

**REPORT TO:** Finance, Policy & Assets Committee - 15<sup>th</sup> July 2024

**REPORT ON:** Allotment Management

**REPORT BY:** Katie Eaton, Administration Officer

**REPORT DATE:** 15<sup>th</sup> July 2024

## Allotment Management Report

There are currently:

- 69 residents on the waiting list for Daneholme, Welton Road, Staverton and Drayton.
- 58 residents on the waiting list for the Monksmoor site, with no further news on the transfer of the site to DTC
- 11 plots have been identified for letting.

### Monksmoor allotment site

There has been no further update from the developers on the transfer of allotment land to the Town Council.

### Site Maintenance

Grass cutting of pathways has commenced and bollards have been removed to provide vehicular access.

There are several plots that require clearing as a result of non-cultivation by new allotment tenants combined with the challenges of the moist climate prior to them being able to be let.

### Pest Control

Daventry Town Council currently has a pest control contract for Drayton West, Drayton East and Welton Road allotment sites.

Following the most recent survey of the all the sites it was agreed that work would need to be carried out on a regular basis.

### Allotment Rent

Previous allotment rent increases were agreed as 20p per pole per annum for a 5-year period, please see table below.

**Allotment Income & Expenditure 2020/21 to 2024/25**

Council Year	Price Per Pole	Income Received	Total Expenditure
2020/21	£ 4.70	£5,087	£3,078
2021/22	£ 4.90	£5,532	£3,920
2022/23	£ 5.10	£5,413	£3,888
2023/24	£ 5.30	£5,330	£3,924
2024/25	£ 5.50	£5,600	£5,600

*Please note that 2024/25 are budgeted figures and not actuals*

This period of agreed annual increase concludes as of September 2025; notice of any increase is to be provided to the council's allotment tenants one year before any increase can be implemented, therefore members need to consider charges for 2025/26 onwards, so that this can be communicated on the invoices for which are scheduled to will be sent out to tenants in August 2024.

### Recommendation

**That no price increase be implemented for 2025/26, with the price per pole remaining at £5.50 per pole for the allotment year 2025/26.**

**Report to:** Finance, Policy & Assets Committee -15<sup>th</sup> July 2024  
**Report on:** Licences  
**Report by:** Operations Officer  
**Date:** 12<sup>th</sup> July 2024

The Council issue licences to various organisations/people, permitting them to deliver events and carryout maintenance works etc. On council property.

To date we have issued the following:

Date	Event	Location	Fee	Bond	Comments
29/06/2024	Middlemore Summer Fete	The Lower Vale, Middlemore	No	No	Charitable Event
29/06/2024	Armed Forces Day	New Street, paved area by DACT	No	No	Charitable Event
26/06/2024	Mobile Polling Centre	Arnull Crecent Carpark	No	No	Compulsory Occupancy 26/06/2024-08/07/2024
14/06/2024	Mobile Barclays Bank – Info Van	New Street, paved area by DACT	No	No	Community Banking
03/06/2024	Appleton’s Fun Fair	Eastern Way	Yes	Yes	Commercial event
01/06/2024	Access for Disability	The Medway	No	No	Annual Licence to Occupy
29/05/2024	Pedal Party	New Street Rec	No	No	Community event supported by DTC
11/04/2024	Daventry Motor Festival	The Hollow	No	No	Charitable Event
17/04/2024	Circus Ginnett	Eastern Way	Yes	Yes	Commercial event
28/02/2024	497(Daventry)Sq RAFC	The Hollow	*No	*No	Outside activities and training
<b>2023-2024</b>					
08/11/2023	Drayton Grange Football Club	The Headlands	*No	*No	To facilitate junior football matches and training
03/11/2023	Refurbishment of Gazebo	Gazebo, Sheaf Street	No	No	Charitable works to DTC asset
14/09/2023	MOP Fair	The Hollow	No	No	Commercial event area requested by WNC
02/09/2023	Middlemore Summer Fete	The Lower Vale, Middlemore	No	No	Charitable Event
31/08/2023	Daventry Town Football Club	The Hollow	No*	No*	To facilitate junior football matches
24/06/2023	Armed Forces Day	New Street, paved area by DACT	No	N/A	Charitable Event
23/06/2023	Pride In The Park	New Street Rec	No	No	Community event supported by DTC
05/06/2023	Appletons Fun Fair	Eastern Way	Yes	Yes	Commercial event
03/06/2023	Funtopia	The Hollow			Cancelled

**Report to:** Finance, Policy & Assets Committee -15<sup>th</sup> July 2024  
**Report on:** Licences  
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22/05/2023	Knife Drop Box	New Street, paved area by DACT	No	N/A	Knife Amnesty-sponsored by WNC and DTC
08/05/2023	Rotary "Big Clean Up"	Gazebo, Sheaf Steet	No	No	Charitable event
24/04/2023	Circus Ginnett	Eastern Way	Yes	Yes	Commercial event
<b>2022-2023</b>					
23/07/2022	Mega Bounce	Eastern Way	Yes	Yes	Commercial event
25/06/2022	Armed Forces Day	New Street Rec	No	No	Charitable event
06/06/2022	Appleton's Fun Fair	Eastern Way	Yes	Yes	Commercial event
27/05/2022	LQBTQ+ Picnic	The Hollow	No	No	Community event supported By DTC
06/05/2022	Knife Angel	New Street Rec	No	No	Community event supported By DTC
20/04/2022	Circus Ginnett	Eastern Way	Yes	Yes	Commercial event

**REPORT TO:** Finance, Policy & Asset Committee 15<sup>th</sup> July 2024

**REPORT ON:** New Play Area/Recreational Space

**REPORT BY:** Operations Officer

**REPORT DATE:** 2<sup>nd</sup> July 2024

At its meeting on 25<sup>th</sup> March 2024 Daventry Town Council resolved to use CIL monies from various developments in the town to create a themed play area in Daventry, preferably close to the Town Centre.

This report provides a comprehensive summary of the discussions held and decisions reached during the Working Group Play Area meeting on Tuesday, 25th June 2024. The primary objective of the session was to propose and refine a recommendation for the development of a new play area at a designated location, focusing on specific themes and types of play equipment. The meeting addressed several aspects necessary for the planning and implementation of the play area:

- **Accessibility:** Ensuring that the play area is accessible to all, including individuals with disabilities.
- **Parking:** Providing adequate parking facilities to accommodate visitors.
- **Viability:** Assessing the practical aspects of maintaining the play area.
- **Enhancement of Community:** Creating a community hub that promotes engagement and social interactions among local residents.
- **Topography:** Considering the physical layout and natural features of the selected site to effectively integrate natural elements.
- **Community Safety:** Include the provision of CCTV

After thorough analysis, it was agreed that 'The Hollow' was the ideal location for a new play area, due to its natural setting members agreed to pursue the following theme:

- **Theme:** Nature, adventure, and exploration, appealing to a broad audience and encouraging active engagement with the environment.
- **Main Activity:** Two challenging cycle tracks, that would be suitable for older users and the other for younger users to serve as the key feature designed to attract cycling enthusiasts and provide a safe and exciting environment for all ages.
- **Additional Equipment:** The play area could also include various other types of equipment, such as climbing structures, swings, and sensory areas. Facilities being chosen to cater to young and old, emphasising the project's focus on inclusivity and accessibility.

The next stage is to invite providers to site and advise on options, location and costs.

**In summary, the working group recommend that 'The Hollow' is the location and the theme is a natural challenging and engaging theme which aims to enhance community interaction, promote healthy living, that is accessible and enjoyable for people of all ages.**

## Council Income & Expenditure – June 2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Finance, Policy &amp; Assets</u></b>						
Income	832,746	1,713,211	880,465			48.6%
Expenditure	375,722	1,607,421	1,231,699	0	1,231,699	23.4%
Net Income over Expenditure	457,023					
plus Transfer from EMR	1,219					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	458,242					
<b><u>Community Services</u></b>						
Income	1,540	0	(1,540)			0.0%
Expenditure	35,753	95,700	59,947	0	59,947	37.4%
Net Income over Expenditure	(34,213)	(95,700)	(61,487)			
plus Transfer from EMR	20,778					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	(13,434)					
<b><u>Museum</u></b>						
Income	0	0	0			0.0%
Expenditure	961	8,090	7,129	0	7,129	11.9%
Net Income over Expenditure	(961)	(8,090)	(7,129)			
plus Transfer from EMR	230					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	(731)					
<b><u>Planning &amp; Development</u></b>						
Income	0	0	0			0.0%
Expenditure	0	2,000	2,000	0	2,000	0.0%
Net Income over Expenditure	0					
plus Transfer from EMR	0					
Movement to/(from) Gen Reserve	0					

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## Council Income & Expenditure – June 2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Community Infrastructure Levy</u></b>						
Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Net Income over Expenditure	0	0	0			
plus Transfer from EMR	0					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	0					
<hr/>						
Grand Totals:- Income	834,286	1,713,211	878,925			48.7%
Expenditure	412,436	1,713,211	1,300,775	0	1,300,775	24.1%
Net Income over Expenditure	421,850	0	(421,850)			
plus Transfer from EMR	22,227					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	444,076					

**Earmarked Reserves 2024/2025**

	Balance as at 31st March 2024	2024/2025 Budget Allocation	2024/2025 Spend	Balance
<b><u>Restricted Funds</u></b>				
Community Infrastructure Levy	£ 135,878.84	£ -	£ -	£ 135,878.84
Healthy Young Daventry Grant	£ 5,298.78	£ -	£ 40.40	£ 5,258.38
Teen Clinic Daventry Grant	£ 7,458.84	£ -	£ 253.89	£ 7,204.95
Public Works Loan	£ 6,642.00	£ -	£ -	£ 6,642.00
S106 - Allotments	£ 5,148.74	£ -	£ -	£ 5,148.74
S106 - Grounds Maint - Middlemore	£ 6,203.00	£ -	£ -	£ 6,203.00
S106 - POS - Dennetts Close	£ 15,254.04	£ -	£ -	£ 15,254.04
	<b>£ 181,884.24</b>	<b>£ -</b>	<b>£ 294.29</b>	<b>£ 181,589.95</b>
<b><u>Earmarked Reserves</u></b>				
Museum Donations	£ 2,129.41	£ -	£ 230.00	£ 1,899.41
Planning Consultant	£ 1,831.68	£ -	£ -	£ 1,831.68
Mayors Chain of Office	£ 12,987.00	£ -	£ -	£ 12,987.00
Open Spaces	£ 72,346.64	£ -	£ -	£ 72,346.64
Devolution	£ 7,466.62	£ -	£ -	£ 7,466.62
Christmas Lights Scheme	£ 27,614.10	£ -	£ 10,606.90	£ 17,007.20
Building Repairs	£ 27,200.00	£ -	£ -	£ 27,200.00
War Memorial	£ 7,296.00	£ -	£ -	£ 7,296.00
Elections	£ 8,000.00	£ -	£ -	£ 8,000.00
Cemeteries	£ 46,603.40	£ -	£ -	£ 46,603.40
Street Lighting	£ 2,000.00	£ -	£ -	£ 2,000.00
Play Equipment	£ 10,000.00	£ -	£ -	£ 10,000.00
Crime & Disorder	£ 3,656.25	£ -	£ 1,218.75	£ 2,437.50
Training	£ 1,306.00	£ -	£ -	£ 1,306.00
Youth Provision	£ 20,444.81	£ -	£ 9,876.87	£ 10,567.94
	<b>£ 250,881.91</b>	<b>£ -</b>	<b>£ 21,932.52</b>	<b>£ 228,949.39</b>
	<b>£ 432,766.15</b>	<b>£ -</b>	<b>£ 22,226.81</b>	<b>£ 410,539.34</b>

**Daventry Town Council Annual Community Infrastructure Levy Report**

**Report for the period 1st April 2024 to 31st March 2025**

A	Total CIL Income carried over from previous years	£135,878.84
B	Total CIL Income received for 2024/25	£0.00
C	Total CIL Expenditure for 2024/25 as listed below	£0.00
D	Total CIL repaid following a repayment notice	£0.00
E	<b>Total CIL Retained at year end (A+B-C-D)</b>	<b>£135,878.84</b>

**Summary of CIL Expenditure during the year 2024/25**

Item / Purpose	Amount Spent
<b>Total Spent</b>	<b>£0.00</b>



**Balance Sheet – As at 30<sup>th</sup> June 2024**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<i>Current Assets</i>		
105	VAT Control A/c	66,314
110	Prepayments	105,860
200	HSBC Current/Deposit A/c	935,221
205	Unity Trust Current/Deposit	100,386
215	Public Sector Deposit Fund	82,801
250	Petty Cash	5
<b>Total Current Assets</b>		<b>1,290,587</b>
<i>Current Liabilities</i>		
500	Creditors	112,631
510	Accruals	15,831
560	Receipts In Advance	4,612
<b>Total Current Liabilities</b>		<b>133,074</b>
<b>Net Current Assets</b>		<b>1,157,513</b>
<b>Total Assets less Current Liabilities</b>		<b>1,157,513</b>
<i>Represented by :-</i>		
300	Current Year Fund	421,850
310	General Fund	325,124
321	EMR - Healthy Young Daventry G	5,258
323	EMR - Museum Donations	1,899
324	EMR - Planning Consultant	1,832
325	EMR - Mayors Chain of Office	12,987
326	EMR - Open Spaces	72,347
327	EMR - Devolution	7,467
328	EMR - Community Infrastructure	135,879
329	EMR - Christmas Lights Scheme	17,007
330	EMR - Building Repairs	27,200
332	EMR - S106 Allotments	5,149
333	EMR - S106 Grounds Maint Middl	6,203
334	EMR - S106 POS - Dennetts Clos	15,254
335	EMR - Civic - War Memorial	7,296
336	EMR - Cemeteries	46,603
339	EMR - Elections	8,000
340	EMR - Public Works Loan	6,642
343	EMR - Street Lighting	2,000
344	EMR - Play Equipment	10,000
345	EMR - Crime & Disorder	2,438
346	EMR - Training	1,306
347	EMR - Youth Provision	10,568
348	EMR - Teen Clinic Daventry	7,205
<b>Total Equity</b>		<b>1,157,513</b>

**Note:** The bank accounts were reconciled as at 30<sup>th</sup> June 2024 and agree with the statement of balances detailed above by the Chairman of the Finance & Policy Committee, in the presence of the Chief Officer.

Submitted to the Finance & Policy Committee at its meeting on 15<sup>th</sup> July 2024 and

Approved .....

Date .....

REF	SUPPLIER	Ex VAT	VAT	TOTAL	DETAILS
240301	Anglian Water	£ 43.44	£ -	£ 43.44	Water - Staverton Rd Allotment - 03.04.2024-02.07.2024
240302	Anglian Water	£ 286.11	£ -	£ 286.11	Water - Drayton Allotments - 03.04.2024-02.07.2024
240303	Anglian Water	£ 149.78	£ -	£ 149.78	Water- Welton Road Allotment - 09.04.2024-08.07.2024
240304	Aperture	£ 27.00	£ -	£ 27.00	Window Cleaning 13/06/2024
240305	Army Benevolent Fund	£ 60.00	£ -	£ 60.00	Summer Garden Reception 21st June - Mayor and Consort
240306	Aviva	£ 3,820.95	£ -	£ 3,820.95	Pension 2024-25 June 2024
240307	Blizzard Telecom	£ 10.27	£ 2.05	£ 12.32	Mobile Phone Contract - Operations June'24
240308	Blizzard Telecom	£ 51.93	£ 10.39	£ 62.32	Broadband provision June'24
240309	Cemeteries Officer (G Cheeseman)	£ 31.50	£ -	£ 31.50	Expenses - Mileage April to June 2024
240310	CF Corporate	£ 188.84	£ 37.77	£ 226.61	Photocopier Lease Rental July to September 2024
240311	Clir K Tweedale	£ 115.21	£ -	£ 115.21	Mayoral Expenses May & June 2024
240312	Cottons	£ 75.00	£ 15.00	£ 90.00	Payroll Processing Fees Jun'24
240314	Crimesecure Ltd	£ 16,125.00	£ 3,225.00	£ 19,350.00	Monitoring of CCTV Jul-Sept'24
240315	DJR Property Services	£ 400.00	£ 80.00	£ 480.00	Annual Website Licence & Hosting 24/25
240316	DTC	£ 420.00	£ -	£ 420.00	Painting the chamber room & hallway
240317	eAutomotive	£ 27,250.00	£ -	£ 27,250.00	Salaries and NIC/NI liabilities July 2024
240318	Engie	£ 68.40	£ 13.68	£ 82.08	Trend x 13 May 2024, Cemeteries Software Backup & IT Support June
240319	Guiding Young Minds	£ 56.22	£ 2.81	£ 59.03	Trader Toilet Electricity May'24
240320	Hawk Pest Control	£ 3,830.00	£ -	£ 3,830.00	Daventry Outreach 22nd Jul 2024 to 22nd Sept 2024
240321	HSBC	£ 170.00	£ -	£ 170.00	Pest control service June '24 for DE,DW &WR
240322	land Cleaning	£ 9.50	£ -	£ 9.50	Bank Charges June'24
240323	Juice	£ 224.00	£ -	£ 224.00	Office Cleaning June 2024
240324	Kreative Bunting	£ 455.37	£ 91.07	£ 546.44	Infrastructure - Bark in the Park - Cancelled event 28th April 2024
240325	Maternity Cover	£ 552.00	£ 110.40	£ 662.40	100 x 10mtr lengths of red, white & blue UPV Bunting
240326	Microsoft	£ 920.00	£ -	£ 920.00	Communications Officer Maternity Cover June 2024
240327	Midrepro	£ 18.54	£ 3.71	£ 22.25	Credit - 1 x Exchange Kiosk Licence (Clir Email Account)
240328	Museum Officer (S Good)	£ 99.21	£ 19.84	£ 119.05	Photocopies June'24
240329	Nature Noodles Forest School	£ 36.45	£ -	£ 36.45	Expenses - Refreshments, cabinet light batteries, Stationery
240330	NCALC	£ 440.00	£ -	£ 440.00	4 x Summer Activities Sessions
240331	Normanton Screen Print	£ 294.00	£ 58.80	£ 352.80	Lunchtime Lowdown-KE,SF&Clir Nicholl, Cemetery Management & Compliance
240332	Northamptonshire Mind	£ 124.35	£ 24.87	£ 149.22	Neighbourhood Watch Signs - Grant Award
240333	Ofcom	£ 50.00	£ -	£ 50.00	Teen Clinic use of building 03/06/2024
240334	Personnel Solutions	£ 200.00	£ -	£ 200.00	Daventry Police Station radio licence fee
240335	Positive Lighting	£ 100.00	£ 20.00	£ 120.00	HR Consultancy Fees Jun'24
240336	Projects Officer (C Gardner-Pett)	£ 13,606.90	£ 2,721.38	£ 16,328.28	Christmas Lights Scheme 2024 - Repairs and Renewals
240337	Rapido	£ 72.09	£ -	£ 72.09	Expenses - Teen Clinic Pride - Sports Biscuits Summer Games
240338	Raunds Town Council	£ 1,008.00	£ 201.60	£ 1,209.60	20,000 museum leaflets
240339	Responsible Finance Officer (S Fox)	£ 60.00	£ -	£ 60.00	Charity Steak Night - 25th July - Mayor & Consort
240340	Solopress	£ 12.45	£ -	£ 12.45	Expenses - Refreshments & Batteries
240341	Southern Electric	£ 60.62	£ 12.12	£ 72.74	Teen Clinic T-shirts x5
240342	Southern Electric	£ 199.50	£ 8.24	£ 207.74	CCTV Electricity May'24
240343	Teen Clinic Resource	£ 200.28	£ 11.56	£ 211.84	Street Lighting Electricity May'24
240344	The British Museum Great Court	£ 180.00	£ -	£ 180.00	Attendance to assist with Teen Clinic stand at Daventry Pride Event
240345	Tony Macaroni	£ 230.00	£ -	£ 230.00	Early Medieval Silver Hooked Tag
240346	Total Gas & Power	£ 180.00	£ -	£ 180.00	Balloon Modelling - Bark in the Park
240347	Total Gas & Power	£ 413.98	£ 20.71	£ 434.69	New Street Elec May'24
		£ 62.22	£ 3.11	£ 65.33	Feeder Pillar(Market) Elec May'24

240348 Total Gas & Power	£	226.82	£	11.34	£	238.16	Summer Haze Elec May'24
240349 Total Gas & Power	£	17.52	£	0.87	£	18.39	Gazebo Elec May'24
240350 Total Gas & Power	£	701.32	£	35.08	£	736.40	New Street - Gas April to June 2024
240351 Total Gas & Power	£	288.06	£	57.61	£	345.67	New Street - Electricity June 2024
240352 Total Gas & Power	£	129.79	£	6.49	£	136.28	Summer Haze - Electricity June 2024
240353 Total Gas & Power	£	39.31	£	1.97	£	41.28	Feeder Pillar(Market) Elec June'24
240354 Total Gas & Power	£	16.25	£	0.81	£	17.06	Gazebo Elec June'24
240355 Unity Trust	£	18.00	£	-	£	18.00	Bank Charges April to June'24
240356 Vitality	£	276.89	£	-	£	276.89	Employee Health Insurance 07/06/2024 to 06/07/2024
240357 VoiceHost	£	23.12	£	4.62	£	27.74	VOIP Calls and Charges June'24
240358 West Northants Norse	£	25.19	£	5.04	£	30.23	Trade Waste Collection June'24
240359 West Northants Norse	£	66,657.44	£	13,331.49	£	79,988.93	Open Spaces Contract July'24
240360 West Northants Norse	-£	660.01	-£	132.00	-£	792.01	Open Spaces Contract April'24 Credit
240361 West Northants Norse	£	1,060.00	£	212.00	£	1,272.00	Maintenance of hanging baskets & troughs Jun'24
240362 Wicksteed	£	623.08	£	124.62	£	747.70	Play Equipment Repairs - Alloy spring - Rocker for Fishponds
<b>Total Invoices</b>	<b>£</b>	<b>142,394.81</b>	<b>£</b>	<b>20,346.63</b>	<b>£</b>	<b>162,741.44</b>	

**Invoices Paid via DTC Card**

240363 JW Plant	£	59.70	£	11.94	£	71.64	Replacement St George Flag
240364 Homebase	£	15.00	£	-	£	15.00	Pebbles - TCD Pride & OpU
240365 Amazon	£	58.98	£	11.82	£	70.80	Crafting Items - TCD Pride & OpU & Summer Activities/Games
240366 Amazon	£	6.99	£	1.40	£	8.39	Wooden Tassel Maker - Summer Activities
240367 Canva	£	99.99	£	-	£	99.99	Canva Pro Subscription 24/25
240368 Trainline	£	56.88	£	-	£	56.88	Train Tickets - SF/TN/KT
240369 Buckyby Station	£	6.00	£	-	£	6.00	Car Parking
240370 Taxi	£	8.60	£	-	£	8.60	Taxi From Train Station to Thomas Fattorini
<b>Total Card Payments</b>	<b>£</b>	<b>312.14</b>	<b>£</b>	<b>25.16</b>	<b>£</b>	<b>337.30</b>	

Approved.....

Date.....

## **DTC Responsible Finance Officer**

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**From:** Middlemore <info@middlemore.co>  
**Sent:** 05 July 2024 17:44  
**To:** DTC Responsible Finance Officer  
**Subject:** Middlemore Summer Fete

Dear Town Councillors,

On behalf of the committee of Middlemore Residents Association and the residents of Middlemore we just wanted to extend a heartfelt Thank You for supporting our Summer Fete again this year.

Not only did the community grant enable Middlemore community to get together; the added bonus was that we had incredible support from so local businesses and raised the grand donation of £514.57 for our chosen charity Harry's pals.

If you would like to find out more please visit <https://middlemore.co/2024/07/middlemore-summer-fete-raises-s/>

Thank you once again for your support

**from all the committee**

**Middlemore Residents Association**

