

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 **THIRTY-FIRST day of MAY 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 26th April 2022.
 - 3.2. To approve and sign as a correct record the minutes of the meeting held on the 9th May 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. **FINANCE**
 - 9.1. To approve accounts for payment as at 31st May 2022.
 - 9.2. To approve the bank account reconciliation as at 30th April 2022.
 - 9.3. To receive and note the budget report as at 30th April 2022.
 - 9.4. To approve the following expenditure: -

- (i) Annual Membership Subscription for the Mayor's Sargeant to the Guild of Mace Bearers, £35.
- (ii) Annual tree works package
- (iii) Remedial works to make safe failed memorials in the cemetery, £350
- (iv) Churchyard wall repairs. £6295

10. **COMMITTEE MEETINGS**

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

10.1. Planning and Development Committee held on the 19th May 2022.

10.2. Environment and Recreation Committee held on the 19th May 2022.

Recommendations

(i) **REQUEST FOR BENCHES ON LAND BEHIND HENRY CHICHELE PRIMARY SCHOOL**

That 3 benches be installed on the land behind Henry Chichele Primary School with a budget for the purchase and install of the benches set at £3000. Funds to be met from the Higham Ferrers Improvement Fund. That this parcel of land be specifically promoted as a new destination point and be referred to as 'Higham Heights'.

(ii) **DISABLED ACCESS TO THE TENNIS PORTACABIN**

That the existing steps to the portacabin are dismantled and new access ramps constructed to both doors to accommodate the folding ramp for wheelchair users. The ramps to be built of brick with a slab surface interface step approximately 2ft deep and 4ft wide. That the cost of £540 be met from the Higham Ferrers Improvement Fund.

11. **ANNUAL YEAR END ACCOUNTS FOR 2021/22**

11.1. To receive and note the Annual Internal Audit report for 2021/22.

11.2. To approve the Annual Governance Statement 2021/22.

11.3. To approve the Accounting Statements 2021/22.

11.4. To receive and note the budget report for 2021/22.

12. **BANK ACCOUNTS**

To agree the signing instructions for all bank and building society accounts and to authorise Lauren Houlihan to view and submit payments to the Internet Banking with Unity Trust.

13. **MATURITY OF 1 YEAR BOND**

To agree how to invest proceeds of maturity of Cambridge and County 1 year Bond.

14. **WORKING PARTIES**

To review working parties and their membership.

15. **CORRESPONDENCE REGARDING CRICKET BALL INCIDENT**

To agree a response and any action required to correspondence received regarding a cricket ball incident.

16. **COMMUNITY ROOM WORKING PARTY**

To receive and note the minutes of the Community Room Working Party meeting held on the 23rd May 2022.

17. **UKRAINIAN WORKING PARTY**

To receive the notes from the Ukrainian Working Party meeting held on the 25th April 2022.

To agree that the Town Council Chamber can be used on weekly basis for the Working Party to host a drop in session for volunteers, the incoming refugees and other interested parties.

18. **JUBILEE WORKING PARTY**

To receive and note the minutes of the Jubilee Working Party meeting held on the 24th May 2022.

19. **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.

20. **PERSONNEL COMMITTEE MINUTES**

20.1. To receive and adopt the minutes of the Personnel Committee held on the 30th May 2022.

To receive and adopt the Grievance panel hearing recommendations.

20.2.

21. **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.

22. **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: 25th May 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.