



# Oundle Town Council

The Courthouse • Mill Road • Oundle • Peterborough • PE8 4BW

Telephone: Oundle (01832) 272055

E-Mail: admin@oundle.gov.uk • www.oundle.gov.uk

Minutes of the meeting of the Town Council Operations Management Committee held on Thursday 9<sup>th</sup> January 2014 at 7.30pm in the Council Chamber, The Courthouse, Mill Road, Oundle.

**Present:** Cllrs Chapple, Fraser and Stagg.

**Absent:** Cllr Elliot was not in attendance

**Minutes:** Paul Smith

**OM13.64. Apologies for Absence**

OM13.64.01. To receive any apologies for absence.

Apologies for absence were received from Cllr Radcliffe (Illness) and Cllr King (Illness).

OM13.64.02. To accept any apologies for absence.

The apologies for absence were accepted from Cllr Radcliffe & Cllr King.

**OM13.65. 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:

OM13.65.01. To declare any Disclosable Pecuniary Interests.

None.

OM13.65.02. To declare any Other Interests.

None.

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

**PROPOSITION:** *‘that the minutes of the Operations Management meeting held on 12<sup>th</sup> December 2013 are approved as an accurate record.’ (Standing Order 10c)*

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

**OM13.67. Review of Actions of the Previous Meetings**

The actions arising were reviewed and noted as being complete, not yet due or contained within this agenda.

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

**OM13.68. Representations from Interested Parties**

None.

**OM13.69. Consideration of Requests from Interested Parties**

Not applicable.

**OM13.70. Personnel Matters**

PROPOSITION: *'that in view of the special and/or confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.'*

**Resolved Unanimously**

OM13.70.01. Staff Matters

It was noted that Tim Lee returned to work on 03.01.2014 and his absence was from 14.11.13 to 02.01.2014.

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'.*

**Proposed:** Cllr Fraser **Seconded:** Cllr Chapple

**Resolved Unanimously**

Cllr Stagg asked that the following questions are considered and responded to at the next Operations Management Committee meeting:-

- Has every employee received a copy of these policies?
- Has each policy been added to their contract of employment?
- How do we ensure that the policies are being adhered to?
- How are the policies maintained?
- Are they on the web site?
- Where are they made generally available?

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'.*

**Proposed:** Cllr Fraser **Seconded:** Cllr Chapple

**Resolved Unanimously**

OM13.70.03. Training

It was noted that John Woollard has completed the Manual Handling course and that Paul Smith & Hanneke Soans have completed the First Aid course.

Further training courses are in the process of being booked

Cllr Chapple asked for clarification on how the dates for refresher training are maintained. This will be included as an agenda item for the next meeting.

7.50pm – The meeting was re-opened to the public.

**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.

The grant of £500 was approved for Oundle G&S on the proviso that they would allow any other Queen Victoria Hall group to use the equipment. The Clerk was requested to write a letter to Oundle G&S to confirm this.

**Proposed:** Cllr Chapple **Seconded:** Cllr Stagg

**Resolved Unanimously**

The grant request from the Oundle Church Fund in the amount of £225 was approved.

**Proposed:** Cllr Chapple **Seconded:** Cllr Fraser

**Resolved Unanimously**

Cllr Chapple requested that he be made aware of the dates of the Oundle Church Fund meetings.

The grant request from the Oundle & District PHAB Club in the amount of £400 was approved.

**Proposed:** Cllr Chapple **Seconded:** Cllr Stagg

**Resolved Unanimously**

The grant request from the Little Ducklings Pre School was deferred to the next Operations Management Meeting due to insufficient information being available. The Clerk was asked to request the following:

- A copy of their brochure
- Clarification of why the rent has increased by £1k p.a.
- Legible financial figures

**Proposed:** Cllr Chapple **Seconded:** Cllr Stagg

**Resolved Unanimously**

Cllrs Stagg and Chapple requested a spread sheet of all grants in the last 5 years to identify patterns.

OM13.71.02. To finalise the 2014/15 draft budget and make a recommendation to Full Council for approval on 16.01.2014.

A review of the budget was carried out with the following observations made:

- That any unused funds from the grants budget line is retained as a potential carried forward figure available for grants the following year;
- Cllr Stagg requested clarification from the Clerk regarding the Courthouse R&M figure;
- Cllr Stagg requested that the Finance Officer establish the PWLB interest rate for a loan of £250k over 25 years.

years.

Following the review, it was proposed *'that approval is sought from Full Council for a precept request of £350,392 for the 2014/15 financial year to be submitted to East Northamptonshire Council'*.

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

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.

The comments were noted; however it was considered that the Council's internal procedures are robust enough to identify any rogue Direct Debit's via the Finance Officer, Bank Reconciliation and the fact that all 14 councillors are able to view all monthly payments at any time.

A number of points were raised with regard to the Financial Regulations as follows:

Item 2.1

This should be reworded as follows:

"Each committee and each working party will throughout the year maintain budget reporting and management procedures for their allocated budget and expenditure under it's management or responsibility, and provide reports through the RFO & FO at each meeting and to Full Council as necessary".

It was requested that all Committees/Working Party are issued with spread sheets to identify budgets spent and available for each year.

Item 4.5

The Finance Officer noted that the current auditor has a different approach to the previous auditor who focussed far more on the financial aspects of the council.

Item 5.4

It was noted that Councillors need to be reminded to countersign the cheque counterfoils.

Item 8.2

It was agreed that a Statement of Intent relating to our investment policy should be developed. Cllr Fraser agreed to action this.

Item 9.9

This item needs to be considered in conjunction with our Lone worker Health & Safety policy, specifically relating to possible risk to staff when collecting cash from Markets.

Cllr Chapple recommended a scream alarm be purchased and made available to any staff as necessary.

Item 10.1a

It was agreed that the following should be inserted: 'All orders

for work, goods and services shall be issued through the office'.

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

- 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.  
Cllr Chapple raised the question as to who reviews that the Risk Assessments have been reviewed. This is to be an agenda item for the next meeting. The changes were not adopted.

**OM13.72. Correspondence for Action**

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

Cllr Chapple requested that the County Councillor and District Councillors are invited to all Full Council meetings.

**OM13.73. Correspondence for Information**

None.

**OM13.74. Any Other Relevant Matters for Report**

None.

There being no further business the meeting closed at 9.55pm.

Signed:.....

Dated:.....13/03/2014.....

**Action Points - Operations Management Working Party Meeting – 9.1.2014**

Reference	Action	Responsibility	Due Date
OM/11.07.13/03.	Update wording on Council's Financial Regulations and other policies (see item OM13.60.02. and OM13.60.03 and OM13.71.04).	DC	13.03.2014
OM/09.01.14/01.	Ensure responses to H&S matters are on the next agenda.	DH	13.03.2014
OM/09.01.14/02.	Respond to questions regarding refresher training.	DH	13.03.2014
OM/09.01.14/03.	Send letters regarding grants.	DH	22.01.2014
OM/09.01.14/04.	Cllr Chapple to be informed of the Church Fund Meeting date.	TB	16.02.2014
OM/09.01.14/04.	Produce information on all grants for the last 5 years for distribution to Cllrs.	PS	16.01.2014
OM/09.01.14/05.	Unused Grants budget to be identified on the budget spread sheet.	PS	16.01.2014
OM/09.01.14/06.	Clarify the Courthouse R&M budget	DH	16.01.2014

	figure.		
OM/09.01.14/07.	Establish PWLB Loan Rate for £250k over 50 years requested by Cllr Stagg	PS	16.01.2014
OM/09.01.14/08.	Develop a statement of intent relating to our investment policy.	NF	13.03.2014
OM/09.01.14/09.	Update the Financial Regulations as agreed in Item OM13.71.03.	DH	16.01.2014
OM/09.01.14/10.	Include the Risk Assessment changes and process for review on next agenda.	DH	13.03.2014
OM/09.01.14/11.	Produce Committee/Working Party budget spread sheets informing spent/available budgets.	PS/DH/NF	16.01.2014
OM/09.01.14/12.	Invite County and District Councillors to all future Full Council Meetings.	DH	16.02.2014

*PS*