



# Oundle Town Council

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

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## Minutes of the meeting of the Town Council Operations Management Committee held on Tuesday 8<sup>th</sup> July at 7.30pm in the Council Chamber, The Courthouse, Mill Road, Oundle.

**Present:** Cllrs Chapple, Chesser, Clarke, Fitzgerald, King, Radcliffe and Stagg.

**Minutes:** Debra Harper

**OM14.13. Apologies for Absence**  
All present.

**OM14.14. 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:

OM14.14.01. To declare any Disclosable Pecuniary Interests.  
None.

OM14.14.02. To declare any Other Interests.

Cllr Radcliffe declared an Other Interest in Item OM14.21.08. – Grant applications for Oundle Festival of Music & Drama and CHAT.

Reason: Position of control and management.

*Note: Cllr Radcliffe will leave the room for the entire agenda item, not just when these grant applications are considered.*

Cllr Chapple, Radcliffe and Stagg declared an Other Interest in Item OM14.21.08 – Grant application for Oundle Museum Trust. Reason: Council representatives on the Trust.

Cllr Chesser and Stagg declared an Other Interest in Item OM14.21.08 grant application for CHAT. Reason: Council representatives on CHAT.

**OM14.15. To approve the Operations Management Terms of Reference.**

Following a review it was proposed *'that the Terms of Reference are accepted'*.

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

**OM14.16. Minutes of the Previous Meetings – Operations Management Committee**

To approve the minutes of the meeting held on 15<sup>th</sup> May 2014.

PROPOSITION: *'that the minutes of the Operations Management Committee meeting held on 15<sup>th</sup> May 2014 are approved and signed as an accurate record'*.

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

It was noted that the advice regarding the investment in Item 14.09.02. was amended following the meeting and the investment amount altered to £300,000.00.

**OM14.17. Review of Actions of the Previous Meetings**

It was noted that the actions were on this agenda to progress and that the Estate Management Committee was reviewing action OM/15.05.14/01.

**OM14.18. Representations from Interested Parties**

None.

**OM14.19. Consideration of Requests from Interested Parties**

Not applicable.

**OM14.20. Personnel Matters**

**OM14.20.01. An update on staffing matters.**

It was noted that part time temporary help was now available in the office over the summer months to assist in the progression of the Neighbourhood Planning work.

**OM14.20.02. To consider and approve the Council's LGPS Discretions Policy.**

The proposed policy was reviewed with the following comments: That the burden of proof must be on the applicant for the policies relating to:

- Transferring in non LGPS pension rights (Regulation R100(6));
- Joining LGPS membership (Regulation R22(8)(b) and R22(7)(b).

That the wording relating to Waive Reduction (Regulation TP3(1)) should be amended to reflect the wording in Regulation R30(8).

These amendments were proposed and approved as follows:

**Proposed:** Cllr Fitzgerald    **Seconded:** Cllr Chapple

**Resolved Unanimously**

Following due consideration, it was then proposed *'that with the amendments agreed at the meeting, the Council's LGPS Discretions Policy is adopted'*.

**Proposed:** Cllr Fitzgerald    **Seconded:** Cllr Chapple

**Resolved Unanimously**

**OM14.20.03. To discuss and approve amendments to the existing temporary Town Centre Manager job role.**

Cllr Stagg provided an overview of the proposed changes to the Town Centre Manager role to that of Events Officer, confirming that Key Performance Indicators would be agreed for the forthcoming year. Following a thorough review of the Job Description it was agreed that the following proposition would be recommended to Full Council:

**PROPOSITION:** *'that the temporary role of Town Centre Manager is amended to that of Events Officer and offered on a fixed term contract of one year on the existing Grade and hours'*.

The Clerk was asked to seek advice on the requirements to advertise the role.

**OM14.20.04. To discuss the 2014/15 Town Council work plan and the Council's 5 year plan.**

Cllr Radcliffe provided an overview of the Operations Management 2014/15 work plan. It was agreed that this would be updated in order that a review of investments is carried out in March, May and September. It was noted that the work plan from the Estate Management Committee had been received and that the other Committees and Working Parties still had to submit theirs, with the exception of the Planning Committee who do not have scheduled activities.

Cllr King confirmed that the Five Year plan was progressing.

**OM14.20.05. To note the planned Unison strike action on 10 July 2014.**

Noted.

**OM14.21. Financial Matters**

**OM14.21.01. To review the 2014/15 first quarter accounts.**

Cllr Stagg provided an overview of the Council's income and expenditure to date for the current financial year, highlighting any areas of note. The level of detail available was discussed and it was agreed that the Finance Officer would produce the detailed accounts showing all activity on the nominal codes for future Operations Management Committee meetings. It was agreed that this would be reviewed by Cllr Radcliffe and Stagg before the accounts were next published and that they would also include a breakdown of the income and expenditure relating to Fletton House.

It was noted that they would be some unbudgeted expenditure forthcoming relating to the business rates on the East Road car park and that a decision needs to be made regarding where this is taken from. It was agreed that this would be done at the half year review.

**OM14.21.02. To consider the contents of the Annual Internal Audit Report dated 30<sup>th</sup> May 2014 and agree actions.**

The report was considered with the following outcomes:

- It was noted that as per the work plan, the Council's policies and procedures will be reviewed by the Operations Management Committee annually with approval of changes scheduled for November of each year.
- The Clerk advised that there was now a link on the Council's website to the Code of Conduct.
- The Cemetery fees would be reviewed annually in September as would all other charges made by the Council to ensure that the fees remain at the correct level. It was noted that this was on the Operations Management work plan and that this process would help the budget process.

- OM14.21.03. To agree a policy regarding the Independent Valuation of the Council's properties and land.

It was noted that the original purpose of the valuation report no longer had benefit to the Council as there was now no requirement to revalue the Council's property for auditing purposes and that the insurers automatically increase the value of assets by inflation. It was noted that in the event of a new property being obtained or extensive works being carried out, revised valuations were done. As a result of this information it was agreed that the report was no longer required, resulting in a saving of an estimated cost of £5K every 5 years.

- OM14.21.04. To note progress against the amended Joint Practitioners Advisory Group Governance and Accountability Practitioners Guide and agree any actions.

It was agreed that this item would be considered at a future meeting.

- OM14.21.05. To note progress with the updated Financial Regulations and agree any actions.

Cllr Radcliffe advised that she had reviewed the updated Financial Regulations noting that there are many changes from the ones recently adopted. She confirmed that the Clerk, Finance Officer and herself will be making a recommendation to Full Council on the changes required but sought clarity on whether or not the Council wanted to use internet banking and have an Oundle Town Council debit/credit card. It was unanimously agreed that both of these should be incorporated within the Council's Financial Regulations. It was also agreed that the signatories on cheques should be rotated and that this should be arranged by the Finance Officer and a checklist produced confirming the actions required when authorising cheques. The Head of Finance, Cllr Stagg, was also asked to review the Council's bank reconciliations.

- OM14.21.06. To note progress on the development of the Community Infrastructure Levy Requirements.

Cllr King advised that he will provide a status report to Council however more information is required to enable the report to be progressed.

- OM14.21.07. To agree that Oundle Town Council is the Contributing Third Party Funder for the WREN grant application due to be submitted on 09.07.2014.

PROPOSITION: *'that Oundle Town Council agrees to be the Contributing Third Party Funder for any grant application submitted for the refurbishment of Fletton House.'*

**Proposed:** Cllr Chapple **Seconded:** Cllr Fitzgerald

**Resolved Unanimously**

- OM14.21.08. To consider Arts and Community Support Grant applications received totalling £8,500.

9.18pm Cllr Radcliffe left the meeting for this agenda item.

The grants were considered with the following outcomes:

Organisation	Amount Requested	Amount Granted	Vote
Oundle Music Trust	£1250	£1250	For: 5 Abstention: 1
Oundle Festival of Music & Drama	£500	£500	Resolved Unanimously
Oundle & District Choral Society	£500	£500	For: 5 Against: 1
Oundle Twinning	£250	£250	For: 5 Against: 1
CHAT	£3500	£3500	Resolved Unanimously
Oundle & District Care	£150	£150	Resolved Unanimously
Oundle Food Festival	£850	£850	For: 5 Abstention: 1
Oundle Junior Football Club	£550	£550	For: 5 Against: 1
Oundle Museum Trust	£800	£800	Resolved Unanimously
St Peters Church Green Group	£150	£150	For: 4 Against: 2

**OM14.22. Correspondence for Action**

None.

**OM14.23. Correspondence for Information**

None.

**OM14.24. Any Other Relevant Matters for Report**

CLr Chapple asked for confirmation of the process for issuing draft minutes. The Clerk advised that these would be issued to the Chairman of the meeting to enable these to be reviewed before the draft minutes were released. The Clerk also advised that staff had now received training on agendas and minute taking.

There being no further business the meeting closed at 9.40pm.

Signed:.....

Dated:.....



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## Action Points - Operations Management Working Party Meeting – 08.07.2014

Reference	Action	Responsibility	Due Date
OM/15.05.14/01.	Estates Management Committee to review the accommodation costs for the Maintenance Team.	PK	31.07.2014
OM/15.05.14/02.	Review the amended Joint Practitioners Advisory Group Governance and Accountability Practitioners Guide and recommend actions.	DC & GR	30.09.2014
OM/15.05.14/03.	Review the updated Financial Regulations and recommend actions.	GR	30.09.2014
OM/08.07.14/01.	Update and submit the Council's approved LGPS Discretions Policy.	DH	31.07.2014
OM/08.07.14/02.	Refer proposed Events Officer role to Full Council.	DH	15.07.2014
OM/08.07.14/03.	Review financial information for Operations Management Committee.	GR/TS/PS	31.07.2014
OM/08.07.14/04.	Progress grant outcomes.	DH	15.07.2014