

At a meeting of the Policy and Establishment Committee held at the Town Hall, Higham Ferrers on Tuesday 02 February 2010.

Present: The Mayor (Councillor Mrs. A M Sauntson) (Chairman)
 The Deputy Mayor (Councillor Mrs. V M Newbery)
 Councillor D E Drage Councillor Mrs. M Knott
 Councillor D C Lawson MBE Councillor G L Moore
 Councillor Mrs. M E Tuffnail Councillor. Mrs. P H Whiting

10/040 **APOLOGIES**

The Town Clerk reported that he had received apologies from Councillor Mrs. G M Murdin BEM

10/041 **DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

10/042 **MINUTES**

The Minutes of the Meeting of the Policy and Establishment Committee held on 01 December 2009 (copies of which being Folios 3894 – 3898 had previously been circulated) were approved as a correct record and signed by the Chairman .

10/043 **COUNCIL PROJECTS LIST**

The report of the Town Clerk updating the List of Council Projects (copies of which had been previously circulated) and showing the current position with respect to each project was considered. A discussion took place and the following actions were agreed:

Castle Fields: The Town Clerk advised that the topographical survey of the area which accurately showed all the levels and trees was now complete.. A full tree survey had also been carried out by a qualified arboriculturalist which had revealed a number of trees needed to be felled in the interests of safety. A site meeting had been requested with English Heritage during the month of February to agree the way forward.

New Play Equipment: The Town Clerk advised that the selected items had been ordered from Wicksteed Leisure Ltd who had indicated that probable delivery for mid to late February, installation also being subject to the new safety surface being installed which was weather dependent .

Town Signs and Market Square Improvements: The Chairman advised that due to personal circumstances the Working Party was yet to meet but a date would be fixed at the conclusion of the meeting..

Kingsmeadow Lane/Riverside Park Link: The Town Clerk advised as funding had now been confirmed there would be a shortfall which Councillor D C Lawson

MBE had indicated could possibly be made up from his Northamptonshire County Council Councillor Empowerment Budget.

10/044 **COMMUNITY FACILITY**

The Town Clerk advised that he had been approached informally by a local tennis club with a view to obtaining a price for block booking of the tennis courts and correspondence was awaited. The Town Clerk further advised that the detailed letting scheme for the courts would be placed on the agenda for the March Council Meeting.

10/045 **REVIEW OF CEMETERY REGULATIONS**

The Town Clerk advised that it was necessary to carry out a review of the Cemetery Regulations (copies of which had been previously circulated) and the explanatory leaflet (copies of which had been previously circulated). A discussion took place regarding various issues including the placing of plastic items such as windmills on graves, and it was

RESOLVED TO RECOMMEND that the Cemetery Regulations and explanatory leaflet for Cemetery Users continue unaltered and that a further copy of the explanatory leaflet be issued at the time of a memorial being installed.

It was further agreed that a sympathetic approach continue to be adopted when contacting Grave Deed Holders to request the removal of non-compliant items from grave spaces.

10/046 **REVIEW OF INTERNAL FINANCIAL CONTROLS AND SCOPE, NATURE AND ADEQUACY OF INTERNAL AUDIT**

The Town Clerk advised that it was necessary to carry out the annual review of Internal Financial Controls and the scope, nature and adequacy of internal audit, and produced a schedule showing the control method by which this was achieved (copies of which had been previously circulated) together with the NCALC Terms of Reference for the Internal Audit Service (copies of which were tabled at the Meeting). A discussion ensued with the Town Clerk responding to Members questions at the conclusion of which it was

RESOLVED TO RECOMMEND that having carried out an Annual Review of Internal Financial Controls and the Scope, Nature and Adequacy of Internal Audit that the schedule of The Scope and Nature of Internal Controls and Internal Audit and the Terms of Reference for Internal Controls be adopted.

And further it was

RESOLVED TO RECOMMEND that the Northamptonshire County Association of Local Councils Terms of Reference for Internal Audit Service be approved

And further it was

RESOLVED TO RECOMMEND that Councillor G L Moore be nominated at the third Internal Controls Councillor and that Councillor Mrs. P H Whiting be nominated as substitute Internal Controls Councillor.

10/047 **REVIEW OF COUNCIL RISK ASSESSMENTS**

The Town Clerk advised that it was necessary to carry out the annual review of the Council Risk Assessments (copies of which had been previously circulated). The Town Clerk responded to Members questions and agreed to amend two issues which were raised and it was

RESOLVED TO RECOMMEND that having carried out a the annual review of the Council's Risk Assessments that they be adopted.

10/048 **TRANSFER OF CAPITAL SUMS TO EXPENDITURE HEADINGS**

The Town Treasurer presented a Report (copies of which had been previously circulated) regarding transfer of capital sums to various expenditure headings. Following a brief discussion it was

RESOLVED TO RECOMMEND that the transfer of capital sums contained in the report of the Town Treasurer be noted and approved, and that the Council's thanks be recorded to the Town Treasurer for all his hard work with the Council's Accounts .

10/049 **EXCLUSION OF PRESS AND PUBLIC**

It was moved and **RESOLVED** that in view of the confidential nature of the business about to be transacted involving Council Staffing matters that the Press and Public be temporarily excluded.

10/050 **PARK RANGER**

The Town Clerk presented a Report (copies of which had been previously circulated) regarding the necessity, following the adoption of the Fitzwilliam Leys Play Area, to increase the hours of the Park Ranger. A discussion ensued and it was

RESOLVED TO RECOMMEND that the hours of the Park Ranger be increased to 23 hours per week with effect from 01 March 2010 and that a further 2 hours per week be added upon the adoption of the Villa Rise Play Area later in 2010.

10/051 **ADOPTION OF KINGS MEADOW LANE PHASE 6**

The Town Clerk advised that an email had been received from David Wilson Homes wishing to delay the transfer of Kings Meadow Lane Phase 6 Open Space which was imminent until 09 July 2010, maintenance of the area continuing by the developer until that date.. A discussion ensued and it was

RESOLVED TO RECOMMEND that the adoption of Kings Meadow Lane Phase 6 Public Open Space be delayed until 09 July 2010 with the developer

continuing to maintain the area until the transfer.

10/052 **FAIR DATES**

The Town Clerk advised that he had received a request from James Dean Funfairs to rent Castle Fields from 11 April to 18 April 2010, the fair opening days being 15/16 and 17 April 2010, and following a brief discussion it was agreed that the rental should proceed subject to the usual conditions.

10/053 **HANGING BASKETS**

The Town Clerk advised that following information from the present contractor being received for 2010 enquiries had been made which had revealed that a similar service could be obtained from another contractor B and D Professional Plant Displays at a reduced monthly cost , and that the contract with effect from 01 April 2010 would be moved to that contractor.

10/054 **CRICKET CLUB**

Councillor Mrs. P H Whiting advised the Meeting of a recent meeting of the Cricket Club Working Party which had resulted in proposals being brought forward by the Cricket Club to plant a hedge with a weldmesh fence 1 metre high to the rear to prevent egress of cricket balls along the side of the path from the Tennis Courts to the Vine Hill Drive entrance. A discussion ensued at the conclusion of which it was

RESOLVED TO RECOMMEND that the proposed 1.2 metre high hedge with a suitable 1.2 metre high weldmesh fence to the rear, with gated emergency access and a non-gated access adjacent to the Sports Pavilion to be installed alongside the public path adjacent to the cricket pitch at Saffron Road Recreation Ground be approved in principle subject to the issues of maintenance and access being resolved, and that the Council support an application to East Northamptonshire Council for the area of the cricket pitch to made subject to an order that dogs be kept on leads within that area.

09/399 **DATE OF NEXT MEETING**

06 April 2010 at 7.30 p.m.

Mayor
23 February 2010

Chairman
06 April 2010