

7th May 2025

To: Members of Daventry Town Council

Dear Councillor

You are **summoned** to attend a Meeting of the Town Council to be held on **Monday, 12th May 2025 at 6.30pm** at the 3 New Street, Daventry, NN11 4BT for the transaction of the under mentioned business.

Yours sincerely



Sarah Fox
Chief Officer

Email: chiefofficer@daventrytowncouncil.gov.uk
Telephone: 01327 301246

The press and public are cordially invited to be present.

Please switch mobile phones and electronic recording devices to silent.

Audio recording notice: This meeting will be recorded. You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this recording will be retained until the Minutes have been signed by the relevant Chairman as a true record.

Please Note: If any member or member of the public wish to film or record the meeting, any data collected by persons other than the Town Council will not be protected under the Data Protection Act.

A G E N D A

OPEN FORUM. This part of the meeting is an opportunity for members of the public to speak, for a maximum of three minutes, on any item on the Agenda.

- TC2505.1 ELECTION OF CHAIRMAN.**
- TC2505.2 DECLARATION OF ACCEPTANCE OF OFFICE OF THE CHAIRMAN**
- TC2505.3 ELECTION OF VICE CHAIRMAN**
- TC2505.4 OUTGOING CHAIRMAN'S REPORT.** To receive a report from the outgoing Chairman on their term of office for the Council year 2024/25.
- TC2505.5 PRESENTATION TO THE OUTGOING CHAIRMAN.** To receive a vote of thanks to the outgoing Chairman.

- TC2505.6 DECLARATIONS OF ACCEPTANCE OF OFFICE.** To receive declarations of acceptance of office from all members.
- TC2505.7 APOLOGIES.** To receive and consider apologies for absence.
- TC2505.8 DECLARATION OF INTERESTS.** Members to declare any interests they consider relevant to specific items identified in this agenda.
- TC2505.9 MINUTES.** To approve and sign the Minutes of Town Council meeting held on 28th April 2025.
- TC2505.10 ADOPTION OF GENERAL POWER OF COMPETENCE (GPOC).** To confirm that Daventry Town Council meet the following criteria for eligibility for the General Power of Competence as they have
- (i) a suitability qualified Clerk and
 - (ii) more than 66% of members are elected.
- TC2505.11 TERMS OF REFERENCE.** To review and approve terms of reference for the following:
- (i) Community Services
 - (ii) Finance, Policy & Assets
 - (iii) Museum
 - (iv) Planning & Development
 - (v) Personnel Panel
- TC2505.12 APPOINTMENT OF MEMBERS TO COMMITTEES.** To approve the schedule of membership to the committees.
- TC2505.13 PERSONNEL PANEL.** To appoint a Personnel Panel for the Council year 2025/26 comprising of three members and two reserves.
- TC2505.14 REPRESENTATIVE ON OTHER BODIES.** To approve schedule of appointment of representatives on outside bodies.
- TC2505.15 FINANCIAL MATTERS.** To authorise the following
- (i) Appointment for signatories to the bank mandate.
 - (ii) Approve the continuation for BACS service for the payment of staff salaries.
 - (iii) Approve list of payments by Direct Debit/Standing Order
 - (iv) Approve use of online banking transactions for receipts and payments of goods.
 - (v) Appointment of internal auditor through membership of NCALC.
 - (vi) Appointment of External Auditor through sector led body recommended by NCALC.
- TC2505.16 SCHEDULE OF MEETINGS.** To review and approve the schedule of meetings for 2025/26.
- TC2505.17 SCHEDULE OF DAVENTRY TOWN COUNCIL POLICIES AND PROCEDURES.** To review and approve the schedule of the Council policies and procedures for 2025/26.

- TC2505.18 CONSULTATIONS.** To consider response to the following:
- (i) Northamptonshire Fire & Rescue Service Community Risk Management Plan (CRMP) for 2025-2030. [Share your views on Northamptonshire Fire & Rescue Service's five-year plan - West Northamptonshire Council - Citizen Space](#)
Deadline for the submission of comments 21st May 2025
- TC2505.19 WEST NORTHAMPTONSHIRE COUNCIL (WNC) ANNUAL PARISH CONFERENCE – THURSDAY 12TH JUNE 2025.** To consider the appointment of a second representative to attend the aforementioned WNC Annual Parish Conference on Thursday 12th June 2025.
- TC2505.20 CORRESPONDENCE.** To note correspondence received and advise action, if any.
- TC2505.21 DATE OF NEXT MEETING.** To note the date of next Town Council meeting as Monday 23rd June 2025.

Members are requested to note that Special Meetings of the Committees of the Council will be convened subsequent to the closure of the Annual Meeting of Council for the purposes of electing respective Chairmen and Vice-Chairmen.