

## **RUSHDEN TOWN COUNCIL**

### **MINUTES OF THE MEETING OF THE POLICY & RESOURCES COMMITTEE HELD ON TUESDAY 14<sup>TH</sup> JULY 2020 AT RUSHDEN HALL, RUSHDEN, COMMENCING AT 7.30PM**

Present: Councillor: Sarah Peacock – Chairman

Councillors:	Janet Pinnock	Robin Underwood
	Richard Lewis	Philip Humphrey
	Barbara Jenney	Steven North
	Gill Mercer	Andy Mercer
	David Jenney	Adrian House
	David Coleman	Colin Wright.
	Cesare Marinaro [Ex officio]	

Town Clerk: Vivienne Prodger

#### **57/21 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **58/21 APOLOGIES**

Apologies for absence were submitted on behalf of Councillor Ron Pinnock.

#### **59/21 MINUTES**

The minutes of the Policy & Resources Committee meeting of 3<sup>rd</sup> March 2020 had been previously circulated to members and it was

#### **RESOLVED**

That the minutes of the meeting of the Policy & Resources Committee meeting held on the 3<sup>rd</sup> March 2020 be approved and signed by the Chairman as a true record.

#### **60/21 APPROVAL OF PAYMENTS**

Members had been circulated with details of payments made since 16<sup>th</sup> June 2020 amounting to £15577.05

#### **RESOLVED**

That payments amounting to £15577.05 be approved (as attached to these minutes).

#### **61/21 COMMUNITY GRANTS**

Members considered the following;

- a) Recommendation from the Community Service Committee regarding the criteria and amended Terms of Reference for Community Grants during the Covid Crisis

- b) Community Grant request from East Northants Community Services

**RESOLVED**

- a) Members agreed that Community Grants should be given during the Covid 19 crisis to help community groups and charities with day to day running costs as well as specific projects. The current Terms of Reference to be changed to reflect this.
- b) That East Northants Community Services be awarded a grant of £1,000.

**62/21 ANNUAL GOVERNANCE STATEMENT**

Members had been circulated with a copy of the Annual Governance Statement for 2019/2020 and the Town Clerk went through this in detail. After consideration it was

**RESOLVED**

To recommend that the Annual Governance Statement scrutinised by the Policy & Resources Committee, be approved by Full Council at meeting on 4<sup>th</sup> August 2020.

**63/21 ANNUAL ACCOUNTING STATEMENTS 2019/2020**

Members had been circulated with the comprehensive Risk Register and all Risk Assessments for all activities carried out by Rushden Town Council. Members scrutinised these documents and it was

**a) Annual Accounting Statements 2019/2020**

Members had been circulated with Accounting Statements for 2019/2020 and these were considered.

After consideration it was

**RESOLVED**

To recommend that the Accounting Statements, scrutinised by the Policy & Resources Committee, be approved by Full Council at meeting on 4<sup>th</sup> August 2020

**b) Statement of Accounts 2019/2020**

Members had been circulated with Statement of Accounts for year ending 31<sup>st</sup> March 2020 which included income and expenditure account, Annual Return reconciliation, Balance Sheet, cash and investment reconciliation, reserves reconciliation, variance report and working details for the Annual Return.

The Clerk went through the Statement of Accounts page by page and answered any questions raised by members. It was then

## **RESOLVED**

To recommend that the Statement of Accounts for 2019/2020, scrutinised by the Policy & Resources Committee, be approved by Full Council at meeting on 4<sup>th</sup> August 2020

### **c) Cash and Investment Reconciliation and Earmarked Reserves**

Members had been circulated with details regarding Cash and Investment Reconciliation and Earmarked Reserves as @ 31<sup>st</sup> March 2020

## **RESOLVED**

That this information be noted

### **64/21 ANNUAL INTERNAL AUDIT REPORT**

Members considered the Internal Audit Report for year ending 31<sup>st</sup> March 2020

## **RESOLVED**

That the Internal Audit Report for the year ended 31<sup>st</sup> March 2020 be accepted

### **65/21 HIGH STREET AND BUSINESS WORKING PARTIES**

Members discussed the High Street Area Improvements and Business Working Party Terms of Reference and it was

## **RESOLVED**

- a) Members to express an interest for either the High Street or Business Working Party. Numbers to be limited to about 12 for each working party. The final membership of these parties to be agreed at Full Council.
- b) The details of the Terms of Reference to be agreed at a meeting of each working party and to be brought to Full Council for approval.

### **66/21 SHOP FRONT IMPROVEMENT GRANT**

Members reviewed the current Shop Front Improvement Grant Policy at it was

## **RESOLVED**

The following changes be made to the Terms of Reference:

- a) Applicants must submit two quotations for works they intend to carry out.
- b) If available, applicants need to submit at least one year's accounts to establish financial stability.

## **67/21 PAVEMENT LICENSING**

Members considered the new legislation and reviewed the current delegated powers for Planning Consultative Committee

### **RESOLVED**

That the current delegated Councillors (Paul Harley, Richard Lewis, Sarah Peacock) and the Town Clerk to deal with any Pavement Licensing requests. Should any of these members be unavailable a further member is to be co-opted from the Planning Consultative Committee.

## **68/21 LOCAL GOVERNMENT REFORM**

A meeting of the new Shadow Unitary board of North Northamptonshire has taken place via Video Conference Call. This meeting was chaired by the Shadow Unitary Leader, Russell Roberts (Kettering Borough Council).

The blueprint for the new Unitary Council is expected to be released in August 2020 and all Town and Parish Councils will have an opportunity to comment on this during the consultation period.

## **69/21 COMMUNITY FUNDING – RUSHDEN LAKES**

### **Report from the Town Manager**

#### **Community Funding from Rushden Lakes £5k – April 2020 to March 2021 Budget**

#### **REVISED Proposals for Rushden and Higham Ferrers**

- 1. Heritage Family Fun Day – 13<sup>th</sup> September 2020** – cannot go ahead in the current format due to COVID-19, Rushden Lakes will not be holding any events prior to December 2020.

Proposal for an online festival, a week of celebrations showcasing the town one of the highlights will be “meet the trader” video footage.

- 2. Shop Appy**

Was floated as a proposal last year – the scheme works by enabling and supporting local shops and businesses to show information online about their products and services, it brings together the whole local shopping offer in one place.

- 3. Christmas ideas**

- Offer a Christmas hamper made up of goods bought from the local shops to be given away as part of a family competition, people guess the total cost of the family hamper and the closest guess wins the hamper – Shop local, spend local
- Light and sound activities
- Art trail

- 4. Poetry in Public with James Mcinerney** – inspiring poetry in public places, proposal put forward last year but very relevant in the current situation.

## 70/21 PROJECTS/WORK IN PROGRESS

WARD	Location	Job Description	Contractor	Start Date	Completion Date
Sartoris	Rushden Hall	Exterior painting of courtyard	In House – on going		
	Rushden Hall	Disabled Toilet submission of building and drainage	Plans submitted to ENC Awaiting quotations	March 2020	
	Rushden Hall	Titan Spinner	HAGS Equipment installer – Kettering Play Safe	March 2020	
	Rushden Hall	CCTV Upgrade	CrimeSecure	October 2019	Completed

WARD	Location	Job Description	Contractor	Start Date	Completion Date
Spencer	Spencer Park	Refurbishment of MUGA	En-Tout-Cas	October 2019	Lines to be completed when weather is better
	Spencer Park	Refurbishment of Tennis Courts	En-Tout-Cas	August 2019	Lines to be completed when weather is better
	Spencer Park	Inclusive Roundabout	Sutcliffe Play	March 2020	
		Inclusive Spring Toy	Sutcliffe Play	March 2020	
	Spencer Park	Artwork on Changing Rooms	Adrian Turner	Meetng w/c 2 <sup>nd</sup> February 2020	

WARD	Location	Job Description	Contractor	Start Date	Completion Date
Hayden	Trafford Park	Installation of Climbing Frame	Playground Supplies	October 2019	January 2020
	Fosse Green	Installation of Climbing Frame, Seesaw	Playground Supplies	August 2019	Completed

WARD	Location	Job Description	Contractor	Start Date	Completion Date
Pemberton	Rose Avenue	Inclusive Swing Seat	Sutcliffe Play	March 2020	

	Lynford Way	Inclusive Swing Seat	Sutcliffe Play	March 2020	

WARD	Location	Job Description	Contractor	Start Date	Completion Date
<b>Bates</b>					
	Avenue Road	Street Light Replacements (11)	Eon	4 <sup>th</sup> November 2019	11 <sup>th</sup> November 2019
	Manor Park	Master Plan	Hinton Cook	Submitted to ENC December 2019	
	Sports Site	Geo Survey	Soiltechnics	October 2019	Completed
	Sports Site	Topographical Survey	Bright Surv	October 2019	Completed
	Sports Site	Master Plan	Hinton Cook	Submitted to ENC December 2019	
	Cemetery	Refurbishment of Cemetery	In House	November 2019	Completed
	Newton Road	Street Light Replacement	EON	March 2020	

Chairman