



# Oundle Town Council

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

Telephone: 01832 272055

Email: [admin@oundle.gov.uk](mailto:admin@oundle.gov.uk) Website: [www.oundle.gov.uk](http://www.oundle.gov.uk)

---

## To: All members of Oundle Town Council

You are hereby summoned to attend the Annual Meeting of the Town Council on **Tuesday 21<sup>st</sup> May 2019 at 7.30pm** in 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

### 19.01. 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)

### 19.02. Election of Deputy Mayor

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

### 19.03. Apologies for Absence

- 19.03.01. To receive apologies for absence.
- 19.03.02. To accept apologies for absence.

### 19.04. 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.)

- 19.04.01. To declare any Disclosable Pecuniary Interests.
- 19.04.02. To declare any Other Interests.
- 19.04.03. To consider any requests for Dispensation.
- 19.04.04. To report any gifts or hospitality accepted over the value of £50.00.
- 19.04.05. To report any inappropriate gifts or hospitality offered.

### 19.05. Minutes of Previous Meetings

- 19.05.01. PROPOSITION: *'To approve and sign the minutes of the Full Council meetings held on 16<sup>th</sup> April 2019 as an accurate record.'* (*Standing Order 10c*) \*

19.05.02. PROPOSITION: 'To approve and sign the minutes of the Full Council meetings held on 7<sup>th</sup> May 2019 as an accurate record.' (Standing Order 10c) \*

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

*For a maximum of 15 minutes.*

Transition Oundle to present vision document to the Council.

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

**19.08. Reports**

19.08.01. District Councillors Report

**19.09. Town Matters**

19.09.01. To receive the report from the Annual Town Meeting.

**19.10. Council Matters**

19.10.01. To receive the Clerks monthly report. \*

19.10.02. To review OTC Standing Orders 2018\*

19.10.03. To review the Code of Conduct. \*

19.10.04. To consider request from resident to purchase land from OTC to extend their garden. \*

19.10.05. To receive the OTC Asset Register for 2019. \*

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

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

Planning Committee*	Estate Management Committee*	Finance and General Purposes
No less than 7 Councillors including Mayor and/or Deputy Mayor	Mayor, Deputy Mayor, Head of Estates Management plus up to 5 other Councillors	Mayor, Deputy Mayor, Head of Estate Management, plus up to 5 other Councillors
Quorum = 3	Quorum = 3	Quorum = 3
<b>*Councillors must elect either Planning or Estate Management</b>		

Finance and General Purposes	Personnel	Communications Working Party	Marketing Working Party
Mayor, Deputy Mayor, Head of Estate Management, plus 5 other Councillors	Mayor, Deputy Mayor, Head of Estates Management plus 5 Councillors.	No more than 6 Councillors	No more than 6 Councillors
Quorum = 3	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 4d xii xii);

#### **19.12. Terms of Reference**

- 19.12.01. To review the Terms of Reference for the Planning Committee.
- 19.12.02. To review the Terms of Reference for the Estate Management Committee.
- 19.12.03. To review the Terms of Reference for the Finance and General Purposes Committee.
- 19.12.04. To review the Terms and References for the Personnel Committee
- 19.12.05. To review the Terms and References for the Communication Working Party.

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

##### **19.13.01.**

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

- 19.13.02. To elect/confirm the Council Flood Warden
- 19.13.03. To elect/confirm the Council Path Warden
- 19.13.04. To elect/confirm two Verification Councillors to carry out Internal Controls (Financial Regulation 2.2)

#### **19.14. Financial Matters**

- 19.14.01. 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.
- 19.14.02. To approve the Bank Reconciliation, Balance Sheet and Budget Report and Trial Balance for 2018/2019\*.
- 19.14.03. Payments for April 2019  
PROPOSITION: *'That the schedule of payments for April 2019 as presented at this item are paid up and that all related documentation and cheques are signed'. \**
- 19.14.04. To approve the list of Direct Debits and Standing Orders for 2019/2020. \*
- 19.14.05. To complete and approve the Annual Governance Statement (Section 1 of the Annual Return) 2018/2019.\*

- 19.14.06. To approve the Accounting Statement (Section 2) of the Annual Return 2018/ 2019.\*
- 19.14.07. To approve the Northants CALC membership for 2019/2020, NALC membership, Internal Audit Service 2019/2020 and DPO Service 2019/2020 of £1,918.65. \*
- 19.14.08. To receive the Verification Inspection checklist. \*

**19.15. Neighbourhood Plan**

- 19.15.01 To approve the Oundle Town Council Neighbourhood Plan. \*

**19.16. Planning Matters**

- 19.16.01 To receive the minutes from the Planning Committee meeting held on 7<sup>th</sup> May 2019. \*

**19.17. Estates Management Committee**

- 19.17.01 To receive the minutes from the Estates Committee meeting held on 23<sup>rd</sup> April 2019. \*

**19.18. Correspondence for Information**

- 19.18.01 To receive the ENC Town and Parish Council Briefing on Unitary Councils. \*
- 19.18.02. To receive the Employment Law Update for April 2019. \*



Emma Baker  
Town Clerk  
16<sup>th</sup> May 2019

\*Documents Included