



Oundle Town Council

Fletton House, Fletton Way, Oundle, Peterborough, PE8 4JA

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Minutes of the Annual Meeting of the Town Council held on Tuesday 21st May 2019 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, S Baker, T Stagg and M Glen

In attendance: Emma Baker – Town Clerk
District Councillor J Vowles
2 members of the public.
3 members of Transition Oundle

19.01 Election of Mayor

The following proposition was moved *'that Cllr Tony Robinson was elected to the position of Mayor of Oundle Town Council'*.

Proposed: Cllr Peel **Seconded:** Cllr N Oakes **Resolved:** All in favour

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

19.02. Election of Deputy Mayor

Cllr Chapple was appointed as Deputy Mayor for 2019/2020

Proposed: Cllr Peel **Seconded:** Cllr S Oakes **Resolved:** All in favour

19.03. Apologies for Absence

- 19.03.01. To receive apologies for absence.
Apologies for absence were received from Cllr Humphreys
- 19.03.02. To accept apologies for absence.
The apologies for absence were accepted.

19.04. 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 13*)
(This requirement applies only in respect of matters, which are to be considered by the Council at this meeting.)

- 19.04.01. To declare any Disclosable Pecuniary Interests.
None
- 19.04.02. To declare any Other Interests.
Cllr Robinson – Resident of St Christopher's Drive.
Cllr Chapple - Resident of Glapthorn and member of the former Glapthorn NP group and Parish Councillor of Glapthorn Parish Council.
Cllr Clark resident of St Peters Rd and member of Transition Oundle
Cllr Robinson Member of Transition Oundle
- 19.04.03. To consider any requests for Dispensation.

- None
- 19.04.04. To report any gifts or hospitality accepted over the value of £50.00.
None
- 19.04.05. To report any inappropriate gifts or hospitality offered.
None

19.05. Minutes of Previous Meetings – Full Council

- 19.05.01. PROPOSITION: *'To approve and sign the minutes of the Full Council meetings held on 16th April 2019 as an accurate record.'* (Standing Order 12c)
The minutes were amended to include an item number in the declaration of interests and approved.

Proposed: Cllr Peel

Seconded: Cllr Chesser

Approved: All in favour

- 19.05.02. PROPOSITION: *'To approve and sign the minutes of the Full Council meetings held on 7th May 2019 as an accurate record.'* (Standing Order 12c)
The minutes from the meeting held on 7th May were approved.

Proposed: Cllr Glen

Seconded: Cllr Clark

Approved: All in favour

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

For a maximum of 15 minutes.

Camilla Sherwin informed the meeting that Transition Oundle members have drafted a report of aspirations for the local community, some of which had originally worked on the Neighbourhood Plan working party. TO would like the Council to consider adopting an Environmental Policy. They would like to know what S106 money is available for spending on cycle ways and ask that the Council consider installing a water tap in the Town for people to refill water bottles and that we reduce the amount of non recyclable waste we use in our buildings and at our events.

19.07. Consideration of Requests from Interested Parties

There were none.

19.08. Reports

19.08.01. District Councillors Report

Cllr Vowles informed the meeting that the new Council was made at ENC on Wednesday 15th May. There are 14 members on the Planning Policy committee and he expects that Council David Brackenbury will be elected as Chairman of the Committee. Councillors Vowles and Stearn are members on the Tresham Group Cllr Vowles and will be involved until the traffic management the report has been completed.

19.09. Town Matters

19.09.01. To receive the report from the Annual Town Meeting.

It was agreed that the notes be amended to read that 53 people signed the register,
however it was agreed that there was actually around 100 people in attendance.

19.10. Council Matters

19.10.01 Clerks Report

The report was received.

19.10.02. To review OTC Standing Orders 2018

It was agreed that SO 7 would be amended to show that a request to revisit a previous resolution would need to be given in writing with a reason for the request. The Standing Orders will be amended and put on the next agenda for approval.

19.10.03. To review the Code of Conduct.

The Code of Conduct was reviewed with no amendments required.

19.10.04. To consider request from resident to purchase land from OTC to extend their garden.

It was agreed that Cllr Hutton and Cllr Chesser would make a site visit to confirm the area of land location and obtain more information from the resident.

19.10.05. To receive the OTC Asset Register for 2019.

The Asset Register was received.

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

19.11.01. To review the committees and Working Parties and select the members.

Planning Committee*	Estate Management Committee*	Finance and General Purposes
No less than 7 Councillors, incl Mayor or Deputy Mayor Cllr Chapple Quorum = 3 Cllr Glen, Cllr Fuller, Cllr N Oakes, Cllr S Oakes, Cllr Humphreys, Cllr Chapple and Cllr Baker	8 Councillors, incl Mayor or Deputy Mayor Quorum = 3 Cllr Chesser, Cllr Clark, Cllr Glen, Cllr Sparkes, Cllr Robinson, Cllr Stagg and Cllr Baker	8 Councillors incl Mayor, Deputy Mayor, Head of Estate Management, plus other Councillors 5 Quorum = 3 Cllr Hutton, Cllr Chapple, Cllr Glen, Cllr Sparkes, Cllr Robinson and Cllr Stagg
*Councillors must elect either Planning or Estate Management		

Personnel	Communications Working Party	Marketing Working Party
8 Councillors incl Mayor, Deputy Mayor, Head of Estates Management plus 5 other Councillors Quorum = 3 Cllr Robinson, Cllr Chapple, Cllr Peel, Cllr Stagg, Cllr Hutton, Cllr Humphreys, Cllr Sparkes and Cllr Chesser	No more than 6 Councillors Cllr Baker, Cllr Clark, Cllr S Oakes and Cllr N Oakes	No more than 6 Councillors Cllr Baker, Cllr Clark, Cllr S Oakes and Cllr N Oakes

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);

19.12. Terms of Reference

- 19.12.01. To review the Terms of Reference for the Planning Committee.
The Terms of Reference were reviewed with no amendments required.
- 19.12.02. To review the Terms of Reference for the Estate Management Committee.
The Terms of Reference were reviewed with no amendments required.
- 19.12.03. To review the Terms of Reference for the Finance and General Purposes Committee.
The Terms of Reference were reviewed with no amendments required.
- 19.12.04. To review the Terms and References for the Personnel Committee
The Terms of Reference were reviewed with no amendments required.
- 19.12.05. To review the Terms and References for the Communication Working Party.
The Terms of Reference were reviewed with no amendments required.

It was agreed that at the first meeting of the Marketing Working Party Terms of Reference would be drafted for approval at the following Full Council meeting.

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

- 19.13.01. 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 Sparkes, Cllr Stagg and Cllr Peel	Oundle Business Association Cllr S Oakes and Cllr Glen
Parson Latham's Council representatives Cllr Peel	Volunteer Action Representative Cllr Chesser and Cllr Sparkes
Oundle Twinning Association Cllr Hutton	Transition Oundle Cllr Hutton and Cllr Peel and Cllr N Oakes and Cllr Robinson



- 19.13.02. To elect/confirm the Council Flood Warden
Cllr Fuller will continue as Flood Warden.
- 19.13.03. To elect/confirm the Council Path Warden
Cllr S Oakes will continue as Path Warden.
- 19.13.04. To elect/confirm two Verification Councillors to carry out Internal Controls (Financial Regulation 2.2)
Cllr Glen and Cllr Stagg will be the Verification Councillors for 2019 / 2020.

19.13. Financial Matters

- 19.13.01. 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 Robinson will be included as a bank signatory for the Council bank accounts.
- 19.13.02. To approve the Bank Reconciliation, Balance Sheet and Budget Report and Trial Balance for 2018/2019.
The Bank Reconciliation, Balance Sheet, Budget report and Trial Balance were approved.
Bank balances as at 31st March 2019 are as follows:
Natwest Current Account £10,000.00, Natwest Reserve Account £164,343.41 and Barclays Account £202,214.06.
Deferred until the next meeting to allow for the changes to be made to the asset list on the accounting system.
- 19.13.03. Payments for April 2019
PROPOSITION: 'That the schedule of payments for April 2019 as presented at this item are paid up and that all related documentation and cheques are signed'.
The payments for April 2019 were approved and attached to the minutes.
Proposed: Cllr Hutton **Seconded:** Cllr Stagg **Resolved:** All in favour
- 19.14.04. To approve the list of Direct Debits and Standing Orders for 2019/2020.
The list of Direct debits and Standing Orders were approved
Proposed: Cllr Hutton **Seconded:** Cllr Fuller **Resolved:** All in favour
- 19.14.05. To complete and approve the Annual Governance Statement (Section 1 of the Annual Return) 2018/2019.
Section 1 of the Annual Return was completed, signed approved
Proposed: Cllr Chapple **Seconded:** Cllr N Oakes **Resolved:** All in favour
- 19.14.06. To approve the Accounting Statement (Section 2) of the Annual Return 2018/ 2019.
Section 2 of the Annual Return was signed and approved.
Proposed: Cllr Clark **Seconded:** Cllr Fuller **Resolved:** All in favour



19.14.07. To approve the Northants CALC membership for 2019/2020, NALC membership, Internal Audit Service 2019/2020 and DPO Service 2019/2020 of £1,918.65.

Membership to for Northants CALC was approved.

Proposed: Cllr Hutton

Seconded: Cllr Fuller

Resolved: All in favour

19.14.08. To receive the Verification Inspection checklist.

The verification inspection checklist was received.

19.15. Neighbourhood Plan

19.15.01 To approve the Oundle Town Council Neighbourhood Plan.

The Oundle Neighbourhood plan was approved.

Proposed: Cllr Fuller

Seconded: Cllr S Oakes

Resolved: 12 in favour

1 abstention

19.16. Planning Matters

19.16.01 To receive the minutes from the Planning Committee meeting held on 7th May 2019

The minutes were received.

19.17. Estates Management Committee

19.17.01 To receive the minutes from the Estates Committee meeting held on 23rd April 2019.

The Minutes were received.

19.18. Correspondence for Information

19.18.01 To receive the ENC Town and Parish Council Briefing on Unitary Councils.
Noted

19.18.02. To receive the Employment Law Update for April 2019.
Noted.

Following the approval of the Neighbourhood Plan the meeting schedule will be amended to remove further NP meetings and Planning Committee meeting time will be changed to 7.30pm. If a meeting is required to discuss the NP it will be scheduled as an Extraordinary meeting.

There being no further business the meeting closed at 8.36pm.

Signature: 

Dated: 18 June 2019

OTC Monthly Payments - April 2019

Barclays Online payment date May 23rd

<u>Payee</u>	<u>Reason</u>	<u>Total Salary</u>	<u>£(Incl VAT)</u>
			16,185.89
NCC Pension	Monthly Pension	£	1,691.98
Abacus	Stationery	£	202.71
Ableclean	6 Monthly carpet clean CH	£	384.00
Anglian Water	Water rates ER,SO,FH,CH,cemetery	£	824.74
Arrestapest	Pest treatment at Pre School	£	133.00
BB Printing	ID Badge	£	5.20
Bluemoon	IT Support	£	428.14
BNP Paribas	Photo Copier rental	£	319.91
CAG Consult LLP	Neighbourhood Plan consultant fee	£	2,520.00
Clean4Shaw	Cleaning of SO, CH & FH	£	2,315.94
Clyde & Co	McDade v Oundle Town Council	£	91.00
Colemans	Till roll	£	4.98
Coles	Materials	£	45.67
D F Stewart	FH Drainage	£	480.00
E-On UK PLC	Un metered Electricity	£	199.91
Elco Heating	Annual boiler maintenance contract	£	1,046.52
Fineback Furniture	Office Chair	£	243.00
S Garrett Harvey	Grass cutting verges	£	1,035.00
Hi Rise Lifts	Lift service FH, CH	£	420.00
Marlowe Fire & Security	FH Security Alarm	£	458.31
Kevin Mears	Litter Picking	£	200.00
NCALC	Subscriptions & Audit	£	2,165.65
Oundle Spares & repairs	Materials	£	106.50
Pick Arthey	Fuel & Repairs	£	341.93
Plugtest Electrical	PAT Testing	£	319.20
QI Marketing	Support for Oundle.info	£	360.00
RVS Group	Photocopies	£	52.42
RG & MF Sadler	CH Swimex repairs	£	1,085.48
Sam Stopford Sackville	Professional Fees	£	55.00
St Peters Church	ATM Hire	£	142.50
Trade UK	Materials	£	149.58
R Webb	Refund for stationery	£	7.88
Bluemoon	Replacement of Cheque 10650 not cashed	£	351.24
	Total	£	17,836.15
DIRECT DEBITS			
Aviva Penson	Monthly Pension	£	1,305.12
Barclaycard	Bank Charges	£	84.75
Barton Telecom Services	Telephone monthly fee	£	279.53
Biffa	Quarterly wheelie bin service	£	-
Brakes	The Hub Food & Drink	£	423.90
British Gas	Gas FH	£	-
Direct365online	Feminine hygiene disposal	£	-
ENC	Variation of DPS for OTC	£	46.00
Fineback Furniture	Office Chair	£	486.00
HMC&Revenue	PAYE via Cottons	£	3,570.48
Mathew Algie	Coffee m/c rental & Coffee	£	542.40
NW	Quarterly bank charges	£	-
NW Card	The Hub Food & Office stationery	£	1,183.27
Sage	Sage accounts	£	86.40
SSE Swalec	FH/SO/CH/ER Gas & Electric	£	1,402.75
Talk Talk	Broadband at Unit 7	£	34.80
Waitrose	The Hub	£	130.76
Watering Well	Water for meetings	£	15.11
WPS	M Insurance fee	£	1,375.55
	Total Direct Debits	£	10,966.82
	Total Payments	£	44,988.86

This figure is in addition to "Regular Monthly SO & DD payments 2019-20" agreed at FC May 2019

ZALY

J. H. A.

OTC Regular Monthly SO & DD Payments 2019-20

April 2019 to March 2020 unless otherwise stated

<u>Payee</u>	<u>Reason</u>	<u>£(incl VAT)</u>	
<u>DIRECT DEBITS</u>			
Aviva	Pension Charges	£	33.00
E-Novation	Back Office EPOS System	£	36.00
E.N.C.	Rates - May 2019 to January 2020		
Eastwood Road	600920690	£	211.00
Courthouse	600849849	£	270.00
Cemetery	600566656	£	53.00
Market	600566096	£	177.00
Drill Hall car park	600565385	£	243.00
St Osyth's Public Conveniences	600913607	£	209.00
Herne Park car park	600928304	£	491.00
Fletton House	600929235	£	1,596.00
			£3,250.00
Goldsmiths	Rental for Unit 7	£	709.00
Personnel Advice & Solutions Ltd	Monthly Personnel services	£	120.00
Sage	Monthly Accounts	£	86.40
Wireless Logic	Noticeboard Line Rental	£	10.80
WPS	Insurance (To December)	£	1,300.75
<u>Annual contracts</u>			
AbleClean	CH & FH Window & Gutter cleaning	£	292.00
Arrestapest	Rodent control	£	27.36
B Safe	Fire alarm & Emergency lighting	£	23.00
TC Clarke	Gas service	£	17.90
Cottons Chartered Accountants	Payroll & Pension	£	102.00
Smiths Fire	CH/FH/ER Fire fighting equipment	£	32.20
	Total Standing Orders or Direct Debits	£	6,040.41

This figure to be agreed at FC June 2018

<u>E.N.C.</u>	<u>Rates - April 2019 only</u>		
Eastwood Road	600920690	£	212.30
Courthouse	600849849	£	270.50
Cemetery	600566656	£	52.62
Market	600566096	£	174.60
Drill Hall car park	600565385	£	243.45
St Osyth's Public Conveniences	600913607	£	205.75
Herne Park car park	600928304	£	491.00
Fletton House	600929235	£	1,593.50

Signed by 2 councillors



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All Inspections, once completed must be filed in the Town Council office and retained with the minutes of the relevant meeting.

	Task	Seen		If "No" then comment required	Completed
		Yes	No		
Financial					
1	Bank statements seen for:- <ul style="list-style-type: none"> NW Current A/c 06622216 NW Reserve A/c 06619827 Scottish Widows A/c 50905010899 (Account Closed 12.03.2019) QVH A/c 24030791 Barclays A/c 90985996 Barclays QVH A/c 20230901 	✓ ✓ ✓ ✓ ✓ ✓		Account now closed and funds transferred to Barclays A/c.	ASL ASL ASL ASL ASL ASL
2	Bank Reconciliation seen for:- <ul style="list-style-type: none"> NW Current A/c 06622216 NW Reserve A/c 06619827 Scottish W A/c 50905010899 QVH A/c 24030791 Barclays A/c 90985996 Barclays A/c 20230901 	✓ ✓ ✓ ✓ ✓ ✓			ASL ASL ASL ASL ASL ASL
3	Supplier Invoice folder completed for previous month	✓			ASL
	List of Payments for Full Council Meetings	✓			ASL
4	Aged Debtors List	✓			ASL
5	Banking received completed for previous month	✓			ASL
6	Date of last VAT return?	✓		31 st March 19 - Year end	ASL
7	Cash Control <ul style="list-style-type: none"> Cash from Hub counted and put in safe. Signing sheet completed by Hub staff member. Next morning counted + signing sheet completed by OTC staff member 	✓		Next time we would like to see full reconciliation of cash & card payments.	ASL

	<ul style="list-style-type: none"> Cash banked daily at different times during the week and by different staff member. Float stored and managed in safe 	✓	✓	✓	✓	✓ <i>very slowly</i> <i>how of what time location</i> <i>was completed near</i> <i>time</i>	ASL ASL
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Payroll/Staff

8	Monthly Payroll pack filed (previous month)	✓				Check location of office to fit to back up.	ASL
9	TAX & NI Paid up to date	✓					ASL
10	Pension contribution <ul style="list-style-type: none"> LGPS Aviva – Staff Aviva - Hub 	✓	✓	✓			ASL ASL

Minutes

11	Minutes signed, dated & filed from previous month	✓					ASL
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Room Hire - Hire

12	Events are booked in Calendar. Invoices at the beginning of the month.	✓				Review payments ie advanced payment	ASL
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Miscellaneous

13	Internal and external Notice boards up to date.						
	Task	Seen		Comment	Will review on way how	Completed	
		Yes	No ✓				

Health and Safety

14	Risk Assessments up to date and recorded		✓			Not seen this month - Under review with Raza - see next time	ASL
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General comments/recommendations to improve services

Actions from previous month: June 2018 minutes to be signed – Completed

Review of Risk Assessments ongoing: This has been completed. Currently being rolled out to staff.

CWA Advertising heavy overbooking for over 6 months needs a resolution over £6,500 advertising payment due. ASL

*Discuss with staff/Raise at Parish Council Meeting (*delete one)

See notes

Audit completed

Councillor..... 

Dated 8th May 2019

Clerk/RFO / Finance Officer 

8.5.2019

Actions completed

Councillor..... 

Dated 4/MAY/2019

Clerk/RFO

Internal control checks are to take place every quarter and reported back to at the next Full Council meeting.

Councillor	Month	Inspection by	Parish Council Meeting	Documents
Verification Councillor	June	End of Second week July	July	Internal monitoring Report
Verification Councillor	September	End of Second week October	October	Internal monitoring Report
Verification Councillor	December	End of Second Week January	January	Internal monitoring Report
Verification Councillor	March	End of Second Week April	April	Internal monitoring Report

Items 1, 2 & 3 on internal control checklist verified monthly prior to Full Council Meeting

All others a minimum of quarterly