



Oundle Town Council

The Courthouse • Mill Road • Oundle • Peterborough • PE8 4BW
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Communications Working Party

Notes from the meeting held at 7.30pm on Monday 20th April 2015 at the Courthouse

1. **Apologies for Absence**

Cllr Menck (Business) Cllr S Oakes (personal) Cllr N Oakes (personal)

2. **Present:** Cllrs Radcliffe, Clarke, N Oakes, Murphy and Stagg

3. **To Approve and Sign Minutes and Actions from the Previous Meeting**

Proposed: Cllr Radcliffe **Seconded:** Cllr Murphy **Resolved Unanimously**

Action: Letter sent to the Lord Lieutenant Mr David Laing re: Royal Visit and to confirm he has requested a private visit when Fletton House nearing completion.

4. **Annual Town Meeting:**

This is likely to be an energetic meeting with the focus that it is a Meeting for the Residents of the Town and not a Council Meeting. All Councillors to be seated with the residents and reserved signs to be placed on front 2 rows for our invited guest speakers. Only residents of the Town can vote on the proposition and to ensure this is carried out correctly, they will be required on entry to the meeting, to sign the relevant attendance sheet and be issued with a green card. Non-residents to the meeting will be asked to sign a separate sheet. Trish to arrange this and purchase green card. TB

All Councillors to be reminded that ID badges to be worn and those requesting new ones should let Trish know asap for this to be arranged including any photographs. TB

Tea, Coffee and biscuits provided by Trish in the bar area for 7pm start and Maxine to set out cups/saucers/plates etc. TB/MG

Set up: As per 2014 with projector screen on side wall, chairs in herringbone style and one row in front of stage and the meeting room to be opened for extra viewing. Only one table out the front for Cllr Radcliffe & Town Clerk. Trish to organise set up with tables, chairs, projector screen, laptop, stand, lecturn, display boards (OTC and Museum), Charity Accounts, microphones, attendance sheets, previous minutes, feedback forms, questions from the public, agendas, water on tables, Power-Point presentations from all speakers to be downloaded onto laptop and to run the video of the Women's Tour Cycle Race for when the public arrive. Also to ensure the plans for Fletton House are on display. TB

Each chair, to have an agenda, previous minutes, feedback forms and questions. TB

Cllrs Stagg and Clarke to complete the set up for the display boards including the response to the Neighbourhood Plan feedback consultation and to include green spaces and housing

and Cllr Fitzgerald to complete the Fletton House display. Trish to ensure that any requests for further information from the public are noted and to assist any display regarding Education matters. Photographs of the raising of the Commonwealth Flag to be included. **TB**

IT check at 4pm on the day with Cllrs Radcliffe, Clarke, Murphy and Stagg and Trish and Cllr Clarke to get clicker for laptop for presentations. **MC/TB**

Schedule for the Meeting

- 7.30 Cllr Stagg to act as MC for the evening with welcome and all housekeeping rules.
- 7.35 Mayor Cllr Radcliffe to open meeting and obtain approval of previous minutes 2014
- 7.45 Mayors Report including all Council activities, questions and answers.
- 8.15 Inspector Julie Mead – Police Matters
- 8.30 Mr Mark Taitt – Headmaster Prince William School – Education Matters
- 8.40 Cllr Philip Stearn – Planning Matters.
- 8.50 Cllr Matt Golby – Oundle Primary School Development Plans
- 9.00 Items submitted by the public/questions/discussions/proposition and vote.
- 9.25 Closing Remarks
- 9.30 Meeting Closed

Clearing up arrangements to be organised by Trish and Laptop and Projector to be returned to the Office. **TB**

5. Any other business

Cllr Clarke to chase up any forthcoming monies from the Car Rally **MC**

Cllr Radcliffe to prepare June Oracle and Cllrs Fitzgerald and Stagg to liaise with Trish regarding any changes in Fletton House Plans. **AF/TS/TB**

Cllr Radcliffe then reported how sorry we are that Cllr Clarke is leaving the Council and thanked Cllr Clarke for all her hard work throughout the year for the Communications Working Party and the Planning Committee.

Next Meeting to be held on Tuesday 9th June 2015 at 7.30pm in Chambers.

The meeting closed at 8.50pm.

(Please note all action points are in red)