Oakham Town Council

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**MINUTES OF A FULL COUNCIL MEETING OF OAKHAM TOWN COUNCIL HELD ON WEDNESDAY 9th April 2025 AT 6.30 P.M. IN THE TOWN COUNCIL CHAMBERS**

**IN ATTENDANCE:** Cllrs: S-A. Wadsworth, P Ainsley, E Tempest, C. Nix, M Brookes, C Clark, A Douthwaite

**ALSO IN ATTENDANCE:** C. Evans (Clerk) , Members of the public 1

Cllr P Ainsley opened the meeting and welcomed all present.

For the duration of this evening's meetingand IAW with Standing Orders para 3i, and as Chairman I waive the requirement to stand when speaking unless you wish to do so.

**The meeting will be recorded.**

**05/25-01 APOLOGIES AND REASONS FOR ABSENCES**: Cllr H Williams and S Pryer have not given their apologies.

Their absence duly noted.

**05/25-02 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

**05/25-03 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

**05/25-04 MINUTES:** To confirm the accuracy of the minutes from the meeting held on 12th March 2025. The Chair noted that Cllr Brookes concerned over minor correction which the Clerk will correct and the formal statement by the Chair is added

**Proposer, Cllr Clark seconder Cllr Wadsworth. Carried**

**05/25-05 COUNCILLOR’S QUESTIONS:**

Cllr S-A Wadsworth highlighted the fact that there had been a very positive feedback from the public regarding the planter surrounds installed.

**05/25-06 CHAIRMANS/CLERKS REPORT:** Chairman reported a busy period.

**Sat 15-Mar-25   
Spring Fair** – I will take this opportunity to thank SAW and Kathy for their sterling efforts in organising what was a very successful event.   
Judged the best dressed window event with Lord Lieutenant of Rutland, Sarah Furness

**Uppingham Mayors Ball** - Attended a lovely event in Uppingham with my good lady. Significant amount was raised for the Uppingham Hopper.

**Mon-17-Mar-25 OHGAS** – Signing of new lease with our Town Clerk

**Wed-19-Mar-25** #Save Rutland Interview by Teams with Aaliyah Dublinof Bauer Media

**Mon-24-Mar-25** Discussion with Yoanna Topalova from BT planning about BT Smart Hubs

**Tue-25-Mar-25**   
**Site meeting** with Chris, Metcalf and Eddisons regarding progress on the toilet refurbishment

**Meeting with Retailer**s at the Wisteria primarily to preview the new Discover Oakham website

**Mon-31-Mar-25** – Twinning Association meeting at ROL House, attended by Cllr Clark and myself

**Thu 03-Apr-25** – As mayor of OTC attended declaration of High Sheriff at Oakham Council

**Fri-04 Apr-25** – Meeting with Tom Tyler and Joanna Burrows, Trustees of VH and SAW to discuss the possible move.

**Tue-08-Apr-25** – As mayor of OTC attended Kings Award for Enterprise in Oakham Castle

The Town Clerk working on end of Financial Year , Rialtas check on accounts yesterday went well.Internal Audit will take place late May. Audit summary and response both Internal and External will be presented next Council. Lloyds Bank Account is now active with a three signatory system from 1st April.

### 05/25-07 CORRESPONDENCE RECEIVED:

None

**05/25-08 BANK STATEMENTS:** To consider and approve the bank statements for March 2025.

8.1 Rialtas bank reconciliation

8.2 HSBC Current account

8.3 HSBC Deposit account

8.4 Year to Date Spend

Cllr Wadsworth enquired regards the purchase of a binder which the Clerk explained was for the binding for the new Councillor Pack.

The Chair proposed that 8.1 to 8.4 be taken as one item and requested a proposer.

**Proposer, Cllr Douthwaite seconder Cllr Clark Carried**

8.5 Spend/Transfer over 5K requiring approval

Cllr Brookes highlighted a concern over a correct audit by quoting the minute item where the payment is initially authorised - noted  
The Chair stated that the March payments are only noted, however, the Eddisons Toilet contract is a stage payment of the major contract which was approved at Full Council dated 08 January 2025 02/25-14.

**Proposer, Cllr Ainsley seconder Cllr Wadsworth. Carried. Cllr Brookes against**

8.6 CIL /UKSPF budget update

**Proposer, Cllr Douthwaite seconder Cllr Nix. Carried**

**05/25-09 ASSET REGISTER:**

The only significant addition to the Asset Register is the Queen Elizabeth statue.

**Proposer Cllr Douthwaite seconder Cllr Brookes. Carried**

### 05/25-10 CHURCH WALL:

Five quotes have been obtained to be considered by Council . The Clerk highlighted that the most two competitive quotes are from R and C and Metcalf.

The footpath will need to be closed and the Dog Groomer access needs to be maintained.

**Proposer, Cllr Wadsworth that R and C be approved for this contract , seconder Cllr Brookes Carried**

### 05/25-11 FLAG FLYING:

Cllr Brookes proposed that only item 1 is put before the Council and item 2 is withdrawn. Therefore, the VE Flag will be flown on the 8th May.

**Proposer, Cllr Brookes seconder Cllr Wadsworth. Carried**

### 05/25-12 VICTORIA HALL:

Cllr Douthwaite highlighted an issue with the draft contract dates. Cllr Clark enquired if we would be paying business rates, the Chair confirmed he would check.

The proposal is that

Subject to a satisfactory report from the surveyor, notice will be issued to vacate ROL House and relocate to Victoria Hall. The following provisions will be made:

1. £6,500 of CIL funds will be allocated to create a new meeting facility. This facility will serve as a council chamber for twice-monthly meetings, ensuring it meets the requirements for official use while maintaining flexibility for broader community activities.
2. A budget of £4,800 will be set aside to cover the costs of relocation. This includes removal expenses, remedial works at ROL House, IT relocation (including VOIP), and redecorating unit 39b where necessary.
3. Cllr Brookes requested that a solicitor looks over the contract (Head of Terms) and that this contract returns to Council for final approval.

**Proposer, Cllr Ainsley seconder Cllr Wadsworth Carried**

**05/25-13 CUTT CLOSE BANDS:**

List of the bands for this summer’s concerts, presented by Cllr Wadsworth. Noted by Council.

**05/25-14 CUTTS CLOSE ROUNDABOUT CONTRACT AND PLAY EQUIPMENT INSPECTIONS**

Due to Playscape's withdrawal from working with the Council, a new tender was obtained from Kompan to be accepted, which is competitive. Kompan have also stated they will undertake ROSPA reports.

**Proposer, Cllr Nix seconder Cllr Douthwaite. Carried**

**05/25-15 GRANT APPLICATION:**

The proposal is that the Root and Branch application be approved.

**Proposer, Cllr Wadsworth seconder Cllr Brookes Carried**

**05/25-16 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.**

**Proposer, Cllr Douthwaite seconder Cllr. Wadsworth Carried**

**05/25-17 STAFF ISSUES**

**The Chair introduced the following proposals**

1. Staffing Committee recommends that the grievances raised by all 3 members of staff be referred to the Monitoring Officer for an allegation of breaching the Code of Conduct.

**Proposer, Cllr Douthwaite seconder Cllr Clark Carried**

1. That the Staffing Committee makes the following recommendations to Full Council with regard to reducing Council liability in support of a ‘reasonable steps’ defence:  
   1. The following documents are recommended for approval:
      1. Anti-Harassment and Bullying Policy
      2. Communications Policy v2
      3. Councillor Officer Protocol
      4. Sexual and General Harassment Policy & Procedure

Provide training and updates to staff and Cllrs on an annual basis on how these procedures work and what to do.  This needs to be done annually to provide the necessary defence.

**Proposer, Cllr Brookes seconder Cllr Wadsworth Carried**

**MEETING CLOSED 7.50 PM**

**DATE AND TIME OF NEXT MEETING: Annual Town Meeting 13th May 2025 and Annual Council Meeting 14th May 2025.**