

Ongar

Town Council



Aimi Middlehurst
Town Clerk

20th March 2018

TO ALL MEMBERS OF THE COUNCIL

You are hereby summonsed to a meeting of the **EXTRA ORDINARY FULL COUNCIL** to be held in the **COUNCIL CHAMBER, BANSONS, BANSONS WAY, ONGAR** on **MONDAY 26TH MARCH 2018** commencing at **8PM** for the transaction of business as set out below. Members of the public and press are cordially invited to attend.

Councillor Derek Birch
Chairman

AGENDA

98/17 Apologies for absence

Councillors are asked to forward their apologies for not attending the meeting.

99/17 Declaration of Disclosable Pecuniary Interests (DPis), Other Pecuniary Interest and Non Pecuniary Interests under the Council's adopted Code of Conduct with regard to agenda items.

Members of the Council are subject to paragraphs 6 (DPis), 7 (Other Pecuniary Interests) and 8 (Non Pecuniary interests) of that Code. Members are also subject to paragraphs 9-11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest.

Members are reminded that if there has been any change to their entries in the Register of Interests, they should complete a new form notifying the change within 28 days of becoming aware of any new disclosable pecuniary or non-pecuniary interest. The form should be returned to the Town Clerk for forwarding to the Monitoring Officer at Epping Forest District Council.

100/17 Public participation session with respect to items on the agenda previously notified to the Clerk.

To receive any representations from members of the public. The maximum time allowed for this item is 15 minutes. A member of the public shall not speak for more than three minutes.

101/17 Clerks Report

102/17 Reports from District and County Councillors

To receive reports from District and County Councillors on matters relating to Ongar

103/17 To agree the Full Council Meeting Minutes of 18th January 2018

104/17 Finance Reporting

To receive a list of all payments from 1st January to 28th February 2018

105/17 Recommendations from the Jubilee Park Steering Committee

- a) That the funds agreed from the British Lions event be ring fenced.

An extract from the minutes of 1st March 2018 are below:-

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76/17 British Lions Event

- Members noted that at the JPSC meeting on the 13th July 2017 it was agreed that the £300 profit made would be used to upgrade the TV system.
- On a proposal by Cllr Reynolds, seconded by Cllr Freeman it was agreed to ring fence this fund and transfer to OCST at the appropriate time and make recommendation to Full Council. Unanimous

106/17 Internal Audit Report 2017-18 (First Interim)

- To note the reported dated 30th January 2018 (attached) and agree any necessary action

107/17 2018/19 Budget

- To note the LCTS Grant figure for 2018/19 of £5,385
- To note the request was made to EFDC for the precept figure of £306,569

108/17 Risk Assessment report for 2017/18

- To approve the report

109/17 Insurance Reinstatement Cost Assessment Report

- To note the report and agree any necessary action

110/17 Town and Parish Council Remuneration Scheme for the 2018/19 municipal year

- To consider any changes required to the existing scheme

111/17 Jubilee Park Steering Committee Membership

- To note the resignation of Councillor Simon Cole from the Committee

112/17 National Employers for Local Government Services

- To note the current position regarding the pay negotiations (not finalised to date)

113/17 Neighbourhood Plan Sub Committee – Terms of Reference

- To consider and agree the updated Terms of Reference

An extract from the minutes from PEPROS of 8th February 2018 are below:-

219/17.4 To consider the recommendation from the Clerk to amend the Terms of Reference for the Neighbourhood Plan Subcommittee and make recommendation to Full Council.

Cllr Reynolds proposed and Cllr Cole seconded that the Terms of Reference should be amended to state that the Subcommittee do make their own decisions, meetings are not specifically held here and can be held at other venues and that PEPROS actually approve the Terms of Reference to the Subcommittee it doesn't have to go to Full Council.

The following points were agreed to be amended in the Terms of Reference:

- PEPROS committee approve the Terms of Reference
- Meetings do not have to be held at OTC offices (substitute second bullet point meetings "The Sub Committee **can** (instead of **shall**) meet"
- Penultimate bullet point under Meetings substitute "... **may** (instead of **will**) be open to the public"
- TOR should state that the Sub Committee can make decisions.
- Delete second bullet point under **Defining Roles**



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- Section **Working Groups** amend second bullet point to read "The ONPCG will report back to the Sub Committee at the monthly meetings"
- Delete third bullet point.
- **Finance** section – to note typo in penultimate bullet point – should read "... claim to the **Sub-Committee** who will"

VOTE: Unanimous

114/17 Recommendation from the PEPROS Committee

- To consider funding the rebadging of the noticeboards from General Reserves
- To consider funding the Memorial Garden works from General Reserves

Extracts from the minutes from PEPROS of 8th February 2018 are below:-

220/17 Notice Boards

220/17.1 To consider a quotation received for re-badging seven Council Notice boards within the town. Cllr Reynolds stated that there were seven notice boards but only six need re-badging.

The Locum Clerk advised Members that the only funds available for notice boards in the budget are for maintenance/repair and that a large proportion of the available sum would likely be taken up with repairs as noted in Item 206/17.

Cllr Reynolds proposed and Cllr Bicknell seconded that it should be agreed that the boards are re-badged and a recommendation/request be made to Council that the costs be met from general reserves.

VOTE: 8 in favour

1 abstention

211/17 Memorial Garden

- To consider and agree the quotation received for works at the memorial garden and how this might be funded.

Cllr Freeman stated that although a contractor would be needed to do the works, the revenue would compensate for this.

Cllr Reynolds proposed and Cllr Bicknell seconded that this be taken to Full Council and be funded from the general reserve.

VOTE: Unanimous

115/17 To consider and agree a procedure for the allocation of staff time relative to committees

116/17 The Council is asked to RESOLVE to exclude the press and public for this meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following items contain confidential information relating to contractual and staffing matters.

117/17 Castle Street Allotment Lease Costs

- To receive the information provided by the Town Council's solicitor and agree a course of action

118/17 Extended Leave Request

- To consider the request from a member of staff

119/17 Outstanding Annual Leave

- To consider any action with regard to this matter



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120/17 Job Evaluations and current roles

- To receive the job evaluation and salary benchmarking report and agree any necessary action
- To consider formally consolidating the Finance Officer and Burial Clerk roles (temporarily consolidated since January 2017) and agree any remuneration appertaining there to

121/17 The Council is asked to RESOLVE to permit the press and public to return to the meeting under the Public Bodies (Admission to Meetings) Act 1960

122/17 Combined Employment Law and HR Contract

- To agree to continue with the current supplier for a further three year contract. The cost remains unchanged

