

**REPORT TO:** Town Council – 16<sup>th</sup> December 2024  
**REPORT ON:** Recommendations from Committees  
**REPORT BY:** Responsible Finance Officer  
**REPORT DATE:** 13<sup>th</sup> December 2024

**Planning & Development Committee – 4<sup>th</sup> December 2024**

No recommendations.

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**Finance, Policy & Assets Committee – 9<sup>th</sup> December 2024**

**FP2412.5 POLICIES.**

<b>RECOMMENDED</b>	(i) Co-Option of Town Councillors, as amended be approved. (ii) Audio Recording of Meetings, be approved. (iii) Data Protection, be approved. (iv) Market Terms & Conditions, be approved.
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**FP2412.8 COUNCIL BUDGET AND PRECEPT 2025/2026.**

Note: Agenda item FP2412.8 is to be discussed within the main Agenda item TC2413.7

<b>RECOMMENDED</b>	That the budget of £1,827,977 for the financial year 2025/2026 be approved. That the precept of £1,643,344 for the financial year 2025/2026 be approved.
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**FP2412.9 EARMARKED RESERVES 2025/2026.**

Note: Agenda item FP2412.9 is to be discussed within the main Agenda item TC2413.8

<b>RECOMMENDED</b>	That the earmarked reserves of £646.814 for the financial year 2025/2026 be approved.
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DAVENTRY TOWN COUNCIL - BUDGET MONITORING REPORT 2024/2025									
SUMMARY TOTALS									
Budget Heading	Budgets			Actuals		Estimated Outturn % E	Year End Projected Under/(over)	Notes	
	Original Budget	Virements	Transfer (to)/from reserves	Revised Budget	Actuals				
<b>Finance &amp; Policy Committee</b>									
General Administration	471,484	0	843	472,327	344,367	119,707	98%	464,901	7,426
Elections	4,000	0	(4,000)	0	0	0	#DIV/0!	0	0
Civic Expenses	8,200	0	10,378	18,578	14,560	0	88%	16,373	2,205
Premises	63,985	0	(5,000)	58,985	30,300	22,929	96%	56,827	2,158
Market	3,745	0	0	3,745	2,342	232	86%	3,229	516
Welton Road Cemetery	788	0	0	788	(19,285)	10,116	-1037%	(8,168)	8,956
Holy Cross Church Cemetery	9,202	0	0	9,202	6,389	2,130	93%	8,519	683
Public Open Spaces	804,142	0	1,680	805,822	559,565	193,159	93%	746,780	59,042
Street Furniture	5,000	0	0	5,000	33	0	100%	5,000	0
Street Lighting	5,250	0	0	5,250	2,383	1,435	92%	4,820	430
Grants & Donations	10,000	0	0	10,000	5,771	1,000	100%	10,000	0
CCTV	70,500	0	0	70,500	54,168	20,295	106%	74,463	(3,963)
Section 17 Crime & Disorder	47,281	0	3,656	50,937	13,986	1,300	30%	15,286	35,651
Social Capital	10,000	0	0	10,000	10,000	0	100%	10,000	0
Allotments	0	0	0	0	(727)	1,194	#DIV/0!	473	(473)
<b>Sub-Total Finance &amp; Policy Committee</b>	<b>1,513,577</b>	<b>0</b>	<b>7,557</b>	<b>1,521,134</b>	<b>1,023,852</b>	<b>373,497</b>		<b>1,408,503</b>	<b>112,631</b>
<b>Community Services Committee</b>									
External Communications	7,100	0	40	7,140	2,796	730	104%	7,447	(307)
Community Transport	7,500	0	0	7,500	7,500	0	100%	7,500	0
Children & Young People	0	0	14,258	19,258	16,658	0	100%	19,178	80
Events	44,200	0	0	44,200	36,254	350	91%	40,103	4,097
Town Enhancements	31,900	0	17,829	49,729	46,891	2,090	100%	49,808	(79)
<b>Sub Total Community Services Committee</b>	<b>92,875</b>	<b>0</b>	<b>32,127</b>	<b>92,875</b>	<b>110,099</b>	<b>3,170</b>		<b>124,036</b>	<b>3,791</b>
<b>Museum Committee</b>									
Museum	8,090	0	140	8,230	3,388	2,551	88%	7,235	995
<b>Sub-Total Museum Committee</b>	<b>8,090</b>	<b>0</b>	<b>140</b>	<b>8,230</b>	<b>3,388</b>	<b>2,551</b>		<b>7,235</b>	<b>995</b>
<b>Planning &amp; Development Committee</b>									
Consultation	2,000	0	(2,000)	0	0	0	0%	0	0
<b>Sub Total Planning &amp; Development Committee</b>	<b>2,000</b>	<b>0</b>	<b>(2,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Other</b>									
Bank Interest	(4,500)	0	0	(4,500)	(3,587)	(2,040)	125%	(5,627)	1,127
Precept	(1,614,861)	0	0	(1,614,861)	(1,614,861)	0	100%	(1,614,861)	0
CLL Income	0	0	(128,593)	(128,593)	(128,593)	0	0	(128,593)	0
S106 Income	0	0	0	0	0	0	0	0	0
Contribution to EMR	0	0	0	0	0	0	0	99,700	(99,700)
<b>Sub-Total Other</b>	<b>(1,619,361)</b>	<b>0</b>	<b>(128,593)</b>	<b>(1,747,954)</b>	<b>(1,747,041)</b>	<b>(2,040)</b>		<b>(1,943,951)</b>	<b>(196,798)</b>
<b>Total Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(90,789)</b>	<b>0</b>	<b>(609,702)</b>	<b>377,178</b>		<b>(196,957)</b>	<b>18,844</b>

Underspend of £2.2K to be moved to EMR War Memorial

Underspend of £3.8K for Ground Maintenance to moved to EMR

Underspend of £6K for Ground Maintenance to moved to EMR

Underspend of £57.5K for Ground Maintenance to moved to EMR

Underspend of £35.6K for Ground Maintenance to moved to EMR

Moved to EMR on receipt

Projected underspend to be moved to EMR

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## **BACKGROUND**

Each Committee has reviewed their services, ambitions, operational needs and duties to support the community for 2025/26 and beyond, with the Finance and Policy Committee having reviewed and considered each of the budgets put forward by each committee.

The Finance and Policy Committee makes the following recommendations based on a review of each budget line, identifying the major increases and reductions that influence the final precept proposal:

## **BUDGET ANALYSIS**

### **Income**

The allotments, retail radio scheme and Welton Road Cemetery are the only income generating services provided by the Council.

The budget for CCTV contribution has been decreased by £1.6K, the challenges faced by retailers during the cost-of-living crisis has resulted in a decrease of the number of retailers subscribed to the business together retail scheme.

The price per pole for allotments has increased for 2025/26, the overall impact is a minimal increase in the income for this facility.

Due to there being no increases to the burial fees for Welton Road Cemetery the budgeted income remains the same.

Based on the current level of interest rates, it is anticipated that the return on the council's reserves will increase, the budgeted income has been increased by £1K to reflect this.

An anticipated contribution of £25K, currently under negotiation with West Northamptonshire Highways, which provides for the cyclic highway maintenance, which forms part of the responsibilities within the environmental and landscaping services.

It is predicted that the outside event organisations (e.g. circus) will continue to request to use land currently under the management and maintenance of the council which will provide an anticipated income of £1.2K.

### **Expenditure**

#### ***Finance & Policy***

The Finance and Policy Committee are proposing:

- an overall increase in wages and salaries of £27.9k (6.52%). The personnel panel having received a report from the Chief Officer on a review of all employee's job descriptions and satisfactory performance (via appraisals) together with the changes in employer national insurance contributions effective from April 2025 and a predicted pay offer of 5% being agreed by NJC and the Unions for the financial year 2025/26, proposed a budget of £456,861.00, with any shortfall for 2025/26 to be funded via the general

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reserves, and the total amount of any shortfall to be considered for inclusion in the precept in the financial year 2026/27. This proposal was approved by council at its meeting held on 25<sup>th</sup> November 2024.

- a reduction of £0.5K for postage for 2025/2026
- an increase of £0.6K for subscriptions, due to an anticipated increase in annual charges.
- an increase of £2K for Legal and Professional Fees, for the appointment of a consultant to provide professional advice, products and services in relation to Employment Law, HR and Health and Safety.
- an increase of £10K for Office & IT Infrastructure, during 2025 the council will need to replace 5 office computers and upgrade the presentation system used for meetings.
- an increase of £0.6K for IT Support required to setup the new computers to be purchased in 2025.
- an increase of £1.1K for Training costs, this will ensure that following the May 2025 local elections, all newly elected councillors will be able to complete the Northants CALC, Councillor Development Framework Foundation Course.
- an increase of £0.3K for insurance costs, due to anticipated increase in annual charges for 2025/2026.
- a reduction of £0.3K for Civic Expenditure for 2025/2026.
- a reduction of £1.1K for business rates for 2025/2026.
- a reduction of £0.8K for premises utilities, due to anticipated savings in the annual charges for 2025/2026.
- an increase of £1.5K for cleaning, due to increased rates for the ongoing cleaning contract.
- a decrease of £0.5K for the market electricity costs, due to anticipated savings in the annual charges for 2025/26.
- the removal of £45,9K from the budget for PCSO Sponsorship, this service ceased in 2024, unspent monies for 2024/2025 are to be earmarked (please see appendix A) for use in 2025/2026.
- an increase of £4,2K for the continuation of the retail crime initiative scheme for 2025/2026, which was introduced in September 2023 to combat and prevent shoplifting in Daventry Town. Unspent monies within the Sponsored PCSO budget were to be used to fund the service in 2023/2024, and also part fund the service for 2024/2025 (please see appendix A), with the shortfall of £1.3K being included within the 2024/2025 budget.
- Continued support for Daventry and District Citizen's Advice by awarding grant of £10,000 for financial year 25/26.

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- an increase of £10.6K for the management and maintenance of the environmental and landscaping services, which include Welton Road Cemetery and the Holy Cross Churchyard. The annual uplift for 2025/2026, is estimated to be an increase of 4.15%, based on three indexation elements, see summary below:
  - **fuel cost** - indexation confirmed and agreed -9.46%
  - **all other costs** – Estimated indexation 2.3% (based on October 2024 CPI). To be confirmed on the release of the November CPI, to be published on 18<sup>th</sup> December 2024. The current forecasts suggest the CPI has moved to upwards of 2.7% for November.
  - **employee costs** – NJC pay award for 2025/2026 to be confirmed. Discussions to agree the estimated indexation are ongoing. Norse are currently estimating a 7% increase for the NJC uplift element of the contract, whilst DTC are estimating a 5% increase. The changes to employer national insurance contributions which will come into effect in April 2025, will result in a further increase to the employee costs for 2025/2026, the final calculation is to be completed, once the NJC % uplift estimate for 2025/2026 has been agreed by both parties.
- an increase of £0.3K for Welton Road Cemetery waters costs, due to anticipated increase in costs for 2025/2026.
- a decrease of £0.7k for Welton Road Cemetery electricity costs, due to anticipated savings in the annual charges for 2025/2026.
- the inclusion of a budget of £15K to be earmarked for future play equipment provision (please see appendix A)

### **Community Services**

Finance and Policy Committee have reviewed and recommend the following proposals from the Community Services Committee:

- a decrease of £0.2K to the external communication's budget line, due to cost savings.
- Continued support of the community transport service by awarding funding £7.5K for 2025/2026.
- The removal of the of £5k for Youth Provision, the council used unspent monies from 2022/2023 to provide funding for the provision of a youth hub and youth outreach programme in 2023/2024 and 2024/2025 (please see Appendix A), the unspent monies during 2024/2025 did not provide the full level of funding required for the service to continue in 2024/2025, so a budget of £5K was included to fund the anticipated shortfall. It is proposed that unspent monies during 2024/2025 for the sponsored PCSO (please see Appendix A) be used to provide the full level of funding needed to continue the provision of the youth hub and youth outreach programme in 2025/2026.
- the inclusion of £0.6K to provide continued support to the Teen Clinic Daventry.
- an increase of £2.6K to the events budget. The Committee propose an increase in the specialist market budget by £1K, which will provide sufficient funds for the council to provide three family friendly themed markets for 2025. The committee proposed an

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increase of £1.1K for the Heritage Buses to return and be part of the councils Heritage Open Days programme for 2025. The Committee proposed the inclusion of £0.5K to support the Pride Party in the Park event for 2025.

- an increase of £5.5K to the Town Enhancements budget. The Committee proposes the reduction of £1.5K for the Christmas Tree for 2025/2026, this will provide sufficient funds for the council to provide a tree for the town centre for 2025. The Committee propose the introduction of a £5K budget to be earmarked (please see Appendix A) for future replacements/enhancements to the councils Christmas lights scheme, the council utilised earmarked reserves (please see Appendix A) during 2024 to carry out repairs and enhancements to the current scheme.

### ***Museum Committee***

Finance and Policy Committee have reviewed and recommend the following proposals from the Museum Committee:

- an increase of £2.4K for the museum to carry out a project to refresh the wall of faces with a new Timeline of Daventry display.

### ***Planning & Development***

Finance and Policy Committee have reviewed and recommend the following proposals from the Planning & Development Committee:

- that a £0 budget should be included for 2025/26, as monies that have been earmarked will provide a sufficient level of fund for the appointment of professional advice as required.

### **Earmarked Reserves**

Finance and Policy Committee have reviewed the proposals from all committees in relation to earmarking funds for future projects. Please refer to appendix A for a full report.




## **RECOMMENDED**

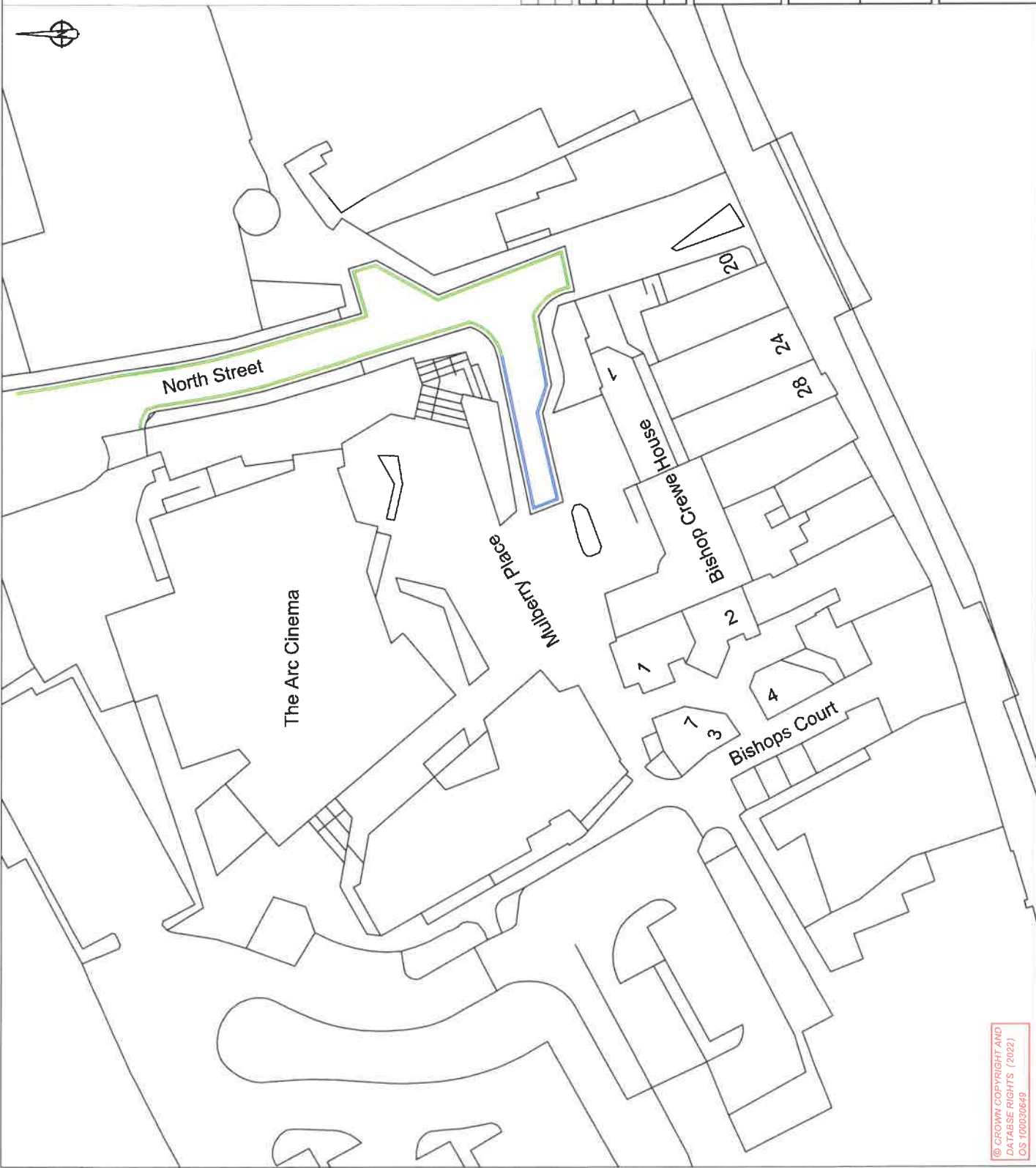
**On reviewing the budget proposals submitted by each Committee and having due regard to the Council's duties and the needs of the community the Council budget of £1,827,977 be approved and a precept of £1,643,344 be approved, as an increase of £2.76 per year (5.3 pence per week) on a band D property (1.53%).**

*\*The council tax base figure reflects the actual amounts paid by residents and takes account of those who are eligible for discounts via local support schemes. The tax base figure is calculated by the principal authority (West Northamptonshire Council) and is expressed in terms of Band D properties.*

## Appendix A - Daventry Town Council - Earmarked Reserves

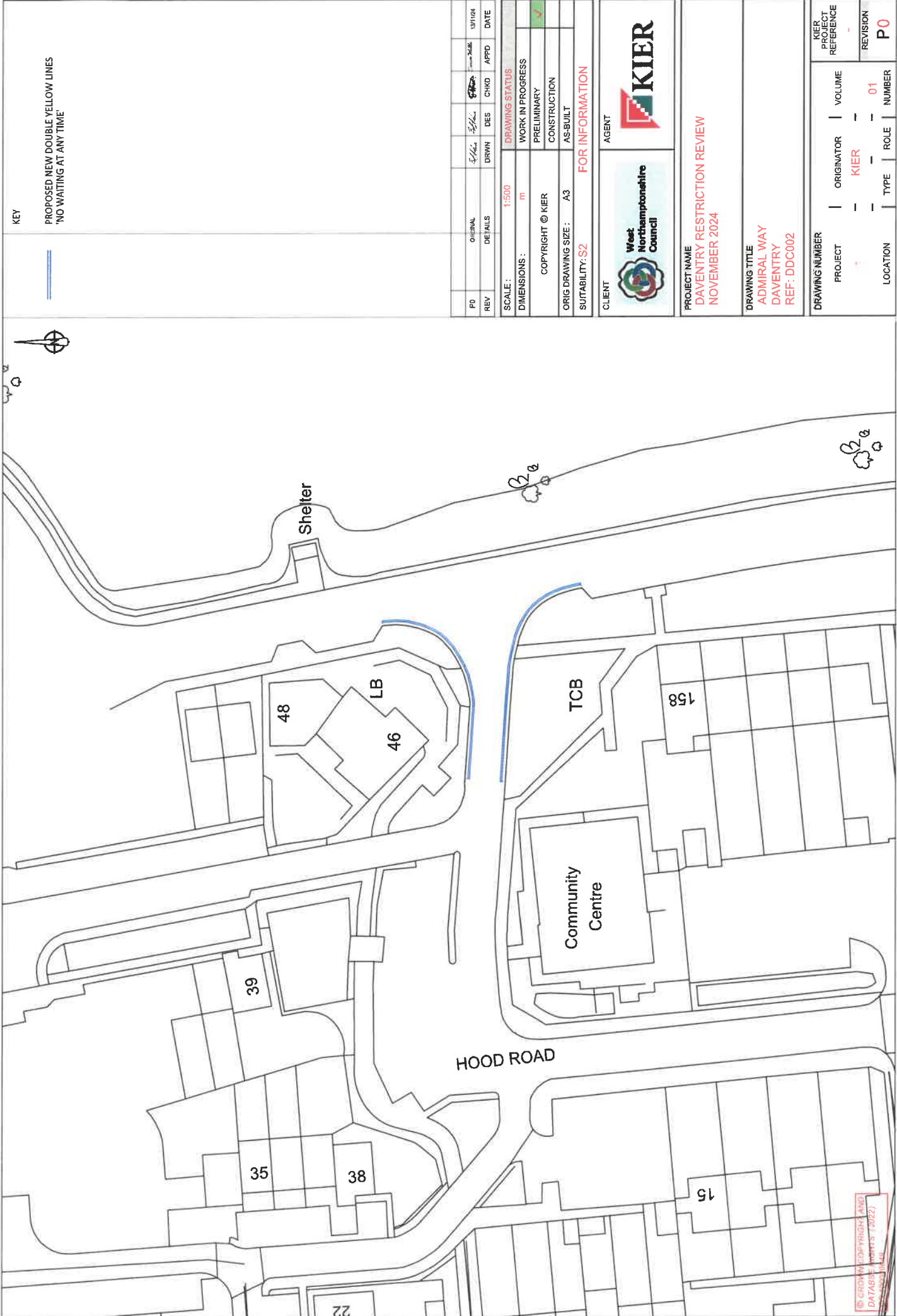
Detail	Balance as at 31st March 2024	2024/2025 Budget Allocation	Spend 2024/2025	Balance as at 13th December 2024	2024/2025 Proposed release	2024/2025 Proposed Additions (under utilised allocation)	2025/2026 Proposed Additions to Budget Allocation	2025/2026 Proposed Earmarked Reserves
Community Infrastructure Levy	£ 135,878.84	£ 128,592.84		£ 264,471.68		£ -	£ -	£ 264,471.68
Healthy Young Daventry Grant	£ 5,298.78		£ 40.40	£ 5,258.38		£ -	£ -	£ 5,258.38
Teen Clinic Daventry Grant	£ 7,458.84	£ 2,324.08	£ 1,240.57	£ 8,542.35	£ 200.00	£ -	£ -	£ 8,342.35
PWLB Loan	£ 6,642.00			£ 6,642.00	£ -	£ -	£ -	£ 6,642.00
S106 - Allotments	£ 5,148.74			£ 5,148.74	£ -	£ -	£ -	£ 5,148.74
S106 - Middlemore Grounds Maint	£ 6,203.00			£ 6,203.00	£ -	£ -	£ -	£ 6,203.00
S106 - POS - Dennets Close	£ 15,254.04			£ 15,254.04	£ -	£ -	£ -	£ 15,254.04
<b>Sub Total Restricted Earmarked Reserves Balance</b>	<b>£ 181,884.24</b>	<b>£ 130,916.92</b>	<b>£ 1,280.97</b>	<b>£ 311,520.19</b>	<b>£ 200.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 311,320.19</b>
Museum Donations	£ 2,129.41	£ 90.00	£ 230.00	£ 1,989.41	£ -	£ -	£ -	£ 1,989.41
Planning Consultant	£ 1,831.68	£ 2,000.00	£ -	£ 3,831.68	£ -	£ -	£ -	£ 3,831.68
Mayors Chain of Office	£ 12,987.00	£ -	£ 10,378.37	£ 2,608.63	£ -	£ -	£ -	£ 2,608.63
Open Spaces	£ 72,346.64	£ -	£ 1,680.00	£ 70,666.64	£ -	£ 57,500.00	£ -	£ 128,166.64
Devolution	£ 7,466.62	£ -	£ 558.60	£ 6,908.02	£ -	£ -	£ -	£ 6,908.02
Christmas Lights	£ 27,614.10	£ -	£ 17,828.98	£ 9,785.12	£ -	£ -	£ 5,000.00	£ 14,785.12
Building Repairs	£ 27,200.00	£ 5,000.00	£ -	£ 32,200.00	£ -	£ -	£ 5,000.00	£ 37,200.00
Civic - War Memorial	£ 7,296.00	£ -	£ -	£ 7,296.00	£ -	£ 2,200.00	£ -	£ 9,496.00
Elections	£ 8,000.00	£ 4,000.00	£ -	£ 12,000.00	£ -	£ -	£ 4,000.00	£ 16,000.00
Cemeteries	£ 46,603.40		£ -	£ 46,603.40	£ -	£ 4,400.00	£ -	£ 51,003.40
Street Lighting	£ 2,000.00	£ -	£ -	£ 2,000.00	£ -	£ -	£ -	£ 2,000.00
Play Equipment Renewals	£ 10,000.00	£ -	£ -	£ 10,000.00	£ -	£ -	£ 15,000.00	£ 25,000.00
Crime & Disorder	£ 3,656.25	£ -	£ 3,656.25	£ -	£ -	£ -	£ -	£ -
Training	£ 1,306.00	£ -	£ 284.00	£ 1,022.00	£ 168.00	£ -	£ -	£ 854.00
Health & Wellbeing - renames from Youth Provision	£ 20,444.81		£ 15,320.62	£ 5,124.19	£ 5,124.19	£ 35,651.00	£ -	£ 35,651.00
<b>Sub Total General Earmarked Reserve Balance</b>	<b>£ 250,881.91</b>	<b>£ 11,090.00</b>	<b>£ 49,936.82</b>	<b>£ 212,035.09</b>	<b>£ 5,292.19</b>	<b>£ 99,751.00</b>	<b>£ 29,000.00</b>	<b>£ 335,493.90</b>
<b>Total Earmarked Reserve Balance</b>	<b>£ 432,766.15</b>	<b>£ 142,006.92</b>	<b>£ 51,217.79</b>	<b>£ 523,555.28</b>	<b>£ 5,492.19</b>	<b>£ 99,751.00</b>	<b>£ 29,000.00</b>	<b>£ 646,814.09</b>

KEY		PROPOSED NEW DOUBLE YELLOW LINES 'NO WAITING AT ANY TIME'		EXISTING DOUBLE YELLOW LINES			
							
PO	ORIGINAL	DRWN	DES	CHKD	APPD	DATE	
REV	DETAILS						
SCALE: 1:500		DRAWING STATUS		AGENT		KIER	
DIMENSIONS: m		WORK IN PROGRESS		West Northamptonshire Council		PROJECT NAME	
COPYRIGHT © KIER		PRELIMINARY		Northamptonshire Council		NORTH STREET RESTRICTION REVIEW	
ORIG DRAWING SIZE: A3		CONSTRUCTION		KIER		NOVEMBER 2024	
SUITABILITY: S2		AS-BUILT		FOR INFORMATION		DRAWING TITLE	
CLIENT		AGENT		KIER		NORTH STREET	
West Northamptonshire Council		KIER		KIER		DAVENTRY	
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KEY	PROPOSED NEW DOUBLE YELLOW LINES 'NO WAITING AT ANY TIME'	
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REV	DETAILS	
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ORIG DRAWING SIZE: A3	PRELIMINARY	
SUITABILITY: S2	CONSTRUCTION	
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West Northamptonshire Council	KIER	
PROJECT NAME		
DAVENTRY RESTRICTION REVIEW		
NOVEMBER 2024		
DRAWING TITLE		
ADMIRAL WAY		
DAVENTRY		
REF: DDC002		
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**WEST NORTHAMPTONSHIRE COUNCIL**

**HIGHWAYS ACT 1980 — SECTIONS 65 AND 66**

**SHARED USE CYCLEWAY / FOOTWAY**

**AND**

**ROAD TRAFFIC REGULATION ACT 1984 – SECTION 23**

**PROVISION OF TOUCAN CROSSING**

**STAVERTON ROAD & YEOMANRY WAY, DAVENTRY**

**NOTICE IS HEREBY GIVEN** that West Northamptonshire Council, in exercise of the powers conferred by Sections 65 and 66 of the Highways Act 1980 proposes to install a shared use cycleway / footway in the section of the road as specified in Schedule 1 to this Notice and in exercise of its powers conferred by Section 23 of the Road Traffic Regulation Act 1984, provide a zebra crossing in the section/s of road as specified in Schedule 2 to this Notice.

Details of the proposals may be inspected on the Council's website at [www.westnorthants.gov.uk](http://www.westnorthants.gov.uk) and at Kier Highways, Brixworth Depot, Old Harborough Road, Brixworth, Northants, NN6 9BX at a time and date specified by appointment only by calling 01604 529700.

Any persons wishing to make any comments regarding these proposals should send them in writing by 19<sup>th</sup> December 2024 to The Traffic Orders Section, Kier Highways, Brixworth Depot, Old Harborough Road, Brixworth, NN6 9BX or by email to [WNCParkingenquiries@kier.co.uk](mailto:WNCParkingenquiries@kier.co.uk)

Dated this 28<sup>th</sup> day of November 2024

**SARAH HALL Director of Governance and Monitoring Officer (Interim)**

**N/378**

**Schedule 1**

**shared use cycleway / footway**

<b><u>Item</u></b>	<b><u>Road Name / Place</u></b>	<b><u>Description</u></b>
1.	Staverton Road, Yeomanry Way	Approximately 166 metres of new shared use cycleway on Staverton Road southeast side leading into Yeomanry Way southwest side to accommodate the crossing point on Yeomanry Way leading to the northeast side back into Staverton Road southeast side and then northwest side.

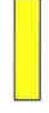
**Schedule 2**

**Toucan Crossing**

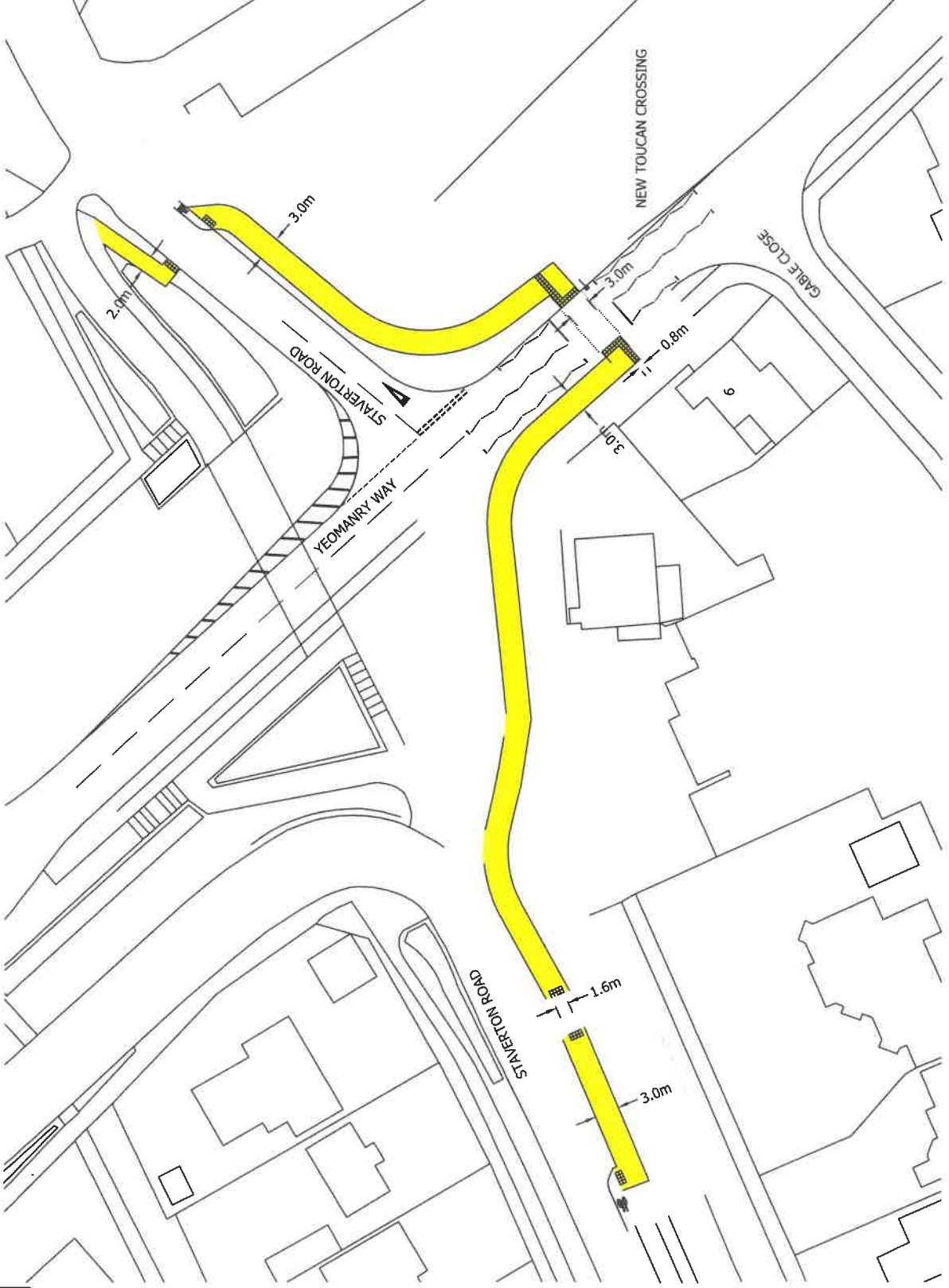
<b><u>Item</u></b>	<b><u>Road Name / Place</u></b>	<b><u>Description</u></b>
1.	Yeomanry Way	New toucan crossing approximately 176 metres in length between its northeastern junction of Staverton Road and its junction with Gable Close.

1. DO NOT SCALE FROM THIS DRAWING. IF IN DOUBT CONTACT TRAVIS BAKER LIMITED.
2. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE NOTED.
3. THIS DRAWING IS TO BE USED IN CONJUNCTION WITH ALL OTHER RELEVANT DRAWINGS RELATING TO THIS PROJECT.
4. ALL DIMENSIONS SHOULD BE CHECKED ON SITE PRIOR TO CONSTRUCTION. ANY DISCREPANCIES SHOULD BE IMMEDIATELY REPORTED TO TRAVIS BAKER LIMITED.
5. THE DRAWING IS TO BE USED TO CONSTRUCT THE FOOTWAY. THE CONTRACTOR SHALL VERIFY THE EXISTING CONDITIONS AND REPORT ANY DISCREPANCIES TO TRAVIS BAKER LIMITED PRIOR TO CONSTRUCTION.
6. THIS DRAWING HAS BEEN PREPARED FOR THE EXCLUSIVE USE OF THE COMMISSIONING PARTY AND UNLESS AGREED IN WRITING BY TRAVIS BAKER LIMITED NO OTHER PARTY SHALL BE PERMITTED TO REPRODUCE OR TRANSMIT THIS DRAWING IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF TRAVIS BAKER LIMITED.
7. THIS DRAWING MAY INCLUDE DATA PROVIDED BY THIRD PARTIES. NO LIABILITY IS ACCEPTED BY TRAVIS BAKER LIMITED AS TO THE ACCURACY OR COMPLETENESS OF SUCH DATA.
8. THIS DRAWING SHALL NOT BE REPRODUCED IN ANY WAY WITHOUT THE WRITTEN PERMISSION OF TRAVIS BAKER LIMITED.

**KEY**



**EXTENTS OF FOOTWAY  
CONSTRUCTION**



REV	DESCRIPTION	DATE	BY	AUTH

Travis Baker  
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 0121 208 8047  
 info@travisbaker.co.uk  
 www.travisbaker.co.uk

**CLIENT**  
**CREST NICHOLSON**  
**SPITFIRE HOMES**

**PROJECT**  
**MALABAR**  
**DAVENTRY**

**TITLE**  
**NEW TOUCAN CROSSING - TRO**  
**PLAN**

DESIGN	AUTHORIZED	SCALE	DATE
WB	AG	1:250@A3	23.05.24

PROJECT NO.	21227	DRAWING NO.	5278-6007
REV	-		

**STATUS:**  
**PRELIMINARY**

**Report to:** Town Council – 16<sup>th</sup> December 2024  
**Report on:** Recruitment of Chief Officer  
**Report by:** Personnel Panel  
**Date:** 13 December 2024

The Personnel Panel confirms that following the decision<sup>1</sup> to recruit for a Chief Officer within the LC4 Substantive band (SCP 50-54 £62,377-70,065), at the Town Council meeting held on 25<sup>th</sup> November 2024, the following actions have been taken:

Advertisements have been placed in the following sectors:

- Daventry Town Council website and social media
- NCALC
- NALC
- SLCC
- LinkedIn
- Indeed

The Chief Officer will be involved in the process up to and including the shortlisting.

A copy of the job application pack is attached.

The deadline for applications is 12<sup>th</sup> January 2025.

Shortlisting will take place on 14<sup>th</sup> January 2025.

Interviews will take place on 25<sup>th</sup> January 2025.

Appointment to be made on 25<sup>th</sup> January 2025.

The Personnel Panel have appointed Cllrs Matthews, Knape and Tweedale to the interview panel, with Danny Moody, Principal NCALC observing and advising.

**Recommendation: Town Council to confirm delegation of authority to the Personnel Panel to appoint a Chief Officer to Daventry Town Council.**

Chief Officer Application Pack

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<sup>1</sup> **LC4 – Substantive – Chief Officer**

All the above plus lead and advise the Council on policies and initiatives that meet the identified needs of the community. Produce all the information required for making effective decisions and implement council services and activities constructively. Strong management skills and able to bring team with them and develop their skills. Work with partner organisations, focusing on the development of the town and community wellbeing. CiLCA qualification. Evidence of CPD and/or Degree level qualification



DAVENTRY TOWN COUNCIL

SCHEDULE OF MEETINGS OF 2025/26

2025	TOWN COUNCIL 18:30	FINANCE & POLICY 18:30	PLANNING & DEVELOPMENT 18:30	MUSEUM 18:30	COMMUNITY SERVICES 18:30	ANNUAL TOWN ASSEMBLY 19:00
JANUARY	27	13	8 & 29			
FEBRUARY	24	10	19		3	
MARCH	31	10	12			17
APRIL	28	21	2 & 23	14		
MAY	12	19	28			
JUNE	29	9	18		2	
JULY	28	14	9 & 30			
AUGUST	25	11	20			
SEPTEMBER	29	8	10		1	
OCTOBER	27	13	1 & 22	20		
NOVEMBER	24	10	12			
DECEMBER	22	8	3			

MEETINGS ARE NORMALLY HELD AT 3 NEW STREET, DAVENTRY, NN11 4BT  
 CHECK WEBSITE OR CONTACT OFFICE FOR NOTICE AND AGENDA DETAILS, NEARER THE DATE  
[www.daventrytowncouncil.gov.uk](http://www.daventrytowncouncil.gov.uk) / 01327 301246