

**NORTHAMPTON BOROUGH COUNCIL**  
**CROSS PARTY WORKING GROUP - COMMUNITY**  
**GOVERNANCE REVIEW**

Your attendance is requested at a meeting to be held at This meeting will be held remotely at <https://www.youtube.com/user/northamptonbcTV> on Wednesday, 16 September 2020 at 11:00 am.

**George Candler**  
**Chief Executive**

**AGENDA**

1. APOLOGIES
2. MINUTES
3. MATTERS TO BE CONSIDERED PRIOR TO THE TOWN COUNCIL BECOMING FULLY OPERATIONAL IN 2021/22 - REPORT FROM RICHARD WALDEN (CONSULTANT WITH NORTHANTS ASSOCIATION OF LOCAL COUNCILS)
4. REPORT AND SPREADSHEET ON THE TRANSFER OF MAYORAL ITEMS ETC. TO NORTHAMPTON TOWN COUNCIL
5. REPORT ON THE POTENTIAL TRANSFER OF ASSETS TO THE NEW TOWN COUNCIL AND PARISH COUNCILS
6. REPORT ON:
  - Determination of Precepts for the Three New Councils
  - Budget Report on Community Governance Review Costs
7. REPORT ON THE PROCESS ETC. FOR GRANTING THE FREEDOM OF THE BOROUGH TO THE NATIONAL HEALTH SERVICE, ADULT SOCIAL CARE AND CHILDREN'S SERVICE STAFF SERVING THE PEOPLE OF NORTHAMPTON DURING COVID-19 PANDEMIC.
8. PLAN - ENCLOSED FOR REFERENCE
9. ANY OTHER BUSINESS

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### CROSS PARTY WORKING GROUP - COMMUNITY GOVERNANCE REVIEW

Tuesday, 18 February 2020

**PRESENT:** Councillor (Chair); Councillor (Deputy Chair); Councillors Beardsworth, Birch, Larratt, Patel, Stone and Walker (In place of Kilbride)

#### **APOLOGIES:**

##### **1. APOLOGIES**

Apologies for absence were received from Councillor Nunn who was substituted by Councillor Patel, and Councillor Kilbride who was substituted by Councillor Walker.

##### **2. MINUTES**

These would be brought to the next meeting.

##### **3. CONSIDER THE RECOMMENDATIONS AS SET OUT IN THE ENCLOSED REPORT**

It was advised that Richard Walden – NCALC and Diana Bowden – Electoral Services Manager were in attendance in order to advise on procedural matters.

The Solicitor advised that the recommendations contained in the report, if agreed, would be taken to Full Council on 24<sup>th</sup> February, noting that this was the final deadline for the 3 Statutory Orders to allow for the creation of a town council and parish councils for Kingsthorpe and Far Cotton & Delapre. In relation to upcoming elections for the proposed authorities, the Solicitor stated that there was a need to be clear on their respective names, although they could be changed at their inaugural meetings.

Councillor Stone requested further details surrounding financing of the new parish councils and suggested that due to its contentious nature, recommendation 1 of the report be agreed separately. In response, Councillor Larratt explained that from the start of the process the administration had been clear that it would not support a large town council; if all 3 parish councils were not agreed upon then the administration's support would be withdrawn for the town council.

Councillor Stone stated that the proposed Kingsthorpe Parish Council boundary was contentious and commented that she had worked with residents of Spring Boroughs for 3 years before they felt comfortable with the creation of a Neighbourhood Forum, advising that the same work was needed for St David's. She further advised that the consultation proved that Kingsthorpe Village residents did not want to be a part of the proposed parish council but may change their minds once they saw that it was a success. Councillor Larratt replied that the Town Council would increase in size if the Kingsthorpe parish council grew smaller and it would require further consultation, which the administration was not willing to have undertaken.

Councillor Beardsworth commented that she had attended a St David's residents' association meeting last week where it had been agreed unanimously that the Council should re-consult on the proposals. She stated that the promise of a meeting between residents and the Chief Executive had been reneged on and advised that local consultees such as the Conservation Area Committee and ward councillors had not been consulted.

Councillor Stone stated that the commitment from WASPRA showed that they would do a good job, however the communities were too diverse as the proposal currently stood; she felt that they were being set up to fail.

Councillor Birch highlighted an email received by all members from WASPRA representatives stating their preference for a 3 ward parish council. She noted that at the Council meeting on 20<sup>th</sup> January no member took issue with the proposals for Duston, Far Cotton & Delapre or the Town Council, however the contention around Kingsthorpe was clear based on the number of people who spoke against it at the meeting. She advised that Kingsthorpe residents' association was comprised mainly of minority groups (elderly, disabled, living in poverty, etc.) and asserted that Kingsthorpe residents should be permitted to move forwards with what they felt comfortable with. In response, Councillor Larratt stated that the administration was not prepared to extend the boundary for the town council under any circumstances.

Councillor Walker noted that demographics varied between Far Cotton and Delapre and their proposal for a parish council was agreed without hesitance or argument.

Councillor Stone stated that work was needed to get residents on board; it would be ill-advised to co-opt members without first building up the confidence of communities; these comments were echoed by Councillor Birch.

Councillor Stone stated a Kingsthorpe Parish Council consisting of 3 wards initially would be a success; this success would then prompt the remaining wards to want to join. A staged process would work best, in her opinion.

It was noted by Councillor Birch that WASPRA had expressed reluctance over the possibility of a large, 5-ward parish council. She stated that there was agreement from all parties regarding the Town and Delapre & Briar Hill Councils, however too much was being asked of Kingsthorpe residents to take on such a large parish council. In response Councillor Larratt explained that to split the wards now would mean to go back to consultation which was not an option at this stage.

At this juncture Councillor Stone proposed that the Working Group agree to all of the recommendations in the report with the exception of the creation of a Kingsthorpe Parish Council of 5 wards; that it be split into a 3-ward parish council and reviewed in 18 months' time.

Upon a vote, the proposal fell.

Councillor Larratt proposed that the Working Group accept the recommendations as set out in the report.

Upon a vote, the proposal was agreed.

## **RESOLVED:**

- 2.1 That the Working Group considered the following with a view to making appropriate recommendations to Full Council at its meeting on the 24<sup>th</sup> February 2020:
  - i) That a Community Governance Reorganisation Order be made creating a Northampton Town Council of 21 wards and 25 councillors as shown in red on the enclosed plan; a Far Cotton and Delapre Community Council (unwarded) with 12 councillors; and a Kingsthorpe Parish Council of five wards and 15 councillors

- both as shown in blue on the enclosed map (see Appendix 1).
- ii) That the term of office of the new councillors shall be for 5 years from 2020, and from 2029 onwards for four-year terms.
  - iii) That the Chief Executive be authorised to convene the first meetings of the new councils. The first meeting of the Town Council being planned for Tuesday 19<sup>th</sup> May at 6.00pm at the Guildhall.
  - iv) That it be noted that the new Town Council and likewise the new parish and community council will not be exercising its full civic functions until April 2021
  - v) That from 1<sup>st</sup> April 2020 until the first meetings of the new councils, those councillors serving borough council wards in those new Council areas shall have responsibility for those councils
  - vi) That the Chief Executive, after consultation with the Cross Party Working Group and subject where necessary to reports to full Council, be authorised to prepare schedules of land and property to be transferred to the new councils including civic plate and historic artefacts to the new Town Council and to approve the budget requirement (grant to be paid) of the new councils and this delegation to also include any necessary amendments to the reorganisation order.

#### **4. AOB**

The meeting concluded at Time Not Specified

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Appendices: 3



**NORTHAMPTON**  
BOROUGH COUNCIL

## **CROSS PARTY WORKING GROUP COMMUNITY GOVERNANCE REVIEW**

**Wednesday 26th August, 2020**

<b>Report Title</b>	<b>Community Governance Review (CGR) Statutory Orders &amp; Working Arrangements for Town/Parish/Community Council</b>
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### **1. Purpose**

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- 1.1 Northants County Association of Local Councils (NCALC) was appointed in February this year to assist with the creation of the new Town Council and other parishes, including the provision of an Acting Town Clerk (Richard Walden\*). This report considers the need to convene meetings of those councillors appointed to be members of the Town Council, in the absence of the election of Town Councillors last May, and other matters necessary or desirable to ensure that the new council is able to operate lawfully, effectively and efficiently once it assumes its full service responsibilities after the Annual Meeting in May 2021 following the election of town councillors on 6 May 2021. In framing the recommendations contained in this report NCALC has undertaken extensive research into the practices of other large town councils with regard to services delivered, staffing structures, governance arrangements and budgets. This has included discussions, interviews and meetings with the Clerks to the largest of those councils.

### **2. Recommendations**

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- 2.1 That the Working Group considers the following with a view to making appropriate recommendations to the Full Council at its meeting on 14 September 2020
- i) That the Chief Executive convene a first meeting of the Town Council to consider the matters set out in the draft Agenda set out at Appendix "A" to this report;

\*Richard Walden has over 50 years' experience working with and for town and parish councils. Born and educated in Northamptonshire (and a lifelong Cobblers supporter) he began his career as an Admin Trainee/ Committee Clerk with Northampton CBC. He was Head of Democratic Services with Luton Borough before spending 22 years as Town Clerk to Dunstable, one of the largest local councils. Since 2007 he has managed his own consultancy specialising in support to large town councils. He has been President of SLCC, the professional body for parish clerk,s and on two occasions was its Interim Chief Executive. He was the parish councils' representative on the Government working group which prepared the statutory guidance on the conduct of Community Governance Reviews.

- ii) That the Town Council be recommended to approve terms and conditions and arrangements the recruitment and appointment, as set out at Appendix “C”, of a permanent Town Clerk who would commence duties as soon as practicable after 1 April 2021;
- iii) That, in addition to the assets set out in the report of the Head of Asset Management, the Working Group considers which other services could be transferred to the Town Council on 31 March 2021 or other date as may be later agreed;
- iv) That a budget be made available in the current financial year to facilitate the recruitment of a permanent Town Clerk and to enable the Town Council to conduct its business during the year;
- v) That the Borough Council considers convening a Parish Remuneration Panel;
- vi) That the Borough Council considers the possibility of transferring the existing Borough Coat of Arms to the Town Council which could then be investigated with the College of Arms; and
- vii) That the governance arrangements for the Town Council set out at section 3.12 be approved and endorsed.

### **3. Issues**

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#### **3.1. Convening the first Town Council Meeting**

- i) The Town Council was created on 1 April 2020 by the Northampton Borough Council (Reorganisation of Community Governance) No.1 (Northampton Parish Council) Order 2020 (“the Order”). Although the Council exists only technically and has no assets, services or budget in 2020/21, it must comply with some minimum statutory requirements:
  - It must appoint a Proper Officer
  - Although the requirement to hold an Annual Meeting in 2020 has been suspended as part of the coronavirus restrictions, pursuant to the requirements of Schedule 12 to the Local Government Act, 1972, it must still hold three other meetings this municipal year.
  - A meeting is essential to give effect to paragraph 14 of the Order transferring the mayoralty on 1 April 2021. As the Borough Council and its Mayor will cease to exist on 31 March 2021 there would otherwise be a gap of no Mayor from that date for about 7 weeks until the Annual Meeting after the election of the new town councillors in May 2021. To avoid this there must be a meeting of the Town Council convened to elect one of the appointed councillors as Chair who would become Town Mayor on 1 April 2021 (for about 7 weeks).
- ii) As there must be a meeting of the Town Council for the above purposes, then meetings to at least confirm the appointment of a permanent Town Clerk and to endorse the Borough Council’s recommendation as to the town council precept for 2021/22 is the firm recommendation of Northants CALC. The Town Council will have statutory responsibilities

from 1st April 2021 so it is sensible and practical to have a permanent employee in place to manage those responsibilities. This would also resolve the other important question about who would otherwise convene the first annual meeting after the May 2021 election. The Order prescribes the Borough Council Chief Executive but by then there will be no such position.

- In the absence of elections in 2020 the Order prescribed that the 24 existing Borough Councillors for wards listed in Schedule 1 to the Order will have responsibility for the “shadow” council (the new Briar Hill town ward will have no councillor until the May 2021 elections).
- iii) Given the above points Northants CALC suggests that the Chief Executive be asked to convene a first meeting of the appointed councillors.
- iv) The business of the first Town Council meeting would include:
- Election of Chairman and Vice Chairman who would be styled Town Mayor and Deputy Town Mayor from 1 April 2021. The Local Government Act, 1972 specifically requires the appointment of a Chairman but, in order to comply with modern usage, the Council could also resolve to style the posts in gender neutral terms prior to 1 April 2021.
  - Approval of the Chairman’s allowance
  - Formal adoption of style “Town Council” (the council currently exists as a parish council until its first meeting)
  - Confirmation of the appointment of the Acting Town Clerk as Proper Officer and Responsible Financial Officer
  - Adoption of Standing Orders, Financial Regulations and other necessary policies following models recommended by the National Association of Local Councils and the Code of Conduct currently in force for the West Northamptonshire Council .
  - Appointment of an Executive Committee of, say, seven councillors with delegated authority to deal with all matters not directly reserved to the full council (confirmation of Town Clerk appointment, setting a precept for 2021/22, approving services and assets to be transferred and agreeing councillors’ remunerations)
- v) A first draft of an agenda for the first meeting is enclosed at Appendix “A”.

### 3.2 Other Town Council Meetings

- i) In addition to the above first meeting, there must be at least two other meetings of the Town Council during this municipal year.
- ii) These other meetings could consider:
- a recommendation as to the appointment of the most suitable candidate as permanent Town Clerk

- to endorse the Brough Council's recommendation as to its precept for 2021/22
- to accept the schedules of assets, historic muniments etc. and other services to be transferred from the Borough Council.

### 3.3 Appointment of a permanent Town Clerk

- i) As mentioned above, one of the first key issues for the Town Council will be the appointment of a permanent Chief Officer. The terms and conditions on which such an officer is appointed (including annual salary) will be a key factor in determining the level of precept required for 2021/22. Given the desirability of such an officer being in post as soon as practicable after 1<sup>st</sup> April 2021 and the fact that the shadow Town Council is not yet meeting, it could be advantageous if the Borough Council started the recruitment process this autumn.
- ii) As Members are aware, the new Town Council is the largest town or parish council in England and Wales in terms of its electorate of 94,000 and its estimated population of 130,000. As well as being responsible for a range of assets and services, the new council will also have a major role in proving a democratically elected representational voice for the town. It is therefore essential that the person appointed to the post of Town Clerk will be of the highest level of experience and skills able to fully advise the council on all aspects of its decisions but also able to ensure those decisions are implemented legally, efficiently and effectively and to communicate those decisions in as professional manner as possible.
- iii) For comparison purposes on size of council, the following are the other largest councils by way of population:
 

Sutton Coldfield	105,000
Weston-super-Mare	81,000
Shrewsbury	75,000
Aylesbury	71,000
Bracknell	58,000
- iv) In terms of salary, in 2004 the National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC), the professional body for clerks and senior managers in local councils, issued a model contract of employment for local council clerks based upon the NJC for Local Government Services ("the Green Book"). This was accompanied by a recommended scale of salaries in four Bands based upon the level of activity, number of employees and gross budget of each council. Within each Band there is a substantive range and then ranges above and below that level which councils are free to determine where their own position sits. NALC Employment Briefing E02-18 which sets out the actual salaries within these Bands is attached as Appendix "B". A pay award is pending from 1 April 2020 and the final agreement could see salaries rise in the region of 2%.
- v) It is believed that over 90% of clerks are paid in accordance with these recommendations and most clerks to the very largest councils receive

salaries in Band LC4 above the substantive range. The substantive range refers to councils with gross budgets of £75K, two or more committees and up to 20 staff. To test this, we asked the Chief Officers of the 10 largest councils referred to above, in confidence, the salary they are currently receiving. Only one is paid below the “above substantive” range and four are at or above SCP 62 (£75,701). Two of the respondents receive salaries related to the JNC for Chief Executives for smaller district councils. Our enquiry has engendered a debate amongst the group as to whether the 2004 Agreement is still appropriate for larger councils today, especially in view of the creation of new ever larger town councils and the extent to which significant services are being devolved to larger local councils. Two of the group have said that the position of Town Clerk to Northampton interests them greatly but the salary offered would have to be in excess of NALC/SLCC agreement.

- vi) Northants CALC’s view is that, having regard to comments at Borough Council meetings that “one of the best town clerks” is to be recruited, then an initial salary of at least SCP 62 is appropriate but with an undertaking that the Town Council would review the salary after 18 months (possibly on professional advice from the East Midlands Regional Employers Organisation) in the light of the level of activity and services delivered after year two.
- vii) A first draft of a job description for the position is enclosed at Appendix “C” which the Working Group is asked to recommend to the full Council.
- viii) The process for recruiting the new Town Clerk, which will be supported by the Acting Town Clerk who has considerable experience in the recruitment of clerks to large town councils, is proposed as follows:

Mid October 2020	selection of an Appointment Panel (5 members)
Early November	Panel refines terms and conditions of appointment, person specification and job description
Second week November	Position advertised, candidates complete application form and a prescribed written exercise
Second week December	Closing Date for applications; Panel receives recruitment training and criteria and shortlists candidates
Early January 2021	Two day Assessment Centre:  Day One: Welcome by Chair of Town Council (and the Borough Mayor?); mini bus tour of properties and assets likely to be transferred with Panel accompanying candidates; observed group discussion by all candidates of a relevant topic; evening reception to which all members of the Town Council will be invited

Day Two: Presentation by all candidates on an advised subject followed by interviews. Panel discusses and makes recommendation on appointment to a meeting of the full Town Council

February 2020

Town Council considers recommendation and confirms appointment

Early/ mid May 2021

Given likely need for three months' notice, successful candidate commences their duties

If social distancing rules are still in force at the time, the above programme would need to be adjusted accordingly.

### 3.4 Other Appointments

- i) The Acting Town Clerk is initially fulfilling the dual roles of Proper Officer and Responsible Financial Officer (RFO) which is the practise in many smaller local councils. However it is expected that, given the likely size of the Town Council's responsibilities and budget and the desirability of separating budget responsibilities, that a separate full time suitably qualified RFO will eventually need to be appointed who would also have responsibility for the Council's internal administration, probably with a title such as Head of Finance and Administration. This postholder could have deputising responsibilities for the Town Clerk. Again, dependent upon the level of assets and services transferred to the Town Council, there could be a need for two further senior officers, probably styled Head of Environmental Services and Head of Community Services who would respectively be responsible for property and assets and community engagement, events and tourism. There would also be a need for probably two full time equivalent administrative assistants and an accounts assistant. Any staff currently engaged for the majority of their time on managing and administering transferred assets and services may be liable to be transferred to the Town Council under the Transfer of Undertakings (Employment Protection) Regulations ("TUPE").

### 3.5 Town Council Precept

- i) In subsequent items the Working Party will be receiving advice as to the level of its precept for 2021/22 which, subject to approval by the full Borough Council will also need to be endorsed by at a meeting of the Town Council. There are likely to be four key elements to the precept:
  - existing operational budgets for transferred assets and services,
  - additional or enhanced services desired by the Town Council,
  - administrative costs of the Council (including staffing costs as at sections 3.3 and 3.4 above) and
  - a contingency to initiate reserves for the council. The Town Council will initially possess no reserves and will potentially need to establish significant reserves to meet any unforeseen expenditure and liabilities.
- ii) To provide some context to the consideration of the financial reports, the following comparisons with other larger town councils may be of assistance:

Town Council	Precept	Band D £
Chippenham	3,236,261	262.05
Salisbury City Council	3,064,133	208.00
Weston-super-Mare	2,567,270	98.37
Dunstable	2,369,323	181.11
Central Swindon		
South	2,344,468	125.89
Leighton-Linslade	2,265,946	155.50
Falmouth	2,208,221	306.72
Trowbridge	1,936,950	164.98
Banbury	1,929,411	121.12

- iii) For further comparison, we have identified the average parish council tax at Band D for the current financial year as follows:

	Band D average £
England's 8,885 parishes raising a precept	72.70
Town Councils with over 50,000 population	111.47
All 232 Northamptonshire parishes raising a precept	70.83
Highest precept in county – Rushden TC £1,106,667	111.76

### 3.6 Services proposed to be transferred to the Town Council

- i) In addition to the property and other assets described in the report of the Head of Asset Management, the Working Party is asked to consider and determine which other services would be appropriate for transfer to the Town Council. As one of the key functions of the new council will be to preserve the town's rich heritage and traditions through the transfer of the mayoralty, then other related events and celebrations which are important to Northampton could also be considered for transfer. These could include:
- Oak Apple Day
  - Remembrance Day/ Sunday Commemorations
  - Freedom Ceremonies (The Town Council has the power to grant honorary freedom of the town)
  - Other services which are usually provided by all the largest town councils and which the Working Party are asked to consider are:
    - Markets
    - Events and entertainments
    - Festive lighting
    - Street furniture (seats, signs, street name plates, interpretation boards, non-highway lighting)
    - Hanging baskets and planting displays
    - Town Twinning
    - Community grants
    - Town centre management activities
    - Highway verge maintenance

- ii) The new West Northants Council will obviously be facing many strategic budgetary pressures and the new town council, to which council tax referendum principles will not apply (at least until 2021/22), could in a position to support those strategic services by assuming budgetary responsibility for purely local community services.

### 3.7 Town Council operational budget 2020/21

- i) As Members are aware, the Town Council has no budget of its own for the current year and, in order to comply with its statutory obligations, to service council meetings and to deal with the recruitment of a permanent Town Clerk, it will require at the very least a small operational “grant” which the Borough Council could make available for it to draw upon as follows:

<b>NTC Budget requirements</b>	<b>£</b>
Town Clerk advert	2,000
Assessment centre costs inc mini bus tour of town, candidates' expenses and all-member reception	1,000
Chairman's Allowance	500
Members' travel expenses (Exec Cttee visiting other town councils)	1,000
Contingency (possible meeting expenses)	1,000
	<b>5,500</b>

### 3.8 Councillor Allowances

- i) A member of the Cross Party Working Group has asked whether the Town Council, in order to attract the widest range of candidates for election, will be able to reimburse child care costs.
- ii) Principal councils in England have since 2003 had the power to pay 'dependants' carers' allowance'. However, parish and town councils in England do not have this power. Apart from paying 'parish travelling and subsistence allowance' under the 2003 Regulations and a chairman's allowance under section 15(5) LGA 1972 parish and town councils can only pay a 'parish basic allowance' (“PBA”). In setting the level of parish basic allowance the parish or town council must 'have regard to' the recommendations of the Principal Council's independent parish remuneration panel. There currently is no such panel in Northampton as no parish currently pays councillors' allowances. The SWNC is considering appointing an Independent Remuneration Panel to advise on allowances for its own members but it is understood that it has no current plans to consider appointing a Parishes Panel, rather leaving the question to the Borough Council. Subject to SWNC confirmation of this position it is suggested that the Working Party may wish to recommend that a Parish Remuneration Panel be established now by the Borough in that its report can be considered by the Town Council and allowances be announced prior to the opening of nominations for councillor elections in early April 2020.
- iii) PBA can be paid to the chair (or town mayor) or to councillors or both. The rate of allowances paid to councillors other than the chairman must be the same (but the rate paid to the chairman can be different). Any member can waive some or all of the PBA to which they may be entitled. There is no provision for the payment of 'special responsibility allowance' to, e.g. a 'leader' or the chair of a committee, as there is with principal councils.

iv) Payment of PBA under the 2003 Regulations, whether to the chairman or the other councillors, is payment of a round-sum allowance and so must be paid through payroll with the councillor set up in a PAYE scheme as principal councils do as a matter of course.

v) To give members some idea as to a likely level of allowance, should they feel this is appropriate, the following are the allowances approved by other large town councils:

<b>Town Council</b>	<b>Parish Basic Allowance p.a.</b>
Aylesbury	£1,000
Chippenham	£1,342
Lowestoft	none
Salisbury City	£750
Sutton Coldfield	£900
Weston super Mare	none
Weymouth	£1,000

vi) With regard to the Chair's allowance, the Cross Party Working Group has already noted that it is expected that the Town Council will not opt to style its Chair as "Town Mayor" until after 1 April 2021, so the level of any "Mayoral allowance" can be considered later in the year. For the moment, the first meeting of the Town Council should be asked to consider what allowance, if any, it wishes to pay to its Chair up until 1 April 2021. The shadow West Northamptonshire Council (WNC) is considering appointing an Independent Remuneration Panel to advise on allowances for its own members but it is understood that it has no current plans to consider appointing a Parishes Panel, rather leaving the question to the Borough Council. Subject to WNC confirmation of this position it is suggested that the Working Party may wish to recommend that a Parish Remuneration Panel be established now by the Borough Council so that its report can be considered by the Town Council and allowances be announced prior to the opening of nominations for councillor elections in early April 2020.

vii) Any member can waive some or all of the PBA to which they may be entitled. There is no provision for the payment of 'special responsibility allowance' to, e.g. a 'leader' or the chair of a committee, as there is with principal councils.

### 3.9\_ Continuation of Mayoralty

i) Earlier reports to the Working Group envisaged some form of formal handing over of civic regalia, mayoral robes, muniments etc at the Annual Meeting of the Town Council in 2021. However, given current circumstances and as the Borough Mayor will cease to hold office on the demise of the Borough Council on 31 March 2021 and the regalia etc will be transferred on 1 April, 2021, it seems more appropriate that at the first Meeting of the Town Council it be agreed that the Chair be styled "Town Mayor" with effect from on 1 April 2021 giving him or her about 6/7 weeks with the Mayoral role before either seeking re-election (if successful in the Council elections) or another councillor being elected. Some form of ceremony could therefore be arranged for that day, 1 April 2021. However, if any ceremony is contemplated to mark the end of the Borough Council, then perhaps a "handover" could be effected at the same time?

### 3.10 Pension Provision

- i) The Town Council will need to consider what level of pension it wishes to offer its employees. Whilst there are a range of options available and although NCALC does not as a principle recommend any particular provider, the vast majority of local government employees will already be entered in the Local Government Pension Scheme (LGPS) and if the permanent Town Clerk is recruited from another existing town council or other senior public sector position, then they would be expecting their LGPS benefit to continue. Further if any existing Borough Council staff are to be transferred to the Town Council in the future and they are already in LGPS, then they must receive the like benefit.
- ii) LGPS can be offered to all employees or to particular classes of employees and, in order to offer equal benefits to all employees, it is recommended that the new Council resolves to join LGPS by becoming a “Resolution Member” of the Northamptonshire Pension Fund. A motion to consider applying for this status can be included on the agenda for the first meeting of the Town Council.

### 3.11 Armorial Bearings

- i) The Town’s Coat of Arms is a proud symbol of Northampton’s rich civic heritage and, when the Mayoralty transfers to the Town Council on 1<sup>st</sup> April 2021, it is likely that members would also wish to see the Coat of Arms used by the new Council. If the Working Party supports this possibility, the College of Arms could be consulted on the practicalities of such a transfer.

### 3.12 Governance of the Town Council

- i) The rules concerning executive members, their responsibilities and Cabinet which are available to all principal councils, do not apply to parish and town councils. All decisions of the Town Council must therefore be taken by the full council or a committee or sub committee to which delegated power has been given for that purpose or to an officer but not to any individual member. Whilst some, generally smaller, councils take all business to meetings of the full council it is common practise amongst larger local councils to ensure the efficient discharge of their functions to appoint standing committees with specific areas of delegated responsibility. It is presumed that this is the model which the Town Council will wish to follow. Decisions in this regard will assist the production of draft Standing Orders and Financial Regulations which will be presented to the first meeting of the Council. To aid the drafting of these key documents, the Working’s Party’s views are sought on the following committee structure which, if acceptable, can be incorporated in the above draft documents, even though members will not be appointed to them until the Annual Meeting in May 2021.

<b>Committee</b>	<b>Broad Functions</b>
Policy and Finance	Overall management of the Council, its strategies and policies. Preparing and recommending an annual budget and precept to full Council. Monitoring the agreed budget. Responding to all matters relating to internal and external auditors. All matters relating to the Guildhall.
Planning	Commenting upon all planning applications relating to the area of the town council. Responding to consultation on spatial and strategies and other policies of the principal authority and other key Government institutions. Responding to traffic, highways and car parking issues.
Environmental Services	All matters relating to parks, open spaces, play areas, cemeteries, closed churchyards, allotments and the market.
Community Services	All matters relating to engagement with the local community, community relations, supporting policing and crime reduction measures including CCTV. Events management, Christmas lights, tourism, town twinning.

#### **4. Environmental Issues**

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4.1 There are none.

#### **5. Background Papers**

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5.1 There are none.

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**NORTHAMPTON TOWN COUNCIL**

**Council Meeting xx xxxxxxxx 2020**

**To: All Northampton Borough Councillors for the wards set out in Schedule 1 to the Northampton Borough Council (Reorganisation of Community Governance) No.1 (Northampton Parish Council) Order 2020**

**You are summoned to attend a first of Northampton Town Council to be held either at the Council Chamber, Guildhall, Northampton or by remote means through Zoom\* at 18.00 on xx xxxxxxxx, 2020.**

**George Candler**

**Chief Executive**

**Northampton Borough Council**

**\*Joining instructions will be issued nearer the date and notice published how the press and public can witness the proceedings.**

***Immediately prior to the commencement of the meeting his Worship the Mayor of Northampton will welcome the appointed councillors to the first meeting of the new Town Council.***

**A G E N D A**

1. Election of Chairman
2. The Chairman will respond to the Mayor's welcome
3. Election of Deputy Chairman
4. Apologies for Absence
5. To approve the Chair's allowance for the period to 1<sup>st</sup> April 2021
6. To confirm the appointment of the Acting Town Clerk and Responsible Financial Officer
7. To adopt, subject to review within 18 months' time, the draft Standing Orders, Financial Regulations and Code of Conduct and other key documents set out on the Council's website
8. Declarations of Interest
9. To formally adopt the style "Northampton Town Council" and for the Chairman and Deputy Chairman to be known as "Town Mayor" and "Deputy Town Mayor" with effect from 1<sup>st</sup> April 2020
10. To appoint an Executive Committee of seven councillors with delegated authority to undertake all the business of the Town Council not reserved by law to the full Council.
11. To note arrangements being made to recruit a permanent Town Clerk.
12. To agree to join the Northamptonshire Pension Fund as a "Resolution Body".
13. To agree dates for two other meetings of the Council in 2020/21.

**A covering report of the Acting Town Clerk amplifying each of the above items will be attached.**

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14 DECEMBER 2018

## **EMPLOYMENT BRIEFING E02-18 | 2019-2020 NATIONAL SALARY AWARD**

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2019-2020 to be implemented from 1 April 2019.

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2019

Due to the introduction of the national living wage, the NJC agreement includes the introduction of a new pay spine on 1 April 2019 and the attachment translates the existing spinal column points and scale ranges used in the sector to the new scales.

© NALC 2018

## ANNEX 1

SCP	1 April 2018	1 April 2019			Old SCP[s]	Scale Ranges
	£ per annum	New SCP	£ per annum	* £ per hour		Based on New SCP
6	£16,394	1	£17,364	£9.02	6/7	<b>Below LC Scale (for staff other than clerks)</b>
7	£16,495					
8	£16,626	2	£17,711	£9.21	8/9	
9	£16,755					
10	£16,863	3	£18,065	£9.39	10/11	
11	£17,007					
12	£17,173	4	£18,426	£9.58	12/13	
13	£17,391					
14	£17,681	5	£18,795	£9.77	14	
15	£17,972	5	£18,795	£9.77	15	
16	£18,319	6	£19,171	£9.96	16/17	
17	£18,672					
18	£18,870	7	£19,554	£10.16	18	<b>LC1 (7-12) (substantive benchmark range)</b>
19	£19,446	8	£19,945	£10.37	19	
20	£19,819	9	£20,344	£10.57	20	
		10	£20,751	£10.79		
21	£20,541	11	£21,166	£11.00	21	
22	£21,074	12	£21,589	£11.22	22	
		13	£22,021	£11.45		<b>LC1 (13-17) (above substantive range)</b>
23	£21,693	14	£22,462	£11.67	23	
24	£22,401	15	£22,911	£11.91	24	
		16	£23,369	£12.15		
25	£23,111	17	£23,836	£12.39	25	
		18	£24,313	£12.64		<b>LC2 (18-23) (below substantive range)</b>
26	£23,866	19	£24,799	£12.89	26	
27	£24,657	20	£25,295	£13.15	27	
		21	£25,801	£13.41		
28	£25,463	22	£26,317	£13.68	28	
29	£26,470	23	£26,999	£14.03	29	
30	£27,358	24	£27,905	£14.50	30	<b>LC2 (24-28) (substantive benchmark range)</b>
31	£28,221	25	£28,785	£14.96	31	
32	£29,055	26	£29,636	£15.40	32	
33	£29,909	27	£30,507	£15.86	33	
34	£30,756	28	£31,371	£16.31	34	
35	£31,401	29	£32,029	£16.65	35	<b>LC2 (29-32) (above substantive benchmark range)</b>
36	£32,233	30	£32,878	£17.09	36	
37	£33,136	31	£33,799	£17.57	37	
38	£34,106	32	£34,788	£18.08	38	

## ANNEX 1

SCP	1 April 2018	1 April 2019			Old SCP[s]	Scale Ranges
	£ per annum	New SCP	£ per annum	* £ per hour		Based on New SCP
<b>39</b>	£35,229	<b>33</b>	£35,934	£18.68	39	<b>LC3 (33-36)</b> (below substantive range)
<b>40</b>	£36,153	<b>34</b>	£36,876	£19.17	40	
<b>41</b>	£37,107	<b>35</b>	£37,849	£19.67	41	
<b>42</b>	£38,052	<b>36</b>	£38,813	£20.17	42	
<b>43</b>	£39,002	<b>37</b>	£39,782	£20.68	43	<b>LC3 (37-41)</b> (substantive benchmark range)
<b>44</b>	£39,961	<b>38</b>	£40,760	£21.19	44	
<b>45</b>	£40,858	<b>39</b>	£41,675	£21.66	45	
<b>46</b>	£41,846	<b>40</b>	£42,683	£22.18	46	
<b>47</b>	£42,806	<b>41</b>	£43,662	£22.69	47	
<b>48</b>	£43,757	<b>42</b>	£44,632	£23.20	48	<b>LC3 (42-45)</b> (above substantive benchmark range)
<b>49</b>	£44,697	<b>43</b>	£45,591	£23.70	49	
<b>50</b>	£45,816	<b>44</b>	£46,732	£24.29	50	
<b>51</b>	£46,957	<b>45</b>	£47,896	£24.89	51	
<b>52</b>	£48,138	<b>46</b>	£49,101	£25.52	52	<b>LC4 (46-49)</b> (below substantive range)
<b>53</b>	£49,331	<b>47</b>	£50,318	£26.15	53	
<b>54</b>	£50,421	<b>48</b>	£51,429	£26.73	54	
<b>55</b>	£51,832	<b>49</b>	£52,869	£27.48	55	
<b>56</b>	£53,131	<b>50</b>	£54,194	£28.17	56	<b>LC4 (50-54)</b> (substantive benchmark range)
<b>57</b>	£54,455	<b>51</b>	£55,544	£28.87	57	
<b>58</b>	£56,272	<b>52</b>	£57,397	£29.83	58	
<b>59</b>	£58,082	<b>53</b>	£59,244	£30.79	59	
<b>60</b>	£59,901	<b>54</b>	£61,099	£31.76	60	
<b>61</b>	£61,732	<b>55</b>	£62,967	£32.73	61	<b>LC4 (55-62)</b> (above substantive benchmark range)
<b>62</b>	£63,541	<b>56</b>	£64,812	£33.69	62	
<b>63</b>	£65,372	<b>57</b>	£66,679	£34.66	63	
<b>64</b>	£67,167	<b>58</b>	£68,510	£35.61	64	
<b>65</b>	£68,869	<b>59</b>	£70,246	£36.51	65	
<b>66</b>	£70,607	<b>60</b>	£72,019	£37.43	66	
<b>67</b>	£72,387	<b>61</b>	£73,835	£38.38	67	
<b>68</b>	£74,217	<b>62</b>	£75,701	£39.35	68	

## \* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours

Version 2 - 14 December 2018

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## **NORTHAMPTON TOWN COUNCIL**

### **Town Clerk**

#### **Job Description**

**Responsible to:** The Council

**Responsible for:** All Council employees

#### **Key Responsibilities**

1. To provide inspiring leadership as the Head of Paid Service in the strategic management of the Town Council and to advise the Council on all matters, helping to develop policies and strategies and ensuring the legality all decisions.
2. To deliver high quality, value for money services which meet the needs, aspirations and expectations of Northampton's residents, visitors and workers, in line with the direction given by the elected Members.
3. To actively foster and develop relationships with third party organisations of all types, other tiers of Local Government, neighbouring Councils and the voluntary sector to enhance the image of Northampton, its community and Town Council.
4. Under the direction of the Council, acting as the spokesperson of the Council and ensuring the voice of the community of Northampton is always heard.

#### **Specific Responsibilities**

1. To act in all respects as the Council's Head of Service and Proper Officer as required by law, the Council's Standing Orders and Financial Regulations or administrative best practice including the supervision, either direct or indirect, of all staff employed by the Council and to ensure they receive appropriate training and updating of skills to match their responsibilities.
2. Whilst it is envisaged that the Town Council will wish to appoint a separate Responsible Financial Officer as soon as is reasonably practicable, the Town Clerk will fulfil all the duties and responsibilities of such post before an appointment is made.
3. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
4. To ensure that the Council's obligations for risk management are properly discharged.
5. To assist the Council to define its high-level objectives and to monitor their achievement through the Council's performance management arrangements.
6. To prepare agendas for meetings of the Council and its various Committees, sub-committees, working groups and panels; to attend or be represented at all such meetings, to record attendances at and the decisions of those meetings and to implement such decisions in accordance with the Council's policy.

7. To ensure the maintenance of the Council's rich civic heritage through the satisfactory and efficient organisation of civic and related ceremonial or social functions and personally attending on appropriate occasions. Proactively to support and promote the Mayor in their ambassadorial role in promoting Northampton.
8. To study reports and other data on the activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for consideration by the Council.
9. To draw up on own initiative, and as a result of input from members, proposals for consideration by the Council and advise on the practicability and potential effects of specific courses of action. Undertake research and take advice in order to achieve best possible outcomes.
10. To provide proactive, inspiring leadership to both the employees and elected Members of the Council, leading at all times by example in promoting a can-do, enthusiastic and professional approach to all the Council's activities
11. To obtain external specialist advice when appropriate to ensure that the best advice is available to the Council and/or its various Committees, sub-committees, working groups and panels to councillors members in the decision making process.
12. To ensure that the Council's Standing Orders, Financial Regulations and Delegation Scheme are regularly reviewed and, in particular, to ensure that any changes required by changes in the law, guidance or best practice are implemented.
13. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To prepare and issue correspondence as a result of the instructions or known policy of the Council.
14. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
15. To supervise other members of staff either directly or indirectly in keeping with the policies of the Council and to ensure that all necessary activities in connection with the management of salaries, conditions of employment and work of other staff are carried out.
16. To manage and oversee the Council's performance management systems and employee appraisal scheme, including enabling employees to develop within their roles via a culture of continuous improvement.
17. To drive and promote a customer facing, customer focused, open and accountable Council amongst employees.
18. To ensure that the Council complies with health and safety legislation and to ensure the safety and well-being of those who visit or work in the facilities provided by the Council.
19. To act as the representative of the Council as required, liaising and building effective relationships with the public, other organisations and the press as appropriate.

20. To issue notices and prepare agendas and minutes for the Town Meeting.
21. To ensure that arrangements are in place for appropriate insurance cover for the Council's assets and public and other liabilities.
22. To be responsible, either directly or indirectly, for the security and maintenance to an agreed standard of all buildings and property owned or managed by the Council.
23. To be responsible for the proper maintenance and safe custody of all civic regalia and plate, muniments and other Council records, deeds, documents, etc.
24. To administer and promote the use of the Guildhall and other accommodation or facilities provided by the Council for the benefit of the public.
25. To prepare press releases about the activities or decisions of the Council and to be responsible for all routine contacts with representatives of the broadcasting and print media and to produce or ensure the production of such other publicity including the use of social media as the Council may from time to time require.
26. To ensure the maintenance of the Council's website and to implement improvements to it identified as necessary or desirable.
27. To develop the image of the Council and to take advantage of opportunities and initiatives that arise locally, regionally and nationally.
28. To attend conferences, training courses or seminars as required by the Council including the National Conference of the Society of Local Council Clerks (SLCC).
29. To continue personally to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council through the SLCC's process of continual professional development.
30. To undertake such other responsibilities and functions as may be required from time to time by the Council and by the demands of the office routine and business commensurate with the duties and responsibilities of the post.

## NORTHAMPTON TOWN COUNCIL

### PERSON SPECIFICATION – TOWN CLERK

	ESSENTIAL	PREFERRED
<b>Education</b>	<ul style="list-style-type: none"> <li>• Educated to degree or HND level in a relevant subject</li> <li>• CiLCA (or able to obtain within 12 months of appointment)</li> </ul>	<ul style="list-style-type: none"> <li>• General Management qualification</li> </ul>

#### **EXPERIENCE:**

1. Consistent and demonstrable record of achievement as Town Clerk in a larger town council or in a senior leadership role within a customer facing public sector organisation of a similar size and scope.
2. Demonstrate a clear understanding of the challenges involved in creating a new Town Council.
3. A track record of having delivered successfully a range of services and projects of varying values and complexities.
4. Working within an accountable environment and exposure to a diverse and complex range of issues and challenges.
5. Experience of leading and managing staff, as well as mentoring and coaching to achieve effective and successful outcomes.
6. A good understanding of the principles of good Local Government administrative practice, and a close working knowledge of the Parish Council sector.
7. An understanding of the challenges facing the Parish Council sector locally, regionally and at National levels.
8. Experience of working within a political environment or comparable organisation.
9. A demonstrable and successful record of engaging with and working alongside a range of third party organisations and bodies of varying types.
10. A consistent record of managing all aspects of a large, diverse budget including the short, medium and long-term aspects of planning.
11. A successful record of planning, overseeing, budgeting and completing capital projects of differing types.

#### **KNOWLEDGE and SKILLS:**

12. Able to produce complex reports in a logical, easy to follow format on a range of subjects, including financial information.

13. A thorough and comprehensive knowledge of the legal framework within which a Parish Council operates.
14. A relaxed and clear ability to prepare and undertake presentations to a range of audiences and in a range of formats.
15. A thorough and comprehensive knowledge of IT software, in particular Microsoft Office.
16. A skilled communicator both orally and in writing.
17. A knowledge of modern marketing and social media trends.
18. An ability to analyse, interpret and seek logical and creative solutions to often complex and problematic situations, often involving differing competing interests.
19. An ability to lead a team of staff in organisational and cultural change when required.
20. An ability to influence and negotiate outcomes during periods of conflict and confrontation.

#### **PERSONAL STYLES and BEHAVIOURS:**

21. An approachable, open and welcoming personality, able to maintain good relations with a range of differing groups – Members, staff, business representatives, contractors, voluntary staff etc – and of course the public at large.
22. Innovative, creative self starter who is resilient in the face of critical approaches from members and the public , and who is capable of finding solutions to problems as they arise.
23. An enthusiastic, energetic, confident and resourceful leader who sets high standards and constantly seeks improvement in the context of what is best for the Parish community.
24. An empathy toward people of all backgrounds and from all walks of life, committed to working with partners to achieve best outcomes.
25. Committed to equality of opportunity for all employees in an open, respectful and fair manner – always promoting the highest standards of behaviour in public and professional life.
26. The very highest standards of personal conduct, probity, honesty and integrity that ensures others have the utmost trust, respect and confidence.
27. A naturally proactive nature, known for achieving results either by working individually, as part of an internal team or as part of a larger, multi-agency external group.
28. A flexible style, open to suggestion and differing approaches. Always open to new ways of working, training and personal development.

#### **OTHER:**

29. A full, clean driving licence with own car and willingness to travel away from the area when required.
30. A willingness to work evenings as required and at weekends for Council meetings, events, Civic and Ceremonial occasions etc.

**NORTHAMPTON TOWN COUNCIL**  
**Town Clerk**  
**Terms and Conditions of Employment**

For all purposes not specified within this document, the post is subject to the terms of the conditions of service determined by the National Joint Council for Local Government Services (NJC/ Green Book).

**1. Salary**

The post is offered at a salary within the NALC/SLCC recommended Salary Scale 4, Spinal Column Points 65 -68 (£70,256 to £75,701 pay award pending from 1<sup>st</sup> April 2020). It is expected that the successful candidate will be appointed at the first point of the scale and, subject to satisfactory performance, to progress annually through the scale. However, for an exceptional candidate a higher starting spinal column point may be offered.

**2. Working Week**

The normal working week is 37 hours; however as Town Clerk and Head of Paid Service it is expected that you will work flexibly and commit sufficient hours, subject to working time regulations, to meet the needs of the Council including attending meetings and events in the evening and at weekends.

**3. Place of Work**

The Council is located in the Guildhall, St Giles Square, Northampton but may be required to work from other locations as the exigencies of the position require.

Should the successful candidate wish to move home to be closer to Northampton, the Council is willing to discuss the possibility of a one-off payment of up to £5,000 for legitimate actual removal and related expenses should he/she so move within 12 months of appointment (such sum to repaid should the Town Clerk vacate the position for whatever reason with 24 months of the employment start date). Payment of these expenses will be subject to HMRC rules in force at the time.

**4. Expenses**

In addition to the payment mentioned in item 3 of this document, travel, mileage, and subsistence expenses incurred during approved travel on Council business will be reimbursed under the Council's scheme applicable at the time.

## **5. Other Employment**

This is a full-time post. The post holder will be fully engaged in the employment of the Council and agrees not to undertake any other paid employment without the express consent of the Council. The Council reserves the right to require that any other employment does not conflict with the role or standards required to be undertaken or met in the position of Town Clerk.

## **6. Annual Leave**

The post holder is entitled, in addition to the normal bank and public holidays, to 28 working days' leave in each leave year (part years pro rata). The leave year runs from 1<sup>st</sup> April to 31<sup>st</sup> March.

In addition to general national holidays, two extra statutory days are given, the timing of these extra-statutory holidays is by mutual arrangement.

## **7. Period of Notice**

The post is subject to a 6 month probationary period and the permanent appointment must be confirmed by the Council.

The post holder must give least three months written notice to terminate the Employment. The post holder will be entitled to statutory notice during the probationary period and three months written notice after successful completion of the probationary period.

## **8. Pension**

The postholder is entitled to join the contributory Northamptonshire Local Government Pension Scheme.

## **9. Employee Development Scheme and Salary Review**

This is a key post whose success is vital to the successful development of the new Town Council. The Council therefore will provide the following developmental support.

The postholder will join the Society of Local Council Clerks (SLCC) and will be expected to comply with its professional code of conduct. The Town Clerk will be supported to annually maintain sufficient continuous professional development points necessary to maintain a Fellow membership of SLCC.

On appointment the Town Clerk will be entitled to:

- a monthly meeting during the first 6 months with a duly appointed representative of the Council to explore their direction of work and personal development;
- after 3 months a discussion to agree and refine the specific responsibilities of the post and to agree performance measures, indicators and milestones;
- at the end of the first 6 months an agreed Personal Development Plan setting out the tasks and on-going professional development required to achieve key result areas and to develop personal goals over the next period of 12 months.

The Town Clerk will have a formal Performance Review Meeting 18 months after joining the Council, which will measure the post holder's performance against the Personal Development Plan. A Performance Review Meeting will take place annually thereafter.

The role of Town Clerk can be very challenging and the Council will fund an external Executive Coach to help him/her tackle challenges in the role – a confidante, counsellor and above all development coach for important management issues.

#### **10. Health and Safety Regulations, Other Legislation & Society Policies**

You will be expected to familiarise yourself with all relevant regulations, legislation and policies applying to or made by the Council and ensure that you comply with and ensure others comply with these as required. Detailed policies and procedures are outlined in the Employee Handbook with which you are expected to comply.

Appendices: 0



**NORTHAMPTON**  
BOROUGH COUNCIL

## **CROSS PARTY WORKING GROUP COMMUNITY GOVERNANCE REVIEW**

**Wednesday 26th August, 2020**

<b>Report Title</b>	<b>LIST OF MUNIMENTS ETC ATTACHED TO THE MAYORALTY</b>
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### **1. Purpose**

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- 1.1 To consider the list of muniments/artefacts attached to the Mayoralty which will need to be transferred to Northampton Town Council.

To make any necessary recommendations to a future meeting of Full Council once a final list of such muniments/artefacts is completed.

### **2. Recommendations**

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- 2.1 It is recommended that the Working Group consider the enclosed spreadsheet of Mayoral items for transfer to Northampton Town Council.
- 2.2 It is further recommended that once a final list of Mayoral items has been agreed by the Working Group that Full Council be recommended to agree that all such items are transferred to Northampton Town Council..

### **3. Background and Issues**

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- 3.1. The enclosed spreadsheet shows the list of items which to date have been identified as being part of the Mayoralty. This exercise was carried out by Ms Elisabeth Hawkins, Civic & Mayoralty Officer who has worked hard to ensure that the list is reasonably comprehensive, however, it is possible that further items will be identified.
- 3.2 Members at this stage are asked to consider the enclosed spreadsheet and then authorise further work on this particular project to ensure that before Christmas 2020 a finalist can be presented to Full Council for approval.
- 3.3 Members should also note that there are a considerable number of items of furniture which are part of the Mayoralty and also form part of the Victorian Gothic style and fabric of The Guildhall.
- 3.4 There are no further issues to consider at this stage.

#### **4. Resources and Risks**

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4.1 There are none at this stage.

#### **5. Legal**

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5.1 There are no legal implications at this stage.

#### **6. Environmental Issues**

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6.1 There are none at this stage.

#### **7. Background Papers**

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7.1 There are none.

Itinerary number	Description of item	Materials	Engraving	Date	Location	Thumb nail photo
1	Mini bust of George Washington	unknown		1998	Window Ledge	
33 2	Small plaque - IWA Northampton	wood/brass	IWA Northampton National Campaign, 1761-2011 Festival, 250 years of Navigation, 29th April - 2ns May 2011	2011	Window Ledge	
3	Small brass ornament - Poitiers	brass	20th Anniversaire du Jumelage - Poitiers Northampton Avril 1999	1999	Window Ledge	
4	Small plaque - IWA Northampton	wood/brass	Northampton Festival of Water - Northampton Arm 1815-2015	2015	Window Ledge	

5	Silver rose bowl	Silver? Tarnished	Philips Public Lighting Competition 1987 first place awarded to Northampton Borough Council	1987	Window Ledge		
6	decanter in locked presentation box	Crystal glass/wood	presented by Anglia Television to mark Northampton's 800th Charter Anniversary		Window Ledge - William Tilly		
34 7	Commemorative plate	Fine bone china	Royal Worcester fine bone chine made in England made exclusively for Oswestry Town Council Limited edition 1990	1990	Window Ledge - William Tilly		
8	Glass ornament	Lasered glass	Fursorgerin Notleidender, Elisabeth v. Thuringen		Window Ledge - William Tilly		

9	Small glass vase x 2	Glass	Northampton's Charter Granted By Richard I 800th Anniversary 1189-1989	1989	Window Ledge - William Tilly	
10	Plaster mini statue	Plaster/china?	Minerve de Poitiers		Window Ledge - William Tilly	
35 11	Brass commemorative plate	brass	In profound appreciation of your support to Tibetan People and Tibet, Central Tibetan Administration, Sikyong Kashag	2019	Window Ledge - William Tilly	
12	Brass (plated?) commemorative plate	brass	Presented by: Tibetan Parliament in Exile Gangchen Kyishong, Dharamsala, H.P India		Window Ledge - William Tilly	

13	Crystal vase	Crystal glass	Stand Harelbeke		Window Ledge - William Tilly	
14	Brass commemorative coin	Brass	Northampton Massachusetts 227/350	1984?	Window Ledge - William Tilly	
36 15	Crystal glass basket vase	crystal glass	Doultron international crystal made in poland	n/a	Window Ledge - William Tilly	
16	Brass number medallion	Brass	Northampton Massachusetts 60/350	2004	Window Ledge - William Tilly	

17	Hip flask	stainless steel	Castillo Fortier Concordia - Northampton		Window Ledge - William Tilly	
18	Brass ornament - of a building front	brass/stone	Casa de la Villa,	1998?	Window Ledge - William Tilly	
37 19	Silver display bowl and plinth	Silver	Montis Insignia Calpe (Gibraltar c of a) Hall marked, Mapin and Webb London		Window Ledge - William Tilly	
20	Pottery Jug in red presentation case - china	unknown	All in Chinese!		Window Ledge - William Tilly	

21	Large crystal vase	Crystal glass, wood/brass	Presented to Alderman Arthur William Lyne OBE JP With the Honorary Freedom of the Borough April 1958	1958	Top of display cabinet 1 - William Tilley	
22	Black and white photography portrait		Arthur William Lyne 1938 - 1939		Top of display cabinet 1 - William Tilley	
38 23	Treaty of Friendship between Northampton and Poitiers, gilt frame large			1979	Top of display cabinet 1 - William Tilley	
24	commemorative plate		All Saints Church - d.157/1964 2	1964	William Tilley Cabinet 1	

25	commemorative plate		Queen Eleanor Cross D.157/1964 1	1964	William Tilley Cabinet 1	
26	china ornament (like amini butter dish?)		D96.1981		William Tilley Cabinet 1	
39 27	china watering can		Borough of Northampton p14/1976		William Tilley Cabinet 1	
28	pottery beaker		173/1977-4		William Tilley Cabinet 1	

29	commemorative plate		Thomas and Beckett Well - Northampton D.26.1988.3		William Tilley Cabinet 1	
30	commemorative plate		All Saints Church - Northampton D.26.1988.1		William Tilley Cabinet 1	
40 31	commemorative plate		Queen Eleanor Cross - Northampton D.26.1988.2		William Tilley Cabinet 1	
32	small pottery vase		All Saints Church Northampton D.14/1972.1		William Tilley Cabinet 1	

33	China pot		1894d344		William Tilley Cabinet 1	
34	commemorative cake knife	Silver	Foundation stone for Guildhall	1991	William Tilley Cabinet 2	
41 35	Medallion	Gold?	Northampton Leather Exhibition 1873	1873	William Tilley Cabinet 2	
36	Silver Spoon		Salisbury South Aust - prestige souvenirs		William Tilley Cabinet 2	

37	Small commemorative plate - wedgewood	pottery	Ienn Innes - Australian Standing Stones		William Tilley Cabinet 2	
38	Commemorative plate	china?	Saint Mary and the Virgin Northampton - hand painted 1996	1996	William Tilley Cabinet 2	
42 39	Brass medallion	Brass	Poitiers/Northampton/Marberg		William Tilley Cabinet 2	
40	Glass whiskey bottle - corked with liquid	Glass	Glasgow Caledonian University		William Tilley Cabinet 2	

41	Steel plate	Steel?	Universitätsstadt Marburg		William Tilley Cabinet 2	
42	Scroll and silver presentation box	Silver	Sotheby's lot 76 12.9.95 1995.444 presented to Reginald Thomas Paget QC MP on the occasion of the conferment of the Honorary Freedom of the Borough 20th March 1972	1995	William Tilley Cabinet 2	
43	Honorary Freeman of the Borough Scroll	Parchment	Reginald Thomas Paget - 20th March 1972	1972	William Tilley Cabinet 2	
44	Pottery plate (traditional)	Pottery	Marburg		William Tilley Cabinet 2	

45	Large brass plated plate	Brass?	Piquen Local Council , Israel		William Tilley Cabinet 2	
46	Honorary Freeman of the Borough framed certificate		Alderman Arthur William Lyne OBE JP 22 April 1958	1958	William Tilley Cabinet 2	
44 47	Silver drinks urn	Silver? Tarnished	Tyna?	1985	William Tilley Mantle Piece	
48	Gold decorative ornament with glass bowl	Gold			William Tilley Mantle Piece	

49	Silver mounted challis with key handles	Silver	Presented to Mark Dormant Esq, Mayor of Northampton in commemoration of his opening of the new town hall 17th May 1864	1864	William Tilley Mantle Piece	
50	Ceremonial Leader Staff	wood/brass	writing illegible	1822?	William Tilley - corner	
45 51	Ceremonial Spear	wood/brass			William Tilley Walls	
52	Bayonet spear - mounted and framed				William Tilley Walls	

53	Agreement of Twinning - Northampton Marberg (English) - framed			William Tilley Walls	
54	Freeman of Northampton - legal agreement - framed			William Tilley Walls	
46 55	Plaques - Local Authorities and wooden crucifix	Wood	South Northants, Corby Borough Council, Kettering Borough Council, Northampton Borough Council, Northampton County Council, Borough of Wellingborough, Daventry District Council, East Northants	William Tilley Walls	
56	Agreement of Twinning - Northampton Marberg (German) - framed			William Tilley Walls	

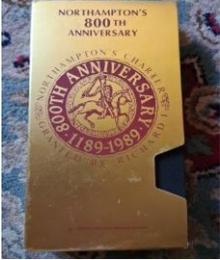
57	Twinning Northampton Marberg plaque	Slate		William Tilley Walls	
58	Certificate - Northampton Sea Cadets Mayor Presidency			William Tilley Walls	
47 59	Northampton 80 Lions Club - satin flag			William Tilley Walls	
60	Line drawing - All Saints Church Northampton - framed		Facsimile of drawing by George Clark of Scaldwell - circa 1835	William Tilley Walls	

61	Certificate - Freeman of Northampton - Diana Princess of Wales - framed		8th June 1989	1989	William Tilley Walls	
62	Certificate - Honorary Alderman status - framed		Donald Edwards Tuesday 16th January 2012	2012	William Tilley Walls	
48 63	Painting - unknown content - framed		Presented to NBC on 25th April 1990 by Northamptonshire police on the occasion of the people receiving the Freedom of the Borough	1990	William Tilley Walls	
64	Certificate -		The Armorial Bearings of The Mayor Alderman and Burgesses of Borough of Northampton 14 March 1906	1906	William Tilley Walls	

65	The Poachers - framed and mounted commemorative plate		To the Mayor and Mayoress of Northampton from The Officers Mess of the Poachers 18-21st February 1990	1990	William Tilley Walls		
66	Plaques - Local Authorities	wood	Milton Keynes Council		William Tilley Walls		
49 67	Painting of King George	Gold frame	Bulgaria		William Tilley Walls		
68	Wooden plaque of King George		P Alas		William Tilley Walls		

69	Grandfather clock - wall mounted	wood		William Tilley Walls	
70	Oil Painting - framed	gold	A T Vokes	William Tilley Walls	
50 71	Silver mirrored clock	silver/glass		William Tilley dresser 1	
72	NBC Tea Set x2	China	Wedgewood reg 814269	William Tilley dresser 2	

73	Commemorative plate		Fine hotel china - Owestry Town Council compliments slip		William Tilley dresser 2	
74	Framed mirror plaque	Mirror/wood	CLr Arthur McCutcheon - to mark 300 years of Khalsa - Sikh Community Centre Northampton		William Tilley dresser 2	
51 75	Mounted artwork - damaged	brass /wood			William Tilley dresser 2	
76	Silver plate in presentation box	silver	Maharashtra state award authority Duke of Edinburgh's Award Bombay Birmingham exchange 1983	1983	William Tilley dresser 2	

77	VHS		Northampton's 800th Anniversary	1989	William Tilley dresser 2	
78	Framed piece - broken glass		Evangelical Lutheran Church of Leubnitz and Rodau	1999	William Tilley dresser 2	
52 79	Framed hand drawing of Boothville Middle School		T J Spencer	1993	William Tilley dresser 2	
80	Framed photograph - deleppe council building?				William Tilley dresser 2	

81	Model train		Hexie - New Generation High Speed EMU	William Tilley dresser 2	
82	7" Single - A Love Affair with Northampton is a Journey into Space			Parlour window ledge	
53 83	Trophy - Green apple environment awards		Bronze award	2003 Parlour window ledge	
84	Framed photograph	Glass	Universitätsstadt Marburg	2003 Parlour window ledge	

85	Trophy - salvation army	Glass			Parlour window ledge		
86	Key to the city of Northampton Massachusetts			1998	Parlour window ledge		
54 87	Trophy		NYG 2000 Winner Athletics	2000	Parlour window ledge		
88	Plaque	Steel/wood	To commemorate the visit to Northampton 1990 from the grateful students and teachers of colegio maristes la Immaculata Barcelona	1990	Parlour window ledge		

89	Mineral ornament		Jasper from the Lokken mine Meldal Norway		Parlour window ledge		
90	Trophy		NYG 2000 Winner Swimming	2000	Parlour window ledge		
55 91	Plaque	Wood/brass	City of Niagra Falls Canada		Parlour window ledge		
92	Ornamental Glass	Glass	Royal Pioneer Corps Freedom Day 29th March 1984	1984	Parlour window ledge		

93	Ornamental Glass	Glass	Brackmills 14th November 1985	1985	Parlour window ledge	
94	Trophy	Clay	Chronicle and Echo Golden Knome Award 1999	1999	Parlour window ledge	
56 95	Pottery tea set	Clay	Marburg		Parlour chest of drawers	
96	Stone bowl				Parlour bookshelf 1	

97	Brass Basket				Parlour bookshelf 1		
98	Medal in case		Poitiers		Parlour bookshelf 1		
57 99	Large brass statue				Parlour mantle piece		
100	Trophy		NYG Winner Boys Basketball 2000		Parlour mantle piece		

101	Grandfather clock	wood			Parlour mantle piece	
102	Trophy		NYG Winner Girls Rugby 2000	2000	Parlour mantle piece	
58 103	Trophy		NYG Winner Girls Basketball	2000	Parlour mantle piece	
104	Large brass statue				Parlour mantle piece	

105	Brass Commemorative coin in display case	Brass	Sapientire et scientire Civitas		Parlour mantle piece	
106	wooden candle holder	Wood	Kanevad 1988	1988	Parlour mantle piece	
59 107	Framed painting		The southwest prospect of Northampton		Parlour left wall	
108	framed certificate		Communities in bloom international (Canada) Honourable mention		Parlour left wall	

109	framed certificate		Freedom of the Borough Cllr R Liddington	1988	Parlour left wall	
110	Framed collection - four paintings		unable to see plaque		Parlour left wall	
60 111	Framed certificate		Environment Charter 18th May 1982	1982	Parlour left wall	
112	Mounted and framed past Mayor's badge		Helen Hanafy 1933	1933	Parlour left wall	

113	Mounted and framed scroll and seals		Local Government Act?	1974	Parlour left wall	
114	Mounted and framed scroll and seals		Local Government Act?	1974	Parlour left wall	
61 115	Framed Photograph - signed		HRH Queen Elizabeth	1992	Parlour back wall	
115	Framed Photograph - signed		HRH Prince Philip	1965	Parlour back wall	

117	Small framed painting		Guildhall	1995	Parlour front wall	
118	Small Art work piece - collage		writing illegible		Parlour front wall	
62 119	Plaque -		Marberg		Parlour right wall	
120	Plaque		Milton Keynes Council		Parlour right wall	

121	Ink and quill calander set	Glass/wood				
122	Plaque mounted on wood	wood/brass	County championship 1993 with thanks to Northampton Borough Council from British Korfball Association	1993		
63 123	Display case with magnifying glass, letter knife and wooden pen - cloth bottom is coming away	wood				
124	Plaque	wood and brass	U/17 Boys FCIT Northampton, March 1991	1991		

125	Commemorative coin	steel/silver	The municipality of Wenduine on Sea (Belgium) To The Town of Northampton 29/12/1956	1956	
126	Commemorative coin	Brass	Northampton, Poitiers, Marburg		
64 127	Bike sculpture on wooden plynth	Metal/wood	Radferntour 1993 Marburg Northampton Radsportverein 1885/91 Marburg	1993	
128	Commemorative coin in case	Metal - unknown	Gemeinde Neustadt (Weid)		

129	Glass flat bowl/stand		Castello Fortior Concordia, Northampton			
130	Commemorative coin	brass	Villes de Poitiers	1995		
65 131	Commemorative coin in case	metal - unknown	Radhus Reykjavikur 14 April 1992	1992		
132	Commemorative coin	metal - steel	Northampton Veteran Ambulance Society	1984		

133	Commemorative coin	metal - steel	Northampton Itec Centre 24th May 1983	1983		
134	Satin flag	satin	Heather Jeavons - Malvern Hills Lions Club District 105m District Governer 2015-16	2015		
99 135	Case with 6 silver spoons	Stainless chromium plate				
136	Case with 4 silver spoons - places for 8 - 6 missing	Stainless chromium plate				

137	Silver ashtray	Steel	Timkeno 52400, Made in England			
138	Glass paperweight					
67 139	Commemorative coin	Steel	Villes de Poitiers			
140	Commemorative coin plastic case	Brass	a Cap - Communaute d'Agglomeration			

141	Commemorative coin plastic case	brass	Ville de Poitier			
142	Four cast medieval seals	plastic	Has museun leaflets enclosed			



## Report on Asset Review for the New Councils

### 1 Purpose

To report on the request to assist Northampton Town Council, Kingsthorpe Parish Council and Far Cotton & Delapre Community Council in identifying an asset base for their operations and civic functions, and to include these Councils in the strategic asset review of allotments, community and heritage assets.

### 2 Recommendation

It is recommended that: -

There continues to be support to accommodate these new Councils within their areas and the focus of this accommodation is:-

- Northampton Borough Council – The Guildhall
- Kingsthorpe Parish Council – Community Centres within Parish Boundary
- Far Cotton & Delapre Community Council – Community Space in Far Cotton Recreational Premises

To investigate further the statutory regulations regulating allotment ownership to determine whether they need to transfer to the respective Town, Parish and Community Councils. The review will identify any issues, consultation and other regulatory processes that would need to be adhered to and the information reported back to the Committee.

That the new Councils form part of the ongoing Community Asset Transfer review and that they are invited put forward sites for consideration.

### 3 Background

On 20<sup>th</sup> January 2020 Council considered the Community Governance Review and results of consultation of an exercise carried out by Opinion Research Services (ORS).

Included in the report were the consideration of the results of consultations for the creation of:-

- A Town Council for Northampton
- Parish Council for Kingsthorpe
- Community Council for Far Cotton & Delapre

As part of these considerations, but separate to the governance review, assets have been asked to assist in supporting the Councils with identifying an asset base for these newly created Councils, to identify the regulations on allotment ownership and to invite these Councils to put forward ideas for Community Asset Transfers as part of the ongoing asset management review of community and heritage assets.

#### **4 Matters for Consideration**

Northampton Borough Council holds a considerable amount of property and land, the estate to be amalgamated to form an even larger portfolio as part of the establishment of the Unitary authorities next Spring.

The asset management strategies of separate Councils will be integrated into the new corporate and business plans. Asset Management includes conducting an ongoing programme of assessment to ensure property is only retained where it meets the organisation's objectives and functions. The consolidation of publicly owned assets in April 2021 into Unitary Councils has naturally resulted in the commencement of a review of the asset base across Northamptonshire.

#### **5 Accommodation**

It is noted that the newly created Councils will require an operational base for Council meetings and civic functions and a collaborative approach to identifying suitable accommodation is in the public interest.

The assets put forward as potential for suitable accommodation for further review are:-

Northampton Borough Council – The Guildhall  
Kingsthorpe Parish Council – Community Centres within the Parish boundary  
Far Cotton & Delapre Community Council – Community Space in Far Cotton Recreational Centre

The Guildhall adjoins modern offices and when the offices were built the premises was designed to support the functions of the Council, that they would integrate, for one occupier.

The building services, such as the heating, security and electricity, operate as one system, and it would be difficult to compartmentalise them without significant expenditure. Added to this are the challenges that come with modifying a Heritage structure, protected through planning policy.

Owning a heritage property is expensive, a discussion with our building surveyor has identified the immediate costs to include:-

- Capital project roof works £500,000 to be completed within the next year
- Capital project boiler replacement works £500,000 to be completed within the next year
- 5 year planned building maintenance from condition survey completed in 2020, £530,000.
- 5 year planned M&E maintenance from condition survey completed in 2020 is £280,000

To accommodate Northampton Town Council in the given timeframe this does not allow both parties to do a thorough review of the opportunities and issues with the Guildhall. Therefore, it is suggested that these discussions continue framed as a licence, which will be quicker and enough tenure for the new Councils immediate future.

The properties identified as potential for accommodating Kingsthorpe Parish Council and Far Cotton and Delapre Community Councils will need further analysis, noting that they all have occupants with different tenancies, their views will be taken into account as part of any new Council tenure arrangements.

## **6 Allotments**

Allotments are regulated by statute and the creation of new Councils will require Northampton Borough Council to undertake a review of these regulations and determine whether the allotments contained within the newly created Councils must be transferred.

Should this be the case, there are resource implications including legal and other professional advisory costs that will need to be covered. The process for transfer will be confirmed, including any consultation process with staff and allotment users' interests taken into account.

## **7 Community Asset Transfer Review**

Property and Land are held by Councils for many reasons, with financial policy regulating the placing of each unit into different funds, and within each fund, put into separate categories. The two funds are the General Fund and the Housing Fund (HRA). Property held on the HRA fund is connected as the name suggests, with housing, but this can include land and commercial property as well as housing, if the reasons relate to housing, such as a site being held for redevelopment.

The General fund categories include all corporately held property for instance:

- Operational – for council service provision, eg depots.
- Community & Recreational – for social, health and wellbeing, eg community centres.
- Heritage – for example Monuments
- Regeneration – economic benefit and job creation
- Investment – for revenue to support council spending

Allotments, community and heritage properties are held on the general fund under the appropriate community category and it is these assets that may be identified as being suitable for community asset transfers subject to due process.

Property and land held in other categories are not considered suitable for community asset transfers and therefore requests to transfer these are not likely to be supported.

A community asset is property and or land that the Council considers has community value on the basis that the primary current use of the land furthers the social well-being or social interests of the local community. Northampton Borough Council has begun a review of the Community assets to ascertain whether they should be retained or placed into the hand of the local councils, who may be better placed to engage with the communities they serve.

Local Councils can be better placed to protect community assets, engaging with the voluntary sector in the maintenance and upkeep and consulting constituents on recreational uses. The caveat is that there is a duty to for the transferor to ensure that the transferee have considered fully the

budgetary implications, has the support of the local community to accept the assets and also have sufficient resources and experience to maintain and promote the asset for health and wellbeing.

Last May, Cabinet determined the transfer of a selected number of assets to several Parish Councils. In September, Cabinet will again consider two more community assets for potential transfer.

The new Councils are therefore encouraged to put forward ideas for transfer and these will be included in the ongoing community asset transfer review.

## **8 Other Considerations**

Northampton Borough Officers are employed to serve the Council and professional officers have a duty to act in the interests of Northampton Borough Council. A collaborative approach to the formation of the new Councils is good practice, however, officers cannot offer advice to the new Council when conducting reviews of the assets, it would be a conflict of interest. Whilst the asset reviews mentioned above can be started, the newly Created Councils will need to ensure that they can adequately resource their own professional advisors as part of their establishment.

Edwina Crowley MRICS  
Corporate Asset Manager

## CROSS PARTY WORKING GROUP

### COMMUNITY GOVERNANCE REVIEW

<b>Report Title</b>	<b>New Town and Parish Councils' Draft Precept Report</b>
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#### **1. Purpose**

- 1.1 This report sets out the potential draft precepts that might be required by the new Northampton Town Council, Kingsthorpe Parish Council, and Far Cotton & Delapre Community Councils (from here on, referred to as “the new Town and Parish Councils”) from 2021/22 onwards, and highlights some of the potential issues that might need to be agreed in relation to these precepts.

#### **2. Recommendations**

- 2.1 That the Working Group considers the following report and reviews the potential draft precepts within it, with a view to their requirement to recommend precepts to Council.

#### **3. Issues**

- 3.1 The new Town and Parish Councils will be required to set their first precepts for the year 2021/22. As elections have not yet been held for these new Town and Parish Councils, Northampton Borough Council will be expecting to recommend a level of precept for these councils.

- 3.2 While the exact services to be delivered by these new Town and Parish Councils is not yet known, the following report aims to set out what a draft parish precept might look like for each of these new Town and Parish Councils to cover minimal running costs. Once elections have taken place and Members of these new Town and Parish Councils are able to shape these new Councils and decide on the services they will provide, these Councils may wish to provide more services and increase their precept to pay for this in future years.

- 3.3 To give an idea of context and scale, the Ministry of Housing, Communities and Local Government annually reports the levels of precepts set in England. In 2020/21 the total amounts of precepts set by parish and town councils was just under £600m. Within these town and parish councils there is significant variation. Overall levels of total precept for individual councils range from under £100, to over £3m. Band D equivalent charges for individual councils range from £0.27 to £369.32. The average band D equivalent is £69.89.

#### **3.4 Northampton Town Council**

The table below sets out a potential draft budget for Northampton Town Council in 2021/22 and 2022/23. Whilst the new Town Council will be able to set its own 2022/23 precept, this column is included here to allow the Working Group to see which of these items will only be one-off items in 2021/22.

<b>Northampton Town Council draft precept budget items</b>	<b>2021/22 £</b>	<b>2022/23 £</b>
Permanent Town Clerk (£78k salary plus overheads)	£100,000	£100,000
Administrative staff (1 full, 1 part-time)	£108,000	£108,000
Finance Assistant (part-time)	£36,000	£36,000
Payroll services	£7,500	£7,500
Town Clerk relocation costs	£5,000	£0
Staff travel etc	£2,000	£2,000
Recruitment advertising	£5,000	£5,000
Association of Local Councils subscription	£8,200	£8,200
Society of Local Council Clerks subscription	£500	£500
Councillor/clerk training and development	£4,000	£2,000
Insurance policy	£10,000	£10,000
Audit (annual internal and external)	£10,000	£10,000
Election costs	£70,000	£0
Financial management system	£10,000	£10,000
Recharge from NCC for CGR costs	£18,600	£0
NTC 2020/21 budget	£12,000	£0
Professional fees (legal, surveyors etc)	£6,000	£6,000
Postage	£1,500	£1,500
Office supplies	£7,500	£7,500
Telephones	£7,500	£7,500
Adaptations for Town Council use	£5,000	£5,000
Branding	£5,000	£0
Newsletters	£10,000	£10,000
Website	£750	£750
Mayor's allowance/transport	£15,000	£15,000
Members allowances (£1,000 per Member)	£26,000	£26,000
Members expenses	£2,000	£2,000
Civic events	£50,000	£50,000
Grants to community groups	£100,000	£100,000
Contingency	£50,000	£50,000
Contribution to reserves	£200,000	£200,000
<b>Required precept</b>	<b>£893,050</b>	<b>£780,450</b>

3.5 Whilst the exact tax base of the new Town Council is not yet known, based on an estimated tax base of 38,000, the band D equivalent charge for this precept would be £23.50, comfortably below the national average of £69.89.

3.6 The above is only a possible draft precept requirement for the new Town Council. There are several issues that will need to be addressed before a final precept is recommended.

Some of the issues that the Working Group may wish to consider and provide a steer on are as follows:

- The numbers of staff employed, and the salary levels of these staff.
- Members allowances – the current draft precept above is based on an annual rate of £1,000 per Member.
- The above draft precept assumes that the Town Council will be able to use the IT and accommodation of what is currently Northampton Borough Council, and will be West Northants Unitary Council in 2021/22. This arrangement could be in place in 2021/22 only, or for longer, or not at all.
- The above precept assumes that no services or assets are being transferred to the new Town Council that will have cost implications for the Town Council. Clearly, if any such services or assets are transferred, these associated costs will need to be added to the above precept.

### 3.7 Kingsthorpe Parish Council

The table below sets out a potential draft budget for Kingsthorpe Parish Council in 2021/22.

<b>Kingsthorpe Parish Council draft precept budget items</b>	<b>2020/21 £</b>
IT equipment hardware	£600.00
IT equipment software	£150.00
Website	£2,500.00
Office IT & phone costs	£600.00
Office rent	£300.00
Clerks salary (15hrs/wk)	£8,800.00
Clerks pension	£500.00
Insurance	£500.00
Training	£1,000.00
Subscriptions	£4,800.00
Audit fees	£600.00
Election expenses	£15,000.00
Contingency	£4,000.00
<b>Required precept</b>	<b>£39,350.00</b>

3.8 Whilst the exact tax base of Kingsthorpe Parish Council is not yet known, based on an estimated tax base of 6,000, the band D equivalent charge for this precept would be £6.56, comfortably below the national average of £69.89.

3.9 Whilst Kingsthorpe Parish Council is a much smaller council than Northampton Town Parish Council, and as a result might be expected to run less services, it should still be noted that the above is still only sufficient to run a minimal Parish Council. Any additional services or assets that will be run or maintained by this Council would add to the precept above.

### 3.10 Far Cotton & Delapre Community Council

The table below sets out a potential draft budget for Far Cotton & Delapre Community Council in 2021/22.

<b>Far Cotton &amp; Delapre Community Council draft precept budget items</b>	<b>2020/21 £</b>
IT equipment hardware	£600.00
IT equipment software	£150.00
Website	£2,500.00
Office IT & phone costs	£600.00
Office rent	£300.00
Clerks salary (15hrs/wk)	£8,800.00
Clerks pension	£500.00
Insurance	£500.00
Training	£1,000.00
Subscriptions	£3,000.00
Audit fees	£500.00
Election expenses	£9,000.00
Contingency	£4,000.00
<b>Required precept</b>	<b>£31,450.00</b>

3.11 Whilst the exact tax base of the Far Cotton & Delapre Community Council is not yet known, based on an estimated tax base of 3,000, the band D equivalent charge for this precept would be £10.48, comfortably below the national average of £69.89.

3.12 Whilst Far Cotton & Delapre Community Council is a much smaller council than Northampton Town Parish Council, and as a result might be expected to run less services, it should still be noted that the above is still only sufficient to run a minimal Parish Council. Any additional services or assets that will be run or maintained by this Council would add to the precept above.

## 4. Next Steps

4.1 The next step will be to bring back a more refined version of these precept figures to a future meeting for the Working Group to recommend to Council.

## CROSS PARTY WORKING GROUP

### COMMUNITY GOVERNANCE REVIEW

<b>Report Title</b>	<b>Costs of Community Governance Review</b>
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#### 1. Purpose

1.1 To report to the Cross Party Working Group the costs that have been incurred to date in relation to the Community Governance Review, and those costs that are still expected to be incurred in 2020/21 before the new Northampton Town Council, Kingsthorpe Parish Council, and Far Cotton & Delapre Community Councils (from here on, referred to as “the new Town and Parish Councils”) are able to set their own precepts.

#### 2. Recommendations

2.1 That the Working Group notes the information set out in the report below.

#### 3. Issues

3.1 In July 2018 Council agreed to delegate a budget of up to £30,000 to undertake any specialist activity associated with undertaking a community governance review. Then in January 2020 Council agreed an additional budget of £100,000 to cover the period to the end of the financial year 2019/20. This gave an overall budget of £130,000. This budget was fully spent by the end of 2019/20 and was taken from Northampton Borough Council’s reserves.

3.2 Northampton Borough Council are continuing to incur costs in the current year in relation to the Community Governance Review. The table below shows the costs that have been incurred to date in 2020/21, and the forecast costs for the full year:

<b>Expenditure</b>	<b>Costs incurred to date in 2020/21 (£)</b>	<b>Forecast costs still to be incurred in 2020/21 (£)</b>	<b>Total forecast costs for the year 2020/21 (£)</b>
Staff costs	22,457	44,914	67,371
Other incidental costs	301	35,000	35,301
NCALC	23,175	12,000	35,175
Legal advice	9,192	10,000	19,192
<b>Total</b>	<b>55,125</b>	<b>101,914</b>	<b>157,039</b>

3.3 Northampton Borough Council could choose to pass these costs on to the new Town and Parish Councils, and these costs will come out of the precept that the new Town and Parish Council’s raise either in 2021/22 or over a longer period from 2021/22. If Northampton Borough Council chooses not to pass these costs on then these costs will be taken from the Boroughs reserves.

#### 4. Next Steps

4.1 Further updates of costs incurred can be brought back to future Working Group meetings.

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Appendices: 0



**NORTHAMPTON**  
BOROUGH COUNCIL

## **CROSS PARTY WORKING GROUP COMMUNITY GOVERNANCE REVIEW**

**Wednesday 26th August, 2020**

<b>Report Title</b>	<b>HONORARY FREEDOM OF THE BOROUGH</b>
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### **1. Purpose**

- 1.1 To consider a Freedom of the Borough appointment pursuant to Section 249[5] of the Local Government Act ,1972 .
- 1.2 In furtherance of 1.1 above to make a recommendation to Full Council at its meeting to be held on the 14th.September ,2020

### **2. Recommendations**

- 2.1 It is recommended that Full Council at its next meeting :
- 2.2 Consider conferring the Freedom of the Borough on the National Health Service, Adult Social Care and Children's Service staff serving the people of Northampton during Covid-19 pandemic.
- 2.3 Delegate to the Chief Executive in consultation with the Leader of the Council authority to make all the necessary arrangements to include a special Council meeting where the resolution to grant the Freedom of the Borough is made with a special ceremony to immediately follow to make the actual presentation and grant.
- 2.4 Consider at a future Council meeting in 2020/2021 any applications for granting Honorary Freedoms to those elected members of the Borough Council who are retiring or leaving this Council after giving exemplary service to the Council and its communities over a sustained period of years.

### **3. Background and Issues**

- 3.1. Section 249[5] of the Local Government Act ,1972 provides that the Borough Council can by resolution pass by not less than two thirds of the members voting thereon , appoint to be an Honorary Freeman or Freewoman of the Borough, persons of distinction and persons who have , in the opinion of the Council , rendered eminent services to the Borough Council and people of Northampton

- 3.2 Presentation of the Honorary Freedom is a single honour, accompanied by a special Council meeting and ceremony and the presentation of an engrossed and illuminated scroll setting out the terms of the Council's resolution . The scroll can be accompanied by a decorated silver casket .
- 3.3 The Borough Council has in the past granted equivalent honours on a few occasions to organisations including three regimental 'marching freedoms' allowing ceremonial parades . The last such parade took place on the 19th. March, 2000 by the 118 Recovery Company REME of the Territorial Army Centre .
- 3.4 In addition ,the Borough Council may towards the end of its tenure wish to grant Honorary Freedoms to members of the Council who are retiring or leaving the Borough Council after giving exemplary/outstanding service over a sustained period of years.

Any nomination to Full Council would need to set out the reasons for the proposal, such as length of service, contribution to the Borough Council and its communities and any detail thereon and any background information that supports the application. The nomination as stated would require a two thirds majority vote for any individual nomination.

#### **4. Resources and Risks**

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- 4.1 The costs involved would need to come within existing budgetary provisions.

#### **5. Legal**

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- 5.1 There are no legal implications besides compliance with Section 249[5] of the Local Government Act ,1972 and its requirement for a two thirds majority vote for any individual nomination

#### **6. Environmental Issues**

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- 6.1 There are none.

#### **7. Background Papers**

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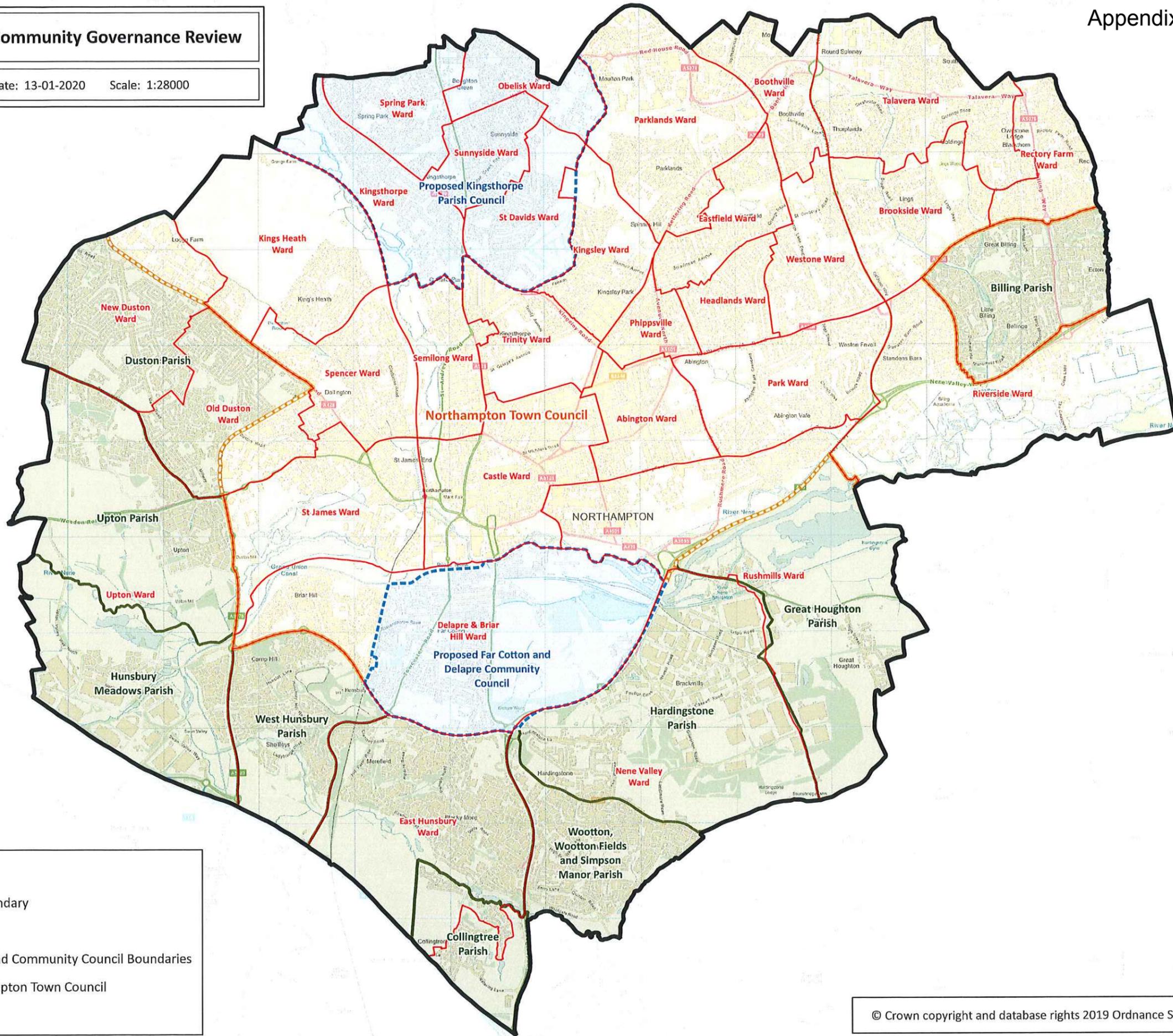
- 7.1 There are none.



NORTHAMPTON  
BOROUGH COUNCIL

# Community Governance Review

Date: 13-01-2020 Scale: 1:28000



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## Legend

- Northampton Boundary
- Ward Boundaries
- Proposed Parish and Community Council Boundaries
- Proposed Northampton Town Council
- Parish Boundaries

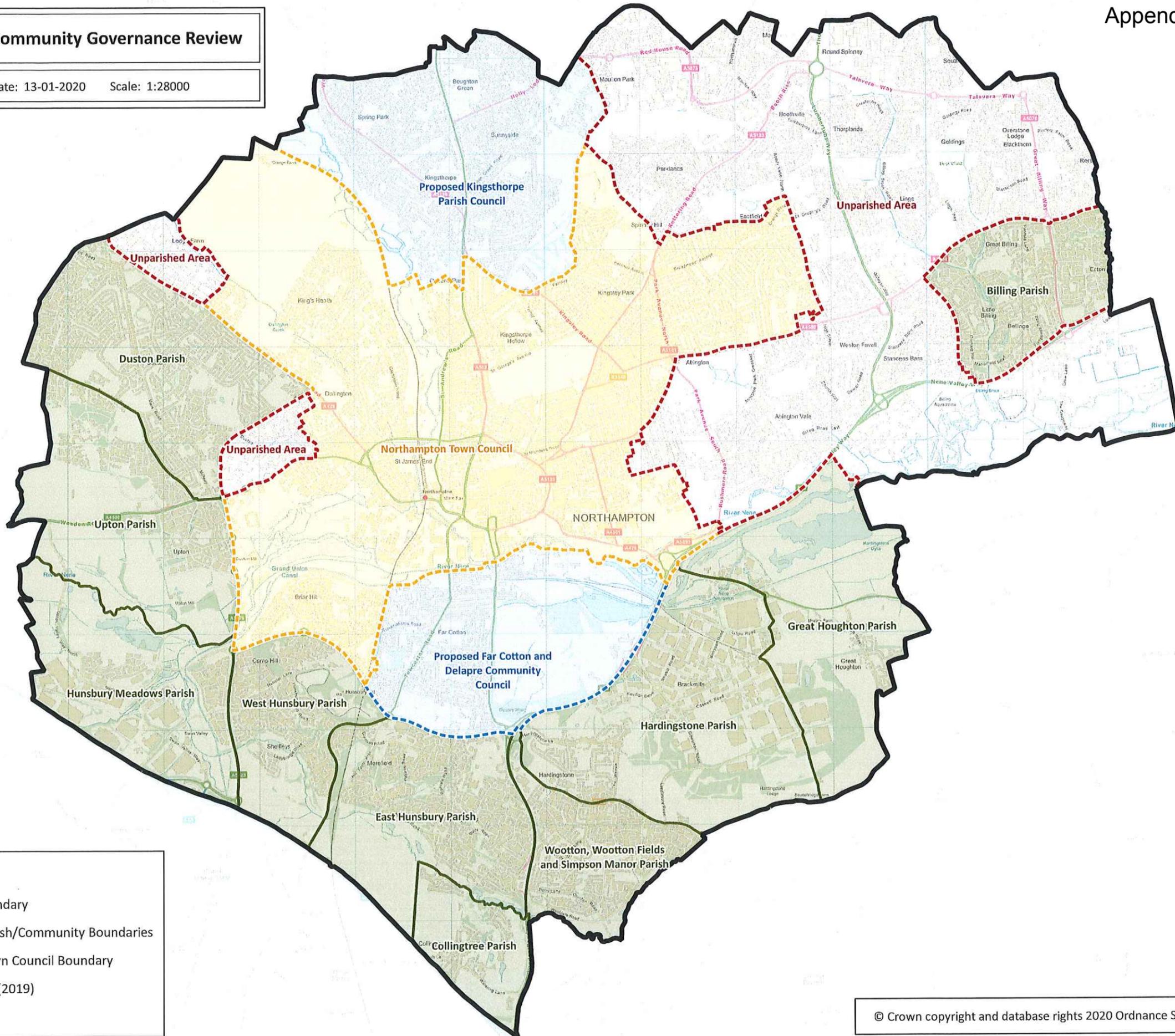
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NORTHAMPTON  
BOROUGH COUNCIL

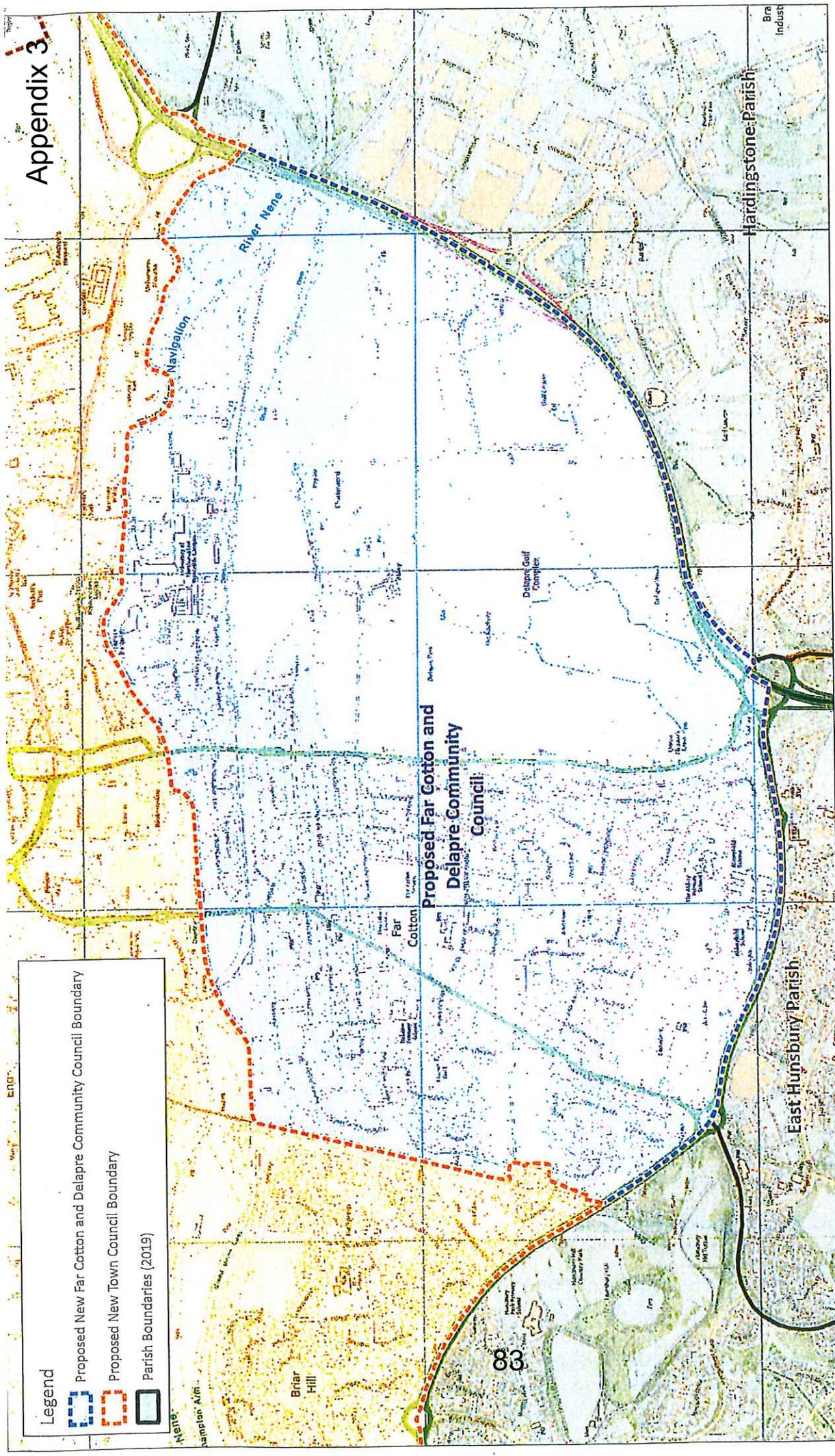
# Community Governance Review

Date: 13-01-2020 Scale: 1:28000



**Legend**

- Northampton Boundary
- Proposed New Parish/Community Boundaries
- Proposed New Town Council Boundary
- Parish Boundaries (2019)
- Unparished Area



**Legend**

-  Proposed New Far Cotton and Delapre Community Council Boundary
-  Proposed New Town Council Boundary
-  Parish Boundaries (2019)



**Title: Proposed New Far Cotton and Delapre Community Council Boundary**

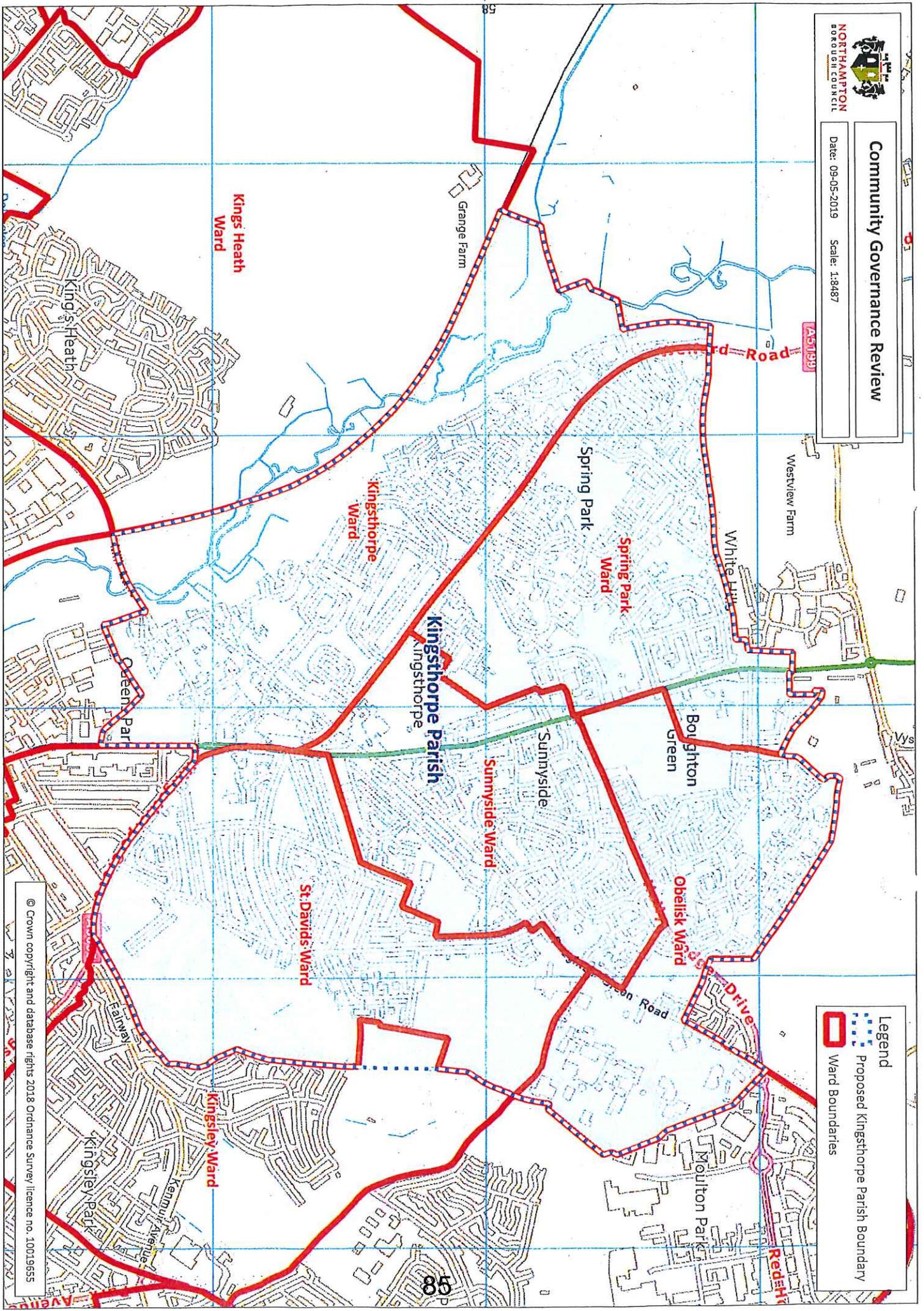
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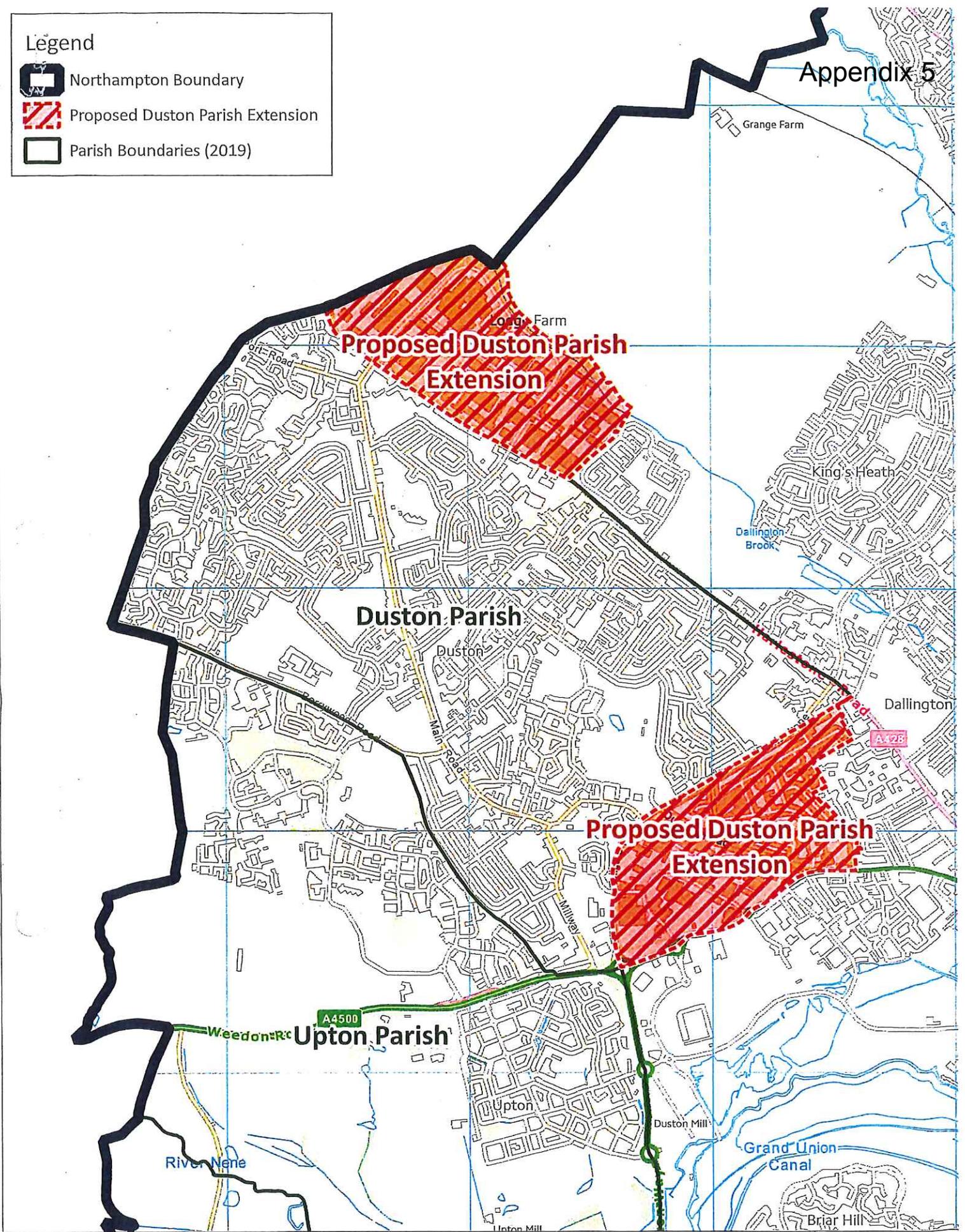
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Legend

-  Northampton Boundary
-  Proposed Duston Parish Extension
-  Parish Boundaries (2019)



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