

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-EIGHTH day of JUNE 2022 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**
 - 3.1. To approve and sign as a correct record the minutes of the meeting held on the 31st May 2022.
 - 3.2. To approve and sign as a correct record the minutes of the extraordinary meeting held on the 21st June 2022.
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. 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.
5. **MAYORS ANNOUNCEMENTS**
To receive a verbal report from the Mayor.
6. **TOWN CLERK'S REPORT**
To receive and note the Town Clerk's 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 UNITARY COUNCILLORS**
To receive written reports from the North Northamptonshire Unitary Councillors.
10. **FINANCE**
 - 10.1. To approve accounts for payment as at 28th June 2022.
 - 10.2. To approve the bank account reconciliation as at 31st May 2022.

- 10.3. To receive and note the budget report as at 31st May 2022.
- 10.4. To approve the following expenditure: -
- (i) Replacement blue tourist plaque to Chichele College, £216.50
 - (ii) Fencing repairs on land to the rear of Henry Chichele Primary School, £240
 - (iii) Fencing repairs on land off Parker Way, £410

11. **COMMITTEE MEETINGS**

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

- 11.1. Planning and Development Committee held on the 14th June 2022.

- 11.2. Policy and Resources Committee held on the 14th June 2022.

Recommendations

(i) **REVIEW OF POLICIES:**

That the following policies be reviewed without change: -

- Bad Debts Policy
- Disciplinary and Grievance Procedure
- Dignity at Work – Bullying and Harassment Policy
- Leader Protocol
- Financial Regulations

Health and Safety Policy

That the wording ‘plus 9 to get an outside line’ be removed from Appendix 5.3 Fire Evacuation Procedure of the Health and Safety Policy. That the requirement for a personal alarm for lone working during office hours under section (ix) of the Health and Safety Policy be considered at the next meeting pending review of existing arrangements in place.

Mayors’ Handbook

That the reference to signatories of the bank account in section 6.3 of the Mayors’ Handbook be amended to be that of ‘Leader and Deputy Leader, Town Clerk and Administration and Communications Officer’.

(ii) **ACCOUNTING SOFTWARE 3 YEAR CONTRACT**

That a 3-year contract be entered with Rialtas for the provision of the Omega accounting software, to include software support and maintenance and access to group training sessions at a current annual cost of £892.

12. **USE OF SAFFRON ROAD RECREATION GROUND**

To consider requests from the following organisations to use Saffron Road Recreation Ground:-

- 12.1. North Northamptonshire Leisure Services Team
- 12.2. Redeemed Christian Church of God, Emmanuel Parish, Rushden

13. **COMMUNITY ROOM**

- 13.1. To agree the ‘Conditions of Hire’ for the Community Room.
- 13.2. To agree the hire fees for the Community Room for 2022/23.

14. **CLIMATE CHANGE WORKING PARTY**

- 14.1. To receive a verbal update from the Climate Change Working Party meeting held on the June 2022.
- 14.2. To agree to undertake the ‘Bee Squared’ project.

15. **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: 22nd June 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.