

**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 NOVEMBER 2019 at 7.00pm.

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

AGENDA

1. **PRAYERS**
Prayers led by Rev'd Michelle Dalliston.
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 29th October 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 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 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 26th November 2019.
 - 10.2. To approve the bank account reconciliation as at 31st October 2019.

10.3. To receive and note the budget report as at 31st October 2019.

11. **COMMITTEE MEETINGS**

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

11.1. Planning and Development Committee held on the 12th November 2019.

11.2. Environment and Recreation Committee held on the 15th October 2019.

Recommendations

(i) **CEMETERY FEES 2020/21**

That the following cemetery fees for 2020/21 remain the same at:-

- Purchase of a child plot - £100
- Burial of stillborn child - £0
- Burial of child under 12 years- £135
- Burial of person over 12 years single depth - £425
- Burial of person over 12 years double depth - £525
- Headstone (1.4m in height) - £85, each additional 0.1m - £10
- Additional inscription - £45
- Flower vase with/without inscription - £45
- Purchase of cremation plot - £140
- Interment of ashes single depth - £185
- Interment of ashes double depth - £200
- Administration fee (no undertaker for ashes interment) - £50
- Registration of transfer of burial rights - £50
- Searches and certified copies/extracts - £30

That the following cemetery fees for 2020/21 be amended:-

- Purchase of Burial Plot (at time of death) - Increase of £10 to £330
- Single kerbset – Increase of £5 to £95
- Double kerbset -Increase of £5 to £130

Memorial stone, horizontal or vertical – Increase of £5 to £55

(ii) **SPORTS CLUB FEES**

That the following fees for 2020/21 remain the same at:-

- Football Clubs: Football Pitch only - £16 per match, Changing Rooms - £25 (plus VAT) per match.
- Cricket Club: Pitch - £220 per season, Changing Rooms £300 (plus VAT) per season.
- Tennis Club are £162.50 per quarter to include all matches, club and coaching sessions and use of the cabin.

(iii) **CASUAL HIRE OF TENNIS COURTS AND MUGA**

That the fees for 2020/21 remain the same at:-

- Hire of Tennis Courts - £5 (inc VAT) per hour. (Half price if a Tennis Club Member)
- Regular users - seasonal fee of £50 per annum and a 20% reduction (£40) for tennis club members.
- MUGA - £10 (inc VAT) per hour.

(iv) **SCHOOL USE OF FACILITIES**

That the fees for the period 1st June to 17th July 2020 remain the same at £300 plus VAT.

(v) **PAVILION HIRE**

That the fees for 2020/21 remain the same at:-

Category of Hire	Room Type	Price per Hour (£) (Mondays – Saturdays inclusive)	Price per Hour (£) (Sundays/Public Bank Holidays)
Commercial	Hall 1	£12.50	£18.75

Charity	Hall 1	£10	£15
Community	Hall 1	£9.50	£14.25
Under 13's Party	Hall 1	£8.50	£12.75
Private Function / Party	Hall 1	£11	£16.50

(vi) **HIRE OF CASTLE FIELDS FOR FAIRS ETC.**

That the fee for 2020/21 for the use of Castle Fields for fairs etc remain the same, subject to negotiation by the Clerk, with a minimum fee of £500.

(vii) **CLIMATE CHANGE**

That the Council establish a working party to look at the development of an environmental policy.

(viii) **MAIN GATE TO CASTLE FIELDS**

That new main gates be installed at Castle Fields at a cost of £1865 with an additional cost of £160 to allow for the resetting of the post if required.

12. **DOG WASTE BIN DISPENSERS**

To agree 5 sites for the location of free dog waste bin dispensers.

13. **REPLACEMENT PLANTING ON THE BOUNDARY OF THE FORMER TEXTILE BONDING SITE**

To discuss the replacement planting on the open space at William Steele Way/Bede Close by Federal Estates.

14. **S106 SITE ADJACENT THE FERRERS SCHOOL**

To agree the s106 contribution for the Ferrers site.

15. **COMMUNITY CENTRE PROJECT**

15.1. To update the Town Council on the Community Centre project.

15.2. To decide on whether and how to proceed with the project.

16. **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.

17. **PERSONNEL COMMITTEE**

To receive and adopt the minutes of the Personnel Committee held on the 31st October 2019.

Recommendations

(i) **STAFF SALARY REVIEW 2020/21**

That salary scale points be changed with effect from the 1st April 2020.

(ii) **WHISTLE BLOWING POLICY**

That the draft whistle blowing policy with addition of NCALC as a third option to whom a concern could be raised be adopted.

(iii) **PENSIONS DISCRETION POLICY**

That the Pensions Discretion Policy be amended.

18. **RE-OPEN THE MEETING TO THE PUBLIC AND PRESS**

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

19. **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 November 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.