



Oundle Town Council

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Minutes of the meeting of the Town Council Operations Management Committee held on Tuesday 13th October 2015 at 7.30pm in The Oundle Suite, Fletton House, Oundle.

Present: Cllrs Chapple, Chesser, Fitzgerald, King, N Oakes and Stagg.

Minutes: Debra Harper

OM15.13. Apologies for Absence

- 15.13.01. To receive apologies for absence.
None. It was noted that Cllr Menck was absent.
- 15.13.02. To accept apologies for absence.
Not applicable.

OM15.14. 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:

OM15.14.01. To declare any Disclosable Pecuniary Interests.
None.

OM15.14.02. To declare any Other Interests.
Cllr King, Stagg, N Oakes and Fitzgerald declared an Other Interest in Item OM15.19.02. relating to the Grant application from Oundle Museum Trust. Reason: Trustees
Cllr King and Stagg declared an Other Interest in Item OM15.19.02. relating to the Grant application from the Oundle Church Clock Fund
Reason: Trustees
Cllr Chapple Stagg declared an Other Interest in Item OM15.19.02. relating to the Grant application from the Oundle & District Choral Society. Reason: Wife is a member.

OM15.15. Minutes of the Previous Meetings – Operations Management Committee

PROPOSITION: *'That the minutes of the meeting held on 14th July 2015 are approved as an accurate record'*.

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

OM15.16. Review of Actions of the Previous Meetings

None.

 8/12/15

7.35pm - The meeting was adjourned for the following agenda item.

OM15.17. Representations from Interested Parties

Cllr Julie Grove made a representation regarding Item OM15.20.04 and requested that Oundle Town Council introduces the Living Wage as the minimum hourly rate for all employees.

7.46pm – The meeting was re-opened.

OM15.18. Consideration of Requests from Interested Parties

With the agreement of members, Item OM15.20.04 was moved to be considered at this stage of the meeting.

OM15.20.04. PROPOSITION: 'that Oundle Town Council introduces the Living Wage as the minimum hourly rate for employees in permanent, temporary and casual position working for Oundle Town Council'.

Following a debate it was agreed that the request would be put to the December 2015 Full Council meeting for decision following a thorough budget analysis at the December Operations Management Committee meeting.

OM15.19. Financial Matters

OM15.19.01. To review the 2015/16 half year accounts.

Cllr Stagg provided an overview of the half yearly accounts and confirmed that with the receipt of the s106 monies and the precept the Council's financial position was stable and manageable and the cash flow position healthy.

Cllr Fitzgerald advised that the Fletton House final costs are anticipated to be in the region of £1.15m; however the final figure is not yet available.

OM15.19.02. To consider Arts and Community Support Grant applications received totalling £2,373.

The grants were considered with the following outcomes:

Organisation	Amount Requested	Amount Granted	Outcome
U3A	£198	£198	Resolved Unanimously
Oundle Bridge Club	£150	£150	Resolved Unanimously (grant relates to Twinning activities)
Oundle PHAB Club	£500	£500	Resolved Unanimously
Oundle Museum Trust	£800	£650	For: 5 Abstention: 1
Oundle & District Choral Society	£500	£500	For: 5 Abstention: 1
Oundle Church Clock Fund	£225	£225	Resolved Unanimously

Cllr King stated that he will be producing an analysis of the Council's grant funding over the past seven years and a paper for the December 2015 which will include a proposed review of the Grants Policy.

OM15.19.03. To note progress on the new set of SAGE accounts being developed.
The Finance Officer advised that one set of the accounts has been enhanced and recommended that full implementation took place at the end of the financial year. This was agreed.

OM15.20. Personnel Matters

- OM15.20.01. To receive an update on staff training.
The Clerk provided an update on training confirming that all necessary training to comply with the legislation and additional requirements resulting from the management of Fletton House had been arranged and would be undertaken by staff as soon as possible.
- OM15.20.02. To consider staffing needs for The Hub and provide the Clerk with delegated authority to resource the facility as required.
It was recognised that the management of The Hub required flexibility and autonomy and it was unanimously agreed to give the Clerk delegated authority to manage all aspects of the operation and staffing requirements.
- OM15.20.03. To renew the Events Officer Fixed Term Contract on a permanent basis.
Following discussion and acknowledgement of the benefits the role brings to the town it was proposed '*that the role of Events Officer is now made permanent*'.
Proposed: Cllr King **Seconded:** Cllr Stagg **For:** 4 **Against:** 2
- OM15.20.04. PROPOSITION: 'that Oundle Town Council introduces the Living Wage as the minimum hourly rate for employees in permanent, temporary and casual position working for Oundle Town Council'.
This agenda item was taken earlier in the meeting.
- OM15.20.05. To receive a verbal update on staff appraisals and the arrangements for the annual review of Job Grades to be carried out by the Mayor and Deputy Mayor.
Cllr King confirmed that dates for all staff appraisals will be agreed soon and that the review of Job Grades was in progress and a report would be forthcoming at the December Operations Management meeting.

OM15.21. Correspondence for Action
None.

OM15.22. Correspondence for Information
None.

OM15.23. Any Other Relevant Matters for Report
Cllr N Oakes enquired about the Council's Ipad policy with regards to the downloading of Apps and Cllr Chapple requested some assistance in order to enable

 8/12/15

his emails to be received.

There being no further business the meeting closed at 9.20pm.

Signed:..........

Dated:.....8/12/15.....