



# Oundle Town Council

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**Minutes from the Operations Management Committee meeting held on Tuesday 14<sup>th</sup> May 2013 at 7.30pm in the Council Chamber, The Courthouse, Mill Road, Oundle.**

**Present:** Cllrs Chapple, Elliot, Fraser, King and Radcliffe, Paul Smith.

**Minutes:** Paul Smith

**OM.13.01. Apologies for Absence**

Apologies for absence were received from Cllr Higgins (Family commitment), Cllr Stagg (Holiday) and the Clerk (Personal).

**OM13.02. 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:

OM13.02.01. Disclosable Pecuniary Interests.

None.

OM13.02.02. Other Interests.

None.

**OM13.03. Minutes of the Previous Meetings – Operations Management Committee**

**PROPOSITION:** *'that the minutes of the meeting held on 14<sup>th</sup> March 2013 are approved'*.

**Proposed:** Cllr Fraser    **Seconded:** Cllr Chapple    **Resolved Unanimously**

**OM13.04. Review of Actions of the Previous Meetings**

All actions were reviewed, with all actions satisfactorily completed.

Cllr Radcliffe stated that she would like to see all actions distributed as soon as possible, ideally the next day, but at the latest by the first Monday following the meeting, with an item on the agenda to confirm that actions have been completed. Furthermore as Operations Management is now a committee, it was requested that in addition to packs being sent via e-mail, packs are also placed in councillors pigeon holes, with a confirmation e-mail to inform councillors that this has been done.

**OM13.05. Representations from Interested Parties**

None.

**OM13.06. Consideration of Requests from Interested Parties**  
None.

**OM13.07. Personnel Matters**

**OM13.07.01. An update on staffing matters.**

It was noted that Tim Lee has had a professional assessment through Apollo Health Solutions, who confirmed that "he is fit to work and carry out all his contractual duties including driving council vehicles".

Best wishes were extended to Karen Hostead for a speedy recovery. It was noted that her work was still being covered by Hanneke Soans and Maxine Groves.

Cllr Elliot provided an update on the review of staff roles and grades and confirmed that a meeting had been held with Chris Moses from Personnel Advice & Solutions and The Clerk. The plans developed had been endorsed and are now being sent to Cllr Radcliffe for her to review. After discussion it was agreed that the proposals would be reviewed by Operations Management before they were presented to Full Council.

**OM13.07.02. To consider the Job Description for the Town Centre Manager role and the commencement of the recruitment process.**

It was agreed that the following documents needed to be produced, together with a timeline for the recruitment process:

1. A Person Specification;
2. Contract.

As the next Operations Management meeting was not until July, the action was delegated to the Clerk to progress with support from Chris Moses, Personnel Advice & Solutions and anyone else required. It was hoped that adverts would be in place within 4 weeks, and that these should stress that the 20 hours can be worked on a flexible basis, with interviews taking place within two weeks of the cut-off date although it was agreed that the Clerk would have the ultimate say on timeline. It was proposed *'that the Clerk should use the Recruitment budget of £500, which can be exceeded if needed and that the interview panel comprises the Clerk, Mayor and Roger Sturman, Head of Portas and the Neighbourhood Planning Working Party with Cllr Radcliffe being the substitute member of the Council should it be required'*.

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

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OM13.07.03. To note the Clerks attainment of Section 7 of CiLCA, The General Power of Competence and to agree if the Council wishes to progress with the power.

The Clerks attainment of Section 7 of CiLCA, The General Power of Competence was recognised, with congratulations for this achievement being noted.

Cllr Radcliffe agreed to distribute a document to all Councillors to confirm what the Council having the General Power of Competence would be and what training would need to be undertaken by Councillors before this power could be granted.

**OM13.08. Financial Matters**

OM13.08.01. To update Financial Regulations to enable business as usual spend.

Cllr Chapple advised that he did not have the necessary information with him to progress this but confirmed that he would draft a recommendation to Full Council in time for the June meeting.

OM13.08.02. To review the 2012/13 year end accounts and receive an update on the Audit.

The Finance Officer stated that the audit was almost complete, with a copy of the Audit being included in the pack to be signed at Full Council.

The only amendment to the accounts as tabled at the Annual Town Meeting was related to the sale of the Mercedes Van & Countax Mower, which had been amended following clarification from BDO Auditors.

It was noted that The Courthouse was over budget due to the £5k lift breakdown. Cllr Radcliffe & Chapple noted that the market income was better than expected at one stage; however Cllr King stated that he still expected the figures to be below average in this financial year.

OM13.08.03. To review the Councils Reserves and Ring-Fenced amounts and to agree actions for 2013/14 and the funding of the Fletton House refurbishment.

The Finance Officer confirmed the following figures, noting that the P&L figure excluded capital payments:

<b>Profit &amp; Loss</b>	<b>£45,079.45</b>
Less Capital expenditure of skateboard park loan	£2,000.00
Less Capital PWLB Court House Loan	£5,817.33
Less Capital PWLB QVH Loan	£2,993.35
<b>Total Capital expenditure</b>	<b>£10,810.68</b>
<b>P&amp;L Less capital expenditure</b>	<b>£34,268.77</b>

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Cllr Radcliffe reviewed the accounts alongside the council's reserves and ring fenced amounts relating to the funding for Fletton House, identifying usable reserves of £301,113 for this project. This together with the funds of circa £400k soon available from the sale of The Drill Hall will ensure adequate provision. It was also confirmed that reserves at 3 \* £25k would be sufficient for the purposes of contingency to enable the Council to operate for three months in the event of disaster.

It was then proposed that the following proposition would be included within the Full Council agenda for the 16.05.2013:  
**PROPOSITION:** *'that Oundle Town Council earmarks existing unallocated funds of circa £300K, plus a program of asset disposal which is well underway, to complete the refurbishment of Fletton House based on the due diligence process.'*

**OM13.08.04. To note the current position on interest rates.**

The Finance Officer explained that the best interest rates are still Scottish Widows. It was agreed to review this on a regular basis.

**OM13.08.05. To agree a procedure for the transfer of the end of year provision of funds for the Queen Victoria Hall Trust.**

It was proposed that *'the Operations Management Committee would review the figures at the January 2014 meeting and based on the projected profit and loss at that time, make a recommendation to Full Council to provide a transfer at that time for the anticipated support required'*.

**Proposed:** Cllr Radcliffe **Seconded:** Cllr Chapple **Resolved Unanimously**

**OM13.09. Correspondence for Action**

None.

**OM13.10. Correspondence for Information**

It was noted that confirmation had been received from Waterland Associates regarding their support for the School Crossing Patrol service. Cllr Chapple confirmed that the arrangements sounded reasonable and that he would write an acknowledgment to go in the next Oracle to thank them and to also state that funding will be required to retain the service in future years.

**OM13.11. Any Other Relevant Matters for Report**

Cllr Radcliffe requested an amendment to the Grant application forms to


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request the following information from applicants:

- How much do you have in reserves ?
- What are these reserves to be used for ?

Cllr Chapple stated that he would like to see an advert in the Oracle regarding the availability of the Queen Victoria Hall for hire.

There being no further business the meeting closed at 9:30pm.

Signed:  ..... Dated: 13/05/13 .....

### Action Points - Operations Management Working Party Meeting - 14.05.2013

Reference	Action	Responsibility	Due Date
OM/14.05.13/01.	Packs in Councillors pigeon holes + email to confirm	DR/PS	16.05.13
OM/14.05.13/02.	Prepare report on staff roles and grading for next Operations Management meeting.	DR/CE/GR	06.06.13
OM/14.05.13/03.	Progress recruitment of the Town Centre Manager role.	DR	16.06.13
OM/14.05.13/04.	Distribute "The General Power of Competence"	GR	15.05.13
OM/14.05.13/05.	Draft recommendation for June Full Council re "Financial regulations to enable business as usual spend"	DC	12.06.13
OM/14.05.13/06.	Ensure that QVH support is considered at the January Operations Management Committee meeting.	DR	2.01.14
OM/14.05.13/07.	Cllr Chapple to thank Waterland Associates re the School Crossing Patrol via The Oracle.	DC	12.06.13
OM/14.05.13/08.	Design a new Grant application form.	DR	01.06.13
OM/14.05.13/09.	Advertise the QVH in the Oracle.	GR	01.06.13

<b>Starting point</b>	<b>End of Year Balance</b>	<b>£462,971.00</b>
<b>Minus</b>	<b>Budget support for this year</b>	<b>£1,175.00</b>
	<b>12/13 Probable still to spend</b>	<b>£9,500.00</b>
	Notice boards etc	<b>£4,700.00</b>
	Courthouse RM??	<b>£3,393.00</b>
	QVH grant	<b>£18,768.00</b>
<b>Reserve</b>		<b>£444,203.00</b>
	<b>Budgetted to use 13/14</b>	<b>£1,500.00</b>
	Public Conveniences	<b>£13,500</b>
	Fletton House fees	<b>£20,000</b>
	Other professional	<b>£53,690.00</b>
	Drill Hall car park/fees	<b>£390,513.00</b>
	<b>Restricted</b>	<b>£14,400.00</b>
	Public Conveniences	<b>£75,000.00</b>
	General Reserve	<b>£89,400.00</b>
<b>What's left</b>		<b>£301,113.00</b>

This final figure includes the Capital Receipt from Cemetery Lodge and previously earmarked Car Park and Leisure reserves

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