



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 17th May 2022 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

22.01. 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)

22.02. Election of Deputy Mayor

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

22.03. To receive all Acceptance of Office forms

22.04. Apologies for Absence

22.04.01. To receive apologies for absence.

22.04.02. To accept apologies for absence.

22.05. 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.)

22.05.01. To declare any Disclosable Pecuniary Interests.

22.05.02. To declare any Other Interests.

22.05.03. To consider any requests for Dispensation.

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

22.05.05. To report any inappropriate gifts or hospitality offered.

22.06. Minutes of Previous Meetings

22.06.01. PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 19th April 2022 as an accurate record.'* (Standing Order 10c) *

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

22.08. Consideration of Requests from Interested Parties

21.09. North Northants Council

22.09.01. To receive report from NNC Ward Councillor

22.10. Town Matters

22.10.01. To receive the report from the Annual Town Meeting held on 28th April 2022. *

22.10.02. To receive an update on the Queen's Platinum Jubilee Celebrations. *

22.10.03. To consider invitation to be involved in the Community Speedwatch 2022. *

22.10.04. To consider request from RBL to remove parking space outside Beans to help protect the War Memorial getting damage by lorries. *

22.11. Council Matters

22.11.01. To receive the Mayor's report *

22.11.02. To receive the Clerks report. *

22.11.03. To review and approve OTC Standing Orders.*

22.11.04. To review and approve the Financial Regulations. *

22.11.05. To receive the OTC Asset Register for 2022. *

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

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

Planning Committee Meeting *	Estate Management Committee *	Finance and General Purposes Committee	
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	Mayor and/or Deputy Mayor plus no more than 7 other Councillors Quorum = 3 Cllr Ian Clark Cllr Val Chesser Cllr Liz Holland Cllr Paul Davis Cllr Paul King Cllr Rebecca Desbois Cllr Jamie Arnold	Mayor, Deputy Mayor and Head of Estates Committee plus 5 other Councillors. Quorum = 3 Cllr Rupert Reichhold Cllr David Chapple Cllr Liz Holland Cllr Jerry Hutton Cllr Ian Clark Cllr Paul Davis	

Personnel	Communications Working Party	Climate Working Party
Mayor and/or Deputy Mayor, Head of Estates plus 5 other Councillors may be members. Quorum = 3 Cllr Rupert Reichhold Cllr Val Chesser Cllr Paul King Cllr David Chapple Cllr Ian Clark	No more than 6 Councillors Quorum = 3 Cllr Ian Clark Cllr David Fuller Cllr Paul King	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);

22.13 Terms of Reference

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

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

22.14.01.

Oundle Museum Trust Cllr Chapple Cllr Fuller Cllr Chesser Cllr Paul King Representatives are elected for a 4 year term	Fairtrade Cllr Liz Holland
Oundle Church Clock Fund Cllr Chapple	Oundle Business Association Cllr Davis
Youth Counselling Service (CHAT) Cllr Paul Davis	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

- 22.14.02. To elect/confirm the Council Flood Warden- *Cllr Fuller*
 22.14.03. To elect/confirm the Council Path Warden – *Mr T Hoyle*
 22.14.04. To elect/confirm two Verification Councillors to carry out Internal Controls (Financial Regulation 2.2) *Cllrs Holland and Hutton*
 22.14.05. To elect/confirm the Police Liaison Representative *Cllr Fuller*

22.15. Financial Matters

- 22.15.01. To approve the Bank Reconciliation, Balance Sheet and Budget for April 2022.*
 The monthly bank balance as of 30th April 2022 is as follows: Unity Trust Bank £696,503.78. *
- 22.15.02. Payments for April 2022
 PROPOSITION: *‘That the schedule of payments for April 2022 as presented at this item are paid up and that all related documentation and cheques are signed’.* *
- 22.15.03. To review 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.
- 22.15.04. To receive the internal control checklist for Jan – Mar 2022. *
- 22.15.05. To approve the list of Direct Debits and Standing Orders for 2022/2023. *
- 22.15.06. To receive the internal audit report for 2021/2022. *
- 22.15.07. To complete and approve the Annual Governance Statement (Section 1 of the Annual Return) 2021/2022.*

- 22.15.08. To approve the Accounting Statement (Section 2) of the Annual Return 2021/ 2022.*
- 22.15.09. To approve costs for lease preparation and renewal of leases for OTC tenants. *
- 22.15.10. To approve the quote to repair the St Peter's Churchyard wall as recommended by the Estates Committee. *

22.16. Highways Matters

- 22.16.01. To receive the information about new locations for the speed sign. *
- 22.16.02. To receive an update on the transport study report. *

22.17. Planning Matters

- 22.17.01. To receive the minutes from the Planning Committee meeting held on 3rd May 2022. *
- 22.17.02. To consider and approve the OTC response to the NN Strategic Plan Scope and Issues Consultation. *

22.18. Estates Management Committee

- 22.18.01 To receive the minutes from the Estates Committee meeting held on 26th April. *

22.19. Climate Working Party

- 22.19.01. To receive report from the Climate working party. *

22.20. Communications Working Party

- 22.20.01. To receive the article for the June Advertiser. *
- 22.20.02. To receive the social media health check report. *
- 22.20.03. To consider taking part in a trial of a meeting streaming kit that is being designed by Breakthrough Communications. *

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).

22.21. Hub Manager Vacancy to receive update and consider next steps.

22.22. Any Other Relevant Matters for Report Only



Emma Baker
Town Clerk
12th May 2022

*Documents Included