



Oundle Town Council

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

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

Present: Cllrs: Cllrs I Clark, D Chapple, J Hutton, L Holland, V Chesser, P King and P Davies
Clerk: Emma Baker
Finance Officer: Paul Smith
In attendance:

FGP21.08. Apologies for Absence

21.08.01. To receive apologies for absence.
The apologies were received and accepted from Cllr Reichhold

FGP21.09. 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.)

21.09.01. To declare any Disclosable Pecuniary Interests.
There were none

21.09.02. To declare any Other Interests.
Cllr Holland Item 21.14.04. Cllr Chesser Items 21.14.02 and 21.14.04

FGP21.10. 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*).
There were none.

FGP21.11. Consideration of Requests from Interested Parties

None received.

FGP21.12. Minutes of Previous Meetings – Finance & General Purposes Committee meeting

21.12.01. PROPOSITION: *'To approve and sign the minutes for the Finance and General Purposes Committee meeting held on 8th June 2021 as an accurate record.'* (*Standing Order 12*).

Proposed: Cllr Chapple

Seconded: Cllr Chesser

Resolved: All in favour

21.12.02. PROPOSITION: *'To approve and sign the minutes for the Extraordinary Personnel Committee meeting held on 30th June 2021 as an accurate record.'* (Standing Order 12).

Proposed: Cllr Chapple

Seconded: Cllr Chesser

Resolved: 5 in favour
2 abstentions

FGP21.13 Personnel Matters

21.13.01. To review the terms of reference for the Personnel Committee.
The ToR's were reviewed and recommendations for amendments added for approval at the next full council meeting.

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 Chapple

Seconded: Cllr King

Resolved: All in favour

The meeting closed at 7.41pm

FGP21.13 Personnel Matters

21.13.02. To receive the appraisal report for 2021.
The appraisal report was received and it was agreed that the Clerk review the appraisal process and incorporate personal development plans and objectives.

21.13.03. To consider requests from the appraisals and approve the amended Job Descriptions.
The job description amendments were considered and it was agreed that the job title for the Outside Amenities Warden would be changed to Safety Inspection Administrator and Administration Assistant would be changed to Administration Officer.

21.13.04. To review staff salaries.
It was agreed that further discussions regarding the review of the staff salaries was needed. The Clerk and Finance Officer were asked to obtain some examples of pay policies. The Clerk agreed to contact Northants CALC for some guidance.

21.13.05. To approve appraisers for the Clerk's appraisal up to two members of the Personnel committee.
It was agreed that Cllr Clark and Cllr Hutton carry out the Clerk's appraisal on 19th October.

The meeting reopened at 8.35pm

FGP 21.14. Financial Matters

21.14.01. To receive the accounts for September 2021.
The accounts were received.



21.14.02. To approve the grant application from the Oundle Festival of Literature

The grant application for £500 was approved.

Proposed: Cllr Chapple **Seconded:** Cllr Davis **Resolved:** 3 in favour
2 against
2 abstentions

21.14.03. To receive the letter from NNC regarding the Welcome Back Fund grant and consider the ideas for how we will utilise the funds.

The information was received and it was agreed that we spend the funds on the walking tour app and items for the Christmas Market.

Cllr Chesser left the meeting at 8.45pm

21.14.04. To consider the budget for 2022-2023.

Cllr Hutton informed the meeting that there could be some issues with our current energy suppliers which could mean that we have to move to another supplier. This would have implications on our budget as we currently have a fixed price tariff for 3 years. He also suggested increasing the salaries by 5% not 3%.

Cllr Chapple suggested that the committees look at what projects we would like to do and where we want to spend the money before we start looking at the budget. The Mayor shared a list of projects he had drawn up. It was agreed that the Estates Committee would prioritise the list of projects at the meeting at the end of the month. Further discussions about the budget would continue at the next Finance meeting in November.

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 King **Seconded:** Cllr Clark **Resolved:** All in favour

The meeting closed at 9.30pm

FGP 21.15. Any other business for Report only

There was one report made in AOB.

The meeting re-opened at 9.39pm.

There being no further business the meeting closed at 9.40pm

Signed:.....

Dated:..... 9/11/21.....



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A meeting of the Town Council Finance & General Purposes and Committee will be held on Tuesday 9th November 2021 at 7.30pm in the Oundle Suite, Fletton House, Oundle.

This is a formal Town Council meeting and will be held in the Council Chambers, using the agenda which the Clerk has published. At council meetings held in Fletton House, members of the public will be given the opportunity to speak during public participation, but will not be permitted to speak at other times. They may also temporarily be excluded by means of resolution due to the confidential nature of the business to be transacted (Standing Order 3d). The meeting is being live streamed on YouTube and will be uploaded onto our website.

Subject to standing order 3d above and at the discretion of the chairman of the meeting and at a convenient time in the transaction of business, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda and the chairman will adjourn the meeting for this purpose (Standing Order 3e and f).

Photographing, recording, broadcasting or transmitting the proceedings of the meeting by any means is permitted without the Council's prior consent (Standing Order 3i).

AGENDA

FGP 21.16. Apologies for Absence

21.16.01. To receive apologies for absence.

21.16.02. To accept apologies for absence.

FGP 21.17. 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.)

FG21.17.01. To declare any Disclosable Pecuniary Interests.

FG21.17.02. To declare any Other Interests.

FGP 21.18. 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 3e and 3f*).

FGP 21.19. Consideration of Requests from Interested Parties

FGP 21.20. Minutes of Previous Meetings – Finance & General Purposes Committee meeting

21.20.01. PROPOSITION: *'To approve and sign the minutes for the Finance and General Purposes and Personnel Committee meeting held on 12th October 2021 as an accurate record.'* (Standing Order 12). *

FGP 21.21. Financial Matters

21.21.01. To receive the monthly accounts for October 2021. *

21.21.02. To reconsider the decision to allocate S106 funding to Fletton Field. *

21.21.03. To further consider the budget for 2022-2023. *

FGP 21.22. Any other business for Report only



Emma Baker
Town Clerk
4th November 2021

*** Documents attached**