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**MINUTES OF A MEETING OF OAKHAM TOWN COUNCIL HELD ON WEDNESDAY 10 NOVEMBER 2021 AT 6.30 P.M. IN THE TOWN COUNCIL CHAMBERS**

**IN ATTENDANCE:** Cllrs: A. Burton, Buxton, Denyer, D. Graham, A. Lowe, Z. Nealson, C. Nix, A. Orchard, D. Romney & S-A. Wadsworth,

**ALSO IN ATTENDANCE:** K. Bell (Locum Town Clerk), K. Geraghty (Deputy Clerk) & 12 residents

**APOLOGIES:** Cllrs. Fresia-Farelly

**ABSENTEE:**  Cllr. K. Gilbody

Cllr Nealson opened the meeting and welcomed all present.

**11/21 – 01 APOLOGIES AND REASONS FOR ABSENCES**: Apologies were received from Cllr. Fresia-Farelly.It was proposed, seconded and **RESOLVED** that the apology received from Cllr. Fresia-Farelly in respect of a work commitment be accepted  **Unanimous**

**11/21 – 02 DECLARATIONS OF MEMBERS INTERESTS AND APPLICATIONS FOR DISPENSATIONS:** No interests were declared; however, Cllrs Burton and Orchard stated that they would declare interests in items relating to the allotments.

**11/21 - 03 DEPUTATIONS FROM MEMBERS OF THE PUBLIC:** An opportunity for members of the public to speak in accordance with Standing Orders 1 (d)- 1(i)

**11/21-03.1 Deputations from members of the public present**: A resident spoke in support of a new skatepark.

**11/21-03.2 Correspondence from resident:** An email had been received from a resident (copied to members) advising that whilst they were not opposed to the building of a skatepark they were not in favour of it being sited at the Royce Recreational Ground.

The Chairman proposed that Standing Orders be suspended in order to vary the order of the agenda items and to bring forward the Oakham Skatepark Project. This proposal was seconded and approved.  **` Unanimous**

**These minutes are not a verbatim report of the meeting. but a summary of discussions and decisions made**

**Chairman: …………………………………………………… Date: 08 December 2021**

**11/21 – 04 OAKHAM SKATEPARK PROJECT:**

It was reported that in February 2021 OTC had considered correspondence received from young people’s services requesting a start-up grant of £500 to get the Oakham Skate Park project up and running. This funding was agreed however due to lockdown and various other frustrations the project had been hibernated and the money had not yet been passed over. It was further reported that an Oakham resident whose son was part of the original steering group, was attempting to get the project back up and running so that things could move forward. If a suitable venue could be identified, then the original skate park steering group would work together to move forward and obtain funding. At this stage OTC was being asked to consider whether it was able to offer the possibility of a skate park being built at either Cutts Close, Willow Crescent, Royce Playing Field or Centenary Field. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That OTC was supportive of a skatepark being built in Oakham subject to a suitable location being identified and funding being obtained.

It was further

**RESOLVED:** That OTC would set up a Skatepark Working Group consisting of 3 members of OTC, 2 RCC Representatives and 2 resident representatives. **Unanimous**

It was further

**RESOLVED:** That the OTC representatives on the WG would be considered at the December meeting of the council.

**Unanimous**

**11/21 – 05 MEETING HELD ON 13 OCTOBER 2021**

**11/21 -05.1 MINUTES:** Following a discussion it was proposed, seconded and

**RESOLVED:** By a majority of 7 in favour with 3 abstentions that the minutes from the meeting be approved and signed by the Chairman as a correct record of the proceedings. Cllr Lowe requested that his abstention be minuted as did Cllrs Buxton and Denyer who were not present. **BY MAJORITY**

**11/21-05.2 Update on matters arising not included elsewhere on the agenda**

**1021 – 010 ( c ) Cambridge Building Society Mandate:** Confirmation received that signatories had been updated

**11/21 – 06 FINANCE COMMITTEE HELD ON 13 OCTOBER 2021:** Following a discussion it was:

**RESOLVED:** That the minutes be RECEIVED, NOTED, AND APPROVED. No questions were asked of the Committee Chairman. **Unanimous**

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**Chairman: …………………………………………………… Date: 08 December 2021**

**11/21 – 07 RECREATION AND PLANNING COMMITTEE HELD ON 27 OCTOBER 2021:** Following a discussion it was:

**RESOLVED:** That the minutes be RECEIVED, NOTED, AND APPROVED. No questions were asked of the Committee Chairman. **Unanimous**

**11/21 - 08 COUNCILLOR’S QUESTIONS:** There were none.

**11/21 - 09 LOCUM CLERKS REPORT:** The Locum Clerks Report was received and noted**.** It had been a busy month with lots happening but key issues of note included the following:

* Receiving a reimbursement of NNDR on the public conveniences amounting to £6,686.60.
* The Electoral Roll was due to be published shortly; the office had requested a copy of the document.
* A new milepost was to be installed on the footpath from Springfield Estate alongside the canal.
* The fire safety devices, within the council offices had been serviced.
* OTC Representatives had been invited to attend Mayor of Peterborough’s Charity Curry Evening (28.11.2021)
* Councillors Training
  + Cllrs Nix and Wadsworth – LRALC Councillors Training (24.11.2021)
  + Cllr Lowe – LRALC VAT (23.11.21)
  + Cllr Orchard – LRALC Budgeting (29.11.21)
* A draft of the leases for the Bowls and Tennis Clubs and Rutland House had been received and would be placed on the agenda for council consideration at the next meeting.
* The EV Pod point had been installed
* The Christmas lights were due to be installed on 13/14 November
* Planning Applications had submitted to RCC in respect of tree work identified in the recent inspection
* A works order had been passed to the contractor for work identified within the recent play inspection report.
* Parks had received their monthly clean
* The Christmas banners were with the contractor and would be going up asap

**11/21 – 10 CHAIRMAN’S REPORT**

### Thanks were extended to the Locum and Deputy Clerks for their hard work over the past month.

### The reimbursement of the NNDR had been welcomed and appreciated.

### She had attended a meeting with RCC Play Spaces.

### She and Cllr Lowe had attended the Justice Service.

### She had accepted an invitation to speak during National Women’s Week.

**11/21 – 11 REPORTS FROM MEMBERS, WORKING GROUPS AND OUTSIDE BODIES:** There were none.

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**Chairman: …………………………………………………… Date: 08 December 2021**

**11/21- 12 TO CONSIDER CORRESPONDENCE RECEIVED**

**11/21 – 12.1 ABF The Soldiers Charity – Invitation to Christmas Curry Luncheon.**

It was reported that OTC representatives had been invited to attend The Soldiers Charity Christmas Curry Luncheon which was being held on 05 December 2021.Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the correspondence be RECEIVED AND NOTED. **Unanimous**

**11/21 – 12.2 One Way Out Escape Rooms - Space share Proposal**

It was reported that a proposal had been received from One Way Out Escape Rooms offering OTC the use of their designated parking spaces in return for occasional use of the councils Meeting Room both of which were at times underutilised spaces. Following a discussion, it was proposed, seconded and:

**RESOLVED:** By a majority of 9 in favour with 1 abstention that the space sharing proposal be approved subject to OTC demands on the Meeting Room taking preference and there being no disruption caused to the office.  **By Majority**

**11/21 – 12.3 4 Oakham – Request received for OTC to contribute towards cost of gazebos**

It was reported that a letter had been received from 4 Oakham in which they thanked OTC for agreeing to fund any shortfall between the license fee revenue from the sale of stalls. However they had found that they were unable to encourage stallholders to attend unless they supplied gazebos which they had purchased at the cost of £2,530. OTC had been asked to consider contributing towards their cost. Members were disappointed to note that the gazebos had already been purchased and the opportunity for them to bear OTC’s logo as the funding body had therefore been lost. Members were also disappointed to note that no financial data had been provided. Cllr Burton advised members that £10,000 was available within the Welcome Back Fund which the WG would be considering shortly and 4 Oakham would be welcome to apply for some of that funding. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That consideration be deferred pending the recommendations of the Welcome Back WG and the submission of financial information from 4 Oakham. **Unanimous**

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**11/21 – 13 FINANCIAL ISSUES**

**11/21 – 13.1 2020-2021 Conclusion of External Audit 2020/21**

It was reported that External Auditor had raised a query regarding Box 2 on Section 2 of the AGAR, where upon investigation it had transpired that the incorrect figure had been stated. Owing to the figure being incorrect, the External Auditor would be raising the following ‘Except for’ matters (qualification) on the councils AGAR Part 3.

“The AGAR was not accurately completed before submission for review – The figure in Section 2, box 2 of the prior year comparative column do not agree to the prior year final singed AGAR due to a transcription error. Box 2 should read £265.180”

The external auditor had also queried why the Internal Auditor had answered “No” to objective O on the Annual Internal Audit Report which related to Trust Funds, the Internal Auditor should have answered “Not Applicable”. The Locum Clerks explanation had been accepted by the External Auditor. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the information be noted.

**Unanimous**

**11/21 – 13.2 Expenditure and Receipts for the period up to 31 October 2021:** It was proposed, seconded and

**RESOLVED:** By a majority of 9 in favour with 1 abstention that the transactions for the period up to 31 October 2021 be approved and that the detail be appended to the minutes. **By Majority**

Cllr Lowe requested that his abstention be minuted.

**11/21 – 13.3 Bank, Cash and Investment Reconciliations at 31 October 2021:** It was reported that at 31 October 2021; the bank, cash and investment balances were as follows:

HSBC Current Account £30,839.05

HSBC Deposit Account £370,000.00

Cambridge Building Society £60,000.00

Petty Cash £108.06

It was proposed, seconded and:

**RESOLVED:** By a majority of 9 in favour with 1 abstention that the information which had been prepared by the Locum Clerk and copied to members be received, noted and approved. **By Majority** Cllr Lowe requested that his abstention be minuted.

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**11/21 – 13.4 2022-2023 Budget**

It was reported that the preparation of the 2022-2023 budget was at an advanced stage being considered by the Finance Committee prior to a recommendation being made to full council. Members input was invited. It was noted that the draft budget had been copied to members

**11/21 – 14 OAKHAM SKATEPARK PROJECT:** Report Number TC 01/11/2021 – Paper submitted by Cllr Nealson. Minute 11/21 – 04 refers

**11/21 – 15 OAKHAM TOWN CRIER:**  Report Number TC 02/11/2021 – Paper submitted by Cllr Lowe

It was reported that prior to widespread literacy town criers were the means of communication with the people of the town and proclamations, local bylaws, market days, adverts were all proclaimed by a bellman or crier and OTC was being asked to consider supporting the re-introduction of a formal Town Crier and to authorise the Chairman to sign the application on behalf of the Town Council. Following a discussion, it was proposed, seconded and:

**RESOLVED:**By a majority of 9 in favour with 1 abstentionthat OTC would support the re-introduction of a formal Town Crier for Oakham  **By Majority**

It was further

**RESOLVED**:By a majority of 9 in favour with 1 abstentionThat the role of Town Crier would be voluntary **By Majority**

It was further

**RESOLVED:** By a majority of 9 in favour with 1 abstentionThat auditions for the role of Oakham Town Crier would be held on 05 December during the Christmas Fayre. **By Majority** It was further

**RESOLVED**: By a majority of 9 in favour with 1 abstentionThat the Chairman and Clerk be authorised to sign the Town Crier application to join The ancient and Honourable Guild of Town Criers  **By Majority**

Cllr Lowe asked for his abstention to be minuted.

**11/21 – 16 CUTTS CLOSE SHELTER:** Report number TC 03/11/2021 – Paper submitted by Cllr Lowe

It was reported that the earlier this year the development of the Cutts Close shelter was pushed back due to being too ambitious. OTC was now being

asked to consider that the shelter be demolished and rebuilt to a better standard with a tiled roof, retaining all the current features and not exceeding the current footprint. It was noted that this would require the Council having another design drawn up and approaching English Heritage for their input on the amended project. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That OTC was in favour of the demolition and rebuilding of the shelter.  **Unanimous**

It was further

**RESOLVED:** That OTC was, in agreement to the payment of professional fees up to £5,000. **Unanimous**

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It was further

**RESOLVED:** That OTC was, in agreement to the payment of English Heritage consultation fees. **Unanimous**

It was further

**RESOLVED:** That Cllrs. Lowe and Romney would be the project leads.

**Unanimous**

**11/21 – 17 OBTAINING TITLE REGISTERS AND TITLE PLANS FOR OTC ASSETS:** Report Numbers TC /04/11/2021- Paper submitted by Cllr Orchard

It was reported that to assist OTC councillors in making the most informed decisions and spend public money in the most cost effective, way, a stocktake of OTC assets was necessary. Following a discussion, it was:

**RESOLVED:** That the consideration of the item would be deferred pending the receipt of additional information. **Unanimous**

**11/21 – 18 RUTLAND PRIDE 2022:** Report Number TC/05/11/2021 – Paper submitted by Cllr Wadsworth

It was reported that LGBT Oakham and Rutland had approached RCC regarding the possibility of holding the 1st Rutland Pride event on 25 June 2022. The group had met with RCC who were in support of the plans which included a parade through Oakham Town centre ending in Cutts Close, Cutts Close would then have entertainment, business and education stalls and the event would finish around 6.00 p.m. It was noted that the event would be inclusive to all. Following a discussion, it was:

**RESOLVED:** That OTC was agreeable to the event taking place subject to the event being appropriately stewarded and marshalled, that there being adequate public liability insurance in place and that the organisers would undertake a thorough clean up after the event. **Unanimous**

**11/21 – 19 REVIEW OF POLICIES:** Members considered the following proposal which had been submitted by Cllr. Orchard

“that Policies be reviewed monthly, equally divided across the year (nominally 2 per councillor, per month) to allow for a more focused opportunity for councillors to review and offer updates”

Cllr Romney advised council that the Policies and Procedures Working Group met to consider council policies and if the proposal were accepted it could lead to the disbanding of the Policies and Procedures Working Group. Following a discussion, it was:

**RESOLVED**: That the matter would be deferred to January 2022

**Unanimous**

**11/21 – 20 ARMED FORCES COVENANT**

Members were familiar that Oakham Town Council had signed The Armed Forces covenant with the Ministry of Defence. This remained the councils enduring pledge to the nation to support any member of the Armed Forces Community within Oakham. By signing the Armed Forces Covenant, Oakham Town Council qualified for the Bronze Award. The Locum town Clerk had therefore completed the application process and OTC would shortly receive a Bronze Award Certificate signed by the Secretary of State for Defence and the Chief of Defence Staff with a logo and banner authorised for use on the councils publications and website.

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**11/21 – 21 MATTERS FOR FUTURE DISCUSSION:** There were none

**11/21 – 22 MATTERS FOR CONSIDERATION IN PRIVATE**

It was **RESOLVED** that the press and public be excluded from the  meeting during consideration of the following item on the grounds that it related to individuals and the financial affairs of particular persons. This information is classed as exempt under paragraphs 1, 2 and 3 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006).

**Appointment of Town Clerk:** The Chairman advised that members of the Staffing Committee had met to shortlist the 4 applications which had been received for the position and that interviews were being held on 11 November 2021.

**11/21 – 23 DATE AND TIME OF NEXT MEETING:** Confirmed as 08 December 2021 @ 6.30 p.m.

There being no additional business, the meeting concluded at 8.30 p.m.

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