



Oundle Town Council

The Courthouse - Mill Road - Oundle – Peterborough - PE8 4BW

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Minutes of the Annual Meeting of the Town Council held on Tuesday 12th May 2015 at 7.30pm in the Council Chamber, The Courthouse, Mill Road, Oundle.

Present: Cllrs Chesser, Fitzgerald, King, Murphy, N Oakes, S Oakes, Piercy-Hughes, Sparkes and Stagg. Cllr Radcliffe was present to perform her last duty in Item 15.01. before leaving the Council.

Minutes: Debra Harper

All elected Councillors signed the Declaration of Acceptance of Office forms and the Declaration of Member Interest forms were distributed for completion.

15.01. Election of Mayor

Cllr Radcliffe opened the meeting and thanked all members for their support and gave particular thanks to the Deputy Mayor Cllr Stagg. Following this, the Clerk confirmed that a nomination had been received for Cllr King to be appointed as Mayor for 2015/16. With unanimous support the following proposition was moved *'that Cllr Paul King is elected to the position of Mayor of Oundle Town Council'*.

Proposed: Cllr Stagg **Seconded:** Cllr Fitzgerald **Resolved Unanimously**

The Declaration of Acceptance of Office of Mayor was duly signed.

Following the appointment of Cllr King as Mayor the meeting was temporarily adjourned in order to celebrate Gwen Radcliffe's 37 year tenure on the Council.

15.02. Election of Deputy Mayor

The Clerk confirmed that a nomination had been received for Cllr Stagg to be appointed as Deputy Mayor for 2015/16. With unanimous support the following proposition was moved *'that Cllr Stagg is elected to the position of Deputy Mayor of Oundle Town Council'*.

Proposed: Cllr Chesser **Seconded:** Cllr King **Resolved Unanimously**

15.03. Apologies for Absence

Apologies for absence were received and accepted from Cllr Chapple (personal) and Cllr Menck (business).

15.04. Councillor Vacancies

The Clerk advised that the process for filling vacancies after an election is slightly different from filling casual vacancies that occur during a term and that Section 21 of the

Representation of the People Act 1985 provides that the council can fill the vacancies by co-option. She advised that electors don't get the chance to demand a bye election and whilst it is good practice to do so there is no statutory requirement to advertise the vacancies. It was unanimously agreed that a co-option process would take place at the June Full Council meeting to be held on 16 June 2015 and that this should be advertised in the town.

15.05. Declarations of Interests

The following declarations of interest from Members and Officers under Section 50 of the Local Government Act 2000 (*Standing Order 35*) were received:

- 15.05.01. To declare any Disclosable Pecuniary Interests.
None.
- 15.05.02. To declare any Other Interests.
None.
- 15.05.03. To consider any requests for Dispensation.
None.
- 15.05.04. To report any gifts or hospitality accepted over the value of £50.00.
None.
- 15.05.05. To report any inappropriate gifts or hospitality offered.
None.

15.06. Representations from Interested Parties

None.

15.07. Consideration of Requests from Interested Parties

None.

15.08. Signing & Sealing

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

Proposed: Cllr Chesser **Seconded:** Cllr N Oakes **Resolved Unanimously**

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

15.09.01. Election of members to Committees and Working Parties

Councillors were elected as follows:

Planning Committee*	Estate Management Committee*
<i>7 Councillors, incl Mayor or Deputy Mayor</i>	<i>7 Councillors, incl Mayor or Deputy Mayor</i>
Cllr King (Mayor)	Cllr Stagg (Deputy Mayor)
Cllr Chapple (Head) Cllr Chapple was elected as Head of the Planning Committee as follows:	Cllr Fitzgerald (Head) Cllr Fitzgerald was elected as Head of the Estate Management Committee as follows:

Proposed: Cllr King Seconded: Cllr N Oakes Resolved Unanimously	Proposed: Cllr King Seconded: Cllr Stagg Resolved Unanimously	
Cllr Murphy	Cllr Piercy-Hughes	
Cllr N Oakes	Cllr Sparkes	
Cllr S Oakes	Cllr Chesser	
Cllr Menck	Vacancy	
Vacancy	Vacancy	
*Councillors must elect either Planning or Estate Management		
Neighbourhood Planning	Communications	Fletton House
<i>4 Councillors, two of whom must be on the Planning Committee</i>	<i>6 Councillors</i>	<i>Head of Estate Management plus 2 Councillors from Ops plus 3 Councillors</i>
Cllr Chapple (Planning)	Cllr Menck (Head) Cllr Menck was elected as Head of the Communications Working Party as follows: Proposed: Cllr King Seconded: Cllr Murphy Resolved Unanimously	Cllr Fitzgerald (Head) Cllr Fitzgerald was elected as Head of the Fletton House Working Party as follows: Proposed: Cllr Sparkes Seconded: Cllr Stagg Resolved Unanimously
Cllr King (Planning)	Cllr Murphy	Cllr Stagg (Ops)
Cllr Piercy-Hughes	Cllr King	Cllr Chapple (Ops)
Cllr Sparkes	Vacancy	Cllr Sparkes
	Vacancy	Vacancy
	Vacancy	Vacancy

Operations Management
<p>Mayor: Cllr King Deputy Mayor: Cllr Stagg Head of Estate Management: Cllr Fitzgerald Head of Planning: Cllr Chapple Head of Communications: Cllr Menck plus 2 other Councillors: Cllr Chesser & Cllr N Oakes Resolved Unanimously</p>

Note: Every Committee and Working Party shall at its first meeting before proceeding to any other business elect a vice chairman who shall hold office until the next annual meeting.



15.09.02. Councillors were unanimously elected to be representatives on the following bodies:

- 15.09.02.01. Oundle Museum Trust
Mayor: Cllr King
Deputy Mayor: Cllr Stagg
Councillor: Cllr N Oakes
Councillor: Cllr Fitzgerald
- 15.09.02.02 Oundle Church Clock Fund
Mayor: Cllr King
Deputy Mayor: Cllr Stagg
- 15.09.02.03 Youth Counselling Service (CHAT)
Councillor: Cllr Stagg
Councillor: Cllr Murphy
- 15.09.02.04 Parson Latham's Representative
Mrs Gwen Hayward
Mrs Andrea Lieber
Mrs Gwen Radcliffe
Mrs June Round
Mr David Wills
It was unanimously resolved that Councillor Chapple would be confirmed as the Council's representative when a vacancy occurs.
- 15.09.02.05 Larger Council Partnership
Councillor: Cllr King
Councillor: Cllr Murphy
- 15.09.02.06 Community Safety Partnership
Councillor: Cllr S Oakes
- 15.09.02.07 Fairtrade
Councillor: TBC when vacancies filled.
- 15.09.02.08 Oundle Association of Trade & Commerce
Councillor: Cllr Sparkes
Councillor: Cllr Stagg
- 15.09.02.09 Volunteer Action (Representative)
Councillor: TBC when vacancies filled.
- 15.09.02.10 Oundle Twinning Association
Councillor: Cllr Menck
- 15.09.02.11 Oundle Transition Town
Councillor: Cllr King



15.10. Financial Matters

15.10.01. 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.

It was unanimously agreed that the bank mandates are updated to reflect all serving Councillors and the Clerk as signatories.

15.11. Consultations, Conferences and Training

None.

15.12. Correspondence for Action

None.

15.13. Correspondence for Information


None.

15.14. Any Other Relevant Matters for Report

Cllr Chesser noted that the Council did not raise a flag for VE Day on Friday 8th May.

Cllr Piercy Hughes stated that he required a Councillor Handbook. The Clerk advised that these were soon to be re-issued to all Councillors.

There being no further business the meeting closed at 8.22pm.

Signed:.......... Dated:.....19/5/2015.....