



# RAUNDS TOWN COUNCIL

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

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6 November 2024

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 12<sup>th</sup> November 2024 at 7.30pm.**

*Press and Public welcome.*

*Mr Steve Tucker*

Mr Steve Tucker  
Clerk to the Council.

## AGENDA

**FC90.24 To receive apologies for absence.**

**FC91.24 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

**FC92.24 Notification of members questions in compliance with the council's standing orders.**

**FC93.24 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.

**FC94.24 Council Minutes:** To confirm the minutes of the following Council meetings:

- **Full Council** meeting held on Tuesday 8 October 2024 (Draft) (Copy herewith) (Pages 3-6)

**FC95.24 Committee Minutes:** To receive the minutes of the following Committees:

- **Personnel Committee** held on Monday 14 October 2024 (Including recommendations at items PEC20.24 and PEC21.24 (Draft) (Copy herewith) (Pages 7-30)
- **Events Committee** held on Tuesday 5 November 2024 (Including recommendation at item EC39.24(ii)) (Draft) (Copy herewith) (Pages 31-35)

**FC96.24 Mayor's Report:** To receive the Mayor's report. (Copy herewith) (Page 36)

**FC97.24 Unitary Councillors Report:** To receive reports from Unitary Councillors. (Verbal update)

**FC98.24 Planning Applications Received for Consideration:** (Copy herewith) (Page 37)

NE/24/01004/FUL | **Proposal:** Full Planning Permission. Erection of a detached dwelling including access and amenity space | **Location:** 56 Stanwick Road Raunds Wellingborough NN9 6DG

**FC99.24** *The press and public will be excluded from the following agenda item(s) due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960.*

**FC100.24 Town Hall Office Rental:** To consider a confidential report from the Clerk regarding the rental of Town Hall office space. (Report herewith) (Pages 38-55)

**FC101.24 Establishment Report:** To consider a confidential report from the Clerk regarding staffing and recruitment. (Report herewith) (Pages 56-63)

**RAUNDS TOWN COUNCIL MEETING**  
**8 October 2024 at 7.30pm**

**PRESENT:**

Cllr P Byrne (Chairman), Cllr R Beattie, Cllr O Curtis, Cllr A Fernley, Cllr K Harrison, Cllr H Howell, Cllr R Levell, Cllr T Swailes and Cllr L Wilkes.

**IN ATTENDANCE:**

S Tucker, Clerk (Minutes)

2 Members of the Public

**FC76.24 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr B Cross and Cllr M Levell.

**FC77.24 PUBLIC PARTICIPATION**

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

The Chairman of Raunds Town Youth Football Club attended to present the grant application at item FC80.24.

A representative of Nene Valley Vineyard attended to present the grant application at item FC81.24.

**FC78.24 QUESTIONS FROM MEMBERS**

None received.

**FC79.24 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 L Wilkes declared a non-pecuniary interest in agenda item FC86.24, in his capacity as Chairman of North Northamptonshire Council Planning South Committee.

**RESOLVED that in accordance with Standing Order 4a, the order of the agenda be amended.**

**FC80.24 Application for Grant Funding:** To consider a request from Raunds Town Youth Football Club for grant funding towards the demolition and removal of the fire damaged club building at Amos Lawrence Park.

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**RESOLVED** that a grant of £500 be awarded to Raunds Town Youth Football Club to assist with the cost of demolition and removal of the fire damaged club building at Amos Lawrence Park.

**FC81.24 Application for Grant Funding:** To consider a request from Nene Valley Vineyard and Raunds Foodbank for grant funding towards the cost of providing a Christmas Gift Shop for parents/carers on low incomes.

**RESOLVED** that a grant of £250 be awarded to Nene Valley Vineyard and Raunds Foodbank to assist with the cost of providing a Christmas Gift Shop for parents/carers on low incomes.

**FC82.24 Council Minutes:** To confirm the minutes of the following Council meetings:

- [Full Council](#) meeting held on Tuesday 10 September 2024.

**RESOLVED** that the minutes of the Full Council meeting held on 10 September 2024 be confirmed as a true record.

**FC83.24 Committee Minutes:** To receive the minutes of the following Committee meetings:

- [Events Committee](#) held on Tuesday 3 September 2024.

**RESOLVED** that:

- (i) Recommendation EC30.24(iii) be approved; and
- (ii) The minutes of the Events Committee meeting held on 3 September 2024 be noted.

- [Finance Committee](#) held on Tuesday 24 September 2024.

**RESOLVED** that:

- (iii) Recommendation F26.24 be approved; and
- (iv) The minutes of the Finance Committee meeting held on 24 September 2024 be noted.

- [Environment, Leisure and Recreation Committee](#) held on Tuesday 1 October 2024.

**RESOLVED** that:

- (v) Recommendations ELR24.24(a), ELR26.24, ELR28.24(b), ELR28.24(c) and ELR28.24(d) be approved; and
- (vi) The minutes of the Environment, Leisure and Recreation Committee meeting held on 1 October 2024 be noted.

**FC84.24 Mayor's Report:** To receive the Mayor's report.

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

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**FC85.24 Unitary Councillors Report:** To receive reports from Unitary Councillors.

The attention of members was drawn to the latest edition of the [Leader's Update](#).

**RESOLVED that the Unitary Councillor reports be noted.**

**FC86.24 Planning Applications Received for Consideration:**

Cllr L Wilkes left the Chamber for the duration of the item and did not take part in the debate or vote thereon.

NE/24/00905/FUL | Proposal: Full Planning Permission. Change of use of land and retention of as built fencing and wall (retrospective). | Location: 24 Whitney Close Raunds Wellingborough NN9 6TW

**RESOLVED that Raunds Town Council maintains the objections previously raised in respect of related case NE/24/00041/FUL, which the retrospective application has not sought to address:**

- (i) The applicant has carried out an unauthorised land-grab by constructing the boundary wall closer to the highway than the original boundary fence, resulting in amenity land being incorporated into the property garden; and
- (ii) The height of the fencing represents a significant safety concern, as it severely restricts driver visibility of pedestrians, and pedestrian visibility of vehicle movement.

NE/24/00906/FUL | Proposal: Full Planning Permission. 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 objects to the application on the grounds that 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.**

**FC87.24 Gambling Act 2005: Statement of Principles Consultation:** To consider North Northamptonshire Council's revised Statement of Principles made under the Gambling Act 2005.

The Council reviewed the Gambling Act 2005: Statement of Principles Consultation document as a statutory consultee. Members expressed satisfaction with the document and deemed it to be comprehensive and reflective of the local authority's responsibilities under the Gambling Act 2005.

Cllr H Howell abstained from the vote.

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**RESOLVED** that Raunds Town Council considers the Gambling Act 2005: Statement of Principles consultation document to be satisfactory.

**FC88.24** *The press and public will be excluded from the following agenda item 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.

**FC89.24 Town Hall & Saxon Hall Maintenance:** To receive a confidential maintenance report from the Clerk.

The Clerk presented the confidential report.

Following a discussion, it was

**RESOLVED** that

- (i) **Quote 1 for exterior Town Hall maintenance and repairs be accepted at £6,625.00; and**
- (ii) **Quote 1 for Town Hall and Saxon Hall safety upgrades be accepted at £15,842.00 +VAT.**

There being no further business the meeting closed at 9.05pm.

Approved: ..... (Town Mayor)

Meeting date.....12 November 2024.....(Council)

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**RAUNDS TOWN COUNCIL**

**PERSONNEL COMMITTEE MEETING**

**Minutes: 14 October 2024: Start Time 7.30pm**

**PRESENT:**

Cllr H Howell (Chairman), Cllr P Byrne, Cllr B Cross, Cllr K Harrison, Cllr D Hughes, and Cllr L Wilkes.

**IN ATTENDANCE:**

S Tucker, Clerk (Minutes)

**PEC15.24 To receive apologies for absence.**

Apologies were received from Cllr R Beattie and Cllr M Levell.

**PEC16.24 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

None received.

**PEC17.24 Notification of members questions in compliance with the council's standing orders.**

None received.

**PEC18.24 Declarations of Interest.**

None.

**PEC19.24 [Minutes:](#) To confirm the minutes of the Personnel Committee meeting held on 4 June 2024.**

**RESOLVED that the minutes of the Personnel Committee meeting held on 4 June 2024 be confirmed as an accurate record.**

**PEC20.24 Policy Review:** To review the current Disciplinary and Grievance Procedures Policy, and to consider adoption of the National Association of Local Councils (NALC) model Disciplinary and Grievance Policies.

The Committee reviewed the Council's existing Disciplinary and Grievance Policy and noted that it required several amendments. After consideration, it was felt that the equivalent NALC model policies, which were more comprehensive and up-to-date, should be adopted in its place.

**RESOLVED to recommend to Full Council that:**

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- (i) **The current Disciplinary & Grievance Policy be disapplied;**
- (ii) **The NALC model Disciplinary Policy, as shown at Appendix 1, be adopted for a two-year period; and**
- (iii) **The NALC model Grievance Policy, as shown at Appendix 2, be adopted for a two-year period.**

**PEC21.24 Policy Review:** To review the current Management of Sickness Absence Policy, and to consider adoption of the NALC model Sickness Absence Policy.

The Committee reviewed the Council's existing Management of Sickness Absence Policy and noted that it required several amendments. After consideration, it was felt that the equivalent NALC model policy, which was more comprehensive and up-to-date, should be adopted in its place.

**RESOLVED to recommend to Full Council that:**

- (i) **The current Management of Sickness Absence Policy be disapplied; and**
- (ii) **The NALC model Sickness Absence Policy, as shown at Appendix 3, be adopted for a two-year period.**

**PEC22.24 Budget Setting 2025/26:** To set the Personnel Committee budget for the 2025/26 financial year.

The Committee reviewed the report and the Personnel Committee budget position for the year-to-date, and considered a briefing note from the Northamptonshire County Association of Local Councils (NCALC) regarding the inflation forecast and current national salary negotiations.

It was considered that in light of current uncertainties, the budget should be given additional consideration at the next meeting with supplementary information to be provided.

**RESOLVED that the report be noted and further consideration to the 2025/26 budget be given at the next meeting of the Committee on 19 November 2024.**

**PEC23.24** *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 that the press and public be excluded from the remaining agenda item due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960.**

**PEC24.24 Establishment Report:** To receive a confidential report from the Clerk.



The Committee received a confidential update from the Clerk on staffing and recruitment matters.

Following a discussion it was

**RESOLVED that:**

- (i) The recruitment and staffing updates be noted; and**
- (ii) The re-appointment of the Operations Officer on a zero-hours contract be approved; and**

There being no further business the meeting concluded at 20.54pm.

Confirmed:.....(Chairman)

Meeting date:.....19 November 2024.....(Committee)

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## RAUNDS TOWN COUNCIL DISCIPLINARY POLICY

### Introduction

- 1 This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>).
- 2 It also takes account of the ACAS guide on discipline and grievances at work. [https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf)
- 3 The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.
- 4 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 5 This policy confirms:
  - informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance
  - the Council will fully investigate the facts of each case
  - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
  - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
  - employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
  - employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee.

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The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case

- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within 7 calendar days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

### Examples of misconduct

- 6 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.

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- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

### Examples of gross misconduct

7 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive

- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

### Suspension

8 If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.

9 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or Councillor.

10 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

### Examples of unsatisfactory work performance

11 The following list contains some examples of unsatisfactory work performance. The list is not exhaustive:

- inadequate application of management instructions/office procedures

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- inadequate IT skills
- unsatisfactory management of staff
- unsatisfactory communication skills.

### **The Procedure**

- 12 Preliminary enquiries: The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.
- 13 If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.
- 14 Informal Procedures: Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

### **Disciplinary investigation**

- 15 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 16 If a formal disciplinary investigation is required, the Council's personnel committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a Councillor. If the personnel committee considers that there are no Councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The personnel committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
  - the allegations or events that the investigation is required to examine
  - whether a recommendation is required
  - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
  - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
- 17 The Investigator will be asked to submit their findings usually within 35 Calendar days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).

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- 18 The personnel committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that they have reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when they meet with the Investigator, they will have the opportunity to comment on the allegations of misconduct.
- 19 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 20 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 21 The Investigator has no authority to take disciplinary action. Their role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the personnel committee whether or not disciplinary action should be considered under the policy.
- 22 The Investigator's report will contain their recommendations and the findings on which they were based. They will recommend either:
  - the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
  - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
  - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 23 The Investigator will submit the report to the personnel committee which will decide whether further action will be taken.
- 24 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

### **The disciplinary meeting**

- 25 If the personnel committee decides that there is a case to answer, it will appoint a personnel sub-committee of 3 councillors, to formally hear the allegations. The personnel sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.
- 26 No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
  - the names of its Chairman and other two members

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- details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
  - a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
  - the time and place for the meeting. The employee will be given reasonable notice of the hearing so that they have sufficient time to prepare for it
  - that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least 2 working days before the meeting
  - that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official
- 27 The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:
- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
  - the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
  - the Chairman will invite the employee to present their account
  - the employee (or the companion) will set out their case and present evidence (including any witnesses and/or witness statements)
  - any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
  - the employee (or companion) will have the opportunity to sum up
- 28 The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within 7 calendar days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.
- 29 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

### **Disciplinary action**

- 30 If the sub-committee decides that there should be disciplinary action, it may be any of the following:

#### First written warning

- 31 If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:
- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement

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- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

### Final written warning

- 32 If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:
- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
  - that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
  - the employee's right of appeal
  - that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

### Dismissal

- 33 The Council may dismiss:
- for gross misconduct
  - if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
  - if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.
- 34 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, they will receive a written statement of the reasons for their dismissal, the date on which the employment will end and details of their right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

### **The appeal**

- 35 An employee who is the subject of disciplinary action will be notified of the right of appeal. Their written notice of appeal must be received by the Council within 7 calendar days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
- 36 The grounds for appeal include;
- a failure by the Council to follow its disciplinary policy
  - the sub-committee's disciplinary decision was not supported by the evidence



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- the disciplinary action was too severe in the circumstances of the case
  - new evidence has come to light since the disciplinary meeting.
- 37 Where possible, the appeal will be heard by a panel of 3 members of the personnel committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the personnel committee who have not previously been involved. If so, the appeal panel will be a committee of 3 members of the Council who may include members of the personnel committee. The appeal panel will appoint a Chairman from one of its members.
- 38 The employee will be notified, in writing, within 14 calendar days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
- 39 At the appeal meeting, the Chairman will:
- introduce the panel members to the employee
  - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
  - explain the action that the appeal panel may take.
- 40 The employee (or companion) will be asked to explain the grounds for appeal.
- 41 The Chairman will inform the employee that they will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 42 The appeal panel may decide to uphold the disciplinary decision of the personnel committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 43 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 44 The appeal panel's decision is final.

**Adopted October 2024**

**To be reviewed biennially**

## APPENDIX 2



# RAUNDS TOWN COUNCIL

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## RAUNDS TOWN COUNCIL GRIEVANCE POLICY

### Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>).
2. It also takes account of the ACAS guide on discipline and grievances at work. ([https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf)).
3. It also takes into account relevant law affecting Councils.
4. It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
5. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
6. This policy confirms:
  - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for their grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.
  - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date

## APPENDIX 2

- any changes to specified time limits must be agreed by the employee and the Council
- an employee has the right to appeal against the decision about their grievance. The appeal decision is final
- information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if they raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can only use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of [[ ] council] who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)
- the Council may engage external investigators, grievance or appeal panels for the purposes of the process.
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns their safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with their line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

## APPENDIX 2

### Informal grievance procedure

7. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with their manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with their manager (for example, because it concerns the manager), the employee should contact the Chairman of the personnel committee or, if appropriate, another member of the personnel committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

### Formal grievance procedure

8. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the personnel committee.
9. The personnel committee will appoint a sub-committee of 3 members to hear the grievance in the event that the grievance is raised by or relates to the Clerk. Where the grievance is not raised by or relates to the Clerk, the personnel committee may appoint the Clerk to hear the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

### Investigation

10. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigator may be an appropriate employee, Councillor or external party. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
11. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

### Notification

12. Within 14 calendar days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
  - the names of its Chairman and other members
  - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 35 calendar days of when the Council received the grievance
  - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
  - a copy of the Council's grievance policy

## APPENDIX 2

- confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of their witnesses as soon as possible before the meeting
- confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
- findings of the investigation if there has been an investigation
- an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

### **The grievance meeting**

13. At the grievance meeting:

- the Chairman will introduce the members of the sub-committee to the employee
- the employee (or companion) will set out the grievance and present the evidence
- the Chairman will ask the employee questions about the information presented and will want to understand what action they want the Council to take
- any member of the sub-committee and the employee (or the companion) may question any witness
- the employee (or companion) will have the opportunity to sum up the case
- a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

14. The Chairman will provide the employee with the sub-committee's decision, in writing, usually within 7 calendar days of the meeting though may be longer e.g. where further investigations are required. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

### **The appeal**

15. If an employee decides that their grievance has not been satisfactorily resolved by the sub-committee, they may submit a written appeal to the personnel committee. An appeal must be received by the Council within 7 calendar days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.

16. Appeals may be raised on a number of grounds, e.g.:

- a failure by the Council to follow its grievance policy
- the decision was not supported by the evidence
- the action proposed by the sub-committee was inadequate/inappropriate
- new evidence has come to light since the grievance meeting.

17. The appeal will be heard by a panel of 3 members of the personnel committee who have not previously been involved in the case. There may be insufficient members of the personnel committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the personnel committee. The Council may engage external parties if there are insufficient councillors to form the panel. The appeal panel will appoint a Chairman from one of its members.

## APPENDIX 2

18. The employee will be notified, in writing, usually within 14 calendar days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 35 calendar days of the Council's receipt of the appeal. The employee will be advised that they may be accompanied by a workplace colleague, a trade union representative or a trade union official.
19. At the appeal meeting, the Chairman will:
  - introduce the panel members to the employee
  - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
  - explain the action that the appeal panel may take.
20. The employee (or companion) will be asked to explain the grounds of appeal.
21. The Chairman will inform the employee that they will receive the decision and the panel's reasons, in writing, and when they are likely to receive the letter. This may be within 14 calendar days of the appeal meeting however will be longer where further investigations are required.
22. The appeal panel may decide to uphold the decision of the personnel committee or substitute its own decision.
23. The decision of the appeal panel is final.

**Adopted October 2024**

**To be reviewed biennially**

## APPENDIX 3



# RAUNDS TOWN COUNCIL

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

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## RAUNDS TOWN COUNCIL SICKNESS ABSENCE POLICY

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## **APPENDIX 3**

### **What to do if you are unwell**

If you are away from work because of sickness you must:

- Telephone the Clerk, before your contractual (or normal start time for work) on the first day of absence providing details and how long you expect to be off. If you are unable to call personally, someone else may call for you. It is your responsibility to ensure the Council is notified. You must then telephone again each day (unless otherwise agreed with the Clerk).
- If you are away for seven days or less (including weekends and other non-working days), you must complete a self-certification form and provide it to the council when you are back at work.
- If you are away for more than seven days (including weekends and other non-working days), you must send in a 'fit to work' statement from your doctor and continue to do so as each new certificate is issued to you. This certificate gives details as to whether you are too ill to work or whether you are well enough to work with suitable support from the Council. This gives you and the Council the opportunity to discuss suitable arrangements which will support your return to work. The form also gives more space for the doctor to provide information about your condition and helpful tick boxes to suggest common ways to help you return to work.
- All sickness or injury absence will be entered on your employment record and will be monitored from time-to-time.

### **Return-to-work meetings**

On the first day back at work after a period of sickness absence your manager may want to meet informally. If this is not possible on your first day back, the meeting may take place later. The return-to-work meeting should take place in a private place, and all discussions should be private and confidential. The meeting would normally include

- a welcome back to work;
- outline the purpose of the return-to-work meeting; which is to manage and monitor absence and attendance to identify any problem areas and offer support where appropriate;
- a discussion about the reasons for absence, in a supportive way and to understand whether the council can take any steps to help the employee's attendance;
- explain that the absence will be recorded;
- establish if medical advice has been sought (if appropriate);
- ensure the self-certification form has been completed or a fit note from the doctor has been provided;
- a discussion on absence over the last 52 weeks, the impact on pay and any next steps; and
- a handover of work where appropriate.

### **Medical appointments**

The council recognises that employees will, from time to time, need to attend medical appointments. Please try to arrange medical appointments in your own time or, if this is not possible, at times that will cause the minimum amount of absence from work or



## **APPENDIX 3**

inconvenience to the council. The council will allow reasonable time off work for such appointments.

### **Statutory Sick Pay**

If you are ill and unable to attend work, you may be entitled to Statutory Sick Pay (SSP). SSP is currently paid after 4 Qualifying Days absence from work. The Qualifying Days are your normal working days that are in your contract. Tax and National Insurance will be deducted from SSP and if you earn below the lower earnings limit, you will not qualify for SSP.

### **Council's Sick Pay (Occupational Sick Pay) [to be deleted if the council decides to pay SSP only]**

It is the council's policy to pay you your normal basic rate of pay exclusive of overtime/allowances during periods of sickness absence in accordance with Green Book terms (see page 6). This occupational sick pay will be for absences due to sickness calculated over the previous 52 weeks and will include your entitlement to SSP.

Payment is, however, conditional upon you complying with the council's procedure for notifying your manager of the absence, attending an interview with your manager on request to discuss the absence, and completing a self-certification form on return to work or providing a fit-note when requested. We may also ask you to attend an interview/examination with a nominated doctor at the request of the council.

We may not pay you occupational sick pay where:

- you have failed to comply with the council's sickness absence notification and evidence requirements;
- you unreasonably refuse to attend a sickness absence meeting with the council on request;
- you are unable to work because you hurt yourself in dangerous sports / activities or any other occupation you have;
- you have misled the council about your fitness to work;
- you have resigned; or
- where disciplinary proceedings are pending against you.

### **Medical advice**

The council may want to obtain advice on your fitness for work from occupational health advisers or medical practitioners. Examples of when the council might refer to occupational health or a medical practitioner include the following:

- to seek a medical report on your illness or injury;
- to establish when you might be able to return to work;
- to understand when you are likely to be fully fit to resume your normal duties;
- to understand what alternative duties you might be fit to undertake if you are unfit to resume your normal duties;
- to understand when you are likely to be fit to undertake any alternative duties;

## APPENDIX 3

- to ask for guidance on your condition, for example if there is a possibility that you are disabled or ambiguity as to the exact nature of the condition;
- to ask what reasonable adjustments could be made to working conditions or premises to facilitate a return to work;
- to understand the likely recurrence of the illness or injury once you have returned to work; and
- to discuss any adjustments that could be made to accommodate your disability, if you are disabled.

The council will pay the cost of the report and you will have the right to see it. The council will also be provided with a copy of the report and once we have seen it, we will want to meet you to discuss the findings and consider options available to you.

If you choose not to consent to an Occupational Health referral, any decisions in relation to your employment may be made without the benefit of access to medical reports.

### **Persistent short-term absence**

Persistent short-term absence is where an employee is frequently absent from work for relatively short periods due to sickness. We understand most employees will have some short-term sickness absence from time to time. However, if you are frequently and persistently absent from work, this can damage efficiency and productivity, and place an additional burden of work on your colleagues and councillors.

Therefore, it is essential that frequent absence is dealt with promptly and consistently and in some circumstances, the council may begin a capability or disciplinary procedure as part of the absence management process. If we do so, we will meet with you to set attendance targets. Following a review meeting we may issue a formal warning if those targets are not met. You will be given written notice in advance of any formal meeting and you can be accompanied by a work colleague or trade union representative. You may appeal against a formal warning. If your absence remains unacceptable after a second formal warning, the council may bring your employment to an end following consultation with you.

If frequent absence is due to an underlying long-term health condition then we will also request, with consent, a medical report either from an Occupational Health Physician or your G.P. or consultant to establish further information about your health and how the council can support your attendance.

When considering the reasons for absence, and deciding on whether a formal meeting is appropriate, the council will not consider any pregnancy related absence. The council will also make adjustments where absences are related to a disability by allowing a higher level of absence before considering whether disciplinary action is appropriate.

The council will consider any alternative employment options before making any decision about ending employment. You will have the right to be accompanied by a work colleague or trade union representative at formal meetings and a right of appeal against a formal warning or dismissal sanction. The monitoring of absence operates on a rolling 52-week period.

## **APPENDIX 3**

Where it appears that there is no acceptable reason for an absence or if you have not followed the correct absence notification procedure, the matter should be treated as a conduct issue and dealt with under the disciplinary procedure.

### **Long-term absence**

As a guide, long term absence is any absence which lasts or is expected to last over 4 weeks. In all cases of long-term absence, it is essential for the council to maintain contact with you. In cases where the return date is less certain this will take the form of consultation and will include:

- Discussions at the start of the absence and periodically throughout
- Obtaining better information on your health and likely prognosis, ideally through an Occupational Health Physician
- Where appropriate alerting you to the fact that your absence is becoming a problem, and
- Allowing you the opportunity to state your opinion of your condition and giving consideration to that opinion

Where ill-health means that you are unlikely to return to work for a long period of time, the council may need to consider bringing your employment to an end. In these circumstances, the council will:

- Review your absence record to assess whether or not it is sufficient to justify dismissal
- Consult with you
- Obtain up-to-date medical advice
- Advise you in writing as soon as it is established that termination of employment has become a possibility
- Discuss whether you may be able to access benefits from the Local Government Pension Scheme (where appropriate)
- Meet with you to discuss the options and consider your views on continuing employment before any decisions are made, allowing you to be accompanied by a work colleague or trade union representative
- Review if there are any alternative jobs that you could do prior to taking any decision on whether or not to dismiss
- Allow a right of appeal against any decision to dismiss you on grounds of long-term ill health
- Following this meeting, inform you of the final decision

### **Absence as a result of disability**

Where you experience sickness absence as a result of a disability it will be treated in line with the provisions contained within the Equality Act 2010 (formerly as part of the Disability Discrimination Act 1995). This will include considering whether any reasonable adjustments can be made.

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### Data protection

The council will treat personal data collected during the absence management process in accordance with its data protection policy on processing special categories of personal data. Information about how your data is used and the basis for processing your data will be provided in our employee privacy notice. When relying on legitimate interests as the legal ground for processing your data, you can object to the processing.

This is a non-contractual procedure which will be reviewed from time to time.

### Adopted October 2024

### To be reviewed biennially

— policy ends here —

### Notes

#### 1. Green Book terms

If the council adopts Green Book terms and conditions of employment, employees are entitled to receive sick pay for the following periods: -

#### During 1st year of service

1 month's full pay and (after completing 4 months service)  
2 months half pay

#### During 2nd year of service

2 months full pay and  
2 months half pay

#### During 3rd year of service

4 months full pay and  
4 months half pay

#### During 4th and 5th year of service

5 months full pay and  
5 months half pay

#### After 5 years' service

6 months full pay and  
6 months half pay

The period during which sick pay shall be paid, and the rate of sick pay, in respect of any period of absence shall be calculated by deducting from the employee's entitlement on the first day the aggregate of periods of paid absence during the twelve months immediately preceding the first day of absence.

## APPENDIX 3

Periods of full pay will include SSP. In periods of half pay, employees receive half pay in addition to SSP provided the total does not exceed normal pay.

If an employee abuses the sickness scheme or is absent on account of sickness due or attributable to deliberate conduct prejudicial to recovery or the employee's own misconduct or neglect or active participation in professional sport or injury while working in the employee's own time on their own account for private gain or for another employer sick pay may be suspended.

### 2. Council's Sick Pay

The legal requirement is to pay Statutory Sick Pay (subject to eligibility) and anything additional is for the council to decide. Any additional sick pay is known as 'occupational sick pay' (OSP). The council will need to commit to paying any OSP it decides to offer and take into account the cost of National Insurance and the cost of any temporary staff required to cover the absence.

It would be unusual to bring an employment contract to an end before the occupational sick pay expires.

If a member of staff already has a paid sick leave entitlement, you cannot unilaterally change their entitlement. Councils can change the policy for all new staff joining after a defined date provided this is consistently applied.

### 3. Return-to-work meetings

Return to work meetings should ideally take place following every absence, with notes taken, agreed and stored on file. They are especially important if the absence has been caused by, or related to incidents at work. Having a written record of a return to work meeting may help the council defend later claims or allegations.

Sometimes it is not practical to have return to work interviews after every absence so councils may decide to do so only after 2 absences in a 2-month period, or where the absence is work-related.

### 4. Medical appointments

There is no legal requirement to pay time off for medical appointments, except antenatal appointments. Please see the Maternity and Parental leave policies for details.

A council may decide that staff should make up the time (if possible) or take it without pay. If a council decides to offer payment for medical appointments, it is sensible to put some limit on this.

### 5. Medical advice

Health information is considered to be personal sensitive information under Data Protection legislation and particular care must be taken when processing medical information. The Information Commissioner website (<https://ico.org.uk>) contains guidance.

An Occupational Health report can comment on an individual's health in relation to the employee's role. It will be important to provide the OH physician or nurse a referral form with

## APPENDIX 3

full details of the employee's job, the concerns you have about their health in relation to their work and be specific about the questions you need answering. Any report should then be discussed with the employee before the council decides on any follow up actions. If the report makes recommendations, these must be carefully considered and discussed with the employee.

### 6. Health and wellbeing

All employers have duty to provide a safe place of work which includes the physical environment as well as mental health. There are a range of initiatives that can promote health and wellbeing (see Fit for Work: <https://fitforwork.org>). Also, the Health and Safety Executive has useful information on their website including a stress risk assessment ([www.hse.gov.uk/stress/risk-assessment.htm](http://www.hse.gov.uk/stress/risk-assessment.htm)).

**RAUNDS TOWN COUNCIL****EVENTS COMMITTEE****Minutes: 5 November 2024 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)

**EC31.24 To Receive Apologies for Absence.**

Apologies were received from Cllr O Curtis.

**EC32.24 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

None received.

**EC33.24 Notification of members questions in compliance with the councils standing orders.**

None received.

**EC34.24 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.**

**EC35.24 Minutes:** To confirm the minutes of the Events Committee meeting held 3<sup>rd</sup> September 2024. (Copy via link)

**RESOLVED to confirm the minutes of the Events Committee meeting held on Tuesday 3<sup>rd</sup> September 2024 as a true record.**

**EC36.24 Remembrance Sunday:** To review plans for Remembrance Sunday on Sunday 10<sup>th</sup> November 2024.

The Committee were updated on the arrangements for Remembrance Sunday and reviewed the project planner. Members were informed that all necessary arrangements were in place.

**RESOLVED to note the project planner.**

**EC37.24 Christmas Market & Lights Switch-on:** To review plans for the Christmas Market & Lights Switch-on on Sunday 24<sup>th</sup> November 2024.

The Committee were updated on the arrangements for the Christmas Market & Lights Switch-on and reviewed the project planner and event management plan for the day.

Members were informed that unfortunately the Raunds Temperance Band were not available to perform, therefore a solo singer had been booked to sing in Santa's Parade and perform on stage.

Pitches for the Christmas Market were now fully booked and the Christmas trees were scheduled for installation on Tuesday 12<sup>th</sup> November 2024.

**RESOLVED to note the project planner and event management plan.**

**EC38.24 VE Day 80:** To review plans to mark the 80<sup>th</sup> Anniversary of VE Day on Thursday 8<sup>th</sup> May 2025.

The Committee reviewed the budget sheet and draft plan for the day which included the following:

**9am** - Official VE Day Flag raising ceremony (Town Hall)  
Refreshments served in the Chamber.

**6.30pm** – “Ringing out in celebration of peace” St Peter’s Church Bell Ringers

Street Party Event (Town Square)

**7pm – 7.15pm** – Welcome from the Mayor and prayer from the clergy

**7.10pm – 7.30pm** Collaborative performance from local schools

**7.30pm – 8.15pm** – Vintage Singers

**8.15pm – 8.45pm** – Performance from local choirs

**8.45pm – 9.30pm** – Vintage Singers

**9.30pm** - Lighting of the Beacon at the end of the Street Party event. (Town Square)

“The Tribute” by the Mayor

Choirs to sing “I vow to Thee my Country”

**RESOLVED**

- (i) To note the project budget sheet and draft plan for the day.
- (ii) To contact Raunds WI to ask if they would like to help serve refreshments.
- (iii) To sing the National Anthem at the conclusion of the event.
- (iv) To advertise a ‘save the date’ for the event on the Council’s social media channels.



**EC39.24 Budget for 2025/26:** To set the Events Committee fees and budget for the next financial year.

The Committee noted the resolution from Finance Committee at its meeting on 24 September 2024, advising Committees to aim for a 0% increase in their budgets for 2025/26, to be achieved by a thorough review of income and expenditure and setting appropriate fees and charges.

Members reviewed the current budget, along with the event pitch fees.

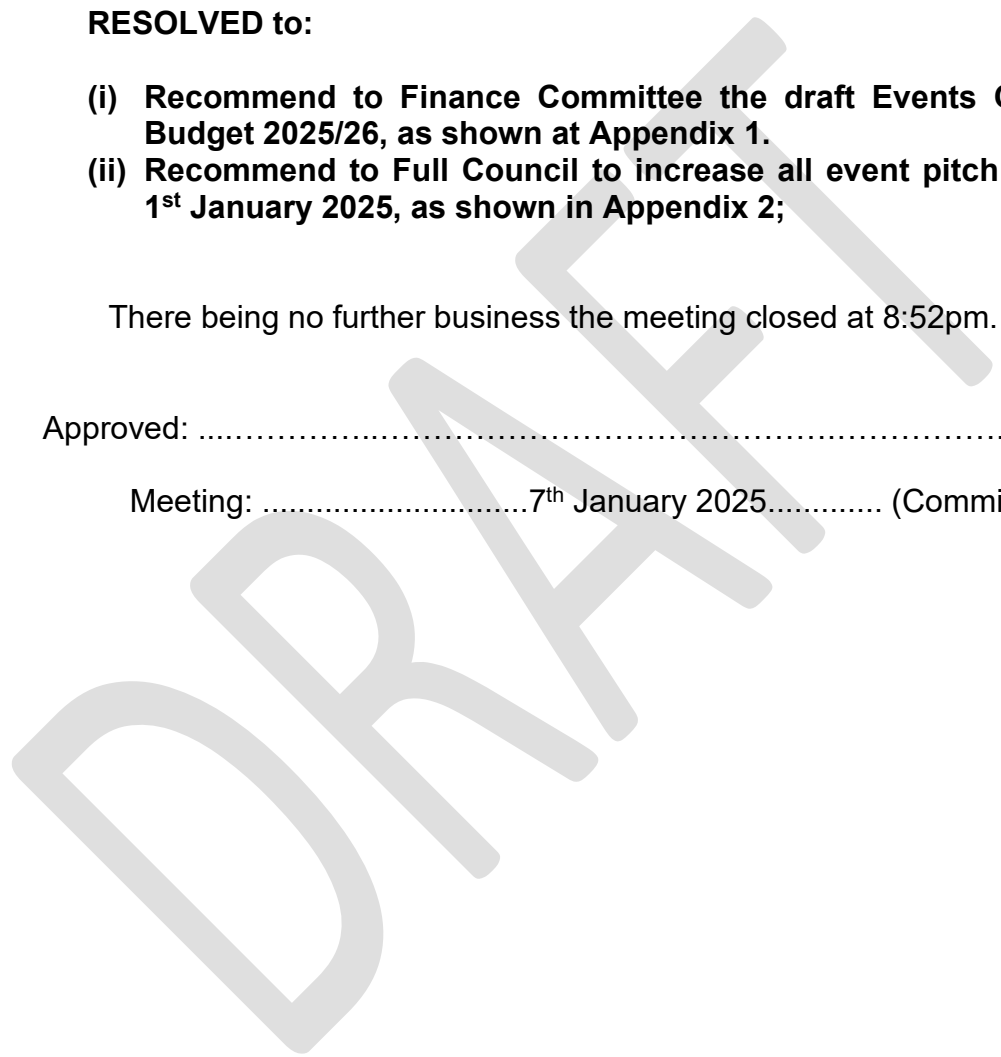
**RESOLVED to:**

- (i) Recommend to Finance Committee the draft Events Committee Budget 2025/26, as shown at Appendix 1.**
- (ii) Recommend to Full Council to increase all event pitch fees from 1<sup>st</sup> January 2025, as shown in Appendix 2;**

There being no further business the meeting closed at 8:52pm.

Approved: ..... (Chairman)

Meeting: .....7<sup>th</sup> January 2025..... (Committee)



## Appendix 1

<b>Raunds Town Council - Events Committee Budget 2025/2026</b>				
<b>280 Tourism &amp; Entertainment</b>	<b>Budget 2024/25</b>	<b>Actual YTD</b>	<b>Budget 2025/26</b>	
4405 Equipment	600	497	600	
4905 Christmas: Trees (Square/TH)	2,200	2,125	2,250	
4910 Christmas Lights - Contractor base fee	21,804	21,804	21,804	Fixed price - 3 year contract
4932 Christmas Lights - Extra works/repairs	8,500	8,311	7,250	
4915 Christmas Lights Switch On event	10,000	9,810	11,000	
4917 Halloween	700	488	700	
4922 Remembrance Sunday	1,150	784	1,150	
4923 Other Events	3,000	828	5,000	VE DAY 80 & Skate Park
4924 Events contingency	1,150	460	0	
4926 Mayors Show	10,000	10,001	11,000	
4927 Summer Picnic	8,000	9,344	7,000	
XXXX Children's Christmas Light			1,250	
4931 Santa on a Tractor	1,575	1,568	1,575	
<b>Total Expenditure</b>	<b>£68,679</b>	<b>£66,020</b>	<b>£70,579</b>	
<b>Income</b>				
Events Income and Sponsorship	500	3,152	£2,500	
Christmas Sponsorship Income	0	800	£0	
<b>Total Income</b>	<b>£500</b>	<b>£3,952</b>	<b>£2,500</b>	
<b>Expenditure Minus Income</b>	<b>£68,179</b>	<b>£62,068</b>	<b>£68,079</b>	
Net Budgeted Cost			£68,079	
Budget 2024/25			£68,179	
Percentage Increase			-0.15%	

## Appendix 2

### EVENT STALL HOLDERS PITCH FEES 2022 **2024**

#### Stall holders selling products (i.e.: craft stalls, cake stalls, retail products)

Pitch Fee

3m x 3m - ~~£25~~ **£30**

6m x 3m - ~~£35~~ **£40**

9m x 3m - ~~£45~~ **£50**

#### Food and Drink Stalls

Pitch Fee ~~£75~~ **£90**

Bar ~~£200~~ **£225**

#### Charity, Fundraising and **Information** Stalls

Pitch Fee

3m x 3m - ~~£5~~ **£8**

6m x 3m pitch - ~~£10~~ **£13**

#### ~~Information/Demonstration Stalls~~

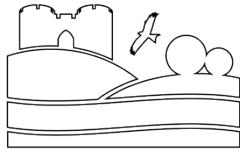
~~Pitch Fee~~

~~3m x 3m - £5~~

~~6m x 3m pitch - £10~~

**Raunds Town Council**  
**Mayor's Activities – October 2024**

1 October	Cheque Presentation Scouts Windmill School	Hand over our grant cheque.
3 October	Charity Music Night Newport Pagnell	Good night. Lots of different types of music.
5 October	Thrapston Charity Music Night.	Thrapston Town Band. Well supported by local mayors.
6 October	Civic Service Rushden	Well attended civic service.
11 October	Mayor of Raunds Quiz Night – Saxon Hall	75 people attended. Raised £1,030 for two charities.
12 October	Mayor of Wellingborough Gala Dinner	.A very enjoyable evening.
13 October	Methodist Church Lunch	Invite to attend Sunday lunch. New building impressive.
17 October	Tea with High Sheriff	Good attendance.
19 October	Huntingdon Trafalgar Day	Celebration of Lord Major as well as charities.
24 October	HM Lord Lieutenant of Northampton Civic Celebration at All Saints Church	Procession from Judges Lodges followed by choral evensong. Well attended by local mayors.
26 October	Rushden Mayor Charity Italian Night.	Lots of fun. Good food. Well supported. Good for charities.
27 October	Whittlesey Civic Service	Very uplifting service.



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](mailto:planning.enc@northnorthants.gov.uk)  
Our Ref: NE/24/01004/FUL  
Your Ref: PP-13457577  
Date: 24 October 2024  
SCIPTX

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED)**

**Proposal: Full Planning Permission. Erection of a detached dwelling including access and amenity space**  
**Location: 56 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/24/01004/FUL** are available online at [www.northnorthants.gov.uk/papps](http://www.northnorthants.gov.uk/papps)

You are invited to provide any comments by **17 November 2024**. 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](mailto:planning.enc@northnorthants.gov.uk)

Please include **NE/24/01004/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)\*