

**DAVENTRY TOWN COUNCIL**

**Minutes of the Meeting of Daventry Town Council held at 3 New Street, Daventry on Monday 20<sup>th</sup> May 2024 at 6.30pm**

**PRESENT:** Karen Tweedale (Town Mayor) – Chairman

**Councillors:**

Mike Arnold  
Scott Cameron  
Alan Knape  
Janet Matthews  
Ted Nicholl  
Malcolm Ogle  
Phillip Silk-Neilsen  
Glenda Simmonds  
Holly Steenson  
Lynne Taylor

**IN ATTENDANCE:** Deborah Jewell – Chief Officer (CO)  
Sarah Fox – Responsible Finance Officer (RFO)

3 Members of the public  
0 Member of the press

**OPEN FORUM**

None

**TC2405.1 ELECTION OF CHAIRMAN.**

<b>RESOLVED:</b>	That Cllr Karen Tweedale be elected Chairman for the Council year 2024/2025.
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**TC2405.2 DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN.**

The new Chairman was invested and duly signed the declaration of acceptance of office of the Chairman in the presence of the Town Council.

The Chairman, Cllr Karen Tweedale, assumed the Chair for the remainder of the meeting.

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

<b>RESOLVED:</b>	That Cllr Katie Thurston be elected the Vice-Chairman for the Council year 2024/2025.
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**TC2405.4 OUTGOING CHAIRMAN'S REPORT.**

Members noted the report submitted by the outgoing Chairman, Cllr Nicholl on his term of office for 2023/24. (Appendix 1).

**TC2405.5 THE MAYOR OF DAVENTRY'S CHAIN AND PENDANT.**

The outgoing Chairman, Cllr Nicholl presented a report to members highlighting the fragile condition of the current pendant and the options to purchase a new Mayor's chain and pendant using monies available within the earmarked reserves to be used for the chain of office.

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Members concurred with the need to replace the pendant and chain, and it was

<b>RESOLVED:</b>	To approve expenditure of up to £12,987 from the Mayor’s Chain of Office earmarked reserves and That option A for the design of new pendant be approved. That option B for the design of the new single linked chain be approved.
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**TC2405.6 PRESENTATION TO THE OUTGOING CHAIRMAN.**

The Chairman, Cllr Karen Tweedale, proposed a vote of thanks to Cllr Nicholl for the work he had done in raising funds for his chosen charity, the Dementia Cafe. Members concurred with a round of applause.

**TC2405.7 APOLOGIES**

Councillor	Apologies	Resolved
Stephen Dabbs	Received and considered	Apologies Approved
Lynn Jones	Received and considered	Apologies Approved
Katie Thurston	Received and considered	Apologies Approved

**TC2405.8 DECLARATION OF INTERESTS.**

No pecuniary or non-pecuniary interests declared.

**TC2405.9 MINUTES.**

<b>RESOLVED:</b>	That the Minutes (Appendix 2) of the Town Council meeting held on Monday, 29 <sup>th</sup> April 2024 be approved and signed as a correct record.
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**TC2405.10 COMMITTEE REPORTS AND RECOMMENDATIONS.**

<b>RESOLVED:</b>	<p>That the reports of</p> <ul style="list-style-type: none"> <li>(i) Finance &amp; Policy Committee – 1<sup>st</sup> May 2024</li> <li>(ii) Planning &amp; Development Committee – 8<sup>th</sup> May 2024</li> </ul> <p>Be received.</p> <p>And further to scrutiny by the Finance and Policy Committee, at their meeting on 1<sup>st</sup> May 2024 (<i>Reference FP2404.5 – POLICIES</i>) the following policies be approved:</p> <ul style="list-style-type: none"> <li>(iii) Subject Access Request Procedure, be approved.</li> <li>(iv) Data Breach Policy, be approved.</li> <li>(v) Data Map, be approved.</li> <li>(vi) Data Retention and Disposal Policy, be approved.</li> <li>(vii) Privacy Policy, be approved.</li> </ul> <p>And further to scrutiny by the Finance and Policy Committee at their meeting on 1<sup>st</sup> May 2024, recommendations for <b>FP2404.5 – TERMS OF REFERENCE AND FP2404.7 - FINAL ACCOUNTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY REPORT (AGAR) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024</b> are recommended for approval following consideration by full council under Town Council Agenda items TC2405.12 and TC2405.13.</p>
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**TC2405.11 INTERNAL AUDIT REPORT FOR THE COUNCIL YEAR 2023/24.**

<b>RESOLVED:</b>	That the Internal Auditor’s Report be accepted and noted that there were no actions required (Appendix 4)
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**TC2405.12 FINAL ACCOUNTS, ANNUAL GOVERNANCE STATEMENT AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024.**

Members referred to reports and recommendations from the Finance and Policy Committee FP2404.7 and it was,

<b>RESOLVED:</b>	<ul style="list-style-type: none"> <li>(i) That the annual governance statement for the accounting period 2023/24 be approved by the Town Council and signed by the Chairman of the Town Council (Appendix 5)</li> <li>(ii) That the statement of accounts for the accounting period 2023/24 be approved by the Town Council and signed by the Chairman of the Town Council (Appendix 6)</li> <li>(iii) Members noted the period for the exercise of public rights for the inspection of accounting records for the financial year 2023/24 as 3<sup>rd</sup> June 2024 to 12<sup>th</sup> July 2024.</li> </ul>
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**TC2405.13 TERMS OF REFERENCE.**

Members referred to the recommendation from the Finance and Policy Committee FP2404.5 and it was,

<b>RESOLVED:</b>	<ul style="list-style-type: none"> <li>(i) That the Town Council approved the dissolution of the Parks, Open Spaces &amp; Environment Committee and its role and remit to be incorporated with the terms of reference for the Finance &amp; Policy Committee.</li> <li>(ii) That the Finance &amp; Policy Committee be renamed as the Finance, Policy and Assets Committee.</li> <li>(iii) That the terms of reference for             <ul style="list-style-type: none"> <li>(i) Community Services</li> <li>(ii) Finance, Policy and Assets</li> <li>(iii) Museum</li> <li>(iv) Planning and Development</li> <li>(v) Personnel Panel</li> </ul> </li> </ul> <p>Be received and approved (Appendix 7).</p>
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**TC2405.14 APPOINTMENT OF MEMBERS TO COMMITTEES.**

<b>RESOLVED:</b>	That the schedule of committee members be approved for 2024/25 (Appendix 8)
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**TC2405.15 PERSONNEL PANEL.**

<b>RESOLVED:</b>	That Cllrs Tweedale (as Chair of Council), Knape, Nicholl and Cllrs Matthews and Jones (reserve, in the absence of any of the aforementioned members) be appointed onto the Personnel panel.
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**TC2405.16 REPRESENTATIVES ON OTHER BODIES.**

<b>RESOLVED:</b>	That the schedule of representatives be approved (Appendix 9)
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**TC2405.17 GENERAL POWER OF COMPETENCE (GPoC).**

Members noted that Daventry Town Council had resolved to adopt the General Power of Competence in May 2021, as they had a suitably qualified Clerk and more than 66% of members were elected members.

**TC2405.18 FINANCIAL MATTERS.**

(i) Appointment for signatories to the bank mandate.

<b>RESOLVED:</b>	That the bank signatories appointed for the Council's bank accounts be: HSBC – The Chief Officer, Cllr Taylor, Tweedale, Jones, Branigan and Nicholl. Unity Trust – The Chief Officer, Cllr Arnold, Jones, Branigan, Taylor and Nicholl. Public Sector Deposit Fund – The Chief Officer, The Responsible Finance Officer, Cllr Taylor, Branigan and Nicholl.
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(ii) Approve the continuation for BACS service for the payment of staff salaries.

<b>RESOLVED:</b>	That the Town Council approves the continuation of BACS service for the payment of staff salaries.
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(iii) Approve list of payments by Direct Debit/Standing Order.

<b>RESOLVED:</b>	That approval be given to pay the following suppliers by direct debit or standing order:																																								
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Anглиan Water</td> <td style="width: 50%;">Water Supply</td> </tr> <tr> <td>Aviva</td> <td>Pension Provider</td> </tr> <tr> <td>Blizzard Communications</td> <td>SIM Contract &amp; Broadband</td> </tr> <tr> <td>British Gas</td> <td>Electricity Supply</td> </tr> <tr> <td>BT</td> <td>Telephone Line Rental Services</td> </tr> <tr> <td>CF Corporate Finance</td> <td>Lease Payments for Photocopier</td> </tr> <tr> <td>Cottons Accountants</td> <td>Staff Salaries</td> </tr> <tr> <td>Engie Power Ltd</td> <td>Electricity Supply</td> </tr> <tr> <td>HSBC</td> <td>Bank charges</td> </tr> <tr> <td>Ofcom</td> <td>Business Radio Licence Fee</td> </tr> <tr> <td>Personnel Advice &amp; Solutions</td> <td>Personnel Advice</td> </tr> <tr> <td>Public Works Loan Board</td> <td>Repayment of Loan</td> </tr> <tr> <td>Southern Electrical</td> <td>CCTV Electricity</td> </tr> <tr> <td>SSE Swalec</td> <td>Gas Supply</td> </tr> <tr> <td>Total Gas and Power</td> <td>Electricity Supply</td> </tr> <tr> <td>Viking</td> <td>Stationery</td> </tr> <tr> <td>VoiceHost Ltd</td> <td>Telephones</td> </tr> <tr> <td>West Northants Council</td> <td>Rates</td> </tr> <tr> <td>West Northants Norse</td> <td>Trade Waste Collection</td> </tr> <tr> <td>West Northants Norse</td> <td>Open Spaces</td> </tr> </table>	Anглиan Water	Water Supply	Aviva	Pension Provider	Blizzard Communications	SIM Contract & Broadband	British Gas	Electricity Supply	BT	Telephone Line Rental Services	CF Corporate Finance	Lease Payments for Photocopier	Cottons Accountants	Staff Salaries	Engie Power Ltd	Electricity Supply	HSBC	Bank charges	Ofcom	Business Radio Licence Fee	Personnel Advice & Solutions	Personnel Advice	Public Works Loan Board	Repayment of Loan	Southern Electrical	CCTV Electricity	SSE Swalec	Gas Supply	Total Gas and Power	Electricity Supply	Viking	Stationery	VoiceHost Ltd	Telephones	West Northants Council	Rates	West Northants Norse	Trade Waste Collection	West Northants Norse	Open Spaces
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(iv) Approve use of online banking transactions for receipts and payments of goods.

<b>RESOLVED:</b>	That the Town Council approves the use of online banking transactions for receipts and payments of goods.
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(v) Appointment of internal auditor through membership of NCALC.

<b>RESOLVED:</b>	That the appointment of an internal auditor, through membership of NCALC, be approved.
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(vi) Appointment of External Auditor through sector led body recommended by NCALC.

<b>RESOLVED:</b>	That the appointment of an External Auditor, through sector led body recommended by NCALC, be approved.
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**TC2405.19 SCHEDULE OF DAVENTRY TOWN COUNCIL POLICIES AND PROCEDURES.**

Members reviewed the schedule for the review of Council policies and procedures for the Town Council year 2024/25.

<b>RESOLVED:</b>	That the schedule for the review of Council policies and procedures for the Town Council year 2024/2025 be approved (Appendix 11).
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**TC2405.20 CONSULTATIONS.**

(i) Members considered the draft submission to the West Northamptonshire Council Draft Local Plan, and it was

<b>RESOLVED:</b>	That the draft submission be approved.
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(ii) Members considered a response to the West Northamptonshire Council Daventry Town Centre Master Plan 2024, and it was

<b>RESOLVED:</b>	That Chief Officer responds confirming the Town Council’s objection to the loss of green space on eastern way to residential development, but emphasise the need to work in partnership to shape the development of this land, and submit an application for Eastern Way to be designated as a Local Green Space.
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**TC2405.21 CORRESPONDENCE.**

The Chief Officer advised the receipts of a letter from the Police Fire & Crime Commissioner following their appointment to the role and confirmed that funding for safer roads was still open for applications.

**TC2405.22 DATE OF NEXT MEETING**

Date of next meeting Monday 24<sup>th</sup> June 2024.

The meeting closed at 20:23 hrs.

SIGNED..........DATED..... 24.6.24.....