

Oundle Town Council

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Minutes of the meeting of the Town Council Operations Management Committee held on Tuesday 14th July 2015 at 7.30pm in the Council Chamber, The Courthouse, Mill Road, Oundle.

Present: Cllrs Chapple, Chesser, Fitzgerald, King, Menck and Stagg. Paul Smith, Finance Officer was in attendance for the Financial Matters.

Minutes: Debra Harper

OM15.01. Apologies for Absence

15.01.01. To receive apologies for absence.

Apologies for absence were received from Cllr N Oakes (personal).

15.01.02. To accept apologies for absence.

RESOLUTION: *'That apologies for absence from Cllr N Oakes are accepted'*.

Resolved Unanimously

OM15.02. 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:

OM15.02.01. To declare any Disclosable Pecuniary Interests.

None.

OM15.02.02. To declare any Other Interests.

Cllr Stagg: Item OM15.09.02. Grant for CHAT Youth Counselling Agency – Reason: Trustee

Cllr Chesser: Item OM15.09.02. Grant for CHAT Youth Counselling Agency – Reason: Trustee

Cllr Chesser: Item OM15.09.02. Grant for Oundle Festival of Literature – Reason: Committee Member

Cllr King: Item OM15.09.02. Grant for The Most Holy Name of Jesus Catholic Church – Reason: Committee Member

OM15.03. To review and approve the Operations Management Terms of Reference.

This were accepted without amendment.

OM15.04. Minutes of the Previous Meetings – Operations Management Committee

PROPOSITION: *'That the minutes of the Operations Management Committee meeting held on 10th March 2015 are approved as an accurate record.'*

Proposed: Cllr Stagg

Seconded: Cllr Fitzgerald

Resolved Unanimously

AS 13/10/15

- OM15.05. Review of Actions of the Previous Meetings**
None to note.
- OM15.06. Representations from Interested Parties**
None.
- OM15.07. Consideration of Requests from Interested Parties**
Not applicable.

PROPOSITION: *'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'*.

It was noted that all recording equipment must be turned off whilst the meeting is in camera.

Resolved Unanimously

OM15.08. Personnel Matters

OM15.08.01. An update on staffing matters.

Cllr King provided an update on staffing matters confirming that the operation has been operating in a stressful period over the last few months due to the amount of activity being undertaken alongside the audit and Women's Tour. He advised that all staff were also now entering high work volumes due to the refurbishment of Fletton House and the impending move and that as a result there was capacity issue. He advised that the Maintenance Team in particular were needed to assist with the fit out of Fletton House as previously agreed and that as a result a budget needed to be released to ensure additional resource and/or overtime can be done to enable all other tasks are completed. He confirmed that the pension budget line already allows for overtime and flexible resource expenditure. Following this, it was proposed *'that the Clerk is given delegated authority to spend up to £3K from the Pensions budget line to fund resource either from in-house staff or external support to fit out and enable a smooth transition to Fletton House'*.

Proposed: Cllr Chesser **Seconded:** Cllr Stagg **Resolved Unanimously**
It was agreed that this proposition would be included on the Full Council agenda in order that everyone was fully aware of the resource situation.

OM15.08.02. To provide an overview of the Hospitality Officer and Caretaker roles and to provide an update on the recruitment process.

Cllr King provided an update on progress confirming that interviews for the Hospitality Officer roles will be held this Thursday. He also advised that to date no applications have been received for the Caretaker roles. The Clerk was asked to re-advertise these positions and it was proposed *'that the Clerk is given delegated authority to spend up to £400.00 to re-advertise the Caretaker role within a local newspaper'*.

Proposed: Cllr King **Seconded:** Cllr Stagg **Resolved Unanimously**

OM15.08.03. To consider the pay grades for office based staff.

Following a debate and a review of all grades it was proposed 'that the Job Description for the Communications and Administrative Officer role should be amended with effect from 1st September 2015 to accommodate changes due to the move to Fletton House and the more diverse role now undertaken with a resulting upgrade of the role to a maximum of Grade 18'.

Proposed: Cllr King **Seconded:** Cllr Chesser **For:** 4 **Against:** 0
Abstention: 2

It was agreed that the Performance Appraisals would be conducted in October and that Cllr King and Cllr Stagg would undertake a review of all Job Grades in November and provide feedback to the Operations Management Committee at the December meeting.

The meeting was re-opened to the public.

OM15.08.04. To consider procuring the services of an ENC Environmental Services Officer to work in Oundle for a designated number of hours per annum.

Following due consideration, it was agreed that there was interest in the initiative but that Oundle Town Council were not yet in a position to do this due to high work volumes. Cllr Chapple confirmed that he would be the link on this initiative and that it may be considered for next year's budget.

OM15.08.05. To consider amalgamating the HR, Training and Health & Safety Advice services supplied to the Council to one supplier.

It was unanimously agreed to proceed with this.

OM15.08.06. To discuss and agree the 2015/16 Council, Committee and Working Party work plans and objectives for inclusion in the Council's 5 year plan.

Cllr King provided an overview of the work plans and confirmed that full details will be provided for the September Full Council meeting.

OM15.09. Financial Matters

OM15.09.01. To review the 2015/16 first quarter accounts.

Cllr Stagg provided an overview of the accounts and confirmed that these were all in order. He confirmed that he had also done a thorough review of the Council's reserves and whether or not the Council needed to apply for a Public Works Loan Board. He advised that this was still deemed unnecessary. Cllr Chapple asked the current status on S106 monies due and the Clerk confirmed that an invoice has now been raised for £132,188.33 and that once these funds have been received by ENC they would be released.

OM15.09.02. To consider Arts and Community Support Grant applications received totalling £9,150.

The grant applications were considered with the following outcomes:

Applicant	Amount Requested £	Amount Granted £	Reason	Other Interest Declared*
The Most Holy Name of Jesus Catholic Church	3000	0	Not to grant for bricks and	Cllr King

			mortar – place of worship not an outreach activity.	
Oundle & District Care	150	150		
Oundle Festival of Literature	500	500		Cllr Chesser
Oundle Food Festival	850	600	Amount to cover the Market Place rental	
Oundle Festival of Music & Drama	500	500		
Oundle Music Trust	1000	1000		
CHAT Youth Counselling Agency	3150	3150		Cllr Stagg and Chesser

- Cllrs having declared an Other Interest left the meeting for this agenda item.

OM15.09.03. To approve expenditure of up to £5K in year 1 and £2.6K in subsequent years to enable a new set of accounts to be developed on SAGE to enable efficiencies within the office.

Following a discussion with the Finance Officer it was agreed that action needed to be taken to enable the accounts to be reorganised and for better reporting facilities to be available. It was felt that Option 2 should immediately be introduced with Option 1 being considered for next year's budget. It was also agreed that once the new accounts were established, a policy should be adopted that ensures that no changes can be made to the accounts and layout without approval from Full Council. It was then proposed *'that expenditure of £472 is approved to enable improvements to the Council's accounting system'*.

Proposed: Cllr Stagg Seconded: Cllr Chapple Resolved Unanimously


OM15.09.04. To approve the issuance of a NatWest bank card to the Clerk with a maximum transaction value of £500 as per Financial Regulations 6.18.

Resolved Unanimously

OM15.10. Correspondence for Action
None.

OM15.11. Correspondence for Information
None.

OM15.12. Any Other Relevant Matters for Report
Cllr King noted that Councillor volunteers would be needed to help with the move to Fletton House and that he would soon be sending an email out about this. He also stated that in addition to the approved overtime/external resource there may be a need over the next 6 weeks to help with some of the Maintenance and Office functions and that it would be appreciated if members could make themselves available.

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Cllr Stagg advised that a Full Council meeting would need to be held in August prior to the Neighbourhood Planning meeting in order that the payments can be authorised. He confirmed that a note would be sent to everyone about this.

There being no further business the meeting closed at 9.31pm.

Signed: 

Dated: 13/10/15