

DRAFT MINUTES OF THE FORTY FIFTH ANNUAL MEETING OF OAKHAM TOWN COUNCIL HELD ON WEDNESDAY MAY 9TH 2018 AT THE OFFICES OF OAKHAM TOWN COUNCIL, VICTORIA HALL, 39, HIGH STREET, OAKHAM

PRESENT:

Cllrs Adam Lowe, Michael Haley (part), Peter Ind, David Romney, Sally-Anne Wadsworth, Anne Skipworth, Joyce Lucas BEM (part), Jean Denyer MBE, Paul Buxton, Martin Brookes, Daniel Bottomley

ABSENT: None

Five members of the public were also present at the start of the meeting

80/18 ELECTION OF CHAIRMAN

Nominations were invited to appoint a Chairman. 3 nominations were received.

- (i) It was proposed by Cllr Joyce Lucas, seconded by Cllr Jean Denyer, to elect Cllr Lowe
- (ii) It was proposed by Cllr Martin Brookes, seconded by Cllr Nick Woodley, to elect Cllr Brookes
- (iii) It was proposed by Cllr Martin Brookes, seconded by Cllr Nick Woodley, to elect Cllr Romney

It was proposed by Cllr Brookes, second by Cllr Skipworth and resolved with 9 votes for and 2 against that members shall vote by a signed paper ballot to determine the vote. The vote was 6 for Cllr Lowe, 3 for Cllr Romney, 2 for Cllr Brookes and 1 void.

Cllr Brookes had the lowest number of votes so was omitted.

Ballot papers were redistributed, and a new vote was taken.

The vote was 8 for Cllr Lowe and 4 for Cllr Romney, therefore Cllr Lowe was elected as Chairman of the Council and the Mayor of Oakham for the forthcoming municipal year

A handing over of the chain of office was made by the outgoing Chairman Cllr Haley. Cllr Lowe made a short acceptance speech and took the Chair.

81/18 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Adam Lowe signed the Declaration of Acceptance of Office for the Chairman which was duly witnessed by the Clerk to the Council

82/18 APOLOGIES - Standing Order 1(u)

None received

83/18 DECLARATIONS OF INTEREST

- (i) No Disclosable Pecuniary Interests were declared
- (ii) No Other Interests were declared

84/18 ELECTION OF VICE CHAIRMAN

Nominations were invited for the post of Vice Chairman:

- (i) It was proposed by Cllr Skipworth, seconded by Cllr Lucas, to elect Cllr Romney
- (ii) It was proposed by Cllr Martin Brookes, seconded by Cllr Woodley, to elect Cllr Brookes

The vote was 10 for and 2 abstentions for Cllr Romney and 2 for and 10 abstentions for Cllr Brookes. Therefore, Cllr Romney was elected as Vice Chairman of the Council and Deputy Mayor of Oakham for the forthcoming municipal year

85/18 MINUTES (Appendix A)

It was proposed by Cllr Woodley, seconded by Cllr Haley and resolved with 6 votes for, and 6 abstentions that the minutes of the meeting of the Oakham Town Council held on Wednesday 11th April 2018 be signed by the Chairman and adopted as a true and accurate record of that meeting

86/18 MEMBER'S REPORTS

Cllr Lucas gave a verbal report on her attendance at the Oakham In Bloom meeting held on 1st May 2018

87/18 CLERK'S REPORT

The Clerk tabled correspondence received from Citizens Advice Rutland

88/18 DEPUTATIONS BY THE PUBLIC

A member of the public made a point in light of recent issues at the Annual town meeting

89/18 WORKING GROUPS AND STEERING GROUPS STRATEGY ASSURANCE (Appendix B)

Members noted and approved the report

90/18 APPOINTMENT OF STANDING COMMITTEES (Appendix C)

Nominations were invited for members to the Staffing Committee:

- (i) Cllr Brookes - proposed by Cllr Brookes, seconded by Cllr Woodley and received 4 votes
- (ii) Cllr Skipworth - proposed by Cllr Skipworth, seconded by Cllr Romney and received 12 votes
- (iii) Cllr Haley – proposed by Cllr Ind, seconded by Cllr Buxton and received 6 votes
- (iv) Cllr Romney – proposed by Cllr Romney, seconded by Cllr Lucas and received 10 votes
- (v) Cllr Lowe - proposed by Cllr Lowe, seconded by Cllr Romney and unanimously resolved
- (vi) Cllr Ind - proposed by Cllr Haley, seconded by Cllr Wadsworth and unanimously resolved

It was resolved by Council on 10th January 2018 (min ref 16/18) that the Staffing Committee shall have five members. Therefore, by receiving the highest votes, Cllrs Skipworth, Haley, Romney, Lowe and Ind were duly appointed

It was resolved by Council on 10th January 2018 (min ref 16/18) that the Planning Committee be changed to the Recreation, Planning and General Purposes Committee and that all members will be invited to attend. Therefore, it was proposed by Cllr Brookes, seconded by Cllr Lucas and resolved with 10 for and 2 against that that the Planning Committee is dissolved

91/18 TREE WARDEN

Nominations were invited for Tree Warden:

- (i) Cllr Lucas – proposed by Cllr Anne Skipworth seconded by Cllr Romney
- (ii) Cllr Brookes – proposed by Cllr Woodley, seconded by Cllr Bottomley

The vote was 9 for and 3 abstentions for Cllr Lucas and 3 for and 9 abstentions for Cllr Brookes. Therefore, Cllr Lucas was elected as Tree Warden for the forthcoming municipal year

After much discussion, nominations were invited for a Deputy Tree Warden:

- (i) Cllr Bottomley - proposed by Cllr Lucas, seconded by Cllr Skipworth
- (ii) Cllr Brookes – proposed by Cllr Woodley, seconded by Cllr Wadsworth

The vote was 8 for and 4 abstentions for Cllr Bottomley and 4 for and 8 abstentions for Cllr Brookes. Therefore, Cllr Bottomley was elected as Deputy Tree Warden

92/18 APPOINTMENT OF WORKING GROUPS (*Appendix D*)

Nominations were invited for members to the working groups:

Policies and Procedures Working Group

Cllr Romney – proposed by Cllr Romney, seconded by Cllr Lowe

Cllr Woodley – proposed by Cllr Brookes, seconded by Cllr Lowe

Cllr Brookes – proposed by Cllr Brookes, seconded by Cllr Lowe

Cllr Wadsworth – proposed by Cllr Skipworth, seconded by Cllr Lowe

Resolved with 10 for and 2 against

Finance Working Group

Cllr Brookes – proposed by Cllr Brookes, seconded by Cllr Lowe

Cllr Woodley – proposed by Cllr Brookes, seconded by Cllr Lowe

Cllr Romney – proposed by Cllr Romney, seconded by Cllr Lowe

Resolved with 10 for and 2 against

The Promotions and Publicity Working Group

Cllr Wadsworth – proposed by Cllr Brookes, seconded by Cllr Lowe

Cllr Lucas – proposed by Cllr Wadsworth, seconded by Cllr Lowe

Cllr Bottomley – proposed by Cllr Brookes, seconded by Cllr Lowe

Cllr Buxton – proposed by Cllr Woodley, seconded by Cllr Lowe

Cllr Woodley – proposed by Cllr Brookes, seconded by Cllr Lowe

Unanimously resolved

Neighbourhood Plan Steering Group

Cllr Skipworth – proposed by Cllr Skipworth, seconded by Cllr Lucas and resolved with 11 votes for and 1 abstention

Cllr Brookes – proposed by Cllr Brookes, seconded by Cllr Woodley and resolved with 6 for and 5 abstentions

It was then proposed by Cllr Brookes, seconded by Cllr Wadsworth and resolved with 4 for, 3 against and 5 abstentions that Cllr Haley should step down from the group, and for Council to appoint 2 new representatives based on feedback following the Town meeting.

At 8pm, Cllr Michael Haley left the meeting

Oakham Town Task and Finish Group

Nominations were invited for a Deputy

(i) Cllr Skipworth – proposed by Cllr Skipworth, seconded by Cllr Romney

(ii) Cllr Brookes – proposed by Cllr Brookes, seconded by Cllr Woodley

The vote was 6 for and 5 abstentions for Cllr Skipworth and 5 for and 6 abstentions for Cllr Brookes. Therefore, Cllr Skipworth was elected as the Deputy for the Oakham Town Task and Finish Group

It was proposed by Cllr Skipworth, seconded by Cllr Wadsworth and unanimously resolved that Cllr Woodley remains on the group

Christmas Working Group

Cllr Wadsworth – proposed by Cllr Wadsworth, seconded by Cllr Lowe

Cllr Denyer – proposed by Cllr Denyer, seconded by Cllr Lowe

Cllr Bottomley – proposed by Cllr Bottomley, seconded by Cllr Lowe

Cllr Buxton – proposed by Cllr Buxton, seconded by Cllr Lowe

Cllr Skipworth – proposed by Cllr Skipworth, seconded by Cllr Lowe

Unanimously resolved

93/18 REPRESENTATION ON OTHER ORGANISATIONS (*Appendix E*)

Rutland Together

Cllr Lowe – proposed by Cllr Lowe, seconded by Cllr Wadsworth
Unanimously resolved

Citizens Advice Rutland

Cllr Lowe – proposed by Cllr Lowe, seconded by Cllr Wadsworth
Unanimously resolved

Trustees of the Victoria Hall

Deferred until Council considers the Trustees Constitution – proposed by Cllr Brookes,
seconded by Cllr Wadsworth
Unanimously resolved

Oakham United Charities

Cllr Denyer - proposed by Cllr Denyer, seconded by Cllr Romney
Unanimously resolved

Oakham in Bloom

Cllr Lucas - proposed by Cllr Lucas, seconded by Cllr Brookes
Cllr Buxton – proposed by Cllr Skipworth, seconded by Cllr Romney
Unanimously resolved

Trustees of the Memorial Institute

Deferred until Council considers the Trustees Constitution – proposed by Cllr Brookes,
seconded by Cllr Wadsworth
Unanimously resolved

Rutland Access Group

Cllr Denyer- proposed by Cllr Denyer, seconded by Cllr Brookes
Unanimously resolved

Rutland Committee for First World War Commemoration

Cllr Lowe- proposed by Cllr Lowe, seconded by Cllr Skipworth
Unanimously resolved

Parish Forum Working Party

Cllr Ind - proposed by Cllr Ind, seconded by Cllr Brookes
Unanimously resolved

LRALC

Cllr Ind – proposed by Cllr Ind, seconded by Cllr Romney
Cllr Haley – proposed by Cllr Brookes, seconded by Cllr Denyer
Cllr Skipworth – proposed by Cllr Skipworth, seconded by Cllr Lucas
Cllr Woodley – proposed by Cllr Woodley, seconded by Cllr Wadsworth

The vote was 10 for and 1 abstentions for Cllr Ind. 3 for, 3 against and 5 abstentions for Cllr Haley. 8 for, and 3 abstentions for Cllr Skipworth, 7 for and 4 abstentions for Cllr Woodley.

There are only 2 vacancies so with receiving the highest votes, Cllrs Ind and Skipworth were duly appointed

94/18 SCHEDULE OF MEETINGS (*Appendix F*)

It was proposed by Cllr Woodley, seconded by Cllr Skipworth and unanimously resolved to accept the Schedule of Meetings for the 2018 – 2019 municipal year

95/18 APPOINTMENT OF INTERNAL AUDITOR (Appendix G)

It was proposed by Cllr Brookes, seconded by Cllr Woodley and resolved with 6 for, 3 against and 2 abstentions that this item be deferred until the June meeting

96/18 BANK SIGNATORIES (Appendix H)

(i) It was proposed by Cllr Woodley, seconded by Cllr Brookes and unanimously resolved that the signatories for the Mayor's Charity Account be Cllrs Romney, Woodley and the Clerk

(iii) It was proposed by Cllr Brookes, seconded by Cllr Skipworth and unanimously resolved that the current signatories to the Council's other accounts remain currently for the forthcoming municipal year:

- Current Account: Cllrs Skipworth, Lowe, and Romney
- Cambridge Building Society Account: Cllrs Skipworth, Romney and Lowe
- Melton Building Society: Cllrs Romney, Ind and Woodley

97/18 STATEMENT OF ACCOUNTS (Appendix I)

It was proposed by Cllr Woodley, seconded by Cllr Ind and resolved with 10 for and 1 abstention to approve the Statement of Accounts – April 2018

98/18 APPOINTING A DATA PROTECTION OFFICER (Appendix J)

Members considered and noted the report.

It was proposed by Cllr Woodley, seconded by Cllr Wadsworth and unanimously resolved that this would be under the remit of the Policies and Procedures working group to investigate further

99/18 ADVERTISING MAGNETS

It was proposed by Cllr Brookes, seconded by Cllr Denyer and unanimously resolved to accept and authorise the expenditure of £166 + vat for 500 Advertising Magnets as per minute reference 74/18

100/18 2018-2019 NATIONAL SALARY AWARD (Appendix K)

It was proposed by Cllr Denyer, seconded by Cllr Skipworth and unanimously resolved to accept and note the receipt of NALC 2018-19 pay scales and approve the revised pay rate backdated to 1st April 2018

101/18 EXEMPT ITEM

(i) It was proposed by Cllr Brookes, seconded Cllr Woodley to defer item 24. This motion fell with 2 for and 9 against

(ii) It was proposed by Cllr Lowe, seconded by Cllr Romney and resolved with 7 for and 4 against to exclude the Press and Public under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, as amended, during consideration of item 24 on the agenda as it concern confidential matters

8.47pm Cllr Lucas left the meeting

102/18 STAFFING COMMITTEE RECOMMENDATIONS (Appendix L)

It was proposed by Cllr Skipworth, seconded by Cllr Romney and unanimously resolved to approve the recommendations from the Staffing Committee held on 28th March 2018, to approve the contract for the Office Assistant subject to the following amendment

'section 10 be amended to 'there may be a requirement to attend full Council meetings'

There being no further business, the Chairman closed the meeting at 8.53pm

Signed: _____

**13th June 2018
Chairman**