



Oundle Town Council

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Minutes of the meeting of the Town Council Operations Management Committee held on Thursday 15th May 2014 at 7.30pm in the Council Chamber, The Courthouse, Mill Road, Oundle.

Present: Cllrs Chapple, Clarke, King and Radcliffe.

Minutes: Debra Harper

OM14.01. Apologies for Absence

Apologies for absence were received and accepted from Cllrs Chesser (personal), Fitzgerald (personal) and Stagg (personal).

OM14.02. 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.

OM14.02.01. To declare any Disclosable Pecuniary Interests.

None.

OM14.02.02. To declare any Other Interests.

None.

OM14.03. To agree the Head of the Finance.

It was agreed that Cllr Stagg would be the deputy of the Operations Management Committee overseeing the finance aspect of the Council's activities.

OM14.04. Minutes of the Previous Meetings – Operations Management Committee

To approve the minutes of the meeting held on 10th April 2014.

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

OM14.05. Review of Actions of the Previous Meetings

All actions were noted as complete or on the agenda.

OM14.06. Representations from Interested Parties

None.

OM14.07. Consideration of Requests from Interested Parties

Not applicable.

OM14.08. Personnel Matters

OM14.08.01. An update on staffing matters.

The Clerk was asked to manage all staff matters and to keep

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the Operations Management Committee of any matters arising. The Clerk advised the members that a letter had been received from Unison regarding a dispute relating to the NJC Pay awards for 2014 requesting all organisations to increase pay of employees by a minimum of £1 per hour. It was noted that Oundle Town Council pay the published rates of pay relating to the NJC scales and that this policy would continue.

- OM14.08.02. To consider the recognition of staff contribution to the Women's Tour events and approve a budget of up to £1000. Following a discussion regarding the extraordinary commitment and additional work carried out by 6 of the Council's staff, it was agreed that a one-off gesture of thanks be made. It was agreed that the budget for this could be allocated from the pension line in the staffing budget to another budget to enable this in the most prompt way. Following the debate, it was proposed *that 'the Mayor organises gifts for the team who worked on the Women's Tour up to a total cost of £1000'*.
Proposed: Cllr Chapple **Seconded:** Cllr King **Resolved Unanimously**

- OM14.08.03. To discuss the 2014/15 Town Council work plan. Cllr Radcliffe provided an overview of a proposed process for developing the 2014/15 Council work plan. It was unanimously agreed that the work plan approach would be adopted and that every Committee/Working Party would at its first meeting complete the template. This should be done in conjunction with the relevant staff member servicing that Committee/Working Party who will also be suggesting projects and tasks that would enable more efficient working practices. This approach would also enable the Council's 5 year plan to be developed.

- OM14.08.04. To consider joining the consortium operated by East Northamptonshire Council for Grounds Maintenance. A thorough debate regarding the benefits of an in-house service versus a contracted out service was held. The debate considered the quality of the provision from both options and the cost to the taxpayer. The additional services provided in-house were noted and it was accepted that many tasks would fall outside of any outsourced provision as would the flexibility to respond to the Council and town needs. Following due consideration and the overall value to the taxpayer it was proposed *'that the in-house service is retained but that the Estate Management Committee review the accommodation costs'*.
Proposed: Cllr King **Seconded:** Cllr Chapple **Resolved Unanimously**



OM14.09. Financial Matters

OM14.09.01. To review the final 2013/14 year end accounts and audit information.

The Finance Officer confirmed that the accounts were in order and had been thoroughly reviewed by the Committee in preparation for the Annual Town meeting and Audit. He confirmed that he would be providing responses to the detailed audit questions.

OM14.09.02. To agree the allocation of available funds from previous years and recent capital receipts and to consider investment options.

The tabled report on the Council's reserves was accepted. It was also agreed that £350,000 would be invested with immediate effect in the Scottish Widows account as a short term option until the Finance Officer reviews alternative investment vehicles.

OM14.09.03. To receive a statement of intent relating to Oundle Town Council's investment policy.

It was confirmed that the Council's policy to safeguard all funds and gain as much interest on behalf of tax payer from an approved financial body and to review this at the Operations Management Committee on a regular basis is retained.

OM14.09.04. To agree a process for the approval of regular grants.

It was unanimously agreed that the current process whereby each grant application is judged on its merit and the basis of the information provided would remain.

OM14.09.05. To note expenditure requirements for 2015/16 for a new Council van and replacement play equipment at St Christopher Drive.

Noted.

OM14.09.06. To note the amended Joint Practitioners Advisory Group Governance and Accountability Practitioners Guide and agree any actions.

It was agreed that Cllr Radcliffe and Cllr Chapple would review the documentation and that they would request this to be on a future agenda.

OM14.09.07. To note the updated Financial Regulations and agree any actions.

Cllr Radcliffe agreed to review the documentation and confirmed that this would be reported on at a future meeting.

OM14.10. Correspondence for Action

None.

OM14.11. Correspondence for Information

None.

OM14.12. Any Other Relevant Matters for Report

Cllr King advised that the works to the Drill Hall have uncovered an issue with the drainage from the Rifle Ranges and the liability of this falls with the Council. The owners of the Drill Hall have agreed to repair the drain in return for the use of four car parking spaces previously requested for building storage. It was proposed *'that this revised financial arrangement is agreed'*.

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

There being no further business the meeting closed at 9.01pm.

Signed:.....Guw Roddyfa.....

Dated:.....8/7/2014.....