

# Oakham Town Council

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## MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF OAKHAM TOWN COUNCIL HELD ON THURSDAY 21<sup>ST</sup> MAY 2026 AT 6.30 P.M. IN THE TOWN COUNCIL CHAMBERS

**IN ATTENDANCE:** Cllrs: C Brookes (Chair), C Clark, SA Wadsworth, J Harris, M Brookes and A Padmore

**ALSO IN ATTENDANCE:** M Palmer (RFO - Temp) and one member of the public,

Cllr Brookes opened the meeting and welcomed all present.

**26028: APOLOGIES FOR ABSENCE:** Cllrs Nix, Nichols & Ainsley. Proposed by Cllr Clark, seconded by Cllr Wadsworth. **CARRIED.**

**26029: 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.**

**26030: 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.**

**26031: MINUTES:** The minutes from the Annual Town Meeting held on the 12<sup>th</sup> of May 2026, proposed by Cllr Clark and seconded by Cllr Brookes. **CARRIED.**

**26032: RECRUITMENT OF A LOCUM AND ADMINISTRATION ASSISTANT:** To approve the recruitment of a Locum Clerk and an Administration Assistant. Cllr Clark proposed an amendment which was:

**1. Appointment of Acting Proper Officer:** That Council appoints the Temporary Responsible Financial Officer as Acting Proper Officer for the duration of the Clerk's absence, with authority to discharge all statutory Proper Officer functions.

**2. Engagement of Locum Clerk:** That Council approves the engagement of a locum clerk to provide professional support and advice to the Acting Proper Officer, operating strictly under the APO's direction and without authority to exercise any Proper Officer functions.

**3. Budget Allocation from General Reserves:** That Council allocates a maximum budget of £7,700 plus VAT from General Reserves to fund locum clerk support for an anticipated period of

up to two months, based on an estimated requirement of 6–10 hours per week.

**4. Control of Engagement and Requirement to Return to Council:** That Council authorises the Acting Proper Officer to determine the length of the initial locum engagement within the approved budget and requires the APO to return to Council for further authority should additional, time or funding be required beyond the agreed maximum.

Vote was taken en bloc proposed by Cllr Clark, seconded by Cllr Brookes. **CARRIED.**

Cllr Harris proposed an addition that the situation was reviewed in the July Full Council meeting. Seconded by Cllr Brookes. **CARRIED.**

**26033: HR SERVICES APPROVAL:** To approve the provision of the comprehensive HR services provider. Proposed by Cllr Clark, seconded by Cllr Brookes. **CARRIED.**

**DATE AND TIME OF NEXT MEETING:**

Thursday 28<sup>th</sup> May.

Meeting Finished 18:56

Signed..... Date.....

DRAFT