

## **DRAFT MINUTES OF A MEETING OF OAKHAM TOWN COUNCIL HELD ON WEDNESDAY 12 AUGUST 2020**

DUE TO SOCIAL CIRCUMSTANCES IMPOSED BY COVID-19, THIS MEETING WAS HELD VIA ZOOM

**PRESENT:** Cllrs David Romney (Chair), Adam Lowe, Sally-Anne Wadsworth, Paul Buxton, Joy Clough, Zoe Neal, Clerk to the Council

**ABSENT:** Cllrs Jean Denyer MBE, Mark Lomas

**IN THE PUBLIC GALLERY:** None

### **102/20 APOLOGIES AND REASONS FOR ABSENCE**

Apologies were received from Cllr Denyer due to personal reasons. Proposed these be accepted by Cllr Neal, seconded by Cllr Wadsworth, and unanimously resolved

### **103/20 DECLARATIONS OF INTEREST**

None received

### **104/20 MINUTES**

Proposed by Cllr Wadsworth, seconded by Cllr Buxton and unanimously resolved to confirm the Minutes of the Extraordinary meeting held on 15<sup>th</sup> July 2020 as a true record of that meeting

### **105/20 DEPUTATIONS BY THE PUBLIC**

None

### **106/20 COUNCILLOR'S QUESTIONS**

None

### **107/20 CLERKS REPORT, ACTIONS AND CORRESPONDENCE RECEIVE**

#### **General Maintenance**

Work orders have been issued to carry out the following remedial work:

- Painting and repairing 70 park/town benches
- Painting of Cutts Close swings
- Painting of Bandstand ironwork
- Painting exercise equipment at Royce's Recreation ground

#### **Council Play Areas**

- All 3 play areas have been given another deep clean following Government guideline due to Covid-19. This includes all play and exercise equipment, signs, rubbish, and dog waste bins
- A work order has been issued for the periodical safety inspections of all the play equipment
- A work order has been issued to Playscape Playgrounds for all remedial work following an inspection report reference 1251161, totalling £1375

#### **Trees**

- Removed from Willow Crescent allotments a fallen Willow tree
- Cut back 2 larger timbers overhanging Oak trees at Willow Crescent allotments

#### **Other**

On 20<sup>th</sup> July there was vandalism to the gent's toilets in Church Street

### Correspondence received

- Letter from Rutland County Council Highways Inspector regarding the obstruction of footway at Brooke Road Allotments
- Email from a resident regarding the temporary one-way system (supplementary document circulated)

### Actions

| Item                  | Date     | Min Ref | Action  | By Whom          | Action/update       |
|-----------------------|----------|---------|---|------------------|---------------------|
| Council Vacancies     | 15/07/20 | 94/20   | Vacancies have been advertised  | Office           | Completed           |
| Armed Forces Covenant | 15/07/20 | 95/20   | Chairman has signed the Covenant on behalf of OTC and uploaded onto Councils website                  | Chairman /Office | Completed           |
| Annual Return         | 15/07/20 | 98/20   | Annual Return has been completed and sent to the external Auditor. Publication is on Councils website | Office           | Completed           |
| Tennis Club           | 15/07/20 | 101/21  | A commercial Surveyor has been instructed to carry out a valuation                                    | Office           | Completed / Ongoing |

### 108/20 CHAIRMAN AND MEMBER'S REPORTS

None

### 109/20 WORKING GROUPS

None

### 110/20 STATEMENT OF ACCOUNTS

Proposed by Cllr Wadsworth, seconded by Cllr Neal and unanimously resolved that the Statement of Accounts to 31<sup>st</sup> July 2020 and the schedules of invoices totalling £19,862.33 be approved

### 111/20 TERMS OF REFERENCE

- Proposed by Cllr Romney, seconded by Cllr Neal and unanimously resolved to approve the Staffing Committee Terms of Reference
- Proposed by Cllr Romney, seconded by Cllr Wadsworth and unanimously resolved to approve the Finance Committee Terms of Reference
- Proposed by Cllr Romney, seconded by Cllr Wadsworth and unanimously resolved to approve the Neighbourhood Plan Steering Group Terms of Reference

### 112/20 REVIEW AND CONFIRMATION OF COUNCIL'S POLICIES

Members considered a report from the Policies and Procedures Working Group.

- It was proposed by Cllr Lowe, seconded by Cllr Buxton, and resolved with 5 votes for and 1 against that the word 'it' is amended to 'their' in Standing Order 35(a)
- It was proposed by Cllr Neal, seconded by Cllr Wadsworth, and resolved with 5 votes for and 1 against that the words... 'A Councillor should have served at least 2 years' continuous service on the Council before being considered as Chairman or Vice Chairman and should have completed Chairman training or attended within 6 months'.. be inserted at the start of the proposed Standing order 2(e)

- c) It was proposed by Cllr Romney, seconded by Cllr Lowe, and resolved with 5 votes for and 1 against that the words...’The Chairman of the Recreation and Planning Committee should be the Vice Chairman of the Council’.. be inserted at the start of the proposed Standing order 15 (j)
- d) Proposed by Cllr Romney, seconded by Cllr Neal and resolved with 5 votes for and 1 against that the following items are approved ‘en bloc’ without any amendments
- Financial Regulations (adopted on 10-10-18)
  - Code of Conduct (adopted 20-03-19)
  - Managing Stress in the Workplace Policy (adopted 20-03-19)
  - Grants Policy (adopted 13-02-19)
  - Equal Opportunities Policy (adopted 20-03-19)
  - Drug and Alcohol Abuse Policy (adopted 20-03-19)
  - Capability Policy (adopted 20-03-19)
  - Appraisal Policy (adopted 20-03-19)
  - Health and Safety Policy (adopted 20-03-19)
  - Grievance Procedure Town Clerk Policy (adopted 20-03-19)
  - Grievance Procedure Employee Policy (adopted 20-03-19)
  - Disciplinary Policy (adopted 20-03-19)
  - Complaints Procedure Policy (adopted 20-03-19)
  - Sickness Absence Procedure Policy (adopted 20-03-19)
  - Provision of Grit Bins Policy (adopted 20-03-19)
  - Protocol on Recordings Policy (adopted 20-03-19)
  - The Local Government Transparency Code (adopted 20-03-19)
  - OTC Strategic Plan (adopted 20-03-19)

#### **113/20 NEIGHBOURHOOD PLAN EXPENDITURE**

Proposed by Cllr Lowe, seconded by Cllr Wadsworth and resolved with 5 votes for and 1 against to allocate £2000 from Council’s General reserves, for Open Plan to complete the Neighbourhood Plan work, required as outlined in the report

#### **114/20 PRINCESS AVENUE CAR PARKING**

Proposed by Cllr Neal, seconded by Cllr Buxton and unanimously resolved to:

- a) Council approve the installation and expenditure of signage
- b) Council to explore the possibility of using the land in front of the RCC garages
- c) Council to ask the Clerk to investigate the legal possibility to extend the carpark (claiming land from the park)

#### **115/20 CUTTS CLOSE SHELTER**

Proposed by Cllr Lowe, seconded by Cllr Neal and resolved with 5 votes for and 1 against that Cllr Lowe with the help of the office be authorised to explore further the implications of a redevelopment of the Cutts Close Shelter

#### **116/20 DELEGATED AUTHORITY REGARDING PARK EVENTS**

Proposed by Cllr Lowe, seconded by Cllr Neal and unanimously resolved that members wish to exercise delegated authority to the Clerk in consultation with the Chairman and Vice Chairman in accordance with Standing order 31, that permission is granted immediately for any requests for park events, and to inform members on the decisions

#### **117/20 EXEMPT ITEMS 17 AND 18**

Proposed by Cllr Romney, seconded by Cllr Buxton and resolved with 4 votes for and 2 against to exclude the public and press for consideration of the following confidential matters

**118/20 REQUEST FROM EMILY REDDING DANCE ACADEMY**

- a) Proposed by Cllr Clough, seconded by Cllr Lowe and unanimously resolved that Council agree to the request of a rent reduction due to Covid-19 restrictions, for three months and to be reviewed in January 2021
- b) Proposed by Cllr Lowe, seconded by Cllr Clough and unanimously resolved that the former lease is amended to a three-year term with a break clause of one year and that the Clerk, be authorised, in consultation with the Solicitor, to act on behalf of the Council

**119/20 RECOMMENDATIONS FROM THE STAFFING COMMITTEE**

Proposed by Cllr Neal, seconded by Cllr Buxton and resolved with 5 votes for and 1 abstention that members have considered and approve the recommendations from the Staffing Committee:

- a) Council agrees to employ a Deputy Clerk, for 20 hours per week
- b) Kathy Geraghty is appointed with a commencement date of 1<sup>st</sup> September 2020
- c) Council approves the Terms and Conditions of Employment

**The Chairman thanked everyone for their contributions and closed the meeting at 19.17**

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

**Chairman  
09 September 2020**