



Oundle Town Council

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Minutes of the Meeting of the Town Council held on Tuesday 18th February 2020 at 7.30pm in The Oundle Suite, Fletton House, Fletton Way, Oundle.

Members Present: Cllrs C Humphreys, T Robinson, R Sparkes, D Chapple, P Peel, I Clark, J Hutton and V Chesser.

In attendance: Emma Baker – Town Clerk

Absent: 2 members of the public

19.157. Apologies for Absence

- 19.157.01. To receive apologies for absence.
Apologies have been received from Cllrs T Stagg, D Fuller, M Glen and S Oakes.
- 19.157.02. To accept apologies for absence.
The apologies were accepted.

19.158. Declarations of Interests

To receive and consider any declarations of interest from Members 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.)

- 19.158.01. To declare any Disclosable Pecuniary Interests - None.
- 19.158.02. To declare any Other Interests
Item 19.166.01. Cllr Robinson a resident of St Christopher's drive, Cllr Clark a resident of St Peter's Drive and Cllr Chapple member of the former Glapthorn Neighbourhood Plan group and a member of Glapthorn Parish Council.
- 19.158.03. To consider any requests for Dispensation - None.
- 19.158.04. To report any gifts or hospitality accepted over the value of £50.00 - None.
- 19.158.05. To report any inappropriate gifts or hospitality offered - None.

19.159. Minutes of Previous Meetings

- 19.159.01. PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 21st January 2020 as an accurate record.'* (*Standing Order 12*).
The minutes were approved.

Proposed: Cllr Peel **Seconded:** Cllr Clark **Resolved:** All in favour

- 19.159.02. PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 4th February 2020 as an accurate record.'* (*Standing Order 12*).
The minutes were approved.

19.164.03. To approve the 2020/2021 meeting schedule.

The meeting schedule was approved.

Proposed: Cllr Clark

Seconded: Cllr Peel

Resolved: All in favour

19.164.04. To receive an update on 2020 Local Election campaign.

It was agreed that we need to encourage people to stand so that we have a contested election. We are to Continue with advertising in the town to generate interest. The Mayor and Cllr Hutton agreed to Look in to holding an open evening for people, who are interested in standing, to attend.

19.164.05. To approve the Internal Control Policy.

The internal control policy was approved.

Proposed: Cllr Chapple

Seconded: Cllr Robinson

Resolved: All in favour

19.164.06. To approve the Financial Risk Assessment.

The Financial Risk Assessment was approved.

Proposed: Cllr Chapple

Seconded: Cllr Robinson

Resolved: All in favour

19.164.07. To accept the Effectiveness of the Internal Audit Review.

The effectiveness of the Internal Audit review was accepted.

Proposed: Cllr Robinson

Seconded: Cllr Chapple

Resolved: All in favour

19.164.08. To receive the minutes from the Oundle Area Parishes Group Meeting held on 4th February.

The minutes were received.

19.165. Financial Matters

19.165.01. To approve the Bank Reconciliation, Balance Sheet and Hub Trading Account for January 2020.

The monthly bank balance as at 31st January 2020 is as follows:
Barclays Account £468,773.31. The accounts were approved.

Proposed: Cllr Robinson

Seconded: Cllr Chapple

Resolved: All in favour

19.165.02. Payments for January 2020.

PROPOSITION: *'That the schedule of payments for January 2020 as presented at this item are paid up and that all related documentation and cheques are signed'*.

Proposed: Cllr Robinson

Seconded: Cllr Hutton

Resolved: All in favour

19.165.03. To receive the minutes from the Finance and General Purposes Committee meeting held on 11th February 2020.

The minutes were received.

19.165.04. To approve the Internal Control Checklist report.

The checklist was approved

Proposed: Cllr Clark

Seconded: Cllr Peel

Resolved: All in favour

Prospectus for Change.

- 19.168.03. To receive the ENC briefing on three new planning documents as ENC launches a public consultation.
Agreed as item 19.168.02. The Clerk agreed to print off a hard copy of the SPD document.

19.169. Communications Working Party

- 19.169.01. To approve the March edition of the Oracle.
The Oracle was approved. The Council thanked the Communication and Administration Officer for all the hard work she had done advertising and promoting the petitions and the Extraordinary meeting.
Proposed: Cllr Robinson **Seconded:** Cllr Peel **Resolved:** All in favour
- 19.169.02. To consider purchasing the new template for the Oundle Town Council website from our current website providers at a cost of £750.00 + VAT for implementation in the next financial year.
The upgrade for the website was approved.
Proposed: Cllr Robinson **Seconded:** Cllr Clark **Resolved:** All in favour
- 19.169.03. To receive an update on recent issues with Councillor iPad and discuss purchasing additional iPad's for new or current Councillors.
It was agreed to defer purchasing new iPads until after the election.

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).

Proposed: Cllr Robinson **Seconded:** Cllr Chapple **Resolved:** 7 in favour
1 against

The meeting closed at 9.03pm.

19.170. Confidential Correspondence

- 19.170.01. To receive confirmation email from WPS Insurance.
The information was received.
- 19.170.02. To consider report following a recent incident in Fletton House.
The report was received. It was agreed that the Clerk seek advice from the Monitoring Officer on the matter.

The meeting re-opened to the public for the rest of the agenda at 9.18pm

19.171. Correspondence for Information

- 19.171.01. To receive Employment Law Newsletter for January 2020.
Received
- 19.171.02. To receive email from Oundle School regarding Coronavirus advice.
Received

19.172. Any Other Relevant Matters for Report Only



OTC Monthly Payments - January 2020

Barclays Online payment date February 20th

<u>Payee</u>	<u>Reason</u>	<u>£(incl VAT)</u>	
		Total Salary	£
			13,922.60
Globehuggers	Emergency Flood Warden kits	£	536.40
Oundle & District Choral Society	GRANT	£	500.00
Lisa Allan	Travel expenses	£	33.30
Anglian Water	CH & SO Water rates	£	1,665.43
Emma Baker	Travel expenses	£	65.25
Beacon Water Treatments	FH Legionella Risk Assessment	£	732.00
Bluemoon	IT Support	£	794.40
BNP Paribas	Copier rental	£	319.91
Clean4Shaw	Cleaning of SO, CH & FH	£	2,412.72
Colemans	Stationery	£	60.97
ENC	Lottery registration fee	£	20.00
E-On UK Plc	Unmetered supplies	£	206.58
Fox Directories	Oundle Advertiser	£	110.00
GBSG Ltd	CH & ER Intruder alarms	£	968.40
Marlowe Fire & Security	FH Replacement circuit breakers	£	1,042.38
Kevin Mears	Litter Picking Oundle	£	200.00
NCC	Oundle cycleway works	£	3,780.00
NCC Pension	Monthly Pension	£	1,680.95
Oundle Spares & Repairs	OSM Equipment	£	309.49
Pick Arthey	Fuel & Van repairs	£	41.10
RPM	RG SkatePark Repairs	£	1,008.00
RVS Group	Photocopies	£	68.96
SLCC	Membership fee	£	202.00
Stu Pots	Bulbs	£	12.98
Trade UK	Maintenance	£	113.60
Weekenders	Christmas market entertainment	£	300.00
	Total	£	17,184.82
<u>DIRECT DEBITS</u>	<u>Currently NW</u>		
Aviva Pension	Monthly Pension	£	1,810.26
Barclaycard	Bank Charges	£	54.71
Barclays	Bank Charges	£	58.00
Barclays Debit Card	All	£	1,967.41
Barton Telecom Services	Telephone monthly fee * 2	£	271.74
Brakes	The Hub Food & Drink	£	226.25
British Gas	FH, SO, ER, CH Electricity	£	6,628.08
HMC&Revenue	PAYE via Cottons	£	3,987.09
Mathew Algie	Coffee m/c rental & Coffee	£	320.16
Post By Phone	Franking machine top up	£	100.00
Talk Talk	Broadband at Unit 7	£	37.14
Waitrose	The Hub	£	33.46
	Total Direct Debits	£	15,494.30
	Total Payments	£	46,601.72

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

DL/Accounts/Accounts Monthly

COB
 Payments checked
 + authorised
 19/2/20

AS
 ZA