

Report No. TC01519 Appendix: C Agenda Item: 11	Annual Meeting of the Council 15th May 2019
OAKHAM TOWN COUNCIL	
Report Author: Allison Greaves	Title: Clerk to the Council
Subject: Appointment of Working Groups	
Strategic Aim No. 3 Improve and increase facilities within the town and No. 7 Ensure robust financial controls are in place to enable the delivery of cost effective services as required now and in the future	

Background

The Council currently has three permanent working groups - Policies and Procedures, Finance and the Promotion and Publicity.

There are currently two task and finish groups - the Neighbourhood Plan Steering Group and the Floral working group

The Policies and Procedures Working Group reviews the various policies of the Council as required and recommends any changes it considers necessary to Council.

The Finance Working Group looks at issues such as the Council's Financial Regulations, Investment Strategy, Financial Risk and Fraud Policy and also prepares a draft budget for the Council to consider. Members of this group shall also be appointed by the working group to periodically check the Council's bank statements and bank reconciliations in accordance with Financial Regulations.

The Promotion Working Group recommends costed events that Council may wish to arrange or be involved in as well as any other initiatives that could raise the profile of the Council and of Oakham. A proposal is made to Council for inclusion in Council's budget.

None of these groups have delegated authority and make recommendations to Council or to an appropriate Committee. They meet as and when necessary. At the first meeting of a newly formed working group, the group will elect a Chairman. The Chairman is responsible for producing monthly reports and submitting these to the Clerk for inclusion in Council meeting agendas.

Following the elections, the membership and requirements of the above is currently: -

Policies and Procedures (minimum of four members)	Cllrs Romney, Wadsworth and Neal
Finance (minimum of five members)	Cllrs Romney and Neal
Promotion and Publicity (minimum of four members)	Cllrs Wadsworth, Buxton and Denyer
Neighbourhood Plan SG (two members)	Cllrs Lowe and Buxton
Floral (minimum of three members)	Cllrs Wadsworth, Buxton and Clough

Decision Required

To appoint members to the Working Groups and Task and Finish Groups