



## **NORTHAMPTON TOWN COUNCIL**

### **Community Services Meeting – 21<sup>st</sup> June 2021**

**To: Members of the Community Services Committee**

**You are summoned to attend the meeting of Community Services Group of Northampton Town Council to be held via Zoom Video Conferencing platform on 21<sup>st</sup> June 2021 at 18.00**

**The meeting will be streamed live via the Town Council's YouTube channel**

**Stuart Carter  
Interim Town Clerk  
16<sup>th</sup> June 2021**

**Guildhall  
Northampton  
NN1 1DE**

#### **A G E N D A**

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. Community Needs Analysis**  
Interim Town Clerk's report attached (p 3 – 4)
- 4. Grants Scheme and Policy**  
Interim Town Clerk's report attached (p 5 – 10)
- 5. Appointment of Grants Sub-Committee**  
Interim Town Clerk's report attached (p 11)
- 6. Events update and draft Heads of Terms for transfer**  
Administrative Officer's report attached (p 13 -19)
- 7. Memorial to victims of the pandemic**  
Interim Town Clerk's report attached (p 21)

Committee Members: Councillors Birch (Chair), Holland-Delamere (Deputy Chair), Ashraf, Brown, G Eales, T Eales, Hibbert, Ismail, Lane, Marriott, Miah and Soan

Distributed electronically to all other councillors for information

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**Northampton Town Council**

**Community Services Committee**

**21<sup>st</sup> June 2021**

**COMMUNITY NEEDS ANALYSIS – REPORT OF THE INTERIM TOWN CLERK**

Purpose of Report: To inform members of a proposed process for starting a Community Needs Analysis.

**Recommended:** (a) That the Council consider the report and the process set out and agree in principle to it

(b) That a Sub-Committee is created with delegated authority to lead the consultation, analysis, set priorities, engage with professional help etc. and take this forward

(c) That the sub-committee develop a communications strategy as a priority

One of the priorities of the new Northampton Town Council is to undertake a Community Needs Analysis and the Clerk was asked to prepare a suggested process for conducting this analysis at the first meeting of this committee. It is likely that the document created from the analysis will be vital for the town council as it considers future budgeting and staffing needs and therefore the councillors will have to be fully engaged as we proceed with this process.

A community needs analysis is used by organisations to identify, needs, gaps in provision, wants. The results of which define and inform policy and decision making of that organisation.

The Town Council has been established to represent the people of Northampton but to also work with them and find sustainable ways to meet their social, economic and material needs and improve their quality of life. The Clerk is of the opinion that the Council needs to define what it wants to get out of the analysis, i.e. what is the desired outcome and is there a specific area to focus on or avoid at the start of the process as much as possible.

The core components of a needs analysis are:

- Developing a Vision (the training booked for 3 July will feed into this)
- Determining the current level of delivery i.e. what is being delivered, by whom, what is missing
- Identify priorities and objectives
- Develop strategies to address the priorities and objectives
- Develop operational strategies
- Develop a short, medium and long term financial plan
- Develop Key Development Indicators.

Throughout the whole process, communication will be crucial, both in terms of what the Council is doing, advertising consultations, etc., but to also keep people informed as to where the process is at,

how more information can be gained. The community need to be part of the process as much is possible in order to get by-in and to give the document that is created legitimacy and a mandate.

The analysis phase (fact finding) is categorised by the involvement of communities and groups. Involvement will result in a better understanding of what is important, it will help prioritise and provide the context. Involvement means meeting with groups and individuals and giving them the opportunity to talk and articulate their needs. This process will be time consuming, and councillors will need to be fully engaged and supportive. It is likely that the Council will also need to engage some professional support to ensure that the questions being asked are the correct ones.

Public consultation can take a variety of forms and again professional assistance may be required. The Clerk has spoken to the academics at De Montfort Local Governance Research Centre and they are keen to assist the Town Council.

The data that is generated should enable the Council to identify needs, aspirations and then look to set clear objectives with short, medium and long term outcomes. This involves councillors and officers determining what the real issues are using the data collected and considering what solutions there are and whether the cost associated is appropriate. Again, it is crucial that communications are open during this process as there may be issues raised that are important but where a solution is not cost effective, or where the need is perceived rather than actual. It will be essential to prioritise these outcomes and not to overpromise on delivery.

The projects phase is next and includes setting indicators and targets (time frames) for each objective. The phase includes determining cost estimates and budgets indicating sources of finance e.g. precept, grants or loans. Project task teams can be formed where necessary and can involve the public as well as councillors and officers.

Lastly the approval stage where the plan is presented to the stakeholders who previously participated. This will provide legitimacy, support and show the relevance of each project.

Implementation will be the final stage though it is likely that any strategy or document created will require review which may change the priorities. When implementing the Council will have identified what it wants to do and the resources needed to do it. Once again, communications will be key both with the community but with councillors too, and we will have to work as team (officers and councillors) to deliver. There will also be set backs and/or changes and it is crucial that there is a transparency with this and that this is communicated.

Communication is always a key factor in the success of an organisation. The Council should report back to its community on progress made, issues which have cropped up and any other relevant detail. This can be done in many ways from traditional media, social media, public events. Councillors will be key in this in reporting to their networks any events and feeding back the latest information.

The Town Council has set a budget of £150,000 to undertake and deliver a Community Needs Analysis.

**Northampton Town Council**

**Community Services Committee**

**21<sup>st</sup> June 2021**

**Community Grants Policy - report of the Interim Town Clerk**

**Purpose of Report:** To consider a suitable policy to guide the Council's intention to provide community grants

**Recommendations:** 1. That the policy as set out in this report be approved with any necessary amendments

2. That a presentation be made to all Councillors on the operation of the Councillors' Community Fund at the conclusion of the formal business after the Council meeting on 19<sup>th</sup> July 2021

3. That it be recommended to other Committees considering making grants to community groups pursuant to their delegated powers that they do so in general accordance with this policy.

4. That four Councillors be appointed to serve on the Grants Sub Committee

5. That, once the Policy has been approved finally, all Council Members be asked to engage actively with groups in their Wards to publicise its objectives and the availability of funding.

**1. Introduction**

When approving its budget for the current financial year the Council made provision for two potential community grant funding streams:

**General Community Grants Fund** (£50,000)

**Councillors' Community Fund** (£75,000)

The second funding stream was intended to enable every Council Member to nominate grants of up to £3,000 (rising to £4,200 where the Councillor concerned had opted not to receive their Councillor's Allowance of £1,200) to organisations based in or mainly serving the ward they represent.

This report explores how such grant funding streams could be implemented.

**2. Legal Position**

Town and Parish Councils generally have comparatively few powers to make grants to community groups and organisations and no power to make grants to individuals. However, having met the necessary eligibility criteria in respect of elected councillors and an appropriately qualified Clerk, this Council at its Annual Meeting on 17<sup>th</sup> May 2021 adopted the General Power of Competence pursuant to the Localism Act 2011. This enables the Council to do anything which any individual is permitted in law to do. Further it can do it for a commercial purpose with or without charge and do anything for the benefit of the authority, its area or its inhabitants. However, the effect of expenditure under this provision must be proportionate to the policy objective intended to be secured by the provision.

In the past the former Borough Council adopted a Councillor Community Fund in which each Councillor was allocated an annual sum (initially £3,000 and more recently £2,000) which they could,

subject to certain conditions, grant to local community groups of their choosing. However, the powers available to principal councils in which decisions can be taken by individual councillors are not available to town and parish councils. Decisions in these councils can only be taken by the full council or a committee or sub-committee or an officer specifically delegated to make that decision. Accordingly, in the case of this Council, decisions under the new Community Funding Scheme cannot be taken directly by individual councillors. The proposals set out in this report take account of that fact.

### **3. Grant Funding by other Committees**

It is quite probable that other Committees may wish to introduce their own grant finding schemes to further their own aims and objectives (for example it is possible that Environmental Services Committee may wish to introduce a grants scheme to further its aims of combatting the climate emergency or perhaps to further support the Northampton in Bloom project). In all such other cases it is suggested that the Council be recommended that the general principles applied to community grants also apply to those other forms of grants.

### **4. Objectives of the Scheme**

The former Borough Council's community grants scheme had the general objective:

*Any purpose which in the opinion of the Councillor will enhance the economic, social and environmental well-being of their ward or part of it.*

A similar objective could be applied to this Council's scheme although the Committee may wish from time to time to add that special priority will be given to applications which seek to address particular policy objectives. For example, once the results of the proposed Community Needs Analysis are known, it is likely that the Committee and the full Council will agree that certain priority topics be considered to address issues identified in that Analysis.

A draft detailed Policy for both funding streams is appended to this report. This has been prepared having regard to the conditions previously applicable to the Borough Council's grants scheme and from research of the processes applied by other larger town councils. The Committee is asked to consider this draft and in particular the various levels of funding described in it and the conditions which it suggested be applied to any grants. The Policy also sets out how the two streams will operate in practise and the role of the Grants Sub-Committee.

Members will note in the policy that it is recommended that we distribute the Council grants annually and that they are part of the budget making process. In practise this would mean considering and agreeing grants in September/October time which would then feed into the budget. These grants would then be paid in the next financial year.

In the present year, the Council would operate two schemes, one to allocate the budget that we have this year, and then one to feed into the budget making process for next year.

### **5. Publicity**

It is proposed that, once the Committee has approved the details of the grants scheme, the officers' team be instructed to undertake a major publicity campaign to bring the attention of the local community to the availability of the funds and how to apply. Copies of the approved Policy and spare

application forms can be supplied to every councillor for them to actively engage with community groups and other organisations in their Ward. This will be one of the first policy initiatives introduced by the Town Council and Members will doubtless wish to ensure that it attracts maximum publicity.

Two draft forms can be found at the end of the agenda.

## **Draft Northampton Town Council Grants Policy**

### **Introduction**

1.1 Northampton Town Council has a commitment to encourage, support and promote volunteer organisations and charities within its area for the benefit of the Town. The Town Council makes an annual budget provision for Community Grants to help meet its aims.

1.2 Community grants come from taxpayer funds and key principles of this policy are to ensure that grant expenditure is open and transparent and that any grants awarded are proportionate to the benefits they are expected to achieve.

1.3 Decisions related to Community Grants have been delegated to the Community Services Committee acting initially through its Grants Sub-Committee. This policy is designed to act as guidance for both applicants and councillors when considering applications.

1.4 Applicants are encouraged to look at alternative sources of funding in addition to these schemes.

1.5 The Town Council seeks to provide grants which meet the following outcomes:

Any purpose which will enhance the economic, social and environmental well-being of their ward or part.

- a. Providing information to constituents, or seeking the views of constituents, whether about the Council or about any other matter affecting the economic, social or environmental well-being of the Council's area.
- b. Contributes towards a particular policy objective which the Council may determine from time to time.

### **Grant Schemes**

The Town Council operates two separate grant schemes:

2.1 The **Councillors' Community Fund** is for grants nominated by individual Ward Councillors and will generally be for minimal amounts of £150. Applications for this scheme will be considered quarterly.

2.2 The **General Community Grants Scheme** is for grants generally of a value in excess of £2,500 which will benefit a greater proportion of the area served by the Town Council than a single Ward.

Applications for this scheme: (option a) are considered annually by the Grants Sub- Committee as part of the budget setting process for the Council, as set out in 5.5, and payable from April 1<sup>st</sup>.

### Eligibility

3.1 The schemes are only open to: Community Organisations, Local Charities and Community Interest Companies.

3.2 Bodies must have a bank account in their own name, be constituted and have a committee or management group.

3.3 Projects must deliver a clear benefit to the residents of Northampton.

3.4 The Town Council will not fund: hospitality, salaries, religious organisations (unless for non-religious activities), core school expenditure or projects with party political links.

3.5 The Town Council will only consider one application from an organisation within any financial year.

3.6 The Town Council will prioritise grants to bodies serving residents mainly contained within its area and will not normally award grants to bodies serving the whole of the area of the former Borough of Northampton and beyond. Such bodies will generally be directed to the West Northamptonshire Council and/ or the relevant town or parish council.

3.7 The Town Council reserves the right not to make grants to those who apply, and the Town Council will endeavour to provide feedback when this is the case. No commercial organisation, Individuals or schools will be considered for a general grant. No regional or national charities will be considered unless it is for a specific project in or benefit to the area of Northampton Town Council.

### Applying for a Grant from the Councillors' Community Fund

4.1 Each Town Councillor has been allocated an annual sum of £3,000 (in some cases £4,200) from which they can nominate bodies to receive grants in accordance with this Policy. A majority of persons benefitting from the award of the grant will normally reside within the boundary of that Councillor's Ward. Councillors may, however, join with colleagues and nominate a body serving an area greater than one Ward. Unspent funds will be carried over every year throughout the relevant Councillor's term of office.

4.2 Applications will be nominated by individual Ward Councillors (whose details and contact information can be found at [\(add link\)](#) and include all information requested on the form which is available at [\(add link\)](#). An application will not be presented to the Grants sub-committee until it has been endorsed by the Ward Councillor and all required information has been provided.

4.3 Applicants must supply the previous financial year accounts and a recent (within three months) bank statement. New/start-up organisations should submit a financial statement containing their proposed budget.

4.4 Where expenditure on a single item would exceed £500 the applicant should demonstrate that best value has been sought; this may be by submitting quotations.

4.5 Applicants requesting up to £200 may submit a simplified request detailing the project they are undertaking and what the funds will be spent on. Clauses 4.3 and 4.4 do not apply to donation requests.

4.6 Councillor nominated grant applications will be considered four times per year by the Grants sub-committee.

### **Applying for a General Community Grant**

5.1 Applications should be made on the application form via the Town Council website ( [add link](#)) and include all information requested on the form. An application will not normally go to the Grants sub-committee until all required information has been provided.

5.2 Applicants must supply the previous two years of accounts and a recent (within three months) bank statement.

5.3 Where expenditure on a single item would exceed £500 the applicant should demonstrate that best value has been sought; this would normally be by the submission of quotations.

5.4 Applicants must attend the sub-committee meeting where their grant will be considered to answer any questions which may arise.

5.5 The deadline for applications to be considered for this scheme shall be set by the Town Clerk to correspond with the Council's budget setting cycle. The deadline date shall be published as soon as practicable.

### **Grant Evaluations**

6.1. Recipients receiving a grant in excess of £200 shall provide an evaluation within twelve months of receipt of the grant on the prescribed form.

6.2. Receipts for all expenditure above £200 shall be provided as part of the evaluation to demonstrate the grant was spent appropriately.

### **Conditions of Grants**

An application under both schemes shall indicate agreement to the following conditions.

7.1 Recipients shall complete an evaluation as required.

7.2 The Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partially for breach of conditions.

7.3 Northampton Town Council expects organisations to co-operate in gaining press and other publicity for events/facilities funded by the grant.

7.4 Recipients of more than £1,000 must use the Town Council's logo and the wording 'supported by Northampton Town Council' on all correspondence and publicity relating to the project supported by the grant.

7.5 Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within two years.

7.6 The Council may apply any additional conditions it deems necessary as part of the grant award

7.7 The Grants sub-committee reserves the right to monitor the application and use of any grant awarded and may withhold, withdraw or recover the grant if the purpose for which the grant is awarded ceases, or its aims and objectives vary to the extent that the application would not have been eligible for consideration at the time of the application. Any misuse of grant aid funds will result in appropriate legal action.

7.8 Where an organisation receives a grant it shall be on the condition that Members of the Grants sub-committee may visit its premises, the site of the project and/or event.

7.9 Any grant awarded will be expected to be taken up within six months of the date of the award being made unless a written application for an extension is made to the Grants sub-committee by the first day of the month in which the six-month period expires, and the extension is allowed. In this event, a date will be specified by which the expenditure must be made. If any grant aid is not expended by the specified date(s) the grant will be recovered.

7.10 Where an application will be used as matched funding to lever in additional funding from other sources, the Council's grant will not be released until confirmation is received that all funding to enable the project to proceed has been achieved.

## **Receipt of Grant**

8.1 Successful applicants will be required to enter into an agreement to the grant conditions contained within this Policy prior to the grant being released.

8.2 Payments shall be made to the organisation within four weeks of receipt of the agreement

8.3 Payments shall only be made to an organisation. The Council will not issue grants to an individual.

**Northampton Town Council**

**Community Services Committee**

**21<sup>st</sup> June 2021**

**Appointment of Grants Sub-Committee - report of the Interim Town Clerk**

**Purpose of Report:** To inform members of the need to appoint members to the Grants Sub-Committee

**Recommendation:** That 4 members from the Community Services Committee are appointed to the Grants Sub-Committee

As part of the establishment of the various committees and sub-committees and their terms of reference of the Council, it was agreed to set up a Grants Sub-Committee.

The details re as follows:

**Grants Sub-Committee**

This sub-committee will report directly to the Community Services Committee and will comprise 4 members from that committee

- (i) To consider and make recommendations to the Community Services Committee on all grant applications made to the Council in accordance with the Council's Community Grants application process including final decisions on the Councillor Community Funding Scheme.

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**Northampton Town Council**

**Community Services Committee**

**21<sup>st</sup> June 2021**

**EVENTS UPDATE AND DRAFT HEADS OF TERMS FOR TRANSFER OF EVENTS – REPORT OF THE  
ADMINISTRATION OFFICER**

**Purpose of Report:** To update Members of the current position with regard to the planned Events Schedule for 2021.

**Recommendations: (a)** That subject to any conditions, that the committee support Music365 with a grant of £5000 as per previous arrangements with NBC.

(b) That subject to any amendments, the committee agree to the head of terms (attended to this report) as drawn up by WNC regarding the transfer of events.

**Oak Apple Day**

This successful Mayoral event took place on **Saturday 29<sup>th</sup> May**

**Northampton in Bloom**

Progress on this project is being reported on through the Environmental Committee.

**Bands in the Park**

A mix of local, county and regional bands playing throughout the summer months as per the list below

27-Jun	Sax's Cool
04-Jul	Rushden Town Band
11-Jul	Abington Wind Band
18-Jul	Northampton Male Voice Choir
25-Jul	Corby Silver Band
01-Aug	Towcester Studio Band
08-Aug	Milton Keynes Brass
15-Aug	Fynnius Fogg (Hope Centre)
22-Aug	Duncan Craven
29-Aug	Thrapston Town Band
05-Sep	Rushden Mission Band
12-Sep	Northampton Concert Band

Bands in the Park are free events for the public taking place in Abington park on a Sunday afternoon, start time 2.00pm; performance time 2-3 hours

### **Armed Forces Day**

**Saturday 26<sup>th</sup> June** – a ceremonial event for the Northampton Royal British Legion who are celebrating 100 years this year. The proposed plan includes a parade from the top of Abington Street down to and around the Market Square followed by a speech from the Lord Lieutenant.

### **Music365**

Sunday 5<sup>th</sup> September from midday to 9pm, 7 open air stages across the town centre – the focus is on the Market Square, other smaller venues include the Boutique Hotel, NN Courtyard, Museum Courtyard, Abington Street, All Saints Piazza, Guildhall Courtyard. This event has been running for over 12 years in the town and is sponsored by Northampton Town Centre BID and others. It is noted that within the budget to be provided by WNC a grant of £5,000 was previously supported by NBC for this event, it is therefore recommended that this support continues from NTC.

**Pride LGBTQ** – No update

**Town Show** – No update

**Beer Festival** – No update

**Remembrance Parade – Sunday 14<sup>th</sup> November** – plans are being considered.

**Diwali – Saturday 30<sup>th</sup> October** – pre event meetings are taking place for this event.

**As per the minutes OF NTC Executive Meeting on 12<sup>th</sup> April it was RESOLVED:** That the WNC Town Centre Manager be requested to prepare detailed proposals for the Christmas and Fireworks events the following enhancements which the Town Clerk be delegated to approve after consultation with the Town Mayor and the Chair of this Committee:

**Fireworks** - 6<sup>th</sup> November at the Racecourse £7,500 enhancement from NTC to include a spectacular finale and additional LED screens and cameras to spread along the Racecourse either side of the stage area, including the catering area to enable visitors to watch the pre-firework stage entertainment and show video clips (**agreed at NTC Executive Meeting 12<sup>th</sup> April**)

**Christmas Lights switch on event** – Saturday 27<sup>th</sup> November at 5pm a family friendly event across the town centre, £15,000 enhancement from NTC to include additional free standing illuminated attractions, a moving light show on the Guildhall (subject to the consent of WSN) plus additional street entertainers during the period up to Christmas. (A suggestion of a short firework display from the top of the Grosvenor Centre Car Park to make the lights switch-on did not find favour with the Committee) - **agreed at NTC Executive Meeting 12<sup>th</sup> April.**

**Chinese New Year** - No update as yet

NB/ Northampton Borough Council Events were previously managed through a local events management company, Stage Right Productions. Derrick Simpson (WNC) to confirm purchase order value for services from Stage Right for events in 2021.

### **Heads of Terms**

WNC have provided a Heads of Terms for the transfer of events to NTC based upon the resolution of the Executive Committee meeting on 15 April, which agreed to the transfer of the events. Members may want to comment on it and/or consider delegating the matter to the Chair of the Committee, Town mayor and Town Clerk in order to conclude this matter.

## **West Northamptonshire Council**

### **Northampton Town Council**

#### **Transfer of Delivery of Traditional Events - [Draft 0.3] Heads of Terms**

#### **1. Background**

- 1.1 Agreement has been reached between the political leadership of WNC and NTC for the transfer of promotion of certain events from WNC to NTC, with a package of funding, reducing over time, to facilitate this.
- 1.2 This agreement was authorised by West Northamptonshire Council's Shadow Executive on 23<sup>rd</sup> March 2021 and by Northampton Town Council (NTC) on 12 April 2021.
- 1.3 This document sets out the terms of a legal agreement (the "Agreement") to give effect to that political agreement.

#### **2. Events**

- 2.1 WNC, as the successor to NBC, intends to cease to operate the events (the "Traditional Events") as set out in Schedule 1 (attached). In relation to Northampton in Bloom, this only relates to the extent of this as falls within the Parish (Town) of Northampton.
- 2.2 NTC will in financial years 2021/22 ("Year 1"), 2022/23 ("Year 2") and 2023/24 ("Year 3") hold events similar to the Traditional Events (the "Events Programme").
- 2.3 It is the intention that NTC will continue to hold the Events Programme after Year 3, but it will not be bound to do so.
- 2.4 Nothing in the agreement will prevent either WNC or NTC organising additional events whether or not these are Traditional Events or in the Events Programme.
- 2.5 To enable continuity of the Events Programme Events in Year 1 WNC will continue to make arrangements for this until the Agreement comes into effect. Where such arrangements involve bookings or orders WNC will where practical transfer such bookings or orders to NTC. NTC will co-operate in the transfer of such bookings and orders. In the event that such bookings or orders cannot be transferred WNC and NTC will work together to allow NTC to make use of such bookings or events for the Events Programme.

#### **3. Funding**

- 3.1 To support the transition, WNC will pay NTC the following sums:
  - 3.1.1 Year 1: £322k (but see 3.5)
  - 3.1.2 Year 2: £215k
  - 3.1.3 Year 3: £107k

- 3.2 WNC will have no further obligation to make any payments to NTC after 31 March 2024 in relation to the Traditional Events or Events Programme (and does not plan to do so).
- 3.3 NTC may only use the funding provided by WNC to deliver the Events Programme. Any money not so used is to be repaid to WNC within 30 days of the end of the relevant financial Year.
- 3.4 WNC to have the right to audit to confirm the funding has only be used on the Events Programme.
- 3.5 In Year 1, the sum mentioned in 3.1.1 will be reduced by expenditure on the Events Programme in Year 1 incurred or committed by WNC prior to the Agreement coming into effect. This includes the costs of staff expected to be transferred to NTC as outlined in Section 5.

#### **4. Organisation of events**

- 4.1 NTC will be solely responsible for the organisation of the Events Programme, including ensuring compliance with health and safety and other law.
- 4.2 NTC will need to seek and obtain the normal approvals to hold events on the highway or on land owned by others (including land owned by WNC). No license to use WNC land is given under the Agreement.

#### **5. Transfer of staff**

- 5.1 WNC has one member of staff who under TUPE will transfer to NTC.
- 5.2 WNC will provide details of that member of staff to NTC for TUPE purposes.
- 5.3 NTC will ensure it complies with the requirements of TUPE and will indemnify WNC against any claim against WNC for its failure to do so.
- 5.4 NTC will provide the transferring member of staff a LGPS pension or an actuarially equivalent pension in accordance with the requirements of the Best Value Authorities Staff Transfers (Pensions) Direction 2007 (the 'Direction'). The Agreement will contain other provisions necessary to comply with the Direction.

#### **6. Assets**

- 6.1 WNC will transfer to NTC the ownership of the assets set out in Schedule 2 (attached) (the "Events Assets").
- 6.2 WNC will grant NTC a license during Year 1 to store the Events Assets and other items NTC intends to use for the Events Programme in [the storeroom at the St John's MSCP identified as ...]. The license fee for Year 1 will be for £1 and NTC will only be charged otherwise for use of this space if it needs WNC to incur costs WNC would not otherwise incur (for example, overtime in accessing facilities when the relevant staff are not normally working).

#### **7. Other provisions**

- 7.1 Law of England and Wales etc.
- 7.2 No third party rights (except to comply with the Direction).
- 7.3 No agency, partnership, etc.

## Schedule 1: List of the Traditional Events

- Bands in the Park (April - September)
- Oak Apple Day (May)
- Pride (May)
- Northampton in Bloom (spring-summer)
- Carnival (June)
- Music365 Festival (June)
- Armed Forces Day (June)
- Diwali Light Celebrations (October/November)
- Fireworks (November)
- Remembrance Day (November)
- Christmas Lights and Activities (December)
- Chinese New Year (January)

## Schedule 2: List of Events Assets

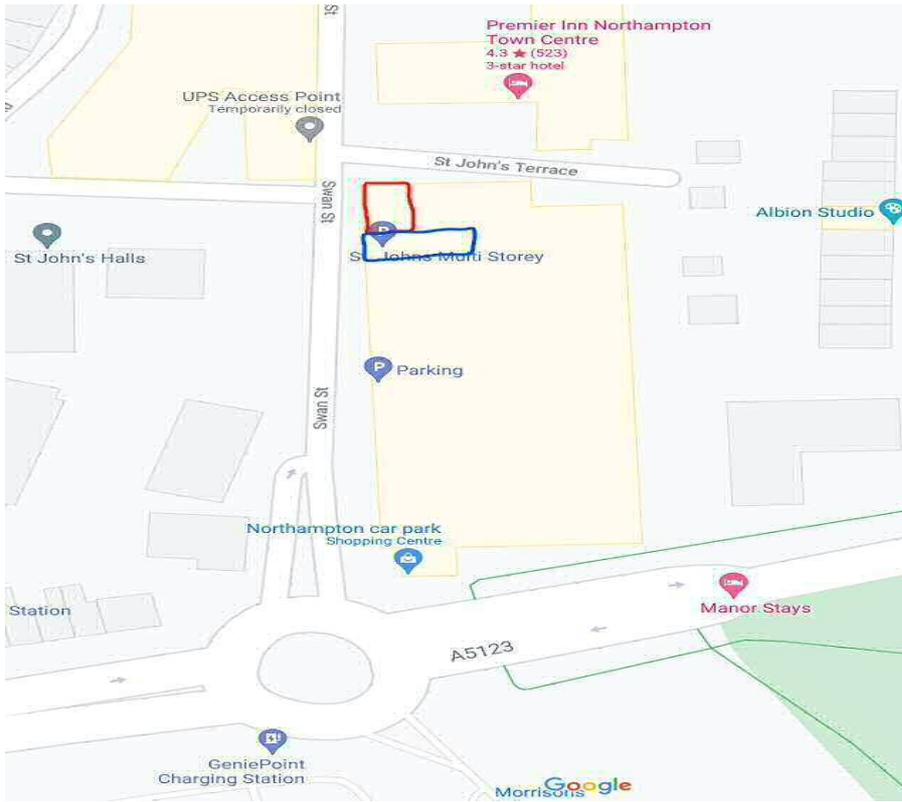
### Christmas Equipment

Item	No.	Details	Location
Christmas Tree	6	Power supplies	Abington Street
Cross street	4	Power lines	Abington Street
Cross street	3	Power lines	St Giles Street
Cross street	2	Power supplies	Guildhall Road
Cross street	4	Power lines	Drapery
Cross street	6	Power lines	Gold Street
Cross street	3	Power lines	Bridge Street
Large 40' Christmas Tree	1	Power supply	St Giles Square (Ask)
400w flood lights	2	Power supply	All Saints – Portico
Festoon lights	2	Power lines	Fish Street
Large 40' Christmas Tree	1	Power supply	Market Square
Cross Street	1	Power line	Derngate
Lamp Post Column Decorations	14	Power supply	Market Square
Tree lights	1	Power supply	Market Square
Tree lights	1	Power supply	Woodhill
Roof lights & Christmas tree	1	Power supply	North Gate Bus Station
Large 40' Christmas Tree	1	Power supply	Abington Square Memorial Gardens
Large 40' Christmas Tree	1	Power supply	All Saints Piazza
Lamp Post Xmas Decoration Supply	14	Electrical test	St Leonards Road, Far Cotton
Lamp Post Xmas Decoration Supply	23	Electrical test	Wellingborough Road
Lamp Post Xmas Decoration Supply	5	Electrical test	College Street (Town Centre BID)
Lamp Post Xmas Decoration Supply	2	Electrical test	Bradshaw Street (Town Centre BID)
Lamp Post Xmas Decoration Supply	2	Electrical test	St Giles Terrace (Town Centre BID)
Lamp Post Xmas Decoration Supply	2	Electrical test	Wellington Street (Town Centre BID)
Lamp Post Xmas Decoration Supply	4	Electrical test	Guildhall Road (Town Centre BID)

Lamp Post Xmas Decoration Supply	1	Electrical test	Kingswell Street (Town Centre BID)
Lamp Post Xmas Decoration Supply	3	Electrical test	Bridge Street (Town Centre BID)
Christmas Decoration	14	Electrical test	Market Square
Radio Controllers	4	Electrical test	Market Square
13A-16a adaptors and extension leads	7	Electrical test	Guildhall
Christmas Light sets (w)	12	Electrical test	Guildhall
16A Radio Controllers	3	Electrical test	Guildhall
13A extension leads	4	Electrical test	Guildhall
Lead	2	Electrical test	Guildhall
Distro, Adaptor & radio controller	3	Electrical test	Guildhall
Radio Controllers	14	Electrical test	Market Square
Radio Controllers, LED Power supplies, Distro, adaptor, transformer etc	15	Electrical test	North Gate Bus Station
RW, RCD's, leads, radio receiver, etc	51	Electrical test	Guildhall Road – small trees
RCD sockets & leads	2	Electrical test	St Giles Square
X1 units	1	Electrical test	North Gate Bus Station
RW Radio Controller, leads	24	Electrical test	Wellingborough Road
Power Pack (trans/Rectifier)	12	Electrical test	Large Xmas trees
Radio Controllers – RW	22	Electrical test	Store
6M lead	1	Electrical test	Wellingborough Road
RW, Adaptors, Radio receiver, leads, distro, etc	18	Electrical test	Large Christmas tree connections
Flood lights & lead	2	Electrical test	All Saints
Battery Xmas Trees - New	18		St Johns Store – Floor 4
Battery Xmas Trees – not made up	42		St Johns Store – Floor 4
Battery Xmas Trees – made up	200		Wellingborough Road & Town Centre
230v Xmas Trees - Green	24		Guildhall Road
230v Xmas Trees Black	6		Guildhall Road
Brackets – new wall mounted	40		St Johns Store – Floor 4
Wall sleeves – old style brackets	3		St Johns Store – Floor 4
Tree base conversions	5		St Johns Store – Floor 4
Xmas tree battery lights – new	44		St Johns Store – Floor 4
Tree Barriers (Green)	48		St Johns Store – Floor 4

### Northampton in Bloom

Item	No.	Details	Location
Bloom Triple Planters	10	Used for various sites	Stored at Westbridge Depot
Cup & Saucer hanging baskets	220	Used for various sites	Stored at Westbridge Depot
Black barrier baskets	118	Used for various sites	Stored at Westbridge Depot
Stone barrier baskets	18	Used for Abington Square Memorial Garden only	Stored at Westbridge Depot
Guildhall Flower Boxes	4	Used at Guildhall only	Stored at Westbridge Depot
Hanging Basket hooks	300	10mm / 12// and 16mm – different sites require different size hooks	Stored at Westbridge Depot
Metal brackets	279	Metal brackets for Christmas and bloom	Various properties across Northampton



Site Plan of St Johns MSCP – storage space highlighted Red = Floor 6 store and Blue = Floor 4 store

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**Northampton Town Council**

**Community Services Committee**

**21<sup>st</sup> June 2021**

**MEMORIAL TO VICTIMS OF THE PANDEMIC – REPORT OF THE INTERIM TOWN CLERK**

Purpose of Report: To inform members of the Council's support in principle to commemorate the victims of the Covid 19 Pandemic.

**Recommended:** (a) That members formally consider the proposals as put forward by the former executive committee and consider how they wish to proceed.

At the Executive Committee meeting of the 15 March 2021 a proposal was put forward regarding a memorial to local victims of the Covid 19 Pandemic. It was agreed that this should be looked at further by the Environment Services Committee and the Community Services Committee of the newly created Council. The minute from the Executive Committee on this item is as follows:

***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.*

It would seem that points b, c, and d fall within the remit of the Community Services Committee. Members should consider how they wish to take this forward and develop these and/or any other projects that members have and how they would like to engage with the community on these.

The Town Council has a Covid Response and Set Ups costs budget of £50,000 that could be utilised for any related projects.



**Office Use Only**

Received  
Validated  
Committee Date

# Northampton Town Council

## Community Grants Scheme

### Application for a Grant from the Councillors' Community Fund

*Please ensure this form is filled in completely and ensure you have read the Community Grants Policy. For deadlines please see the Town Council website.*

To start a new line in a text box, press SHIFT and ENTER together.

**Privacy:** Your name, position, email address and address will be disclosed to the Grants sub-committee when considering the application. All other information on this form will be made publicly available via the Town Council website as part of the agenda for the sub-committee and any other relevant meetings.

**NAME OF NOMINATING COUNCILLOR(S)**

**NAME OF COUNCIL WARD(S)**

---

#### CONTACT INFORMATION

**NAME**

Click here to enter text.

**POSITION IN ORGANISATION**

Click here to enter text.

**E-MAIL ADDRESS**

Click here to enter text.

**ADDRESS**

Click here to enter text.

#### ABOUT YOUR ORGANISATION

**NAME OF ORGANISATION**

Click here to enter text.

**ORGANISATION TYPE**

Community Organisation <sup>1</sup>

Registered Charity

CIC

**DO YOU HAVE A CONSTITUTION OR GOVERNING DOCUMENT?**

Yes

No

**WHAT ARE THE AIMS AND OBJECTIVES OF YOUR ORGANISATION?**

Click here to enter text.

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<sup>1</sup> Includes any not-for-profit body that is not a Registered Charity or CIC.

**PLEASE PROVIDE DETAILS OF YOUR ORGANISATION'S MEMBERSHIP**

*This should include the geographical area your members are drawn from etc.*

Click here to enter text.

**HOW IS YOUR ORGANISATION MANAGED?**

Click here to enter text.

**HOW MANY PEOPLE ARE INVOLVED IN YOUR ORGANISATION?**

**TRUSTEES / COMMITTEE MEMBERS**

Click here to enter text.

**STAFF**

Click here to enter text.

**ABOUT YOUR PROJECT**

**TOTAL PROJECT COST**

£ Click here to enter text.

**CONTRIBUTION FROM OTHER SOURCES**

£ Click here to enter text.

**TOTAL REQUESTED FROM TOWN COUNCIL**

£ Click here to enter text.

**PLEASE DETAIL THE CONTRIBUTIONS FROM OTHER SOURCES**

*This would include grants from other bodies, use of own funds etc*

Click here to enter text.

**PLEASE DETAIL ANY NON-FINANCIAL 'IN KIND' SUPPORT YOU HAVE FOR YOUR PROJECT**

*This would include time given by volunteers, donations of goods/services etc*

Click here to enter text.

**DOES THIS PROJECT INVOLVE COLLABORATION WITH OTHER ORGANISATIONS? PLEASE DETAIL THEIR INVOLVEMENT**

Click here to enter text.

**PLEASE EXPLAIN THE PROJECT**

*This should explain the objectives of the project and benefits to the local community*

Click here to enter text.

**PLEASE SET OUT THE OUTCOMES YOU EXPECT YOUR PROJECT TO ACHIEVE**

Click here to enter text.

**HOW WILL THE GRANT BE SPENT?**

*Please be as detailed as possible. The sum of the items should match the amount requested from the Town Council. For any expenditure on a single item over £500 you must demonstrate that best value has been sought, normally by submitting quotations.*

Click here to enter text.

Click here to enter text.

**IF THE COUNCIL IS UNABLE TO FUND YOUR PROJECT WHAT WOULD THE IMPACT BE?**

Click here to enter text.

**DO YOU HAVE SUITABLE PUBLIC LIABILITY INSURANCE TO COVER YOUR PROJECT**

Yes  No

**ADDITIONAL INFORMATION**

*Please provide any information relating to your project that you believe the Town Council should be aware of. Please also provide an explanation of any expenditure that you feel is not self-explanatory.*

Click here to enter text.

**SUPPORTING STATEMENT FROM NOMINATING COUNCILLOR**



# Northampton Town Council

Community Grants Scheme

## Application for a General Community Grant

### Office Use Only

Received  
Validated  
Committee Date

Please ensure this form is filled in completely and ensure you have read the Community Grants Policy.

This scheme provides grants benefitting a greater area than one of the Council's Wards. You must ensure you have read the Community Grants Policy. It is recommended your application is submitted in advance of the deadline to ensure the Town Clerk can validate it and ensure any missing information is provided.

To start a new line in a text box, press SHIFT and ENTER together.

**Privacy:** Your name, position, email address and address will be disclosed to the committee when considering the application. All other information on this form will be made publicly available via the Town Council website as part of the agenda for the committee meeting.

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