

Oakham Town Council

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MINUTES OF THE ANNUAL FULL COUNCIL MEETING OF OAKHAM TOWN COUNCIL HELD ON WEDNESDAY 8th May 2024 AT 6.30 P.M. IN THE TOWN COUNCIL CHAMBERS

IN ATTENDANCE: Cllrs: S-A Wadsworth, P Buxton, C. Nix, A Lowe, C Clark , L Chatfield, J Lucas, P Wildbore

ALSO IN ATTENDANCE: C. Evans (Clerk) , K. Geraghty (Deputy Clerk) Members of the public, six.

Cllr S-A Wadsworth opened the meeting and welcomed all present.

Before the formal meeting began the Mayor presented a cheque to her chosen charity, The First Responders for **£2708**.

04/24-01 ELECTION OF CHAIRMAN:

The Chair requested if there were any nominations for the post of chairman. Cllr J Lucas proposed Cllr A Lowe, and this was seconded by Cllr P Wildbore. The Chair requested if there were any more nominations. There were none. That being so the proposal was put to the vote and carried unanimously.

04/24-02 DECLARATION AND ACCEPTANCE OF OFFICE:

Cllr A Lowe read out the Declaration of Acceptance and signed the form which was witnessed by the Town Clerk.

04/24-03 APOLOGIES AND REASONS FOR ABSENCES:

Cllr S Pryer has medical reasons for not attending. Cllr P Ainsley and Cllr J Hall are on vacation and Cllr H Williams has work commitments. Proposed by Cllr A. Lowe to accept and seconded by Cllr S-A. Wadsworth Carried.

04/24-04 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)

None declared.

04/24-05 ELECTION OF VICE CHAIRMAN:

Cllr P. Ainsley was proposed by Cllr A Lowe and seconded by Cllr P Wildbore.
Cllr C Nix was proposed by Cllr S-A Wadsworth and seconded by Cllr C Clark
Cllr L Chatfield was proposed by Cllr J Lucas and seconded by Cllr A Lowe.
The Chair indicated that as there were three candidates, in the first round the candidate with the lowest number of votes would be eliminated and a second round with only two candidates would take place.
In the first round Cllr P Ainslie one vote, Cllr C Nix four votes and Cllr L Chatfield two votes. Cllr P Ainsley was therefore eliminated from the second round of voting.
In the second round Cllr C Nix five votes and Cllr L Chatfield three votes.
Cllr C Nix was therefore duly elected as Deputy Chairman.

04/24-06 DEPUTATIONS FROM MEMBERS OF THE PUBLIC: An opportunity for members of the public to speak in accordance with Standing Orders 1 (d)- 1(i).

None

04/24-07 UPDATE FROM COUNTY COUNCILLOR:

County Cllr R Payne congratulated the Previous Mayor on the funds raised for charity and congratulated the new Mayor and Deputy Mayor on being elected.
He highlighted there had been issues in the past between RCC and Oakham Town Council , this is getting better but still more work to do.

04/24-08 FULL COUNCIL MINUTES: To confirm the accuracy of the minutes from the meeting held on 10th April 2024.
Cllr A Lowe proposed that the draft minutes be accepted and seconded by Cllr C Clark.
Carried.

04/24-09 COUNCILLOR'S QUESTIONS:
None.

04/24-10 APPOINTMENT OF STANDING COMMITTEES: Councillors are asked to agree membership for the following committees:

RECREATION AND PLANNING (Deputy Clerk)

| |
|----------------------|
| Chris Nix |
| Adam Lowe |
| Paul Ainsley |
| Paul Buxton |
| Linda Chatfield |
| Chris Clark |
| Jim Hall |
| Joyce Lucas |
| Sylvia Pryer |
| Sally-Anne Wadsworth |
| Phil Wildbore |
| Hannah Williams |



STAFFING (Clerk)

| |
|----------------------|
| Sally-Anne Wadsworth |
| Adam Lowe |
| Paul Ainsley |
| Paul Buxton |

FINANCE (Clerk)

| |
|--------------|
| Adam Lowe |
| Paul Ainsley |
| Paul Buxton |
| Jim Hall |
| C Clark |

04/24-11 APPOINTMENT OF WORKING GROUPS: Councillors are asked to resolve membership of the following Working Groups

ECONOMIC STRATEGY (Clerk)

| |
|----------------------|
| Paul Ainsley |
| Chris Clark |
| Chris Nix |
| Jim Hall |
| Phil Wildbore |
| Sally-Anne Wadsworth |
| Adam, Lowe |

PROMOTION (Deputy Clerk)

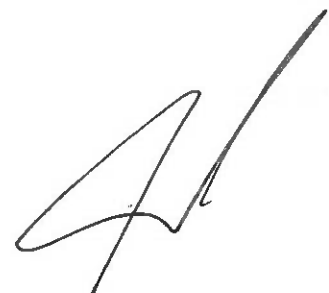
| |
|----------------------|
| Sally-Anne Wadsworth |
| Paul Buxton |
| Chris Nix |
| Linda Chatfield |
| Joyce Lucas |

POLICIES AND PROCEDURES (Clerk)

| |
|-----------------|
| Linda Chatfield |
| Chris Nix |
| Sylvia Pryer |

YOUTH DEVELOPMENT AND SUPPORT (Deputy Clerk)

| |
|----------------------|
| Chris Nix |
| Paul Buxton |
| Sally-Anne Wadsworth |



ENVIRONMENTAL (Deputy Clerk)

| |
|-----------------|
| Chris Clark |
| Phil Wildbore |
| Linda Chatfield |

03/24-12 REPRESENTATION ON OTHER ORGANISATIONS: Councillors are asked to resolve representation of the council in the following outside organisations:

| | |
|------------------------------------|--|
| Citizens Advice | Sylvia Pryer Chris Clark Linda Chatfield |
| Oakham in Bloom | Vacant |
| Trustees of the Memorial Institute | Adam Lowe Jim Hall Chris Clark |
| Armed Forces Champion | Paul Ainsley |
| Tree Champion | Phil Wildbore |
| Town Cryer | Adam Lowe |
| Grounds maintenance Champion | Phil Wildbore |
| Parish Council Forum | Sally-Anne Wadsworth |
| Twinning Representative | Adam Lowe Paul Ainsley Chris Clark |

The Chair proposed that all the previous three previous agenda items that is, appointments for Committees, Working Groups and Representations on outside bodies be taken en bloc.

This was accepted and it was proposed by Cllr S-A Wadsworth that the above nominations be accepted and seconded by Cllr J Lucas. Carried.

03/24-13 CALENDAR OF MEETINGS:

The presented Calendar of meetings be accepted was proposed Cllr P Buxton
Seconded by Cllr L Chatfield. Carried

03/24-14 CHAIRMANS ALLOWANCE:

The Chairmans allowance as presented be accepted was proposed by Cllr J Lucas and seconded by Cllr P Wildbore. Carried

03/24-15 CLERK'S REPORT:

The Town Clerk highlighted that he had now been in post for nine months and was still every day learning something new but enjoying it . His main aim was to ensure continued improvement and especially the liaison with Rutland County Council, as he was aware relationships had not been good in the past.

03/24-16 CHAIRMAN'S REPORT:



12/6/24

Thanks to the Council for his election and he will as always work hard for the Council.

03/24-17 BANK STATEMENTS: To consider and approve the bank statements for March 2024.

- 9.1 Rialtas bank reconciliation
- 9.2 HSBC Current account
- 9.3 HSBC Deposit account

Cllr C Clark asked regard the income of approximately 280K recorded in the bank statement. The Chair stated that this was the precept income from Rutland County Council.

Proposed acceptance of all presented accounts by Cllr C Clark and seconded by Cllr P Wildbore . Carried.

03/24-18 INTERNAL AUDIT REPORT:

The Town Clerk introduced the report of the Internal Audit process for the financial year 2023-2024. The process was in two parts. The first part of the process was an End of Year review of the accounts by Rialtas on the 4th April. This investigation only found that there were minor issues which were soon corrected.

The Internal Audit arranged by LRALC was carried out by John Marshall and found several issues within Oakham Town Council that need to be addressed. The most serious of these is the lack of a review of the Risk Analysis last financial year.

The Chair requested that the Annual Internal Audit Report (2023-24) and the Accounting Statements for 2023-24 as contained in the Internal Auditors report be reviewed and accepted. Cllr C Clark proposed acceptance, and this was seconded by Cllr S-A Wadsworth. Carried.

03/24-20 ROYAL STATUE:

The Chair decided to move this agenda item from exempt as the royal visit on Tuesday 14th May is now publicly known.

The Chair is requesting that should the Oakham Town Council be offered the Queen Elizabeth Statue as a community asset that offer is accepted.

Proposed by Cllr A Lowe and seconded by Cllr S-A Wadsworth. Carried. (Cllr P Buxton abstained)

Cllr ~~C Clark~~ ^{WILDBORE} asked why the War Memorial in the Churchyard was not on the Asset Register. The Clerk agreed to investigate.

03/24-21 MATTERS FOR CONSIDERATION IN PRIVATE: To resolve that the press and public be excluded from the meeting during consideration of the following items on the grounds that they relate to individuals and the financial affairs of 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.

Proposed by Cllr C Clark and seconded by Cllr. S-A Wadsworth Carried.

Meeting suspended from 19:40 to 19:45 for comfort break.



03/24-22 ANNUAL PAY REVIEW FOR HANDYPERSON:


The Chair introduced this item for discussion. Although there was agreement on the pay rise there was discussion on the restrictions placed on the Handypersons role, in particular with regard to the electrical, plumbing and height work. It was agreed that a sensible approach regards these matters was to revert to the Town Clerks discretion in these matters but to always err on the side of Health and Safety with a Risk Assessment and if in doubt outsource the job.

Proposed by Cllr. S-A Wadsworth and seconded by Cllr C Clark. Carried

MEETING CLOSED 8.03 PM

DATE AND TIME OF NEXT MEETING: 12th June 2024

Signed.....

A handwritten signature in black ink, appearing to be 'S.A. Wadsworth', written over a dotted line.

Date.....

12/6/24

DRAFT