

## DAVENTRY TOWN COUNCIL

### Minutes of the Meeting of Daventry Town Council held at 3, New Street, Daventry on Monday, 22<sup>nd</sup> May 2017 at 6.30pm

**PRESENT:** Cllr Lynne Taylor (Town Mayor) – Chairman

**Councillors:**  
Carl Busby  
Aiden Ramsey  
Mike Arnold  
Lynne Taylor  
Ron Fox  
Lynn Jones  
Glenda Simmonds  
Sheila Game  
Zeshan Hussain  
Julie Wesley  
Mark Wesley  
Karen Tweedale  
Maureen Luke  
Peter Luke  
Wendy Randall

**IN ATTENDANCE:** Deborah Jewell – Town Clerk  
Sarah Fox – Committee Secretary  
Chris Baldwin – Mace Bearer

3 Members of the Public  
0 Member of the Press

#### TC1705.1 ELECTION OF MAYOR

<b>RESOLVED:</b>	That Cllr Lynne Taylor be elected Mayor for the Council year 2017/2018.
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#### TC1705.2 DECLARATION OF OFFICE BY THE MAYOR

The new Mayor was invested with the Mayor's Chain of Office, and read and signed the Declaration of Acceptance of Office.

The Mayor assumed the Chair for the remainder of the meeting.

#### TC1705.3 ELECTION OF DEPUTY MAYOR

<b>RESOLVED:</b>	That Cllr Lynn Jones be elected Deputy Mayor for the Council year 2017/2018.
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#### TC1705.4 OUTGOING MAYORS REPORT

Cllr Glenda Simmonds wished to thank the office staff and members for their invaluable support during her term of office. Cllr Simmonds presented members with a report on the Mayor's engagements for the council year 2016/2017.



**TC1705.5 PRESENTATION TO OUTGOING MAYOR**

On considering the Mayor's engagements for 2016/2017, and the report from the outgoing Chair, The Mayor, Cllr Lynne Taylor gave a vote of thanks to Cllr Glenda Simmonds and congratulated her on raising a fantastic £6300 for her chosen charity. This was met with resounding agreement from all members.

**TC1705.6 APOLOGIES**

Apologies from Cllr Alan Knape and Ted Nicholl were noted.

**TC1705.7 DECLARATION OF INTERESTS.**

No pecuniary or non-pecuniary interests declared.

**TC1705.8 ADOPTION OF GENERAL POWER OF COMPETENCE (GPoC)**

Members considered re-adoption of the General Power of Competence.

<b>RESOLVED:</b>	That from the 22 <sup>nd</sup> May 2016, Daventry Town council confirms that it meets the required criteria for eligibility for the General Power of Competence as 82% of members have been duly elected and the Town Clerk is suitably qualified.
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**TC1705.9 INTERNAL AUDIT FOR THE COUNCIL YEAR 2016/17**

The Clerk referred members to the Internal Audit Report and the action plan to address all matters raised by the Internal Auditor's recent visit.

<b>RESOLVED:</b>	(i) That the Internal Auditor's Report be accepted and that the items raised be noted. (ii) That the actions as per the action list be implemented to address the items noted on the Internal Auditors Report.
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**TC1705.10 FINAL ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

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

<b>RESOLVED:</b>	(i) That the annual governance statement for the accounting period 2016/17 be approved by the Town Council and signed by the Town Clerk and the Chairman of the Town Council. (ii) That the statement of accounts for the accounting period 2016/17 be approved by the Town Council and signed by the Town Clerk and the Chairman of the Town Council (iii) Members noted the period for the exercise of public rights for the inspection of accounting records for the financial year 2016/17 as 23 <sup>rd</sup> May to 14 <sup>th</sup> July 2017.
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**TC1705.11 MINUTES**

<b>RESOLVED:</b>	That the minutes of the Town Council meeting held on Monday, 24 <sup>th</sup> April 2017 be approved and signed as a correct record.
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**TC1705.12 COMMITTEE MINUTES**

<b>RESOLVED:</b>	That the reports of (i) Finance & Policy Committee – 8 <sup>th</sup> May 2017. (ii) Planning & Development Committee – 10 <sup>th</sup> May 2017. Be received and the following recommendation:  <b>FP1705.4 FINAL ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017</b> - That the final accounts and annual return for the accounting period 2016/17 as recommended by the Finance & Policy Committee on 8 <sup>th</sup> May 2017, be approved.
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**TC1705.13 APPOINTMENT OF MEMBERS TO COMMITTEES**

Members considered approval of the schedule of membership to committees and it was

<b>RESOLVED:</b>	That the schedule of committee members as amended be approved for 2017/18.
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**TC1705.14 TERMS OF REFERENCE**

<b>RESOLVED:</b>	That the terms of reference for (i) Community Services (ii) Finance and Policy (iii) Museum (iv) Planning and Development (v) Grievance Panel Be received and approved.
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**TC1705.15 SCHEDULE OF MEETINGS**

Members reviewed the schedule of meetings for Town Council year 2017/2018.

<b>RESOLVED:</b>	That the schedule of meetings for Town Council year 2017/2018 be approved.
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**TC1705.16 REPRESENTATIVES ON OTHER BODIES**

Members considered the schedule of representatives on other bodies.

<b>RESOLVED:</b>	That the schedule of representatives as amended be approved.
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**TC1705.17 FINANCIAL MATTERS**

- (i) Appointment for signatories to the bank mandate.

Members considered appointment of signatories to the bank mandate.

<b>RESOLVED:</b>	(i) That the bank signatories for the HSBC account for the council year 2017/18 be the Clerk, Cllr Fox, Luke, Simmonds and Taylor. (ii) That the bank signatories for the Unity Trust account for the council year 2017/18 be the Clerk, Cllr Arnold and Simmonds. (iii) That the bank signatories for the Public-Sector Deposit Fund account for the council year 201/18 be the Clerk, Cllr Busby and J Wesley.
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(ii) Approve the continuation for BACS service for the payment of staff salaries.

Members considered the continuation of 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.

Members considered approval of list of payments by Direct Debit/Standing.

<b>RESOLVED:</b>	That approval be given to pay the following suppliers by direct debit or standing order: Advanced Imaging Systems Ltd Anglian Water Avivia British Gas BT Cottons Accountants Daventry District Council DACT Enterprise HSBC Hostcomm Ofcom Personnel Advice & Solutions Southern Electric SSE Swalec Stepnell Holdings Limited Zen Internet
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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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**TC1705.18 DAVENTRY DISTRICT COUNCIL, PARISH & TOWN COUNCILS' LAISON MEETING – THURSDAY 15<sup>TH</sup> JUNE 2017**

Members considered the appointment of members and the request for district wide questions to be submitted for inclusion on the agenda and it was



Meeting of Daventry Town Council – Monday 22<sup>nd</sup> May 2017

<b>RESOLVED:</b>	(i) That Cllr K Tweedale and S Game be appointed to represent the Town Council at the Daventry District Council, Parish and Town Councils' Liaison Meeting on Thursday 15 <sup>th</sup> June 2017.  (ii) That 2 item relating to District wide issues, would be submitted for inclusion of the Agenda, dog fouling and unauthorised encampments.
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**TC1705.19 NORTHAMPTONSHIRE LARGER COUNCILS PARTNERSHIP (NLCP) MEETING- THURSDAY 6TH JULY 2017**

Members considered the appointment of a representative and it was

<b>RESOLVED:</b>	(i) That Cllr M Arnold be appointed to represent the Town Council at the Northamptonshire Larger Councils Partnership meeting on Thursday 6 <sup>th</sup> July 2017.
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**TC1705.20 CORRESPONDENCE.**

None.

**TC1705.21 DATE OF NEXT MEETING.**

Date of next meeting Monday, 26<sup>th</sup> June 2017.

The meeting closed at 19:52.

SIGNED.....



DATED.....

26<sup>th</sup> June 2018