



# Oundle Town Council

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

Telephone: 01832 272055

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

---

**Minutes of the meeting of the Town Council held on Tuesday 21<sup>st</sup> July 2015 at 7.30pm in the Council Chamber, The Courthouse, Mill Road, Oundle.**

**Present:** Cllrs Chapple, Chesser, Davis, Fitzgerald, Grove, King, Menck, Murphy, Piercy-Hughes, Sparkes, Stagg and Talbot.

**Minutes:** Debra Harper

## **15.58. Apologies for Absence**

15.58.01. To receive apologies for absence.

Apologies for absence were received from Cllr N Oakes (personal) and Cllr S Oakes (personal).

15.58.02. To accept apologies for absence.

RESOLUTION: *'that the apologies for absence from Cllrs N & S Oakes are accepted'*.

**Resolved Unanimously**

## **15.59. 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:

15.59.01. To declare any Disclosable Pecuniary Interests.

None.

15.59.02. To declare any Other Interests.

None.

15.59.03. To consider any requests for Dispensation.

None.

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

None.

15.59.05. To report any inappropriate gifts or hospitality offered.

None.

## **15.60. Minutes of Previous Meetings – Full Council**

15.60.01 PROPOSITION: 'To approve and sign the minutes of the Full Council meeting held on 16 June 2015 as an accurate record.' (*Standing Order 10c*)

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

## **15.61. Review of Actions of the Previous Meetings – 16.06.2015**

None to note.

7.32pm The meeting was adjourned for Item 15.62.

**15.62. Representations from Interested Parties**

Stephanie Bradley made a representation regarding No.1 Community Services at St. Osyth's Lane and provided an overview of the services and benefits provided which help the wellbeing and health of the town. A PowerPoint presentation produced by Stephanie Bradley will be distributed to members following the meeting.

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

None.

**15.64. Reports**

15.64.01. Mayors Report

The Mayors report was tabled. A special thanks was given to Paula Prince, Events Officer and all of the volunteers for the wonderful yarn bombing display in the town.

15.64.02. Police Report

Parish Constable Robin Carter advised that it had been a busy month due to a spike in crimes which included shop lifting incidents, burglary and bike thefts. He advised that some arrests have been made and that the cross boarder working is also proving successful.

15.64.03. District Councillors Report

Cllr Reichhold provided an update on activities carried out on behalf of East Northamptonshire Council. Cllr King thanks Cllr Reichhold for his attendance and for being consistently present at Oundle Town Council meetings.

**15.65. Signing & Sealing**

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

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

**15.66. Town Matters**

15.66.01. To receive the report from the Events Officer and to consider and approve any recommendations.

The report was tabled. Congratulations were expressed to Paula Prince and everyone who assists with the work on the events that are put on within the town which do encourage tourism and help put Oundle in the map. Cllr Stagg confirmed that the final budget for the 2015 Women's Tour will be circulated when available.

15.66.02. PROPOSITION: 'That expenditure of £2k as allocated within the 2015/16 budget is approved to enable a Youth Worker to be employed to manage a new youth facility known as 'Oundle Underground Youth Café and to pay the room hire fees and purchase initial equipment'.

Cllr Murphy provided an update on the work she has done to develop and introduce a Youth Café to Fletton House for 12 to 16 year olds. Following a debate, the proposition was moved with the following outcome:

**Proposed:** Cllr Murphy      **Seconded:** Cllr Piercy-Hughes      **For:** 11      **Against:** 1  
**Abstention:** 1

- 15.66.03. To consider the report received regarding the proposed cycleway along Glaphorn Road and agree next steps.  
The information was considered and it was agreed that this should be referred to the Neighbourhood Planning Working Party for their consideration. It was agreed that in addition to S106/CIL funding other sources of funding should be considered such as Safer Routes to School, SUSTRAN, Nene Valley Cycle Way etc. and that this should be progressed via the Working Party.
- 15.66.04. To agree our approach to developing a marketing Plan for the town.  
Cllr King provided an overview of the tabled report and confirmed that a process of joint working with the Oundle Association of Trade and Commerce would commence in order that this was progressed. The members from Oundle Town Council were confirmed as Cllrs King, Stagg, Fitzgerald, Grove and Sparkes, with Cllr Sparkes confirmed as the lead.
- 15.66.05. To consider any parking requests for inclusion within the next Traffic Order Review (see FC 16.06.2015 Item 15.45.04).  
Cllr Davis requested that the parking in New Street by the 20mph limit is reviewed as visibility is an issue.

#### 15.67. Operations Management Matters

- 15.67.01. To approve the Balance Sheet and Budget Report – June 2015.  
Cllr Stagg provided an overview of the accounts and highlighted the current position regarding the Council's reserves. It was noted that the ring fenced amount of £75K for 3 months running costs may no longer be sufficient and that consideration should be given to increasing this amount. Cllr Stagg advised that the Council's reserves were sufficient at the present time and that no borrowing needs to take place. The Balance Sheet and Budget Report were then approved.
- 15.67.02. Payments for June 2015.  
**PROPOSITION: 'That the schedule of payments for June 2015 as presented at this item are paid in the amount of £165,827.33 and that all related documentation and cheques are signed'.**  
**Proposed:** Cllr Stagg      **Seconded:** Cllr Chapple      **Resolved Unanimously**
- 15.67.03. To receive the draft minutes of the Operations Management Committee meeting held on 16 July 2015.  
Noted.
- 15.67.04. **PROPOSITION: 'that the Clerk is given delegated authority to spend up to £3K from the Pensions budget line to fund resource either from in-house staff or external support to fit out and enable a smooth transition to Fletton House'.**  
**Proposed:** Cllr King      **Seconded:** Cllr Chesser      **Resolved Unanimously**
- 15.67.05. To review the Council, Committee and Working Party work plans for 2015/16.  
Cllr King confirmed that all of the Committees and Work Plans have now been produced and that the Deputy Mayor and he will review these and provide a robust plan for the forthcoming and future years.

15.67.06. To note the comments made by the Internal Auditor relating to the Council's operation.

Noted. Thanks were expressed to the Clerk, Finance Officer and Head of Finance for the robust controls and processes in place.

**15.68. Estate Matters**

15.68.01. To receive the minutes of the Estate Management Committee meeting held on 7<sup>th</sup> July 2015.

Cllr Fitzgerald noted the minutes and drew members attention to the fact that at the moment The Courthouse had not been leased and another agent was being appointed. She confirmed that a 'To Let' board is due to be erected next week.

**15.69. Fletton House Acquisition Working Party Matters**

15.69.01. To receive a verbal update on progress with Fletton House.

Cllr Fitzgerald advised that work was progressing with internal painting and the fit out underway. She confirmed that carpets were being laid this week and that the building was looking very good. Cllr Fitzgerald concluded her report by advising that Jeakins Weir will be on site longer than anticipated so it will be necessary to work around each other in the next few weeks.

*Note: From the September Full Council meeting this will be merged with the Estate Management Committee items.*

**15.70. Communications Working Party Matters**

15.70.01. To receive the minutes of the Communications Working Party meeting held on 23 June 2015.

Noted.

15.70.02. To consider the proposed schedule for the production and delivery of the Oracle.

Cllr King noted the editorial plan for the forthcoming year and highlighted the need for copy for the next edition. Thanks were expressed to former Cllr Gwen Radcliffe for all her previous work on the production of the Oracle.

**15.71. Neighbourhood Planning Working Party Matters**

15.71.01. To receive the minutes of the Neighbourhood Planning Working Party meeting held on 30 June 2015.

Noted. Cllr Chapple was thanked for chairing this meeting in the absence of Roger Sturman.

15.71.02. To receive an update on the Neighbourhood Plan Public Meeting held on 16 July 2015.

It was noted that the Public Meeting was postponed due to a technical issue that required resolution and that as a result a revised meeting date would soon be published.

**15.72. Planning Matters**

15.72.01 To receive the minutes from the Planning Committee meeting held on 7<sup>th</sup> July 2015.

Noted.

**15.73. Meeting Reports**

- 15.73.01. To receive reports on meetings held by members on behalf of the Council.  
Cllr Grove confirmed that she met with the Fairtrade group on 7<sup>th</sup> July 2015.
- 15.73.02. To receive reports on meetings due to be held by members on behalf of the Council.  
None.

**15.74. Council Matters**

- 15.74.01. To receive a verbal update on the Council Mentoring Scheme.  
Feedback was gathered on how the mentoring scheme was progressing and whilst some pairs had not yet commenced the process, the consensus was that it was proving to be beneficial and adding value. Cllr King advised that he would bring a full report to Council about the scheme in September.
- 15.74.02. To agree amendments to Oundle Town Council Management of Records Policy to reduce the retention of paper within the office.  
The paper was considered and the following amendments to the retention of Planning records proposed and agreed:

Planning Record	Action	Minimum Retention Period	Reason
Planning applications and related papers(decisions, conditions) for major controversial developments	Destroy	When agreed with the Town Clerk and Head of Planning Committee	Available on ENC website
Permission granted - Planning Applications and related papers	Destroy	Immediate	Available on ENC website
Permission refused -Planning Applications and related papers	Destroy	Immediate	Available on ENC website
Appeal successful -Planning Applications and related papers, appeal decision	Destroy	Immediate	Available on ENC website
Appeal refused - Planning Applications and related papers, appeal decision	Destroy	Immediate	Available on ENC website

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

**15.75. Consultations, Conferences and Training**

- 15.75.01. None.

**15.76. Correspondence for Action**

15.76.01. Cllr King advised that he had responded to a resident regarding the cost, disruption, stewardship and one way system of the 2015 Women’s Tour.

**15.77. Correspondence for Information**

15.77.01. None.

**15.78. Any Other Relevant Matters for Report**

Cllr King advised that he will be requesting Councillors to volunteer to assist with the work relating to the move to Fletton House. He also advised that Cllr S Oakes may be absent from meetings for the next couple of weeks for personal reasons.

Cllr Stagg advised that a brief meeting of the Full Council will be convened in August to enable payments to be approved. He also advised that the work to South Bridge was still awaiting works by Anglian Water and requested that Oundle Town Council write to complain about the delay.

Cllr Piercy-Hughes advised that he had not yet been able to progress the installation of the bicycle racks in the town as the information had not yet been received from the office but that this was in hand. He also confirmed that the footpath was now open to the golf club which was welcome progress.

Cllr Chesser requested an update on advertising, banners etc. The Clerk advised that this was still work in progress with ENC and that the Planning Committee had this as a regular agenda item to ensure it was completed.

Cllr Fitzgerald asked for volunteers to help with the soft furnishings at Fletton House confirming that the Yarn Bombers were helping with this.

Cllr Chapple noted that there was a fence post leaning at the Recreation Ground and asked that this was rectified. He also stated that the area on the Benefield Road opposite the Drill Hall car park was quite a state and asked that the office locate the owner and encourage them to sort this out.

Cllr Grove highlighted the issue of bikes being stood by the war memorial and that social media had been used to spread the message about this. She also advised that she was organising a wedding fayre at the Queen Victoria Hall on the 20<sup>th</sup> September 2015 in order to promote the Hall and encourage footfall, etc. She also asked if a list could be circulated advising what projects everyone was working on within the Council to aid communication and ensure that there were no overlaps in activity.

Cllr Davis noted that issue with HGV’s in the town due to road diversions and asked how this could be resolved. Cllr Chesser advised that the information and supporting photos should be sent to the Police for action.

Cllr Talbot asked for clarification on the activity being undertaken to lease The Courthouse on a commercial basis and if remedial alterations/repairs needed to be made to make the building more attractive. Cllr Fitzgerald and Cllr King provided a brief response and confirmed they would spend some time outside the meeting to provide a thorough update.

Cllr King concluded by requesting that all matters relating to town infrastructure and maintenance issues are reported to the office as and when observed and that these are not brought up at the meeting.

There being no further business the meeting closed at 9.13pm.

Signature:.....

Dated:.....

**OTC Monthly Payments - July 2015**

<u>Cheque No</u>	<u>Payee</u>	<u>Reason</u>	<u>Total Salary</u>	<u>£(Incl VAT)</u>
				<u>£9,480.86</u>
<b><u>CHEQUES</u></b>				
9248	Direct 365 online	Replacement for lost cheque 9183 £396.57	£	396.57
9249	QVH	Antler languages paid to OTC - Should be QVH	£	274.50
9250	NCC Pension	Pension July	£	2,324.22
9251	Royal Mail	CH to FH mail re-direct	£	160.00
9252	ENC	Change of premises supervisor	£	23.00
9253	ENC	FH Premises Licence	£	100.00
9254	Pitney Bowes	Postage	£	200.00
9255	FS Training Ltd	First aid training - Emma Day + Simon Prince	£	168.00
9256	Paul Brackley	First Responders - WT Contribution	£	50.00
9257	Abacus	Cleaning materials & Stationery	£	25.58
9258	Anglian Water	Water rates for CH, SO, ER	£	307.25
9259	J&M Arnold	Tarmac to Magdalene House	£	1,500.00
9260	Atkins	FH Stage K&L	£	13,525.44
9261	P Baker	Travel expenses	£	20.98
9262	Blue Moon	FH Data cabling	£	2,256.00
9263	BT	Quarterly Telephone	£	139.76
9264	Clean4shaw	Cleaning of & Damage to public toilets	£	646.97
9265	Coles	FH MDF Board	£	125.01
9266	Collings	FH Belts & Cable	£	138.31
9267	Cotness Associates	Hallmaster booking system	£	340.00
9268	County Life	Caretaker adverts	£	322.51
9269	CS Catering	Catering Equipment	£	10,937.88
9270	Direct365online	Roller towel cabinet hire	£	396.57
9271	E-On Uk PLC	Un metered supplies July & August	£	228.06
9272	EPOS	EPOS Emperium Hospitality Solution	£	1,738.80
9273	Flower Invasion	Bouquet	£	25.00
9274	Hedley & Ellis	Cable Ties	£	95.04
9275	Holdsworth Windows	Broken window at the cemetery	£	132.00
9276	Inkwell	Leaflets advertising The Hub	£	180.00
9277	Jeakins Welr	FH Valuation Number 9	£	64,317.85
9278	Marklee Builders	FH Construct Stud Wall	£	955.00
9279	N Power	FH Electric	£	4,438.66
9280	People & Places	NP Surveys	£	50.76
9281	Paula Prince	Travel expenses	£	59.80
9282	Richmond Nurseries	FM Refund of 1 months rent	£	24.00
9283	SAGE	Accounts 15.7.2015 to 15.07.2016	£	596.00
9284	Scrimsign	FH Electronic Notice Board	£	6,696.00
9285	Simac	RG Fence repairs	£	290.00
9286	P Smith	Baileys skip hire - Re Market	£	72.00
9287	H Soans	Travel expenses	£	14.17
9288	SSE Swalec	FH..SO..CH.. Electric	£	681.36
9289	Stupots	Keys	£	23.54
9290	Sustrans	NP Feasibility Study	£	2,977.20
9291	Swept Chimney Services	FH 8 chimneys	£	240.00
9292	Thomas & Briggs	Repair to CH adjoining wall	£	10,793.04
9293	Trade UK	Jigsaw	£	149.99
9294	Viking	FH 2 Screens	£	501.60
9295	Vodafone	ER Monthly Broadband	£	48.00
9296	Town Clerk	Travel Expenses	£	320.20
9297	Howdens	FH Fittings	£	8,156.09
9298	Chris Sanders	Dragonflies for Oundle Art Week	£	96.00
		<b>Total Cheques</b>		<b><u>£137,822.14</u></b>
<b><u>DIRECT DEBITS</u></b>				
E.N.C.		Rates - monthly payment		
Eastwood Road		600920690		£206.00
CH Work Shop 2		600894519		£40.00
Courthouse		600849849		£293.00
Cemetery		600566656		£39.00
Market		600566096		£150.00
Drill Hall car park		600565385		£192.00
St Osyth's Public Conveniences		600913607		£192.00
Heme Road car park		600928304		£480.00
British Gas		All properties Electric & Gas		£47.07
Goldsmiths		Rental for Unit 7		£704.00
HMC&Revenue		PAYE via Cottons		£2,729.57
Personnel Advice & Solutions Ltd		Monthly Personnel services		£120.00
Talk Talk		Broadband at Unit 7		£31.39
Telemax		Telephone charges		£89.62
Unicom		Monthly Telephone charge		£35.36
Watering Well		Water for meetings		£81.50
Wireless Logic		Noticeboard Line Rental		£10.80
WPS		M insurance fee		£1,418.33
Annual contracts				
AbleClean		CH Window & Gutter cleaning		£102.00
Arrestapest		Rodent control		£12.38
B Safe		Fire alarm & Emergency lighting		£23.00
TC Clarke		Gas service		£17.90
Cottons Chartered Accountants		Payroll		£62.40
Smiths Fire		Fire fighting equipment		£18.52
		<b>Total Direct Debits</b>		<b><u>£7,095.84</u></b>

Signed by 2 councillors

**Total Payments**

**£154,398.84**

Date: 13/08/2015  
Time: 12:55:04

**OUNDL TOWN COUNCIL**  
**Balance Sheet**

Page: 1

From: Month 4, July 2015  
To: Month 4, July 2015

**Chart of Accounts:**

Summary Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
<b>Fixed Assets</b>			
Buildings Market	0.00	1,125,001.00	
Community Assets	0.00	52,000.00	
Other Assets	0.00	77,737.65	
Open Spaces	0.00	105,071.59	
Market Licence	0.00	30,000.00	
		0.00	1,389,810.24
<b>Current Assets</b>			
Trade Debtors	1,072.94	3,209.91	
Reserve Account (Bank)	120,221.30	145,968.00	
Scottish Widows	(134,818.74)	317,523.52	
VAT	34,530.44	112,511.13	
		21,005.94	579,212.56
<b>Current Liabilities</b>			
Trade Creditors	94,353.75	108,918.22	
Other Creditors, Returnable Deposits	0.00	3,188.00	
Creditors PAYE, Salaries & Pensions	(2,401.67)	2,697.13	
Bank Current Account	132,207.25	125,646.45	
		224,159.33	240,449.80
<b>Current Assets less Current Liabilities:</b>		(203,153.39)	338,762.76
<b>Total Assets less Current Liabilities:</b>		(203,153.39)	1,728,573.00
<b>Long Term Liabilities</b>			
PWLB - CH - 100k - Ends 2019 March	0.00	24,882.09	
PWLB - QVH - 460k - Ends 2059	0.00	440,690.85	
		0.00	465,572.94
<b>Total Assets less Total Liabilities:</b>		(203,153.39)	1,263,000.06
<b>Capital &amp; Reserves</b>			
Asset Reserve	0.00	1,423,767.29	
Capital Reserve	0.00	185,598.35	
Brought Forward Reserves	0.00	131,384.38	
P & L Account	(203,153.39)	(477,749.96)	
		(203,153.39)	1,263,000.06



Date: 13/08/2015

Time: 12:00:00

**OUNDL TOWN COUNCIL**

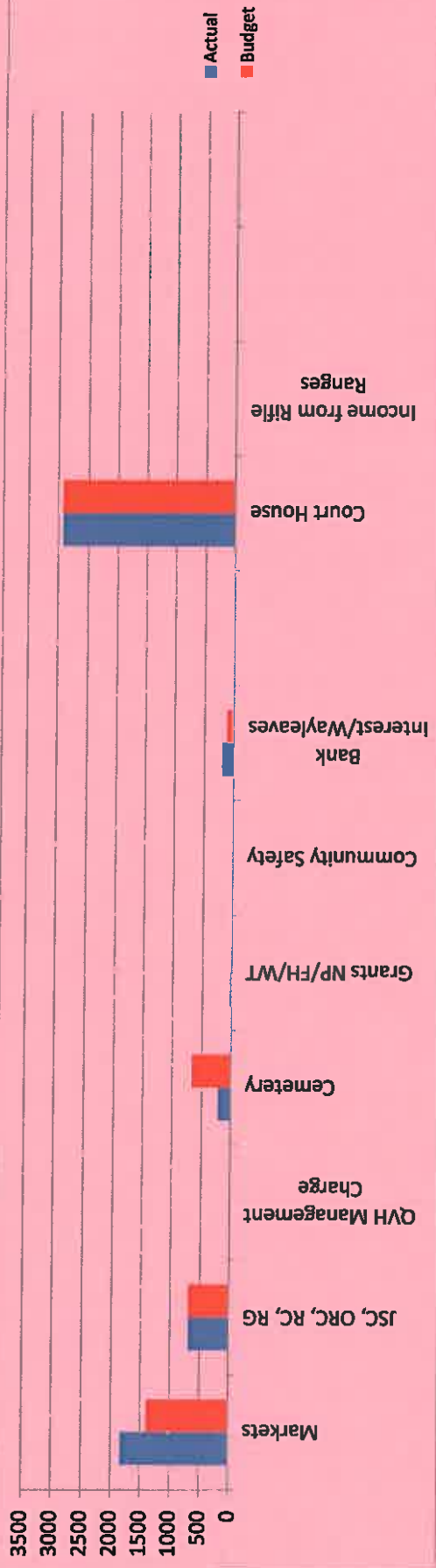
Summary Layout of Accounts

**Budget Report****Month 4, July 2015**

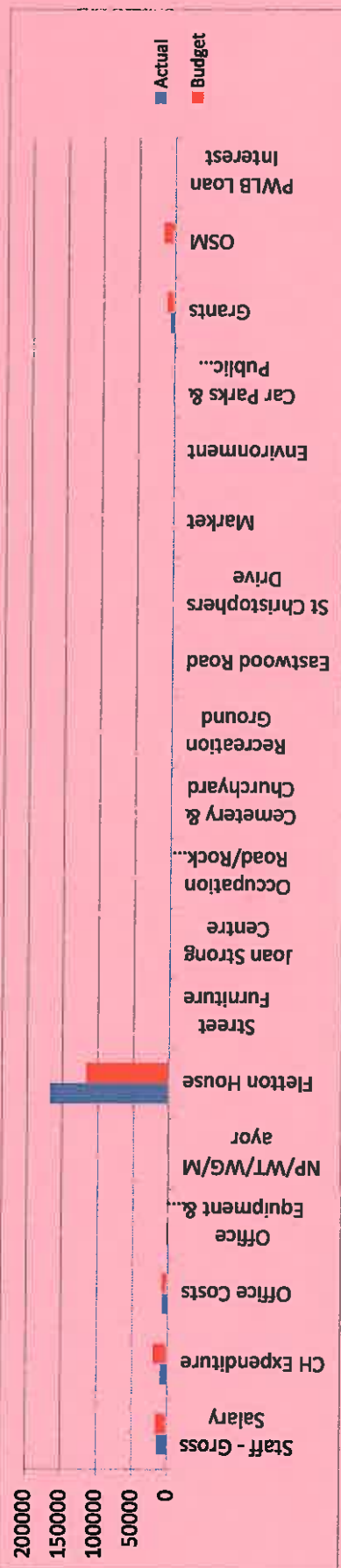
	<u>Period</u>			<u>Year to Date</u>			<u>2015/16</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Budget</u>
<b>Income</b>							
Markets	1840	1400	£ 440	10128	10200	-£ 72	£ 25,100
JSC, ORC, RC, RG	693	693	£ -	1517	1517	£ -	£ 5,215
QVH Management Charge	0	0	£ -	7500	7500	£ -	£ 15,000
Cemetery	212	660	-£ 448	3739	2720	£ 1,019	£ 8,000
Grants/Sponsorship/NP/FH/WT	29	0	£ 29	5236	4400	£ 836	£ 5,000
Community Safety	0	0	£ -	2500	2500	£ -	£ 2,500
Bank Interest & Wayleaves	189	107	£ 82	920	813	£ 107	£ 1,340
Fletton House Budget			£ -			£ -	£ 21,765
Court House	2929	2929	£ -	8005	8318	-£ 313	£ 29,306
Income from Rifle Ranges	0	0	£ -	25035	0	£ 25,035	£ -
B/Fwd Budgets	0	0	£ -	0	815340	-£ 815,340	£ 815,340.00
Precept	0	0	£ -	168272	168272	£ -	£ 336,543
	<b>£ 5,893</b>	<b>£ 5,789</b>	<b>£ 103</b>	<b>£ 232,852</b>	<b>£ 1,021,580</b>	<b>-£ 788,728</b>	<b>£ 1,265,109</b>
<b>Expenditure</b>							
Staff - Gross Salary	14423	14977	-£ 554	59467	61707	-£ 2,240	£ 209,502
CH Expenditure	10142	18474	-£ 8,331	17685	26968	-£ 9,283	£ 43,224
Office Costs	7633	6251	£ 1,382	23911	50147	-£ 26,237	£ 102,302
Office Equipment & Rentals	656	364	£ 292	3845	5457	-£ 1,612	£ 8,370
NP/WT/WG/Mayor	196	833	-£ 638	4468	6833	-£ 2,366	£ 13,500
Fletton House	167360	116312	£ 51,049	569505	650782	-£ 80,777	£ 748,113.29
Street Furniture	0	0	£ -	0	5300	-£ 5,300	£ 5,300
Joan Strong Centre	0	0	£ -	42	500	-£ 458	£ 500
Occupation Road/Rock Road	0	0	£ -	0	500	-£ 500	£ 500
Cemetery & Churchyard	149	39	£ 110	270	7060	-£ 6,790	£ 7,294
Recreation Ground	290	0	£ 290	290	1000	-£ 710	£ 1,000
Eastwood Road	108	1086	-£ 978	1589	4173	-£ 2,583	£ 10,998
St Christophers Drive	0	0	£ -	2882	2630	£ 252	£ 2,630
Market	213	213	£ -	1093	1156	-£ 63	£ 4,028
Environment	0	0	£ -	0	6000	-£ 6,000	£ 6,000
Car Parks & Public Conveniences	1896	1933	-£ 37	8059	11476	-£ 3,417	£ 23,625
Grants	5900	9000	-£ 3,100	7100	9000	-£ 1,900	£ 28,470
OSM	79	14111	-£ 14,032	687	15561	-£ 14,874	£ 19,161
PWLB Loan Interest	0	0	£ -	9710	11397	-£ 1,686	£ 30,593
	<b>£ 209,046</b>	<b>£ 183,593</b>	<b>£ 25,453</b>	<b>£ 710,602</b>	<b>£ 877,145</b>	<b>-£ 166,543</b>	<b>£ 1,265,109</b>
<b>Net Profit/(Loss):</b>	<b>-£ 203,153</b>	<b>-£ 177,803</b>	<b>-£ 25,350</b>	<b>-£ 477,750</b>	<b>£ 144,435</b>	<b>-£ 622,185</b>	<b>£ -</b>

# July 2015 Executive Summary

Red: More than 10% variance    Amber: Less than 10% variance    Green: Better than or equal to budget



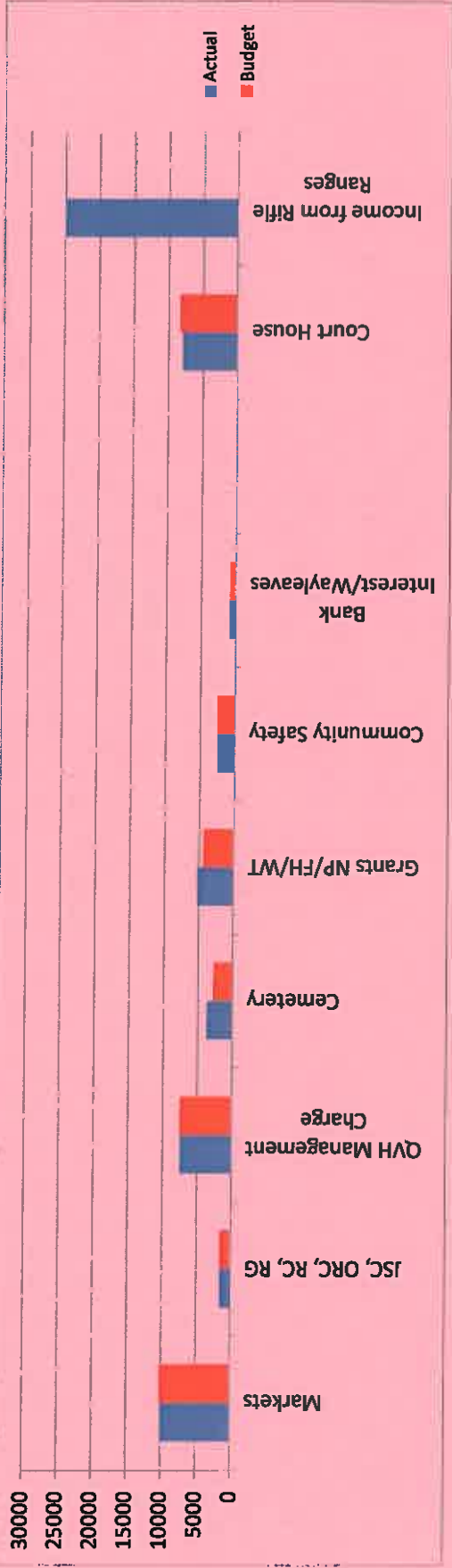
**Income: Overall Month Result:** £103 better than budget. Over budget on Markets



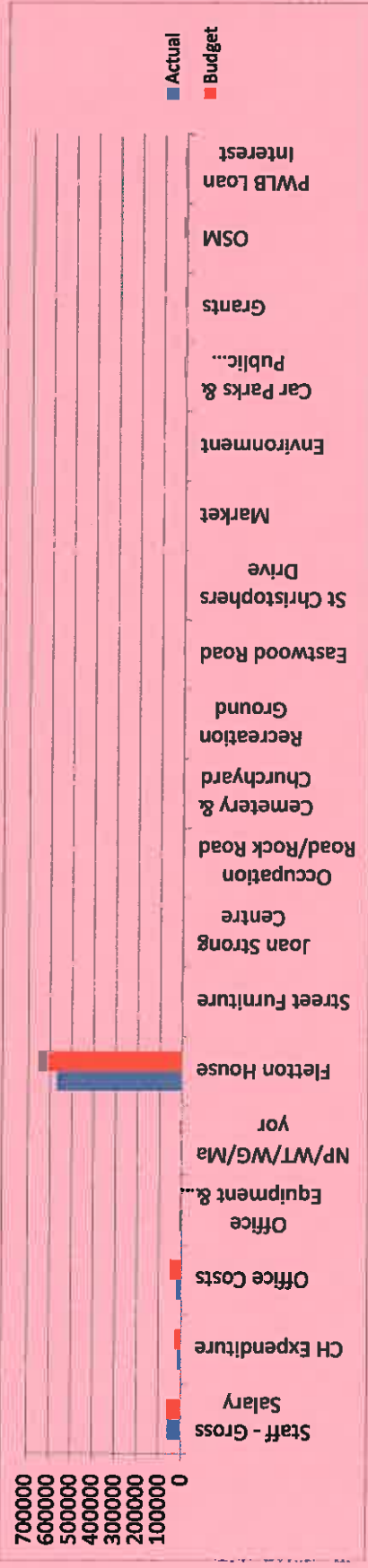
**Expenditure: Overall Month Result:** £25.5k over budget. Due to slight delays in the FH project

# 2015/16 July YTD Executive Summary


Red: More than 10% variance    Amber: Less than 10% variance    Green: Better than or equal to budget



Income YTD : ● £26k Better than Budgets Primarily due to £25k Rifle Club Sale



Expenditure YTD: ● £166k Under budget – Majority due to delayed Fletton House project - Savings on most budget heads

<b>Oundle Town Council Report</b>	<b>Meeting Date:</b>	25.08.2015	<b>Agenda Item</b>	15.85.02
	<b>From</b>	<b>Clerk</b>		
		<b>Councillor</b>	Julie Grove	
		<b>Working Party</b>		
	<b>For Information</b>		<b>For Decision</b>	Yes
	<b>Financial implications</b>	<b>None</b>		
		<b>In current year's budget</b>		
		<b>Adjust current year's budget</b>		
		<b>Consider for next year's budget</b>		

### Oundle Wedding Show

I am organising an Oundle Town Council-hosted wedding fayre to take place at Queen Victoria Hall on Sunday 20<sup>th</sup> September. With the move to Fletton House and the subsequent loss of its main tenant, the Oundle Ballet School, the Queen Victoria Hall needs to find other means of income to ensure its long-term upkeep. In the short-term, it makes sense to promote QVH as a wedding venue as it already has a track record as such. In medium to long-term, I am in the process of drawing up a marketing plan and will be presenting ideas to the Estates Committee in the first instance.

The primary objective of the day will be to showcase the Hall prospective couples to consider QVH as a potential wedding venue.

Secondary objectives include

- Revenue generation from stall holders
- Promotion of local wedding industry businesses

### Projected revenue

The lowest priced stall is £40. Expected stall holders from 12 to 20. Therefore potential revenue ranges from £480 to £800. Additional revenue expected from sales of refreshments, provided by The Hub Hospitality Managers.

### Costs

It is crucial that the event is advertised as widely as possible to ensure high footfall numbers. In particular, it will be important to attract couples who are planning weddings to attend. This will encourage stall holders to book again for the potential Spring Oundle Wedding Show. In addition to free listings on wedding directory websites and promotion via Facebook, Oundle.info and Twitter, I would like Full Council to consider the following costs:

Flyers (250 from Vistaprint.co.uk)	£20.99
Oundle Advertiser Half page ad	£56
Banner (6ft x 4ft)	£27
<b>TOTAL</b>	<b>£103.99</b>