



# 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)

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**To: All members of Oundle Town Council**

You are hereby summoned to attend a meeting of the Town Council to be held on **Tuesday 16<sup>th</sup> June 2015 at 7.30pm** in the Council Chamber, The Courthouse, Mill Road, Oundle.

**Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or other special reasons. The public's exclusion from part or all of the meeting shall be by resolution which shall give the reason for their exclusion (Standing Order 3c).**

**Subject to standing order 3c above and at the discretion of the chairman of the meeting and at a convenient time in the transaction of business, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda and the chairman will adjourn the meeting for this purpose (Standing Order 3d).**

**Photographing, recording, broadcasting or transmitting the proceedings of the meeting by any means is permitted without the Council's prior consent (Standing Order 3l).**

## AGENDA

**15.36. Apologies for Absence**

- 15.36.01. To receive apologies for absence.
- 15.36.02. To accept apologies for absence.

**15.37. 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.)

- 15.37.01. To declare any Disclosable Pecuniary Interests.
- 15.37.02. To declare any Other Interests.
- 15.37.03. To consider any requests for Dispensation.
- 15.37.04. To report any gifts or hospitality accepted over the value of £50.00.
- 15.37.05. To report any inappropriate gifts or hospitality offered.

**15.38. Minutes of Previous Meetings – Full Council**

- 15.38.01 PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 19 May 2015 as an accurate record.'* (*Standing Order 10c*)

**15.39. Review of Actions of the Previous Meetings – 19.05.2015**

**15.40. Co-option of Councillors to Oundle Town Council**

In accordance of Section 21 of the Representation of the People Act 1985 the council will fill the 3 vacancies by co-option at this meeting. In the event of more candidates than vacancies, ballot papers will be distributed and each member will have 3 votes to cast and the 3 candidates with the majority of votes will be elected.

**15.41. Representations from Interested Parties**

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

**15.43. Reports**

- 15.43.01. Mayors Report
- 15.43.02. Police Report
- 15.43.03. District Councillors Report

**15.44. 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.)

**15.45. Town Matters**

- 15.45.01. To receive the report from the Events Officer and to consider and approve any recommendations.
- 15.45.02. PROPOSITION: *'that Oundle Town Council supports the maintenance of the footpath between Biggin Hill Farm track and the footpath crossing the golf club'.*
- 15.45.03. To agree if Oundle Town Council supports a trial by NCC to repair grass verges and contact local residents to request them not to park on the verges.
- 15.45.04. To consider parking matters in the town for feedback to NCC.

**15.46. Operations Management Matters**

- 15.46.01. To approve the Balance Sheet and Budget Report – May 2015.
- 15.46.02. Payments for May 2015.  
PROPOSITION: *'That the schedule of payments for May 2015 as presented at this item are paid in the amount of £210,640.88 and that all related documentation and cheques are signed'.*
- 15.46.03. To note and consider the contents of the Annual Internal Audit Report dated 20 May 2015 and agree any actions.
- 15.46.04. To approve the recruitment of a Hospitality Officer on a one year fixed term contract in accordance with the agreed budget of up to £25K via the Operations Management Committee.

**15.47. Estate Matters**

- 15.47.01. To receive the minutes of the Estate Management Committee meeting held on 9<sup>th</sup> June 2015.

15.47.02. PROPOSITION: *'that the lease to Oundle Tennis Club finishes in 2066 in line with the Bowling Club and is subject to new lease terms'.*

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

15.48.01. To receive the minutes from the Fletton House Working Party meeting held on 26<sup>th</sup> May 2015.

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

**15.49. Communications Working Party Matters**

15.49.01. To note the cancellation of the meeting due to be held on 9<sup>th</sup> June 2015 and to agree the next meeting date.

**15.50. Neighbourhood Planning Working Party Matters**

15.50.01. To receive the minutes of the Neighbourhood Planning Working Party meeting held on 26 May 2015.

15.50.02. To approve the amendments to the Neighbourhood Planning Working Party Terms of Reference.

15.50.03. PROPOSITION: *'that Oundle Town Council undertakes a feasibility study into acquiring commercial premises in Oundle Town Centre with a view to making these available for rent on attractive terms to facilitate a vibrant and divergent town centre'.*

15.50.04. To note the arrangements for the 16<sup>th</sup> July 2015 Neighbourhood Plan Public Meeting.

PROPOSITION: *'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'.*

**Note: All recording equipment must be turned off whilst the meeting is in camera.**

15.50.05. To receive a summary report on the Housing Sub-Group's latest position to housing allocation.

**15.51. Planning Matters**

15.51.01 To receive the minutes from the Planning Committee meeting held on 2<sup>nd</sup> June 2015.

**15.52. Meeting Reports**

15.52.01. To receive reports on meetings held by members on behalf of the Council.

15.52.02. To receive reports on meetings due to be held by members on behalf of the Council.

**15.53. Council Matters**

15.53.01. To note the dates for the completion and distribution of the Council's Annual Report/Oracle edition.

15.53.02. To nominate Councillors to the following vacancies on the Council's Committees, Working Parties and Representations on Other Bodies:

- \*Estate Management Committee – 2 vacancies
- \*Planning Committee – 1 vacancy

*\*Councillors must be on either Estate Management Committee or the Planning Committee*

- Communications Working Party – 3 vacancies (*Note: It is recommended that the 3 new Councillors are allocated to this Working Party*)
  - Fletton House Working Party – 2 vacancies
  - Representatives to Fairtrade and Volunteer Action.
- 15.53.03. To agree the mentoring approach for new Councillors.
- 15.53.04. To adopt the Council's revised Information Security Policy.

**15.54. Consultations, Conferences and Training**

14.54.01. None.

**15.55. Correspondence for Action**

15.55.01. None.

**15.56. Correspondence for Information**

15.56.01. Monitoring Officer Briefing: 19.05.2015

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



**Debra Harper**  
**Town Clerk**  
**10 June 2015**