

NORTHAMPTON TOWN COUNCIL

COUNCIL MEETING

29th March 2021 at 6.00p.m.

NOTICE IS HEREBY GIVEN that a meeting of the Town Council will be held remotely by Zoom on Monday 29th March 2021 at 6.00 p.m. when the business set out below will be transacted. The press and public are welcome to observe this meeting at the following link

https://www.youtube.com/channel/UCV05yv3KAy6022_1YC_kl6A



Richard Walden
Acting Town Clerk
24th March 2021

Guildhall
Northampton
NN1 1DE

A G E N D A

1. Apologies for absence

2. Minutes

To approve the Minutes of the meeting of the Council held on 1st March 2021 and to authorise the Chair to sign them as a true and correct record of the proceedings (draft to follow)

3. Declarations of Interest

4. Transfer of Assets and Services

(a) **Guildhall** – to consider an oral report from Mr Laurie Gould of the Borough Council

(b) **Transfer of Mayoralty and Civic Regalia etc –**

(i) to consider decisions arising report to the Borough Council on 22nd March 2021 (original report enclosed)

(ii) to authorise the Acting Town Clerk to enter into an agreement with the Borough Council as envisaged in the report to the Borough Council subject to the receipt of confirmatory legal advice

(c) **Transfer of services, events and Northampton in Bloom** – report of Acting Town Clerk (copy enclosed)

5. Report of the Executive Committee

To receive and endorse the report of the Exec on 15th March 2021 and to adopt the recommendations contained therein (copy enclosed)

6. Exclusion of press and public

Recommended: That, owing to the confidential nature of the business to be transacted, the press and public be excluded from the remainder of the meeting.

7. **Staffing matter** – to consider recommendations of the Executive Committee (circulated to councillors only)

8. **Next Meeting**

To note the next meeting of the Council will be held the Annual Meeting to be held on Monday 17th May 2021 at 6.00 pm

Agenda Item 4 (b)

Appendix – see full report to Borough Council for complete list of items



COUNCIL

22nd March 2021

Agenda Status: Public

Directorate: Chief Executive

Report Title	Formal Transfer of Mayoralty and Muniments/Artefacts etc associated with the Mayoralty and History/Heritage along with associated matters relating to Offices of Dignity, The Honorary Recorder and an Agreement to Safeguard the Muniments etc being transferred.
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1. Purpose

- 1.1 To ask Full Council to formally agree the transfer of the Borough Council's Mayoralty and all muniments and artefacts associated with the Mayoralty and its long history and heritage to the Northampton Town Council on 1st April 2021.
- 1.2 In addition and connected with 1.1 above, to approve the final list of muniments and artefacts etc (see enclosed Appendix A) with the caveat that delegated authority be given to the Chief Executive in consultation with the Cross Party Working Group to approve any additional items to the said list prior to 1st April 2021.
- 1.3 That authority be given to the Chief Executive to enter into an appropriate agreement between Northampton Borough Council and the Northampton Town Council to ensure the future safekeeping of all the muniments/artefacts in the enclosed list marked Appendix A.

1.4 The Chief Executive be given delegated authority in connection with the CrossParty Working Group to determine the continuing role of the Offices of Civic Dignity and the Roll of Honorary Freedoms and to also include any other matters in relation any such offices.

1.5 To continue to explore and assuming it can be legally enacted, agree the transfer of the Honorary Recorder role from the Borough Council to the Northampton Town Council, subject to any necessary discussions with the West Northants Shadow Authority and from the 1st April 2021, West Northamptonshire Council, as to any involvement they may wish to have in the Honorary role.

2. Recommendations

That Full Council is asked to consider and approve the following recommendations:

2.1 The formal transfer of the Borough Mayoralty and all its associated duties and offices to the Northampton Town Council on 1st April 2021.

2.2 That all items in the enclosed list to this report marked Appendix A be transferred from the Borough Council to the Northampton Town Council with effect from 1st April, 2021 with the caveat that delegated authority be given to the Chief Executive in consultation with members of the Cross Party Working Group to approve any additional items that may be discovered prior to 1st April, 2021.

2.3 That delegated authority be given to the Chief Executive to enter into an appropriate agreement between Northampton Borough Council and the Northampton Town Council to ensure the future safekeeping of all muniments/artefacts listed in the enclosed list to this report marked Appendix A.

2.4 The Chief Executive be given delegated authority in consultation with the Cross Party Working Group to determine the continuing role of the Offices of Civic Dignity and the Roll of Honorary Freedoms and any other matters relating to such offices and their functions with the intention that all such offices, civic relationships etc will be transferred to the Northampton Town Council on 1st April 2021

2.5 To continue to explore and assuming it can be legally enacted, agree the transfer on 1st April, 2021, or a reasonable date thereafter, of the Honorary Recorder role from Northampton Borough Council to the Northampton Town Council subject to all formal legal matters by statute being concluded, and any necessary discussions with the West Northamptonshire Council as to any involvement they may wish to have in the honorary role.

3. Issues and Choices

- 3.1 It seems appropriate at this last meeting of Full Council to formally agree that the Mayoralty and all its associated functions be transferred to the Northampton Town Council to be effective from 1st April, 2021. This has already been achieved by the Northampton Borough Council (Reorganisation of Community Governance) No 1 (Northampton Parish Council) Order 2020 which under Clause 14 of that Order transferred the Mayoralty to the Northampton Town Council on 1st April, 2021. This is however an historic occasion and it is fitting that a formal transfer of the Mayoralty should be agreed in the context of its long history and future development and enhancement under the care of Northampton Town Council. It is understood that the Northampton Town Council are considering having a ceremony on 1st April 2021 to receive the handover of Northampton Borough Council's Mayoralty from the present holder of that distinguished office.
- 3.2 Council is also asked to approve the final list of muniments/artefacts (Appendix A) with the Chief Executive having appropriate delegated authority in consultation with the Cross Party Working Group to add any further items to the said list that come to light by the 1st April, 2021. Council should also note that the final list of transferred items includes the Mayoral car and its licence plate.
- 3.3 Concern has been expressed by a number of members of the Council as to the future safeguarding and security of the list of muniments/artefacts as named in the enclosed list (marked as Appendix A). In order to answer these concerns it is proposed to give the Chief Executive delegated powers to enter an agreement between the Borough Council and the Northampton Town Council to have such an agreement with clauses providing the appropriate safeguards for the future retention, preservation and security of all the items in the said list (Appendix A).
- 3.4 The last report to Council on the issue of the Honorary Recorder's position was on 23rd April, 2018 when the Council approved the appointment of HM Judge Mayo as the Honorary Recorder of Northampton Borough Council. Council should note that the Lord Chief Justice's Guidelines for the appointment of Honorary Recorder allows since the implementation of the Court's Act, 1971 for Council's in England and Wales to have power to appoint a Circuit Judge as a Honorary Recorder of the Borough Council concerned and thereby continue the important link between, in this case, Northampton and its criminal court, i.e. Crown Court. The office of Honorary Recorder is purely an honorary title and does not entail the postholder having any specific duties except to attend civic ceremonial events such as the Annual Council meeting and Remembrance Services. The recommendations for this item reflect that further discussions need to take place with various bodies to enable the transfer of the role to pass from the Borough Council to Northampton Town Council. This should also be done alongside and in consultation with the new West Northamptonshire Council.

3.5 It is proposed that the Chief Executive be given delegated powers in consultation with the Cross Party Working Group and the Northampton Town Council to determine the continuing role of the Office of Civic Dignity and the role of Honorary Freedoms to include the strong association with the Trustees of the Heredity Freemen of Northampton and any other such offices and organisations related to the Mayoralty. All these arrangements and functions as agreed will transfer to the Northampton Town Council on 1st April, 2021. In addition, the Chief Executive's delegated authority will embrace discussions on the future role of existing Alderwomen/Aldermen in both the West Northamptonshire Council and the Northampton Town Council. For members information, section 249 of the Local Government Act 1972 only provides statutory power for a Principal Council i.e. Borough Council, Unitary or County Council to create future Alderwomen/Aldermen.

4. Implications (including financial)

4.1 The cost of the proposed agreement to safeguard the muniments/artefacts to be transferred to the Northampton Town Council will come out of the existing Community Governance Review budget and the cost is likely to be in the region of £3,000.

5. Resources and Risk

5.1
The financial costs are as stated in 4.1 above.

6. Legal

6.1
There are no legal issues at this stage except for the need to comply with the Local Government and Public Involvement in Health Act, 2007 and ancillary legislation and regulations.

7. Environmental Implications

7.1 None at this stage.

8. Other Implications

8.1
None at this stage.

9. Background Papers

9.1 Appendix A as enclosed

George Candler
Chief Executive

AGENDA ITEM 4(c)

Northampton Town Council

Council Meeting 29th March 2021

Transfer of Assets and Services – report of Acting Town Clerk

Events and Entertainments, Northampton in Bloom

RECOMMENDED: (i) That the Council accepts the transfers proposed by West Northants and authorises the Acting Town Clerk to conclude any necessary agreement relating thereto

(ii) That the Executive Committee be authorised to approve any enhancements to the transferred events and activities considered desirable in 2021/ 22 from the contingency budget for that year.

(iii) That the receipt of a set up grant from the Borough Council be welcomed

Arising from on-going discussions between officers and councillors from this Council, West Northants and the Borough Councils, the West Northants Executive Committee (WNEC) was due to consider at its meeting on 23rd March 2021 the report attached as an Appendix.

This proposes that the budget for the following activities and services be transferred to this Council on a tapered basis over three years:

- Fireworks
- Christmas Lights and Activities
- Diwali
- Bands in the Park
- Music Festival
- Northampton in Bloom
- Other minor events

The effect of this proposal is to transfer £344,000 in 2021/22, £226,000 in 2022/23 and £113,000 in 2023/24. Any shortfall in the operational budget would be met from the Town Council's own resources.

The sums referred to in the report do not include any provision for staffing costs. I have raised this point with the West Northants leadership and have asked if the town Council could be advised as to the staffing implications of the proposed service transfer. The actual decision of WNEC will be reported at the meeting.

The budgets referred to are based upon the Borough Council's expenditure for these activities in 2019/20. When this Council set its own budget for 2021/22 it included a contingency sum for enhancing or extending services which may be transferred from the principal councils. The Council is therefore asked to indicate whether it wished to seek to enhance where possible any of these events in the coming financial year. If it so wishes and there is still an opportunity to do so for 2021 events,

then it is suggested that the Executive Committee at its meeting to be held on 12th April be authorised to approve any such enhancements.

In a separate matter, as Councillors are aware, the Town Council had no initial funds and the first instalment of its 2021/22 precept will not be received until the end of April. Some set up funding would therefore be needed early in April to enable us to be able to pay a number of invoices and staff salaries which will be paid on the 20th day of each month. Having discussed this matter with the Director of Finance at the Borough Council, I am pleased to advised that the Cabinet agreed to make a grant to the Town Council in the sum of £80,789. This is calculated under a formula relating to precept and council tax base which allows proportionate grants to made to Kingsthorpe Parish and Far Cotton Community Councils. The sum is more than sufficient for the above purposes and will also be utilised to promote Covid-19 awareness and additional costs incurred in connection with Council's response to the pandemic.

WEST NORTHAMPTONSHIRE SHADOW AUTHORITY

SHADOW EXECUTIVE MEETING

23rd March 2021

Report Title	Transfer of Responsibility for Events and Festivities to Northampton Town Council
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Purpose

1.1 The purpose of this report is to seek approval for the transfer of the budgets and responsibility for existing events and festivities in Northampton to the new Town Council from 1st April 2021. This will include the provision of funding for 2021/22, reducing over the subsequent two years in line with the Council Tax harmonisation plans.

Recommendations

It is recommended that the shadow executive:

2.1 Approve the transfer of responsibility for the events and festivities set out in this report to Northampton Town Council

2.2 Delegate authority to the Executive Director of Finance, in consultation with the Portfolio Holder for Finance, to finalise the arrangements for the funding transfer and scope covered by this funding.

Issues and Choices

Report Background

3.1.1 Following a Community Governance Review a new parish Council for

Northampton Borough has been established which will be called the

Northampton Town Council. Parish and Town Councils have broad powers to carry out functions on behalf of local authorities in their area and to precept or receive funding in order to do so. West Northamptonshire Council can therefore transfer functions to the new Northampton Town Council.

3.1.2 Northampton Borough Council agreed that a new Town Council for Northampton should be created as part of the changes being made to local government and in order to ensure its residents were well represented.

3.1.3 The Town Council has expressed a desire to take on responsibility for the civic events and festivities currently provided by Northampton Borough Council, including:

- Fireworks
- Christmas Lights and Activities
- Diwali
- Bands in the Park
- Music Festival
- Northampton in Bloom
- Other minor events

Issues and Choices

3.2.1 These events and festivities are important to the residents of Northampton and will remain a priority for the Town Council.

3.2.2 The proposal is for West Northamptonshire Council to provide a grant to the Town Council to facilitate the provision of these activities. In 2021/22 this grant will equate to the current budget for such events, estimated to be around £343,000, and will decrease in subsequent years with the remainder of the funding being raised through the Northampton Town Council precept. This also reflects the period over which Council Tax harmonisation will take place.

3.2.3 This proposal will help to protect the provision of these activities as West Northamptonshire Council develops its corporate priorities and redirects funding to support these.

Implications (including financial implications)

Policy

4.1.1 The proposed transfer of responsibility is consistent with the emerging priorities in relation to the empowerment of local communities.

Resources and Risk

4.2.1 The total budget for these events and festivities is in the region of £343,000. The precise figures to be provided to the Town Council as grants is subject to further detailed review.

Legal

4.3.1 These are discretionary functions and not a statutory service for West Northamptonshire Council. There is therefore no barrier to the transfer of responsibility for these activities to the Town Council.

Equality and Health

4.4.1 The events and festivities currently provided cover a diverse range of religious and cultural events.

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NORTHAMPTON TOWN COUNCIL

EXECUTIVE COMMITTEE

Monday 15th March 2021

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

In attendance: Councillors Ashraf and Hallam with Mr R Walden (Acting Town Clerk), Ms E Hawkins (Civic and Mayoral Officer); Mr L Gould (Borough Council) and Mr D Moody and Dr L Sambrook-Smith (Northants CALC)

1. APOLOGIES FOR ABSENCE

There were none.

2. DECLARATIONS OF INTEREST

There were none.

3. MINUTES OF LAST MEETING

The minutes of the previous meeting held on 17 February 2021 were agreed as a true and accurate record.

4. MEMORIAL TO VICTIMS OF THE PANDEMIC

Councillor Brian Markham asked the Committee whether the Town Council wished to consider providing or facilitating a suitable memorial to local victims of the Coronavirus Pandemic.

The Chair further suggested that the Council might wish to facilitate or support local community events such as “community get togethers” which could vary in extent according to the wishes of that

community. There was evidence that some of the major sports and arts providers and organisers within the town may also wish to play their part. The Committee very much favoured the sentiments behind the suggestions and discussed appropriate actions.

RESOLVED: That the proposals be supported in principle and the matter be referred to the Community Services and Environmental Services Committees for detailed discussions including inviting via the website suggestions from the community for sharing their covid experiences and commemorative ideas which might include:

- a) An arbour of trees with suitable seating to provide a lasting memorial and a place for quiet reflection,
- b) A possible enhancement of the Carnival event,
- c) An exhibition of images from the community of their covid experiences, and
- d) A commemorative inter faith church service for all local victims, especially for those whose families who were unable to say farewell in traditional ways.

5. COMMUNITY NEEDS ANALYSIS

The process for selecting the new Town Clerk had included asking all candidates to submit a report on how they felt the Council could conduct a community needs analysis of its area. One of those reports, which had particularly impressed the Appointments Panel and which could form the basis for future action was submitted. The Council's contingency budget for the coming year included a provision for implementing the results of such an analysis.

RESOLVED: That the Town Clerk be requested to report to the first meeting of the Community Service Committee on a suggested process for conducting a community needs analysis for the whole of the area served by the Town Council and the various communities within it.

6. BANK MANDATE

The Council has agreed to open an online bank account with Unity Bank and the necessary account has now been opened. The mandate for approving payments and withdrawals needed to be consistent with the arrangements agreed at the last Council meeting as part of the scheme for committee delegations. This would come into effect after the Annual Meeting on 17th May, in the meantime, as a temporary measure, the Acting Town Clerk recommended that the Chair and Vice Chair of this Committee be authorised to approve payments. It was intended that the meeting of the next Executive Committee on 12th April would approve a schedule of accounts and the Chair and Deputy Chair would only be asked to use this authority for approving any other payments which may need to be approved outside this meeting.

RESOLVED: (i) That from 17th May 2021, the Council's Bank Mandate be, payments uploaded by authority of either the Town Clerk or the Administration Officer and payments approved by any two members of the Accounts Sub Committee and

(ii) That, for the interim period from 1st April to 17th May 2021 a temporary mandate of payments uploaded by authority of the Town Clerk or Administration Officer and payments approved by the Chair and Deputy Chair of the Executive Committee (who shall form a sub-committee when so acting) be approved.

7. MAYORAL ALLOWANCE

At the last Council meeting it had been agreed that the proposed Mayoral Allowance be divided equally between an allowance paid directly to the Town Mayor through payroll and half retained by officers as a mayoral and civic expenses contingency. The incoming Town Mayor, Councillor Ashraf, had indicated that she would prefer the whole of the allowance to be held by the council staff for the term of her office from 1st April to 17th May 2021 and, should she be re-elected, for the whole of the 2021/22 Municipal Year. To give full effect to the Mayor's request it will be expedient to create a petty cash fund of £100 from the Mayoral Allowance budget.

RESOLVED: (i) To note that for the remainder of 2020/21 and for 2021/22 the proposed Mayoral Allowance will be held as a general contingency by the Civic and Mayoralty Officer for reimbursing any expenditure incurred by the Town Mayor in the course of her duties and for other general civic duties.

(ii) That a petty cash account of up to £100 be held by the Civic and Mayoralty Officer for reimbursing minor mayoral expenses.

8. TREASURY MANAGEMENT POLICY

The Town Clerk advised that one of the early tasks for the new Policy and Finance Committee would be to determine the Council's policy for where it wished to hold its various reserve funds. In the meantime, as discussions on which services may transfer from the principal council to the Town Council and what funding will follow the service continued, it was likely that the Council would be holding a fairly significant total of reserve and contingency funds. The Council's accountancy advisor, Stuart Wilbur, had advised that, as interest rates are all very small at the current time, from a financial risk assessment point of view, the most important issue was to have a spread of investments amongst leading institutions. He had advised that Lloyds offered a 6 week instant access rolling investment to hold funds to top up the current account as required and Barclays or NatWest offered fixed terms of

up to a year. Using the three banks would give the Council a spread for its funds as would be defined in any financial risk assessment.

RECOMMENDED: That the Town Clerk be authorised to place the Council's reserves and those contingency budgets unlikely to be expended initially in easy access investment accounts with Lloyds, Nat West and Barclays.

9. APPOINTMENT OF INTERNAL AUDITOR

The Town Clerk recalled that the Council had appointed External Auditors, PKF Littlejohn, who will be examining the Council's use and management of public funds. To complement this it was also necessary to appoint an Internal Auditor who would provide an independent review of procedures including internal processes, book keeping, risk management, payroll, budgeting, asset management and year end procedures etc. Northants County Association of Local Councils(NCALC) provided a well-used relevant service appropriate to the needs of each council. The cost of the service for this Council would be £1,640 and the Council's appointed internal auditor would be Tina Charteress.

RESOLVED: That the NCALC Internal Audit Service be appointed as the Council's Internal Auditor for 2020/21 and 2021/22

10. UPDATE ON TRANSFER OF ASSETS AND SERVICES

Mr Gould of the Borough Council reported on positive discussions which were taking place between the West Northants Unitary, the Borough Council and the Town Council concerning the transfer of assets and services. A full report on the proposed transfer of the historic part of the Guildhall would be presented for discussion at the next Council meeting.

The Borough Council at its meeting on 22nd March would be finalising all matters relating to the transfer of the Mayoralty including the continuing recognition of holders of offices of civic dignity and authority to enter into an agreement to secure the continued preservation of all items of civic plate and regalia and muniments.

Following discussions between elected members and officers, West Northants Council was considering the possible funded transfer of some services to the Town Council. Further information on this would also be presented to the next Council meeting.

11. CALENDAR OF MEETINGS

The Committee considered a draft schedule of Council and Committee meetings for the coming municipal year. West Northants Council had yet to publish its calendar of meetings so this presented a potential problem of clashes for dual hatted councillors. The Committee accordingly agreed the frequency of meetings which would allow the preparation of a detailed calendar based upon a broad two monthly cycle of Council and committee meetings but with Planning Committee meeting every three or four weeks to meet consultation deadlines.

RESOLVED: That the outline of a calendar of meetings for 2021/22 as set out at Appendix "A" be approved.

12. ARRANGEMENTS FOR COMING MEETINGS

The Acting Town Clerk recalled that the current legislation permitting virtual meetings expired on 6th May and it remained unclear if the date would be extended. NALC and SLCC were seeking urgent clarification on the position from the Secretary of State for Housing, Communities and Local Government. Socially distanced meetings would be a challenge if possible at all so the Committee was asked to consider the format of key meetings and events which of necessity would have to be conducted through Zoom with the limits that entails:

RESOLVED: (i) That the above meetings be held virtually by Zoom and the proceedings be adjusted accordingly:

Thursday 1st April	Handover of Mayoral and Civic Regalia etc	Short ceremony with all former Borough Councillors invited
Tuesday 11th May	Informal Meeting of new Councillors	To agree committee memberships and appointments. Acting Town Clerk to facilitate
Monday 17th May	Annual Council Meeting (Mayor making)	Remote meeting - same procedure as last Borough Council mayor making

Monday 24th May

Town (Electors') Meeting

Remote meeting to meet statutory requirements only

(ii) That, for the time being, the Town Mayor and Deputy wear red robes and all other town councillors the blue robes.

13. COUNCILLOR TRAINING

The Committee considered what training sessions should be provided for newly elected councillors after the coming elections. NCALC were specialists in training for town and parish councillors and had suggested the following sessions:

- “Off to a Flying Start” general councillors training. 2½ hours suitable for evening of **Thursday 27th May at 6 pm**
- Specific in depth NTC training involving NCALC team, NTC staff and a leading expert from the School of Local Government Studies at De Montfort University who would lead a “visioning” session. Four hours plus, suitable for a Saturday around a buffet lunch
- Planning training- for members of the Planning Committee looking at material considerations in commenting upon planning applications to maximise their influence – hopefully with appropriate WNC Planning Officer(s) one -two hours and/or NCALC Planning Advisor as part of an early meeting of the Planning Committee
- Chairing Meetings: The rules and good practise for chairing Council and Committee meetings. Two hour evening session suitable for all Chairs and Deputy Chairs of committees and sub committees and those aspiring to be Town Mayor.
- Councillors as Employers – the very specific role and responsibilities of councillors as the employers of staff, up to two hours, suitable for an early meeting of the Staffing Sub-Committee
- Finance for Councillors – the rules and regulations for finance in a large Town Council, suitable for all Members of the Policy and Finance Committee, one and half hours

RESOLVED: That training sessions be arranged as indicated above.

14. REVIEW OF POLICIES

The Council at its first meeting had adopted a number of policy documents, which were now available on the website, subject to their review by this Committee. The Committee had subsequently asked nominated councillors to review those documents and all councillors had been invited to advise them of any changes they wanted to be considered to particular policies. No comments had been submitted and the nominated councillors did not wish to suggest any changes.

RESOLVED: That the position be noted and the various policy documents be reviewed at the 2022 Annual Council Meeting in the light of experience of the first full year's operation..

15. BRACKMILLS BRANCH RAILWAY LINE

The English Regional Transport Association (ERTA) had provided the detailed information attached about its campaign, which was supported by the Brackmills BID, to secure a re-opening of the branch railway line to serve the Brackmills Industrial Estate.

Some members felt that the proposal was worth exploring along with other major transport schemes such as a Rugby – Leicester rail link, the suggested Oxford – Cambridge Varsity Line and general improvements to the town's bus services.

RESOLVED: That the Planning Committee be asked to consider the matter in more detail together with considering what role the Town Council should be playing in .

Promoting an integrated transport solution for the town.

16. ROTARY CLUB OF NORTHAMPTON CENTENARY

The Civic and Mayoral Officer reported that, in a personal voluntary capacity, she had been assisting the Rotary Club of Northampton with its plans for a community exhibition event as part of its centenary celebrations which would be taking place between July 2021 and June 2022.

The Club had helped hundreds of charities during their hundred years and they wanted to have the opportunity for these charities and community groups to come together under one roof to network and hopefully gain mutual volunteers, and at the very least provide a platform for these community groups to share their work. It would also raise awareness of Rotary's century of service to the community.

The Club was aware that it was an objective of the Town Council to organise an exhibition for our local community groups and charities. It was also pursuing the possibility of incorporating the Lord Lieutenant and the High Sheriff's ceremony for their Rose of Northamptonshire awards. Such a ceremony could form an integral part of the event which was likely to be held on March 2022. The Club was exploring potential funding and financial support from the Council would enable it to consider a larger venue, possibly the County Cricket Ground

RESOLVED: That the Council agrees to support the proposed Rotary Club of Northampton Centenary Exhibition and Rose of Northamptonshire Awards

Ceremony, including assistance from the Civic and Mayoral Officer, and the matter be referred to the Community Services Committee for further detailed consideration.

(During the discussion on this item the Committee was delighted to note that thanks to Lizzie Hawkins' efforts, the Northampton Civic Office had received two commendation certificates in the Civic Office of the Year Awards in the categories of How the Civic Office responded during the national crisis of 2020, and: How the Civic Office is moving forward after the national crisis of 2020. The Committee was pleased to congratulate Lizzie on this excellent and merited achievement.)

17. HERALDIC BADGE

At the last meeting of the Committee THE Acting Town Clerk had been asked whether, once the Coat of Arms had been transferred to the Town Council, it could consent in some way to use by other parishes within the area of the Borough Council. Windsor Herald at the College of Arms has responded that the coat of arms would exclusively be that of the Town Council. It should not be used by other parishes, councils or other organisations. They would have no right to do so. If they wanted to use arms themselves, they would need to petition for a new design which could be based on the existing arms, but would have to be sufficiently distinct. If the Council wanted a formal device that others could use with its permission it could petition for a grant of a heraldic badge. Its design could include the tower and lions on a grassy mount, but it would not be on a shield. It could be something entirely different of course.

The fee for a grant of a badge (an example of which was presented to the Committee) was presently £3,760.

Whilst Committee members supported the principal of a heraldic badge which could be shared with others, it was felt that a decision on this matter w]should be left to the newly elected councillors after the coming elections.

18. EXCLUSION OF PRESS AND PUBIC

RESOLVED: That, in view of the confidential nature of the business about to transacted, the press and public be excluded from the remainder of the meeting.

19. STAFFING MATTER

The Committee considered a report of the Acting Town Clerk on a staffing matter and agreed recommendations which would be presented to the next Council meeting.

Northampton Town Council

Suggested Calendar of Meetings

Meeting	Week commencing Monday 2021
Annual Meeting (Mayor Making)	17th May
Planning	24th May
Policy and Finance	7th June
Environmental Services	14th June
Community Services	21st June
Planning	28th June
Policy and Finance	5th July
Council	19th July
Planning	26th July
Planning	16th August
Environmental Services	6th September
Planning	13th September
Community Services	20th September
Policy and Finance	4th October
Planning	11th October
Council	18th October
Policy and Finance (budget principles)	8th November
Planning	15th November
Environmental Services (budget)	22nd November
Community Services (budget)	6th December

Planning 13th December
2022

Policy and Finance (budget recommend) 10th January

Planning 17th January

Council (budget) 24th January

Environmental Services 7th February

Planning 14th February

Community Services 21st February

Policy and Finance 28th February

Planning 7th March

Council 21st March

Planning 28th March

Environmental Services 4th April

Planning 4th April

Community Services 11th April

Easter 18th April

Policy and Finance 25th April

Council 9th May

Town (Electors') Meeting 9th May

Annual Meeting (Mayor Making) 16th May