Oakham Town Council

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4th November 2026

TO: All Members of Oakham Town Council

In accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend an Ordinary meeting of Oakham Town Council on Tuesday 10th November 2026 at 6.30pm. The meeting will be held at the Town Council Offices, Council Chamber, Rol House, Long Row, Oakham LE15 6LN.

S Haywood
Locum Clerk/RFO

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. Persons attending this meeting are advised that it may be filmed and recorded.

AGENDA

1. APOLOGIES FOR ABSENCE

MOTION: Council to receive apologies and consider approval of reasons for absence.

2. DECLARATION OF INTERESTS AND DISPENSATIONS

Members to disclose any pecuniary or other Interest in any item on the agenda. Members are personally responsible for declaring an interest and are respectfully advised to refer to 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 FROM MEMBERS OF THE PUBLIC – OPEN MEETING

Members of the public will be invited to speak on items relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, maximum 3 minutes per person, and will be under the direction of the Chair of the meeting. This is the only agenda item where members of the public can speak during the meeting, unless invited by the Chairman.

4. POLICE REPORT

MOTION: Council to receive a report from Leicestershire Police.

5. RUTLAND COUNTY COUNCILLOR REPORT

MOTION: Council to receive a report from the County Councillor.

6. APPROVAL OF MINUTES

MOTION: Council to approve and sign the minutes of the Ordinary Council meeting held on 14th October 2026.

7. INVOICES FOR PAYMENT

MOTION: That Council consider and decide upon approval of the invoices for payment. (SH)

8. DATE OF NEXT MEETING

MOTION: That Council note the date of the next meeting as 09.12.26 at 6.30pm.

9. FINANCE COMMITTEE MEETING MINUTES

MOTION: That Council note the draft minutes of the Finance Committee meeting held on 28.10.26. (SH)

10. STAFFING COMMITTEE MEETING MINUTES and RECOMMENDATIONS

MOTION: That Council note the draft minutes of the Staffing Committee meeting held on 07.10.26. (SH)

MOTION: That Council consider and approve the recommendation from the Staffing Committee meeting held on 07.10.26 to approve the Organisational Stabilisation report and its associated motions:

- To note the organisational position and the significant historic and current workload pressures identified within this report.
- To note the actions already taken to stabilise the Council's staffing and administration.
- To support the implementation of the revised staffing structure and recruitment to the four new posts.
- To support the development and implementation of a structured organisational improvement programme.
- To require the review and strengthening of the Council's Member/Officer Protocol and associated communication arrangements.
- To support the introduction of appropriate training and professional development for Members and officers.
- To support the review and strengthening of the Council's HR, financial, administrative, document management and information governance arrangements.
- To require that historic outstanding matters are prioritised according to statutory requirements, legal, financial and governance risk and available resources.
- To receive regular reports on progress against the organisational improvement programme.
- To recognise the significant workload currently being undertaken by officers and to support a proportionate, risk-based approach to the resolution of historic matters.
- To reaffirm the Council's commitment to a professional, respectful and supportive working environment for all Members and officers.

11. CHRISTMAS LIGHT SWITCH-ON

MOTION: Council to consider and approve the Christmas Light Switch-on Risk Assessment. (SH)
MOTION: Council to note the update report on the Christmas Light Switch-on. (SH)

12. VOLUNTEER POLICY AND RISK ASSESSMENT

MOTION: Council to consider and approve the Volunteer Policy and Risk Assessment. (SH)

13. CORRESPONDENCE RECEIVED

MOTION: Council to note the correspondence received.

14. GOVERNANCE DOCUMENT REVIEW

MOTION: Council to consider and decide upon quotes received to carry out the governance document review. (SH)

15. COMMITTEE / WORKING GROUP MEMBERSHIP

MOTION: Council to consider and decide upon a review of the Committee and Working Group membership due to the addition of two co-opted Members and resignations. (SH)

16. CIVILITY AND RESPECT PLEDGE

MOTION: Council to consider and decide upon adopting the Civility and Respect Pledge promoted by the National Association of Local Councils and the Society of Local Council Clerks and:

1. The Council commits to promoting and maintaining the highest standards of conduct, professionalism and mutual respect in all aspects of Council business.
2. The Council encourages all elected members to support and adhere to the principles of the pledge.
3. The principles of the pledge be incorporated into councillor induction and ongoing member development arrangements.
4. The Council's commitment to the pledge be reviewed annually.
5. That Council approves delegated authority to the Town Clerk to undertake the necessary actions to support and maintain compliance with the Civility and Respect Pledge.

17. PRINCESS AVENUE BUILDING CONDITION REPORT

MOTION: Council to consider and decide upon quotes received for a building condition report for Princess Avenue. (BC/DR)

18. TOWN CENTRE FLORAL DISPLAYS CONTRACT

MOTION: Council to consider and decide upon approving the list of bidders and authorise the Clerk to send the Bid Documents to those parties. (JP)

MOTION: Council to consider and decide upon each of the following provisions of the Bid Documents, decides how to proceed, and authorises the Task and Finish Group to amend the text to reflect those decisions to finalise the Bid Documents. (JP)

1. Instructions to Tenderers (Item 6):
Does Council want bidders to price in fixed cost increases over 3 years, or award the contract on current rates with an annual adjustment formula based on the Consumer Prices Index (CPI)?

2. Instructions to Tenderers (Item 8d):
Does Council want to own the floral infrastructure at the end of the 3-year contract, or continue to receive infrastructure on a rental basis?

3. Instructions to Tenderers (Item 9):
Can Council confirm the extent, if any, to which individual Councillors and/or OiB can modify the mix and locations of displays within the fixed price envelope of the contract?

4. Instructions to Tenderers (Item 13):
   Does Council approve a bid period of 3 weeks for tenderers, commencing on the earliest date the office can issue the Bid Documents?
5. Conditions of Contract (Clause 3.3):
   Does Council approve linking payment terms to delivery milestones rather than a single up-front payment?
6. Conditions of Contract (Clause 5.1):
   Does Council approve the proposed amendments to Clause 5.1?
7. Conditions of Contract (Clause 6.3):
   Does Council approve the proposed amendments to Clause 6.3?

MOTION: Council to consider and approve the issue of the Bid Documents to tenderers at the earliest opportunity, subject to amending the documents to reflect the decisions made under Motion 2 above. (JP)

19. CHAIRMAN'S REPORT

MOTION: Council to receive the Chairman's report.

20. CLERKS' REPORT

MOTION: Council to note the Clerks' report.

21. OAKHAM TENNIS CLUB & OAKHAM BOWLS CLUB LEASES

MOTION: Council to note the presented papers and to consider and decide upon:

- Confirm that the provisos attached to the September 9th resolution have been satisfied and the decision to grant the leases is a final decision.
- Establishing a Task and Finish Group to finalise the leases, in conjunction with the Clerk, including authority to liaise with the Clubs.
- Approval of the proposed Terms of Reference for the Task and Finish Group.
- Quotes received from the 3 legal advisers for review, negotiation and finalisation of the draft leases.
- Delegating authority to the Clerk to select a Valuer (if 3 quotes are not available in time for this meeting).
- Giving the Clerk delegated power to action any statutory obligations e.g. public notice of the intention to grant the leases, including delegated power for any advertising costs.
- Resolve to accept the drafting of the leases at the expense of the clubs plus £750 each plus VAT as the contribution of the Clubs to the legal costs.

22. LRALC 2026 ANNUAL GENERAL MEETING (AGM)

MOTION: Council to consider and decide upon approving attendance of interested Members and Officers at the LRALC 2026 AGM 12.12.26, to appoint an official Voting Delegate, and to authorise the Town Clerk to complete the formal registration of the Voting Delegate and Non-Voting Delegates prior to the deadline of 26.11.26. (MB)

23. OAKHAM IN BLOOM PLANTER ADVERTISING

MOTION: Council to consider and decide upon approving the placement of the proposed nameplate "Oakham in Bloom working in association with Oakham Town Council" on the designated planter enhancements, and to reaffirm that no further advertising or sponsorship signage be permitted on any planter enhancements unless specifically approved by Oakham Town Council in advance, and to consider and decide upon Oakham in Blooms request for Council to pay £305 to RCC for the Advertisement Placement application. (MB)

24. GRANTING OF FREEDOM OF ENTRY TO THE 1ST MILITARY WORKING DOG REGIMENT

MOTION: Council to consider and decide upon:

1. That pursuant to Section 249 of the Local Government Act 1972, Council hereby confers the honorary freedom of the town upon the 1st Military Working Dog Regiment based at Kendrew Barracks, Cottesmore, Rutland, in recognition of their distinguished service and close ties to our community, thereby granting them the ceremonial Freedom of Entry to the Town of Oakham with the privilege to march through the town with bayonets fixed, drums beating, and colours flying.

2.The Town Clerk be authorised to formally communicate this resolution to the Commanding Officer at Kendrew Barracks.

3. A Working Group to be established at a subsequent meeting to coordinate the civic presentation ceremony and public parade timelines with representatives from the military unit.

25. TOWN CLERK RECRUITMENT

MOTION: Council to consider and decide upon recruitment of the Town Clerk, and the Locum Clerk/RFO provision. (SH)

26. GROUNDS & BIN MAINTENANCE CONTRACT – TASK & FINISH GROUP

MOTION: Council to consider and decide upon forming a Grounds & Bin Maintenance Contract Task & Finish Group, and if approved, to consider and approve the Grounds & Bin maintenance Task & Finish Group Terms of Reference, and to approve membership of the group. (JP)

27. URGENT DECISION PROTOCOL RATIFICATION

MOTION: Council to ratify the decision made via email outside of meeting that the Clerk could use delegated power / Urgent Decision Protocol to increase the temporary Administrator's hours from 15 to 21 per week in order to cover the hours of the other recently resigned temporary Administrator. Standing Order 15.b).xv / Urgent Decision Protocol Policy.

28. COUNCILLOR'S REPORT AND QUESTIONS

MOTION: Council to receive Councillor's reports and questions.