

Locum Clerk/RFO's report
Full Council meeting 12th August 2026

CIL

I have investigated the CIL monies balance, including liaison with RCC. I am now confident the CIL figures are correct and have adjusted the accounting system accordingly. The revised CIL statement has been added to the website, submitted to RCC, and also the 2026/27 budget.

UK Town of Culture

Sadly, Oakham were not successful in becoming a UK Town of Culture.

Internal Auditor – Accounting System

The internal auditor advised in his report that Council were operating on a receipts and payments basis as opposed to an income & expenditure basis. Upon checking the accounting software, this is not correct. I questioned the internal auditor who advised he thought this as there were no year end closing figures for accruals and prepayments. I have informed the external auditor of the error. We need to ensure that year end is closed down properly next year.

UKSPF

It was not clear what UKSPF money Council has received or spent. A meeting was held on 09.07.26 between the Acting Deputy Clerk and RCC to discuss further (I attended remotely but RCC did not turn up so the meeting was held a little later). Please see agenda item 11.

Budget

I have tried several times to review the 2026/27 budget in detail but each time I have to deal with other priorities. This is my next priority.

Planning

I am pleased that Council approved the reconvening of the Planning Committee to consider planning applications/issues. I have been asked to arrange training for the Planning Committee members so they know how to respond to planning issues. Please see agenda item 17.

Public Conveniences

The blockage in the WCs has been cleared by Anglian Water and the toilets have had a deep clean and are now back open.

Workload

I have an extensive workload and To Do List which I will continue to work through in priority order. Most of my time is taken up with agendas, minutes, HR matters, general administration and emails at the moment.

Staffing / Staffing Review

I was saddened to receive the Acting Deputy Clerks resignation. I am currently looking at recruiting the two temporary Administration Assistants as approved by Council. This will also enable presence in the office once again and assistance with general admin.

I have carried out a detailed staffing review which I am pleased to say was approved by the Staffing Committee. Please see agenda item 7. Hopefully, Council will also approve the review and I can get on with recruiting a new team.

A lot of time has been spent on other HR matters.

Work report received from the Acting Deputy Clerk for July:

Resolutions

- Updated Resolutions log and working backwards to add in last three years agreed resolutions
- Added action tracking tab for items outside of council resolution to ensure transparency and accountability.

Operational and Asset Management

Damaged Bin Programme

- Compiled and reviewed the list of damaged bins requiring repair or replacement.
- Met with Rutland County Council Representative (Donna Ullah) to discuss.
- Report compiled for councillor information.
- Council approval is required before expenditure can be authorised and works commissioned.

Willow Crescent Play Area

- Investigated the broken swing at Willow Crescent. Preparation of a report is required seeking approval for replacement.

Property

- Drafted a report outlining works required at Princess Avenue before the property can be re-let. Reviewing property obligations and associated expenditure requirements.

- Chased for payment of outstanding arrears.

Oakham Lawn Tennis Club

- Met with Chair & Treasurer of OLTC
- Drafted a paper and submitted to Cllr Ben Callaghan for approval & implementation.

Forensic Audit

- Obtained quotations for a potential forensic audit. Assessing provider options and associated costs for Council consideration. Online meetings held with potential companies.

Contracts and Procurement

Contractor Information

- Reviewing historical contractor information.
- Removing contractor quotations from the Council website that date back more than one year.

Contracts and Leases Register

- Compiling and updating a comprehensive list of contracts and leases. Reviewing contract documentation and renewal requirements.

Samantha Haywood, Locum Clerk