



**DUSTON PARISH COUNCIL**

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

## **FULL COUNCIL**

28<sup>th</sup> October 2022

Dear Councillor,

You are hereby summoned to attend the Ordinary meeting of Duston Parish Council to be held at Duston Community Centre on Thursday 3<sup>rd</sup> of November 2022 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens  
Parish Clerk, Duston Parish Council

## **AGENDA**

### **090/22. Election of Chair of Duston Parish Council**

- To elect a Chair of the Council for the remaining municipal year 2022/23

### **091/22. Declaration of Acceptance of Office**

- To receive the Declaration of Acceptance of Office from the Chair

Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at [www.duston-pc.gov.uk](http://www.duston-pc.gov.uk)

**092/22. Election of Vice Chair of Duston Parish Council (If Applicable)**

- To elect a Vice Chair of the Council for the remaining municipal year 2022/23

**093/22. To receive apologies for absence**

**094/22. To receive and approve the minutes of the meeting held on 6<sup>th</sup> October 2022 (APPENDIX A).**

**095/22. 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*).

**096/22. Public Participation Session** (*Persons wishing to address Council may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes*).

**097/22. Clerks Report**

- To receive a verbal report from the Clerk – *information only*

**098/22. Bank Reconciliations**

- To approve bank reconciliations for September 2022 (APPENDIX B)

**099/22. Payment of Invoices**

- To note invoice payments for September 2022 (APPENDIX C)

**100/22. Updates from Committees**

- a) To receive a report in the form of draft minutes from the Community Services Committee (APPENDIX D).
- b) To receive a report in the form of draft minutes from the Environment Committee (APPENDIX E).
- c) To receive a report in the form of draft minutes from the Resources and General Purposes Committee (APPENDIX F)

**101/22. Recommendation from the Community Services Committee**

- To decline the grant application submitted by Favell Day Services (APPENDIX G)

**102/22. Recommendations from the Environment Committee**

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- a) Duston Parish Council conducts a public consultation into the installation of a gate between Mendip Park and Sam Harrison Way Public Open Space as per the four year plan.
- b) Duston Parish Council conducts a public consultation into placement of a sheltered seating area at Hardlands Road Public Open Space.
- c) Councils asks the Clerk to investigate whether Planning Permission is required for a sheltered seating area on Hardlands Road Open Space

**103/22. St Luke's Centre and Field**

- To discuss and agree to ask West Northamptonshire Council transfer the freehold of St Luke's Centre and St Luke's Fields to Duston Parish Council.

**104/22. Signage at St Luke's Centre**

- a) To discuss and agree the submission of a planning application for "Duston Parish Council" sign on the bank at St Luke's Centre (APPENDIX H)
- b) To be paid out of General Reserves

**105/22. Community Infrastructure Levy (CIL)**

- a) To receive the CIL Briefing Note (APPENDIX I)
- b) To ask the Planning Committee to bring forward proposals based on the Four Year Plan

**106/22. Planning Application WNS/2022/1954/MAR (Northampton West SUE)**

- To discuss and agree a response to the reserved matters application (APPENDIX J)

**The Dates of the next three Council meeting are as follows:**

- *The 3<sup>rd</sup> of November 2022*
- *The 1<sup>st</sup> of December 2022*
- *The 5<sup>th</sup> of January 2023*





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**FULL COUNCIL**  
**MINUTES 6<sup>th</sup> OCTOBER**

**CHAIRMAN:** Councillor Bottwood

**PRESENT:** Councillors: Ennis-Clark, Hinch, Ingram, Liddon, Maitland, Mumford and Roper

**IN ATTENDANCE:**

Gary Younes – Parish Clerk  
 Ryan Ikavnieks – Assistant Clerk

**77/22. To receive apologies for absence**

- Apologies were received from Cllrs Barnes, Golby and Stonehouse

**78/22. To receive and approve the minutes of the meeting held on 1<sup>st</sup> September 2022 (APPENDIX A).**

- **RESOLVED:** The minutes of the meeting held on the 1<sup>st</sup> September 2022 were approved as a true record and signed by the Chair.

**79/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda**

- There were no declarations of interest.

**80/22. Public Participation Session**

- Seven Members of the public were present at the council meeting, three spoke raising their concerns with the placement of a gate at the end of Sussex Close and the effect it would have upon their cul-de-sac.

#### **81/22. Northamptonshire Police Presentation**

- PC Trasler-Brown gave a verbal presentation on the current police affairs in Duston with the primary topic being county lines and cuckooing. PC Trasler-Brown also noted that two more officers will be allocated to the Duston area. This was followed by questions from councillors and the public in attendance.
- **RESOLVED:** To note the verbal presentation given by the local police officer.

#### **82/22. Clerks Report**

- **RESOLVED:** That the verbal report from the Clerk was noted.

#### **84/22. Bank Reconciliations**

- **RESOLVED:** That the bank reconciliations for August 2022 were approved (APPENDIX B)

#### **85/22. Payment of Invoices**

- **RESOLVED:** That the invoice payments for August 2022 were noted (APPENDIX C)

#### **86/22. Dog Waste Bin**

- **RESOLVED:** To defer this item forward to the next ordinary Full Council.

#### **87/22. Update from the Councils local police representative**

- **RESOLVED:** That the verbal report from the councils local police representative (Cllr Liddon) was noted.

#### **88/22. Commemorative Tree for the Boys Brigade**

- **RESOLVED:** To support the Boys Brigade in planting commemorative tree for the organisations centenary anniversary on St. Luke's Field.

#### **89/22. Warm Rooms Initiative**

- **RESOLVED:** To ask the clerk to investigate initiatives being done by West Northamptonshire Council and take appropriate action.

*The meeting was closed at 9:00*

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
16/09/2022	82560		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1st REACTION Alarm Response
24/09/2022	82579		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1st REACTION Alarm Response
30/09/2022	82762		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1st Response Alarm response
30/09/2022	82818		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1st Response alarm response
30/09/2022	82825		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1st Reaction alarm response
30/09/2022	INV38805		ABBOTT SIGNS	ABBO01	711.90	142.38	854.28	4225	101	711.90	Abbott logo decals for signs
30/09/2022	E2016032523		ALLSTAR	ALL001	54.18	10.83	65.01	4145	212	54.18	Allstar - fuel
06/09/2022	10990847		ANGLIAN WATER	ANGL01	960.67	0.00	960.67	4207	101	960.67	Wave DCC 6.6.22-5.9.22
30/09/2022	AVVA SEPT22		AVVA	AVVA001	374.05	0.00	374.05	4000	101	213.74	AVVA SEPT22/AVVA
30/09/2022	CHGS SEPT 22		BARCLAYS	B0001	26.03	0.00	26.03	4125	201	160.31	AVVA SEPT22/AVVA
22/09/2022	9793		BARNETT LAND	BARN01	140.00	28.00	168.00	4226	214	26.03	CHGS SEPT 22/Barclays
13/09/2022	BCARDSEP22		BARCLAYCARD	BCARD	625.64	59.75	685.39	4227	101	140.00	BARNETT Landscape Maintenance
										139.15	Beard misc maintenance
										55.78	Beard misc Repairs
										286.00	Beard misc Garden Machines
										48.25	Beard misc cleaning
										26.53	Beard misc Stationery
										28.89	Beard misc Events
										41.04	BCard One Drive
01/09/2022	INV-8697		BDP PUBLICATIONS	BDP001	460.00	0.00	460.00	4110	204	460.00	B&D In & Around Duston
05/09/2022	966829906		BRITISH GAS	BRIT01	2,006.77	401.35	2,408.12	4206	101	2,006.77	B Gas elect DCC 1.8.22-31.8.22
14/09/2022	V11442186SEP		CATHEDRAL	CATH01	519.99	104.00	623.99	4226	101	519.99	Cathedral Hygiene services
30/09/2022	7908		COMPLETE GROUND MAN.	CGM001	1,460.00	292.00	1,752.00	4226	211	1,460.00	CGM Ground Maintenance
19/09/2022	4940		DA HEATING LTD	DA001	240.00	48.00	288.00	4225	102	240.00	DA Heating Boiler Repair
21/09/2022	S102893		DATS PRINT SERVICES	DATS001	69.00	13.80	82.80	4128	215	69.00	DATS PRINT Queen Banner
01/09/2022	220900105363		DBFB	DBFB	54.08	10.82	64.90	4231	102	54.08	DBFB - St L CCTV
01/09/2022	220900105891		DBFB	DBFB	335.90	67.18	403.08	4120	101	335.90	DBFB telephone and broadband
14/06/2022	6524565		ESPO	ESPO01	238.95	47.79	286.74	4151	101	229.75	ESPO towels/stationery

APPENDIX B





PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/c	Centre	Amount	Analysis Description
20/09/2022	6667997		ESPO	ESPO01	28.80	5.76	34.56	4115	201	9.20	ESPO towels/stationery
20/09/2022	6667998		ESPO	ESPO01	281.49	56.30	337.79	4151	101	281.49	ESPO cleaning etc
15/09/2022	6671704		ESPO	ESPO01	718.50	143.70	862.20	4220	101	718.50	ESPO - floor buffer
20/09/2022	15414		FABTRONIC	FABT01	75.00	15.00	90.00	4226	101	75.00	Fabtron service sound system
29/09/2022	2206102		GRANTHAMTIM	GRA0002	162.00	0.00	162.00	4128	215	162.00	T. Grantham Banner install
30/09/2022	6397		NATALIE GREEN & CO.	GREEN001	1,840.00	368.00	2,208.00	4050	201	1,840.00	N Green accounts, payroll
29/09/2022	INV-5209		K & J HIRD	HH001	60.00	12.00	72.00	4150	101	30.00	Hird cleaning windows
									102	30.00	Hird cleaning windows
30/09/2022	HMRC SMP		HMRC	HMRC01	-903.06	0.00	-903.06	4000	101	-876.75	HMRC SMP/HMRC PAYE & NI
									101	-26.31	HMRC SMP/HMRC PAYE & NI
30/09/2022	HMRCSEPT22		HMRC	HMRC01	4,503.05	0.00	4,503.05	4000	201	470.23	HMRCSEPT22/HMRC PAYE & NI
									101	1,347.01	HMRCSEPT22/HMRC PAYE & NI
									102	962.13	HMRCSEPT22/HMRC PAYE & NI
									211	61.00	HMRCSEPT22/HMRC PAYE & NI
									201	299.25	HMRCSEPT22/HMRC PAYE & NI
									101	789.12	HMRCSEPT22/HMRC PAYE & NI
									102	561.48	HMRCSEPT22/HMRC PAYE & NI
									211	12.83	HMRCSEPT22/HMRC PAYE & NI
30/09/2022	LGSS SEPT 22		NCC - PENSION	LPSS	2,908.29	0.00	2,908.29	4000	201	140.22	LGSS SEPT 22 Pension
									101	185.63	LGSS SEPT 22 Pension
									102	275.24	LGSS SEPT 22 Pension
									201	350.27	LGSS SEPT 22 Pension
									101	1,115.68	LGSS SEPT 22 Pension
									102	841.25	LGSS SEPT 22 Pension
29/09/2022	INV-MAC27696		MAC SYSTEMS	MACS01	290.00	58.00	348.00	4225	102	290.00	MAC Door repair St L
19/09/2022	7106		MSE ELECTRICAL	MSE001	74.38	14.88	89.26	4225	102	74.38	MSE Boiler Panel Repair
20/09/2022	25543330		NISBETS PLC	NIS01	276.70	55.34	332.04	4151	101	276.70	Nisbets cleaning etc
09/09/2022	26470		PRO-SERVICING LTD	PRO001	453.00	90.60	543.60	4226	102	453.00	Pro Service Mov. Wall Service



PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/09/2022	SALARIES SEPT22		SALARIES	SALARIES01	14,519.62	0.00	14,519.62	4000	201	2,954.58	Salaries Sept 22
								4000	101	6,119.70	Salaries Sept 22
								4000	102	4,358.11	Salaries Sept 22
								4000	211	1,087.23	Salaries Sept 22
07/09/2022	QL200166-4		SLCC	SLCC01	50.00	0.00	50.00	4019	201	50.00	SLCC GY CLICA
30/09/2022	0001753789		SRCL LTD	SRCL	75.79	15.16	90.95	4155	101	39.21	SRCL Waste
								4155	102	36.58	SRCL Waste
13/09/2022	9042		SSSLTD	SSSS01	110.00	22.00	132.00	4225	101	110.00	SSS DCC Camera Repairs
01/09/2022	TV SEPT		TV LICENSING	TV001	13.25	0.00	13.25	4062	101	13.25	TV SEPT/TV Licensing
26/09/2022	0000006497		URBASER LTD	URB001	5.83	1.17	7.00	4155	211	5.83	Urbaser Waste Disposal
29/09/2022	RCO1194524		VEOLIA	V0002	42.15	8.43	50.58	4155	102	42.15	Veolia St L waste
30/09/2022	RCO1195477	AS	VEOLIA	V0002	498.02	99.60	597.62	4155	101	337.69	Veolia Waste removal
								4155	102	160.33	Veolia Waste removal
22/09/2022	B4-565903211		VODAFONE	VODA01	109.61	15.92	125.53	4121	101	54.81	Vodafone mobiles
								4121	102	54.80	Vodafone mobiles
28/09/2022	0000000728		WICKSTEED	WICKSTEED01	-71.39	-14.28	-85.67	4225	211	-71.39	Wickst credit re repairs
27/09/2022	0000819334		WICKSTEED	WICKSTEED01	167.64	33.53	201.17	4227	211	167.64	Wickstd Play Equip Repair St.L
27/09/2022	0000819335		WICKSTEED	WICKSTEED01	583.13	116.63	699.76	4227	211	583.13	Wickstd Play Equip Grant Way.
27/09/2022	0000819336		WICKSTEED	WICKSTEED01	366.20	73.24	439.44	4227	211	366.20	Wicksteed Play Equip Repair
30/09/2022	225891469		WORLDPAY	WORLD001	13.84	2.06	15.90	4137	201	13.84	Worldpay credit card charges
06/09/2022	VOI0028375		ZENOFFICE	Z002	250.47	50.08	300.55	4107	201	250.47	Zen Photocopier charges
<b>TOTAL INVOICES</b>					<b>35,941.97</b>	<b>2,501.52</b>	<b>38,443.49</b>				<b>35,941.97</b>



Bank Reconciliation Statement as at 30/09/2022  
for Cashbook 1 - Current A/c 03573680

Bank Statement  
Cashbook 1 - Current

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Statement</u>	<u>Balances</u>
Barclays Community A/c 3680	30/09/2022	9	30/09	89,172.18
				89,172.18
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>	
			0.00	
				0.00
				89,172.18
<u>Receipts not Banked/Cleared (Plus)</u>			0.00	
				0.00
				89,172.18
			<b>Balance per Cash Book is :-</b>	<b>89,172.18</b>
			<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 30/09/2022  
for Cashbook 2 - Business Saver A/c 63253058**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver A/c 3058	30/09/2022	9	684,131.04
			<u>684,131.04</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			684,131.04
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			684,131.04
			<b>Balance per Cash Book is :-</b>
			<b>684,131.04</b>
			<b>Difference is :-</b>
			<b>0.00</b>









Sep-22	Float	
	Per count	
	20	120.00
	10	10.00
	5	15.00
	2	12.00
	1	0.00
	0.5	0.00
	0.2	1.00
	0.1	0.20
	0.05	0.45
	0.02	0.00
	0.01	0.12
		<u>158.77</u> IN TIN
In safe		0.00
		<u>158.77</u> Agreed

Reconciliation to RBS

Sep-22

In tin b'wd	72.79	
Cash received (trf from bankings sheets)		
Trf in from cash takings	152.50	
Trf to Facilities float	0.00	
Trf in from facilities		
	<u>225.29</u>	
Cash paid out in month	<u>66.52</u>	
= Cash in tin	158.77	0.00
Balance per RBS	<u>158.77</u>	

Petty cash expenses paid

Ref	Description	£
	George eye test	35.00
	Llewyn Matalan baby changer	12.00
	Alison - Jones	19.52
		<u>66.52</u>



**Bank Reconciliation Statement as at 30/09/2022  
for Cashbook 8 - Facilities float**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	30/09/2022	9	51.26
			<hr/> 51.26
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			51.26
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			51.26
		<b>Balance per Cash Book is :-</b>	<b>51.26</b>
		<b>Difference is :-</b>	<b>0.00</b>











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**Community Services Committee**  
**MINUTES 12<sup>th</sup> OCTOBER 2022 7:30PM**

**CHAIR:** Councillor S Maitland

**PRESENT:** Cllrs Roper, Ennis-Clark, Liddon

**IN ATTENDANCE:**

Gary Youens – Parish Clerk

Ryan Ikavnieks – Assistant Clerk

Alison Grantham – Business & Community Development Manager

Cllr Enright-King

Cllr Bottwood

**CSC028/22. To receive apologies for absence**

- Apologies were received from Cllrs Stonehouse and Golby.

**CSC029/22. To receive and approve the minutes of the Community Services Committee on Tuesday 19<sup>th</sup> July 2022 (APPENDIX A)**

- **RESOLVED:** That the minutes of the meeting held on the 19<sup>th</sup> of July 2022 were approved as a true record and signed by the chair.

**CSC030/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda**

- There were no declarations of interest submitted.

**CSC031/22. Public Participation Session**

- Councillor Enright-King attended the session as a member of the public and spoke on parks.

**CSC032/22. Review of the Terms of Reference for Community Services Committee**

- **RESOLVED:** That the terms of reference for the Community Services Committee were noted.

**CSC033/22. Working Parties Updates**

- **RESOLVED:**
  - a) To note the verbal from the Senior Provisions working party.
  - b) To note the verbal from The Grow Together Allotment working party.
  - c) To note the verbal from the Publicity working party.
  - d) To note the verbal from the Youth working party.
  - e) To note the verbal from the Limehurst Shopping Centre working party.
  - f) To note the verbal update from the Community Sheds working party.

**CSC034/22. The Grow Together Allotment Sub-Committee**

- **RESOLVED:**
  - a) That councillor Bottwood, Ennis-Clark and Ingram were appointed as members on The Grow Together Allotment Sub-Committee.
  - b) To delegate the responsibility of organising of date and time of the first meeting to the Clerk

**CSC035/22. Youth Equipment in Duston**

- **RESOLVED:**
  - a) To note that the Clerk has discussed with NLT about a skate park at Duston Sports Centre. NLT needs a proposal to consider and any expense would be met by the Parish Council.

- b) To seek the Environments Committee views on the placement of a youth shelter at Hardlands Road Open Space.

#### **CSC036/22. Youth Provision at St Francis Church**

- **RESOLVED:** To withdraw the item

#### **CSC037/22. Grant Application**

- **RESOLVED:** To recommend that the grant application from Favell Day Services be declined for the following reasons:
  1. Is the kitchen we provide them fit for purpose?
  2. They had (at 31/5/21) £59k in reserves with a bank balance of £46k – The reserve policy is to hold 4 months of operating costs which is equates to £23k. They have 10 months of reserves available to them
  3. They are owed £7k from Service users (debtors)
  4. They have 11 service users, but we are unsure of the number of Duston residents they have.
  5. The response to the question of “Benefit to Duston Residents” does not show how the “tax payers” of Duston will benefit from giving £1000 grant

#### **CSC038/22. Annual Parish Meeting 2023**

- **RESOLVED:** To defer until the next Community Services Committee as to allow for councillors to forward ideas to the Clerk.

#### **CSC039/22. Budget Proposals 2023/24**

- **RESOLVED:**
  - a) To note the verbal update from the Clerk and BCD Manager upon the current event expenditure and for the remainder of the year.
  - b) To submit budget proposals to the Clerk prior to the next meeting.

#### **CSC040/22. Date of Next Meetings**

- Wednesday 9<sup>th</sup> of November 2022
- Wednesday 11<sup>th</sup> of January 2023

- Wednesday 15<sup>th</sup> of March 2023

DRAFT



**DUSTON PARISH COUNCIL**

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APPENDIX E

Duston Parish Council  
Duston Community Centre  
Pendle Road  
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**Environment Committee**  
**MINUTES 20<sup>th</sup> October 2022 7pm**

**CHAIR:** Councillor P Enright-King

**PRESENT:** Cllrs Ennis-Clark, Ingram, Liddon

**IN ATTENDANCE:**

Gary Youens – Parish Clerk  
Ryan Ikavnieks – Assistant Clerk

**EC022/22. To receive apologies for absence**

- Apologies were received from Cllr Bottwood

**EC023/22. To receive and approve for signature the minutes of the meeting held on Wednesday 18<sup>th</sup> May 2022 (APPENDIX A)**

- **RESOLVED:** The minutes of the meeting held on Wednesday 27<sup>th</sup> July 2022 were approved as a true record and signed by the Chair.

**EC024/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda**

- There were no declarations of interest.

**EC025/22. Public Participation Session**

- There were no speakers from the public.

**EC026/22. Mendip Park**

- **RESOLVED:**
- a) To conduct a public consultation on putting a gateway between Timken Estate & Mendip Park.
- b) To research the costs and effectiveness of a bund to alleviate flooding issues.

#### **EC027/22. Errington Park**

- **RESOLVED:** That the verbal update on the replaced play equipment was noted.

#### **EC028/22. Grafton Way Meadow**

- **RESOLVED:**
- a) To contact the relevant contractors for information and that the discussion surrounding the re-wilding was noted.
- b) To recommend to Council that the entrance of Grafton Way Meadows is resurfaced.

#### **EC029/22. Hardlands Road Open Space**

- **RESOLVED:**
- a) To recommend to Council that public consultation for a seated shelter needs to be conducted.
- b) That the Clerk investigate whether a seated shelter at Hardlands Road Open Space requires planning permission

#### **EC030/22. Park Signage**

- **RESOLVED:** To note and agree the proposed signage for all DPC owned Parks as recommended by the Clerk.

#### **EC031/22. Hanging Baskets / Floral Displays**

- **RESOLVED:** To recommend to full council that two large planter displays be purchased and placed at locations to be considered at a further date.

#### **EC032/22. Play Equipment Inspections**

- **RESOLVED:** That the verbal update from the Clerk was noted.

#### **EC033/22. Transfer of Allotments, Parks, Open Spaces from West Northamptonshire Council to Duston Parish Council**

- **RESOLVED:** To agree in principle that all proposed parks, open space and allotments be transferred to Duston Parish Council.

**EC034/22. Dog Fouling Signs**

- **RESOLVED:** That the update from the Clerk was noted.

**EC035/22. Budget proposals**

- **RESOLVED:** To priorities enacting aims set out in the four year plan.

**EC036/22. Replacement Bench**

- **RESOLVED:** To purchase the Lomond Bench Seat design to replace the old bench in the village centre (APPENDIX B)

**EC037/22. Date of Next Meeting**

- The next two Environment Committee Meetings will be on the:  
16<sup>th</sup> of November 2022  
14<sup>th</sup> of December 2022

Meeting Closed at 9:15pm







**DUSTON PARISH COUNCIL**

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APPENDIX F

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

## **Resources and General Purposes Committee** **MINUTES 5<sup>th</sup> OCTOBER**

**CHAIR:** Ennis-Clark

**PRESENT:** Councillors Barnes, Bottwood, Ingram, and Maitland

**IN ATTENDANCE:**

Gary Younes – Parish Clerk  
Ryan Ikavnieks – Assistant Clerk  
Cllr Enright-King

**RGPC015/22. Elect a Chair of the Resources and General Purposes Committee**

- **RESOLVED:** Cllr Ennis-Clark was elected as the Chair of the Resources and General Purposes Committee for the municipal year 2022/23

**RGPC016/22. Elect a Vice-Chair of the Resources and General Purposes Committee**

- **RESOLVED:** Cllr Barnes was elected as the Vice-Chair of the Resources and General Purposes Committee for the municipal year 2022/23

**RGPC017/22. To receive apologies for absence**

- Apologies were received from Councillor Mumford

**RGPC018/22. To receive and approve for signature the minutes of the meeting held on 30<sup>th</sup> of June 2022 (APPENDIX A)**

- **RESOLVED:** The minutes of the meeting held on the 30<sup>th</sup> of June 2022 were approved as a true record and signed by the Chair.

**RGPC019/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda**

- There were no declarations of interest.

**RGPC020/22. Public Participation Session**

- One member of the public spoke in relation to agenda item 24/2.

**RGPC021/22. Facilities**

- **RESOLVED:**
  - a) That the verbal report upon the work of the facilities team from the Facilities manager was noted.
  - b) The Facilities Manager was thanked for his work.

**RGPC022/22 Council Staff Vacancies**

- **RESOLVED:**
  - a) That the verbal update from the Clerk was noted.
  - b) That the job Description for the Operational Officer was noted

**RGPC023/22. Budget Monitoring**

- **RESOLVED:** That the current the budget in-year expenditures were noted.

**RGPC024/22. Duston Players Request**

- **REOLVED:** That the Clerk will work with Duston Players to assist with their Grant Application.

**RGPC025/22. Asset Transfer from West Northamptonshire Council**

- **RESOLVED:**
  - a) To agree the transfer of all parks, open space and allotments from West Northamptonshire Council to Duston Parish Council.
  - b) The Clerk to email all Councillors to allow for any further questions and queries.

**RGPC026/22. Council Allowances**

- **RESOLVED:** To note that Councillor Allowances are there to cover expenses in the role.

**RGPC027/22. Budget Priorities for 2022/24**

- **RESOLVED:** To defer until relevant committees provide their Budget Priorities for 2022/24

**RGPC028/22. Date of Next Meeting**

- **RESOLVED:** That the date of the next Resources and General Purposes Committee be Wednesday 30<sup>th</sup> November 2022.

**RGPC029/21. Exclusion of Press and Public**

*In view of the confidential nature of the following item, which relates to the business matters of other individuals and organisation, the public shall be excluded while the following item is discussed. This is in accordance with the Public Bodies (admission to meetings) Act 1960 as amended by the Local Government Act 1972.*

- **RESOLVED:** To note the verbal update from the Clerk



## APPENDIX G

1. Is the kitchen we provide them fit for purpose?
2. They had (at 31/5/21) £59k in reserves with a bank balance of £46k – The reserve policy is to hold 4 months of operating costs which equates to £23k. They have 10 months of reserves available to them
3. They are owed £7k from Service users (debtors)
4. They have 11 service users, but we are unsure of the number of Duston residents they have.
5. The response to the question of “Benefit to Duston Residents” does not show how the “tax payers” of Duston will benefit from giving £1000 grant





**DUSTON PARISH COUNCIL**

## Grant Application Form

### 1. ABOUT YOU:

Name of applicant/organisation:

Favell Day Services (FDS)

Address of applicant/organisation:

Contact Name:	Tracey Thorn
Position:	Fundraiser
Address:	2a Stanfield Road, Duston
Postcode:	NN5 6EZ
Email:	tracey.thorn1@hotmail.com
Daytime Phone:	07590 021482
Website (if applicable):	www.fdsnorthants.org.uk

*These contact details will be used for all correspondence relating to any grant.*

### 2. ABOUT YOUR ORGANISATION:

*This section need only be completed when organisations are applying*

What is the nature of organisation (e.g. Registered Charity, CIC, Voluntary)?	<i>Registered charity</i>
Please provide the Charity Number (if applicable)	<i>1162011</i>
How long has the organisation been established?	<i>20 + years</i>

Objectives of the organisation and activities in Duston:

FDS provide day care for adults living with multiple and profound disabilities and neurological conditions. We support our members to access social inclusion whilst receiving high levels of physical and emotional care. Our day centre runs twice a week from the St Luke's community centre and once a week from the Blackthorn community centre on the eastern side of Northampton.

We currently have 11 members attending and registered for each day of service, with a small waiting list of others wishing to join. Our members have a range of conditions including: Ataxia, Multiple Sclerosis; Parkinson's; Stroke, Paraplegia, Mitochondrial syndrome, and brain injury. These conditions for many severely limit the options of

appropriate day care they can access.

Our staff provide a holistic service completing thorough home visits to assess need, ensuring the service we offer our members is appropriate and effective. We support family members and carers to access services, allowing them to understand the support that is available and advocating for them where necessary to secure them the correct level of support and intervention so the family does not reach crisis point.

Our aim is to provide a safe and caring environment, which meets the complex needs of our members and their carers, but also facilitates social interaction and friendship for our members who often suffer high levels of loneliness and isolation.

We provide a hot meal, drinks, physical care and therapeutic interventions including the use of our physiotherapy bike to bring a day of interest and benefit to our members. We deliver activities each day including crafts, cooking, films, music, quizzes, games and outings to bring variety to the days. Our activities are often member led, as we involve our community in decision making and planning.

### 3. GRANT DETAILS:

Project for which grant is required:

Purchase of equipment and activity funding to assist us in continuing our service.

Required items: 1 x Basic sound link speaker @ £254

1 x portable cooking hob @ £160

Activity funding for 4 months x 2 days per week St Luke's @ £640

.....  
£1054

How do you know there is a need for the work for which a grant is being requested?

We have grown from 6 to 7 members in each day group to a capacity of 11, with a waiting list of others wishing to join. Our members are all relatively young 50% 45- 64 and 50% 65 and over. Most of our members have been offered care in inappropriate settings including elderly residential units and dementia care settings due to the complexity of their needs and the high level of care required.

Professionals from the health and social care sector are referring people and families to us on a continual basis. Our three days are now full. We are required to utilise kitchen space in the centre we hire, our cooking space is limited considering we have to make 11 hot meals, extra hob space would allow us to cook meals more efficiently, meaning we could pack away the extra hob on finish for the next centre users.

The media speaker would allow us to play music of choice for our members to relax, remember or have as a speaker for our quizzes allowing those who have sight or hearing loss to be included.

How will this project benefit the parishioners/residents of Duston?

We have been resident at St Luke's for some time now. Our partnership has provided a steady income for the community centre. Our members feel part of the Duston community, using the local amenities and local transport services have regular contracts with our members.

We believe that any service or organisation that supports and champions people with disabilities is a benefit to any community. Our members are often the unseen community, isolated at home. Being present and seen, being celebrated and proud is a learning for and



with local communities. Difference (if not learned about) can be misunderstood, when normality is that we interact enough that difference is not different we being to understand.

Please explain how you will monitor and evaluate your project/activities and know you are achieving these benefits?

We keep daily records of the activities we have delivered, most of these can be seen on our social media sites. Our cook will be using the hob daily to create home cooked, hot meals which some of our members would otherwise not have access to at home.

We will of course maintain receipt keeping and accounts to show purchases.

**4. FINANCIAL DETAILS:**

How much money are you requesting from Duston Parish Council: £1000

If your project will cost more than the total requested, how will the remainder be funded?

We have limited unrestricted funds to use for any outstanding financial need.

Please give the organisation name, number and sort code of the account into which the grant should be paid by the council if your application is successful:

Favell House Day Services  
76103293  
55-70-06

Please provide a breakdown of estimated costs for your project below and attach copies of any quotes you may have obtained	
Description of estimated costs	Amount (£)
1 x Botic sound link speaker	@ £254
1 x portable cooking hob	@ £160
Activity funding for 4 months x 2 days per week St Luke's	@ £640
<b>Total (£)</b>	<b>1054</b>

**5. SUPPORTING INFORMATION**

A range of supporting information helps the Council to assess your application in detail. Please therefore enclose a copy of each of the following:

Latest available Annual report	Yes	<input checked="" type="checkbox"/>	No
Latest available Statement of Accounts (If the organisation does not prepare annual accounts, copies of the bank statements covering the previous 6 months)	Yes	<input checked="" type="checkbox"/>	No
Copy of their written constitution / or Rules / or Details aims and purpose	Yes	<input checked="" type="checkbox"/>	No


Where one or more of the above is omitted, please explain why:

*Please feel free to enclose additional information which could be of benefit when your application is assessed.*

**6. DECLARATION:**

“To the best of my knowledge, I believe that the information given both within this form and in the supporting material provided is correct. I understand that, if successful, I will be required to adhere to the policies and procedures as outlined in Duston Parish Council’s Grant Awarding Policy document, and to any monitoring arrangements that may be specified by the Parish Council at the time the grant is awarded.

In making this application I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.”

Signed	
Name (please print)	Tracey Thorn
Position	Fundraiser
Date	26.09.2022

Please return your completed form to the address below:

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

[clerk@duston-pc.gov.uk](mailto:clerk@duston-pc.gov.uk)



## FAVELL DAY SERVICES

### CONSTITUTION

Registered Charity No. 1162011

I confirm this  
is the latest  
version of the constitution

W R Brooks

Trustee

29.9.17

**1. Name**

The name of the Charitable Incorporated Organisation ("the CIO") is Favell Day Services

**2. Material retention of principal office**

The principal office of the CIO is 7 Heath Terrace, Towcaster, Northants, England.

**3. Object**

The object of the CIO is:

To provide or assist in the provision of facilities for recreation or other leisure time occupation for persons over the age of 18 who have need thereof by reason of a physical disability with the object of improving their conditions of life.

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act (Northern Ireland) 2008].

**4. Powers**

The CIO has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CIO's powers include power to:

- (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011 if it wishes to mortgage land;
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of those clauses;
- (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;

**5. Application of income and property**

- (1) The income and property of the CIO must be applied solely towards the promotion of the objects.
  - (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
  - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 139 of the Charities Act 2011.
- (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO. This does not prevent a member who is not also a charity trustee receiving:
  - (a) a benefit from the CIO as a beneficiary of the CIO;
  - (b) reasonable and proper remuneration for any goods or services supplied to the CIO.
- (3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

**6. Benefits and payments to charity trustees and connected persons**

**(1) General provisions**

No charity trustee or connected person may:

- (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the CIO;
- (c) be employed by, or receive any remuneration from, the CIO;
- (d) receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by sub-clause (2) of this clause, or authorised by the court or the Charity Commission ("the Commission"). In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

**(2) Scope and powers permitting trustees' or connected persons' benefits**

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.
- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, section 135 to 138 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.

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(d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

(e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withhold from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

(f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

**(3) Payment for supply of goods only – controls**

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

(a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods ("the supplier").

(b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

(c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.

(d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.

(e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.

(f) The reason for their decision is recorded by the charity trustees in the minute book.

(g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 5.

**(4) In sub-clauses (2) and (3) of this clause:**

(a) "the CIO" includes any company in which the CIO:

(i) holds more than 50% of the shares; or

(ii) controls more than 50% of the voting rights attached to the shares; or

(iii) has the right to appoint one or more directors to the board of the company;  
(b) "connected person" includes any person within the definition set out in clause (30) (interpretation);

**7. Conflicts of Interest and Conflicts of Loyalty**

A charity trustee must:

(1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and

(2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absents himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

**8. Liability of members to contribute to the assets of the CIO if it is wound up**

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

**9. Membership of the CIO**

**(1) Admission of new members**

**(a) Eligibility**

Membership of the CIO is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members set out in sub-clause (2) of this clause.

A member may be an individual, a corporate body, or (an individual or corporate body representing) an organisation which is not incorporated.

**(b) Categories of membership**

There are three categories of members

**(i) User members**

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- (ii) Associate members (Careers and volunteers)
- (iii) Friends and supporter members.

**(b) Admission procedure**

The charity trustees:

- (i) may require applications for membership to be made in any reasonable way that they decide;
- (ii) shall, if they approve an application for membership, notify the applicant of their decision within [21 days];]

(iii) may refuse an application for membership if they believe that it is in the best interests of the CIO for them to do so;

(iv) shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within [21 days] of the decision being taken, and give the applicant the opportunity to appeal against the refusal; and shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

**(2) Transfer of membership**

Membership of the CIO cannot be transferred to anyone else (except in the case of an individual or corporate body representing an organisation which is not incorporated, whose membership may be transferred by the unincorporated organisation to a new representative. Such transfer of membership does not take effect until the CIO has received written notification of the transfer).

**(3) Duty of members**

It is the duty of each member of the CIO to exercise his or her powers as a member of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

**(4) Termination of membership**

(a) Membership of the CIO comes to an end if:

- (i) the member dies, or, in the case of an organisation (or the representative of an organisation) that organisation ceases to exist; or
- (ii) the member sends a notice of resignation to the charity trustees; or
- (iii) any sum of money owed by the member to the CIO is not paid in full within six months of its falling due; or
- (iv) the charity trustees decide that it is in the best interests of the CIO that the member in question should be removed from membership, and pass a resolution to that effect.

(b) Before the charity trustees take any decision to remove someone from membership of the CIO they must:

(i) inform the member of the reasons why it is proposed to remove him, her or it from membership;

(ii) give the member at least 21 clear days notice in which to make representations to the charity trustees as to why he, she or it should not be removed from membership;

(iii) at a duly constituted meeting of the charity trustees, consider whether or not the member should be removed from membership;

(iv) consider at that meeting any representations which the member makes as to why the member should not be removed; and

(v) allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

**(5) Membership fees**

The CIO may require members to pay reasonable membership fees to the CIO.

**10. Members' decisions**

**(1) General provisions**

Except for those decisions that must be taken in a particular way as indicated in sub-clause (4) of this clause, decisions of the members of the CIO may be taken either by vote at a general meeting as provided in sub-clause (2) of this clause or by written resolution as provided in sub-clause (3) of this clause.

**(2) Taking ordinary decisions by vote**

Subject to sub-clause (4) of this clause, any decision of the members of the CIO may be taken by means of a resolution at a general meeting. Such a resolution may be passed by a simple majority of votes cast at the meeting including votes cast by postal or email ballot, and proxy votes.

**(3) Taking ordinary decisions by written resolution without a general meeting**

(a) Subject to sub-clause (4) of this clause, a resolution in writing agreed by a simple majority of all the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective, provided that:

- (i) a copy of the proposed resolution has been sent to all the members eligible to vote; and
- (ii) a simple majority of members has signed its agreement to the resolution in a document or documents which are received at the principal office within the period of 28

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days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature (or in the case of an organisation which is a member, by execution according to its usual procedure), by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

(b) The resolution in writing may comprise several copies to which one or more members has signified their agreement.

(c) Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated in accordance with paragraph (a) above.

(d) Not less than 10% of the members of the CIO may request the charity trustees to make a proposal for decision by the members

(e) The charity trustees must, within 21 days of receiving such a request comply with it if:

(i) The proposal is not frivolous or vexatious, and does not involve the publication of defamatory material;

(ii) The proposal is stated with sufficient clarity to enable effect to be given to it if it is agreed by the members; and

(iii) Effect can lawfully be given to the proposal if it is so agreed.

(f) Sub-clauses (a) to (c) of this clause apply to a proposal made at the request of members.

(4) Decisions that must be taken in a particular way

(a) Any decision to remove a trustee must be taken in accordance with clause [15](2).

(b) Any decision to amend this constitution must be taken in accordance with clause [28] of this constitution (Amendment of Constitution).

(c) Any decision to wind up or dissolve the CIO must be taken in accordance with clause [29] of this constitution (Voluntary winding up or dissolution). Any decision to amalgamate or transfer the undertaking of the CIO to one or more other CIOs must be taken in accordance with the provisions of the Charities Act 2011.

### 1.1. General Meetings of Members

#### (1) Types of general meeting

There must be an annual general meeting (AGM) of the members of the CIO. The first AGM must be held within 18 months of the registration of the CIO, and subsequent AGMs must be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts (duly audited or examined where applicable) and the trustees' annual report, and must elect trustees as required under clause [13].

Other general meetings of the members of the CIO may be held at any time.

All general meetings must be held in accordance with the following provisions.

#### (2) Calling general meetings

(a) The charity trustees:

(i) must call the annual general meeting of the members of the CIO in accordance with sub-clause (1) of this clause, and identify it as such in the notice of the meeting; and

(ii) may call any other general meeting of the members at any time.

(b) The charity trustees must, within 21 days, call a general meeting of the members of the CIO if:

(i) they receive a request to do so from at least 10% of the members of the CIO; and

(ii) the request states the general nature of the business to be dealt with at the meeting, and is authenticated by the member(s) making the request.

(c) If, at the time of any such request, there has not been any general meeting of the members of the CIO for more than 12 months, then sub-clause (b)(i) of this clause shall have effect as if 5% were substituted for 10%.

(d) Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.

(e) A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous or vexatious.

(f) Any general meeting called by the charity trustees at the request of the members of the CIO must be held within 28 days from the date on which it is called.

(g) If the charity trustees fail to comply with this obligation to call a general meeting at the request of its members, then the members who requested the meeting may themselves call a general meeting.

(h) A general meeting called in this way must be held not more than 3 months after the date when the members first requested the meeting.

(i) The CIO must reimburse any reasonable expenses incurred by the members calling a general meeting by reason of the failure of the charity trustees to duly call the meeting, but the CIO shall be entitled to be indemnified by the charity trustees who were responsible for such failure.

#### (3) Notice of general meetings

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(a) The charity trustees, or, as the case may be, the relevant members of the CIO, must give at least 14 clear days notice of any general meeting to all of the members, and to any charity trustee of the CIO who is not a member.

(b) If it is agreed by not less than 90% of all members of the CIO, any resolution may be proposed and passed at the meeting even though the requirements of sub-clause (3)(a) of this clause have not been met. This sub-clause does not apply where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations.

(c) The notice of any general meeting must:

(i) state the time and date of the meeting;

(ii) give the address at which the meeting is to take place;

(iii) give particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting; and

(iv) if a proposal to alter the constitution of the CIO is to be considered at the meeting, include the text of the proposed alteration;

(v) include, with the notice for the AGM, the annual statement of accounts and trustees' annual report, details of persons standing for election or reelection as trustee, or where allowed under clause 12(2) (Use of electronic communication), details of where the information may be found on the CIO's website.

(d) Proof that an envelope containing a notice was properly addressed, prepaid and posted, or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(e) The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the CIO.

#### (4) Chairing of general meetings

The person nominated as chair by the charity trustees under clause 13(1)(2) (Chairing of meetings), shall, if present at the general meeting and willing to act, preside as chair of the meeting. Subject to that, the members of the CIO who are present at a general meeting shall elect a chair to preside at the meeting.

#### (5) Quorum at general meetings

(a) No business may be transacted at any general meeting of the members of the CIO unless a quorum is present when the meeting starts.

(b) Subject to the following provisions, the quorum for general meetings shall be the greater of 10% or five members. An organisation represented by a person present at the meeting in accordance with sub-clause (7) of this clause, is counted as being present in person.

(c) If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.

(d) If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair must adjourn the meeting. The date, time and place at which the meeting will resume must be notified to the CIO's members at least seven clear days before the date on which it will resume.

(e) If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the member or members present at the meeting constitute a quorum.

(f) If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the trustees but may not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting must be adjourned.

#### (6) Voting at general meetings

(a) Any decision other than one falling within clause 10(4) (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting (including proxy and postal votes). Every member has one vote (unless otherwise provided in the rights of a particular class of membership under this constitution).

(b) A resolution put to the vote of a meeting shall be decided on a show of hands, unless (before or on the declaration of the result of the show of hands) a poll is duly demanded. A poll may be demanded by the chair or by at least 10% of the members present in person or by proxy at the meeting.

(c) A poll demanded on the election of a person to chair the meeting or on a question of adjournment must be taken immediately. A poll on any other matter shall be taken, and the result of the poll shall be announced, in such manner as the chair of the meeting shall decide, provided that the poll must be taken, and the result of the poll announced, within 30 days of the demand for the poll.

(d) A poll may be taken:

(i) at the meeting at which it was demanded; or

(ii) at some other time and place specified by the chair; or

(iii) through the use of postal or electronic communications.

(e) In the event of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall have a second, or casting vote.

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(f) Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast and the decision of the chair of the meeting shall be final.

**(7) Representation of [Organisations and] corporate members**

An organisation or a corporate body that is a member of the CIO may, in accordance with its usual decision-making process, authorise a person to act as its representative at any general meeting of the CIO.

The representative is entitled to exercise the same powers on behalf of the [organisation or] corporate body as the [organisation or] corporate body could exercise as an individual member of the CIO.

**(8) Adjournment of meetings**

The chair may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.

**1.2. Charity trustees**

**(1) Functions and duties of charity trustees**

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

(a) to exercise his or her powers and to perform his or her functions as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and

(b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

(i) any special knowledge or experience that he or she has or holds himself or herself out as having; and

(ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

**(2) Eligibility for trusteeship**

(a) Every charity trustee must be a natural person.

(b) No one may be appointed as a charity trustee:

\* if he or she is under the age of 16 years; or

\* if he or she would automatically cease to hold office under the provisions of clause 15(2)(f).

(c) No one is entitled to act as a charity trustee whether on appointment or on re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

**(3) Number of charity trustees**

(a) There should be not less than two and not more than six elected trustees from the CIO membership and not more than six additional co-opted trustees.

(b) There must be at least five charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

(c) The maximum number of charity trustees that can be appointed is as provided in sub-clause (a) of this clause.

No trustee appointment may be made in excess of these provisions.

**(4) First charity trustees**

The first charity trustees of the CIO are --

- Michael Sharman (Member)
- Elizabeth Johnstone (Member)
- Giles West (Co-opted trustee)
- Keith Brooks (Co-opted trustee)
- Nick Wilmore (Co-opted trustee)

**1.3. Appointment of charity trustees**

**(1) Elected charity trustees**

(a) At the first annual general meeting of the members of the CIO all the elected charity trustees shall retire from office:

(b) At every (subsequent) annual general meeting of the members of the CIO, one-third of the elected charity trustees shall retire from office. If the number of elected charity trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one charity trustee, he or she shall retire.

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(c) The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot;

(d) The vacancies so arising may be filled by the decision of the members at the annual general meeting; any vacancies not filled at the annual general meeting may be filled as provided in sub-clause (e) of this clause;

(e) The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with clause [15] (retirement and removal of charity trustees), or as an additional charity trustee, provided that the limit specified in clause [12(3)] on the number of charity trustees would not as a result be exceeded;

(f) A person so appointed by the members of the CIO shall retire in accordance with the provisions of sub-clauses (b) and (c) of this clause.

(g) A co-opted trustee so appointed by the charity trustees shall retire at the conclusion of three years service following the date of his appointment, and shall not be counted for the purpose of determining which of the charity trustees is to retire by rotation at the annual general meeting.

#### 14. INFORMATION FOR NEW CHARITY TRUSTEES

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of this constitution and any amendments made to it; and
- (b) a copy of the CIO's latest trustees' annual report and statement of accounts.

#### 15. RETIREMENT AND REMOVAL OF CHARITY TRUSTEES

(1) A charity trustee ceases to hold office if he or she:

- (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- (b) fails to contribute to or is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
- (c) dies;

(d) in the written opinion, given to the CIO, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months;

(e) is removed by the members of the CIO in accordance with sub-clause (2) of this clause; or

(f) is disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(g) is found by a Court of Law (in civil or criminal proceedings) to have committed an offense against a child or vulnerable adult.

(h) has acted, or failed to act, in such a manner that their continuation as a Charity Trustee brings the Trustees or the CIO into significant disrepute.

(2) A charity trustee shall be removed from office if a resolution to remove that trustee is proposed at a general meeting of the members called for that purpose and properly convened in accordance with clause [11], and the resolution is passed by a two-thirds majority of votes cast at the meeting.

(3) A resolution to remove a charity trustee in accordance with this clause shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the members of the CIO.

#### 16. REAPPOINTMENT OF CHARITY TRUSTEES

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.

#### 17. TAKING OF DECISIONS BY CHARITY TRUSTEES

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing or electronic form agreed by all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more charity trustees has signified their agreement.

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## 18. Delegation by charity trustees

- (1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they must determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.
- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements -
  - (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
  - (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
  - (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

## 19. Meetings and proceedings of charity trustees

### (1) Calling meetings

- (a) Any charity trustee may call a meeting of the charity trustees.
- (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

### (2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

### (3) Procedures at meetings

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is three charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.
- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- (c) In the case of an equality of votes, the chair shall have a second or casting vote.

### (4) Participation in meetings by electronic means

- (a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.
- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

## 20. Saving provisions

- (1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:
  - who was disqualified from holding office;
  - who had previously retired or who had been obliged by the constitution to vacate office;
  - who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;
- If, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

(2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

## 21. Execution of documents

- (1) The CIO shall execute documents by signature.
- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.

## 22. Use of electronic communications

- (1) General  
The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

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(a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;

(b) any requirements to provide information to the Commission in a particular form or manner.

#### 23. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, registers of its members and charity trustees.

#### 24. Minutes

The charity trustees must keep minutes of all:

(1) appointments of officers made by the charity trustee

(2) proceedings at general meetings of the CIO;

(3) meetings of the charity trustees and committees of charity trustees including:

- the names of the trustees present at the meeting;
- the decisions made at the meetings; and
- where appropriate the reasons for the decisions;

(4) decisions made by the charity trustees otherwise than in meetings.

#### 25. Accounting records, accounts, annual reports and returns, registers and other documents

(1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of accounts, and to the preparation of annual reports and returns. The statements of accounts, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.

(2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

#### 26. Rules

The charity trustees may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

#### 27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

#### 28. Amendment of constitution

As provided by clauses 224-227 of the Charities Act 2011:

(1) This constitution can only be amended:

(a) by resolution agreed in writing by all members of the CIO; or

(b) by a resolution passed by a 75% majority of votes cast at a general meeting of the members of the CIO.

(2) Any alteration of clause 3 (Objects), clause [29] (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.

(3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

(4) A copy of any resolution altering the constitution, together with a copy of the CIO's constitution as amended, must be sent to the Commission within 15 days from the date on which the resolution is passed. The amendment does not take effect until it has been recorded in the Register of Charities.

#### 29. Voluntary winding up or dissolution

(1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by members to wind up or dissolve the CIO can only be made:

(a) at a general meeting of the members of the CIO called in accordance with clause [11] (Meetings of Members), of which not less than 14 days' notice has been given to those eligible to attend and vote;

(i) by a resolution passed by a 75% majority of those voting; or

(ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or

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# Favell Day Services

**ANNUAL REPORT & ACCOUNTS FOR YEAR  
ENDING 31 MAY 2021**

[HOME](#)

**Annual Report and Accounts for the period ending 31 May 2021**

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## **Foreword by the Trustees of Favell Day Services**

Welcome to our sixth formal Annual Report which I trust is both helpful and informative.

We would specifically like to thank both our employees and volunteers who have worked in such a committed way to continue the work of the Charity during the past year, so that it was able to continue to support our members during the significant constraints arising from the Covid 19 pandemic.

Sadly, for the majority of the year, our service contact was minimalised in line with social distancing and lock down guidance. During this period, those of the staff not on furlough focused on the provision of appropriate home support to each member.

From April 2021 we recommenced day care sessions at St Lukes with revised working arrangements, taking full account of social distancing and best practice guidance. The commitment of our staff team to achieve this reopening cannot be underestimated and it was good to witness our members pleasure at being able to resume meeting.

Finally, I extend thanks to my fellow trustees for their active contribution to the management of the Charity during the year.

**Keith Brooks**

Charity Treasurer

## Who We Are and what we aim to do

Favell Day Services was registered as a Charitable Incorporated Organisation under registration number 1162011 on the 4th June 2015, having operated from January 2014 with oversight from Northamptonshire Health Charity whilst the formal charity registration process was progressed.

The Charity objective is to provide or assist in the provision of facilities for recreation or other leisure time occupation for persons over the age of 18, who have need thereof by reason of a physical disability, with the object of improving their life experience and living conditions.

It's current area of operation is Northampton, but its longer term ambition remains to extend its service provision to other parts of Northamptonshire.

Members of the Charity are asked to pay for the service they receive while the charity seeks to augment this income with grants, donations, legacies and community fund raising activities.

The care service specifically seeks to provide an enjoyable care environment for its members while also providing a break for carers and family members.

We would like you to support us in our crucial work, so please read on, and let us tell you more about ourselves, what we do, what we have achieved and how we go about spending the money given to us.

In setting its objectives and making its plans for the year, the trustees gave consideration to the Charity Commission's general guidance on public benefit and in particular to the public benefit of providing support for the relief of ill-health.



## Introducing our Trustees

### **Keith Brooks**

My initial involvement with FDS was during the period when the local NHS charity acted as fund custodian, and I offered advice in progressing charity registration. I was asked to continue as a trustee and have continued my involvement seeing the value of the service provided to its service user members. I bring a variety of experience gained from both the NHS and faith charity sectors.

### **Jean Howell**

I am the mother of 3 grownup children. I worked as PA/Secretary before having my children. More recently I have studied with OU and gained a BA Hons in Humanities. I am a volunteer with FDS on Wednesdays and was nominated as a Trustee in this capacity. I have considerable voluntary work experience including at Cynthia Spencer Hospice and being County Secretary for Girl Guides.

### **Maureen Jennings**

I was a service user of Favell House from 2007 and became a founder member of Favell Day Services. I have three grown up children and four grandchildren, one boy and three girls. I became a trustee to seek to represent the views of our service members.

### **Liz Johnstone**

I was actively involved with encouraging the formation of the charity and continue as a service user. I have been a governor for NHFT along with being an active member of a number of local groups seeking to support those with particular neurological conditions.

### **Michaela Twigg**

I joined FDS as a service user in 2018 and have enjoyed myself immensely. As a nominated service user representative, I seek to represent their views and as a relative newbie to the trust seek to offer a different perspective. I am an older person and wheelchair user, my hobbies include knitting, cooking and card making.

### **Giles West**

As Business Development Manager for NHFT, the founder members of the Charity asked me to provide support with the initial service planning and asked me to continue as a trustee.

### **Jenny Wright**

I worked as a teacher prior to my illness and particularly enjoyed working with dyslexic children towards the end. I was diagnosed over twenty years ago with Cerebellar Ataxia. This causes balance problems and my particular strain is genetic. I attended Favell House for a few years until the closure and have been a member of FDS since its formation. As a service user I am in a good position to observe problems and needs as they arise and seek to bring this understanding to trustee discussions.

## Operational review

Until the end of March 2021, the Covid19 pandemic meant member service contact was minimalised in line with social distancing and lock down guidance. During this period, a number of staff were furloughed in accordance with the government scheme, whilst the remaining team members focused on the provision of appropriate home support to each member via visits and telephone contact.

Examples of the support provided:

- Regular telephone support
- Collected and delivered prescriptions
- Bought and delivered shopping
- Provided a sitting service to allow Carers respite
- Bought and delivered activities to relieve boredom and improve mental health to member's homes
- Bought and delivered winter clothing/ blankets/ heated gilets, etc
- Helped with cover for carer sickness/ absences
- Cooked and delivered meals including Christmas dinners
- Bought and delivered Christmas and birthday gifts

From April 2021, we recommenced day care sessions at St Lukes with revised working arrangements, taking full account of social distancing and best practice guidance. The commitment of our staff team to achieve this reopening cannot be underestimated.

The enthusiasm of our service users to return has been encouraging, and we have moved back to three day service provision focusing on usage of the St Lukes Community Centre.

We were advised that the PHAB centre, located in the Headlands district, would not be reopened until later in 2021, such that options for an alternative site in the eastern part of Northampton became a priority moving forward into the new operating year.

The combination of the Government Furlough Scheme, the ability to not pay venue rental costs and continued member contributions, have meant that the Charity remained both a going concern during the shut down and was able to action a safe restart of services as restrictions were eased.

To assist with providing financial support for moving forward the trustees have also engaged the services of a grants fundraising specialist on a consultancy basis.

The overall financial performance for the year is summarised below: -.

	12 months to 31st May 2021		12 months to 31st May 2020
	£000's		£000's
<b>Income</b>			
Charitable activities	42		51
Donations	2		4
Fundraising	0		2
Staff furlough funding	11		0
Grants from charities	9		3
<b>Total income</b>	<b>64</b>		<b>60</b>
<b>Expenditure</b>			
Care staff costs	41		40
Venue hire	2		7
Other direct costs	15		12
Fundraising	0		1
Charity Overheads	9		9
<b>Total Expenditure</b>	<b>67</b>		<b>69</b>
<b>Net incoming/ (outgoing) resources</b>	<b>(3)</b>		<b>(9)</b>

### **Member support**

A key to the effective financing of the service is the support individual members receive through the funding they receive in their individual care budgets. To this end the care team seek to give effective support to our members with regard to the ongoing conversations with the funding agencies to ensure the appropriate financial support is received.

### **Charity plans for 2021/22**

The plans for the current year are focused on further expanding our service provision with planned opening at the Blackthorn community hub from September 2021.

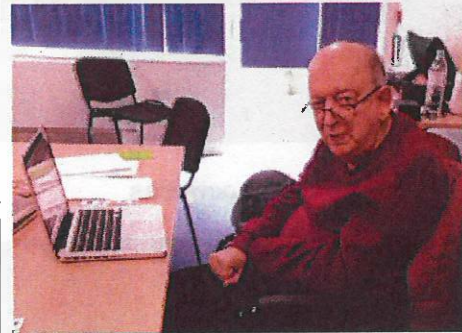
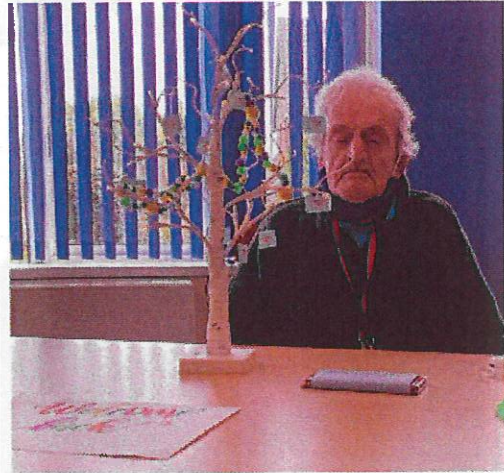
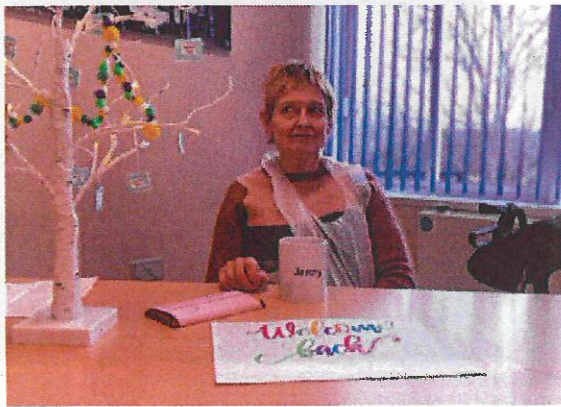
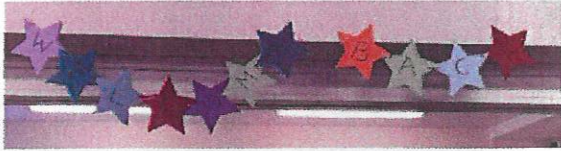
The Charity is also fully aware of the proposals to promote social prescribing and remains committed to supporting and responding to this initiative within the Northampton area.



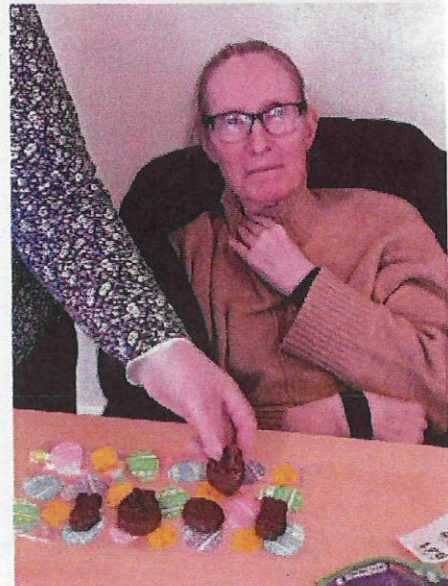
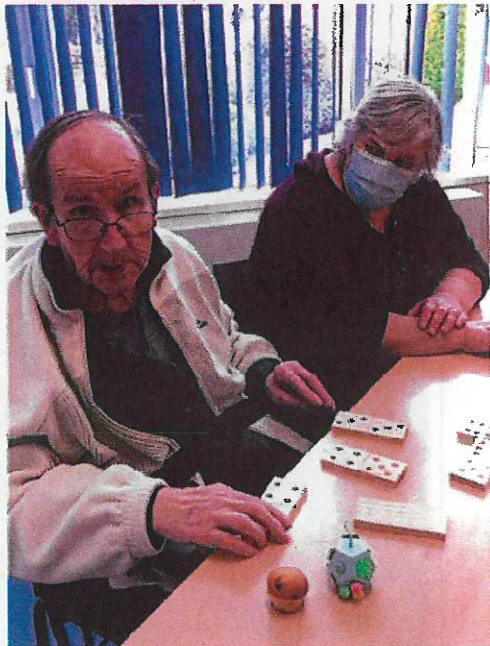
### Service reopening in pictures

The following is a selection of the images we have published on our Facebook page provides a visual record of our return to face to face sessions.

#### First meeting after lock down

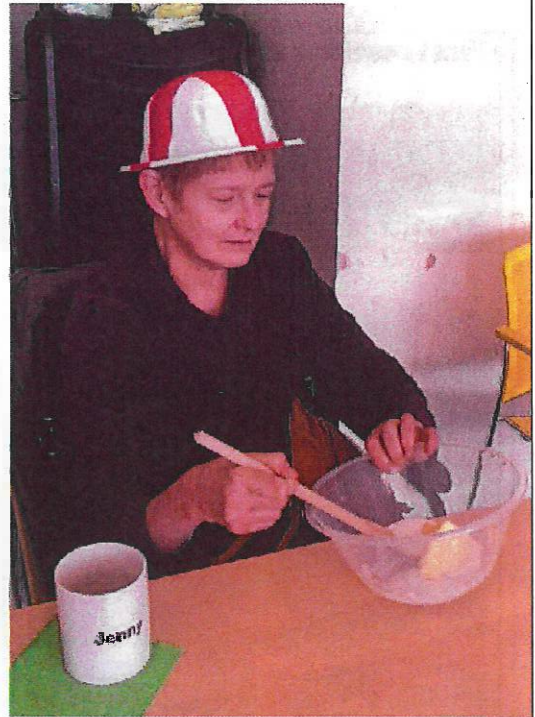
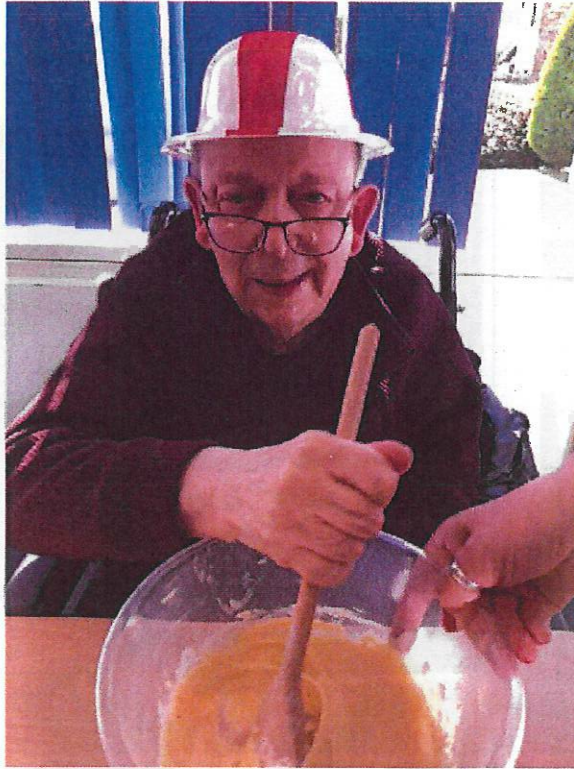


#### Activities restarted

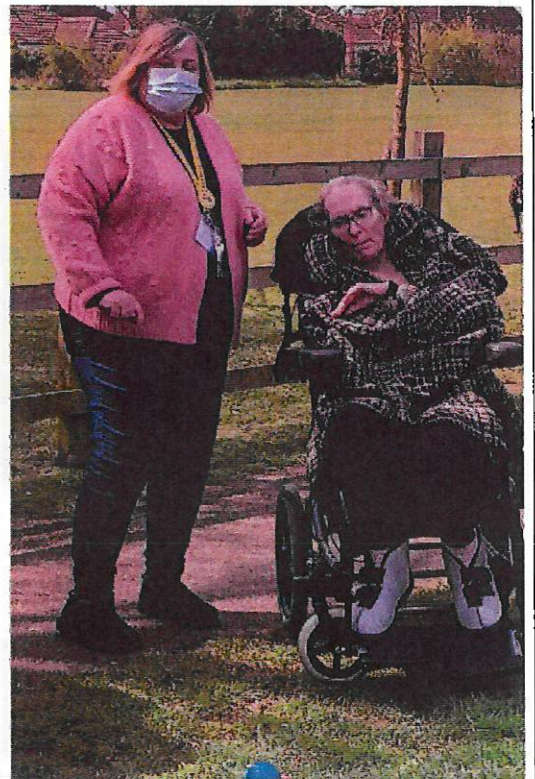
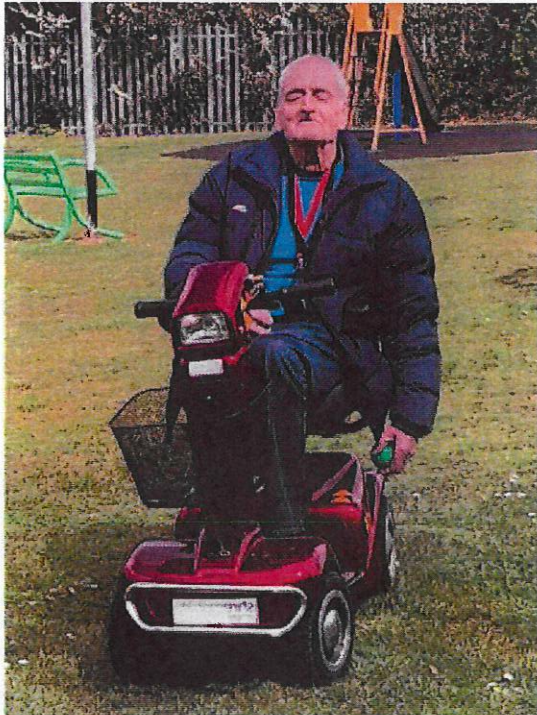




While baking was back on the agenda by the end of the month



Along with outdoor activities





## **Obituary to our Life President Mick Sharman**

With sadness we have to report that Mick died in January 2021, he was one of the founder members of Favell Day Services, being one of the founder trustees and appointed as the initial Chair Person. He very much took the lead in the evolution of the service offered to members by the Charity following its initial formation.

He was also a very appreciative user of the service and will be remembered for his active involvement with all activities until his condition deteriorated.

In recognition of his significant contribution to the work of the Charity, he was appointed life president in 2019 and he remained keen to see the Charity consolidate its position as an effective provider of quality participative social interaction for those with specific needs. He will be sadly missed.



## Trustee Annual Report on Finance and Governance

### Basis of preparation and legal framework

The Trustees of Favell Day Services present the Annual Report together with the Financial Statements for the year ended 31 May 2021.

The Charity's annual report and accounts for the year ended 31 May 2021 have been prepared in accordance with the Charities Act 2011 and the Charities: Statement of Recommended Practice 2015 as applicable to the Financial Reporting Standard FRS102.

Full Name of Charity: Favell Day Services

Registration Charity Number: 1162011

The principal office is at: 2a Stanfield Road  
Duston  
Northampton  
NN5 6EZ

The advisors and administrators used by the Charity during 2020/21 were:

Bankers National Westminster Bank plc  
Towcester Branch  
173 Watling Street West  
Towcester  
Northants  
NN12 6FZ

Independent Examiner Joanna Halcrow ACMA  
29, Jenner Crescent  
Kingsthorpe  
Northampton  
NN2 8NB

Mr Keith Brooks acted as the principal officer overseeing the day to day financial management and accounting for the Charity.

Mrs Sandra Adcock acted as Secretary to the Trustee body.

Day to day financial management was vested with Ms Sue Horner.



## **Structure, Governance and Management**

The Charity's unrestricted fund was established using the model declaration of trust and all funds held on trust as at the date of registration were all part of this unrestricted fund. Subsequent donations and gifts received by the Charity are attributable to the original fund or have been recorded against designated funds which identify planned usage.

Newly appointed Trustees are provided with information about the Charity, including the Charity constitution, Trustees' annual report and accounts, access to the Charity's policies and procedures, and information about trusteeship and are provided with any specific training that their role may require.

Acting for the Trustees, the Operations group, is responsible for the day to day management of the Charity. The Committee is required to:

- Monitor the current operational arrangements for sessions held to ensure service, safeguarding and safety standards are fully complied with
- Consider and approve requests from potential new service users as to their suitability to attend the day services provided.
- Ensure maintenance of member records to meet basic duty of care requirements.

## **Public Benefit Test**

In accordance with the 2011 Charities Act the Trustees have ensured that due regard has been taken to ensure that all expenditure incurred has met the Public Benefit test taking due regard to the fact that it is a member organisation.

### **Risk Management**

The major risks to which the Charity is exposed have been identified and considered.

They have been reviewed and systems established, including a formal risk register, which has been subject to review and includes reference to mitigating actions.

The most significant risks relate to care of service users and detailed care plans are maintained to mitigate against this, along with specific risk assessments for all high risk activities.

Income and Expenditure is being monitored in total and is compared with the approved plan on a quarterly basis, to detect trends as part of the risk management process to avoid unforeseen calls on reserves.

### **Reserves Policy**

The charity seeks to maintain a cash reserve equivalent to at least four months operating expenditure.

### **Having read all about us, please consider supporting the work of the Charity**

If you would like to volunteer to be a helper please contact Kate Yuill on 07519 846972

If you wish to make a donation, please talk to us. Our future plans will all require specific startup funding before we can progress our planned growth in service provision.

You can also keep in touch with us on Facebook.

If you would like to make a donation or support any of our activities, please email us at [trustee@favellids.org.uk](mailto:trustee@favellids.org.uk)

**Statement of Trustee responsibilities in respect of the Trustee annual report and the financial statements**

Under charity law, the Trustees are responsible for preparing the annual report and the financial statements for each financial year which show a true and fair view of the state of affairs of the charity and of the excess of expenditure over income for that period.

In preparing these financial statements, generally accepted accounting practice entails that the trustee:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether the recommendations of the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The Trustees are required to act in accordance with the trust deed of the Charity, within the framework of trust law. The Trustee is responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the trustee to ensure that, where any statements of accounts are prepared by the Trustee under section 132(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. The Trustee has general responsibility for taking such steps as are reasonably open to the Trustee to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

**Signed on behalf of the trustee:**

**Name: Keith Brooks**

**Treasurer**

**Favell Day Services Statement of Financial Activities  
For the year ending 31 May 2021**

	12 months to 31st May 2021			12 months to 31st May 2020
	General Fund	Designated Fund	Total	
	£	£	£	£
<b>INCOME:</b>				
Charitable Activities	41,323	0	41,323	51,255
Donations	999	1,000	1,999	3,417
Fund raising	84	0	84	1,839
Grants received	0	9,300	9,300	3,300
Staff furlough funding	10,991	0	10,991	0
<b>Total incoming resources</b>	<b>53,397</b>	<b>10,300</b>	<b>63,697</b>	<b>59,811</b>
<b>EXPENDITURE ON:</b>				
Fundraising	78	0	78	571
Charitable Activities				
Care staff costs	40,315	0	40,315	39,644
Venue hire	2,266	0	2,266	7,115
Other direct costs	4,979	9,923	14,902	12,459
Charity Overheads	3,729	5,348	9,077	9,347
<b>Total resources expended</b>	<b>51,367</b>	<b>15,271</b>	<b>66,638</b>	<b>69,135</b>
Transfers between funds			0	0
<b>Net movement in funds</b>	<b>2,030</b>	<b>(4,971)</b>	<b>(2,941)</b>	<b>(9,324)</b>
<b>Reconciliation of Funds</b>				
Total funds brought forward	12,999	45,989	58,988	68,312
Total funds carried forward	15,029	41,018	56,047	58,988

**Favell Day Services Balance sheet  
As at 31 May 2021**

**Charity No 1162011**

	31-May-21	31-May-20
	£	£
<b>Fixed assets:</b>		
Equipment	2,326	5,714
Investments	0	0
<b>Total fixed assets</b>	<b>2,326</b>	<b>5,714</b>
<b>Current assets:</b>		
Debtors	7,065	5,831
Cash on Deposit	0	0
Cash at bank and in hand	46,656	48,310
<b>Total current assets</b>	<b>53,721</b>	<b>54,141</b>
<b>Liabilities</b>		
Creditors: Amounts falling due within one year	0	867
<b>Net current assets</b>	<b>53,721</b>	<b>53,274</b>
<b>Net assets of the charity</b>	<b>56,047</b>	<b>58,988</b>
<b>Funds of the Charity</b>		
Unrestricted Funds	15,029	12,999
Designated Funds	41,018	45,989
Endowment Funds	0	0
<b>Total funds</b>	<b>56,047</b>	<b>58,988</b>

Signed

Trustee

## Notes on the accounts

### 1. Accounting Policies

#### (a) Basis of preparation

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at market value. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Charities Act 2011.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. There are no material uncertainties affecting the current year's accounts.

#### (b) Funds structure

The charity currently has no Restricted funds which are to be used in accordance with specific restrictions imposed by the donor.

Unrestricted funds include designated funds, where the donor has made known their non-binding wishes or where the trustees, at their discretion, have created a fund for a specific purpose.

#### (c) Incoming resources

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

#### (d) Incoming resources from legacies

Legacies are accounted for as incoming resources either upon receipt or where the receipt of funds in relation to the legacy is probable; this will be once confirmation has been received from the representatives of the estate(s) that probate has been granted, and that the executors have established that there is sufficient assets in the estate to pay the legacy and once all conditions attached to the legacy have been fulfilled.

#### (e) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to each category of expense shown in the Statement of Financial Activities. Expenditure is recognised when the following criteria are met:

- There is a present legal or constructive obligation resulting from a past event
- It is more likely than not that a transfer of benefits (usually a cash payment) will be required in settlement
- The amount of the obligation can be measured or estimated reliably.

Irrecoverable VAT is charged against the category of resources expended for which it was Contractual arrangements are recognised as goods or services supplied.



**(f) Charitable activities**

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs comprise direct costs and the overhead and support costs as shown in note 5.

**(g) Fixed asset and depreciation**

Fixed assets are included at cost where that is greater than £500. Depreciation is provided so as to write off the cost of fixed assets on a straight-line basis over their expected useful economic lives, currently all items are considered to have a 3 year life.

**(h) Financial Investments and realised gains and losses**

Not applicable.

**(i) Pensions**

The charity currently utilises NEST as its pensions provider.

**(j) Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable trust for UK income tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Part 10 Income Tax Act 2007 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

## 2. Related party transactions

The member trustees are either users or carers who benefit from the service provided by the charity. They receive no incremental benefit from the role of being a trustee.

The Co-opted Trustees have received no honoraria, emoluments or expenses in the year and the Trustee has not purchased trustee indemnity insurance.

## 3. Charitable income

Members are charged on a per session basis, the charging structure was originally set to recover direct running costs with a small contribution to overheads.

Where a member is unable to attend due to illness then half the usage charge is still required to be paid.

## 4. Analysis of voluntary income and Grants

	2020/21	2019/20
	£	£
Donations	1,836	3,062
Collecting tins	46	67
Fund raising activities	84	1,839
Gift aid claims	117	288
<b>Total</b>	<b>2,083</b>	<b>5,256</b>

### Details of 2020/21 grants received

	2020/21	2019/20
	£	£
Northampton Borough Council	300	300
Covid support grants	9,000	0
Anonymous other grants received	0	1,000
	<b>9,300</b>	<b>1,300</b>



## 5. Analysis of support costs and overheads

Total support and overhead costs of the charity excluding fundraising was £9,077 (£9,347 2019/20).

	12 months to 31st May 2021			12 months to 31st May 2020
	General Fund	Designated Fund	Total	
	£	£	£	£
Service development staff cost		5,348	5,348	5052
Telephone	96		96	152
Postage	25		25	88
Advertising	51	0	51	0
Legal & professional fees	2,706		2,706	3,256
DBS Checks	0		0	0
Insurance	851		851	798
Audit Fees	0		0	0
<b>Total</b>	<b>3,729</b>	<b>5,348</b>	<b>9,077</b>	<b>9,347</b>

The costs allocated to the General Fund have been treated as directly supporting service provision

## 6. Transfers between funds

There were no transfers between funds during the year.

## 7. Analysis of staff costs

	2020/21	2019/20
	£	£
Salaries and wages	50,353	44,228
Employers pension costs	481	357
Employers National Insurance	(111)	111
<b>Total cost</b>	<b>50,723</b>	<b>44,696</b>

The charity employed 6 ( 2019/20: 6 ) part time staff

No employees had emoluments in excess of £60k.

## 8. Examiner's remuneration

The examiner has undertaken the examination on a voluntary basis without remuneration.

## 9. Fixed Assets

	Land £	Buildings £	Fixtures, fittings and equipment £	Total £
Balance brought forward (gross cost)	0	0	12,484	12,484
Additions			0	0
Revaluations (+/-)				
Disposals (-)				
Balance carried forward (gross cost)	0	0	12,484	12,484

Balance brought forward (accumulated depreciation)			6,770	6,770
Depreciation charge for year (-)			3,388	3,388
Revaluations (+/-)				
Disposals (-)				
Balance carried forward (accumulated depreciation)			10,158	10,158
Brought forward (net book value)	0	0	5,714	5,714
Carried forward (net book value)	0	0	2,326	2,326

## 10. Fixed asset investments

The charity currently has no specific investments.

## 11. Analysis of current assets

### Debtors under 1 year

	As at 31 May-21 £	As at 31 May-20 £
Service user charges	6,624	5,561
Prepayments	324	270
Other Debtors	117	0
	<u>7,065</u>	<u>4,630</u>

### Analysis of cash at bank

	As at 31 May-21 £	As at 31 May-20 £
Bank balance held in NatWest current account	46,228	48,010
Balance on Equals purchase card	252	109
Cash	175	191
	<u>46,655</u>	<u>48,310</u>

## 12. Analysis of current liabilities and long term creditors

	As at 31 May-21 £	As at 31 May-20 £
Trade Creditors	0	717
Other Creditors	0	150
	<u>0</u>	<u>867</u>

There are no long term creditors.

**13 Analysis of movements on each fund.**

	B/F 01/06/2020	Incoming Resources	Outgoing Resources	Transfers	31/05/2021
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General fund	12,999	53,397	51,367		15,029
<b>Designated funds</b>					
Business development	36,797	1,000	5,348		32,449
Covid member support		9,300	9,300		0.00
Equipment Fund	9,192	-	623		8,569
<b>Total Funds</b>	<b>58,988</b>	<b>63,697</b>	<b>66,638</b>	<b>-</b>	<b>56,047</b>

## INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF FAVELL HOUSE DAY SERVICES

This report is on the accounts of the charity for the period ended 31st May 2021 which are set out on pages 15 - 23 of this report.

Respective responsibilities of the trustees and the examiner

The trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is 'limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect the requirements:
  - proper accounting records are kept in accordance with section 130 of the 2011 Act; and
  - accounts are prepared which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date 20 March 2022

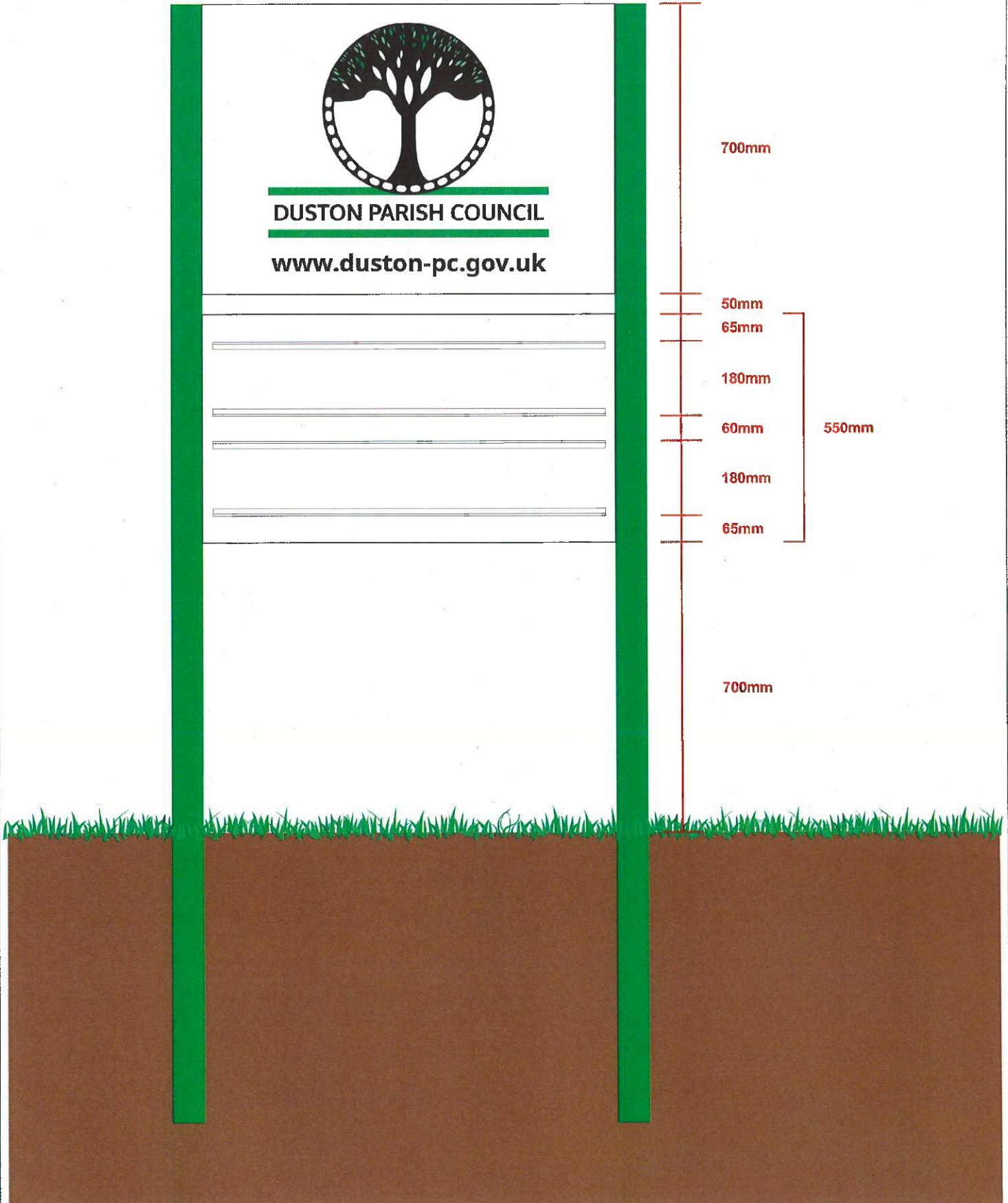
Name Joanna Halcrow





A Appendix  
H

Item: A  
Quantity: 1 No.  
Material: 3mm Aluminium tray panels  
Size: 1152mm x 2000mm (above ground - including posts)  
Production: Digitally printed (Mimaki)  
Lamination: Gloss  
Notes: complete with 2 No. 76mm square posts / 4 No. Aluminium sliders for insert panels



**Abbott Signs**

Tel: 01604 636793  
www.abbottsigns.co.uk

Designed by: Callum  
Revised by: Callum

Drawing: DR1  
Revision: RV5







01604 583626



DustonPC



office@duston-pc.co.uk



@duston\_pc

Item: B  
Quantity: 1 No.  
Material: 3mm ACM  
Size: 950mm x 180mm  
Production: Digitally printed (Mimaki)  
Lamination: Gloss  
Notes: N/A

# Wording TBA

Item: C  
Quantity: 1 No.  
Material: 3mm ACM  
Size: 950mm x 180mm  
Production: Digitally printed (Mimaki)  
Lamination: Gloss  
Notes: N/A

**Abbott Signs**

Tel: 01604 636793  
www.abbottsigns.co.uk

Designed by: Callum  
Revised by: Callum

Drawing: DR2  
Revision: RV5



# Abbott Signs

Abbott Signs (Northampton)  
Limited  
29 Victoria Road  
Northampton  
Northamptonshire  
NN1 5ED  
Tel : 01604 636793  
Fax : 01604 632302  
john@abbottsigns.co.uk  
www.abbottsigns.co.uk

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

Dear George

Further to your enquiry, please find our quotation detailed below:

Re : Post mounted sign for St. Luke's Community Centre

## QUOTATION

Ref No. REF28942/2  
Dated 17/10/2022  
Contact George Nemteanu  
Tel 01604 583626  
Mob 07553 972254  
[facilitiesmanager@duston-pc.gov.uk](mailto:facilitiesmanager@duston-pc.gov.uk)

Qty	Description	Unit Price	Total
1	Manufacture and fit a bespoke post mounted sign for St. Luke's Community Centre. Sign to comprise of one main logo panel 1000mm x 700mm and a lower panel 1000mm x 750mm supported by two side mounted vertical posts. Lower panel to be fitted with slider rails to accept slide in info panels, 950mm x 180mm (included). Unit to be mounted into standard concrete foundations.	£1,989.81	£1,989.81
		<b>Sub Total</b>	<b>£1,989.81</b>
		<b>VAT</b>	<b>£397.96</b>
		<b>TOTAL</b>	<b>£2,387.77</b>

This quotation is valid for 30 days from the date of this document.

I look forward to hearing from you in due course.

Yours sincerely,



John Abbott

*Always a Good Sign*



## **Briefing Note for Duston Parish Council Planning Committee**

### **Community Infrastructure Levy (CIL)**

#### **Introduction**

By law, CIL money must be spent on the provision, improvement, replacement, operation, or maintenance of infrastructure needed to support development.

CIL can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development, below are some examples of projects that have been funded with CIL:

- prevention of crime and anti-social behaviour, for example CCTV installations
- public realm enhancements
- transport/highways, e.g. junction improvements to improve pedestrian safety, electric charging rollout, cycle docking stations, bridge refurbishment /corrosion protection
- open spaces, parks landscaping and play facilities upgrade and Paddington Rec upgrade
- health facilities
- sports and leisure facilities
- utilities/waste, for example deep drainage improvements, street markets utilities improvements.
- feasibility studies and research to enable the identification of eligible infrastructure projects.

#### **What is infrastructure?**

'Infrastructure' is a broadly defined in the Town and Country Planning Act 2008.

There are typically 3 broad categories of infrastructure: -

- Physical infrastructure: e.g. highways, transport links, cycleways, energy supply, water, flood alleviation, waste management
- Social infrastructure: e.g. education, health, social care, emergency services, art and culture, sports halls, community halls
- Green infrastructure: e.g. parks, woodlands, play areas, public open space

### **How do Parish Councils identify projects?**

To make clear what they expect CIL money to be spent on, many Parish councils write a list of the infrastructure projects which the community sees as priorities for delivering and would like to see provided with CIL funds. Listing priorities gives clarity and reduces uncertainty as to what the neighbourhood element of CIL will be spent on.

Duston Parish Council must be able to demonstrate that it is using CIL in consultation with residents to develop projects for funding that contribute to the infrastructure priorities in the area.

### **How long do Parish Councils have to spend the monies?**

Parish Councils should spend their local CIL monies within 5 years of receipt. Where money is not used to support development of the area within five years of receipt, or is used for other purposes, the regulations give charging authorities the power to recover those funds. This is to ensure that money is spent, and spent effectively, to benefit the local community.

### **Do Parish Councils need to monitor anything?**

Yes. Just like the charging authority, Parish Councils will have to produce a publicly available annual report on the use of their share of the CIL receipts. This will include the total receipts for the reported year, the projects CIL has been applied to, and the amount of expenditure on each item. The report should be publicly available and published on the Parish Council website.

### **How Much is Duston Parish Council Receiving?**

Duston Parish Council is soon receiving the following –

Payment 1 - £1057.03 for application N/2019/0771

Payment 2 - £184,805.35 for application N/2018/1207

Payment 3 - £22,287.31 for application N/2018/0460

Payment 4 - £874.60 for application N/2016/1477

Total is **£209,024.29**

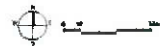
ACCOMMODATION SCHEDULE

Unit Type	No. Units	Storeys	Net Effective Floor Area (m <sup>2</sup> )	Total Floor Area (m <sup>2</sup> )	% of Total
1 BED APARTMENT	2	2	75	150	0.2%
2 BED APARTMENT	2	2	150	300	0.4%
3 BED APARTMENT	2	2	225	450	0.6%
4 BED APARTMENT	2	2	300	600	0.8%
5 BED APARTMENT	2	2	375	750	1.0%
6 BED APARTMENT	2	2	450	900	1.2%
7 BED APARTMENT	2	2	525	1050	1.4%
8 BED APARTMENT	2	2	600	1200	1.6%
9 BED APARTMENT	2	2	675	1350	1.8%
10 BED APARTMENT	2	2	750	1500	2.0%
11 BED APARTMENT	2	2	825	1650	2.2%
12 BED APARTMENT	2	2	900	1800	2.4%
13 BED APARTMENT	2	2	975	1950	2.6%
14 BED APARTMENT	2	2	1050	2100	2.8%
15 BED APARTMENT	2	2	1125	2250	3.0%
16 BED APARTMENT	2	2	1200	2400	3.2%
17 BED APARTMENT	2	2	1275	2550	3.4%
18 BED APARTMENT	2	2	1350	2700	3.6%
19 BED APARTMENT	2	2	1425	2850	3.8%
20 BED APARTMENT	2	2	1500	3000	4.0%
21 BED APARTMENT	2	2	1575	3150	4.2%
22 BED APARTMENT	2	2	1650	3300	4.4%
23 BED APARTMENT	2	2	1725	3450	4.6%
24 BED APARTMENT	2	2	1800	3600	4.8%
25 BED APARTMENT	2	2	1875	3750	5.0%
26 BED APARTMENT	2	2	1950	3900	5.2%
27 BED APARTMENT	2	2	2025	4050	5.4%
28 BED APARTMENT	2	2	2100	4200	5.6%
29 BED APARTMENT	2	2	2175	4350	5.8%
30 BED APARTMENT	2	2	2250	4500	6.0%
31 BED APARTMENT	2	2	2325	4650	6.2%
32 BED APARTMENT	2	2	2400	4800	6.4%
33 BED APARTMENT	2	2	2475	4950	6.6%
34 BED APARTMENT	2	2	2550	5100	6.8%
35 BED APARTMENT	2	2	2625	5250	7.0%
36 BED APARTMENT	2	2	2700	5400	7.2%
37 BED APARTMENT	2	2	2775	5550	7.4%
38 BED APARTMENT	2	2	2850	5700	7.6%
39 BED APARTMENT	2	2	2925	5850	7.8%
40 BED APARTMENT	2	2	3000	6000	8.0%
41 BED APARTMENT	2	2	3075	6150	8.2%
42 BED APARTMENT	2	2	3150	6300	8.4%
43 BED APARTMENT	2	2	3225	6450	8.6%
44 BED APARTMENT	2	2	3300	6600	8.8%
45 BED APARTMENT	2	2	3375	6750	9.0%
46 BED APARTMENT	2	2	3450	6900	9.2%
47 BED APARTMENT	2	2	3525	7050	9.4%
48 BED APARTMENT	2	2	3600	7200	9.6%
49 BED APARTMENT	2	2	3675	7350	9.8%
50 BED APARTMENT	2	2	3750	7500	10.0%
51 BED APARTMENT	2	2	3825	7650	10.2%
52 BED APARTMENT	2	2	3900	7800	10.4%
53 BED APARTMENT	2	2	3975	7950	10.6%
54 BED APARTMENT	2	2	4050	8100	10.8%
55 BED APARTMENT	2	2	4125	8250	11.0%
56 BED APARTMENT	2	2	4200	8400	11.2%
57 BED APARTMENT	2	2	4275	8550	11.4%
58 BED APARTMENT	2	2	4350	8700	11.6%
59 BED APARTMENT	2	2	4425	8850	11.8%
60 BED APARTMENT	2	2	4500	9000	12.0%
61 BED APARTMENT	2	2	4575	9150	12.2%
62 BED APARTMENT	2	2	4650	9300	12.4%
63 BED APARTMENT	2	2	4725	9450	12.6%
64 BED APARTMENT	2	2	4800	9600	12.8%
65 BED APARTMENT	2	2	4875	9750	13.0%
66 BED APARTMENT	2	2	4950	9900	13.2%
67 BED APARTMENT	2	2	5025	10050	13.4%
68 BED APARTMENT	2	2	5100	10200	13.6%
69 BED APARTMENT	2	2	5175	10350	13.8%
70 BED APARTMENT	2	2	5250	10500	14.0%
71 BED APARTMENT	2	2	5325	10650	14.2%
72 BED APARTMENT	2	2	5400	10800	14.4%
73 BED APARTMENT	2	2	5475	10950	14.6%
74 BED APARTMENT	2	2	5550	11100	14.8%
75 BED APARTMENT	2	2	5625	11250	15.0%
76 BED APARTMENT	2	2	5700	11400	15.2%
77 BED APARTMENT	2	2	5775	11550	15.4%
78 BED APARTMENT	2	2	5850	11700	15.6%
79 BED APARTMENT	2	2	5925	11850	15.8%
80 BED APARTMENT	2	2	6000	12000	16.0%
81 BED APARTMENT	2	2	6075	12150	16.2%
82 BED APARTMENT	2	2	6150	12300	16.4%
83 BED APARTMENT	2	2	6225	12450	16.6%
84 BED APARTMENT	2	2	6300	12600	16.8%
85 BED APARTMENT	2	2	6375	12750	17.0%
86 BED APARTMENT	2	2	6450	12900	17.2%
87 BED APARTMENT	2	2	6525	13050	17.4%
88 BED APARTMENT	2	2	6600	13200	17.6%
89 BED APARTMENT	2	2	6675	13350	17.8%
90 BED APARTMENT	2	2	6750	13500	18.0%
91 BED APARTMENT	2	2	6825	13650	18.2%
92 BED APARTMENT	2	2	6900	13800	18.4%
93 BED APARTMENT	2	2	6975	13950	18.6%
94 BED APARTMENT	2	2	7050	14100	18.8%
95 BED APARTMENT	2	2	7125	14250	19.0%
96 BED APARTMENT	2	2	7200	14400	19.2%
97 BED APARTMENT	2	2	7275	14550	19.4%
98 BED APARTMENT	2	2	7350	14700	19.6%
99 BED APARTMENT	2	2	7425	14850	19.8%
100 BED APARTMENT	2	2	7500	15000	20.0%

Total Bedload: 420  
 Total Bedload Area: 15.0 ha  
 Coverage: 15.0%  
 Density: 420/ha



- KEY**
- [Symbol] SITE LOCATION
  - [Symbol] LOCAL CENTRE PARCEL (1.7ha)
  - [Symbol] SPIKE ROAD FRONTAGE
  - [Symbol] KEY SPACE FRONTAGE
  - [Symbol] KEYNOTE DWELLING
  - [Symbol] PROPOSED PUBLIC OPEN SPACE (REFER TO DETAILED LANDSCAPING PROPOSALS)
  - [Symbol] INDICATIVE PLANTING (REFER TO DETAILED LANDSCAPING PROPOSALS)
  - [Symbol] RETAINED PLANTING
  - [Symbol] PROPOSED DRAINAGE (REFER TO DETAILED LANDSCAPING PROPOSALS)
  - [Symbol] PROPOSED RAIL FACILITY (REFER TO DETAILED LANDSCAPING PROPOSALS)
  - [Symbol] INDICATIVE APPROXIMATE BUS STOP LOCATIONS (SUCH LOCATIONS TO BE AGREED AT SUBSTAGE)
- REVISIONS:  
 1 - IMPROVED PLAN  
 2 - REFINED PLOT DISTRIBUTIONS AFFECTING PHASES 1A-1F  
 3 - REVISED INDICATION OF BUS STOP LOCATIONS  
 4 - REVISED LOCATION OF RAIL SEARCH POINTS WITH ADJUSTED  
 5 - REVISED DRAINAGE PROFILES - DRINKING WATER PROTECTIVE  
 6 - REVISED DRAINAGE PROFILES  
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 8 - REVISED DRAINAGE PROFILES  
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NORTHAMPTON WEST - PROPOSED LAYOUT (PHASES 1A-1F)

Pegasus



