



Oundle Town Council

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Minutes of the Town Council Finance & General Purposes and Personnel Committee held on Tuesday 12th September 2017 at 7.30pm in The Oundle Suite, Fletton House, Oundle.

Present: Cllrs: Cllr Sparkes, Cllr Chapple, Cllr Peel, V Chesser, and Cllr Glen
Clerk: Emma Baker
Absent: Cllr Humphreys

FGP17.17. Apologies for Absence

- 17.17.01. To receive apologies for absence.
Cllr N Oakes
17.17.02. To accept apologies for absence.
Accepted

FGP17.18. 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.)

- 17.18.01. To declare any Disclosable Pecuniary Interests.
None
17.18.02. To declare any Other Interests.
None

FGP17.19. Representations from Interested Parties

A period of no longer than 10 minutes will be allocated for members of the public to address the meeting about items on this agenda **at the Chairman's discretion.** (*Standing Order 3d and 3e*).
None.

FGP17.20. Consideration of Requests from Interested Parties

None received.

FGP17.21. Minutes of Previous Meetings – Finance & General Purpose

- 17.21.01 PROPOSITION: *'To approve and sign the minutes of the Finance & General Purposes and Personnel Committee meeting held on 11th July 2017 as an accurate record.'* (*Standing Order 10c*)

Proposed: Cllr Glen

Seconded: Cllr Chapple

Resolved: All in favour

FGP17.22. Financial Matters

- 17.22.01 To receive a report from the Head of Finance on his work to verify

transactions up to July 2017.

Cllr Glen, Head of Finance, informed the meeting that he had carried out a check on the cheque payments, bank statements and invoices for July. All payments were in order.

17.22.02 To receive the bank reconciliation, balance sheet, budget report and Hub account for July 2017.

The balance sheet and income and expenditure for July 2017 were received following a report from Cllr Glen. There were some concerns with the amount of debts we have outstanding. Discussion arose about how much time is given to customers to pay invoices. The Clerk informed the meeting that we will look at the way invoices are raised to ensure that debts are not unnecessarily shown. The Mayor reported on the Hub trading account. There were some concerns with the losses being made. The Mayor informed the meeting that the Hub working group were looking at ways of making savings. It was felt that if we could get some Corporate meetings / conferences at Fletton House this would help increase income. There was a discussion regarding using the Hub to run events in the QVH as well as at Fletton House.

Please note 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 (Standing Order 3c).

The press and public were asked to leave the meeting at 8.10 pm.

Proposed: Cllr Sparkes

Seconded: Cllr Chapple

Resolved: All in favour

The press and public were invited back in the meeting at 9.01pm

FGP17.23. Staffing Matters

17.23.01 To consider and approve staff structure.
To approve the staff structure

Proposed: Cllr Peel

Seconded: Cllr Glen

Resolved: All in favour.

17.23.02 To consider the role of Communications and Administration Officer as a job share role.

The job share role of Communications and Administration Officer was approved.

Proposed: Cllr Chesser

Seconded: Cllr Chapple

Resolved: All in favour.



17.23.03 To agree to review some staff job descriptions.
It was agreed that some of the staff job descriptions would be reviewed.

Proposed: Cllr Chapple **Seconded:** Cllr Chesser **Resolved:** All in favour.

17.23.04 To receive the report from the review of accounting processes.
The findings from the review of the accounting processes were received and it was recommended for full council.

Proposed: Cllr Glen **Seconded:** Cllr Peel **Resolved:** All in favour.

FGP17.24. Any other business for Report Only
None.

Cllr Peel asked that an item to discuss Apprenticeships be put on the next full council meeting agenda.

Cllr Chapple endorsed the statement from the Mayor to arrange a meeting liaise with Thrapston Town Council regarding devolution of services.

There being no further business the meeting closed at 9.07 pm

Signed:..........

Dated:.....10/10/2017.....