

Oundle Town Council

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Minutes of the Annual Meeting of the Town Council held on Tuesday 15th May 2018 at 7.30pm in The Oundle Suite, Fletton House, Fletton Way, Oundle.

Members Present: Cllrs J Hutton, R Sparkes, N Oakes, S Oakes, P Peel, V Chesser, D Chapple, D Fuller, I Clark, T Robinson and M Glen

In attendance: Emma Baker – Town Clerk
4 members of the public.

18.12 Election of Mayor

The Clerk confirmed that Cllr Hutton put his name forward to be appointed as Mayor for 2018/19. The following proposition was moved '*that Cllr Jerry Hutton was elected to the position of Mayor of Oundle Town Council*'.

Proposed: Cllr N Oakes **Seconded:** Cllr M Glen **Resolved:** All in favour

The Declaration of Acceptance of Office of Mayor was duly signed.

18.13. Election of Deputy Mayor

Cllr Chapple was appointed as Deputy Mayor for 2018/2019

Proposed: Cllr N Oakes **Seconded:** Cllr D Fuller **Resolved:** All in favour

18.14. Apologies for Absence

18.13.01. To receive apologies for absence.

Apologies for absence were received from Cllr Humphreys

18.13.02. To accept apologies for absence.

The apologies for absence were accepted.

18.15. 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.)

18.15.01. To declare any Disclosable Pecuniary Interests.

None

18.15.02. To declare any Other Interests.

Cllr Sparkes Declared an interest on Item 18.26.07

18.15.03. To consider any requests for Dispensation.

None

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

None

18.15.05. To report any inappropriate gifts or hospitality offered.

None

18.16. Minutes of Previous Meetings – Full Council

- 18.16.01. PROPOSITION: *'To approve and sign the minutes of the Full Council meetings held on 17th April 2018 as an accurate record.'* (Standing Order 10c)
The minutes from the meeting held on 17th April were approved.

Proposed: Cllr D Fuller **Seconded:** Cllr N Oakes **Approved:** All in favour

- 18.16.02. PROPOSITION: *'To approve and sign the minutes of the Full Council meetings held on 1st May 2018 as an accurate record.'* (Standing Order 10c)
The minutes from the meeting held on 1st May were approved.

Proposed: Cllr N Oakes **Seconded:** Cllr Chapple **Approved:** All in favour

- 18.16.03. PROPOSITION: *'To approve and sign the minutes of the Full Council meetings held on 8th May 2018 as an accurate record.'* (Standing Order 10c)
The minutes from the meeting held on 17th April were approved.

Proposed: Cllr N Oakes **Seconded:** Cllr S Oakes **Approved:** All in favour

18.17. Public Participation from Interested Parties or Members of the public

For a maximum of 15 minutes.

Oundle Green Spaces Group – Fletton Field

A lot of people have volunteered to help the group. The bid needs to be submitted in August 2018. The group will be seeking funding from organisations and individuals and requests the Town Council support for funding. We need to reflect that Oundle has a lack of green space in the Town and we need to improve all of our green spaces. Support from the Town Council and consideration to spend any S106 money would be appreciated.

Transition Oundle – To help with the Communication of the Neighbourhood Plan.

TO has offered to help communicate the NP in time for the referendum and are willing to help with funding and support.

18.18. Consideration of Requests from Interested Parties

There were none.

18.19. Reports

18.19.01. District Councillors Report

There were no District Councillors in attendance. Cllr Reichhold have submitted a written report of meetings he had attended.

18.20. 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 Hutton **Seconded:** Cllr Glen **Resolved:** All in favour

18.21. Town Matters

- 18.21.01. To receive an update on Proposed Weight Restriction on North Bridge.
The members of the Working Party were congratulated for all the work that has been done with creating awareness of the proposal. A meeting is going to be arranged by Heather Smith with Cllr Ian Morris in attendance.
- 18.21.02. To receive the report from the Annual Town Meeting.
Report from Annual Town Meeting. It was agreed that the signing in sheet would be monitored in future meetings to ensure that everyone present was signed in.

18.22. Council Matters

- 18.22.01 To receive the Clerks monthly report.
The Clerks report was received.
- 18.22.02. To review the new Model Standing Orders 2018
It was agreed that Cllr Chapple would the new Standing Orders
- 18.22.03. To review the Financial Regulations.
Financial Regulations were reviewed.

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

- 18.23.01. To review the committees and Working Parties and select the members.

Planning Committee*	Estate Management Committee*	Finance and General Purposes
7 Councillors, incl Mayor or Deputy Mayor Cllr Chapple Quorum = 3 Cllr Chesser, Cllr Fuller, Cllr N Oakes, Cllr S Oakes, Cllr Humphreys	7 Councillors, incl Mayor or Deputy Mayor Cllr Hutton Quorum = 3 Cllr Chesser, Cllr Clark, Cllr Glen, Cllr Sparkes, Cllr Peel, Cllr Robinson	Mayor, Deputy Mayor, Head of Estate Management, plus 2 other Councillors Quorum = 3 Cllr Hutton, Cllr Chapple, Cllr Peel, Cllr Glen, Cllr Sparkes, Cllr Robinson
<i>*Councillors must elect either Planning or Estate Management</i>		

Personnel	Marketing and Communications
Mayor, Deputy Mayor, Head of Estates Management plus 4 Councillors. Quorum = 3 Cllr Hutton, Cllr Chapple, Cllr Chesser, Cllr N Oakes, Cllr Humphreys, Cllr Sparkes.	No more than 6 Councillors Quorum = 3 Cllr Clark, Cllr S Oakes, Cllr N Oakes, Cllr Robinson

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 23a and b);

18.24. Terms of Reference

It was agreed that the Committees would review the Terms of Reference for approval at the next Full Council meeting.

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

18.25.01. The following Councillors were elected to represent the Council.

Oundle Museum Trust Mayor and Deputy Mayor Cllr N Oakes and Cllr Sparkes	Larger Council Partnership Cllr Fuller,
Oundle Church Clock Fund Mayor and Deputy Mayor	Fairtrade Cllr Clark
Youth Counselling Service (CHAT) Cllr Chesser and Cllr Sparkes	Association of Trade & Commerce Cllr S Oakes and Cllr Glen
Parson Latham's Council representatives Cllr Peel	Volunteer Action Representative Cllr Chesser
Oundle Twinning Association Cllr Peel	Oundle Transition Town Cllr Hutton

18.25.02. To elect/confirm the Council Flood Warden

Cllr Fuller will continue as Flood Warden.

18.25.03. To elect/confirm the Council Path Warden

Cllr S Oakes and Cllr N Oakes will continue as Path Wardens.

18.25.04. To elect/confirm two Verification Councillors to carry out Internal Controls (Financial Regulation 2.2)

Cllr Glen and Cllr Robinson will be the Verification Councillors for 2018 / 2019.

18.26. Financial Matters

JH,

18.26.01. 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.
Cllr Hutton will be included as a bank signatory for the Council bank accounts.

18.26.02. To approve the Bank Reconciliation, Balance Sheet and Budget Report and Trial Balance for 2017/2018*.

The Bank Reconciliation, Balance Sheet, Budget report and Trial Balance were approved.

Bank balances as at 31st March 2018 are as follows:

Natwest Current Account £10,612.00, Natwest Business Reserve Account £76,204.20 and Scottish Widows Account £189,209.59.

Proposed: Cllr M Glen

Seconded: Cllr Fuller

Resolved: All in favour

18.26.03. Payments for April 2018

PROPOSITION: 'That the schedule of payments for April 2018 as presented at this item are paid up and that all related documentation and cheques are signed'.

The payments for April were approved and attached to the minutes.

Proposed: Cllr N Oakes

Seconded: Cllr S Oakes

Resolved: All in favour

18.26.04. To receive the Internal Audit Report and agree action plan.

The Internal Audit Report was received and it was agreed that the Clerk and Verification Councillors draft a scope for the internal control of the Council's accounts and procedures.

18.26.05. To complete and approve the Annual Governance Statement (Section 1 of the Annual Return) 2017/2018.

Section 1 of the Annual Return was completed and approved.

Proposed: Cllr Fuller

Seconded: Cllr N Oakes

Resolved: All in favour

18.26.06. To approve the Accounting Statement (Section 2) of the Annual Return 2017/ 2018.

The Accounting Statement on the Annual Return was approved.

Proposed: Cllr Fuller

Seconded: Cllr N Oakes

Resolved: All in favour

18.26.07. To retrospectively approve Councillor expenses of £172.65.

The expenses were retrospectively approved.

Proposed: Cllr N Oakes

Seconded: Cllr Fuller

Resolved: All in favour

18.26.08. To review the annual rent for Volunteer Action.

It was agreed that further investigation on the length and terms of the lease was needed before a decision could be made.

18.27. Planning Matters

18.27.01 To receive the minutes from the Planning Committee meeting held on 1st May 2018.

The minutes were received.

18.28. Correspondence for Action

There were none.

18.29. Correspondence for Information

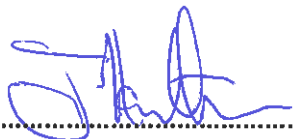
There were none.

AOB – Cllr Peel asked that the Council instruct the working group on what further action would be needed after the consultation period for the North Bridge.

Cllr Sparkes informed the meeting that NCC will not be funding the Call connect / County Connect bus services for the whole of this financial year. They are looking for assistance with funding from the Town and Parish Councils from September. – NCC run out Stagecoach is also stopping the number 24 almost immediately. The service will be reduced in some areas. Oundle are the Hub for most of the buses they either start or finish in Oundle. Oundle Town Council may have to pay up to £19k for the service.

Cllr Chapple – Oundle and District Care Committee had a function in the QVH. It was reported that they have given £7k in grants to support local organisations,

There being no further business the meeting closed at 20.45pm.

Signature: 

Dated: 19/6/18

OTC Monthly Payments - April 2018

<u>Cheque No</u>	<u>Payee</u>	<u>Reason</u>	<u>Total Salary</u>	<u>£</u>	<u>£(incl VAT)</u>
CHEQUES					
10364	HMRC VAT	Repayment of VAT	£		1,810.69
10365	Abacus	Stationery & Cleaning materials	£		215.39
10366	E Baker	Travel expenses	£		133.65
10367	Berrys	CH Letting of offices	£		1,200.00
10368	Bluemoon	IT Support	£		66.84
10369	BNP Paribas	Photocopier rental	£		319.91
10370	Clean4Shaw	Cleaning of SO, CH & FH	£		2,342.22
10371	Clyde & Co	Charges realloted to Insurance claim	£		779.88
10372	E-On Energy solutions	Replacement light New Road	£		384.00
10373	E-On UK PLC	Un metered supplies	£		156.73
10374	East Northants Council	Printing of Condolence paper	£		60.00
10375	Excello Law	Employment Law Advice	£		300.00
10376	Hi Rise Lifts	Lift servicing FH & CH	£		420.00
10377	Lisa How	Travel expenses	£		21.80
10378	Inkwell	Oracle	£		189.00
10379	Oundle Spares & Repairs	Materials	£		22.68
10380	Pick Arthey	Fuel	£		100.40
10381	Plugtest Electrical Ltd	PAT Testing	£		254.22
10382	RVS Group	Photo copies	£		69.11
10383	Siemens	Franking machine rental	£		160.02
10384	Trade UK	Cylinder lock	£		209.51
10385	Wel Medical	Defibrillator equipment	£		299.46
			Total Cheques	£	9,515.51
DIRECT DEBITS					
Aviva		Pension Charges	£		33.00
Aviva Pension		Monthly Pension	£		1,237.94
Barclaycard		Bank Charges	£		51.04
Barton Telecom Services		Telephone monthly fee	£		271.50
Brakes		The Hub Food & Drink	£		769.85
British Gas		Gas FH	£		1,736.86
Direct365online		Feminine hygiene disposal	£		-
E-Novation		Back Office EPOS System	£		36.00
E.N.C.		Rates - monthly payment			
Eastwood Road		600920690	£		210.00
CH Work Shop 2		600894519	£		38.40
Courthouse		600849849	£		264.00
Cemetery		600566656	£		47.65
Market		600566096	£		261.00
Drill Hall car park		600565385	£		234.00
St Osyth's Public Conveniences		600913607	£		204.00
Heme Park car park		600928304	£		480.00
Fletton House		600929235	£		1,560.00
Goldsmiths		Rental for Unit 7	£		709.00
HMC&Revenue		PAYE via Cottons	£		3,401.54
Mathew Algie		Coffee m/c rental & Coffee	£		919.56
NW Card		The Hub Food & Office stationery	£		851.67
Personnel Advice & Solutions Ltd		Monthly Personnel services	£		120.00
SSE Swalec		FH/SO/CH/ER Gas & Electric	£		1,449.70
Talk Talk		Broadband at Unit 7	£		32.40
Watering Well		Water for meetings	£		-
Wireless Logic		Noticeboard Line Rental	£		10.80
WPS		M Insurance fee	£		1,425.74
Annual contracts					
AbleClean		CH & FH Window & Gutter cleaning	£		282.00
Arrestapest		Rodent control	£		25.30
B Safe		Fire alarm & Emergency lighting	£		23.00
TC Clarke		Gas service (2017-18 covered by 1 year warranty)	£		-
Cottons Chartered Accountants		Payroll	£		90.00
Smiths Fire		CH/FH/ER Fire fighting equipment	£		32.20
			Total Direct Debits	£	15,537.21
Signed by 2 councillors			Total Payments	£	37,824.10

