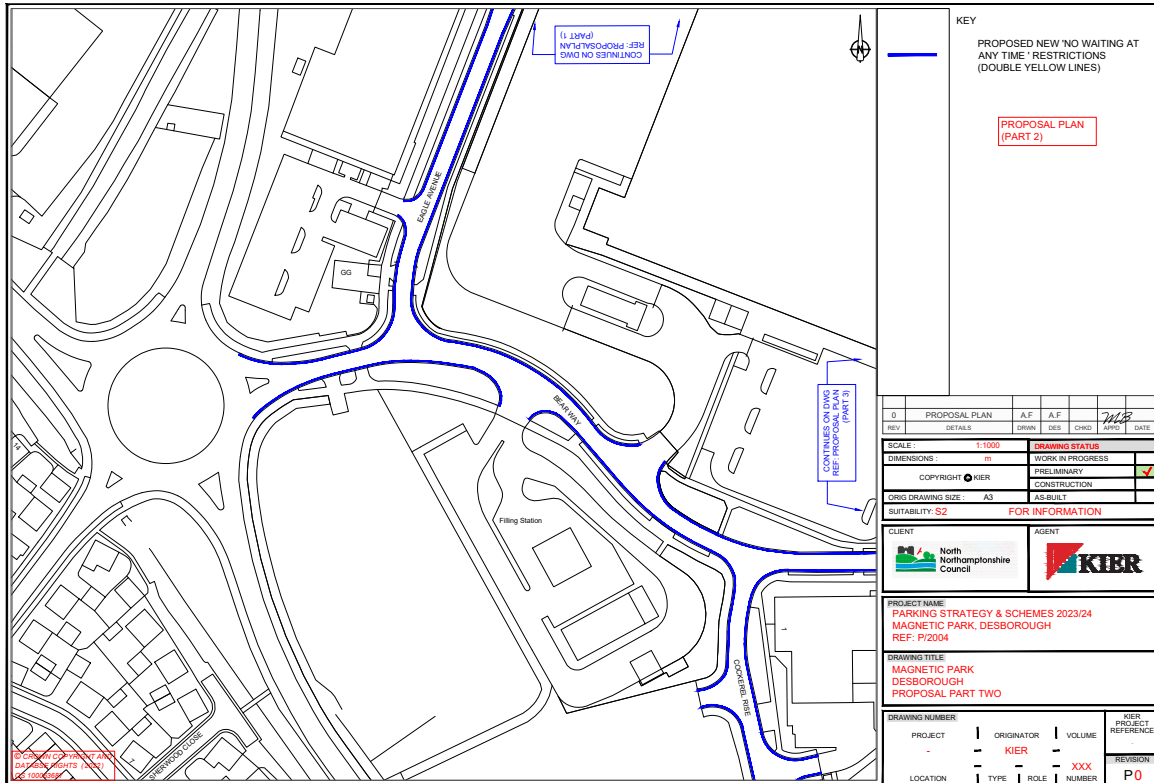
A proposal has been made to extend the 30mph speed limit alongside the Bloor Homes Development on Harborough Road, Desborough for maintaining safety and it has been agreed through the Speed Limit Review Panel. The Council has been asked for any comments. If the Council has no objection, then the highway authority will proceed to the next stage of advertising the public notice.



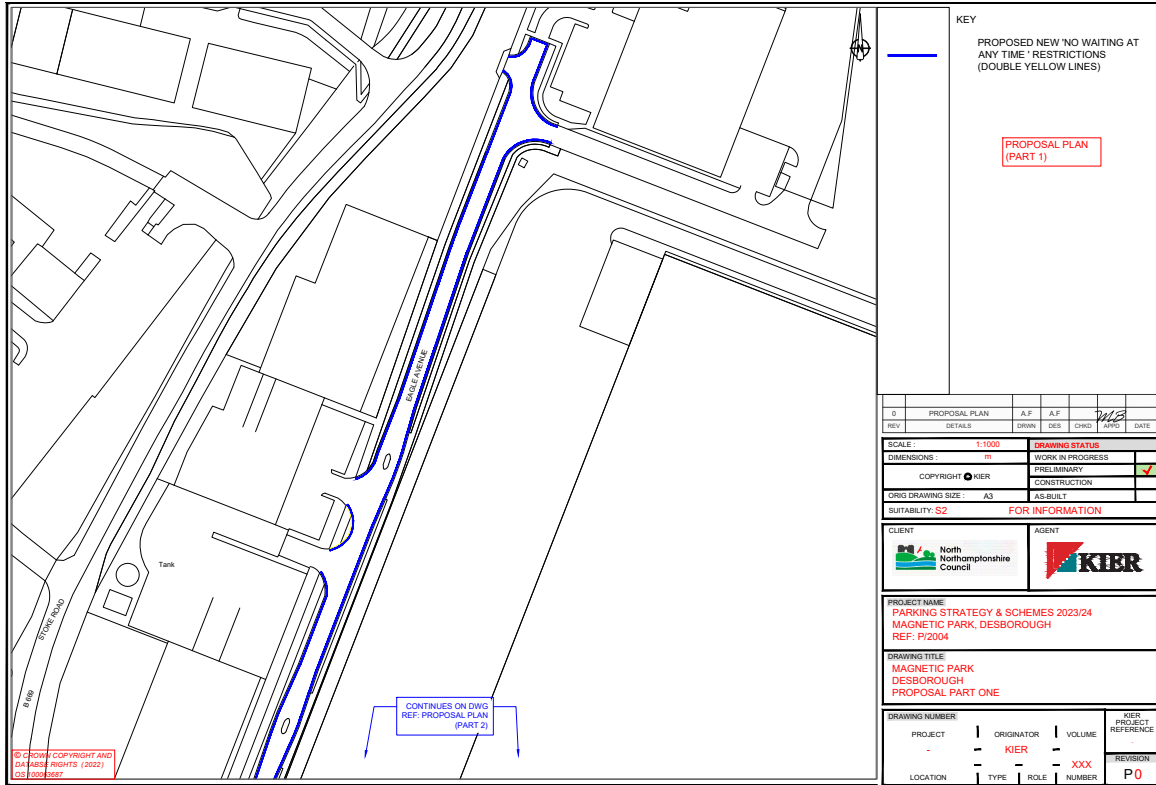


**D Proposed introduction of 'No Waiting At Any Time' restrictions (Double Yellow Lines) within Magnetic Park, Desborough**

A proposal has been made to introduce 'No Waiting At Any Time' restrictions (Double Yellow Lines) within Magnetic Park, Desborough. This proposal has been put forward following reports of anti-social behaviour and misuse of the highway. The Council has been asked for any comments. If the Council has no objection, then the highway authority will proceeding to the next stage of advertising the public notice.



Initialed by the Chair: \_\_\_\_\_



## **DESBOROUGH TOWN COUNCIL**

### **Community Grants 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 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. To make grants, the Council uses powers contained in legislation including:-
  - (a) the Local Government Act 1972, Section 137 as amended by the Local Government and Housing Act 1989, Section 37;
  - (b) the Local Government Act 2000, Section 8; and
  - (c) the Local Government (Miscellaneous Provisions) Act 1976, Section 19)
  - (d) Localism Act 2011.
- 1.6. Nothing in this policy or elsewhere 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 applicant group's accounts and other required documentation. Applications will be considered by a Community Grants Advisory Panel in following application closing dates at the end of January, April, July, and October. The Advisory Panel will present recommendations to the Council. The grant recommendations will be considered by the Council at the subsequent 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. In accordance with the Local Government Act 1894, the Council will only grant aid churches for town clocks and possibly for environmental purposes. Church Halls can 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. Grant applications cannot be made retrospectively.
- 2.9. The Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Council
- 2.10. 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.
- 2.11. 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.
- 2.12. Grant recipients may be asked to acknowledge Council support, for example in any press releases, on stationary, and on promotional material.
- 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.

#### **3. How Will Grant Applications Be Assessed?**

The Community Grants Advisory Panel will work to [terms of reference](#) approved by the Town Council.

- 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.
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**Desborough Town Council**  
**18 January 2024**

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**DESBOROUGH TOWN COUNCIL**  
**Social Media Policy**

This policy provides Councillors, volunteers, and staff, an overview of Social Media and outlines the Council's position on various aspects of their use. In addition, it includes guidelines on Officer, Volunteer, and Councillor responsibilities when using such channels of communication.

Social media is a term for commonly used web content based on user participation and user-generated content. They include social networking sites and other sites that are centred on user interaction.

Examples of popular social media tools include: Twitter, Facebook, YouTube, Pinterest, Instagram, and LinkedIn. Groupings of interest are a natural feature of the development of such systems with people with similar interests being attracted to share information.

The Council will use social media platform/s as an additional channel of communication of key information and advice to local residents – this activity will not replace existing forms of communication including the website and Town Council notice-board.

The Council may choose to use social media to:

- Share Town Council notices and public documents, including agendas, minutes and calls to meetings
- Make announcements on new information from the Town Council (Including advertising of vacancies and appointments)
- Advertise Town Council events and activities
- Re-post or share information from other public or partner bodies, including Government, North Northants Council, Police, Health etc.
- Post or share information from other Town Council-related groups
- Poll/survey local residents on key Town Council matters

Links to Town Council Social Media platforms will be shared from the Town Council Website and may only be linked to from other groups/sites by agreement of the Town Council. Platforms will be moderated by an agreed group of Town Councillors and staff (Moderators) – content will only be posted by Moderators in accordance with Town Council Business. Content will not be posted by individual Councillors – posts will be made by the Town Council. Sharing of Town Council Social Media posts will be permitted.

Posts and content on Town Council Media platforms will be set to broadcast-only – to keep our platforms safe and respectful the ability to comment on posts will not be permitted. Any messaging or queries will be referred to the Moderators, with responses by the Clerk where required.

No political posts or posts relating to any individual party, Councillor, Staff, Volunteer or Candidate (before any elections) will be permitted on Town Council Social Media Platforms.

Individual Councillors, volunteers, and staff may have personal accounts on social media and may use these for their own purposes.

Individual Councillors, volunteers, and staff must ensure that they use social media sensibly and responsibly, and ensure that its use will not adversely affect the Council or its business, nor be damaging to the Council's reputation and credibility or otherwise violate any Council policies.

Safeguarding

Councillors share the community and parents concern about crime and ASB. Those who are victims of or witness serious anti social behaviour by adults or children are advised to report this to Northants police through 101 or on [www.northants.police.gov](http://www.northants.police.gov)

The council appreciates the range of online risks which are present particularly to children and also to communities, and that identifying other people's children online is illegal. No pictures of children will be reproduced without express permission of parents/legal guardians. Councillors will not initiate any activity which identifies other people's children on social media without express consent from those with parental responsibility (except children who are missing or in danger and then only consistent with assisting police).

Guidelines

Initialed by the Chair: \_\_\_\_\_

Whilst Social Media tools are very useful to share information quickly with other people, there are pitfalls to be aware of:

- the information in most cases is shared in the public domain and can be viewed by anyone in the world. In many cases it is not even necessary to register to view the content. Registering is only required should you wish to participate and post to the site;
- groups on specific themes can set up easily and posts then edited by the owners of that group to reflect their single interest, ensuring theirs is the only voice heard;
- there is no guarantee of truth,
- the nature of these tools is that information is shared immediately and it is all too easy to respond instantaneously which can result in unintentionally inflaming a situation. Information can then be shared with other sites and be spread far beyond the intended audience
- it is very easy to spend a lot of time viewing and responding to messages that would outweigh any value gained in the first place.

The following guidelines will apply to online participation and set out the standards of behaviour expected as a representative of Desborough Town Council:

#### All staff volunteers, and Councillors

- Be aware of and recognise your responsibilities identified in the Social Media Policy, and the Council's Code of Conduct.
- Remember that you are personally responsible for the content you publish on any form of social media.
- Never give out personal details of others such as home address and telephone numbers.
- Ensure that you handle any personal or sensitive information in line with the Data Protection legislation.
- When using social media for personal purposes, you must not imply you are speaking for the Council. Avoid use of the Council e-mail address, logos or other Council identification
- Show respect to all. You should be respectful of the authority and employees. Derogatory comments are always wrong.

#### Volunteers

Volunteers must not use Social Media accounts in relation to the Council's business.

#### Councillors

- Councillors are at liberty to set up accounts using any of the tools available but should ensure they are clearly identified as personal and do not in any way imply that they reflect the Council's view. Councillors should at all times present a professional image and not disclose anything of a confidential nature. Comments of a derogatory, proprietary or libellous nature should not be made and care should be taken to avoid guesswork, exaggeration, and colourful language.
- Know your obligations: you must comply with other Council policies when using social media. For example, you should be careful not to breach Council confidentiality and proprietary information policies.
- Where Councillors choose to use personal accounts for the Council's business they must make it clear that what they say is representative of their personal views only. Where possible a standard disclaimer could be used such as: "*Statements and opinions here are my own and don't necessarily represent the Council's policies or opinions*".

**Desborough Town Council**  
**18 January 2024**

**Finance Report**  
**Monthly Bank Reconciliation (31/12/2023)**

Unity Trust Bank Current	£3,050.82
Unity Trust Bank Saver	£18,000.00
CCLA Public Sector Deposit Fund	£257,212.91
Reconciled Balance	£278,263.73

The dividend from the CCLA Public Sector Deposit Fund is reinvested each month into the fund. The dividend reinvested was £1,194. A refund of £64.93 was received from the Council's insurers as a result of the clarification of changes to the policy.

**Desborough Town Council**  
**18 January 2024**

**Accounts for payment**

Items may be added or adjusted as information is confirmed.

+ 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	Lloyds bank	Town Council Office	Lloyds bank card fee	-	£0.00	£3.00
+	1	Unity Bank	Town Council Office	Bank charges	-	£0.00	£18.00
+	4	LGSS Pensions, HMRC, and Mr G Thomson	Salaries & all Employment Costs	Pension & salary payments (Dec and Jan)	-	£0.00	£8,638.79
+	1	Desborough Library and Community Hub	Town Council Office	Office Rent	-	£0.00	£798.00
+	2	Talk Talk Business	Town Council Office	Internet and telephone	-	£8.52	£51.10
+	7	Kettering Town Silver Band	Events - Gala night	Entertainment	-	£0.00	£150.00
	5	Netwise Ltd	Town Council Office	Website	-	£88.00	£528.00
+	7	Welford Christmas Tree Farm	Administration	Supply and installation of tree	-	£224.83	£1,349.00
				Installation of permanent sleeve	-	£75.00	£450.00
				Installation and removal of lights	-	£508.33	£3,050.00
				Safety barrier and equipment	-	£48.71	£292.26
				Storage for 12 months	-	£50.00	£300.00
+	14	North Northamptonshire Council	Town Centre Road Improvements	One Way System on Gladstone Street / Nichols Street	-	£0.00	£76,532.39
	24	Initial Washroom Hygiene	Administration	Sanitary collections	-	£19.63	£117.75

Rights, Duties and Powers

+ Paid in accordance with delegated or continuous authority

1 Local Government Act 1972 s.111 & s.150

2 Local Government Act 1972 s.112

4 Local Government Act 1972 s.140 & s.140A and s.145 & s.150, Local Government Act 2000 s.101

5 Local Government Act 1972 s.142

\* Emergency purchase in accordance with the Scheme of Delegation

7 Local Government Act 1972 s.144 & s.145

6 Local Government Act 1972 s.143

14 Highways Act 1980, s.274A & Local Government and Rating Act 1997 s.30

24 The Environmental Act 1990, The Water Industries Act 1991, The Workplace (Health, Safety and Welfare) Regulations 1992

Initialed by the Chair: \_\_\_\_\_

**Desborough Town Council**  
**18 January 2024**

**Approved Budget**

Item	2024-25 Total budget
<b>Democratic Services</b>	
Chair's allowance / Chair's Charities	£500
Training and Development	£2,000
Audit (Internal)	£750
Audit (External)	£750
Data Protection Officer Service	£10
Salaries & Employment Costs	£55,000
Information Commissioner	£35
Newsletter / publicity / surveys	£250
<b>Membership and Subscriptions</b>	
Society of Local Council Clerks	£400
Northants CALC / NALC	£4,000
Other subscriptions	£750
<b>Town Council Office</b>	
Rent	£9,576
Telephone / Broadband	£600
<b>Other Expenditure:</b>	
Remembrance Day parade	£150
<b>Administration</b>	
General office and sundry expenses	£2,000
Computer software / hardware	£1,000
Website, domain, email	£880
Insurance	£2,750
Christmas Decorations	£9,000
Speed Indicator Signs Replacement (solar powered)	£8,000
Neighbourhood Plan	£1,000
Community Grant Scheme	£15,000
<b>Projects</b>	
Events fund	£5,000
Consultation and feasibility proposed town centre improvements	£10,000
<b>Earmarked Reserves</b>	
Election / Parish Poll provision	£20,000
Offices redecoration	£2,500
Multi Wheeled Sports Facility	£4,000
Premises - Equipment	£3,000
Enabling crime detection by CCTV	£10,000
Play Area facilities	£30,000
Tree planting	£2,000
Youth activities	£45,000
Havelock "Square" possible redevelopment contribution	£30,000

Initialed by the Chair: \_\_\_\_\_