

FAR COTTON & DELAPRE COMMUNITY COUNCIL
Tuesday 17 April 2022 at 7.30pm

PRESENT: Councillor Soan (Chair), Councillors Bright, Currington, Harris, Iyengar, Levinge, Nicks, McCoach, O'Rourke, Pittam, Plowman,

62.22 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Reina
The apology was noted.

63.22 DECLARATIONS OF INTEREST

Cllr Soan declared an interest in item 71.22 office space in relation to use of any room within a school.

64.22 MINUTES: To approve the Minutes of the meeting held on the 15 March 2022.

RESOLVED that the minutes of the meeting held on 15 March 2022 be approved as a true record.

65.22 POLICE AND PUBLIC SESSION

No public were present.

The police presented their report. An arrest had been made following Operation Orbit, which had targeted burglaries and in particular shed break-ins.

Local crime figures showed a reduction in crime compared to end of 2021.

The police had also made arrests following the discovery of a cannabis factory on Southampton Road, and they thanked a resident for passing on the intelligence which had led to the arrests.

Issues around VOI and private scooters were raised, and the police stated they always act if they witness any illegal activity around scooters, but it was impossible to react to every incidence.

The Chair thanked the police for their time.

66.22 POLICE LIAISON REPRESENTATIVE

To receive the crime report from the council's Police Liaison Representative.

The crime report had been circulated and was noted.

The Chair thanked the PLR for his work.

67.22 FINANCE REPORTS

- a) Payments: To approve the payment list.
Members reviewed the payment list as shown below...

List of Payments made between 31/03/2022 and 30/04/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail	VAT
31/03/2022	Clir Mark Plowman	BACS	13.63		In Bloom-parts	
31/03/2022	Cloud Next	BACS	59.98		Clir email addresses	*
31/03/2022	BHIB	BACS	290.44		Annual Insurance	
31/03/2022	Robert Guy Ltd	BACS	297.00		Newsletter Issue 3 Delivery	*
31/03/2022	Nest Pensions	BACS	136.29		Nest Pensions - repay KH	
31/03/2022	22nd Northampton BB	BACS	250.00		Community Grant	
31/03/2022	Far Cotton History Society	BACS	500.00		Community Grants	
31/03/2022	Far Cotton Go Getters	BACS	500.00		Community Grants	
31/03/2022	Staff Salary	BACS	3,369.57		March Salary (Gross)	
31/03/2022	Unity Bank	BACS	18.00		Bank Service Charge	
10/04/2022	Nest Pensions	DD	158.09		Pension contributions	
19/04/2022	Webb House	BACS	60.00		Payroll Charge March	*
19/04/2022	K Houlihan	BACS	189.25		Staff Expenses	*
19/04/2022	Southern Quarter	BACS	52.00		Hall Hire March	
19/04/2022	Future Print	BACS	607.00		Newsletter Issue 3 Print	
Total Payments			6,501.25			
Staff Expenses						* =amount includes recoverable VAT
	Land Registry		£15.00			
	Information Commissioners Office registration		£40.00			
	Zoom March 2022		£14.39		-	
	Zoom April 2022		£11.99		-	
	Printing -Kall Kwik		£12.00		-	
	Adobe Export		£21.14		* annual	
	Amazon (Ink Cartridges)		£24.04		-	
	Amazon (Facemasks)		£4.69		-	
	Printing -AS Flyers		£46.00		-	
			£189.25			

And it was...

RESOLVED to approve the payments.

b) To receive the bank balances and bank reconciliation for March. Members reviewed the bank reconciliation as shown in appendix 1 and it was...

RESOLVED to approve the bank reconciliation and note the bank balance of £105,494.

c) Investment Policy: To receive and approve a draft investment policy. Members reviewed the draft investment policy, and it was...

RESOLVED to:

- a) open a second bank account in line with the policy recommendations.
- b) that when opening any account, the council will give due consideration to the ethical credentials of any bank or institution.
- c) adopt the policy as shown in appendix 2.

68.22 RESIDENTS FORUM

To consider feedback from the Residents Forum.

The notes from the April resident's forum were received and noted. It was agreed that the presentation from Community Law Service was really useful. The format of the meeting had worked well.

Everyone felt it was important for the police and neighbourhood wardens to be at the meetings and the Clerk will ask them to attend whenever possible.

The report was noted

69.22 STAFFING WORKING PARTY

a) To consider forming a staffing working party.

RESOLVED to form a staffing working party.

b) To approve the draft terms of reference.

RESOLVED to approve the terms of reference as shown in appendix 3

c) To appoint members to the group.

RESOLVED that Cllrs Currington, Iyengar, Nicks and Soan be appointed to the working group.

70.22 ANNUAL PARISH MEETING

To agree the date for the Annual Parish Meeting.

Following discussion, it was...

RESOLVED to hold the annual parish meeting on Tuesday 17 May 2022 at 7pm.

71.22 OFFICE SPACE / COMMUNITY HUB

To receive a verbal update on the provision of office space for Far Cotton and Delapre Community Council.

An update was given on potential office space and the creation of a community hub. Initial discussions had been held with WNC and Delapre Abbey around possible locations.

The council discussed various locations and options for interim office space.

RESOLVED to note the update and await the outcome of discussions with WNC and Delapre Abbey.

72.22 THE QUEENS PLATINUM JUBILEE

a) To consider arrangements for an event for the Queens Jubilee.

RESOLVED not to hold an event on the Rec on 5 June as this would be in tandem with the event at Delapre Abbey. However, the Community Council will attend the event at the Abbey with final arrangements to be agreed.

The council will hold an event at the Rec in September 2022. This would be similar to the event held in 2021.

b) To consider making a donation to local schools and community groups to meet the cost of making bunting for the Jubilee.

RESOLVED to set a maximum budget of £1,000 to support groups and schools making bunting for the jubilee with each group or school being allocated part of the budget.

c) To note the dates the In Bloom displays are being installed and that support is needed with the installation.

It was noted that the Bloom displays were being installed on 28/29 May and all councillors were asked to help with the installations if possible.

73.22 THE QUEENS GREEN CANOPY

To receive a report from the Queens Green Canopy working group.

Members reviewed the report from the working group, which is shown in appendix 4. The group was thanked for their thorough report and following discussion it was...

RESOLVED to ask WNC for permission to plant trees at either the small park opposite the Eleanor Cross or the large, grassed area at the junction of Friars Avenue, Glastonbury Road and Parkfield Avenue.

74.22 ARMED FORCES DAY

To receive a report on the Armed Forces Day Event at Towcester Road Cemetery.

Members reviewed the report shown in appendix 5. Following discussion, it was...

RESOLVED that the community council would work with WNC and the Royal British Legion to support the event in 2022 and subsequent years.

75.22 INTERNAL ADMINISTRATION

a) To consider the need for a PO Box to receive mail.

RESOLVED not to proceed with a PO Box at the current time.

b) To consider the need for an 01604-phone number.

RESOLVED to purchase a virtual 01604 number at a cost of £5 per month +calls.

c) To consider applying for a Unity Trust corporate charge card.

RESOLVED to apply for a Unity Trust corporate charge card.

d) Paper free meetings: to consider if members are able to receive meeting papers electronically only.

RESOLVED that Cllrs Currington, McCoach, O' Rourke, Pittam, Plowman and Soan will receive papers electronically only.

76.22 EXCLUSION OF THE PRESS AND PUBLIC

To exclude the press and public due to the confidential nature of the next item:

77.22 CIVIC PROTOCOLS

To receive a report on civic protocols.

This item was deferred.

Appendix 1

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank Account-Unity	31/03/2022	1	105,494.33
			105,494.33
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			105,494.33
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			105,494.33
		Balance per Cash Book is :-	105,494.33
		Difference is :-	0.00

Appendix 2

Treasury & Investment Policy

1. Policy Background

- 1.1 Far Cotton and Delapre Community Council's treasury and investment policy and its associated strategy are conducted in accordance with:
 - i) The Local Government Act 2003 (the Act) and supporting regulations. This requires the Council to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
 - ii) The statutory guidance on local government investments (issued subsequent to the Act) which requires the production of an Annual Investment Strategy and gives guidance on how this should be completed.
- 1.2 It is uncommon for a parish (community) council to hold investments other than in the form of easily accessible bank deposits or other short-term savings accounts. These are often used to maximise income from cash balances during the financial year.
- 1.3 The legislation and associated guidance is optional for parish councils where investments are not expected to exceed £100,000 and no action is required below £10,000. However, for Councils where the sums involved exceed £100,000, the guidance is mandatory.

2. Definitions

- 2.1 Investments – all investments of more than 12 months in duration. This is treated as capital and all sums involved must be used for capital expenditure when the investment period ends.
- 2.2 Treasury – all cash deposits held in bank accounts which includes bonds of up to 12 months in duration.

3. Policy Objectives

- 3.1 The overriding policy objectives are:
 - i) To invest prudently to ensure the security of the principal sums.
 - ii) To maintain liquidity in the portfolio to meet the council's spending plans.
 - iii) To mitigate risk.
 - iv) To seek the optimum returns available whilst remaining consistent with the proper levels of security and liquidity.

4. Investment Policy

- 4.1 The Council will not hold funds other than in bank accounts or deposit bonds of 12 months or less in duration.
- 4.2 No investments will be made in stocks and shares

5. Treasury Policy

- 5.1 The Council will hold **all** its funds as cash deposits in banks accounts or bonds or with CCLA Public Sector Deposit Fund
- 5.2 A business account will be maintained with sufficient funds for day-to-day transactions and to receive the precept and business income.

5.3 The maximum of the council's cash deposits which may be held with one institution must not exceed 60%.

5.4 The council will give due consideration to a banks ethical credentials prior to opening any new accounts.

Any exception to this limit must be approved by full council

- 5.5 Full Council approval is required if a deposit is with an institution with which the council does not already hold an account. The RFO has delegated authority to deposit funds with any of the council's existing bankers and report this back to the council.

Procedure for Deposits

1. RFO to identify an appropriate deposit account or short-term bond with a financial institution that fits with the council's treasury policy. Any bonds should be capital sum guaranteed.
2. Approval of full council is sought if the deposit is with a financial institution not currently used by the council.
3. The RFO actions the opening of the account and the setting up of the bank mandate for council members to sign in accordance with the financial regulations
4. The RFO actions the deposit/transfer of funds
5. The transfer/deposit is reported to the council
6. At the end of the fixed term the RFO has delegated authority to move the funds into another bond with the same financial institution or with another of the council's bankers.

Procedure for Bank Transfers

1. Delegated authority is given to the RFO to make transfers between the accounts of the same bank without prior approval of the council.
2. Transfers between banks will follow normal payment procedure as detailed in the financial regulations
3. Details of all transfers to be provided to the council with the monthly finance report.

Adopted by Council 17 April 2022

Next Review Date 1st June 2025

Appendix 3

Staffing Working Party : Terms of reference

Note as a working party the group only ever makes recommendations on action, all recommendations are to be approved by the council. As a working group the group can meet via zoom and meetings do not need to be open to the public.

Power to decide: No **Power to act:** No **Power to spend:** No

Membership: minimum 3 members, maximum 5 (councillors only)

Quorum: 3

PRIMARY PURPOSE

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

1. Chair

Members of the working party will elect a Chair at their first meeting.

2. Meetings

The working party will meet as the workload requires.

3. Undertakings

- overseeing all matters relating to the employment of staff and making recommendations to Council thereon

- to consider the short (1 year) and medium term (4 years) staffing requirements for the council and make recommendations to the council thereon.

- to make recommendations to the Full Council on the recruitment process for staff, including recommendations on contracts, job descriptions and person specifications.

- To review salary awards and staffing allocations, making recommendations to Council as appropriate

- To convene investigatory committees to examine disciplinary matters, reporting outcomes to full Council

- advise Council on the continuous professional development of staff, in consultation with the Clerk

- recommend to Council any staff training requirements

- to make recommendations to the Full Council on staffing policies which would include but are not limited to:
 - Discipline and grievance procedures

- Equal opportunities policies
- Home working
- Lone working
- Management of sickness absence
- Officer member protocols
- Special leave policy
- Parental leave
- Training and development policy (includes councillors)
- Whistleblowing Policy

Appendix 4

Interim Report of the Queen's Green Canopy Working Group, Councillors Harris, Levinge and O'Rourke

To the Far Cotton and Delapre Community Council Meeting on 19 April 2022

The working group was charged with finding suitable places to plant trees to celebrate the Queen's platinum jubilee.

We recommend that one substantial tree be planted and that a plaque be placed near it to show that it was planted by the FCDCC as part of the Queen's Green Canopy programme in honour of the jubilee. The type of tree should be appropriate to commemorate the reign of the Queen and should probably, though not necessarily be a native British species. We recommend that the tree should be planted on either the small park opposite the Eleanor Cross or on the large, grassed area at the junction of Friars Avenue, Glastonbury Road and Parkfield Avenue. We have not identified a space on the Rec where such a tree would have the desired impact.

In addition, we recommend that several trees be planted in spaces that can usefully be filled to increase the population of trees in our area:

1. On the Rec a row of trees on both sides of the path behind the community centre.
2. In the small area of the Rec adjacent to Towcester Road where there is a large mound of earth – a tree to replace one that has died adjacent to the road, and 3 trees by the path to complete the encirclement of this area with trees.
3. Subject to there being sufficient lighting to make the area safe, a line of trees on one or both sides of the diagonal path across the Queen Eleanor Road/Towcester Road corner of the Rec. We are not certain about this one and put it forward for discussion.
4. A row of trees behind the hedge in the small park opposite the Eleanor Cross.
5. If not chosen for the site of the major tree, 2 or 3 trees around the edge of the grassed area at the junction of Friars Avenue etc as in the first paragraph.

We are aware that the Abbey and the University will be making their own arrangements, and accordingly we have not considered their sites for our project.

There are many roads with some mature trees at present where more could be planted on open spaces. Examples are the corner of Gloucester Avenue and Gloucester Crescent, and on both sides of Queen Eleanor Road at the junction of Queen Eleanor Terrace. We are concerned that trees planted at such sites may eventually cause a nuisance to neighbouring houses and also may restrict visibility for traffic. If the Council disagrees and considers that we have not found enough sites as yet, we will make further recommendations as we feel that many such sites could be identified.

Appendix 5

Recommendations: a) to agree to support this event

Background.

Prior to the pandemic an annual event was held at Towcester Road Cemetery to commemorate Armed Forces Day. NBC previously supported the event and worked with the Royal British Legion to ensure the event ran successfully.
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Budget

West Northamptonshire Council (WNC) are proposing that Far Cotton and Delapre Community Council take on the running and management of this event. Most of the arrangements for 2022 are already in place. WNC have budgeted for this event and the funding for this would be passed to FCDCC, similar arrangements are in place with Northampton Town Council for some events. Some funding may be available from WNC for the 2023 event but in future years FCDCC would need to budget for the event.
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Detailed costs will be presented at the meeting. But these are not substantive and would include the hire of chairs, a red carpet and a small PA system.
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Recommendation

That FCDCC take on the running of this event for 2022 and future years.
