

**MINUTES OF A MEETING OF HIGHAM FERRERS**  
**TOWN COUNCIL HELD ON TUESDAY 30<sup>TH</sup> JULY 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 A Gardner		Councillor S Prosser
Councillor B Prigmore		Councillor Mrs J Bone (until item 14)
Councillor G Kelly		Councillor N Brown
Miss Alicia Schofield (Town Clerk)		David Wicks (Mayor's Sergeant)
Mrs Emily Arrow (Assistant Clerk)		

4 members of the public

24/669. **APOLOGIES**

Cllr P McCann, Cllr P Tomas, Cllr A M T Reading, Cllr Mrs C Reavey

24/670. **DECLARATIONS OF INTEREST**

**Other Interests**

Cllr H L Jackson and Cllr Mrs J Bone – as members of the Unitary Council they will consider all matters at Unitary level taking into account all relevant evidence and representations at the Unitary tier. Therefore, they 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 24 - Cllr Jackson owns a plot at the cemetery.

24/671. **MINUTES**

**RESOLVED:**

That with the following amendment the minutes of the meeting held on the 25<sup>th</sup> June 2024 be signed by the Mayor as being a true and correct record

*For agenda item 24/663. 5 and 5A College Street Window Replacement*

Additional wording is added– "...noting that it is not the lowest price and is accepted because of the preference to use acoya. Cost to be met from EMR Asset Maintenance / Refurbishment."

24/672. **PUBLIC FORUM**

A member of the public enquired about whether trees are replaced by the council where it has been necessary to cut down an existing tree. They also queried the need for more CCTV and additional security to mitigate shoplifting in the town.

A member of the public spoke of pigeon control measurers with reference to considerations at a previous meeting regarding a request to work to a tree.

24/673. **MAYORS ANNOUNCEMENTS**

The Mayor will report on his July engagements at the next meeting.

24/674. **TOWN CLERK'S REPORT**

**Police Report**

Link to crimes for May 2024:

[Local Crime Information for Market Square, Higham Ferrers, Rushden, NN10 8BT -](#)

[May 2024 \(streetcheck.co.uk\)](http://streetcheck.co.uk)

66 crimes for the month of May: -

- Anti-social Behaviour - 15
- Criminal Damage / Arson – 5
- Drugs – 1
- Other -1
- Other theft - 5
- Public Order – 1
- Shoplifting – 16
- Vehicle crime -2
- Violence / Sexual offences - 20

**RESOLVED:**

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

24/675. **QUESTIONS**

None.

24/676. **REPORTS OF REPRESENTATIVES TO OTHER BODIES**

Cllr Mrs J Bone reported in her capacity as Police Liaison Representative. Cllr Bone indicates that she will share notes with the councillors following her latest meetings. She also reports we have a new incoming PCSO and she intends to meet with them soon. Cllr Bone mentions that the new Police, Fire and Crime Commissioner is keen on a PCSO presence at council meetings, with the understanding that there are a handful of PCSO's covering large areas so they will not be able to attend every meeting, but they will endeavour to be present once or twice a year to directly answer queries.

24/677. **REPORTS FROM UNITARY COUNCILLORS**

A report was circulated with councillors.

24/678. **FINANCE**

24/678.1. **To approve accounts for payment as at 30<sup>th</sup> July 2024**

**RESOLVED:**

That the accounts for payment of £154,151.94 as at 30<sup>th</sup> July 2024 be approved for payment.

24/678.2. **To approve the bank account reconciliation as at 30<sup>th</sup> June 2024**

**RESOLVED:**

That the bank account reconciliation as at 30<sup>th</sup> June 2024 be signed by the Mayor after being checked by Cllr Mrs P H Whiting.

24/678.3. **To receive and note the budget report as at 30<sup>th</sup> June 2024**

**RESOLVED:**

That the budget report as at 30<sup>th</sup> June 2024 is received and noted.

24/678.4. **To approve the following expenditure:-**

**RESOLVED:**

- (i) That expenditure be approved for the Register of Play Inspectors International (RPII) Operational Inspections training and exam for the Parks, Open Spaces and Facilities Supervisor at a cost of £890. That expenditure be approved for the recertification training and exam for the Town Clerk at a cost of £300.
- (ii) That expenditure for 85m of wooden post and rail replacement fencing to the boundary of the footpath, Higham Heights, be approved at a cost of £3250. Cost to be met from EMR Section 106 Maintenance.

- 24/679. **COMMITTEE MEETINGS**  
**To receive and adopt the minutes of the following committees: -**
- 24/679.1. **Planning and Development Committee held on 9<sup>th</sup> July 2024**  
**RESOLVED:**  
That the minutes of the Planning and Development Committee held on the 9<sup>th</sup> July 2024 be received and adopted.  
**RESOLVED:**  
(i) That the council submit a request to North Northamptonshire Council for Tree Protection Orders (TPO's) on the line of lime trees on the western side of Midland Road.
- 24/679.2. **Environment and Recreation Committee held on 9<sup>th</sup> July 2024**  
**RESOLVED:**  
That the minutes of the Environment and Recreation Committee held on the 9<sup>th</sup> July 2024 be received and adopted.
- 24/680. **GREENSPACE IMPROVEMENT GRANT FUNDING**  
**RESOLVED:**  
That support be given to the four identified projects as listed below and submitted to North Northants Council for application to their £1.5million UK Shared Prosperity E3 funding:-
- Tenter Close/Toll Bar green –Provision of benches.
  - Castle Fields - New interpretation signage across the site.
  - Improvements around Riverside Park to include an accessible path and interpretation signage for wildlife and biodiversity.
  - Tree planting at the dogs off lead area, Stanwick Road.
- 24/681. **COMMUNITY LIBRARY AND WELLBEING HUB WORKING PARTY**
- 24/681.1. **RESOLVED:**  
That the minutes of the Community Library and Wellbeing Hub working party meeting held on 31<sup>st</sup> May 2024 be received and noted.
- 24/681.2. **RESOLVED:**  
That the minutes of the Community Library and Wellbeing Hub working party meeting held on 15<sup>th</sup> July 2024 be received and noted.
- 24/682. **NEIGHBOURHOOD PLAN REVIEW STEERING GROUP**
- 24/682.1. **RESOLVED:**  
That the minutes of the Neighbourhood Plan Review Steering Group meeting held on 26<sup>th</sup> June 2024 be received and noted.
- 24/682.2. **RESOLVED:**  
That the minutes of the Neighbourhood Plan Review Steering Group meeting held on 15<sup>th</sup> July 2024 be received and noted.
- 24/683. **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.
- 24/684. **REQUEST FOR MITIGATION WORKS, TREE RELATED SUBSIDENCE**  
**RESOLVED:**  
That the council undertakes the mitigation works requested in conjunction with realignment of the boundary fence.

24/685.

**CEMETERY APPEAL**

**RESOLVED:**

That the request submitted to waive clause 9.3 of the Cemetery Rules and Regulations to allow the pre-purchase of a grave space is declined.

24/686.

**REOPEN MEETING TO PUBLIC AND PRESS**

**RESOLVED:**

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

24/687.

**ITEMS TO REPORT**

Cllr Mrs A Gardner reported a recent encounter with an organisation working to install bleed kits across the local area and spread awareness with free critical bleed control training. They have requested the council consider the installation of a bleed kit somewhere in the town, with all maintenance to be undertaken by the organisation. The Clerk will liaise with the organisation to facilitate a future agenda item.

Cllr C O'Rourke reports an increase in Voi Scooters being left in green spaces and across pavements causing a nuisance. He asks that usage statistics are again requested of the company for the local area.

Cllr C O'Rourke also reports on the state of the local Greenways, which are very overgrown.

Cllr B Prigmore reports on the state of the general green spaces and verges in the town. Many pathways and road verges are overgrown. He asks if there is a way of requesting that North Northants Council carry out more frequent or severe cutting-back of vegetation to keep on top of it. This is a matter that can be directed to the North Northants Unitary Councillors.

Cllr V K Paul reports a member of the public had approached him about installing a pedestrian crossing close to Chowns Mill. This is a request the council submitted previously and information is to be shared with Cllr Paul.

**Mayor**

**Date**

Accounts for Payment July 2024				
Date	Reference	Payee	Details	Amount
12.07.24	107	Welsh Bakes	Food for civic event	£9.00
12.07.24	108	Cloudy IT	Computer	£916.20
12.07.24	109	Sunseekers	Window replacements	£822.00
12.07.24	110	Playground Supplies	Replacement handles Fitzwilliam Leys	£162.00
12.07.24	111	Zurich	Insurance	£863.93
12.07.24	112	Aitchison Raffety	Rushden East SUE advice	£192.00
22.07.24	113	Flagstone	Transfer of funds to cash deposit platform	£100,000.00
25.07.24	114	Unity Bank	Internal transfer to mayoral account	£18.00
30.07.24	115	EON	Street lighting maintenance	£79.20
30.07.24	116	Lifting and Crane Services	Testing hanging baskets; Town Hall	£218.40
30.07.24	117	Lowick Manor Farm	Greenwaste	£40.00
30.07.24	118	ESPO	Hand towels Town Hall and Pavilion	£57.36
30.07.24	119	Steve Pell	Make good pavilion slabs, man hole cover, Villa Rise replace timber	£440.00
30.07.24	120	Andy O'dell Cleaning Services	Window cleaning Town Hall	£30.00
30.07.24	121	Maine	Quarterly bill for copier	£380.92
30.07.24	122	Arbtech	Riverside Park Management Plan	£1,066.80
30.07.24	123	Nicholls Joinery	Window replacement at College Street (Little Steps Nursery)	£19,012.30
30.07.24	124	Playground Supplies	Replacement handles Fitzwilliam Leys	£162.00
30.07.24	125	Rutherford	Brass plaques for mayoral mounted photos	£36.00
30.07.24	126	Toolstation	Cable ties, gloves and paint brushes	£28.07
30.07.24	127	The Radar Key Company	Radar Keys	£38.40
30.07.24	128	Colson and Loaring	Maintenance to gents toilet flush	£821.18
30.07.24	129	Amazon	Library/Hub - games, stationery, printer, water pump	£417.60
30.07.24	130	Local Leaflet Drop	Printing and distribution of Higham Times	£1,510.78
30.07.24	131	Crime Secure	CCTV monitoring extra during Euros	£72.00
30.07.24	132	Freelance MTS/Medisec Ltd	Event medical cover	£246.30
30.07.24	133	Safety Solutions	Safety boots	£62.39
30.07.24	134	Mayor of Huntingdon	Event tickets	£15.00
30.07.24	135	Rushden Mayors account	Rushden Feast tickets	£15.00
30.07.24	136	Rushden Mayors account	Proms in The Park tickets	£30.00
30.07.24	137	Rushden Town Council	Wellbeing bus contribution	£948.83
30.07.24	138	Cloudy IT	IT support	£425.28
30.07.24	139	Inter County Cleaning	Cleaning of Pavilion	£190.22
30.07.24	139	Inter County Cleaning	Cleaning of public toilets	£705.53
30.07.24	139	Inter County Cleaning	Toilet rolls	£20.46
30.07.24	140	Turnneys	Grounds Maintenance June	£7,608.69
30.07.24	141-152	HMRC/LGSS/Nest/ staff	Tax, NI, salaries, pensions	£14,261.86
30.07.24	145	Staff	Expenses	£6.93
10.07.24	DD1	Lloyds	Bank charge, SIM package, water, sweets, biscuits, post box, stickers	£293.53
01.07.24	DD2	Direct 365	Waste bin collection	£38.42

26.07.24	SO	Bright Hr	HR Support	£43.44
11.07.24	DD3	BT	Telephone charges	£212.82
26.07.24	DD4	Everflow	Water charges	£335.87
20.07.24	DD5	British Gas	Feeder pillar 1	£3.34
08.07.24	DD6	Yu Energy	Streetlighting Electric	£321.37
08.07.24	DD7	Yu Energy	Streetlighting Electric	£60.26
08.07.24	DD8	Yu Energy	Electric Town Hall	£212.80
08.07.24	DD9	Yu Energy	Electric Tennis Bld	£118.99
11.07.24	DD10	Yu Energy	Gas, Town Hall	£89.18
08.07.24	DD11	Yu Energy	Electric, Pavilion	£231.60
08.07.24	DD12	Yu Energy	Electricity, Public Toilets	£92.20
08.07.24	DD13	Yu Energy	Electric, chapel	£21.85
17.07.24	DD14	EE	Mobile phone charges	£87.44
21.07.24	DD15	Sage	Payroll	£18.00
01.07.24	DD16	Fuel card	Fuel	£83.64
15.07.24	SO	NNC	Rates Town Hall	£357.00
15.07.24	SO	NNC	Rates Market Square	£120.00
15.07.24	SO	NNC	Rates Tennis court building	£52.00
15.07.24	SO	NNC	Rates Cemetery	£135.00
15.07.24	SO	NNC	Rates Saffron Road car park	£245.00
				<b>£154,151.94</b>

## HIGHAM FERRERS TOWN COUNCIL

### CLERK'S REPORT

27<sup>th</sup> August 2024

#### Police Report

Link to crimes for June 2024.

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

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

#### Meetings

Planning and Development Committee – Tuesday 10<sup>th</sup> September 2024 at 6.45pm

Environment and Recreation Committee – Tuesday 10<sup>th</sup> September 2024 at 7.30pm

Full Council – Tuesday 24<sup>th</sup> September 2024 at 7.30pm

#### Event Dates

Civic Service, Sunday 15<sup>th</sup> September at 10.30am, St Marys Church

Heritage Day, Sunday 22<sup>nd</sup> September, 11am-5pm at Rushden Lakes

Remembrance, Sunday 10<sup>th</sup> December 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

#### Grant Funding

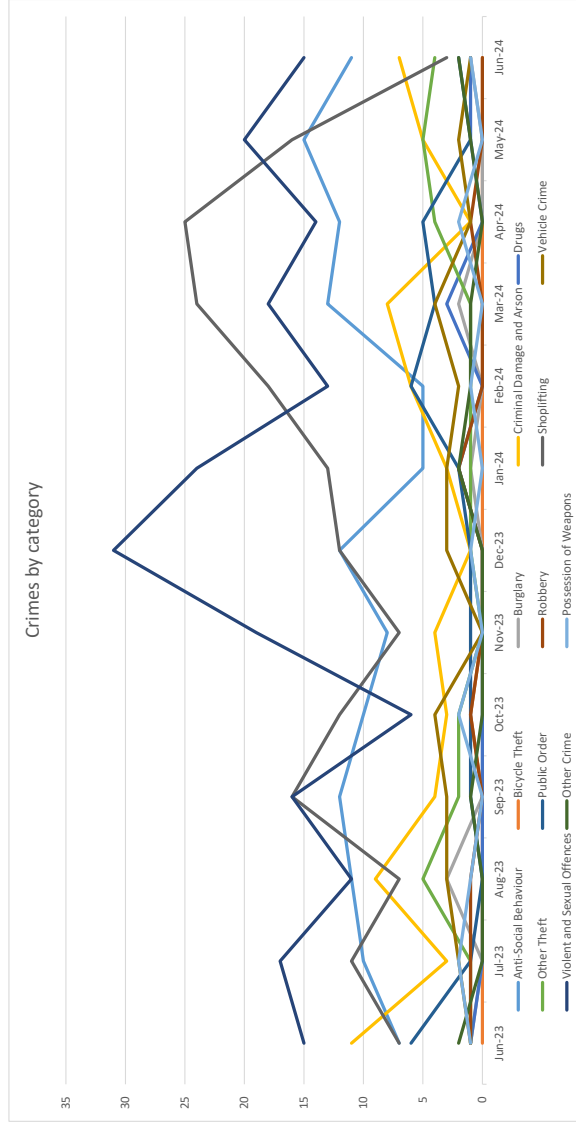
£5780 received from Locality to support consultancy costs for the Neighbourhood Plan Review.

**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							61
Bicycle Theft	0	0	0	0	0	0							0
Burglary	1	0	2	0	0	1							4
Crim Dam / Arson	3	6	8	1	5	7							30
Drugs	2	0	3	0	1	1							7
Other	2	1	1	0	1	2							7
Other Theft	1	1	1	4	5	4							16
Possession of weapons	0	1	0	2	0	1							4
Public Order	2	6	4	5	1	2							20
Robbery	2	0	0	1	0	0							3
Shoplifting	13	18	24	25	16	3							99
Vehicle	3	2	4	1	2	1							13
Violence / Sexual	24	13	18	14	20	15							104
<b>Total</b>	<b>58</b>	<b>53</b>	<b>78</b>	<b>65</b>	<b>66</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>368</b>



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



Accounts for Payment August 2024				
Date	Reference	Payee	Details	Amount
05.08.24		Spinney's Deli	Breakfast business forum	£108.00
05.08.24		Freelance MTS	Mayor's Green Trail Day first aid	£246.30
05.08.24		Cuttlefish	Website domain renewal	£180.00
05.08.24		Mrs L J Lane	Facepainting	£30.00
12.08.24		Wallgate	Repiar to ladies handwashing unit, public WC	£827.36
27.08.24		A&R printing	Hub posters	£48.00
27.08.24		Amazon	Hub craft supplies	£29.43
27.08.24		Peter Tomas Company	Fix shutter, public WC	£182.40
27.08.24		Dats Print	Farmers Market advert	£168.30
27.08.24		Evac Chair	Service and maintenance of Town Hall Evac Chair	£121.20
27.08.24		SLCC	Training for Town Clerk - Quotes, tenders and contract management	£108.00
27.08.24		Steve Pell	Repair panel to garage, temp repair to footbridge	£150.00
27.08.24		ESPO	A4 paper and toilet rolls	£70.32
27.08.24		County Life	Nene Valley News Hub advert and feature	£114.00
27.08.24		Rushden Town Council	Wellbeing bus contribution	£608.10
27.08.24		Cloudy IT	IT support	£425.28
27.08.24		Inter County Cleaning	Cleaning of Pavilion, public toilets, toilet rolls	£916.21
01.08.24		Direct 365	Waste bin collection	£38.42
		Bright Hr	HR Support	£43.44
10.08.24		BT	Telephone charges	£212.82
15.08.24		British Gas	Feeder pillar 1	£14.48
15.08.24		British Gas	Feeder pillar 2	£37.42
08.08.24		Yu Energy	Streetlighting Electric	£329.85
08.08.24		Yu Energy	Streetlighting Electric	£63.15
08.08.24		Yu Energy	Electric Town Hall	£224.91
08.08.24		Yu Energy	Electric Tennis Bid	£121.65
10.08.24		Yu Energy	Gas, Town Hall	£66.10
08.08.24		Yu Energy	Electric, Pavilion	£211.46
08.08.24		Yu Energy	Electricity, Public Toilets	£88.57
08.08.24		Yu Energy	Electric, chapel	£22.58
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 Cemetery	£135.00
15.08.24	SO	NNC	Rates Saffron Road car park	£245.00
				£5,764.31

12:57

## Annual Budget - By Centre (Actual YTD Month 4)

	<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	45,940	0	0	0
4050 Bank Charges	500	344	0	0	450	0	450	654	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	126	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	28	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	3,423	0	0	0
4090 Training	3,000	2,700	0	0	3,250	0	3,250	572	0	0	0
4095 Postage	350	140	0	0	200	0	200	0	0	0	0
4100 General Establishment	4,000	1,664	0	0	5,500	0	5,500	2,851	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	3,549	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>66,029</b>	<b>0</b>	<b>0</b>	<b>0</b>

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 4)

	<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>246,479</u>	<u>0</u>		
<b>Movement to/(from) Gen Reserve</b>	<b>282,430</b>	<b>350,722</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
<b>4160 Advertising &amp; Promotion</b>	<b>2,600</b>	<b>2,569</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>133</b>	<b>0</b>	<b>0</b>	<b>0</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>3,145</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>(3,145)</b>			
<b>200 Cemetery</b>											
1200 Burial Income	11,000	12,890	0	0	10,000	0	10,000	3,790	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>5,260</b>	<b>0</b>	<b>0</b>	<b>0</b>
4200 Grounds Maintenance	12,750	8,955	0	0	9,500	0	9,500	1,814	0	0	0
4205 Burial Expenditure	8,000	7,031	0	0	6,000	0	6,000	1,542	0	0	0
4210 Electricity/Gas - Cem. Chapel	300	77	0	0	300	0	300	66	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	576	0	0	0
4900 Miscellaneous Costs	0	6	0	0	0	0	0	150	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 4)

	<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
			0	0	18,300	0	18,300	4,148	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	1,112	0	0	0
plus Transfer from EMR	0	0	0	0	0	0	0	150	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(13,335)</u>	<u>(5,743)</u>			<u>(6,800)</u>		<u>(6,800)</u>	<u>1,262</u>	<u>0</u>		
<b>210 Closed Churchyard</b>											
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>Overhead Expenditure</b>	<u>2,976</u>	<u>7,932</u>	0	0	<u>2,300</u>	0	<u>2,300</u>	<u>559</u>	0	0	0
plus Transfer from EMR	0	6,795	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(2,976)</u>	<u>(1,137)</u>			<u>(2,300)</u>		<u>(2,300)</u>	<u>(559)</u>	<u>0</u>		
<b>220 Parks &amp; Open Spaces</b>											
1300 Tennis Courts Hire	1,000	837	0	0	900	0	900	618	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
<b>Total Income</b>	<u>10,650</u>	<u>15,259</u>	0	0	<u>9,804</u>	0	<u>9,804</u>	<u>3,665</u>	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

	<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
4000 Salaries	18,500	18,453	0	0	20,910	0	20,910	6,636	0	0	0
4200 Grounds Maintenance	113,000	90,531	0	0	90,340	0	90,340	15,829	0	0	0
4220 Rates/Water	5,000	4,873	0	0	5,000	0	5,000	1,157	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	1,497	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	634	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	997	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	492	0	0	0
4900 Miscellaneous Costs	6,500	6,076	0	0	4,000	0	4,000	7,325	0	0	0
<b>Overhead Expenditure</b>	<b>192,830</b>	<b>153,408</b>	<b>0</b>	<b>0</b>	<b>156,100</b>	<b>0</b>	<b>156,100</b>	<b>41,675</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>220 Net Income over Expenditure</b>	<b>-182,180</b>	<b>-138,149</b>	<b>0</b>	<b>0</b>	<b>-146,296</b>	<b>0</b>	<b>-146,296</b>	<b>-38,010</b>	<b>0</b>	<b>0</b>	<b>0</b>
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>(31,371)</b>			
<b>230 Car Parks</b>											
1400 Wayleaves	45	105	0	0	45	0	45	20	0	0	0

Annual Budget - By Centre (Actual YTD Month 4)

	<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 Income</b>	45	105	0	0	45	0	45	20	0	0	0
4200 Grounds Maintenance	450	417	0	0	360	0	360	123	0	0	0
4220 Rates/Water	4,250	3,424	0	0	4,250	0	4,250	1,457	0	0	0
4225 Electricity - Market Square	700	1,600	0	0	500	0	500	-792	0	0	0
4350 Saffron Road Maintenance	500	0	0	0	500	0	500	30	0	0	0
4355 Market Square Maintenance	300	0	0	0	300	0	300	0	0	0	0
<b>Overhead Expenditure</b>	6,200	5,441	0	0	5,910	0	5,910	818	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(6,155)</u>	<u>(5,336)</u>			<u>(5,865)</u>		<u>(5,865)</u>	<u>(798)</u>			
<b>5240 Farmers' Market</b>											
1450 Lettings	4,500	4,745	0	0	4,500	0	4,500	1,748	0	0	0
1900 Miscellaneous Income	0	0	0	0	30	0	30	0	0	0	0
<b>Total Income</b>	4,500	4,745	0	0	4,530	0	4,530	1,748	0	0	0
4000 Salaries	950	990	0	0	1,090	0	1,090	147	0	0	0
4160 Advertising & Promotion	1,500	1,035	0	0	1,000	0	1,000	30	0	0	0
4380 Certification/Subscriptions	115	70	0	0	115	0	115	0	0	0	0
4900 Miscellaneous Costs	250	208	0	0	350	0	350	180	0	0	0
<b>Overhead Expenditure</b>	2,815	2,303	0	0	2,555	0	2,555	357	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>1,685</u>	<u>2,442</u>			<u>1,975</u>		<u>1,975</u>	<u>1,391</u>			
<b>250 Street Lighting</b>											
4390 Electricity - Street Lights	5,200	5,344	0	0	4,500	0	4,500	1,205	0	0	0

Annual Budget - By Centre (Actual YTD Month 4)

	<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
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>	0	0	5,000	0	5,000	1,586	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(6,000)</b>	<b>(5,683)</b>			<b>(5,000)</b>		<b>(5,000)</b>	<b>(1,586)</b>			
<b><u>260 Public Conveniences</u></b>											
4220 Rates/Water	1,200	2,915	0	0	1,500	0	1,500	31	0	0	0
4300 Cleaning	8,000	7,523	0	0	7,500	0	7,500	2,502	0	0	0
4410 Electricity/Gas - Public WC	2,700	1,211	0	0	1,391	0	1,391	271	0	0	0
4415 Maintenance - Public WC	2,000	229	0	0	1,500	0	1,500	914	0	0	0
<b>Overhead Expenditure</b>	<b>13,900</b>	<b>11,878</b>	0	0	11,891	0	11,891	3,718	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(13,900)</b>	<b>(11,878)</b>			<b>(11,891)</b>		<b>(11,891)</b>	<b>(3,718)</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	5,974	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>	0	0	41,800	0	41,800	14,293	0	0	0
6000 plus Transfer from EMR	0	8,460	0	0	0	0	0	0	0	0	0





## Annual Budget - By Centre (Actual YTD Month 4)

	<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	413	0	0	0
4500 Mayoral Allowance	1,500	1,321	0	0	1,500	0	1,500	184	0	0	0
4505 Civic Events	1,000	230	0	0	1,000	0	1,000	119	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	0	0	0	0
			0	0	5,869	0	5,869	716	0	0	0
	<b>Overhead Expenditure</b>	<b>3,900</b>	<b>2,817</b>				<b>5,869</b>	<b>716</b>			
	<b>Movement to/(from) Gen Reserve</b>	<b>(3,900)</b>	<b>(2,817)</b>				<b>(5,869)</b>	<b>(716)</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	350	0	0	0
	<b>Overhead Expenditure</b>	<b>5,000</b>	<b>8,490</b>				<b>5,000</b>	<b>350</b>			
6000 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>(350)</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	785	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
	<b>Total Income</b>	<b>5,000</b>	<b>13,722</b>				<b>6,150</b>	<b>785</b>			
4550 Christmas Lighting	8,000	9,530	0	0	8,000	0	8,000	0	0	0	0

Continued on next page

12:57

## Annual Budget - By Centre (Actual YTD Month 4)

	<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	2,934	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>2,934</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>-2,149</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>(2,149)</b>	<b>0</b>		
<b>320 College Street</b>											
1650 Rental Income	19,500	21,900	0	0	23,125	0	23,125	7,709	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>7,709</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>-9,505</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>6,339</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

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 4)

	Last Year		Current Year					Next Year			
	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 Projects	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>

20

**Higham Ferrers TC**  
**Annual Budget - By Centre (Actual YTD Month 4)**

	<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	337,475	0	0	0
<b>Expenditure</b>	652,001	512,834	6,057	0	633,100	1,500	640,657	170,141	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>167,334</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>189,967</u>	<u>0</u>		

# HIGHAM FERRERS TOWN COUNCIL

## TOWN COUNCIL MEETING

27<sup>th</sup> AUGUST 2024

**REPORT: Expenditure**

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

1.	<b>PURPOSE</b>		
1.1.	To approve the following expenditure:-		
(i)	<b>Society for Local Council Clerks (SLCC) National Training Conference x2 days, Assistant Clerk</b>		
	<b>FINANCIAL IMPLICATION</b> <b>£585</b>	There is provision within budget	X
		There is no provision within budget and cost is to be met from Ear Marked Reserve	
		Capital cost	
	<p>The National Conference is a 2 day event on Tuesday 8<sup>th</sup> and Wednesday 9<sup>th</sup> October 2024 and provides opportunity for professional growth, networking and staying informed about the latest developments in the sector. Sessions cover the play area industry, AI, job evaluations, wellbeing, online standards and more. Both the former Clerk and former Assistant Clerk have previously attended. It provides the Assistant Clerk with valuable ‘Continued Professional Development’ points (CPD). The council’s commitment to training is outlined in the Training Statement of Intent <a href="#">Training SMT of Intent.pdf</a></p> <p><i>Higham Ferrers Town Council recognises that continued investment and commitment to the training and development of the skills and competencies of its staff and elected members is essential if quality services to its electors are to be provided, maintained and continually improved.</i></p>		
(ii)	<b>Additional fencing to boundary of footpath, Higham Heights</b>		
	<b>FINANCIAL IMPLICATION</b> <b>£1185</b>	There is provision within budget	
		There is no provision within budget and cost is to be met from Ear Marked Reserve Section 106	X
		Maintenance	
		Capital cost	
	<p>At the last meeting council approved expenditure of £3250 to replace 85m of fencing. The grounds maintenance contractors have cut back an approx. 1m wide strip of vegetation along the fence to facilitate the works and as part of our ongoing grounds maintenance in this area. The contractors have cut the vegetation along the whole section of the fence line. This has revealed a section of fence that was previously overgrown. The works have revealed a 20m section in poor condition. It is proposed that expenditure is incurred to replace this 20m section at the same time as the 85m section. The remainder of the fence line is in good condition and replacement can be phased as originally intended. The contractor for the replacement 85m has been contacted to quote for the 20m. The initial price quoted was £1185. This has been queried as pro-rata it is higher than the 85m section. Approval is sought for a budget of £1185.</p>		

(iii)	<b>Christmas light sets for the Christmas Tree and Market Square trees</b>		
	<b>FINANCIAL IMPLICATION (price to follow)</b>	There is provision within budget	x
		There is no provision within budget and cost is to be met from Ear Marked Reserve Section 106	
		Maintenance	
		Capital cost	
	<p>Last Christmas we had festive light sets fail or become damaged. Replacement sets were sought from the supplier at the time but were out of stock. The following is therefore proposed for purchase which will provide replacement for last year's failures and spare stock for this year in case of failure and inability to order replacement at Christmas time.</p> <ul style="list-style-type: none"> <li>• x5 sets of warm white twinkling string lights for the Christmas tree</li> <li>• x5 sets of warm white string lights for the Market Square trees</li> </ul>		

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE**  
**HELD ON TUESDAY 13<sup>th</sup> AUGUST 2024 AT 7.30PM AT THE TOWN HALL,**  
**MARKET SQUARE, HIGHAM FERRERS.**

**PRESENT:**

Cllr Mrs P H Whiting  
Cllr Mrs C Reavey  
Cllr B Prigmore  
Cllr H L Jackson (substitute)  
Cllr S Prosser  
Miss Alicia Schofield (Town Clerk)

1. **APOLOGIES**

Cllr V Paul, Cllr C P O'Rourke, Cllr A M T Reading

2. **DECLARATIONS OF INTEREST**

Other Interests

Cllr H L Jackson, item 5.1. - Member of the Twinning Association.

3. **MINUTES**

**RESOLVED:**

That the minutes of the meeting of the Policy and Resources Committee held on the 11<sup>th</sup> July 2024 be signed by the Chairman as being a true and correct record.

4. **PUBLIC FORUM**

None.

5. **REVIEW OF POLICIES**

**RESOLVED TO RECOMMEND:**

5.1. **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.*

5.2. **Media Policy**

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

5.3. That the following policies be reviewed without change:-

Graffiti Policy.

Memorial Safety Policy.



PAT Policy  
Grant Award Policy.

6. **FLAGSTONE CASH DEPOSIT PLATFORM**

**RESOLVED:**

- 6.1. That the the Flagstone account reconciliations for 30<sup>th</sup> April, 31<sup>st</sup> May, 30<sup>th</sup> June and 31<sup>st</sup> July 2024 be signed by the Chairman after being checked by Cllr Pam Whiting

**RESOLVED TO RECOMMEND:**

- 6.2. 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.

7. **BUSINESS FORWARD PLAN**

**RESOLVED TO RECOMMEND:**

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

**RESOLVED:**

- 7.2. That the updates to the Business Forward Plan project details be approved as presented subject to the retention of the Co-op bus layby and the re-wording of the project description to that of ‘to reconsider options for improvement to the layout of the Co-op bus layby’ to acknowledge that changes were previously considered and this facilities a review in 2028 of the position and possibilities.

8. **TOWN APP**

The reporting related to active users in the last 30 days so enquiry will be made to ascertain if longer term user data is available. Adverts to promote the app have been running in the Higham Times and on social media. Future promotion to emphasis its key selling points with active promotion at the Farmers’ Market.

**RESOLVED:**

That the report regarding the use of the new Town App launched on 1<sup>st</sup> March 2024 be received and noted.

9. **DISPOSAL OF POOL TABLE AND POOL TABLE TROLLEY**

**RESOLVED:**

That the highest offer for the pool table be accepted with the proceeds going to the Mayor’s charity. That the council’s pool table trolley be sold, with a guide figure of £50.

10. **BUDGET REVIEW**

It was noted that bank charges exceeded budget due to the start up management fee for the Flagstone cash deposit platform. Interest received is at 85% of budget after month 4.

**RESOLVED:**

That the budget for 24/25 be reviewed without change.

11. **ITEMS TO REPORT**

None.

12. **DATE OF NEXT MEETING**  
8<sup>th</sup> October 2024

**Chairman**

**Date**

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT  
COMMITTEE HELD ON TUESDAY 13<sup>th</sup> AUGUST 2024 AT 6.45PM  
AT THE TOWN HALL, MARKET SQUARE, HIGHAM FERRERS**

**PRESENT:**

Cllr B Spencer (Vice Chairman)  
Cllr Mrs P H Whiting  
Cllr G Kelly  
Cllr N Brown  
Cllr Mrs C Reavey (as substitute)  
Cllr B Jackson (as substitute)  
Miss A Schofield (Town Clerk)

1. **APOLOGIES**

Cllr G Salmon, Cllr Mrs A Gardner, Cllr V Paul

2. **DECLARATIONS OF INTEREST**

Cllr B Jackson – as a member of the NNC Planning Committee and a Unitary Councillor 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.

3. **MINUTES**

**RESOLVED:**

That the minutes of the meeting held on the 9<sup>th</sup> July 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/24/00699/TCA: Tree Work in Conservation Area. 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, at Land Adjacent to The John White Close, Higham Ferrers**

**RESOLVED:**

That the council has no comments and no objections.

- (ii) **NE/24/00623/FUL: Full Planning Permission – Single storey side/front extension at 9 Tenter Close, Higham Ferrers**

**RESOLVED:**

That the council has no comments and no objections.

- (iii) **NE/24/00574/FUL: Full Planning Permission – Detached bungalow in the rear garden of 22 Newman Street, Higham Ferrers**

**RESOLVED:**

The council objects to this application on the following basis:

The development is in contravention with policies within the Higham Ferrers Neighbourhood Plan, namely policies;

- **HF.H1 - Windfall Sites and Development Infill - Residential**

*'If considered to be 'garden' development or subdivision of plots, it will be necessary to demonstrate that this is appropriate, through giving consideration to access arrangements, the amenity of neighbouring properties and the character of the locality'* - the council considers that consideration has not been given to appropriate access arrangements, given the unsuitability of Anne Close as an access road and the proximity to neighbouring properties. Arguably it is clear that there was never any intention to allow access to a property at the rear of the Newman Street gardens that back on to Anne Close and provision has not been made to accommodate this access nor any potential visitor/resident street parking that may arise from this proposal.

- **HF.DE1 - Achieving High Quality Design**

*'Respecting and protecting the amenity of existing residents'* - the council considers that appropriate consideration has not been given to the amenity of existing residents in the proposed plans. The proximity of the access to neighbouring properties and an alleyway, and the unsuitability of Anne Close as an access road conflict with this policy.

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

**RESOLVED:**

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

**APPROVAL**

**NE/24/00466/FUL - 5 The Courtyard, High Street, Higham Ferrers, NN10 8DD.**

Replacement windows and doors

**NE/23/01103/FUL - 21 Townsend Leys, Higham Ferrers, NN10 8LW**

Change of use from a 4 bed family home (Use Class C3 Dwelling) to a Children's home (Use Class C" Residential Institution). No internal structural or external works to be carried out.

**NE/24/00568/TCA – Chichele College, College Street, Higham Ferrers, NN10 8DX**

T1 Sycamore – fell

**NE/24/00528/FUL – 50 Meadow Walk, Higham Ferrers, NN10 8EL**

Single storey front extension and pitched roof extension over existing garage, first floor pitched roof extension over former extension and rear first floor balcony. Internal and external alternations.

**REFUSAL**

**NE/24/00028/ADV – 28 High Street, Higham Ferrers, NN10 8BL (Age UK)**

Signage to advertise the name and nature of the business (re-submission of NE/23/00006/ADV)

*Reasons (summarised): Signage excessive in scale, of incongruent design, finished with unsympathetic materials. Also, an excessive number of signs resulting in clutter on the building's front elevation, to the detriment of the conservation area.*

6. **DISABLED PARKING REQUEST**

**RESOLVED:**

That the council responds to the NNC invite to comment following the receipt of a public request for additional disabled parking spaces in the Market Square car park or nearby as follows:-

The council is of the opinion the town centre currently has sufficient disabled parking spaces. There is no legal requirement for a minimum number of disabled parking spaces provided but guidance provided by the government shows that Higham Ferrers town centre car parks already exceed the recommended percentage of disabled car parking spaces available. The total number of parking spaces in the Market Square car park is 26, of which 2 are disabled spaces. This is a percentage of approximately 7.6%. Alongside the 2 disabled parking bays in the Market Square there are 6 in Saffron Road car park, making 8 that are in close proximity to the town centre. (Of the 40 spaces in the Saffron Road car park, 6 being disabled provision is a percentage of 15%)

7. **ITEMS TO REPORT**

None.

8. **DATE OF NEXT MEETING**

10<sup>th</sup> September 2024

**Chairman**

**Date**

# HIGHAM FERRERS TOWN COUNCIL

## TOWN COUNCIL MEETING

27<sup>th</sup> AUGUST 2024

### REPORT: Blue Plaques, 12 Market Square and 67 High Street

REPORT AUTHOR: Town Clerk, Alicia Schofield

<b>BUSINESS FORWARD PLAN</b>	N/A										
<b>COUNCIL OBJECTIVES</b>	To enhance and promote the historic and cultural heritage of Higham Ferrers and safeguard the unique identity and the natural and built environment of the town.										
<b>POLICIES REFERENCED</b>	N/A										
<b>FINANCIAL IMPLICATION</b>	<table border="1"><tr><td>There are no financial implications at this stage</td><td></td></tr><tr><td>There will be financial implications</td><td>x</td></tr><tr><td>There is provision within budget</td><td>x</td></tr><tr><td>Decisions may give rise to additional expenditure</td><td></td></tr><tr><td>Decisions may give rise to potential income</td><td></td></tr></table>	There are no financial implications at this stage		There will be financial implications	x	There is provision within budget	x	Decisions may give rise to additional expenditure		Decisions may give rise to potential income	
There are no financial implications at this stage											
There will be financial implications	x										
There is provision within budget	x										
Decisions may give rise to additional expenditure											
Decisions may give rise to potential income											
<b>MEANS OF DELIVERY</b>	Town Clerk										
<b>APPENDICIES</b>	Higham Ferrers Tourism blue plaque trail leaflet <a href="#">Battle of Britain London Monument - F/O E D CREW (bbm.org.uk)</a> Photo of rectangular green plaque to 67 High Street										

#### 1. PURPOSE

- 1.1. To consider a request for the supply and install of a blue plaque to 12 Market Square (Wilson Browne Solicitors) to honour Edward Dixon Crew.
- 1.2. To consider the supply and install of a blue plaque to 67 High Street.

#### 12 MARKET SQUARE

#### 2. BACKGROUND

- 2.1. The following request has been received:-  
*I would like to ask the Council about their interest in having another blue plaque installed. The individual remembered would be Edward Dixon Crew, who was born in Market Square and fought during the Battle of Britain as one of "the Few":*  
[Battle of Britain London Monument - F/O E D CREW \(bbm.org.uk\)](#)  
*I would suggest there might be wider interest from the RAF and the Battle of Britain Historical Society, especially as the 85th anniversary of the Battle of Britain will be recognised on 15th September next year. I think that the house on Market Square is now owned by Wilson Browne.*

#### 3. FOR CONSIDERATION

- 3.1. The blue plaque trail consists of 18 plaques. The blue plaque trail leaflet is contained within the appendices. The leaflet identifies the location of the 18 plaques and provides an overview of the reason for each building or feature forming part of the trail.
- 3.2. Higham Ferrers Tourism Group have been consulted and have provided the following feedback, with precise below:-  
*There are already numerous plaques throughout the town and given the size of the town it is deemed we're essentially 'at capacity'. The plaques in the town are a connection with*

*important buildings, rather than individuals. A dedicated street name may be a better option to honour Edward Dixon Crew.*

- 3.3. 12 Market Square is a listed building in private ownership and the necessary consents will be required if the council is minded to support the request and fund the supply and install.

#### 4. **67 HIGH STREET**

##### 4.1. **BACKGROUND**

The plaque to 67 High Street is not a blue plaque but a rectangular green plaque. The property owner did not give consent to a blue plaque at the time the original plaques were installed. The owner has subsequently approached the council to give consent to a blue plaque should the council be minded to fund the supply and install.

#### 5. **FOR CONSIDERATION**

- 5.1. Higham Ferrers Tourism Group have been consulted and have provided the following feedback, with precise below:-

*No objection but make suggestion that the blue plaque be in addition to the black plaque rather than a replacement. Concern the removal of the square plaque leave a wall mark and look odd when the blue plaque is installed. They query what would be the preference from the owner.*

- 5.2. The owner has confirmed they seek the blue plaque as a direct replacement for the rectangular green plaque. The green plaque was installed by the owners at the time they purchased the property and there has subsequently been a change of stance.

#### 6. **BLUE PLAQUE COSTS**

- 6.1. A blue plaque from the former supplier, including fixings and delivery, in the region of £275. Price may vary according to the level of detail. Installation would be in the region of £25. Budget price £300 per blue plaque.

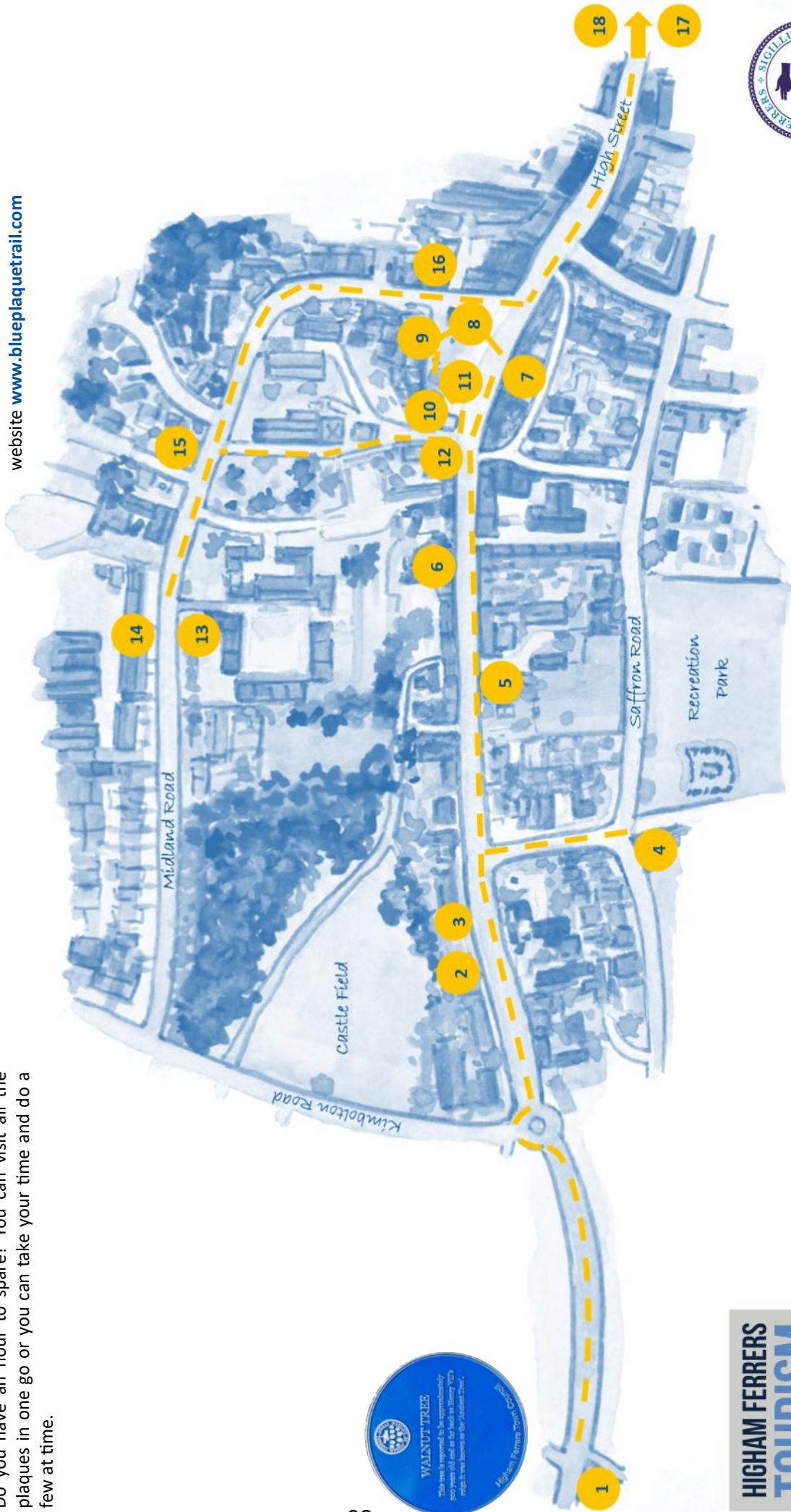
# WALK

## The Blue Plaque Trail

Do you have an hour to spare? You can visit all the plaques in one go or you can take your time and do a few at time.

# DISCOVER

Overleaf is the key to the descriptions on the plaques. You can discover the full stories behind the plaques of the people and places in Higham Ferrers on our website [www.blueplaquetrail.com](http://www.blueplaquetrail.com)





## DISCOVER the stories behind the plaques

Visit our website at [www.blueplaquetrail.com](http://www.blueplaquetrail.com) to find out the fascinating stories, hidden behind the snippets on the blue plaques, about the people and places in Higham's past.



- 1. Walnut Tree** This tree is reputed to be approximately 500 years old and as far back as Henry VII's reign it was known as the 'Ancient Tree'.
- 2. The Almshouses** Built in 1885 by George Newman to house six widows or spinsters of the parish.
- 3. 52 College Street** Formerly known as the 'White Hart' pub. Beer was brewed here twice a year in the brew house at the rear. A licence dating back to 1764 has been preserved.
- 4. Cemetery Chapel** Opened in 1898 as the entrance to the new Borough Cemetery. It included a mortuary chapel, which was built at a cost of £1250. The original mortuary slab is still in situ as is a funeral bier.
- 5. Chichele College** Founded in 1422 by Archbishop Henry Chichele. It fell into disrepair following the dissolution of the monasteries by Henry VIII and was later used as an inn and a farm.
- 6. Green Dragon** 17th Century Coaching Inn on the London-Leicester route. Stables were located at the rear with the blacksmiths forge next door.
- 7. The Old House** Built in 1580 as a 'Market Merchants' House. The building has been used as a bakery, private residence and guest house. Being on the junction of North/South and East/West routes the market was very busy in Medieval Times.
- 8. Town Hall** Built in 1808 at a cost of £755. It served as the local 'lock-up' and court house until the 1930s. Prior to 1974 it was the offices of the Borough of Higham Ferrers Council. (Now Higham Ferrers Town Council)
- 9. 11 Market Square** Known as the 'Belgium House'. Belgian refugees were accommodated here during WW1.
- 10. Church House** One of the oldest buildings and thought to be the ancestral home of George Washington. His Great Grandfather, Lawrence Washington, who was Mayor of Northampton in 1532 and 1545 once lived here.
- 11. Market Cross** Built in 1280. It was erected by the Burgesses and others who used the market. It was commonly used to bind oaths and contracts were agreed before it.
- 12. 2 College Street** Setting for the book 'Sleepless Moon' by HE Bates. He was born in Rushden but spent many of his early years in Higham Ferrers with his grandparents.
- 13. John White Close** Opened in 1951 by Mrs John White. The buildings were designed by Sir Albert Richardson, a leading architect, at the request of John White.
- 14. Charles Parker Building** After a fire the Charles Parker, Boot and Shoe Manufacturers factory was rebuilt in 1906. Purchased by John White for shoe manufacturing in 1936. The building was renovated by the Rolton Group following its purchase in 1989.
- 15. Former Parish Rooms** Built in 1904, the former Parish Rooms were used as a VAD hospital in World War I and for ambulance services in World War II. It was sold in 1968 to the County Council for a library.
- 16. The Carriage House** Previously used as quarters for American officers during WWII, a high school for girls during the early days of the last century and as the John White Training School for girls from Ammanford, Wales.
- 17. Former Swan Pub** Henry V gave Archbishop Chichele permission to build Chichele College in 1422. The funding to erect and maintain the College came from Chichele's properties in Essex and Higham, including the revenue from his Higham Inn, The Swan.
- 18. 67 High Street** This house is the traditional birthplace of Henry Chichele, Archbishop of Canterbury 1414–1443.

# The Blue Plaque Trail

## Higham Ferrers



WALK and DISCOVER  
people and places

HIGHAM FERRERS  
TOURISM  
BUSINESS AND COMMUNITY PARTNERSHIP

THIS HOUSE IS THE  
TRADITIONAL BIRTHPLACE  
OF  
HENRY CHICHELE  
ARCHBISHOP OF CANTERBURY  
1414 - 1445

# HIGHAM FERRERS TOWN COUNCIL

## TOWN COUNCIL MEETING

27<sup>th</sup> AUGUST 2024

### REPORT: Community Library and Wellbeing Hub Volunteer Administrative Support

REPORT AUTHOR: Town Clerk, Alicia Schofield

<b>BUSINESS FORWARD PLAN</b>	N/A										
<b>COUNCIL OBJECTIVES</b>	To help to create a socially inclusive and caring community which embraces all the residents, irrespective of age and culture. To work in partnership, with other statutory and voluntary bodies, businesses and individuals to ensure an improving standard of services and facilities to meet the needs and expectations of Higham Ferrers residents.										
<b>POLICIES REFERENCED</b>	N/A										
<b>FINANCIAL IMPLICATION</b>	<table border="1"><tr><td>There are no financial implications at this stage</td><td></td></tr><tr><td>There will be financial implications</td><td>x</td></tr><tr><td>There is provision within budget</td><td>x</td></tr><tr><td>Decisions may give rise to additional expenditure</td><td></td></tr><tr><td>Decisions may give rise to potential income</td><td></td></tr></table>	There are no financial implications at this stage		There will be financial implications	x	There is provision within budget	x	Decisions may give rise to additional expenditure		Decisions may give rise to potential income	
There are no financial implications at this stage											
There will be financial implications	x										
There is provision within budget	x										
Decisions may give rise to additional expenditure											
Decisions may give rise to potential income											
<b>MEANS OF DELIVERY</b>	Community Connector and Clerk										
<b>APPENDICIES</b>	N/A										

#### 1. PURPOSE

- 1.1. To support the use of volunteers to carry out Community Library and Wellbeing Hub administrative work to assist the Community Connector.
- 1.2. 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.

#### 2. BACKGROUND

- 2.1. The council use volunteers to facilitate the library sessions and the wellbeing sessions at the Community Library and Wellbeing Hub. Each session requires 2 volunteers. If volunteers do not come forward, or drop out at the 11<sup>th</sup> hour in advance of a session and a replacement does not come forward, the session would be facilitated by the Community Connector and, if she is not available, the council staff.
- 2.2. The Community Connector is employed for 15 hours per week. If sessions need to be covered, this is at the expense of her time in performing other hub management and administrative duties. To assist the Community Connector with Hub management and workload it is suggested that volunteers be used in some of the administrative roles at the Hub.

#### 3. FOR CONSIDERATION

- 3.1. Volunteers are already used to facilitate Hub sessions, such as meet and greet users, prepare refreshments, set up and tidy the room, prepare craft activities. However, it is proposed that volunteers, if willing and able, be used for administrative roles. The volunteer performing the duties would require an email address to communicate and share documents with the Community Connector and other council staff. The Community Connector's laptop can be

used but a separate email and user account login is required for the volunteers. This will ensure privacy of the Community Connector's email account and council documentation on the shared cloud. The volunteer account can provide access to a specific folder on the shared cloud that the volunteers and staff may all access but the volunteers account is set up preventing access to all other council records. The volunteers would not have login to the website or social media platforms used by council; this function remains with staff.

- 3.2. The administrative support function to include, but not be limited to:-
  - Prepare wording for publicity and promotional material including FB advertising campaign
  - Create posters and design work for promotional material
  - Maintain a list of clubs, groups and activities of interest to users
  - Liaise with wellbeing stakeholders, carers and advocacy organisations to obtain, and manage material of relevance to users and to enable effective signposting and referrals by other volunteers
  - Filing and document storage
  - Hub stock and asset record keeping
  - creating the activities on ticket source
- 3.3. Providing volunteers with the opportunity to perform administrative tasks offers a greater variety of roles within the Hub for them to choose from. It also has the advantage of skill development and can offer back to work support.
- 3.4. The council has in place a Volunteer Policy, Volunteer Code of Conduct, and Volunteer Agreement. These documents form part of the Volunteer Induction pack. Volunteers carrying out administrative tasks will work in accordance with this existing documentation. The volunteers will report to the Community Connector, and in her absence, the Clerk.

#### 4. **COST**

- 4.1. The volunteer time is given for free. Cost of £18.10 per month for the volunteer email account and microsoft 365 business premium user. Cost to be met from the Hub administration budget.

#### 5. **RECOMMENDATION**

- 5.1. That support be given to the use of volunteers to carry out Community Library and Wellbeing Hub administrative work to assist the Community Connector.
- 5.2. That expenditure be incurred for a new email address, communityhub@highamferrers-tc.gov.uk, and for a microsoft 365 business premium account at a cost of £18.10 per month.

# HIGHAM FERRERS TOWN COUNCIL

## TOWN COUNCIL MEETING

27<sup>th</sup> AUGUST 2024

### REPORT: Local Council Award Scheme

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	
	There will be financial implications	x
	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>	Staff and Councillors	
<b>APPENDICIES</b>	<a href="#">Read the Local Council Award Scheme guide</a> <a href="#">Which councils have been awarded under the Local Council Award Scheme (nalc.gov.uk)</a>	

#### 1. PURPOSE

- 1.1. To agree to submission of an application for the NALC Local Council Award Scheme Foundation Level.

#### 2. BACKGROUND

- 2.1. The National Association of Local Councils (NALC) have an award scheme. The Local Council Award Scheme (LCAS) has been designed to celebrate the successes of the best local councils and provide a framework to support all local councils in improving and developing to meet their full potential. The scheme allows councils to show that they meet the standards set by the sector, assess them by their peers, and put in place the conditions for continued improvement. The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards.
- 2.2. There are 3 levels to the scheme.
  - **The Foundation Award** demonstrates that a council meets the requirements for operating lawfully and according to standard practice.
  - **The Quality Award** demonstrates that a council achieves good practice in governance, community engagement and council improvement.
  - **The Quality Gold Award** demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.
- 2.3. Councils may seek re-accreditation at the same level after four years. The council held the Foundation Award. This award expired in 07/2019. The Council has missed the opportunity for re-accreditation but is it recommended application is made for the accreditation at Foundation level.
- 2.4. Once Foundation level is achieved the council can apply for a higher award:

- If a council wishes to apply for a higher award, it makes a fresh registration and application.
  - A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.
- 2.5. 6 councils in Northamptonshire currently hold accreditation. These are listed in the NALC table given in the appendices. 2 councils have Quality Gold level, the remainder hold the Foundation level.

### 3. **SCHEME ACCREDITATION FEES**

3.1. There are two fees payable:

- A registration fee of £50
- An accreditation fee paid to the organisation responsible for the administering the local or national accreditation process of £80

The accreditation panel normally meet 3 times a year in January, May and September. The dates for 2025 are yet to be published.

### 4. **FOUNDATION LEVEL REQUIREMENTS**

4.1. To achieve a Foundation level award the council must demonstrate that it has the documentation and information in place for operating lawfully and according to standard practice. The council also has policies for training councillors and officers and is building a foundation for improvement and development. The Local Council Award Scheme guide which forms part of the appendices provides the criteria and explains what the accreditation panel is looking for. Having reviewed the criteria the council is not far off being ready to apply for the Foundation level.

### 5. **RECOMMENDATION**

5.1. That the council apply for the NALC Local Council Award Scheme Foundation Level at a cost of £130.

# A guide to the Local Council Award Scheme

## THE LOCAL COUNCIL AWARD SCHEME EXISTS TO CELEBRATE THE SUCCESSES OF THE VERY BEST LOCAL COUNCILS, AND TO PROVIDE A FRAMEWORK TO SUPPORT ALL LOCAL COUNCILS TO MEET THEIR FULL POTENTIAL.

All local councils want to serve their local communities and make a real difference to the lives of the people that live there. This scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Local Council Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB). Councils can apply for an award at one of three levels:

**The Foundation Award** demonstrates that a council meets the requirements for operating lawfully and according to standard practice.

**The Quality Award** demonstrates that a council achieves good practice in governance, community engagement and council improvement.

**The Quality Gold Award** demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

To support transparency, every award level has a requirement for certain information to be published online (plus some information that does not need to be published). In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For Quality Gold, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

Published by National Association of Local Councils (NALC)

109 Great Russell Street  
London  
WC1B 3LD

020 7637 1865  
nalc@nalc.gov.uk  
www.nalc.gov.uk

Unless otherwise indicated, the copyright of material in this publication is owned by NALC. Reproduction and alteration in whole or part of *A guide to the Local Council Award Scheme* is not permitted without prior consent from NALC. If you require a license to use NALC materials in a way that is not hereby permitted or which is restricted by the Copyright, Designs and Patents Act 1988, then contact NALC. Subject to written permission being given, we may attach conditions to the licence.

Every effort has been made to ensure that the contents of this publication are correct at the time of printing. NALC does not undertake any liability for any error or omission. NALC cannot be held responsible for the failure of advertisers to provide the services or products advertised.

© NALC 2021 All rights reserved.



## CONTENTS

- 06 **AWARD CRITERIA**  
This section sets out in brief what is required for each award and then explains in more detail the evidence that the accreditation panel is looking for. Councils should find this additional guidance helpful in identifying what is required.
- 18 **ACCREDITATION PROCESS**  
The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.  
This section outlines guidance for County Associations (CALCs) managing the process for accreditation. These are not strict rules, and CALCs can tailor this to local need in consultation with NALC.
- 21 **FEES**  
There are two fees:  
  - A registration fee paid to NALC
  - An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.
- 22 **EVALUATION AND IMPROVEMENT**  
The aim of the evaluation and improvement process is to allow the sector to feel ownership of the Local Council Award Scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. This section outlines the evaluation and improvement process that will allow the scheme to be dynamic and respond over time to changes in the sector, national policy and other relevant issues.
- A COUNCIL CAN REGISTER TO TAKE PART IN THE LOCAL COUNCIL AWARD SCHEME BY VISITING [WWW.NALC.GOV.UK/LOCALCOUNCILAWARDScheme](http://WWW.NALC.GOV.UK/LOCALCOUNCILAWARDScheme)
- THE STEP BY STEP PROCESS FOR APPLYING TO THE AWARD SCHEME CAN BE FOUND IN THE ACCREDITATION PROCESS SECTION ON PAGE 18.
- THE CRITERIA IN THIS BOOKLET APPLY TO COUNCILS SUBMITTING THEIR APPLICATIONS TO THEIR LOCAL ACCREDITATION PANEL. THE CRITERIA FOR THE LOCAL COUNCIL AWARD SCHEME ARE REVIEWED ANNUALLY.

TO ACHIEVE A FOUNDATION AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

The council also confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Its standing orders	Council contact details and councillor information in line with the Transparency Code	
Its financial regulations	Its action plan for the current year	
Its Code of Conduct and a link to councillors' registers of interests	Evidence of consulting the community	
Its publication scheme	Publicity advertising council activities	
Its last annual return	Evidence of participating in town and country planning	
Transparent information about council payments		
A calendar of all meetings including the annual meeting of electors		
Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		
Current agendas		
The budget and precept information for the current or next financial year		
Its complaints procedure		
Its accessibility statement		
Its privacy notice		

The council also confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A risk management policy		Disciplinary and grievance procedures
A register of assets		A policy for training and development of staff and councillors
Contracts for all members of staff		A record of all training undertaken by staff and councillors in the last year
Up-to-date insurance policies that mitigate risks to public money		A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

## WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel may ask to see the evidence if it is considered necessary.

- All policies should comply with current legislation and guidance and note the date of the next review.
  - Standing orders, financial regulations, the Code of Conduct, publication scheme, accessibility statement, privacy statement and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. There should be evidence of an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.
  - The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
  - The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.
- It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code.
- The council posts up a scanned copy of the last annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to submit their annual return for audit. Panels check that these councils comply with the Transparency Code for Smaller Authorities.
  - Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices.
  - The calendar (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
  - Similarly, the minutes for full council meetings over the last year include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning applications are correct. The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council.

- The council can post up the current or next year's budget (or both). Budget documents would normally show columns comparing the year in question with the two previous years; they include information on income and expenditure (or receipts and payments) and show how the precept was calculated.
- The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.
- The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings.
- Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.
- The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.
- Contracts, disciplinary/grievance procedures, a risk management policy and register of assets can be based on a model but tailored to the specific council. They are not published. The contract(s) for staff can be provided in redacted format, or if there are reasons why the contract cannot be shared then the council provides a statement from a full council meeting confirming that all staff are employed under an appropriate contract. The risk management policy shows the council has considered health and safety of staff, councillors and others as appropriate.
- A training and development policy for staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, events, online courses, learning on the job and qualifications. Councillors undertake a range of development activities such as attending conferences, undertaking training, or reading about developments in the sector. The clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a [system published by the IDB](#).

TO ACHIEVE THE QUALITY AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AWARD AND HAS ADDITIONAL DOCUMENTATION AND INFORMATION IN PLACE FOR GOOD GOVERNANCE, EFFECTIVE COMMUNITY ENGAGEMENT AND COUNCIL IMPROVEMENT. THE QUALITY AWARD CRITERIA INCLUDE THE ELIGIBILITY CRITERIA FOR THE GENERAL POWER OF COMPETENCE.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Draft minutes of all council and committee meetings within four weeks of the last meeting	A community engagement policy involving two-way communication between council and community	
A Health and Safety policy	Councillor profiles	
Its policy on equality	A grant awarding policy	
	Evidence showing how electors contribute to the Annual Parish or Town Meeting	
	An action plan and related budget responding to community engagement and setting out a timetable for action and review	
	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	
	Evidence of helping the community plan for its future	

The council also confirms by resolution at a full council meeting that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A scheme of delegation (where relevant)	At least two-thirds of its councillors who stood for election	A qualified clerk
	An annual report that is actively shared with the community	A formal appraisal process for all staff
	Evidence of a customer service in how the council handles correspondence with the public	A training policy and record for all staff and councillors

The council notifies the accreditation panel's co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

## WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that the criteria for the Foundation Award are in place if the award was granted more than one year ago. The exception to this is if the council received the Foundation award less than a year ago. Then the panel does not check the Foundation criteria again, but the council still confirms in a public meeting that it meets these criteria.

It then considers the additional criteria for the Quality Award.

The panel assesses the quality of documents and information with a light touch, seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel confirms that the documentation and information is in place and up-to-date and complies with the guidance below. For those documents that are not posted on the website, the panel may ask to see the evidence if it is considered necessary.

- All council policies should comply with current legislation and guidance and note the date of the next review.
- Draft minutes (marked Draft) of all council and committee meetings should be posted up as soon as possible after the meeting and within at least four weeks. The minutes will show that the council monitors its actions, internal controls and performance against the budget at least every three months.

- A community engagement policy demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions. The council also gives grants to community organisations and publishes a grant awarding policy.

- Councillor profiles normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.

- The panel seeks evidence that the council has in place light touch policies for managing Health and Safety, including its duty of care to staff and promoting equality in compliance with legislation. For example, evidence might include employment documents or statements on agendas.

- Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.

- The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan. The council's budget shows how the action plan is put into practice and manages risks to public money.

- The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's website. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations, including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.

- The annual report should be actively communicated and shared with the community. It might be produced digitally and/or in hard copy. It is accepted that it cannot always be distributed to all households, but digital versions could be distributed by email and social media. Hard copies could be left at prime locations in a community, including a library, doctors' surgeries, schools, pubs, shops or residential homes.

- The panel seeks evidence from council documents and online information that it supports the community in planning for its future. This can include at least one contribution to creating, implementing or reviewing a parish or town plan, a design statement or a neighbourhood plan, holding community planning events, facilitating debate in the community about planning applications or registering community assets. The panel seeks evidence that the council has considered environmental matters as part of how it plans for the future of the community. This may be through the planning system such as considering environmental impact in neighbourhood plans, or through engagement with the community. The council might also undertake activities to engage with the community on the environment outside of the planning system, this might include tree planting, litter picking, reducing carbon and addressing climate change.

- The panel also seeks evidence of promoting elections and the value of the democratic process; this might include explaining how the system works, advising people of election dates and promoting the value of being a councillor.

- At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.

Total council seats

5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

4 4 5 6 6 7 8 8 9 10 10 11 12 12 13 14

Two thirds

- The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation.

- The panel seeks evidence of how the council handles correspondence with the public and takes a customer service approach. Evidence shows how the council plans for and manages correspondence with the public, this might include examples of the council has addressed complaints, queries and other communications in the past year. It might also include any policies or training for staff that illustrates the council's commitment to customer service.

- A qualified clerk is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.

- The panel may ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council. The clerk is expected to achieve at least 12 Continuous Professional Development Points every year. The CPD guidance on how points are allocated can be downloaded from NALC's or SLCC's websites.

TO ACHIEVE A QUALITY GOLD AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AND QUALITY AWARDS, AND IS AT THE FOREFRONT OF BEST PRACTICE BY ACHIEVING AN EXCELLENT STANDARD IN COMMUNITY GOVERNANCE, COMMUNITY LEADERSHIP AND PERFORMANCE MANAGEMENT.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	<ul style="list-style-type: none"> <li>An annual report, online material, news bulletins and other council communications with evidence of:                             <ul style="list-style-type: none"> <li>– Engaging with diverse groups in the community using a variety of methods</li> <li>– Community engagement influencing council activity and priorities</li> </ul> </li> <li>– A wide range of council activities, including innovative projects, that produce positive outcomes for the community</li> <li>– Co-operating constructively with other organisations</li> </ul>	

The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Ensures that the council delivers value for money	Provides leadership in planning for the future of the community	Manages the performance of the council as a corporate body
	Engages with the community on issues related to the environment and climate change	Manages the performance of each individual staff member to achieve its business plan

The council notifies the accreditation panel when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online, and the prepared statements.

## WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that criteria for the Foundation and Quality Awards are in place if an award was assessed more than one year ago. It then considers the additional criteria for Quality Gold. The exception to this is if the council received a Foundation or Quality award less than a year ago. Then the panel does not check the criteria for that award again, but the council still confirms in a public meeting that it meets these criteria.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. The panel also seeks evidence of councillors and officers working together as a corporate body to achieve the criteria at Quality Gold level. Complying with the guidance below, the panel confirms that up-to-date documentation and information for Quality Gold is in place. The panel may ask for further information or talk to councillors and staff. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. Councils seeking the Quality Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

- In identifying excellence, the panel confirms that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.
- The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.
- The council works to a forward plan (or business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.
- The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community, including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.
- These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four) of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy.
- The panel seeks evidence that community engagement is at the heart of determining council priorities. Evidence shows this engagement leads to actions and projects within the council that deliver positive outcomes for the community. The council is innovative; this is the case if the council undertakes actions that are still relatively new or unusual for that council. There is evidence that the council embraces new ideas and trying new projects. The panel also checks that the council is co-operating with other organisations, including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships.

- The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk's role in serving the council, the purchase of computer equipment or a grass cutting contract. It may also include reference to criteria from the other award levels as a number of these criteria do provide evidence that the council offers value for money.

- The panel seeks evidence that the council has considered climate change and other environmental issues and has engaged with the community on these issues. The council will have considered how it can support or facilitate the community to take actions that could have a positive environmental impact for the local area, or more widely.

- The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real®

- or community conferences. The statement should include the council's approach to neighbourhood planning.

- Finally, the statements on performance management explain the processes by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. The statements also include confirming that each member of staff has their own professional development plan and that the majority of councillors participate in a member development programme that is specific to their roles and the needs of the council. It is important to show evidence that the council is a good employer.

## A GUIDE TO THE ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of a local accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

### REGISTRATION

1. The council registers its intention to apply for a specified award online at [www.nalc.gov.uk/localcouncilawardscheme](http://www.nalc.gov.uk/localcouncilawardscheme)
2. Contact NALC at [lcas@nalc.gov.uk](mailto:lcas@nalc.gov.uk) or on 020 7637 1865.
3. The council pays a registration fee to NALC to cover the costs of managing the national scheme, including: administration, national online resources, quality assurance and review processes.
4. NALC provides the applicant with a template application form and the contact details of the co-ordinator of the appropriate accreditation panel.
5. NALC provides the panel co-ordinator with information of the council's application.
6. When a council is ready to make its application to the accreditation panel, its clerk notifies the panel co-ordinator that the council has passed a resolution confirming that all the documentation and information is in place for a specified award and submits a completed application form with any additional documentation required.
7. The council pays the accreditation fee which covers the costs administering the local service.
8. The local panel co-ordinator keeps a record of all applications and monitors their progress.
9. When the accreditation panel makes its decision it informs the council. It also completes an online form to allow NALC to update national records.

### ONLINE CONNECTIVITY

The Award Scheme requires councils to publish certain information and documents online. In exceptional circumstances a council may not be able to put documents online because of poor digital connectivity in the local area. In this case, the council applies to the panel co-ordinator for permission to submit evidence for an award in an alternative format. The co-ordinator must be confident that poor digital connectivity is the problem rather than an unwillingness to use an online service for publishing council documents.

### THE ACCREDITATION PANEL

The accreditation panel is set up by a County Association or a regional group of County Associations. The aim of any panel arrangement is to facilitate training, promote consistency and help manage the workload. Where an individual County Association is unable to support the scheme, a council will be able to submit their application

to an appropriate neighbouring or regional panel.

County Association's may adapt the accreditation process to fit local need. They are able to discuss this with the Improvement and Development Manager at NALC, for support and guidance.

The panel co-ordinator manages a pool of up to ten potential panel members, in the expectation that between three and five members are required to review each application. The panel includes experienced councillors and clerks as well as someone independent of the sector with an understanding of local government.

Panel membership should be reviewed by the panel co-ordinator every two years.

At the beginning of the accreditation process a panel is drawn together from the pool of potential members. The panel could choose a lead panellist or chair if needed to facilitate decision making.

All panel members are expected to use email or an online service to read a council's documents and also act in the spirit of a Code of Conduct; for example, they do not assess an award for their own or a neighbouring council.

The accreditation panel determines

how often an accreditation process occurs,

or an appropriate trigger for this to take place. For example, a panel may decide to convene every two months or may wait until the receipt of ten applications (as long as this is no later than two months after an application has been received). Panels should note that all costs of administering the panels must be met from application fees.

So, to minimise costs, the panel can convene and conduct its business remotely rather than face-to-face. The resources provided by NALC will support this way of working.

The local panels have discretion

over the detail of how they organise the accreditation process.

In consultation with the panel co-ordinators, NALC will provide regularly updated guidance and support for accreditation panels.

### THE ACCREDITATION PROCESS

The emphasis of the scheme is on encouraging and supporting the improvement of councils. The aim of the panel is therefore to help councils to achieve awards and panels are urged to be constructive.

The panel checks that the criteria for the relevant award have been met in published and/or requested information. Most documents and information will be posted on a website. Where it is not appropriate for a document or information to be on a website, the panel is permitted to ask to see electronic versions.

As all information and documents are available online or in electronic format, the panel's work can be done without meeting. Each member of the panel completes a form showing their responses to the co-ordinator.

The co-ordinator reviews the completed forms from the panel which decides whether additional information or documents are required.

Panel members do not need to examine every document in detail but are advised to carry out spot-checks enabling them to make recommendations.



For Quality Gold, the panel may wish to discuss the council's activities with councillors, or staff or visit the parish but the cost of doing so must be covered by the fee.

**THE OUTCOME**

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

- The Award is achieved.
- The Award is achieved but the council is advised to make some small changes.
- The Award is not achieved until specified improvements have been made.

If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The aim of the scheme is to be supportive and help councils achieve the status they have applied for and so it is expected that achieving a lower (or no) award would be an exceptional circumstance. The panel should let the council know as soon as possible if it appears that they have omitted necessary evidence or it appears likely that they will not achieve the award, and the council should be given some time to respond to that feedback.

The co-ordinator informs the council of the outcome within two months of being notified of the application. They also inform NALC of the outcome and successful councils are included in a published list. NALC issues a certificate and provides resources to help the council celebrate and promote their achievement which is sent to the council and panel co-ordinator.

Councils and accreditation panels will be contacted by NALC for feedback on the process and the benefits of receiving the awards.

A council may appeal to the IDB (with an additional fee) if it feels that the panel's decision is unjustified. The IDB will appoint two representatives to review the appeal and the IDB's decision is final.

**UPGRADING ACCREDITATION, RE-ACCREDITATION AND REMOVAL OF ACCREDITATION**

Accreditation lasts for four years.

**Applying for a higher award:**

- If a council wishes to apply for a higher award, it makes a fresh registration and application.
- A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

**Re-accreditation:**

- The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation before four-year end-date, it loses its award.

**Removal of accreditation:**

- The council is expected to maintain its reputation by meeting the criteria throughout the four years.
- Although some circumstances may change, the council will not lose its award unless a significant event such as an audit, employment tribunal, court case or police investigation demonstrates the council's poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award.
- The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

**FEEES**

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The registration fee paid to NALC is £50 paid by all councils for each level regardless of size.<sup>1</sup>

The accreditation fee<sup>2</sup> varies according to:

- The award applied for
- The income of the council
- The council's accreditation history.

<sup>1</sup> All figures quoted are excluding VAT.  
<sup>2</sup> The figures quoted are the discounted rates for members of NALC. Both the registration fee and accreditation fee are reduced by 50% for member councils. Non-member councils must pay the full fee ie double the figures quoted in this grid.

	ANNUAL INCOME UNDER £25,000	ANNUAL INCOME £25,000 - £50	ANNUAL INCOME £50 - £80	ANNUAL INCOME £80 - £100	ANNUAL INCOME OVER £25,000
Foundation Standard	£50	£50	£80	£100	£200
Quality Standard	£80	£80	£100	£100	£200
Quality Gold	£100	£100	£100	£100	£200

The accreditation fee covers the cost of the accreditation panel decision making process only. County Associations may charge additional costs for advice, training or support of applications. Those services and fees will be determined locally.

The IDB will review fee levels annually.

The fee is reduced by 20% if the council sought accreditation at a lower level within the previous 12 months as the checking process covering criteria for the previous award requires less work.

## EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

### QUALITY ASSURANCE

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website.

The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

### IMPROVEMENT

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed every year.

These reviews will alternate between:

- A light touch approach only making urgent required changes where these are considered critical to the scheme.
- A wider ranging review aiming to best address collected feedback from all parties.
- The IDB will oversee all changes to the scheme.

### EVALUATION

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

One year after accreditation the council will be contacted again. The council will be encouraged to apply for the next level of award, to make use of the fee discount. The council will also be asked to describe the benefits they have felt from being accredited by the scheme and their feedback on the scheme as a whole.

# HIGHAM FERRERS TOWN COUNCIL

## TOWN COUNCIL MEETING

27<sup>th</sup> AUGUST 2024

**REPORT: Bleed kit**

**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	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>	Town Clerk	
<b>APPENDICIES</b>	N/A.	

### 1. PURPOSE

- 1.1. To approve a request to site a bleed kit cabinet on the Sports Pavilion, Saffron Road Recreation Ground.

### 2. DETAIL OF THE REQUEST

- 2.1. An offer of bleed kit cabinet has been made by a local individual working on behalf of Off the Streets NN, a community interest company (CIC) who work with community members, organisations and authorities to make the streets safer, with the aim to eradicate knife crime across the county.
- 2.2. A bleed kit cabinet has already been purchased, with the intent that it be installed somewhere in Higham Ferrers. Permission is sought for a location to mount the cabinet.
- 2.3. There is no cost to the council for the purchase of the cabinet, and the council is not being asked to take ownership of the cabinet or any of the ongoing maintenance/replacement of its contents, this will be entirely managed by the individual on behalf of Off the Streets NN CIC who is supplying it.
- 2.4. The Sports Pavilion is suggested as a logical location for the cabinet given the fact that the defibrillator cabinet and knife amnesty box are already located there. The cabinet can easily be inspected for any vandalism/repair requirements as the defibrillator cabinet is already on the council's regular monitoring schedule. Any issues with the cabinet would be reported directly to the Off the Streets NN CIC for their attention.

### 3. RECOMMENDATION

- 3.1. That council support the request to site a bleed kit cabinet on the Sports Pavilion at Saffron Road Recreation Ground.

**EVENTS**  
**CHRISTMAS SPARKLE**

**MINUTES OF THE CHRISTMAS SPARKLE WORKING PARTY MEETING HELD ON  
MONDAY 19<sup>th</sup> AUGUST 2024  
AT THE TOWN HALL, MARKET SQUARE, HIGHAM FERRERS**

**PRESENT:** Cllr Vijay Paul, (Chair), Cllr Nigel Brown, Cllr Pam Whiting, Cllr Bert Jackson, Liz Barnatt (Tourism), Mother Louise (St Mary's Church), Sara Balliston (Ashgrove), Alicia Schofield (Town Clerk), Emily Arrow (Assistant Clerk), Lauren Houlihan (Admin and Comms Officer)

**1. APOLOGIES**

Cllr Jennie Bone, Cllr Tina Reavey, Eileen Busch (Methodist), Pat Bird (Tourism), & Naomi Edwards (Wilson Browne)

**2. MINUTES**

The minutes of the meeting held on the Monday 29<sup>th</sup> April 2024 were agreed as a true and correct record.

**3. SPARKLE EVENT – 23<sup>rd</sup> NOVEMBER 2024**

**3.1 Stalls**

All stall spaces are allocated following the decisions made at the last meeting. Applications are still coming in and being added to the waiting list. No further update currently as the payment and insurance deadline is 30<sup>th</sup> September.

A charity stall appealed a decision that was made at the last meeting. The appeal was considered and dismissed, with the decision from the last meeting upheld.

**3.2 STAGE AND ADDITIONAL EQUIPMENT**

**Stage Programme**

Draft programme was circulated with Morris Men and Rusty Spoons confirmed. Schools have the date, but they are unable to confirm details until the new term begins and their choirs are established.

**Compere**

Beat Route Radio have agreed to compere the event, with stage management also offered. Staff will manage the holding area for children on and off the stage.

**Expenditure**

Entertainment expenditure agreed.

### **3.3 FIRST AID**

Rutland Medical Solutions, with ambulance. Located by Town Hall. The ambulance will compliment the Fire Engine located at the College Street end.

### **3.4 FUN FAIR**

Big Wheel and Swing Carousel are planned as the big rides. Agreed to have happy hour again.

### **3.5 ROAD MANAGEMENT**

Two quotes have been received for road management. To include the provision of the signage, including advanced warning signage. Placement as required in advance of the event, on the day, and removal at the end. Preference is for Event Safety Group as the lower quote but in advance of award enquiry is to be made regarding council retention of signage after the event.

Medisec are confirmed as security and are to be allocated to cover the road closure points. This reflects in the cost, with an increase this year due to the additional level of security detail to the road closure points. The removes the reliance on volunteers for this role and allows re-direction to meet and greet, help points, litter picking, and car park marshalling.

### **3.6. BUDGET**

The budget was circulated with the clerk review presented to the meeting. Budget income £16195 including the council budget allocation of £10,000. Expenditure £15398 including the higher traffic management quote and staff salaries.

## **4 CHRISTMAS LIGHTING, TREE AND YARN BOMBING**

### **4.1 Christmas Tree**

Quotes considered and it was agreed to use a more local supplier this year.

### **4.2 Yarn Bombing**

The yarn bombing is being organised by the craft group. The majority of the yarn bombing will go out after Sparkle to minimise the risk of damage following last year.

### **4.3 Christmas Lighting**

Display as last year. The electrician has advised replacement lights are needed for the Christmas tree and the market Square trees due to some light failures of last year. The clerk is seeking a quote for council consideration.

## **5 PROMOTION AND SPONSORSHIP**

### **5.1 Promotional Campaign**

Poster was circulated and well received. QR codes are to be used again. Video to be posted on social media showing the walk from Bury Close to the event, in the hope that the available parking may be utilised more.

## 5.2 Sponsorship

Agree to have boards round the tree. Christmas tree sponsorship to include an A1 board displayed on the barriers surrounding the tree from the day of Sparkle until the first week of January 2025. For businesses with their registered trading address within the parish boundary the cost will be £150 +VAT and for businesses outside the parish boundary £200 +VAT. This includes the cost of the board being printed. Stage Sponsorship was discussed and it was agreed that we would offer an A1 board to be displayed on the barriers at the front of the stage. For businesses registered within the parish boundary the cost will be £50 +VAT and for businesses outside the parish boundary £75 +VAT. This includes the cost of the board being printed.

## 6 UPDATES FROM OTHER ORGANISATIONS

### 6.1 Higham Ferrers Tourism

Santa's Grotto. 4 Santa's will take turns, and all be accompanied by Mrs Claus. Real Christmas trees will be displayed throughout the town again, approximately 80. Volunteers being sourced to help put the lights on. There has been a cost increase to Tourism for the trees as the supplier has become VAT registered.

### 6.2 Hope Methodist Church

Update provided in advance of the meeting confirmed that stall spaces are being booked but they do still have some available.

### 6.3 St Mary's Church

There will be no display this year and no charge to enter the Church. There are stall spaces available and refreshments in the Bede House.

### 6.4 Ashgrove Clinic

Santa Paws will be happening 9am – 4pm, with enquiries already being received. Bookings are intended to be opened up during September. Berties will also be in the Ashgrove with a stall.

## 7. ITEMS TO REPORT

Portaloos have been booked and will be placed in Saffron Road car park. It was noted from St Marys and Chichele College that the public were using their toilets last year which resulted in blockages at both venues.

The Ashgrove Clinic reported that a member of the public asked if they could change their child in their toilet. This will be raised with the dance school if they are to perform this year.

Skips with lids are booked with suggestion that one go in Saffron Road car park and one in Little Castlefields.

Lighting. Public feedback was received on how dark College Street becomes. Quote for the hire of Tower lighting received for £340. Placement was discussed as Saffron Road car park, to light up the toilets and shine over the wall onto College Street. Cllr Jackson advised that if the floodlights in the Car Park were turned, there would likely be sufficient lighting for the toilets, and that the tower light could go on College Street. Staff to investigate the floodlights. The cost of tower light hire against purchasing one is to be looked into.

6. **DATE OF NEXT MEETING**  
Monday 21<sup>st</sup> October at 1pm.

## HIGHAM FERRERS TOWN COUNCIL

### NEIGHBOURHOOD PLAN REVIEW STEERING GROUP

Minutes of the meeting Monday 12<sup>th</sup> August 2024 at 12noon at the Town Hall

Present:

Chair, Richard Gell

Clerk, Alicia Schofield

Liz Barnatt

Jeanette Smith

Trina Howat

Nigel Cheetham

Jon Sidey

Sally Stroman, Aitchison Rafferty

<b>1.</b>	<b>Welcome and to receive apologies</b> Apologies received from Cllr Mrs Jennie Bone, Cllr Mrs Angela Gardner, Cllr Paul McCann, Cllr Vijay Paul, Cllr Gary Salmon, Cllr Bert Jackson and Carol Fitzgerald.	
<b>2.</b>	<b>Approval of minutes from the meeting held on the 11<sup>th</sup> July 2024</b> The minutes of the meeting held on the 11 <sup>th</sup> July were approved as a true and correct record of the meeting.	
<b>3.</b>	<b>Sally Stroman, Aitchison Rafferty</b> <b>To consider and agree the wording for the remaining policy updates</b>	
	<b>HF2</b>	NNC produced a Housing and Economic Needs Assessment in July 2023 as part of the evidence base for the North Northants Local Plan (NNLP). In broad terms the findings support the policy. It was agreed the council didn't need to undertake their own assessment. Policy to be retained as is, subject to amendment of 50% to 40% and the inclusion of the word 'major' to apply scale and clarity to the size of the developments. SS
	<b>HF3</b>	Sally to draft policy based on discussions at the meeting. The aim is to have a policy that ensures the best design for the employment/mixed use area, eg. screening and landscaping, tree species, roof heights etc. SS
	<b>CD4</b>	Sally presented pros and cons to the inclusion of a policy to allocate the land for recreational use from the Rushden East Sue boundary along the A6 to the Moulton College/football club site. After deliberations it was agreed the cons outweighed the pros and that no policy would be included. Aspiration for recreational areas to be reviewed to form actions with the Community Plan. Remove policy
	<b>DE2</b>	The group agreed there was merit in reviewing and assessing all the identified positive buildings (or non-heritage assets) in the conservation area. The group are to also assess any positive buildings beyond the conservation area. Members are to undertake the assessment in their own time, which will then be collated for overview at the next meeting. The Steering Group



		assessment will be based on a scoring against the following:- <ul style="list-style-type: none"> <li>• Local importance</li> <li>• Historical importance</li> <li>• Contributions towards the Conservation Area</li> <li>• Attractive/design importance</li> </ul> Properties can score against all 4 or simply 1. The scoring will help to rank the positive buildings to steer referencing in the policy.	
	<b>DE4</b>	Jeanette and Trina to undertake the last local green space assessment, Garden Fields.	JS & TH
	<b>X Biodiversity</b>	Amendment previously made with policy wording now agreed.	SS
	<b>DEX Sustainable Design</b>	Agreement to Passivhaus standards within policy supporting text rather than policy itself.	SS
	<b>To consider the requirements of the Steering Group for the supporting text and plans.</b> Sally to continue drafting the supporting text, plans to follow.		
<b>4.</b>	<b>Budget review and funding considerations.</b> The Clerk confirmed receipt of monies from Locality. The funding received is the balance of the total possible from the grant and is £5780.00.		
<b>5.</b>	<b>Character Assessment review and update</b> The proof read is complete. Further to policy DE2 and the assessment of positive buildings there may be additions directly related to the findings.		
<b>6.</b>	<b>Community Plan review and update</b> Small working group to meet to assess what might be carried forward as outstanding from previous and what may also be added as new.		
<b>7.</b>	<b>Any other business</b> None		
<b>8.</b>	<b>Date of next meeting</b> TBA		

After the meeting the Chair apologised for his inappropriate comment as part of Policy CD4 discussions.

## HIGHAM FERRERS TOWN COUNCIL

### Pavilion Working Party

Minutes Tuesday 30<sup>th</sup> July 2024 at the Town Hall. 9.20pm start.

**PRESENT:** Cllr Barry Spencer, Cllr Chris O'Rourke, Cllr Gary Salmon, Cllr Bert Jackson, Cllr Sean Prosser, Cllr Vijay Paul, Alicia Schofield (Town Clerk)

1.	<b>Apologies</b>
	Cllr Peter Tomas, Cllr Paul McCann.
2.	<b>Approval of minutes from last meeting 20<sup>th</sup> May 2024.</b>
	The minutes were accepted as a true and correct record of the meeting.
3.	<b>To consider request from Chairman to postpone the meeting due to his inability to attend.</b>
	The working party noted the request but agreed that the meeting should continue given the level of attendance.
4.	<b>VAT advice.</b>
	The Clerk confirmed the appointment of Steve Parkinson. Parkinson Partnership, expenditure already approved. Cost is £750. Steve had previously advised on the proposed new build community centre.
5.	<b>To review plans and agree scope of proposed meeting with Jon Sidey.</b>
	3 options had come forward from Sidey Design. The Clerk acknowledged they were beyond original scope but they stem from discussion between the Clerk and Jon Sidey regarding possibilities for the roof space and also suggestions from Jon following his consideration of the sketch plans presented by the working party. The options can be costed by a quantity surveyor. Intent is to meet with Jon Sidey to allow working party to have informed discussion regarding the 3 options to narrow down options/design for costings.
6.	<b>Any other business from working party members.</b>
	None.
7.	<b>Date of next meeting.</b>
	Meeting proposed for Tuesday 20 <sup>th</sup> August 2024 at 5.30pm, subject to Cllr Tomas and Jon Sidey availability.

## HIGHAM FERRERS TOWN COUNCIL

### Pavilion Working Party

Minutes of the meeting Tuesday 20<sup>th</sup> August 2024 at the Town Hall

**PRESENT:** Cllr Peter Tomas (Chair), Cllr Barry Spencer, Cllr Chris O'Rourke, Cllr Gary Salmon, Cllr Bert Jackson, Cllr Sean Prosser, Cllr Vijay Paul, Alicia Schofield (Town Clerk), Jon Sidey of Sidey Design.

1. **Apologies**

Cllr P McCann, Cllr G Salmon.

2. **Approval of the minutes from the last meeting 30<sup>th</sup> July 2024.**

The minutes were accepted as a true and correct record of the meeting.

3. **To review plan options:-**

- **Option 1 – no extension**
- **Option 2 – 4.7m rear extension**
- **Option 3- Ground floor no extension and first floor**

Main discussion points from review of the 3 options presented:-

- Like main entrance feature to car park side.
- Social area long enough for indoor mat bowls.
- Preference for remaining within original footprint.
- Rear patio/terrace area with doors opening onto it at end of social area provides possible extension area. Requires path realignment.
- Condition of roof structure not too bad. Style of current metal finish and what might replace this. Existing pitch v. new steeper roof pitch creating first floor space.
- External appearance half timber. Roller shutters can be built in and hidden when building open and in use.
- Not adequate route for disability scooters/wheelchairs. Drop kerb on path to cemetery side leading to drop kerb to car park pavilion and access to path around the pavilion.
- Solar panels can be inlaid into the roof. Vandalism concerns raised noting modern improved designs of late.
- EV charge point provision.
- Re-design of car park to extend slightly and include 2 disabled parking spaces.
- Compound area with 3 parking bays, possible additional bay/ 2 bays in compound area nearer to pavilion building but space would be tight.

4. **To agree plan modifications and preferred option/s.**

Option 2 was dismissed as working party wished to maintain original intent to work within existing footprint.

Option 1 and option 3 to be further explored as follows:-

- Option 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.

- Option 3- 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.

5. **To consider next stages.**

***Recommendation***

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.

6. **Date of next meeting.**

TBA.

Jon Sidey to forward images/example of roof material he suggested.

Clerk to circulate previous hire information gathered on other venues within the town.

## HIGHAM FERRERS TOWN COUNCIL

### Public Toilets Working Party

Thursday 25<sup>th</sup> July 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. **Site Visit**  
Working party members made a site visit.
3. **Background**  
The toilets were devolved to the Town Council from ENDC in 2012.  
A sum of money was transferred to the council which was for the sole purpose of refurbishment. This sum has been added to over the years.  
Monies in EMR currently show at £25,900 plus £10,000 allocation this financial year, providing current total of £35,900.
4. **Discussion point summary**  
Plans were viewed alongside the draft specification.  
The level of use of the toilets and whether to survey to ascertain.  
Merit of unisex toilets v. retention of provision of ladies and gents.  
Possible provision of a 2<sup>nd</sup> toilet cubicle in the ladies.  
Possible change of door arrangement as suggested by Cllr Jackson.  
Reference to council's Sustainability Policy.  
Idea of install of solar panels to the roof for electricity generation with the cleaner's storeroom to be used for battery storage.  
Rainwater harvesting.  
Application for possible grant funding for eco/green initiatives.
5. **Nest steps**  
JA to ask Aphex if they will do a re-design that removes the 3 entrance doors shown in their initial proposal and then 2 options:-
  1. Shutter entrances as existing.
  2. 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.
6. **Any other business**  
None.
7. **Date of next meeting**  
12<sup>th</sup> September 2024 at 1pm at the Town Hall.