



Oundle Town Council

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Minutes of the meeting of the Town Council Operations Management Committee held on Tuesday 10th March 2015 at 7.30pm in the Council Chamber, The Courthouse, Mill Road, Oundle.

Present: Cllrs Clarke, Fitzgerald, Radcliffe and Stagg.

Minutes: Debra Harper

OM14.59. Apologies for Absence

Apologies for absence were received and accepted from Cllrs Chapple (personal), Chesser (personal) and King (personal).

OM14.60. 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:

OM14.60.01. To declare any Disclosable Pecuniary Interests.

None.

OM14.60.02. To declare any Other Interests.

Cllr Clarke declared an Other Interest in Item OM14.67.03 – Grant Application as the applicant is a personal friend.

OM14.61. Minutes of the Previous Meetings – Operations Management Committee

PROPOSITION: *‘That the minutes of the Operations Management Committee meeting held on 13 January 2015 are approved’.*

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

OM14.62. Review of Actions of the Previous Meetings

All actions were noted as completed or on the agenda.

OM14.63. Representations from Interested Parties

None.

OM14.64. Consideration of Requests from Interested Parties

Not applicable.

OM14.65. Personnel Matters

OM14.65.01 An update on staffing matters.

The Clerk provided an update on staffing matters and training that was being undertaken.

OM14.65.02 To consider resource requirements to enable the completion of works within Fletton House.

Cllr Fitzgerald provided a report on works that are required to fit out Fletton House once the building work is complete. It was agreed that

the work requirements would be shared with the Maintenance Team to establish how they could support the completion of the work, with the agreement that any shortfall in outside maintenance tasks could be assigned to temporary resource.

OM14.66 Council Matters

OM14.66.01. To consider the structure and membership of the Council's Committees and Working Parties and the frequency of meetings in 2015/16.

It was agreed that in order to streamline the Council's meeting schedule, meetings should be held concurrently when the administration resource allows for this. As a result it was proposed that each Councillor should be assigned to either:

- Planning Committee or Estate Management Committee and
- Neighbourhood Planning Working Party or Fletton House Working Party

This would enable monthly meetings of these to take place through only using two Tuesdays each month. It was also agreed that the make-up of the Operations Management Committee would remain as is and that this be held on the second Tuesday of every two months, with a meeting of the Council's Communication Working Party taking place every alternate second Tuesday. Full Council meetings would continue to be held on the third Tuesday of every month.

The meetings for the QVH Trust were also considered as concern was expressed that not enough time was available to enable the effective administration of the Trust. It was proposed that these be held prior to the Estate Management meetings so that day to day activity could be progressed with two meetings of the Trustees to be held before a Full Council meeting.

The Clerk was asked to produce a 2015/16 meeting schedule for the next Full Council meeting based on these proposals.

OM14.66.02 To review the 2014/15 Town Council work plan. (Chairs to provide verbal update)

Fletton House – Cllr Fitzgerald advised that the work programme had slipped to late June/early July with 1st September 2015 being the agreed date that the building would be open to the public. She advised that the final costs were still pending but that these were being chased. Cllr Fitzgerald also advised that she had purchased some furniture items from the agreed budget and that these costs would soon be reclaimed.

Operations Management – Cllr Radcliffe reviewed the work programme confirming that everything was in progress.

OM14.66.03. To receive an update on the review of the Council's Policies and Procedures.

The Clerk advised that this was still work in progress but that the

policies relating to Risk Assessments and Internal Audit would be presented at the Full Council meeting next week in order to fulfil audit requirements.

OM14.66.04. To consider the accounts from the 2014 Christmas market and to agree any actions to remedy the financial shortfall.

PROPOSITION: *'That on the proviso that the Deputy Mayor is content with the quality of the signs, expenditure of £195.54 is approved to purchase the signs relating to road closures and one way system'.*

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

PROPOSITION: *'That the fee for the hire of the Market Place is waived and that the overall profit arising from the revised accounts resulting from these propositions are then shared 50/50 between Oundle Town Council and the Food Festival as was the case on the previous year'.*

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

OM14.66.05. To consider the proposal to donate lamppost fittings to the Council in return for free use for the Oundle International Festival and Food Festival for a period of 7 years.

It was agreed that a decision on this would be deferred until there was more clarity on lamppost instalments, sizing of the columns, licencing and the cost of purchasing new fittings.

OM14.66.06. PROPOSITION: 'That expenditure of up to £600 for the 2015 Annual Town Meeting is approved as per the agreed 2015/16 budget.'

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

OM14.67 Financial Matters

OM14.67.01 To review the 2014/15 expenditure, income, reserves and investments.

The 2014/15 expenditure and income was reviewed with the Finance Officer and Head of Finance confirming that they had carried out a line by line analysis. A further review was due to be done to ensure that all budget headings and the amounts assigned were organised for the next financial year. They confirmed that the reserves and investments were also under review.

OM14.67.02 To consider the 2015/16 budget and make any amendments to allow for additional spend requirements.

It was noted that this was being carried out as per item 14.67.01. and that recommendations would be forthcoming. The Finance Officer highlighted the need to purchase Council ipads before the next Council term in order that this revised way of working was embedded from day one. This was unanimously agreed and the Finance Officer was asked to obtain quotes and also a protocol for their use.

OM14.67.03 To consider Arts and Community Support Grant applications received.

PROPOSITION: *'that the grant application from Oundle Fringe in the amount of £1000 is approved'.*

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

OM14.67.04 To consider the proposals for Oundle Town Council Company

credit/debit cards (Note: adopted Financial Regulations 6.18 to 6.21).

It was noted that this is still under review and the Finance Officer will progress this as soon as possible.

OM14.67.05 To agree the grant amount for ongoing support for the Queen Victoria Hall for the year ending 31 March 2015 (to be requested and approved at the meetings to be held on 17 March 2015).

The Finance Officer recommended that the budgeted grant amount of £5150.00 is transferred from Oundle Town Council to the Queen Victoria Hall Trust. It was unanimously agreed that this would be requested at the Full Council meeting on 19 March 2015.

A review of the income and expenditure was conducted noting that the income from hire fees was under budget but that this had been offset by a reduction in energy costs.

OM14.68. Correspondence for Action

None.

OM14.69. Correspondence for Information

None.

OM14.70. Any Other Relevant Matters for Report

None.

There being no further business the meeting closed at 9.16pm.

Signed:.....

Dated:.....