



# Oundle Town Council

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**Minutes of the Town Council Finance & General Purposes and Personnel Committee held on Tuesday 11<sup>th</sup> July 2017 at 7.30pm in The Oundle Suite, Fletton House, Oundle.**

**Present:** Cllrs: Cllr Sparkes, Cllr Chapple, Cllr Peel, Cllr Best, N Oakes, V Chesser and Cllr Glen  
**Clerk:** Emma Baker

**FGP17.09. Apologies for Absence**

- 17.09.01. To receive apologies for absence.  
Cllr Humphreys
- 17.09.02. To accept apologies for absence.  
Accepted

**FGP17.10. 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.)

- 17.10.01. To declare any Disclosable Pecuniary Interests.  
None
- 17.10.02. To declare any Other Interests.  
None  
Cllr Chapple – Item 17.14.04  
Cllr Chesser – Item 17.15.05

**FGP17.11. 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.

**FGP17.12. Consideration of Requests from Interested Parties**

None received.

**FGP17.13. Minutes of Previous Meetings – Finance & General Purpose**

- 17.13.01 PROPOSITION: *'To approve and sign the minutes of the Finance & General Purposes Committee meeting held on 13<sup>th</sup> June 2017 as an accurate record.'* (*Standing Order 10c*)

**Proposed:** Cllr Chapple

**Seconded:** Cllr Peel

**Resolved:** 5 in favour 2 abstentions

17.13.02 PROPOSITION: *'To approve and sign the minutes of the Personnel Committee meeting held on 9<sup>th</sup> May 2017 as an accurate record.'*  
(Standing Order 10c)

**Proposed:** Cllr N Oakes

**Seconded:** Cllr Chesser

**Resolved:** 3 in favour  
3 Abstentions

**FGP17.14. Financial Matters**

17.14.01 To consider a progress report from the Head of Finance on his work to verify transactions

Cllr Glen informed the meeting that he had carried out a check on the cheque payments, bank statements and invoices for April and May 2017. One over payment for a cheque was found. The cheque was to pay for signage. The Clerk informed the meeting that the overpayment would be credited off the invoice for signage for Snipe Meadow. Cllr Glen gave the Clerk some advice on how improving the present system and to ensure that the invoices received are signed by the officer or Hub staff responsible.

17.14.02 To receive the balance sheet and budget report for June 2017

The balance sheet and income and expenditure for June 2017 were received following a report from Cllr Glen.

There were some questions about the budget reports so it was agreed that the Clerk would speak to the Finance Officer for clarification.

The Mayor presented a detailed trading account for the first 3 months of trading for the Hub.

The figures for the Hub show that we are making a loss. There were some discussions on how we can increase the income. It was agreed that we need to advertise the Hub.

Cllr Chapple informed the meeting that when the Hub was set up it was understood that it wouldn't be a profit centre but should not run at a large loss but to run as a community asset that would break even.

It was agreed that the Clerk to speak to the Practice manager about setting up a system where patients can sit in the Hub and wait for their appointment.

17.14.03 To approve the quote for the Fire Safety Awareness course of £150.00 for up to 11 Staff.

The Fire Safety Awareness course was approved.

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

17.14.04 To consider the grant request from Oundle Festival of Music and Drama.

The grant for Oundle Festival of Music and Drama was approved.

**Proposed:** Cllr Oakes

**Seconded:** Cllr Chapple

**Resolved:** Six in favour One  
Against.



17.14.05 To consider the grant request from CHAT Youth Counselling.  
It was agreed to defer the decision and refer it to the Estates Committee to review the rent to see if we are charging the correct amount.

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

*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 8.33pm.

**Proposed:** Cllr Sparkes      **Seconded:** Cllr Chapple      **Resolved:** All in favour

The press and public were invited back in the meeting at 21.06pm

**FGP17.15. Staffing Matters**


It was agreed that the Council through the Mayor, Head of Finance and Clerk should undertake a review of its accounting processes.

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

The Clerk gave an update on staffing matters relating to staff on current maternity leave.

**FGP17.16. Any other business for Report Only**  
None.

There being no further business the meeting closed at 9.49 pm

Signed:..........      Dated:.....12/9/2017.....