

**DRAFT MINUTES OF THE FORTY FOURTH ANNUAL MEETING OF OAKHAM TOWN COUNCIL HELD ON WEDNESDAY MAY 10<sup>TH</sup> 2017 AT THE OFFICES OF OAKHAM TOWN COUNCIL, VICTORIA HALL, 39, HIGH STREET, OAKHAM**

**PRESENT:**

Cllrs Adam Lowe, Michael Haley, Richard Haynes, Peter Ind, David Romney, Sally-Anne Wadsworth, Anne Skipworth, Andrew Bennett, Martin Brookes

**ABSENT:** Cllr Mrs Joyce Lucas BEM

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

**378/17 ELECTION OF CHAIRMAN**

It was proposed by Cllr Adam Lowe, seconded by Cllr David Romney and resolved with 9 votes for and 1 abstention that Cllr Michael Haley be elected 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 to Cllr Haley. Cllr Haley made a short acceptance speech and took the Chair.*

**379/17 DECLARATION OF ACCEPTANCE OF OFFICE**

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

**380/17 APOLOGIES - Standing Order 1(u)**

- (i) An apology for absence had been received from Cllr Joyce Lucas
- (ii) It was proposed by Cllr David Romney, seconded by Cllr Richard Haynes and resolved with 9 votes for and 1 against, to approve the absence

**381/17 DECLARATIONS OF INTEREST**

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

**382/17 ELECTION OF VICE CHAIRMAN**

Nominations were invited for the post of Vice Chairman:

- (i) It was proposed by Cllr Michael Haley, seconded by Cllr Anne Skipworth, to elect Cllr Richard Haynes
- (ii) It was proposed by Cllr Martin Brookes, that he be elected. There was no seconder for this proposal so the motion fell
- (iii) It was then unanimously resolved that Cllr Haynes be elected as Vice Chairman of the Council and Deputy Mayor for the forthcoming municipal year

### **383/17 MINUTES (Appendix A)**

It was proposed by Cllr Adam Lowe, seconded by Cllr Richard Haynes and resolved with 4 votes for, 3 against, and 2 abstentions that subject to the following amendments, the minutes of the meeting of the Oakham Town Council held on Wednesday 12<sup>th</sup> February, 2017 be signed by the Chairman

*Minute 376/17 should read:*

- (i) Council employs a full-time Clerk as outlined in report TC01717*
- (ii) The Staffing Committee recommends that Ms Alison Greaves is appointed Clerk to the Town Council 37hrs per week*
- (iii) Council employs a part-time Office Assistant as outlined in report TC01717*
- (iv) Council instructs the Staffing Committee to produce a revised job description for the Clerk's position*
- (v) Council instructs the Staffing Committee to produce a job description for a part-time Office Assistant*

*After a full and detailed discussion, it was proposed that items (i), (ii), and (i v) be approved, (Ms Greaves' appointment to be effective from 1<sup>st</sup> May 2017) and that items (iii) and (v) are deferred for further consideration. Upon the proposal being put to the meeting, it was so resolved by a vote of 6 for, 1 against and 1 abstention.*

### **384/17 MEMBER'S REPORTS**

Cllr Peter Ind gave a verbal report on his attendance at the Parish Forum meeting

### **385/17 CLERK'S REPORT – For information only**

#### **Internal Audit**

The Locum Clerk, Assistant Clerk and at the request of the internal auditor, Cllr Haley, held an interim meeting with the Internal Auditor, Mr Richard Wilcocks during April 2017. Once the annual accounts for 2016-2017 are finalised and approved by Council a meeting will be held with the internal auditor to complete this year's internal audit. Members will be provided with a copy of the Internal Audit report in due course.

#### **Band Concerts**

Please contact Cllr Sally-Anne Wadsworth if you are able to host any of the concerts.

2/3 volunteers per session, for 18/25 June & 20 August, 12.30 – 5.30pm

1 volunteer per session, for 9/16/23/30 July & 6/13 August, 2.00 – 5pm

Bands playing are:

18 June – Wrinkle Rock

25 June – Melton Band

09 July – Foresters Brass

16 July – Rutland Concert Band

23 July - Rushden Town Band

30 July Deeping Dixielanders

06 Aug – Wississippi Jazzmen

13 Aug – Kibworth Band

20 Aug – Wrinkle Rock

#### **Floral Displays 2017**

Plantscape will be installing the town's planters and baskets during the first week in June.

### **Play Inspection report**

The last inspection highlighted no major areas of concern. However, some remedial work will need to be carried out in the near future. Repairs are required to the wet pour under the swings at Cutts Close, replacement of the spinning mushroom top in the toddlers' play area and a worn bearing to the Spica. I have contacted Wicksteed for a quotation

### **386/17 DEPUTATIONS BY THE PUBLIC**

None

### **387/17 WORKING GROUPS AND STEERING GROUPS STRATEGY ASSURANCE**

Members noted and approved the reports

### **388/17 FINANCIAL RESERVES POLICY (*Appendix C*)**

It was proposed by Cllr Peter Ind, seconded by Cllr Michael Haley and resolved with 6 votes for, 2 against and 1 abstention, that the Council approves the above policy and that it is implemented with immediate effect

### **389/17 BUSINESS PLAN FOR OCC BUILDING (*Appendix D*)**

After much discussion, it was proposed by Cllr Adam Lowe, seconded by Cllr Richard Haynes and unanimously resolved that:

- (i) Council approves leasing the building to Oakham studios as outlined in the report, subject to planning approval being granted by Rutland County Council
- (ii) The Council instructs the Clerk to ask the Council's solicitor for a quotation to prepare a lease agreement.

### **390/17 APPOINTMENT OF STANDING COMMITTEES (*Appendix E*)**

- (i) It was resolved to re-appoint the standing Committees for 2017– 2018
- (ii) It was resolved that the membership of the Staffing Committee should have 4 members and 6 nominations were received. Therefore it was proposed by Cllr Martin Brookes, seconded by Cllrs Anne Skipworth and Sally-Anne Wadsworth that a signed ballot should be taken to determine the vote:

*After the ballot vote was taken the meeting was adjourned at 6.55pm and reconvened at 6.57pm*

Cllr Michael Haley - proposed by Cllr Michael Haley, seconded by Cllr Richard Haynes and received 8 votes

Cllr Richard Haynes – proposed by Cllr Michael Haley, seconded by Cllr Martin Brookes and received 8 votes

Cllr Adam Lowe - proposed by Cllr Michael Haley, seconded by Cllr Peter Ind and received 7 votes

Cllr Anne Skipworth - proposed by Cllr Michael Haley, seconded by Cllr Andrew Bennett and received 7 votes

Cllr Martin Brookes - proposed by Cllr Martin Brookes, seconded by Cllr David Romney and received 2 votes

Cllr Andrew Bennett - proposed by Cllr Andrew Bennett, seconded by Cllr Martin Brookes and received 5 votes

It was proposed by Cllr Michael Haley, seconded by Cllr Anne Skipworth and unanimously resolved to duly appoint Cllrs Haley, Haynes, Lowe and Skipworth to the Staffing Committee

- (iv) It was proposed by Cllr David Romney, seconded by Cllr Martin Brookes and unanimously resolved that the membership of the Planning Committee should have five members and to duly appoint:

Cllr Peter Ind - proposed by Cllr Michael Haley, seconded by Cllr Andrew Bennett

Cllr Anne Skipworth - proposed by Cllr Michael Haley, seconded by Cllr Andrew Bennett

Cllr Richard Haynes - proposed by Cllr Michael Haley, seconded by Cllr Andrew Bennett

Cllr Andrew Bennett – proposed by Cllr Andrew Bennett, seconded by Cllr Anne Skipworth

Cllr Martin Brookes - proposed by Cllr Martin Brookes, seconded by Cllr Adam Lowe

- (iii) It was proposed by Cllr Martin Brookes, seconded by Cllr Sally-Anne Wadsworth, to amend the Planning Committee Terms of Reference to *Members are asked to note that major applications should considered by full Council*. This motion was defeated by 2 votes for, 3 against and 4 abstentions
- (iv) It was then proposed by Cllr David Romney, seconded by Cllr Anne Skipworth and resolved with 7 votes for and 2 against that the Terms of Reference of the Planning Committee and Staffing Committee remain unchanged

### **391/17 TREE WARDEN**

It was proposed by Cllr Anne Skipworth seconded by Cllr Martin Brookes and unanimously resolved, to appoint Cllr Joyce Lucas as Tree Warden for Oakham for the forthcoming year.

*Cllr Brookes thanked Cllr Joyce Lucas for her work as Tree Warden*

### **392/17 APPOINTMENT OF WORKING GROUPS (Appendix F)**

- (i) It was proposed by Cllr Martin Brookes that the Publicity and Promotions Working Group be disbanded into 2 separate groups, Publicity and Events. There was no seconder for this proposal so the motion fell
- (ii) It was proposed by Cllr Peter Ind, seconded by Cllr Anne Skipworth and unanimously resolved to re-appoint the permanent working groups and to duly appoint:

**Policies and Procedures Working Group** - Cllrs Michael Haley, Richard Haynes, Peter Ind and Andrew Bennett

**Finance Working Group** – Cllrs Michael Haley and Richard Haynes

**The Publicity and Promotions Working Group** – Cllrs Sally-Anne Wadsworth, Joyce Lucas, Andrew Bennett and Adam Lowe

**OCC Working Group** – Cllrs Michael Haley, David Romney and Martin Brookes

**Neighbourhood Plan Steering Group** – Cllrs Michael Haley and Richard Haynes

**393/17 REPRESENTATION ON OTHER ORGANISATIONS (*Appendix G*)**

- (i) It was proposed by Cllr Peter Ind, seconded by Cllr David Romney and unanimously resolved to continue with its representation on outside bodies
- (ii) Members reviewed the representation on, or work with, other organisations and it was then proposed by Cllr David Romney, seconded by Cllr Anne Skipworth and unanimously resolved that the following representatives were appointed

**Citizens Advice Rutland**

Cllr Adam Lowe

**Trustees of the Victoria Hall**

Cllr Richard Haynes

**Oakham United Charities**

Vacant

**Rutland Together**

Cllr Martin Brookes

**Rutland LSP Culture and Leisure Group**

Cllr Joyce Lucas

**Oakham in Bloom**

Cllr Sally-Anne Wadsworth

**Trustees of the Memorial Institute**

Cllr Martin Brookes

**Rutland Access Group**

Cllr Martin Brookes

**Oakham Town Partnership**

Cllr Sally-Anne Wadsworth

**Oakham Festival Committee**

Cllr Andrew Bennett

**Rutland Committee for WWI Commemoration**

Cllr Adam Lowe

**Parish Forum Working Party**

Cllr Peter Ind

**Voluntary Action Rutland**

Cllr Peter Ind

### **394/17 SCHEDULE OF MEETINGS (*Appendix H*)**

It was proposed by Cllr Andrew Bennett, seconded by Cllr Michael Haley and unanimously resolved to accept the Schedule of Meetings for the 2017 – 2018 municipal year

### **395/17 APPOINTMENT OF INTERNAL AUDITOR (*Appendix I*)**

It was proposed by Cllr Adam Lowe, seconded by Cllr Richard Haynes and unanimously resolved to re-appoint Richard Wilcocks as the Council's Internal Auditor for the 2017 – 2018 Financial Year

### **396/17 BANK SIGNATORIES (*Appendix J*)**

- (i) It was proposed by Cllr Sally-Anne Wadsworth, seconded by Cllr Richard Haynes and unanimously resolved that the authorised signatories for the Council's Current Account be Cllrs Anne Skipworth, Martin Brookes and Andrew Bennett
- (ii) It was proposed by Cllr Sally-Anne Wadsworth, seconded by Cllr Richard Haynes and unanimously resolved that the signatories for the Mayor's Charity Account be Cllrs David Romney and Andrew Bennett
- (iii) It was proposed by Cllr Sally-Anne Wadsworth, seconded by Cllr Richard Haynes and unanimously resolved that the signatories for the Cambridge Building Society Account be Cllrs Anne Skipworth, David Romney and Andrew Bennett

### **397/17 STATEMENT OF ACCOUNTS (*Appendix K*)**

It was proposed by Cllr Richard Haynes, seconded by Cllr Andrew Bennett and resolved with 9 votes for and 1 abstention to approve the Statement of Accounts – April 2017

### **398/17 REQUEST TO USE CUTTS CLOSE**

It was proposed by Cllr David Romney, seconded by Cllr Anne Skipworth and unanimously resolved to grant permission for Tesco to use Cutts Close on Sunday 25<sup>th</sup> June 2017, for an Armed Forces Day event

### **399/17 RUTLAND CONCERT BAND (*Appendix L*)**

- (i) It was proposed by Cllr Anne Skipworth, seconded by Cllr Andrew Bennett and resolved by 8 votes for, 1 against and 1 abstention to grant financial support for Proms in the Park 2017 and to approve expenditure of £570.00

*It was proposed by Cllr Peter Ind, seconded by Cllr David Romney and unanimously resolved to extend the meeting by 30 minutes to allow for business to be concluded*

### **400/17 EXEMPT ITEM**

It was proposed by Cllr David Romney, seconded by Cllr Martin Brookes and unanimously resolved to exclude the Press and Public under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, as amended, during consideration of Item 25 on the agenda as it concerns confidential matters

### **401/17 STAFFING COMMITTEE RECOMMENDATIONS (*Appendix M*)**

After discussions it was proposed by Cllr David Romney, seconded by Cllr Martin Brookes and unanimously resolved to approve the recommendations subject to the following amendments be changed in the contract of employment:

- *section 10 be amended to 'there is a requirement to attend all full Council meetings'*
- *section 16 be amended to 'must be made in writing to the Chairman'*

- It was proposed by Cllr Adam Lowe, seconded by Cllr Sally-Anne Wadsworth and resolved with 4 votes for, 2 against and 2 abstentions that Mr Malcolm Plumb's contract is extended to the end of July 2017, and is reviewed again at June's meeting

**There being no further business, the Chairman closed the meeting at 9.27pm**

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

**14<sup>th</sup> June 2017**

**Chairman**