



NORTHAMPTON TOWN COUNCIL

Policy and Finance Committee Meeting – 14th June 2021

To: Members of the Policy and Finance Committee

You are summoned to attend the meeting of the **Policy and Finance Committee** of Northampton Town Council to be held in the **Council Chamber at the Guildhall, Northampton at 18.05** or at the end of the Extraordinary Council meeting, whichever is later, on **Monday 14th June 2021** when the business set out below will be transacted.

This meeting is open to the press and public but, due to Covid-19 restrictions, places will be extremely limited.

To reduce the potential for spreading coronavirus, Councillors and others attending this meeting are asked to abide strictly with the safety instructions set out at page 3 of these agenda papers.

Stuart Carter
Interim Town Clerk
8th June 2021

Guildhall
Northampton
NN1 1DE

A G E N D A

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. Reports from the Accounts Sub Committee**
Minutes of the Accounts Sub Committee held on 10 May 2021 attached (pages 5-6)
Minutes of the Accounts Sub Committee held on 14 June 2021 (to be tabled)
- 4. Transfer of Services and related matters**
Acting Town Clerk's report attached (p 7-9)
- 5. Northampton Town Council Logo Proposed Process**
Civic and Mayoral Officer's report attached (p 11-12)
- 6. Public Participation at Council and Committee meetings**
Interim Town Clerk's report and draft policy attached (p 13-16)

7. Councillor Email Policy

Draft Councillors email policy attached (p 17-18)

8. Community Receptions

Interim Town Clerk's report attached (p 19)

9. Creation of Civic Matters Sub-Committee

Interim Town Clerk's report attached (p 21)

10. Appointment of Sub-Committees

Interim Town Clerk's report attached (p 23)

Members of the Committee: Councillors Marriott (Chair), T Eales (Vice Chair), Brown, Birch, G Eales, Chirisa, Connolly, Hallam, Hibbert, Joyce, Purser, Russell, Tarasiewicz

Cc'd to all councillors for information

Northampton Town Council

Policy and Finance Committee 14 June 2021

Covid – 19 Protocols

The law which permitted Council meetings to be held remotely expired on 6th May 2021 and has not been renewed. Accordingly, all Council and full committee meetings must now be held in person in public. The Council is, however, fully aware of the ongoing threat of possible transmission of coronavirus and accordingly asks all Councillors and other persons attending this meeting to kindly observe strictly the following protocols.

To ensure the Council Chamber is laid out in an appropriate socially distanced manner, space for press and members of the public will be severely limited.

1. No person should attend the meeting if they are feeling unwell or are displaying COVID 19 symptoms
2. On arrival, please take your temperature and leave if unwell
3. On arrival please sign in for test and trace purposes, either using the QR code or completing the form provided.
4. Use the shortest and most direct route to the Council Chamber and limit movement around the building
5. Use hand sanitiser provided and wear a facemask whilst walking round the building
6. Councillors will be robed for the meeting and accordingly are asked to arrive in timed groups of no more than five. Staff will be on hand at the entrance to the Guildhall to direct Councillors to the robing room where social distancing of at least two metres must be maintained.
7. Once robed councillors are asked to move directly to the Council Chamber where each will have an allocated seat in a special layout which will ensure social distancing is maintained.
8. Once seated please remain in your seat and try and avoid mingling with others or making contact with other surfaces.
9. The toilets in the Guildhall will be open, but attendees are advised to use the toilet before they leave home, in order to reduce contact points and the chances of coming into close contact with others in a confined space.
10. The windows in the Council Chamber will be open throughout the meeting, in order to allow clean air to circulate.
11. Should any person attending the meeting need to cough or sneeze, they should do so into a tissue which they should then take home. If a tissue is not to hand, the inside of the arm should be used.
12. All persons should take home all litter and not leave items which others will have to touch to dispose of.

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NORTHAMPTON TOWN COUNCIL
ACCOUNTS SUB COMMITTEE

Minutes of the meeting held on 10th May 2021

PRESENT: Councillors Birch and Marriott (acting as a sub-committee in accordance with Minute 6(ii) of the meeting of Executive Committee held on 15th March 2021)

In attendance: Mr S Carter (Interim Town Clerk), Mr R Walden (Acting Town Clerk), and Mrs C Maclellan (Accounts Assistant)

1. BUDGETARY CONTROL

The Acting Town Clerk presented the budget control report for the period to 30th April which was noted and approved.

It was noted that the first half instalment of the precept for 2021/22 had been received from the Billing Authority.

2. PAYMENT OF ACCOUNTS

Resolved: (i) That the following accounts be approved for payment:

Supplier	Inv Number	Invoice date	Description	Gross Value	Total
2commune Ltd	3130	09/04/2021	Pop Over Feature (one off cost)	£ 60.00	
Northamptonshire Pension Fund	421300013350	13/04/2021	Pension Admission	£ 3,540.00	
Rialtas Business Solutions	28617	08/04/2021	Rialtas PO training 1 hour	£ 42.00	
Rialtas Business Solutions	28637	12/04/2021	Rialtas Omega Set up and software costs	£ 3,654.00	
CVS Community Finance	002	15/04/2021	Payslips April 21	£ 88.80	

Horizon Telecom	352285	16/04/2021	Telephone service charges	£ 529.93	
Microshade Business Consultants	14426	29/04/2021	Accounting Support April	£ 354.00	
SLCC	133457	01/04/2021	Job Advertisement	£ 246.00	
Classic carriages of Northampton	426907	06/05/2021	Mayoral Transport	£ 715.00	
Total Supplier Payments					£ 9,229.73
Payroll		May-21	Salaries, Pensions, HMRC, Mayoral Allowance (proportion agreed)	£ 19,014.91	
Total Pension / HMRC / Mayoral Allowance					£ 19,014.91

(ii) That the action of Councillors Birch and Marriott in approving the payment of the proportion of the Town Mayor's Allowance applicable to the period from 1st April to 17th May 2021 to Councillor Ashraf be endorsed.

Northampton Town Council

Policy and Finance Committee – 14th June 2021

TRANSFER OF SERVICES AND RELATED MATTERS – REPORT OF INTERIM TOWN CLERK

Purpose of Report: To update Members of the current position with regard to the various matters currently being discussed between the Town Council and West Northants Council

Recommended: That the report be noted
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In the company of the former Acting Town Clerk, I met with Simon Bowers, West Northants Council's Assistant Director for Assets and Environment on 20th May to discuss the current situation of transfer of services to the Town Council and related matters. This report summarises the latest position with regard to those matters.

1. Transfer of Civic Regalia and Muniments

On 31st March 2021 the former Borough Council entered into a formal Agreement with the former Northampton Borough Council for the transfer on 1st April 2021 of a large number of items of civic regalia and muniments directly relating to the Mayoralty, including the Mayoral Car. The Agreement provided that the items be transferred to the ownership of the Town Council which was required to ensure their safekeeping and conservation. Should the Town Council wish to dispose of any item in the future it could only do so with the consent of West Northants Council (WNC). WNC had raised concerns about the validity of this Agreement and until this had been resolved the Town Council had been granted temporary permission to have access to and to use the various items, including the Mayoral Car. It is hoped that this matter will be resolved very quickly.

In the meantime, the Town Council was insuring all items against all risks and its insurers were obtaining competitive quotations from specialist fine arts valuers for the valuation of all the items of regalia.

2. Mayoral Car

The Mayoral car is presently garaged at St Johns Street Car Park and, once its ownership has been formally transferred, the Town Council will be granted a Licence to continue this arrangement. WNC will similarly investigate a possible continuance of the vehicle's parking pass to all town centre car parks.

3. Offices of Civic Dignity

The Town Council has the power to appoint honorary freemen and freewomen and it previously resolved that it would continue the Borough Council's practise to do and would also recognise and extend the same civic precedence to those existing Borough Honorary Freemen as they had enjoyed prior to 1st April 2021. The Council did not have the power, however, to make appoint to other offices of civic dignity and the former Borough Council had delegated to its Chief Executive to arrange for the Borough/West Northants Councils granting the Town Council an agency to continue to appoint and manage the rolls of Hereditary Freemen, Honorary Aldermen and the Honorary Recorder. It was unclear what progress had been made in this regard and Simon kindly agreed to check the position with his colleague the Head of Legal Services.

Until this matter is resolved the Town Council is unable to consider to what extent it may wish to continue to provide support for the Hereditary Freemen Trustees which in the past has included accommodation for meetings and administrative support.

4. Civic Protocols

It was noted that there was a need to establish a formal Mayoral protocol with WNC and with parishes in area of former NBC setting out an agreed practise for accepting invitation for the Town Mayor to attend events outside the area of the Town Council as well as the order of precedence at civic functions. This would recognise that the statutory right of precedence in Northampton previously enjoyed by the Borough Mayor, had now passed to the Chair of WNC. The Civic and mayoral Officer would lead for the Town Council on discussing such protocols and Simon kindly agreed to identify which officer would represent WNC.

5. Historic Part of the Guildhall

Heads of Terms for a Licence for the Town Council to occupy the Mayoral Suite and offices on the ground floor of the Guildhall had been agreed but the Town Council's Solicitor was still awaiting a draft formal document. Simon agreed to chase this.

In the meantime, the Town Council was now occupying the demised premises and it was noted that service arrangements managed by WNC Facilities Team were operating extremely satisfactorily.

The Licence was being granted to enable the parties to negotiate a medium and long term solutions for the building. Whilst negotiations in this respect had not yet started, it was noted that it was likely that once social distancing rules so permitted WNC was likely to make full use of the historic Guildhall with its full Council meetings being held in the Great Hall, Cabinet in the Council Chamber and Planning Committee in the Jeffrey Room. The officers had then discussed in broad the potential ways in which the two Councils might cooperate on future community use of the building. (SB is pursuing a more formal WNC statement in this regard)

6. Transfer of Events and Festivities

Heads of Terms for an Agreement relating to the transfer (on a three year tapered basis) of the budget previously managed by the Borough Council for events and festivities (Fireworks, Christmas and similar community events) had been agreed but final details of the precise breakdown of the budgets was still being compiled. In the meantime, WNC staff were still managing the service and any expenditure committed by them would be deducted from the sum to be transferred to the Town Council. Once the agreement was finally concluded one member of WNC staff who spent the majority of their time on these matters would be TUPE transferred to NTC and NTC would be granted Licences to continue existing storage arrangements for festive lighting at St John's Street Car Park and for planting containers in a storage bay at West Bridge Depot. WNC will endeavour to provide a valuation for these latter two items.

7. Closed Churchyards

We discussed the lack of certainty of advice previously given to NTC that closed Church of England churchyards previously maintained by the Borough Council would automatically transfer to the NTC upon its creation. However, as the land in question was maintained and funded by WNC under the

Ideverde grounds maintenance contract which had a further eight years to run, the question was rather academic and it was agreed could be deferred until that contract was reaching its final stages.

8. Allotments

The Oder creating NTC formally transferred to it eight allotment sites. Whilst utility costs would accordingly be the responsibility of NTC (and an appropriate sum was included in the NTC budget) the maintenance and management of the sites was included within the Ideverde contract and the contractor retained all rental income. It was desirable that this arrangement should continue and WNC will be drafting an Agency Agreement for NTC to grant to WNC to do so on its behalf.

9. Planting Schemes and Northampton in Bloom

WNC will be providing a full breakdown of which precise planting schemes were included with the budget proposed for transfer. As 90% of the total planting budget is being transferred WNC will be advising where the remaining budget is spent outside the area of the Town Council. NTC could then consider if it could provide a more efficient total service in conjunction with the relevant parish council.

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Northampton Town Council

Policy and Finance Committee – 14th June 2021

NORTHAMPTON TOWN COUNCIL LOGO PROPOSED PROCESS – REPORT OF THE CIVIC AND MAYORALTY OFFICER

Purpose of Report: To put forward to the committee a proposed process for developing and designing a corporate logo for Northampton Town Council.

Recommended: That subject to any comments by the committee a formal proposal is agreed and members are appointed to a small working group (suggested to be four people including the Chairman of this committee) to develop a logo

Northampton Town Council is in the final stage of adopting the formal coat of arms, we are awaiting final notification from the College of Arms. This will be used for formal occasions.

However, the corporate logo is also important for the town council, for example it would be used on our website, social media, publicity etc.

The proposed process for developing this logo which will represent the Council and the people of Northampton is set out below. Given its importance officers believe there should be some involvement from the community.

Stage one

Working group and consultancy

It is recommended that there is a working group formed of members to support the process. A budget for the process will need to be agreed. The Council has a remaining budget of £27,050 (from £30,000) from the Legal & Professional Fees budget a portion of which could be allocated for this project.

First meeting – Members and Consultants

It is recommended that the Working Group meet with local Historian Mike Ingram and any other interested parties that the working groups think would be appropriate and local Graphic Designers (possibly Northampton university) to brainstorm and agree the following items. A list of local designers can be provided and briefed that they will be able to tender their pitch for the work.

- Logo colour
- Design ideas
- Incorporation of local heritage images/design
- Incorporation of the Heraldic Badge

Stage Two

Second Meeting – Choose design options

Draft designs are submitted by designers and a meeting is held by the Working Group to choose 3 designs only

Stage Three

Public/Member consultation

The three designs are advertised on social media for the public to vote on one single design **OR** the designs go to the Full Council for the members to vote on

Stage Four

Design Production

The chosen design vector is designed and packaged alongside the corporate ID (fonts etc) and applied to for example;

- Letter heads
- Website
- Social media
- Email
- Business cards
- Building inside door

Northampton Town Council

Policy and Finance Committee – 14th June 2021

PUBLIC PARTICIPATION AT COUNCIL AND COMMITTEE MEETINGS – REPORT OF INTERIM TOWN CLERK

Purpose of Report: To inform the committee of the Standing Orders regarding Public Participation and to present a policy on how this will be managed.

Recommended: (a) That the Town Council assigns a standing item to 'Public Questions' on the agenda after apologies and declarations of interest at start of all Full Council meetings.
(b) That subject to any amendments, the committee adopts the proposed policy regarding public participation as detailed in the report

Public participation at council meetings and committee meetings is a core value of town and parish councils. Public Participation is covered in the Council's Standing Orders detailed in Standing Order 3, with particular reference paid to Standing Order 3 (d) – 3(g). these are laid out below:

- a **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- b Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- c The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the chair of the meeting.
- d Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.

Councils have different a different approach to meeting these obligations as defined in Standing Orders. Many offer a period at the start of a Council meeting to receive questions from members of the public.

In addition, members of the public are entitled to make representations as to items on the agenda, though Standing Orders state that this does not exceed 3 minutes per person.

In the Clerk's opinion, encouraging public participation in accordance with the Standing Orders is positive and presents the Council as being open and transparent. Accordingly, a policy regarding public participation is detailed below.

NORTHAMPTON TOWN COUNCIL

Public Participation at Town Council Meetings

Introduction

Members of the public have a legal right to attend decision making meetings of the Council and its committees, except where they are excluded for specific items which need to be discussed in confidence (e.g. staffing matters or tenders for contracts). Members of the public have no legal right to speak at meetings of the Council or its committees and so when they are allowed to do so it is considered a privilege. The Council sets aside time for public participation during which members of the public may make a representation, contribution, suggestion or ask a question. Councillors with a prejudicial interest in an agenda item may speak during public participation (and then leave the room when the item is considered).

Other than when invited to do so by the Chair, members of the public are not permitted to speak at the meeting as this confuses the roles of councillors, who participate in the meeting, and members of the public who observe it. If there is a possibility that a large number of people will wish to speak, the Chair will encourage people not to repeat comments made by earlier speakers or ask for a single representative to be appointed.

Public participation takes place near the start of the meeting immediately after declaration of interests to make everyone aware if a member has a prejudicial interest. The time for public participation shall be outlined on the agenda. Reports from other organisations, such unitary council will be included in this session.

It is recognised that some members of the public may abuse the opportunity to speak. While the Chair will endeavour to ensure an answer to a question this may be refused if continuous representations are made or repetitive questions asked.

Neither councillors nor officials are under any obligation to respond immediately or at all to comments or questions made during public participation. The Chair's decision to allow a question or require an answer to be given will be final. Members of the public do not have a right to force items onto the Council agenda.

The public have a legal right to attend Council and committee meetings but do not have a right to disrupt them. Members of the public should not heckle or otherwise disrupt and must respect the rulings of the chair. As per the Council's Standing Orders If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

Rules

1. A maximum of fifteen minutes will be set aside for public participation at Council meeting. Members of the public will be invited to speak on their item of interest when dealing with that item at a committee meeting.
2. Questions may only be asked at full Council meetings as the main decision making body with the exception of planning issues which may be made at meetings of the Planning Committee. The

conduct of public participation will be regulated by the Chair having regard to the guidelines set out but with the right of discretion reserved.

3. The Chair's decision on the relevance of a representation or question and on the method of dealing with any issue in connection with this procedure will be final. This includes the Chair's decision to allow a representation or question or require an answer to be given.

4. Questions:

- a. Must be clear and concise and be relevant to matters for which the Council has powers or duties.
- b. Only one question may be asked by any member of the public or organisation and the question must relate to a single topic.

5. Questions, representations, contributions or suggestions should not:

- a. Contain offensive expressions or be personal or verbal attacks on any staff or member of the Council.
- b. Divulge, or require the answer to divulge confidential or exempt information.
- c. Repeat questions or representations previously asked at earlier meetings unless there has been a material change of circumstances.

6. Questions may only be asked of the Chair.

7. Members of the public wishing to ask a question at a Council or Planning Committee meeting should provide the wording of the question and the following details to the Town Clerk by no later than 4.00pm five working days before the Council meeting (e.g. the Monday before a Monday council meeting), or in the case of a planning application by 12.00 noon the day prior to the Planning Committee meeting:

- a. Name, address and contact details of the person asking the question.
- b. The name of an organisation if the question is being asked on their behalf.
- c. The question to be asked.
- d. Brief information about how the subject of the question relates to the person asking the question (e.g. as a resident of the area, as a recipient of a service, the owner of a property affected by a proposal).

8. The following process will apply at the meeting:

- a. The Chair will invite representations to be made or questions to be asked at the meeting.
- b. The Chair will invite the member of the public to address the meeting from the front of the Council Chamber.
- c. Up to a maximum of three minutes will be allowed to address the meeting. However, if two or more members of the public are concerned about the same topic only two may speak in support of the matter and two against. The first speaker in either case shall speak for a maximum of 3 minutes and the second for 2 minutes.
- d. The Chair shall decide on whether or not a response is appropriate and if so shall respond or invite a Councillor or officer of the Council to respond which may take the form of: (a) a direct oral response. (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or (c) where the reply cannot conveniently be given orally, a written response circulated later to the questioner and made available to all members of Council and to the public.

9. The timing of questions and responses is controlled by the Mayor and Town Clerk.

10. No debate will be allowed on any question or the response thereto with the exception of planning meetings where Councillors may ask questions for clarification.

11. Any person excluded from a meeting will lose the privilege of addressing any meeting for a period of 12 months or until such time as the Council may decide otherwise.

Other ways to Ask Questions

Members of the public should be aware that rather than bringing questions to the entire Council and other members of the public during public question time, questions may also be addressed, during business hours by the Town Clerk's office, or via the Mayor or your ward councillors. These methods of communication are encouraged when more detailed dialogue is required than three minutes allow; the council meeting is not the correct forum for conducting long debates between councillors and members of the public.

Adopted xxx

Northampton Town Council

Policy and Finance Committee – 14th June 2021

COUNCILLOR EMAIL POLICY – DRAFT POLICY BY INTERIM TOWN CLERK

Purpose of Report: To establish a policy regarding the use of council email addresses by councillors.

Recommended: (a) That subject to any amendments, the Committee adopts the email policy as detailed below.

NORTHAMPTON TOWN COUNCIL

COUNCILLOR EMAIL POLICY

1. INTRODUCTION

Northampton Town Council has provided all councillors with their own councillor email address. This is to aid them in their work, present a professional image and assist the council in managing its obligations with regards to data protection and freedom of information requests.

The aim of this policy is to assist Town Councillors with email protocol and compliance with the Freedom of Information Act 2000 and GDPR. It sets out best practice for Councillor use of emails when dealing with Council business.

The Town Council is a Corporate body working within the framework of the law and local governance. As such, all employees and Town Councillors are responsible for maintaining a professional approach at all times.

2. LEGAL OBLIGATIONS

The Freedom of Information Act 2000 (FOI Act) and GDPR applies to public bodies. The FOI Act allows members of the public to request information from the Town Council which must be treated in accordance with GDPR.

Town Council information is held by Town Council administrators and some is held by Town Councillors, although the length of time that information is held by Councillors will not be subject to the Town Council's retention and destruction policies. Town Council information held by Councillors is subject to the FOI Act and must be made available if requested in accordance with the FOI Act and GDPR Regulations. As data controllers councils must ensure the confidentiality, integrity and availability of all personal data they hold, even if the data is being processed through personal email accounts or is stored on a privately-owned device.

3. PURPOSE

The purpose of this policy is to assist Councillors in their use of emails when the information transmitted applies to the official business of the Council. This Policy will help mitigate risks from:

- Damage to the Council's reputation.
- Potential litigation against the Council or Councillors.

The use of dedicated Town Council email addresses makes it easier for the Town Council to process personal data securely. The use of personal email accounts makes it more complicated for the Town Council to comply with GDPR and therefore Town Councillors should use the Town Council email address assigned to them when acting in their capacity as a Town Councillor.

4. THE USE OF EMAILS

The Town Council has provided all Councillors with a dedicated Town Council email account for use with Town Council business. These email addresses can be found by members of the public via the Town Council website and all follow the same format, this being Cllr.firstname.surname@northamptontowncouncil.gov.uk.

All Councillors should use their own dedicated Town Council email address for all official Town Council business. Town Council email addresses should not be used by anyone other than the Town Councillor to whom the Town Council email address has been assigned.

Any official Town Council business held by Councillors in their own private email accounts is still subject to the FIO Act and therefore their individual account can be searched for requested information. Deleting or concealing information with the intention of preventing its disclosure following receipt of a FOI request is a criminal offence under section 77 of the FOI Act and the person concealing the information is liable to prosecution.

5. EMAIL CONTENT

Much of the information conveyed to Councillors is via email. This is a speedy and efficient method of information exchange from one recipient to another. However, Councillors should take care with the content of any emails they write and send on to others as improper language may lead to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract.

When acting on Town Council business Councillors should not:

- Send emails that contain libellous, defamatory, offensive, racist or obscene comments.
- Forward emails or attachments without being assured that the information can be passed on.
- Publicise the content of emails that contain confidential information.
- Send emails to Town Council staff, fellow Councillors or members of the public that are condescending in nature.
- CC in other councillors or officers unless the subject matter specifically relates to them or their responsibilities

6. OUR COMMITMENT

The Town Council recognises the importance of data control and information exchange and all email use will comply to the adopted policies of the Town Council.

Drafted 12 May 2021

Northampton Town Council

Policy and Finance Committee – 14th June 2021

COMMUNITY RECEPTIONS – REPORT OF INTERIM TOWN CLERK

Purpose of Report: To seek the committee's guidance on the proposed reception(s) that have been deferred to the autumn because of the pandemic.

Recommended: (a) The Committee consider what community receptions it would like to hold to introduce the Town Council to the wider community

The committee will be aware that the new Northampton Town Council was officially formed on the 1st April 2021, with the first Annual Council meeting following in May. It was hoped to use the Annual Meeting and other events such as the Annual Elector's meeting as a means to launch the new Town Council and engage with residents and stakeholders. Unfortunately, the pandemic and the restrictions around this has prevented these plans from coming to fruition and it was agreed to defer these until the autumn.

The committee now needs to consider what form these events may take.

A suggestion put forward is to have three separate events focusing on three different aspects of Northampton. These being:

- a) Civic Leaders – WNC councillors and key officers, past mayors, all holders of offices of civic dignity, chairs and clerks of Northampton parishes, other Town Mayors in the county, NCALC, CAB etc
- b) Business representatives, Northampton BID, large employers, Northampton University, Northampton Saints RFC, Northampton Town FC, Northamptonshire CCC, Derngate etc
- c) Community, sports, arts, faith, heritage and service groups

However, these are merely ideas and the committee I am sure will have ideas on how it wants to do this. The committee would need to consider what type of "reception" they would want these to be, whether it would be formal, informal, drinks reception, food etc. Whether they would want NTC to do a formal presentation, who would host. The committee would also need to consider what budget they would like to allocate to these events. The Council has a budget of £12,000 for Civic Events in the 2021/22 Financial Year.

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Policy and Finance Committee – 14th June 2021

CREATION OF A CIVIC MATTERS SUB-COMMITTEE – REPORT OF INTERIM TOWN CLERK

Purpose of Report: To inform members of a proposal to create a Sub-Committee to work towards the formalising of civic procedures and protocol.

Recommended: (a) That a small sub-committee (suggested 6 including Mayor, Deputy Mayor and Chair of this committee) is created to support and assist the Civic and Mayoralty officer as the Council looks to establish its various civic protocols and procedures.
(b) That membership of this sub-committee be extended to all members beyond the Policy and Finance Committee

A number of members have put forward the proposal that a Civic Matters Sub-committee be created to assist the Council as it develops its civic protocols and procedures.

The importance of the Mayoralty and the civic tradition of the town is well known and it would seem appropriate that a small sub-committee including the Mayor be created to liaise and assist the Civic and Mayoralty Officer in her duties, guide the Council on protocol and set clear procedures going forward.

It has been proposed that the sub-committee include members from other committees who have relevant knowledge of the subject matter.

The sub-committee would need to set clear terms of reference, including lines of reporting and remit.

The sub-committee would be subject to standing orders, code of conduct, transparency and open to the public like the other committees and sub committees.

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Northampton Town Council

Policy and Finance Committee – 14th June 2021

APPOINTMENTS TO SUB-COMMITTEES – REPORT BY INTERIM TOWN CLERK

Purpose of Report: To appoint members to the Staffing Sub-Committee from members of the Policy and Finance Committee and to note the membership of the Appeals Sub-Committee.

Recommended: (a) That 6 members (in addition to the Chair) of the committee are proposed and seconded to be on the Staffing Sub Committee
(b) That the membership of the Appeals Committee is noted

The Policy and Finance Committee currently has three sub-committees that report to it, the Accounts Sub-Committee (membership already established by Full Council), Staffing Sub-Committee and Appeals-Sub Committee (membership pre-determined to consist of Chairs of the four Standing Committees).

The Staffing Sub-Committee has the following terms of reference:

This sub-committee (Staffing) will report directly to the Policy and Finance Committee and will comprise of 7 members consisting of the Chair of Policy and Finance Committee plus 6 other of its members.

- i) To consider and make recommendations to the Policy and Finance Committee concerning the employment and terms and conditions of all staff.
- ii) To consider and make recommendations to the Policy and Finance Committee on issues concerning Council Personnel Policy

The Appeals Sub Committee has the following terms of reference:

This sub-committee will report directly to the Policy and Finance Committee and will comprise 5 members consisting of the Chairs of the four standing committees and the Town Mayor.

- i) To consider on all matters relating to the Council's appeals procedure

Accordingly, the members of this committee are Cllr Ashraf, Cllr Brown, Cllr Joyce, Cllr Birch and Cllr Marriott.