Oakham Town Council

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4th August 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 Wednesday 12th August 2026 at 6.30p.m. 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 Chair.

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. EXCLUSION OF PRESS AND PUBLIC

MOTION: That, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following agenda item no.7 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, as per Standing Order 3d, and that all recording devices are turned off.

7. STAFFING MATTERS / STAFFING COMMITTEE MEETING

MOTION: Council to note the draft minutes of the Staffing Committee meeting held on 29.07.26.

MOTION: Council to consider and decide upon the recommendations made to Full Council following the Staffing Committee meeting held on 29.07.26:

a) Acceptance of the proposed Staffing Review/Restructure. (SH)
b) Extension of the Locum Clerk/RFO contract for up to another 4 months. (MB)
c) Acceptance of the proposed new employment contract for all staff. (SH)

MOTION: That Council receive an update report on staffing matters, and to consider and decide upon any action(s) that are needed. (SH)

8. APPROVAL OF MINUTES

MOTION: Council to approve and sign the minutes of the Ordinary Council meeting held on 8th July 2026.

9. CORRESPONDENCE RECEIVED

MOTION: Council to note the correspondence received.

10. INVOICES FOR PAYMENT

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

MOTION: That Council note the payments made outside of meeting. (SH)

11. UK SHARED PROSPERITY FUND (UKSPF)

MOTION: That Council consider and decide upon how to spend the remaining £5,486 UKSPF. (SH)

12. DATE OF NEXT MEETING

MOTION: That Council note the date of the next meeting as 09.09.26 at 6.30pm.

13. LAPTOPS

MOTION: That Council consider and decide upon purchasing a laptop for the Clerk to be taken from general reserves. (SH)

MOTION: That Council consider and decide upon purchasing a laptop for one of the new temporary Administration Assistants. (SH)

14. HR SERVICE CONTRACTS

MOTION: That Council consider and decide upon the non-renewal of the HR services contract with LGRC when it comes up for renewal on 16.10.26 due to having another contract in place. (SH)

15. BIN REPLACEMENTS

MOTION: That Council consider and decide upon Cllr Harris investigating the options for the bins, in conjunction with the Clerk, and to present a fully detailed costed report back to Council for consideration. (SH)

16. TOWN COUNCIL OFFICE

MOTION: That Council consider and decide upon creating a Task & Finish Group to look at all the options for the Town Council office, and for them to submit a fully detailed costed report back to Council for consideration. (SH)

MOTION: That Council consider and decide upon the proposed Office Location Task & Finish Group Terms of Reference (should the motion above be carried). (SH)

MOTION: That Council consider and decide upon the Town Council office security. (MP)

17. TRAINING

MOTION: That Council consider and decide upon councillors attending the Councillor Training course at a cost of £50 per person, either through individual bookings or by arranging an in-house session at a cost of £300 for up to 10 delegates. (SH)

MOTION: That councillors attend Code of Conduct Training at a cost of £50 per person. (SH)

MOTION: That Council approve the Chairman, Vice-Chairman & Committee Chairs, attending Chairman's Training at a cost of £50 per person. (SH)

MOTION: That all Members of the Planning Committee undertake either the Basics of Planning course or the NALC online Planning Module. (SH)

MOTION: That expenditure associated with the approved training programme be met from Council reserves. (SH)

18. CO-OPTION

MOTION: Council to note that Rutland County Council have confirmed that there has been no request for an election to fill the vacancy created by J. Nicholls and Council may now co-opt for the vacancy. (SH)

MOTION: Council to consider and decide upon co-option applications received. (SH)

19. COUNCILLOR’S REPORT AND QUESTIONS

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

20. CHAIRMAN’S REPORT

MOTION: Council to receive the Chairman’s report.

21. CLERKS’ REPORT

MOTION: Council to note the Clerks’ report.

22. FORENSIC AUDIT

MOTION: That Council consider and decide upon quotes received for a forensic audit. (SH)

23. STRATEGIC PLAN

MOTION: That Council consider and decide upon undertaking a programme of public consultation to understand what matters most to our residents with the aim of drafting a robust 3-year strategic plan. (SH)

24. GRANT APPLICATIONS

MOTION: That Council consider and decide upon grant applications received – Oakham Baptist Church x 2. (SH)

25. FLORAL DISPLAY WORKING GROUP / TENDER

MOTION: That Council consider and decide upon the formation of a Floral Display Working Group consisting of two Members. (MB)

MOTION: That Council consider and decide upon the Floral Display Working Group to commence the process of securing land/property permissions and drafting tender specifications for the 2027-2029 contract period in conjunction with the Clerk, with all final contract awards being subject to Full Council approval before the 2027-28 budget is finalised – subject to the above motion being approved. (MB)

MOTION: That Council consider and approve authorising the Clerk to draft Terms of Reference for the Floral Display Working Group, if approved, taking the detail from the agenda supporting information. (SH)

26. PROFESSIONAL REVIEW AND DRAFTING OF COUNCIL GOVERNANCE DOCUMENTATION

MOTION: That Council consider and decide upon the engagement of a legally qualified specialist to draft and produce a comprehensive, cohesive suite of council papers, procedures, standing orders and regulations. (MB)

27. LOCAL PLAN CONSULTATION

MOTION: That Council consider and decide upon a response to the Rutland County Council modifications to the Local Plan consultation. (SH)

28. DBS CHECKS

MOTION: That Council consider and decide upon DBS checks for all Members and Officers. (BC)