



Oundle Town Council

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Minutes of the meeting of the Town Council Operations Management Committee held on Tuesday 13th January 2015 at 7.30pm in the Council Chamber, The Courthouse, Mill Road, Oundle.

Present: Cllrs Chapple, Fitzgerald, Radcliffe and Stagg.

Minutes: Debra Harper
Paul Smith, Finance Officer was also present.

OM14.47. Apologies for Absence

Apologies for absence were received and accepted from Cllrs Chesser and Clarke. Cllr King advised that he was delayed and would be joining the meeting as soon as possible.

OM14.48. 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:

OM14.48.01. To declare any Disclosable Pecuniary Interests.

None.

OM14.48.02. To declare any Other Interests.

None.

OM14.49. Minutes of the Previous Meetings – Operations Management Committee

PROPOSITION: *'that the minutes from the meeting held on 11 November 2014 are approved as an accurate record'.*

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

OM14.50. Review of Actions of the Previous Meetings

These were noted as complete or in progress.

OM14.51. Representations from Interested Parties

None.

OM14.52. Consideration of Requests from Interested Parties

Not applicable.

OM14.53. Personnel Matters

OM14.53.01 An update on staffing matters.

It was confirmed that the appraisal process was now completed and that any training needs were being identified and fulfilled. The Clerk advised that there were no other matters to report.

OM14.54. Council Matters

OM14.54.01 To receive a report on Heritage lighting meeting and to agree next steps.

Cllr Radcliffe and Stagg advised that a meeting was held with NCC Highways which has enabled the position of the disabled bays to be sorted, this being two by Smiths at No 4 and one by Oundle Travel. It was noted that no additional posts were required to site them here thereby eliminating the Council's concerns with this. They also confirmed that the positions of the lamp post columns in the Market Place had also now been agreed.

Cllr Radcliffe also advised that since the Full Council meeting, NCC Highways had received an example of the heritage lighting which has raised real concern over having these installed in North Street due to the size and the implication these would have on the ability for pedestrians to use the pavement. Following a debate, it was proposed *'that in light of the new information received and in accordance with Standing Order 12a, the Operations Management Committee refer this matter back to Full Council to be reconsidered'*.

Proposed: Cllr Stagg Seconded: Cllr Chapple Resolved Unanimously

OM14.54.02 To consider a proposal from Underground to run youth services at Fletton House.

The proposals submitted were considered and debated. Following due consideration, it was proposed that the Council consider alternative options to provide youth facilities in the town and that the proposal from Underground be declined.

OM14.54.03 To consider the proposal from the Chair of the Neighbourhood Working Party to engage a consultant to write the Neighbourhood Plan.

Cllr Radcliffe advised that the Head of the Neighbourhood Planning Working Party has requested that the writing of the Plan is outsourced. She advised that the proposal is to outsource this to a company that could then employ someone with existing insight and knowledge to enable this to be completed in an efficient and effective manner and that a brief is being produced to progress this. Cllr Radcliffe advised that advice had been taken from NCalc as to whether this approach could be used and they have advised that providing the Council's Financial Regulations have been followed, this could be done and if the outsourced company subsequently employed a Councillor or someone linked to the Council then that would be acceptable on the caveat that that person declared a disclosable pecuniary interest when the item was discussed.

Following a due consideration, it was agreed that this approach could be used on the basis that any company used to write the Plan must not have a vested interest in it.

8.16pm: Cllr King joined the meeting

OM14.54.04 To review the 2014/15 Town Council work plan. (Chairs to provide verbal update)

Fletton House Working Party: Cllr Fitzgerald advised that the work is currently 35 days behind schedule but this will be caught up in the work plan.

Operations Management Committee: Cllr Radcliffe advised that the Operations Management Work Plan was on target with the exception of the review of policies and procedures which is still being reviewed.

Estate Management Committee: Cllr King confirmed that all work was on track and the workspace/unit for the Maintenance team was being reviewed.

Communications Working Party: This was noted as being on track. It was also noted that work also being done on a 'You Are Here' board as a grant of £2000 from the Welland Market Towns had been received to enable this.

Following the update it was agreed that all Committees and Working Parties need to consider future priorities in order that the future work plans could be developed. Cllr Radcliffe will advise Chairs.

OM14.54.05. To receive an update on the review of the Council's Policies and Procedures.

Cllr Radcliffe advised that this work was in progress.

OM14.55 Financial Matters

OM14.55.01 To receive a verbal report from the Finance Officer on any significant budget variances at the end of the third quarter.

The Finance Officer reported that there were no significant variances from last month and confirmed that he and the Head of Finance were reviewing the accounts in detail within the next two days.

OM14.55.02 To finalise the 2015/16 draft budget and make a precept proposal to Full Council for approval.

A third draft of the budget had been circulated prior to the meeting and further proposals raised at the meeting. The following items were then considered and agreed in order to finalise the budget:

- The Courthouse lift: Options have been received to enable the lift to be repaired, refurbished or replaced. The costs for this vary from circa £5K to £38.5K. It was agreed that the option of repair should be followed and the budget set at £5K.
- Youth Services budget: Following earlier agreement it was agreed that the budget for this should be set at £2K to enable youth options to be considered.
- Heritage Lighting: This will remain in budget but will be reconsidered at Full Council on 20th January 2015.
- Fletton House Refurbishment: This budget will be increased by a further £5K to enable LED lights to be installed.
- Staffing: The budget for staffing is to be increased by
 - a) £8.5K to allow for a Caretaker for Fletton House and
 - b) for the hospitality area in Fletton House to be

managed in-house for a period of one year on a fixed term contract at a budget of £25K. It was noted that the Job descriptions and person specifications need to be written.

- Hospitality Area: £1K was assigned to this to enable the hospitality area to open.
- Christmas Lights: A further £2.5K was applied to the budget to further extend the light display.

The result of these agreements was that the bottom line of the presented budget is increased by £9K, although this may be reduced following consideration of the heritage lighting. It was agreed that a further £9K is used from reserves to offset the budget increase and that the resulting precept of £336,543 is recommended to Full Council and that should the decision regarding the heritage lighting be reconsidered, that this budget is reallocated to reserves. These actions were unanimously agreed by the Committee with a recommendation that the budget is now submitted to Full Council for approval.

OM14.55.03 To approve the proposals for Oundle Town Council Company credit/debit cards.

(Note: adopted Financial Regulations 6.18 to 6.21)

The Finance Officer advised that he was still in the process of investigating this and would provide an update for the next meeting.

OM14.55.04 To note the actions taken to facilitate an ENC Community Empowerment Grant.

It was noted that action was taken to obtain a grant for £600 to enable the Police to distribute time switches within the town.

OM14.56. Correspondence for Action

OM14.56.01. To agree a response to the Precept Referendums Consultation.

Cllr Radcliffe provided an overview of the consultation and advised that a response needs to be submitted by 15th January 2015. She confirmed that the response would state that the proposed threshold needs to be raised and that the office would be asked to submit the response before the deadline.

OM14.57. Correspondence for Information

None.

OM14.58. Any Other Relevant Matters for Report

None.

There being no further business the meeting closed at 9.35pm

Signed:.....*Gusta Radcliffe*.....

Dated:.....*10th March 2015*.....