

Oakham Town Council

Report No.
Appendix:
Agenda Item No.

Council
Date of Meeting: February 2024

Report Author: Cllr Lowe

Title: Meeting Diary

Subject: Additional Committee to Meeting Calendar

The Council have only the Full Council and the Recreation & Planning Committee meeting planned into their calendar. As a result there are gaps, around finance and our annual need to produce a precept. Staffing where appraisals and staff management are not in place.

Also when other working groups are created they seem to be created with a drive and focus but often are not heard of for months. It is suggested that all working groups should produce a meeting schedule and terms of reference at the following meeting to reassure the Council that decisions and objectives are being undertaken as resolved by the Council.

Proposal:

- (1) The Council to incorporate set meeting dates in their annual calendar for the Staffing Committee and the Finance Committee.
- (2) Standing orders reflect that working groups are to produce a schedule, terms of reference and action plan to communicate to the next meeting after they are formed.

Staffing Suggestion: Meet at least three times per year.

June - With a new Chairman/Council - outline Council annual objectives and expectations-

November - Appraisals.

March - Appraisals and pay reviews based on a competence based approach

Finance Suggestion: Meet at least three times per year.

November - Precept preparation.

December - Precept preparation. Identify contracts due to be renewed

January - Precept preparation and ratification with rent increase calculated.