



# Oundle Town Council

The Courthouse • Mill Road • Oundle • Peterborough • PE8 4BW

Telephone: Oundle (01832) 272055

E-Mail: admin@oundle.gov.uk • www.oundle.gov.uk

**Minutes of the meeting of the Town Council Operations Management Committee held on Thursday 11<sup>th</sup> July 2013 at 7.30pm in the Council Chamber, The Courthouse, Mill Road, Oundle.**

**Present:** Cllrs Chapple, Elliot, Fraser, Higgins, King, Radcliffe and Stagg,

**Minutes:** Debra Raper and Paul Smith

**OM13.32. Apologies for Absence**

OM13.32.01. To receive any apologies for absence.  
None.

OM13.32.02. To accept any apologies for absence.  
Not applicable.

**OM13.33. 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:

OM13.33.01. To declare any Disclosable Pecuniary Interests.  
None.

OM13.33.02. To declare any Other Interests.

Cllr Radcliffe declared an interest in the grant from the Oundle Festival of Music and Drama (Item OM13.40) – Reason: Vice Chairman – As Cllr Radcliffe was in a position of power, she stated that she would leave the room for the debate on all the Arts Grants.

Cllr Radcliffe declared an interest in the grant from the CHAT (item OM13.40) – Reason: Treasurer and elected Oundle Town Council representative.

Cllrs Chapple, Higgins and Fraser declared an interest in the grant from Oundle Museum (Item OM13.40)– Reason: Oundle Town Council representatives on the Trust.

Cllr Higgins declared an interest in the grant from Oundle Primary School (OM13.40) – Reason: he has children at the school.

Cllr Higgins stated that he would discuss the matter of Interests with the Monitoring Officer as he felt that there were too many Councillors having interests in organisations that apply to the Council for grants and/or are reliant on the Council for leases and support.

- OM13.34. Minutes of the Previous Meetings – Operations Management Committee**  
**PROPOSITION:** *'that the minutes of the meeting held on 20<sup>th</sup> June 2013 are approved as an accurate record'*.  
**Proposed:** Cllr Fraser    **Seconded:** Cllr King    **Resolved Unanimously**
- OM13.35. Review of Actions of the Previous Meetings**  
It was noted that an update to the grant forms is still pending.
- OM13.36. Representations from Interested Parties**  
None.
- OM13.37. Consideration of Requests from Interested Parties**  
Not applicable.
- OM13.38. Personnel Matters**
- OM13.38.01. To note the status of the 2013/14 National Pay Award agreement.  
The Clerk advised that the proposed 1% pay increase had not yet been confirmed and that an update would be given when received.
- OM13.38.02. An update on the staff reviews and objectives.  
Noted.
- OM13.39. Financial Matters**
- OM13.39.01. Accounts – First Quarter Review of income and expenditure, investments and ring-fenced amounts.  
A thorough review of all variances on income and expenditure was carried out, with comments having been previously highlighted by the Finance Officer. All members were satisfied with the information presented. It was agreed that the expenditure for the Public Conveniences was going to be merged to reflect a headline spend in this area and that a variance column would be inserted in the reports.
- Investments:  
**PROPOSITION:** *'that the Clerk and Accounts Officer have delegated authority to invest £300K in a one year bond investment and the remainder in the Scottish Widows savings account as soon as the funds from the Drill Hall sales are cleared'*.  
**Proposed:** Cllr Radcliffe    **Seconded:** Cllr Higgins    **Resolved Unanimously**
- Ring fenced amounts:  
It was noted that the situation had not altered since the last meeting.  
It was agreed that a decision would be made in the 2014/15 budgeting process where the funding for the Milton Road car parking amendments should come from. The Clerk suggested that the precept grant received from ENC might be better

suiting to pay for this project rather than against the next precept as this may artificially reduce the amount asked for and cause problems should a cap be introduced.

The quarterly report as set out in the Finance Officer's objectives was discussed. It was agreed that this should report on the financial health of the Council and cover the following aspects:

- How much has OTC received and how much should OTC have received?
- How much has OTC spent versus how much should OTC have spent?
- What are the reserves held and for what purpose? (i.e. Ring-fenced amounts)

It was agreed that a draft report should be circulated to Cllrs Chapple, Elliot and Higgins for approval prior to circulation to Ops Management and Full Council.

**OM13.39.02. To consider the comments made by the Internal Auditor and to agree an action plan.**

Cllr Chapple provided an overview of the changes required and advised that he would make the amendments recommended by the Internal Auditor and that this would be brought to the Operations Management Committee meeting to be held in October.

**OM13.39.03. To review the Queen Victoria Hall Year End accounts.**

These were reviewed and accepted. It was confirmed that these would be audited by Ian Arnott and approved at the Queen Victoria Hall Trustees meeting on 18 July 2013.

**OM13.40. Grant Requests**

Grant applications for the Arts Fund and Community Support Fund were considered with the following outcomes:

Applicant	Grant Requested	Outcome
Rutland Sinfonia	£250.00	£250.00
Oundle Music Trust	£1200.00	£1000.00
Oundle Fringe Festival	£500.00	£500.00
Oundle Festival of Music & Drama	£700.00	£700.00
Oundle Festival of Literature	£500.00	£500.00
Oundle & District Care Committee	£100.00	£100.00
Oundle Food Festival	£650.00	£650.00
Oundle Hockey Club	£400.00	£400.00
Oundle C of E Primary School	£750.00	Deferred pending further information.
Oundle Museum Trust	£800.00	£800.00
CHAT Youth Counselling	£3500.00	£3000.00

<b>Totals</b>	<b>£9350.00</b>	<b>£7900.00</b>

9.28pm Having declared an Other Interest, Cllr Radcliffe left the meeting for all discussions relating to Arts Fund grants and returned at 9.46pm.

A debate was held as to whether the Council should develop a policy of core organisations that are supported and how these should be catered for within the budget. Cllr Higgins stated that he would pursue some advice about this and that it should be discussed at the October meeting.

The letter from Volunteer Action advising that a grant was not being requested this year was acknowledged with thanks.

**OM13.39. Correspondence for Action**

None.

**OM13.40. Correspondence for Information**

None.

**OM13.41. Any Other Relevant Matters for Report**

Purchase desk and chair for Town Centre Manager role at £100.

There being no further business the meeting closed at 9.50pm.

Signed:  Dated: 14/11/13

**Action Points - Operations Management Working Party Meeting – 11.07.2013**

Reference	Action	Responsibility	Due Date
OM/14.05.13/08.	Design a new Grant application form.	DR	31.07.2013
OM/11.07.13/01.	Invest Drill Hall funds when they are received.	DR/PS	ASAP
OM/11.07.13/02.	Financial Report to be produced for agreement.	PS	31.07.2013
OM/11.07.13/03.	Update wording on Council's Financial Regulations and other policies.	DC	01.10.2013
OM/11.07.13/04.	Progress outcomes from grant applications.	DR	19.07.2013
OM/11.07.13/05.	Cllr Higgins to make recommendations about budgeting and Cllr representations for other organisations.	GH	01.10.2013