

CORBY TOWN COUNCIL

Minutes of the first meeting of Corby Town Council held on Tuesday 18th May 2021 in the Council Chamber, Corby Cube.

PRESENT:

Cllr R Armour	Cllr R Beeby	Cllr Leanne Buckingham	Cllr Lyn Buckingham
Cllr T Chikoto	Cllr W Colquhoun	Cllr A Dady	Cllr A Dalziel
Cllr L Ferguson	Cllr S Goddard	Cllr M Keane	Cllr P McEwan
Cllr R Newby	Cllr M Pengelly	Cllr C Reilly	Cllr S Rielly
Cllr M Reuby			

Also present: L Carter (Interim Town Clerk)
1 Member of the Public

1/21 ELECTION OF CHAIRMAN.

Cllr Lawrence Ferguson was nominated as Chairman by Cllr M Keane, seconded by Cllr R Beeby and duly **ELECTED**.

2/21 ELECTION OF DEPUTY CHAIRMAN.

This item was deferred to the next meeting.

3/21 ADOPTION OF THE CODE OF CONDUCT

The Code of Conduct for town and parish councils had been issued by North Northamptonshire Council. Councillors **RESOLVED** to adopt.

4/21 MEMBERS' REGISTER OF INTERESTS

On-line forms had been provided by North Northamptonshire and would be circulated to all Members for completion by 7th June 2021

5/21 ADOPTION OF STANDING ORDERS

NALC Model Standing Orders had been used to prepare the Corby Town Council Standing Orders, which Councillors **RESOLVED** to adopt

6/21 ADOPTION OF FINANCIAL REGULATIONS

NALC Model Financial Regulations had been used to prepare the Corby Town Council Financial Regulations which Councillors **RESOLVED** to adopt
Cllr Colquhoun left the meeting at this point due to the poor acoustics in the chamber

7/21 TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT RELATED TO BUSINESS ON THE AGENDA

No Declarations of Interest were made.

8/21 PUBLIC PARTICIPATION

No questions from the public

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9/21 MATTERS RELATING TO NEW COUNCIL

- a) **Use of titles** – Town Mayor & Deputy Town Mayor
It was **RESOLVED** that the Town Council wished to continue the tradition of Mayor and Deputy Mayor of Corby, and it would now be the Town Mayor who would chair the Council.
- b) **Appointment of Leader & Deputy Leader**
It was **RESOLVED** to appoint Cllr Matt Keane as Leader of the Council, the Deputy Leader would be appointed at the next meeting
- c) **Transfer of Town Crest** – The Interim Town Clerk was asked to contact the College of Arms to determine the cost and process of transferring the Coat of Arms of Corby Borough Council to the Town Council.

10/21 LEASE FOR COUNCIL OFFICE

Councillors **RESOLVED** to delegate signing of the lease for the Town Council office on 4th Floor, Corby Cube to the Chairman and Interim Town Clerk should the need arise between meetings.

11/21 PROPOSED COMMITTEE STRUCTURE AND APPOINTMENTS TO COMMITTEES

Draft terms of reference had been prepared for approval detailing a committee structure which includes:

Finance & Policy Committee – 7 members

Planning Committee - 7 members

Community Committee – 7 members

Staffing Committee – Chairman, Deputy Chairman, Leader, Deputy Leader plus Chair of Finance & Policy Committee

Councillors **RESOLVED** to approve the draft terms of reference as a basis on which to establish the committee structure for the Town Council

12/21 FINANCIAL MATTERS/ACCOUNTS FOR PAYMENT

- a) **Appointment of Responsible Financial Officer**
Councillors **RESOLVED** to confirm the Interim Clerk as Responsible Finance Officer
- b) **To consider additional signatories for the Council's bank account with Unity Bank (3 more required).**

Councillors **RESOLVED** that the three additional signatories would be Cllrs Keane Dalziel and Beeby.

- c) **To confirm the Council's insurance cover with BHIB**

Corby Borough Council had agreed to ensure that 'appropriate insurances were in place for the Town Council from Vesting Day' but this had not happened.

The Interim Town Clerk had been unable to obtain the most recent valuation for the Civic Regalia to enable a comprehensive insurance quote to be provided. A number of company's who provide insurance to the sector had been approached, with a view to providing insurance for the Council's current liabilities, with risks being added when the lease had been agreed and the regalia valuation obtained. Only one

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company had agreed to provide a quotation on the basis, and the Interim Town Clerk recommended that the Council accept this quotation from BHIB in the sum of £914.04 for the current year, with the usual three quotations being obtained prior to the renewal date.

Councillor Goddard requested a Recorded Vote.

Cllr R Armour	FOR	Cllr S Goddard	AGAINST
Cllr R Beeby	FOR	Cllr M Keane	FOR
Cllr L Buckingham	AGAINST	Cllr P McEwan	FOR
Cllr Lyn Buckingham	FOR	Cllr R Newby	FOR
Cllr T Chikoto	AGAINST	Cllr M Pengelly	FOR
Cllr A Dady	AGAINST	Cllr C Reilly	FOR
Cllr A Dalziel	FOR	Cllr S Rielly	AGAINST
Cllr L Ferguson	(Did not Vote)	Cllr M Reuby	FOR

Council **RESOLVED** to accept the quotation from BHIB in the sum of £914.04 for the current year.

d) **To authorise the development of a Risk Register**

Councillors **RESOLVED** to authorise the preparation of a Risk Register

e) **To consider and decide upon membership of the Northamptonshire County Association of Local Councils (NCALC).**

Councillors **RESOLVED** to approve membership of NCALC at a cost of £6,657.22

13/21 GDPR

Councillors **RESOLVED** to appoint NCALC as the Council's Data Protection Officer and adopt their recommended GDPR policies and procedures.

14/21 ADMINISTRATION

a) **To consider options for provision of e-mail addresses for Councillors.**

The Interim Clerk had obtained a detailed quotation for the provision of e-mail addresses and IT, but asked for Councillors to participate in an online presentation to inform a future decision.

Councillors **RESOLVED** that Cllrs Leanne Buckingham and Goddard would be involved in the presentation.

b) **To consider and agree options for office equipment**

(this decision is related to the previous item and will be dealt with as one)

c) **To agree a timetable for future meetings of the Council and possible alternative venues.**

The Council Chamber had been secured for the second Monday of the month for the next twelve months, but there was no availability for committee meetings. The possibility of having these meetings closer to the community was discussed.

Councillors **RESOLVED** to approve the use of the Council Chamber for meetings of the Council for the next twelve months

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15/21 STAFFING MATTERS

- a) **To consider applying to be an Employing Authority with the LGPS for staff pensions.**
Councillors **RESOLVED** that Corby Town Council should apply to the LGPS to be an Employing Authority
- b) **To confirm the use of NJC terms and condition in relation to the Clerks Contract of Employment**
Councillors **RESOLVED** that NJC terms and conditions would apply to the Clerk's Contract of Employment.
- c) **To consider the process for the recruitment of a Town Clerk**
Councillors **RESOLVED** to delegate this process to the members of the Staffing Committee

Signed.....*L Ferguson*.....
(Town Mayor)

Date.....12th July 2021