

# Oakham Town Council

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

**IN ACCORDANCE WITH THE REQUIREMENTS OF THE LOCAL GOVERNMENT ACT 1972 YOU ARE HEREBY SUMMONDED TO ATTEND A MEETING OF OAKHAM TOWN COUNCIL, WEDNESDAY 12<sup>TH</sup> APRIL 2017 AT 7.00 PM, AT THE OFFICES OF OAKHAM TOWN COUNCIL, VICTORIA HALL, 39 HIGH STREET, OAKHAM**

**Malcolm Plumb**  
**Acting Clerk to the Council**  
**4<sup>th</sup> April 2017**

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

## **AGENDA**

**1. APOLOGIES - Standing Order 1(u)**

- (i) To receive apologies for absence
- (ii) To decide whether to approve absences

**2. 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*

**3. MINUTES (*Appendix A*)**

To confirm the minutes of the meeting of Oakham Town Council held on Wednesday 8<sup>th</sup> March 2017

**4. CHAIRMAN AND MEMBER'S REPORTS**

To receive a report from the Chairman on functions attended and to receive reports from Members who have attended meetings on behalf of Oakham Town Council

*(Members intending to report should inform the Clerk prior to the meeting)*

**5. CLERK'S REPORT – For information only**

To receive a report from the Clerk

**6. 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)

- 7. 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
- 8. CODE OF CONDUCT (*Appendix C*)**  
To consider a report and to make any decisions as appropriate
- 9. COUNCIL PROTOCOL (*Appendix (Di - viii) – Already distributed*)**  
To consider revised documents, agree on any changes and to adopt the protocol
- (i) Drug and Alcohol Abuse
  - (ii) Managing Stress in the Workplace
  - (iii) Capability Procedure
  - (iv) Sickness Absence Policy (including guidance for managers)
  - (v) Councillor / Officer Relationships
  - (vi) Equal Opportunities
  - (vii) Data Protection
  - (viii) Staff Appraisal Procedure
- 10. REQUEST TO USE CUTTS CLOSE (*Appendix E*)**  
To consider a request and grant permission for Pinders Circus to use Cutts Close from Thursday 8<sup>th</sup> March 2018 - Sunday 11<sup>th</sup> March 2018  
*(Members are asked to note that this is for 4 days and therefore the rent charge will be £460 if the request is approved)*
- 11. ICE CREAM VENDOR IN CUTTS CLOSE**  
To decide whether the Council is willing to permit an Ice Cream vendor (Mr Whippy Soft Ice Cream) to be parked in Cutts Close on a Sunday from 18<sup>th</sup> June 2017 – Sunday 20<sup>th</sup> August 2017  
*(Members are asked to note that this is for 10 days and therefore the rent charge will be £250 if the request is approved)*
- 12. COUNCIL VACANCIES (*Appendix F*)**
- (i) To decide whether to co-opt a new member to the Council for the Oakham South East Ward
  - (ii) To agree on the procedures for co-opting any new members to the Council
- 13. STATEMENT OF ACCOUNTS (*Appendix G*)**  
To decide whether to approve the Statement of Accounts – March 2017
- 14. RULES OF DEBATE (*Appendix H*)**  
To consider a report and to make any decisions as appropriate
- 15. ADVERT FOR TOWN MEETING (*Appendix I*)**  
To consider a report and to make any decisions as appropriate
- 16. ADDITIONAL BINS AT GRAMPIAN WAY (*Appendix J*)**  
To consider a report and to make any decisions as appropriate
- 17. LETTER RECEIVED FROM OAKHAM TOWN PARTNERSHIP (*Appendix K*)**  
To consider a letter received from Oakham Town Partnership and to make any decisions as appropriate

- 18. OAKHAM TOWN PARTNERSHIP (*Appendix L*)**  
To authorise a payment of £1000 for the sponsorship fee for the Oakham Late Night Shopping event
- 19. REVISION OF FINANCE REGULATIONS (*Appendix M*)**  
To consider a report from the Financial Procedures Working Group and to decide whether to approve the recommendations contained in the report
- 20. THE HIGH SHERIFF'S HUE AND CRY EVENT (*Appendix N*)**  
To consider a report and to make any decisions as appropriate
- 21. 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 22 on the agenda as it concern confidential matters
- 22. STAFFING COMMITTEE RECOMMENDATIONS (*Appendix O*)**  
To consider recommendations from the meeting of the Staffing Committee held on 3<sup>rd</sup> April 2017 and to make any decisions as appropriate relating to those recommendations