



DUSTON PARISH COUNCIL

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

FULL COUNCIL

12th May 2023

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Duston Parish Council to be held at Duston Community Centre on Thursday 18th May 2023 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

01/23. Election of Chair of Duston Parish Council

- To elect a Chair of the Council for ensuing municipal year 2023/24

02/23. Declaration of Acceptance of Office

- To receive Declaration of Acceptance of Office

03/23. Election of Vice Chair of Duston Parish Council

- To elect a Vice Chair of the Council for the ensuing municipal year 2023/24

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

04/23. To receive apologies for absence

05/23. To receive and approve the minutes of the extraordinary meeting held on 6th April 2023 (APPENDIX A)

06/23. To receive and approve the minutes of the ordinary meeting held on 6th April 2023 (APPENDIX B)

07/23. 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*).

08/23. 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*).

09/23. To Review and Adopt the Following Policies

- a) Financial Regulations (APPENDIX C)
- b) Councillor Code of Conduct (APPENDIX D)
- c) Data Protection / Data Breach Policies (APPENDIX E)
- d) CCTV Policy (APPENDIX F)
- e) Honorary Freewoman / Honorary Freeman of Duston Parish (APPENDIX G)

10/23. Appointment of Standing Committees

- To elect members of each Standing Committee as per Standing Orders & Scheme of Delegation
 - a) Planning Committee (5 Members + Chair of Council)
 - b) Community Services Committee (5 Members + Chair of Council)
 - c) Environment Committee (5 Members + Chair of Council)
 - d) Resources & General Purposes Committee (5 Members + Chair of Council)
 - e) HR Sub-Committee (Chair, Vice-Chair + 1 Member)

11/23. Internal Controls Councillor

- a) To elect an Internal Controls Councillor for 2023/24
- b) Approve the Internal Councillor Control Checklist (APPENDIX H)

12/23. NCALC Police Liaison Representative

- To elect a Police Liaison Representative for 2023/24

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13/23. Subscriptions

- a) NCALC (including fee for Internal Auditor and Data Protection Officer)
- b) Northants ACRE
- c) Society of Local Council Clerks (SLCC)

14/23. Bank Reconciliations

- a) To approve bank reconciliations for February 2023 (APPENDIX I)
- b) To approve bank reconciliations for March 2023 (APPENDIX J)

15/23. Payment of Invoices

- a) To note invoice payments for February 2023 (APPENDIX K)
- b) To note invoice payments for March 2023 (APPENDIX L)

16/23. Updates from Committees

- a) To receive a report in the form of draft minutes from the Environment Committee (APPENDIX M)
- b) To receive a report in the form of draft minutes from the Planning Committee (APPENDIX N)
- c) To receive a report in the form of draft minutes from the Resources and General Purposes Committee (APPENDIX O)
- d) To receive a report in the form of draft minutes from Community Services Committee (APPENDIX P)

17/23. Recommendation From Environment Committee

- To bring to Council attention the use of Trustee Amenity glyphosate (APPENDIX Q)

18/23. Recommendation From Planning Committee

- a) To agree revising the Duston Neighbourhood Plan to ensure it is up to date
- b) The Planning Committee to report back to Council with a quote

19/23. Recommendations From Resources & General Purposes Committee

- a) To bring to Council the Sound Report between Main Hall / Cafe at Duston Community Centre and discuss the next steps (APPENDIX R)
- b) To bring to Council installation of a Flag Pole at Duston Sports Centre used by Community Infrastructure Levy

20/23. Recommendation from Community Services Committee

- a) To extend the Youth Club trial period at Duston Sports Centre until the end of July (APPENDIX S)
- b) To purchase a Bleed Cabinet and install somewhere at Duston Community Centre / Duston Library using the Community Infrastructure Levy.

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- c) To allow the Clerk to use General Reserves if a bus provider can be found to bring people from over Duston to St Luke's Centre Fun Day

21/23. Asset Register

- To approve the Asset Register for 2022/23 (APPENDIX T)



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EXTRAORDINARY FULL COUNCIL MINUTES
THURSDAY 6th APRIL 2023 6:30PM

CHAIR: P Enright-King

COUNCILLORS PRESENT: Ennis-Clark, Golby, Hinch, Ingram, Liddon, Maitland, Roper.

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

174/23. To receive apologies for absence

- Apologies were received from Cllrs Bottwood, Hinch, Mumford and Barnes

175/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no interests declared.

176/23. Public Participation Session

- One member of the public was in attendance, they spoke upon item 177/23.

177/23. TTRO (22/23) W808 – Sandy Lane, Harpole

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- The Chair of the Council has written to Chasetown Engineering and West Northamptonshire Council to say the latest proposed roadworks and the length of time scheduled is unacceptable. Duston residents, particularly St Giles Park, have already been badly disrupted by the ongoing construction roadworks. Numerous residents have contacted the Parish Council asking for help in getting a better solution. A copy of the letter has also been sent to all WNC Duston Ward Councillors and the Member of Parliament for Northampton South for their information. The Council has not yet received a response from either West Northamptonshire Council or Chasetown Engineering Ltd.
- The Council discussed possible solutions that might help alleviate the problem such as working longer hours in the summer months, allowing full road access during the Christmas period and keeping the Sandy Lane open at peak rush hour times such as in the morning.
- **RESOLVED:**
 - a) That the discussion of the Traffic Order and negative impact that will be felt by the residents of Duston Parish Council was noted.
 - b) Duston Parish Council is formally opposed to TRO (22/23) W808
 - c) The Clerk to chase up a formal response from Chasetown Engineering Ltd and West Northamptonshire Council.



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FULL COUNCIL MINUTES
THURSDAY 6th APRIL 2023 7PM

CHAIR: P Enright-King

COUNCILLORS PRESENT: Ennis-Clark, Hinch, Ingram, Liddon, Maitland, Roper,

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

178/23. To receive apologies for absence

- Apologies were received from Cllrs Bottwood, Barnes, Golby, Mumford and Hinch.

179/23. To receive and approve the minutes of the meeting held on Thursday 2nd March 2023

- **RESOLVED:** That the minutes of the meeting held on Thursday 6th of April were approved as a true record and signed by the Chair.

180/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no interests declared.

181/23. Helen Howard, West Northamptonshire Council

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- Helen Howard from West Northamptonshire Council's (WNC) highway department attended the Council meeting and answered highways related questions posed by Council. She explained the method for reporting existing highways issues is through the WNC specific Fix My Street, accessed via the WNC website. Recently WNC have appointed Kier as their new contractor whereas previously it was KierWSP. North Northamptonshire and West Northamptonshire are now two separate highways authorities. Some staff from Northamptonshire Highways have gone to work in the North whereas others are in the West. Poor road markings should be reported to Fix My Street. If someone wishes to request new parking restrictions they should enquire with the highways department for an application form. Councillors also expressed the serious concerns of Duston residents about the ongoing road works taking place on Berrywood Road and the New Sandy Lane.
- Cllr Enright-King thanked Helen Howard for attending the meeting and answering the various questions from Councillors.

182/23. Public Participation Session

- No public speakers.

183/23. Bank Reconciliations

- **RESOLVED:** That the bank reconciliations for January 2023 were approved.

184/23. Payment of Invoices

- **RESOLVED:** That the invoice payments for January 2023 were noted.

185/23. Updates from Committees

- **RESOLVED:**
 - a) That the report in the form of draft minutes from the Environment Committee was noted.
 - b) That the report in the form of draft minutes from the Community Services Committee was noted.

186/23. Recommendation from Environment Committee

- **RESOLVED:**

- a) That the Report on the results of the Hardlands Road consultation was received and noted (APPENDIX F).
- b) That the Council accepts the result of the consultation (18/34.6%, responses in favour, 35/65.5% responses in opposition) and will not proceed with the sheltered seating area on Hardlands Road Open Space.

187/23. Recommendation From Environment Committee

- **RESOLVED:**
 - a) That the new play equipment at Mendip Park, to be paid for through Section 106 designated for Public Open Spaces from the Duston Gardens development, was approved.
 - b) That the new play equipment for Duston Wildes "Quarry", paid via Community Infrastructure Levy, was approved.
 - c) That the new play equipment for Haydown Green, paid via from Community Infrastructure Levy, was approved.
 - d) The Clerk will provide an update to the Environment Committee on the above regarding quotes, timescales and implementation (APPENDIX G)

188/23. Recommendation from the Environment Committee

- **RESOLVED:**
 - a) That the use of Community Infrastructure Levy monies to purchase a commemorative bench for the Coronation of King Charles III was approved (APPENDIX H)
 - b) That the Clerk was delegated to oversee the installation of the Coronation Commemorative bench in Hardlands Road Open Space in consultation with the Chair of the Council. It would be preferable if people could see it from the road.

189/23. Recommendation From Community Services Committee

- **RESOLVED:** That the Grant Application from Duston Scouts was approved and given the maximum of £1000 (APPENDIX I)

190/23. Duston Parish Council Bank Mandate

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- **RESOLVE D:** That the Clerks verbal update upon situation with Duston Parish Council Bank Mandate (Unity Bank & Barclays Bank) was noted.

191/23. Electoral Ward Boundary Review

- **RESOLVED:**
 - a) That the Council is in favour of the new proposed ward boundary and that Clerk contacts the Local Government Boundary Commission for England LGBCE and supports their latest proposal (APPENDIX J)
 - b) The Council fully supports having an electoral ward of 3 councillors that correlates exactly with the Parish Council boundary. Having a ward boundary the same as the parish boundary would be a more effective governance arrangement for Duston going forward

192/23. Skate Ramp(s) in Duston

- **RESOLVED:**
 - a) That Duston Parish Council will continue to examine the feasibility of this project.
 - b) That the Community Services Committee be granted responsibility to conduct feasibility review and report back to Council in due course with recommendations.

193/23. Police Liaison Report

- Cllr Iain Liddon provided the Council with an update of the most recent meeting
- **RESOLVED:**
 - a) The Police Liaison Report was noted.
 - b) Assistant Clerk would attend the next meeting of the Police Liaison Group

194/23. Planter In Limehurst Square Area

- **RESOLVED:** To defer to the Environment Committee

195/23. Communications and Engagement Policy

- **RESOLVED:**
 - a) That the revised Communications and Engagement Policy was approved and adopted.

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- b) To see if the Community Services Committee have any amendments for future consideration.

196/23. Disciplinary and Grievance Policy and Procedures

- **RESOLVED:** That the Disciplinary and Grievance Policy Procedures was approved (APPENDIX L)

197/23. Standing Orders and Scheme of Delegation

- **RESOLVE D:** That the Standing Orders and Scheme of Delegation was approved (APPENDIX M)

198/23. Sickness Absence Policy

- **RESOLVED:** That the Sickness Absence Policy was approved (APPENDIX O)

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DUSTON PARISH COUNCIL

FINANCIAL REGULATIONS

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1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;

- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;

- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £15,000 and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1 The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by council.

3.2. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.3. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to West Northamptonshire Council and shall supply each member with a copy of the approved annual budget.

3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised by the RFO or duly delegated committee up to the amounts included for that class of expenditure in the approved budget, unless otherwise specified by the Council when approving the budget.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the Clerk, in consultation with the Chair and Vice Chair of Council, may authorise revenue expenditure on behalf of the council which in the Clerk's judgement is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure. The Chief Officer shall report such action to the Full Council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring approval, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall approve payment by a resolution of the council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was approved. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.

5.5. The RFO shall have delegated authority to approve the immediate payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the

next scheduled Meeting of council, where the RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or

c) fund transfers within the councils banking arrangements up to the sum of £75,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is approved - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £15,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to approve or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following approval under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Payment made by cheque shall be reported to the council at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and /

or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO and Deputy Clerk. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and Deputy Clerk and will also be restricted to a single transaction maximum value of £2000 unless authorised by council in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO and Deputy Clerk and shall be subject to automatic

payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of £250 and facilities float of £150 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received may only be paid into the petty cash float having been entered as income into the council's accounting system and the transfer to being recorded as such.

c) Impress payments to maintain the petty cash float shall be approved separately by two authorised signatories in line with existing bank arrangements.

6.23. If thought appropriate by the council, payment for regular suppliers may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.

Payments Policy

6.24. As a public authority, the parish council should adopt best practice, and be seen to be setting a good example, in the way that it pays suppliers who provide goods or services to the council.

In addition, the Public Contracts Regulations 2015 place a duty on the parish council to make prompt payments; namely:

- any payment due, is to be made no later than the end of a period of 30 days from the date on which the relevant invoice is regarded as valid and undisputed
- any invoices for payment are considered and verified by the parish council in a timely fashion, and that undue delay in doing so is not to be sufficient justification for failing to regard an invoice as valid and undisputed
- any sub-contract awarded by a supplier includes requirements to the same effect as those above; and
- the parish council must publish on the internet, on an annual basis, statistics on compliance with the above requirements

To achieve the above objectives the following payments policy is to be followed.

1. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services have been received, carried out, examined and represents expenditure previously approved by the council (regulation 5.3)

2. The RFO will refer back to the supplier any disputed invoices, or to the council as thought appropriate.

3. All verified and undisputed invoices will then be paid as soon as practical in accordance with the following preferred payment methods.

(i) Direct Debit arrangements will be established with all suppliers that offer that facility (regulation 6.23)

(ii) Internet banking transfer utilising the double authorisation policy of our bank (regulation 6.10) (iii) Debit card held by the RFO, or other authorised staff (regulation 6.18)

(iv) Cheque drawn on the council's bank account (regulation 6.3)

(v) Petty cash (only to be used for minor amounts).

4. A schedule of payments made each month shall be presented to the council for retrospective approval

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as per employment contract.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any councillor who can demonstrate a need to know;

- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.5. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the RFO.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by legal professionals acting in disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders,³ and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £10,000 and above £500 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

² Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

³ Based on NALC's Model Standing Order 18d ©NALC 2018

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and

covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined regularly by the council, or duly delegated committee.

16. Risk management

16.1. The council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

16.2. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. Suspension and revision of Financial Regulations

17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.



Duston Parish Council

Councillor Code of Conduct

SECTION 1: INTRODUCTION

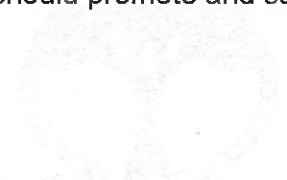
The Members' Code of Conduct is intended to promote high standards of behaviour amongst Councillors.

The Code is underpinned by the following seven Nolan principles of public life, which should be adhered to when interpreting the meaning of the Code. Councillors should behave with:

1. **Selflessness** – and act solely in terms of the public interest. They should not act in order to gain financial or other benefits for themselves, their family or their friends.
2. **Integrity** – and should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
3. **Objectivity** – in carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits; choices should be made on merit.
4. **Accountability** – and are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
5. **Openness** – and should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
6. **Honesty** – and declare any private interests relating to their public duties and to take

steps to resolve any conflicts arising in a way that protects the public interest.

- 7. **Leadership** – and should promote and support these principles by leadership and example.



Duxton Parish Council Councillor Code of Conduct

Duxton Parish Council
2018

The following code of conduct is intended to provide a framework for the conduct of Councillors. It is intended to ensure that Councillors act in a way that is consistent with the public interest and the values of the Council.

The Council is committed to the highest standards of integrity and transparency. Councillors are expected to act in a way that is consistent with the following principles:

- 1. **Integrity** – Councillors should act in a way that is consistent with the public interest and the values of the Council.
- 2. **Transparency** – Councillors should be open and honest in their dealings with the public and other Councillors.
- 3. **Accountability** – Councillors should be accountable to the public and the Council for their actions.
- 4. **Respect** – Councillors should respect the views and opinions of others and act in a fair and equitable manner.
- 5. **Leadership** – Councillors should promote and support the values and principles of the Council by their actions and example.

The Council reserves the right to amend this code of conduct at any time.

SECTION 2: GENERAL PROVISIONS

1. Introduction and Interpretation

1.1 This Code applies to all members of the Council. It is your responsibility to comply with the provisions of this Code.

1.2 In this Code:

- a) "the Council" refers to Duston Parish Council.
- b) "Councillor" means any person being a Member of the Council.
- c) "Meeting" means any meeting of:
 - the Council
 - any of the Council's committees, or sub-committees
 - any of the Council's advisory groups, working parties and panels.

2. Scope

2.1 This Code applies to you whenever you are acting in the capacity as a Member of the Council: not only when attending meetings. For example, it will also include but is not limited to Members' dealings with officers, Members' dealings with the public, when Members represent the Council on outside bodies, any statements made by a Member on behalf of the Council.

3. General Obligations

3.1 You must treat others with respect.

3.2 You must not do anything which may cause the Council to fall foul of UK equalities legislation.

3.3 You must not bully or intimidate any person or do anything which compromises the independence of those who work for the Council.

3.4 For the purposes of this paragraph, bullying is defined as: "offensive, intimidating,

malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Examples of bullying include, but are not limited to:

- spreading malicious rumours, or insulting someone by word or behaviour.
- copying communications that are critical about someone to others who do not need to know.
- ridiculing or demeaning someone – picking on them or setting them up to fail.
- exclusion or victimization.
- unfair treatment.
- overbearing supervision or other misuse of power or position.
- unwelcome sexual advances – touching, standing too close, display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected.
- making threats or comments about job security without foundation.
- deliberately undermining a competent worker by overloading and constant criticism.
- preventing individuals progressing by intentionally blocking promotion or training opportunities.

3.5 You must not intimidate or attempt to intimidate any person who is or may be:

- a complainant;
- a witness; or
- involved in the administration of this Code.

3.6 You must not make trivial or malicious allegations against others.

3.7 You must not do anything which compromises or may compromise the impartiality of those who work for, or on behalf of, the Council.

- 3.8 You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.
- 3.9 You must not accept any gifts or hospitality that could be seen by the public as likely to influence your judgement in relation to any matter that you deal with in your official capacity.
- 3.10 You must not pass on information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, unless:
- you have the consent of a person authorised to give it
 - you are required by law to do so
 - the disclosure is made to a third party for the purpose of obtaining professional advice, provided that they agree not to pass on the information to any other person; or
 - the disclosure is:
 - reasonable and in the public interest; and
 - made in good faith and in compliance with the reasonable requirements of the Council.
- 3.11 You must not prevent another person from gaining access to information to which that person is entitled by law.
- 3.12 You must not use or attempt to use your position as a Councillor improperly to confer on, or secure for yourself or any other person, an advantage or disadvantage.
- 3.13 You must, when using, or authorising the use by others of, the resources of the Council:
- act in accordance with the Council's reasonable requirements
 - ensure that such resources are not used improperly for political purposes (including party political purposes).
- 3.14 You must have regard to any Local Authority Code of Publicity made under the Local Government Act 1986.

- 3.15 You must comply with any formal standards investigation into your conduct or the conduct of another Councillor.
- 3.16 You must, when reaching decisions on any matter, have regard to any relevant advice provided to you by:
- the Council's Responsible Finance Officer; or
 - the Council's Monitoring Officer
 - where that officer is acting in that role.
- 3.17 You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.

SECTION 3: INTERESTS

1. Registration of Interests

- 1.1 Within 28 days of this Code being adopted by your Council or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Appendix A (Disclosable Pecuniary Interests) and Appendix B (Other Registerable Interests).
- 1.2 You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest in Appendix A or B, or of any change to a registered interest, notify the Monitoring Officer.

2. Disclosable Pecuniary Interests

- 2.1 Where a matter arises at a meeting in which you have an interest in Appendix A, you must declare the interest (unless it is sensitive - see section 5 below), not participate, or participate further, in any discussion or vote further on the matter and must not remain in the room unless granted a dispensation.

3. Other registerable interests

- 3.1 Where a matter arises at a meeting in which you have an interest in Appendix B, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but must not take part in any vote on the matter unless you have been granted a dispensation.

4. Non-registerable interests

- 4.1 Where a matter arises at a meeting which relates to your own financial interest (and is not a Disclosable Pecuniary Interest) or your own wellbeing or is otherwise to your advantage or relates to a financial interest or wellbeing or is otherwise to the advantage of a relative, friend or close associate, you must disclose the interest and not vote on the matter unless granted a dispensation. You may speak on the matter only if members of the public are also allowed to speak at the meeting.
- 4.2 Where a matter arises at a meeting which affects your own financial interest or a financial interest of a relative, friend, close associate or body covered by Appendix B you must disclose the interest;
- 4.3 Where the matter referred to in paragraph 4.2 affects the financial interest to a greater

extent than if affects the financial interests of the majority of inhabitants of the area affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest, you must not vote on the matter unless granted a dispensation. You may speak on the matter only if members of the public are also allowed to speak at the meeting.

5. Sensitive Interests

- 5.1 Where you consider (and the Council's Monitoring Officer agrees) that the nature of a Disclosable Pecuniary Interest, or other interest is such that disclosure of the details of the interest could lead to you or a person connected with you being subject to intimidation or violence, it is a "sensitive interest" for the purposes of the Code. The details of the sensitive interest do not need to be disclosed to a meeting, although the fact that you have a sensitive interest must be disclosed.

APPENDIX A – DISCLOSABLE PECUNIARY INTERESTS

1. Breaches of the rules relating to Disclosable Pecuniary Interests may lead to criminal sanctions being imposed.
2. You have a Disclosable Pecuniary Interest if it is of a description specified in regulations made by the Secretary of State and either:
 - 2.1 it is an interest of yours, or
 - 2.2 it is an interest of:
 - your spouse or civil partner
 - a person with whom you are living as husband and wife, or
 - a person with whom you are living as if you were civil partners
 - and you are aware that that other person has the interest.
3. Disclosable Pecuniary Interests are:

Interest	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on by you for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a Member, or towards your election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between you (or a body in which you have a beneficial interest) and the Council</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.
Corporate tenancies	<p>Any tenancy where (to your knowledge)</p> <p>(a) the landlord is the Council; and</p> <p>(b) the tenant is a body in which you have a beneficial interest.</p>

Securities	<p>Any beneficial interest in securities of a body where:</p> <p>(a) that body (to your knowledge) has a place of business or land in the area of the Council; and</p> <p>(b) either</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) where the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you have a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
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“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of a registered society within the meaning given by section 1(1) of the co-operative and community benefit Societies Act 2014, other than a society registered as a credit union.

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

APPENDIX B - OTHER REGISTERABLE INTERESTS

1. Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Council;
2. Any body-
 - exercising functions of a public nature;
 - directed to charitable purposes; or
 - one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management;
3. Any gifts or hospitality worth more than an estimated value of £10 which you have received by virtue of your office, or a series of gifts or hospitality, from the same source within any 12-month period which together are worth more than an estimated value of £10.

PART 2: GIFTS AND HOSPITALITY OFFERED TO COUNCILLORS

1. General Principals

- 1.1 Councillors should treat with caution any offer of a gift, favour or hospitality that is made to them. Whilst the person or organisation making the offer may be doing so entirely without expectation of gain, the public may see it differently if that person or organisation is doing business, or seeking to do business with the Council. Councillors should ask themselves "Would I have been given this if I was not on the Council?"
- 1.2 It is essential that any suggestion of improper influence should be avoided. When receiving offers of gifts and hospitality, Councillors should be particularly sensitive as to their timing in relation to decisions which the Council may be taking. For example, hospitality must not be accepted knowingly from interested parties during the tendering period of a contract, or whilst an application for planning permission or some other kind of permission/decision is being considered by the Council.
- 1.3 Councillors may come into contact with individuals seeking to enhance the prospects of their business. Sometimes suppliers (or potential suppliers/tenderers for services) make approaches to Councillors with a view to demonstrating a particular product or service. In order to avoid suspicion of unhealthy influence, Councillors should ensure that such offers are advised to appropriate officers.
- 1.4 As with all other aspects of this Code, Councillors should be confident that whatever they do should be seen to be an example to the community of proper conduct and behaviour.

2. Registering Gifts and Hospitality

- 2.1 This Code of Conduct sets out the requirement for Councillors to register the receipt of any gift or hospitality worth £10 or over that they receive in connection with their official duties as a Councillor. If in doubt as to the value, the Councillor should register the offer anyway. An accumulation of gifts from the same source over a short period that adds up to £10 or more should also be registered. The Member must register the gift or hospitality and its source by completing a written declaration within 28 days of receiving it.
- 2.2 The Council will maintain a register of gifts and hospitality received by Councillors where the value is £10 or more in value. The register is maintained by the Council's Proper Officer on behalf of the Monitoring Officer. Members should immediately notify the Proper Officer of any such gifts or hospitality received and

enter the relevant details in the register. The register will be made available to the public via the Council's web site. It will be updated at least quarterly.

- 2.3 Councillors do not need to register gifts and hospitality that are not related to their role as a Councillor.

Appendix C - Arrangements for Making Complaints

If a person wishes to make a complaint about a councillor under the Code of Conduct, it should be addressed to:

The Monitoring Officer
West Northamptonshire Council
One Angel Square
Angel Street
Northampton
NN1 1ED

or e-mail can be found on the West Northamptonshire Council website.

The Monitoring Officer is a senior officer of the Council who has statutory responsibility for maintaining the Register of Members' Interests and who is responsible for administering the process in respect of complaints of alleged Member misconduct.

To ensure that the Monitoring Officer has all the information needed to process a complaint, it is recommended that complainants use the complaint form, which is available on request from the Monitoring Officer or can be downloaded from www.westnorthants.gov.uk.



Data Protection Policy

The Data Protection Policy

Duston Parish Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 which regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

General Data Protection Regulations (GDPR)

The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper. Duston Parish Council has also notified the Information Commissioner that it holds personal data about individuals.

When dealing with personal data, Duston Parish Council staff and members must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**
This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.
- **Data is processed for specified purposes only**
This means that data is collected for specific, explicit and legitimate purposes only.
- **Data is relevant to what it is needed for**
Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- **Data is accurate and kept up to date and is not kept longer than it is needed**
Personal data should be accurate, if it is not it should be corrected. Data no longer needed will be shredded or securely disposed of.
- **Data is processed in accordance with the rights of individuals**

Individuals must be informed, upon request, of all the personal information held about them.

- **Data is kept securely**

There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Storing and accessing data

Duston Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

Duston Parish Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept at the Duston Parish Council Office and are not available for public access. All data stored on the Duston Parish Council Office computers are password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of Councils document retention policy, it will be shredded or securely deleted from the computer.

Duston Parish Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy or email). Proof of identity from the person is required. If a person requests to see any data that is being held about them, the SAR response must detail:

- How and to what purpose personal data is processed
- The period Duston Parish Council tend to process it for
- Anyone who has access to the personal data

The response must be sent within 30 days and should be free of charge.

If a SAR includes personal data of other individuals, Duston Parish Council must not disclose the personal information of the other individual. That individuals personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests.

Confidentiality

Duston Parish Council Members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

Data Breach Policy

GDPR defines a personal data breach as “a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”. Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

Duston Parish Council takes the security of personal data seriously, computers are password protected and hard copy files are kept in locked cabinets.

Consequences of a personal data breach

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore, a breach, depending on the circumstances of the breach, can have a range of effects on individuals.

Duston Parish Council’s duty to report a breach

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and ICO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach. The Data Protection Officer must be informed immediately so they are able to report the breach to the ICO in the 72 hour timeframe.

If the ICO is not informed within 72 hours, Duston Parish Council via the DPO must give reasons for the delay when they report the breach.

When notifying the ICO of a breach, Duston Parish Council must:

- i. Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned
- ii. Communicate the name and contact details of the DPO
- iii. Describe the likely consequences of the breach
- iv. Describe the measures taken or proposed to be taken to address the personal data breach including, measures to mitigate its possible adverse effects.

When notifying the individual affected by the breach, Duston Parish Council must provide the individual with (ii)-(iv) above.

Duston Parish Council would not need to communicate with an individual if the following applies:

- It has implemented appropriate technical and organisational measures (i.e. encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;
- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or
- It would involve a disproportionate effort

However, the ICO must still be informed even if the above measures are in place.

Data processors duty to inform Duston Parish Council

If a data processor (i.e. payroll provider) becomes aware of a personal data breach, it must notify Duston Parish Council without undue delay. It is then Duston Parish Council's responsibility to inform the ICO, it is not the data processors responsibility to notify the ICO.

Records of data breaches

All data breaches must be recorded whether or not they are reported to individuals. This record will help to identify system failures and should be used as a way to improve the security of personal data.

How to Record Data Breaches

Date of breach	Type of breach	Number of individuals affected	Date reported to ICO/individual	Actions to prevent breach recurring

To report a data breach use the ICO online system:

<https://ico.org.uk/for-organisations/report-a-breach/>



CCTV Policy

1. Purpose

The Purpose of this policy is to regulate the management, operation and use of the CCTV system (Closed Circuit Television) at Duston Parish Council, hereafter referred to as 'the Parish Council'.

CCTV systems are installed (both internally and externally) in premises for the purpose of enhancing security of the building and its associated equipment as well as creating a mindfulness among the occupants, at any one time, that a surveillance security system is in operation within and/or in the external environs of the premises during both the daylight and night hours each day.

CCTV surveillance at the Parish Council is intended for the purposes of:

- protecting Parish Council buildings and assets, both during and after working hours;
- promoting the health and safety of staff, councillors and visitors
- preventing bullying and/or intimidation by individuals and/or groups;
- reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
- supporting the police in a bid to deter and detect crime;
- assisting in identifying, apprehending and prosecuting offenders; and
- ensuring that the Parish Council rules are respected so that the Parish Council can be properly managed.

The system does not have sound recording capability.

The CCTV system is owned and operated by the Parish Council, the deployment of which is determined by the Clerk / RFO.

The Parish Council's CCTV is registered with the Information Commissioner under the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

All authorised operators with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are made aware of their responsibilities in following the CCTV Code of Practice. All members are aware of the restrictions in relation to access to, and disclosure of recorded images.

2. Scope

This policy relates directly to the location and use of CCTV and the monitoring, recording and subsequent use of such recorded material. The Parish Council complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its use.

CCTV warning signs will be clearly and prominently placed at main external entrances. Signs will contain details of the purpose for using CCTV (see Appendix A). In areas where CCTV is used, the Parish Council will ensure that there are prominent signs placed within the controlled area.

The planning and design have endeavoured to ensure that the system will give maximum effectiveness and efficiency, but it is not guaranteed that the system will cover or detect every single incident taking place in the areas of coverage.

CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies adopted by the Parish Council, including Equality & Diversity Policy, Codes of Practice for dealing with complaints of Bullying & Harassment and Sexual Harassment and other relevant policies, including the provisions set down in equality and other related legislation.

This policy prohibits monitoring based on the characteristics and classifications contained in equality and other related legislation e.g. race, gender, sexual orientation, national origin, disability etc.

Video monitoring of public areas for security purposes within Parish Council premises is limited to uses that do not violate the individual's reasonable expectation to privacy.

All CCTV systems and associated equipment will be required to be compliant with this policy following its adoption by the Parish Council. Recognisable images captured by CCTV systems are 'personal data'. They are therefore subject to the provisions of the General Data Protection Regulation and Data Protection Act 2018.

3. Location of Cameras

The cameras are sited so that they only capture images relevant to the purposes for which they have been installed (as described above), and care will be taken to ensure that reasonable privacy expectations are not violated. The Parish Council will ensure that the location of equipment is carefully considered to ensure that the images captured comply with the legislation.

The Parish Council will make every effort to position the cameras so that their coverage is restricted to Parish Council premises, which includes both indoor and outdoor areas.

Parish Council members and staff will have access to details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring.

CCTV Video Monitoring and Recording of Public Areas may include the following:

- **Protection of buildings and property:** The building's perimeter, entrances and exits, lobbies and corridors, special storage areas, cashier locations, receiving areas for goods/services
- **Monitoring of Access Control Systems:** Monitor and record restricted access areas at entrances to buildings and other areas
- **Verification of Security Alarms:** Intrusion alarms, exit door controls, external alarms
- **Video Patrol of Public Areas:** Parking areas, Main entrance/exit gates, Traffic Control
- **Criminal Investigations (carried out by the police):** Robbery, burglary and theft surveillance

4. Covert Monitoring

The Parish Council retains the right in exceptional circumstances to set up covert monitoring. For example:

- Where there is good cause to suspect that an illegal or serious unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct;
- Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

In these circumstances, authorisation must be obtained by the Clerk in consultation with the Chair and Vice Chair.

Covert Monitoring will cease following completion of an investigation.

Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example, toilets.

5. Storage and retention of CCTV images

Recorded data will not be retained for longer than 31 days except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.

Where data is retained for longer than 31 days an electronic file held on a secure central server where specific CCTV image/recordings are retained will be kept.

The Data Protection Act and GDPR does not prescribe any specific minimum or maximum retention periods that apply to all systems or footage. Therefore, retention will reflect the Parish Council's purposes for recording information, and how long it is needed to achieve this purpose.

The Parish Council will store data securely at all times.

6. Access to CCTV images

Access to recorded images will be restricted to authorised personnel to view them and will not be made widely available. Supervising the access and maintenance of the CCTV System is the responsibility of the Parish Council.

When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

7. Subject Access Requests (SAR)

7.1 Individuals have the right to request CCTV footage relating to themselves under the Data Protection Act and the GDPR.

7.2 All requests should be made in writing to the Clerk and Responsible Officer who can be contacted by email to clerk@duston-pc.gov.uk

Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified. For example: time, date and location.

7.3 The Parish Council does not have a facility to provide copies of CCTV footage but instead the applicant may view the CCTV footage if available.

7.4 The Parish Council will respond to requests within one calendar month of receiving the request.

7.5 The Parish Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

8. Access and disclosure of images to third parties

8.1 There will be no disclosure of recorded data to third parties other than authorised personnel such as the Police and service providers to the Parish Council where these would have a reasonable need access to the data (e.g. investigators).

8.2 If an order is granted by a Court for disclosure of CCTV images, then this should be complied with. However, very careful consideration must be given to exactly what the Court order requires. If there are any concerns as to disclosure, then the Parish Council should seek expert advice from a Data Protection Officer in the first instance and appropriate legal advice may be required.

8.3 The data may be used within the Parish Council's discipline and grievance procedures as required and will be subject to the usual confidentiality requirements of those procedures.

9. Responsibilities

The Parish Council retains overall responsibility and will:

- Ensure that the use of CCTV systems is implemented in accordance with this policy.
- Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within the Parish Council premises.
- Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy.
- Ensure that the CCTV monitoring is consistent with the highest standards and protections.
- Review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy.
- Maintain a record of access (e.g. an access log) to or the release of tapes or any material recorded or stored in the system.
- Ensure that monitoring recorded tapes are not duplicated for release.
- Ensure that the perimeter of view from fixed location cameras conforms to this policy both internally and externally.
- Give consideration to both Parish Council members and staff feedback/complaints regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment.
- Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the Parish Council and be mindful that no such infringement is likely to take place.
- Ensure that external cameras are non-intrusive in terms of their positions and views of neighbouring residential housing and comply with the principle of "Reasonable Expectation of Privacy"

- Ensure that monitoring tapes are stored in a secure place with access by authorised personnel only
- Ensure that images recorded on tapes/DVDs/digital recordings are stored for a period not longer than 31 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil) or other bona fide use as approved by Parish Council members.
- Ensure that when a zoom facility on a camera is being used, there is a second person present with the operator of the camera to guarantee that there is no unwarranted invasion of privacy.
- Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics.
- Ensure that camera control is not infringing an individual's reasonable expectation of privacy in public areas.

10. Data protection impact assessments and privacy by design

CCTV has the potential to be privacy intrusive. The Parish Council will perform a privacy impact assessment when installing or moving CCTV cameras to consider the privacy issues involved with using new surveillance systems to ensure that the use is necessary and proportionate and address a pressing need identified.

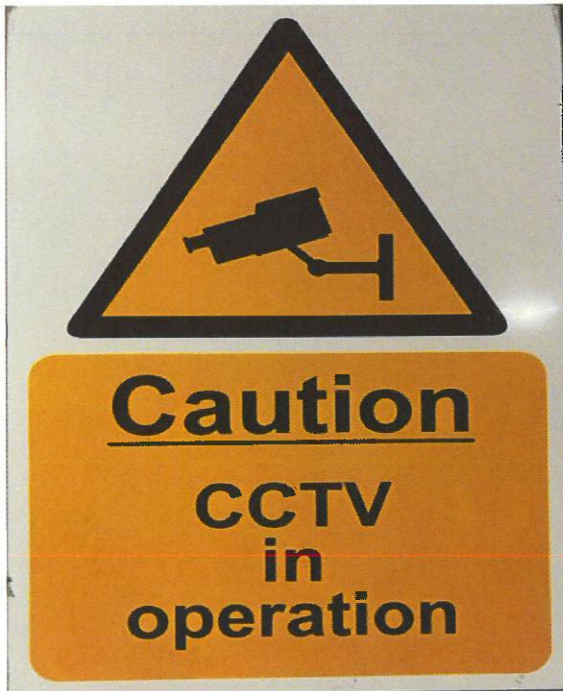
11. Policy Review

The Clerk is responsible for monitoring and reviewing this policy. In addition, changes to legislation, national guidance, codes of practice or commissioner advice may trigger interim reviews.

APPENDIX A

CCTV SIGNAGE

It is a requirement of the Data Protection Act to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The Parish Council is to ensure that this requirement is fulfilled. The CCTV sign:





Honorary Freedom of Duston Parish Policy

1. Introduction

This document sets out the criteria, procedure and arrangements relating to the selection and appointment process for Honorary Freemen, Honorary Freewomen and the Granting of Freedom of the Parish to individuals.

2. Granting the Freedom of the Parish

Granting the Freedom of the Parish is the highest honour that the Parish Council can bestow. Although it carries no powers, rights or privileges, those who receive the honour are able to use the title of "Freeman of Duston" or "Freewoman of Duston". As this is the highest honour that the Parish Council can grant it should be used sparingly and should not be given too often to preserve its status and value.

3. Criteria

There is no statutory guidance that sets out any criteria for the appointment of Freeman and Freewoman. As the Freedom of the Parish is awarded in recognition of exceptional service to the Parish, it would be inappropriate to set out strict judging criteria.

4. Cost

Section 249 (9) of Local Government Act 1972 allows Councils to spend "such reasonable sum as it thinks fit" on presenting an address to a Honorary Freeman or Honorary Freewoman. A commemorative 'scroll' or certificate will be provided. Currently there is no budget provision for this but under the S137 of the Local Government Act 1972 the costs of the scroll and frame can be allocated.

5. Legislation

5.1. Section 249 (5) of Local Government Act 1972, as amended by Section 29 of the Local Democracy, Economic Development & Construction Act 2009, allows the Council of a relevant authority (including a Parish Council) to admit to be honorary freemen or honorary freewomen of the place or area for which it is the authority:

- a. Persons of distinction, and
- b. Persons who have, in the opinion of the authority, rendered eminent and exceptional service to Duston for a significant number of years.

5.2. A resolution must be passed:

- a. At a meeting of the Parish Council that has been convened especially for the purpose to pass a motion relating to the granting of the award being given; and
- b. By not less than two-thirds of the members of the Council who vote on it.

6. Procedure for Granting of Freedom of Duston

6.1 a. Any Parish Councillor may nominate to the Council individuals, who in their opinion, have rendered eminent services to the Parish and who should be considered to be granted the Freedom of the Parish.

6.1 b. A member of the public may petition any Parish Councillor to nominate an individual to the Council individuals for consideration.

6.2. The nomination for the Honorary title will be considered at the next Ordinary Meeting of the Council. The agenda item will be discussed during a closed confidential session and the public and press will be excluded. The name(s) of the individual(s) must

not appear in the agenda or minutes of this meeting. The following procedure shall be adopted:

1. The Chair shall invite the Member(s) (the sponsor) to present the application for nomination, giving reasons why the individual should be granted the freeman of the parish. The sponsor will explain the significant contribution the nomination has made to Duston.

2. The Chair shall invite all Members to discuss and debate the merits of the nomination.

3. The Chair shall then invite the Council to pass a resolution in support of convening a meeting especially for the purpose of passing a motion relating to the granting of the award.

6.3. The Chair (or another nominated Councillor) or Clerk shall prior to the issuing of the meeting for the purpose of passing a motion relating to the granting of the award, informally enquire with the proposed individual as to:

1. Whether or not they are prepared to accept such an award.

2. Whether they are aware of any reason that their acceptance of the award may, or could be considered by a reasonable third-party, to bring the parish or the Parish Council into disrepute.

6.4. The Parish Council will then convene a meeting of the Council especially for the purpose, to pass a motion relating to the granting of the award to a specific individual(s) has been given. The following procedure shall be adopted:

1. The Chair shall invite the Member ('the sponsor) or he himself will present the application for nomination. The Member(s) of the Council making a nomination for the Honorary title should give details as to why the title should be bestowed on the individual(s).

2. The Chair shall invite any members of the public who wish to speak in relation to the nomination to speak, for a maximum of 3 minutes each.

3. The Chair shall invite all Councillors present to discuss the merits of the nomination.

4. The Chair shall then invite the Council to pass a resolution granting the award, which should recite the particular grounds and details of the public services rendered by the potential recipient.

5. If the Council passes the resolution by no less than a 2/3rds majority then the resolution shall be recorded in the Council Minutes in the usual way.

6.5. If the motion is passed, the Clerk in consultation with the Chair shall then make arrangements for the formal presentation of the 'Freedom' which will be marked by the giving of a framed certificate, in line with the following:

1. Bestowing of the Freedom of the Parish occurs at the point the Parish Council resolves to grant the Freedom, the presentation ceremony marks the occasion in a public and dignified way.

2. It is expected that the occasion for the presentation ceremony shall be sufficiently prominent and visible to members of the public, for example at the annual Parish meeting, DPC event or another public event.

3. The presentation would usually be made by the Parish Council Chair with other Councillors invited to be present.

4. Following the presentation, an opportunity should be provided for the recipient to reply.

5. Photographs should be taken to record the event and placed on the Parish Council website.

6.6. The roll of Honorary Freemen / Freewomen shall be maintained by the Parish Clerk and shall be publicly displayed. A board of honour maybe displayed in Duston Community Centre.



Quarterly Internal Controls Procedure and Report

It is a requirement that the Parish Council ensures that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk. As per Duston Parish Council Financial Regulations 2.2. The Internal Controls Councilor must not be an account signatory.

Responsibilities

It is the responsibility of the Parish Clerk / RFO to ensure that all documents are available for inspection on the arranged date each quarter

It is the responsibility of the Internal Controls Councilor to conduct the monitoring inspection and report the findings at the next meeting of Full Council.

The Report of the Internal Controls Councilor will be kept for 12 months.

The Internal Controls Councilor Report

The Councilor must work through the Checklist on Page 2.

Signed by Internal Controls Councilor:

Date:

Signed by Clerk/RFO:

Date:



PL 21913994A

	Checklist	Approved Yes/No	Any Comments
1	All bank statements filed		
2	Cheque counterfoil have been signed by at least two Councillors		
3	Bank Reconciliations match bank statements		
4	Bank Reconciliations have been approved by Full Council		
5	Invoices have been signed by the Clerk/RFO		
6	Invoices have been signed by two Councillors		
7	Quarterly VAT return has been submitted to HMRC		
8	Monthly Payroll pack filed		
9	Tax, NI and Contributions made		
10	Pension Contributions up to date		
11	Insurance up to date		
12	Cash is stored securely and Petty Cash and Facilities Float correspond with Financial Regulations		
13	Minutes for the previous quarter have been signed		
14	All existing DPC tenants are no more than a quarter in arrears		
15	Standing Orders & Financial Regulations have been approved by Full Council within the last year		

Bank Reconciliation Statement as at 28/02/2023
for Cashbook 1 - Current A/c 03573680

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	28/02/2023	2	14,271.74
			<u>14,271.74</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			14,271.74
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			14,271.74
		Balance per Cash Book is :-	14,271.74
		Difference is :-	0.00

Councillors Feb

**Bank Reconciliation Statement as at 28/02/2023
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	28/02/2023	2	668,555.21
			<u>668,555.21</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			668,555.21
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			668,555.21
		Balance per Cash Book is :-	668,555.21
		Difference is :-	0.00

Bank Reconciliation Statement as at 28/02/2023
for Cashbook 9 - Unity Current 20456870

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank - current account	28/02/2023	2	41,445.85
			<u>41,445.85</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			41,445.85
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>0.00</u>
			41,445.85
			Balance per Cash Book is :-
			41,445.85
			Difference is :-
			0.00

Bank Reconciliation Statement as at 28/02/2023
for Cashbook 5 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	28/02/2023	2	109.03
			<u>109.03</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			109.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			109.03
			Balance per Cash Book is :-
			109.03
			Difference is :-
			0.00

Feb-23

Float	
Per count	
20	100.00
10	0.00
5	5.00
2	0.00
1	3.00
0.5	0.00
0.2	0.40
0.1	0.10
0.05	0.45
0.02	0.08
0.01	0.00
	<u>109.03</u> IN TIN

In safe 0.00

109.03 Agreed

Reconciliation to RBS

Feb-23

In tin b'wd	131.40	
Cash received (trf from bankings sheets)		
Trf in from cash takings	25.00	
Trf to Facilities float	-28.00	
Trf in from facilities		
	<u>128.40</u>	
Cash paid out in month	<u>19.37</u>	
= Cash in tin	109.03	0.00
Balance per RBS	<u>109.03</u>	

Petty cash expenses paid

Ref	Description	£
PCFeb 1	B&S Discount paint	14.97
PC Feb 2	Alison lemons etc	4.40
		<u>19.37</u>

Date: 04/05/2023

Duston Parish Council

Page 1

Time: 13:46

**Bank Reconciliation Statement as at 31/03/2023
for Cashbook 1 - Current A/c 03573680**

User: NG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	31/03/2023	3	45,756.75
			<u>45,756.75</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			45,756.75
<u>Receipts not Banked/Cleared (Plus)</u>			
30/03/2023 Cheque		20.00	
			<u>20.00</u>
			45,776.75
		Balance per Cash Book is :-	45,776.75
		Difference is :-	0.00

Councillors March

**Bank Reconciliation Statement as at 31/03/2023
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	31/03/2023	3	579,449.62
			<u>579,449.62</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			579,449.62
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			579,449.62
			Balance per Cash Book is :-
			579,449.62
			Difference is :-
			0.00

Bank Reconciliation Statement as at 31/03/2023
for Cashbook 5 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2023	3	108.03
			<u>108.03</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			108.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			108.03
		Balance per Cash Book is :-	108.03
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2023
for Cashbook 9 - Unity Current 20456870**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank - current account	31/03/2023	3	56,427.25
			<u>56,427.25</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			56,427.25
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			56,427.25
		Balance per Cash Book is :-	56,427.25
		Difference is :-	0.00

Duston Parish Council

PURCHASE LEDGER INVOICE LISTING

20/04/2023
10:13

Purchase Ledger for Month No 11

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
17/02/2023	84662		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1St Reaction alarm response
17/02/2023	84710		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1St Reaction alarm response
28/02/2023	E2016714139		ALLSTAR	ALL001	52.70	10.54	63.24	4145	212	52.70	Allstar fuel
19/02/2023	1717		ANGELL PLUMBING	ANG001	95.00	0.00	95.00	4225	101	95.00	Angell Plumb toilet rep
06/02/2023	11596177		ANGLIAN WATER	ANGL01	904.54	0.00	904.54	4207	102	904.54	Wave 6.11.22-5.2.23 St Lukes
14/02/2023	207		ARROW EVENT HIRE	ARROW	280.00	56.00	336.00	4128	215	280.00	Arrows- toilet hire DFD
01/02/2023	10000097096		AVIVA	AVIVA001	492.00	0.00	492.00	4055	211	492.00	AVIVA PENSION SCHEME FEES
28/02/2023	AVIVAFEB23		AVIVA	AVIVA001	463.04	0.00	463.04	4000	101	202.22	AVIVAFEB23/AVIVA
								4000	211	62.36	AVIVAFEB23/AVIVA
								4006	101	151.69	AVIVAFEB23/AVIVA
								4006	211	46.77	AVIVAFEB23/AVIVA
16/02/2023	CHGFEB 23		BARCLAYS	B0001	31.05	0.00	31.05	4125	201	31.05	CHGFEB 23/Barclays
13/02/2023	BCARDFEB23		BARCLAYCARD	BCARD	1,997.93	167.46	2,165.39	4227	211	23.05	Barclaycard rucksack
								4225	101	283.66	Barclaycard repairs etc
								4151	101	66.23	Barclaycard cleanings material
								4115	211	161.23	Barclaycard stationery
								4116	211	11.40	Barclaycard stamps
								4128	215	194.01	Heater for warm space
								4128	215	107.50	Wickes compost
								4128	215	64.92	Christmas tree bags
								4128	215	121.15	Cobbler engraving
								4128	215	19.98	Coronation flag
								4140	212	647.97	Van Insurance
								4015	211	0.83	Board parking
								4060	211	296.00	Board SLCC GY membership
03/02/2023	610369442		BRITISH GAS	BRIT01	2,406.65	481.33	2,887.98	4206	101	2,406.65	B Gas Elect DCC 1.1-31.1.23
28/02/2023	8270		COMPLETE GROUND MAN.	CGM001	1,460.00	292.00	1,752.00	4226	211	1,460.00	CGM grounds maint Feb
28/02/2023	S105423		DATS PRINT SERVICES	DATS001	262.00	52.40	314.40	4115	201	82.00	Dats businesscards/banner

Purchase Ledger for Month No 11

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
01/02/2023	230200115518		DBFB	DBFB	333.52	66.70	400.22	4128	215	180.00	Dats businesscards/banner
01/02/2023	230200115833		DBFB	DBFB	54.08	10.82	64.90	4120	101	333.52	DBFB telephones and broadband
27/02/2023	DHA FEB 23		DUSTON HORTICULTURAL	DHA001	84.50	0.00	84.50	4231	102	54.08	DBFB St Lukes CCTV
23/02/2023	229-504272		EDMUNDSON ELEC.	EDMUND01	75.60	15.12	90.72	4128	215	84.50	DHA Allotments charge
27/02/2023	6867436		ESPO	ESPO01	268.55	53.71	322.26	4227	101	75.60	Edmundsen bulbs
								4115	201	36.35	ESPO stationery
								4151	101	232.20	ESPO cleaning
28/02/2023	6525		NATALIE GREEN & CO.	GREE001	2,125.00	425.00	2,550.00	4050	201	2,125.00	N Green accounts etc
01/02/2023	HPPHOTO		HEWLETT	HEWLETT	570.46	0.00	570.46	4502	201	570.46	HP copier
09/02/2023	INV-5637		K & J HIRD	HH001	60.00	12.00	72.00	4150	101	30.00	KJ Hird - cleaning windows
								4150	102	30.00	KJ Hird - cleaning windows
28/02/2023	HMRCFEB23		HMRC	HMRC01	4,046.20	0.00	4,046.20	4000	201	1,029.35	HMRCFEB23/HMRC PAYE & NI
								4000	101	407.44	HMRCFEB23/HMRC PAYE & NI
								4000	102	691.55	HMRCFEB23/HMRC PAYE & NI
								4000	211	189.92	HMRCFEB23/HMRC PAYE & NI
								4005	201	549.15	HMRCFEB23/HMRC PAYE & NI
								4005	101	587.66	HMRCFEB23/HMRC PAYE & NI
								4005	102	408.83	HMRCFEB23/HMRC PAYE & NI
								4005	211	182.30	HMRCFEB23/HMRC PAYE & NI
28/02/2023	SI-78713		INSULGLASS LTD	INS002	1,916.67	383.33	2,300.00	4225	102	1,916.67	Insulglass bal timber window
17/02/2023	78759		LINDUM FIRE	L0004	90.00	18.00	108.00	4226	102	90.00	Lindum fire alarm inspect
28/02/2023	LGSSFEB23		NCC - PENSION	LPGS	3,078.26	0.00	3,078.26	4000	201	304.15	LGSS PENSION FEB 23
								4000	101	126.54	LGSS PENSION FEB 23
								4000	102	205.60	LGSS PENSION FEB 23
								4006	201	997.74	LGSS PENSION FEB 23
								4006	101	872.53	LGSS PENSION FEB 23
								4006	102	571.70	LGSS PENSION FEB 23
24/02/2023	INV-MAC28354		MAC SYSTEMS	MACS01	646.32	129.26	775.58	4225	102	646.32	Mac - replace door closer
14/02/2023	INV-2723		NCALC	NCALC01	60.00	12.00	72.00	4019	211	60.00	NCalc Training RI audit

Purchase Ledger for Month No 11

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
03/02/2023	267455		PATHFINDER LEGAL	PLS	2,709.00	541.80	3,250.80	4055	103	2,709.00	Pathfinder Lease re Sports Cen
03/02/2023	267456		PATHFINDER LEGAL	PLS	270.90	54.18	325.08	4055	102	270.90	Pathfinder Unit 3 St L
03/02/2023	267457		PATHFINDER LEGAL	PLS	1,599.60	319.92	1,919.52	4055	102	1,599.60	Pathfinder Unit 5 St L
03/02/2023	267458		PATHFINDER LEGAL	PLS	799.80	159.96	959.76	4055	102	799.80	Pathfinder Unit 4 St L
03/02/2023	PFL SEARCHES		PATHFINDER LEGAL	PLS	13,043.84	0.00	13,043.84	4055	211	13,043.84	Pathfinder - land searches
09/02/2023	1916		QUICK TEST	QUICKTEST	50.00	0.00	50.00	4227	101	50.00	Quick Test micropat calibrato
05/02/2023	SM27091		RBS	RBS01	114.81	22.96	137.77	4052	201	114.81	RBS MTD to 31.3.24
28/02/2023	SALARIESFEB23		SALARIES	SALARIES01	15,833.36	0.00	15,833.36	4000	201	4,177.82	SALARIESFEB23/STAFF SALARIES
								4000	101	5,611.14	SALARIESFEB23/STAFF SALARIES
								4000	102	3,886.70	SALARIESFEB23/STAFF SALARIES
								4000	211	2,157.70	SALARIESFEB23/STAFF SALARIES
28/02/2023	0001801711		SRCL LTD	SRCL	339.25	67.85	407.10	4155	101	301.17	SRCL Waste removal
								4155	102	38.08	SRCL Waste removal
06/02/2023	191900996/0003		SOUTHERN ELECTRIC	SSE01	4,266.60	853.32	5,119.92	4205	102	4,266.60	SSE Gas St L 1.1.-31.1.23
28/02/2023	191900996/0003C		SOUTHERN ELECTRIC	SSE01	-68.12	-13.62	-81.74	4205	102	-68.12	GAS CR 1.1.23-31.1.23
14/02/2023	9453		SSSLTD	SSS01	670.00	134.00	804.00	4225	101	670.00	SSS Faulty camera DCC
09/02/2023	1037		STEVE TEES LAWNS	TEES02	12,489.67	0.00	12,489.67	4225	211	12,489.67	S Tee's Grafton pathway CILs
								332		-12,489.67	S Tee's Grafton pathway CILs
26/02/2023	1038		STEVE TEES LAWNS	TEES02	320.00	0.00	320.00	4226	211	12,489.67	S Tee's Grafton pathway CILs
01/02/2023	TVFEB23		TV LICENSING	TV001	13.25	0.00	13.25	4062	101	320.00	Steve Tee clear confers Bramh
28/02/2023	RCO120485		VEOLIA	V0002	622.50	124.50	747.00	4155	101	13.25	TVFEB23/TV Licensing
								4155	102	377.68	Veolia waste removal
22/02/2023	B4-588862034		VODAFONE	VODA01	111.90	16.38	128.28	4121	101	244.82	Veolia waste removal
								4121	102	55.95	Vodafone Feb 23
04/02/2023	1088		WEATHERSHIELD ROOF	WEA001	625.00	125.00	750.00	4225	102	55.95	Vodafone Feb 23
22/12/2022	424001222395		WEST NORTANTS COUNCWNC001	WORLD001	1,569.52	313.90	1,883.42	4155	211	625.00	Weathershield Felt on roof StL
28/02/2023	246355184		WORLDPAY	Z002	31.20	5.09	36.29	4137	201	1,569.52	WNC 4 litter bins install empt
07/02/2023	VOI0030483		ZENOFFICE	Z002	154.80	30.96	185.76	4107	201	31.20	Worldpay 1.2.23-28.2.23
								4107	201	154.80	Zen Office 1.1.23-31.1.23

Purchase Ledger for Month No 11

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
TOTAL INVOICES											
					77,485.95	4,954.87	82,440.82			77,485.95	

Duston Parish Council
PURCHASE LEDGER INVOICE LISTING

04/05/2023
12:40

Purchase Ledger for Month No 12

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
09/03/2023	14667		1ST REACTION	1ST001	100.00	20.00	120.00	4225	101	100.00	1st React repair to alarm
31/03/2023	E2016868328		ALLSTAR	ALL001	37.53	7.51	45.04	4145	212	37.53	Allstar fuel Mar
05/03/2023	1721		ANGELL PLUMBING	ANG001	383.00	0.00	383.00	4225	101	383.00	Angell Plumbing repairs
09/03/2023	1727		ANGELL PLUMBING	ANG001	242.50	0.00	242.50	4225	101	242.50	Angell Plumber hot water rep
28/03/2023	1732		ANGELL PLUMBING	ANG001	160.00	0.00	160.00	4225	101	160.00	Angell fit taps in toilet
28/03/2023	1733		ANGELL PLUMBING	ANG001	95.00	0.00	95.00	4225	101	95.00	Angell leak in toilet
06/03/2023	11721044		ANGLIAN WATER	ANGL01	893.78	0.00	893.78	4207	101	893.78	Wave water 6.12.22-5.3.23 DCC
31/03/2023	AVIVAMAR23		AVIVA	AVIVA001	487.54	0.00	487.54	4000	101	216.22	AVIVAMAR23/Pension
								4000	211	62.36	AVIVAMAR23/Pension
								4006	101	162.19	AVIVAMAR23/Pension
								4006	211	46.77	AVIVAMAR23/Pension
16/03/2023	CHGMAR23		BARCLAYS	B0001	30.53	0.00	30.53	4125	201	30.53	CHGMAR23/Barclays
14/03/2023	9967		BARNETT LAND	BARN01	140.00	28.00	168.00	4226	211	140.00	Barnett landscape maintenance
14/03/2023	9968		BARNETT LAND	BARN01	60.00	12.00	72.00	4226	211	60.00	Barnett - landscape Timken
14/03/2023	9969		BARNETT LAND	BARN01	400.00	80.00	480.00	4226	211	400.00	Barnet supply/plant 4 trees
31/03/2023	BCARDMAR23		BARCLAYCARD	BCARD	988.33	97.34	1,085.67	4225	101	291.12	Barclaycard March23
								4115	201	18.74	Barclaycard March23
								4128	215	217.27	Barclaycard March23
								4128	215	100.00	Barclaycard WNC Licence
								4128	215	129.90	Barclaycard Canva software
								4110	201	78.06	BCard manuals and books
								4110	201	16.27	BCard manuals and books
								4110	201	41.66	BCard manuals and books
								4101	201	41.04	Bcard Microsoft
								4101	201	41.04	Bcard Microsoft
								4015	201	0.83	Barclaycard March23
								4129	201	12.40	Barclaycard refreshments
01/03/2023	INV-9149		BDP PUBLICATIONS	BDP001	460.00	0.00	460.00	4110	204	460.00	B&D In and Around Duston

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 12

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	
09/03/2023	0324652		BOOKERS	BOOKERS01	106.29	1.79	108.08	4129	101	106.29	Booker tea/coffee etc	
09/03/2023	0324653		BOOKERS	BOOKERS01	16.49	0.00	16.49	4129	101	16.49	Booker biscuits	
31/03/2023	38926		BOWDRAPER	BOW001	892.50	178.50	1,071.00	4226	101	892.50	Bowdraper deepclean extraction	
03/03/2023	132678757		BRITISH GAS	BRIT01	1,978.96	395.79	2,374.75	4206	101	1,978.96	B Gas Elec 1.2.23-28.2.23 DCC	
28/03/2023	VI1495694		CATHEDRAL	CATH01	16.88	3.38	20.26	4226	101	16.88	Cathedral Hygiene price inc	
14/03/2023	VI1442186MAR		CATHEDRAL	CATH01	519.99	104.00	623.99	4226	201	40.00	Cathedral Hygiene Services	
									101	240.00	Cathedral Hygiene Services	
									102	239.99	Cathedral Hygiene Services	
31/03/2023	8328		COMPLETE GROUND MAN.	CGM001	1,460.00	292.00	1,752.00	4226	211	1,460.00	CGM grounds maintenance	
29/03/2023	16274		COMMUNITY HEARTBEAT	COMM001	2,810.00	562.00	3,372.00	4220	211	2,810.00	Com Heart Defibr and cabinet	
								332		-2,810.00	Com Heart Defibr and cabinet	
26/03/2023	5222		DA HEATING LTD	DA001	165.00	33.00	198.00	4225	102	165.00	DA Heat, hot water CK	
26/03/2023	5227		DA HEATING LTD	DA001	300.32	60.06	360.38	4225	102	300.32	DA Heat boiler repair	
01/03/2023	230300118149		DBFB	DBFB	334.08	66.82	400.90	4120	101	334.08	DBFB Telephone and broadband	
01/03/2023	230300118263		DBFB	DBFB	54.08	10.82	64.90	4231	102	54.08	DBFB St L CCTV	
31/03/2023	6526		NATALIE GREEN & CO.	GREE001	2,220.00	444.00	2,664.00	4050	201	2,220.00	N Green accounts, payroll etc	
28/03/2023	INV-5754		K & J HIRD	HH001	60.00	12.00	72.00	4150	101	30.00	Hird clean windows	
									102	30.00	Hird clean windows	
31/03/2023	CLLR ALL 23		HMRC	HMRC01	906.40	0.00	906.40	4041	202	906.40	CLLR ALL 23/HMRC PAYE & NI	
31/03/2023	HMRC MAR23		HMRC	HMRC01	4,216.56	0.00	4,216.56	4000	201	1,053.67	HMRC MAR23/HMRC PAYE & NI	
									101	456.29	HMRC MAR23/HMRC PAYE & NI	
									102	740.29	HMRC MAR23/HMRC PAYE & NI	
									211	189.92	HMRC MAR23/HMRC PAYE & NI	
									201	558.81	HMRC MAR23/HMRC PAYE & NI	
									101	607.07	HMRC MAR23/HMRC PAYE & NI	
									102	428.20	HMRC MAR23/HMRC PAYE & NI	
									211	182.31	HMRC MAR23/HMRC PAYE & NI	
15/03/2023	SI-78732		INSULGLASS LTD	INS002	300.00	60.00	360.00	4225	101	300.00	Insulglass 50% dep window	

Purchase Ledger for Month No 12

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
29/03/2023	79229		LINDUM FIRE	L0004	1,004.68	200.94	1,205.62	4226	102	1,004.68	Lindum fire ext service St L
31/03/2023	LGSS MAR23		NCC - PENSION	LPGS	3,078.26	0.00	3,078.26	4000	201	306.95	LGSS MAR23 Pension
								4000	101	118.14	LGSS MAR23 Pension
								4000	102	211.20	LGSS MAR23 Pension
								4006	201	999.84	LGSS MAR23 Pension
								4006	101	866.23	LGSS MAR23 Pension
								4006	102	575.90	LGSS MAR23 Pension
30/03/2023	2397		NOISEAIR	NA002	995.00	199.00	1,194.00	4226	101	995.00	NoiseAir acoustic consultancy
02/03/2023	26841		PATHFINDER LEGAL	PLS	915.90	183.18	1,099.08	4055	102	915.90	Pathfinder unit 5 lease renew
02/03/2023	268642		PATHFINDER LEGAL	PLS	12.90	2.58	15.48	4055	102	12.90	Pathfinder Unit 4 lease renew
02/03/2023	268643		PATHFINDER LEGAL	PLS	51.60	10.32	61.92	4055	102	51.60	Pathfinder Unit 3 lease renew
02/03/2023	268644		PATHFINDER LEGAL	PLS	38.50	7.70	46.20	4055	201	38.50	Pathfinder Aquitaine CI Open S
								330		-38.50	Pathfinder Aquitaine CI Open S
20/03/2023	SM27231		RBS	RBS01	1,135.52	227.12	1,362.64	6000	201	38.50	Pathfinder Aquitaine CI Open S
								4052	101	567.76	RBS accounts to 31.3.24
20/03/2023	SM27232		RBS	RBS01	412.84	82.57	495.41	4052	102	567.76	RBS accounts to 31.3.24
								4053	101	206.42	RBS bookings software
								4053	102	206.42	RBS bookings software
31/03/2023	CLLR ALL 23		SALARIES	SALARIES01	3,175.79	0.00	3,175.79	4041	202	2,693.60	Councillors allowances 23
								4040	202	482.19	Chair's allowances 23
31/03/2023	SALARIESMAR23		SALARIES	SALARIES01	16,075.53	0.00	16,075.53	4000	201	4,220.70	SALARIESMAR23/STAFF SALARIES
								4000	101	5,670.55	SALARIESMAR23/STAFF SALARIES
								4000	102	3,973.65	SALARIESMAR23/STAFF SALARIES
								4000	211	2,182.54	SALARIESMAR23/STAFF SALARIES
								4015	101	3.25	SALARIESMAR23/STAFF SALARIES
								4128	215	24.84	SALARIESMAR23/STAFF SALARIES
31/03/2023	SCOUTSGRANT		SCOUTS	SCOUT01	1,000.00	0.00	1,000.00	4081	203	1,000.00	SCOUTSGRANT
05/03/2023	INV-1297		SEAGRAVE	SEA001	750.00	150.00	900.00	4019	211	750.00	Seagrave inspect playground eq
31/03/2023	0001811482		SRCL LTD	SRCL	163.36	32.67	196.03	4155	101	125.43	SRCL waste removal

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 12

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
13/01/2023	191900996/0002C		SOUTHERN ELECTRIC	SSE01	-53.33	-10.66	-63.99	4155	102	37.93	SRCL waste removal
06/03/2023	191900996/0004		SOUTHERN ELECTRIC	SSE01	3,158.09	631.61	3,789.70	4205	102	-53.33	SSE Gas credit
01/03/2023	9490		SSSLTD	SSS01	970.00	194.00	1,164.00	4205	102	3,158.09	SSE Gas St L 1.2.23-28.2.23
09/03/2023	1296		STAGE RIGHT PROD.	STAGE01	790.00	158.00	948.00	4220	101	970.00	SSS - install camera hall DCC
30/03/2023	91388184		TRILOGY	TRI001	5,600.00	0.00	5,600.00	4128	215	790.00	Stage Right DFD stage
01/03/2023	TVMAR23		TV LICENSING	TV001	13.25	0.00	13.25	4057	213	5,600.00	Trilogy youth ser 20.6-27.3.23
31/03/2023	RCO1206292		VEOLIA	V0002	668.15	133.63	801.78	4062	101	13.25	TVMAR23/TV Licensing
22/03/2023	B4-593983180		VODAFONE	VODA01	110.22	16.04	126.26	4155	102	443.15	Veolia waste removal
31/03/2023	0000000814		WICKSTEED	WICKSTE001	-231.11	-46.22	-277.33	4155	102	225.00	Veolia waste removal
09/03/2023	217602139 DCC		WEST NORTANTS COUNC	WNC001	1,689.60	0.00	1,689.60	4121	101	55.11	Vodafone mobiles
23/03/2023	424001362239		WEST NORTANTS COUNC	WNC001	481.25	0.00	481.25	4245	211	55.11	Vodafone mobiles
31/03/2023	250626792		WORLDPAY	WORLD001	168.10	5.14	173.24	4200	101	-231.11	Wicksteed credit for equip
14/03/2023	VO10030944		ZENOFFICE	Z002	267.18	53.43	320.61	4201	201	1,689.60	217602139 DCC RATES 23/24
								4137	201	481.25	WNC lobby rent 25/3-23/6/23
								4107	201	168.10	Worldpay CC charges
										267.18	ZenOffice copier chgs

TOTAL INVOICES 63,277.04 4,700.06 67,977.10

63,277.04



DUSTON PARISH COUNCIL

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

ENVIRONMENT COMMITTEE
MINUTES 20th APRIL 2023

Cllrs Enright-King, Ennis-Clark, Ingram, Liddon

CHAIR: Councillor Ingram

PRESENT: Cllrs Ennis-Clark and Liddon

IN ATTENDANCE:

Mr G. Youens – Clerk

EC091/23. To receive apologies for absence

- Apologies were received from Cllr Enright-King.

EC092/23. To receive and approve for signature the minutes of the meeting held on Thursday 16th March 2023

- **RESOLVED:** That the minutes of the meeting held on the 16th March 2023 were approved as a true record and signed by the Chair.

EC093/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no interests declared.

EC094/23. Public Participation Session

- There were no public speakers.

EC095/23. Terms of Reference

- **RESOLVED:** The terms of reference for the Environment Committee as set out in the Scheme of Delegation was noted (APPENDIX B)

EC096/23. NALC Briefing Note Policing in Your Area

- The Clerk had circulated the briefing note to the Committee for their information. Section 17 Crime and Disorder Act 1998 says town and parish councils have a duty to consider the impact of their decisions on crime and disorder in their local area.
- It was discussed that police resources seem to be diverted away from parishes like Duston and diverted towards Northampton Town Centre. The local Neighbourhood Policing Team stopped providing Duston Parish Council with crime reports about 18 months ago.

EC097/23. Mendip Park

- The Clerk has been in contact with the preferred contractor to commission the work. We are now waiting a start date which is likely to be late spring or early summer. A soakway should alleviate the problem. Unfortunately Duston Parish Council has been denied permission to use the drains.
- The Clerk reported that he has submitted a request to West Northamptonshire Council for s106 monies to pay for additional play equipment in Mendip Park.
- Committee discussed the advantages and disadvantages of creating a lockable gate between Mendip Park and Sam Harrison Way Open Space. It was noted that once again the fence has been broken and this keeps on happening. The Clerk has reported anti-social behaviour to the Police. The Neighbourhood Policing Team has raised no objection to a gate between Mendip Park / Sam Harrison Way.

RESOLVED:

- a) That a commemorative bench also be requested for Mendip Park from s106 monies (APPENDIX D)
- b) That Council is presented with the results of the public consultation this year and decides whether to have a gate between Sam Harrison Way / Mendip Park.

EC098/23. Errington Park

- The Clerk reported that sometimes during the long summer months, residents complain of loud music and anti-social behaviour in Errington Park Car Park. Northampton Borough Council, as the previous owners, suggested that a gate on the car park was unnecessary.

- The footpath between Main Road and Errington Park now belongs to Duston Parish Council.

RESOLVED:

- a) Not to install a gate at Errington Park car park entrance.
- b) The footpath between Errington Park and Main Road does not need resurfacing but a tidy up and clean.

EC099/23. New Play Equipment Items

- The orders have now been placed for the Quarry. Haydown Green will hopefully be placed very shortly once quotes are finally evaluated. As agreed by Council this will be funded by the Community Infrastructure Levy.
- **RESOLVED:** That the Clerk presentation on new play equipment was noted.

EC100/23. Telstar Way Open Space

- **RESOLVED:** A commemorative bench for Telstar Way Open Space is requested from S106 monies (APPENDIX E)

EC101/23. Grafton Way Meadow

- The new tarmac entrance into Grafton Way Meadow was discussed. This has been well received by the public.
- **RESOLVED:**
 - a) The Clerk to investigate honeycomb matting around the tarmac entrance.
 - b) The Clerk may cut back the vegetation by the entrance once the tree survey has been completed.

EC102/23. COSHH Sheets

- The Clerk has been in contact with West Northamptonshire Council regarding their use of glyphosate. West Northamptonshire Council say the product they use is Trustee Amenity which it is glyphosate based. West Northamptonshire Council say it is very low risk. Removing weeds by hand would be expensive.
- Committee discussed the potential disadvantages such as the impact on the bee population and other wildlife.
- **RESOLVED:**

- a) The information provided by West Northamptonshire Council was noted.
- b) The information is presented to the next Full Council meeting as a stated agenda item for further discussion.

EC103/23. Installation of Benches

- **RESOLVED:**

- a) The Clerk was delegated with installing the benches at bus stops. The Clerk will though consult with current members of this Committee as to specific locations. Weggs Farm Road Tesco was suggested as a preference.
- b) It was agreed to support the proposed design of the DOWPA Bench outside the Co-op on Main Road (APPENDIX F).

EC104/23. Planters

- The Clerk spoke about an outline environmental project outside the Co-op on Main Road. Some of this land is in private ownership and some of it is WNC Highways.
- Council had asked Committee to look a planter(s) for the Limehurst Square area.
- **RESOLVED:** Planters outside the Co-op on Main Road and in Limehurst Square area would be welcome. The Clerk should bring proposals to a future meeting of the Environment Committee.

EC105/23. Bee stops on parks and further rewilding projects

- The rewilding area is still there at Grafton Way Meadow and Duston Parish Council has received no further complaints from the public.
- St Luke's Field will be participating in No Mow May.
- **RESOLVED:**
 - a) To note that planters could also be used as bee stops.
 - b) To create two further similar bee stops at Errington Park and Mendip Park.

The meeting finished at 8:28pm



DUSTON PARISH COUNCIL

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

Planning Committee
MINUTES 27th April 2023

CHAIR: Councillor M. Ingram

PRESENT: Cllrs Barnes, Liddon, Mumford,

IN ATTENDANCE:

Gary Youens – Parish Clerk

PC064/23. To receive apologies for absence

- Apologies were received from Cllr Enright-King

PC065/23. To receive and approve for signature the minutes of the meeting held on 23rd February 2023

- **RESOLVED:** That the Minutes of the meeting held on the 26th of January 2023 were approved as a true record and signed by the Chair.

PC066/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no interests declared.

PC067/23. Public Participation Session

- There was one member of the public who spoke on land to the rear of 519 Harlestone Road.

PC068/23. Planning Committee Terms of Reference

- **RESOLVED:** To note the Terms of Reference for the Planning Committee as set out in the Standing Orders & Scheme of Delegation.

PC069/23. Planning Applications

a) WNN/2023/0346 – Land to the rear of 519 Harlestone Road Northampton

- **RESOLVED:**

OBJECTION, WNN/2022/1314 – LAND REAR OF 519 , HARLESTONE ROAD, NORTHAMPTON

This application contradicts Duston Parish Councils Neighbourhood Plan:

H4 Smaller infill sites – general criteria (objective 2)

Development will be supported on sites of up to 5 dwellings on previously developed land and large gardens, subject to the following criteria:

i - In respect to backland and tandem development in gardens of existing properties, the need to avoid adverse impact on the amenity of neighbouring properties through; loss of privacy, daylight, visual intrusion by a building or structure, car parking, removal of mature vegetation or landscaping and additional traffic resulting from the development.

ii - Windfall, back land or tandem development must have direct highway access.

iii - It must have due regard to the need to preserve or enhance the Conservation Area.

iv - The requirements for development in local character areas (Policy BE1) are met.

v - The provision of natural landscaping, including native trees, hedgerows, wetland areas and the retention or incorporation of habitats for small mammals, birds and insects.

Parking space is limited and of concern to neighbours.

A similar planning application at the same site was rejected in 1973, therefore Duston Parish Council Objects to the application.

b) WNN/2023/0394 – 117 Rawley Crescent, Proposed single storey extension to rear and single storey extension to front of existing dwelling

- **RESOLVED:** Duston Parish Council supports this application.

PC070/23. Duston Neighbourhood Plan

- Duston Neighbourhood Plan is now 6 ½ years old. The Clerk advised that it ideally does need to be updated for three main reasons
 1. references to the “Borough Council” and “County Council”
 2. some policies are out of date
 3. Northampton Local Plan Part 2 has now been made. Since this document is much more recent it will take precedence over the Duston Neighbourhood Plan.
- **RESOLVED:** Recommend to that Duston Parish Council seeks advice and a quote about updating the Duston Neighbourhood Plan.

PC071/23. TTRO(22/23) W808 – Sandy Lane , Harpole

- The Clerk said we have received a response from Chasetown Engineering Ltd but not had a formal response yet from West Northamptonshire Council. The Clerk has been advised by Andrew Lewer MP office that they will be meeting with relevant representatives to try and get a better outcome for residents.
- **RESOLVED:** The Clerk to chase West Northamptonshire Council for an explanation for the roadworks. The Clerk will reiterate to West Northamptonshire Council the detrimental impact his already having on Duston residents.

PC072/23. CIL & S106

- The Clerk advised that some CIL has now been spent such as the entrance to Grafton Way Meadow, defibrillator for Errington Park and the Coronation Bench on Hardlands Road Open Space. Some things are being planned such as more “Welcome to Duston” signs, play equipment and speed activated signs.
- **RESOLVED:** To discuss this again at the next Planning Committee.

The meeting closed at 8:09pm



DUSTON PARISH COUNCIL

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

Resources and General Purposes Committee Minutes
Thursday 26th April 2023 7 PM

Cllrs Barnes, Ennis-Clark Enright-King, Ingram, Maitland

CHAIR: J Ennis-Clerk

COUNCILLORS PRESENT: Barnes, Ingram, Maitland

IN ATTENDANCE:

Gary Youens – Clerk
Ryan Ikavnieks – Assistant Clerk

AGENDA

RGPC057/23. To receive apologies for absence

- Apologies were received from Cllr Enright-King

RGPC058/23. To receive and approve for signature the minutes of the meeting held on 22nd February 2023

- **RESOVLED:** That the minutes of the meeting held on 22nd of February 2023

RGPC059/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Members were reminded of the need to disclose any interest in the items on this agenda, whether pecuniary or otherwise.
- There were no interests declared.

RGPC060/23. Public Participation Session

- There were no members of the public present.

RGPC061/23. Progress Reports

The Clerk gave progress reports on the following:

- A representative from Northamptonshire Fire Service examined the doors at Duston Community Centre and said they are compliant.
- Currently looking at the Investors in People award. No other Parish/Town Council in Northamptonshire have this award. There would be a fee for the assessment and accreditation. NALC Local Council Quality Award Scheme might be a better alternative.
- The smart metre in the Kitchen at DCC has been installed.
- Parks, Open Spaces and allotment transfers are still progressing. The Clerk has chased the solicitors and WNC for updates.
- Public Open Space at Telstar Way should be transferred soon. The outlays of the streetlights on Alfred Knight Close footpath is currently under construction. Waiting for David Wilson Homes to resurface Rosevilla Access Road.

RGPC062/23. Solar Panels at Duston Community Centre

- **RESOLVED:**
 - a) That discussion surrounding the installation of Solar Panels at Duston Community Centre was noted.
 - b) The Clerk to put forward a proposal for Solar Panels at Duston Community Centre. The final decision would be for Council to make.

RGPC063/23. Paving Outside Duston Library & Land To Rear of Duston Community Centre

- **RESOLVE:** To defer this item until the next Resources and General Purposes Committee to allow contractors to submit their quotes for the work.

RGPC064/23. Honorary Freeman / Freewomen of Duston Parish

- **RESOLVED:**
 - a) That the discussion surrounding Honorary Freeman / Freewomen of Duston Parish Council was noted.
 - b) To recommend to the Council the title award of honorary Freeman / Freewoman be introduced.

RGPC065/23. Sound Installation of Main Hall / Coffee Hall

- **RESOLVED:** To recommend that the Council does not currently install any recommendations from the independent sound report for the time being.

RGPC066/23. Banking Mandate

- **RESOLVED:** The current signatories on the banking mandates for Barclays and Unity Bank were noted.

RGPC067/23. Flagpole Outside Duston Sports Centre

- **RESOLVED:**
 - a) That the Clerk engages with Northampton Leisure Trust to seek permissions for a flagpole, that will be managed by Duston Parish Council, outside Duston Sports Centre in a mutually agreed location.
 - b) That the cost of the flagpole be funded through Community Infrastructure Levy monies
 - c) To bring this item to Council for consideration and approval

RGPC068/23. 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.

- The Clerk gave a verbal report on the leases at St Luke's Centre and Duston Sports Centre. The Council has already approved a further 15 years (2027-2042) on the same terms and conditions as the current lease. The Clerk answered questions from the Committee.



DUSTON PARISH COUNCIL

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

Community Services Committee
MINUTES 11th MAY 2023

Maitland, Roper, Liddon, Enright-King, Ennis-Clark, Golby

CHAIR: Councillor S. Maitland

PRESENT: Golby, Roper, Liddon, Enright-King

IN ATTENDANCE:

Gary Youens – Parish Clerk

Alison Grantham – BCD Manager

CSC073/23. To receive apologies for absence

- Apologies were received from Cllr Ennis-Clark

CSC074/23. To receive and approve the minutes of the Community Services Committee on 20th March 2023

- **RESOLVED:** That the minutes of the meeting held on 20th March 2023 were approved as a true record and signed by the Chair (APPENDIX A)

CSC075/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Cllr Liddon declared a non-pecuniary interest as volunteer with the Boys Brigade.

CSC076/23. Public Participation Session

- There were no public speakers.

CSC077/23. Working Parties Updates

- **RESOLVED:**
 - a) Senior Provisions – to change the name of this working party to “Wellbeing”. Cllr Maitland will join this working party.
 - b) Publicity – Cllr Enright-King will look into having an external person to handle DPC social media. Will report back to the next meeting of this Committee.
 - c) Youth – this will be discussed later on the agenda.
 - d) Limehurst Shopping Centre – this will be discussed later on the agenda.

CSC078/23. Limehurst Square Resurfacing

- Cllr Golby informed the Committee that it is the intention of West Northamptonshire Council to carry out resurfacing works at Limehurst Square in this year budget 2023/24. The Clerk will contact the Head of Highways (Nick Henstock) for further details. Cllr Golby said he and Cllr Hinch have been pushing behind the scenes to get this sorted.
- Cllr Maitland said she welcomes resurfacing works at Limehurst Square and this is something many disabled shoppers want. Cllr Maitland added this needs to be done sooner rather than later.
- **RESOLVED:** The Clerk to contact Nick Henstock for further details on the resurfacing at Limehurst Square.

CSC079/23. Clerk Report

- The Clerk gave a verbal report on the following
 - The defibrillator for Errington Park has arrived as is waiting to be installed.
 - The Clerk has had further discussions with Duston Eldean Primary School and Millway Primary School.
 - We have been supporting Duston Market through our website and social media. The Clerk has been in touch with the organisers to tell them they have the support and backing of the Parish Council.
 - The Premises Licence for St Luke’s Field has been obtained.

- The Clerk has been given the name of the member of staff responsible for the Duston Sixfields LAP. It would be preferable for Duston Parish Council to have a place on it.

CSC080/23. Duston Fun Day Mini Bus

- Committee discussed further the idea of a mini bus to pick up residents for Duston Fun Day. It was the intention to use the Boys Brigade Mini Bus driven by Cllr Liddon.
- Cllr Maitland said after speaking to people at the Wellbeing Cafe she believes there is a huge demand for it.
- Cllr Liddon raised the following points

How will the service be advertised and what will the contact method be?

Pick and drop off points?

Timings. E.g. Will it run every 15/20 mins.

Who can support me as driver? safeguarding /security

DBS checks. Should we offer the service to children, we'll need this?

Whilst the bus has insurance, this may not cover liability should anyone have an accident /get injured whilst travelling.

Who is the bus open to? Just the elderly or children as well?

- **RESOLVED:** To recommend to Council that an alternative bus provider is found and seek to use General Reserves to pay for it.

CSC081/23. Youth Club

- The report was received early this afternoon and the Clerk circulated to members almost immediately.
- The Committee discussed what alternatives to the Youth Club could be delivered instead.
- The Youth Working Party will meet and come up with various options for the next Committee meeting. Cllr Maitland will organise the meeting dates.
- **RESOLVED:** To recommend to Council that the current Youth Club trial period continues until the end of July 2023.

CSC082/23. Skate Park

- **RESOLVED:** The Youth Working Party will look into the idea and feasibility of a skate park in Duston and will report back to a future Committee meeting.

CSC083/23. Communications and Engagement Policy

- **RESOLVED:** Committee members will individually review it and if they feel amendments need to be made they will contact the Clerk and request this as an agenda item for this Committee to consider.

CSC084/23. Bleed Cabinet

- **RESOLVED:** To recommend to Council that a Bleed Cabinet is installed at Duston Community Centre / Duston Library using the Community Infrastructure Levy.

Meeting was closed at 8:32pm

DRAFT

Thank you for your enquiry regarding our weed spraying practice. The product we use is called Trustee Amenity, it is the Amenity Gallup product and is Glyphosate based.

Trustee Amenity has the MAPP No. 17697. Each product must carry a unique product registration number which is allocated upon issue of the first commercial approval for that product. It is this registration number which is also referred to as a MAFF or MAPP number. 'MAPP' stands for 'Ministerially Approved Pesticide Product' number. This means the product has EU approval.

Anyone wishing to place a pesticide or plant protection product (herbicides, (including Glyphosate) intended to control plant pests, plant diseases or unwanted plants) on the market in the UK must obtain authorisation for the product under the terms of EC Regulation 1107/2009. Without such authorisation it is illegal to market, supply, store or use the product in the UK.

Anyone applying for authorisation of a product must provide an extensive range of scientific and technical data. Through this data, they must demonstrate that the product is effective and humane and poses no unacceptable risks to people (including users, local residents and bystanders), wildlife and the environment. The application is evaluated by specialist scientists against requirements set out by Regulation 1107/2009. Only when the Government is satisfied, based on expert advice, that the product can be used without unacceptable risk to people and wildlife and with minimal risk to the environment, can authorisation be granted for the product.

Part of the reason of using this product is because, Glyphosate requires a surfactant to carry it through the plants waxy surface. BioEnhance™ Adjuvant Technology smoothly draws the glyphosate into the plant through the waxy surface of the leaf and entering the plant cells. The specially blended surfactant system of BioEnhance™ Adjuvant Technology optimises performance and efficacy, is non-hazardous and is safer for both the user and the environment. This means we only spray and specifically target where there are weeds, the weeds we spray are controlled for longer term and in turn less herbicide is used. This ensures effectiveness of the product whilst we are carrying out only spot spraying. The product is inert as soon as it dries.

Our product is of very low risk and I have attached the Environmental Information Sheet for the product.

The herbicide can only be applied by fully trained and certificated staff.

Environmental Information Sheet

Trustee® AMENITY

MAPP 17697

A soluble concentrate containing 450 g/l Glyphosate for use only as a horticultural, aquatic, forestry and industrial herbicide.

Maximum application rates & number of applications vary per weed and situation.
Refer to label for details.

Section	Profile
1. Wildlife Birds & Mammals	Trustee Amenity is not classified as harmful to game and wildlife Trustee Amenity shows low toxicity to mammals & birds. It poses a low risk for birds and mammals living and feeding in treated areas.
2. BEES	Trustee Amenity is of low toxicity to honeybees.
3. Non target insects and other arthropods	Trustee Amenity is harmless to most species commonly found in and around treated fields, including carabid beetles and ground spiders.
4. Aquatic life	Trustee Amenity is not considered as harmful to aquatic life, being of low toxicity to fish, aquatic invertebrates and green algae.
5. Soil & Groundwater Earthworms Soil Micro-organisms	Trustee Amenity does not accumulate in soil. It is rapidly degraded in soil by soil micro flora, under both aerobic and anaerobic conditions. Trustee Amenity is strongly adsorbed to soil. There risk of groundwater contamination by Trustee Amenity is negligible due to, low mobility, rapid biodegradation in soil, & high adsorption. Trustee Amenity is of low toxicity to earthworms. The risk posed to earthworm populations in or around treated fields is negligible. Trustee Amenity has no adverse effects on soil micro flora. It poses a negligible risk to the processes of nutrient recycling in soil.

APPENDIX R

Our Ref: P6057-L1

31st March 2023

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

F.A.O: Mr George Nemteanu,

RE: Duston Community Centre, Pendle Rd, Northampton

We understand that you require advice to mitigate the transmission of noise between a café/bar and function room area at Duston Community Centre, Northampton.



Figure 1: Function room/ café bar adjacency

The advice contained within this letter relates to acoustics only, and final proposals should be reviewed by competent professionals for all other relevant disciplines (e.g., structural considerations, fire safety, etc.).

A visual site survey was undertaken on Tuesday 21st March 2023. An approximate plan of the function room and its immediate adjacencies is presented below (this is a rough sketch for the purposes of this letter only and is not to scale).



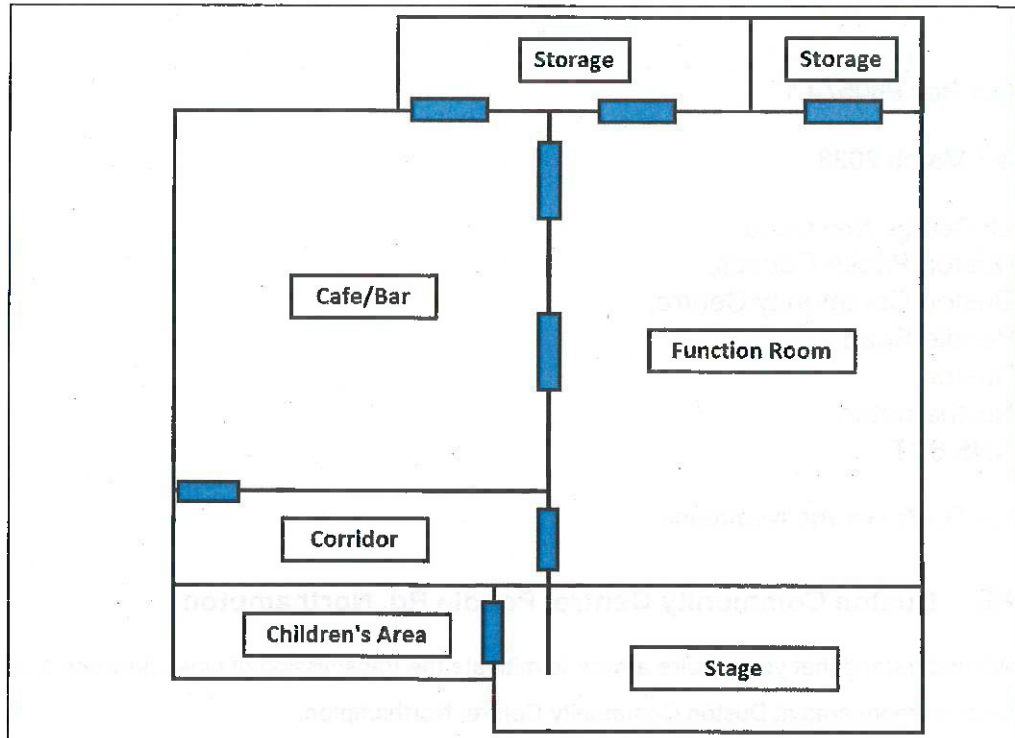


Figure 2: Rough Sketch Layout

Doorways have been marked as blue squares in the sketch above. Within the stage area is an open stairway where doors lead to a children's area and a communal corridor.

It is understood that the function room and the café/bar were originally intended to be used together for events but now operate separately. The hall is regularly used for theatre events and shows. These are typically non-amplified events, but two small loudspeakers are fixed to the side walls at ceiling level.



Figure 3: Function Room Loudspeakers



The sound transmission paths between the function room and the café/bar are outlined below in order of significance:

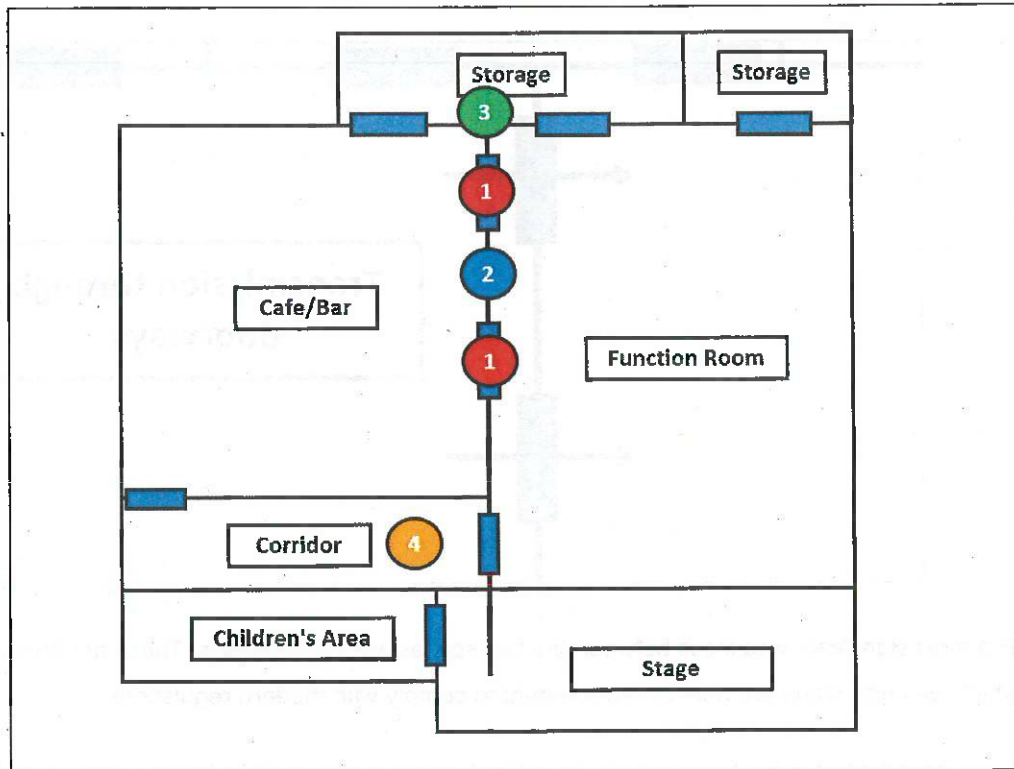


Figure 4: Transmission Paths

- 1) Doorways within the separating wall
- 2) The separating wall
- 3) Flanking transmission through the storage room overlapping the function room and café/bar (particularly through doorways)
- 4) Flanking transmission through the corridor

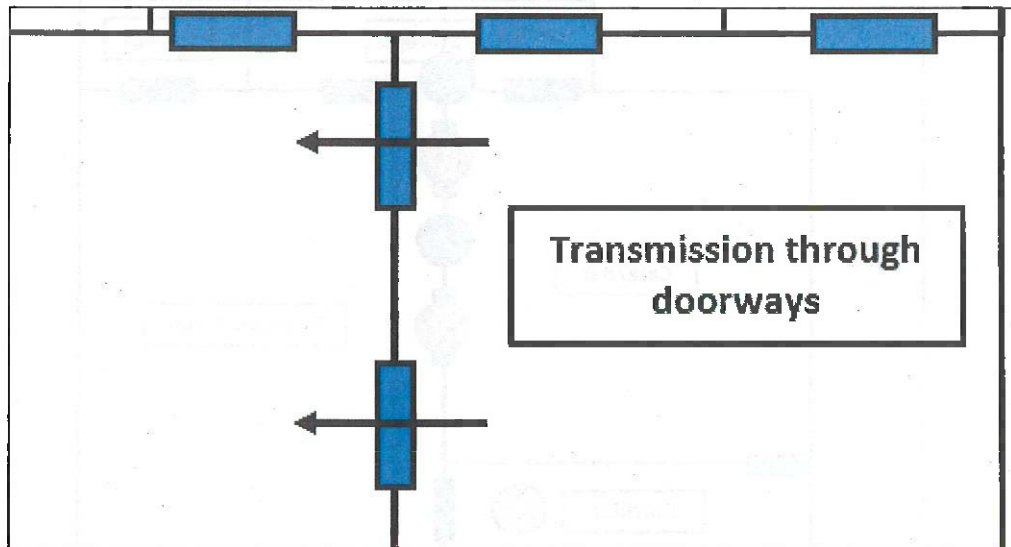
This is based on visual observation of the layout and constructions during the site visit. The on-site consultant in attendance has five years of experience diagnosing transmission paths of sound within buildings and specifying remedial works.

Once items 1) and 2) have been addressed by the proposed works, items 3) and 4) will likely become the dominant transmission paths, in which case addressing these areas first as part of any future works will yield the greatest benefit. Further transmission paths that could not be observed visually could also become apparent.



Advice relating to these four areas is issued below:

Mitigation for Doorways



The most significant weakness between the two spaces are the doorways. These are fire doors which we understand are due for replacement to comply with modern regulations.

The most effective mitigation would be to not include doorways at all within the newly constructed separating wall. Given that the café/bar and function room are to operate independently of each other going forward, the practical purpose of these doorways may become redundant and create an unnecessary acoustic weakness in the separating wall.

However, we understand that doorways would likely be retained to enable the space to be used for wedding events, etc.

For other doorways (e.g. doorway to the storage room overlapping the function room and café/bar, doorway to the corridor and doors to rooms from the stage), we would recommend installing acoustic perimeter and threshold seals.

This could be achieved with acoustic 'batwing' style perimeter seals and a threshold seal. Examples of these are shown in Error! Reference source not found.. These would be installed in addition to fire/smoke seals.



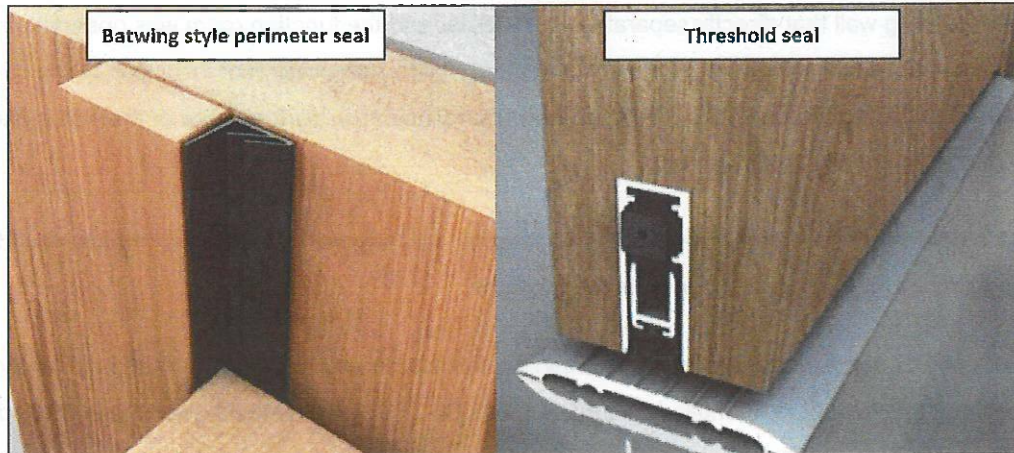
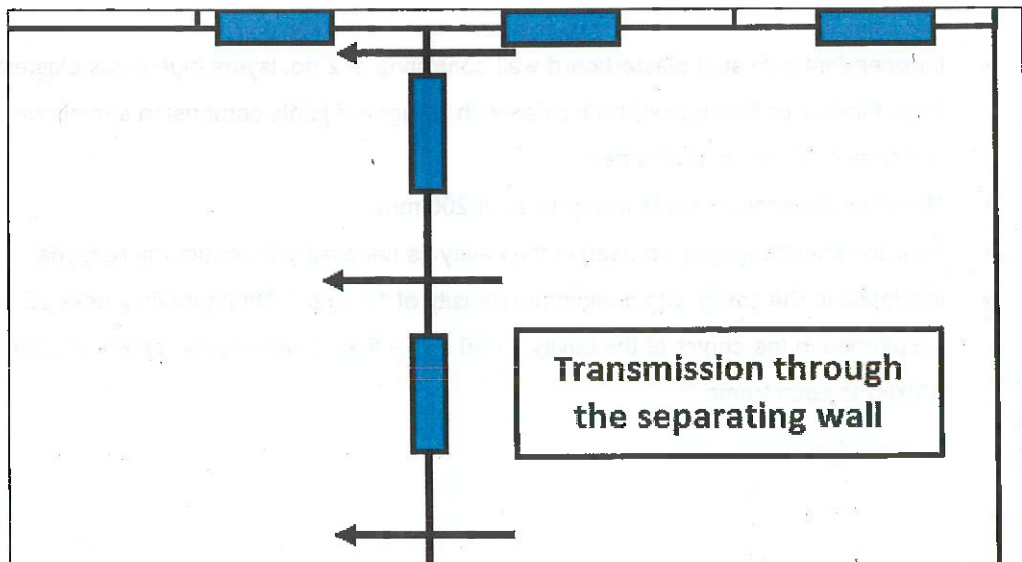


Figure 5: Perimeter seal examples

Specialist suppliers of acoustic door products such as <http://www.norseal.co.uk> or a similar competitor could be contacted for further information on suitable products compatible with fire doors. These suppliers may also be able to advise on an even higher performance solution for doorways directly between the café/bar and the function room. Specialist suppliers will also be able to advise what sort of sound reduction performance would be realistically achievable with the proposed door specification.

Separating Wall



The existing wall that directly separates the café/bar and the function room was observed to be a single stud (either a metal-C stud, or timber stud) plasterboard wall with insulation in the cavity (assumed fibreglass or similar). The airborne sound insulation performance of the wall is likely to be in the range of 30-35 dB $D_{nT,w}+C_{tr}$.

This construction would be considered an 'internal' non separating wall within modern building regulations requirements for residential dwellings.

For context, the Approved Document E minimum airborne sound insulation criteria for a party wall separating adjacent residential dwellings is 45 dB $D_{nT,w}+C_{tr}$ for new-build dwellings and 43 dB $D_{nT,w}+C_{tr}$ for conversions. A mathematical doubling or halving of sound pressure is equal to 6 dB, and a change of 6-10 dB typically corresponds to a perceived doubling or halving in noise level.

Within the constraints of the project, we would recommend a twin stud plasterboard wall construction. If installed correctly and to high standards of workmanship, this should achieve an airborne sound reduction of 45-50 dB $D_{nT,w}+C_{tr}$ (or higher). This would not guarantee inaudibility but would constitute a significant subjective improvement over the current construction.

The wall may be constructed with either timber or metal frames. The independence of the two studs should be maintained, and the cavity should not be bridged.

The key points of this construction are:

- Independent twin stud plasterboard wall consisting of 2 no. layers high mass plasterboard (e.g., Fireline or Soundbloc) both sides with staggered joints comprising a minimum mass per unit area of 20 kg/m² both sides;
- Minimum distance of inside lining faces of 200 mm;
- Plywood sheathing may be used in the cavity as necessary for structural reasons;
- Insulation in the cavity with a minimum density of 10 kg/m³. Minimum thickness 25 mm if suspended in the centre of the cavity, or 50 mm if fixed to one frame, or 25 mm per batt if one is fixed to each frame.



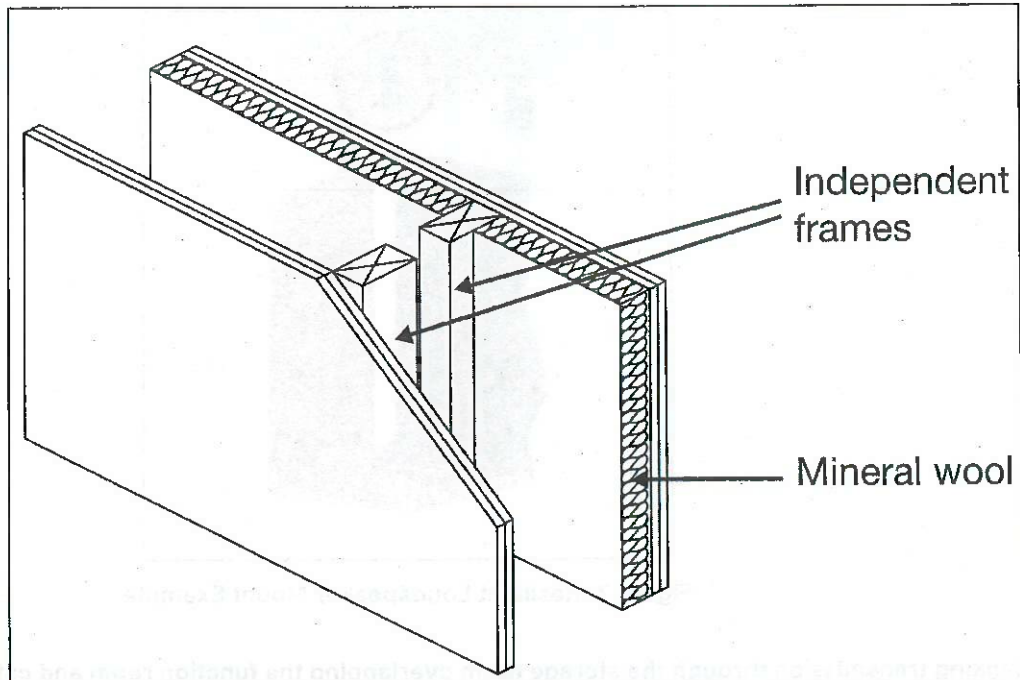


Figure 6: Twin Stud Plasterboard Wall (section view)

If plug sockets are to be installed on these walls, they should be staggered (e.g., not installed back-to-back) and installed with either an acoustic backbox or boxed in with 2 no. layers of high mass plasterboard. If untreated, plug socket penetrations will reduce the on-site performance.

Alternatively, the above construction could be achieved by upgrading the mass per unit area of the existing C-stud plasterboard wall to 20 kg/m^2 . A layer of Soundbloc or Fireline plasterboard could be fixed to both sides of the existing wall, and then the second independent plasterboard stud wall of the construction would be constructed following the same principles above (the upgraded existing wall would effectively form one half of the twin stud construction). In this scenario, if any doorways are removed, these should be filled with two layers of Fireline/Soundbloc.

In either scenario, we strongly recommend that the loudspeaker that is currently fixed to the wall is fixed to the ceiling instead. Fixing the loudspeaker to the wall will transmit audio noise directly into the cavity of the party wall and will create an easy transmission path for any amplified audio.

We would also recommend that the speakers are fixed to the ceiling using resilient mounts. These typically have a resilient disc element similar to rubber, which mitigate the direct transmission path for structure-borne sound that would re-radiate as airborne sound through the party wall.

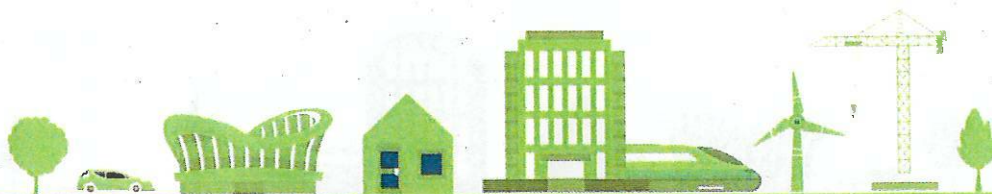
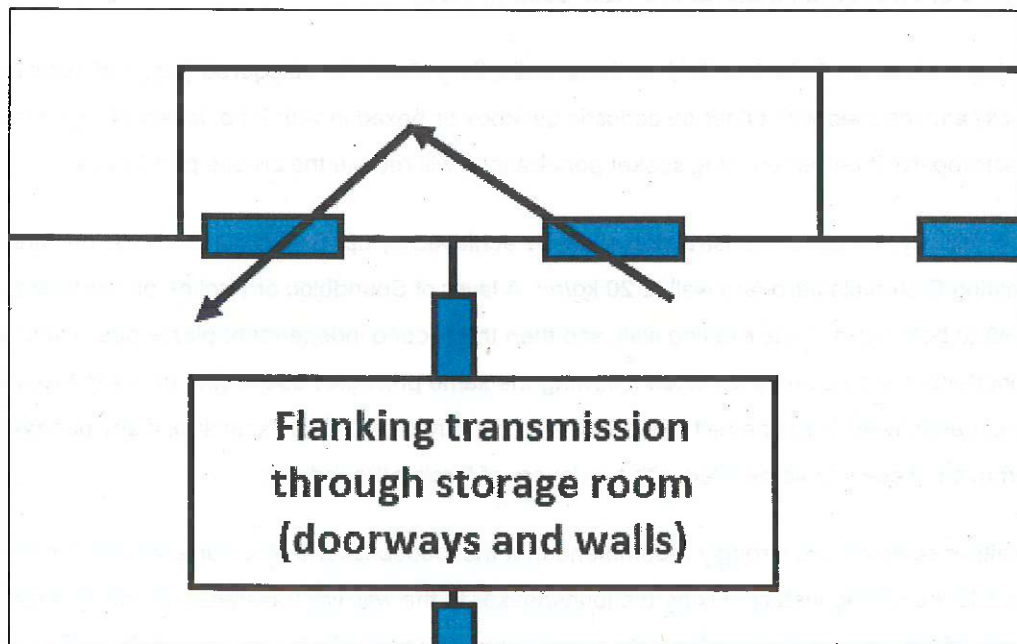




Figure 7: Resilient Loudspeaker Mount Example

Flanking transmission through the storage room overlapping the function room and café/bar



This transmission path will pose an ongoing weakness to the sound insulation performance between the two spaces. The primary transmission path will be through the doorways. We would therefore recommend that these are acoustically treated as outlined in the 'mitigation for doorways' section of this letter.



The new separating wall would also adjoin the standard c-stud plasterboard wall construction separating the storage room from the café/bar and the function room. This would also pose a significant weakness, as the common plasterboard between the two spaces forms a solid transmission path between the two spaces.

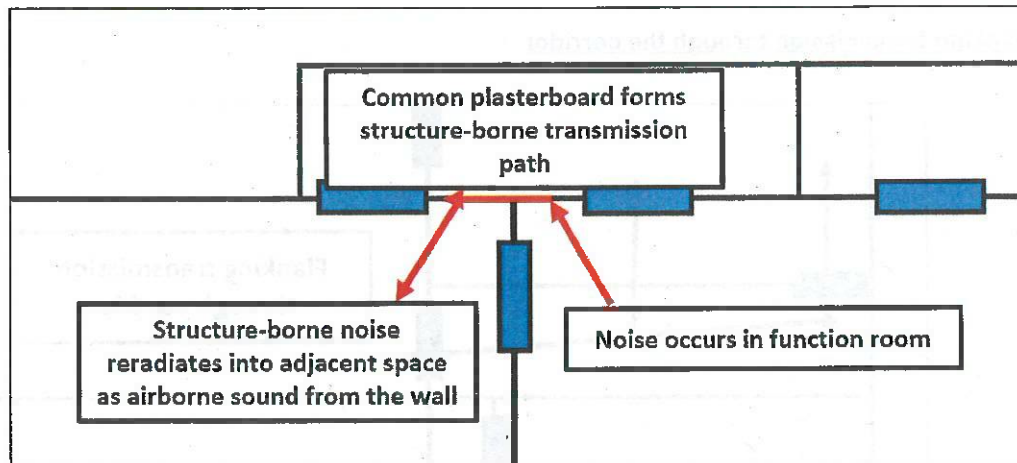


Figure 8: Structure-borne transmission through common plasterboard wall

The ideal way to mitigate this would be to continue the new twin stud plasterboard wall all the way through the storage room to split the storage room into two. The new wall would break through the c-stud plasterboard wall. The storage room plasterboard on either side would then be connected to an independent stud, and there would not be a solid structural transmission path between the two rooms.

If access through this route is necessary, a further acoustically treated door could be installed in the wall in this space (this would reduce acoustic performance compared to not having a door).

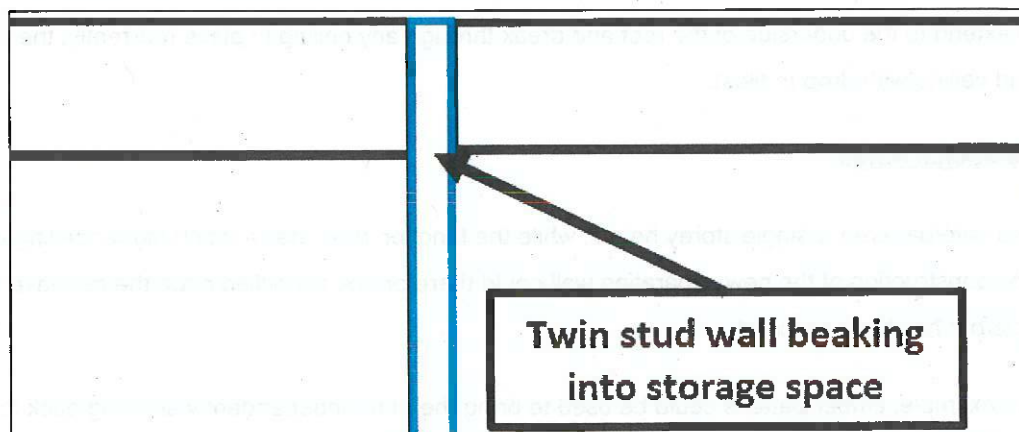
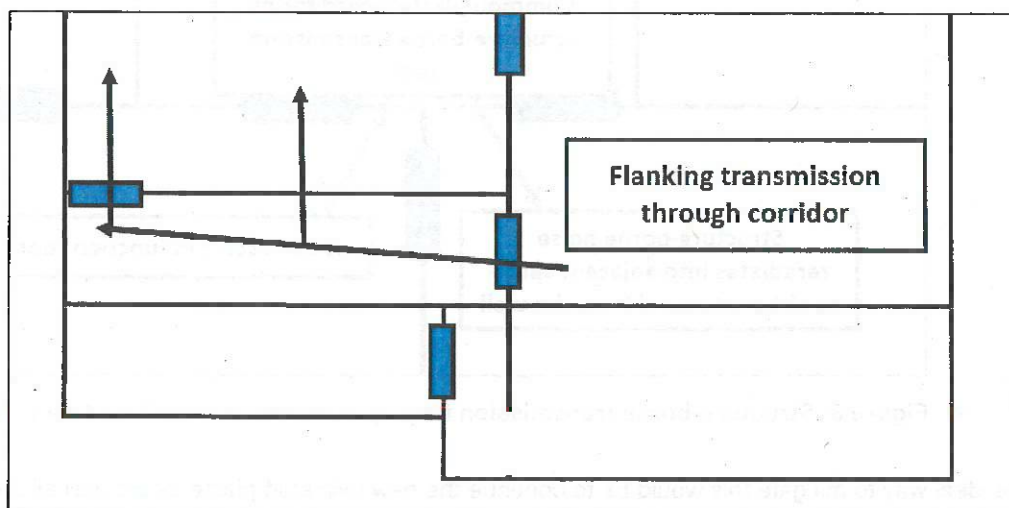


Figure 9: Separating wall/storage space recommendation



Another option would be to replace the top wall of the function room with a twin stud plasterboard wall, constructed in the same manner as the wall directly separating the function room and café/bar, but this would involve more work, and the storage room would still always remain a weakness unless the principle in **Figure 9** is followed.

Flanking transmission through the corridor



Flanking transmission through the corridor should primarily be treated by acoustically sealing doorways as outlined in 'mitigation for doorways' within this letter.

If noise breakout by this transmission path is observed to be an issue after the implementation of all works, we would recommend replacing the c-stud plasterboard wall between the corridor and the café/bar with a twin stud plasterboard separating wall. Such a construction in this space would need to extend to the underside of the roof and break through any ceiling in place (currently, there is a MF grid ceiling with drop-in tiles).

Additional Notes

The café/bar area is single storey height, while the function room has a much higher ceiling/roof level. The construction of the new separating wall could therefore be simplified once the roof level of the café/bar has been reached.

For example, timber battens could be used to bring the outer independent wall lining back to the wall at a right angle, and the rest of the wall could consist of dot and dab plasterboard up to roof level.



Although the works would pose a significant improvement over the existing situation, this does not mean that it is not possible for noise disturbance to occur. The first action within a hierarchy of control when responding to noise issues should be tackle noise at source. Music noise levels may need to be reduced, for example.

Where possible, noise should be considered in event bookings. For example, if a 'noise sensitive' booking was made for the function room (a wake subsequent to a funeral service, for example), it would not be sensible to book a 'rowdy' birthday party in the café/bar at the same time.

It should be recognised that although the works may be effective for unamplified theatre productions and rehearsals, it would not be sufficient for amplified loud bands.

The recommended works are based on what is considered practically possible within the existing building structure and anticipated budget requirements. The sound insulation of new separating walls could be improved by used higher mass materials (e.g. 15 mm Soundbloc plasterboards rather than 12.5 mm Fireline plasterboards). To achieve even higher levels of sound insulation, the wall structures required would start to become high mass cavity blockwork walls with independent high mass plasterboard wall linings either side, which we understand would likely be outside the anticipated scope of works.

We also note that the hall/function room has very little in the way of acoustic absorption (with the exception of the stage curtain, and a curtain along the back wall of the stage), which would help to reduce the internal reverberant noise levels within the room and improve speech intelligibility (though a certain level of reverberance is desirable for musical performances). Should you wish to explore options in this regard, please do not hesitate to get in touch regarding curtains, absorptive panels, etc., as we are able to supply these products.

We trust that the above information addresses your queries.

Yours sincerely,



Reid Malster, BSc (hons), PGDip (IOA), MIOA

Senior Acoustic Consultant

For NoiseAir Limited





The Duston Youth Club – *Delivered by Trilogy Active on behalf of Duston Parish Council*

Objective of the Club: To create a safe and fun youth club environment that engages the local youth population of Duston. Developing a social programme of activities in consultation with the young people and promoting opportunities for physical activity.

Session Outline: The Youth club takes place every Monday during term-time between 5:00-7:00pm. The club has access to half of a sports hall which allows them to deliver a variety of engaging craft and sporting activities, with quality equipment at their disposal.

The session is delivered by two experienced members of staff:

- Ryan is our Community Sports and Health Officer. He delivers our junior active program at Duston which includes all our U5's program and our after-school 'buzz' clubs. He is an excellent coach and has a good rapport with the children that attend these sessions, some of which are part of the Youth club.
- Carole is a longstanding member of the team. She has a breath of experience working with children and has been a leader on our holiday playschemes for several years. She also runs our successful Youth club at Danes Camp which has between 20-30 children attending each session.

Attendance data:

The Youth Clubs first session, which targets children between the ages of 10-13 years, has seen consistent attendance numbers, engaging between 7-12 children each week. The majority of these children are regular attenders, returning each week for the club.

Despite our best efforts to promote the sessions on our social media channels, in schools and community groups, the older group has shown minimal growth. We have made several attempts to communicate with Duston School's Community Liaison Officer, however we are yet to receive any sort of response or acknowledgement of the Youth Club from personnel there. We felt this would have been a useful channel to promote our older age group session and have been disappointed that we have been unable to do so.

We have seen 31 unique individuals from the Duston parish attend the Youth Club to date, 7 of whom have visited the centre previously as part of the *HAF program delivered by Trilogy Active during the school holidays [**Holiday Activity & Food Fund for children on free School meals*](#)

Promotion: This has been consistent and ongoing throughout the 8 months. We have exhausted our social media channels, promoted during our holiday playschemes, and the 'Youth Club Poster' (see attached) has been a focal point on our Duston Sport's Centre community boards.

As well as this we have included promotional material in our monthly newsletters and have sent a targeted mail out to individuals on our database.



As well as this, the club has been promoted across our network and partners who include Northamptonshire Sport, Free2Talk, Youth Inspired and the Local Neighbourhood Policing Team, all of whom are well placed to support our work.

Most of the people that have attended first heard about the Youth club through family and friends, with others finding out through school channels, Facebook, HAF and through pre-existing gym members.

Activity: The main aim of our program is to promote physical activity and social connections through play and sport. Sessions are varied with both a craft and sport offering to suit the needs of the children attending.

Feedback received from the group was that rather than a structured activity session they wanted this in combination with free time that could be spent with their friends. We implemented this combined approach with success, and this is reflected in the number of children that we have returning week on week.

Leader Ryan has been working with the young people to create a number of different games and activities, drawing on his expertise as a coach to add variety to the more traditional games such as dodgeball, badminton and football- a session plan has been included for your reference.





Youth Club Activity Plan

'No Man's Land'



Equipment: Soft Play foam barriers, dodgeballs, hoops, benches.

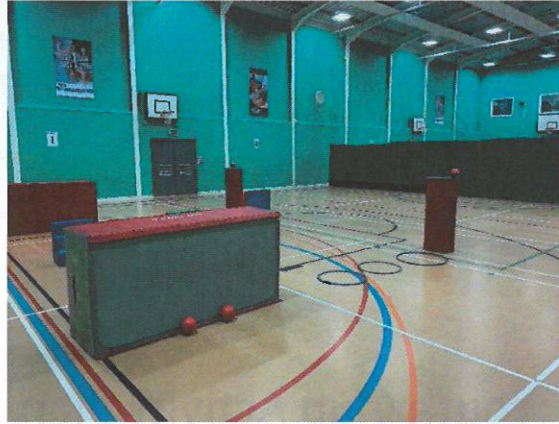
Team: Can be played and adapted for small or big groups by adding or taking away barriers.

Rules:

- Normal dodgeball rules apply such as get hit below the neck and you're out, if the opponent catches the ball, you're out etc.
- Each team starts at the big red barriers with 2 balls.
- Players must run through the hoops if they want to get to the pillar which holds another dodgeball.
- They can then army crawl to the middle area "no man's land" where there are more dodgeballs but a smaller barrier in which to hide behind.



- Once at the next barrier a player cannot return to the last barrier until they have reached "no man's land"
- The winning team is the team that get all opponent team players out.



Duston Parish Council

ASSETS @ 31/03/2023

	Location	Date acquired	Amount £	
5xnotice boards	various	pre 2005	5,982.00	
2xnotice boards	various	24/10/2012	712.45	
Notice boards	various	2013-14	1,604.05	
2 cycle barriers	Duston CE park	pre 2005	1,092.00	
2 cycle barriers	Errington Park	pre 2005	1,092.00	
Computer equipment	parish office/youth worker	various	3,284.00	
Commmorative bench	Rose Garden		856.96	
office equipment	parish office		1,081.00	
teak memorial bench			541.00	
18xlitter bins	various		9,644.00	
8xpublic seats	various		13,126.00	One disposed 18/19 £1875
1seat&bin	weggs farm		1,623.00	
3xseats and bins	various		3,102.00	
Bins & seats	various	2013-14	10,765.35	
HQI camera - Police passed ownership to Council			780.00	
Equipment various	parish office		1,974.00	
MUGA	Errington Park		80,000.00	
Village Sign (donated Emp Cllr Allow)	corner of Berywood Road		1,485.00	
Cycle - PSCO Nigle Phelps	kept by police owned by DPC		500.00	
generator	storage parish office		160.00	
4 roundabout, Errington Park, Mendip Park, Grafton Park, Quarry Park			43,095.00	
Playground equip/safety grass	Duston Wildes, Quarry Park	18/01/2017	2,339.30	
Playground equip	Errington	2013-14	27,014.13	
office furniture	parish office	30/03/2012	276.00	
Fridge	parish office	13/04/2012	95.82	
Computer equipment	parish office	04/12/2012	3,170.66	
Computer	parish office	18/11/2014	434.33	
Hazard Cupboard	Community centre	03/07/2014	256.00	
Microwave	Community centre	03/07/2014	63.32	
Tree Lights	St Luke's		83.32	
Computer	Community centre	30/05/2014	662.06	
Office Furniture	Parish office	31/10/2014	1,382.75	Disposal 7 office chairs £400
Camera	Parish office	08/04/2014	41.66	
Events Equipment	Parish Office	29/05/2014	464.12	
Youth equipment	St Luke's Centre	07/05/2015	50.00	
Computer equipment	Parish Office and Community Centre	28/02/2016	6,188.91	
Catering Equipment	Community Centre	25/02/2016	8,626.68	
Tables & chairs	Community Centre	08/01/2016	2,713.00	Disposal 10 chairs 18/19 @ £15 each
Environment Equipment	Parish Office	02/03/2016	291.88	
Bin	Parish Office	02/02/2016	340.00	
Litter barrow	Parish Office (environment)	19/10/2016	200.00	
Salt bin	Parish Office (environment)	15/12/2016	248.00	
Litter bin	Parish Office (environment)	18/10/2016	279.95	
Notice boards	Parish Office (environment)	25/04/2016	1,736.74	
Office Furniture	Community Centre	14/03/2016	1,022.13	
Signage	Community Centre	18/12/2015	1,211.50	
Signage	Community Centre	19/08/2016	556.91	
TV aerial	Community Centre	10/08/2016	250.00	
Reception Counter	Community Centre	18/04/2016	1,960.00	
Ice making machine	Community Centre	15/07/2016	99.98	
Panasonic TV and DVD	Community Centre	09/08/2016	448.33	
TV trolley	Community Centre	09/08/2016	62.49	
Piano trolley	Community Centre	09/08/2016	106.12	
Catering Equipment	Community Centre	27/09/2016	95.97	
Circular tables	Community Centre	03/01/2017	629.00	
Garment rail and hangers	Community Centre	09/02/2017	190.00	
10 lt water boiler	Community Centre	16/02/2017	49.98	
Sun protections/kitchen window	Community Centre	28/02/2017	427.50	
Display cabinets	Community Centre	21/03/2017	623.08	
Build and install planter	Parish Office (environment)	03/06/2016	1,970.00	
Vacuum cleaner	Community Centre	04/04/2016	30.00	
Till for bar area	Community Centre	06/04/2017	472.85	
Ikea - baby chairs	Community Centre	13/04/2017	33.50	
Tommy Tippee play equipment	Community Centre	08/05/2017	24.99	
The Works, stage lighting	Community Centre	17/05/2017	2,049.55	
The Works, theatre talk back	Community Centre	17/05/2017	673.80	
Flute glasses	Community Centre	30/05/2017	45.99	
Safe	Community Centre	26/07/2017	249.99	
PAT testing equipment	Community Centre	17/08/2017	200.00	
Powerwasher	Community Centre	14/09/2017	166.67	
Mugs (catering)	Community Centre	11/09/2017	36.50	
Serving stand	Community Centre	23/10/2017	16.00	
Coffee machine/teaboiler	Community Centre	03/11/2017	315.98	
Barrier	Community Centre	06/11/2017	255.95	
Teaspoons	Community Centre	06/11/2017	79.58	
Fire door retainers	Community Centre	05/12/2017	515.94	
Signs	Community Centre	15/12/2017	13.77	
Blackboard for café	Community Centre	21/03/2018	20.79	
2 coat stands	Community Centre	26/03/2018	101.96	
Panasonic 58 " smart tv	Community Centre	26/03/2018	499.17	
TV Cart	Community Centre	26/03/2018	49.99	
Leaf blower	Environment	27/06/2017	191.67	
Removeable bollard	St Lukes	02/08/2017	295.00	

ASSETS @ 31/03/2023

	Location	Date acquired	Amount £
Mirror	St Lukes	06/12/2017	69.54
Table and 6 chairs	St Lukes	07/03/2018	200.00
Microwave	Parish Office	29/09/2017	35.00
Coat stand	Parish Office	27/11/2017	40.00
Coat stand	Parish Office	21/02/2018	40.00
War Memorial railings	Environment	22/11/2017	675.00
Greenhouse Youth Club	Youth	01/04/2017	83.74
Van Peugeot Partner MD17HTT	Van	19/12/2018	8,449.00
Wifi Solution Hardware (DBFB)	Parish Office	16/11/2018	816.00
Netgear 24 Port Switch	Parish Office	26/11/2018	240.00
Netgear 24 TG588 router	Parish Office	26/11/2018	115.00
Netgear 24 Port Switch/TG588 router installation	Parish Office	26/11/2018	250.00
Trent Furniture 20 chairs	Community Centre	13/04/2018	347.00
Undercounter freezer	Community Centre	11/10/2018	148.00
Display system	Community Centre	01/11/2018	148.00
7 fire doors	Community Centre	14/11/2018	1,782.34
Defibrillator	St Lukes	26/02/2019	1,315.20
Cupboard	Parish Office	22/10/2018	280.00
Hedge trimmer	Environment	10/05/2018	476.58
2 Gazebo	Environment	11/05/2018	359.90
3 removeable bollards	Environment	22/10/2018	945.00
World War I memorial bench	Environment	31/10/2018	809.50
Speed signs	Environment	29/11/2018	2,110.31
Traffic Control	Environment	25/01/2019	4,924.06
Office chairs	Parish Office	31/10/2019	623.00
Gazebo for fun day	Community Centre	25/04/2019	137.50
20 tables	Community Centre	03/04/2019	685.00
Platform steps	Community Centre	14/05/2019	146.53
CCTV system 2 new cameras and box	Community Centre	25/06/2019	1,420.00
Slimline fridge	Community Centre	08/08/2019	129.00
LEC fridge	Community Centre	20/09/2019	166.00
Bar shutters	Community Centre	30/09/2019	2,600.00
Flag	Environment	07/10/2019	2,089.80
Timken Art	Environment	01/04/2019	1.00
Wicksteed Rainbow slide	Environment	10/06/2019	2,796.00
Wicksteed Zig Zag twister	Environment	10/06/2019	2,435.00
Wicksteed St Lukes play equip	Environment	29/08/2019	15,840.78
Wicksteed Mendip Road	Environment	29/08/2019	18,384.70
Wicksteed Grafton	Environment	31/10/2019	14,542.15
Bins	Environment	08/08/2019	194.95
Bee & Butterfly seat	Environment	04/09/2019	1,726.00
Greenlea seat	Environment	12/09/2019	460.00
Bins	Environment	17/09/2019	558.90
Gates at community centre	Environment	17/09/2019	980.00
Traffic cones and parking signs	St Lukes	10/03/2020	404.80
Room wall guards	Community Centre	07/04/2020	2,740.58
Baca key cabinet	Community Centre	18/05/2020	74.04
Abbott Signs - new signs	Community Centre	03/07/2020	959.48
Nisbets bins	Community Centre	08/07/2020	324.95
Addison - perspex screen	Community Centre	09/07/2020	125.00
SSS - security camera	Community Centre	27/08/2020	345.00
Argos - TV	Community Centre	11/08/2020	166.65
Argos - TV bracket	Community Centre	11/08/2020	161.72
ESPO notice boards	Community Centre	03/09/2020	210.00
Abbott Signs - new internal signs	Community Centre	15/12/2020	675.24
The Works loop system	Community Centre	17/12/2020	188.98
The Works PDA loop system	Community Centre	17/12/2020	346.47
PB Electrical Floodlight for rear exit	Community Centre	14/01/2021	130.00
The Works - signet amplifier	Community Centre	14/01/2021	1,099.41
Abbott Signs - signs for doors	Community Centre	23/03/2021	234.77
Zephyr - St George Flag	Environment	28/04/2020	214.90
Community Heartbeat defibrillators	Environment	15/05/2020	5,895.00
Community Heartbeat emergency phones	Environment	01/09/2020	1,090.00
Community Heartbeat signs	Environment	29/09/2020	205.00
Abbott Signs - signs	Environment	02/11/2020	494.68
Abbot Signs - remembrance day display	Events	15/12/2020	435.66
Dell - computer dock	Administration	01/09/2020	940.98
Dell Sleeve and monitor	Administration	01/09/2020	236.18
Dell - 6 computers (Latitude)	Administration	01/09/2020	4,574.22
Broxap - 2 bins	Environment	24/06/2020	584.90
Fire doors and closers	Community Centre	13/07/2021	4,508.90
Telescopic ladder	Community Centre	13/08/2021	99.98
Exterior sign DPC	Community Centre	20/08/2021	674.50
Plaques	Community Centre	13/10/2021	141.45
Internal signage	Community Centre	31/10/2021	638.64
Speakers	Community Centre	13/11/2021	706.66
Exterior signage	Community Centre	11/01/2022	397.40
Bluetooth projector	Community Centre	13/03/2022	124.14
Showcase	St Lukes	13/05/2021	381.00
EVAC chair	St Lukes	24/09/2021	561.00
Chairs and tables	St Lukes	01/11/2021	2,735.00
New lighting St Lukes	St Lukes	26/11/2021	2,501.00
Roller blinds	St Lukes	28/01/2022	3,350.25
2 door cupboard	Administration	04/10/2021	162.00
Filing drawer and cupboard	Administration	07/10/2021	309.00
Notice boards	Community Centre	08/10/2021	1,296.00

ASSETS @ 31/03/2023

	Location	Date acquired	Amount £
Borth' bench	Environment	13/05/2021	414.00
Reston' seat	Environment	13/07/2021	357.00
NHS Key workers' 3 seats	Environment	16/09/2021	3,486.00
Jubilee bench	Environment	13/02/2022	820.83
Welcome to Duston sign	Environment	26/04/2021	3,965.00
Desk	Community Centre	13/04/2022	152.93
Speakers	Community Centre	13/08/2022	157.50
Ezone fan	Community Centre	13/08/2022	158.32
Install camera main hall	Community Centre	01/03/2023	970.00
Tablet	Administration	31/03/2023	459.00
Floor buffer	Community Centre	15/09/2022	718.50
New sink	St Lukes	27/04/2022	950.00
Bookcase	Administration	04/05/2022	70.00
Cupboard	Administration	13/05/2022	94.00
Whiteboard	Administration	18/10/2022	184.00
Abbot Signs - parks	Environment	17/11/2022	5,846.00
Community Heartbeat defibrillator and cabinet	Environment	29/03/2023	2,810.00
Wicksteed play equipment	Environment	19/10/2022	3,216.81
Keep Britain Tidy signs	Environment	11/05/2022	2,250.00
Rainbow bench	Environment	10/05/2022	564.00
Jubilee bench	Environment	16/06/2022	540.00
Lomond seat	Environment	12/12/2022	995.00
Community Centre Pendle Road, buildings			1,176,287.72
Duston Leisure Centre, buildings			1,803,188.50
St. Lukes Centre, buildings			1,074,084.39
Renovation work at St Lukes		22/23	16,913.67
St Lukes field			1.00
Land at Pendle Road (bin store and strip of land)			1.00
Errington Park			1.00
Grafton Way Park			1.00
Mendip Park			1.00
Maibourne Lane Open Space			1.00
British Timken Gates, Main Road, Duston			1.00
Rose Villa Hut and Wall			1.00
TOTAL ASSET VALUE Box 9			4,487,183.25

