

Oundle Town Council

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To: All members of Oundle Town Council

A meeting of the Town Council **Operations Management Committee** will be held on **Thursday 9th January 2014 at 7.30pm** in the Council Chamber, The Courthouse, Mill Road, Oundle.

The public shall be admitted to all meetings of the Council which may, however, temporarily exclude the public by means of resolution due to the confidential nature of the business to be transacted (*Standing Order 3c*).

Representations from Interested Parties

At the Chairman's discretion, 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. The meeting will be adjourned for this purpose. (*Standing Order 3d and 3e*).

AGENDA

OM13.64. Apologies for Absence

OM13.64.01. To receive any apologies for absence.

OM13.64.02. To accept any apologies for absence.

OM13.65. 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 Committee at this meeting.)

OM13.65.01. To declare any Disclosable Pecuniary Interests.

OM13.65.02. To declare any Other Interests.

OM13.66. Minutes of the Previous Meetings – Operations Management Committee

To approve the minutes of the meeting held on 12th December 2013.

OM13.67. Review of Actions of the Previous Meetings

OM13.68. 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*).

OM13.69. Consideration of Requests from Interested Parties

OM13.70. Personnel Matters

OM13.70.01. Staff Matters

To receive an update on staffing matters.

OM13.70.02. Health & Safety Matters

OM13.70.02.01. PROPOSITION: *'that the following Health & Safety policies and procedures are approved as recommended by John Dawson Associates:*

- *No Smoking Policy;*
- *Noise at Work Policy;*
- *Use of Mobile Phones in Vehicles Policy;*
- *Use of Personal Headsets Policy;*
- *Personal Protective Equipment (PPE) Procedures;*
- *Lone Worker Policy;*
- *Manual Handling Policy;*
- *First Aid Policy;*
- *Health & Safety Policy;*
- *RIDDOR Policy'.*

OM13.70.02.02. PROPOSITION: *'that expenditure of £300 plus travel costs is approved for John Dawson Associates to assess and produce Fire Risk Assessments to comply with the Fire Safety Order 2005'.*

OM13.70.03. Training

To receive an update on training requirements.

OM13.71. Financial Matters

OM13.71.01. To consider applications for grants from Oundle Town Council's Community and Arts Fund and approve payments up to the requested amount of £4125.00.

OM13.71.02. To finalise the 2014/15 draft budget and make a recommendation to Full Council for approval.

OM13.71.03. To note the issuance of the Financial Regulations revised on 19.09.2013 and the comments made by NCALC and to agree any further changes.

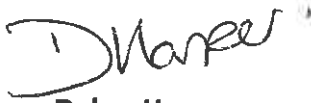
OM13.71.04. To consider the comments made by the Internal Auditor regarding the Council's Risk Assessments policies and procedures and to agree any changes to these policies.

OM13.72. Correspondence for Action

OM13.72.01. NCC Draft Budget and Council Plan Consultation – Response date 04.02.2014.

OM13.73. Correspondence for Information
None.

OM13.74. Any Other Relevant Matters for Report



Debra Harper
Town Clerk
3 January 2014