

**MINUTES OF A STATUTORY MEETING OF HIGHAM FERRERS**  
**TOWN COUNCIL HELD ON TUESDAY 27<sup>TH</sup> AUGUST 2024 AT 7.30PM**  
**AT THE TOWN HALL**

**PRESENT:**

	The Mayor (Councillor V K Paul)	
	The Deputy Mayor (Councillor G Salmon)	
Councillor Mrs P H Whiting		Councillor H L Jackson
Councillor C O'Rourke		Councillor B Spencer
Councillor Mrs C Reavey		Councillor A M T Reading
Councillor B Prigmore		Councillor N Brown
Councillor G Kelly		
Miss Alicia Schofield (Town Clerk)		David Wicks (Mayor's Sergeant)
Mrs Emily Arrow (Assistant Clerk)		

4 members of the public

24/688.

**PRAYERS**

The meeting was opened with prayers led by Mother Louise Bishop.

24/689.

**APOLOGIES**

Cllr P McCann, Cllr P Tomas, Cllr Mrs J Bone, Cllr Mrs A Gardner, Cllr S Prosser

24/690.

**DECLARATIONS OF INTEREST**

**Other Interests**

Cllr H L Jackson – as a member of the Unitary Council he will consider all matters at Unitary level taking into account all relevant evidence and representations at the Unitary tier. Therefore, he cannot be bound in any way by any view expressed in the parish tier or by the decisions of this Council.

Cllr H L Jackson – item 13 - Cllr Jackson is a member of the Tourism group who have commented on this item.

Cllr B Prigmore – item 19 – Operates the Book Exchange and is a regular user of the pavilion.

24/691.

**MINUTES**

**RESOLVED:**

That the minutes of the meeting held on the 30<sup>th</sup> July 2024 be signed by the Mayor as being a true and correct record

24/692.

**PUBLIC FORUM**

A member of the public spoke in support of the book exchange that operates out of the Sports Pavilion. They expressed an interest in knowing more about the plans being considered for the renovation of the building and what this will mean for the future of the book exchange. The Clerk offered an appointment to review the plans.

24/693.

**MAYORS ANNOUNCEMENTS**

The Mayor reported from the following engagements in July and August:-

- 7<sup>th</sup> July – NMPAT performance and reception
- 12<sup>th</sup> July – Nene Valley District Scouts AGM
- 13<sup>th</sup> July – The Shrubbery's Strawberry Fayre
- 13<sup>th</sup> July – Welcomed the visitors from our twinned town of Hachenburg to

#### Higham Ferrers

- 13<sup>th</sup> July - Party in the Park in Rushden
- 14<sup>th</sup> July – Hosted a reception for the Hachenburg guests and the Twinning Association.
- 14<sup>th</sup> July – Attended a BBQ lunch held at Chichele College for the Hachenburg guests.
- 25<sup>th</sup> July – Led a council team in croquet playing for a cup in memory of Margaret Tuffnail
- 27<sup>th</sup> July – Attended the monthly Farmers Market
- 2<sup>nd</sup> August – Attended the Higham Ferrers Business Forum
- 18<sup>th</sup> August – Brackley Car Show
- 22<sup>nd</sup> August – Tourism luncheon and film showing
- 22<sup>nd</sup> August – Led the council team in a second round of croquet at Chichele College

24/694.

### **TOWN CLERK'S REPORT**

#### **Police Report**

Link to crimes for June 2024.

[Local Crime Information for Market Square, Higham Ferrers, Rushden, NN10 8BT - June 2024 \(streetcheck.co.uk\)](https://streetcheck.co.uk)

Please also see attached spreadsheet that tracks this months' crimes against previous months.

48 crimes for the month of June: -

- Anti-social Behaviour - 11
- Burglary -1
- Criminal Damage / Arson – 7
- Drugs – 1
- Other theft - 4
- Public Order – 2
- Shoplifting – 2
- Vehicle crime -1
- Violence / Sexual offences – 15
- Other crime -2
- Possession of weapons -1

#### **Grant Funding**

£5780 received from Locality to support consultancy costs for the Neighbourhood Plan Review.

#### **Voi Scooters**

The key statistics for voi scooters has been circulated. The statistics are for the whole of Northamptonshire.

#### **Community Governance Review Update from North Northamptonshire Council**

Council expressed an interest in undertaking the Community Governance Review of the town council arrangement. NNC have produced a draft timetable for the review which proposes consultation commencing in 2025 with each consultation period lasting for around 12 weeks. It is envisaged the review will be complete by 2026. The town council has already established a working party in readiness for the review.

**Assistance required at Heritage Day and Farmers' Market.**

Help was sought from councillor with the manning of the town council gazebo at both events. Promotion to focus on the Town App and the Community Library and Wellbeing Hub.

**RESOLVED:**

That the Town Clerk's report be received and noted.

24/695.

**QUESTIONS**

None.

24/696.

**REPORTS OF REPRESENTATIVES TO OTHER BODIES**

None.

24/697.

**REPORTS FROM UNITARY COUNCILLORS**

A report was circulated to councillors.

24/698.

**FINANCE**

24/698.1.

**To approve accounts for payment as at 27<sup>th</sup> August 2024**

**RESOLVED:**

That the accounts for payment of £22,100.05 as at 27<sup>th</sup> August 2024 be approved for payment.

24/698.2.

**To approve the bank account reconciliation as at 31<sup>st</sup> July 2024**

**RESOLVED:**

That the bank account reconciliation as at 31<sup>st</sup> July 2024 be signed by the Mayor after being checked by Cllr Mrs P H Whiting.

24/698.3.

**To receive and note the budget report as at 31<sup>st</sup> July 2024**

**RESOLVED:**

That the budget report as at 31<sup>st</sup> July 2024 is received and noted.

24/698.4.

**To approve the following expenditure:-**

**RESOLVED:**

- (i) That the Assistant Clerk attend the SLCC 2 day National Training Conference at a cost of £585 be approved.
- (ii) That additional fencing works to supplement replacement fencing work to the boundary of the footpath at Higham Heights be approved at a cost of £1185.
- (iii) That 5 sets of Christmas lights sets for the Christmas Tree and 5 sets of Christmas lights for the Market Square trees be purchased at a cost of £565.

24/699.

**COMMITTEE MEETINGS**

**To receive and adopt the minutes of the following committees: -**

24/699.1.

**Planning and Development Committee held on the 13<sup>th</sup> August 2024**

**RESOLVED:**

That the minutes of the Planning and Development Committee held on the 13<sup>th</sup> August 2024 be received and adopted.

24/699.2.

**Policy and Resources Committee held on the 13<sup>th</sup> August 2024**

**RESOLVED:**

That the minutes of the Policy and Resources Committee held on the 13<sup>th</sup> August 2024 be received and adopted.

**RESOLVED:**

24/699.2.1

**REVIEW OF POLICIES**

- (i) **Flag Flying Policy**

That the Flag Flying Policy be approved with addition as follows:-

Section ‘Union Flag’

Addition to the list of when the Union may be flown:-

*Last Saturday of June – Armed Forces Day (Armed Forces Day Flag)*

New Section ‘Twinning Flag’

Additional section at the end of the policy as follows:

*Twinning Flag*

*According to the Ministry of Housing, Communities & Local Government’s Plain English Guide to Flying Flags, the Council does not need consent to fly any country’s national flag.*

*Higham Ferrers Town Council is twinned with Hachenburg in Germany. The German national flag may be flown when Higham Ferrers receives visitors from Hachenburg.*

(ii) **Media Policy**

That the Media Policy be approved subject to the removal of the words ‘where possible’ in the second sentence.

(iii) That the following policies be reviewed without change:-

Graffiti Policy.

Memorial Safety Policy.

PAT Policy

Grant Award Policy.

24/699.2.2 **FLAGSTONE CASH DEPOSIT PLATFORM**

That authority be delegated to the Clerk to move funds between the instant access accounts on the Flagstone cash deposit platform. That the Clerk will review the accounts performance at least once a month. That fund movement will be spread across the instant access accounts to best maximise interest payments, whilst placing funds in any one instant access account of no greater than £85,000 to align with the financial services compensation scheme.

24/699.2.3 **BUSINESS FORWARD PLAN**

That the ‘Mission Statement’ and the ‘Objectives’ of the Business Forward Plan be reviewed without change.

24/700. **BLUE PLAQUES**

24/700.1. **RESOLVED:**

That the council does not support the request for the supply and install of a blue plaque to 12 Market Square to honour Edward Dixon Crew. That future street naming be suggested as a more appropriate means of honour.

24/700.2. **RESOLVED:**

That the council purchase a blue plaque for 67 High Street subject to the owner installing it at their own cost and liability and subject to approval of the necessary consents.

24/701. **COMMUNITY LIBRARY AND WELLBEING HUB, VOLUNTEER ADMINISTRATIVE SUPPORT**

24/701.1. To support the use of volunteers to carry out Community Library and Wellbeing Hub administrative work to assist the Community Connector

**RESOLVED:**

That the agenda item be taken to Personnel Committee for consideration.

24/701.2. To incur expenditure for a new email address,

[communityhub@highamferrers-tc.gov.uk](mailto:communityhub@highamferrers-tc.gov.uk)

and for a Microsoft 365 business premium account at a cost of £18.10 per month.

**RESOLVED:**

That this agenda item be taken to Personnel Committee for consideration.

- 24/702. **LOCAL COUNCIL AWARD SCHEME**  
**RESOLVED:**  
That the council submits an application for the National Association of Local Councils (NALC) Local Council Award Scheme Foundation Level.
- 24/703. **BLEED KIT CABINET, SPORTS PAVILION**  
**RESOLVED:**  
That the council supports the proposal to site the bleed kit cabinet somewhere in the vicinity of the town centre. That discussions are held with the requester with regard to the most suitable location for the cabinet.
- 24/704. **CHRISTMAS SPARKLE WORKING PARTY**  
**RESOLVED:**  
That the minutes of the Christmas Sparkle working party meeting held on the 19<sup>th</sup> August 2024 be received and noted.
- 24/705. **NEIGHBOURHOOD PLAN REVIEW STEERING GROUP**  
**RESOLVED:**  
That the minutes of the Neighbourhood Plan Review Steering Group meeting on the 12<sup>th</sup> August 2024 be received and noted.
- 24/706. **PAVILION WORKING PARTY**  
24/706.1. **RESOLVED:**  
That the minutes of the Pavilion Working Party meeting held on the 30<sup>th</sup> July 2024 be received and noted.
- 24/706.2. **RESOLVED:**  
That the minutes of the Pavilion Working Party meeting held on the 20<sup>th</sup> August 2024 be received and noted.
- (i) **RESOLVED:**  
That a budget of £2000 be agreed for instruction of a surveyor for budget costings on 2 of the 3 options presented by Sidey Design.
1. Renovation within existing footprint, viewing area in roof to be removed, roof pitch to remain as existing. Car parking, external layout and cladding as presented on the plans.
  2. Renovation within existing footprint but with new steeper roof pitch to create provision for first floor space. Car parking, external layout and cladding as presented on the plans.
- 24/707. **PUBLIC TOILETS WORKING PARTY**  
**RESOLVED:**  
That the minutes of the Public Toilets working party meeting held on the 25<sup>th</sup> July 2024 be received and noted.
- 24/708. **CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**  
**RESOLVED:**  
That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the following items of business, the Press and Public be excluded from the meeting for the next item.
- 24/709. **PERSONNEL COMMITTEE**  
**RESOLVED:**

That the minutes of the Personnel Committee meeting held on the 20<sup>th</sup> August 2024 be received and adopted.

24/710. **REOPEN MEETING TO PUBLIC AND PRESS**

**RESOLVED:**

That, the confidential business having been concluded, the Press and Public be readmitted to the meeting.

24/711. **ITEMS TO REPORT**

None.

**Mayor**

**Date**

Accounts for Payment August 2024

Date	Reference	Payee	Details	Amount
05.08.24	153	Spinney's Deli	Breakfast business forum	£108.00
05.08.24	154	Freelance MTS	Mayor's Green Trail Day first aid	£246.30
05.08.24	155	Cuttlefish	Website domain renewal	£180.00
05.08.24	156	Mrs L J Lane	Facepainting Hub summer activities	£30.00
12.08.24	157	Wallgate	Repiar to ladies handwashing unit, public WC	£827.36
27.08.24	158	A&R printing	Hub posters	£48.00
27.08.24	159	Amazon	Hub craft supplies	£29.43
27.08.24	160	Peter Tomas Company	Fix shutter, public WC	£182.40
27.08.24	161	Dats Print	Farmers Market advert	£168.30
27.08.24	162	Evac Chair	Service and maintenance of Town Hall Evac Chair	£121.20
27.08.24	163	SLCC	Training for Town Clerk - Quotes, tenders and contract management	£108.00
27.08.24	164	Steve Pell	Repair panel to garage, temp repair to footbridge	£150.00
27.08.24	165	ESPO	A4 paper and toilet rolls	£70.32
27.08.24	166	County Life	Nene Valley News Hub advert and feature	£114.00
27.08.24	167	Wellingborough TC	Mayoral event	£10.00
27.08.24	168	Rushden Town Council	Wellbeing bus contribution	£608.10
27.08.24	169	Cloudy IT	IT support	£425.28
27.08.24	170	Inter County Cleaning	Cleaning of Pavilion, public toilets, toilet rolls	£916.21
27.08.24	171-192	HMRC/LGSS/Nest/ staf	Tax, NI, salaries, pensions	£14,261.79
27.08.24	175	Staff	Expenses	£6.93
	300757	Petty cash	Postage, audio books, civic, town hall, hub	£45.65
09.08.24	DD1	Lloyds	DVLA - van tax, civic brunch, van wiper blades, cleaning products	£984.65
01.08.24	DD2	Direct 365	Waste bin collection	£38.42
	SO	Bright Hr	HR Support	£43.44
10.08.24	DD3	BT	Telephone charges	£212.82
27.08.24	DD4	Everflow	Water charges	£921.28

15.08.24	DD5	British Gas	Feeder pillar 1	£14.48
15.08.24	DD6	British Gas	Feeder pillar 2	£37.42
08.08.24	DD7	Yu Energy	Streetlighting Electric	£329.85
08.08.24	DD8	Yu Energy	Streetlighting Electric	£63.15
08.08.24	DD9	Yu Energy	Electric Town Hall	£224.91
08.08.24	DD10	Yu Energy	Electric Tennis Bld	£121.65
10.08.24	DD11	Yu Energy	Gas, Town Hall	£66.10
08.08.24	DD12	Yu Energy	Electric, Pavilion	£211.46
08.08.24	DD13	Yu Energy	Electricity, Public Toilets	£88.57
08.08.24	DD14	Yu Energy	Electric, chapel	£22.58
17.08.24	DD15	EE	Mobile phone charges	£87.44
21.08.24	DD16	Sage	Payroll	£18.00
15.08.24	SO	NNC	Rates Town Hall	£357.00
15.08.24	SO	NNC	Rates Market Square	£120.00
15.08.24	SO	NNC	Rates Tennis court building	£52.00
15.08.24	SO	NNC	Rates Cemetary	£135.00
15.08.24	SO	NNC	Rates Saffron Road car park	£245.00
				<b>£22,100.05</b>



# HIGHAM FERRERS TOWN COUNCIL

## CLERK'S REPORT

24<sup>th</sup> SEPTEMBER 2024

### Police Report

Link to crimes for July 2024.

[Local Crime Information for Market Square, Higham Ferrers, Rushden, NN10 8BT - July 2024 \(streetcheck.co.uk\)](#)

Please also see attached spreadsheet that tracks this months' crimes against previous months.

39 crimes for the month of June: -

- Anti-social Behaviour - 9
- Bicycle theft -1
- Criminal Damage / Arson – 4
- Drugs – 1
- Other theft - 1
- Public Order – 2
- Shoplifting – 12
- Vehicle crime -2
- Violence / Sexual offences – 7

### Meetings

Planning and Development Committee – Tuesday 8<sup>th</sup> October 2024 at 6.45pm

Policy and Resources Committee – Tuesday 8<sup>th</sup> October 2024 at 7.30pm

Full Council – Tuesday 29<sup>th</sup> October 2024 at 7.30pm

### Event Dates

Remembrance, Sunday 10<sup>th</sup> November at 10.45am in the Market Square

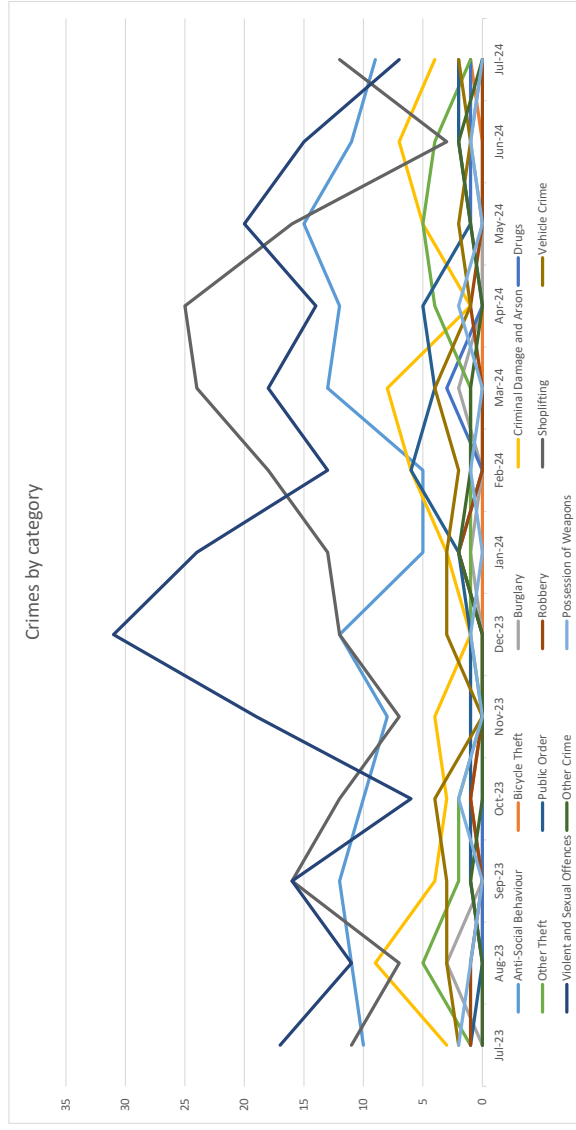
Christmas Sparkle, Saturday 23<sup>rd</sup> November, 11am-6pm, Market Square, College St.

Civic Carol Service, Sunday 22<sup>nd</sup> December at 6pm, St Marys Church

**POLICE CRIME REPORT FOR HIGHAM FERRERS 2024**

Offence Type	January	February	March	April	May	June	July	August	September	October	November	December	Total
Anti-social Behaviour	5	5	13	12	15	11	9						70
Bicycle Theft	0	0	0	0	0	0	1						1
Burglary	1	0	2	0	0	1	0						4
Crim Dam / Arson	3	6	8	1	5	7	4						34
Drugs	2	0	3	0	1	1	1						8
Other	2	1	1	0	1	2	0						7
Other Theft	1	1	1	4	5	4	1						17
Possession of weapons	0	1	0	2	0	1	0						4
Public Order	2	6	4	5	1	2	2						22
Robbery	2	0	0	1	0	0	0						3
Shoplifting	13	18	24	25	16	3	12						111
Vehicle	3	2	4	1	2	1	2						15
Violence / Sexual	24	13	18	14	20	15	7						111
<b>Total</b>	<b>58</b>	<b>53</b>	<b>78</b>	<b>65</b>	<b>66</b>	<b>48</b>	<b>39</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>407</b>

Category	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24
Anti-Social Behaviour	10	11	12	10	8	12	5	5	13	12	15	11	9
Bicycle Theft	0	0	0	1	0	0	0	0	0	0	0	0	1
Burglary	0	3	0	0	0	0	1	0	2	0	0	0	0
Criminal Damage and Arson	3	9	4	3	4	1	3	6	8	1	5	7	4
Drugs	0	0	0	0	0	0	2	0	3	0	1	1	1
Other Theft	1	5	2	2	0	1	1	1	1	4	5	4	1
Public Order	1	0	1	1	1	1	2	6	4	5	1	2	2
Robbery	1	1	0	1	1	2	0	0	0	1	0	0	0
Shoplifting	11	7	16	12	7	12	13	18	24	25	16	3	12
Vehicle Crime	2	3	3	4	0	3	3	2	4	1	2	1	2
Violent and Sexual Offences	17	11	16	6	19	31	24	13	18	14	20	15	7
Other Crime	0	0	1	0	0	0	2	1	1	0	1	2	0
Possession of Weapons	2	1	0	2	0	1	0	1	0	2	0	1	0



Accounts for Payment September 2024

Date	Reference	Payee	Details	Amount
02.09.24		Northants Fire	Fire alarm maintenance, Town Hall	£367.99
02.09.24		Direct 365	Excess waste collection	£2.21
02.09.24		Hobby Craft	Craft supplie, Hub	£38.67
02.09.24		SLCC	Training Conference	£677.00
02.09.24		John Reed & Sons	Chamber table refurbishment	£3,180.00
24.09.24		Acorn	Service of stairlift, Town Hall	£150.00
24.09.24		Amazon	ntion for water system, paint, hose pipe adaptor, ink cartridge (hub),	£334.27
24.09.24		Mayor of Huntingdon	Black tie event tickets	£75.00
24.09.24		ESPO	Laminating pouches	£20.70
24.09.24		Microshade	IT support	£816.48
24.09.24		Crimesecure	CCTV monitoring	£4,938.00
24.09.24		Rutherfords	Padlocks, hooks, latch	£185.41
24.09.24		W. Cave	Repair Town Hall and pavilion lights	£144.00
24.09.24		Aitchison Raffety	Neighbourhood plan consultancy fees	£606.00
24.09.24		PKF Littlejohn	Audit	£1,638.00
24.09.24		Kier Integrated Services	Signs and clamps for VAS	£53.70
24.09.24		Rushden Town Council	Wellbeing bus contribution	£1,068.78
24.09.24		Cloudy IT	IT support	£425.28
		Lloyds	Bank charge, SIM package, fridge replacement, VAS fixtures, stamps, tennis nets, adobe annual fee	£678.10
02.09.24		Direct 365	Waste bin collection	£38.42
		Bright Hr	HR Support	£43.44
10.09.24		BT	Telephone charges	£212.82
20.09.24		British Gas	Feeder pillar 1	£13.64

15.09.24		British Gas	Feeder pillar 2	£60.10
08.09.24		Yu Energy	Streetlighting Electric	£62.83
08.09.24		Yu Energy	Streetlighting Electric	£335.54
08.09.24		Yu Energy	Electric Town Hall	£218.40
08.09.24		Yu Energy	Electric Tennis Bld	£120.74
10.09.24		Yu Energy	Gas, Town Hall	£68.58
08.09.24		Yu Energy	Electric, Pavilion	£201.51
08.09.24		Yu Energy	Electricity, Public Toilets	£100.43
08.09.24		Yu Energy	Electric, chapel	£22.52
17.09.24		EE	Mobile phone charges	£87.44
08.09.24		Fuel Card	Fuel	£14.40
	SO	NNC	Rates Town Hall	£357.00
	SO	NNC	Rates Market Square	£120.00
	SO	NNC	Rates Tennis court building	£52.00
	SO	NNC	Rates Cemetery	£135.00
	SO	NNC	Rates Saffron Road car park	£245.00
				#####

Annual Budget - By Centre (Actual YTD Month 5)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>100 Administration</b>											
1076 Precept	477,000	477,000	0	0	500,000	0	500,000	250,000	0	0	0
1090 Interest Received	2,500	36,724	0	0	5,000	0	5,000	11,439	0	0	0
1900 Miscellaneous Income	2,000	5,291	0	0	0	0	0	51,069	0	0	0
<b>Total Income</b>	<b>481,500</b>	<b>519,015</b>	<b>0</b>	<b>0</b>	<b>505,000</b>	<b>0</b>	<b>505,000</b>	<b>312,508</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000 Salaries	154,000	134,738	0	0	143,100	0	143,100	57,271	0	0	0
4050 Bank Charges	500	344	0	0	450	0	450	659	0	0	0
4055 Audit Fees	2,100	1,365	0	0	2,100	0	2,100	750	0	0	0
4060 Printing	1,700	1,431	0	0	1,500	0	1,500	317	0	0	0
4065 Stationery	900	669	0	0	900	0	900	164	0	0	0
4070 Election Expenses	0	0	0	0	0	1,500	1,500	0	0	0	0
4075 Travel Expenses	350	159	0	0	350	0	350	35	0	0	0
4080 Insurance	6,820	6,990	0	0	7,500	0	7,500	7,541	0	0	0
4085 Subscription	5,600	7,126	0	0	6,300	0	6,300	3,588	0	0	0
4090 Training	3,000	2,700	0	0	3,250	0	3,250	662	0	0	0
4095 Postage	350	140	0	0	200	0	200	4	0	0	0
4100 General Establishment	4,000	1,664	0	0	5,500	0	5,500	2,913	0	0	0
4105 Consultancy/Rushden East	3,500	2,785	0	0	3,500	0	3,500	279	0	0	0
4110 Legal Fees	10,000	2,234	0	0	7,000	0	7,000	0	0	0	0
4120 IT	6,000	5,755	0	0	6,800	0	6,800	3,903	0	0	0
4160 Advertising & Promotion	250	193	0	0	250	0	250	0	0	0	0
<b>Overhead Expenditure</b>	<b>199,070</b>	<b>168,294</b>	<b>0</b>	<b>0</b>	<b>188,700</b>	<b>1,500</b>	<b>190,200</b>	<b>78,087</b>	<b>0</b>	<b>0</b>	<b>0</b>

Annual Budget - By Centre (Actual YTD Month 5)

	<u>Last Year</u>		<u>Current Year</u>					<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
					<u>316,300</u>		<u>314,800</u>	<u>234,421</u>	<u>0</u>		
		<u>350,722</u>									
<b>Movement to/(from) Gen Reserve</b>											
<b>110 Communication &amp; Information</b>											
1100 Advertising Income	0	250	0	0	0	0	0	0	0	0	0
1500 Grants Received	0	595	0	0	0	0	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>845</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4150 Newsletter	6,100	6,043	0	0	6,350	0	6,350	3,012	0	0	0
4155 Website	1,300	400	0	0	1,300	0	1,300	0	0	0	0
4160 Advertising & Promotion	2,600	2,569	0	0	2,500	0	2,500	369	0	0	0
<b>5</b>											
<b>Overhead Expenditure</b>	<b>10,000</b>	<b>9,012</b>	<b>0</b>	<b>0</b>	<b>10,150</b>	<b>0</b>	<b>10,150</b>	<b>3,380</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(10,000)</b>	<b>(8,167)</b>	<b>(10,150)</b>		<b>(10,150)</b>		<b>(10,150)</b>	<b>(3,380)</b>	<b>0</b>		<b>0</b>
<b>200 Cemetery</b>											
1200 Burial Income	11,000	12,890	0	0	10,000	0	10,000	5,040	0	0	0
1205 Memorials	1,500	1,535	0	0	1,500	0	1,500	1,470	0	0	0
<b>Total Income</b>	<b>12,500</b>	<b>14,425</b>	<b>0</b>	<b>0</b>	<b>11,500</b>	<b>0</b>	<b>11,500</b>	<b>6,510</b>	<b>0</b>	<b>0</b>	<b>0</b>
4200 Grounds Maintenance	12,750	8,955	0	0	9,500	0	9,500	2,515	0	0	0
4205 Burial Expenditure	8,000	7,031	0	0	6,000	0	6,000	1,831	0	0	0
4210 Electricity/Gas - Cem. Chapel	300	77	0	0	300	0	300	88	0	0	0
4215 Maintenance - Cem. Chapel	2,785	2,785	0	0	1,500	0	1,500	0	0	0	0
4220 Rates/Water	2,000	1,314	0	0	1,000	0	1,000	720	0	0	0
4900 Miscellaneous Costs	0	6	0	0	0	0	0	150	0	0	0

## Annual Budget - By Centre (Actual YTD Month 5)

	Last Year		Current Year					Next Year			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
			0	0	18,300	0	18,300	5,304	0	0	0
<b>Overhead Expenditure</b>	25,835	20,168									
<b>200 Net Income over Expenditure</b>	-13,335	-5,743	0	0	-6,800	0	-6,800	1,206	0	0	0
6000 plus Transfer from EMR	0	0	0	0	0	0	0	150	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(13,335)</b>	<b>(5,743)</b>			<b>(6,800)</b>		<b>(6,800)</b>	<b>1,356</b>	<b>0</b>		
<b>210 Closed Churchyard</b>											
4200 Grounds Maintenance	0	0	0	0	0	0	0	206	0	0	0
4250 Churchyard Ground Maintenance	2,476	1,637	0	0	1,800	0	1,800	559	0	0	0
4255 Churchyard Other Maintenance	500	6,295	0	0	500	0	500	0	0	0	0
<b>6000 Overhead Expenditure</b>	<b>2,976</b>	<b>7,932</b>	0	0	2,300	0	2,300	765	0	0	0
6000 plus Transfer from EMR	0	6,795	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(2,976)</b>	<b>(1,137)</b>			<b>(2,300)</b>		<b>(2,300)</b>	<b>(765)</b>	<b>0</b>		
<b>220 Parks &amp; Open Spaces</b>											
1300 Tennis Courts Hire	1,000	837	0	0	900	0	900	846	0	0	0
1305 Football Pitch Hire	850	1,153	0	0	850	0	850	208	0	0	0
1310 Pavilion Hire	750	3,272	0	0	1,000	0	1,000	506	0	0	0
1315 Verge Cutting Income	2,180	2,184	0	0	2,184	0	2,184	0	0	0	0
1320 MUGA Hire	300	300	0	0	300	0	300	300	0	0	0
1325 Wayleaves	750	938	0	0	750	0	750	313	0	0	0
1330 Maintenance Investment Income	4,000	3,680	0	0	3,000	0	3,000	950	0	0	0
1335 Cricket & Bowls Club Income	820	395	0	0	820	0	820	770	0	0	0
1500 Grants Received	0	2,500	0	0	0	0	0	0	0	0	0

Continued on next page



Annual Budget - By Centre (Actual YTD Month 5)

	Last Year		Current Year				Next Year				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Total Income</b>	10,650	15,259	0	0	9,804	0	9,804	3,893	0	0	0
4000 Salaries	18,500	18,453	0	0	20,910	0	20,910	8,295	0	0	0
4200 Grounds Maintenance	113,000	90,531	0	0	90,340	0	90,340	21,438	0	0	0
4220 Rates/Water	5,000	4,873	0	0	5,000	0	5,000	1,540	0	0	0
4270 Nightingale Way PA	500	225	0	0	250	0	250	73	0	0	0
4275 Travel/Vehicle Exp	2,600	1,484	0	0	2,600	0	2,600	1,848	0	0	0
4280 Saffron Road Play Area	6,630	7,701	0	0	3,500	0	3,500	1,967	0	0	0
4285 Fitzwilliam Leys Play Area	2,000	183	0	0	2,000	0	2,000	498	0	0	0
4290 Villa Rise Play Area	1,000	69	0	0	1,000	0	1,000	488	0	0	0
4295 Skateboard Park	500	0	0	0	500	0	500	0	0	0	0
4300 Cleaning	2,000	1,860	0	0	2,000	0	2,000	793	0	0	0
4305 Grants Made	0	0	0	0	1,400	0	1,400	0	0	0	0
4310 Electricity/Gas - Pavilion	5,600	5,274	0	0	3,600	0	3,600	1,314	0	0	0
4315 Maintenance - Pavilion	3,000	924	0	0	2,000	0	2,000	338	0	0	0
4320 Tree Work	25,000	14,710	0	0	15,000	0	15,000	3,745	0	0	0
4325 Materials & Plant	1,000	1,045	0	0	2,000	0	2,000	502	0	0	0
4900 Miscellaneous Costs	6,500	6,076	0	0	4,000	0	4,000	7,720	0	0	0
<b>Overhead Expenditure</b>	192,830	153,408	0	0	156,100	0	156,100	50,559	0	0	0
<b>220 Net Income over Expenditure</b>	-182,180	-138,149	0	0	-146,296	0	-146,296	-46,666	0	0	0
6000 plus Transfer from EMR	0	455	0	0	0	0	0	6,639	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(182,180)</b>	<b>(137,694)</b>			<b>(146,296)</b>		<b>(146,296)</b>	<b>(40,027)</b>			<b>0</b>
<b>230 Car Parks</b>											

## Annual Budget - By Centre (Actual YTD Month 5)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1400	Wayleaves	45	105	0	0	45	0	45	20	0	0
	<b>Total Income</b>	45	105	0	0	45	0	45	20	0	0
4200	Grounds Maintenance	450	417	0	0	360	0	360	134	0	0
4220	Rates/Water	4,250	3,424	0	0	4,250	0	4,250	1,822	0	0
4225	Electricity - Market Square	700	1,600	0	0	500	0	500	-682	0	0
4350	Saffron Road Maintenance	500	0	0	0	500	0	500	30	0	0
4355	Market Square Maintenance	300	0	0	0	300	0	300	0	0	0
	<b>Overhead Expenditure</b>	6,200	5,441	0	0	5,910	0	5,910	1,304	0	0
<b>01</b>	<b>Movement to/(from) Gen Reserve</b>	<b>(6,155)</b>	<b>(5,336)</b>			<b>(5,865)</b>		<b>(5,865)</b>	<b>(1,284)</b>		
<b>240</b>	<b>Farmers' Market</b>										
1450	Lettings	4,500	4,745	0	0	4,500	0	4,500	2,238	0	0
1900	Miscellaneous Income	0	0	0	0	30	0	30	0	0	0
	<b>Total Income</b>	4,500	4,745	0	0	4,530	0	4,530	2,238	0	0
4000	Salaries	950	990	0	0	1,090	0	1,090	221	0	0
4160	Advertising & Promotion	1,500	1,035	0	0	1,000	0	1,000	30	0	0
4380	Certification/Subscriptions	115	70	0	0	115	0	115	0	0	0
4900	Miscellaneous Costs	250	208	0	0	350	0	350	180	0	0
	<b>Overhead Expenditure</b>	2,815	2,303	0	0	2,555	0	2,555	431	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>1,685</b>	<b>2,442</b>			<b>1,975</b>		<b>1,975</b>	<b>1,807</b>		
<b>250</b>	<b>Street Lighting</b>										

Continued on next page

Annual Budget - By Centre (Actual YTD Month 5)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>					
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
4390 Electricity - Street Lights	5,200	5,344	0	0	4,500	0	4,500	1,519	0	0	0	
4395 Maintenance - Street Lights	800	339	0	0	500	0	500	381	0	0	0	
<b>Overhead Expenditure</b>	<b>6,000</b>	<b>5,683</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>1,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(6,000)</b>	<b>(5,683)</b>			<b>(5,000)</b>		<b>(5,000)</b>	<b>(1,900)</b>	<b>0</b>			
<b><u>260 Public Conveniences</u></b>												
4220 Rates/Water	1,200	2,915	0	0	1,500	0	1,500	597	0	0	0	
4300 Cleaning	8,000	7,523	0	0	7,500	0	7,500	3,106	0	0	0	
4410 Electricity/Gas - Public WC	2,700	1,211	0	0	1,391	0	1,391	355	0	0	0	
4415 Maintenance - Public WC	2,000	229	0	0	1,500	0	1,500	1,756	0	0	0	
<b>Overhead Expenditure</b>	<b>13,900</b>	<b>11,878</b>	<b>0</b>	<b>0</b>	<b>11,891</b>	<b>0</b>	<b>11,891</b>	<b>5,815</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(13,900)</b>	<b>(11,878)</b>			<b>(11,891)</b>		<b>(11,891)</b>	<b>(5,815)</b>	<b>0</b>			
<b><u>270 Public Facilities</u></b>												
4430 CCTV	16,500	16,460	0	0	17,450	0	17,450	8,290	0	0	0	
4435 Community Transport	16,221	23,220	0	0	20,000	0	20,000	6,582	0	0	0	
4445 Public Seats	1,000	2,399	0	0	2,500	0	2,500	0	0	0	0	
4450 Litter Bins	500	0	0	0	500	0	500	0	0	0	0	
4451 Grit Bins	500	0	0	0	100	0	100	0	0	0	0	
4455 Dog Bins	700	703	0	0	700	0	700	-52	0	0	0	
4460 Hanging Baskets	400	187	0	0	500	0	500	81	0	0	0	
4465 Public Clock	597	597	0	0	50	0	50	0	0	0	0	
<b>Overhead Expenditure</b>	<b>36,418</b>	<b>43,566</b>	<b>0</b>	<b>0</b>	<b>41,800</b>	<b>0</b>	<b>41,800</b>	<b>14,901</b>	<b>0</b>	<b>0</b>	<b>0</b>	
6000 plus Transfer from EMR	0	8,460	0	0	0	0	0	0	0	0	0	

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 5)

	Last Year		Current Year				Next Year				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>275</b>											
<b>    Movement to/(from) Gen Reserve</b>	<b>(36,418)</b>	<b>(35,106)</b>			<b>(41,800)</b>		<b>(41,800)</b>	<b>(14,901)</b>			
<b>    Library and Wellbeing</b>											
1500 Grants Received	0	25,854	0	0	0	0	0	0	0	0	0
1700 Room Hire	0	129	0	0	100	0	100	0	0	0	0
			0	0	100	0	100	0	0	0	0
<b>    Total Income</b>	<b>0</b>	<b>25,983</b>					<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000 Salaries	5,000	2,960	2,040	0	12,670	0	14,710	4,933	0	0	0
4490 Equipment/ Materials	5,060	2,790	2,270	0	2,500	0	4,770	725	0	0	0
4491 Administration	500	3	497	0	500	0	997	266	0	0	0
4492 Wellbeing Services	1,250	0	1,250	0	2,500	0	3,750	493	0	0	0
4493 Volunteers	0	0	0	0	3,545	0	3,545	756	0	0	0
<b>    Overhead Expenditure</b>	<b>11,810</b>	<b>5,753</b>	<b>6,057</b>	<b>0</b>	<b>21,715</b>	<b>0</b>	<b>27,772</b>	<b>7,174</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>    Movement to/(from) Gen Reserve</b>	<b>(11,810)</b>	<b>20,230</b>			<b>(21,615)</b>		<b>(27,672)</b>	<b>(7,174)</b>			
<b>280</b>											
<b>    Town Hall</b>											
4000 Salaries	1,200	1,311	0	0	1,360	0	1,360	538	0	0	0
4220 Rates/Water	3,550	3,422	0	0	3,500	0	3,500	1,870	0	0	0
4470 Telephone & Broadband	3,400	3,687	0	0	3,000	0	3,000	1,076	0	0	0
4475 Security & Fire Alarm	1,600	2,063	0	0	1,600	0	1,600	760	0	0	0
4480 Electricity/Gas - Town Hall	6,500	6,520	0	0	4,200	0	4,200	1,299	0	0	0
4485 Maintenance - Town Hall	4,000	1,290	0	0	2,500	0	2,500	1,413	0	0	0
<b>    Overhead Expenditure</b>	<b>20,250</b>	<b>18,292</b>	<b>0</b>	<b>0</b>	<b>16,160</b>	<b>0</b>	<b>16,160</b>	<b>6,957</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>    Movement to/(from) Gen Reserve</b>	<b>(20,250)</b>	<b>(18,292)</b>			<b>(16,160)</b>		<b>(16,160)</b>	<b>(6,957)</b>			

## Annual Budget - By Centre (Actual YTD Month 5)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b><u>290</u></b>											
<b><u>Civic</u></b>											
4000 Salaries	1,150	1,266	0	0	1,040	0	1,040	516	0	0	0
4500 Mayoral Allowance	1,500	1,321	0	0	1,500	0	1,500	194	0	0	0
4505 Civic Events	1,000	230	0	0	1,000	0	1,000	305	0	0	0
4510 Insignia	250	0	0	1,579	250	0	1,829	0	0	0	0
4515 Honorary Freedom	0	0	0	-579	579	0	0	0	0	0	0
4520 Twinning	0	0	0	-1,000	1,500	0	500	64	0	0	0
			0	0	5,869	0	5,869	1,079	0	0	0
<b>Overhead Expenditure</b>	<b>3,900</b>	<b>2,817</b>									
<b>Movement to/(from) Gen Reserve</b>	<b>(3,900)</b>	<b>(2,817)</b>			<b>(5,869)</b>		<b>(5,869)</b>	<b>(1,079)</b>			
<b><u>300</u></b>											
<b><u>Economic &amp; Tourist Dev</u></b>											
4530 Tourism and Economy	5,000	8,490	0	0	5,000	0	5,000	458	0	0	0
			0	0	5,000	0	5,000	458	0	0	0
<b>Overhead Expenditure</b>	<b>5,000</b>	<b>8,490</b>									
plus Transfer from EMR	0	2,395	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(5,000)</b>	<b>(6,095)</b>			<b>(5,000)</b>		<b>(5,000)</b>	<b>(458)</b>			
<b><u>310</u></b>											
<b><u>Events</u></b>											
1500 Grants Received	0	4,405	0	0	0	0	0	0	0	0	0
1600 Christmas Sparkle Income	5,000	7,870	0	0	5,000	0	5,000	1,460	0	0	0
1605 Royal Party Income	0	1,447	0	0	0	0	0	0	0	0	0
1610 Other Event Income	0	0	0	0	1,150	0	1,150	0	0	0	0
			0	0	6,150	0	6,150	1,460	0	0	0
<b>Total Income</b>	<b>5,000</b>	<b>13,722</b>									
4550 Christmas Lighting	8,000	9,530	0	0	8,000	0	8,000	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 5)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4551 Other Events	1,000	3,550	0	0	6,650	0	6,650	3,180	0	0	0
4555 Christmas Sparkle Costs	7,500	7,601	0	0	10,000	0	10,000	0	0	0	0
4560 Royal Party Costs	5,297	5,297	0	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>21,797</b>	<b>25,978</b>	<b>0</b>	<b>0</b>	<b>24,650</b>	<b>0</b>	<b>24,650</b>	<b>3,180</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>310 Net Income over Expenditure</b>	<b>-16,797</b>	<b>-12,256</b>	<b>0</b>	<b>0</b>	<b>-18,500</b>	<b>0</b>	<b>-18,500</b>	<b>-1,720</b>	<b>0</b>	<b>0</b>	<b>0</b>
6000 plus Transfer from EMR	0	4,665	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(16,797)</b>	<b>(7,591)</b>			<b>(18,500)</b>		<b>(18,500)</b>	<b>(1,720)</b>	<b>0</b>		
<b>320 College Street</b>											
1650 Rental Income	19,500	21,900	0	0	23,125	0	23,125	9,636	0	0	0
<b>Total Income</b>	<b>19,500</b>	<b>21,900</b>	<b>0</b>	<b>0</b>	<b>23,125</b>	<b>0</b>	<b>23,125</b>	<b>9,636</b>	<b>0</b>	<b>0</b>	<b>0</b>
4605 Maintenance - College Street	3,000	0	0	0	3,000	0	3,000	17,214	0	0	0
<b>Overhead Expenditure</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>17,214</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>320 Net Income over Expenditure</b>	<b>16,500</b>	<b>21,900</b>	<b>0</b>	<b>0</b>	<b>20,125</b>	<b>0</b>	<b>20,125</b>	<b>-7,578</b>	<b>0</b>	<b>0</b>	<b>0</b>
6000 plus Transfer from EMR	0	0	0	0	0	0	0	15,844	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>16,500</b>	<b>21,900</b>			<b>20,125</b>		<b>20,125</b>	<b>8,266</b>	<b>0</b>		
<b>340 Projects/Capital Expenditure</b>											
1500 Grants Received	0	10,163	0	0	0	0	0	5,780	0	0	0
<b>Total Income</b>	<b>0</b>	<b>10,163</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,780</b>	<b>0</b>	<b>0</b>	<b>0</b>
4801 Highways and Transport	10,000	8,556	0	0	0	0	0	0	0	0	0

## Annual Budget - By Centre (Actual YTD Month 5)

	<u>Last Year</u>		<u>Current Year</u>					<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4805 Pavilion Refurb/Comm Centre	50,000	3,522	0	0	50,000	0	50,000	0	0	0	0
4820 Christmas Decorations	3,000	3,000	0	0	1,500	0	1,500	0	0	0	0
4835 Equipment Replacement	3,000	2,675	0	0	3,000	0	3,000	764	0	0	0
4841 Community Plan	0	0	0	0	5,000	0	5,000	0	0	0	0
4842 Neighbourhood Plan	10,000	4,208	0	0	10,000	0	10,000	0	0	0	0
4843 Climate Change	4,200	918	0	0	5,000	0	5,000	0	0	0	0
4844 Riverside Park	10,000	939	0	0	3,000	0	3,000	0	0	0	0
4846 Community Orchard	0	0	0	0	3,000	0	3,000	0	0	0	0
<b>Overhead Expenditure</b>	<b>90,200</b>	<b>23,818</b>	<b>0</b>	<b>0</b>	<b>80,500</b>	<b>0</b>	<b>80,500</b>	<b>764</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>340 Net Income over Expenditure</b>	<b>-90,200</b>	<b>-13,655</b>	<b>0</b>	<b>0</b>	<b>-80,500</b>	<b>0</b>	<b>-80,500</b>	<b>5,017</b>	<b>0</b>	<b>0</b>	<b>0</b>
6000 plus Transfer from EMR	0	3,256	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(90,200)</b>	<b>(10,399)</b>			<b>(80,500)</b>		<b>(80,500)</b>	<b>5,016</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>900 Earmarked Reserves</b>											
9320 EMR- Higham Ferrers Improvs	0	0	0	0	8,000	0	8,000	0	0	0	0
9325 EMR- Building Maintenance	0	0	0	0	15,000	0	15,000	0	0	0	0
9335 EMR- Insignia	0	0	0	0	500	0	500	0	0	0	0
9365 EMR- Public Conveniences	0	0	0	0	10,000	0	10,000	0	0	0	0
<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33,500</b>	<b>0</b>	<b>33,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>			<b>(33,500)</b>		<b>(33,500)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Annual Budget - By Centre (Actual YTD Month 5)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Total Budget Income</b>	533,695	626,163	0	0	560,254	0	560,254	342,045	0	0	0
<b>Expenditure</b>	652,001	512,834	6,057	0	633,100	1,500	640,657	199,272	0	0	0
<b>Net Income over Expenditure</b>	<u>-118,306</u>	<u>113,329</u>	<u>-6,057</u>	<u>0</u>	<u>-72,846</u>	<u>-1,500</u>	<u>-80,403</u>	<u>142,773</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	26,026	0	0	0	0	0	22,633	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(118,306)</u>	<u>139,355</u>			<u>(72,846)</u>		<u>(80,403)</u>	<u>165,406</u>	<u>0</u>		



# HIGHAM FERRERS TOWN COUNCIL

## TOWN COUNCIL MEETING

24<sup>th</sup> SEPTEMBER 2024

**REPORT: Expenditure**

**REPORT AUTHOR: Town Clerk, Alicia Schofield**

1.	<b>PURPOSE</b>														
1.1.	To approve the following expenditure:-														
(i)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"><b>Annual Tree Works</b></td> <td>There is provision within budget</td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> </tr> <tr> <td rowspan="4" style="vertical-align: top;"><b>FINANCIAL IMPLICATION £21188</b></td> <td>There is no provision within budget</td> <td></td> <td></td> </tr> <tr> <td>There is insufficient provision within budget</td> <td></td> <td style="text-align: center;">x</td> </tr> <tr> <td>£15,500 virement to cover the shortfall and provide a small balance for the remainder of the year From 220/4200 Grounds Maintenance To 220/4320 Tree Work</td> <td></td> <td style="text-align: center;">x</td> </tr> </table>	<b>Annual Tree Works</b>	There is provision within budget			<b>FINANCIAL IMPLICATION £21188</b>	There is no provision within budget			There is insufficient provision within budget		x	£15,500 virement to cover the shortfall and provide a small balance for the remainder of the year From 220/4200 Grounds Maintenance To 220/4320 Tree Work		x
<b>Annual Tree Works</b>	There is provision within budget														
<b>FINANCIAL IMPLICATION £21188</b>	There is no provision within budget														
	There is insufficient provision within budget		x												
	£15,500 virement to cover the shortfall and provide a small balance for the remainder of the year From 220/4200 Grounds Maintenance To 220/4320 Tree Work		x												
		<p>The trees are inspected on a regular basis on a rolling programme. The inspection for this year included the following areas:-</p> <ul style="list-style-type: none"> <li>• Saffron Road Recreation Ground</li> <li>• Cemetery</li> <li>• Queensway</li> <li>• Roman Way</li> <li>• Bailey Court leading to Bates Close</li> <li>• Parker Way -School Lane</li> <li>• Hecham - Kingsmeadow</li> <li>• Hecham – Millfields – Ftzwilliam</li> <li>• Hecham Way verges</li> <li>• Grassmere to Coniston, Windermere Drive and Ullswater Close</li> <li>• Open space situated adjacent to Mallard Close</li> <li>• Stanwick Road Dogs Off Lead area and Mallard Close</li> </ul> <p>The report identified low, medium, high and urgent works required. Quotes have been obtained for the medium, and high priority works. Any urgent works were undertaken after receipt of the report. Low priority works will be scheduled for next year 2025.</p> <p>Quote A £21188 Quote B (to follow) Quote C (to follow)</p>													

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

HIGHAM FERRERS TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

28/05/2024

and recorded as minute reference:

24/639.2

Signed by the Chair and Clerk of the meeting where approval was given:

Chair



Clerk

R. Schjield

ENTER PUBLIC WEBSITE ADDRESS [www.highamferrers-tc.gov.uk](http://www.highamferrers-tc.gov.uk)

## Section 2 – Accounting Statements 2023/24 for

### HIGHAM FERRERS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,229,273	1,347,400	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	455,000	477,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	83,287	149,163	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	144,098	159,718	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	276,062	353,116	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,347,400	1,460,729	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,320,464	1,456,626	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2,496,134	2,509,869	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*DD. Saqia*

Date

*04/05/2024*

I confirm that these Accounting Statements were approved by this authority on this date:

*28/05/2024*

as recorded in minute reference:

*24/039.3*

Signed by Chair of the meeting where the Accounting Statements were approved

*[Signature]*

USE REQUIRED

### Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **HIGHAM FERRERS TOWN COUNCIL - NH0126**

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

#### 3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

Date

03/09/2024

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT  
COMMITTEE HELD ON TUESDAY 10<sup>th</sup> SEPTEMBER 2024 AT 6.45PM  
AT THE TOWN HALL, MARKET SQUARE, HIGHAM FERRERS**

**PRESENT:**

Cllr G Salmon (Chairman)  
Cllr Mrs A Gardner  
Cllr Mrs P H Whiting  
Cllr G Kelly  
Cllr V K Paul  
Cllr Mrs C Reavey (as substitute)  
Mrs E Arrow (Assistant Clerk)

1 member of the public

1. **APOLOGIES**

Cllr B Spencer, Cllr N Brown.

2. **DECLARATIONS OF INTEREST**

Cllr P H Whiting - item 5.1 (i) (ii) (iii) – knows the applicants of all 3 planning applications.

3. **MINUTES**

**RESOLVED:**

That the minutes of the meeting held on the 13<sup>th</sup> August 2024 be signed by the Chairman as a true and correct record.

4. **PUBLIC FORUM**

None.

5. **PLANNING**

5.1. To consider response to the following planning applications:-

(i) **NE/24/00770/FUL: Full Planning Permission - Detached garage at 91 Kimbolton Road, Higham Ferrers**

**RESOLVED:**

That the council has no comments and no objections.

(ii) **NE/24/00796/FUL: Full Planning Permission – Single storey rear extension at 8 Williams Way, Higham Ferrers**

**RESOLVED:**

That the council has no comments and no objections.

(iii) **NE/24/00828/FUL: Full Planning Permission – First floor side extension at 5 Mallard Close, Higham Ferrers**

**RESOLVED:**

That the council has no comments and no objections.

5.2. **To receive and note determinations on planning applications**

**RESOLVED:**

That the following determinations on planning applications be received and noted:-

**APPROVAL**

**NE/24/00047/FUL – BMW Home Improvements, 2 Saffron Road, Higham Ferrers, NN10 8ED**

Demolition of rear extensions, construction of extension over existing footprint, external alterations to windows and cladding including installation of solar panels to south elevation roof slope.

**REFUSAL**

**NE/24/00574/FUL – 22 Newman Street, Higham Ferrers, NN10 8JP**

Detached bungalow in the rear garden

*Reasons summarised:*

- *Out of keeping with established character and pattern of development in local area.*
- *Harmful to visual amenities of the area, not enough private amenity space, not high quality design.*
- *Against HFNP policies as cited in our objection.*
- *Unacceptable intensification of a substandard highway (Anne Close), insufficient footways and visibility splays, proposed access conflicts with an existing footpath. Severe harm to pedestrian and highway safety.*
- *Would likely adversely affect the integrity of the Upper Nene Valley Gravel Pits SPA.*
- *Insufficient information provided regarding Biodiversity Net Gain and impact on local biodiversity.*

**TPO APPROVAL**

**NE/24/00540/TPO – The Manor House, 37 Wood Street, Higham Ferrers, NN10 8DL**

T1 – Pine – remove limb

**NE/24/00576/TPO – 5 Bolingbroke Place, Stanwick Road, Higham Ferrers, NN10 8BF**

T1 Sycamore – crown reduction by approximately 1.5-2m in height and lateral reduction by up to 1.5m, pruning to suitable growth points, crown clean, crown thin by 15%.

**TREE WORK IN CONSERVATION AREA**

**NE/24/00699/TCA – Land adjacent to The John White Close, Higham Ferrers, NN10 8DT**

716; Sycamore x 4 - reduce all to 5m monolith. 717; Sycamore - remove ivy up to 5m. 718; Hawthorn - reduce in height by 2.5m. 719; Sycamore - remove 2m of ivy. 720; Hawthorn - remove 2m of ivy on all stems and remove ivy from crown. 721; Sycamore - remove ivy. 722; Hawthorn - remove 2m of ivy on all stems and remove ivy from crown.

**6. ITEMS TO REPORT**

None.

**7. DATE OF NEXT MEETING**

8<sup>th</sup> October 2024

**Chairman**

**Date**

**MINUTES OF A MEETING OF THE ENVIRONMENT AND RECREATION  
COMMITTEE HELD ON TUESDAY 10<sup>th</sup> SEPTEMBER 2024 AT 7.30PM  
IN THE TOWN HALL, MARKET SQUARE, HIGHAM FERRERS**

**PRESENT:**

Cllr C O'Rourke (Chairman)  
Cllr Mrs P H Whiting  
Cllr V K Paul  
Cllr G Kelly  
Cllr B Spencer (as substitute)  
Cllr S Prosser (as substitute)  
Miss A Schofield (Town Clerk)  
Mrs E M Arrow (Assistant Clerk)

1 member of the public

1. **APOLOGIES**

Cllr H L Jackson, Cllr P McCann, Cllr P Tomas.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES**

**RESOLVED:**

That the minutes of the meeting held on 9<sup>th</sup> July 2024 be approved and signed by the Chairman as a true and correct record.

4. **PUBLIC FORUM**

None.

5. **SPORTS AND HIRE FEES REVIEW**

**RESOLVED TO RECOMMEND:**

That the current sports and hire fees for 2024-25 remain unchanged for 2025-26, as follows:-

**Sports Clubs and Facility Fees**

- Football Clubs: Football Pitch only - £16 per match. With Changing Rooms - £25 per match. With access to Pavilion for Toilets - £9.50 per match.
- Cricket Club: Cricket Pitch - £220 per season. Changing Rooms - £300 per season. The above charge is per season assuming a match each weekend, additional matches may be charged pro rata'd at the above rate.
- Tennis Club: - £162.50 per quarter to include all matches, club and coaching sessions and use of the cabin.

**Casual Hire of Tennis Courts and MUGA**

- Tennis Court Hire - £5 per hour. Half price if a Tennis Club Member.
- Regular users - seasonal fee of £50 per annum.
- MUGA - £10 per hour

**School Use of Facilities**

Fee for the period after May half term through to the end of summer term period, £300.

**Sports Pavilion Hire**

Category of Hire	Room Type	Price per Hour (£) (Mondays –	Price per Hour (£) (Sundays/Public

		Saturdays inclusive)	Bank Holidays)
Commercial	Hall 1	£12.50	£18.75
Charity	Hall 1	£10	£15
Community	Hall 1	£9.50	£14.25
Under 13's Party	Hall 1	£8.50	£12.75
Private Function / Party	Hall 1	£11	£16.50

*If you are a group, individual or organisation offering free health and wellbeing services to residents of the town, the council will consider offering free use of this facility on a case by case basis.*

### **Hire of Castle Fields**

The use of Castle Fields for fairs etc. be subject to negotiation by the Clerk, with a minimum fee of £500.

### **Outdoor Events on Town Council owned Open Spaces**

- **Local Community/Charity based in Higham Ferrers** - No charge (but donations accepted for upkeep)
- **Local Community/Charity based outside of Higham Ferrers** - £50 per day.
- **Commercial other** – subject to negotiation by Clerk, minimum of £150 per day.
- **Corporate** – subject to negotiation by Clerk, minimum of £300 per day.
- **Local Government events promoting sports, health and wellbeing for the Higham Ferrers community** – No charge (but donations accepted for upkeep).
- **Fitness sessions/dance/activity classes** – If there is no fee charged by the hirer to their participants – No charge (but donations accepted for upkeep). If there is a fee charged by the hirer to their participants - £10 per session held.

#### 6. **REVIEW OF THE FREE USE OF THE PAVILION**

##### **RESOLVED:**

That the continued free use of the pavilion is permitted for both AK Fitness Training and the Book Exchange.

#### 7. **LARKIN GARDENS PLAY AREAS**

##### **RESOLVED TO RECOMMEND:**

That the council adopt the play area adjacent to 57 Larkin Gardens and the play area adjacent to 20 Larkin Gardens subject to agreement on the commuted sums. That the Clerk be delegated to agree the commuted sum within the range specified.

#### 8. **BIODIVERSITY ACTION PLAN**

##### **RESOLVED TO RECOMMEND:**

That a Biodiversity Action Plan be approved.

#### 9. **TREE PLANTING, SAFFRON ROAD RECREATION GROUND**

##### **RESOLVED TO RECOMMEND:**

That two 12-14ft swedish white beam trees be planted at Saffron Road Recreation Ground with a budget of £750 approved for the cost of the purchase and planting of the trees plus associated stakes, tree ties and metal guards.

#### 10. **PARISH PATHS WARDEN REPORT**

##### **RESOLVED:**

That the Parish Paths Warden report is received and noted with thanks to Marion Darnell.



11. **ITEMS TO REPORT**

Cllr Whiting attended an event in Rushden that was run by NNC and had sports clubs, police, a fire engine, water slide, golf and other activities available for attendees. The event was free for activities and attendance. It was very well run and received and Cllr Whiting asks if we can request the event be brought to Higham Ferrers next year.

12. **DATE OF NEXT MEETING**

12<sup>th</sup> November 2024

Chairman

Date

**MINUTES OF THE CLIMATE CHANGE WORKING PARTY MEETING HELD ON  
TUESDAY 10<sup>TH</sup> SEPTEMBER 2024  
AT THE TOWN HALL, MARKET SQUARE, HIGHAM FERRERS**

**PRESENT:** Cllr V K Paul, Cllr G Kelly, Cllr S Prosser, Miss A Schofield (Town Clerk), Mrs E Arrow (Assistant Clerk)

**1. APOLOGIES**

Cllr Mrs J Bone

**2. MINUTES**

The minutes of the meeting held on 22<sup>nd</sup> August 2023 were agreed as a true and correct record.

**3. BEE SQUARED PROJECT**

The working party agreed that it be recommended we run the project again in 2025 following the success of the project so far and the enthusiasm the local residents have shown for taking part. It is suggested that we approach the Tourism group and potentially other groups such as the Gateway Club or the Hub volunteers to help us to sort the seeds and partake in the project. It is proposed that we produce a total of 3000 envelopes of seeds this year for distribution (up from a total of 2500 last year).

**Recommendation**

That the Council run the Bee Squared project in 2025 with seeds pack to be delivered to all schools. Additional packs are to be available for residents to collect from the Town Hall, willing local businesses and organisations. Budget of £1000 for 3000 seed packs.

**4. PLAN BASED ON CLIMATE RISK**

**4.1. OVERVIEW OF CARBON LITERACY TRAINING**

A report from the Assistant Clerk regarding the Carbon Literacy Project training was received and noted. A number of ideas were discussed from the information given, including the council partaking in the Big Green Week 2025 to boost engagement from the public on climate change and carbon reduction, a themed farmers market and ideas for public consultation.

**4.2. SUSTAINABILITY POLICY – REVIEW OF REQUIREMENTS**

The requirements for the Sustainability Policy were reviewed. It was agreed to find examples of how to benchmark green credentials when it comes to assessing things like contractors etc. There is quite a lot in the Sustainability Policy that we can take action on and many of these actions would come under a Climate Change Action Plan.

**4.3. BIODIVERSITY POLICY AND ACTION PLAN**

The requirements for the Biodiversity Policy and Action Plan were reviewed and agreed.

**4.4. CLIMATE CHANGE PROJECT AS PER BUSINESS FORWARD PLAN**

It is agreed that the next step is to write a Climate Change Action Plan and consider implementing a Sustainable Resource Management Strategy, Carbon Reduction Criteria for Selecting Suppliers and Green Events Policy. A Climate Change Action Plan will be drafted and brought to council for consideration.

**4.5. REVIEW EPC ASSESMENT OF THE TOWN HALL**

The EPC assessment of the Town Hall was reviewed. It is proposed that we explore the options regarding the implementation of a smart thermostat and zoned heating for the Town Hall.

**5. TREE PLANTING**

**5.1. SAPLINGS AT HIGHAM HEIGHTS**

It is agreed that we do not carry out any further planting at Higham Heights this year and instead focus on monitoring the existing saplings. The area has not lent itself very well to tree planting and many of the saplings have not survived.

**5.2. COMMUNITY ORCHARD/TREE PLANTING AS PER BUSINESS FORWARD PLAN**

It is agreed that opportunities are still explored for the possibility of a community orchard and further tree planting in the town. Possible locations were discussed, including the town green and other open spaces. The allotments that may be coming under the town council's ownership on the new estate were also discussed, along with the possibility of the town council retaining an allotment for community use.

**6. FUNDING OPPORTUNITIES**

It is agreed that we continue to explore any possibilities for grant funding that come up.

**7. ANY OTHER BUSINESS**

Electric vehicle charging points were discussed, including the potential implementation of them by the town council in addition to the existing NNC-installed points.

**8. DATE OF NEXT MEETING**

To be called when required.

## HIGHAM FERRERS TOWN COUNCIL

### Public Toilets Working Party

Thursday 12<sup>th</sup> September 2024 at 1pm at the Town Hall

**PRESENT:** Cllr Barry Spencer, Cllr Gary Salmon, Cllr Bert Jackson, Cllr Gerald Kelly, Alicia Schofield (Town Clerk), John Algar (Parks, Open Spaces & Facilities Supervisor)

1. **Apologies**  
None.
2. **Amended Plans - Discussion Point Summary**  
Working party supportive of plan that showed re-design of entrances to have a single entrance area to the front of the disabled toilet that would be shuttered, followed by internal wall change to allow 3 internal doors off the new main entrance area, doors to the gents, ladies and the disabled.  
Minor amendment to straighten internal doorways to ladies and gents, query doorway width for disability access.
3. **Next Steps**
  - 3.1. **Sustainability Policy/Green Credentials**  
Clerk to seek advice/find company who can specifically advise on the possibility and practicality of:-
    - Solar panels to the roof for electricity generation and heating for hot water.
    - Rainwater harvesting for flushing of toilets.This advice required to feed into final design and specification prior to contract.
  - 3.2. **Asbestos**  
Clerk to seek advice/obtain quote accordingly for an asbestos survey to inform contractors.
4. **Any other business**  
None.
5. **Date of next meeting**  
TBA

# HIGHAM FERRERS TOWN COUNCIL

## TOWN COUNCIL MEETING

24<sup>TH</sup> SEPTEMBER 2024

### REPORT: PAVEMENT LICENCE CONSULTATION

REPORT AUTHOR: Town Clerk, Alicia Schofield

<b>BUSINESS FORWARD PLAN</b>	N/A	
<b>COUNCIL OBJECTIVES</b>	N/A	
<b>POLICIES REFERENCED</b>	N/A	
<b>FINANCIAL IMPLICATION</b>	There are no financial implications at this stage	x
	There will be financial implications	
	There is provision within budget	
	Decisions may give rise to additional expenditure	
	Decisions may give rise to potential income	
<b>MEANS OF DELIVERY</b>	N/A	
<b>APPENDICIES</b>	Plan	

#### 1. PURPOSE

- 1.1. To consider a response to the North Northants Council consultation, PV636840460, application for a pavement licence, Savour the Flavour, 32 High Street, Higham Ferrers.

#### 2. APPLICATION DETAIL

- 2.1. Savour the Flavour have applied to North Northants Council to allow them to continue to have outdoor seating, tables, umbrella and canopy located on the pavement the front of their property. Their current licence expires 24<sup>th</sup> September 2024.
- 2.2. The site notice and plan may be viewed under the [applications open for representation](#) page of the NNC website.



# HIGHAM FERRERS TOWN COUNCIL

## TOWN COUNCIL MEETING

24<sup>TH</sup> SEPTEMBER 2024

### REPORT: VE DAY 80<sup>TH</sup> ANNIVERSARY

REPORT AUTHOR: Assistant Clerk, Emily Arrow

<b>BUSINESS FORWARD PLAN</b>	N/A	
<b>COUNCIL OBJECTIVES</b>	N/A	
<b>POLICIES REFERENCED</b>	N/A	
<b>FINANCIAL IMPLICATION</b>	There are no financial implications at this stage	
	There will be financial implications	
	There is provision within budget	
	Decisions may give rise to additional expenditure	x
	Decisions may give rise to potential income	
<b>MEANS OF DELIVERY</b>	Town Clerk, Assistant Clerk	
<b>APPENDICIES</b>	N/A.	

#### 1. PURPOSE

- 1.1. To consider whether to mark the 80<sup>th</sup> anniversary of VE Day.

#### 2. DETAIL OF THE REQUEST

- 2.1. The 80<sup>th</sup> anniversary of VE Day is on Thursday 8<sup>th</sup> May 2025. Town councils are encouraged to take part in a 'shared moment of celebration'. A beacon lighting will take place across the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories at 9.30pm on 8<sup>th</sup> May, and a Tribute reading has been provided to be read by the Mayor at the time of the beacon lighting. Town councils are encouraged to also raise a unique VE Day 80 flag at 9am on that day.
- 2.2. Some further suggestions include street parties, Union Flag themed decorating etc. The Government website can be viewed for further information and plans for the day [VE Day 80](#)

#### 3. FOR CONSIDERATION

- 3.1. Do council wish to mark and become part of the official commemoration of the 80<sup>th</sup> anniversary of VE Day?  
If so, council is invited to come forward with an idea or agree to the establishment of a working party to bring forward recommendations for a plan and budget.

# HIGHAM FERRERS TOWN COUNCIL

## TOWN COUNCIL MEETING

24<sup>th</sup> SEPTEMBER 2024

### REPORT: Town App Update and Promotion

REPORT AUTHOR: Town Clerk, Alicia Schofield

<b>BUSINESS FORWARD PLAN</b>	N/A	
<b>COUNCIL OBJECTIVES</b>	Yes	
<b>POLICIES REFERENCED</b>	N/A	
<b>FINANCIAL IMPLICATION</b>	There are no financial implications at this stage	
	There will be financial implications	
	There is provision within budget	<b>x</b>
	Decisions may give rise to additional expenditure	<b>x</b>
	Decisions may give rise to potential income	
<b>MEANS OF DELIVERY</b>		
<b>APPENDICES</b>	Report Policy & Resources Committee August 2024	

#### 1. PURPOSE

- 1.1 To consider the promotional campaign for the Town App

#### 2. BACKGROUND

- 2.1. A report was presented to the last Policy and Resources Committee meeting providing an overview of the new Town App since it became operational in March of this year. This report forms part of the appendices.
- 2.2. Prior to this town council meeting staff have given councillors a briefing session and demonstration of the app.

#### 3. ANNUAL COSTS

- 3.1. With the app now set-up the cost to the council for ongoing hosting and support is currently set at £400 per annum. The previous app had an annual cost of £3000 per annum so the yearly saving to the council is much reduced.

#### 4. PROMOTION

- 4.1. The Town App is currently promoted in the following ways:-
- Advertised full page in the Higham Times
  - A5 leaflet double sided with Town App to one side (Heritage trail, audio tour and blue plaque trail to the other). Leaflets in Town Hall, the Hub and at the Northamptonshire Hub at Rushden lakes.
  - Posters around town
  - Active promotion at the Farmers' Market
  - Heritage day promotion and leaflet in the free bags
  - Page on the website  
<https://www.highamferrers-tc.gov.uk/higham-ferrers-town-app>
  - Pop over on the website rotational with event promotion and Community Library and Wellbeing Hub promotion
  - Social media posts



- Information given at Business Forum meetings

5. **FOR CONSIDERATION**

5.1. In addition to the continuation of the promotion by the means given above in 4,1, the following suggestions are made to encourage download. Council is asked to consider these suggestions and to come forward with any other suggestions for consideration.

- Use for digital Sparkle programme.
- Use as part of a Christmas town trail competition. People need to download the app to find a clue/part of the trail. Proposed theme for the Christmas town trail is reindeer to link with the reindeers that will be coming to Sparkle for the first time.
- Combine app and Farmers' Market promotion. If people can show the Farmers' Market Manager they have downloaded the app they will receive a money off voucher for the Farmers' Market. One voucher per person or per household with a record kept. Time limited campaign to a particular Farmers' Market and voucher will have an expiry date, voucher to have a minimum spend of £5 to be able to be redeemed. Suggested voucher worth £2.

# HIGHAM FERRERS TOWN COUNCIL

## TOWN COUNCIL MEETING

24<sup>th</sup> SEPTEMBER 2024

**REPORT: Grounds Maintenance Update and Considerations**

**REPORT AUTHOR: Town Clerk, Alicia Schofield**

<b>BUSINESS FORWARD PLAN</b>	Yes	
<b>COUNCIL OBJECTIVES</b>	Yes	
<b>POLICIES REFERENCED</b>	N/A	
<b>FINANCIAL IMPLICATION</b>	There are no financial implications at this stage	
	There will be financial implications	<b>x</b>
	There is provision within budget	
	Decisions may give rise to additional expenditure	<b>x</b>
	Decisions may give rise to potential income	
<b>MEANS OF DELIVERY</b>		
<b>APPENDICES</b>		

### 1. PURPOSE

- 1.1. To receive an update on resolution 24/551.2 that the council express an interest in a consortium arrangement with Rushden Town Council.
- 1.2. To agree to enter a consortium arrangement with Rushden Town Council and Irthlingborough Town Council for the provision of Grounds Maintenance from August 2026.
- 1.3. To consider an extension of the existing interim contract arrangement to run for a period of 15 months from April 2025 to August 2026.

### 2. BACKGROUND

- 2.1. **To receive an update on resolution 24/551.2 that the council express an interest in a consortium arrangement with Rushden Town Council.**

#### **Resolution 24/551.2**

*That the council express interest to join with Rushden Town Council to form a consortium arrangement from 1st August 2026, when Rushden Town Council's current grounds maintenance contract ends.*

### 3. CURRENT POSITION AND CONSIDERATIONS FROM AUGUST 2026

**To agree to enter a consortium arrangement with Rushden Town Council and Irthlingborough Town Council for the provision of Grounds Maintenance from August 2026.**

Rushden Town Council have confirmed they will lead and be the procuring contracting authority. Irthlingborough Town Council agreed at their meeting 10<sup>th</sup> September that they would enter a consortium arrangement with Rushden Town Council.

Council is asked to confirm their intent to enter a consortium arrangement with Rushden Town Council (lead and procuring contracting authority) and Irthlingborough Town Council.

As lead, Rushden Town Council will manage and supervise the procurement process and awarded contract. The cost of the management and supervision will be split between the councils on a pro-rata basis based on the value of the individual council's element of the contract. Rushden Town Council is currently preparing an estimate of the cost for this.

As lead, Rushden Town Council is seeking a quote for legal fees for the procurement of the

contract. It is proposed that the legal fees will be split between the councils on a pro-rata basis based on the value of the council's element of the contract.

**CURRENT POSITION AND CONSIDERATIONS FROM APRIL 2025 to AUGUST 2026  
To consider an extension of the existing interim contract arrangement to run for a period of 15 months from April 2025 to August 2026.**

Grounds maintenance is currently provided directly to the town council by the contractor Turneys.

**Resolution 24/551.1.**

*That given the notice 28th November 2023 that NNC are ending the grounds maintenance consortium as of 31st March 2024 and are not running the procurement for services from 1st April 2024 as originally agreed, that the quote from the consortium contractor for grounds maintenance from 1st April 2024 to 31st March 2025 be accepted.*

*That the reasons for acceptance as negotiated and without competition are based on:-*

- *The need to ensure continuity of grounds maintenance services by 1st April 2024.*
- *Use of a known and proven contractor to the council who is familiar with and already working for the council with familiarity with the sites and schedules.*
- *Requirement for sufficient time for a new procurement to be undertaken.*

*That given the extenuating circumstances council waive Financial Regulations as per clause 11.1 (d).*

*When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to council.*

The arrangement is in place until 1<sup>st</sup> April 2025. Prior to, and assuming entry to the consortium arrangement from August 2026, the council needs to consider how they wish to ensure grounds maintenance provision from 1<sup>st</sup> April 2025 for the 15 month period to August 2026.

The current contractor has been approached and, subject to agreement on a price increase, has confirmed they are able to provide grounds maintenance services for the 15 month period. The Clerk awaits confirmation of the % increase proposed by the contractor to the current price for the 15 month period.

Council is asked to note and consider that:-

- Under the previous consortium arrangement with NNC, formally ENDC, the contractor was supervised. Following the collapse of the NNC consortium, the town council is currently supervising the contract. No additional staff resourcing was recruited and appointed to cover this; the management and supervision was incorporated into the existing workload of the Clerk and the Parks, Open Spaces and Facilities Supervisor. This has the advantage of direct cost savings as there is no longer a supervision charge to the council. This has the disadvantage of reallocation of council staff resourcing from council projects.
- The contractor was behind schedule at the beginning of the year principally due to the weather. This impacted upon service level and quality. The contractor is back on schedule and the level of complaints regarding the grounds maintenance has directly reduced.
- Continued use of the contractor for the 15 month period has the advantage of the use of a known and proven contractor to the council who is familiar with and already working for the council with familiarity with the sites and schedules.
- Council may wish to tender for the 15 month grounds maintenance provision. If this is the case the council is asked to indicate their preference for this now so that the Clerk may have time to deliver upon this. Due to time pressure and staff resourcing it is recommended that consideration be given to this being delivered by an external project manager. Cost estimate can be provided.