

**NORTHAMPTON TOWN COUNCIL  
COUNCIL MEETING**

27th January 2021 at 6.00p.m.

**NOTICE IS HEREBY GIVEN** that a meeting of the Town Council will be held remotely by Zoom on Wednesday 27<sup>th</sup> January 2021 at 6.00 p.m. when the business set out below will be transacted. The press and public are welcome to observe this meeting  
Via YouTube: <https://www.youtube.com/user/northamptonbcTV>

**Richard Walden  
Acting Town Clerk  
21st<sup>th</sup> January 2021**

**Guildhall  
Northampton  
NN1 1DE**

**A G E N D A**

**1. Apologies for absence**

**2. Minutes**

To approve the Minutes of the meeting of the Council held on 7<sup>th</sup> December 2020 and to authorise the Chair to sign them as a true and correct record of the proceedings (draft minutes enclosed)

**3. Declarations of Interest**

**4. Membership of Executive Committee**

To appoint a Councillor to fill the vacancy for a member of the Executive Committee

**5. Appointment of New Town Clerk**

To consider the report of the Appointment Panel and the recommendations contained therein

**6. Reports of the Executive Committee**

To consider the following reports of the Executive Committee and the recommendations contained therein:

- a) 5<sup>th</sup> January 2021 (copy enclosed)
- b) 19<sup>th</sup> January 2021 (copy enclosed)
- c) To consider the report of the Acting Town Clerk (copy to follow) on matters raised at the Executive Committee

**7. Future Meetings**

To note the next meeting of the Council will be held on Monday 1<sup>st</sup> March 2021 at 6.00 pm

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## NORTHAMPTON TOWN COUNCIL

### COUNCIL MEETING

Monday, 7 December 2020

**PRESENT:** Councillors Ansell, Ashraf, Birch, Cali, Duffy, G Eales, T Eales, Flavell, Hallam, Haque, Hibbert, J Hill, Joyce, King, Lane, B Markham, Marriott, McCutcheon, Meredith Russell, Sargeant and Stone  
In attendance: Mr R Walden (Acting Town Clerk), Mr G Candler and Mr L Gould (Northampton Borough Council), Dr L Sambrook-Smith (NorthantsCALC)

**APOLOGIES:** There were none.

The Chief Executive of the Northampton Borough Council advised that he had convened this first meeting of the new Town Council pursuant to paragraph 11 of The Northampton Borough Council (Reorganisation of Community Governance) No.1 (Northampton Parish Council) Order 2020.

His Worship the Mayor of Northampton, Councillor Brian Sargeant, then opened the meeting commenting upon the historic nature of the occasion. He extended his blessings to the Councillors who would be nominated as the Chair and Deputy Chair of the Town Council and who on 1st April 2021 would succeed him as Mayor and Deputy Mayor.

#### 1. ELECTION OF CHAIR

Councillor Stone proposed and Councillor Birch seconded "That in this Council the Chairman and Deputy Chairman will in future be referred to and addressed as Chair and Vice Chair respectively and Councillor Rufia Ashraf be appointed as the first Chair of the Northampton Town Council."

The motion was carried unanimously and Councillor Rufia Ashraf was appointed as Chair and accepted office, delivering the Declaration of Acceptance to Office and signing the declaration during the meeting.

Councillor Ashraf then took the Chair.

#### 2. THE CHAIR'S RESPONSE

The Chair thanked Members for the great honour of being elected as the first Chair of the Northampton Town Council, and thanked Councillors Birch and Stone for their kind words. The Chair thanked her family, friends and community for their continued support and for the hard work of all Councillors and Officers of the Borough Council with the help and support from the Northamptonshire Association of Local Councils for the creation of the new Town Council.

The Chair welcomed Past Mayors, Honorary Aldermen, Honorary Freemen and Hereditary Freemen to the first meeting of the Town Council. The Chair continued by welcoming representatives of community organisations, business partners, representatives from Northampton's faith communities, the press and Members of the public to the meeting. The Chair expressed her disappointment that the meeting was remote, as the Covid-19

restrictions prevented everyone from meeting in person. She shared that the Town Council was keen to preserve the traditions of the Mayoralty and Northampton's rich civic heritage. She shared that she was proud of her Bangladeshi heritage, and proud to be a part of Northampton's wonderfully rich and diverse community.

### **3. ELECTION OF DEPUTY CHAIR**

Councillor B Markham proposed, and Councillor Ansell seconded "That Councillor Dennis Meredith be appointed as the first Chair of the Northampton Town Council."

The motion was carried unanimously, and Councillor Dennis Meredith was appointed as Deputy Chair and accepted office, delivering the statutory Declaration of Acceptance to Office.

### **4. APOLOGIES**

There were none.

### **5. APPOINTMENT OF THE ACTING TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER**

It was proposed by Councillor Birch and seconded by Councillor Marriott and

**RESOLVED:** That Mr Richard Walden be confirmed as Acting Town Clerk and Responsible Financial Officer of the Northampton Town Council.

### **6. DECLARATIONS OF INTEREST**

There were none.

### **7. ADOPTION OF THE STYLE "NORTHAMPTON TOWN COUNCIL"**

It was proposed by Councillor Birch, seconded by Councillor Marriott and

**RESOLVED:** That the Council be styled "Northampton Town Council" and that with effect from 1<sup>st</sup> April 2021 the Chair and Deputy Chair be respectively styled the Town Mayor and Deputy Town Mayor.

### **8. APPOINTMENT OF EXECUTIVE COMMITTEE**

It was proposed by Councillor Birch, seconded by Councillor Marriott and

**RESOLVED:** that the Executive Committee comprising Councillors Ashraf, Birch, Lane, B Markham, Marriott, McCutcheon and Russell to undertake all the business in setting up the Town Council not reserved by law to the full Town Council..

### **9. STANDING ORDERS, FINANCIAL REGULATIONS AND CODE OF CONDUCT ETC.**

It was proposed by Councillor Birch, seconded by Councillor Marriott and

RESOLVED: that the key documents outlined in the report of the Acting Town Clerk be adopted subject to their formal review at the Annual Council meeting following detailed scrutiny by the Executive Committee.

#### **10. APPOINTMENT OF EXTERNAL AUDITORS.**

It was proposed by Councillor Birch, seconded by Councillor Marriott and

RESOLVED: that, for the reasons set out in the report of the Acting Town Clerk, appointment of PKF Littlejohn be appointed the Council's external auditors.

#### **11. NORTHAMPTONSHIRE PENSION FUND**

It was proposed by Councillor Birch, seconded by Councillor Marriott and

RESOLVED: that the Town Council approves in principle to join the Northants Pension Fund for all transferred and subsequently appointed employees subject to the Executive Committee considering and approving a report setting out the liabilities and risks of joining the Fund.

#### **12. TRANSFER OF THE TOWN'S COAT OF ARMS**

Councillor Birch proposed and Councillor Marriott seconded that Her Majesty the Queen be petitioned to grant a licence transferring the Northampton Borough Coat of Arms to the Town Council.

RESOLVED: That the motion be carried

#### **13. APPOINTMENT OF A PERMANENT TOWN CLERK.**

Councillor Birch proposed and Councillor Marriott seconded that the terms of conditions for ~~the~~ appointment of a permanent Town Clerk as set out in the Appendix of the report be approved.

In addition, Councillor Birch announced that the Appointments Panel for the post will be Councillors Birch, Hibbert, B Markham and Marriott. Councillor Birch explained that candidates would individually meet three Stakeholder Panels, comprising firstly the Members of the Borough Council's Cross Party Working Group; secondly, community representatives and finally any other members of the Town Council who would be able to take part in the selection process on the afternoon of Wednesday 13 January 2021.

RESOLVED: That the motion be carried

#### **14. DATES FOR MEETINGS OF THE TOWN COUNCIL.**

RESOLVED: That future meetings be held as follows:

- Wednesday 27<sup>th</sup> January 2021 at 6.30pm (confirmation of appointment of Town Clerk; approving budget and precept for 2021/22)

- Monday 1<sup>st</sup> March 2021 at 6.30pm (approval of first tranche of transfer of assets and services)
- Tuesday 11<sup>th</sup> May 2021 at 6.30 p.m. (Informal Meeting of newly elected councillors)
- Monday 17<sup>th</sup> May 2021 at 6.30pm (Annual Council Meeting – Mayor Making ceremony)
- Monday 24<sup>th</sup> May 2021 at 7pm Annual Town Meeting (Electors' Meeting)

## **15. ITEMS FOR INFORMATION.**

At the Chair's invitation, Councillor Birch presented for the Council's information matters relating to the Town Council under consideration by the Borough Council as set out in the report of the Acting Town Clerk.

(signed)

Chair

## Northampton Town Council

### Council Meeting 27<sup>th</sup> January 2021

#### Report of the Appointments Panel

**Recommended : i) That Marion Goodman, currently Acting Chief Executive and Director for Customers and Communities with Northampton Borough Council be appointed Town Clerk to the Town Council with effect from 1<sup>st</sup> April 2021**

**ii) That, to enable the Council at its Annual Meeting to be held on 17<sup>th</sup> May 2021 to meet the criteria for having a CiLCA qualified Clerk in post in order to meet the statutory criteria to adopt the General Power of Competence, Marion be initially employed in the position of Town Clerk (Designate) to work alongside the Acting Town Clerk but that she be appointed to the substantive role of Town Clerk immediately following that meeting.**

Applications for the post of Town Clerk closed on 17<sup>th</sup> December and it attracted some excellent potential candidates. All the applicants had completed a written exercise indicating how the Council could undertake an initial Community Needs Analysis of its area. The Appointments Panel (Cllrs Birch, Hibbert, B Markham, Marriott and Russell) met on 21<sup>st</sup> December when Cllr Birch was elected its Chair. The Panel, advised by the Northants County Association of Local Councils (NCALC), agreed a shortlist of four candidates who would attend a two day Assessment Centre on 13<sup>th</sup>/ 14<sup>th</sup> January 2021. The first day comprised the candidates being welcomed by Cllr Birch and then meeting officers from the Borough Council and Northants County Association of Local Councils (NCALC) who updated them on the creation of the Town Council and the current position concerning transfer of assets and services. Candidates will meet individually Panels representing the Borough Council's Leadership (members of the Cross Party Working Group), Town Councillors who were not otherwise taking part in the selection process and a wide range of Community Leaders. The day concluded with all candidates taking part in an observed group session on a topic relating to the practical operation of the Mayoralty

Day two comprised formal interviews by the Appointments Panel during at which each candidate gave a presentation on the topic "What I will achieve in my first six months as Northampton Town Clerk". The Panel then received feedback from the sessions on Day One and deliberated as to which candidate would recommend be appointed by the full Council at its meeting on 27<sup>th</sup> January.

Whilst all candidates performed extremely well, and were commended for the time and effort they had expended in preparing their applications, the Panel was of the unanimous view that Marion Goodman be appointed, subject to the receipt of satisfactory references, which have since been received. Under the terms and conditions of appointment Marion is required to obtain the Certificate in Local Council Administration (CiLCA) partly in order that the Council can meet the statutory requirements to enable it to adopt the General Power of Competence. However, as the Acting Town Clerk already held this qualification it was agreed that Marion be appointed initially as Town Clerk (Designate) to work alongside the Acting Town Clerk until after the Annual Meeting on 17<sup>th</sup> May when this power could then be adopted but with direct responsibility for establishing the new Town Council and its staff in the Guildhall and managing all transferred services. After the Annual Meeting Marion will assume the substantive role of Town Clerk.

Several candidates had mentioned the excellent and efficient manner in which NCALC had managed the Assessment process and the Panel endorsed this view and thanked the NCALC team for all their hard work.



# Agenda Item 6

## NORTHAMPTON TOWN COUNCIL

### EXECUTIVE COMMITTEE MEETING

Tuesday 5<sup>th</sup> January 2021

**PRESENT:** Councillors Birch (Chair), Marriott (Vice Chair) Lane, B Markham, McCutcheon and Russell  
In attendance: Councillors Ansell, Ashraf, Hallam; Borough Councillor Walker; Mr R Walden (Acting Town Clerk), Dr L Sambrook-Smith (NorthantsCALC)

**APOLOGIES:** Councillor Hibbert. The Town Clerk reported that Councillor Ashraf had resigned as a member of this Committee but was still attending this meeting as an observer in her capacity as Chair of the Town Council. The vacancy would need to be filled at the next meeting of the full Council.

**DECLARATIONS OF INTEREST:** There were none

#### 1. INFORMATION TECHNOLOGY

The Chair reported on research undertaken by the Acting Town Clerk on Information Technology and related matters essential for the efficient operation of the Town Council. This included specialist financial management software, technical accounting support, remote hosting of computer systems and emails for officers and councillors and a cloud based telephone system.

**RESOLVED:** (i) That provision of £17,500 be included in the draft 2021/22 budget for these matters  
(ii) That further consideration be given to the matter on receipt of information on alternative sources for this support

#### 2. BANK ACCOUNT

**RESOLVED:** That, upon the recommendation of the Northants County Association of Local Councils, the Council open an account with Unity Bank

#### 6. POLICE LIASION

Northants County Association of Local Councils (NCALC) had agreed with Northamptonshire Police to establish a new approach to liaison between parish and town councils and the police, the idea being that each parish appoints a person to act as a single point of contact for the police.

#### 3. CIVIC OCCASIONS

The Acting Town Clerk sought the Committee's instructions on the form it would wish coming civic events to take.

**RESOLVED:** (i) That the Borough Council be asked if it is planning to hold any form of ceremony to mark the winding up of that Council on 31<sup>st</sup> March/ 1<sup>st</sup> April and if such ceremony could incorporate a formal "handover" of the mayoralty and the civic plate and

muniments.

(ii) That the Annual Council Meeting (Mayor Making) be held on the early evening of 17<sup>th</sup> May 2021 followed by the usual form of civic reception.

(iii) That the Town (Electors) Meeting be held in the Court Room on Monday 24<sup>th</sup> May 2021 at 7.00pm accompanied by the opportunity for the widest possible selection of community groups to take part in a community exhibition in the Great Hall of the Guildhall.

#### **4. OFFICES OF CIVIC DIGNITY**

Arsing from questions asked in the preceding item, the Acting Town Clerk advised the following position with regard to the various offices of civic dignity currently employed by the Borough Council. The Town Council had the legal power to create new Honorary Freemen or Freewomen and, consistent with the transfer of the Mayoralty on 1<sup>st</sup> April 2021, it was appropriate for the Council to accept the continuing maintenance of the Roll of Honorary Freedoms. The Council however had no power to appoint Honorary Aldermen and the National Association of Local Councils advised that, having regard to the opportunity of creating new Honorary Freemen or Freewomen, there was no purpose in seeking to create other offices of dignity. With regard to the Roll of Hereditary Freemen, although the Council had no power to maintain this, other new Town Councils which had replaced ancient boroughs had been granted delegated powers to continue to do so by their principal council.

**RESOLVED:** (i) That the Council confirms it will continue to maintain the Roll of Honorary Freedoms (personal Freemen and Freewomen and Freedoms of Entry)

(ii) That the Borough Council/ West Northants Council be asked to delegate to the Town Council the power to maintain the Roll of Hereditary Freedoms and grant new Freedoms to persons meeting the eligibility requirements.

(iii) That it be accepted that the Council has no power to appoint future Honorary Aldermen, it will acknowledge and continue to accord the same civic precedence to anyone so appointed as they enjoyed before 1<sup>st</sup> April 2021.

#### **5. POLICY DOCUMENTS**

The full Council at its first meeting had approved a number of policy documents subject to detailed scrutiny by this Committee and review at the Annual Council Meeting.

**RESOLVED:** (i) That the following members scrutinise the current draft documents on the Councils website as indicated and report back to a later meeting:

Councillor McCutcheon	Freedom of Information and Data Protection
Councillor Russell	Equal Opportunities and HR policies
Councillors Marriott and Lane	Standing Orders and Financial Regs
Councillor Birch	Staff Handbook

(ii) That scrutiny by other Members of the Council be welcomed and they be asked to forward any comments to their colleagues indicated above.

**RESOLVED:** That the Town Clerk be this Council's contact point.

#### **7. TRANSFER OR PROPERTY AND SERVICES FROM THE BOROUGH COUNCIL**

At the invitation of the Chair the Acting town Clerk reported that the Cross party Working Group was recommending to the meeting of the Borough Council to be held on 18<sup>th</sup> January

2021 that, subject to the concurrence of the Shadow West Northants Council, the Town Council be granted a long lease of the historic part of the Guildhall on an internal repair basis only. The principal council would retain the freehold and responsibility for structural repairs including the roof and the external statues. As the Guildhall was currently managed and serviced as a single unit with the modern office extension which could not be readily be divided it was likely that the landlord would continue to be responsible for heating, lighting and other services, cleaning, security and other overheads such as insurance and business rates. The Town Council would then be required to pay a service charge for its proportion of those costs.

He further reported that, as instructed at the informal meeting of the Committee in December 2020, he had sought information from Borough Council officers on the financial and staffing implications of the Town Council accepting the following other transferred services and property to enable it to take an informed decision about such transfers at its next meeting:

Local open spaces and play areas (but not premier parks or open space held under the Housing Revenue Account

Market

Allotments (already transferred under Statutory Order)

Closed Churchyards

Community Centres

Muniments and civic regalia

Tourism

Town Twinning

Events and Entertainments

Hanging baskets and planting displays

Festive Lighting

Community Grants

Civic events and Offices of Dignity

Street Furniture

War memorial and statues

Neighbourhood Wardens

Parks Rangers

Council representatives on outside bodies

**RESOLVED:** That the Town Council is willing to continue to explore a long lease of the historic part of the Guildhall as indicated subject to the receipt of further details of all income and expenditure related to the premises

## **8. DRAFT BUDGET 2021/22**

The Acting Town Clerk reported that the Cross Party Working Group was recommending to the Borough Council at its meeting on 18<sup>th</sup> January 2021 a draft base budget to recommend to the Town Council totalling £1.1M. This included for set up costs, mayoral services and Guildhall accommodation costs plus a contingency figure of £400,000 for future services and establishing a reserve. However, depending upon the decisions relating to transfer of services and property, this contingency would probably not be sufficient to cover all such costs. He had requested financial information from Borough Officers and hoped to be able to present a fuller budget to the next meeting on 19<sup>th</sup> January. He however reminded members that, of necessity, this must be regarded as a contingency budget (which must be finalised at the full Council meeting on 27<sup>th</sup> January when a precept would be set) to enable discussions on individual services to continue up to 31<sup>st</sup> March 2021 and beyond.

(signed)

Chair

# **NORTHAMPTON TOWN COUNCIL**

## **EXECUTIVE COMMITTEE**

**Tuesday, 19 January 2021**

**PRESENT:** Councillor Birch (Chair); Councillor Marriott (Deputy Chair); Councillors Lane, B Markham, McCutcheon and Russell

In attendance: Councillors Ashraf, Hallam, Hibbert and Stone with Mr R Walden (Acting Town Clerk), Ms M Goodman and Mr L Gould (Borough Council) and Dr L Sambrook-Smith (Northants CALC)

### **1. APOLOGIES FOR ABSENCE**

There were none.

### **2. MINUTES**

The minutes of the previous meeting held on 5<sup>th</sup> January 2021 were agreed as a true and accurate record of the meeting.

### **3. DECLARATIONS OF INTEREST**

There were none.

### **4. TRANSFER OF PROPERTY AND SERVICES**

The Acting Town Clerk recalled that over a period of time a wide range of properties and services had been suggested for possible transfer from the Borough Council to the new Town Council. These fell into three general categories: those which had already been agreed; those which the Borough had agreed to transfer in principle subject to further reports; and those in respect of which the Town Council had requested further information on the financial and staffing implications of transfer before considering further.

#### **a) Transfers already agreed**

The Statutory Order creating the Town Council had transferred the following allotment sites on 1<sup>st</sup> April 2021: Billing Road East, Broadmead Avenue, Glebeland Road, Graspin Lane, Harlestone Road, Parklands, Rothersthorpe Road and Southfields.

The Order had also transferred the Mayoralty and accordingly the full current budget for mayoral support services is being included in the draft budget. A long list of other civic items including regalia, robes, muniments and other artefacts was being compiled and would be reported in due course.

Following the creation of the Town Council the Borough Council's previous responsibility for maintaining closed churchyards also passed automatically to the Town Council. I have not yet been advised the precise areas of land involved or the maintenance costs for them.

## **b) Transfers agreed in principle by the Borough Council**

At its meeting on 2<sup>nd</sup> November the Borough Council had agreed in principle to transfer the following property and services subject to further reports to the Cross Party Working Group and full Council: Markets, Events and Entertainments, Festive Lighting, Street Furniture, Hanging baskets and Planting Displays, Town Twinning, Community Grants, and Town Centre Management Activities.

The Borough Council at its meeting on 18<sup>th</sup> January had agreed that the Town Council be offered, subject to the concurrence of the Shadow West Northants Council, a long lease of the historic part of the Guildhall on an internal repairing basis only. At the last meeting of this Committee it had been noted that the principal council would retain the freehold and responsibility for structural repairs including the roof and the external statues. As the Guildhall was currently managed and serviced as a single unit with the modern office extension and could not be readily be divided it was likely that the landlord would continue to be responsible for heating, lighting and other services, cleaning, security and other overheads such as insurance and business rates. The Town Council would then be required to pay a service charge for its proportion of those costs.

The Committee had agreed at its last meeting that the Town Council was willing to continue to explore a long lease of the historic part of the Guildhall as indicated, subject to the receipt of further details of all income and expenditure related to this part of the premises. No further details were available at this meeting, but officers undertook to endeavour to present more details of income and expenditure at the Council meeting.

## **c) Property and Services for which the Committee has requested more information**

In addition to the services set out in sections a) and b) above, he recalled that the Committee had asked the Borough Council for advice as to the financial and staffing implications of further potentially local services being transferred to it. These were: Local Open Spaces and Play Ares (but excluding premier parks and land held under the Housing Revenue Account), Community Centres, War Memorial and statues, Council representatives on outside bodies and charities, Neighbourhood Wardens, Park Rangers.

It was accepted that Councillors would require further information on all the above property and services in due course to enable them to consider which services the Council wished to continue to explore. However, as many services are currently managed as part of much wider contracts or in a “package” with other services, he advised that disaggregating the precise income and expenditure details which Councillors would expect to see as part of usual budget preparation was complex and would take some time to achieve, final figures may not be available in time for the Council meeting on 27<sup>th</sup> January.

Given the circumstances set out in the above advice, the Committee considered the best courses of action including potential discussions with West Northants Council which had already included provision in its own draft budget for many of the services which might potentially be transferred.

**Recommended:**

- 1. To agree in principle, subject to the concurrence of the Shadow West Northants Council, to the transfer on 1<sup>st</sup> April of those properties and services set out in paragraph (b) of the report of the Acting Town Clerk (including a long lease of the historic part of the Guildhall) and, subject to the approval of the draft budget for 2021/22, further reports on the financial and staffing implications of these transfers be presented to the Executive Committee;**
- 2. To explore with the Shadow West Northants Council a possible funded transfer of the further services set out in paragraph (c) of the report on 1<sup>st</sup> April 2021; and**
- 3. That, in the event of the Borough/ West Northants Councils agreeing to the transfer of property and services outlined above but it not proving possible to conclude the formalities of any of those transfers by 1<sup>st</sup> April, 2021, the Town Clerk be authorised to conclude a Service Level Agreement to enable those services to be continued to be delivered under existing arrangements until such time in 2021 when the formalities of transfer can be completed.**

**5. BUDGET 2021/22**

The Acting Town Clerk advised that the Meeting of the Council on 27<sup>th</sup> January 2021 was the final occasion at which the Council could agree its budget for the coming financial year and agree a precept upon West Northants Council. He further advised that, for the reasons explained in the previous item, it had not been possible to provide the degree of itemised estimated income and expenditure for all budget heads which Councillors might usually expect to have before them as a number of key component decisions, not least relating to services to be transferred, were yet to be finalised. The draft budget was therefore very much a contingency budget to meet the deadline for setting a precept and at the same time provide adequate financial flexibility to enable the Town Council after the May elections to determine its own priorities. Although the Government had not applied referendum principles to town and parish council precepts for 2021/22, it had urged restraint and had advised that it could consider introducing such measures (which are more likely for the largest town councils) for future years.

The Borough Council had suggested a draft base budget for the Town Council, but it was this Council which had to make the final decision.

The net contingency budget of £1,775,500, based upon 36,401 equivalent Band D properties would result in a Council tax of £48.78 at Band D or £32.52 (62p per week) at Band A (a typical town centre property).

This level of proposed council tax compared with other town and parish councils as follows:

<b>Council</b>	<b>Band D £</b>
Northampton Town Council	48.78
All parish councils in England (average)	75.00
Parishes in Northants (average)	71.00
Far Cotton and Delapre draft Budget	48.40
Kingsthorpe draft budget	32.11
Largest 20 Town Councils (average)	110.00

**Recommended:**

- 1. To approve the draft budget in the sum of £1,775,500 as set out in the Appendix to these minutes and to agree a precept on West Northamptonshire Council for 2021/22 in that sum;**
- 2. That, as a matter of priority, the new Town Clerk undertakes detailed reviews of all services which are transferred to enable the Council to consider any possible modifications and enhancements to those services.**
- 3. That, subject to the inclusion of appropriate provision in the finally adopted budget, the Town Clerk be authorised to recruit and appoint the following support staff to commence duties on 1<sup>st</sup> April 2021:**
  - Administration Officer (full time)**
  - Administration Assistant (part time)**
  - Finance Officer (part time); and**
- 4. That no expenditure be committed on the items in the budget marked with an \* until the relevant committee has approved full details of how these contingency sums will be expended.**



**Appendix**  
**Northampton Town Council Draft Contingency Budget 2021/22**

	NBC Recommended budget 2021/22	Recommended Revised Budget
Staffing costs (including Town Clerk, and one full time two part time admin staff), relocation costs, recruitment advertising, travel costs, etc	221,000	221,000
Contingency for additional staff recruited during 2021/22 including Community Engagement Officer and two Administrative Apprenticeships		60,000
Professional services/subscriptions (audit, insurance, legal fees, etc)	40,000	60,000
Running costs (including payroll/finance system costs, postage, office supplies, telephones, etc)	40,000	50,000
Mayoral and Member costs	130,000	130,000
Election costs	70,000	70,000
Accommodation costs	180,000	180,000
Other miscellaneous running costs and contingency	30,000	50,000
Amounts to develop future services in 2021/22 and/or transfer to reserves	400,000	
First contribution to reserves		200,000
Contingency for new services and service enhancements		200,000
Councillor Community Funding 25 x £3,000		75,000
Community Grants		50,000
<b>Services</b> (estimates based up current NBC direct service costs, excluding management costs)		
Allotments (excluding staff costs)		26,000
Markets		44,000
Planting, hanging baskets etc		66,500
Events and Entertainments		104,000*
Festive Lighting, Christmas etc		145,000*
Town Centre Management		44,000
Closed Churchyards		Not yet available
<b>Total</b>	<b>1,111,000</b>	<b>1,775,500</b>

## 6. FUTURE MEETINGS

**RESOLVED: That the following meetings which are due to consider the key decisions indicated be noted:**

Full Council, Wednesday 27<sup>th</sup> January 2021 at 6:00pm

- Recommendations re: Town Clerk and Precept

Executive Committee, Thursday 18<sup>th</sup> February 2021 at 6:00pm

- Confirm committee structure
- FOI Publication Scheme
- IT, Telephones, Specialist software
- Payroll provider
- Professional Support
- Councillors Allowances
- Mayoral Allowance
- Chaplain and prayers at meetings

Full Council, Monday 1<sup>st</sup> March 2021 at 6:00pm

Executive Committee, Monday 15<sup>th</sup> March 2021 at 6:00pm

Executive Committee, Monday 12<sup>th</sup> April 2021 at 6:00pm

The meeting concluded at 7:55 pm