

**Parish of HIGHAM FERRERS
NOTICE OF A MEETING OF THE TOWN COUNCIL**

NOTICE IS HEREBY GIVEN THAT –

A Meeting of the Town Council will be held at the Town Hall, Market Square,
Higham Ferrers on the **TWENTY-NINTH day of OCTOBER 2024 at 7.30pm.**

The meeting will be open to the public unless the Council otherwise direct

AGENDA

1. APOLOGIES

- 1.1. To receive apologies for absence.
- 1.2. To approve the absence of Cllr P McCann from meetings for employment reasons until January 2025 (Local Government Act 1972 s.85(1) and (2)).

2. DECLARATIONS OF INTEREST

To receive Declarations of Disclosable Pecuniary Interests and Other Interests and the nature of those interests relating to items on the agenda.

3. MINUTES

To approve and sign as a correct record the minutes of the meeting held on the 24th September 2024.

4. PUBLIC FORUM (15 minutes)

To allow any member of the public to address the meeting for a period of no longer than three minutes each. If the item raised by the member of the public is not on the agenda the Clerk will advise how the issue will be addressed. No decisions can be taken under this item.

5. MAYORS ANNOUNCEMENTS

To receive a verbal report from the Mayor.

6. TOWN CLERK'S REPORT

To receive and note the Town Clerk's Report.

7. QUESTIONS

An opportunity for Councillors to ask questions pursuant to standing order 9. (Questions must relate to business of the Town Council and not be related to items of business on the agenda. Every question shall be put and answered without discussion.)

8. REPORTS OF REPRESENTATIVES TO OTHER BODIES

To receive reports from Councillors on meetings they have attended as representatives to other bodies.

9. REPORTS FROM UNITARY COUNCILLORS

To receive written reports from the North Northamptonshire Unitary Councillors.

10. FINANCE MATTERS

- 10.1. To approve accounts for payment as at 29th October 2024.
- 10.2. To approve the bank account reconciliation as at 30th September 2024.
- 10.3. To receive and note the budget report as at 29th October 2024.
- 10.4. To approve the following expenditure:-
 - (i) Broadband services, 3 year contract at £37.95 per month.
 - (ii) Reimbursement of cost for gas pipe replacement works, 5 & 5A College Street, £2280
- 10.5. To receive and note the NCALC interim internal audit report to the period ending 30th September 2024.

11. **COMMITTEE MEETINGS**

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

11.1. Planning and Development Committee held on the 8th October 2024.

11.2. Policy and Resources Committee held on the 8th October 2024.

Recommendations

11.2.1. **REVIEW OF POLICIES**

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

Complaints Procedure

Unreasonable Complaint Behaviour

Whistleblowing Policy

Vehicle Policy

(ii) **Social Media Policy**

That the Social Media Policy be approved with amendment whereby all references to 'Twitter' become 'X formally known as Twitter'.

(iii) **Tree Management and Planting Policy**

That the Tree Management and Planting Policy be approved with amendment whereby all references to 'surveys' become 'inspections' within the section 'Tree Planting' to give commonality of wording throughout the document.

12. **WORKING PARTIES**

12.1. **NEIGHBOURHOOD PLAN STEERING GROUP**

To receive and note the minutes of the Neighbourhood Plan Steering Group meeting held on the 11th October 2024.

12.2. **CHRISTMAS SPARKLE WORKING PARTY**

To receive and note the minutes of the Christmas Sparkle Working Party meeting held on the 21st October 2024.

12.3. **PUBLIC TOILETS WORKING PARTY**

To receive and note the minutes of the Public Toilets Working Party meeting held on the 24th October 2024.

13. **REPAIR TO CHURCHYARD WALL**

To agree to incur expenditure on the survey and repair of the wall between St Mary's Churchyard and the access road to the rear of the Greene Dragon.

14. **GROUNDS MAINTENANCE CONTRACT MAPPING REQUIREMENTS**

To agree to incur expenditure for mapping services for the grounds maintenance contract.

15. **43 MILLFIELDS BOUNDARY FENCE**

To receive an update regarding the fence realignment and consider any actions.

16. **CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**

To resolve 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 the Public be excluded from the meeting for the next item.

17. **PERSONNEL COMMITTEE**

17.1 To receive and adopt the minutes of the Personnel Committee meeting held on the

17.2. **Recommendations**

17.2.1. **STAFF SALARY REVIEW**

17.2.2. **STAFF SALARIES FROM 1st APRIL 2025**

17.2.3. **COMMUNITY CONNECTOR FROM 1st JANUARY 2025**

17.2.4. **COMMUNITY LIBRARY AND WELLBEING HUB VOLUNTEER ADMINISTRATIVE SUPPORT**

18. **REOPEN THE MEETING TO THE PUBLIC AND PRESS**

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

19. **ITEMS TO REPORT**

An opportunity for Councillors to report items. No decisions or discussions can be made under this item.

Miss Alicia J Schofield

Town Clerk

A J Schofield

Date: 23rd October 2024

The Public and Press are welcome to attend the meeting. Under the Openness of Local Government Bodies Regulations 2014 members of the public are permitted to photograph, film, broadcast and report on the meeting, subject to the efficient running of the business and the meeting not being disrupted.