

**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-FIFTH day of JUNE 2019 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 the 28<sup>th</sup> May 2019.
4. **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.
5. **MAYORS ANNOUNCEMENTS**  
To receive a verbal report from the Mayor.
6. **TOWN CLERKS REPORT**  
To receive and note the Town Clerks Report.
7. **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.)
8. **REPORTS OF REPRESENTATIVES TO OTHER BODIES**  
To receive reports from Councillors on meetings they have attended as representatives to other bodies.
9. **REPORTS FROM DISTRICT COUNCILLORS AND COUNTY COUNCILLOR**  
An opportunity for Council to receive written reports from the Ward District Councillors and the County Councillor.
10. **FINANCE**
  - 10.1. To approve accounts for payment as at 25<sup>th</sup> June 2019.
  - 10.2. To approve the bank account reconciliation as at 31<sup>st</sup> May 2019.
  - 10.3. To receive and note the budget report as at 31<sup>st</sup> May 2019.
  - 10.4. To approve the following expenditure:-
    - (i) Replacement flooring and wall tiles in the home changing room of the Sports Pavilion. £1,663.

- (ii) Hi-viz gilets for events with Town Council logo and gilets with 'First Aider' on the rear. £154.25
  - (iii) CPRE annual subscription, £36.
  - (iv) Tree works, cost to follow.
- 10.5. To consider receiving an income from the Farmers' Market bags.
11. **COMMITTEE MEETINGS**  
To receive and adopt the minutes of the following committees: -
- 11.1. Planning and Development Committee held on the 11<sup>th</sup> June 2019.
- 11.2. Policy and Resources Committee held on the 11<sup>th</sup> June 2019.  
**Recommendations**
- (i) **Review of Policies**  
That the Health and Safety Policy, Disciplinary and Grievance Procedure, Dignity at Work – Bullying and Harassment Policy, Leader Protocol and Mayors' Handbook be reviewed without change.
  - (ii) **Financial Regulations**  
That the draft Financial Regulations as circulated be approved.
  - (iii) **Budgets**  
That the budgets be amended as per the attached report.
  - (iv) **Investments**
    - That £80,000 is transferred from Nationwide Instant Access to 95-day account.
    - That the s106 funds from Station Road are placed in the Cambridge and Counties 31 day account on receipt.
    - That £50,000 is placed in the Melton Mowbray 100 day account from the current account.
  - (v) **Town Team Working Party**  
That a Town Team Working Party be set up. Membership and Terms of Reference to be agreed at full council. (to follow)
12. **HIGHAM FERRERS BOWLS CLUB REQUEST FOR FINANCIAL ASSISTANCE**  
To consider a request from Higham Ferrers Bowls Club for financial assistance.
13. **SECTION 106, SITE ADJACENT HIGHAM FERRERS SCHOOL**  
To agree the request for s106 contributions.
14. **LISTING OF THE LIBRARY BUILDING**  
To consider whether to submit an application to list the Library Building.
15. **UNITARY AUTHORITIES**  
To receive an update on the formation of Unitary Councils.
16. **REVIEW OF GRITTING ROUTES**  
To agree a view on the proposed changes to gritting routes in Higham Ferrers.
17. **COMMUNITY CENTRE WORKING PARTY**  
To receive and note the minutes of the Community Centre Working Party held on the 13<sup>th</sup> June 2019.
18. **BOOK LENDING WORKING PARTY**  
To receive and note the minutes of the Book Lending Working Party held on the 29<sup>th</sup> May 2019.

19. **EVENTS WORKING PARTY**  
To receive and note the minutes of the Events Working Party held on the 12<sup>th</sup> June 2019.  
  
To agree to underwrite the cost of a Queen Victoria actor for Christmas Sparkle.
20. **CHARTER WORKING PARTY**  
To receive and note the minutes of the Charter Working Party held on the 17<sup>th</sup> June 2019.
21. **CHARTER EVENTS WORKING PARTY**  
To receive and note the minutes of the Charter Events Working Party held on the 30<sup>th</sup> May 2019.
22. **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.
23. **PERSONNEL COMMITTEE**  
To receive and adopt the minutes of the Personnel Committee held on the 17<sup>th</sup> June 2019.  
*Recommendations*  
(i) **HR Support**  
(ii) **Pensions Discretion Policy**
24. **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.
25. **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: 19<sup>th</sup> June 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 STAIRLIFT 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.