

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

NOTICE IS HEREBY GIVEN THAT –

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

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

AGENDA

1. **PRAYERS**
Meeting to be opened with prayers led by Mother Louise Bishop.
2. **APOLOGIES**
To receive and accept apologies for absence.
3. **DECLARATIONS OF INTEREST**
To receive Declarations of Disclosable Pecuniary Interests and Other Interests and the nature of those interests relating to items on the agenda.
4. **MINUTES**
To approve and sign as a correct record the minutes of the meeting held on the 30th July 2024.
5. **PUBLIC FORUM (15 minutes)**
To allow any member of the public to address the meeting for a period of no longer than three minutes each. If the item raised by the member of the public is not on the agenda the Clerk will advise how the issue will be addressed. No decisions can be taken under this item.
6. **MAYORS ANNOUNCEMENTS**
To receive a verbal report from the Mayor.
7. **TOWN CLERK'S REPORT**
To receive and note the Town Clerk's Report.
8. **QUESTIONS**
An opportunity for Councillors to ask questions pursuant to standing order 9. (Questions must relate to business of the Town Council and not be related to items of business on the agenda. Every question shall be put and answered without discussion.)
9. **REPORTS OF REPRESENTATIVES TO OTHER BODIES**
To receive reports from Councillors on meetings they have attended as representatives to other bodies.
10. **REPORTS FROM UNITARY COUNCILLORS**
To receive written reports from the North Northamptonshire Unitary Councillors.
11. **FINANCE**
 - 11.1. To approve accounts for payment as at 27th August 2024.

- 11.2. To approve the bank account reconciliation as at 31st July 2024.
- 11.3. To receive and note the budget report as at 31st July 2024.
- 11.4. To approve the following expenditure:-
- (i) SLCC National Training Conference x2 days, Assistant Clerk, £585
 - (ii) Additional fencing works to supplement replacement fencing work to the boundary of the footpath, Higham Heights, £1185
 - (iii) Christmas light sets for the Christmas Tree and Market Square trees
12. **COMMITTEE MEETINGS**
To receive and adopt the minutes of the following committees:-
- 12.1. Planning and Development Committee held on the 13th August 2024. (copy herewith) Pages 27-29
- 12.2. Policy and Resources Committee held on the 13th August 2024. (copy herewith) Pages 24-26
- Recommendations*
- 12.2.1 **REVIEW OF POLICIES**
- (i) **Flag Flying Policy**
That the Flag Flying Policy be approved with addition as follows:-
Section 'Union Flag'
Addition to the list of when the Union may be flown:-
Last Saturday of June – Armed Forces Day (Armed Forces Day Flag)
New Section 'Twinning Flag'
Additional section at the end of the policy as follows:
Twinning Flag
According to the Ministry of Housing, Communities & Local Government's Plain English Guide to Flying Flags, the Council does not need consent to fly any country's national flag.
Higham Ferrers Town Council is twinned with Hachenburg in Germany. The German national flag may be flown when Higham Ferrers receives visitors from Hachenburg.
 - (ii) **Media Policy**
That the Media Policy be approved subject to the removal of the words 'where possible' in the second sentence.
 - (iii) That the following policies be reviewed without change:-
Graffiti Policy.
Memorial Safety Policy.
PAT Policy
Grant Award Policy.
- 12.2.2. **FLAGSTONE CASH DEPOSIT PLATFORM**
That authority be delegated to the Clerk to move funds between the instant access accounts on the Flagstone cash deposit platform. That the Clerk will review the accounts performance at least once a month. That fund movement will be spread across the instant access accounts to best maximise interest payments, whilst placing funds in any one instant access account of no greater than £85,000 to align with the financial services compensation scheme.
- 12.2.3. **BUSINESS FORWARD PLAN**
That the 'Mission Statement' and the 'Objectives' of the Business Forward Plan be reviewed without change.
13. **BLUE PLAQUES**
- 13.1. 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. (copy herewith) Pages 30-34

- 13.2. To consider the supply and install of a blue plaque to 67 High Street.
14. **COMMUNITY LIBRARY AND WELLBEING HUB, VOLUNTEER ADMINISTRATIVE SUPPORT**
- 14.1. To support the use of volunteers to carry out Community Library and Wellbeing Hub administrative work to assist the Community Connector. (copy herewith) Pages 35-36
- 14.2. To incur expenditure 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.
15. **LOCAL COUNCIL AWARD SCHEME**
To agree to submission of an application for the National Association of Local Councils (NALC) Local Council Award Scheme Foundation Level. (copy herewith) Pages 37-50
16. **BLEED KIT CABINET, SPORTS PAVILION**
To approve a request to site a bleed kit cabinet on the Sports Pavilion, Saffron Road Recreation Ground. (copy herewith) Page 51
17. **CHRISTMAS SPARKLE WORKING PARTY**
To receive and note the minutes of the Christmas Sparkle working party meeting held on the 19th August 2024. (copy herewith) Pages 52-55
18. **NEIGHBOURHOOD PLAN REVIEW STEERING GROUP**
To receive and note the minutes of the Neighbourhood Plan Steering Group meeting held on the 12th August 2024. (copy herewith) Pages 56-57
19. **PAVILION WORKING PARTY**
- 19.1. To receive and note the minutes of the Pavilion working party meeting held on the 30th July 2024. (copy herewith) Page 58
- 19.2. To receive and note the minutes of the Pavilion working party meeting held on the 20th August 2024. (copy herewith) Pages 59-60
- Recommendation**
- (i) 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.
20. **PUBLIC TOILETS WORKING PARTY**
To receive and note the minutes of the Public Toilets working party meeting held on the 25th July 2024. (copy herewith) Page 61
21. **CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**
To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the following items of business, the Press and the Public be excluded from the meeting for the next item.
22. **PERSONNEL COMMITTEE**
To receive and adopt the minutes of the Personnel Committee held on the 20th August 2024.

23. **REOPEN MEETING TO PUBLIC AND PRESS**
To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.
24. **ITEMS TO REPORT**
An opportunity for Councillors to report items. No decisions or discussions can be made under this item.

Miss Alicia J Schofield
Town Clerk
A J Schofield
Date: 21st August 2024

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