

# Oakham Town Council

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10<sup>th</sup> June 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 a meeting of Oakham Town Council on Wednesday 17th June 2026 at 6.30p.m. The meeting will be held at the Town Council Offices, 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**

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. APPROVAL OF MINUTES**

MOTION: Council to approve and sign the minutes of the Extraordinary Council meeting held on 21st May 2026.

#### **7. COUNCILLOR'S REPORT AND QUESTIONS**

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

#### **8. CHAIRMAN'S REPORT**

MOTION: Council to receive the Chairman's report.

#### **9. CLERKS REPORT**

MOTION: Council to receive the Clerks report.

#### **10. COMMITTEE/WORKING GROUP REPORTS**

MOTION: Council to receive update reports from Committee/Working Groups.

#### **11. CORRESPONDENCE RECEIVED**

MOTION: Council to note the correspondence received:

- Email from resident concerning the condition of the skate park. Quotes are being obtained for the repairs and will be presented to Council shortly.
- Email from resident requesting an additional bus shelter. Chair will speak to Rutland City Council due to bus shelters being their responsibility.
- Request from a resident to use Cutts Close on 06.06.26 for a picnic to be held for around 30 people to celebrate local diversity and different cultures.
- Email received from a resident with 12 questions in relation to the Vale Feasibility Study. Clerk to liaise with Council to obtain responses.

#### **12. 2025/26 YEAR END / AUDIT**

MOTION: Council to consider and approve the internal auditor report and the response from the Locum Clerk/RFO.

MOTION: Council to note the 2025/26 year end financial accounting statements, including the balance sheet, trial balance, income & expenditure, explanation of variances, asset register, reserves, and bank reconciliations.

MOTION: That Council approve and sign Section 1 – Annual Governance Statement 2025/26 of the Annual Governance and Accountability 2025/26 Part 2.

MOTION: That Council approve and sign Section 2 – Annual Governance Statement 2025/26 of the Annual Governance and Accountability 2025/26 Part 3.

### **13. STAFF WELFARE AND SAFE WORKING PROTOCOLS**

MOTION: Council to consider and decide upon all councillor emails to be sent to the Clerk's email address to ensure transparency, reduce pressure on individual Officers, support consistent handling of enquiries, and prevent excessive or duplicated contact. Centralising communication also enables workload management and provides an auditable record of requests.

MOTION: Council to consider and decide upon all councillor visits to the office to be pre-approved by the office to ensure staff are available, avoid unplanned interruptions, and maintain a safe and manageable working environment.

MOTION: Council to consider and approve that no councillor is to be alone with any Officer, unless agreed in advance with an Officer, in the office to protect both staff and councillors by ensuring transparency, safeguarding, wellbeing, and preventing situations that may cause discomfort or lead to misunderstandings. This is consistent with good practice in staff safety and employer duty of care.

MOTION: Council to consider and decide upon Council reaffirming its legal duty of care and confirm that the measures above are necessary to protect staff welfare and ensure a safe, professional working environment.

MOTION: Council to note that the implementation and monitoring of the above will rest with the Clerk as the line manager of all Officers.

### **14. MANAGING OF VEXATIOUS OR UNREASONABLE COUNCILLOR CORRESPONDENCE POLICY**

MOTION: Council to consider and decide upon the Staffing Committee recommendation to adopt a Managing Vexatious or Unreasonable Councillor Correspondence policy.

MOTION: Council to consider and decide upon the Staffing Committee recommendation that Council endorse the changes to the existing Vexatious Complaints Procedure and Standing Orders as detailed in the agenda supporting information attachment.

### **15. COMMUNICATIONS POLICY**

MOTION: That Council consider and decide upon approval of the addition of the Social Media Moderation Framework to the Communications Policy.

MOTION: That Council note that the Clerk is responsible for all Council communications, which includes posting to the website and social media channels, and that councillors must not undertake any moderation activity on Council social media channels and must refer all concerns to the Clerk.

## **16. BLOG DESIGN AND BUILD**

MOTION: That Council consider and decide upon approving the proposed design for the Council websites as presented in the attached agenda supporting information.

MOTION: That Council consider and decide upon authorising Welland Creative to proceed with the build phase at a cost of £700.

MOTION: That Council consider and decide upon delegating to the Clerk and Communications Working Group the responsibility for overseeing implementation and preparing insight and oversight for launch.

## **17. VICTORIA HALL**

MOTION: That Council consider and decide upon the following expenditure, all exclusive of VAT, from CIL for Victoria Hall:

1. Specialist Surveys - With reference to Assessment of Specialist Survey Costs & Drawdown, Council authorises the payment at a total cost of £6,815 inc.10% contingency for:
  - Measured Building Survey – Greenthatch £3,950
  - Asbestos Survey – RILMAC £1,950
  - Damp and Timber Survey – Timberwise £295
2. Previously approved expenditure (Minute 05/26 13) - Council authorises release of funds, subject to confirmation of satisfactory progress, for the following drawdown payments to Kingsmead:
  - 17 Jul 2026 – Stages 1a to 1c: £8,000
  - 01 Aug 2026 – Stages 1d to 1e: £12,000
  - 01 Sep 2026 – Stages 2a to 2d: £4,000
3. Upcoming Drawdown - Council authorises the following payments to Kingsmead, subject to confirmation of satisfactory progress:
  - 01 Oct 2026 – Stages 4a to 4b: £5,500
  - 01 Nov 2026 – Stages 4c to 4d: £5,500
4. Disbursement Budget - Council approves a £1,500 disbursement budget expenditure to be reimbursed at actual cost with evidence.

## **18. GRANT APPLICATION**

MOTION: That Council consider and decide upon a £500 grant request for the RAF in Rutland memorial bench initiative, and if approved, to consider and decide upon adopting the bench as a civic asset for future maintenance upon successful installation, or if maintenance remains the responsibility of the applicant group.

## **19. CHRISTMAS EVENT OVERSPEND**

MOTION: That Council consider and decide upon approval of the overspend of £4,514 associated with the 2025 Christmas Lights Switch-On event be met from General Reserves, thereby regularising the financial position for the 2025/26 financial year.

## **20. TOWN COUNCIL OFFICE**

MOTION: That Council consider and decide upon the location of the Council office, including a formal offer from Oakham Baptist Church to lease space.

## **21. EVENT SAFEGUARDING**

MOTION: That Council consider and decide upon retrospective approval of event safeguarding/first aid provision at a cost of £2,904 + VAT with Light Medical due to timelines.

## **22. DATE OF NEXT MEETING**

MOTION: That Council note the date of the next meeting as 8<sup>th</sup> July 2026 at 6.30pm.

## **23. 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 two agenda items on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature and commercial sensitivity of the business to be transacted, as per Standing Order 3d, and that all recording devices are turned off.

## **24. STAFFING**

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

## **25. 2 PRINCESS AVENUE**

MOTION: That Council receive an update report on 2 Princess Avenue, and to consider and decide upon any action(s) that are needed.