



RAUNDS TOWN COUNCIL

Council Offices, The Hall, Raunds, Wellingborough, Northamptonshire. NN9 6LT

Telephone: (01933) 622 087

E-mail:- info@raunds-tc.gov.uk, Website: www.raunds-tc.gov.uk

8 January 2025

Dear Councillor,

You are summoned to attend a meeting of the **Raunds Town Council** to be held in **The Council Chamber, The Hall, Thorpe Street, Raunds**, on **Tuesday 14th January 2025 at 7.30pm.**

Press and Public welcome.

Mr Steve Tucker

Mr Steve Tucker
Clerk to the Council.

AGENDA

- FC116.24** To receive apologies for absence.
- FC117.24** Notification of requests from members of the public to address the meeting in compliance with adopted protocol.
- FC118.24** Notification of members questions in compliance with the council's standing orders.
- FC119.24** **Declarations of Interest.**
- COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM.
- FC120.24** **Council Minutes:** To confirm the minutes of the following Council meetings:
- [Full Council](#) meeting held on Tuesday 10 December 2024 (Draft) (Copy herewith) (Pages 3-40)
- FC121.24** **Committee Minutes:** To receive the minutes of the following Committees:
- [Planning Committee](#) held on Thursday 19 December 2024 (Copy herewith) (Pages 41-43)
 - [Events Committee](#) held on Tuesday 7 January 2025 (Copy herewith) (Pages 44-51)
- FC122.24** **Mayor's Report:** To receive the Mayor's report. (Copy herewith) (Page 52)

- FC123.24** **Unitary Councillors Report:** To receive reports from Unitary Councillors. (Verbal update)
- FC124.24** **Planning Applications Received for Consideration:** (Copy herewith) (Page 53)
- NE/24/01004/FUL | **Proposal:** Full Planning Permission. Installation of 3 containers to be used for changing room and toilet facilities, following the demolition of the old building which was destroyed due to an arson attack. (Section 81 E/24/0024/DN) | **Location:** Amos Lawrence Park Stanwick Road Raunds Wellingborough NN9 6DG
- FC125.24** **Budget & Precept 2025/26:** To confirm the budget and precept requirement for the 2025/26 financial year. (Report herewith) (Pages 54-61)
- FC126.24** **Raunds Skate Park Update:** To receive an update on the construction of Raunds Skate Park. (Verbal update)
- FC127.24** **Spotlight Newsletter:** To review a draft of the Winter 2024/25 edition of Spotlight newsletter. (Copy to Follow)
- FC128.24** **Annual Town Assembly:** To consider provisional arrangements and promotional artwork for the Annual Town Assembly at Saxon Hall on Thursday 24 April 2025. (Verbal update)

RAUNDS TOWN COUNCIL MEETING
10 December 2024 at 7.30pm

PRESENT:

Cllr P Byrne (Chairman), Cllr B Cross, Cllr O Curtis, Cllr A Fernley, Cllr K Harrison, Cllr H Howell, Cllr D Hughes, Cllr M Levell, Cllr R Levell, Cllr T Swailes and Cllr L Wilkes.

IN ATTENDANCE:

S Tucker, Clerk (Minutes)

2 Members of the Public

FC102.24 APOLOGIES FOR ABSENCE

Apologies were received from Cllr R Beattie.

FC103.24 PUBLIC PARTICIPATION

Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

A representative of Stanwick Youth Football Club attended to speak upon agenda item FC106.24.

FC104.24 QUESTIONS FROM MEMBERS

None received.

FC105.24 DECLARATIONS OF INTEREST

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM.

Cllr K Harrison declared a non-pecuniary interest in agenda item FC106.24, insofar as a family member participates for the Youth Football Club.

RESOLVED that in accordance with Standing Order 4a, the order of business be amended as set out in the minutes.

FC106.24 Application for Hire of Open Space: To consider a request from Stanwick Youth Football Club to use Bassfords Recreation Ground.

The Council gave consideration to the request from Stanwick Youth Football Club to use Bassfords Recreation Ground to accommodate its training and matches. It was noted that Raunds Cricket Club had offered the football club use of their adjacent changing facilities.

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Members noted that previous requests for use of Bassfords to accommodate club football had previously been considered, but had been ruled out on the grounds of lack of parking facilities, the residential nature of the surrounding area, the lack of a Public Space Protection Order (PSPO) for dog control and the Town Council's use of the space for its annual events.

It was suggested that since Amos Lawrence Park has a PSPO in place, is less surrounded by residential properties and has good drainage which enables it to withstand heavy usage, this remained a better facility for local football clubs to use. In addition, the park is not used for Council events and the car park is due to be extended as part of the skate park project. The Council has recently entered into a licence agreement with Raunds Town Youth Football Club for use of the playing pitches, therefore any potential sharing arrangements would need to be agreeable to the licensee and compatible with the terms of the agreement (or capable of being amended).

RESOLVED that the potential viability of sharing football pitches at Amos Lawrence Park be explored between the relevant stakeholders.

FC107.24 Council Minutes: To confirm the minutes of the following Council meetings:

- [Full Council](#) meeting held on Tuesday 12 November 2024.

RESOLVED that the minutes of the Full Council meeting held on 12 November 2024 be confirmed as a true record.

FC108.24 Committee Minutes: To receive the minutes of the following Committee meetings:

- [Planning Committee](#) held on Monday 18 November 2024

RESOLVED that the minutes of the Planning Committee meeting held on 18 November 2024 be noted.

- [Personnel Committee](#) held on Tuesday 19 November 2024.

RESOLVED that:

- (i) Recommendation PEC29.24 be approved; and
- (ii) The minutes of the Personnel Committee meeting held on 19 November 2024 be noted.

- [Finance Committee](#) held on Tuesday 26 November 2024

RESOLVED that:

- (i) Recommendations F37.24 and F38.24 be approved; and
- (ii) The minutes of the Finance Committee meeting held on 26 November 2024 be noted.

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- [Environment, Leisure and Recreation Committee](#) held on Tuesday 3 December 2024

The Council discussed the draft skate park signage design at agenda item ELR34.24, and requested the addition of a more prominent and detailed legal disclaimer to make it clearer that users of the skate park do so at their own risk and accept liability accordingly.

RESOLVED that:

- (iii) **Recommendation ELR38.24 be approved; and**
- (iv) **The minutes of the Environment, Leisure and Recreation Committee meeting held on 3 December 2024, as amended, be noted.**

FC109.24 Mayor's Report: To receive the Mayor's report.

Members noted the Mayoral engagements attended and requested that special gratitude be extended to Town Council staff for their efforts in ensuring that the Christmas Light switch-on still went ahead on 24 November and was very well attended despite the challenging weather conditions brought by Storm Bert which forced much of the original programme to be revised.

RESOLVED that the digest of Mayoral activities for November 2024 be noted.

FC110.24 Unitary Councillors Report: To receive reports from Unitary Councillors.

An update was provided on continued improvements to the Council's planning service, including an enhanced advice service, faster processing times for applications, live streaming of meetings, use of AI and increased resources for planning enforcement.

The work of the Culture, Tourism and Heritage service had been recognised with a number of recent awards, including Chester House being awarded Small Business of the Year at the Northamptonshire Business Awards and the Discover Northamptonshire Hub being awarded the Innovation in Business Award at the Wellingborough and East Northants Chamber Awards.

A statement of reassurance had been issued in respect of Raunds Library, clarifying to customers that current partnerships remained in place, and it is business as usual.

RESOLVED that the Unitary Councillor reports be noted.

FC111.24 Standing Orders: To review the Council's Standing Orders.

The Council reviewed its Standing Orders and it was noted that updates were required in respect of the financial controls and procurement thresholds at Section 19, as shown at Appendix 1, to take account of

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amendments made to the UK regulations via the Public Procurement (Agreement on Government Procurement) (Thresholds) (Amendment) Regulations 2023.

RESOLVED that the Council's Standing Orders, as amended, be adopted for a further one-year period.

FC112.24 Tree Survey Works: To consider quotations for carrying out works identified by the 2024 tree survey.

The Council reviewed the report and recommendations from the 2024 tree survey, and considered the quotations obtained for carrying out the works in order of priority.

It was considered that in order to minimise disruption and avoid additional costs associated with mobilising repeat visits for different priority works, all works should be carried out by the preferred contractor as soon as practicable.

Members reviewed the recommendation for removal of the tree cages outside of the Town Hall, but considered that this could lead to vandalism and/or anti-social behaviour and expressed a preference instead to modify the cages to prevent further damage to the stems.

RESOLVED that:

- (i) Quote 2 to carry out the full programme of works recommended by the 2024 tree survey be accepted for £6,150.00+VAT; and
- (ii) Quotes be obtained to modify the Town Hall tree cages to prevent further damage to the stems.

FC113.24 *The press and public will be excluded from the following agenda items due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960*

RESOLVED to exclude the press and public from the remainder of the meeting.

FC114.24 Clerk's Update Report: To receive a confidential report from the Clerk.

The Clerk presented the confidential report.

Following a discussion, it was

RESOLVED that

- (i) Raunds Town Youth FC be granted consent to apply for planning permission for new changing facilities at Amos Lawrence Park on the area of land covered under the licence agreement. The Council reserves its judgement on the planning application itself until such time as the full details of the proposal are available for review; and

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(ii) A premises licence be applied for in respect of Raunds Town Hall and the wedding marketing subscription be reinstated.

FC115.24 Staff Training: To consider staff training requirements.

The Clerk presented the confidential report.

Following a discussion, it was

RESOLVED that the staff training programme be approved.

There being no further business the meeting closed at 9.12pm.

Approved: (Town Mayor)

Meeting date.....14 January 2025.....(Council)

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Raunds Town Council Constitution & Standing Orders

Adopted	13 January 2015
Amended	13 October 2015
Amended	12 January 2017
Amended	13 June 2017
Amended	14 May 2019
Amended	12 May 2020
Amended	13 July 2021
Amended	8 November 2022
Amended	11 July 2023

Amended	10 December 2024
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Part 1 Constitution

1.0 Introduction:

- 1.1 Raunds Town Council has agreed Standing Orders which set out how the Council operates, how decisions are made and the procedures which are followed to ensure the Council operates in an efficient, transparent and accountable manner for the people of Raunds.
- 1.2 Standing Orders provide the basic rules which govern how the Council operates. More detailed policies, procedures, protocols and codes of practice are provided separately to further enhance the management of the Council.
- 1.3 The Council is committed to:
- Promoting Equality;
 - Providing effective leadership;
 - Delivering efficient, effective and economical services;
 - Conducting business transparently;
 - Acting responsibly.
- 1.4 The Council has resolved that:

'Raunds Town Council will base its decision making on what is best for the town and in the interests of the people of Raunds.'

2.0 The Council and its Councillors

- 2.1 The Council comprises 12 Councillors usually elected every four years. Separate arrangements are in place where a casual vacancy arises.
- 2.2 All Councillors are democratically accountable to residents of the Town, but they have a special duty to all constituents of their ward.
- 2.3 All Councillors are bound by the Council's Code of Conduct to ensure high standards are maintained in the way they undertake their duties.
- 2.4 All Councillors meet together as the corporate body of the Council.
- 2.5 Meetings of the Council are open to the public, press and media. At these meetings Councillors deliberate and agree the Council's overall policies and set an annual budget. The Full Council is the principal forum for debating issues concerning Raunds, determining the Council's finances and making strategic decisions.
- 2.6 Annually, the Council appoints a Town Mayor to Chair the Council and be the public face of Raunds. A Deputy Mayor is also appointed. The Council has approved a handbook setting out the role and responsibilities of the Mayor.

2.7 The Council is responsible for changes to the Constitution & Standing Orders.

3.0 Councillors and their duties

3.1 Before taking up their duties, Councillors must sign a statutory declaration of acceptance of office on being elected to the Council.

3.2 Councillors:

- when sitting in Full Council, collectively make the decisions of the Council;
- represent their communities and bring their views into the Council's decision-making process, i.e. be the advocate of, and for, their communities;
- deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;
- respond to constituents' enquiries and representations fairly and impartially;
- balance different interests identified in their ward and represent the ward as a whole;
- be available to represent the Council on other bodies; and
- maintain the highest standards of conduct and ethics in accordance with the Code of Conduct.

3.3 A Councillor's key tasks:

- participate effectively as a member of the Full Council and any Committee, or other body to which he or she has been appointed, acting at all times within the remit of these Standing Orders;
- promote the Council and the town it represents;
- promote partnership working with other bodies;
- serve on any review body the Council has constituted and to which he or she has been appointed; and to participate in the continual review of the Council and its services.
- participate in the activities of an outside body to which he or she is appointed, providing two-way communication between the organisations.
- report to the Council on at least two occasions each year on the activities of any outside body to which he or she is appointed;
- participate, as appointed, in consultative processes with the community and with other organisations;
- develop and maintain a working knowledge of the Council and the role of the Town Clerk;
- contribute constructively to open government and transparent decision making;
- actively encourage local people to participate generally in the government of the area.

4.0 The Council*

4.1 Only Full Council can exercise the following functions:

- **approve and adopt the annual budget;**
- **adopt a Code of Conduct;**
- **make an annual precept;**
- **agree to borrow money;**
- **elect the Town Mayor;**

Raunds Town Council has resolved that the Full Council will exercise the following functions:

- adopt and change standing orders;
- adopt strategies and policies;
- agree terms of reference for any Committees;
- appoint to Committees;
- appoint representatives to outside bodies (unless delegated by the Council);
- appoint a Town Clerk unless such power has been delegated to a group set up with the purpose of making such an appointment;
- promote byelaws;
- all other matters which, by law, must be reserved to the Full Council.

4.2 There are three types of Council meeting:

- the annual meeting;
- ordinary meetings;
- extraordinary meetings.

4.3 The Council and its Committees meet regularly throughout the year in accordance with the agreed calendar as approved at the Annual General Meeting.

Standing Committees:

- Environment, Leisure and Recreation Committee
- Events Committee
- Finance Committee
- Personnel Committee
- Planning Committee

5.0 Mayor

- 5.1 The Council has a Town Mayor, who is elected annually at the Annual Meeting. The main duty of the Mayor is to preside over meetings of the Full Council.
- 5.2 The role of the Mayor is to undertake Raunds Town Council's civic and ceremonial duties in a dignified manner so as to uphold and enhance the status of the town and engender civic pride. The role has four main aims:
- As a symbol of authority;
 - A symbol of open society;
 - Act as ambassador for the town;
 - An expression of Social Cohesion.
- 5.3 The Mayor (as first citizen) is entitled to the right of precedence within the town and should be accorded the respect due to the office.
- 5.4 For the purposes of these Standing Orders the Mayor is the Chairman of the Council and has the same rights and duties as a local council Chairman.
- 5.5 The Council has adopted a Mayor's Handbook which defines the role of the Mayor and sets out the precedence which should be afforded to the position.
- 5.6 The Council's civic regalia shall be worn as appropriate.
- 5.7 In the absence of the Mayor, the Deputy Mayor assumes all the functions and powers of the Mayor.

6.0 Town Clerk (Clerk of the Council)

- 6.1 The Council has a Town Clerk, who is second citizen of the town, to provide advice, implement decisions, and manage the day-to-day running of the Council and the delivery of its services.
- 6.2 The Town Clerk is the Proper Officer of the Council delegated to discharge any functions of the Council provided for under statute (See also, para 15, page 24).
- 6.3 The Town Clerk is also the Responsible Financial Officer for discharging the Council's responsibilities under section 151 of the Local Government Act 1972. The Clerk's financial role is to ensure the proper administration of the Council's finances (See also, para 16, page 26).
- 6.4 The Town Clerk, as Head of the Paid Service, is responsible for the day-to-day management of the Council's staff.
- 6.5 There should be a positive relationship between Councillors and Council officers.

- 6.6 The Town Clerk is responsible for the safe custody and application of the Council's Seal, which shall be held in a safe place at all times.
- 6.7 Documents pertaining to legal procedures or proceedings of the Council shall be signed by the Town Clerk or other person authorised by the Council.

7.0 The Council's Standing Committees

Committee membership

- 7.1 Each Committee shall consist of a minimum of four members and a maximum of seven members of the Council. In addition, The Mayor and Deputy Mayor will sit as ex-officio members of the Committee with the same rights to speak and vote as ordinary Committee members but shall not be the Chairman of more than one Committee. The Council is entitled to appoint non-Councillors as members of a Committee unless that Committee regulates and controls the finances of that Committee. It is the policy of this Council not to appoint non-Councillors to a Committee other than the Events Committee. (See 7.2 below.)
- 7.2 Membership of the Events Committee is defined separately in their terms of reference.
- 7.3 Other Councillors may be co-opted or attend as observers. If invited, such members may speak but not vote.
- 7.4 Each Committee shall appoint a Chairman and Deputy Chairman from within its membership.
- 7.5 A member of a Committee may nominate a substitute to attend a meeting of that Committee in their place, by giving notice of the substitution in writing to the Proper Officer not later than noon on the day of the meeting that they are unable to attend.

Meetings

- 7.6 The Council will agree a year's meeting dates for each Committee at its Annual Meeting in May. It may ask Committees to meet at additional times, and Committees may also determine to meet at other times.

Quorum

- 7.7 A quorum of the Committee shall consist of three members of the Committee. The quorum for the Events Committee is defined separately in its terms of reference.

7.8 Finance Committee:

The purpose of the Finance Committee is to maintain oversight of the Council's finances and debate issues of financial Strategy and Policy in detail and to formulate recommendations to Full Council.

7.9 It has **delegated authority** to spend within its allocated budget. This will include making decisions on budgeted finance and recommending to Full Council any proposals which are outside the approved budget and require either grant aiding or the use of financial reserves.

7.10 The Committee's strategic role will be to:

- formulate strategies for the Full Council to consider adopting;
- maintain oversight of Council-approved long-term plans;
- draft for Full Council approval policies and procedures for the good governance of the Council and its town.

7.11 The Committee's **Terms of Reference** are:

- consider draft strategic documents for Full Council approval;
- consider policies and procedures for Council approval;
- consider projects, their associated costs and funding sources;
- use its delegated authority to spend within the budget allocated to the Committee, subject to the overall budget adopted by the Council;
- **receive and approve schedules of payments;**
- oversee the preparation of a medium-term financial plan;
- to recommend to Members appropriate Councillor training;
- ensure appropriate health and safety policies are in place to mitigate risk;
- annually review financial regulations and recommend to Full Council any changes;
- oversee internal audit, consider any weaknesses identified and recommend appropriate actions;
- prepare draft budgets for the following financial year and recommend to Full Council accordingly;
- maintain oversight of the income and expenditure against the current financial year's budget;
- approve applications for virement either from other Committees or the Council's Responsible Financial Officer;
- consider and recommend to Full Council applications for expenditure from other Committees which are outside their current budgets.

7.12 Environment, Leisure and Recreation Committee:

The purpose of the Committee is to debate issues, determine decisions and make recommendations to Full Council in respect of issues within the remit of this Committee.

- 7.13 To consider and recommend policies which have a bearing on social cohesion and environmental wellbeing.
- 7.14 To consider the functions and services provided by the Council in relation to: the cemetery, parks, gardens and open spaces, amenity areas, play areas and community facilities, toilets, etc., making recommendations to Full Council for any variations, improvements or alterations.
- 7.15 To oversee the finance allocated to the Committee, for which it has **delegated authority** to spend within the budget headings allocated to the Committee by the Council.
- 7.16 Any virement applications must be referred to Finance & Policy Committee or to Full Council.
- 7.17 The Committee's **Terms of Reference** are:
- consider and recommend to Full Council any improvements, variations, or alterations to the Council's leisure and recreation facilities;
 - monitor and enact changes to the grounds maintenance contract within existing budgetary constraints;
 - review the use of the Council's leisure and recreational facilities;
 - to oversee progress on any leisure or recreational projects;
 - consider projects and associated costs;
 - liaise with any appropriate external bodies and agencies;
 - Arts projects;
 - annually inspect the Council's leisure and recreation facilities.

7.18 Planning Committee:

The purpose of the Committee is to debate issues in detail concerning planning and planning applications and to make observations to the Planning Authority in accordance with planning guidelines on behalf of the Full Council, which is a statutory consultee.

7.19 The Committee has **delegated authority** to consider and comment on planning applications and to consider future planning strategies, policies and neighbourhood plans etc., making recommendations to Full Council.

7.20 The Committee shall meet as appropriate to Planning Authority timescales.

7.21 The Committee's **Terms of Reference** are:

- consider planning applications and make observations to the Planning Authority;
- convene a public meeting if it is felt that a planning application warrants such action, and report findings to the Full Council and Planning Authority;
- appoint representatives to attend Planning Authority meetings and authorise them to speak on behalf of the Town Council;
- appoint representatives to attend Planning Enquiries and authorise them to speak on behalf of the Town Council;
- consider and make recommendations to Full Council on future planning options for Raunds;
- consider and make recommendations to Full Council on highway matters;
- appoint professional advisers to assist with responding to planning applications should it be deemed appropriate.

7.22 Personnel Committee:

The purpose of the Committee is to debate issues and recommend to Full Council matters relating to employment and personnel.

7.23 The Committee's **Terms of Reference** are:

- overseeing all matters relating to the employment of staff and making recommendations to Full Council thereon;
- recommending to Full Council matters regarding terms and conditions of employment;
- reviewing job descriptions, contracts, salary awards and staffing allocations, making recommendations to Full Council as appropriate;
- convening investigatory committees to examine disciplinary matters, reporting outcomes to Full Council;
- monitoring and reviewing compliance with Health & Safety regulations, reviewing policy and procedures; and making recommendations to the Finance and Policy Committee;
- monitoring and reviewing the Council's personnel policies and making recommendations to Full Council;

- advising Full Council on the continuous professional development of staff, in consultation with the Town Clerk;

7.24 Events Committee:

The purpose of the Committee is to debate issues, determine decisions and make recommendations to Full Council in respect of issues within the remit of this Committee.

- 7.25 To oversee the finance allocated to the Committee, for which it has **delegated authority** to spend within the budget headings allocated to the Committee by the Council.
- 7.26 Any virement applications must be referred to the Finance & Policy Committee or to Full Council.
- 7.27 The Committee is to include 12 voting members, a minimum of 6 voting members are to be Councillors (Officers cannot be members of the Committee). The Chairman and Vice Chairman are to be Councillors. The quorum for the Committee will be three but is to include a minimum of two Councillors. All non-Councillors are to serve on the Committee for a minimum of six months before they can be awarded voting rights. Only the Full Council will appoint voting members to the Committee.
- 7.28 The Committee's **Terms of Reference** are:
- to recommend to Full Council a suitable programme of annual events.
 - to manage the programme of events and ensure they are delivered within the Committee's budget.
 - to manage a list of stock /equipment owned by the Town Council for events (including a stock list for Christmas lights).
 - To delegate authority to the Town Clerk, in consultation with the Chairman or Vice Chairman of the Events Committee, to make necessary changes/arrangements and bookings for events prior to ratification at the next Events Committee meeting.

(Note - the Committee will not be responsible for managing other fundraising events that any Mayor may wish to put on during their Mayoral year. This in no way restricts members of the Committee supporting the Mayor with their work, but the Mayor does not need to seek approval of the Events Committee for their own events.)

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1. Meetings generally

Meetings of the Council will normally be held on the second Tuesday in the month in the Council Chamber, The Hall, Raunds. Meetings will start at 7.30pm unless advised otherwise in the Agenda. But see also 2 (c) below.

- Full Council meetings
- Committee meetings

- ■ a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- ■ b **A minimum three clear days notice is required for a meeting. It does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- ■ c **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- d Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- e The period of time designated for public participation at a meeting in accordance with standing order 1 (d) above shall not exceed fifteen minutes unless directed by the Chairman of the meeting.
- f Subject to standing order 1 (e) above, a member of the public shall not speak for more than two minutes, or at the Chairman's discretion.
- g In accordance with standing order 1 (f) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may consider whether a written or oral response would be more appropriate.



- h A person shall raise their hand when requesting to speak (except when a person has a disability or is likely to suffer discomfort).
- i A person who speaks at a meeting shall direct their comments to the Chairman of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.
- k Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- l The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- m Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in their absence be done by, to or before the Deputy Mayor or of the Chairman of Committee (if any).**
- n The Mayor, if present, shall preside at a meeting of Full Council. If the Mayor is absent from a Full Council meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a Full Council meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- o The Chairman, if present, shall preside at a Committee meeting. If the Chairman is absent from a committee meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a Committee meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- p Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.**
- q The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise a**


casting vote whether or not they gave an original vote.

See standing orders 4 (i) and (j) below for the different rules that apply in the election of the Mayor at the annual meeting of the Council.



- r **Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question.** Such a request shall be made before the vote takes place.

- s The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of Councillors present and absent;
 - iii. interests that have been declared by Councillors and non-Councillors with voting rights;
 - iv. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made including a brief summary of discussion points to provide context.

-   t **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the Code on their right to participate and vote on that matter.**

-  u **No business may be transacted at a Full Council meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 7.7 for the quorum of a Committee meeting.

-   v **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

- w A meeting shall not exceed a period of two hours unless the majority of members present vote for the meeting to continue for a limited time. If no motion is agreed, the meeting shall adjourn immediately. The remaining business on the agenda shall be adjourned to another meeting.

2. Ordinary council meetings

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.
- b In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
- e The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor (if any) of the Council.
- f The Mayor, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Deputy Mayor, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Mayor at the next annual meeting of the Council.
- h In an election year, if the current Mayor has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Mayor has been re-elected as a member of the Council, they shall preside at the meeting until a new Mayor has been elected. They may exercise an original vote in respect

of the election of the new Mayor and must give a casting vote in the case of an equality of votes.

- j Following the election of the Mayor and Deputy Mayor (if any) of the Council at the annual meeting of the Council, the business of the annual meeting shall include:
- i. **In an election year, delivery by the Mayor and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a Committee;
 - iv. Consideration of the recommendations made by a Committee;
 - v. Appointment of members to existing Committees;
 - vi. Appointment of any new Committees in accordance with standing order 13 below;
 - vii. Appointment of representatives to external bodies;
 - viii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - ix. Review and approval of the Council's and/or staff subscriptions to other bodies;
 - x. Review and approval of regular payments including standing orders and direct debits;
 - xi. Determining the time and place of ordinary meetings of the Full Council and Committees up to and including the next annual meeting of Full Council.

3. Extraordinary meetings of the Council and Committees

- a **The Mayor may convene an extraordinary meeting of the Council at any time.**
- b **If the Mayor does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.**
- c The Chairman of a Committee may convene an extraordinary meeting of

the Committee at any time.

- d If the Chairman of a Committee does not or refuses to call an extraordinary meeting within **seven** days of having been requested by to do so by **two** members of the Committee, any **two** members of the Committee may convene an extraordinary meeting of the Committee.

4. Rules of debate at meetings

- a Items on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the amended motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairman of the meeting, is expressed in writing to the Chairman.
- h A Councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded; the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.
- j Subject to standing order 4 (k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- k One or more amendments may be discussed together if the Chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.

- l The mover of an amendment has no right of reply at the end of debate on it.
- m Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- n Unless permitted by the Chairman of the meeting, a Councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- o During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- p A point of order shall be decided by the Chairman of the meeting and their decision shall be final.
- q When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a Committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- r Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

5. Urgent Matters

- a A matter of urgency, as determined by the Town Clerk, which is not notified in time to appear on the agenda, should be left until the next meeting, unless the matter is of such urgency that it will be too late for action if left until the next ordinary meeting. In such circumstances, the Town Clerk shall consult the Mayor, the Chairman and Vice-Chairman of the relevant Committee and subject to the approval of those Councillors, shall have delegated authority to implement the agreed action on behalf of the Council.
- b At least two of the three Councillors consulted must approve in order for the action to be agreed.
- c The circumstances justifying the urgency and full details of the action taken must be recorded in writing and made available for inspection by any member of the Council.
- d Before exercising the delegated powers granted by paragraph 5a above, the Town Clerk and those Councillors consulted shall consider whether the matter is of sufficient interest to justify the summoning of an extraordinary meeting of the appropriate Committee.

6. Disorderly conduct at meetings

- a All Members must observe the current Code of Conduct.
- b No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- c If such person(s) disregard(s) the request of the Chairman of the meeting to moderate or improve their conduct, any Councillor or the Chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- d If a resolution made under standing order 6 (c) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.
- e These rules apply to all Committees, Sub-Committees and any other groups set up by the Council.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a

special motion, which requires written notice by at least **two** Councillors to be given to the Proper Officer in accordance with standing order 8 below, or by a motion moved in pursuance of the recommendation of a Committee or a sub-committee.

- b When a motion moved pursuant to standing order 6 (a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 8 (b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to Standing Order 9(e) above, the decision of the Proper Officer, in consultation with the Chair and Vice-Chair of the relevant Committee, or in

their absence another member of the Committee, as to whether or not to include the motion on the agenda shall be final.

- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer in accordance with 4b above;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular Committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda if so desired by one or more Councillors;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a Committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a Councillor or a member of the public;
 - xiii. to exclude a Councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11. Management of information *(Also see Standing Order 21.)*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not**

possible the criteria used to determine that period (e.g., the Limitation Act 1980).

- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10 (a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of Conduct and dispensations (Also see Standing Order 1 (s))

- a All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- b Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is

considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

- c Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's Code of Conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the appropriate person (see 13(g) below) and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13 (d) and (f) above, dispensation requests shall be considered by the appropriate person in respect of h(i) below before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

The appropriate person is:

- The Proper Officer in respect of decisions required for h(i) below and in the absence of the Proper Officer, the delegation will be to the Monitoring Officer or Deputy at North Northamptonshire Council.
 - The Democracy and Standards Committee of North Northamptonshire Council has delegated authority to determine applications for dispensations made in respect of decisions required for h (ii or iii)
- h **A dispensation may be granted in accordance with standing order 13 (e) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a**

- proportion of the meeting transacting the business as to impede the transaction of the business or**
- ii. granting the dispensation is in the interests of persons living in the council's area or**
- iii. it is otherwise appropriate to grant a dispensation.**

14. Committees and Sub-Committees

- a Unless the Council determines otherwise, a Committee may appoint a Sub-Committee whose terms of reference and members shall be determined by the Committee.**
- b The Council may appoint Standing Committees or other Committees as may be necessary, and:
 - i. shall approve their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a Standing Committee up until the date of the next annual meeting of Full Council;
 - iii. shall permit a Committee, other than in respect of the ordinary meetings of a Committee, to determine the number and time of its meetings;
 - iv. shall appoint and determine the terms of office of members of such a Committee;
 - v. shall permit a Committee to appoint its own Chairman at the first meeting of the Committee;
 - vi. shall determine the place, notice requirements and quorum for a meeting of a Committee or Working Party which shall be no less than three;
 - vii. shall determine if the public may participate at a meeting of a Committee;
 - viii. shall determine if the public and press are permitted to attend the meetings of a Working Group and also the advance public notice requirements, if any, required for the meetings of a Working Group;
 - ix. shall determine if the public may participate at a meeting of a Working Group that they are permitted to attend; and
 - x. may dissolve a Committee.
 - xi. A Committee may dissolve a Working Group.

15. Code of Conduct Complaints

- a Upon notification by the Unitary Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the

Council's Code of Conduct, the Proper Officer shall, subject to standing order 13 above, report this to the Council.

- b Where the notification in standing order 15(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of this fact, and the Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 15(d) below].
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what action, if any, to take against them. Such action excludes disqualification or suspension from office.**

16. Proper Officer

- a The Proper Officer shall be either (i) the Town Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall
 - i. **at least three clear days before a meeting of the Council, or a Committee:**
 - **serve on Councillors by electronic means or by delivery or post at their residences, a signed summons confirming the time, place and the agenda, and**
 - **give public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**

See standing order 1(b) for the meaning of clear days for a meeting of the Full Council and a meeting of the Committee.

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a Councillor has given written notice at least seven days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of Full Council for the election of a new**

Mayor, occasioned by a casual vacancy in their office;

- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of by-laws made by other local authorities;**
- vi. retain acceptance of office forms from Councillors;
- vii. retain a copy of every Councillor's register of interests;
- viii. assist with responding to requests made under Freedom of Information legislation and Data Protection legislation, in accordance with and subject to the Council's policies and procedures relating to the same;
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. manage the organisation of, storage of, access to and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g., the Limitation Act 1980);
- xi. arrange for legal deeds to be executed; (*see also Standing Order 24*);
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority;
- xiv. refer a planning application received by the Council to the Chairman, or in his absence the Vice-Chairman, of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires urgent consideration before the next ordinary meeting of the Full Council or Planning Committee;
- xv. manage access to information about the Council via the publication scheme; and
- xvi. retain custody of the seal of the Council which shall not be used without a resolution to that effect. (*see also standing order 24*)
- xvii. to report on progress to the Full Council or relevant Committee.

17. Responsible Financial Officer

- a The Full Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18. Accounts and accounting statements

- a “Proper practices” in Standing Orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England).
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s Financial Regulations.
- c The Responsible Financial Officer shall supply to each Councillor a quarterly statement to summarise:
 - i. the Council’s receipts and payments for each quarter;
 - ii. the Council’s aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end on 31 March, the Responsible Financial Officer shall provide:
 - i. each Councillor with a statement summarising the Council’s receipts and payments for the last quarter and the year to date for information; and
 - ii. to the Full Council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year ended 31 March. The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Full Council for consideration and formal approval before 30 June.

19. Financial controls and procurement

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of ~~£25,000~~ £30,000 but less than the relevant thresholds in standing order 19(f) is subject to the Public Contract Regulations 2015 which includes a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised locally and in any manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a Committee with delegated responsibility.
- e. Neither the Council, nor a Committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contract Regulations 2015**

with an estimated value in excess of ~~£181,302~~ **£214,904** for a public service or supply contract or in excess of ~~£4,551,413~~ **£5,372,609** for a public works contract (or other thresholds determined by relevant legislation shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and elsewhere as prescribed in the relevant legislation.

- g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of ~~£363,424~~ **£429,809** for a supply, services or design contract; or in excess of ~~£4,551,413~~ **£5,372,609** for a works contract; or ~~£820,370~~ **£884,720** for a social and other specific services contract (or other thresholds determined by relevant legislation shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

20. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of Full Council or any Council Committee is subject to standing order 11 above.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Mayor or, if they are not available, the Deputy Mayor of absence occasioned by illness or other reason and that person shall report such absence to the Personnel Committee at its next meeting.
- c The Chairman of the Personnel Committee or in their absence, the Vice-Chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Personnel Committee.
- d The Council's most senior employee (or other employees) shall contact the Mayor or the Chairman of the Personnel Committee or in his absence, the Vice-Chairman of the Personnel Committee in respect of an informal or formal grievance matter. The matter will be progressed in accordance with the Council's policy regarding the handling of grievance matters.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Mayor or Deputy Mayor or the Chairman of Personnel, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.

- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The Council shall keep all written records relating to employees secure. All paper records shall be secured, and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 20(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 20(f) and (g) above shall be provided only to the Clerk, the Mayor and the Chairman of the Personnel Committee (or their deputies in their absence).

21. Responsibilities to provide information

(See also standing order 22)

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

22. Responsibilities under Data protection legislation

(Below is not an exclusive list.) (See also standing order 11.)

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

23. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

24. Execution and sealing of legal deeds

See also standing orders 16(b)(xi) and (xvi) above.

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to Standing Order 24(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors who shall sign the deed as witnesses.**

25. Communicating with Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of North Northamptonshire Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the Councillor(s) representing the area of the Council.

26. Restrictions on Councillor activities

- a. Unless authorised by a resolution, no Councillor shall issue orders, instructions or directions.

27. Standing orders generally

- a All or part of a Standing Order, except one that incorporates statutory requirements, may be suspended by resolution insofar as it relates to an item on the agenda for a meeting.
- b A motion to add to, vary or revoke one or more of the Council's Standing Orders, except one that incorporates statutory requirements, shall be proposed by a special motion, the written notice by at least 2 Councillors to be given to the Proper Officer in accordance with Standing Order 9 above.
- c The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible.
- d The decision of the Chairman of a meeting as to the application of Standing Orders at the meeting shall be final.

RAUNDS TOWN COUNCIL

PLANNING COMMITTEE

Minutes: 19th December 2024: Start Time 19:30pm

PRESENT:

Cllr R Beattie, Cllr B Cross (Chairman), Cllr H Howell and Cllr T Swailes.

IN ATTENDANCE:

L Blood, Administrative Assistant (Minutes)

2 Members of the Public

AGENDA

PLC65.24 To Receive Apologies for Absence.

Apologies were received from Cllr P Byrne, Cllr D Hughes, Cllr M Levell.

Cllr H Howell attended as substitute.

PLC66.24 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

2 members of the public attended to speak upon agenda item PLC70.24 (NE/24/01188/FUL).

PLC67.24 Notification of members questions in compliance with the Council's standing orders.

None received.

PLC68.24 Declarations of interest:

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM.

None received.

PLC69.24 Minutes: To confirm the minutes of the Planning Committee meeting held on 18th November 2024. (Copy via link) (Pages 10-13)

RESOLVED that the minutes of the meeting held on 18th November 2024 be confirmed as a true record.

Initial _____

PLC70.24 Planning applications received for consideration:

NE/24/01188/FUL | **Proposal:** Full Planning Permission. Demolish conservatory, replace with single storey rear extension. | **Location:** 35 Thorpe Street, Raunds, Wellingborough, NN9 6LS.

RESOLVED that Raunds Town Council has no objections in principle to the granting of planning permission for the proposed development. However, this is contingent upon confirmation that the right of way associated with the application remains within the permitted tolerance of 855mm.

NE/24/00906/FUL | **Proposal:** Modifications to existing site boundary and construction of new detached bungalow with off-road parking. | **Location:** 15 Webb Road, Raunds, Wellingborough, NN9 6HH.

RESOLVED that Raunds Town Council reaffirms its previous objections to the application as they have not been adequately addressed. The proposals represent overdevelopment of the site and would result in the loss of valuable amenity space. In addition, the Town Council endorses the representations made by the Highway authority, which state that it cannot support the application in its current form due to a number of unresolved issues in relation to highway safety and access.

The Committee requested that the application be called-in by the unitary Council representative.

PLC71.24 Planning appeals:

None received.

PLC72.24 Planning permissions granted:

NE/23/00677/TPO | **Location:** 1 Chestnut Court, High Street, Raunds, Wellingborough, NN9 6HA. | **Description:** Crown reduce by approximately 2.0-3.0 metres in height and laterally. Crown clean removing all dead, diseased, dying, crossing, rubbing and duplicate branches. Give clearance of property by at least 2.0 metres. Crown lift to a height of approximately 5.0 metres over highway and access road to car park.

NE/24/00986/FUL | **Location:** White Gables, Brooks Road, Raunds, Wellingborough, NN9 6NS. | **Description:** Extension above garage to create habitable space.

PLC73.24 Planning permissions refused:

NE/24/01078/PNA | **Location:** Land Adjacent Centenary Way, Centenary Way, Raunds. | **Description:** Building to be used for the

Initial _____

management of adjoining woodland, including machinery store, workshop and timber store, together with stoned access track.

PLC74.24 Planning applications withdrawn:

NE/24/01173/TPO | **Proposal:** T1; Horse Chestnut – Crown reduce by 2-3 metres in height and laterally to balance, prune to suitable growth points. Crown clean. Clear property by 2 metres. Crown lift to height of 5 metres over highway and access road to car park, at Chestnut Court, High Street, Raunds, NN9 6HA.

PLC75.24 Planning applications referred to NNC planning management committee:

None received.

PLC76.24 Amended planning application:

None received.

PLC77.24 Application received for prior notification:

None received.

PLC78.24 Items not requiring planning consent:

None received.

PLC79.24 Consultations:

**Huntingdonshire District Council
Great Staughton Neighbourhood Plan**

<https://consult.huntingdonshire.gov.uk/kse/event/38254>

Please click on the above link to access the supporting files.

RESOLVED that Raunds Town Council supports the Great Staughton Neighbourhood Plan.

PLC80.24 Planning enquiries:

None received.

There being no further business the meeting closed at 19:53pm

Confirmed: (Chairman)

Meeting Date: 23rd January 2025 (Committee)

Initial _____

RAUNDS TOWN COUNCIL

EVENTS COMMITTEE

Minutes: 7 January 2025 Time 7.30pm

PRESENT

Cllr A Fernley (Chairman), Cllr P Byrne, Cllr M Levell, Cllr R Levell and Cllr L Wilkes.

IN ATTENDANCE

Steve Tucker, Town Clerk
Nicola Joy, Assistant Clerk (Minutes)
Rebecca Keightley, Administrative Assistant

EC40.24 To Receive Apologies for Absence.

Apologies were received from Cllr O Curtis and Cllr T Swailes.

EC41.24 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

None received.

EC42.24 Notification of members questions in compliance with the councils standing orders.

None received.

EC43.24 Declarations of Interest.

COMMITTEE MEMBERS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM.

None.

EC44.24 Minutes: To confirm the minutes of the Events Committee meeting held 5th November 2024. (Copy via link)

RESOLVED to confirm the minutes of the Events Committee meeting held on Tuesday 5th November 2024 as a true record.

EC45.24 Events Postcard: To review a first draft of the events postcard for 2025.

Members reviewed the draft 2025 events postcard as shown at Appendix 1.

For the front of the postcard, it was suggested that the D-Day 80 and Bubble Show images should be changed, and an alternative Remembrance Sunday image used to show the full length of the parade.

On the reverse, it was suggested to remove the second line of the St Peter's Church Flower Festival to keep it on one line, and to add in Facebook /website details for all events not run by Raunds Town Council.

RESOLVED to approve the 2025 Events Postcard, as amended, and to email the final version to the Events Committee.

EC46.24 VE Day 80: To review plans to mark the 80th Anniversary of VE Day on Thursday 8th May 2025.

The Committee reviewed the budget sheet and were updated on arrangements for the event.

Members discussed design ideas for the promotional material and suggested that the event be named "VE Day 80 Celebration and Beacon Lighting".

RESOLVED to note the project budget sheet.

EC47.24 Raunds Mayor's Show: To consider plans for the Raunds Mayor's Show on Sunday 18th May 2025.

The Committee were updated on the arrangements for the Raunds Mayor's Show and reviewed the project planner.

Members were informed that the infrastructure and attractions were being booked, whilst bookings for stall holder pitches for the event were now being taken.

Members discussed the theme of the event and reviewed a quote from Sublime Science.

RESOLVED to

- (i) **Note the project planner;**
- (ii) **Set the theme for the event as "Science";**
- (iii) **Obtain additional information from Sublime Science regarding what they can offer for a large-scale event; and**
- (iv) **Research other Science-themed attractions.**

EC48.24 Raunds Summer Picnic: To consider plans for the Summer Picnic on Saturday 12th July 2025.

The Committee were updated on the arrangements for the Summer Picnic and reviewed the project planner.

Members discussed options for the live band. It was suggested to have a tribute act performing, and to source availability and cost for a Coldplay tribute.

RESOLVED to note the project planner.

EC49.24 Christmas Lights and Competition: To begin discussions regarding preparations for these events.

Members discussed options for the theme for the 2025 Christmas event and Children's Christmas Light Competition.

Consideration was also given to quotes obtained for tribute acts to perform at the Christmas Market & Lights Switch on event:

Coldplay £2000.00 + VAT

Abba £1750.00 + VAT

Taylor Swift £700.00 + VAT

The Committee agreed a Taylor Swift tribute would be a popular choice and requested that content of the performer be emailed to the Committee.

RESOLVED to adopt a "Christmas Cracker" theme for Christmas 2025.

EC50.24 Christmas Lights Repairs: To consider a quotation for a programme of remedial works to Council owned Christmas Lights displays.

The Committee reviewed the report which informed members that during the display of the 2024 Christmas Lights, a number of repairs were documented.

The Committee discussed the quotes obtained for repairs and considered any improvements required, as well as reviewing options to change the current rented lamppost and bus shelter lights.

Members agreed to change all coloured lighting to warm white lighting for Christmas 2025.

RESOLVED to

- (i) **Replace the Town Hall roofline Icicle lights for £319.50 + VAT;**
- (ii) **Replace the Co-op building LED Light Strings for £141.00 + VAT;**
- (iii) **Install additional LED light Strings and re-dress the tree at the front of the Town Square nearest the Bandstand for £225.00 + VAT;**
- (iv) **Refurbish the Christmas Tree Children's Light for £400.00 + VAT;**
- (v) **Repair three sections of the bandstand lights for £345.00 + VAT;**
- (vi) **Install additional Warm White LED Light Strings from Mughal Dynasty to the start of Central Garage for £927.00 + VAT;**
- (vii) **Replace all LED Light Strings along High Street, Town Square and Brook Street to Warm White for £1,656.00 + VAT;**
- (viii) **Install new replacement Digital Timers to the Bandstand and Co-op lights for £350.00 + VAT; and**

- (ix) Change the hired lamp post and bus shelter lights to 8 x MQ/K3 White LED Star Strike, 8 x MQ/K4 White LED Shooting Star Duo and MQ/S30 Falling Elegance, as shown at Appendix 2.**

There being no further business the meeting closed at 9:09pm.

Approved: (Chairman)

Meeting:4th March 2025..... (Committee)

Appendix 1



DATES FOR YOUR DIARY 2025



@RaundsCouncil



@RaundsTC



[raundstowncouncil](https://www.raundstowncouncil.gov.uk)



Raunds Town App



Tel: 01933 622087

Email: info@raunds-tc.gov.uk

Web: www.raunds-tc.gov.uk

Raunds Town Council

The Hall

Thorpe Street

Raunds

Northants

NN9 6LT



Date	Events for 2025	Location
Sat 29 th March	Spring Litter Pick*	Saxon Hall
Fri 18 th April	Good Friday Service	Town Square
Sat 19 th April	Saturday Market* and Town Garage Sale*	Raunds Town Square & Various Locations
Thu 24 th April	Annual Town Assembly*	Saxon Hall
	Raunds Music Festival (www.raunds-festival.com)	Saxon Hall
Thu 8 th May	VE Day 80 th Anniversary Street Party and Beacon Lighting *	Raunds Town Square
Sat 10 th May	St Peter's Church May Market	Raunds Town Square
Sat 17 th May	Saturday Market*	Raunds Town Square
Sun 18 th May	Raunds Mayor's Show*	Bassfords Recreation Ground
Sat 21 st June	Saturday Market*	Raunds Town Square
Sat 21 st June	Community Choir Concert	St Peters Church
Sat 21 st June	St Peter's Church Flower Festival	St Peter's Church
Sun 22 nd June	St Peter's Church Flower Festival	St Peter's Church
Fri 27 th June	Armed Forces Day*	Town Hall
Sat 12 th July	Summer Picnic*	Bassfords Recreation Ground
Sat 19 th July	Saturday Market*	Raunds Town Square
Thurs 31 st July – Sun 3 rd August	Raunds Town Cricket Club Beer Festival (Facebook page @RaundsTownCricketClub)	Raunds Town Cricket Club
Sat 16 th August	Saturday Market*	Raunds Town Square
Sat 20 th September	Saturday Market* and Town Garage Sale *	Raunds Town Square
Sat 27 th September	Autumn Litter Pick & Bulb Planting*	Saxon Hall
Fri 31 st October	Children's Halloween Party*	Saxon Hall
Sun 2 nd November	Fireworks Night	Raunds Town Cricket Club
Sun 9 th November	Remembrance Sunday* (in conjunction with Raunds and District Royal British Legion)	Memorial Gardens & Saxon Hall
Tue 11 th November	Armistice Day*	Town Hall
Sat 15 th November	St Peter's Church Christmas Fayre	St Peter's Church
Sun 30 th November	Christmas Market & Lights Switch-on*	Raunds Town Square
Sat 6 th December	Carol Concert and Afternoon Tea	St Peter's Church
	Santa on a Tractor (provisional date)	Various Locations

Raunds Coffee Afternoon – 1st Weds of every month. Raunds Film Afternoon – 3rd Weds of every month.



See website, Raunds town app, social media, noticeboards & local press for up-to-date details.

We are always looking for volunteers to help at our events so if you can spare a few hours a year please contact: 01933 622087 or email events@raunds-tc.gov.uk

* Raunds Town Council Event - please visit www.raunds-tc.gov.uk for more information. The information contained here is correct at the time of going to press and is subject to change.



Lamppost Lights

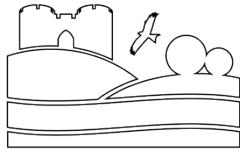
MQ/K3	WHITE LED STAR STRIKE	
MQ/K4	WHITE LED SHOOTING STAR DUO	

Bus Shelter Light

MQ/S30.	<p>FALLING ELEGANCE</p> 
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Raunds Town Council
Mayor's Activities – December 2024

1 December	Advent Carol Service Stamford	1 st Service for Christmas. Very good.
6 December	Christmas Gift Shop Cheque presentation	Help with purchase of Christmas gifts.
6 th December	Fenland Carol Concert Wisbech	Good service, well attended.
7 December	Charity Bingo	Huntingdon Charity event.
8 December	Christmas Lunch Methodist Church	First Christmas lunch. Over 70 people attended.
8 December	Sandy Carol Service	Well attended.
10 December	Cheque presentation of Football Club	Grant to football club.
11 December	Raunds Carol Service	Well supported by local Mayors.
12 December	Mayor of Huntingdon Carol Service.	Well supported carol service.
14 December	Mayor of Peterborough Literary lunch	Charity lunch with Rev Richard Coles.
15 December	Santa on a Tractor	Great turn out.
15 December	Peterborough Carol Concert	Salvation Army Concert. Lots of Mayors attended.



Steve Tucker
Clerk To Raunds Town Council
The Hall
Raunds
Northamptonshire
NN9 6LP

Ask for: Jacqui Colbourne
Telephone: 01832 742159
Email: planning.enc@northnorthants.gov.uk
Our Ref: NE/24/01145/FUL
Your Ref: PP-13559456
Date: 27 December 2024
SCIPTX

Dear Sir/Madam

TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED)

Proposal: Full Planning Permission. Installation of 3 containers to be used for changing room and toilet facilities, following the demolition of the old building which was destroyed due to an arson attack. (Section 81 E/24/0024/DN)
Location: Amos Lawrence Park Stanwick Road Raunds Wellingborough NN9 6DG

North Northamptonshire Council has received the above application and you are being notified as a Town or Parish Council representative. The plans and other details for **NE/24/01145/FUL** are available online at www.northnorthants.gov.uk/papps

You are invited to provide any comments by **20 January 2025**. If you do not respond within this time period, we shall assume you have no comments to make. The application may then move forward to determination on that basis. Should we receive late comments (ie after the 24 day period) whilst the application is still pending, please be advised that this will fall outside the Council's Scheme of Delegation and it will not be triggered by your comments. The Constitution, including the Scheme of Delegation, is available to view online at: <https://www.northnorthants.gov.uk/constitution>

Any comments you wish to make can be submitted:

- online at <https://publicaccess.east-northamptonshire.gov.uk/online-applications/>
- email to planning.enc@northnorthants.gov.uk

Please include **NE/24/01145/FUL** on all correspondence.

Please contact the case officer above if any further information or clarification is required.

The form is reproduced below as a copy for your own use if required.

Recommend Approval (Support)

No observations in favour or against (neutral)

Recommend Refusal (object)*



RAUNDS TOWN COUNCIL

Report to: Full Council

14 January 2025

Budget Setting 2025/26

Agenda item: FC125.24

Summary:

To confirm the budget and precept requirement for the 2025/26 financial year.

Attachments:

Appendix 1 – Budget Summary (Committees)

Appendix 2 – Budget 2025/26

1.0

Background:

The Council is required to set its budget and precept requirement at its meeting on Tuesday 14 January 2025 and formally submit its precept requirement to North Northamptonshire Council (NNC) by Monday 20 January 2025.

Following detailed reviews by each of the Council's Committees, the overall budget reflects efforts to maintain a balanced financial position, against a backdrop of increased resource obligations, reduced income projections, and limited growth in the tax base.

2.0

Draft Budget 2025/26:

At its September meeting, Finance Committee resolved to advise Committees to review their budget requirements for the 2025/26 financial year based on a targeted 0% increase, where feasible.

During the previous meeting cycle, each Committee carefully reviewed its income and expenditure projections for 2025/26, and a collated summary is provided at **Appendix 1**.

Appendix 2 sets out the detailed draft budget.

The tax base for 2025/26 has only increased by 6 units compared to 2024/25, representing growth of just 0.17%. The tax base figure was confirmed by NNC Full Council at its meeting held on 5 December 2024.

3.0

Precept:

Subject to any further proposed amendments, the collated budgetary requests for each Committee amount to a precept requirement of £662,539 for 2025/26. Accounting for the nominal growth in the tax base, this represents an overall increase of 2.99%. A breakdown is shown at Table 1 below:

TABLE 1:

	2024/25	2025/26	Increase %	Increase £/yr	Increase £/wk
Precept	£642,229	£662,539	3.16%	£20,310	£390.58
Tax Base	3,499.00	3,505.00	0.17%	-	-
Band A	£122.36	£126.02	2.99%	£3.65	£0.07
Band B	£142.76	£147.02	2.99%	£4.26	£0.08
Band C	£163.15	£168.02	2.99%	£4.87	£0.09
Band D	£183.55	£189.03	2.99%	£5.48	£0.11
Band E	£224.33	£231.03	2.99%	£6.70	£0.13
Band F	£265.12	£273.04	2.99%	£7.92	£0.15
Band G	£305.91	£315.04	2.99%	£9.13	£0.18
Band H	£367.09	£378.05	2.99%	£10.96	£0.21

4.0

Recommendation:

That the budget and precept requirement for the 2025/26 financial year be approved.

Implications:

Council objectives:	Compliance with legislative requirements and good risk assessment	X
Equalities & Human Rights	There are equalities and human rights issues	
Financial	There are no financial implications at this stage	
	There will be financial implications – see paragraph 2.0	X
	There is provision within the budget	
	Decisions may give rise to additional expenditure	X
	Decisions may have potential for income generation	
Legal	Power: Local Government Act 1972	
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	
	- Inherent risk score:	
	- Residual risk score:	
Person originating this report: Town Clerk		
Date: 7 January 2025		

	Cost Centre	Budget 2024/2025 £	Budget 2025/2026	Percentage
ELR	140, 160, 180, 200, 220, 240, 300, 320	301480	302590	0.37%
FINANCE	100, 120, 260	54920	66870	21.76%
EVENTS	280	68179	68079	-0.15%
PERSONNEL	340	217650	225000	3.38%
	TOTAL	642229	662539	3.16%

11:20

Forward Budget Detail - By Centre

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
100 Administration							
1076	Precept	642,229	662,539	0	0	0	0
1080	Bank Interest & Dividends	6,500	4,000	0	0	0	0
	Total Income	648,729	666,539	0	0	0	0
4050	Meeting Costs	800	900	0	0	0	0
4100	Elections	0	1,500	0	0	0	0
4105	Mayor's Allowance	3,100	3,100	0	0	0	0
4110	Chain of Office/Mayoral Board	1,200	500	0	0	0	0
4115	Mayor's Civic Service	900	1,000	0	0	0	0
4120	Bank Charges	750	750	0	0	0	0
4125	Professional Fees	2,500	3,000	0	0	0	0
4130	Accountancy & Audit Fees	3,300	3,750	0	0	0	0
4135	Health & Safety	750	1,100	0	0	0	0
4150	IT/Office Equip/Upgrades	5,000	3,000	0	0	0	0
4155	Stationery Supplies	1,500	1,500	0	0	0	0
4160	Postage	650	650	0	0	0	0
4165	Insurance	7,000	7,000	0	0	0	0
4170	Subscriptions	6,500	6,500	0	0	0	0
4175	Printing & Photocopying	5,000	5,250	0	0	0	0
4190	Cllrs Expenses	300	300	0	0	0	0
4195	Civic Photograph	250	250	0	0	0	0
4200	Advertising (Media)	100	100	0	0	0	0
4205	Newsletter	4,000	4,000	0	0	0	0
4210	Website	500	500	0	0	0	0
4980	Bad Debts	200	200	0	0	0	0
4981	Contingency	1,300	0	0	0	0	0
4982	Raunds Town App	750	750	0	0	0	0
	Total Overhead Expenditure	46,350	45,600	0	0	0	0
	Net Income over Expenditure	602,379	620,939	0	0	0	0
120 Offices (The Hall)							
1050	Rents The Hall	27,500	10,000	0	0	0	0
1063	Town Hall Wedding Hire	5,000	10,000	0	0	0	0
	Total Income	32,500	20,000	0	0	0	0
4125	Professional Fees	500	0	0	0	0	0
4135	Health & Safety	350	0	0	0	0	0
4145	Janitorial Supplies/Cleaning	1,200	1,200	0	0	0	0
4250	Repairs & Maintenance	6,000	6,000	0	0	0	0
4260	Vandalism	500	500	0	0	0	0
4270	Electrical Works	0	500	0	0	0	0
4275	General Grounds Maintenance	550	0	0	0	0	0
4350	Security: General	300	300	0	0	0	0
4355	Security: Intercom System	3,000	300	0	0	0	0
4360	Security: CCTV	350	350	0	0	0	0
4365	Security: Fire Alarm	1,000	1,000	0	0	0	0
4370	Security: Burglar Alarms	400	400	0	0	0	0
4400	Contract Cleaning	8,000	8,000	0	0	0	0
4405	Equipment	350	350	0	0	0	0

Continued over page

11:20

Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4410 Notice Boards	250	250	0	0	0	0
4500 Utility Bills: Electricity	6,000	6,000	0	0	0	0
4505 Utility Bills: Gas	5,000	5,000	0	0	0	0
4510 Utility Bills: Water Rates	700	1,000	0	0	0	0
4515 Utility Bills: Telephone/Inter	1,500	1,500	0	0	0	0
4525 Refuse/Waste Disposal	1,200	1,200	0	0	0	0
4530 Business Rates	7,500	8,500	0	0	0	0
4984 Weddings	300	300	0	0	0	0
Total Overhead Expenditure	44,950	42,650	0	0	0	0
Net Income over Expenditure	(12,450)	(22,650)	0	0	0	0
140 Saxon Hall						
1065 Saxon Hall Hire	30,000	30,000	0	0	0	0
Total Income	30,000	30,000	0	0	0	0
4010 Salaries (Saxon Hall)	56,500	70,000	0	0	0	0
4015 Pension Costs Employer Cont.	10,100	14,000	0	0	0	0
4016 NI SH Employer Contributions	4,000	4,500	0	0	0	0
4020 Car & Expenses Allowances	0	100	0	0	0	0
4045 Protective Clothing	350	350	0	0	0	0
4060 Meeting Costs SH	0	100	0	0	0	0
4125 Professional Fees	350	350	0	0	0	0
4135 Health & Safety	650	650	0	0	0	0
4145 Janitorial Supplies/Cleaning	1,800	1,500	0	0	0	0
4215 Advertising & Marketing	1,900	1,000	0	0	0	0
4250 Repairs & Maintenance	10,000	10,000	0	0	0	0
4260 Vandalism	650	0	0	0	0	0
4275 General Grounds Maintenance	1,250	0	0	0	0	0
4350 Security: General	2,500	0	0	0	0	0
4360 Security: CCTV	950	950	0	0	0	0
4365 Security: Fire Alarm	750	750	0	0	0	0
4370 Security: Burglar Alarms	500	750	0	0	0	0
4400 Contract Cleaning	850	850	0	0	0	0
4405 Equipment	650	650	0	0	0	0
4440 Performing Rights Society	1,300	1,300	0	0	0	0
4500 Utility Bills: Electricity	8,000	8,000	0	0	0	0
4505 Utility Bills: Gas	9,000	9,000	0	0	0	0
4510 Utility Bills: Water Rates	1,300	1,300	0	0	0	0
4515 Utility Bills: Telephone/Inter	1,300	1,300	0	0	0	0
4520 Utility Bills: Mobile Phones	300	300	0	0	0	0
4525 Refuse/Waste Disposal	3,200	3,200	0	0	0	0
4530 Business Rates	7,100	8,000	0	0	0	0
Total Overhead Expenditure	125,250	138,900	0	0	0	0
Net Income over Expenditure	(95,250)	(108,900)	0	0	0	0
160 Open Spaces						
1130 Verge Mowing Reimbursement	2,330	2,330	0	0	0	0
Total Income	2,330	2,330	0	0	0	0

Continued over page

11:20

Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4125 Professional Fees	620	620	0	0	0	0
4135 Health & Safety	320	320	0	0	0	0
4250 Repairs & Maintenance	6,000	6,000	0	0	0	0
4255 Improvements	1,000	1,000	0	0	0	0
4265 Amos Lawrence Vandalism	500	0	0	0	0	0
4360 Security: CCTV	6,200	24,150	0	0	0	0
4405 Equipment	1,000	1,000	0	0	0	0
4500 Utility Bills: Electricity	5,000	5,000	0	0	0	0
4605 Skate Park	500	500	0	0	0	0
4620 Trees/Community Orchard	16,000	13,000	0	0	0	0
4622 Gardening/ Horticulture	7,500	3,000	0	0	0	0
4623 Floral Displays	6,500	5,000	0	0	0	0
4625 Grounds Maintenance/Agency	67,100	67,100	0	0	0	0
4630 Play Equipment	580	6,500	0	0	0	0
4635 Signs	500	500	0	0	0	0
4695 Litter Bins	260	500	0	0	0	0
4715 Street Furniture	5,550	4,000	0	0	0	0
4716 Van Lease	6,000	6,000	0	0	0	0
4717 Digital Noticeboard Data/Maint	6,000	6,000	0	0	0	0
4718 VAS Sign Maintenance	600	600	0	0	0	0
Total Overhead Expenditure	137,730	150,790	0	0	0	0
Net Income over Expenditure	(135,400)	(148,460)	0	0	0	0
180 Cemeteries & Church Yards						
1200 Fees	3,800	4,000	0	0	0	0
1205 Interments - Income	7,000	8,000	0	0	0	0
Total Income	10,800	12,000	0	0	0	0
4125 Professional Fees	340	340	0	0	0	0
4135 Health & Safety	9,590	340	0	0	0	0
4250 Repairs & Maintenance	5,800	5,800	0	0	0	0
4255 Improvements	1,150	1,000	0	0	0	0
4500 Utility Bills: Electricity	530	700	0	0	0	0
4530 Business Rates	1,800	1,800	0	0	0	0
4800 Interments - Expenditure	5,300	5,300	0	0	0	0
4810 Memorials Testing & Repair	2,600	2,600	0	0	0	0
4815 Church Wall Maint & Repairs	660	2,000	0	0	0	0
Total Overhead Expenditure	27,770	19,880	0	0	0	0
Net Income over Expenditure	(16,970)	(7,880)	0	0	0	0
200 Market						
1075 Market Rents	1,000	1,000	0	0	0	0
Total Income	1,000	1,000	0	0	0	0
4500 Utility Bills: Electricity	750	750	0	0	0	0
4510 Utility Bills: Water Rates	930	1,000	0	0	0	0
Total Overhead Expenditure	1,680	1,750	0	0	0	0

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Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
Net Income over Expenditure	(680)	(750)	0	0	0	0
220 Car Parks						
1085 EV Charging Income	3,000	3,000	0	0	0	0
Total Income	3,000	3,000	0	0	0	0
4250 Repairs & Maintenance	640	640	0	0	0	0
4986 Podpoint Admin	60	80	0	0	0	0
Total Overhead Expenditure	700	720	0	0	0	0
Net Income over Expenditure	2,300	2,280	0	0	0	0
240 Public Lighting						
4250 Repairs & Maintenance	580	580	0	0	0	0
4500 Utility Bills: Electricity	5,000	5,000	0	0	0	0
Total Overhead Expenditure	5,580	5,580	0	0	0	0
Net Income over Expenditure	(5,580)	(5,580)	0	0	0	0
260 Section 137						
4850 Grant Awards - S137	2,550	2,550	0	0	0	0
4855 Remembrance Day - S137	70	70	0	0	0	0
Total Overhead Expenditure	2,620	2,620	0	0	0	0
Net Income over Expenditure	(2,620)	(2,620)	0	0	0	0
280 Tourism & Entertainment						
1000 Events Income and	500	2,500	0	0	0	0
Total Income	500	2,500	0	0	0	0
4405 Equipment	600	600	0	0	0	0
4905 Christmas: Trees (Square/TH)	2,200	2,250	0	0	0	0
4910 Christmas Lights: Contractor	21,804	21,804	0	0	0	0
4915 Christmas: Switch On Event	10,000	11,000	0	0	0	0
4917 Halloween	700	700	0	0	0	0
4922 Remembrance Sunday	1,150	1,150	0	0	0	0
4923 Other Events (D-Day 80)	3,000	5,000	0	0	0	0
4924 Events contingency	1,150	0	0	0	0	0
4926 Mayors Show	10,000	11,000	0	0	0	0
4927 Raunds Summer Picnic	8,000	7,000	0	0	0	0
4931 Santa Tractor/Grotto	1,575	1,575	0	0	0	0
4932 Christmas Lt.add work repair	8,500	7,250	0	0	0	0
4934 Children's Xmas Light	0	1,250	0	0	0	0
Total Overhead Expenditure	68,679	70,579	0	0	0	0
Net Income over Expenditure	(68,179)	(68,079)	0	0	0	0
300 Public Conveniences						
4500 Utility Bills: Electricity	0	300	0	0	0	0

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Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
Total Overhead Expenditure	0	300	0	0	0	0
Net Income over Expenditure	0	(300)	0	0	0	0
320 Projects						
4865 Youth Work	7,000	0	0	0	0	0
4866 Older People/Social Isolation	2,870	3,000	0	0	0	0
4867 Historic Raunds	1,000	0	0	0	0	0
4869 Economic Development	4,780	5,000	0	0	0	0
4873 Youth Leisure Provision	70,000	20,000	0	0	0	0
4874 Biodiversity	0	5,000	0	0	0	0
Total Overhead Expenditure	85,650	33,000	0	0	0	0
Net Income over Expenditure	(85,650)	(33,000)	0	0	0	0
340 Personnel						
4000 Salaries (Hall)	147,000	159,500	0	0	0	0
4005 Salaries (Temp Staff)	5,000	2,000	0	0	0	0
4014 NI TH Employer Contributions	11,000	19,500	0	0	0	0
4015 Pension Costs Employer Cont.	44,000	38,300	0	0	0	0
4020 Car & Expenses Allowances	750	750	0	0	0	0
4021 Councillor Training	500	500	0	0	0	0
4030 Staff Training	3,500	1,500	0	0	0	0
4033 Clerk's Training &	1,000	1,000	0	0	0	0
4035 Payroll Charges	1,050	1,200	0	0	0	0
4040 Recruitment	3,500	400	0	0	0	0
4045 Protective Clothing	350	350	0	0	0	0
Total Overhead Expenditure	217,650	225,000	0	0	0	0
Net Income over Expenditure	(217,650)	(225,000)	0	0	0	0
Total Budget Income	728,859	737,369	0	0	0	0
Expenditure	764,609	737,369	0	0	0	0
Movement to/(from) Gen Reserve	(35,750)	0	0	0	0	0