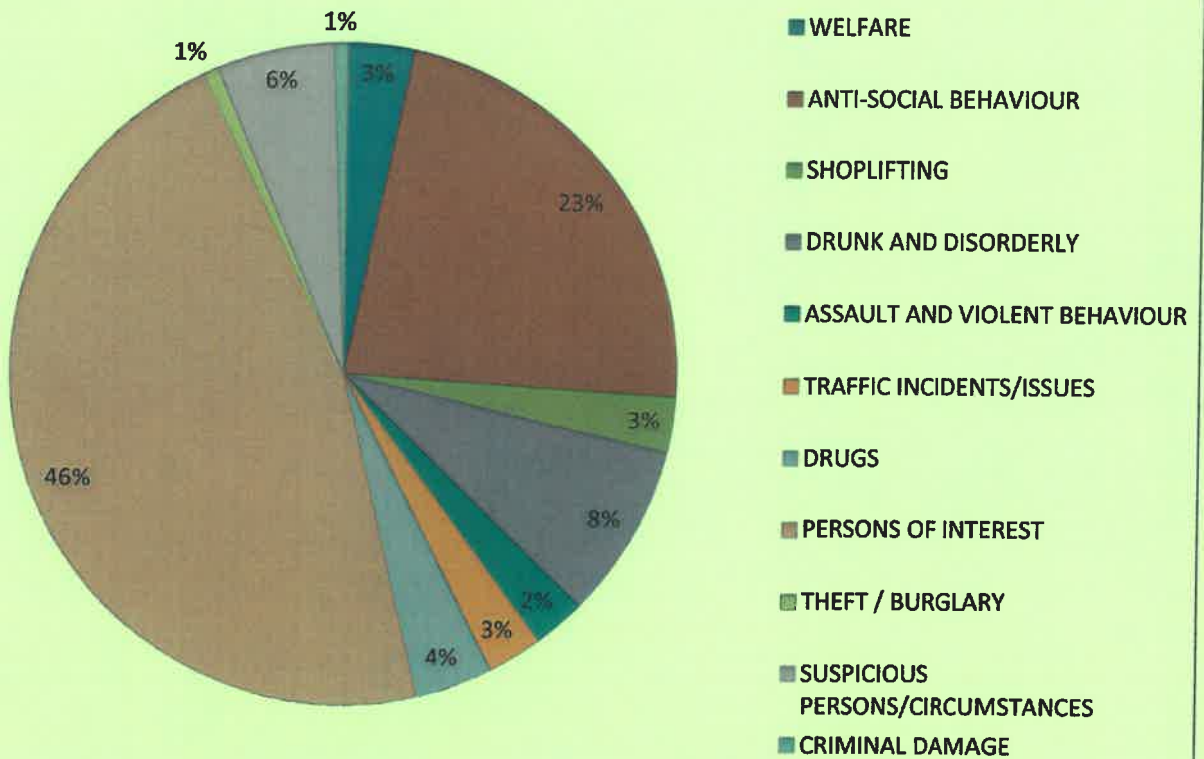


## December 2018



INCIDENTS	INCIDENT NUMBERS
WELFARE ( Missing Persons, Homeless, accident or someone requiring an ambulance etc)	29
ANTI-SOCIAL BEHAVIOUR	203
SHOPLIFTING	24
DRUNK AND DISORDERLY	76
TRAFFIC INCIDENTS/ISSUES (Inc Parking Issues)	24
ASSAULT / VIOLENT BEHAVIOUR	23
DRUGS	34
PERSONS OF INTEREST (Persons known to either the CCTV control room or Northamptonshire Police. Persons acting suspiciously)	415
THEFT / BURGLARY	7
SUSPICIOUS PERSONS/CIRCUMSTANCES	51
CRIMINAL DAMAGE	6

- In December Daventry Town CCTV had a direct involvement in all the above 892 Incidents.



**REPORT TO:** Town Council – 28<sup>th</sup> January 2019  
**REPORT ON:** Recommendations from Committees  
**REPORT BY:** Town Clerk  
**REPORT DATE:** 25<sup>th</sup> January 2019

**Planning and Development Committee – 2<sup>nd</sup> January 2019**

No recommendations.

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**Community Services Committee – 7<sup>th</sup> January 2019**

No recommendations.

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**Finance and Policy Committee – 14<sup>th</sup> January 2019**

**FP1901.4 POLICIES**

<b>RECOMMENDED</b>	(i) Financial Risk Assessment be approved. (ii) Insurance/Fidelity Guarantee in the sum of £500,000, be approved. (iii) System of Internal Control, be approved, as amended. (iv) That the internal auditor be appointed through our association and membership of NCALC, at the cost £455.00. (v) Treasury report, be approved.
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**Planning and Development Committee – 23<sup>rd</sup> January 2019**

No recommendations.

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**REPORT TO:** Town Council – 28<sup>th</sup> January 2019

**REPORT ON:** Daventry Norse – Work Carried out on Daventry Town Council Allotment Sites

**REPORT BY:** Town Clerk

**REPORT DATE:** 25<sup>th</sup> January 2019

Following inspection of allotment sites and identification of works to better manage and maintain the perimeter of all sites, meeting was held with representatives from Norse and quotation to carry out works accepted to ensure all works were completed before nesting season.

Following works were completed promptly and professionally

### **Welton Road**

Hedge flailed and cut back hedge. Tree and self sets removed.

Feedback from allotment representative - All work carried out to high standard, tree was removed no damage to overhead telephone cables. The hedge was professionally trimmed, and site was cleaned of all detritus.

### **Daneholme**

Hedge flailed and cut back, trees crowned. Fallen tree removed.

Removal of fallen tree, hedging and damage to allotment repaired

Feedback from allotment representative – All work carried out to high standard, hedge on access pathway to allotment site was cut back by hand, as access by flayer not possible.

### **Western Avenue / Cherry Orchard**

Hedge cutting and flail work to perimeter hedge

Feedback from allotment representative – Perimeter hedges lowered, by hand as access by flayer not possible. saplings removed, pathway cleared around perimeter of Staverton Road site

### **Drayton**

Cut back and tidy previous works to hedge, thin and top hedge behind trees and treat to allow access for tractor in future. Crown lift 5 trees

Feedback from allotment representative – Works done to improve hedge density and removal of trees overhanging public pathway, removal of saplings, crowned remaining trees,

### **Conclusion**

Feedback from allotment representative – Norse carried out the works to a high standard site, cleared sites of detritus and cleared away litter that had accumulated in the hedges.

Currently seeking quotes for annual maintenance agreement for all allotment sites.

**REPORT TO:** Town Council – 28<sup>th</sup> January 2019  
**REPORT ON:** Staff Matters  
**REPORT BY:** Town Clerk  
**REPORT DATE:** 25<sup>th</sup> January 2019

### **Operational Matters**

I can advise that

- (i) Further to the Town Council's approval of the budget for 2019/20 (TC1811.08 on 26 November 2018) job description and person specification has been created for the appointment of a Reception/Facilities officer. The role will be to be to first point of contact for all enquiries either in person, email or telephone. Provide clerical and administration support to the Clerk, officers and members. Ensure the Council's premises, on a daily basis, are maintained to a high standard. Provide support to Town Council events. Hours to be 20 -25 per week.
- (ii) Works to convert printer room to Clerk's office are scheduled for completion end of February 2019.
- (iii) The National Joint Council has agreed new pay scales effective from April 2019 (see attached NALC briefing note). 2.59% increase for Officers, 2% for Clerk. Percentage increase was predicted and accounted for in the budget for 2019-20.
- (iv) Every three years the Council has a legal duty, as an employer to assess and re-enrol eligible staff who have left the workplace pension scheme. I can confirm all employees have chosen to remain on the Council's pension scheme and the Council complies with the Government's requirement that a minimum contribution of 8% into the scheme, as of April 2019.

### **Recommendation:**

Approval be given for the appointment of Administrative Assistant, hours to be 20-25 per week, salary range to be as per NJC salary point SCP 6-14 (£16,394-£17,681) per annum, pro rata. (As per budget approved 26 Nov'18)

Approval be given for expenditure up to £2000.00, from earmarked reserves, to carry out painting, purchase office desk, workstation and move communications cabinet to complete works to Clerk's office.

**Report to Town Council - 28th January 2019**

**Report on : Mayors Engagements**

**Report by: Administrator**

**Report Date: 25th January 2019**

**Mayor Cllr Lynn Jones**

**Sunday 27th January 2019**

**Engagements**

**Holocaust Memorial Commemoration - Kettering Council Chamber**

**Deputy Mayor Cllr Mike Arnold**

**Engagements**