

**MINUTES OF THE MEETING OF OAKHAM TOWN COUNCIL HELD ON
WEDNESDAY JUNE 8TH 2016 AT THE OFFICES OF OAKHAM TOWN COUNCIL,
VICTORIA HALL, 39, HIGH STREET, OAKHAM**

PRESENT:

Adam Lowe, Martin Brookes, Stan Stubbs, Joyce Lucas BEM, Vince Howard,
Michael Elliott, Michael Haley, Tracy Carr, Sally Anne Wadsworth, Jasmine Hopkins

ABSENT:

Cllr Peter Ind

Two members of the public were also present

137/16 APOLOGIES - Standing Order 1(u)

- (i) An apology for absence had been received from Cllr Peter Ind
- (ii) It was proposed by Cllr Joyce Lucas, seconded by Cllr Vince Howard and unanimously agreed to approve the absence

138/16 DECLARATIONS OF INTEREST

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

139/16 MINUTES (*Appendix B*)

It was proposed by Cllr Vince Howard, seconded by Cllr Stan Stubbs and unanimously resolved that the minutes of the meeting of Oakham Town Council held on Wednesday May 11th 2016 be signed by the Chairman as a true record of that meeting but to include the following amendment:

- (i) Minute Number 151/16 should include
 - (xiv) *Voluntary Action Rutland*
Cllr Tracy Carr

140/16 COUNCILLOR'S QUESTIONS

None notified

141/16 CHAIRMAN AND MEMBER'S REPORTS

- (i) Cllr Stan Stubbs gave a verbal report on his attendance at the Oakham Town Partnership meeting and advised members on the new Town Manager appointment. Cllr Stubbs also read out a letter on behalf of the Oakham Town Partnership
- (ii) Cllr Vince Howard gave an update on the current work of the Promotions Working Group and discussed arrangements for the forthcoming Queens Birthday event on 12 June 2016

142/16 CLERK'S REPORT

Installation of the 2016 floral displays would be completed by 12th June 2016

143/16 DEPUTATIONS BY THE PUBLIC

None

144/16 SCHEDULE OF MEETINGS (*Appendix B*)

It was proposed by Cllr Vince Howard, seconded by Cllr Sally Anne Wadsworth and unanimously resolved to approve the Schedule of Meetings for the 2016 – 2017 municipal year

145/16 TRANSFER OF COMMUNITY LIGHTING (*Appendix C*)

It was proposed by Cllr Vince Howard, seconded by Cllr Stan Stubbs and agreed with 9 votes for and 1 abstention that the Council accepts the proposal in principle and that Cllrs Haley and Hopkins to meet with RCC to receive final costings and scheme details. A follow up paper to be submitted to Council for inclusion in the agenda of the August 2016 Council meeting for Council's consideration

146/16 IMPLEMENTATION OF PROCUREMENT STRATEGY (*Appendix D*)

It was proposed by Cllr Vince Howard, seconded by Cllr Michael Haley and unanimously resolved to adopt the proposals for the implementation of a robust Procurement Strategy and after remedial work is carried out, that a follow up paper to be submitted for Council's consideration

147/16 CONTRACTS (*Appendix E*)

Members considered the report regarding the Councils contracts and agreements in operation. Each contract was discussed and voted on:

- (i) Millennium
Proposed by Cllr Vince Howard, seconded by Cllr Michael Haley and unanimously resolved that the current contract be extended until 1 January 2017
- (ii) 101 Web
Proposed by Cllr Vince Howard, seconded by Cllr Adam Lowe and agreed with 9 votes for and 1 abstention that the current contract be extended until 1 January 2017
- (iii) Cory Environmental
Proposed by Cllr Vince Howard, seconded by Cllr Stan Stubbs and agreed with 9 votes for and 1 abstention that the current contract be extended until 1 April 2017
- (iv) Wallgate
Proposed by Cllr Stan Stubbs, seconded by Cllr Sally Anne Wadsworth and agreed with 9 votes for and 1 abstention that after 1 September 2016 the Council goes out to tender
- (v) AA Cleaning
Proposed by Cllr Vince Howard, seconded by Cllr Tracy Carr and unanimously resolved that after 1 October 2016 the Council goes out to tender
- (vi) E-on
Proposed by Cllr Vince Howard, seconded by Cllr Adam Lowe and unanimously resolved that the Council investigates a cheaper commercial tariff

- (vii) Cemetery
Proposed by Cllr Adam Lowe, seconded by Cllr Stan Stubbs and unanimously resolved in principle that the Cemetery grounds maintenance contract will go out to tender

148/16 PHOTOCOPIER (*Appendix F*)

It was proposed by Cllr Adam Lowe, seconded by Cllr Vince Howard and unanimously resolved that:

- (i) The Council authorises a replacement copier
- (ii) The contract is awarded to the Danwood Group
- (iii) The Council authorises the Proper Officer to proceed with a 5 year agreement

159/16 OAKHAM CEMETERY (*Appendix G*)

- (i) It was proposed by Cllr Martin Brookes that the Cemetery Working Group be disbanded. There was no seconder so this motion fell
- (ii) It was proposed by Cllr Michael Elliott, seconded by Cllr Vince Howard and agreed with 9 votes for and 1 against that the working group continues dialogue with RCC and works with professional advisors and develop a Business Plan. It is hoped the same personnel can continue for 2016/2017
- (iii) It was proposed by Cllr Vince Howard, seconded by Cllr Michael Haley and agreed with 9 votes for and 1 against that a full survey of the buildings walls and gravestones be undertaken together with comment on the RCC structural appraisal and defects report
- (iv) It was proposed by Cllr Michael Elliott, seconded by Cllr Stan Stubbs and unanimously resolved that the £5,500 contribution to maintenance be made in 2016/2017 with a review later in the year about future contributions
- (v) It was proposed by Cllr Michael Elliott, seconded by Cllr Stan Stubbs and unanimously agreed that the Working Group accepts the estimate of £3750 and authorises Weston Allison Wright to carry out a detailed survey

160/16 CHRISTMAS TREE 2016 (*Appendix H*)

It was proposed by Cllr Vince Howard, seconded by Cllr Michael Haley and agreed with 9 votes for and 1 against that this item be deferred for 1 month so further tenders could be considered

161/16 *It was proposed by Cllr Stan Stubbs, seconded by Cllr Vince Howard and unanimously resolved to exclude the Public and Press during consideration of the next item only on the agenda, under Section 100 (2) of the Local Government Act 1972, as amended due to the confidential nature of the matters to be discussed*

161/16 RECOMMENDATIONS FROM THE STAFFING COMMITTEE

Cllr Adam Lowe introduced the item with five recommendations that members were being asked to consider:

- (i) After discussions on the matter it was proposed by Cllr Michael Haley, seconded by Stan Stubbs and unanimously resolved to approve the recommendation

- (iii) After discussions on the matter it was proposed by Cllr Michael Haley, seconded by Cllr Joyce Lucas and unanimously resolved to approve the recommendation
- (iv) After discussions on the matter it was proposed by Cllr Michael Haley, seconded by Cllr Stan Stubbs and unanimously resolved to approve the recommendation
- (v) After discussions on the matter it was proposed by Cllr Vince Howard, seconded by Cllr Stan Stubbs and unanimously resolved to approve the recommendation
- (vi) After discussions on the matter it was proposed by Cllr Vince Howard, seconded by Cllr Stan Stubbs and unanimously resolved to approve the recommendation

162/16 EXTERNAL AUDITOR REPORT (*Appendix I*)

Members noted and acknowledged the Audit Report for the year ended 31 March 2015

163/16 SCHEDULE OF PAYMENTS (*Appendix J*)

It was proposed by Cllr Vince Howard, seconded by Cllr Stan Stubbs and agreed with 9 votes for and 1 against to approve the Schedule of Payments from May 1st – May 31st 2016

164/16 STATEMENT OF ACCOUNTS (*Appendix K*)

It was proposed by Cllr Vince Howard, seconded by Cllr Stan Stubbs and agreed with 9 votes for and 1 against by Cllr Martin Brookes to approve the Statement of Accounts to May 31st 2016

Cllr Brookes voted against, his objection being that the Council should pay for administrative services via Payroll and not as a self-employed person

Cllr Brookes was advised that the Council had written to the HRMC requesting clearance under the PAYE system

165/16 SMALL CLAIMS COURT

It was proposed by Cllr Stan Stubbs, seconded by Cllr Vince Howard and agreed with 9 votes for and 1 against that Cllr Michael Haley and the Proper Officer represents the whole Council with authority to make a decision during the telephone mediation appointment

There being no further business the Chairman closed the meeting at 8.50pm

Signed: _____

**Chairman
13 July 2016**