



Northampton TOWN COUNCIL

MEETING OF THE COUNCIL – 22ND JANUARY 2024 – 18:00

To: All Northampton Town Councillors

You are summoned to attend the meeting of Northampton Town Council to be held in the Guildhall's Council Chamber, Northampton at 18:00 hours on Monday 22nd January 2024 where the business set out below will be transacted

Public participation is welcomed in accordance with the Standing Order and the Council's Public Participation Policy.

A handwritten signature in black ink, appearing to read 'Stuart Carter', with a long horizontal line extending to the right.

**Stuart Carter
Town Clerk
16th January 2024**

1. APOLOGIES FOR ABSENCE

2. PUBLIC QUESTIONS/STATEMENT TIME:

To receive any questions or statements from members of the public

3. DECLARATIONS OF INTEREST

4. MAYOR'S ANNOUNCEMENTS

5. TO RECEIVE THE FOLLOWING MINUTES OF THE PREVIOUS FULL COUNCIL MEETINGS

a) The minutes of the Full Council meeting held on 30th October 2023

(Pages 3-5)

b) The minutes of the Extraordinary Full Council meeting held on 12th December 2023

(Pages 7-9)

6. TO RECEIVE AND WHERE APPROPRIATE ADOPT THE DECISIONS AS DETAILED IN THE MINUTES OF THE UNDER MENTIONED COMMITTEES

POLICY & FINANCE COMMITTEE

A. POLICY & FINANCE – 23RD OCTOBER 2023

(Pages 11-12)

B. POLICY & FINANCE – 8TH JANUARY 2024 *(Pages 13-15)*

COMMUNITY SERVICES COMMITTEE

C. COMMUNITY SERVICES – 27TH NOVEMBER 2023 *(Pages 17-22)*

D. EXTRAORDINARY COMMUNITY SERVICES – 8TH JANUARY 2024 P *(Pages 23-24)*

ENVIRONMENTAL SERVICES COMMITTEE

E. ENVIRONMENTAL SERVICES – 13TH NOVEMBER 2023 *(Pages 25-28)*

PLANNING COMMITTEE

F. [PLANNING – 20TH NOVEMBER 2023](#) – Sent out with Planning Agenda 18th Dec '23

G. [PLANNING – 18TH DECEMBER 2023](#) -Sent out with Planning Agenda 10th Jan '24

H. PLANNING – 10TH JANUARY 2024 *(Pages 29-30)*

7. TO SET THE BUDGET AND PRECEPT FOR THE 2024/25 FINANCIAL YEAR

Report attached *(Pages 31-41)*

8. MOULTON LEYS – COMMUNITY GOVERNANCE REVIEW

Clerk to give a verbal report

9. GUILDHALL ACCOMMODATION - UPDATE AND EXTENSION OF LICENCE

Report attached *(Page 43)*

10. Notice of Motion to be proposed by Cllr Birch and Seconded by Cllr Marriott that:

This Council requires that WNC honour the previous decision, which was that the Guildhall be the headquarters of Northampton Town Council on a long leasehold on an internal repairing lease, made by NBC at their meeting on 18th January 2021, and subsequently adopted by WNC in July 2021 when they resolved to capture all previous approved motions within the four previous authorities.

FULL COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD AT 6PM ON THE 30TH OCTOBER 2023 IN THE COUNCIL CHAMBER LOCATED IN THE GUILDHALL, NORTHAMPTON

- PRESENT:** Councillor Stephen Hibbert (Town Mayor of Northampton)
Councillor Paul Joyce (Deputy Mayor of Northampton)
- COUNCILLORS:** J Alwahabi, R Ashraf, J Birch, M Brown, R Connolly, G Eales, T Eales, J Fuchshuber, M Hallam
E Haque, K Holland-Delamere, F Ismail, A Kilbride, J Lane, L Marriott, D Meredith, T Miah,
B Purser, C Russell and W Tarasiewicz
- OFFICERS:** Mrs J Thorneycroft (Assistant Town Clerk), Mrs C Maclellan (Finance Officer) and Miss F Barford (Democratic Services Officer)
- OTHERS:** Ms K Willis (Northampton Together) and Cannon M Webber (Mayor's Chaplain)

Cannon Webber addressed the Council and read a prayer hoping for peace and prosperity.

17. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Soan.

18. PUBLIC QUESTIONS/STATEMENT TIME

No public statements or questions were made.

19. DECLARATIONS OF INTEREST

No declarations of interest were submitted.

20. MAYOR'S ANNOUNCEMENTS

The Mayor stated he had attended 130 engagements so far meeting fledgling businesses, Annual Governance Meetings and supporting other Mayors across the County.

The Mayor explained he had hosted a successful Charity Curry Night at Mewar Haveli where 100 people had attended and more than £2,500 was raised for Spencer Contact. He continued that recently held a seminar with Mr Steve Pateman who explained the history and story behind the film Kinky Boots. The Mayor expressed his gratitude to the Councillors who had attended his events.

The Mayor invited attendees to the impending Diwali Celebrations on Guildhall Road. He further invited Councillor to join him in the Remembrance Day procession.

21. MINUTES OF THE LAST COUNCIL MEETING

a) TO AUTHORISE THE TOWN MAYOR TO SIGN THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 31ST JULY 2023

RESOLVED: The Town Mayor was authorised to sign the minutes of the previous Council meeting held on 31st July 2023 as a true and accurate record of the proceedings.

22. TO RECEIVE AND WHERE APPROPRIATE ADOPT THE DECISIONS AS DETAILED IN THE MINUTES OF THE UNDER MENTIONED COMMITTEES

Planning 21st August 2023

RESOLVED: That the minutes of the Planning Committee meeting held on 21st August be approved and adopted.

Environmental Services 4th September 2023

RESOLVED: That the minutes of the Environmental Services Committee meeting held on 4th September 2023 be approved and adopted.

Policy and Finance 11th September 2023

RESOLVED: That the minutes of the Policy and Finance Committee meeting held on 11th September 2023 be approved and adopted.

Planning 19th September 2023

RESOLVED: That the minutes of the Planning Committee meeting held on 19th September be approved and adopted.

Community Services Committee 25th September 2023

RESOLVED: That the minutes of the Community Services Committee meeting held on 25th September 2023 be approved and adopted.

Planning Committee 11th October 2023

RESOLVED: That the minutes of the Planning Committee meeting held on 11th October 2023 be approved and adopted.

Policy and Finance Committee (Budget Principles) 23rd October 2023

DEREFERRED: The Mayor stated the minutes would be presented for approval and adoption at the next Full Council meeting once approved and ratified at the Committee. 0073

23. APPOINTMENT TO NORTHAMPTON BID BOARD

It was proposed by a Councillor that Councillor Birch be appointed to the Northampton Business Improvement District (BID) Board and believed it would be beneficial as the Town Council host and support a variety of events in the Town Centre that benefit local businesses also.

RESOLVED: That Councillor Birch be appointed to the Northampton BID Board as representative of Northampton Town Council.

24. BRIEFING ON THE HERITAGE GATEWAY BY MS KATE WILIS

Ms Kate Willis of the Heritage Gateway Northampton addressed the Council.

Ms Willis stated that Northampton Together was a Civic Society formed just prior to the Pandemic as there was no Civic Society since the 1980's in Northampton. She continued that the pandemic stunted its growth alongside the sudden death of the Founder, Mr Mike Ingram whose dearest wish was that a Civic Society be formed to harness the pride for Northampton and the aims of Heritage Gateway were to promote the history and culture of Northampton. She stated that the Acorn Hotel hosted leaflets with tourism information that could be done in Northampton. However, within the leaflet packs no tourism site featured anything with an NN postcode.

A Councillor commented there was a scrutiny report commissioned under the former Borough Council on Tourism in Northampton and believe this was stunted due to the pandemic and posed whether the Town Council could use their recommendations and enhance them.

A Councillor raised that the Guildhall over time has become closed to the public which displayed some great history of the Town. He added that there has been a lack of Tourism Information Centre available in the Town.

A Councillor extended her thanks to Ms Willis for attending today's meeting and appreciated the mission of Northampton Together to promote the heritage of the Town and hoped that the Events and Projects Team could work closely with them.

A Councillor added that the tourism pack from Acorn Hotel was concerning and hoped the newly appointed Councillor to the Northampton BID board could raise this point. He added that the Snapshot in Town app made Heritage readily available to the public and there is a lot of work going on the matter.

A Councillor commented that Northampton Train Station had leaflets that have not much information on the Town. A Councillor stated a local jewellery business features a leaflet that with great information on the Town centre.

MEETING CONCLUDED 6:35PM

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EXTRAORDINARY MEETING OF THE COUNCIL – 12TH DECEMBER 2023

MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL HELD ON 12TH DECEMBER 2023 AT 10:15AM AT THE MICHAEL JONES JEWELLER CHAMPIONS SUITE, CINCH STADIUM, FRANKLIN'S GARDENS, WEEDON ROAD, NORTHAMPTON

PRESENT: Councillor S Hibbert (Town Mayor)

COUNCILLORS: J Alwahabi, J Birch, M Hallam, E Haque, K Holland-Delamere, F Ismail, L Marriott, C Russell, D Soan and A Stevens.

OFFICERS PRESENT: Mr S Carter (Town Clerk), Mrs J Thorneycroft (Assistant Town Clerk), Miss F Barford (Democratic Services Officer), Mr C Osborn (Community Engagement Officer), Caroline Burke, Miss J Haines and Mrs L Hanam-Jones (Events and Project Officers)

OTHERS PRESENT: Miss L Cox (Mayoress), Canon M Webber (Mayor's Chaplain), Courtney Lawes, Chantelle Cameron, Members of the Northampton Freeman & Women, Guests of Courtney Lawes and Chantelle Cameron, Staff of Northampton Saints, Members of the Public and Students of Northampton International Academy, St James Primary School, Malcolm Arnold Academy, Earl Spencer Primary School, Guilsborough School.

25. APOLOGIES FOR ABSENCE

Apologies were submitted by Councillor G Eales, Meredith, Joyce and Lane.

26. DECLARATIONS OF INTEREST

No declarations were made.

27. OPENING ADDRESS BY THE MAYOR OF NORTHAMPTON

The Mayor welcomed Chantelle Cameron and Courtney Lawes, Councillors, school children and the public to the Town Council's first Freedom of the Town meeting.

The Mayor explained the Freedom of the Town was an ancient honour dating back to medieval times and it was obtained by honour of the Mayor, via apprenticeship or hereditary. He continued, the privileges for Freeman & Women was rights to trade and participate in the governance of the Town and provided them with right to have their sheep graze on common land. The Mayor stated in present-day the title was the highest honour the Council could bestow upon an individual or group.

The Mayor highlighted throughout the history of the former Northampton Borough Council there had been few female Freedom nominations and were proud to announce Chantelle Cameron would be first, of hopefully many female sportspersons to receive this honour.

The Mayor concluded his address and provided thanks to the Town Council Officers, Matchroom Staff, Northampton Saint, Cinch Stadium and the special guests of Chantelle Cameron and Courtney Lawes.

28. TO BESTOW THE TITLE OF HONORARY FREEMAN OF NORTHAMPTON TO COURTNEY LINFORD LAWES OF NORTHAMPTON

Councillor Birch proposed that Courtney Linford Lawes be bestowed the title of Honorary Freeman in recognition for his contribution to sports locally and nationally. She highlighted Lawes's dedication to his hometown of Northampton and the Northampton Saints and his country. Councillor Birch expressed how Lawes was a role model to many within Northampton and how he continued to inspire.

Councillor Soan seconded the motion and explained how Lawes was a steadfast figure who embodied commitment and the values of Northampton. He continued, that Lawes was rightfully deserved to be bestowed with the Freedom of the Town for Lawes' contributions to Northampton, sport and history.

RESOLVED: That in accordance with section 249(5) and (6) of the Local Government Act 1972 that Courtney Lawes be bestowed the title of Honorary Freeman of Northampton.

Courtney Lawes recited the oath of the Freeman & Women of Northampton, signed the declaration and received the honour from the Mayor.

29. COURTNEY LINFORD LAWES TO ADDRESS THOSE PRESENT IN RESPONSE TO THE HONOUR BESTOWED UPON HIM

Courtney Lawes addressed the meeting and expressed gratitude at being elected an Honorary Freeman of Northampton Town. Lawes continued that he begun playing rugby from the age of 13 years old therefore, no one should be dissuaded from pursuing something because of their age. Lawes stated he owes his success and achievement to many, his wife, family, the coaching team, Saints Rugby Club and his fans.

30. TO BESTOW THE TITLE OF HONORARY FREEWOMAN OF NORTHAMPTON TO CHANTELE CAMERON

Councillor Hallam proposed that Chantelle Cameron be bestowed as an Honorary Freewoman of Northampton. He continued to express how proud, himself and Northampton were of Cameron and her journey in international boxing whilst continuing to champion her hometown.

Councillor Hallam recounted how he had met Cameron at Far Cotton Boxing Club and how the coach explained how young Cameron would make-it one day. He highlighted Cameron's continued persistence and determination despite recently losing her World Champion title.

Councillor Birch seconded the motion and explained how Cameron started boxing at the age of 18 and now at the age of 31 had become known internationally and continued to fight representing her country. Councillor Hallam expressed his desire for a rematch with Cameron and Katie Taylor to be held in Northampton.

RESOLVED: That in accordance with section 249(5) and (6) of the Local Government Act 1972 that Chantelle Cameron be bestowed the title of Honorary Freewomen of Northampton.

Chantelle Cameron recited the oath of the Freeman & Women of Northampton, signed the declaration and received the honour from the Mayor.

31. CHANTELLE CAMERON TO ADDRESS THOSE PRESENT IN RESPONSE TO THE HONOUR BESTOWED UPON HER

Cameron expressed her gratitude for the acknowledgement of her boxing career and her contribution to the Northampton community. Cameron highlighted she wished to open her own boxing gym in Northampton to work with local young people and aspired to find the next boxing champion. Cameron stated that her loss to Katie Taylor had contributed to her story and made her more determined.

32. CLOSURE OF THE MEETING

The Mayor concluded the meeting and provided thanks to the Town Council Officers, Matchroom Staff, Northampton Saint, Cinch Stadium and the special guests of Chantelle Cameron and Courtney Lawes. He informed attendees that there would be rugby and boxing activities for the young people and anyone present was welcome to observe.

MEETING CONCLUDED 10:55AM

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POLICY & FINANCE COMMITTEE – 23rd OCTOBER 2023

DRAFT MINUTES OF THE POLICY & FINANCE COMMITTEE MEETING HELD ON 23rd October 2023 AT 6PM IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

PRESENT: Councillors Marriott (Chair), Birch, Connolly, Hallam, Haque, Holland-Delamare, Joyce, Kilbride, Soan, Stevens and Tarasiewicz

OFFICERS PRESENT: Mrs J Thorneycroft (Deputy Town Clerk) and Mrs C Maclellan (Finance Officer)

MEMBERS OF PUBLIC PRESENT: Mr Clive Millman

1. APOLOGIES FOR ABSENCE

Apologies were submitted by Councillors Alwahabi and Russell and Stuart Carter (The Town Clerk)

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING AND ASK QUESTIONS AS TO THE PROGRESS OF ANY ITEM

RESOLVED: The Chair was authorised to sign the minutes of the previous meeting held on 11th September 2023 as a true and accurate record of the proceedings with the following amendments;

As stipulated in 2.2 of the Financial Regulations, A member other than the Chairman or bank signatory shall, for all bank accounts sign both the bank reconciliation and bank statements as evidence of verification. The activity shall be reported including any exceptions to and noted by the council. – 2 x volunteers Cllr Holland-Delamere and Stevens carried out the verification and signed both bank statements and Reconciliations for the months August, September and October 2023. No exceptions were noted.

4. TO RECEIVE THE MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETING FOR INFORMATION:

The minutes of the Accounts Sub-Committee meeting held on 12th September and 9th October were circulated at the meeting.

Amendment – it was noted that an attendee had been listed twice – this will be amended on the minutes.

Action – FB

5. BUDGET PRINCIPLES

Prior to the meeting the Forward Budget presentation slide pack had been circulated to all councillors.

The Chair explained the budget principles report submitted by the Clerk. Each committee will hold its own budget setting meeting throughout October and November. The Chair invited questions around the budget principles and the forward budget, it was noted the Forward Budget is a simulation over the next 5 years and each committee has to agree their own budget.

A number of questions were raised with reference to budget, reserves and net operating costs. The Finance Officer reported that NTC had passed the AGAR and no concerns were raised by the auditor. It was also asked where are we in terms of levelling up reserves and what are the items we are contractually committed to? It was noted that the future Accommodation issue is still to be sorted and that some budgets may not be used by the end of year.

It was stated that currently NTC doesn't own any assets like other local parish councils such as Duston, and Moulton, assets in these parishes provide income plus precept. Assets enable an organisation to generate income – this is a matter that is currently being considered by this committee.

The Community Needs Analysis project needs to move forward to establish exactly what the community /residents want NTC to do and achieve – this will be noted as an action and an item for discussion at the next Community Services Committee on 27th November.

ACTION: Community Needs Analysis project to be discussed in detail at the next Community Services Committee

All committees might wish to consider the benefits to all areas of the town, some councillors are looking to see an even spread of events across the town council wards.

6. CASH INVESTMENTS

Included with the agenda was the latest information regarding the Council's cash investments with the CCLA Public Sector Deposit Fund.

7. VOLUNTEER HANDBOOK

Cllr Hallam proposed that the handbook was agreed in principle subject to a few minor changes, the committee agreed. The following actions to be taken by JT.

- Mobile phones paragraph to be revisited
- Examples of the types of roles could be listed with a link to Voluntary Impact Northampton
- Ensure the handbook is compliant with GDPR
- Add rewarding and consider an accreditation for volunteers
- Volunteers have some sort of recognition to retain

8. PROJECT PROPOSAL FORM

Resolved: it was resolved to introduce the project template in 2024 – the form will be subject to the following considerations:

- An equalities impact assessment – are there any missing groups?
- Change the word Ideas to project
- Change wording - officer to Cllr
- Projects such as the Bleed Kit Project, speeding enforcement etc were good examples where the template would be useful
- The template should apply to existing projects as well

9. ITEMS FOR CONSIDERATION ON THE NEXT AGENDA

- Asset Register
- Paperless agendas
- Accommodation update

MEETING CONCLUDED: 7:23 PM

X

Councillor L. Marriott
Chair of the Policy & Finance Committee

POLICY & FINANCE COMMITTEE – 8TH JANUARY 2024

MINUTES OF THE POLICY & FINANCE COMMITTEE MEETING HELD ON 8TH JANUARY 2024 AT 6PM IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

PRESENT: Councillors Marriott (Chair), Joyce (Vice Chair), Alwahabi, Birch, Connolly, Hallam, Hibbert, Holland-Delamere, Kilbride, Purser, Russell, Stevens and Tarasiewicz

36. APOLOGIES FOR ABSENCE

Apologies were submitted by Councillor Haque.

37. DECLARATIONS OF INTEREST

Councillor Hallam declared a non-pecuniary interest in item 42 as a member of West Northamptonshire Council's cabinet and therefore would have to vote on any decision relating to accommodation matters.

Councillor Hallam stated he would leave the meeting when item 42 was discussed.

38. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING AND ASK QUESTIONS AS TO THE PROGRESS OF ANY ITEM

RESOLVED: The Chair was authorised to sign the minutes of the previous meeting held on 23rd October 2023 as a true and accurate record of the proceedings.

39. TO RECEIVE THE MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETINGS FOR INFORMATION:

(a) Minutes of the meeting held 13 November 2023

The Chair stated the minutes of the Accounts Sub-Committee meeting held on 13th November 2023 had been received and adopted. He continued to request any questions in relation to any items.

(b) Minutes of the meeting held 13 December 2023

The Chair stated the minutes of the Accounts Sub-Committee meeting held on 13th December 2023 would be received at the next meeting scheduled for 12th January 2024. The Finance Officer (FO) explained the pay list had the incorrect date within the title however, the detail was correct.

40. TO RECEIVE FOR INFORMATION ONLY THE MINUTES OF THE STAFFING SUB COMMITTEE MEETING HELD 6TH DECEMBER 2023

The minutes of the Staffing Sub-Committee meeting held on 6th December 2023 were tabled,

NOTED

41. DRAFT 2024/25 BUDGET FOR RECOMMENDATION TO COUNCIL

The FO circulated an amended version of the budget spreadsheet as outlined in appendix A. The Chair explained the amounts had not been changed with only the narrative slightly amended.

The Chair stated there would be no increase in the Band D precept. The Town Clerk stated the events grant from WNC would cease in 24/25 however, the Town Council had expected this and had a service reserve to cover this shortfall.

In response to a question, the Chair stated it was budgeted for 8 laptops at this stage, but there would be flexibility if required, no final report was yet to be received to this Committee with the final detail.

In relation to the Environmental Services Committee's budget, it was explained by a Councillor it was agreed that the majority of budget lines be maintained however, the Bloom and Allotment budgets be increased. The

Councillor continued that allotments posed a great risk to the Council as a major repair could deplete the allotted budget especially with the large number of sites within our remit.

In response to a question on what would be considered an allotment repair, a Councillor stated this could consist of new fences, padlocks or any damaged to water pipes. The Councillor continued that luckily to date there had been no major repairs required.

A Councillor requested clarification on the difference between Environmental Project and Grant budget codes. The Chair of Environmental Services explained to date the Committee had two successful grant applications and an additional two yet to be reviewed at the next committee meeting. He continued that the Environmental Projects budget was to be used for events or projects commissioned by Council or Climate Change Forum.

In relation to the Community Services Committee budget, a Councillor explained the new budget codes had been created to provide more clarity and transparency. The Councillor continued the Community Needs Analysis Reserve was to be split into thirds and designated to projects or events outside of the Town Centre in the outer wards that require no officer assistance. In response to a question, the Councillor explained that partner events had been reviewed and some would no longer be funded for example, the Town Festival.

In relation to the Planning Committee budget, a Councillor explained the committee wished to continue with a budget of £10,000 for Planning Advice and £10,000 for Neighbourhood Planning.

Reserves

The Town Clerk made the following points in relation to Earmarked Reserves for Financial year 2024-25:

- There were adequate funds to cover local election costs.
- The sum of underspent funds from the Financial Year 2023-24 Eid budget had been earmarked to be used for the event in the new financial year.
- The underspent funds from the General Community Grant scheme that had been earmarked and it would be for that Committee to decide how this would be utilised.
- Community Infrastructure Levy (CIL) was earmarked for clarity and transparency and advice had been sought on which developments the fund derived from.
- Unspent funds from the equipment budget were to be earmarked for the purchase of any item equipment that was required for example, any additional laptops.
- Equipment, earmark unspent money and purchase excess laptops if required.
- Van Hire was to be earmarked as currently officers had been using their private vehicles and a larger vehicle may be required.
- Councillor Community Funding had been earmarked in relation to the Northampton International Academy's trip to America as the Grants Sub-Committee had agreed for the funds to be released once confirmation all funds for the project to go-ahead was raised.
- The Town clerk clarified the earmarked reserves included the Service Reserve to make-up the loss from the end of the West Northamptonshire Council event grant however, this amount would decrease over time.

A Councillor requested detail on the earmarked funds for the memorial in Becketts Park. A Councillor explained the funds were provided under the Shadow Council prior to the Town Council's formation and the funds were to be used for an art installation at Becketts Park. The Councillor continued the project was undergoing a local consultation and costings were being finalised. The Chair requested that a report on the project be presented to the Community Services Committee.

In response to a question, the Town Clerk explained the Democratic Services Officer (DSO) had contacted West Northamptonshire Council's CIL Team for clarification on what developments the funds derived from. The DSO stated she had requested a CIL Officer from West Northamptonshire Council to attend however, there was no capacity. The DSO continued that she would continue to work on CIL and request an Officer to attend a Planning

Committee. In response to a question, the Town Clerk stated that the interest accrued by the Council's Public Sector Deposit fund would be used to offset expenditure.

RESOLVED: That the budget principles as per appendix A be presented to Full Council on 22nd January 2024 for approval and adoption.

RECOMMENDED: The reserves as outlined in the the minutes be earmarked.

42. ACCOMMODATION

Councillor Hallam left the meeting.

The Town Clerk stated that West Northamptonshire Council had informed the Council it did not intend to extend the Town Council's lease after April 2025 and that accommodation options would be reviewed.

43. ITEMS FOR CONSIDERATION ON THE NEXT AGENDA

At the end of the meeting Councillor Connolly and Alwahabi verified the two previous Bank Account Reconciliations.

MEETING CONCLUDED 6:52PM

Committee. In response to a question, the Town Clerk stated that the interest accrued by the Council's Public Sector Deposit fund would be used to offset expenditure.

RESOLVED: That the budget principles as per appendix A be presented to Full Council on 22nd January 2024 for approval and adoption.

RECOMMENDED: The reserves as outlined in the appendix B be earmarked.

42. ACCOMMODATION

Councillor Hallam left the meeting.

The Town Clerk stated that West Northamptonshire Council had informed the Council it did not intend to extend the Town Council's lease after April 2025 and that accommodation options would be reviewed.

43. ITEMS FOR CONSIDERATION ON THE NEXT AGENDA

At the end of the meeting Councillor Connolly and Alwahabi verified the two previous Bank Account Reconciliations.

MEETING CONCLUDED 6:52PM

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COMMUNITY SERVICES COMMITTEE – 27TH NOVEMBER 2023

MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 27TH NOVEMBER 2023 AT 6PM IN THE TOWN COUNCIL COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

PRESENT: Councillors Birch (Chair), Holland-Delamere, Ashraf, Alwahabi, Hallam, Hibbert, Lane and Soan.

OFFICERS PRESENT: Mr S Carter (Town Clerk), Mrs J Thorneycroft (Assistant Town Clerk), Mr C Osborn (Community Engagement Officer) and Miss F Barford (Democratic Services Officer)

OTHERS PRESENT: Two representatives (Hazel and Helen) from the Outside in Theatre group were welcomed to the meeting.

32. APOLOGIES FOR ABSENCE

Apologies were submitted by Councillor Russell and Ismail.

33. DECLARATIONS OF INTEREST

Declarations of non-pecuniary interests were submitted by Lane & Hallam. Ashraf and Alwahabi.

34. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD ON 25TH SEPTEMBER 2023 AND ASK QUESTIONS TO THE PROGRESS OF ANY ITEMS

RESOLVED: The Chair was authorised to sign the minutes of the previous meeting held on 25th September 2023 as a true and accurate record of the proceedings.

The Town Clerk stated in relation to the Bleed Kit Update on the minutes of the previous meeting that the final bleed kit would be installed tomorrow. Councillor Hibbert's apologies were included on the previous meetings minutes.

35. TO RECIEVE THE MINUTES OF THE GRANTS SUB-COMMITTEE MEETINGS HELD ON 15TH NOVEMBER 2023

RESOLVED: The minutes of the Grants Sub-Committee meeting held on 15th November 2023 were received and adopted.

The Chair explained there was a high volume of grant applications had been reviewed at the Grants Sub-Committee meeting held on 15th November 2023. The General Community Grant applications were partially funded and some applications were declined. The Chair raised that we had already funded an advice surgery at the Northampton Bangladeshi Association and commented this appeared to be a duplication of work that had already gone ahead successfully.

Councillor Hallam stated that the Rowen Tree project had gone successfully in both wards.

36. TO REVIEW ADDITIONAL COUNCILLOR COMMUNITY FUND APPLICATIONS CCF211, CCF222 & CCF223

APPROVED

37. KINGSLEY PRIMARY SCHOOL – CCF221 - £750 – Resources to Improve Vocabulary in Early Years – Cllr Russell – Kingsley Ward

38. CYNTHIA SPENCER HOSPICE – CCF222 - £400 – Spencer Easter Trail 2024 – Cllrs Hallam & Lane (£200 each) – Parklands & Boothville Wards

39. NORTHAMPTON HOPE CENTRE – CCF223 – £1,190 - Defibrillator – Cllrs Alwahabi, Haque, Ismail, Tarasiewicz and Ashraf - Castle, St James & Abington Wards

40. EVENTS AND PROJECTS UPDATE

An Events and Projects report was circulated with the meeting agenda.

The Chair requested if there were any questions in relation to items within the events and project report.

The Chair highlighted that approximately 18,000 people had attended the recent Fireworks Event held at the Racecourse in November.

A Councillor commented that parking in the Racecourse area at the time of the event was difficult. Officers are working hard to establish a Park and Ride scheme in 2024. Park and ride for fireworks 2023 was almost achievable but unfortunately permissions were received too late in the day.

A feedback meeting for the Remembrance event to be held. All partners to be invited.

Christmas Light Switch-On

The Chair provided a vote of thanks to the Events team for organising the Christmas Lights switch on event which was very well received. In response to a question, the Chair explained the ice-skating rink was due to be moved to Commercial Street. A Councillor stated the Becketts Park location was very successful and worked well for the Families attending.

41. BUDGET PRINCIPLES FOR FINANCIAL YEAR 2024/25 – COMMUNITY SERVICES ELEMENT

Following discussions on the Budget Principles Report, the Chair explained that all agreed recommendations would be present at the next Policy & Finance Committee meeting.

Please see the full details of the agreed budget principles for Financial Year 2024-25 attached as Appendix A.

As part of the discussions the following councillor comments were noted.

A Councillor suggested whether funding for the Weston Favell 50th Anniversary Celebrations could be sourced from elsewhere. In response the Councillor stated he had been in touch with a local group who would be showcasing the area and the new town development 50 years on, it was confirmed that discussions had taken place around Lottery Funding being sourced for match-funding.

The Chair proposed that the Heritage Budget Codes were amalgamated into one heritage budget line and a Heritage Sub-Committee be formed to provide some more support from Councillors and guidance. In response to a question, the Chair clarified that a Heritage Sub-Committee would fall under the Community Services Committee similar to the Grants Sub-Committee.

It was **RESOLVED** to set up a Heritage Working Party to be chaired by Cllr Birch with the following members Councillor Alwahabi, Holland-Delamere, Lane and the relevant Officers.

A Councillor suggested that West Northamptonshire Council be approached to partner up and provide some funding towards the Market Square Heritage Film project.

With regard to the councillor community funding budget the Chair commented that Mr Osborn could assist with pin-pointing areas that are of need for funding.

Some discussion regarding unspent councillor community funding took place, it was agreed that the Clerk would undertake some research and report back regarding the fairest process of allocating and redistributing funding at the end of each financial year.

Van Hire – In response to a question, for transportation to and from the event. A Cllr commented that staff were loading their own cars for events and it was unfair to expect them to use their private vehicles. The Town Clerk stated that enquiries to hire a van for the Christmas Light Switch were made but the only vans available were too large. In response to question, the clerk stated that a long-term lease was looked into however, at the moment there isn't a requirement for it.

St Georges Day – Cllr suggested that the budget be increased to £10,000. The Town Clerk stated we support Carnival and Diwali as they have committees who undertake the majority of the organisation. The Chair suggested that a committee be formulated for St Georges Day to drive the task forward as it school outreach would require a large amount of resources. Cllr Holland-Delamere explained that he would be happy to assist on the St George's Day project however, there was a short period of time to organise an event for April 2024.

It was **RESOLVED** that Cllrs Soan and Holland-Delamere work with the events team to organise the St Georges Day event. Budget to be uplifted to £7,500 as per the budget principles plan.

Earmarked Reserves FY24

It was suggested that the Community Needs (budget code 4221) be reduced by £50K to allow funding for out of town projects such as the Weston Favell 50th anniversary. A new budget code will need setting up to cover out of town projects.

42. HERITAGE – 2 X PROJECT PROPOSAL FORMS WERE CIRCULATED WITH THE AGENDA FOR REVIEW AND DISCUSSION

(a) Showing of the Gunpowder plot film – A Northamptonshire Film Conspiracy

The Assistant Town Clerk stated the costings included leafletting and staffing costs and a right-free film to pair alongside it. A Cllr commented that he did not the short-film commissioned originally. A Cllr stated he had enjoyed the film was very informative to the point.

It was RESOLVED to allocate the requested £1000 to this project – Heritage Budget Code 4509

(b) Film showing of Market Square historic reels made into 1 film to coincide with the opening of the Market Square

It was commented that the film should go ahead and enquiries be made as to whether WNC might wish to partner/part fund towards the project.

It was RESOLVED to allocate the requested £8500 to this project – Heritage Budget Code 4509

43. ITEMS FOR FURTHER CONSIDERATION AT THE NEXT MEETING

That St Crispin Day and St George's Day be discussed as a separate agenda item.

MEETING CONCLUDED 7:02PM

Committee: Community Services				Community Services			Community Services	
301	301	Community Grants						
301	4170	Community Grant Scheme		leave as is	£ 100,000			£ 100,000
			Total Overhead Expenditure		£ 100,000			£ 100,000
			Net Income over Expenditure		(100,000)			-£ 100,000
310	310	Community Services						
310	4171	Councillor Community Funding		leave as is	£ 75,000			£ 75,000
310	4221	Community Needs Analysis		leave as is	£ 50,000			£ 50,000
310	4225	Community Projects		leave as is	£ 50,000			£ 50,000
			Total Overhead Expenditure		£ 175,000			£ 175,000
			Net Income over Expenditure		(175,000)			-£ 175,000
315	315	Public Events						
315	1155	WNC Transfer		Reduce to 0 for FY25 onwards	£ 83,979			£ -
315	1536	Contribution to Service		increase to £12k from FY25 and onwards	£ 5,000			£ 12,000
			Total Income		£ 88,979			£ 12,000
315	4015	Travel and Subsistence		Leave as is.	£ 300			£ 300
315	4140	Advertising and Marketing		Proposed increase to £12k from FY25 take £1000 from 4140 Civic and 4140 P&F	£ 10,000			£ 12,000
315	4500	Diwali		continue as is for future years	£ 10,000			£ 10,000
315	4501	Christmas Event		Apply 5% uplift year on year NB some Christmas lights are end of life as is the light switch on button	£ 200,000			£ 210,000
315	4502	Fireworks		Apply 5% uplift yoy	£ 55,000			£ 57,750
315	4503	Bands in the Park		Apply 5% uplift however, in FY25 add £1500 for purchase of new chairs and add further £1000 for solution to WNC park rangers not being able to assist	£ 10,000			£ 13,000
315	4508	Ukraine Art Exhibition		Reduce to 0 for FY25 onwards	£ 5,000			£ -

315	4509	Virtual Heritage Tour
315	4510	General Events
315	4511	EID
315	4512	NMF22 / NMF23
315	4513	Northampton Carnival
315	4514	Party in the Park/Balloon Fest
315	4515	Pride
315	4516	Queens Jubilee/Kings
315	4517	Remembrance Day
315	4518	Town Festival
315	4519	Armed Forces Day
315	4520	Beer Festival
315	4521	Van Hire (Events)
315	4522	St Georges day

From FY25 change the description name to a Generic Heritage and include HOD - move 4524 Heritage Open / Projects to Virtual and change code to Heritage so we have one code for all things Heritage? Also £8500 added to FY25 following CS meeting 25/09/23 for Great Fire of Northampton 350th Anniversary	£ 7,000			£ 22,000
	£ 49,800		Need to offset any event spend approved post budget also change name to Events Contingency?	£ 23,000
continue as is for future years	£ 10,000		See EMR comment!	£ 10,000
Increase to £15k in FY25 NBI Need to determine if budget should be moved to Grant 4170?	£ 10,000			£ 15,000
continue as is for future years	£ 20,000			£ 20,000
Budget to be increased from £5,000 to £10,000 using Town festival budget code 4518 which is £5,000, remove Town Festival from Events plan	£ 5,000			£ 10,000
continue with £4000 and apply 5% uplift	£ 4,000			£ 4,200
Reduce to 0 for FY25 onwards	£ 15,000			£ -
Move to Remembrance in Civic - No! leave in Public and create same code 4517 in Civic	£ 10,000			£ 10,000
budget removed and added to 4514 Balloon Festival	£ 5,000			£ -
Move to Remembrance in Civic - No leave in Public and create same code 4517 in Civic	£ 5,000			£ 5,000
continue as is for future years	£ 5,000			£ 5,000
continue as is for future years	£ 2,000		Ear marked any unspent for future possible van purchase	£ 2,000
Propose to increase to £7500 in FY25 but then increase to £10k from FY26				£ 7,500

315	Need code?	Out of Town Events (take £50k from EMR 4221 and reduce to £99,900)	Propose £10k for WFA - CSC also propose to utilise EMR 4221 and increase this £10k to £50k reducing EMR 4221 £99,900			£ 50,000	
315	4524	Heritage Open / Projects	Do not use for FY25 anything heritage related should go to 4509			£ -	
Total Overhead Expenditure				£ 438,100		£ 486,750	
Net Income over Expenditure				-£ 349,121		-£ 474,750	

EXTRAORDINARY COMMUNITY SERVICES COMMITTEE – 8TH JANUARY 2024

MINUTES OF THE EXTRAORDINARY COMMUNITY SERVICES COMMITTEE MEETING HELD ON 8TH JANUARY 2024 AT 6PM IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

PRESENT: Councillors Birch (Chair), Holland-Delamere (Deputy Chair), Ashraf, Hibbert, Lane and Marriott

OTHER COUNCILLORS: Councillor Alwahabi, Russell and Stevens

OFFICERS PRESENT: Mr S Carter (Town Clerk), Miss F Barford (Democratic Services Officer) and Mr Connor Osborn (Community Engagement Officer)

44. APOLOGIES FOR ABSENCE

Apologies were submitted by Councillors Hallam, Ismail, Miah and Soan

45. DECLARATIONS OF INTEREST

Councillor Birch declared a non-pecuniary interest in

46. TO REVIEW BUDGETARY REPORT THE GENERAL COMMUNITY GRANTS SCHEME

47. TO REVIEW TIME SENSITIVE GENERAL COMMUNITY GRANT APPLICATION – CGF86 OUTSIDE IN THEATRE

A Councillor explained the applicants addressed the previous Community Services Committee meeting on the project 'Willow's Winter Hug' as outlined within the application.

The Community Engagement Officer (C.E) had a meeting with the applicants and had requested where they wished to hold the sessions and these were in the Town Council area. In response to a question, the C.E Officer explained it was estimated that 50 children would attend per centre. The C.E Officer highlighted the Outside In Theatre had a proven track record with other projects that had been funded via Northamptonshire Community Foundation and the Arts Council.

In response to a question, the C.E explained that Outside In Theatre were registered as a Community Interest Company and had started just prior to the COVID-19 Pandemic. A Councillor posed if the C.E Officer would attend any these sessions to monitor and provide feedback to the Committee. The C.E Officer explained he would happily attend and provide a report.

A Councillor commented that the project would be beneficial to children with their social and development of skills especially during the half-term when this project would take place. A Councillor commented that the application had included staffing costs. In response a Councillor stated the amendment to the policy meant that salaries were not funded via the scheme however, one-off operational staffing costs could be considered and would be at the discretion of the Committee to approve.

RESOLVED: That General Community Fund application CGF86 be approved to the sum of £5,000 as outlined within the application.

The following Councillor Community Fund Applications were reviewed:

- a) CCF224 – Isaac's Litter Picking Group - £220 – Trinity – Councillor Birch

RESOLVED: That Councillor Community Fund CCF224 be approved to the sum of £220.

- b) CCF225 – United African Association - £400 - Castle – Councillor Alwahabi

RESOLVED: That Councillor Community Fund CCF225 be approved to the sum of £400 as outlined in the application.

48. TO REVIEW DEFFERRED COMMUNITY GRANT APPLICATION – CGF83 – NIGER DELTA YOUTH ASSOCIATION

The C.E Officer explained the applicant intended to host an Anti-Knife Crime Concert on 22nd March 2024 at the Roadmender and the targeted audience was young people within Northampton. A Councillor stated it would be beneficial to review a full breakdown of the full project costings. The C.E Officer explained he would reach out to the applicant to request a copy of the full project costings, event management plan and safeguarding policy.

RESOLVED: That General Community Grant Application CGF83 be approved in principle and the final decision be delegated to the Community Engagement Officer once the requested documentation had been received.

DSO's Note: The Community Engagement Officer received copies of the Event Management Plan, Safeguarding Plan and full breakdown of the project costs and provide approval.

MEETING CONCLUDED 5:38PM

ENVIRONMENTAL SERVICES COMMITTEE – 13TH NOVEMBER 2023

MINUTES OF THE ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD ON 13TH NOVEMBER AT 6PM IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON.

PRESENT: Councillors Stevens (Chair), Kilbride (Deputy Chair), Ashraf, Birch, Fuchshuber, Haque, Holland-Delamere, Joyce, Meredith and Miah.

OTHERS PRESENT: MS Ruth Austen (Assistant Director of Regulatory, West Northamptonshire Council), Ms Fiona Unett (Deputy Director of Waste and Recycling Services) & three members of the public.

OFFICERS PRESENT: Mr S Carter (Town Clerk) and Miss F Barford (Democratic Services Officer)

1. APOLOGIES FOR ABSENCE

None were submitted.

2. DECLARATIONS OF INTEREST

No declarations were submitted.

3. BRIEFING ON WEST NORTHAMPTONSHIRE COUNCIL'S NORTHAMPTON TOWN CENTRE WASTE AND RECYCLING POLICY

- Ms Austen stated they were hoping to address the key issues presented in the Town centre relating to waste and recycling. Proliferation of waste bins and the associated spillages, obstructions, smells and vermin.
- Neighbourhood wardens and the Northampton BID have assisted with reporting waste issues.
- Campaign has been in action across West Northants promoting communications, enforcement activities, ways to report and there has been some funding from the Police, Fire and Crime commissioner has released some funding to tackle fly-tipping on private land.
- Dog fouling has come into force and operation.
- Targeted pilots in mix of residential and commercial residents that can pose an issue as businesses were responsible for their own waste collection.
- Commercial waste has been a topic affecting many areas and other Local authorities for example South End, Southampton and East Riding authorities have implemented policies to ensure the town looks cleaner.
- There has been work with a discovery phase, engagement with local stakeholders, agree draft policy content and hope to present consultation responses in Spring 2024 and then a soft launch with 3education in Summer 2024 and then full implementation in Autumn 2024.
- Wardens would be sent out across town to gain data on how commercial businesses manage their waste a recycling and residents views as part of the consultation.
- Challenges have been posed where properties have no on-site waste and recycling storage available to them especially, with the change in composition with a larger mix of commercial and residential properties.
- Planning to engage with the main commercial waste collection services providers within the Town Centre.
- Proposed grant funding that can help achieve solutions to prevent fly-tipping that could potentially provide bin stores for areas where no on-site bin storage.

A Councillor asked what were the current enforcement operations for dog fouling as it does not appear to be enforced. In response, Ms Austen stated the Council were hoping to incorporate dog fouling fixed penalty notices within the private contract to assist with the Public Safety Protection Order.

In response to a question posed by a Councillor, Ms Austen stated the Wellingborough Road was not considered as part of the Town Centre Policy however, this initial policy would be a pilot and could be implemented on the Wellingborough Road and Kingsley Park Terrace once completed.

A Councillor commented that majority of bins were not locked when not-in-use and there was a lack signage stating who the commercial waste bin belongs too.

A Councillor raised concerns about units being redeveloped from commercial to residential in the Town Centre and the volume of waste produced. A Councillor added that these issues were prominent especially with the pre-existing residential units around the Market Square. Ms Unett stated if a planning application for 'Change of Use' has been submitted it's difficult for the Waste and Recycling team to be made aware of this and they were generally only notified when a resident complains on the overflow of waste. She added that education was needed as some units have a high-turnover of tenants as this can pose some difficulty.

In response to a question from a Councillor on the implications of adverse weather due to Climate Change, Ms Austen stated that this would need to be considered in the writing of this policy however, it would be down to the commercial waste operator.

In response to a question, Ms Austen stated recommendations have been made on commercial developments via the planning consultation process and request that planning approval only be granted dependent on adequate storage was included within the plans however, this may be overlooked during the Planning Committee or Officer review.

It was explained in response to a question Ms Austen stated during the education campaigns they intend to communicate as clearly as possible and were reviewing how to incorporate translations.

Ms Austen stated the Town Centre Policy was considered as a pilot scheme and recognise that the issue of waste and recycling was a widespread issue across West Northants. She continued the Town Centre Policy would act as a learning exercise and if successful be implemented elsewhere across West Northants.

Ms Austen stated they have been working in cooperation with the CCTV team so it could be used for enforcement purposes and monitor fly-tipping hotspots. She continued that enforcement action has also been taken from the contents such as letter or witnesses who were prepared to provide a statement.

A Councillor requested whether streets could be high pressured hosing could be done weekly and incorporated in future plans. In response Ms Austen stated the enhanced street cleansing programme was done regularly in the early mornings to prevent disruption.

In response to a question, Ms Unett stated that this policy mainly focused on commercial waste.

4. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS MEETING HELD ON 4TH SEPTEMBER 2023

RESOLVED: The Chair was authorised to sign the minutes of the previous meeting held on 4th September 2023 as a true and accurate record of proceedings.

5. ENVIRONMENTAL SERVICES BUDGET

ADVERTISING & MARKETING

The Chair stated there was a summary included within the Chair's report and thought it would be beneficial to review the forward budget developed by the Finance Officer (FO). The Town Clerk advised that the forward budget was an exercise based on variables and therefore a simulation. He added the FO proposed that each Committee should have an advertising and marketing budget to enable greater transparency.

A Councillor raised that £2,000 may not be a sufficient amount for advertising and marketing budget as cost could easily increase. A Councillor stated that Waste and Recycling was the responsibility of West Northamptonshire Council and if leafleting was to be done then it could be done via local groups and organisations and funded via Environmental Grants.

RECOMENDATION: It was agreed that a General Environmental Services' Advertising and Marketing Budget be allocated £2,000 for Financial Year 24-25.

URBAN TREE PLANTING

The Chair stated a protocol could be developed for Urban Tree planting in the Town Council's wards. A Councillor echoed his sentiments as street trees have been in decline and believe further work can be done on this issue. A Councillor stated that there was no tree planting policy at West Northants Council until recently and this document outlines the type of trees suitable with process involved to do this was straight forward. The Councillor added that they had worked with Keir, West Northants and local residents to get trees planted.

RECOMMENDATION: That Environmental Projects be allotted £25,000 for Financial Year 24-25

RECOMMENDATION: That Environmental Grants be allotted £25,000 for Financial Year 24-25.

ALLOTMENTS

The Town Clerk stated that overall water costs have totalled to £30,000 across the eight sites however, this does not include any infrastructure, maintenance or repairs thereby the large increase in the forward budget.

A Councillor stated that the income from allotments was small in comparison to the overall costs and posed whether some of these costs could be passed onto the allotment users. The Town Clerk explained the law surrounding allotments and charges was heavily regulated within Government legislation and service users could only be charged within a certain amount.

In response to a question, it was explained by the Town Clerk that it was a statutory requirement for parish councils to be responsible for allotments. In response to a question, the Town Council stated that in theory providing water to allotment was not a statutory requirement from his experience. The Town Clerk added that the Town Council was on budget for water usage however, risks were posed by maintenance and infrastructure costs. It was commented by a Councillor that Allotments be a standing item on the agenda.

RECOMMENDATION: That the Allotments Repairs and Maintenance budget be increased to £60,000 and any underspend be transferred into an earmarked reserve.

6. BLOOM UPDATE

The Town Clerk stated Mrs Hanam-Jones (Events and Projects Officer) completed a report on the Northampton in Bloom budget and proposed an increase as outlined within the report to maintain the level of service despite increasing costs due to inflation. He added that these figures included the associated costs of watering, bracket testing.

A Councillor posed that additional funds be added to the proposed budget as outlined by Mrs Hanam-Jones as a contingency. The Chair responded whether a Bloom contingency could be earmarked in General Reserves and funds for smaller environmental project such as the St Katherine's Garden project completed in 2023.

A Councillor stated the £23,000 that had been provided from West Northamptonshire Council would cease from 2023 and therefore more funds would be required from the Town Council to mitigate that shortfall. The Town Clerk stated there has been earmarked reserves since the Town Council's inception to make-up the shortfall of the Bloom Grant.

In response to a question, the Town Clerk stated Mrs Hanam-Jones had utilised her experiences on the costs needed to maintain the current level of service without any enhancements. It was clarified by the Town Clerk that the Bloom Grant received from West Northamptonshire Council was incorporated within the overall budget.

A Councillor posed whether the reserves could be used towards the Northampton in Bloom budget. The Chair stated he had hoped the funds within reserves could be maintained and then used for an Anti-Fly tipping campaign as suggested by a fellow councillor.

RECOMMENDATION: The Northampton in Bloom be increased to £87,172 for Financial Year 2024-25 as outlined within the report and an additional XYZ

7. TO DISCUSS PARTICIPATION IN THE UNIVERSITY OF NORTHAMPTON'S SUSTAINABILITY, LOCAL INNOVATION PARTNERSHIP AGENDA HUB (SILPAH)

The Chair explained that was a variety of organisations involved and pledged to be part of SILPAH which does incur some benefits. He added that Northampton General Hospital and West Northamptonshire Council had recently signed up to SILPAH.

DEFERRED

8. CLIMATE CHANGE FORUM UPDATE

The Chair stated the Climate Change Forum continued and hoped to have further discussions on their work. A Councillor requested if there were any further details on the air quality within the Town Centre, especially on the Drapery. The Chair explained in response that West Northamptonshire Council had installed a number of air quality monitors across the Town and could be accessed via their website. A Councillor explained that Stage Coach had introduced two new electric buses to their fleet and welcomed these.

The Chair stated feedback had been received from South Court Environmental who had received from Climate Change Grant Scheme and circulated this within the Chair's report and some positive work had occurred as a result of the funding.

MEETING CONCLUDED: 7:37PM

PLANNING COMMITTEE – 8TH JANUARY 2024

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 10TH JANUARY 2024 AT 6PM IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

PRESENT: Councillors Connolly (Chair), Birch, Fuchshuber, Meredith and Purser

OFFICERS PRESENT: Miss F Barford (Democratic Services Officer)

46. APOLOGIES FOR ABSENCE

Apologies were submitted by Councillors G Eales, Haque and Ismail

47. DECLARATIONS OF INTEREST

No declarations were made

48. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD ON 18TH DECEMBER 2023

RESOLVED: The Chair was authorised to sign the minutes of the previous meeting held on 18th December 2023 as a true and accurate record of the proceedings.

49. PLANNING APPLICATIONS – TO CONSIDER PLANNING APPLICATIONS FOR THE PARISH OF NORTHAMPTON AS NOTIFIED BY WEST NORTHAMPTONSHIRE COUNCIL (THE PLANNING AUTHORITY)

DSO's Note: The applications listed below are the planning consultations received from West Northamptonshire Council the planning authority. Due to the volume, it was requested the Councillors call-in applications they wish to discuss.

Application No	Site Address and Proposal	Comments
227. 2023/7970/FULL	185 Kettering Road Northampton NN1 4BP Proposed single storey rear extension to create staff accommodation	The Planning Committee recommended that this application be REFUSED due to the overbearing nature of the proposed extension. Concerns were raised on the suitability of the extension being used as staff accommodation, it was recommended that a noise assessment be requested due to the adjacent restaurant and the noise produced by the extraction system. Overall, the extension is not in-keeping with the local area and not appropriate use.
228. 2023/7726/FULL	4 Cedar Road Northampton NN1 4RN Proposed single storey rear extension to existing HMO.	Northampton Town Council made no comment on this application.
229. 2023/8009/FULL	3 Woodborough Gardens Northampton NN3 9US New first floor over garage (side extension). New single storey rear extension.	Northampton Town Council made no comment on this application

<p>230. 2023/8024/PA</p>	<p>38 Dunster Street Northampton NN1 3JY Determination as to whether prior approval is required (under Class MA of Part 3 of the above Order) for the change of use of (a) commercial, business and service (Class E) to 1 x Dwelling House (Use Class C3) in respect of: the transport and highways impacts of the development; contamination risks on the site; flooding risks on the site; the desirability of changing the use due to loss of the shop/service; and the design and external appearance of the building.</p>	<p>Northampton Town Council made no comment on this application</p>
<p>231. WNN/2023/0714</p>	<p>71 Ashburnham Road, Northampton, NN1 4RA First floor rear extension and alterations to ground floor rear elevation</p>	<p>Northampton Town Council made no comment on this application</p>
<p>232. 2023/8098/FULL</p>	<p>4 Cedar Road Northampton NN1 4RN Proposed single storey rear and side extension to existing HMO.</p>	<p>Northampton Town Council made no comment on this application</p>
<p>233. 2023/8099/FULL</p>	<p>6 Cedar Road Northampton NN1 4RN Proposed single storey rear and side extension to existing HMO.</p>	<p>Northampton Town Council made no comment on this application</p>
<p>234. WNN/2023/0681</p>	<p>2 Clare Street Northampton Northamptonshire NN1 3JF Conversion of Dance/Art and Photographic Studio into 14no Residential Flats with alterations to basement windows</p>	<p>The Planning Committee commented that a Northamptonshire Highways report be requested to review the highway safety of this large development in an area with pre-existing highway problems and safety issues.</p>
<p>235. 2023/7939/FULL</p>	<p>Market Walk Shopping Centre Market Square Northampton NN1 2DP Change of Use of Existing Building and Structures to a Mixed Use Building Comprising Uses within Use Class E 'Commercial, Business and Service' and Sui Generis 'Drinking Establishments and Venues for Live Music Performances and Events' with Ancillary Facilities and External Alterations to the Market Square and Abington Street Elevations Including New Entrances, Fascias and Balconies.</p>	<p>The Planning Committee welcomed and support this planning application to redevelop the former market place site into a mixed-use entertainment site. It was commented these plans were the best proposal submitted for this site and it was hoped that the site once complete would contribute to the regeneration and economic growth of Northampton Town Centre.</p>
<p>236. 2024/0018/FULL</p>	<p>21 York Road Northampton NN1 5QG Change of use from HMO to 4no 1 bedroom apartments with existing car parking for 4 spaces (1 per apartment).</p>	<p>The Planning committee support this application for change of use from HMO to one-bedroom apartments and the provision of parking for each unit. It was the general view of members that apartments were preferred over HMOs due to being more dignified and sustainable form of housing.</p>

MEETING CONCLUDED: 6:40PM

Northampton Town Council

Proposed Budget and Precept for 2024/25– report of Town Clerk

Purpose of report: To present to the Council the proposed Council Budget and precept for the 2024/25 Financial Year

Recommended: That subject to any amendments:

- i) The Council approve the budget as set out
- ii) The Council then approve a precept of £1,811,000
- iii) That the earmarked reserves as detailed in paragraph 2 be agreed

1. Introduction

Attached to this report is the proposed Town Council budget for 2024/25 financial year. This budget and report will be familiar as they formed the basis of the report sent to the Policy and Finance meeting for 8th January. The budget and report have been amended to reflect the recommendations of that meeting.

The Policy and Finance Committee considered this budget at its meeting on 8th January and have recommended it to the Council to be adopted.

Members are encouraged to consult the budget as the detail and narrative they may be looking for is included in it. Setting a budget is an annual statutory requirement. It is a means of financial control although there are inevitably variances that arise during the year due to changing circumstances. Preparation of the budget is one of the most important annual tasks a Council must undertake. It is not lawful to set a precept unless a budget has been prepared and approved. This is because the precept is not a figure arbitrarily set by the council but is the balancing figure after taking into account estimated expenditure and income.

When looking at the budget the proposed amounts are in the FY25 column. The current FY24 illustrates what is in the budget for the current financial year.

The priority has been to ensure that there would be no increase in the band D level that the residents of Northampton pay.

The budget setting process asked each committee to look at their own portion of the budget and make a recommendation accordingly. The requested budget for each committee is incorporated into the budget report.

The attached budget is as proposed at this point. Within the budget there is a column that details a narrative for the majority of headings to explain the proposal, officers are able to elaborate further if required. Those coloured purple are where there is a difference from last year. The narrative is included in the budget rather than in the report below.

2. Reserves

There are a number of items that need to be earmarked again this coming year that will require approval.

	23/34 Budget	24/25 Balance
Accommodation Reserve	£108,000	£344,369
Elections Reserve	£40,000	£80,000
Covid Project	£50,000	£133,400
Events reserve*	£214,500	£429,000
Health and Safety	£9,900	£9,900
Climate Emergency	£49,500	£49,500
Community Needs**	£149,000	£99,900
Asset Mapping Grant	£3,600	£3,600
EID	£2,331	£1,491
Community Grants Underspend	£3,585	£3,585
Branding Underspend***	£7,677	£7,677
<i>CIL</i>	<i>£0</i>	<i>£15,948</i>
<i>Equipment/IT Software</i>	<i>£0</i>	<i>£10,000</i>
<i>Van</i>	<i>£0</i>	<i>£2,000</i>
		£1,190,370

* Events Reserve: The Council will recall that an events reserve was created to offset the decrease in funding as part of the transfer of events from WNC. This reserve will now be used to offset this and will be £0 in 2 years' time

**Community Needs: It is proposed that this reserve will be reallocated to a new budget heading Out of Town Events and Projects' over the next 3 years.

***Branding underspend: It is likely that this will be spent by the end of the year, but if not, it is requested that this be earmarked

The bottom three in italics are new earmarked reserves. The Town Council has received CIL monies for the first time. This is required to be earmarked for future applicable projects/infrastructure etc.

Equipment/IT: This is to be earmarked to assist the funding of IT And equipment purchase in the coming year

Van: This new heading s for the use of hiring a van for use at events etc instead of using staff vehicles. It is likely that in the near future the council will require a vehicle therefore earmarking any underspend will assist with any future cost.

A reserve not detailed but required is that of £2,000 from the Councillor Community Fund. A project has been approved but the decision has been made not to release the grant to the recipient until the rest of the funding is secure. This may happen in the current financial year, if it does not, approval is sought to earmark for the next financial year.

It is also requested that any unspent monies in the following heading are earmarked to assist with future plans:

230 – 4400 Allotment repairs and maintenance. To assist with future requirements on allotments (i.e. fencing, pipe work etc)

Each earmarked reserve is earmarked for a purpose.

The accommodation reserve was originally set up with the view to allowing the council to run the Guildhall if it were to be transferred over. With the long-term accommodation still unresolved these reserves will provide security going forward.

Members will note that as stated above the event reserve is now being used and will depreciate to make up for the loss in income from WNC as part of the events transfer agreement.

The elections reserve is set up to enable the council save for elections scheduled for 2025. The cost of elections in 2021 was approximately £120,000. This reserve will deplete to zero on election year and would be affected if there was a by election.

Members will note the planned reassignment of the Community Needs Reserve. It is planned to allocate £50,000 for the next three years for funding events and projects out of the town centre that do not require officer support.

The Council will have around £1,000,000 in unearmarked reserves. Common practise is to retain around 6 months of precept equivalent in reserve, NTC will have slightly over this. The Council's auditor has never highlighted this as an issue.

3. Precept for this budget

Using this information, the budget attached has been drafted. This budget increases the precept by £3,163 to £1,811,000 (but does not increase the Band D average due to the increased tax base, see paragraph 4). The budget itself is £2,064,077

Budget	£2,064,077
(-) Contribution to service (Sponsorship etc)	£12,000
(-) Interest	£50,000
<u>(-) From General Service Reserve</u>	<u>£191,077</u>
Precept	£1,811,000

4. Tax Base

The Council Tax Base is calculated annually by West Northants Council in their capacity as the precepting authority. They do this and collect council tax on behalf of town and parish councils and the police and fire services, it is their statutory responsibility.

They set the tax base by estimating the amount of average "Band D" equivalent of the properties included in the Valuation Officer's banding list. There are adjustments adjusted for voids, appeals, new properties etc., and the provision for non-collection.

The Band D equivalent is arrived at by taking the laid down proportion of each Band as compared to Band D and aggregating the total.

The Council Tax Base for the current financial year (2023/24) is 37,061.03. The Tax Base as advised by WNC for 2024/25 has very slightly increased to 37,124.7. On a basic level there are a few more people/homes paying more council tax in Northampton.

Over the first four years of the council the committee committed to ensuring there was no increase in the band D level. This budget delivers that despite challenges with regards to cost of living and inflationary increases over the past 12 months. The increased tax base gives the Council an additional

£3,107. Therefore, the precept is increased by £3,107 but it does not increase the amount the average Band D would pay. The Band D equivalent would remain at £48.78 with this budget. This £3,107 offsets against what the council will be required to take from reserves.

Whilst Band D is often quoted as being the average Council Tax Band, this is certainly not the case in respect of this Council's area where Band D properties represent only 9.2% of the total. In Northampton 39% of properties are in Band A paying a maximum of £32.52 p.a., 23% are in Band B paying a maximum of £37.94 and 21% are in Band C paying £43.16 p.a.

This Council's precept of £48.78 at Band D compares with the national average for all town and parish councils of £79.35 and an average for all towns and parishes in West Northants of £85.61. The Council Tax for parishes within the area of the former Borough Council (plus *Moulton) in the current 23/24 financial year is:

	£
Billing	64.97
Boughton	53.81
Collingtree	59.03
Duston	104.95
East Hunsbury	65.23
Far Cotton	48.21
Great Houghton	96.59
Hardingstone	69.59
Hunsbury Meadow	25.55
Kingsthorpe	41.83
*Moulton	203.62
West Hunsbury	15.32

The Council Tax for other Town Councils in West Northants is:

Brackley	169.70
Daventry	174.07
Towcester	118.42

It should be noted that the proposal to move Moulton Leys to Moulton Parish Council area would mean a reduction in the NTC tax base from the 2025/26 financial year if this was to proceed. What that reduction looks like is still to be confirmed. This does not impact on the 24/25 tax base.

5. Council Tax Capping

At the moment there is no restriction on the level of increase that the Town Council can levy and the government have intimated that this is not likely to change in the forthcoming financial year. Principle authorities are required to hold a referendum and obtain a 'yes' majority if they intend to increase their precept by 5% or more. With regards to town and parish councils, members need to be aware that this is a situation that may not continue in the future. The Government has also said in the past that it is "prepared to consider" extending referendum principles to all Councils in England.

6. Devolution of Services

History shows that where unitary authorities are established after a few years, many non-statutory services and assets begin to be passed down to town and parish councils. It is understood that NCALC

have recently engaged with WNC once more about their intentions with regards to devolution, though as of yet their intentions on devolution remain unclear.

7. Legal implications

Only the Council as a whole can legally set the budget and precept. WNC require the precept figure by the end of January 2024.

The Council needs to agree the budget first which in turn informs the precept figure which the Council then agrees.

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FY24/25 Budget proposal

	A	B	C	D	E	F	G	H	I	J
1	Committee				Comments FY23/24	Current		Comments FY24/25	FY24/25	
2	Policy & Finance				Current Year Budget	FY23/24		Next Year Budget	Next Year	
3	Cost Centre	Ac Code	Central Administration		Policy & Finance			Policy & Finance		
4	101	4000	Salaries NI and Pension		Includes Community Engagement officer, and 5% cost of living increase.	£ 515,000		Salary uplift 5% Employment of an apprentice. Promotion of FO to RFO. Plus additional hours	£ 597,000	
5	101	4006	Recruitment		leave as £2k	£ 2,000			£ 2,000	
6	101	4010	Payroll Costs		Apply 3% uplift year on year PLUS 2%	£ 1,100			£ 1,600	
7	101	4015	Travel and Subsistence		Apply 3% uplift year on year	£ 700			£ 721	
8	101	4027	Training and Staff		Increase to £15k in FY25 then Apply 3% uplift year on year - changed back to £10k	£ 10,000			£ 10,000	
9	101	4101	Office Supplies & Photocopying		Increase by 10% in Fy27 on the basis that the current copier machine lease will expire and will need renewed and Apply 3%yoy	£ 5,000			£ 5,000	
10	101	4110	Post		Apply 3% uplift year on year	£ 2,000			£ 2,060	
11	101	4120	Subscriptions		Change description to include Licence and decrease legal and professional by £5,000 and add to Subscriptions. Then Apply a 3% increase year on year.	£ 9,000		£5k came from 4159 legal	£ 14,000	
12	101	4125	Telephone and Internet		Increase by 10% yoy	£ 6,000			£ 6,600	
13	101	4128	Information Technology		Increase by £2,000 for additional staff FY25. Also consider IT support add c £6000 then 3% uplift YOY	£ 10,000			£ 18,000	
14	101	4130	Insurance		Insurance increased to £14k Post BS for FY24 so Apply 5% uplift YOY from FY25	£ 7,770			£ 14,700	
15	101	4140	Advertising and Marketing		Apply 3% uplift year on year and move £1000 to 4140 315	£ 10,000			£ 9,300	
16	101	4155	Accounting Support		Apply 3% uplift year on year	£ 4,000			£ 4,120	
17	101	4190	Equipment		Consider Laptops/ iPads for FY24 for Cllrs £800 x25 2 x staff (1 spare) £1.6k FY24 FY25 2 x staff plus 10% uplift on FY24 final estimate yoy. Mobile phone 10x £500pp Apply in FY26 Replace existing laptops in FY26 8x£800 then Apply 10%uplift YOY	£ 10,000		10 (7 non dual Cllrs and 3 new laptops) use £10,000 in FY24 unspent and Ear Mark in FY25 for software	£ 12,000	
18				Central Administration Total Overhead Expenditure		£ 592,570		Central Administration Total Overhead Expenditure	£ 697,101	
19				Central Administration Net Income over Expenditure		(592,570)		Central Administration Net Income over Expenditure	-£ 697,101	
20	105	105	Corporate Management							

FY24/25 Budget proposal

	A	B	C	D	E	F	G	H	I	J
1	Committee				Comments FY23/24 Current Year Budget	Current FY23/24		Comments FY24/25 Next Year Budget	FY24/25 Next Year	
21	105	4150	Bank Charges		Apply 3% uplift year on year	£ 1,000			£ 1,030	
22	105	4156	Audit Fees		Apply 3% uplift year on year	£ 4,000			£ 4,120	
23	105	4159	Legal & Professional Fees		reduce by £5k and move to Subscriptions.	£ 30,000			£ 25,000	
24	105	4162	Health and Safety		Check if Ellis Whittham comes out of this?? Leave as is? Posted to 4159. LM suggested reducing to £5000	£ 8,000		No EW comes out of 4159 Legal 105	£ 5,000	
25				Corporate Management Total Overhead Expenditure		£ 43,000		Corporate Management Total Overhead Expenditure	£ 35,150	
26				Corporate Management Net Income over Expenditure		(43,000)		Corporate Management Net Income over Expenditure	-£ 35,150	
27	110	110	Civic and Democratic							
28	110	4130	Insurance		Car & Fine arts uplift 10% YOY	£ 4,460			£ 4,906	
29	110	4140	Advertising and Marketing		Apply 3% uplift year on year and move £1000 to 4140 315. removed % increase	£ 2,000			£ 1,030	
30	110	4200	Elections		Apply £40,000 every year	£ 40,000			£ 40,000	
31	110	4208	Mayoral Activity			£ 12,000		Reduced because only £2.5k spent to Dec23	£ 8,000	
32	110	4209	Deputy Mayor			£ 2,000			£ 2,000	
33	110	4210	Mayoral Allowance			£ 6,000		Increase Fy25 by 5%	£ 6,600	
34	110	4211	Mayor's Transport		Apply 5% uplift YOY	£ 24,770			£ 26,009	
35	110	4212	Councillor Allowances		Cllr allowance uplift agreed inline with officers award, FY24 +6% then 5% yoy thereafter	£ 30,000		Cllr All increased to £1335.60 (1200*6%+5%) payable in FY24 then for FY25 add x5%	£ 35,060	
36	110	4213	Councillor Training / Conference		Apply 3% uplift year on year	£ 5,000			£ 5,150	
37	110	4214	Civic Events		Rem £10k& AMD £5k moved back to Public Events. Civic now consists of Mayor Making £9k/Freedom £2k/Mayor Civic Svs £1200/Tree Planting £1300/ Laforey £600	£ 16,000			£ 14,100	
38	110	New	Civic Oak Apple Day		create new code and move from Civic Events				£ 1,600	
39	110	New 4519	Civic Armed Forces Day		create code 4519 and move from Civic Events				£ 250	
40	110	New 4517	Civic Remembrance		create code 4517 and move from Civic Events				£ 2,000	
41	110	4215	Civic Regalia			£ 4,500			£ 4,500	
42	110	4216	Council Meetings & Room Hire		Apply 3% uplift year on year but red	£ 5,000			£ 2,000	
43	110	4217	Mayor Contingency		Vire to Payroll to cover Caroline - move any unspent to payroll?	£ 6,000			£ 6,000	
44	110	4540	Town Twinning		Reduced to £1000 due to FY24 unspent	£ 2,000			£ 1,000	

FY24/25 Budget proposal

	A	B	C	D	E	F	G	H	I	J
1	Committee				Comments FY23/24 Current Year Budget	Current FY23/24		Comments FY24/25 Next Year Budget	FY24/25 Next Year	
45				Civic and Democratic Total Overhead Expenditure		£ 159,730		Civic and Democratic Total Overhead Expenditure	£ 160,204	
46				Civic and Democratic Net Income over Expenditure		(159,730)		Civic and Democratic Net Income over Expenditure	-£ 160,204	
47	115	115	Other Cost and Income							
48	115	1176	Precept Received			£ 1,807,837			£ 1,811,000	
49	115	1190	Interest Received		increase to £50k from FY25	£ 5,000		Apply 5% whilst bank holds c1m	£ 50,000	
50				Total Income		£ 1,812,837			£ 1,861,000	
51	115	4998	Service Reserve			£ 214,500		FY25 removed add £214,500 to Events?	£ -	
52	115	4999	Contingency		do not Apply for FY25	£ 71,437		Not applied to FY25	£ -	
53				Other Cost & Income Total Overhead Expenditure		£ 285,937		Other Cost & Income Total Overhead Expenditure	£ -	
54				Net Income over Expenditure		£ 1,526,900		Other Cost & Income Net Income over Expenditure	£ 1,861,000	
55	201	201	The Guildhall							
56	201	4300	Service Charge		Could potentially revalue lease therefore Apply 10% uplift FY25 then 3% annual uplift.	£ 77,000			£ 84,700	
57	201	4390	Accommodation Reserve		P&F discussion	£ 108,000			£ 108,000	
58				The Guildhall Total Overhead Expenditure		£ 185,000		The Guildhall Total Overhead Expenditure	£ 192,700	
59				The Guildhall Net Income over Expenditure		-£ 185,000		The Guildhall Net Income over Expenditure	-£ 192,700	
60	Committee: Open Spaces & Environment				Open Spaces & Environment			Open Spaces & Environment		
61	210	210	Open Spaces & Environment							
62	210	1537	Northampton in Bloom Income		Reduce to 0 for FY25 onwards	£ 23,021			£ -	
63				Total Income		£ 23,021			£ -	
64	210	4536	Northampton In Bloom		add £23,021 from income to meet budget needs then Apply 5% uplift yoy	£ 60,000			£ 87,172	
65	210	4560	Environmental Projects		leave as is	£ 25,000			£ 25,000	
66		4561	Environmental Grants		leave as is	£ 25,000			£ 25,000	
67				Total Overhead Expenditure		£ 110,000			£ 137,172	
68				Net Income over Expenditure		-£ 86,979			-£ 137,172	
69	230	230	Allotments							

FY24/25 Budget proposal

	A	B	C	D	E	F	G	H	I	J
1	Committee				Comments FY23/24 Current Year Budget	Current FY23/24		Comments FY24/25 Next Year Budget	FY24/25 Next Year	
70	230	4400	Repairs and Maintenance		High Risk costs could escalate so propose to double it then Apply 3% uplift year on year	£ 30,000			£ 60,000	
71				Total Overhead Expenditure		£ 30,000			£ 60,000	
72				Net Income over Expenditure		(30,000)			-£ 60,000	
73	Committee: Community Services				Community Services			Community Services		
74	301	301	Community Grants							
75	301	4170	Community Grant Scheme		leave as is	£ 100,000			£ 100,000	
76				Total Overhead Expenditure		£ 100,000			£ 100,000	
77				Net Income over Expenditure		(100,000)			-£ 100,000	
78	310	310	Community Services							
79	310	4171	Councillor Community Funding		leave as is	£ 75,000			£ 75,000	
80	310	4221	Community Needs Analysis		leave as is	£ 50,000			£ 50,000	
81	310	4225	Community Projects		leave as is	£ 50,000			£ 50,000	
82				Total Overhead Expenditure		£ 175,000			£ 175,000	
83				Net Income over Expenditure		(175,000)			-£ 175,000	
84	315	315	Public Events							
85	315	1155	WNC Transfer		Reduce to 0 for FY25 onwards	£ 83,979			£ -	
86	315	1536	Contribution to Service		increase to £12k from FY25 and onwards	£ 5,000			£ 12,000	
87				Total Income		£ 88,979			£ 12,000	
88	315	4015	Travel and Subsistence		Leave as is.	£ 300			£ 300	
89	315	4140	Advertising and Marketing		Proposed increase to £12k from FY25 take £1000 from 4140 Civic and 4140 P&F	£ 10,000			£ 12,000	
90	315	4500	Diwali		continue as is for future years	£ 10,000			£ 10,000	
91	315	4501	Christmas Event		Apply 5% uplift year on year NB some Christmas lights are end of life as is the light switch on button	£ 200,000			£ 210,000	
92	315	4502	Fireworks		Apply 5% uplift yoy	£ 55,000			£ 57,750	
93	315	4503	Bands in the Park		Apply 5% uplift however, in FY25 add £1500 for purchase of new chairs and add further £1000 for solution to WNC park rangers not being able to assist	£ 10,000			£ 13,000	
94	315	4508	Ukraine Art Exhibition		Reduce to 0 for FY25 onwards	£ 5,000			£ -	

FY24/25 Budget proposal

	A	B	C	D	E	F	G	H	I	J
1	Committee				Comments FY23/24 Current Year Budget	Current FY23/24		Comments FY24/25 Next Year Budget	FY24/25 Next Year	
95	315	4509	Virtual Heritage Tour		From FY25 change the description name to a Generic Heritage and include HOD - move 4524 Heritage Open / Projects to Virtual and change code to Heritage so we have one code for all things Heritage? Also £8500 added to FY25 following CS meeting 25/09/23 for Great Fire of Northampton 350th Anniversary	£ 7,000			£ 22,000	
96	315	4510	General Events			£ 49,800		Need to offset any event spend approved post budget also change name to Events Contingency?	£ 23,000	
97	315	4511	EID		continue as is for future years	£ 10,000		See EMR comment!	£ 10,000	
98	315	4512	NMF22 / NMF23		Increase to £15k in FY25 NB! Need to determine if budget should be moved to Grant 4170?	£ 10,000			£ 15,000	
99	315	4513	Northampton Carnival		continue as is for future years	£ 20,000			£ 20,000	
100	315	4514	Party in the Park/Balloon Fest		Budget to be increased from £5,000 to £10,000 using Town festival budget code 4518 which is £5,000, remove Town Festival from Events plan	£ 5,000			£ 10,000	
101	315	4515	Pride		continue with £4000 and apply 5% uplift	£ 4,000			£ 4,200	
102	315	4516	Queens Jubilee/Kings		Reduce to 0 for FY25 onwards	£ 15,000			£ -	
103	315	4517	Remembrance Day		Move to Remembrance in Civic - No! leave in Public and create same code 4517 in Civic	£ 10,000			£ 10,000	
104	315	4518	Town Festival		budget removed and added to 4514 Balloon Festival	£ 5,000			£ -	
105	315	4519	Armed Forces Day		Move to Remembrance in Civic - No leave in Public and create same code 4517 in Civic	£ 5,000			£ 5,000	
106	315	4520	Beer Festival		continue as is for future years	£ 5,000			£ 5,000	
107	315	4521	Van Hire (Events)		continue as is for future years	£ 2,000		Ear marked any unspent for future possible van purchase	£ 2,000	
108	315	4522	St Georges day		Propose to increase to £7500 in FY25 but then increase to £10k from FY26				£ 7,500	
109	315	Need code?	Out of Town Events (take £50k from EMR 4221 and reduce to £99,900)		Propose £10k for WFA - CSC also propose to utilise EMR 4221 and increase this £10k to £50k reducing EMR 4221 £99,900				£ 50,000	
110	315	4524	Heritage Open / Projects		Do not use for FY25 anything heritage related should go to 4509				£ -	

FY24/25 Budget proposal

	A	B	C	D	E	F	G	H	I	J
1	Committee				Comments FY23/24 Current Year Budget	Current FY23/24		Comments FY24/25 Next Year Budget	FY24/25 Next Year	
111				Total Overhead Expenditure		£ 438,100			£ 486,750	
112				Net Income over Expenditure		-£ 349,121			-£ 474,750	
113	Committee: Planning				Planning			Planning		
114	400	400	Planning							
115	400	4600	Neighbourhood Planning		continue as is for future years	£ 10,000			£ 10,000	
116	400	4601	Planning Support		continue as is for future years	£ 10,000			£ 10,000	
117				Total Overhead Expenditure		£ 20,000			£ 20,000	
118				Net Income over Expenditure		(20,000)			-£ 20,000	
119										
120				Total Budget Income		£ 1,924,837		Total Budget Income	£ 1,873,000	
121				Expenditure		£ 2,139,337		Expenditure	£ 2,064,077	
122				Movement to/(from) Gen Reserve		-£ 214,500			-£ 191,077	

Northampton Town Council

Accommodation – Guildhall Update and Extension of Licence – report of Town Clerk

PURPOSE OF REPORT:

- a) To update the Council on the Guildhall following the Cabinet decision taken 16th December.
- b) To inform the Council of the extension on the licence to occupy the Guildhall until 31 March 2025

RECOMMENDED:

- i. The Council delegate the signing of the license extension to the Clerk in consultation with the Chair of the Policy and Finance Committee
- ii. That the Council note the rest of the report

1. GUILDHALL

Councillors will be aware that WNC informed the town council that they intended to not extended the town councils stay in the Guildhall beyond March 2025. This was confirmed at a Cabinet meeting of WNC on 16th January where it was voted to approve the recommendation that the Town Council vacate the Guildhall area at the end of March 2025. At the meeting various councillors put the case for the town council remaining in the offices to the Cabinet however, this was unsuccessful.

The intention is that the Mayor's parlour remain with the Mayoralty regardless. This means the ability of the Mayor to host will remain. The practicalities of this, including how access will be managed etc are yet to be discussed.

WNC have offered space in the County Hall to the Town Council. This space is to be defined and they have requested that the Town Council put to tender a list of requirements to them to help this be defined. As part of this, they have also offered use of the former County Council Chamber as part of a licence. Again, the terms of this licence are yet to be defined. A further report on this will be presented to the Policy and Finance Committee

2. LICENCE EXTENSION

The town council's current license to occupy the Guildhall expires at the end of March 2024. WNC have issued a license renewal which would extend this to 2024. From first review, the license looks the same as the previous one apart from the dates. It is recommended that the Clerk is given delegation to sign this off in consultation with the Chair of the Policy and Finance Committee.