



**DUSTON PARISH COUNCIL**

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Duston Parish Council  
Duston Community Centre  
Pendle Road  
Duston  
Northampton  
NN5 6DT

## **Engagement and Wellbeing Committee**

CLlr Maitland (Chair), CLlr Stonehouse (Vice-Chair), CLlr Golby, CLlr Roper, CLlr Ennis-Clark

16<sup>th</sup> February 2022

Dear Councillor,

You are hereby summoned to attend a meeting of the Engagement and Wellbeing Committee to be held at Duston Community Centre on Wednesday 23<sup>rd</sup> February 2022 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens  
Parish Clerk, Duston Parish Council

### **AGENDA**

**EWC036/22. To receive apologies for absence**

**EWC037/22. To receive and approve the minutes of the meeting held on Wednesday 12<sup>th</sup> January 2022 (APPENDIX A)**

**EWC038/22.** To receive declarations of interest under the Council's Code of Conduct related to business on the agenda (*Members should disclose any interests in the business to be discussed 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*).

**EWC039/22.** Public Participation Session (*Persons wishing to address the committee on an agenda item may register their intention to do so by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes*).

**EWC040/22.** Discuss options for Youth Provision as provided by Duston Parish Council

**EWC041/22.** Discuss Annual Parish Meeting 2022

*Note: The parish meeting of a parish must assemble annually on some day between 1st March and 1st June, both inclusive, in every year. The proceedings at a parish meeting shall not commence earlier than 6 o'clock in the evening and may not be held in premises which are used for the supply of alcohol unless no other room is available free or at a reasonable cost.*

**EWC042/22.** Draft Scheme of Delegation

- Committee to consider the proposed new draft scheme of delegation (APPENDIX B)

**EWC043/22.** Limehurst Craft Fayre

- To consider further a craft fayre in Limehurst Square & St Francis Church (referred back by Council).

**EWC044/22.** Platinum Jubilee Celebrations

- To discuss options to celebrate the jubilee.

**EWC045/21.** Date of Next Meeting

- To agree the next meeting date.



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**Engagement and Wellbeing Committee**  
**MINUTES 12th January 2022 7pm**

**CHAIR:** Councillor S Maitland

**PRESENT:** Cllrs Roper, Golby, Ennis-Clark, Stonehouse

**IN ATTENDANCE:**

Gary Youens – Parish Clerk

**EWC029/22. To receive apologies for absence**

- None

**EWC030/22. To receive and approve the minutes of the meeting held on Wednesday 27<sup>th</sup> October 2021 (APPENDIX A)**

- **RESOLVED:** The minutes of the meeting held on Wednesday 27<sup>th</sup> October 2021 were approved as a true record and signed by the Chair.

**EWC031/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.**

- There were no declarations of interest.

**EW032/22. Public Participation Session**

- There were no speakers from the public.

**EWC033/22. Discuss future events at St Francis Church / Limehurst Square Area**

- There was a discussion about the need for a craft fair in Limehurst Square and how this could link up with St Francis Church. Cllr Maitland said there would be three main objectives for such an event which were 1) Promote the Limehurst Square area 2) Give an opportunity to for local crafters to showcase their work and 3) To have an event that covers its costs.
- The Clerk advised that to have street stalls along Cotswold Avenue would likely mean road closures but would check with West Northants Council. Such an event would need to have adequate insurance cover.
- **RESOLVED:** Cllr Maitland would write an outline proposal for the next Council meeting about having street stalls in Limehurst Square in late summer or early autumn.

**EWC034/22. Discuss celebrations for the Queen Platinum Jubilee**

- The Clerk advised that planting a tree for the Jubilee and the Beacon Scheme would be discussed at the next Council meeting. A decision is needed fairly soon to give adequate time to prepare.
- Possible events were discussed and this would be brought up at the Council meeting.

**EWC035/22. Date of Next Meeting**

- The next meeting would be on Wednesday 23<sup>rd</sup> February 2022

The meeting closed at 8:09pm



## Scheme of Delegation

Under the Local Government Act 1972 s 101 (a) the Parish Council has the power to arrange for the discharge of its functions by a committee, sub-committee or officer of the authority.

The Parish Council does not have the power to delegate a decision to an individual Councillor.

However, certain functions cannot be delegated and are therefore reserved to the full Council, although an appropriate committee may make recommendations thereon for the Council's consideration.

### Matters Reserved for Full Council

*Membership:* All 12 Councillors

*Quorum:* 4 Councillors

The following are reserved matters for the Council (not exhaustive).

#### GOVERNANCE

Appointment of the Chair and Vice-Chair of Duston Parish Council.

Approve or amend Standing Orders (including scheme of delegation), Financial Regulations, Member Code of Conduct and other written policies.

Filling of Council vacancies through co-option if a by-election has not been called.

Approve membership of Standing Committees and Sub-Committees. Filling of vacancies occurring on any Committee or Sub-Committee of the Council during the municipal year.

Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence.

Appointing representatives to outside bodies.

Making, amending, revoking, re-enacting or adopting by-laws.

Appointment of the Clerk and RFO.

Full Council retains the right to determine (and to reserve to itself) any issue which is within its powers and duties as a parish council, including those which are (within these terms of reference and from time to time) delegated to its committees and officers, by simple resolution.

Any other matters not delegated to a standing committee or referred to Full Council by standing committees

Approving and amending the Council's Strategic Plan and Priorities

Matters of principle or policy. This could arise by:

- a. on matters of major importance which have not previously been before the Council; or
- b. matters which have arisen in other Committees or Sub-committees but which cannot be resolved by them in the absence of settled Council policy; or
- c. in cases of doubt where a major policy is involved, the Chairman of the Council or the Chairman of any other Committee or Sub-committee, or in their absence the appropriate Vice-Chairman may, before a decision is taken by the committee or sub-committee, state that a matter is referred to Council.

Cessation of any Council service.

Annual Council Meetings Cycle.

Annually approve the Corporate Risk Register

## FINANCE

Approval of annual council budget and precept including fees and charges.

Authorising borrowing & capital projects.

Agreeing the Parish Council's Statement of Accounts and Annual Governance Statement.

Appointment of the Internal Auditor.

Receiving both the Internal and External Auditor Reports.

Appointment of Internal Controls Councillor and receiving their reports.

Approval of Payments and Bank Reconciliations.

Banking Arrangements.

## ASSETS

Approve on annual basis the Asset Register.

Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).

The usage of Vehicle Activated Signs

## STAFFING

To approve the staffing structure & salary bands.

To approve staff terms and conditions of employment and any alterations.

## OTHERS

Approval of Grants

Authorising the proposed alterations to the Neighbourhood Plan.

## Standing Committees

### Planning Committee

*Membership:* A maximum of 6 councillors. Councillors are elected and removed by Council.

*Quorum:* No less than 3 councillors.

*Chair & Vice-Chair:* To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

*Voting:* Decisions taken by a majority vote. In the case of an equal vote the Chair shall have a second or casting vote.

*Meetings:* Monthly

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

*Delegated the following responsibilities:*

1. To make observations / comments to West Northamptonshire Council on the following Planning issues

- a) Planning applications in Duston and on the fringe of the Parish.
- b) Planning policies and detailed local plans appropriate to the civil parish of Duston.
- c) On planning appeals and matters relating thereto.
- d) Street Naming.
- e) Tree Preservation Orders (TPOs)

- f) Listed building consents
  - g) Duston Conservation Area
2. To review and monitor Local Planning Documents (e.g. Duston Neighbourhood Plan & West Northamptonshire Strategic Plan) and make any observations / comments as appropriate.
  3. Make recommendations to Council regarding any changes to the Duston Neighbourhood Plan.
  4. To make observations / comments on the following West Northamptonshire Council Highways issues
    - a) The creation, diversion and closure of public rights of way (including Bridleways).
    - b) Traffic Regulation Orders (TROs).
    - c) Traffic management matters.
  5. To make observations/comments on all matters in relation to public transport.
  6. The power to establish working parties within its terms of reference. Must seek permission of Council to set up a Sub-Committee.
  7. Any issue referred to it by Council.

### **Community Services Committee**

*Membership:* A maximum of 6 councillors. Councillors are elected and removed by Council.

*Quorum:* No less than 3 councillors.

*Chair & Vice-Chair:* To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

*Voting:* Decisions taken by a majority vote. In the case of an equal vote the Chair shall have a second or casting vote.

*Meetings:* Bi-Monthly ?

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

*Delegated the following responsibilities:*

1. The Community Services Committee will review, monitor and make recommendations to Council on the following:
  - a) DPC community engagement, public consultations and communications
  - b) DPC community events programme.
  - c) Supporting local community projects not directly run and overseen by DPC.
  - d) Delivering improved health, social and other wellbeing outcomes for the residents of Duston which includes working in partnership with other organisations.



- e) Civic issues that directly relate to Duston Parish Council.
  - f) Developing and promoting economic wellbeing of Duston (e.g. helping and supporting local businesses, shops and employment where possible).
  - g) The three community defibrillators (Chiltern Avenue, Weggs Farm Road, Harlestone Road)
  - h) Promoting Duston based services and local voluntary / community sector.
2. To directly liaise with the local stakeholders regarding the development of community services and amenities.
  3. Oversee the Annual Parish Meeting
  4. The power to establish working parties within its terms of reference. Must seek permission of Council to set up a Sub-Committee.
  5. Any issue referred to it by Council.

### **Environment Committee**

*Membership:* A maximum of 6 councillors. Councillors are elected and removed by Council.

*Quorum:* No less than 3 councillors.

*Chair & Vice-Chair:* To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

*Voting:* Decisions taken by a majority vote. In the case of an equal vote the Chair shall have a second or casting vote.

*Meetings:* Bi-Monthly ?

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

*Delegated the following responsibilities:*

1. The Environmental Committee will review, monitor and make recommendations to Council on the following:
  - a) The management and maintenance of DPC owned trees, green spaces, playgrounds, streetlights and parks.
  - b) Matters relating to non-DPC owned trees, green spaces, playgrounds, streetlights and parks within the Parish including allotments, St Lukes Churchyard and Duston cemetery.
  - c) Street furniture such as seating, litter bins, noticeboards, clocks & bus shelters. This includes the purchase of additional or replacement street furniture.
  - d) Maintenance and upkeep of the War Memorial.
  - e) Maintenance and upkeep of Timken Artwork.
  - f) Reducing litter and fly-tipping in Duston

- g) Actions and initiatives to help reduce crime, disorder and anti-social behaviour.
  - h) How DPC and the wider Parish can help play its part in confronting climate change. Also advising Council and other Committees on Climate Change issues.
  - i) Improving and maintaining biodiversity in Duston.
2. Liaising directly with other local stakeholders in respect of reducing crime, anti-social behaviour, littering, flytipping and climate change.
  3. The power to establish working parties within its terms of reference. Must seek permission of Council to set up a Sub-Committee.
  4. Any issue referred to it by Council.

### **Resources & General Purposes Committee**

*Membership:* A maximum of 6 councillors one of which must be the Chair of Duston Parish Council. Councillors are elected and removed by Council.

*Quorum:* No less than 3 councillors.

*Chair & Vice-Chair:* To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

*Voting:* Decisions taken by a majority vote. In the case of an equal vote the Chair shall have a second or casting vote.

*Meetings:* Quarterly

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

*Delegated the following responsibilities:*

1. The Committee will review, monitor and make recommendations to Council on the following:

CORPORATE.

- a) The general administration of Duston Parish Council.
- b) Officer and Member training and development.
- c) Contracts and Tendering. In the case of
  - Environment contracts (e.g. grass cutting and horticultural works). Consult with the Environment Committee prior to making any recommendations to Council.
  - Community Services contracts (e.g. Youth provision & Duston Sports Centre). Consult with the Community Services Committee prior to making any recommendations to Council.
- d) Potential delegation of services to the Parish Council from West Northamptonshire Council.

- e) Disposal or acquisition of any property and land

#### BUILDING FACILITIES.

- f) The operational running and maintenance of all built properties owned or leased by Duston Parish Council (e.g Duston Community Centre, St Luke's Centre, Duston Sports Centre).
- g) Fees, terms & conditions of hire at St Luke's Centre & Duston Community Centre.

#### STAFFING.

- h) The staffing structure including salary remuneration (pay banding).
- i) Matters relating to employees of the Council in their conditions of service, health, welfare and safety and the conditions under which they work.
- j) Proposing and amending HR policies.

#### FINANCE.

- k) Regularly review Financial Regulations and their implementation.
- l) Maintaining adequate general reserves, in line with audit regulations, and allocation of earmarked reserves for specific purposes.

3.To monitor the council's income and expenditure against the agreed budget

4.To prepare the council's annual budget and make a recommendation to the council of the precept required for the next financial year.

5. In year monitoring of the Corporate Risk Register with Clerk/RFO.

6. In year reviewing of internal & external audit reports and oversee the implementation of their recommendations

7.To ensure the Council is adequately insured (e.g. buildings & other property).

8.The preparation of leases and rents and to review and set them as necessary (only applicable to St Lukes Centre & Duston Community Centre).

9.To consider any appeal against a decision in respect of pay.

10. The power to establish working parties within its terms of reference. Must seek permission of Council to set up a Sub-Committee.

11. Any issue referred to it by Council.

Clerk Appraisal Panel – to be carried out by the Chair and another councillor nominated by the Clerk. Meets annually.

## **Other Committees**

### **Disciplinary & Grievance Panel**

To deal with matters arising from the Council's disciplinary and grievance procedures. It will consist of 3 members and they decide amongst themselves by voting who will be Chair. This is a sub-committee of Council.

### **Appeals Panel**

To deal with Appeals that arising arising from the Council's disciplinary and grievance procedures. It will consist of 3 members and they decide amongst themselves by voting who will be Chair. This is a sub-committee of Council. The members involved cannot be involved in the original hearings or investigation.

## **Working Parties**

A Working Party must follow the course for which it was convened and there is to be no transfer of delegated powers from the Committee from which it was formed otherwise the Council acts unlawfully.

The Working Party shall not issue instructions to any officer if, in the opinion of the officer, it is likely to incur expenses or use excessive time without prior authority of the Council or Committee.

Membership of the Working Party is to be decided at creation of the group when the need is identified for such an action.

Membership need not be confined to Members of the Council, nor to the parent committee, members may be drawn from volunteers or specialist areas.

The Working Party shall advise and make recommendations to the Council or Committee from which it was formed.

The Working Party may meet without the need to give public notice.

## Delegation to Parish Clerk / RFO

### LEGAL

The Parish Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.

As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act 1972.

The Proper Officer shall be responsible for signing all the Council's Official Notices and for sealing Council documents as set out in the Standing Orders

To receive declarations of acceptance of office

To retain a copy of every Councillors Register of Interests

To deal with dispensation requests from Members of the Council

Power to take appropriate steps to ensure the Council does not exceed its powers.

### RESPONSIBLE FINANCE OFFICER

Carry out "Section 151" functions

Responsible for all financial records of the Council

The careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law

Ensure the approved precept is issued to West Northamptonshire Council.

Power to release any financial related report or document to the Council or it's committees in discharge of the RFO responsibilities

### MANAGEMENT

The Clerk may authorise another officer or officers of the Council to exercise the powers of the Clerk in his/her absence, without removing the overall responsibility of the Clerk for any such decisions.

The power to delegate any delegated powers and other powers to any member of staff as appropriate.

Manage all employees of the Council and have the authority to take disciplinary action under agreed procedures.

Arrange and call meetings of the Council, its Committees and sub-Committees in consultation with the relevant Chair & Vice-Chair;

Oversee all Council, Committee or sub-Committee resolutions

Deal with day to day matters in relation to all the Council's functions, assets and leases, in accordance with policies and decisions of the Council or relevant Committee.

Authorise operational spending within agreed budgets approved by Council (as per Financial Regulations).

To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.

Make adequate and effective arrangements to pay salaries and wages to all employees of the Council.

Maintain adequate and effective personnel records.

Negotiating the terms of any lease, licence conveyance or transfer of land or property.

The granting or refusal of the Council's consent under the terms of any lease.

Take, discontinue and/or appear in any legal action authorised by the Council.

Parish Clerk will exercise these powers in accordance with:

Approved budgets

The Council's Standing Orders and Financial Regulations

The Council's adopted policy framework and procedures

All statutory common law and contractual requirements.

The Parish Clerk may:

Take urgent decisions on behalf of the Council in consultation with the Chair of the Council (or Vice-Chairman in their absence) as per Standing Orders & Financial Regulations.