Oakham Town Council

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**MINUTES OF THE ANNUAL GENERAL MEETING OF OAKHAM TOWN COUNCIL HELD ON WEDNESDAY 14th MAY 2025 AT 6.30 P.M. IN THE TOWN COUNCIL CHAMBERS**

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

**ALSO IN ATTENDANCE:** K. Geraghty (Deputy Clerk).

Cllr Ainsley opened the meeting and welcomed all present.

**05/25–01 ELECTION OF CHAIRMAN:** The Chair requested if there were any nominations for the post of chairman. Cllr Ainsley proposed Cllr Nix, and this was seconded by Cllr Nix. That being so the proposal was put to the vote and carried.

**05/25–02 04/24–02 DECLARATION AND ACCEPTANCE OF OFFICE:**

Cllr Nix read out the Declaration of Acceptance and signed the form which was witnessed by the Deputy Clerk.

**05/25–03 APOLOGIES AND REASONS FOR ABSENSE:** Cllr Tempest, family reasons.

**05/25–04 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.

**05/25–05 ELECTION OF VICE CHAIRMAN:**

Cllr Douthwaite was proposed by Cllr Ainsley and seconded by Cllr Clark.

Cllr Brookes was proposed by Cllr S-A Wadsworth and seconded by Cllr Brookes.

The Chair indicated that as there were two candidates, in the first round the candidate with the lowest number of votes would be eliminated. Cllr Douthwaite 3, Cllr Brookes 2.

**05/26–06 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.

**05/25–07 MINUTES:** To confirm the accuracy of the minutes from the meeting held on 9th April 2025.Proposed by Cllr Clark, seconder Cllr Ainsley carried.

**05/25–08 COUNCILLOR’S QUESTIONS**: No questions sent to the Clerk.

### 05/25-09 APPOINTMENT OF STANDING COMMITTEES: Councillors are asked to agree membership for the following committees: Not quorate so being deferred, incorporate into Full Council meeting. Proposed by Cllr Brookes, seconder Cllr Clark, carried.

**RECREATION AND PLANNING (Deputy Clerk)**

|  |
| --- |
| Chris Nix |
| Paul Ainsley |
| Christopher Clark |
| Anna Douthwaite |
| Sally-Anne Wadsworth |
| Martin Brookes |

**STAFFING (Clerk)**

|  |
| --- |
| **Paul Ainsley** |
| Sally-Anne Wadsworth |
| Christopher Clark |
| Chris Nix |

Proposed by Cllr Clark, seconder Cllr Ainsley, carried.

**FINANCE (Clerk)**

|  |
| --- |
| **Anna Douthwaite** |
| Paul Ainsley |
| Christopher Clark |
| Chris Nix |

Proposed by Cllr Brookes, seconder Cllr Clark, carried.

**05/25-10 APPOINTMENT OF WORKING GROUPS:** Councillors are asked to resolve membership for the following Working Groups.

**ECONOMIC STRATEGY (Clerk)**

|  |
| --- |
| Paul Ainsley |
| Christopher Clark |
| Chris Nix |
| Sally-Anne Wadsworth |
| Anna Douthwaite |

Proposed by Cllr Ainsley, seconder Cllr Clark, carried.

**PROMOTION (Deputy Clerk)**

|  |
| --- |
| Sally-Anne Wadsworth |
| Martin Brookes |
| Chris Nix |

Proposed by Cllr Nix, seconder Cllr Brookes, carried.

**POLICIES AND PROCEDURES (Clerk)**

|  |
| --- |
| Paul Ainsley |
| Chris Nix |
| Anna Douthwaite |

Proposed by Cllr Nix, seconder Cllr Brookes, carried.

**05/25-11 REPRESENTATION ON OTHER ORGANISATIONS:** Councillors are asked to resolve representation of the council in the following outside organisations

|  |  |
| --- | --- |
| Citizens Advice | Christopher Clark  Chris Nix |
| Oakham in Bloom | Vacant |
| Trustees of the Memorial Institute | Chris Nix  Christopher Clark |
| Armed Forces Champion | Paul Ainsley |
| Trustee Victoria Hall | Christopher Clark |
| Parish Council Forum | Sally-Anne Wadsworth  Chris Nix |
| Twinning Representative | Paul Ainsley  Chris Clark |

All the above were voted on and carried.

**05/25-12 CALAENDAR OF MEETINGS:** Councillors are asked to approve the schedule of meetings for the 2025-2026 year. Proposer Cllr Brookes, seconder Cllr Nix, carried 1 abstention.

**05/25-13 CHAIRMANS ALLOWANCE:** Under Section 15(5) of the local government act 1972 the Council are asked to approve the chairman’s allowance of £2,000 for the forth coming year. Proposed by Cllr Wadsworth, seconded by Cllr Clark, carried 1 abstention.

**05/25-14 CLERKS REPORT:** Update from the Clerk about the VE/Armed Forces Event on the 29th June 2025, Cllr Ainsley will be joining the group.

**05/25-15 CHAIRMANS REPORT:** None.

**05/25-16 TO CONSIDER CORRESPONDENCE RECEIVED:** None.

**05/25-17 BANK STATEMENTS:** To consider and approve the bank statements for April 2025.

18.1 Rialtas bank reconciliation, payment needs explanation. Proposed Cllr Douthwaite, seconder, Cllr Wadsworth, carried.

18.2 HSBC Current account

18.3 HSBC Deposit account

18.4 Cambridge Savings account

18.5 Year to date spend

18.6 Spend / Transfer over 5K requiring approval.

Votes on block. Proposer Cllr Clark, seconder Cllr Douthwaite, carried.

**05/25-18 APPOINTMENT OF INTERNAL AUDITOR**: Acting RFO Cllr Douthwaite until a temporary Clerk is appointed, review at next meeting. £5,000 allocation. Proposer Cllr Ainsley, seconder Cllr Clark, carried 1 x against.

**05/25-19** **REVIEW AND FEEDBACK ON INTERNAL AND EXTERNAL AUDIT COMMENTS:**

***A and I. Appropriate accounting records have been properly kept throughout the financial year. No.***The details of receipts, payments and bank balances appear not to have been reported at every meeting of the council, especially in the early part of the year.

**Details of receipts, payments and bank balances have been reported for the full financial year 2024/25 at each meeting of the council YES**

***B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for. No.***There is little or no explicit evidence of the application of many of the financial elements of council’s ‘Systems of Internal Control’ procedure dating from 22 April 2021,

**For the first part of the financial year this was the case but the system of internal Control have been improved. All payments come before council although there needs to be an improvement on the signatory system hence the move from HSBC to Lloyds where all payments will require three signatories before payment. NO**

***C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. No.***The website shows a Risk Assessment adopted in September 2021 but with no subsequent review or (re)adoption.

**A new Risk Assessment has been published after review twice over the last financial year YES**

Proposer Cllr Ainsley, seconder Cllr Clark, carried 1 x against SAW

**05/25-20 PLANTER ENHANCEMENT:** To enhance a further 12 planters in the town.

Oakham In Bloom to be able to put things on it.

Proposer Cllr Wadsworth, seconder Cllr Douthwaite, carried.

**05/25-21** 10 minutes extension. Proposer Cllr Nix, seconder Cllr Wadsworth, carried.

**DATE AND TIME OF NEXT MEETING:** Wednesday 11TH June 2025

Meeting Finished 8.40pm

Signed………………………………………………………………..Date………………..