

**Parish of HIGHAM FERRERS
NOTICE OF A 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-SIXTH day of FEBRUARY 2019 at 7.30pm.

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

AGENDA

1. **PRAVERS**
Prayers led by Father Tom McLean.
2. **APOLOGIES**
To receive and accept apologies for absence.
3. **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.
4. **MINUTES**
To approve and sign as a correct record the minutes of the meeting held on the 28th January 2019.
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 the 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. **REPORTS FROM DISTRICT COUNCILLORS AND COUNTY COUNCILLOR**
An opportunity for Council to receive written reports from the Ward District Councillors and the County Councillor.
11. **FINANCE**
 - 11.1. To approve accounts for payment as at 26th February 2019.
 - 11.2. To approve the bank account reconciliation as at 31st January 2019.
 - 11.3. To receive and note the budget report as at 31st January 2019.
 - 11.4. To approve the following expenditure:-

- (i) Heavy duty shelving for the Cemetery Chapel. £212.30
 - (ii) Tree Surveys
 - (iii) Town Guide Printing
- 11.5. To review the insurance with effect from 1st April 2019.

12. **COMMITTEE MEETINGS**

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

- 12.1. Planning and Development Committee held on the 12th February 2019.

- 12.2. Policy and Resources Committee held on the 12th February 2019

Recommendations

- (i) **Risk Assessments**
That the report on the review of risk assessments and the 'Financial Risk Assessment' attached to the minutes be approved.
- (ii) **Review of Council Internal Controls and Internal Audit**
That having carried out the annual review of the Council's Internal Controls and Internal Audit procedures that the documents be adopted.
- (iii) **Terms of Reference for Independent Internal Auditor.**
That the terms of reference for the Independent Internal Auditor be approved.
- (iv) **Appointment of Independent Internal Auditor for 2019/20**
That NCALC Internal Audit Service be appointed as Independent Internal Auditor for 2019/20.
- (v) **Review of Policies**
That the following policies be reviewed without change.
 - Sickness Absence Policy.
 - Retirement Policy.
 - Standing Orders
 - Equal Opportunities Policy
 - Financial Regulations
- (vi) **Safeguarding Policy**
That the amendments to the Safeguarding Policy be approved.
- (vi) **5 & 5A College Street**

13. **PLANNING APPLICATION**

To consider a response to planning application:-

18/02433/OUT: Outline: 2 drive-thru units (Use Class A1/A3/A5) alongside a petrol filling station (Sui-Generis/A1) (All matters reserved except Access) at proposed Office Site adjacent A6 Roundabout, John Clerk Way, Rushden.

14. **CONSULTATION: EQUIPMENT UPGRADE TO PROVIDE 3G COVERAGE, TELECOMMUNICATION MAST, LAND AT WOODLEY HOLDING LTD, NEWTON ROAD**

To consider a response to a consultation from Cornerstone Telecommunications Infrastructure Ltd:-

Equipment upgrade to provide 3G coverage in the area, Telecommunication Mast, Land at Woodley Holding Ltd, Newton Road.

15. **IN-YEAR INTERNAL AUDIT REPORT FOR YEAR ENDING 31st MARCH 2019**

To receive and note the In-Year Internal Audit Report for the year ending 31st March 2019.

16. **USE OF THE SPORTS PAVILION FOR A FOODBANK**
To consider whether to allow free use of the Sports Pavilion between 10am and midday on Tuesdays for a foodbank.
17. **HEDGE TO THE BOWLS CLUB, SAFFRON ROAD RECREATION GROUND**
To consider a letter from the Bowls Club regarding the hedge damaged by the fire.
18. **BOOK LENDING WORKING PARTY**
To receive and note the minutes of the on the Book Lending Working Party meeting 7th February 2019.
19. **LIBRARY CONSULTATION**
To agree a response to the Northamptonshire County Council Library Consultation.
20. **CHARTER WORKING PARTY**
To receive and note the minutes of the Charter Working Party Meeting 11th February 2019.
21. **EVENTS WORKING PARTY**
To received and note the minutes of the Events Working Party held on 6th February 2019.
22. **COMMUNITY CENTRE**
To agree to incur expenditure on a feasibility study.
23. **CLOSURE OF MEETING TO THE PUBLIC AND PRESS**
To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the following items of business, the Press and the Public be excluded from the meeting.
24. **PERSONNEL COMMITTEE MEETING**
To receive and adopt the minutes of the Personnel Committee meeting held on the 13th February 2019. (copy herewith) Pages 124 -125
25. **APPOINTMENT OF A NEW MEMBER OF STAFF**
To delegate authority to the Personnel Committee to agree the Job Description, Salary, and hours for a new member of staff as replacement for the Administration Officer.
26. **RE-OPEN THE MEETING TO PUBLIC AND PRESS**
To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.
27. **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: 20th February 2019.

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:

THE COUNCIL CHAMBER IS ON THE FIRST FLOOR. A STAIR LIFT IS AVAILABLE. IF YOU WISH TO USE THE STAIR LIFT WE WOULD BE GRATEFUL IF YOU COULD CONTACT US IN ADVANCE OF THE MEETING TO MAKE ARRANGEMENTS AND ENSURE SUFFICIENT TIME IS AVAILABLE FOR ITS USE PRIOR TO THE START OF THE MEETING.