



Oundle Town Council

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

Telephone: 01832 272055

Email: admin@oundle.gov.uk Website: 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 18th May 2021** at **7.30pm** in The Glaphorn Room, Fletton House, Fletton Way, Oundle.

There is a small number of seats for members of the public who will need to contact the Clerk prior to attending the meeting before they shall be admitted to this meeting 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

21.07. 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)

21.08. Election of Deputy Mayor

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

21.09. To receive all Acceptance of Office forms

21.10. Apologies for Absence

- 21.10.01. To receive apologies for absence.
- 21.10.02. To accept apologies for absence.

21.11. 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.)

- 21.11.01. To declare any Disclosable Pecuniary Interests.
- 21.11.02. To declare any Other Interests.
- 21.11.03. To consider any requests for Dispensation.
- 21.11.04. To report any gifts or hospitality accepted over the value of £50.00.
- 21.11.05. To report any inappropriate gifts or hospitality offered.

21.12. Minutes of Previous Meetings

- 21.12.01. PROPOSITION: *'To approve and sign the minutes of the Extraordinary Full Council meeting held on 27th April 2021 as an accurate record.'* (*Standing Order 10c*) *

21.12.02. PROPOSITION: *'To approve and sign the minutes of the Extraordinary Full Council meeting held on 5th May 2021 as an accurate record.'* (Standing Order 10c) *

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

21.14. Consideration of Requests from Interested Parties

21.15. Town Matters

- 21.15.01. To consider and agree the location for Annual Town Meeting.
- 21.15.02. To receive an update of the pavement Licence for the Coffee Tavern in Oundle. *
- 21.15.03. To receive the report from OTC Police Liaison Representative. *
- 21.15.04. To consider setting up a working party to draw up the terms for the Oundle Transport Survey.

21.16. Council Matters

- 21.16.01. To receive the Clerks monthly report. *
- 21.16.02. To review and approve OTC Standing Orders.*
- 21.16.03. To review and approve the updated Code of Conduct. *
- 21.16.04. To review and approve the Financial Regulations. *
- 21.16.05. To receive the OTC Asset Register for 2021. *
- 21.16.06. To receive the updated Covid 19 Risk Assessment. *
- 21.16.07. To receive the updated First Aid Policy. *
- 21.16.08. To receive an update about Welcome Back Fund that OTC could use to fund temporary projects to help increase customers back to the High Street shops. *

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

21.17.01. 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	Mayor and/or Deputy Mayor plus no more than 7 other Councillors Quorum = 3	Mayor, Deputy Mayor and Head of Estates Committee plus 5 other Councillors. Quorum = 3

Personnel	Communications Working Party
Mayor and/or Deputy Mayor, Head of Estates plus 5 other Councillors may be members. Quorum = 3	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 4d xii xii);

21.18. Terms of Reference

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

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

21.19.01.

Oundle Museum Trust	Fairtrade
Oundle Church Clock Fund	Oundle Business Association
Youth Counselling Service (CHAT)	Volunteer Action Representative
Parson Latham's Council representatives	Transition Oundle

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

21.10. Financial Matters

- 21.20.01. 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.
21.20.02. Payments for April 2021
PROPOSITION: *'That the schedule of payments for April 2021 as presented at this item are paid up and that all related documentation and cheques are signed'*. *
21.20.03. To approve the list of Direct Debits and Standing Orders for 2021/2022. *
21.20.04. To receive the internal audit report for 2020/2021. *
21.20.05. To complete and approve the Annual Governance Statement (Section 1 of the Annual Return) 2020/2021.*
21.20.06. To approve the Accounting Statement (Section 2) of the Annual Return 2020/ 2021.*
21.20.07. To approve the quote for work to trees in the Cemetery. *

21.21. Planning Matters

- 21.21.01. To receive the minutes from the Planning Committee meeting held on 4th May 2021. *
21.21.02. To receive an update on the response to the consultation on Cotterstock Road and recent planning matter as discussed at the April meeting and agree next steps. *
21.21.03. To receive the invitation to hold a meeting with Housing 21 to discuss the Extra care development at St Christopher's Drive and to agree a suitable date. *

21.22. Estates Management Committee

- 21.22.01 To consider the recommendation from the Estates Committee for the Hub space. *

21.23. Correspondence for Information

- 21.23.01 To receive the minutes from the latest JAG meeting *

21.23.02. To receive virtual Flood Warden Training Events Poster. *



Emma Baker
Town Clerk
13th May 2021

*Documents Included