

Parish of HIGHAM FERRERS
NOTICE OF A STATUTORY MEETING OF THE TOWN COUNCIL

NOTICE IS HEREBY GIVEN THAT –

A Statutory Meeting of the Town Council will be held at the Town Hall, Market Square, Higham Ferrers on the **THIRTIETH day of AUGUST 2022 at 7.30pm.**

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

AGENDA

1. **PRAYERS**
Meeting to be opened with prayers led by Rev Lind Bond.
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 26th July 2022.
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. If the item raised by the member of the public is not on the agenda the Clerk will advise how the issue will be addressed. No decisions can be taken under this item.
6. **MAYORS ANNOUNCEMENTS**
To receive a verbal report from the Mayor.
7. **TOWN CLERK'S REPORT**
To receive and note the Town Clerk's 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 UNITARY COUNCILLORS**
To receive written reports from the North Northamptonshire Unitary Councillors.
11. **FINANCE**
 - 11.1. To approve accounts for payment as at 30th August 2022.

- 11.2. To approve the bank account reconciliation as at 30th June 2022 and 31st July 2022
- 11.3. To receive and note the budget report as at 31st July 2022.
- 11.4. To approve the following expenditure:-
- (i) Advert in the Nene Valley News, £195 per month.
 - (ii) Playground inspection training, £410 per person.
 - (iii) PAT testing, £250
 - (iv) Connection boxes and leads to rear of feeder pillars, Market Square. £700 each.
 - (v) Re-establish tap on the external wall of the Cemetery Chapel, £281
 - (vi) Purchase of 500 promotional shopper bags for Heritage Day, £801.

12. COMMITTEE MEETINGS

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

- 12.1. Planning and Development Committee held on the 9th August 2022.
- 12.2. Policy and Resources Committee held on the 16th August 2022.

Recommendations

(i) REVIEW OF POLICIES

RESOLVED TO RECOMMEND:

That the following policies be reviewed without change:-

- Flag Flying Policy.
- Graffiti Policy.
- PAT Policy
- Grant Award Policy.

That the following policies be amended to incorporate reference to the Assistant Clerk as follows:

Media Policy -

In the absence of the Town Clerk, the Leader, *in consultation with the Assistant Clerk where possible*, is also authorised to give the views of the Council to the press on any non-confidential subject discussed by Council.

Memorial Safety Policy -

Inspections are carried out by the Clerk *or Assistant Clerk* and another member of staff in parts in sections A, B, C and D where memorials are no more than 1.5 m high.

(ii) REVIEW OF HEALTH AND SAFETY POLICY

RESOLVED TO RECOMMEND:

That the Health and Safety Policy be amended under (ix) 'Lone Working During Office Hours' to remove the last bullet point:-

- Office staff are provided with a personal alarm.

(iii) CEMETERY

RESOLVED TO RECOMMEND:

That the Council:

- Repeat the procedure for the reclamation of burial rights in 2024 and thereafter every 5 years.
- Offer to buy back unused burial and cremation plots at today's prices.
- Continue to monitor the plans for the provision of a cemetery as part of the Rushden East SUE and given the lapsed time in the development of the SUE the Council reconsider at the appropriate time the opportunity a cemetery may provide for the residents of Higham Ferrers.
- Approach the Duchy of Lancaster to seek clarification on their position on the use of land for a green burial site.

13. MEMBERSHIP OF COMMITTEES AND WORKING PARTIES

- 13.1. To review membership of Committees and Working Parties due to Cllr A Gardners

inability to attend for the remainder of 22/23.

- 13.2. To review whether the Community Room and Ukrainian Working Party are required.
14. **CHRISTMAS LIGHTING, TREES IN THE MARKET SQUARE**
To proceed with a 3 year programme to upgrade the Christmas lights in the trees in the Market Square, replacing the lights in 4 of the trees each year, commencing Christmas 2022.
15. **POLICING AND CRIME REPORTING**
 - 15.1. To receive feedback from the Police following enquiry regarding rates of arrest and conviction relating to reported crimes.
 - 15.2. To appoint an NCALC Police Liaison representative.
 - 15.3. To appoint a member to the Joint Action Group (JAG).
 - 15.4. To consider appointment of a representative the Wellingborough and East Northants Independent Advisory Group (IAG).
16. **GROUNDS MAINTENANCE CONSORTIUM**
To receive an update on the progress of the NNC procurement programme for the Grounds Maintenance consortium and to consider if any further action is required at this time.
17. **CHRISTMAS SPARKLE WORKING PARTY**
To receive and note the minutes of the Informal Sparkle Working Party meeting held on the 12th August 2022.
18. **CLOSURE OF MEETING TO 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 for the next item.
19. **PERSONNEL COMMITTEE**
To receive and adopt the minutes of the Personnel Committee meeting held on the 29th July 2022.
20. **REOPEN MEETING TO PUBLIC AND PRESS**
To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.
21. **ITEMS TO REPORT**
An opportunity for Councillors to report items. No decisions or discussions can be made under this item.

Miss Alicia J Schofield
Town Clerk
A J Schofield
Date: 24th August 2022

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.