

15<sup>th</sup> May 2024

**To: Members of Daventry Town Council**

Dear Councillor

You are **summoned** to attend a Meeting of the Town Council to be held on **Monday, 20<sup>th</sup> May 2024 at 6.30pm** at the 3 New Street, Daventry, NN11 4BT for the transaction of the under mentioned business.

Yours sincerely



Deborah Jewell  
Chief Officer

Email: [chiefofficer@daventrytowncouncil.gov.uk](mailto:chiefofficer@daventrytowncouncil.gov.uk)  
Telephone: 01327 301246

**The press and public are cordially invited to be present.**

**Please switch mobile phones and electronic recording devices to silent.**

**Audio recording notice:** This meeting will be recorded. You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this recording will be retained until the Minutes have been signed by the relevant Chairman as a true record.

**Please Note:** If any member or member of the public wish to film or record the meeting, any data collected by persons other than the Town Council will not be protected under the Data Protection Act.

## **A G E N D A**

**OPEN FORUM.** This part of the meeting is an opportunity for members of the public to speak, for a maximum of three minutes, on any item on the Agenda.

*Note; members of the public are not permitted to speak during the meeting (from Item TC2405.1).*

**TC2405.1. ELECTION OF CHAIRMAN.**

**TC2405.2. DECLARATION OF ACCEPTANCE OF OFFICE OF THE CHAIRMAN**

**TC2405.3. ELECTION OF VICE CHAIRMAN**

**TC2405.4. OUTGOING CHAIRMAN'S REPORT.** To receive a report from the outgoing Chairman on his term of office for the Council year 2023/24.

**TC2405.5. THE MAYOR OF DAVENTRY'S CHAIN AND PENDANT.** To receive a report from the outgoing Chairman to authorise the purchase of a new Mayor's chain and pendant.

**TC2405.6. PRESENTATION TO THE OUTGOING CHAIRMAN.** To receive a vote of thanks to the outgoing Chairman.

**TC2405.7. APOLOGIES.** To receive and consider apologies for absence.

**TC2405.8. DECLARATION OF INTERESTS.** Members to declare any interests they consider relevant to specific items identified in this agenda.

**TC2405.9. MINUTES.** To approve and sign the Minutes of Town Council meeting held on 29<sup>th</sup> April 2024.

**TC2405.10. COMMITTEE REPORTS AND RECOMMENDATIONS.** To receive reports from the following committees and consider and resolve any recommendations thereon:

- (i) Finance & Policy Committee – 1<sup>st</sup> May 2024
- (ii) Planning & Development Committee – 8<sup>th</sup> May 2024

**TC2405.11. INTERNAL AUDIT REPORT FOR THE COUNCIL YEAR 2023/2024.** To receive a report for the appointed auditor for the Council year 2023/2024 and approved action plan, if required.

**TC2405.12. FINAL ACCOUNTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024.**

To receive a report on accounting processes and procedures from the Finance & Policy Committee, and

- (i) Consider and approve the annual governance statement for the accounting period 2023/24.
- (ii) Consider and approve the statement of accounts for the accounting period 2023/24.
- (iii) To note period for the exercise of public rights for the inspection of accounting records for the financial year 2023/24 as Monday 3<sup>rd</sup> June 2024 to Friday 12<sup>th</sup> July 2024.

**TC2405.13. TERMS OF REFERENCE.** To review and approve

- (i) Terms of reference for:
  - a) Community Services Committee
  - b) Museum Committee
  - c) Planning and Development Committee
  - d) Personnel Panel
- (ii) The dissolution of the Parks, Open Spaces & Environment Committee and its role and remit to be incorporated within the terms of reference for the Finance and Policy Committee.
- (iii) the Finance, Policy Committee to be renamed as the Finance, Policy and Assets Committee.
- (iv) Terms of reference for the Finance, Policy and Assets Committee.

- TC2405.14. APPOINTMENT OF MEMBERS TO COMMITTEES.** To approve the schedule of membership to the committees.
- TC2405.15. PERSONNEL PANEL.** To consider and approve
- (i) a report on the workplace pension scheme and make decisions thereon,
  - (ii) appointment of a Personnel Panel for the Council year 2024/25 comprising of three members and two reserves.
- TC2405.16. REPRESENTATIVE ON OTHER BODIES.** To approve schedule of appointment of representatives on outside bodies.
- TC2405.17. GENERAL POWER OF COMPETENCE (GPoC).** To note that Daventry Town Council adopted the General Power of Competence in May 2021, as they had
- (i) a suitability qualified Clerk and
  - (ii) more that 66% of members are elected.
- TC2405.18. FINANCIAL MATTERS.** To authorise the following
- (i) Appointment for signatories to the bank mandate.
  - (ii) Approve the continuation for BACS service for the payment of staff salaries.
  - (iii) Approve list of payments by Direct Debit/Standing Order
  - (iv) Approve use of online banking transactions for receipts and payments of goods.
  - (v) Appointment of internal auditor through membership of NCALC.
  - (vi) Appointment of External Auditor through sector led body recommended by NCALC.
- TC2405.19. SCHEDULE OF DAVENTRY TOWN COUNCIL POLICIES AND PROCEDURES.** To review and approve the schedule of the Council policies and procedures for 2024/25.
- TC2405.20. CONSULTATIONS.** To consider responses to the following:
- (i) West Northamptonshire Council Draft Local Plan  
[Have your say on West Northamptonshire's new draft Local Plan - West Northamptonshire Council - Citizen Space](#)  
Deadline for the submission of comments 2<sup>nd</sup> June 2024
  - (ii) West Northamptonshire Council Daventry Town Centre Master Plan 2024  
[Your views on Daventry Town Centre Masterplan 2024 - West Northamptonshire Council - Citizen Space](#)  
Deadline for the submission of comments 13<sup>th</sup> June 2024
- TC2405.21. CORRESPONDENCE.** To note correspondence received and advise action, if any.
- TC2405.22. DATE OF NEXT MEETING.** To note the date of next Town Council meeting as Monday 26<sup>th</sup> June 2024.

**Members are requested to note that Special Meetings of the Committees of the Council will be convened subsequent to the closure of the Annual Meeting of Council for the purposes of electing respective Chairmen and Vice-Chairmen.**

**TOWN COUNCIL MEMBERS:-** Mike Arnold, Dawn Branigan, Scott Cameron, Stephen Dabbs, Lynn Jones, Alan Knape, Janet Matthews, Ted Nicholl (Chair/Mayor), Malcolm Ogle, Wendy Randall, Holly Steenson, Phillip Silk-Neilsen, Glenda Simmonds, Lynne Taylor, Katie Thurston, and Karen Tweedale (Vice-Chair/Deputy Mayor).