

IRTHLINGBOROUGH TOWN COUNCIL



MINUTES OF THE ANNUAL MEETING OF IRTHLINGBOROUGH TOWN COUNCIL HELD AT 7.37PM
FOLLOWING THE ANNUAL TOWN MEETING ON TUESDAY 18TH MAY 2021 AT COMMUNITY CENTRE,
FETTLINEDINE ROAD, NN9 5XF

PRESENT: Councillors P Boyer, S Boyer, C Collis-Neale, C Cross, J Farrar, J Gray, E Hopkinson, C Kearns-Gray, D Maxwell, R Powell and T Walton

ALSO PRESENT: Retiring Mayor Adrian Winkle, 5 Members of the public

The Mayor welcomed everyone to the Annual Meeting of Irthlingborough Town Council.

1. TO ELECT A MAYOR FOR THE 2021/22 CIVIC YEAR

Nominations for the post of Mayor for the 2021/22 Civic Year were requested.

Councillor P Boyer was proposed and seconded.

There were no other nominations.

A vote was taken

RESOLVE ITC/05(21)/01 – that Councillor P Boyer be elected Mayor of Irthlingborough for the Civic Year 2021/22.

2. TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE FROM THE MAYOR AND ALL COUNCILLORS

The Mayor's Declaration of Acceptance of Office was made and signed in the presence of the Clerk.

RESOLVE ITC/05(21)/02 – to receive the Declaration of Acceptance of Office of Mayor from Councillor P Boyer for the Civic Year 2021 /22

The Clerk confirmed that all Councillors had signed their Declaration of Acceptance of Office in the presence of the Clerk prior to the meeting.

RESOLVE ITC/05(21)/03 – to receive the Declaration of Acceptance of Office of Councillor from Councillors J Bragg, P Boyer, S Boyer, C Collis-Neale, C Cross, J Farrar, J Gray, E Hopkinson, C Kearns-Gray, D Maxwell, R Powell and T Walton

Mayor

Date

3. TO RECEIVE THE OATH OF OFFICE FROM THE MAYOR

The Mayor's Oath of Office was made and signed in the presence of the Clerk.

RESOLVE ITC/05(21)/04 – to receive the Oath of Office of the Mayor from Councillor P Boyer for the Civic Year 2021 /22

4. TO ELECT A DEPUTY MAYOR FOR THE 2021/22 CIVIC YEAR

Nominations for the post of Deputy Mayor for the Civic Year 2021/22 were requested.

Councillor J Farrar was proposed and seconded.

There were no other nominations.

A vote was taken

RESOLVE ITC/05(21)/05 - that Councillor J Farrar be elected Deputy Mayor of Irthlingborough for the Civic Year 2021/22

5. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE RECEIVED IN ADVANCE OF THE MEETING

Councillor J Bragg – who had been delayed.

RESOLVE ITC/05(21)/06 – that Councillor J Bragg's apology be accepted.

6. TO RECEIVE A VOTE OF THANKS TO THE RETIRING MAYOR, COUNCILLOR A WINKLE, FOR HIS SERVICES IN OFFICE DURING THE YEAR

The Deputy Mayor Councillor J Farrar offered thanks to Councillor A Winkle. He said that despite the restrictions Councillor Winkle had got involved in many things throughout the year and achieved good things.

He wished him well for the future, and in his new role as a Rushden Town Councillor.

RESOLVE ITC/05(21)/07 – that the vote of thanks to the retiring Mayor, Councillor A Winkle, for his services in office during the Civic Year 2020/2021 was received.

Councillor J Bragg joined the meeting at 7.45pm

Retiring Mayor Councillor A Winkle left the meeting at 7.45pm

7. TO ELECT THE LEADER OF THE COUNCIL FOR 2021/22 CIVIC YEAR

NOTE: THIS ITEM IS INCLUDED ON THE AGENDA AS REQUIRED UNDER STANDING ORDER 5K HOWEVER MEMBERS ARE REMINDED THAT COUNCIL RESOLVED PREVIOUSLY THAT IT WOULD NOT APPOINT A LEADER AND THEREFORE IT IS NOT ANTICIPATED THAT IT WILL DO SO AT THIS TIME AND THE STATUS QUO WILL REMAIN

Members did not wish to elect a Leader of the Council.

RESOLVE ITC/05(21)/08 – that the Council does not elect a Leader of the Council for the Civic Year 2021/22

Mayor

Date

8. TO ELECT THE COMMITTEES AND WORKING PARTIES OF THE TOWN COUNCIL FOR THE PERIOD TO THE NEXT ANNUAL MEETING (LIST APPENDED HERETO):

i) PLANNING COMMITTEE

Planning Committee

- Councillor S Boyer Ex Officio: The Mayor
- Councillor C Collis-Neale
- Councillor C Cross
- Councillor D Maxwell Non-Council co-opted
- Councillor R Powell David Maddock
- Councillor T Walton Alan Mayes

RESOLVE ITC/05(21)/09 - that the membership of the Planning Committee (as detailed above) be agreed for the Civic Year 2021/2022

ii) POLICY AND RESOURCES COMMITTEE

Policy & Resources Committee

- Councillor S Boyer Ex Officio: The Mayor
- Councillor J Farrar
- Councillor E Hopkinson
- Councillor D Maxwell
- Councillor R Powell
- Councillor T Walton

RESOLVE ITC/05(21)/10 - that the membership of the Policy and Resources Committee (as detailed above) be agreed for the Civic Year 2021/2022

iii) PROPERTY AND SERVICES COMMITTEE

Property & Services Committee

- Councillor J Bragg Ex Officio: The Mayor
- Councillor J Gray
- Councillor E Hopkinson
- Councillor C Kearns-Gray Non-Council Co-opted
- Councillor T Walton John Comont

RESOLVE ITC/05(21)/11 - that the membership of the Property and Services Committee (as detailed above) be agreed for the Civic Year 2021/2022

iv) EVENTS COMMITTEE

Events Committee

- Councillor C Collis-Neale Ex Officio: The Mayor
- Councillor C Cross
- Councillor J Gray
- Councillor E Hopkinson
- Councillor C Kearns-Gray Non-Council co-opted
- Councillor R Powell Sylvia Gunther

Mayor

Date

RESOLVE ITC/05(21)/12 - that the membership of the Events Committee (as detailed above) be agreed for the Civic Year 2021/2022

v) HUMAN RESOURCES COMMITTEE

Human Resources Committee

- Councillor S Boyer
- Councillor C Cross
- Councillor J Gray
- Councillor E Hopkinson
- Councillor C Kearns-Gray

RESOLVE ITC/05(21)/13 - that the membership of the Human Resources Committee (as detailed above) be agreed for the Civic Year 2021/2022

vi) GRIEVANCE AND DISCIPLINARY COMMITTEE

Grievance and Disciplinary Committee

- Councillor C Collis-Neale
 - Councillor D Maxwell
 - Councillor T Walton
 - Councillor TBA
- Ex Officio The Mayor

RESOLVE ITC/05(21)/14 - that the membership of the Human Resources Committee (as detailed above) be agreed for the Civic Year 2021/2022

vii) CEMETERY REGULATIONS WORKING PARTY

Cemetery Working Party

- Councillor P Boyer
- Councillor S Boyer
- Councillor C Cross
- Councillor J Gray

RESOLVE ITC/05(21)/15 - that the membership of the Cemetery Regulations Working party (as detailed above) be agreed for the Civic Year 2021/2022

9. TO AGREE THE DAYS AND TIMES FOR THE TOWN COUNCIL AND COMMITTEE MEETINGS FOR THE 2021/22 CIVIC YEAR

Irthlingborough Town Council Meetings 2021 - 2022		
Date	Type	Time & Location
18th May 2021	Annual Town Assembly Annual Meeting Full Council	7.30pm Community Centre, Fettleline Rd
8 th June 2021	Planning	7.00pm Community Centre, Fettleline Rd or Day Centre, College Street
8th June 2021	Full Council	7.30pm (Following Planning) Community Centre, Fettleline Rd or Day Centre, College Street

Mayor

Date

15 th June 2021	Events	7.00pm Community Centre, Fettleline Rd or Day Centre, College Street
22 nd June 2021	Planning	7.00pm Community Centre, Fettleline Rd or Day Centre, College Street
22 nd June 2021	Property & Services	7.30pm (Following Planning) Community Centre, Fettleline Rd or Day Centre, College Street
13 th July 2021	Planning	7.00pm Community Centre, Fettleline Rd or Day Centre, College Street
13th July 2021	Full Council	7.30pm (Following Planning) Community Centre, Fettleline Rd or Day Centre, College Street
27 th July 2021	Planning	7.00pm Community Centre, Fettleline Rd or Day Centre, College Street
27 th July 2021	Policy & Resources	7.30pm (Following Planning) Community Centre, Fettleline Rd or Day Centre, College Street
24 th August 2021	Planning	7.00pm PROVISIONAL (IF REQUIRED) Venue - TBD
1 st September 2021 PLEASE NOTE THIS IS A WEDNESDAY	Policy & Resources	7.00pm Community Centre, Fettleline Rd or Day Centre, College Street
7 th September 2021	Events	7.00pm PROVISIONAL (IF REQUIRED) Venue - TBD
14 th September 2021	Planning	7.00pm Community Centre, Fettleline Rd or Day Centre, College Street
14th September 2021	Full Council	7.30pm (Following Planning) Community Centre, Fettleline Rd or Day Centre, College Street
21 st September 2021	Property & Services	7.00pm PROVISIONAL (IF REQUIRED) Venue - TBD
28 th September 2021	Planning	7.00pm PROVISIONAL (IF REQUIRED) Venue - TBD
12 th October 2021	Planning	7.00pm Community Centre, Fettleline Rd or Day Centre, College Street
12th October 2021	Full Council	7.30pm (Following Planning) Community Centre, Fettleline Rd or Day Centre, College Street
26 th October 2021	Planning	7.00pm PROVISIONAL (IF REQUIRED) Venue - TBD

Mayor

Date

26 th October 2021	Events	7.30pm (following Planning) PROVISIONAL (IF REQUIRED) Venue - TBD
9 th November 2021	Planning	7.00pm Community Centre, Fettleline Rd or Day Centre, College Street
9th November 2021	Full Council	7.30pm (Following Planning) Community Centre, Fettleline Rd or Day Centre, College Street
16 th November 2021	Policy & Resources	7.00pm Venue - TBD
23 rd November 2021	Planning	7.00pm Venue - TBD
23 rd November 2021	Property & Services	7.30pm (following Planning) Venue - TBD
14 th December 2021	Planning	7.00pm Community Centre, Fettleline Rd or Day Centre, College Street
14th December 2021	Full Council	7.30pm (Following Planning) Community Centre, Fettleline Rd or Day Centre, College Street
11 th January 2022	Planning	7.00pm PROVISIONAL (IF REQUIRED) Venue - TBD
11 th January 2022	Events	7.30pm (following Planning) PROVISIONAL (IF REQUIRED) Venue - TBD
25 th January 2022	Planning	7.00pm PROVISIONAL (IF REQUIRED) Venue - TBD
25 th January 2022	Property & Services	7.30pm (following Planning) PROVISIONAL (IF REQUIRED) Venue - TBD
8 th February 2022	Planning	7.00pm Community Centre, Fettleline Rd or Day Centre, College Street
8th February 2022	Full Council	7.30pm (Following Planning) Community Centre, Fettleline Rd or Day Centre, College Street
22 nd February 2022	Planning	7.00pm PROVISIONAL (IF REQUIRED) Venue - TBD
22 nd February 2022	Events	7.30pm (following Planning) PROVISIONAL (IF REQUIRED) Venue - TBD
8 th March 2022	Planning	7.00pm Community Centre, Fettleline Rd or Day Centre, College Street
8th March 2022	Full Council	7.30pm (Following Planning) Community Centre, Fettleline Rd or Day Centre, College Street

Mayor

Date

22 nd March 2022	Planning	7.00pm Venue - TBD
22 nd March 2022	Property & Services	7.30pm (Following Planning) Venue - TBD
12 th April 2022	Planning	7.00pm Community Centre, Fettleline Rd or Day Centre, College Street
12th April 2022	Full Council	7.30pm (Following Planning) Community Centre, Fettleline Rd or Day Centre, College Street
19 th April 2022	Policy & Resources	7.00pm Venue - TBD
26 th April 2022	Planning	7.00pm PROVISIONAL (IF REQUIRED) Venue - TBD
10th May 2022	Annual Town Assembly Annual Meeting Full Council	7.30pm Community Centre, Fettleline Rd or Day Centre, College Street

RESOLVE ITC/05(21)/16 - that the proposed dates and times for the Town Council and Committee Meetings for 2021/22 were agreed.

10. TO REVIEW THE FOLLOWING ITEMS AS REQUIRED IN STANDING ORDER 5K (REPORT APPENDED HERETO):

- i) DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES
 - a) TO AGREE THE JOINT ACTION GROUP REPRESENTATIVE FOR THE 2021/22 CIVIC YEAR

RESOLVE ITC/05(21)/17- that it is agreed that Councillor J Gray is Irthlingborough Town Council's Joint Action Group Representative for the 2021/22 Civic Year.

- b) TO AGREE THE POLICE LIAISON REPRESENTATIVE FOR THE 2021/22 CIVIC YEAR

RESOLVE ITC/05(21)/18 - that it is agreed that Councillor J Gray is Irthlingborough Town Council's Police Liaison Representative for the 2021/22 Civic Year.

- ii) TERMS OF REFERENCE FOR FULL TOWN COUNCIL, COMMITTEES AND WORKING PARTIES
 - a) FULL TOWN COUNCIL
 - b) PLANNING COMMITTEE
 - c) POLICY AND RESOURCES COMMITTEE
 - d) PROPERTY AND SERVICES COMMITTEE
 - e) EVENTS COMMITTEE
 - f) HUMAN RESOURCES COMMITTEE
 - g) GRIEVANCE AND DISCIPLINARY COMMITTEE
 - h) CEMETERY REGULATIONS WORKING PARTY

It was proposed that all the Terms of Reference except Property and Services Committee be accepted on block.

Mayor

Date

RESOLVE ITC/05(21)/19 - that the Terms of Reference are accepted for the: -

Full Town Council
 Planning Committee
 Policy and Resources Committee
 Events Committee
 Human Resources Committee
 Grievance and Disciplinary Committee
 Cemetery Regulations Working Party
 be agreed for the Civic Year 2021/22.

It was proposed that the membership of the Property and Services Committee be amended to seven members of the Council, four of which will constitute a quorum.

RESOLVE ITC/05(21)/20- that the Terms of Reference for the Property and Services Committee be amended to seven members of the Council, four of which will constitute a quorum be agreed for the Civic Year 2021/2022.

RESOLVE ITC/05(21)/21– that Councillors C Cross and R Powell be added to the membership of the Property and Services Committee.

- iii) STANDING ORDERS
- iv) FINANCIAL REGULATIONS
- v) RISK ASSESSMENT
- vi) INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT
- vii) CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS
- viii) COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES
- ix) COUNCIL'S COMPLAINT PROCEDURE
- x) COUNCIL'S PROCEDURE FOR DEALING WITH PRESS/MEDIA AND SOCIAL MEDIA
- xi) COUNCIL'S UNREASONABLE COMPLAINANT BEHAVIOUR POLICY
- xii) EQUALITY AND DIVERSITY POLICY
- xiii) TRAINING AND DEVELOPMENT POLICY
- xiv) FREEDOM OF INFORMATION POLICY
- xv) GRANT AWARDING POLICY
- xvi) TREE POLICY
- xvii) FLAG FLYING POLICY
- xviii) PROTOCOL FOR THE DEATH OF A PUBLIC FIGURE
- xix) CONDITIONS OF USE – IRTHLINGBOROUGH TOWN COUNCIL'S RECREATIONS GROUNDS

It was proposed that items 10iii) to 10ix) except 10xvii) Flag Flying policy be accepted on block

RESOLVE ITC/05(21)/22 - that the: -

STANDING ORDERS
 FINANCIAL REGULATIONS
 RISK ASSESSMENT
 INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT
 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS
 COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES
 COUNCIL'S COMPLAINT PROCEDURE
 COUNCIL'S PROCEDURE FOR DEALING WITH PRESS/MEDIA AND SOCIAL MEDIA
 COUNCIL'S UNREASONABLE COMPLAINANT BEHAVIOUR POLICY
 EQUALITY AND DIVERSITY POLICY

Mayor

Date

TRAINING AND DEVELOPMENT POLICY
 FREEDOM OF INFORMATION POLICY
 GRANT AWARDING POLICY
 TREE POLICY
 PROTOCOL FOR THE DEATH OF A PUBLIC FIGURE
 CONDITIONS OF USE – IRTHLINGBOROUGH TOWN COUNCIL'S RECREATIONS GROUNDS
 be agreed for the Civic Year 2021/22.

Members proposed the following changes to the Flag Flying Policy: -

- a) the flag is not flown to mark the Duke of York's Birthday,
- b) that the Council follow any updated protocol or act in line with other public buildings as to whether the flag is flown on Her Majesties Wedding Day,
- c) the flag be flown at half mast on the death of Town Councillors past and present.

RESOLVE ITC/05(21)/23 - that the amended Flag Flying Policy be agreed for the Civic Year 2021/2022

3 members voted against.

11. TO AGREE TO APPOINT NORTHANTS CALC AS THE INTERNAL AUDITOR FOR THE 2021/22 CIVIC YEAR

RESOLVE ITC/05(21)/24 - to agree to appoint Northants CALC as the internal auditor for the 2021/22 Civic Year at a cost of £500.

12. TO REVIEW GENERAL DATA PROTECTION REGULATION (GDPR) COMPLIANCE:

- i) TO APPOINT NORTHANTS CALC DPO SERVICE AS THE COUNCIL'S DATA PROTECTION OFFICER

RESOLVE ITC/05(21)/25 - that Northants CALC DPO Service is appointed as the Councils Data Protection Officer for the Civic Year 2021/22 at a cost of £10 and the declaration signed.

- ii) TO AGREE THE DATA MAP
- iii) TO REVIEW THE DATA PROTECTION POLICY
- iv) TO REVIEW THE SUBJECT ACCESS REQUEST PROCEDURE
- v) TO REVIEW THE DATA BREACH POLICY
- vi) TO REVIEW THE RECORDS RETENTION POLICY
- vii) TO REVIEW THE PRIVACY NOTICES

It was proposed that 12ii) to 12vii) be accepted on block

RESOLVE ITC/05(21)/26 - that the: -

Data Map

Data Protection Policy

Subject Access Request procedure

Data Breach Policy

Records Retention Policy and

Privacy Notices

were reviewed and accepted for the Civic Year 2021/2022

13. TO REVIEW THE TOWN COUNCIL'S ABILITY TO MEET THE CRITERIA TO REMAIN ELIGIBLE TO EXERCISE THE GENERAL POWER OF COMPETENCE

Mayor

Date

Following the Council's resolution 02(18)671, the Council confirms it still remains eligible with all twelve Councillors being elected and the Clerk having the required qualifications.

RESOLVE ITC/05(21)/27 - to confirm that the Council still meets the criteria to remain eligible to exercise the General Power of Competence.

There being no further business the meeting closed at 8.20pm.

This was followed by the May Town Council meeting.

Mayor

Date

Mayor: _____

Date: _____