Oakham Town Council

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**TO: All members of the Town Council**

In accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend a meeting of Oakham Town Council on Wednesday 18 May 2022 at 6.30 p.m. The meeting will be held at the Town Council Offices, Rol House, Long Row, Oakham, LE15 6LN

Benjamin Tassell

**Clerk to the Council**

**09 May 2022**

**NOTICE OF MEETING**

**Public Notice of the meeting has been given in accordance with schedule 12, Para 10(2) of the Local Government Act 1972. The Meeting is open to the press and public. *Members of the public attending this meeting are advised that it may be filmed and recorded.***

**AGENDA**

**1. ELECTION OF CHAIRMAN**

**2. DECLARATION AND ACCEPTANCE OF OFFICE**

### APOLOGIES AND REASONS FOR ABSENCE: To receive and approve apologies for absences

1. **DECLARATION OF MEMBERS’ INTERESTS AND APPLICATIONS FOR DISPENSATION:** Reminder to Members to disclose either a Pecuniary Interest or Other Interest in any item on the agenda. The clerk cannot advise members on this. Members are personally responsible for declaring an interest. Members are respectfully advised to read the Code of Conduct for more information. Councillors are also responsible for ensuring that their Registers of Interests are up to date (within 28 days of any changes)

**4. ELECTION OF VICE CHAIRMAN**

**5. CO-OPTION OF COUNCILLORS** To receive recommendations from

 the co-option committee and to vote on the appointment of new co-opted

 members.

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

**7.** **FULL COUNCIL**

 4.1 Minutes: To confirm the accuracy of the minutes from the meeting

held on 13th April 2022 Attached

4.2 To receive an update on any matters arising not included elsewhere on the agenda

**8. COUNCILLOR’S QUESTIONS**

To answer questions previously notified to the Clerk under Standing Order 9

**9. APPOINTMENT OF STANDING COMMITTES** councillors are asked to agree membership for the following committees:

* Recreation and Planning Committee
* Staffing Committee
* Finance committee

**10. REPRESENTATION ON OTHER ORGANISATIONS** Councillors are asked to resolve representation of the council in the following outside organisations:

* Citizens Advice
* Trustees of Victoria Hall
* Oakham in Bloom
* Trustees of the Memorial institute
* Rutland Access
* Parish Council Forum
* Military commemorations
* 4Oakham
* Neighbourhood Plan Review panel

**11. CALENDAR OF MEETINGS** Councillors are asked to approve the schedule of meetings for the 2022-2023 Year (attached)

**12. APPOINTMENT OF WORKING GROUPS** Councillors are asked to resolve membership of the following Working Groups

* Policies and Procedures
* Events
* Floral
* Business Liaison
* Media
* Communications Officer
* The Shelter
* Centenary Field
* Public toilets
* Armed Forces Champion
* Cutts Close Representative
* Willow Crescent Representative
* Royces Recreation Ground representative
* Centenary Field Representative
* Oakham Hopper Liaison

**13. SYSTEMS OF INTERNAL CONTROL** councillors are asked to review the internal control protocol for the 2022-2023 year (attached)

**14. CHAIRMANS ALLOWANCE** Under section 15(5) of the local government act 1972 the Council are asked to approve the chairman’s allowance of £3,000 for the forthcoming year.

### 15. CLERK’S REPORT: To receive information

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### 16. CHAIRMAN’S REPORT: To receive information

**17. WORKING GROUPS AND OUTSIDE BODIES** To receive and consider reports from members, working groups and outside bodies

**18. LIGHTING CUTTS CLOSE** to discuss and vote on paper 15.06 submitted by Cllr Romney

**18. TO CONSIDER CORRESPONDENCE RECEIVED**

18.1 – Request from Clare Caro regarding magic lantern walk on Cutts Close

 18.02- To discuss next steps regarding Oakham Hopper Service provision

**19. FINANCIAL AND GOVERNANCE ISSUES**

 19.1 Payments for Approval (Attached up to 01.05.22)

 19.2 Late Payments for approval To follow

 19.3 Bank Reconciliation as at 1st May 2022 To follow

 19.4 Bank Signatories – To confirm the signatories for the OTC bank accounts for the financial year.

**20. UKRAINIAN APPEAL** To confirm the appropriate charity to forward monies raised at OTC events. – paperwork to follow

**21. UPP BROADBAND** To receive a presentation from UPP Broadband regarding upcoming provision in Oakham – paper to follow

**22. EVENTS WITHIN OAKHAM** To discuss and vote on the proposals submitted by Cllr Nealson on paper 15.07

**23. RETURNING AGENDA ITEMS:** To review and discuss items previously raised…

**24. SWIMMING PROVISION OAKHAM** To discuss and vote on the proposals submitted on paper 15.08 By Cllr Romney

**25. DATE AND TIME OF NEXT MEETING:** 8 June 2022 @ 6.30 p.m.

**NOTES:**

a) The meeting is open to the press & public.

b) The Town Council allows a short period of time at meetings of the Full Council when residents can put questions to the council. At other times, the public are not able to take part in the proceedings except at the discretion of the Chairman who may at a convenient time in the transaction of business adjourn the meeting and suspend standing orders to allow any member of the public to address the meeting and ask questions requiring answers of a factual nature

c) Mobile phones are to be switched to silent during the meeting

d) additional documents to support the agenda will be available online and hard copies are available at the office should the public wish to review.