

DAVENTRY TOWN COUNCIL

Minutes of the Meeting of Daventry Town Council held at Mercure Daventry Court Hotel on Monday, 17th May 2021 at 6.30pm

PRESENT: Cllr Lynne Taylor (Town Mayor) – Chairman

Councillors:

Mike Arnold
Dawn Branigan
Emily Carter
Matthew Churchley
Stephen Dabbs
Jeremy Higgins
Lynn Jones
Alan Knappe
Janet Matthews
Malcolm Ogle
Wendy Randall
Holly Steenson
Katie Thurston
Karen Tweedale

TED NICHOLSON

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

2 Members of the public

0 Member of the press

OPEN FORUM

None.

TC2106.1 ELECTION OF CHAIRMAN.

RESOLVED:	That Cllr Karen Tweedale be elected Chairman for the Council year 2021/2022.
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TC2106.2 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 Tweedale, assumed the Chair for the remainder of the meeting.

TC2106.3 ELECTION OF VICE CHAIRMAN.

RESOLVED:	That Cllr Malcolm Ogle be elected the Vice-Chairman for the Council year 2021/2022.
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TC2106.4 OUTGOING CHAIRMAN'S REPORT.

Cllr Lynne Taylor wished to thank the office staff and members for their invaluable support during her term of office in what has been a very different and challenging year. Cllr Taylor advised that whilst engagements had been limited due to the pandemic, the introduction of the "Daventry Mayor on Tour" gave her the opportunity to engage with those community groups that had been working tirelessly to help others during the pandemic.



TC2106.5 PRESENTATION TO THE OUTGOING CHAIRMAN.

The Chairman, Cllr Karen Tweedale paid tribute to the work of the outgoing Chairman, Cllr Lynne Taylor and proposed a vote of thanks.

TC2106.6 CODE OF CONDUCT.

The Chief Officer advised that the Town Council's Code of Conduct had been approved in conjunction with the adopted Daventry District Councils (DDC) model code of conduct, following the dissolution of the DDC and subsequent formation of the new principal authority, West Northamptonshire Council, members needed to review and decide whether to adopt the West Northamptonshire Councils model code of conduct, and it was

RESOLVED:	That the Town Council adopts the code of conduct, as adopted by West Northamptonshire Council.
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TC2106.7 DECLARATIONS OF ACCEPTANCE OF OFFICE.

The Chief Officer confirmed all declaration of acceptance of office forms had been signed and witnessed.

TC2106.8 APOLOGIES

None.

TC2106.9 DECLARATION OF INTERESTS.

No pecuniary or non-pecuniary interests declared.

TC2106.10 MINUTES.

RESOLVED:	That the minutes (Appendix 1) of the Town Council meeting held on Monday, 26 th April 2021 be approved and signed as a correct record.
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TC2106.11 COMMITTEE MINUTES.

RESOLVED:	<p>That the reports of</p> <ul style="list-style-type: none">(i) Finance & Policy Committee – 4th May 2021(ii) Planning & Development Committee – 5th May 2021(iii) Museum Committee -22nd April 2021 <p>Be received (Appendix 2).</p> <p>That the recommendations from Finance and Policy at their meeting on 4th May 2021, be considered under Town Council Agenda items TC2106.14, TC2106.15 and TC2106.18.</p>
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TC2106.12 ADOPTION OF GENERAL POWER OF COMPETENCE (GPoC).

Members considered the adoption of the General Power of Competence, and it was

RESOLVED:	That Daventry Town Council hereby resolves to adopt the General Power of Competence as provided in the Localism Act 2011 ss1-8 and declares that it meets the conditions, prescribed in Article 2 paragraph 2 of The
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	Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI2012/965), by having at least a third of members elected and a suitably qualified Clerk. This declaration and power remains valid until the Council's Annual Meeting in May 2025.
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TC2106.13 INTERNAL AUDIT REPORT FOR THE COUNCIL YEAR 2020/21.

Members referred to the internal audit report or the council year 2020/21. The Responsible Finance Officer advised that there were no points raised by the Internal auditor that require an action plan to be put forward.

Cllr Taylor thanked the Chief Officer, Responsible Finance Officer, and team of officers for the professional and efficient approach in managing the business of the Town Council.

RESOLVED:	That the Internal Auditor's Report be accepted and noted that there were no matters arising.
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TC2106.14 FINAL ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH 2021.

Members referred to reports and recommendations from the Finance and Policy Committee FP2105.7 and it was,

RESOLVED:	<ul style="list-style-type: none"> (i) That the annual governance statement for the accounting period 2020/21 be approved by the Town Council and signed by the Chairman of the Town Council. (ii) That the statement of accounts for the accounting period 2020/21 be approved by the Town Council and signed by 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 2020/21 as 14th June 2021 to 23rd July 2021.
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TC2106.15 GENERAL DATA PROTECTION REGULATIONS (GDPR) COMPLIANCE.

Members referred to the recommendation from the Finance and Policy Committee FP2105.5 and it was,

RESOLVED:	<ul style="list-style-type: none"> (i) That the Data Map be adopted. (ii) That the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy be adopted. (iii) That the Privacy Notices be adopted. (iv) That the Security Compliance Checklist had been received by all Councillors. (v) That Daventry Town Council was registered as a Data Controller with the ICO. (vi) To approve the appointment of the Chief Officer as the Data Protection Officer (DPO) for Daventry Town Council
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TC2106.16 APPOINTMENT OF MEMBERS TO COMMITTEES.

RESOLVED:	That the schedule of committee members be approved for 2021/22.
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TC2106.17 REPRESENTATIVES ON OTHER BODIES.

RESOLVED:	That the schedule of representatives be approved.
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TC2106.18 TERMS OF REFERENCE.

Members referred to the recommendation from the Finance and Policy Committee FP2105.5 and it was,

RESOLVED:	That the terms of reference for (i) Community Services (ii) Finance and Policy (iii) Museum (iv) Planning and Development (v) Personnel Panel Be received and approved.
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TC2106.19 PERSONNEL PANEL.

RESOLVED:	That Cllr Tweedale, Branigan, Knappe, Nicholl and Jones be appointed onto the Personnel panel.
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TC2106.20 FINANCIAL MATTERS.

(i) Appointment for signatories to the bank mandate.

RESOLVED:	That the bank signatories 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, Cllr Tweedale, Jones and Branigan.
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(ii) Approve the continuation for BACS service for the payment of staff salaries.

RESOLVED:	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.

RESOLVED:	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%;">Anglian 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</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>DACT</td> <td>Dial-a-ride</td> </tr> <tr> <td>HSBC</td> <td>Bank charges</td> </tr> <tr> <td>Npower</td> <td>Electricity Supply</td> </tr> <tr> <td>Ofcom</td> <td>Business Radio Licence Fee</td> </tr> <tr> <td>Personnel Advice & 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> </table>	Anglian Water	Water Supply	Aviva	Pension Provider	Blizzard Communications	SIM Contract	British Gas	Electricity Supply	BT	Telephone Line Rental Services	CF Corporate Finance	Lease Payments for Photocopier	Cottons Accountants	Staff Salaries	DACT	Dial-a-ride	HSBC	Bank charges	Npower	Electricity Supply	Ofcom	Business Radio Licence Fee	Personnel Advice & Solutions	Personnel Advice	Public Works Loan Board	Repayment of Loan	Southern Electrical	CCTV Electricity
Anglian Water	Water Supply																												
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BT	Telephone Line Rental Services																												
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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	Refuse Collection
	West Northants Norse	Open Spaces
	Zen Internet	Internet Services

(iv) Approve use of online banking transactions for receipts and payments of goods.

RESOLVED:	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.

RESOLVED:	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.

RESOLVED:	That the appointment of an External Auditor, through sector led body recommended by NCALC, be approved.
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TC2106.21 SCHEDULE OF MEETINGS

Members reviewed the schedule of meetings for Town Council year 2021/2022.

RESOLVED:	That the schedule of meetings for Town Council year 2021/2022 be approved.
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TC2106.22 REVIEW 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 2021/2022.

RESOLVED:	That the schedule for the review of Council policies and procedures for the Town Council year 2021/2022 be approved.
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TC2106.23 EUROPEAN REGIONAL DEVELOPMENT FUND (ERDP) – WELCOME BACK FUND.

The Chief Officer advised the Welcome Back Fund (WBF) is funding being made available to principal authorities, to engage with councils and the business community within their area to assess needs and allocation of funding from the ERDP. In April 2021, the West Northamptonshire Councils Strategic Economic Development Officer met with the Chief Officer of the Town Council and representatives of the Retail Forum to discuss initiatives to create a plan that would encourage visitors back into the Town and support town centre recovery.

The CO advised that there was a possibility that not all the elements contained within the initial plan would be approved, as the ERDP continue to issue updates on funding restrictions and the Town Council may need to consider whether it wishes to fund elements contained within the plan if they wish to procure elements prior to funding approval.

Members concurred that they were supportive of the initiatives contained within the report, and submission of the initial plan and it was

RESOLVED:	That approval be given for the Chief Office to submit the application to the European Regional Development Fund (ERDF) via West Northamptonshire Council for funding via the Welcome Back Fund.
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TC2106.24 CORRESPONDENCE.

None received.

TC2106.25 DATE OF NEXT MEETING

Date of next meeting Monday 28th June 2021.

The meeting closed at 19:41 hrs.

SIGNED..........DATED..........