



**North
Northamptonshire
Council**

IMPORTANT: Please return form by **Friday 20th January 2023**. Where there is a NIL return a signed copy is still required.

Please return the completed form to pina.patel@northnorthants.gov.uk

..... **Oundle Town Council** **Parish/Town Council**
Year ending 31 March 2024.

The above-named Parish/Town Council hereby precepts for the sum of £ **550,775**
in respect of the above-mentioned year.

20/12/2022

Authorised at a Meeting of the Parish/Town Council held on
(Please include, with this form, a copy of the minutes of this meeting if the precept has a value of more than £100,000).

Signed: 
Designation: **Clerk**
(The officer appointed for this purpose).

Name and address of officer signing the Precept:

Emma Baker
Oundle Town Council
Fletton House, Fletton Way
Oundle
PE8 4JA

Email Address:

Emma@Oundle.Gov.Uk

To be completed by all Parish and Town Councils
Name and address of Parish/Town Council's Bank:

Unity Trust Bank PLC
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Title of Account:	Oundle Town Council
Sort Code:	60-83-01
Account Number:	20435985

For Council's use:

Date of receipt of Precept:

Entered on Payments Register:



Oundle Town Council

Fletton House, Fletton Way, Oundle, Peterborough, PE8 4JA

Telephone: 01832 272055

Email: admin@oundle.gov.uk Website: www.oundle.gov.uk

Minutes of the Meeting of the Town Council held on Tuesday 20th December 2022 at 7.30pm in the Oundle Suite in Fletton House.

Members Present: Cllrs I Clark, D Chapple, R Reichhold, J Arnold, P Davis, J Hutton, V Chesser, L Jones, R Desbois, J Wade and M Schurer.

In attendance: Emma Baker – Town Clerk
1 member of the public who was co-opted onto the Council.

Absent:

22.119. Apologies for Absence

22.119.01. To receive apologies for absence.

Apologies were received from Cllrs Fuller and Gray

22.119.01. To accept apologies for absence

Apologies were accepted from Cllrs Fuller and Gray

22.120. Declarations of Interests

To receive and consider any declarations of interest from Members under Section 50 of the Local Government Act 2000 (*Standing Order 13*)

(This requirement applies only in respect of matters, which are to be considered by the Council at this meeting.)

22.120.01. To declare any Disclosable Pecuniary Interests.

22.120.02. To declare any Other Interests.

22.120.03. To consider any requests for Dispensation.

22.120.04. To report any gifts or hospitality accepted over the value of £50.00.

22.120.05. To report any inappropriate gifts or hospitality offered.

22.121. Minutes of Previous Meetings

22.121.01. PROPOSITION: *'To approve and sign the minutes of the meeting of the Town Council held on 20th December 2022 as an accurate record.'* (*Standing Order 10c*)

The minutes were approved.

Proposed: Cllr

Seconded: Cllr

Resolved: in favour

22.104. To consider and approve co-option of Councillors to Oundle Town Council.

It was resolved that Mrs Lita Gray be co-opted on to the Council.

Proposed: Cllr Clark

Seconded: Cllr Chesser

Resolved: All in favour

22.105. Public Participation from Interested Parties or Members of the public

There were none

22.106. Consideration of Requests from Interested Parties

There were none.

21.107. North Northants Council

22.107.01. To receive report from NNC Ward Councillor

There were no NNC Ward Councillors in attendance.

22.108. Town Matters

22.108.01. To receive an update from the Fletton Field Association

The Mayor informed the Councillors that a meeting has been arranged for 31st January 2023 to talk about local issues with the Oundle Ward Councillors and members of the Oundle Business Association.

22.109. Council Matters

22.109.01. To receive the Mayor's report

The Mayor's report was received.

22.109.02. To receive the Clerks report.

The Clerk's report was received.

Cllr Schurer declared an interest as a he is a Trustee of Creative Oundle.

22.109.03. To consider OTC hosting the Food Festival previously run by Creative Oundle.

It was agreed that OTC would take on the food festival in 2023. Cllr Hutton informed the meeting that although CO did not have the resources to hold the food festival in 2023 it may be able to host it again in the future. OTC agreed to hold the food festival next year with a view to handing back to CO when they are ready.

22.109.04. To receive report on Christmas market issues relating to people ignoring one-way system and instructions from the Marshals.

It was agreed that the dangerous driving be reported to the police and that the Communications Working party look at how we advertise it to the people of Oundle.

22.109.05. To consider request to obtain a storage container for traffic signage and cones.

It was agreed that the Clerk get quotes for a storage container to be presented at the next meeting.

22.109.06. To appoint OTC Councillor as Museum Trustee and approve the Museum Trust Constitution.

It was agreed that Cllr Max Schurer be appointed as a Museum Trustee.

Proposed: Cllr Chapple

Seconded: Cllr Clark

Resolved: All in favour

OTC approved to adopt the new constitution.

Proposed: Cllr Chapple

Seconded: Cllr Chesser

Resolved: All in favour

22,109.07. To resolve that the Mayor writes to the Chief Executive of the NHS Northamptonshire Integrated Care Board and to the Lakeside Oundle Medical Practice to arrange a meeting.

It was agreed that the Mayor write to the parties involved to arrange a meeting.

22.109.08. To elect members on to OTC Committees.

It was agreed that Cllr Wade become a member of the Finance and General purposes committee and now that Cllr Arnold is the new Head of Estates he will also attend the Finance and General Purposes committee. Cllr Gray agreed to become a member of the Personnel committee.

22.110. Financial Matters

22.110.01. To approve the Bank Reconciliation, Balance Sheet and Budget for November 2022.

The monthly bank balance as of 30th November 2022 is as follows:

Unity Trust Bank Account £45,792.78

Unity Trust Instant Access Savings Account £550,764.05

Proposed: Cllr Clark

Seconded: Cllr Chapple

Resolved: All in favour

22.110.02. Payments for November 2022

PROPOSITION: 'That the schedule of payments for November 2022 as presented at this item are paid.'

The payments were approved.

Proposed: Cllr Clark

Seconded: Cllr Wade

Resolved: All in favour

22.110.03. To consider proposal to have a Coronation Community Grant fund for 2022

The grant fund was agreed in principle, however it was decided that a policy was needed to be in place before the grant is advertised. The Mayor agreed to draft a policy for consideration in the New year.

22.110.04. To approve the balancing grant for the Queen Victoria Hall

The grant of £22,000.00 for the QVH was approved.

Proposed: Cllr Clark

Seconded: Cllr Chapple

Resolved: All in favour

22.110.05. To approve the draft budget for 2023 – 2024.

Cllr Chapple asked that the Museum Trust be considered for a rent free year during 2023 – 2024. Following a discussion Cllr Clark proposed that we encourage the museum to apply for a grant in the New Year.

The draft budget for 2023 – 2024 was approved. It was agreed to increase the precept by 5% totalling £550,775.00 for 2023 – 2024.

Proposed: Cllr Clark

Seconded: Cllr Chapple

Resolved: All in favour

22.110.06. To approve the insurance quote.

It was agreed that OTC would remain with James Hallam and Aviva for 2023.

Proposed: Cllr Clark

Seconded: Cllr Chapple

Resolved: All in favour



- 22.110.07. To approve receipt of the completed AGAR for 2021 – 2022.
Approval of the receipt of the completed AGAR was granted.
- 22.110.08. To receive the internal control checklist for Quarter 2.
The report was received.
- 22.110.09. To consider and agree pension contribution for the Northamptonshire Pension Fund.
The contribution for NPF was approved.
- 22.110.10. To receive notification of External Auditor appointment.
The External Auditor appointment was received.
- 22.110.11. To receive the Annual review and Scheme Governance Report for the Aviva pension scheme.
The report was received.

22.111. Highways Matters

- 22.111.01. To receive an update on the 20mph advisory signs for the town.
The update was received. It was agreed that OTC goes ahead with getting the advisory signs in the locations listed on the map.
- 22.111.02. To receive an update on signage in the town.
The Clerk updated the council following the meeting with Sarah Barnwell.
- 22.111.03. To receive the SID report.
The report was received. The Clerk informed the meeting that the report has been emailed to the police.

22.112. Planning Matters

- 22.112.01. To receive the minutes from the Planning Committee meeting held on 6th December 2022.
There were no minutes from the meeting at it was not quorate. Cllr Chapple informed the meeting that he responded to the applications under delegated powers.

22.113. Estates Management Matters

- 22.113.01. To receive the minutes from the Estates Committee meeting held on 22nd November 2022.
Councillor Arnold informed the meeting that ownership of the lamp in Bassetts Place has now been established and that OTC were responsible for the lamp. Cllr Arnold asked for an update on the youth club. The Clerk informed the meeting that the committee would be setting up in the room in the New year. A visit to the workshop has been arranged to consider plans to relocate to Fletton House.

22.114. Communications Working Party



22.114.01. To receive the latest article for the Advertiser.
The latest article was received.

22.114.02. To report on the OTC Mailchimp initiative.
The Council thanked Rebecca for the work she has done in producing the newsletter.

22.115. Correspondence for Information

22.115.01. Letter of thanks from Tom Purslove for Remembrance Day parade.
Noted.

22.115.02. Presentations from Northants Larger Council Partnership Meeting 16th November 2022.
Noted.

22.115.03. Police, Fire and Crime Commissioner's Council Tax Precept Consultation.
Noted.

Please note 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 (Standing Order 3c).

Proposed: Cllr Clark

Seconded: Cllr Chapple

Resolved: All in favour

The meeting closed at 9.46pm

The meeting re-opened at 9.30pm

22.116. Estates Management Matters

22.116.01. To consider recent correspondence regarding an OTC tenant.
It was agreed that the Clerk write to the solicitor to find out how to proceed.

22.117. Personnel Matters

22.117.01. To receive six-month review for employee.
The review was received. The Council thanked the Hub Manager for the work that she has done over the past 6 months.

22.118. Any Other Relevant Matters for Report Only

The Clerk informed the meeting that a request to hold a vintage car parade in 2023 had been submitted. It was felt that it would be a good idea, however more information was needed before a decision could be made.

Cllr Chesser informed the meeting that she had been told about a damaged bench in Black Pot Lane or Kings Road. The Mayor agreed to investigate.

The meeting closed 9.33pm



17/11/23

OTC Monthly Payments - November 2022

Unity Bank Online payment date December 22nd

<u>Payee</u>	<u>Reason</u>	<u>Total Salary</u>	<u>£(incl VAT)</u>	
			£	19,469.38
NCC Pension	Monthly Pension - December	£	1,683.84	
Anglotech	Monthly Photocopier printing costs	£	142.40	
Aspiring Trees	Various Tree works	£	1,090.00	
Bluemoon	IT Support	£	453.84	
Clean4Shaw	CH, FH, SO Cleaning Contract * 2	£	2,322.66	
Cll I Clarke	Travel Re-Imbursement	£	108.00	
Colemans	Stationery	£	29.99	
County Life	Nene Valley News Advertisement	£	198.00	
E-On Energy Solutions	Creed Road repairs	£	24.00	
Fox Directories	Oundle Advertiser Editorial Page * 2	£	322.00	
ISA Cam	Security Christmas Market	£	3,080.16	
Lexis Nexis	Arnold Baker Council Book	£	131.99	
MPS	FH Heating R&M	£	135.00	
N-Power	Un-metered supplies	£	94.51	
Ncalc	VAT only invoice	£	211.60	
PDS Sound & Lighting	Christmas Lighting	£	316.20	
Pick Arthey	Fuel	£	47.99	
Proludic	RG Repairs	£	34.82	
PRS	FH PPL & PRS Rights	£	436.80	
Pumpkin Prints	Signage for Christmas Market	£	474.42	
Rural Services Partnership	Rural Market Town Group Membership	£	48.00	
RG & MF Sadlers	SO, CH Bassett Place Repairs	£	1,736.19	
SLCC	Membership EB	£	392.00	
SLCC Enterprises	Practitioners Conference EB	£	375.00	
Sparx	Christmas Lights	£	15,476.40	
Trade UK	Maintenance equipment	£	130.35	
T Clarke	FH Heating repairs	£	75.60	
Yarwell & Nassington Band	Playing at the Christmas Market	£	275.00	
	Total	£	29,846.76	
<u>Unity DIRECT DEBITS & Other Payments</u>				
Aviva Pension	Monthly Pension (Oct & Nov)	£	3,184.82	
All Star	Monthly Fuel	£	60.00	
Barton Telecom Services	Telephone monthly fee	£	218.12	
Biffa	CH/FH Monthly wheelie bin service	£	138.72	
Crown Gas	CH,ER,FH Electric	£	641.33	
EDF Energy	FH Electric	£	608.96	
HMC&Revenue	P32 PAYE via Cottons	£	3,462.24	
Pozitiv Energy	CH,ER,SO Electric	£	676.91	
Talk Talk	Broadband at Unit 7	£	44.94	
Unity Bank Charges	Bank Charges	£	117.68	
Unity Debit Card	All	£	724.00	
	Total Direct Debits	£	9,877.72	
	Total Payments	£	59,193.86	

This figure is in addition to "Regular Monthly 2022-23 payments" agreed at FC May 2022

OTC Trial Balance

		2022-23		2022-23		2022-23		2022-23		2022-23		Proposed	
		6 months		Projected		Budget		Budget		Profit & Loss		2023-24	
N/C	Description	£	£	£	£	£	£	£	£	£	£	£	Budget
4000-4008	Markets	11,730	£	22,960	£	24,068	-£	1,108	£	25,068	£	25,068	
4100-4110	B/Fwd	-	£	42,376	£	42,376	£	-	£	20,274	£	20,274	
4601-4603	The Hub Income	252	£	504	£	5,000	-£	4,496	£	-	£	-	
4700-4707	FH Room Hire	12,522	£	25,044	£	27,743	-£	2,699	£	26,145	£	26,145	
4708-4720	FH Tenants	3,603	£	3,607	£	8,600	-£	4,993	£	4,850	£	4,850	
4800-4850	CH Tenants	24,979	£	39,136	£	42,629	-£	3,493	£	39,579	£	39,579	
4901-4950	JSC/ORC/RG/CS/QVH	3,655	£	6,177	£	6,207	-£	30	£	6,407	£	6,407	
4970-4972	Cemetery	5,439	£	10,878	£	7,900	£	2,978	£	7,900	£	7,900	
4977-4979	Grants/NP	4,196	£	7,121	£	3,486	£	3,635	£	4,137	£	4,137	
4999	Precept	£ 521,738	£	£ 521,738	£	£ 521,738	£	-	£	£ 550,775			
	Total Excluding Precept	£ 588,115	£	£ 679,540	£	£ 689,746	-£	10,206	£	£ 685,135			
	Income excluding Precept	£ 66,377	£	£ 157,802	£	£ 168,008	-£	10,206	£	£ 134,360			
N/C	Name	£	£	£	£	£	£	£	£	£	£	£	£
5000-5009	Markets	2,906	£	12,695	£	13,637	-£	942	£	12,369.45	£	12,369.45	
5050-5056	Cemetery & Churchyard	56,710	£	58,138	£	27,933	£	30,205	£	31,575.25	£	31,575.25	
5080-5111	Herne Park, DH & St O Car Park	18,423	£	28,760	£	61,545	-£	32,785	£	35,034.24	£	35,034.24	
5120-5137	Occupation Road & Recreation Ground	6,361	£	6,361	£	9,015	-£	2,654	£	7,040.75	£	7,040.75	
5140-5148	Eastwood Road	6,344	£	12,262	£	13,294	-£	1,032	£	13,760.26	£	13,760.26	
5150-5180	St Christophers Drive, War Memorial, JSC	328	£	657	£	16,000	-£	15,343	£	1,500.00	£	1,500.00	
5300-5302	Grants - Arts & QVH	29,536	£	46,086	£	46,086	£	-	£	42,000.00	£	42,000.00	
5501-5554	Community Safety/Environment	5,356	£	7,463	£	9,306	-£	1,843	£	9,421.39	£	9,421.39	
5555-5555	Highways	7,965	£	8,850	£	9,116	-£	266	£	10,027.00	£	10,027.00	
5607-5620	Maintenance & Community Payback	3,374	£	6,747	£	5,966	£	781	£	6,179.26	£	6,179.26	
5700	NCC Services	-	£	-	£	-	£	-	£	-	£	-	
6000-6030	Court House Expenditure	16,944	£	28,380	£	29,031	-£	651	£	41,171.83	£	41,171.83	
6200-6210	Street Furniture	95	£	190	£	424	-£	234	£	400.00	£	400.00	
7000-7016	Staff	106,653	£	230,844	£	218,962	£	11,881	£	246,124.60	£	246,124.60	
7017-7019	The Hub Staff	4,554	£	13,386	£	-	£	13,386	£	15,869.90	£	15,869.90	
7100-7126	Office costs	28,233	£	82,390	£	87,979	-£	5,589	£	90,950.05	£	90,950.05	
7220-7299	FH Expenditure	52,260	£	84,192	£	88,658	-£	4,466	£	93,917.88	£	93,917.88	
7358-7390	The Hub Expenditure	1,936	£	3,872	£	30,000	-£	26,128	£	5,000.00	£	5,000.00	
7903-7904	PWLB Loans	9,111	£	22,793	£	22,793	£	-	£	22,793.20	£	22,793.20	
	Total	£ 357,090	£	£ 654,067	£	£ 689,746	-£	35,679	£	£ 685,135.07			
	P&L	£ 231,025	£	£ 25,473	£	-	£	25,473	£	£ -			