



Oundle Town Council

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Minutes of the meeting of the Town Council Operations Management Committee held on Tuesday 9th September at 7.30pm in the Council Chamber, The Courthouse, Mill Road, Oundle.

Present: Cllrs Chapple, Clarke, Fitzgerald, King, Radcliffe and Stagg. Paul Smith, Finance Officer attended the meeting from Item OM14.32.

Minutes: Debra Harper

OM14.25. Apologies for Absence
None. Cllr Chesser was absent.

OM14.26. 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:

OM14.26.01. To declare any Disclosable Pecuniary Interests.
None.

OM14.26.02. To declare any Other Interests.
None.

OM14.27. Minutes of the Previous Meetings – Operations Management Committee
PROPOSITION: *'That the minutes of the meeting held on 8th July 2014 are approved as an accurate record'*.
Proposed: Cllr Stagg Seconded: Cllr Clarke Resolved Unanimously

OM14.28. Review of Actions of the Previous Meetings
All actions were reviewed and noted as complete or to be covered later in the agenda or by the Estate Management Committee (Action OM/15.05.14/01.)

OM14.29. Representations from Interested Parties
None.

OM14.30. Consideration of Requests from Interested Parties
None.

OM14.31. Personnel Matters

OM14.31.01. An update on staffing matters, including the forthcoming appraisal process.

The Clerk provided an update on staffing matters and confirmed that there was now a vacancy for a Maintenance Operative as a result of Tim Lee resigning from the Council and that this would be discussed in the next agenda item. The Clerk also advised that all annual staff

appraisals had been scheduled and that these would be conducted by herself in conjunction with the Mayor, except where a staff member supported one main Committee/Working Party when, if possible, the Head would be involved.

OM14.31.02. To agree the staff grades and hours for the Council's maintenance function and to approve any resulting recruitment process.

Following consideration of the report produced by the Clerk on the Council's maintenance function, the following propositions were moved:

PROPOSITION: *'that the Maintenance Operative role at Grade 12 for 36 hours per week is amended to that of a Senior Maintenance Operative at Grade 15 for 37 hours per week.*

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

Following this proposition, it was unanimously agreed that the advice from Personnel Advice & Solutions would be accepted and as a result the role of Senior Maintenance Operative would be offered to John Woollard and only advertised if he declines the terms.

PROPOSITION: *'that the hours for the existing vacant position for a Maintenance Operative are amended from 24 hours per week to 37 hours per week and that recruitment is progressed immediately'.*

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

Following this proposition, it was unanimously agreed that the advice from Personnel Advice & Solutions would be accepted and that in accordance with the Fixed Term Working Regulations 2002 the role would be offered to Martin Coleman who was currently employed in this role on a Fixed Term contract. The Clerk was asked to progress the contractual changes with effect from Monday 15th September 2014 and that a form of words are included within the contract from Martin Coleman that puts some expectation on him about learning to drive.

OM14.31.03. To note the request received from NCC Registration Service for staff presence during out of office hours due to concerns with the lift.

The concerns expressed by the Registration Services were noted and understood. It was agreed that whilst the problems with the lift remained the Maintenance staff would be asked to be present with time off in lieu offered should any weddings take place out of normal working hours. Cllr Radcliffe expressed thanks to Cllr Stagg for attending The Courthouse on Saturday to provide such cover.

OM14.31.03. To discuss the 2014/15 Town Council work plan and the Council's 5 year plan.

Cllr King confirmed that a paper would be reported to Full Council at the meeting to be held on 16th September 2014. He advised that this would be a reiteration of what the Council is trying to achieve and an update on all the Committee/Working Party plans.

OM14.31.04. To receive a report on the Policies and Procedure Review, Review of OTC Charges and the Health & Safety Policies as detailed on the

Operations Management work plan.

The Clerk provided an update on the status of the Council's policies, procedures, charges and Health & Safety policies. It was agreed that a review on the charges for buildings needed to be carried out urgently in order that a Charging Policy and a Marketing Plan could be endorsed by Council. Cllrs Fitzgerald and Radcliffe agreed to work on this in order that a pricing strategy for Fletton House hall and room hire charges could be agreed and Cllr King advised that The Courthouse will be marketed via a local Estate Agent with a supporting paper being made available at the October Full Council meeting. Cllr Radcliffe also provided an overview on the calculation of Cemetery Fees which it was agreed would be referred to the Estate Management Committee.

Following this, the Clerk was asked to review and update any of the Council's policies that had not been amended since 2010.

- OM14.31.05. To consider Oundle Town Council joining the Cycle To Work Scheme.
Following a brief debate, it was agreed that the Council would join the scheme.

OM14.32. Financial Matters

- OM14.32.01. To review the latest 2014/15 accounts and to note progress with review of costs by BCR Associates.

Cllr Stagg provided an overview of the accounts and highlighted the £13,000 income received from ENC relating to the Neighbourhood Planning Front runner money which will be used for the 2014 Transport Study and the payment to NCC of £20,000 for the works in the Market Place (20mph zone and reconfigured Market Place). He also confirmed that the Mayor, Finance Officer and himself have been amending the reports to provide more information to the Operations Management Committee. Following a debate regarding preferred content, it was agreed that the reports would not be amended again until at least after the next election.

Cllr Stagg concluded his report by confirming that BCR Associates had conducted their review and that whilst some savings could be found it was agreed that any changes to suppliers would be carried out when the services for Fletton House commenced. It was agreed however that Superfast broadband for The Courthouse should be progressed and that the Finance Officer should obtain costs for this for referral to the next Operations Management meeting. The Finance Officer was also asked to source the best value gas supplier for Fletton House as a matter of urgency. On a separate note, it was highlighted that as a result of the lease now held on the Long Stay Car Park off Herne Park the Council's unmetered supply for lighting will be higher although costs are not yet known.

- OM14.32.02. To forecast transfers required to support Capital projects.

It was noted that Cllr Fitzgerald will be obtaining this information from Faithful+Gould to enable the Council to make adequate provision for the transfer of funds. Cllr Radcliffe stated that

Faithful+Gould must be advised that invoices must be submitted by the second Wednesday of every month at the latest to enable payments to be made in a timely fashion.

OM14.32.03. To note the action taken with the maturing bond from Scottish Widows.

The Finance Officer confirmed that the funds had been moved from the account paying 1% interest to a 7 day withdrawal account paying 0.4% interest to enable the Council to manage its finances during the Fletton House refurbishment project.

OM14.32.02. To note progress with the updated Financial Regulations and agree any actions.

Cllr Radcliffe advised that the Financial Regulations are in the process of being reviewed. She advised that the words 'duly delegated committee' would be inserted rather than Operations Management or Finance Committee to prevent having to make too many changes if Committee names change in the future.

The requirement for small amounts of cash being available in the office was reviewed and it was agreed that an Operating Fund should be introduced to enable staff to give change etc. when invoices when paid in cash. Clarification was also sought on the reporting of variances and it was agreed that only 'significant' variances would be reported, with this process being reviewed at the end of the Financial year. Cllr Radcliffe concluded by confirming that the revised Financial Regulations would be tabled at the October Full Council meeting.

OM14.32.03. To note progress against the amended Joint Practitioners Advisory Group Governance and Accountability Practitioners Guide and agree any actions.

Cllr Radcliffe confirmed that this review had been superseded by the Financial Regulation review. It was noted however that separate original bank statements should be sent to the Head of Finance as well as to the Council offices and the Finance Officer was asked to arrange this.

OM14.32.04. To note progress on the development of the Community Infrastructure Levy Requirements.

Cllr King advised that this will fall out of the Five Year Plan and will be incorporated within the work being done to produce this.

OM14.33. Correspondence for Action

None.

OM14.34. Correspondence for Information

None.

OM14.35. Any Other Relevant Matters for Report

Cllr Clarke advised that the issue of using MailChimp for newsletters, circulations etc. had previously been rejected due to the potential unprofessional framing of emails. She advised that further research shows that this can be removed and that

with no cost for 12000 emails/2000 subscribers this should now be endorsed. This was unanimously agreed.

Cllr King advised that he had received a call from The Courthouse caretaker on a Sunday as the main door to the building had been left unlocked overnight. He asked that notices were put up to remind tenants to always ensure the building is secure. Cllr King asked the Clerk for an update on the sale of the Rifle Ranges which was duly given and confirmed as being in progress. Cllr King also noted that another shop in the Market Place was closing.

Cllr Chapple advised that an additional meeting was being held this Thursday to discuss the Technical Consultation on Planning consultation for which responses need to be submitted by 26 September 2014. Cllr Chapple confirmed that representatives from the Planning Committee and the Neighbourhood Planning Working Party were invited to attend.

Cllr Stagg advised that the coloured gravel in the Market Place needed sweeping again as this was still causing some problems. The Clerk was asked to raise this with Sarah Barnwell.

Cllr Radcliffe advised that the Clerk, Cllr Fitzgerald and herself will soon be meeting with the Oundle Community Pre-School regarding their future occupancy of Fletton House.

There being no further business the meeting closed at 9.43pm.

Signed:.....*Gwen Radcliffe*.....

Dated:.....11/11/2014.....