



Oundle Town Council

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Minutes of the meeting of the Town Council Operations Management Committee held on Tuesday 11th November 2014 at 7.30pm in the Council Chamber, The Courthouse, Mill Road, Oundle.

Present: Cllrs Chapple, Clarke, Fitzgerald, King, Radcliffe and Stagg.

Minutes: Debra Harper

OM14.36. Apologies for Absence
None. Cllr Chesser was not present.

OM14.37. Declarations of Interests
The following declarations of interest from Members and Officers under Section 50 of the Local Government Act 2000 (*Standing Order 35*) were received:

OM14.37.01. To declare any Disclosable Pecuniary Interests.
None.

OM14.37.02. To declare any Other Interests.
Cllr Radcliffe declared an interest in Item OM14.43.01. Grant Requests due to a close affiliation with Oundle Cricket Club.

OM14.38. Minutes of the Previous Meetings – Operations Management Committee
PROPOSITION: *'that the minutes of the meeting held on 9th September 2014 are approved as an accurate record'*.
Proposed: Cllr King **Seconded:** Cllr Clarke **Resolved Unanimously.**

OM14.39. Review of Actions of the Previous Meetings
The actions were reviewed and noted as complete, in progress or on this agenda.

OM14.40. Representations from Interested Parties
None.

OM14.41. Consideration of Requests from Interested Parties
None.

OM14.42. Personnel Matters
OM14.42.01. An update on staffing matters, including the appraisal process.
The Clerk confirmed that there were no staff matters to report other than the fact that the changes to the maintenance team had been implemented and working well. Cllr Fitzgerald endorsed this by praising their work ethic and work standards. Cllr Radcliffe advised that the awards relating to the Women's Tour had been finalised and that she would be making a claim for this expense shortly.

OM14.42.02. To report on the appraisal process and to consider actions arising.
The success of the appraisal process was noted and the content of the report duly considered. Following a debate the following propositions were moved and passed:

PROPOSITION: *'That approval is granted for the Estates & Facilities Officer to undertake the NABMA Diploma in Market Administration at a cost of £1000 plus travelling expenses'*.

Resolved Unanimously

PROPOSITION; *'That the payment made to oversee the Farmers Market each second Saturday of the month will be amended from a set payment of £50 per month to an overtime payment of up to a maximum of 6 hours with any excess being taken as time off in lieu'.*

Resolved Unanimously

It was agreed that this would be reviewed again at the next annual appraisal.

PROPOSITION: *'That increments to the Estates & Facilities Officer role are implemented as follows:*

That from 1st December 2014 an increase to Point 21 is approved;

That from 1st April 2015 a further 1 point increment to Point 22 is approved'.

Proposed: Cllr King **Seconded:** Cllr Stagg **Motion Passed**

PROPOSITION: *'that the Caretaker for The Courthouse receives payment at Grade 11 for the hours worked when covering the caretaking of the Queen Victoria Hall'.*

Resolved Unanimously

It was noted that John Woollard wishes to remain working for Oundle Town Council after he attains the age of 65 next year. This news was welcomed.

OM14.42.03. To review the 2014/15 Town Council work plan.

A review of the work plans were conducted with the following noted:

- Operations Management – all work on track other than policy review which is slightly behind schedule.
- Estate Management Committee – work on schedule and all projects being progressed.
- Fletton House Working Party – construction now 26 weeks rather than 20 weeks due to the inclusions of works to the roof and windows with a completion date of 13th May 2016. The plan needs to be updated. The need to review the budget for furniture, fixtures and fittings was also noted as this currently only stands at £30K but needs to be circa £70K.
- Communications Working Party – all work on track with focus on Annual Town Meeting, Election countdown and Neighbourhood Planning questionnaire.
- Neighbourhood Planning Working Party – the consultation plan had been issued, confirming the referendum will now be January 2016.

OM14.42.04. To approve the next steps for the Council's 2015/19 Business Plan.
It was agreed that a copy of the Plan with the updates approved at the last Full Council meeting would be circulated, together with a checklist of what has been agreed to date. This would be on the agenda for the November Full Council meeting, with the next review of taking place at the February Full Council meeting once the feedback from the Neighbourhood Planning questionnaire had been received.

OM14.42.05. To receive an update on the review of the Council's Policies and Procedures.
It was noted that this work was ongoing.

OM14.43. Financial Matters

8.37pm Having declared an Other Interest Cllr Radcliffe left the meeting for Item OM14.43.01.

OM14.43.01. To consider Arts and Community Support Grant applications received totalling £1,700.

The grant requests were considered with the following outcomes agreed:

Applicant	Amount Requested	Amount Granted
Oundle Town Cricket Club	£1200.00	£1200.00* <i>*Granted on the proviso that the remaining funding is raised and that the junior section is open to both girls and boys.</i>
Oundle Hockey Club	£500.00	£500.00

8.42pm Cllr Radcliffe returned to the meeting.

OM14.43.02. PROPOSITION: 'that up to £2000 is approved to print and distribute the Neighbourhood Plan questionnaire required in order to meet the statutory requirements for community consultation'.

Resolved Unanimously

OM14.43.03. To receive an update on the 2014/15 half year accounts, reserves and end of year forecasts.

Cllr Stagg provided an overview of the accounts and reserves confirming that the end of year probable figures had been reviewed and all was on course.

It was noted that the Community Safety budget was lower than previously due to the CCTV cameras now being owned by the Council. It was also noted that monies relating to the Professional Fees budget line had been transferred to support the fees within the Fletton House refurbishment budget. It was noted that the budget relating to Fletton House needed to be reviewed and reissued to ensure it was up to date. Cllr Radcliffe advised that the trigger had now been reached to enable S106 monies from Persimmon Homes to be released and advised that the Clerk was progressing this.

- OM14.43.04. To receive an update on the Buildings Charging Policy.
Cllr Radcliffe stated that whilst the QVH hire rates not been reviewed since the refurbishment of the Hall it was felt that these cannot be amended at the present time. As such these had been used to inform the charging policy for Fletton House which it was agreed could not be in competition with QVH. The proposals were then reviewed and agreed. It was noted that these rates would be submitted to Full Council.
- OM14.43.05. PROPOSITION: 'That expenditure of £350.00 is approved to progress plans to revise the layout of The Courthouse'.
Proposed: Cllr King Seconded: Cllr Fitzgerald Resolved Unanimously
It was agreed that the marketing of The Courthouse needs to commence as soon as possible and that this should be done by a local agent. Approval for the revised layout and the marketing strategy would be sought at the forthcoming Full Council meeting.
- OM14.43.06. To consider and agree the strategy and process for the 2015/16 budget.
Cllr Stagg proposed that the Clerk, Finance Officer and Head of Finance review the proposed 2015/16 budget in detail prior to the next Operations Management Committee meeting. It was agreed that the proposed budget will then be sent to Committee members for a thorough review before that meeting so that a line by line budget review is not carried out by committee. This approach was accepted. Cllr Stagg reiterated that any budget requests must be sent to the Finance Officer by next Friday 21st November 2014.

OM14.44. Correspondence for Action
None.

OM14.45. Correspondence for Information
None.

OM14.46. Any Other Relevant Matters for Report
Cllr Radcliffe noted that there had been some questions regarding the IT for Fletton House and confirmed that this had been clarified with all concerned by Cllr Fitzgerald.

There being no further business the meeting closed at 9.47pm.

Signed: Gordon Radcliffe

Dated: 13th January, 2015