

# Oakham Town Council

Victoria Hall, 39 High Street, Oakham, Rutland, LE15 6AH

Telephone: 01572 723627

e-mail: enquiries@oakhamtowncouncil.gov.uk



**TO: ALL MEMBERS OF THE TOWN COUNCIL**

**IN ACCORDANCE WITH THE REQUIREMENTS OF THE LOCAL GOVERNMENT ACT 1972 YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL MEETING OF OAKHAM TOWN COUNCIL, WEDNESDAY 10<sup>TH</sup> MAY 2017 AT 7.00 PM, AT THE OFFICES OF OAKHAM TOWN COUNCIL, VICTORIA HALL, 39 HIGH STREET, OAKHAM**

**Allison Greaves  
Clerk to the Council  
3<sup>rd</sup> May 2017**

**THE ANNUAL MEETING OF  
OAKHAM TOWN COUNCIL  
WEDNESDAY 10<sup>TH</sup> MAY 2017 AT 7.00PM  
AT THE OFFICES OF OAKHAM TOWN COUNCIL,  
VICTORIA HALL, 39 HIGH STREET, OAKHAM**

*Members of the public attending this meeting are advised that it will be  
filmed and recorded, or photographed*

## **AGENDA**

- 1. ELECTION OF CHAIRMAN**  
To elect a Chairman of the Council, who shall also be the Mayor of Oakham, for the forthcoming municipal year
- 2. DECLARATION OF ACCEPTANCE OF OFFICE**  
To receive the Declaration of Acceptance of Office for the Chairman
- 3. APOLOGIES - Standing Order 1(u)**
  - (i) To receive apologies for absence
  - (ii) To decide whether to approve absences
- 4. COUNCILLOR'S QUESTIONS**  
To answer questions previously notified to the Clerk under Standing Order 9  
*(Members note that 72 hours' notice is now required)*
- 5. DECLARATIONS OF INTEREST**  
Members are asked to declare, if required:
  - (i) Any Disclosable Pecuniary Interest they may have in respect to items on the agenda
  - (ii) Any other interest they may have in respect to items on the agenda

*Members are also reminded to inform the Clerk of any changes in their Register of Members' Interests*

- 6. ELECTION OF VICE CHAIRMAN**  
To elect a Vice Chairman of the Council, who shall also be the Deputy Mayor of Oakham, for the forthcoming municipal year
- 7. MINUTES (*Appendix A*)**  
To confirm the minutes of the meeting of Oakham Town Council held on Wednesday 12<sup>th</sup> April 2017
- 8. MEMBER'S REPORTS**  
To receive reports from Members  
(*Members intending to report should inform the Clerk prior to the meeting*)
- 9. CLERK'S REPORT – For information only**  
To receive a report from the Clerk
- 10. DEPUTATIONS BY THE PUBLIC**  
Members of the Public are invited to address the meeting in accordance with procedures laid down in Standing Orders 1(d) – 1(i)
- 11. WORKING GROUPS AND STEERING GROUPS STRATEGY ASSURANCE (*Appendix Bi – iv*)**  
To receive written reports from Working Groups and Steering Groups and to make any decisions as appropriate:
  - (i) Neighbourhood Plan Steering Group
  - (ii) Finance Working Group
  - (iii) Promotions and Publicity Working Group
  - (iv) OCC Working Group
- 12. FINANCIAL RESERVES POLICY (*Appendix C*)**  
To consider, agree on any changes and to approve the policy
- 13. BUSINESS PLAN FOR OCC BUILDING (*Appendix D*)**  
To consider a report and to make any decisions as appropriate
- 14. APPOINTMENT OF STANDING COMMITTEES (*Appendix E*)**
  - (i) To appoint standing committees for 2017 – 2018
  - (ii) To appoint members to such committees
  - (iii) To agree the duly appointed committees terms of reference
- 15. TREE WARDEN**  
To appoint a Tree Warden for Oakham
- 16. APPOINTMENT OF WORKING GROUPS (*Appendix F*)**  
To decide whether to re-appoint the Working Groups and to appoint members to them
- 17. REPRESENTATION ON OTHER ORGANISATIONS (*Appendix G*)**  
To review the representation on, or work with, other organisations and to make any appropriate decisions
- 18. SCHEDULE OF MEETINGS (*Appendix H*)**  
To approve the Schedule of Meetings for the 2017 – 2018 municipal year
- 19. APPOINTMENT OF INTERNAL AUDITOR (*Appendix I*)**  
To appoint an Internal Auditor for the 2017 – 2018 Financial Year

- 20. BANK SIGNATORIES (*Appendix J*)**  
To authorise signatories to the following accounts:  
(i) The Council's Current Account  
(ii) The Mayor's Charity Account  
(iii) Cambridge Building Society 90 Day Notice Account
- 21. STATEMENT OF ACCOUNTS (*Appendix K*)**  
To decide whether to approve the Statement of Accounts – April 2017
- 22. REQUEST TO USE CUTTS CLOSE**  
To consider a request and grant permission for Tesco to use Cutts Close for the Sunday 25<sup>th</sup> June 2017, for an Armed Forces Day event
- 23. RUTLAND CONCERT BAND (*Appendix L*)**  
(i) To consider a request for financial support for Proms in the Park 2017 and to make any decisions as appropriate
- 24. EXEMPT ITEM**  
To decide whether to exclude the Press and Public under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, as amended, during consideration of Item 25 on the agenda as it concerns confidential matters
- 25. STAFFING COMMITTEE RECOMMENDATIONS (*Appendix M*)**  
To consider recommendations from the meeting of the Staffing Committee held on 24<sup>th</sup> April 2017 and to make any decisions as appropriate relating to those recommendations