

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE**  
**HELD ON TUESDAY 11<sup>th</sup> JUNE 2024 AT 7.30PM AT THE TOWN HALL,**  
**MARKET SQUARE, HIGHAM FERRERS.**

**PRESENT:**

Cllr V Paul (Chairman)  
Cllr Mrs P H Whiting  
Cllr Mrs C Reavey  
Cllr C P O'Rourke  
Cllr B Prigmore  
Cllr H L Jackson (as a substitute for Cllr A M T Reading)  
Cllr Mrs A Gardner (as a substitute for Cllr S Prosser)  
Miss Alicia Schofield (Town Clerk)

1 member of the public

1. **ELECTION OF CHAIRMAN**

**RESOLVED:**

That Cllr V Paul be elected as Chairman of the Policy and Resources Committee for 2024/25.

2. **APOLOGIES**

Cllr A M T Reading, Cllr S Prosser.

3. **ELECTION OF VICE-CHAIRMAN**

**RESOLVED:**

That Cllr Mrs C Reavey be elected as Vice-Chairman of the Policy and Resources Committee for 2024/25.

4. **DECLARATIONS OF INTEREST**

None.

5. **MINUTES**

**RESOLVED:**

That the minutes of the meeting of the Policy and Resources Committee held on the 9<sup>th</sup> April 2024 be signed by the Chairman as being a true and correct record.

6. **PUBLIC FORUM**

None.

7. **REVIEW OF POLICIES**

**RESOLVED TO RECOMMEND:**

That the following policies be reviewed and approved without change:-

- 7.1. Bad Debts Policy
- 7.2. Health and Safety Policy
- 7.3. Leader Protocol
- 7.4. Mayors' Handbook
- 7.5. Dignity at Work – Bullying and Harassment Policy
- 7.6. Disciplinary Policy and Grievance Policy
- 7.7. Lone Worker Policy
- 7.8. Recording of Delegated Decisions

## 8. **REGULAR PAYMENTS**

### **RESOLVED:**

That the Council authorise payment for 2024/25 for the following payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation:-

- Salaries
- HMRC – Tax and NI
- LGSS – Pension Town Clerk
- NEST – Pension Staff
- Everflow – Water Bills
- North Northamptonshire Council – Rates for Town Hall, Cemetery, Market Square Car Park, Tennis Cabin and Saffron Road Car Park.
- Turneys – Payments as part of Grounds Maintenance interim contract arrangements
- North Northamptonshire Council - Dog bin emptying.
- British Telecom – Phone and broadband services.
- EE - Mobile phone charges Town Clerk, Assistant Clerk, Parks and Open Spaces Facilities Supervisor, Community Connector
- Lyca mobile – monthly phone package for Park Warden
- EON - Maintenance Street Lights.
- Yu Energy – Electric for Street lights, Cemetery, Pavilion, Tennis portacabin Toilets, Town Hall.
- Yu Energy – Gas Town Hall.
- British Gas Lite – Electric for Feeder Pillar 1 and Feeder Pillar 2, Market Square
- Maine– Photocopier maintenance charge and usage
- Northants Fire Ltd – Fire Alarm service and service extinguishers, Town Hall, Pavilion and Tennis portacabin.
- Lynx Fire and Security – Security alarm service
- Colson & Loaring – Boiler service, Town Hall
- Bosworths – Hanging basket displays
- Inter County Cleaning Ltd – Cleaning of public toilets
- Town Hall window cleaning
- Evac+Chair – Service, stairlift, Town Hall
- Acorn Stairlifts – Service, stairlift, Town Hall
- Sage Payroll One – Annual subscription.
- Zurich Municipal - Local Council Advisory Services - Health and Safety Support. Annual Insurance Premium. Van Insurance Premium.
- Information Commissioner– Data Controller Registration.
- Pear Technology Ltd – Annual fee for support for mapping and asset management software.
- Cloudy IT – Monthly IT costs
- Adobe – Annual fee office software
- Canva – Annual fee office software
- Microshade – Hosting mapping, cemetery & accounts software
- Cuttlefish – Website hosting
- In Touch- Neighbourhood Plan website hosting
- AT Creative - Hosting of Audio Trail App
- RBS Rialtas – Annual fee for Accounts Package

- Inter County Cleaning Ltd – Cleaning of Sports Pavilion
- Open Spaces Society- Annual subscription.
- CPRE – Annual subscription
- ACRE – Annual subscription
- SLCC – Annual Subscription
- NCALC – Annual Subscription and Internal Audit Fees
- Wellingborough and East Northants Chamber of Commerce – Annual membership
- PFK Littlejohn- External Audit Fees
- Crime Secure – Quarterly CCTV Fees
- Direct 365 – Commercial waste bin collection and feminine hygiene disposal
- Bright HR – HR software package
- Shell Fuel – Van fuel
- DVLA – Van Tax
- Rewire Security – Annual subscription van tracker software
- GiffGaff – van tracker mobile top up
- Worknest – Annual HR advice and e-learning
- Smiths of Derby – Church Clock servicing
- Zephyr – Flag poles service
- Rushden Town Council/Shire Community Services – Wellbeing bus service

9. **DIRECT DEBITS**

**RESOLVED:**

That the Council approve the payment by variable direct debit for 2024/25 to the suppliers as follows:-

- Everflow – Water Bills
- North Northamptonshire Council – Rates for Town Hall, Cemetery, Market Square Car Park, Tennis Cabin and Saffron Road Car Park.
- British Telecom – Phone and broadband services.
- EE - Mobile phone charges Town Clerk, Assistant Clerk, Parks and Open Spaces Facilities Supervisor, Community Connector
- Yu Energy – Electric for Street lights, Cemetery, Pavilion, Tennis portacabin Toilets, Town Hall.
- Yu Energy – Gas Town Hall.
- British Gas Lite – Electric for Feeder Pillar 1 and Feeder Pillar 2, Market Square
- Information Commissioner– Data Controller registration.
- Shell Fuel – Van fuel
- Lloyds Bank – Corporate multipay card balance
- Open Spaces Society – Annual subscription

10. **BUDGET REVIEW**

The Clerk reminded of the previously agreed changes to the budget 2024/25 as follows:-

Centre	Code	Name	Amendment
310	1610	Other event income	£1150 allocated Previously agreed Feb 2024 TC Mayor’s Green Trail Day

310	4551	Other events	Increase by £1150 Previously agreed Feb 2024 TC Mayor's Green Trail Day
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**RESOLVED:**

That the following amendments to the budget for 2024/25 be approved as follows:-

275		Library	Rename Library and Wellbeing to better reflect nature of the Hub activities
275	4000	Salaries	Unspent funds from 23/24 for project c/fwd Increase by £2040.05
275	4490	Equipment/Materials	Unspent funds from 23/24 for project c/fwd Increase by £2269.88
275	4491	Administration	Unspent funds from 23/24 for project c/fwd Increase by £496.93
275	4492	Wellbeing services	Unspent funds from 23/24 for project c/fwd Increase by £1250
290	4520	Twinning	Vire £1000 to 290/4510 Insignia to assist with plans for the mace refurbishment. Twinning reception planned and more accurate budget to reflect projected expenditure.
290	4515	Honorary Freedom	Vire full amount of £579 to 290/4510 Insignia to assist with plans for the mace refurbishment. No plans for award of Honorary Freedom 2024/25.

11. **FLAGSTONE CASH DEPOSIT PLATFORM**

**RESOLVED:**

- 11.1. That the Flagstone statement as of 5<sup>th</sup> June 2024 be received and noted.

**RESOLVED TO RECOMMEND:**

- 11.2. That following review of the performance of the Flagstone cash deposit platform and the bank and building society account investments, that £100,000 be withdrawn from the Unity Trust Bank and placed on instant access through the Flagstone cash deposit platform.

12. **BUSINESS FORWARD PLAN**

**RESOLVED:**

That the project progress updates presented on the Business Forward Plan be received and noted as follows:-

- Grounds Maintenance – 12 month arrangement with Turneys entered to 31/03/25. RTC approached for consortia with them and Irthlingborough. RTC to lead. Formal response awaited.
- Town App – project complete, the app was launched in the spring.
- Library & Wellbeing Hub – formally opened in March, with wellbeing sessions being put in place.
- Review of the Neighbourhood Plan – Moving to Stage 3.

- Pavilion Renovation – project name change from that of Community Building. Architect being appointed.
- Climate Change – Sub tasks have been identified and are progressing.
- Riverside Park Improvement Plan – Management Plan commissioned.

That the Skate Park improvement project be moved to a higher priority from medium term to short/medium term as a result of continuing damage and vandalism to the football pitch end ramp and the now recognised need to make improvements as soon as practically possible.

13. **ITEMS TO REPORT**

None.

14. **DATE OF NEXT MEETING**

13<sup>th</sup> August 2024.

**Chairman**

**Date**