

THRAPSTON TOWN COUNCIL

Mayor: Cllr Craig Wheeler

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**If you require a large print copy, please contact the Clerk
on 01832 734673**

19th April 2023

To Members of the Council

You are hereby summoned to attend the meeting of Thrapston Town Council at The Town Council Office, 77 High Street, Thrapston NN14 4JJ on **Tuesday 25th April 2023 at 7.15pm** for the purpose of transacting the following business.

Members of the public are invited to attend and may address the Council by prior arrangement. The Public are excluded from any items marked with an *. The Press are welcome to attend but will be excluded from any items marked with an *.

L Brodier
Linda Brodier
Proper Officer

AGENDA

No.	Item	By whom	Time
1.	To Receive Apologies for Absence		
2.	Declaration of Interest. (Members should disclose any interests in the business to be discussed on this Agenda and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business. Declarations must be made verbally at the appropriate time as well as entered in the Interest Book)		
3.	Public Open Time. (Members of the public are invited to address the Council, give their views, and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting)	Chairman	15 minutes
4.	To approve the Minutes of the Full Town Council meeting dated 21 st March 2023 To approve the Minutes of the Extra Ordinary meeting of the Full Town Council dated 28 th March 2023	Chairman	3 minutes
5.	To receive and note Minutes of Committee & Working Party meetings held in March		
6.	To receive reports (if available) from representatives on external bodies; to discuss and agree any items requiring consideration; to identify any items to be raised at future meetings (i) Joint Action Group (JAG) – Cllr Hawkins (ii) Police Liaison Representative – Cllr Twigger (iii) CHAT Youth Counselling – Cllr Wilcox (iv) Volunteer Action – Cllr Wheeler	Chairman	5 minutes

Please note this is a public meeting and you may be filmed, recorded and/or published.



7.	To receive a report from the Nene Valley Park Project's Management Team; to discuss and agree any items requiring consideration; to identify any items to be raised at a future meeting	Cllrs Wilcox/ McLuckie	5 minutes
	To receive Officer Report together with a resident complaint regarding proposed works to be undertaken in "Washington Woods" and determine a course of action	Chairman	5 minutes
8.	To receive and note a report from the Neighbourhood Plan Steering Group	Cllr Worley	5 minutes
9.	To receive, review and approve the Financial Reports for March 2023	Chairman	5 minutes
10.	To receive and authorise the payments due in April 2023	Chairman	
11.	To review the Council's Standing Orders, Asset Register, Risk Management Scheme and Financial Regulations in readiness for approval at the Council's annual meeting in May	Chairman	5 minutes
12.	To receive Officer Report together with a Grant Application from the Volunteer Action and determine if to award a grant	Chairman	5 minutes
13.	To receive Officer Report together with the Dignity at Work Policy, with a recommendation for its approval and adoption by the Personnel Committee	Chairman	5 minutes
14.	To receive Officer Report relating to a request for traffic calming measures and replacement of logs at Meadow Lane car park and determine how to progress matters	Chairman	5 minutes
15.	To review the current bank signatories for each of the following accounts and agree action of any required changes: <ul style="list-style-type: none"> ▪ Unity Trust Bank ▪ Co-op Deposit Account ▪ Scottish Widows Savings Account 	Chairman	5 minutes
16.	To receive Officer Report and appoint the Council's internal controllers for the 2023/24 financial year	Chairman	5 minutes
17.	To receive Officer Report to review parking arrangements in the town and agree action to be taken	Chairman	5 minutes
18.	To review the Council's accounting system and approve the continued use of the Rialtas Suite software under which a budget of £1,753.00 has been set	Chairman	2 minutes
19.	To review the Council's legal advisers and approve the continued use of VSH Law and Hunt & Coombs as appropriate under which a budget of £2,550.00 has been set	Chairman	2 minutes
20.	To review the Council's electrical works undertaken by Thorn Electrical and determine whether to continue using Thorn Electrical as the Council's preferred contractor for a further year	Chairman	2 minutes
21.	To review and approve the continued use of BACS for payment of monthly salaries	Chairman	2 minutes
22.	To agree that the following payments continue to be paid by direct debit:- <ul style="list-style-type: none"> • North Northamptonshire Council – Business Rates • Total Energies – Gas Supply • Talk Talk – Telephone & Broadband • Smartest Energy – Electricity Supply • Yu Energy – Electricity Supply • ID Mobile – SIM Only Contract • Lloyds Mastercard • Nest – Pension Scheme • Information Commissioners Office – Data Protection Registration • Biffa – Waste Disposal • Personnel Advice & Solutions – Advice 	Chairman	2 minutes



23.	To note the timetable for dealing with the annual return as follows:- <ul style="list-style-type: none">• Internal Checks completed 17th April 2023• Closedown of Financial Year 2022/23 and Preparation of Annual Return 25th April 2023• Approval of Annual Return by Committee 9th May 2023• Internal Audit Inspection 10th May 2023• Approval & Acceptance of Internal Audit Report and Annual Return by Full Town Council 20th June 2023	Chairman	5 minutes
24.	Unitary Councillors' Reports	Chairman	5 minutes
25.	Officer's Report (for noting)	Officer	5 minutes
26.	Chairman's Comments	Chairman	
	Meeting Close		