

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

NOTICE IS HEREBY GIVEN THAT –
A Meeting of the Town Council will be held at the **TOWN HALL, MARKET SQUARE,
HIGHAM FERRERS** on the **TWENTY-FIFTH day of APRIL 2017**
at 7.30pm.

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

AGENDA

1. **APOLOGIES**
To receive and accept apologies for absence.
2. **DECLARATIONS OF INTEREST**
To receive Declarations of Disclosable Pecuniary Interests and Other Interests and the nature of those interests relating to items on the agenda.
3. **MINUTES**
To approve and sign as a correct record the minutes of the meeting held on 28th March 2017.
4. **POLICING**
To discuss policing matters and exchange information with representatives of the police.
5. **PUBLIC FORUM (15 minutes)**
To allow any member of the public to address the meeting for a period of no longer than three minutes each.
6. **MAYORS ANNOUNCEMENTS**
To receive a verbal report from the Mayor.
7. **TOWN CLERKS REPORT**
To receive and note Town Clerks Report.
8. **QUESTIONS**
An opportunity for Councillors to ask questions pursuant to standing order 9.
(Questions must relate to business of the Town Council and not be related to items of business on the agenda. Every question shall be put and answered without discussion.)
9. **REPORTS OF REPRESENTATIVES TO OTHER BODIES**
To receive reports from Councillors on meetings they have attended as representatives to other bodies.
10. **FINANCE**
 - 10.1. To approve accounts for payment as at 25th April 2017.
 - 10.2. To approve the bank account reconciliation as at 31st March 2017.
 - 10.3. To receive and note the budget report as at 31st March 2017.
 - 10.4. To approve end of year transfers to/from reserves for the year ending 31st March 2017.

11. COMMITTEE MEETINGS

To receive and adopt the minutes of the following committees:-

11.1. Planning and Development Committee held on 11th April 2017.

11.2. Policy and Resources Committee held on the 11th April 2017.

11.2.1. CHARTERS

Recommendations:

- (i) That, if required, the Clerk submits a fresh 'Expression of Interest' application to the Heritage Lottery Fund.
- (ii) That in principal the Clerk submits a full application to the Heritage Lottery Fund. The application amount in the region of £55,000 to £60,000 depending on final costings. The final amount and details to be approved by full council. The Council contribution was £1500.
- (iii) That in principal the Council agrees to take ownership of the digital screen and accept liability for the system maintenance following the initial 3year period covered by the Heritage Lottery fund.
- (iv) That additional support is given to the existing project group to ensure delivery and budget management. This additional support to be the Clerk/Assistant Clerk and 2 additional Council members. Cllr P Tomas volunteered to join the group.
- (v) That the Council agree to support the Launch Event and the Historical One Day Event and that staff time is allocated to administer and manage the events.

11.2.2. REVIEW OF POLICIES

Recommendations:

Freedom of Information.

That the amended Freedom of Information Publication Scheme be adopted.

Grant Policy.

That the amended Grant Policy be adopted.

Terms of Reference for Policy and Resources Committee.

That the following alterations be made to the Terms of Reference for the Policy and Resources Committee:-

- (g) To monitor internal and external audit reviews and to make recommendations to the Town Council accordingly.
- (k) To consider the appropriateness of officers action following internal audit reviews and to advise officers on any additional or alternative steps to be taken. Town Council to be advised of action taken.

11.2.3. TOWN SIGNS

Recommendation:

That 4 'Welcome to Higham Ferrers signs' be purchased from Malcolm Lane signs. Style based on the Godmanchester sign. Content to be finalised by the 'Town Team'. Cost of 4 to be confirmed for the Council meeting. The cost would be funded by the balance from the Town Manager budget for 2016/17 of £1500 and the remainder from Higham Ferrers Improvement reserve.

11.2.4. BUSINESS/FORWARD PLAN REVIEW TO REFLECT OUTCOMES OF THE PRIORITIES PLANNING DAY

Recommendation:

That the revised timeline attached to the minutes be adopted.

11.2.5. HERITAGE CENTRE

Recommendations:

- (i) That the Council not proceed with the purchase of the property on Wood Street.
- (ii) That the possibility of the Cemetery Chapel as a Heritage Centre be progressed.

11.2.6. INTERNAL AUDIT REPORT

Recommendations:

- (i) That the Internal Audit Report dated 20th February 2017 be received and noted.
- (ii) That the Audit Action Plan as attached to the minutes be adopted.

11.2.7. **REVIEW OF INVESTMENTS**

Recommendations:

- (i) That a 1 year bond be open with Cambridge Building Society for £175,000 using £30,000 from Cambridge Building Society Instant Access Account and £145000 from Nationwide Instant Access Account. This paid 1.2%.
- (ii) That the funds on maturity of the Nationwide 1 year Bond in June to be paid into Nationwide Instant Access Account.

11.2.8. **BANK ACCOUNTS**

Recommendation:

That the Co-op current account be closed.

12. **CHRISTMAS SPARKLE**

- 12.1. To agree the outline of events for Christmas Sparkle, 18th November 2017.
- 12.2. To delegate authority to the Town Clerk to determine the breakdown of the budget and agree expenditure for Christmas Sparkle 2017.
- 12.3. To agree the use of the green space next to the Methodist Church for a Christmas Tree and stalls on Christmas Sparkle day.

13. **REQUEST FOR A WAYLEAVE/EASEMENT OVER OPEN SPACE AT WILLIAM STEELE WAY**

To consider a request from Western Power for a wayleave /easement over open space at William Steele Way to facilitate the installation of an underground electric cable.

14. **ITEMS TO REPORT**

An opportunity for Councillors to report items and to request future agenda items. No decisions can be made under this item.

Mrs S J Mitcham BA (Hons), FILCM

Town Clerk

Date: 19th April 2017

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

NOTE:

THERE IS NO DISABLED ACCESS TO THE COUNCIL CHAMBER ON THE FIRST FLOOR. ARRANGEMENTS CAN BE MADE TO USE A VIDEO LINK. SEVEN DAYS NOTICE IS REQUIRED TO MAKE ARRANGEMENTS FOR AN EXTRA MEMBER OF STAFF TO BE IN ATTENDANCE.