



Market Harborough Special Expenses Advisory Panel

To the Market Harborough Special Expenses Advisory Panel on Monday, 15 July 2024

Date of meeting: Tuesday, 23 July 2024

Time: 18:30 Please note start time.

Venue: Council Chamber
Council Offices, Adam and Eve Street, Market Harborough.

Members of the public can access a live broadcast of the meeting from the [Council website](#), and the meeting webpage. The meeting will also be open to the public.

Agenda

Welcome and Introductions

- 1 **Election of Chair for 2024/25**
by the Council Chairman/Democratic Services
- 2 **Apologies for Absence**
- 3 **Declarations of Interests**
- 4 **Terms of Reference for Market Harborough Special Expenses Advisory Panel** 3 - 6
- 5 **Special Expenses Overview**
Presentation by the Director of Communities & Wellbeing
- 6 **Finance & Budget**
Presentation by Director of Resources (&S151)
- 7 **Priorities for 2024/25**
Discussion to be facilitated by the Director of Communities & Wellbeing
- 8 **Specific Projects**
Northampton Road Pocket Park (to follow)

9 Future Meeting Dates

To consider and agree frequency

10 Any Urgent Business

To be decided by the Chairman.

JOHN RICHARDSON
CHIEF EXECUTIVE AND HEAD OF PAID SERVICE
HARBOROUGH DISTRICT COUNCIL

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Circulate to: Buddy Anderson - Member, Jo Asher - Chairman, Stuart Finan - Member, Rose Forman - Member, Peter James - Member, Barbara Johnson - Member, Phil Knowles - Member, Lynne Taylor - Member, Geraldine Whitmore - Member, Darren Woodiwiss - Member

Harborough District Council



Report to Market Harborough Special Expenses Advisory Panel

23rd July 2024

Title:	Terms of Reference for Market Harborough Special Expenses Advisory Panel
Status:	Public
Key Decision:	No
Report Authors:	Cat Hartley, Director of Communities and Wellbeing c.hartley@harborough.gov.uk
Portfolio Holder:	Councillor Jim Knight
Appendices:	A. Draft Terms of Reference (current version)

Summary

- i. Agree Terms of Reference for the Market Harborough Special Expenses Advisory Panel

Recommendations

That the Panel agree the Draft Terms of Reference attached at Appendix A.

Reasons for Recommendations

- i. To enable the Panel to operate within an agreed Terms of Reference.

1. Purpose of Report

- 1.1. To propose a Terms of Reference for the Market Harborough Special Expenses Advisory Panel.

2. Background

- 2.1 On 11 January 2016 Cabinet agreed to the creation of the Market Harborough Special Expenses Advisory Panel (the Panel).
- 2.2 The considerations relevant to the establishment of the Panel are set out in the Cabinet report:

[Document.ashx \(harborough.gov.uk\)](#)

3. Recommendation

- 3.1 It is recommended that the Panel consider the Draft Terms of Reference attached at Appendix A, make any required amendments, and adopt a final version.

4. Background papers

- 4.1 Cabinet Executive meeting of 10th June 2024.

[Document.ashx \(harborough.gov.uk\)](#)

Draft Terms of Reference

Appendix A

Market Harborough Special Expenses Advisory Panel

July 2024

These Terms of Reference apply to the Market Harborough Special Expenses Advisory Panel (the Panel).

The Panel will give consideration to the expenditure of Special Expenses secured within the Market Harborough non-parished area, in line with this Terms of Reference, and make recommendations to Cabinet for approval.

1. The Cabinet has established the Panel to consider provision and service proposals which either solely or predominantly affect the Market Harborough Special Expenses area, and to make recommendations to Cabinet on expenditure of the Special Expenses. To consider a broad range of proposals including (but not limited to) Cemeteries, Planned Preventative Maintenance (Cemetery), Other Expenses, Parks, Recreation Grounds & Open Spaces, Planned Preventative Maintenance (Parks/Recreation Grounds), Events and grants.
2. The Panel will comprise all ward members from within the non-parished Special Expenses area.
3. The Panel will appoint its chairman and vice chairman (if it decides to have a vice chairman) normally at the first meeting after Annual Council.
4. The quorum of the Panel meetings will be at least one quarter of the total membership of the Panel or four whichever is the greater.
5. Panel meetings will normally be open to the public and press. The Access to Information rules (2- 10) do not apply to the Panel and the Panel may hold its meeting without the public and press in attendance as indicated on the agenda.
6. The date, time and place of the Panel meetings will be decided by the Chairman, but it is anticipated that meetings will be quarterly; or as often as is required by agreement of the Chairman.

