

Minutes of the meeting of the Oakham Town Council held on Wednesday 12th April 2017, at the offices of Oakham Town Council, Victoria Hall, 39 High Street, Oakham, Rutland. The meeting commenced at 7.00pm.

Present	Cllr Adam Lowe	Chairman of the Town Council
	Cllr Martin Brookes	
	Cllr Michael Haley	
	Cllr Richard Haynes	
	Cllr Peter Ind	
	Cllr David Romney	
	Cllr Stan Stubbs	
	Cllr Sally-Anne Wadsworth	
	Mr Malcolm Plumb. F. Inst. LCM.	Acting Town Clerk

3 members of the public were also present

354/17 Apologies for Absence

Apologies for absence were received and accepted from Cllrs Andrew Bennett, Anne Skipworth and Joyce Lucas BEM

355/17 Declarations of Interest

Cllr Martin Brookes declared a non-pecuniary interest in Agenda item 8 (Code of Conduct).

Cllr Stan Stubbs declared an interest in Agenda items 17 and 18 (Oakham Town Partnership). He stated he would remain in the meeting but would take no part in either discussions or voting.

356/17 Minutes

Subject to the following amendments, the minutes of the meeting of the Oakham Town Council held on the 8th March, 2017 were adopted as a true and accurate record, by 6 votes for, 1 against and 1 abstention.

Attendance list, first page. Correct spelling from "Cllr Sally-Ann Wadsworth" to "Cllr Sally-Anne Wadsworth".

Minute No 352/17. Add after "permanent Town Clerk" (line 3) – "and part-time Assistant".

357/17 Chairman's and Members Reports

No reports were considered under this item of business, since all matters were covered within the meeting's Agenda.

358/17 Clerks Report

The Acting Town Clerk referred to minute 339/17, second bullet point, Town Council meeting, 8th March, 2017, and reported that he had now recorded a formal complaint under the Town Council's Code of Conduct, against the Councillor concerned, to the RCC Monitoring Officer, in regard to this matter.

359/17 Deputations by the Public

None received

360/17 Working Groups and Steering Groups reports. Appendices (B i-iv)

Members received and noted the following reports:

- Neighbourhood Plan Steering Group
- Finance Working Group
- Promotions and Publicity Working Group
- OCC Working Group

361/17 Code of Conduct Report. Appendix C

The meeting received and considered report (TC 01117), recommending that the extended restrictions applied upon a Town Councillor, (following a previous breach of the Council's Code of Conduct), by the January 2017 Town Council meeting, be lifted for reasons of reconciliation with the Councillor concerned.

A full discussion ensued upon the recommendation, including a verbal report to the meeting from the Acting Town Clerk. It was finally agreed that a secret ballot of all attending Councillors be taken to help determine the meeting's collective decision upon the recommendation. Ballot papers were issued to all Councillors and then recovered after completion ~~and examined~~ and examined and counted by the Chairman and Acting Town Clerk. The result was that 4 Councillors voted FOR the recommendation and 4 voted AGAINST. The Chairman therefore used his casting vote, in favour of the recommendation. The recommendation was therefore AGREED by the meeting.

362/17 Town Council Protocols. Appendices Di to Dviii (already distributed to all Councillors)

The meeting considered the revised documents circulated to the March 2017 meeting of the Town Council, showing proposed changes to the Council's protocols.

It was recognised that most changes affected the Town Council Officers. After discussion, it was resolved to adopt all the revised protocols as Town Council policy with immediate effect and to continue to review these annually.

363/17 Request to use Cutts Close

After discussion, it was resolved to accept the request from "Pinders Circus" to use Cutts Close from Thursday 8th March 2018 to Sunday 11th March 2018.

365/17 Ice Cream Vendor in Cutts Close

After discussion, the meeting agreed to permit the "Mr Whippy Soft Ice Cream" vendor to trade in Cutts Close from 18th June, 2017 to 20th August 2017 inclusive, on consecutive Sundays, with a total rent charge of £250.

366/17 Town Councillor Vacancy. Appendix F

The Locum Clerk reported that appropriate public notices declaring a casual vacancy as Town Councillor for the Oakham South East Parish Ward had been displayed in accordance with statutory requirements. No election had been called for by electors to fill the vacancy. Accordingly, the Town Council could now proceed to fill the vacancy by the process of co-option.

After a full discussion it was agreed:

- (i) To co-opt a new member to the Council for the South East Ward
- (ii) The vacancy to be advertised via Public Notices, Facebook, the Council's web site, and local press
- (iii) Closing date to be 28th April 2017
- (iv) Interview panel to comprise Cllrs Michael Haley, Joyce Lucas, Richard Haynes. Reserves Cllrs Martin Brookes and Adam Lowe
- (v) Applicants will be invited to an interview week commencing 1st May 2017

367/17 Statement of Accounts. Appendix G

The meeting received and considered detailed statements of accounts up to 31st March 2017. The total of cash and bank balances as at 31/3/17, was £197,462-59p.

During the ensuing discussion, the need for Councillors to initial the end of month balances was agreed and that when specific items of expenditure are beyond budgetary limits, quotations should be made available to Councillors.

It was therefore resolved by a vote of 7 for and 1 against, that the accounts were received and agreed by the Council.

368/17 Rules of Debate. Appendix H

The meeting received and considered a report (TC01017) from Cllrs Michael Haley, Stan Stubbs and the Acting Town Clerk, recommending that new rules be added to the Town Council's Standing Orders. Two new rules were proposed, placing a six months restriction upon rescinding a past Council decision, without the prior and specific agreement of the Council, and applying a procedure for dealing with questions during Council meetings (prior notice of).

After discussion, the meeting unanimously resolved to approve the additional two Standing Orders, no's 6s and 6t, as recommended in the report, with immediate effect.

369/17 Advertisements for the Annual Town Meeting. Appendix I

The Chairman of the Council. Cllr Adam Lowe, submitted a report recommending that, in order to maximise the involvement of the Public in the meeting, details would be advertised in the local press and on Rutland Radio. The cost is estimated at £532.82. Again, in order to further encourage members of the public to attend, Cllr Lowe had invited "Health Watch Rutland" to give a presentation to the meeting.

After a full discussion, the meeting approved the proposals by 7 votes for and 1 abstention.

370/17 Additional bins at Grampian Way. Appendix J

The Chairman of the Council, Cllr Adam Lowe, submitted a report (TC01417), recommending the provision of two post mounted litter bins in the area of Grampian Way, for an estimated cost of £325.00. If the bins are provided, RCC would incorporate their emptying under their contract agreements.

After discussion, the meeting unanimously resolve to approve the recommendations in the report.

371/17 Oakham Town Partnership. Request for financial contribution. Appendix K

Circulated with the Agenda papers was a letter from the Chairman of the Oakham Town Partnership asking the Council if it would consider making a donation of £12,000 towards the employment costs of the Town Centre Manager.

After a full and detailed discussion, taking into account the Town Council's capital commitments, it was resolved, by a vote of 6 for, 1 against, and 1 abstention, that a "one off" contribution of £6,000 be approved.

372/17 Oakham Town Partnership. Sponsorship of late night shopping event. Appendix L

The Oakham Town Partnership had requested a payment of £1,000 for the sponsorship of the late night shopping event and Xmas Lights Switch on, which occurred on the 5th November, 2016. Copy invoices showing expenditure incurred were available for Town Councillor's information.

After discussion, it was resolved by 6 votes for, 1 against and 1 abstention, that the requested payment be approved.

373/17 Financial Regulations Review. Appendix M

The meeting received and considered a report (TC 01517) from Cllrs Michael Haley, Peter Ind and the Acting Town Clerk, recommending detailed changes and additions following the recent review of these regulations.

After discussion, by a vote of 7 for and 1 against, the changes and additions were approved.

374/17 The High Sherriff's Hue and Cry Event. Appendix N

The Chairman of the Town Council, Cllr Adam Lowe, submitted a report (TC 01617 relating to the Oakham Hue and Cry Event proposed for the 29th May, 2017. The report recommended that items of the Council's equipment be loaned for the event; that the Town Council contributes advertising costs, and provides bottles of drinking water.

After a discussion, by a vote of 7 for and 1 against, the recommendations were approved by the meeting.

375/17 Exempt Items. Exclusion of public/press

The meeting resolved that, in accordance with the Public Bodies (admission to meetings) Act 1960 (as amended), the remaining item of business is classified as confidential since it relates to conditions of employment matters. The public and press were accordingly excluded from the meeting at this time and they therefore vacated the meeting.

376/17 Recommendations from the Staffing Committee. Appendix O

The Staffing Committee circulated a report (TC01717) concerning the Council's existing and future needs and to introduce a more appropriate staffing structure. After careful consideration, the Staffing Committee recommended:

- (i) The Council employs a full-time Clerk at 37hrs p/w
- (ii) That Ms Allison Greaves is appointed Clerk to the Council
- (iii) The Council employs a part-time Office Assistant at 18 hrs p/w
- (iv) Council employs a part-time Office Assistant as outlined above.
- (v) Council instructs the Staffing Committee to produce a job description for a part-time Office Assistant.
- (vi) After a full and detailed discussion, it was proposed that items (i), (ii), and (iv) be approved, (Ms Greaves appointment to be effective from 1st 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.

After discussions on the matter, it was resolved by a vote of 6 for, 1 against and 1 abstention to approve the above recommendations.

There being no further business, the Chairman closed the meeting at 8.55 pm

Signed: _____

10th May 2017
Chairman