

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 9th November 2022 at 6.30 p.m. The meeting will be held at the offices of the Town Council, Rol House, Long Row, Oakham, LE15 6LN

Kathy Geraghty

Kathy Geraghty
Deputy Clerk to the Council

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. **APOLOGIES AND REASONS FOR ABSENCE:** To receive and approve apologies for absences
2. **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)
3. **DEPUTATIONS FROM MEMBERS OF THE PUBLIC:** An opportunity for members of the public to speak in accordance with Standing Orders 1 (d)- 1(i)
4. **MINUTES**
 - 4.1 To confirm the accuracy of the minutes of the meeting held on 12th October 2022
 - 4.2 To confirm the accuracy of the minutes of the meeting held on 30th October 2022
5. **COUNCILLOR'S QUESTIONS**
6. **CHAIRMAN'S REPORT**
7. **CLERK'S REPORT**

8. Oakham Town Council Employee Handbook (first draft) this is to replace some of the policies as previously suggested

9. FINANCIAL ISSUES (nothing to sign off due to staff absence)

10. FREE TREES FROM RCC

11. STAFFING

11.1 Exclude Press & Public

11.2 Receive Update & Recommendations from Staffing Meeting

12. DATE AND TIME OF NEXT MEETING: 7th December 2022 @ 6.30pm

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 turned off during the meeting