

Parish of HIGHAM FERRERS
NOTICE OF A 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 **TWENTY-NINTH day of NOVEMBER 2022 at 7.30pm.**

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

AGENDA

1. **PRAVERS**
Meeting to be opened with prayers led by Rev Linda 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 25th October 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 29th November 2022.
 - 11.2. To approve the bank account reconciliation as at 31st October 2022

- 11.3. To approve the following expenditure:
- (i) Rental Valuation 5 and 5A College Street, £540
 - (ii) Additional Computer Screens for Dual Display and Stands, cost £420
 - (iii) Survey Monkey annual subscription £384

12. COMMITTEE MEETINGS

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

- 12.1. Planning and Development Committee held on the 8th November 2022.
- 12.2. Environment and Recreation Committee held on the 8th November 2022.

Recommendations

(i) **CEMETERY FEE REVIEW**

That the current cemetery fees for 2022-23 remain unchanged for 2023-24 as follow:-

- Purchase of a burial plot- £330
- Purchase of a child plot - £100
- 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
- Burial of stillborn child - £40
- Headstone (1.4m in height) - £85, each additional 0.1m - £10
- Additional inscription - £45
- Single kerbset or other memorial - £95
- Double kerbset or other memorial - £130
- Flower vase with/without inscription - £45
- Purchase of cremation plot - £140
- Interment of ashes single depth - £185
- Interment of ashes double depth - £200
- Scattering of ashes - £55
- Memorial stone for cremated remains, horizontal or vertical - £55
- Administration fee (no undertaker for ashes interment) - £50
- Registration of transfer of burial rights - £50
- Searches and certified copies/extracts - £30

(ii) **SPORTS AND HIRE FEES REVIEW**

That the current sports and hire fees for 2022-23 remain unchanged for 2023-24 as follows:-

Sport Clubs and Facility Fees

- 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 £162.50 per quarter to include all matches, club and coaching sessions and use of the cabin.

Casual Hire of Tennis Courts and MUGA

- 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.

School Use of Facilities

For the period after May half term through to the end of the summer term £300 plus VAT.

Pavilion Hire

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

Hire of Castle Fields for Fairs etc.

The use of Castle Fields for fairs etc. be subject to negotiation by the Clerk, with a minimum fee of £500.

Outdoor Events on Town Council owned Open Spaces

- **Local Community/Charity based in Higham Ferrers** - No charge (but donations accepted for upkeep)
- **Local Community/Charity based outside of Higham Ferrers** - £50 per day
- **Commercial other** – subject to negotiation by Clerk, minimum of £150 per day
- **Corporate** – subject to negotiation by Clerk, minimum of £300 per day
- **Local Government events promoting sports, health and wellbeing for the Higham Ferrers community** – No charge (but donations accepted for upkeep)
- **Fitness sessions/dance/activity classes** – If there is no fee charged by the hirer to their participants – No charge (but donations accepted for upkeep). If there is a fee charged by the hirer to their participants - £10 per session held.

12. **WARM SPACES**

To consider what the Council can do to help keep people warm this winter.

13. **COMMEMORATION FOR QUEEN ELIZABETH II**

To consider a commemorative marking for the late Queen Elizabeth II.

14. **GROUNDS MAINTENANCE CONSORTIUM CONTRACT**

14.1. To agree the interim arrangement 1st January to 31st December 2023.

14. 2. To agree the preferred way forward for grounds maintenance from 1st January 2024.

15. **RURAL MARKET TOWN GROUP**

To consider invitation to join the Rural/Market Town Group.

16. **CLOSURE OF THE 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 for the next item.

17. **EXTENSION OF CONTRACT FOR CLEANING OF THE PUBLIC TOILETS**

To agree to enter the 1-year extension period for the contract for the cleaning of the public toilets from 1st April 2023 to 31st March 2024.

18. **PERSONNEL COMMITTEE**

To receive and adopt the minutes of the Personnel Committee meeting held on the 25th October 2022.

Recommendations

- (i) Salary scale points from 1st April 2023
- (ii) Purchase of specialist office equipment

19. **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.

20. **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: 23rd November 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.