
**BURTON LATIMER
TOWN COUNCIL**
www.burtonlatimer.org

**Clerk: Mr George Sneddon
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**Members of the Public & Press
Burton Latimer**

Our Ref: Agenda March 2018

Date: 28 February 2018

Dear Member of the Public,

You are invited to a meeting of the Burton Latimer Town Council to be held on the **06 March 2018** purpose of transacting the business listed hereunder. Please contact the Clerk should you require a copy of any reports referred to in the agenda.

A Public Forum will take place from 7.00 pm to 7.15 pm. to give members of the public and the press the opportunity to address the Town Council on any matters they wish to raise.

Yours sincerely

George Sneddon MA, DMS, CiLCA

Clerk to the Council.

AGENDA FOR THE MEETING

1. Apologies
2. Declarations of Interest
3. **Resolution:** Approval of BLTC Minutes of 06 February 2018 & Action Points
4. Police Matters
5. Town Mayor's Report
6. Borough Council Matters of Interest
7. County Council Matters of Interest
8. Town Councillors' Reports
9. Reports from Representatives on Outside Bodies
- 10. Policies & Priorities**
- 10.1 Resolution:** Approval of the Planning Committee Minutes of 22 February 2018

- 10.2 **Resolution:** Approval of Civic Centre Management Board Report
- 10.3 **Resolution:** Approval of Pocket Park Management Report
- 10.4 **Resolution:** Approval of FMG Report ‘Risk Assessment & Review of Internal Audit Process
- 10.5 **Resolution:** Approval of FMG ‘Risk Assessment & Management Report
- 10.6 **Resolution:** Approval of FMG ‘Town Council’s ‘Internal Controls’ Report
- 10.7 **Resolution:** Approval of Clerk’s Job Description & Person Specification
- 10.8 **Resolution:** Approval of Review of Asset Register
- 10.9 **Resolution:** Approval of Review of Standing Orders
- 10.10 **Resolution:** Approval of Review of Financial Regulations
- 10.11 **Resolution:** Approval of Clerk’s Annual Appraisal
- 10.12 **Resolution:** Approval of Expenditure Monitoring Statement (01/04/17 – 28/02/18)
- 10.13 **Resolution:** Approval of Bank Rec. Statement Saver Account (01/04/17-31/01/18)
- 10.14 **Resolution:** Approval of Bank Rec. Cheque Account (01/04/17-31/01/18)
- 10.15 **Resolution:** Approval of Cash Book (01/04/17- 31/01/18)
- 10.16 Fire Risk Assessment Update
- 10.17 Civic Centre Lease Renewal/Roof Repairs Update
- 10.18 KBC Town Centre Grant Projects Update
- 10.19 BL Public Library Update
- 10.20 Unadopted Roads and Open Spaces in Burton Latimer Update
- 10.21 Duke Street/Alexandra Street Update
- 10.22 NCC – Proposed 30/40 MPH Speed Limit – Higham Road
- 10.23 NCC- ‘Totem’
- 10.24 Church Street Traffic Issues – Action Plan Update
- 10.25 KBC – Sports Facilities in Kettering Borough Questionnaire
- 10.26 General Data Protection Regulations (GDPR)
- 10.27 Pride of Burton Latimer Awards Update
- 11. **Correspondence**
- 11.1 KBC – Improvements to BL Civic Centre
- 12. Highways Report
- 13. Urgent Matters (to be agreed by the Chair)
- 14. **Resolution:** Approval of Accounts for Payment

	£
Cheque No. 102609 Anglian Water (water & sewerage charge 08/11-06/02)	150.15
Cheque No. 102610 G.Sneddon (Clerk’s salary March 2018)	994.60
Cheque No. 102611 HMRC (Tax & NI March 2018)	326.32
Cheque No. 102512 CPRE (annual membership Fee)	36.00
Cheque No. 102613 G.Sneddon (reimb. postage Jan- March 2018)	23.00
Cheque No. 102614 Doggies Day Out (rent abatement)	28.85
Cheque No. 102615 W. Hunt (website Management Jan-March 2018)	326.25
Cheque No. 102616 Cllr Jerram (reimb. for Duck Race expenditure)	420.90

- 15. Media Releases – Press/Website/Facebook/Twitter
- 16. **Private and Confidential Items (Public & Press will be excluded)**
- 16.1 Civic Centre – Tenancy Changes

Members of the public can address the Council on any items on the Agenda for not more than 3 minutes when the item is discussed, provided that at least 3 working days notice is given to the Clerk.

DATES OF BLTC MEETINGS:

Full Council: Tuesdays 7.00 pm: 03/04/18; 01/05/18

Planning Committee: 4th Thursdays each month 7.00 pm: 22/03/18;26/04/18

Reporting on Meetings of the Council

Members of the press and public are entitled to report on meetings of the Council, Finance & General Purposes Committee and Planning Committee, except in circumstances where they have been excluded in accordance with national rules.

If you wish to report on this meeting, please telephone 07732331946 or email georgesneddon@talktalk.net at least two days before the meeting to enable the Council to provide reasonable facilities for you to do so. Failure to advise the Council of your intention may mean the necessary facilities will not be available. If you are planning to attend, and do not wish to be recorded or photographed, please inform the Chair at the start of the meeting.