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 13th July 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**

**6th July 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**

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

1. **FULL COUNCIL**

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

held on 8th June 2022 Attached

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

held on 4th July 2022 Attached

**5. COUNCILLOR’S QUESTIONS**

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

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

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

### 8. NEIGHBOURHOOD PLAN: To receive a deputation from Christopher Clarke

### (Standing Orders may be suspended at this point to allow questions and discussion) Attached

**8. WORKING GROUPS AND OUTSIDE BODIES**

8.1 To receive and consider reports from members, working groups and outside bodies

8.2 Events Update: To note the programme of events for the season and the total spend against the budget (Attached)

**9. TO CONSIDER CORRESPONDENCE RECEIVED**

9.1To note correspondence from residents and response of OTC

**10. FINANCIAL AND GOVERNANCE ISSUES**

 10.1 Payments for Approval

 (cashbook up to 30.06.22 to follow)

 10.2 Bank Reconciliation as at 31 June 2022

 (to follow)

 10.2 To review and vote on the approval of the accounts and governance statement for the year 2021-2022 (Attached)

 10.4 To review the quarterly spending of OTC against the set budget

 (to follow)

**11. RETURNING AGENDA ITEMS**

11.1 To review and discuss report no. 2022/14 (from R+P Meeting)

 Paper and response email attached

**12. POLICIES AND PROCEEDURES**

12.1 To discuss the paper no. 2022/15 Regarding the adoption of the latest NALC standing orders

 12.2 To discuss and vote on the paper 2022/16 regarding the adoption of the latest NALC Code of conduct

**13. COUNCILLOR VACANCY**

 13.1 To discuss the vacancy on the Council following the resignation of Cllr Tyler and to decide next steps

**14. CUTTS CLOSE**

 14.1 To discuss paper 2022/17 regarding the removal of the path in Cutts Close submitted by Cllr Lowe

 14.2 To discuss paper 2022/18 regarding repairs of the bandstand at Cutts Close submitted by Cllr Lowe

 14.3 To discuss and vote on the quote submitted by Rushton Trees for work required on the trees in Cutts Close/Churchyard (attached)

 14.4 To discuss paper 2022/19 regarding damaged bin on the High St Submitted by Cllr Lowe

**15. CHRISTMAS LIGHTS**

 16.1 To discuss and vote on the paper 2022/21 regarding Christmas lights on the Victoria Hall submitted by Cllr Buxton

**16. STAFFING**

The public may be excluded from the meeting during one or some of the following items on the grounds that they relate 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).

13.1 To approve the minutes of the meeting 15th June 2022

13.2 To discuss paper 2022/22 submitted by the Staffing Committee regarding the employment of a handyman by OTC

13.3 To discuss and vote on the recommendations by the staffing committee regarding the probation period of the Clerk.

**17. DATE AND TIME OF NEXT MEETING:** 10 August 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.