



Oundle Town Council

The Courthouse - Mill Road - Oundle – Peterborough - PE8 4BW

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A meeting of the Town Council **Operations Management Committee** will be held on **Tuesday 14th July 2015** at **7.30pm** in the Council Chamber, The Courthouse, Mill Road, Oundle.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or other special reasons. The public's exclusion from part or all of the meeting shall be by resolution which shall give the reason for their exclusion (Standing Order 3c).

Subject to standing order 3c above and at the discretion of the chairman of the meeting and at a convenient time in the transaction of business, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda and the chairman will adjourn the meeting for this purpose (Standing Order 3d).

Photographing, recording, broadcasting or transmitting the proceedings of the meeting by any means is permitted without the Council's prior consent (Standing Order 3l).

AGENDA

OM15.01. Apologies for Absence

- 15.01.01. To receive apologies for absence.
- 15.01.02. To accept apologies for absence.

OM15.02. Declarations of Interests

To receive and consider any declarations of interest from Members and Officers under Section 50 of the Local Government Act 2000 (*Standing Order 35*)

(This requirement applies only in respect of matters, which are to be considered by the Council at this meeting.)

- OM15.02.01. To declare any Disclosable Pecuniary Interests.
- OM15.02.02. To declare any Other Interests.

OM15.03. To review and approve the Operations Management Terms of Reference.

OM15.04. Minutes of the Previous Meetings – Operations Management Committee

To approve the minutes of the meeting held on 10th March 2015.

OM15.05. Review of Actions of the Previous Meetings

OM15.06. Representations from Interested Parties

A period of no longer than 10 minutes will be allocated for members of the public to address the meeting about items on this agenda **at the Chairman's discretion.**
(*Standing Order 3d and 3e*).

OM15.07. Consideration of Requests from Interested Parties

OM15.08. Personnel Matters

OM15.08.01. An update on staffing matters.

OM15.08.02. To provide an overview of the Hospitality Officer and Caretaker roles and to provide an update on the recruitment process.

OM15.08.03. To consider the pay grades for office based staff.

OM15.08.04. To consider procuring the services of an ENC Environmental Services Officer to work in Oundle for a designated number of hours per annum.

OM15.08.05. To consider amalgamating the HR, Training and Health & Safety Advice services supplied to the Council to one supplier.

OM15.08.06. To discuss and agree the 2015/16 Council, Committee and Working Party work plans and objectives for inclusion in the Council's 5 year plan.

OM15.09. Financial Matters

OM15.09.01. To review the 2015/16 first quarter accounts.

OM15.09.02. To consider Arts and Community Support Grant applications received totalling £9,150.

OM15.09.03. To approve expenditure of up to £5K in year 1 and £2.6K in subsequent years to enable a new set of accounts to be developed on SAGE to enable efficiencies within the office.

OM15.09.04. To approve the issuance of a NatWest bank card to the Clerk with a maximum transaction value of £500 as per Financial Regulations 6.18.

OM15.10. Correspondence for Action

None.

OM15.11. Correspondence for Information

None.

OM15.12. Any Other Relevant Matters for Report



Debra Harper
Town Clerk
09 July 2015