

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 SUMMONED TO ATTEND THE ANNUAL MEETING OF OAKHAM
TOWN COUNCIL, WEDNESDAY 9TH MAY 2018 AT 7.00 PM, AT THE OFFICES OF
OAKHAM TOWN COUNCIL, VICTORIA HALL, 39 HIGH STREET, OAKHAM
MEMBERS OF THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND**

**Allison Greaves
Clerk to the Council
2nd May 2018**

THE ANNUAL MEETING OF
OAKHAM TOWN COUNCIL
WEDNESDAY 9TH MAY 2018 AT 7.00PM

***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 11th April 2018
- 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 B*)**
To receive written and verbal reports and to approve any expenditure from Working and Steering Groups and to make any decisions as appropriate:
(i) Neighbourhood Plan Steering Group
- 12. APPOINTMENT OF STANDING COMMITTEES (*Appendix C*)**
To appoint members to such committees and to make any decisions as appropriate
- 13. TREE WARDEN**
To appoint a Tree Warden for Oakham
- 14. APPOINTMENT OF WORKING GROUPS (*Appendix D*)**
To appoint members and to make any decisions as appropriate
- 15. REPRESENTATION ON OTHER ORGANISATIONS (*Appendix E*)**
To review the representation on, or work with, other organisations and to make any appropriate decisions
- 16. SCHEDULE OF MEETINGS (*Appendix F*)**
To approve the Schedule of Meetings for the 2018 – 2019 municipal year
- 17. APPOINTMENT OF INTERNAL AUDITOR (*Appendix G*)**
To appoint an Internal Auditor for the 2018 – 2019 Financial Year
- 18. BANK SIGNATORIES (*Appendix H*)**
To authorise signatories to the following accounts:
(i) The Council's Current Account
(ii) The Mayor's Charity Account
(ii) Cambridge Building Society 90 Day Notice Account
(iii) Melton Building Society Business Account
- 19. STATEMENT OF ACCOUNTS (*Appendices I, II*)**
(i) To decide whether to approve the Statement of Accounts to 30th April 2018
(ii) Members to consider the financial budget to 30th April 2018
- 20. APPOINTING A DATA PROTECTION OFFICER (*Appendix J*)**
To consider a report and to make any decisions as appropriate
- 21. ADVERTISING MAGNETS**
To accept and authorise the expenditure of £166 + vat for 500 Advertising Magnets as per minute reference 74/18

- 22. 2018-2019 NATIONAL SALARY AWARD (*Appendix K*)**
To note the receipt of NALC 2018-19 pay scales and approve the revised pay rate backdated to 1st April 2018. (Clerk current pay scale 28) and (Office Assistant SCP 17)
- 23. 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 24 on the agenda as it concern confidential matters
- 24. STAFFING COMMITTEE RECOMMENDATIONS (*Appendix L*)**
To decide whether to approve the recommendation from the meeting of the Staffing Committee held on 28th March 2018:
- (i) The contract for the Office Assistant be approved