

NORTHAMPTON TOWN COUNCIL

EXECUTIVE COMMITTEE

12th April 2021 at 6.00p.m.

To: Members of the Executive Committee (Councillors Birch (Chair), Marriott (Vice Chair), Hibbert Lane, Brian Markham, McCutcheon and Russell)

Cc: Other members of the Council (for information)

You are hereby summoned to attend a meeting of the Executive Committee to be held remotely by Zoom on Monday 12th April 2021 at 6.00 p.m. when the business set out below will be transacted

This meeting will be broadcast on Northampton Town Council's YouTube Channel

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



**Richard Walden
Acting Town Clerk
7th April 2021**

**Guildhall
Northampton
NN1 1DE**

A G E N D A

1. Apologies for absence

2. Declarations of Interest

3. Minutes of last meeting

To approve as a correct record the Minutes of the Meeting of the Committee held on 15th March 2021 (copy enclosed)

4. Transfer of Festivities and Events

To consider possible enhancements of transferred events in 2021 (report of Acting Town Clerk enclosed)

5. Payment of Accounts

To approve the payment of accounts (a schedule of accounts will be circulated immediately prior to the meeting)

6. Financial Risk Assessments

The Council is required to undertake a variety of financial risk assessments. Our Finance Advisor has supplied drafts of all documents he believes to be necessary and it is suggested that the Town Clerk be authorised to approve and publish these as appropriate in consultation with the Chair of the Committee

7. Establishment of the Council Offices

To approve all measures taken to date and proposed to be taken in the future to ensure the effective establishment of the Council and its staff in the Guildhall offices and whilst working from home. (Schedule of measures taken and proposed enclosed)

8. Appointment of Interim Town Clerk

To receive the report of the Appointments Panel on arrangements agreed with NCALC for the provision of an Interim Town Clerk and associated measures for the coming twelve months (copy enclosed)

9. Occupation of part of the Guildhall

The Town Clerk will provide an oral update on arrangements for the Council to occupy part of the Guildhall.

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 18 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 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

Northampton Town Council

Executive Committee

12th April 2021

Transfer of Festivities and Events - report of Acting Town Clerk

Purpose of Report: To determine the extent to which the Council will be enhancing in 2021 the various festivities and events transferred from West Northants Council (WNC).

1. Transfer Agreement

As reported to the last full Council meeting, WNC has agreed to transfer to this Council responsibility for managing the following festivities and events.

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

The former Borough Council's budget for this service is also being transferred on a tapering basis over three years although the precise final figure has yet to be agreed. The current estimate of the grant to be paid in 2021/22 is £332,000 which includes £37,000 being the full cost of one staff member, who spending over 75% of their time on these matters will be liable to a TUPE transfer to this Council. There are two other WNC staff who currently spend respectively 20% and 30% of their time on the activities so are not liable for transfer. The 30% is in respect of supervisory responsibilities which are crucial to the successful delivery of these events. The Committee will be asked in confidential session to consider how this staff time will be met in the future.

I have requested a full breakdown of the transferred budget.

The transfer is subject to a formal agreement with WNC which is currently being negotiated but the following provisions have already been agreed:

- The grant can only be expended on the defined festivities, expenditure can be audited by WNC and any funds not expended will be returned to them.
- Until the Agreement is finally concluded, staff at WNC will continue to manage the festivities in the usual way and any expenditure committed in that time will be deducted from the grant.
- The stock of festive lights and fittings will transfer to the Town Council and a licence to continue to occupy the current storage at St John's Street Car Park initially until 31st march 2022 is being prepared.

- The Agreement does not include any licence to hold events on WNC land for which permission must be sought in advance.
- Hanging planters and barrier baskets are currently stored at the West bridge depot and NTC will need a licence to continue thus arrangement in future.

2. Enhancement of Events

The Council has authorised this Committee to agree enhancement of all or some of the events this coming year from the contingency budget already agreed for this purpose. Mr Derrick Simpson, WNC's Town Centre Manager, who has had responsibility of these matters for many years, has kindly agreed to advise members on potential enhancements. The two most likely events which would benefit from such enhancement are the Fireworks and Christmas Lighting. Northampton in Bloom is dealt with in the next section. The transferred budget is the actual sum included in the former Borough Council's draft budget and does not include £26,000 additional money spent in 2019 on Christmas lighting etc. Having regard to the potential to restore the Christmas budget to the full amount and to meet additional staff costs of £37,000, a total further enhancement of, say, £50,000 for all events could be considered. This would total a total contribution of £113,00 from this Council. Allowing for the tapering nature of the grant, such a contribution could be met from the current contingency budget for the next four years without requiring any increase in the existing precept. There would also be the balance of the contingency which will still be available to allocate as part of further service devolution deals which may be agreed with WSN later this year.

The Committee is asked to agree the precise enhancement sum and how this is to be allocated. To assist in this connection Mr Simpson has supplied the following further information on possible enhancement options:

Fireworks

Option 1:

Additional fireworks from Fully Fused would be for an additional budget of £5,000 + vat would add another 3 minutes to the length of the show

Option2:

Keep the time the same at 17 minutes and add additional fireworks (see enclosed details).

Option3:

Add LED screens and additional cameras to spread along the Racecourse either side of the stage area including catering area to enable visitors to watch the pre-firework stage entertainment and show video clips

Christmas Lights

Option 1:

Fireworks to be launched from the roof of the Grosvenor Car Park lasting between 3 to 5 minutes (costs between £2,500 to £5,000) – see attached.

Option 2:

Illuminated display (two images will be available at the meeting)

- Christmas Sleigh (St Albans)
- Illuminated Arch (Leighton Buzzard)

These could be in place for a day, week or the whole Christmas period and provide photo opportunities. We could have a sleigh made for the duration of the Christmas period or hire one for the Christmas light switch.

Option 3:

Provide a 'Son Lumiere' show on the Guildhall frontage, there are various alternatives on the type of Illumination display.

If this option was to be considered, we would need to have further discussions on the requirements so a budget cost could be provided.

Option 4:

Provide additional 'street entertainment' around the town centre on the weekends in December

3. Northampton in Bloom Planting Displays

Orders have already been placed with Veolia/ Ideverde for the filling of the maintenance, filling and planting of all containers, maintaining and watering them from June to September inclusive and then returning them to the depot. Arrangements for judging community contributions to Bloom and a suitable presentation ceremony, usually at the Guildhall, have still to be arranged.

Enhancing the public contribution to Bloom is a very effective way of announcing to the Town Council's arrival to its constituent communities. Time to make a decision is short as plants will need to be ordered now to be ready for this summer. There is insufficient time to prepare an agreed scheme and obtain competitive quotations. The best available and most effective option would appear to be to extend the existing contract with Ideverde, whose division, Plantscape, can provide on a rental basis a wide range of containers already planted up for maximum impact. This would then provide the Council the time to evaluate whether it wished purchase the planters for the future and add them to its stock of containers. The website <https://www.tclgrp.co.uk/plantscape/products> indicates the types of planted containers available. A copy of their current rental price list is attached to this report which gives an indication of what might be possible. The Company is prepared to negotiate a bulk purchase discount. In addition to the rental there would be watering costs and other expenses such as testing lampposts.

All Members of the Council have been invited to put forward suggestions of locations which would benefit from additional summer planting and the type of planting they would prefer. The aim was that it might be possible to achieve some form of enhancement in every council ward. A full list of all suggestions will be circulate prior to the meeting. As the matter is urgent, Plantscape's representative has agreed to tour the locations proposed with the Council's representative(s) this coming Wednesday morning, 14th April, when he will be able to advise as to the most appropriate solution in each location and the likelihood of receiving necessary highway approvals

Horizontal Containers	
Contractor Barrier Basket 1250mm/49 inch	£98.00
Barrier Basket 1250mm/49 inch	£98.00
Barrier Basket 680mm/27 inch	£72.00
Window Box 750mm/30 inch	£72.00
Window Box 1000mm/39 inch	£77.00
Window Box 1250mm/49 inch	£82.00
Window Box 1500mm/60 inch	£88.00
Grow Bag Conatiner 780mm/31 inch	£57.00
Grow Bag Conatiner 1265mm/48 inch	£88.00
Elevated Baskets	
Hanging Basket 410mm/16 inch	£28.00
Hanging Basket 430mm/17 inch	£31.00
Hanging Basket 460mm/18 inch	£31.00
Hanging Basket 510mm/20 inch	£36.00
Pole-Mounted Baskets 460mm/18 inch	£41.00
Pole-Mounted Baskets 590mm/23 inch	£57.00
Holestar Planter 560mm/22 inch	£31.00
Contractor Holestar Planter 670mm/26 inch	£33.50
Holestar Planter 670mm/26 inch	£33.50
Holestar Planter 760mm/30 inch	£36.00
Interlocking Bedding Planters	
Rectangle Bedding Planter 1265mm/50 inch	£90.00
Triangle Bedding Planter 1265mm/50 inch	£90.00
Floor Standing Planters	
1 Metre Square Base 1000mm/39 inch	£205.00
1 Metre Square Planter 2 Tier 1000mm/39 inch	£236.00
1 Metre Square Planter 3 Tier 1000mm/39 inch	£267.00
1 Meter Square Planter 4 Tier 1000mm/39 inch	£329.00
Round Base Planter 815mm/32 inch	£138.00
Round Base Planter 2 Tier 815mm/32 inch	£169.00
Round Base Planter 3 Tier 815mm/32 inch	£184.00
Octagonal Planter Base 1200mm/47 inch	£205.00
Octagonal Planter 2 Tier 1200mm/47 inch	£236.00
Octagonal Planter 3 Tier 1200mm/47 inch	£267.00
Octagonal Planter 4 Tier 1200mm/47 inch	£329.00
Eye-Full Tower Base Square/Round	£432.00
Eye-Full Tower 2 Tier Square/Round	£462.00
Eye-Full Tower 3 Tier Square/Round	£504.00
Eye-Full Tower 4 Tier Square/Round	£545.00
Eye-Full Tower 5 Tier Square/Round	£565.00
Colour-Fall Tower 2 Tier 1100mm/49 inch	£339.00
Colour-Fall Tower 3 Tier 1100mm/49 inch	£363.00
Colour-Fall Tower 4 Tier 1100mm/49 inch	£386.00
Colour-Fall Tower 5 Tier 1100mm/49 inch	£438.00
Colour-Fall Tower 6 Tier 110mm/49 inch	£489.00
Pathway Planter 700mm/28 inch	£93.00
Tree Planters	
Tree Planter Square 1250mm/49 inch	£442.00
Tree Planter Round 1500mm dia/60 inch	£473.00

Northampton Town Council

Executive Committee 12th April 2021

Northampton in Bloom – suggestions received from Councillors on possible enhancements

- Councillor Lane
- I would like to see flower baskets on the street lights around the approaches to the mini roundabout at Kettering Road North/ Lumbertubs Lane/ Booth Rise and Moulton Way.
- I looked into this a few years ago and needed 2 semi circle baskets around 7 lamp posts. I was quoted £5.000.
- Councillor Markham B
- To me one of the great successes of Northampton in Boom has been how organisers involved local communities in projects So I hope some of the extra funding goes to supporting local groups.
- For example in Westone The Chai and Chat group of ladies based at Weston Favell Parish Hall have plans for a wildflower area. This was postponed last year due to Covid but still needs funds and guidance..
- I have also provided councillor funding to Friends of Eastfield Park who have created a wildflower area and would like to engage local groups in planting plugs or bombing verges along Booth Lane
- Councillor Duffy
1. near the green area near Salvation Army shop and opposite billing Brook school
 2. Lower meadow court on billing Brook road at the end near the stream - and entrance to the lake - which has a double archway and bus stop
 3. Thorplands shops - hanging baskets??
 4. Replant the stream bank at the bottom of Streambank/Ragsdale Walk (near the painted bridge that needs repainting)with daffodils- they used to spell out the name Thorplands Brook
 5. Grassed area on barley hill road Southfields near Middlemore - bulbs
 6. two shops behind gallery pub Southfields for hanging baskets and also blackthorn shops opposite MUGA, Goldings shops too as appropriate
- Councillor Russell
- A very good start would be to sort out the fire damaged shop and upstairs flat at the top of Kingsley front where the fire was. For many years now its been cocooned in plastic sheet and a very disagreeable image for the area.
 - Several recent accidents in the vicinity of Northampton Racecourse/White Elephant/Kingsley Park Terrace are caused by people driving too fast. With all of the poor parking and big vans all over the place, no-one should be driving faster than 20mph. Also road marking and improvements at the junctions along Junction Road, Randall Road and Romany Road, as we have had several accidents in the area in the last few weeks.
 - Most areas along Kingsley Park Terrace pavements are too narrow for Planters and flower sites. Comments include how easy these areas would be vandalised.

- It very important that pavements along Kingsley Park Terrace is resurfaced as these pavements are currently dreadful trip and hazard obstacles especially for mums with buggies, young children and older people. Currently when it rains there are huge puddles, sometimes quite deep. A block paving path would make a big difference to the whole of Kingsley Front, it would add the overall visual improvement, wouldn't sink and crack as easily as paving slabs plus it's easy/cheap to repair.).

- Really radical changes could have unrestricted herringbone parking on one side of Kingsley Park Terrace/Kettering Road (a main entrance into the town) with no parking on the shop front side and vehicles encourage to park on the opposite side of this very busy road. This would encourage passing traffic to stop and shop. It would also be safer than some of the risk taking driving and parking which takes place every day of the year.

- Northampton in bloom has seen several shops putting up flower boxes and hanging baskets in the last few years which has brightened up Kingsley Park Terrace. Unfortunately, there's few spaces for a planter along here as it's already busy with Voi scooter parking, trees, bus stops etc

- I would like to brighten the entrance to Bradlaugh Fields at the Fulford Drive and Morrisons entrance. This beautiful space was given a Green Flag last year and there is an undergrowth at both entrances that needs clearing of litter and planting up and maybe bulbs there would look great.

- The Friends of Northampton racecourse have planted daffodils and other bulbs each year for the last 5 years and would love to get the roundabout outside the pavilion building planted up with something drought resistant and butterfly/bee friendly.

- Also some form of parking control on junctions along Junction Road, Randall Road and Romany Road, as we have had several accidents in the area in the last few weeks.
Community ideas and requests:
 - Planting baskets attached to pedestrian road barriers at the traffic lights coming from the town centre at White Elephant junction to enter Kingsley shopping area as well as barrier plantings at the traffic lights at Kenmuir Ave/Kettering Rd junction round the corner by Tax Accountancy shop where they would be seen but less pedestrians to disturb. Please use plants that encourage pollination as opposed to petunias which do not.

 - On Kettering Road - Approx 1mx1mx1m cubes of flowers at Fairfield Road junction, by Raeburn Rd and on the wide pathway near In & Out garage, ensuring they do not stop vision from vehicles turning onto Kettering Road.

 - You may be interested to know that Kingsley Methodist Church is in the process of arranging to plant 3 "Peace" shrub roses into tubs at the forecourt of Kingsley Park Methodist church as part of the bible garden and Northampton in Bloom. We are presently looking for support for the cost of sustainably resourced containers.

Councillor Ashraf I would like to see planters and flower boxes in St James square. Possibly some hanging baskets too.

Councillor Meredith More daffodils bulbs for Southfields Park.
Hanging Baskets to local shops Blackthorn, Lumbertubs, Thorplands , Goldings, Southfields

Councillor Russell has subsequently forwarded further detailed planting suggestions from a member of Kingsley Park Methodist Church. These, together with any other suggestions from Councillors will be presented to the meeting.

Northampton Town Council

Executive Committee 12th April 2021

Establishment of the Council Offices - report of Acting Town Clerk

As instructed by the Council I have been making all necessary arrangements to prepare for the Council's office accommodation at the Guildhall including a new telephone and IT system and accountancy software. Unfortunately, broadband was not available to our designated area and will need to be installed separately and this will involve some further accommodation works. Since the quotes for the necessary works were accepted by the Council it became clear that the staff team will have to work from home for the time being and further equipment including laptops and remote access to the phone system has had to be arranged as an extension to the agreed contract with Horizon. They will also be installing dedicated high speed broadband to the Guildhall. These extra works have been undertaken through my delegated authority. However, now that the new staff team has started work, we have been able to identify further equipment which will assist the efficient and effective operation of the organisation. These include the following:

IT Requirements	
Monitor, wireless mouse, keyboard, docking station	x 5
Office Chair	x 5*
Mobile Phone	x 5
Headset	x 5
Printer/scanner - Julie and Lizzie	x 2
laptops (Lizzie and Rachel) core processors of i7 or i9 at least, graphics cards and RAM for editing and rendering videos, live streaming, social media posting, graphic design and events).	x 2
Live streaming events, the Civic Officer community are sticking to online as well as real life going forward simply for the amount of people we are able to reach Lizzie has asked for some quotes for two light weight powerful machines that will enable the jobs to be performed effectively.	
<u>Canva subscription</u> – Lizzie has requested this, Rachel will need access to this also but one annual subscription will cover. https://www.canva.com/pricing/	x 1
<u>Adobe Cloud Suite</u> – Microshade pricing this for us	x 2 licences
Zoom	
additional accounts	
Hootsuite	

Social media planning tool (HootSuite) that Rachel will need and Lizzie will need access to as she is part time – she may have requested this.	
DocuSign software - Finance	

I am meeting the WNC Facilities Manager on site before the Committee meeting and this may identify other office furniture and equipment requirements. All the likely expenditure will be well within the contingency budget for furniture and equipment.

The Committee is asked to endorse all measures taken to date and proposed to be taken in the future to ensure the effective establishment of the Council and its staff in the Guildhall offices and whilst working from home.

Northampton Town Council

Executive Committee 12th April 2021

Report of the Interim Town Clerk Appointments Panel

As authorised by the full Council on 29th March 2021, the Appointments Panel met on 6th April 2021 and interviewed three candidates identified by NCALC as potential Interim Town Clerks. A fourth candidate had withdrawn their application prior to the meeting.

At the start of their interview candidates gave a presentation of what they perceived would be their top priorities if offered the position.

The Panel unanimously agreed that, subject to the receipt of satisfactory references, Stuart Carter, currently Town Clerk with Evesham Town Council, be offered the position of Interim Town Clerk on a 12 months' contract expiring on a date to be agreed in May 2022 on the previously approved terms and conditions of appointment.