

Oakham Town Council

Rol House, Long Row, Oakham, Rutland, LE15 6LN

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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 an Extraordinary Meeting of Oakham Town Council on Friday 20th June 2025 at 6.30pm. The meeting will be held at the Town Council Offices, Rol House, Long Row, Oakham, LE15 6LN.

Chris Nix

Chair Oakham Town 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 BY THE PUBLIC:**
4. **MINUTES:** Confirm the Minutes of the meetings held on 14th May 2025 as true records of the meetings.
5. **CHAIRMAN, CLERK & MEMBERS REPORTS:**
To receive reports from the Committee Chairman and members who have attended meetings on behalf of Oakham Town Council.
6. **BANK STATEMENTS/BUDGET:** To consider and approve the bank statements for May 2025.
 - 6.1 Rialtas bank reconciliation
 - 6.2 HSBC Current Account
 - 6.3 HSBC Deposit Account
 - 6.4 Year to Date Spend
 - 6.5 Lloyds Current Account
7. **APPOINTMENT OF A LOCUM CLERK:** Council to decide to appoint a locum clerk using SLCC or another organisation.

8. RETROSPECTIVE APPOINTMENT OF INTERNAL AUDITOR: Mr Stewart Mc Donald as recommended by LRALC.

9. INTERNAL AUDIT REPORT: To receive the internal audit report and accept any recommendations in preparation of the AGAR.

10. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2024/25: To receive and approve the signing of the AGAR by the Chairman & RFO.

NEXT MEETING: To confirm as 9th July 2025 at 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 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.