

**DRAFT MINUTES OF THE MEETING OF OAKHAM TOWN COUNCIL HELD ON WEDNESDAY JANUARY 10<sup>TH</sup>, 2018 AT THE OFFICES OF OAKHAM TOWN COUNCIL, VICTORIA HALL, 39 HIGH STREET, OAKHAM**

**PRESENT:**

Cllrs, Michael Haley (Chair) Martin Brookes, Miss Sally-Anne Wadsworth, Nick Woodley, Paul Buxton, Mrs Jean Denyer MBE, Mrs Joyce Lucas BEM, Adam Lowe, David Romney

**ABSENT:** Cllrs Peter Ind, Mrs Anne Skipworth

2 members of the Neighbourhood Plan Steering Group were also present and were invited to speak during Agenda item 8

**01/18 APOLOGIES - Standing Order 1(u)**

- (i) Apologies were received from Cllrs Ind and Skipworth
- (ii) It was proposed by Cllr Lowe, seconded by Cllr Romney and unanimously resolved to approve the absence of Cllrs Ind and Skipworth due to prior commitments

**02/18 DECLARATIONS OF INTEREST**

- (i) No Disclosable Pecuniary Interests were declared
- (ii) No other interests were declared

**03/18 MINUTES (*Appendix A*)**

- (i) It was proposed by Cllr Brookes, to refuse the minutes as he felt they were not an accurate record. There was no seconder, so this motion fell.
- (ii) Prior to the meeting Cllr Lucas advised of an amendment to the draft minutes
- (iii) It was proposed by Cllr Haley, seconded by Cllr Buxton and resolved with 3 votes for, 1 against and 5 abstentions that the minutes of the meeting of Oakham Town Council held on Wednesday December 13th, 2017 were accepted then signed by the Chairman and adopted as a true and accurate record of that meeting

**04/18 CHAIRMAN AND MEMBER'S REPORTS (*Appendix B*)**

Cllr Lowe advised members that the town Christmas tree, had now been dismantled and removed by the Contractors

**05/18 COUNCILLOR'S QUESTIONS**

None received

**06/18 CLERK'S REPORT**

Quarterly Meeting with RCC

Today, the 10<sup>th</sup> January 2018, the Chairman and the Clerk attended the Quarterly meeting with the RCC Chief Executive and RCC Leader.

Notes of meeting:

1. Oakham Town Centre – the scheme is paused. This will allow time to sit with representatives of interested parties and discuss the scheme. Clear that the council will not undertake any physical work during 2018 to minimise disruption to businesses. The scheme has not been abandoned and we will continue to work to achieve a project that will address concerns.
2. Museum Update – currently reviewing what we do.
3. OTC strategic plan update – no progress.
4. Localism Act 2011 and devolving Services – agree to set up a separate meeting when the Places Director is in place. Keen also to achieve clarity on what the respective organisations are responsible for.
5. Regarding CIL. The Clerk needs to meet with Stephen Andrews to identify what funding will come forward and the accountability for expenditure. This will then allow OTC to plan CIL into their budget process.

### Chamber Chairs

The 2 old chamber tables have now been disposed of with no cost to Council. However, the old chairs now need to be disposed of. Oakham Studios would be delighted to take these off our hands if members are happy.

### Governance Training

This is just a gentle reminder that the Governance training by Gordon Grimes is scheduled for next Wednesday 17<sup>th</sup> January at 6pm in the Chamber.

An apology has been received from Cllr Brookes, so if you are unable to attend please let the office know.

### Barmstedt

April 1987 was the date when original twinning links were made with Barmstedt Northern Germany.

The twinning was very successful for many years and although declined in activity there are still some individual links maintained.

The Oakham Twinning Association will be planning a visit in 2018.

Once the office has received an official invitation I will let members know.

It was proposed by Cllr Lowe, seconded by Cllr Wadsworth and unanimously resolved that the Clerk is granted permission to dispose of the chamber chairs

## **07/18 DEPUTATIONS BY THE PUBLIC**

None

## **08/18 WORKING GROUPS AND STEERING GROUPS STRATEGY (*Appendices Ci, ii*)**

- (i) It was proposed by Cllr Brookes to defer this item. There was no seconder, so this motion fell
- (ii) After much discussion, it was proposed by Cllr Haley, seconded by Cllr Lowe and resolved by 6 votes for, 2 against and 1 abstention for the appointment of Open Plan's consultation submission and to instruct the Clerk to apply for a locality grant of £9,000

At 19.26 Cllr Brookes breached Standing Orders by interrupting

## **09/18 STATEMENT OF ACCOUNTS (*Appendices D, i, ii*)**

- (i) It was proposed by Cllr Romney, seconded by Cllr Wadsworth and resolved by 8 votes for and 1 against to approve the Statement of Accounts to 31<sup>st</sup> December 2017
- (ii) It was proposed by Cllr Romney, seconded by Cllr Woodley and unanimously resolved to approve the financial budget to 31<sup>st</sup> December 2017
- (iii) Accordingly, every single expenditure item was considered and voted on:

Item	Cost £	Proposed	Seconded	U	F	A	A b
Play area power wash	3000	Cllr Woodley	Cllr Wadsworth	U			
Grit Bins	53 per fill	Cllr Romney	Cllr Wadsworth	U			
24 x bottles of water	43.75	Cllr Woodley	Cllr Denyer	U			
Postage stamps 100 x 1 <sup>st</sup> class	65.00	Cllr Wadsworth	Cllr Romney	U			

Postage stamps 100 2 <sup>nd</sup> x class	56.00	Cllr Lucas	Cllr Romney	U			
Staples	2.99	Cllr Lucas	Cllr Romney	U			
A4 Paper	17.99	Cllr Romney	Cllr Woodley	U			
Envelopes	16.99	Cllr Romney	Cllr Wadsworth	U			
Black printer cartridges	29.99	Cllr Romney	Cllr Woodley	U			
WD MY Cloud NAS	362.09	Cllr Lucas	Cllr Woodley		8		1
Logitech HD Webcam	91.19	Cllr Romney	Cllr Wadsworth	U			
Paperclips	2.50	Cllr Woodley	Cllr Romney	U			
Computer upgrade	12.80 p/m	Cllr Woodley	Cllr Wadsworth	U			

#### **10/18 WW1 CENTENARY FIELD (*Appendix E, i*)**

It was proposed by Cllr Lucas, seconded by Cllr Brookes and unanimously resolved that the Council instructs the Clerk to register the land as a Centenary field and to engage the Councils Solicitor, and authorise expenditure up to £1000

#### **11/18 DATA PROTECTION OFFICER (*Appendix F*)**

It was proposed by Cllr Wadsworth, seconded by Cllr Romney and unanimously resolved that the Clerk is appointed to the role of Data Protection Officer

#### **12/18 FREEMAN CIVIC EVENT (*Appendix G*)**

It was proposed by Cllr Romney, seconded by Cllr Lucas and resolved by 8 votes for and 1 against to approve the expenditure of £1500 for the event

#### **13/18 PICNIC BENCHES – CUTTS CLOSE (*Appendix H*)**

It was proposed by Cllr Lowe, seconded by Cllr Romney and unanimously resolved to request that the Clerk identifies styles and prices and to bring back to Council to decide

#### **14/18 GOAL POSTS – CUTTS CLOSE (*Appendix I*)**

It was proposed by Cllr Romney, seconded by Cllr Wadsworth and unanimously resolved to request that the Clerk identifies styles and prices and to bring back to Council to decide

#### **15/18 CHRISTMAS DECORATIONS (*Appendix J*)**

- (i) It was proposed by Cllr Haley, seconded by Cllr Woodley and unanimously resolved that a Working Group is established
- (ii) It was proposed by Cllr Romney, seconded by Cllr Brookes and unanimously resolved that Cllrs Woodley, Wadsworth, Denyer, Buxton and Lowe are duly elected members

It was proposed by Cllr Romney, seconded by Cllr Brookes and unanimously resolved to extend the meeting by 30 minutes to allow for business to be concluded.

The meeting was adjourned at 20.50 and resumed at 20.55  
At 20.53 Cllr Denyer gave her apologies and left the meeting

## **16/18 COUNCIL RESTRUCTURE (*Appendix K*)**

After a detailed discussion, it was agreed accordingly, that every item was considered and voted on:

### **(i) Full Council**

- will meet monthly, on every 2<sup>nd</sup> Wednesday
- to include all members
- to deal with recommendations from all committees
- to approve minutes from the P/G meeting

It was proposed by Cllr Romney, seconded by Cllr Wadsworth and unanimously resolved

### **(ii) Planning Committee**

- will meet monthly, on the last Wednesday of the month
- 10 meetings per year. August and December to be excluded
- all members to be invited
- consider Planning applications, and items regarding parks, allotments, trees, and parking requests
- Minutes to be approved at full council
- the name will be changed to Recreation, Planning and General Purposes Committee

It was proposed by Cllr Romney, seconded by Cllr Wadsworth and resolved with 7 votes for and 1 abstention

### **(iii) Staffing Committee**

- the committee shall have 5 members plus the Clerk
- the Clerk and the Chair of the Staffing Committee will call meetings as and when necessary
- recommendations to full council
- consider and make recommendations on matters of employed staff

It was proposed by Cllr Romney, seconded by Cllr Buxton and resolved with 7 votes for and 1 abstention

### **(iv) Finance Working Group**

- the working group shall have 5 members
- recommendations to full council
- consider all aspects of the council's finances and financial documents.

It was proposed by Cllr Lucas, seconded by Cllr Brookes and unanimously resolved

### **(v) Policies and Procedures Working Group**

- the working group shall have a minimum of 4 members
- recommendations to full council
- Chairman of this working group should be the Chairman of Council
- to examine OTC's policies and procedures

It was proposed by Cllr Romney, seconded by Cllr Buxton and unanimously resolved

### **(vi) Promotions and Publicity Working Group**

- the working group shall have a minimum of 4 members
- to report on its proposals for the forthcoming year before making recommendations to council for its budget
- to promote the work of the council, recommend initiatives and events

It was proposed by Cllr Romney, seconded by Cllr Wadsworth and resolved with 6 votes for and 2 abstentions

It was proposed by Cllr Brookes, seconded by Cllr Wadsworth and resolved with 6 votes for and 2 abstentions to extend the meeting by 15 minutes to allow for business to be concluded.

**(vii) Neighbourhood Plan Steering Group**

As this is a task and finish group members do not see any point in changing the group but would like a more detailed report to council

It was proposed by Cllr Romney, seconded by Cllr Wadsworth and unanimously resolved

**(viii) General note**

- all working groups to provide basic reports to council . No spreadsheets as these can be confusing and contain little information

It was proposed by Cllr Romney, seconded by Cllr Brookes and resolved with 6 votes for, 1 against and 1 abstention

- meetings to be conducted in the evenings where possible

It was proposed by Cllr Lowe, seconded by Cllr Lucas and unanimously resolved

- the Clerk to write to all the outside bodies (groups/organisations) for clarification on nomination of OTC representatives

It was proposed by Cllr Romney, seconded by Cllr Brookes and unanimously resolved

- the Clerk to provide all members with the “report” template

- the Councils restructure to come into effect from May 2018 onwards

The Chairman thanked everyone for their contributions and closed the meeting at 21.25

**Signed:** \_\_\_\_\_

**14<sup>th</sup> February 2018  
Chairman**