

## IRTHLINGBOROUGH TOWN COUNCIL



MINUTES OF THE ANNUAL MEETING OF IRTHLINGBOROUGH TOWN COUNCIL HELD AT 7.45PM ON  
TUESDAY 10<sup>TH</sup> MAY 2022 AT COMMUNITY CENTRE, FETTLINEDINE ROAD, NN9 5XF

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

ALSO PRESENT: 3 Members of the public

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

### **AGENDA**

#### **1. TO ELECT A MAYOR FOR THE 2022/23 CIVIC YEAR**

Discussions took place prior to receiving nominations for the post of Mayor regarding Council protocol.

Nominations for the post of Mayor for the 2022/23 Civic Year were requested.

Councillor J Farrar was proposed and seconded.

Councillor E Hopkinson was proposed and seconded

A vote was taken for the first proposal Councillor J Farrar – 7 for, 3 against and 2 abstentions.

**RESOLVE ITC/05(22)/01** – that Councillor J Farrar be elected Mayor of Irthlingborough for the Civic Year 2022/23.

Councillor P Boyer said she was very grateful to all the Councillors and staff for their guidance and support. She offered her special thanks to Councillor J Farrar who had served alongside her as Deputy Mayor, she felt his advice and assistance had guided her in her first year as Mayor.

Councillor R Powell left the meeting at 7.55pm.

#### **2. TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE FROM THE MAYOR**

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

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

**RESOLVE ITC/05(22)/02** – to receive the Declaration of Acceptance of Office of Mayor from Councillor J Farrar for the Civic Year 2022 /23

**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(22)/03** – to receive the Oath of Office of the Mayor from Councillor J Farrar for the Civic Year 2022 /23

**4. TO ELECT A DEPUTY MAYOR FOR THE 2022/23 CIVIC YEAR**

Nominations for the post of Deputy Mayor for the Civic Year 2022/23 were requested.

Councillor J Gray was proposed and seconded.

Councillor E Hopkinson was proposed and seconded

A vote was taken on the first proposal Councillor J Gray 4 For, 7 Against

A vote was taken on the second proposal Councillor E Hopkinson 7 For, 4 Against

**RESOLVE ITC/05(22)/04** - that Councillor E Hopkinson be elected Deputy Mayor of Irthlingborough for the Civic Year 2022/23

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

No apologies were received.

**6. TO RECEIVE A VOTE OF THANKS TO THE RETIRING MAYOR, COUNCILLOR P BOYER, FOR HER SERVICES IN OFFICE DURING THE YEAR**

The newly elected Mayor, Councillor J Farrar gave a vote of thanks to the retiring Mayor, Councillor P Boyer for the way she had conducted her role as Mayor, saying she had attended many events within the town and had been well received. He expressed his thanks and said it had been great working with her.

**RESOLVE ITC/05(22)/05** – that the vote of thanks to the retiring Mayor, Councillor P Boyer, for her services in office during the Civic Year 2021/2022 is received.

**7. TO ELECT THE LEADER OF THE COUNCIL FOR 2022/23 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*

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

*LEADER AND THEREFORE IT IS NOT ANTICIPATED THAT IT WILL DO SO AT THIS TIME AND THE STATUS QUO WILL REMAIN*

**RESOLVE ITC/05(22)/06** – that the Council does not elect a Leader of the Council for the Civic Year 2022/23

**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
- ii) POLICY AND RESOURCES COMMITTEE
- iii) PROPERTY AND SERVICES COMMITTEE
- iv) EVENTS COMMITTEE
- v) HUMAN RESOURCES COMMITTEE
- vi) GRIEVANCE AND DISCIPLINARY COMMITTEE
- vii) CEMETERY REGULATIONS **WORKING PARTY**
- viii) COMMUNITY BUILDING **WORKING PARTY**

Membership of the Committees and Working Parties to remain the same as 2021/2022, these would need amending as a result of the Mayoral election, membership will be agreed at the June Town Council meeting.

Planning Committee

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

Policy & Resources Committee

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

Property & Services Committee

- Councillor J Bragg
  - Councillor C Cross
  - Councillor E Hopkinson
  - Councillor R Powell
  - Councillor T Walton
- Ex Officio: The Mayor

Events Committee

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

- Councillor J Bragg Ex Officio: The Mayor
- Councillor C Collis-Neale
- Councillor C Cross Non-Council co-opted
- Councillor J Gray Sylvia Gunther
- Councillor E Hopkinson Nicki Joynes
- Councillor C Kearns-Gray Jenny Reece
- Councillor R Powell Cheryl Scarborough

Human Resources Committee

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

Grievance and Disciplinary Committee

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

Cemetery Working Party

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

Community Building Working Party

- Councillor J Bragg
- Councillor S Boyer
- Councillor J Farrar
- Councillor E Hopkinson
- Councillor R Powell

It was proposed that the membership of the committees and working parties would remain in their present format and be considered at the June Town Council meeting.

**RESOLVE ITC/05(22)/07** - that the membership would remain as above until consideration at the June Town Council meeting for the following:

Planning Committee

Policy and Resources Committee

Property and Services Committee

Events Committee

Human Resources Committee

Grievance and Disciplinary Committee

Cemetery Working Party

Community Building Working Party

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

**9. TO AGREE THE DAYS AND TIMES FOR THE TOWN COUNCIL AND COMMITTEE MEETINGS FOR THE 2022/23 CIVIC YEAR**

<b>Irthlingborough Town Council Meetings 2022 - 2023</b>		
<b>Date</b>	<b>Type</b>	<b>Time &amp; Location</b>
<b>10th May 2022</b>	<b>Annual Town Assembly Annual Meeting Council</b>	<b>7.30pm Community Centre Fettledine Road</b>
31st May 2022	Planning	7.00pm Council Offices Station Road
31st May 2022	Property & Services	7.30pm (following Planning) Council Offices Station Road
14th June 2022	Planning	7.00pm Community Centre Fettledine Road
<b>14th June 2022</b>	<b>Council</b>	<b>7.30pm Community Centre Fettledine Road</b>
28th June 2022	Planning	7.00pm Community Centre Fettledine Road
28th June 2022	Events	7.30pm (following Planning) Community Centre Fettledine Road
5 <sup>th</sup> July 2022	Policy & Resources	7.00pm Community Centre Fettledine Road
12th July 2022	Planning	7.00pm Community Centre Fettledine Road
<b>12th July 2022</b>	<b>Council</b>	<b>7.30pm Community Centre Fettledine Road</b>
26th July 2022	Planning	7.00pm Community Centre Fettledine Road
26th July 2022	Property & Services	7.30pm (Following Planning) Community Centre Fettledine Road
30th August 2022	Planning	7.00pm Community Centre Fettledine Road

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

13th September 2022	Planning	7.00pm Community Centre Fettledine Road
<b>13th September 2022</b>	<b>Council</b>	<b>7.30pm</b> <b>Community Centre</b> <b>Fettledine Road</b>
20th September 2022	Property & Services	7.00pm Community Centre Fettledine Road
27th September 2022	Planning	7.00pm Community Centre Fettledine Road
27th September 2022	Policy and Resources	7.30pm (Following Planning) Community Centre Fettledine Road
4 <sup>th</sup> October 2022	Events	7.00pm Community Centre Fettledine Road
11th October 2022	Planning	7.00pm Community Centre Fettledine Road
<b>11th October 2022</b>	<b>Council</b>	<b>7.30pm</b> <b>Community Centre</b> <b>Fettledine Road</b>
25th October 2022	Planning	7.00pm Community Centre Fettledine Road
8th November 2022	Planning	7.00pm Community Centre Fettledine Road
<b>8th November 2022</b>	<b>Council</b>	<b>7.30pm</b> <b>Community Centre</b> <b>Fettledine Road</b>
15th November 2022	Property & Services	7.00pm Community Centre Fettledine Road
22nd November 2022	Planning	7.00pm Community Centre Fettledine Road
22nd November 2022	Policy & Resources	7.30pm (following Planning) Community Centre Fettledine Road
13th December 2022	Planning	7.00pm Community Centre Fettledine Road
<b>13th December 2022</b>	<b>Council</b>	<b>7.30pm</b>

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

		<b>Community Centre Fettledine Road</b>
10th January 2023	Planning	7.00pm Community Centre Fettledine Road
17th January 2023	Policy & Resources	7.00pm Community Centre Fettledine Road
24th January 2023	Planning	7.00pm Community Centre Fettledine Road
24th January 2023	Property & Services	7.30pm (Following Planning) Community Centre Fettledine Road
31 <sup>st</sup> January 2023	Events	7.00pm Community Centre Fettledine Road
14 <sup>th</sup> February 2023	Planning	7.00pm Community Centre Fettledine Road
<b>14th February 2023</b>	<b>Council</b>	<b>7.30pm Community Centre Fettledine Road</b>
28th February 2023	Planning	7.00pm Community Centre Fettledine Road
14th March 2023	Planning	7.00pm Community Centre Fettledine Road
<b>14th March 2023</b>	<b>Council</b>	<b>7.30pm Community Centre Fettledine Road</b>
21st March 2023	Property & Services	7.00pm Community Centre Fettledine Road
28th March 2023	Planning	7.00pm Community Centre Fettledine Road
28th March 2023	Policy & Resources	7.30pm (Following Planning) Community Centre Fettledine Road
11th April 2023	Planning	7.00pm Community Centre Fettledine Road
<b>11th April 2023</b>	<b>Council</b>	<b>7.30pm Community Centre</b>

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

		<b>Fettledine Road</b>
25th April 2023	Planning	7.00pm Community Centre Fettledine Road
25 <sup>th</sup> April 2023	Events	7.30pm Community Centre Fettledine Road
<b>9th May 2023</b>	<b>Annual Town Assembly Annual Meeting Council</b>	<b>7.30pm Community Centre Fettledine Road</b>

Members discussed the possibility of holding some meetings at a different location.

A return to holding the Committee meetings in the Council Offices was considered. Members felt the space at the Council Office was limited, particularly for some of the Committees with larger membership and those at which members of the public regularly attended.

Dividing the Full Town Council meetings between the Community Centre and another location in the town was also discussed.

Prior to COVID restrictions some of the Full Town Council meetings had been held at the Day Centre in College Street.

Councillor J Farrar felt the Council were obliged to hold meetings in different areas of the town, however, he did acknowledge that there was a cost involved to use an alternative location and the cost of hiring the Day Centre had increased since it had re opened.

Councillor C Kearns-Gray informed members she had been approached by residents requesting meetings be held in the central area of town.

Councillor D Maxwell felt that if members of the public wished to attend the meetings they would do so at any location within the town and that the Council should make full use of the Community Centre which they owned.

It was agreed that for the time being all meetings would continue to be held at the Community Centre but, the possibility that some of the Full Town Council meetings being held at a different location would be reviewed at a future date,

**RESOLVE ITC/05(22)/08** - that the proposed dates and times for the Town Council and Committee Meetings for 2022/23 were agreed.

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

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_



- i) DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES

a) TO AGREE THE JOINT ACTION GROUP REPRESENTATIVE FOR THE 2022/23 CIVIC YEAR

**RESOLVE ITC/05(22)/09**- that it is agreed that Councillor J Gray is Irthlingborough Town Councils Joint Action Group Representative for the 2022/23 Civic Year.

b) TO AGREE THE POLICE LIAISON REPRESENTATIVE FOR THE 2022/23 CIVIC YEAR

**RESOLVE ITC/05(22)/10** - that it is agreed that Councillor J Gray is Irthlingborough Town Councils Police Liaison Representative for the 2022/23 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
- i) COMMUNITY BUILDING WORKING PARTY

It was proposed that all the Terms of Reference be accepted on block.

Councillor C Cross brought members attention to a grammatical error on the Full Town Council Terms of Reference 11.0 – To authorise support for an objection to any relevant Bill during passage through Parliament – should read: To authorise support or objection to any relevant Bill during its passage through Parliament.

**RESOLVE ITC/05(22)/11** - that the Terms of Reference are accepted for the: -

Full Town Council (as corrected)

Planning Committee

Policy and Resources Committee

Property and Services Committee

Events Committee

Human Resources Committee

Grievance and Disciplinary Committee

Cemetery Working Party

Community Building Working Party

be agreed for the Civic Year 2022/23.

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

- 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 10xix) except for the following policies, be accepted on block

xvii) FLAG FLYING POLICY

The Clerk brought members attention to changes required to the Flag Flying Policy. Following the death of Prince Philip, the Duke of Edinburgh a change to protocol was recommended. It was suggested that it should read: 10<sup>th</sup> June – Birthday of the Duke of Edinburgh (that the Council follow any updated protocol or act in line with other public buildings as to whether the flag is flown).

The 20<sup>th</sup> November – Her Majesty's Wedding Day will remain the same (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)

xviii) PROTOCOL FOR THE DEATH OF A PUBLIC FIGURE

Councillor E Hopkinson asked that in light of recent changes in their Royal status the council adds - (that the Council follow national guidance) – after Prince Henry (Harry) of Wales, the Duchess of Sussex and The Duke of York.

**RESOLVE ITC/05(22)/12** - 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

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Council's Procedure for Dealing with Press/Media and Social Media  
Council's Unreasonable Complainant Behaviour Policy  
Equality and Diversity Policy  
Training and Development Policy  
Freedom of Information Policy  
Grant Awarding Policy  
Tree Policy  
Flag Flying Policy - as amended  
Protocol for the death of a Public Figure - as amended  
Conditions of use – Irthlingborough Town Council's Recreations Grounds  
be agreed for the Civic Year 2022/23.

**11. 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(22)/13** - that Northants CALC DPO Service is appointed as the Council's Data Protection Officer for the Civic Year 2022/23 at a cost of £10 + VAT 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 12 vii) be accepted on block

Councillor S Boyer advised the meeting that in his role as a business owner he had received notification of some major changes to the Data Protection Policy. He enquired as to who the Clerk received advice on any changes from and if she had been advised of the changes yet.

The Clerk stated the Council received notification of changes from NCALC but, to date, she had not been notified of any changes.

Councillor S Boyer said he would forward the information he had received to the Clerk.

**RESOLVE ITC/05(22)/14** - 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 2022/2023

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

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

Following the Councils **RESOLVE ITC/05(21)/27**, the Council confirms it still remains eligible with all twelve Councillors being elected and the Clerk having the required qualifications.

**RESOLVE ITC/05(22)/15** - 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 8.20 pm.

This was followed by the May Town Council meeting.

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_