



# Oundle Town Council

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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 16<sup>th</sup> May 2023 at 7.30pm.**

This is a formal Town Council meeting and will be held in the Council Chambers, using the agenda which the Clerk has published. Members of the public will be given the opportunity to speak during public participation, but will not be permitted to speak at other times. They may also temporarily be excluded by means of resolution due to the confidential nature of the business to be transacted (Standing Order 3d).

The meeting is being live streamed on YouTube and will be available to see on YouTube and will be uploaded to our website afterwards.

## AGENDA

### 23.01. 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)

### 23.02. Election of Deputy Mayor

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

### 23.03. Apologies for Absence

23.03.01. To receive apologies for absence.

23.03.02. To accept apologies for absence.

### 23.04. 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.)

23.04.01. To declare any Disclosable Pecuniary Interests.

23.04.02. To declare any Other Interests.

23.04.03. To consider any requests for Dispensation.

23.04.04. To report any gifts or hospitality accepted over the value of £50.00.

23.04.05. To report any inappropriate gifts or hospitality offered.

### 23.05. Minutes of Previous Meetings

23.05.01. PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 18<sup>th</sup> April 2023 as an accurate record.'* (*Standing Order 10c*) \*

**23.06. Public Participation from Interested Parties or Members of the public**

*For a maximum of 15 minutes.*

**23.07. Consideration of Requests from Interested Parties**

**23.08. North Northants Council**

23.08.01. To receive report from NNC Ward Councillor

**23.09. Town Matters**

23.09.01. To receive the report from the Annual Town Meeting held on 27<sup>th</sup> April 2023. \*

23.09.02. To receive news of the RBL's "100" mark, and decide further action.

**23.10. Council Matters**

23.10.01. To receive the Mayor's report \*

23.10.02. To receive the Clerks report. \*

23.10.03. To review and approve OTC Standing Orders.\*

23.10.04. To review and approve the Financial Regulations. \*

23.10.05. To receive the OTC Asset Register for 2023 \*

23.10.06. To consider information regarding a Community Emergency Plan and to agree next actions. \*

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

23.11.01. To review the committees and Working Parties and select the members.

<b>Planning Committee Meeting *</b>	<b>Estate Management Committee *</b>	<b>Finance and General Purposes Committee</b>	
Mayor and/or Deputy Mayor plus all other Councillors may be members. Quorum = 3 Cllr David Fuller Cllr Val Chesser Cllr David Chapple Cllr Paul Davis Cllr Luke Jones Cllr Jamie Arnold Cllr Max Schurer	Mayor and/or Deputy Mayor plus no more than 7 other Councillors Quorum = 3  Cllr Ian Clark Cllr Val Chesser Cllr Rebecca Desbois Cllr Jamie Arnold Cllr Max Schurer	Mayor, Deputy Mayor and Head of Estates Committee plus 5 other Councillors. Quorum = 3 Cllr Rupert Reichhold Cllr David Chapple Cllr Jerry Hutton Cllr Ian Clark Cllr John Wade Cllr Jamie Arnold	

<b>Personnel</b>	<b>Communications Working Party</b>	<b>Climate Working Party</b>
Mayor and/or Deputy Mayor, Head of Estates plus 5 other Councillors may be members. Quorum = 3 Cllr Rupert Reichhold Cllr Val Chesser Cllr Lita Gray Cllr David Chapple Cllr Ian Clark Cllr Paul Davis	No more than 6 Councillors Quorum = 3  Cllr John Wade Cllr David Fuller Emma Baker Town Clerk Lisa Allan Deputy Town Clerk and Estates Officer Rebecca Webb Communication and Administration Officer	No more than 6 Councillors Quorum = 3  Cllr Ian Clark Cllr Jerry Hutton Cllr Luke Jones Cllr Jamie Arnold

**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 4d xii xii);

### 23.12. Terms of Reference

23.12.01. All terms of references are to be reviewed at the first committee / working party meeting for approval at the next full council meeting.

### 23.13. To elect/confirm the Council representatives to the following bodies:

23.13.01.

Oundle Museum Trust Cllr Chapple Cllr Fuller Cllr Chesser  Representatives are elected for a 4 year term	Fairtrade Cllr Ian Clark
Oundle Church Clock Fund Cllr Chapple	Oundle Business Association Cllr Davis
Youth Counselling Service (CHAT)	Volunteer Action Representative Cllr Rupert Reichhold
Parson Latham's Council representatives Cllr Liz Holland  Representatives are elected for a 4 year term	Transition Oundle Cllr Jerry Hutton

23.12.02. To elect/confirm the Council Flood Warden- *Cllr Fuller*

23.13.03. To elect/confirm the Council Path Warden – *Mr T Hoyle*

23.13.04. To elect/confirm two Verification Councillors to carry out Internal Controls (Financial Regulation 2.2) *Cllrs Hutton and Wade*

23.13.05. To elect/confirm the Police Liaison Representative *Cllr Fuller*

### 23.14. Financial Matters

23.14.01. To approve the Bank Reconciliation, Balance Sheet and Budget for April 2023.\*

The monthly bank balance as of 30<sup>th</sup> April 2023 is as follows:

Unity Trust Bank Account £350,906.63

Unity Trust Instant Access Savings Account £349,594.19

23.14.02. Payments for April 2023

PROPOSITION: *'That the schedule of payments for April 2023 as presented at this item are paid up and that all related documentation and cheques are signed'. \**

23.14.04. To receive the internal control checklist for Jan – Mar 2023. \*

23.14.05. To approve the list of Direct Debits and Standing Orders for 2023/2024. \*

23.14.06. To receive the internal audit report for 2022/2023. \*

23.14.07. To complete and approve the Annual Governance Statement (Section 1 of the Annual Return) 2022/2023.\*

23.14.08. To approve the Accounting Statement (Section 2) of the Annual Return 2022/ 2023.\*

23.14.09. To approve the costs for ground preparation to provide more burial plots as recommended by the Estates Committee.

### 23.15. Highways Matters

23.15.01. To receive speed indicator device report. \*

**23.16. Planning Matters**

23.16.01. To receive the minutes from the Planning Committee meeting held on 2<sup>nd</sup> May 2023. \*

22.16.02. To consider and approve the OTC response to the Gypsy and Traveller Local Plan Scope and Options Consultation. \*

**23.17. Estates Management Committee**

23.17.01 To receive the minutes from the Estates Committee meeting held on 25<sup>th</sup> April. \*

23.17.02. To consider residents request to assign six parking spaces as resident parking for the six properties on Benefield Road immediately opposite the Drill Hall Car Park.

**23.18. Climate Working Party**

23.18.01. To receive the Draft Climate Priorities from the Climate WP and confirm further action. \*

**23.19. Communications Working Party**

23.19.01. To approve the Terms of Reference for the Communications Working Party.\*

23.19.02. To receive the latest Advertiser Article. \*

**23.20. Correspondence**

23.20.10. Employment Law Update – April 2023

**23.21. Any Other Relevant Matters for Report Only**



Emma Baker  
Town Clerk  
11<sup>th</sup> May 2023

\*Documents Included