



Oundle Town Council

Fletton House, Fletton Way, Oundle, Peterborough PE8 4JA

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To: All members of Oundle Town Council

You are hereby summoned to attend the Annual Meeting of the Town Council on **Tuesday 23rd May 2017** at **7.30pm** in the The Oundle Suite, Fletton House, Fletton Way, Oundle.

The public shall be admitted to all meetings of the Council which may, however, temporarily exclude the public by means of resolution due to the confidential nature of the business to be transacted (*Standing Order 3c*).

AGENDA

17.01. Election of Mayor

To vote on the election of Mayor and to receive the Declaration of Acceptance of Office.
(Questions may be put to the candidates prior to voting)

17.02. Election of Deputy Mayor

To vote on the election of Deputy Mayor.
(Questions may be put to the candidates prior to voting)

17.03. Apologies for Absence

- 17.03.01. To receive apologies for absence.
- 17.03.02. To accept apologies for absence.

17.04. Declarations of Interests

To receive and consider any declarations of interest from Members and Officers under Section 50 of the Local Government Act 2000 (*Standing Order 35*)
(This requirement applies only in respect of matters, which are to be considered by the Council at this meeting.)

- 17.04.01. To declare any Disclosable Pecuniary Interests.
- 17.04.02. To declare any Other Interests.
- 17.04.03. To consider any requests for Dispensation.
- 17.04.04. To report any gifts or hospitality accepted over the value of £50.00.
- 17.04.05. To report any inappropriate gifts or hospitality offered.

17.05. Minutes of Previous Meetings – Full Council

- 17.05.01 PROPOSITION: *'To approve and sign the minutes of the Full Council meetings held on 18th April 2017 as an accurate record.'* (*Standing Order 10c*) *

17.06. Public Participation from Interested Parties or Members of the public
For a maximum of 15 minutes.

17.07. Consideration of Requests from Interested Parties

17.08. Reports

- 17.08.01. Police Report
- 17.08.02. District Councillors Report

17.09. Signing & Sealing

RESOLUTION: *'that any two Councillors and the Proper Officer may seal any document required by law to be issued under seal on behalf of the Council.'* (Standing Order 14b.)

17.10. Town Matters

- 17.10.01 To receive the report from the Annual Town Meeting and to agree to publish it on the website.
- 17.10.02 To consider writing a letter on behalf of the residents of the Stonglands flats regarding compensation from National Grid (see report)*

17.11. Council Matters

- 17.11.01 To receive the Clerks monthly report. *
- 17.11.02 To approve the June 2017 Oracle.*
- 17.11.03 To review the Code of Conduct*
- 17.11.04 To review Standing Orders*

17.12. Membership of Committees/Working Parties and Representations on Other Bodies

- 17.10.01. To review the committees and Working Parties and select the members.

Planning Committee*	Estate Management Committee*
7 Councillors, incl Mayor or Deputy Mayor Quorum = 3	7 Councillors, incl Mayor or Deputy Mayor Quorum = 4
<i>*Councillors must elect either Planning or Estate Management</i>	

Finance and General Purposes	Personnel	Communications
Mayor, Deputy Mayor, Head of Estate Management, plus 2 other Councillors Quorum = 4	Mayor, Deputy Mayor, Head of Estates Management plus 4 Councillors. Quorum = 4	No more than 6 Councillors Quorum = 3

Please note:

- Every Committee and Working Party shall at its first meeting before proceeding to any other business elect a chairman and vice chairman who shall hold office until

the next annual meeting (Standing Order 23a and b);

- 17.13.02. To review the Terms of Reference for the Planning Committee.
- 17.13.03 To review the Terms of Reference for the Estate Management Committee.
- 17.13.04 To review the Terms of Reference for the Finance and General Purposes Committee.
- 17.13.05 To review the Terms and References for the Personnel Committee
- 17.13.06 To review the Terms and References for the Communication / Marketing Working Party.
- 17.13.07 To elect/confirm the Council representatives to the following bodies:

Oundle Museum Trust	Larger Council Partnership
Oundle Church Clock Fund	Fairtrade
Youth Counselling Service (CHAT)	Association of Trade & Commerce
Parson Latham's Council representatives	Volunteer Action Representative
Oundle Twinning Association	Oundle Transition Town

- 17.13.08 To elect/confirm the Council Flood Warden
- 17.13.09 To elect/confirm the Council Path Warden
- 17.13.10 To elect/confirm the Verification Councillor (Financial Regulation 2.2)

17.14. Financial Matters

- 17.14.01. To review and amend the signatories on the Council bank account to ensure that the bank mandate is updated to reflect the signatories of the Mayor, Deputy Mayor, Clerk and serving Councillors.
- 17.14.02. To agree to set up a direct debit for the franking machine.
- 17.14.03. To approve the Bank Reconciliation, Balance Sheet and Budget Report and Trial Balance for 2016/2017*.
- 17.14.04. Payments for April 2017
PROPOSITION: *'That the schedule of payments for April 2017 as presented at this item are paid up and that all related documentation and cheques are signed'.* *

17.15. Planning Matters

- 17.15.01 To receive the minutes from the Planning Committee meeting held on 2nd May 2017. *
- 17.15.02 To approve the Neighbourhood Plan and agree the next steps.

Please note that in view of the special and/or confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw (Standing Order 3c).

17.16. Personnel Matters

- 17.16.01 To receive the minutes from the Personnel meeting held on 9th May 2017.
- 17.16.02 To approve the Dignity at Work / Bullying and Harassment Policy*

After this section the meeting will be re-opened to the public.

17.17. Correspondence for Action

- 17.17.01 To consider invitation from Oundle Rotary Club to provide training in emergency life support procedures by Heartstart Oundle.*

17.18. Correspondence for Information

- 17.18.01 To receive letter from Glapthorn Neighbourhood Planning Group regarding the dates of the public exhibitions on 27th May and 10th June.*
- 17.18.02 To receive email from Inspector Daryl Lyon regarding accessibility dates in Oundle.*

Emma Baker
Town Clerk
18th May 2017

