

NORTHAMPTON BOROUGH COUNCIL
Scrutiny Panel 3 – Northampton Post Unitary

Your attendance is requested at a meeting to be held in the Jeffrey Room,
The Guildhall, St. Giles Square, Northampton, NN1 1DE on
20 September 2018 at 6pm

George Candler
Chief Executive

If you need any advice or information regarding this agenda please phone Tracy Tiff, Scrutiny Officer, 01604 837408 ttiff@northampton.gov.uk who will be able to assist with your enquiry. For further information regarding **Scrutiny Panel 3 - Northampton Post Unitary** please visit the website www.northampton.gov.uk/scrutiny

Members of the Panel

Chair	Councillor Brian W Sargeant
Panel Members	Councillor Mohammed Azizur Rahman (Aziz) Councillor Paul Joyce Councillor Samuel Kilby-Shaw Councillor Jamie Lane Councillor Danielle Stone Councillor Graham Walker
Co-opted Members	Lee Mason Morcea Walker

Calendar of meetings

Date	Room
29 November 2018 6:00 pm 7 February 2019 25 March	All meetings to be held in the Jeffery Room at the Guildhall unless otherwise stated

Northampton Borough Scrutiny Panel 3 - Northampton Post Unitary

Agenda

Item No and Time	Title	Pages	Action required
1. 6:00pm	Apologies		The Chair to note any apologies for absence.
2.	Declarations of Interest (including Whipping)		Members to state any interests.
3.	Deputations and Public Addresses		<p>The Chair to note public address requests.</p> <p>The public can speak on any agenda item for a maximum of three minutes per speaker per item. You are not required to register your intention to speak in advance but should arrive at the meeting a few minutes early, complete a Public Address Protocol and notify the Scrutiny Officer of your intention to speak.</p>
4.	Minutes	1 - 5	The Scrutiny Panel to approve the minutes of the meeting held on 4 July 2018.
5. 6:05pm	Witness Evidence	6 - 13	<p>The Scrutiny Panel to receive a response to its core questions from a number of Expert Advisors:</p> <p>Current Mayor of Northampton Leader of the Council Deputy Leader of the Council Chief Executive</p> <p>Former Mayor of Northampton</p>
6. 7:05pm	Site Visits	14 - 17	The Chair to report back on recent site visits.
7. 7:20pm	Desktop Research	18 - 23	The Scrutiny Panel to receive a briefing note detailing the results of desktop research.

NORTHAMPTON BOROUGH COUNCIL

MINUTES OF SCRUTINY PANEL 3 - NORTHAMPTON POST UNITARY

Wednesday, 4 July 2018

COUNCILLORS PRESENT: Councillor Brian Sargeant (Chair) , Councillors Vicky Culbard, Sam Kilby-Shaw and Jamie Lane

CO-OPTED MEMBER: Morcea Walker, Deputy Lietenant

Officers Laurie Gould, Solicitor
Marianne McCarthy, Solicitor
Tracy Tiff, Scrutiny Officer

Members of the Public David Huffadine-Smith
Tom Appleyard

Press James Averill, Democracy Reporter

1. APOLOGIES

Apologies for absence were received from Councillors Paul Joyce (Deputy Chair); Councillors Danielle Stone and Lee Mason (Co Optee.)

The Chair announced he was pleased that both Morcea Walker and Lee Mason had accepted the invitation to be co opted to this Scrutiny Panel.

2. DECLARATIONS OF INTEREST

There were none.

3. DEPUTATIONS AND PUBLIC ADDRESSES

Mr David Huffadine-Smith addressed the Scrutiny Panel on agenda item 8.

4. MINUTES

The minutes of the meeting held on 14 June 2018 were signed by the Chair as a true and accurate record.

5. PRESENTATION TO SET THE SCENE

Laurie Gould, Solicitor, gave the Scrutiny Panel a presentation that set the scene for the Review.

The Scrutiny Panel asked questions, made comment and heard:

- Oak Apple Day is a Borough Council tradition and was traditionally held at dawn on 29 May each year. It fell on a Sunday one year and was moved to 12 noon. There is a need for this event to be recaptured by the Borough. It is an important Borough event.
- The Mayor is the Chair of the Housebound Fund
- The Mayor is the President of Town Twinning
- The Mayor is the President for St John's Home
- Honorary Freeman take place just once every civic term – The Panel queried what would happen in terms of Unitary.
- For the final report it was requested that all the Mayor's charities, from a specific date, are included
- There is a need to ensure that the Mace is retained in Northampton's Museum, in the borough.
- A potential recommendation of the final report was suggested "that it is ensured that all silver assets are made secure."
- The punch bowl, that is kept in the Mayor's Parlour, was presented to a former Mayor when he had a child whilst in Office
- Councillor Lane confirmed that he was the first Mayor to instruct Hereditary Free Women to the town and queried should there be a Unitary Council who would lead on such a service
- The Panel conveyed the view that it hoped that there would be a Town Council, with a Mayor
- The Panel commended the book "The Borough of Northampton and Its Guildhall and Civic Traditions - RJB Morris" and asked if copies could be brought out of storage and sold to Panel members who wanted to purchase a copy. The Scrutiny Officer undertook to make contact with the relevant officers.

6. CORE QUESTIONS

The Scrutiny Panel considered the draft core questions and made updates.

AGREED: That the core questions, as attached, are sent to the expert advisors, as detailed on the Scope of this Review

7. SITE VISITS

It was suggested that Councillor Danielle Stone be asked if she would be able to report back on the site visit to Chester, that another Working Group was setting up. This would inform the evidence base of this Review.

Further site visits were suggested:

- Raunds Town Council
- Higham Ferrers Town Council

The Scrutiny Officer undertook to make the necessary arrangements with the Chair.

8. COMMUNITY IMPACT ASSESSMENT

Mr David Huffadine-Smith, individual, addressed the Scrutiny Panel. He commented on the potential Unitary Authority and the other Authorities that it would include; querying whether they also had Mayors. He felt that discussions need to take place with them. He suggested there needs to be joint working. Mr Huffadine Smith went on to refer the Panel to Torbay and its Unitary issues.

Councillor Jamie Lane, in the capacity of Chair of the Overview and Scrutiny Committee, advised Mr Huffadine-Smith that that the Committee has already approved the scope of this Review and its remit is specific to Northampton, the Panel is investigating how it can recommend how Northampton's heritage can be protected. Representatives from other Authorities could be called as expert advisors.

Mr Huffadine-Smith was thanked for his address.

The Community Impact Assessment for this Review was approved and would be published on the Overview and Scrutiny WebPage.



NORTHAMPTON
BOROUGH COUNCIL

OVERVIEW AND SCRUTINY

SCRUTINY PANEL 3 – NORTHAMPTON POST UNITARY

The Scrutiny Panel is currently undertaking a review: Northampton Post Unitary

The purpose of the Review is

- To look at Northampton, (being mindful of the potential Unitary Authority), giving particular consideration to how civic pride and ceremonies can be preserved

CORE QUESTIONS:

A series of key questions have been put together to inform the evidence base of the Scrutiny Panel:

1. Please can you provide details of civic pride, events and ceremonies that currently or previously took place in Northampton for the Scrutiny Panel's consideration for inclusion of its formal list
2. How are Northampton's civic events and ceremonies marketed?
- 3 Please provide suggestions how you feel the pride and history of the Borough and the Guildhall can be preserved and enhanced as part of any new Unitary Authority.
- 4 **Question to internal witnesses:** What is role of Northampton Borough Council in civic events and ceremonies within the borough ?
- 5 **Question to external witnesses:** What is the role of partners in civic events and ceremonies within the borough ?
- 6 In your opinion, how can all assets, including Museums and their contents, in the borough be preserved and secured?
- 7 Do you have any other information you are able to provide in relation to civic pride in Northampton



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1. Please can you provide details of civic pride, events and ceremonies that currently or previously took place in Northampton for the Scrutiny Panel's consideration for inclusion of its formal list?

The Mayor of Northampton contributes clearly and positively to the aims of the Council.

During the twelve month Mayoral term the civic head will attend hundreds of events to promote the town, support local charities, work alongside the local community and act accordingly as first citizen of the Borough. The Mayor's office has a large number of long standing traditions which the modern Mayor adheres to.

In order to preserve tradition, councils continue to host civic ceremonies of their predecessors. Civic ceremonies are often the public face of the civic office and must, therefore, be carefully and imaginatively prepared. Set out below are a few of the ceremonies/functions that virtually every council organises.

- **CHURCH SERVICES** – Local authorities organise an official church service for the Mayor each year. The Northampton Borough Council service is named 'Mayor's Charity Sunday Service' and is held a few weeks following the election of the Mayor.
- **REMEMBRANCE SUNDAY** – It is common for the Mayor and council to attend a service on Remembrance Sunday; these are normally held at the local war memorial. Northampton Borough Council mark both Armistice Day and also Remembrance Sunday and work with the County Council and the Civic Church to arrange this.
- **CIVIC FUNERALS** – The Mayor will normally attend a funeral formally only if the deceased was a former Mayor/Consort/Mayoress, serving member of the council or significant figure in the Borough. Northampton Borough Council ensure the Mayor's Office informs all other members of the details so they can attend alongside the Mayor to pay their respects.
- **CIVIC BANQUETS AND CIVIC BALLS** – A civic banquet or ball must not be of benefit to the office but must show a clear benefit to the people of the town or the Mayor's chosen charity. Northampton Borough Council host one Charity Ball a year for the Mayor's chosen charity however we also have a 'Heart of the Community Awards' event where we will invite the unsung heroes of the town to meet the Mayor and collect a certificate for their efforts in the Borough.
- **ANNUAL COUNCIL MEETING** – Every council will hold an AGM in which the incoming Mayor/Chairman is elected by the rest of the council. The Mayor's Office will organise the structure of this event and this will normally take place in the month of May. The chosen civic head will then chair all Full Council meetings until the end of their term.

In Northampton the Mayor will host a number of civic ceremonies annually such as the following:

- Feb/March – Mayoress/Consort Tree Planting Ceremony
- March/April – Heart of the Community Awards
- Third Thursday in May – Mayormaking 2018
- 29th May – Oak Apple Day
- Approx 30th June – Armed Forces Day Parade
- June/July – Mayoral Charity Sunday Service
- October – High Sheriff Crown Court Service
- Nov – Remembrance Sunday Parade

- Nov – Mayor’s Gala Dinner
- Dec – Mayor’s Fund for Housebound

Oak Apple Day and the Mayor’s Fund for the Housebound are specific to the Borough of Northampton.

Oak Apple Day or Royal Oak Day, is observed annually on 29 May, to commemorate the [restoration](#) of the [English monarchy](#) in May 1660 when King Charles II came to the throne following the English Interregnum overseen by Oliver Cromwell. The name reflects the then future King’s famous hiding place, when he sought refuge from his roundhead enemies in an oak tree, following the 1651 battle of Worcester. The day celebrates the generosity of King Charles II, who donated over 1,000 tons of timber to reconstruct the church and halved the town’s taxes for seven years following the Great Fire of Northampton.

The Mayor of Northampton has been honouring the tradition for many year’s now which is heavily supported by the Lord Lieutenant of Northamptonshire.

The Mayor’s Fund for the Housebound was originally known as ‘The Mayor’s Fund for the Bedridden’, was set up about 90 years ago, although reference to gifts to the bedridden at Christmas has been found in correspondence relating to the Poor Children’s Christmas Dinner Fund 1908, when John Brown was Mayor. A letter of that date states ‘An innovation was made last year by sending gifts to the bedridden, which gifts, and the kindly spirit promoting them, were deeply appreciated by the recipients.’ There has now been a century of this kind of initiative in our Borough.

Civic Ceremonies can also be requested and will be held at the Mayor’s discretion. These events will be the following:

- Honorary Recorder Ceremony
- Honorary Aldermen Ceremony
- Hereditary Freemen Ceremony
- Honorary Freedom Ceremony
- Exercising Freedom of the Borough Parade
- Commemorative events within the Borough and nationally

During the centenary of WWI the Borough has hosted a number of civic events to mark the occasion such as commemorating the life of Walter Tull and Edgar Mobbs and also last year honouring the family who lost their lives in the Northampton Zeppelin Raid. The Mayor’s Office marked the presentation ceremony for the USHAKOV medal in 2015 as well as commemorating the anniversary of VE Day in 2015.

In addition to these civic events the Mayor heavily supports the local community by marking the following events annually.

- 27th January – Holocaust Memorial Day
- 5th March – Tibetan Flag Raising
- 8th March – International Women’s Day
- 12th March – Commonwealth Day
- 25th April – ANZAC Day
- 17th May – International Day Against Homophobia
- Approx 25th June – Armed Forces Flag Raising
- 11th July – Remembering Srebrenica
- 9th September – Merchant Navy Day
- October – Black History Month
- 19th Nov – International Men’s Day

- 1st Dec – World Aid’s Day
- 3rd Dec – International Day for People with Disabilities
-

Northampton Borough Council has the longest and most complete list in the country of Mayor’s dating back to 1215. The Mayor of Northampton is believed to have been in existence from 1189 however the full list is believed to have been lost in the great fire in 1675.

2. How are Northampton’s civic events and ceremonies marketed?

Northampton Borough Council’s communications team and Mayoral Office work closely together in order to promote the civic events and ceremonies throughout the town. In recent years the additional element of social media has been incorporated into the promotion of events.

The protocol for a typical event would be that the Mayor’s Office will manage the event organisation with the relevant parties. The Mayor’s Officer will then meet with the communications team and share as much information as possible for them to market the event. A press release will go out as standard however larger events such as Armed Forces Day and Remembrance Sunday will include promotional material which the communications team assist in the production of. An example of this is the leaflet for this year’s Remembrance Sunday event which is shown below:

FIRST WORLD WAR CENTENARY AND REMEMBRANCE EVENTS

ON THE ELEVENTH HOUR,
OF THE ELEVENTH DAY,
OF THE ELEVENTH MONTH,

guns finally fell silent on the battlefields of WWI, marking the end of the conflict which raged Europe between 1914 and 1918.

2018 marks the centenary of Armistice Day, when we will be remembering those who gave their tomorrow for our today.

A fortnight of commemorations will take place in Northampton to mark this anniversary.

Friday 26 October
11am Poppy Cross Commemoration, Abington Square Memorial Garden
Members of the Royal British Legion and Western Front Association will remember the fallen of Northampton by laying a military cross in their honour.

Sunday 11 November
8.30am Remembrance Sunday Service and Parade, All Saints' Church
Northampton troops will be joined by dignitaries for a Remembrance Service at All Saints', followed by a minute's silence at 11am and wreath laying in the church's memorial garden. The parade will then march past the Guildhall, along St Giles' Street and onto Abington Street via Fish Street. They will be dismissed at the Market Square.

12.30pm Northampton Museums & Art Gallery activities, Market Square
Watch performances by The Looking Glass Theatre showcasing excerpts from the play 'Killed'. Hear WWI poetry read by Nairobi Thompson and extracts by CreativeWriters@theMuseum. Live music from The Male Voice Choir and Classical Choir. A selection of WWI objects, images and videos will be displayed, along with bunting making and other crafts.

6.15pm National lighting of a beacon and bell ringing for WWI, All Saints' Church
The Lord Lieutenant of Northamptonshire will be joined by dignitaries and representatives from the Royal British Legion for a nationwide ceremony in memory of the fallen of WWI. Speeches will be heard from the church's portico, before the official beacon lighting at 7pm. Bells will ring throughout the country following the lighting.

7.30pm Heroes for Peace Concert, The Royal & Derngate
A concert in commemoration and celebration of the heroes of Northamptonshire during WWI. Hear the stories of Edgar Mobbs, Walter Tull, The Anglian Regiment and local people, accompanied by local choirs. Tickets for this event are available from the Royal & Derngate Box Office, by calling 01604 624811 or visiting www.royalndderngate.co.uk

The communications team will seek quotes from the relevant parties and inform all local media who will then get in touch for further interviews and photographs. A few examples of press releases are below:

<https://www.northampton.gov.uk/news/article/2760/commemorating-oak-apple-day-in-northampton>

<https://www.northampton.gov.uk/news/article/2701/awards-for-people-at-heart-of-the-community>

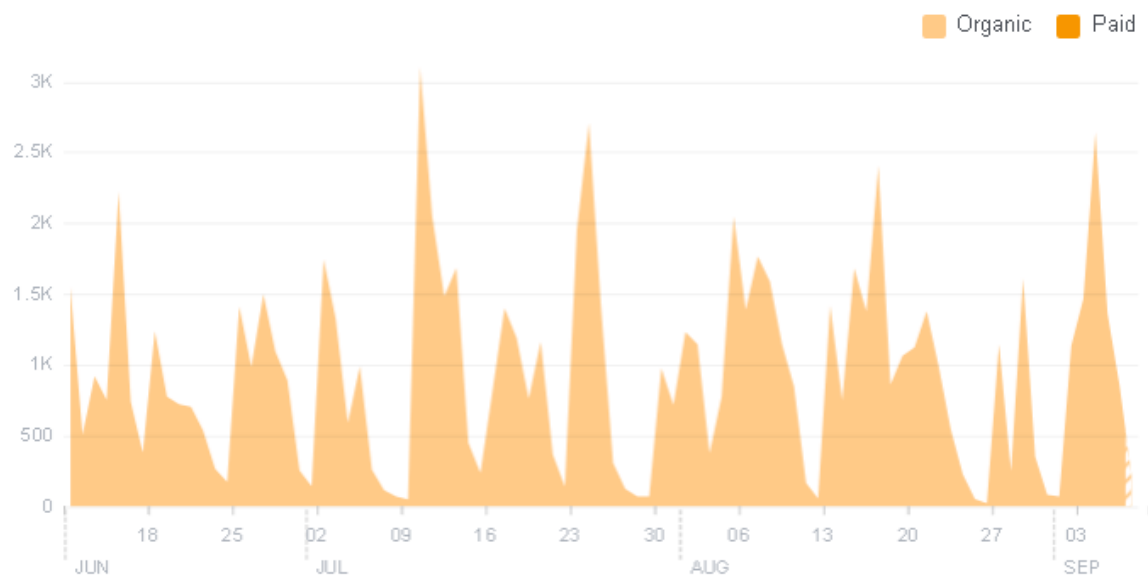
<https://www.northampton.gov.uk/news/article/2625/honouring-lives-lost-in-the-northampton-zepplin-raid>

<https://www.northampton.gov.uk/news/article/2754/northampton-s-new-mayor-to-be-welcomed-at-guildhall-ceremony>

As well as the traditional form of a press release events pages will be created on the Mayor's Facebook page as well as posts about the upcoming event for the public to attend. Figures shown in the last quarter alone show posts reaching over 3,000 people. On average the figures show that each post is reaching on 1,205 people which is an extremely quick and effect form of communication.

Post Reach

The number of people who had any posts from your Page enter their screen.



Northampton Borough Council have their own Facebook page and will share civic events to over 6,400 people who follow their page.

Below are the metrics on the Facebook and Twitter activity for Remembrance Sunday and Armed Forces Day.

Armed Forces Day 2018

Facebook post:

29 June 18: 1,416 people reached / 30 click throughs to the event page on Facebook / no shares / 5 likes

Join the family fun this Saturday as we celebrate Armed Forces Day in Northampton.

The day kick starts with a town centre parade from 10am. This will then be followed by live entertainment and information stalls from Armed Forces organisations on Love Northampton Market until 3pm.

Facebook event post: 11.4K people had the event appear on their Facebook news feed

763 people viewed the event page

173 people said they were interested in attending or said they were attending

Twitter:

29 June 18: *Join the family fun this Saturday as we celebrate #ArmedForcesDay in Northampton. The day kick starts with a town centre parade from 10am. This will then be followed by live entertainment and information stalls from Armed Forces organisations on Love Northampton Market until 3pm.* pic.twitter.com/yHEB784zjG

Impressions (how many times people saw the tweet) 1,758

Total engagements (how many times people interacted with the tweet) 13

Remembrance Sunday 2017

Facebook post:

11 Nov 2017: 706 people reached / 13 click throughs to the press release on NBC website / 3 shares / 5 likes

Join the Remembrance Sunday parade and service tomorrow, the parade will begin in the Market Square at 9.30am, the service will take place at All Saint's church at 10am and the traditional silence will be observed at 11am.

<https://www.northampton.gov.uk/.../remembrance-sunday-parade-...#WeWillRememberThem>

Twitter:

Nov 11 2017: *Join the Remembrance Service in Northampton tomorrow. Parade starts at 9.30am* ow.ly/yZAn30gugj #WeWillRememberThem

Impressions: 1946

Total engagements: 28

Media attend a lot of civic functions that the Mayor of Northampton hosts and below are examples of press coverage which the Mayor's office have received within the last twelve months:

<https://www.northamptonchron.co.uk/news/bomb-from-deadly-zeppelin-raid-to-go-on-display-1-911863>

<https://www.theguardian.com/football/2018/mar/25/walter-tull-football-pioneer-war-hero-tottenham-northampton-military-cross>

<https://www.northamptonchron.co.uk/news/crowds-gather-to-watch-yearly-armed-forces-parade-in-northampton-1-8026276>

<https://www.bbc.co.uk/sport/football/43504448>

<https://www.northamptonchron.co.uk/news/live-video-link-up-to-unite-uk-and-usa-for-first-northampton-pride-this-weekend-1-8487144>

<https://nliveradio.com/tag/remembrance-sunday/>

3. Please provide suggestions on how you feel the pride and history of the Borough and the Guildhall can be preserved and enhanced as part of any new Unitary Authority

The history of the Borough and the Guildhall are incredibly important to preserve and celebrate and the Borough Council prides itself in the way it has and continues to do this

through the ongoing investment into the Guildhall as well as promoting civic events as detailed in this report.

As Northampton Borough Council has now approved the proposal to move towards a unitary model of local government it has already recognised the importance to continue and protect both the Guildhall and the civic traditions and activities. With that in mind Council agreed in July 2018 for a community governance review to be undertaken with a view to the creation of a new Town Council for Northampton.

One advantage of forming a Northampton Town Council is that it can retain a mayor, the historic and ceremonial regalia, artefacts and other items of interest that currently belong to the Borough Council.

A further report has been discussed at Council on the 10th September which outlines the Terms of Reference to be followed in undertaking the review. It is this work that will ultimately ensure both the Guildhall and the civic events continue into the future under the stewardship of the Town Council, after the new unitary authority is formed.

4. What is role of Northampton Borough Council in civic events and ceremonies within the borough?

The Mayor as the first citizen of the Borough speaks for both the council and the community. Though the Mayor hosts the civic ceremonies and functions within the town it is the staff and officers of the Borough council who organise all events held within the Borough – with the discretion of the Mayor.

The Mayor's Office will work with a wide range of departments within the council to host the civic events. The best example of this would be Remembrance Sunday as this is one of the largest events held in the Borough on an annual basis. In order for this event to run smoothly the Mayor's Office must ask for the assistance from the following:

- Town Centre Management – In order to hold the military parade and civic procession the town centre manager will organise for the security to be in place and the risk assessments to be completed ahead of the event.
- Environmental Services – Prior to the event being held in the memorial gardens of All Saints' Church the environmental services team and wardens will allow access to the gardens and clean them before the service, planting fresh flowers and poppies for the occasion.
- Guildhall Office – The Mayor will host dignitaries in the Parlour prior to the procession, a salute will take place outside the front of the Guildhall where staff members will set up a dias in order for the Lord Lieutenant, Mayor and Commanding Officer to stand.
- Communications Team – The Communications team will inform members of the public of the events taking place on both Armistice Day and Remembrance Sunday
- Community Engagement Team – This team will interact with community groups who may wish to lay wreaths and also aid promotional support by putting the Mayor's Office in contact with the Armed Forces Covenant for additional help.
- Market Management – The military parade will assemble on Market Square before holding stalls in aid of the Poppy Appeal

- Borough Secretary – The budget of the event will be met within the civic allowance for the year
- Members Office – Leaders office and the political assistants will send regular reminders to the members to ensure they're clear on the running of the event and to ask any questions prior to the day.

Without the assistance from all of the departments within the council the event could not go ahead. Northampton Borough Council officers and staff have supported the Mayoralty fully at the council and every Mayor thanks them at Christmas by inviting them to the Parlour. It is a small token of gratitude to thank everyone for the hard work they do behind the scenes.

5. In your opinion, how can all assets, including Museums and their contents, in the borough be preserved and secured?

As has been highlighted in the response to Question 3, the formation of a Northampton Town Council will ensure the historic and ceremonial regalia, artefacts and other items of interest that currently belong to the Borough Council are preserved and secured.

In terms of the museum, as part of the community governance review, it will be determined if the museum and its artefacts move to the new unitary authority or to the new Town Council. In the meantime, the current approach of the preservation of museum artefacts will continue and be further enhanced once the new museum development is completed.

6. Do you have any other information you are able to provide in relation to civic pride in Northampton

There are many other festivals, events and celebrations across the Borough that are organised by a range of organisations that the Borough has supported.

Further information will be provided at the meeting.



NORTHAMPTON BOROUGH COUNCIL

SCRUTINY PANEL 3

NORTHAMPTON POST UNITARY

20 SEPTEMBER 2018

BRIEFING NOTE: SITE VISITS

1 INTRODUCTION

- 1.1 At its inaugural scoping meeting, Scrutiny Panel 3 (Northampton Post Unitary) agreed that it would undertake various site visits to inform its evidence base.
- 1.2 In setting its scope (terms of reference), the Scrutiny Panel suggested site visits to the following:
 - Raunds Town Council
 - Higham Ferrers Town Council
- 1.3 Desktop research regarding other Town Councils has been undertaken and the findings are provided in a separate briefing note which is another agenda item.
- 1.4 Detailed below are the findings from the two site visits.

2 SITE VISITS

2.1 Raunds Town Council

2.1.1 Councillor Brian Sargeant, Chair, Councillor Danielle Stone and Morcea Walker, Co Optee, together with Marianne McCarthy, Solicitor, and Tracy Tiff, Scrutiny Officer, visited Raunds Town Council on Thursday 9 August 2018. The site visit met with Councillor Richard Levell, Mayor of Raunds Town Council, and Kate Houlihan, Clerk.

2.1.2 Raunds Town Council has a population of 8,641 (2011 census). It has a budget of £450,000 from the precept.

Councillors and Staff

2.1.3 Raunds Town Council comprises 12 Councillors covering 2 wards.

- 2.1.4 In 2005 Raunds Town Council decided to elect a Mayor rather than having a chairman of the council. The Mayor is elected each year at Annual Council. A Deputy Mayor is also elected and they are expected to take over from the Mayor in the following year. However, it is possible for the Mayor to be in Office for longer than one year. The Mayor does not have robes or a mace but does have chains of office.
- 2.1.5 The Mayor Chairs the Council which meets monthly, with the exception of August. The Town Council also has consultative Committees.
- 2.1.6 The Clerk is the senior Officer of the Town who is supported by two Assistant Clerks and an Officer Administrator. There are also a number of caretaking staff.
- 2.1.7 The Clerk is responsible for the day to day management of the services delivered by the Town Council.

Civic Events

- 2.1.8 Three key events are held annually:

- Civic Service
- Burns Night Dinner
- Wine Tasting

Other events are held that the Mayor partakes in including:

County Fayre
Christmas Lights
Remembrance Day
Halloween Party
Bonfire Night

- 2.1.9 The Mayor's Charity for 2018/2019 is the Stoke Association.

Assets and Functions

- 2.1.10 Raunds Town Council is currently working with NCC as part of its Independent Library process with a view to purchasing the building and supporting a local community group to run the library.
- 2.1.11 It has responsibility for the management of lots of green space, which includes a dog park.

2.2 HIGHHAM FERRERS TOWN COUNCIL

2.2.1 Councillor Brian Sargeant, Chair, Councillor Danielle Stone and Morcea Walker, Co Optee, together with Marianne McCarthy, Solicitor, and Tracy Tiff, Scrutiny Officer, visited Higham Ferrers Town Council on Thursday, 9 August 2018. The site visit met with Councillor Jason Smithers, Mayor, and Sandra Mitcham, Clerk.

2.2.1 Higham Ferrers has a population of 8,000 (2011 census.) It has a budget of £365,000 from the precept.

Councillors and Staff

2.2.2 There are 16 elected Councillors who serve a four year term. All Councillors are voluntary and no allowance is received. The Mayor has a budget for civic functions and an annual allowance of £1,500.

2.2.3 The Mayor is elected each year at Annual Council. A Deputy Mayor is also elected and they are expected to take over from the Mayor in the following year. The Mayor wears full robes, there is a mace and chains of office. The Clerk is also expected to robe up for Council and other events. Robes are worn at four meetings a year.

2.2.4 Higham Ferrers also has a Leader and Deputy Leader of the Council; the rationale being that it helps business continuity. Other Committees:

Planning

Policy and Resources

Environment and Recreation

Personnel Committee meets on an ad-hoc basis.

2.2.5 The Clerk is the most senior role of the Council. The Council also employs an Assistant Town Clerk, Admin Officers x 2, Admin/Finance Officer, Parks and Open Spaces Warden x 2, Mayor's Sergeant and Town Hall Cleaner.

2.2.6 There is also the role of Town Manager funded by Section 106 monies. 25% of the Town Manager's time is dedicated to Higham Ferrers.

Civic Events

2.2.7 Annual events include:

Mayor making

Civic Service
Carol Service – the Mayor leads the procession
Mayoralty Charity events
Remembrance day
Christmas event – Opened by the Mayor
Christmas Service

The Mayor's Charity for 2018/2019 is the Air Ambulance.

Assets and Functions

2.2.8 Assets and functions of Higham Ferrers Town Council include:

Town Hall
Farmers' market
Cemetery
Open spaces and play areas – including a skate park and football pitch, tennis courts and MUGA
Public toilets
Churchyard
Grass cuttings
CCTV

2.2.9 Higham Ferrers Town Council is working with a Community Group regarding taking over the local library. It is envisaged it will be housed in a porta cabin located on a car park, run by a Community Group.

2.2.10 Higham Ferrers is twinned with Hackenberg in Germany. Twinning visits take place annually. One year the Mayor of Higham Ferrers visits Hackenberg and the following year the Mayor of Hackenberg visits Higham Ferrers.

3 RECOMMENDATION

3.1 That the information provided in this briefing note informs the evidence base of this Scrutiny Review.

Author: Tracy Tiff, Scrutiny Officer, on behalf of Councillor Brian Sargeant Chair, Scrutiny Panel 3 – Northampton Post Unitary

10 August 2018



**NORTHAMPTON
BOROUGH COUNCIL**

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SCRUTINY PANEL 3 -

NORTHAMPTON POST UNITARY

20 SEPTEMBER 2018

BRIEFING NOTE: DESKTOP RESEARCH

1 INTRODUCTION

1.1 At its inaugural scoping meeting, Scrutiny Panel 3 (Northampton – Post Unitary) agreed that it would receive details of desktop research regarding a number of Town Councils to inform its evidence base.

1.2 In setting its scope (terms of reference), the Scrutiny Panel suggested that the desktop research includes:

- Royal Sutton Coldfield

1.3 In addition, desktop research has been undertaken regarding the following Town Councils:

- Central Milton Keynes
- Shrewsbury

1.4 During August, the Scrutiny Panel undertook site visits to smaller, nearby Town Councils:

- Higham Ferrers
- Raunds

1.5 The findings from the site visits are detailed in a separate briefing note.

2 RESULTS OF THE DESKTOP RESEARCH

2.1 SHREWSBURY TOWN COUNCIL

Background Information

Shrewsbury Town Council was established in 2009. Shrewsbury and Atcham Borough Council was abolished and the Unitary Shropshire Council created. Previously, Shrewsbury had been unparished.

Shrewsbury Town Council has a population of over 72,000. It is the second most populous Parish Council in England. The most populous being Weston Super Mare with a population of 76,143.

Councillors and Staff

2.1.1 It is reported that Shrewsbury Town Council comprises 17 Councillors. Elections take place every four years.

2.1.2 The Town Council is chaired by a Mayor who has the support of a Deputy Mayor. The Mayor is elected each year at Annual Council.

2.1.3 The Town Clerk is the senior Officer of the Town Council and there are around 60 other members of staff, some full time and some part time officers. The staffing structure includes:

- Project Officer
- Technical Officer (Playground and horticultural)
- Technical Officers (Arboriculture and Sports Recreation areas)
- Asset Management Officer
- Administrator and Admin Assistants and Finance Administrator
- Youth Community Worker
- Youth Workers
- Officer Manager
- Committee Clerk
- Communications Officer
- Mayor' Secretary
- Mayor's Officer/Driver
- Facilities cleaner

2.1.4 The Town Clerk is responsible for the day to day management of the services delivered by the Town Council. The Town Clerk is also responsible for ensuring that the decisions made by the various Committees are actioned.

Assets and Functions

2.1.5 The assets and functions of the Town Council include:

- Allotments
- Community Centres
- Public Conveniences
- Churchyard
- Open Space
- Park/Gardens
- Recreation Ground/Play Area/Sporting Facilities
- Woodland

- Bus Shelters
- Street Lighting
- Youth Services

2.1.6 The Town Council is responsible for over 400 street lights in Shrewsbury. They are identified by an 'F' on the lamp. If they have a 'Z' they are the responsibility of Shropshire Council.

Partnership Working

2.1.7 Shrewsbury Town Council partakes in both Shrewsbury in Bloom and Britain in Bloom.

2.1.8 Shrewsbury Town Council is twinned with Zutphen. Since 1977 there were formal twinning links with Zutphen, in the Netherlands. Every year the Mayor, Town Clerk and others from the Town Council go to Zutphen and vice versa. This is organised by the Twinning Committees.

2.1.9 Shrewsbury Town Council is part of Team Shrewsbury. The partnership was launched in 2014 and the partnership leads on a programme that aims to tackle a range of local issues. It is reported that Team Shrewsbury is about equipping and empowering local people to identify and solve local problems.

Team Shrewsbury comprises representatives from:

- Shrewsbury Town Council
- Shropshire Council
- West Mercia Police
- Shropshire Fire & Rescue service
- Shrewsbury Business Improvement District (BID)
- Shrewsbury Shopping Centres
- Safer Shrewsbury
- Shrewsbury Street Pastors
- University Centre Shrewsbury
- British Transport Police

2.2 ROYAL SUTTON COLDFIELD TOWN COUNCIL

Background Information

2.2.1 Royal Sutton Coldfield Town Council was established in 2015. It was formed following a consultative postal ballot. 70% of the votes supported the establishment of a Town Council.

2.2.2 An interim Town Council was formally created on 1 March 2016, with the first 24 councillors being elected in May 2016 representing 4 wards. Town

Councillors are elected every four years, with the next election due in May 2018.

2.2.3 In 2011 the census population was 95,901, which had increased by 6.7% since the census in 2001.

2.2.4 The Town Council is entirely funded through a precept on the council tax charge made by Birmingham City Council. The 2018/19 budget sets a total precept of £1,832,982 that equates to a council tax charge of £49.96 on a band D household.

Councillors and Officers

2.2.5 Sutton Coldfield has eight wards with 24 Town Councillors.

2.2.6 The Town Mayor and the Deputy Town Mayor are elected each year at the Annual Town Council Meeting. The Town Council also appoints a Leader whose job it is to assist the Town Clerk in the day to day running of the Town Council.

2.2.7 The Town Council has a Town Clerk, Assistant Town Clerk, Finance and Admin Assistant and Admin Assistant for the Mayor.

Assets and Functions

2.2.8 The Town Council has a variety of powers and duties accumulated over time through legislation and include:

- provision of allotments and cemeteries
- the award of grants to the community
- the promotion of entertainment and the arts
- planning (where the Town Council is a statutory consultee)
- recreation
- traffic calming
- the care of war memorials

2.2.9 Birmingham City Council is responsible for providing most local authority services in the town including:

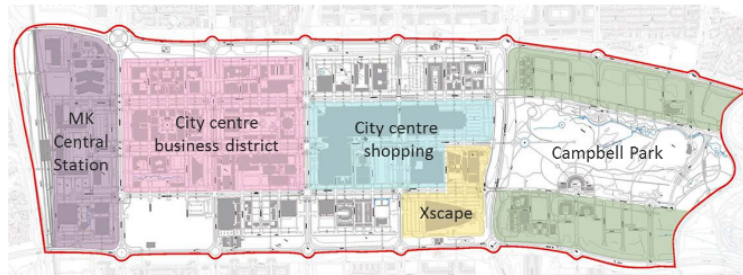
- waste collection
- education
- highways
- transport planning
- social care
- housing
- libraries
- leisure and recreation

- environmental health

2.3 MILTON KEYNES TOWN COUNCIL – CMK TOWN COUNCIL

Background Information

2.3.1 CMK Town Council is the Parish Council for the city centre. The Parish is divided into three Wards:



2.3.2 The parish was created in 2001, and had a population of 1,272 according to the 2001 census. It is now reported to cover over 3,000 residents and 1,000 businesses.

2.3.3 The work of CMK is funded through a parish precept tax. In 2017-18, CMK and Campbell Park households will pay an average of £64.40 precept tax to support its work. It is reported that this is below the average parish precept (£72.38) levied by other parishes of Milton Keynes. This compares with an average of £1,470.75 council tax per household to support of the work of Milton Keynes Council (which also provides most of the local services throughout the borough).

Councillors and Officers

2.3.4 The Town Council has 8 elected councillors – 3 from the West Ward, 3 from the East Ward, and 2 from Campbell Park Ward. The Town Council is chaired by a Councillor. All CMK Councillors are unpaid volunteers and do not receive an allowance.

2.3.5 The Staffing Structure includes:

- Clerk for the Town Council
- Communications Officer
- CMK Warden – employed jointly by CMK and Milton Keynes City Centre Management. The Officer is responsible for the monitoring of the public areas.

Assets and Functions

- 2.3.6 Milton Keynes Council (MKC) is the council for the whole borough of Milton Keynes, representing about 250,000 residents. MKC provides most of the local services for residents, from street lighting and road repairs to social services and council housing.
- 2.3.7 CMK Town Council's work focuses on influencing the borough council (MKC) to deliver better services and to make better decisions for our residents (on local development proposals and licensing applications, for example). It is reported that it also partners with MKC on a number of projects to improve the quality of life for our residents.

3 RECOMMENDATION

- 3.1 That the information provided in this briefing note informs the evidence base of this Scrutiny Review.

Author: Tracy Tiff, Scrutiny Officer, on behalf of Councillor Brian Sargeant, Chair, Scrutiny Panel 3 – Northampton Post Unitary

6 August 2018