



Oundle Town Council

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Minutes of the meeting of the Town Council Operations Management Committee held on Thursday 14th November 2013 at 7.30pm held in the Council Chamber, The Courthouse, Mill Road, Oundle.

Present: Cllrs Chapple, Higgins, King, Radcliffe and Stagg plus Paul Smith, Finance Officer.

Minutes: Debra Harper

OM13.42. Apologies for Absence

OM13.42.01. To receive any apologies for absence.

Apologies for absence were received from Cllrs Elliot (business) and Fraser (business).

OM13.42.02. To accept any apologies for absence.

RESOLUTION: *'that the apologies for absence are accepted'*.

Resolved Unanimously

OM13.43. 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:

OM13.43.01. To declare any Disclosable Pecuniary Interests.

None.

OM13.43.02. To declare any Other Interests.

None.

OM13.44. Minutes of the Previous Meetings – Operations Management Committee

PROPOSITION: *'that the minutes of the Operations Management Committee meeting held on 11th July 2013 are approved as an accurate record'*.

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

OM13.45. Review of Actions of the Previous Meetings

All actions were addressed or included on this agenda with the exception of the following:

Reference	Action	Responsibility	Due Date
OM/14.05.13/08.	Design a new Grant application form. New date: 31.12.2013	DR	31.07.2013
OM/11.07.13/05.	Cllr Higgins to make recommendations about budgeting and Cllr representations for other organisations. New date: 09.01.2014	GH	01.10.2013

OM13.46. Representations from Interested Parties

None.

OM13.47. Consideration of Requests from Interested Parties

Not applicable.

OM13.48. Personnel Matters

OM13.48.01. PROPOSITION: *'that resource support for the development of the Neighbourhood Plan at a cost of up to £2000 in 2013/14 is approved and that provision is made of up to £6000 in the 2014/15 budget for approval by Full Council.'*

Following a debate and a few minor amendments to the job advertisement, the proposition was passed.

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

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.'*
(Standing Order 3c).

Resolved Unanimously

OM13.48.02. To review staff progress towards agreed objectives and to make a recommendation to Full Council for the appropriate salary increment.

PROPOSITION: *'that the Operations Management Committee recommend to Full Council that the one point increment for the Finance Officer is approved with effect from 1st September 2013.'*

Proposed: Cllr Higgins **Seconded:** Cllr King **For: 3 Against: 1 Abstention: 1**

PROPOSITION: *'that the Operations Management Committee recommend to Full Council that the one point increment for the Estates & Facilities Officer is approved with effect from 1st September 2013.'*

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

OM13.48.03. Other Staff Matters.

The Clerk advised that the Council's Health & Safety policies and procedures required a review and that the services of an external expert are required to enable this function to be managed and updated regularly in accordance with all the latest regulations. The need for this was unanimously agreed and it was proposed *'that a budget of up to £1500 is approved to enable external support to be provided to the Council.'*

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

Note: Standing Order 3.4(a) allows for this expenditure.

The Clerk also requested that funds for staff training are made available in order that relevant training can be authorised. It was then proposed '*that the Clerk is given delegated authority to spend up to £2000 on required staff training*'.

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

Note: Standing Order 3.4(a) allows for this expenditure.
In order to ensure that the areas of Health & Safety and Training are continually reviewed, the Clerk was asked to ensure these items are on each Operations Management Committee agenda.

Following this item the meeting re-opened at 8.45pm.

OM13.49.

Financial Matters

OM13.49.01. Accounts – Half Year Review of income and expenditure, investments and ring-fenced amounts.

This item was covered within Item OM13.49.03.

OM13.49.02. To consider authorising delegated responsibility to the Clerk to manage the Council's funds within the agreed bank and savings account to maximise the interest on the sums held.

This was noted as having been approved on 15.11.2012 Item 12.124.02.

OM13.49.03. To review the 2014/15 first draft budget and agree next steps.

The Finance Officer provided a detailed overview of the expenditure incurred to date and the 2014/15 budget proposals. The review was not fully concluded due to the lateness of the hour so the Finance Officer was asked to circulate the information produced for review at a meeting to be held in December.

OM13.49.04. To note the issuance of the Financial Regulations revised on 19.09.2013 and the comments made by NCALC.

This item was deferred to the next meeting.

OM13.49.05. To consider the comments made by the Internal Auditor regarding the Council's Risk Assessments policies and procedures.

This item was deferred to the next meeting.

OM13.50. Correspondence for Action

None.

OM13.51. Correspondence for Information

None.

OM13.52. Any Other Relevant Matters for Report

It was agreed that an additional meeting of the Operations Management Committee would be held on Thursday 12th December 2013 at 6.45pm.

There being no further business the meeting closed at 22.11pm.

Signed: .....

Dated: 12/12/13.....

Action Points - Operations Management Working Party Meeting – 14.11.2013

Reference	Action	Responsibility	Due Date
OM/14.05.13/08.	Design a new Grant application form.	DH	31.12.2013
OM/11.07.13/03.	Update wording on Council's Financial Regulations and other policies.	DC	12.12.2013
OM/11.07.13/05.	Cllr Higgins to make recommendations about budgeting and Cllr representations for other organisations.	GH	09.01.2014
OM/14.11.13/01.	Include recommendations for salary upgrades on Full Council agenda for 21.11.2013.	DH	15.11.2013
OM/14.11.13/02.	Progress Health & Safety and Training needs.	DH	ASAP
OM/14.11.13/03.	Amend future agendas to include Health & Safety and Training	DH	12.12.2013
OM/14.11.13/04.	Circulate 2014/15 draft budget proposals for consideration and review at the next meeting.	PS	20.11.2013
OM/14.11.13/05.	Arrange an Operations Management Committee meeting for 12.12.2013 and include all deferred agenda items.	DH	06.12.2013