



# Oundle Town Council

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Minutes of the meeting of the Town Council Operations Management Committee held on Thursday 13<sup>th</sup> March 2014 at 7.30pm in the Council Chamber, The Courthouse, Mill Road, Oundle.

**Present:** Cllrs Chapple, King, Radcliffe, Fraser and Stagg.

**Minutes:** Debra Harper

**OM13.75. Apologies for Absence**

OM13.75.01. To receive any apologies for absence.  
None.

OM13.75.02. To accept any apologies for absence.  
Not applicable.

**OM13.76. 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:

OM13.76.01. To declare any Disclosable Pecuniary Interests.  
None.

OM13.76.02. To declare any Other Interests.  
None.

**OM13.77. Minutes of the Previous Meetings – Operations Management Committee**

PROPOSITION: *'That the minutes of the Operations Management Committee meeting held on 9<sup>th</sup> January 2014 are approved as being an accurate record' (Standing Order 10c).*

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

**OM13.78. Review of Actions of the Previous Meetings**

All actions were completed with the exception of the following:

Reference	Action	Responsibility	Due Date
OM/09.01.14/04.	Cllr Chapple to be informed of the Church Fund Meeting date. <i>Note: Amended date 20.03.2014.</i>	TB	16.02.2014
OM/09.01.14/08.	Develop a statement of intent relating to our investment policy. <i>Note: Amended date 20.03.2014.</i>	NF	13.03.2014
OM/09.01.14/11.	Produce Committee/Working Party budget spread sheets informing spent/available budgets.	PS/DH/NF	16.01.2014

	<i>Note: Amended date – Next Operations Management meeting.</i>		
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**OM13.79. Representations from Interested Parties**  
None.

**OM13.80. Consideration of Requests from Interested Parties**  
Not applicable.

**OM13.81. Personnel Matters**

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.'*

**Resolved Unanimously**

**OM13.81.01. Staff Matters**

13.81.01.01. To receive an update on staffing matters.  
This agenda item has been extracted and is located on the confidential minutes.

*The meeting was re-opened to the public.*

13.81.01.02. To approve a change in job title for the Town Centre Manager role to Economic Development & Tourism Officer.

This agenda item was postponed.

**OM13.81.02. Health & Safety Matters**

13.81.02.01. To receive an update on Health & Safety matters.

The tabled report providing an update on Health & Safety matters was accepted.

13.81.02.02. To approve the ongoing service of John Dawson Associates at a cost of £116 per month.

The quote was considered and it was then proposed *'that the ongoing services of John Dawson Associates are retained at a cost of £116 per month'*.

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

**OM13.81.03. Training**

13.81.03.01. To receive an update on training requirements.

The tabled report providing an update on training was accepted. It was agreed that a similar report would be produced for each meeting and that an annual summary on training would also be provided.

**OM13.82. Financial Matters**

**OM13.82.01. To consider current year budget performance and year end forecast.**

Cllr Chapple noted the positive position regarding income and

noted that performance had held up well. The expenditure figures were reviewed and it was noted that these were under budget and under control. It was noted that the year end forecast looked positive and that there would be reserves to allocate. Following this and a review of a detailed report on urgent works needed to the Council's IT, it was unanimously agreed that expenditure to enable this needed to be approved from the 2013/14 budget. It was then proposed that the following proposition is placed on the Full Council agenda for the meeting to be held on 20 March 2014 *'that the Operations Management Committee recommends that a budget of up to £10,000 is approved for immediate spend on essential IT requirements and that this will be allocated from the under spend in office costs'*.

It was also agreed that a further meeting of the Operations Management Committee needs to be held before the April Full Council meeting in order to agree the Council's reserves. It was agreed that this would be held on Thursday 10<sup>th</sup> April 7pm with delayed start of 8pm for the Estate Management Committee metering.

- OM13.82.02. To agree the grant amount for ongoing support for the Queen Victoria Hall for the year ending 31 March 2014 (to be requested and approved at the meetings to be held on 20 March 2014).

Following a recommendation from the Finance Officer, it was noted that a grant was not required. Cllr Radcliffe noted however that the Trustees of the QVH need to consider any works needed to ensure the Hall is well maintained and that this may necessitate a grant. It was agreed that this would be considered at Full Council following the Queen Victoria Hall Trustees meeting.

- OM13.82.03. To review the Council's Risk Assessment and Financial Management Policies and recommend amendments to Full Council (must be on agenda for 20 March 2014).

The policies were reviewed and the following amendment proposed for approval:

That page 2 Topic: Cash Handling is updated to include a new line 'Risk to staff in cash collection', Risk M with the Management of Risk stating that a shortened journey from the point of cash collection to bank has been organized and the a personal alarm has been issued to the staff member.

It was agreed that this recommendation would be on the Full Council agenda.

- OM13.82.04. To review the Council's Effectiveness of the Internal Audit policy and make recommendations to Full Council (must be on agenda for 20 March 2014).

The policies were reviewed and the following amendments proposed for approval:

That Item 4 Relationships is updated to confirm arrangements for further training and that the section for 'Internal audit work is planned' refers to the Pre-Annual Internal Audit report dated 06.02.2014.

It was agreed that these recommendations would be on the Full Council agenda.

**OM13.83. Correspondence for Action**

OM13.83.01. NCALC Pre-Annual Internal Audit Report: To note the comments and made and consider the proposed review of Cemetery and Market Management.

The pleasing comments regarding the Council's robust governance were noted. The review of the Cemetery management and market management was also welcomed as this enabled best practice to be shared.

OM13.83.02. Little Ducklings Pre-School: To consider the grant request following receipt of further information.

Following further consideration, it was agreed that due to the limited grant funds available, the grant request could not be approved as the Pre-School are based outside the parish of Oundle. It was suggested that the Pre-School contact their own Parish Council for support.

**OM13.84. Correspondence for Information**

13.84.01. MP Andy Sawford: Council Tax Support Grant Distribution 2014-15.

Noted. It was agreed that this should be sent to the District Councillors and their comments sought.

**OM13.85. Any Other Relevant Matters for Report**

Cllr Fraser advised that a letter had been received from a resident querying the precept increase. Cllr Chapple agreed to draft a response to this.

Cllr Radcliffe provided a paper for circulation regarding the requirements for the Annual Report which is due to be published in June 2014.

Cllr Radcliffe provided apologies for the next Full Council meeting as she has a prior engagement.

Cllr Stagg noted that a process for considering regular grants needs to be considered. It was agreed that this would go on a future agenda.

Cllr Stagg also advised that a Code of Practice has been developed and procedures are being updated for the Council's CCTV and that this area needed to become an Operations Management Committee matter rather than the Communications & Engagement Working Party due to compliance requirements.

Cllr King expressed thanks to Hanneke for her work on managing the changes within the market and for dealing with the issues this raised. He also noted that the signs for the Farmers Market had been left out on Saturday and that the office needed to ensure this is managed.

Cllr King asked what could be done to help minimise the visual impact of the

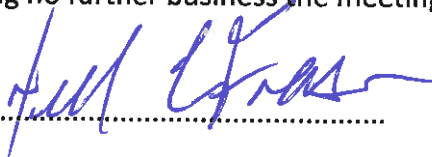
TV in Chambers. The Clerk explained that the room layout has been successfully altered and quotes had been looked at for curtains but this was not an easy solution. She advised that since the layout had changed, no complaints have been received.

Cllr Fraser advised that the Council has been approached by ENC to be a partner in a potential grant bid to make Oundle a 5\* food destination. This was unanimously welcomed on the proviso that staff resource would not be adversely impacted due to the high work volumes in the office.

Cllr Fraser also advised that a book '70 Icons of Northamptonshire' is being written and that one of these icons is the Oundle Market Place. He stated that the author had approached Oundle School about this and he was working with them on the information.

There being no further business the meeting closed at 9.45pm

Signed:.....

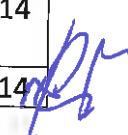


Dated:.....

10<sup>th</sup> April 2014

**Action Points - Operations Management Working Party Meeting – 13.03.2014**

Reference	Action	Responsibility	Due Date
OM/09.01.14/04.	Cllr Chapple to be informed of the Church Fund Meeting date. <i>Note: Amended date 20.03.2014.</i>	TB	20.03.2014
OM/09.01.14/08.	Develop a statement of intent relating to our investment policy. <i>Note: Amended date 20.03.2014.</i>	NF	20.03.2014
OM/09.01.14/11.	Produce Committee/Working Party budget spread sheets informing spent/available budgets. <i>Note: Amended date – Next Operations Management meeting.</i>	PS/DH/NF	TBC
OM/13.03.14/01.	Approve ongoing contract with John Dawson Associates.	DH	31.03.2014
OM/13.03.14/02.	Recommend IT expenditure to Full Council.	DH	14.03.2014
OM/13.03.14/03.	Arrange meetings for 08.04.2014.	DH	31.03.2014
OM/13.03.14/04.	Ensure recommendations for updates to the Council's Risk Assessment and Financial Management Policies and Effectiveness of the Internal Audit policy are on the Full Council agenda for 20.03.2014.	DH	14.03.2014
OM/13.03.14/05.	Contact Little Ducklings Pre-School regarding the grant request.	DH	31.03.2014
OM/13.03.14/06.	Contact District Councillors regarding the Council Tax Support Grant Distribution.	DH	14.03.2014
OM/13.03.14/07.	Cllr Chapple to draft a response to	DC	31.03.2014



	resident regarding precept.		
OM/13.03.14/08.	Include consideration for a process for regular grants on a future agenda.	DH	TBC

*Handwritten signature*