

# Oakham Town Council

Rol House, Long Row, Oakham, Rutland, LE15 6LN

01572 723627

enquiries@oakhamtowncouncil.gov.uk

www.oakhamtowncouncil.gov.uk



2<sup>nd</sup> July 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 8<sup>th</sup> July 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. APPROVAL OF MINUTES**

MOTION: Council to approve and sign the minutes of the Extraordinary Council meeting held on 28<sup>th</sup> May 2026.

MOTION: Council to approve and sign the minutes of the Extraordinary Council meeting held on 15<sup>th</sup> June 2026.

MOTION: Council to approve and sign the minutes of the Ordinary Council meeting held on 17<sup>th</sup> June 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 note 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.

#### **12. ASSERTION 10 / I.T. AND DATA MANAGEMENT POLICY / DATA MAPPING REGISTER / GDPR**

MOTION: Council to note the new Assertion 10 rules and regulations. (SH)

MOTION: Council to adopt an I.T. and Data Management Policy. (SH)

MOTION: Council to adopt a Data Mapping Register document. (SH)

MOTION: Council to note that a requirement of Assertion 10 is to ensure that the website is accessible to a high standard (WCAG 2.2 AA) and that the website needs further work to make it compliant. (SH)

MOTION: Council to consider and decide upon online GDPR training for all Officers and Members who require it with SLCC, at a cost of £30 + VAT per person in order to adhere to Assertion 10 recommendations. (SH)

### **13. FINANCE COMMITTEE TERMS OF REFERENCE**

MOTION: Council to consider and decide upon adoption of the Finance Committee Terms of Reference. (SH)

### **14. RISK ASSESSMENT**

MOTION: Council to consider and decide upon the review of the Council Risk Assessment. (SH)

### **15. 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)

### **16. COMMITTEE MEMBERSHIP**

MOTION: That Council consider and decide upon a review of the committee memberships due to two new Members in post. (SH)

### **17. DATE OF NEXT MEETING**

MOTION: That Council note the date of the next meeting as 12.08.26 at 6.30pm.

### **18. PLANNING COMMITTEE**

MOTION: That Council consider and decide upon reincarnating the Planning Committee, and if agreed, to confirm membership of the committee, confirm the name of the Committee, and to review the Planning Committee Terms of Reference. (MB/SH)

### **19. TOWN COUNCIL OFFICE**

MOTION: That Council consider and decide upon relocating the Town Council office to The King Centre. (MP/SH)

### **20. BENCH – PRINCESS AVENUE**

MOTION: That Council consider and decide upon the location of a bench at Princess Avenue, type of base, and ongoing maintenance responsibility. (SH)

### **21. SPORTS FACILITIES FEASIBILITY & DEVELOPMENT STUDY**

MOTION: That Council consider and decide upon the removal of the exempt status for the Sports Facilities Feasibility and Redevelopment Strategy. (BC)

MOTION: That Council consider and decide upon authorising the Clerk to publish the finalised strategy document on the OTC website for public access, with all necessary redactions or privacy checks completed prior to the website upload. (BC)

## **22. WASTE BINS – CUTTS CLOSE**

MOTION: That Council note an update report on the overflowing bins at Cutts Close. (SH)

## **23. OAKHAM TENNIS CLUB BUILDING WORKS**

MOTION: That Council consider and decide upon granting permission as landlord to Oakham Tennis Club for them to carry out remedial repairs, in consultation with Council, for oversight on their building work proposals. (BC)

## **24. VICTORIA HALL**

MOTION: That Council consider and decide upon approval of the submission of the Charity Commission applications in substantially the form attached. (PA)

MOTION: That Council consider and decide upon establishing a Victoria Hall Committee, appoint members, and adopt the proposed Terms of Reference. (PA)

MOTION: That Council consider and decide upon delegating minor amendments and related submissions to the Victoria Hall Committee. (PA)

MOTION: That Council consider and decide upon authorising the Victoria Hall Committee to approve expenditure for correspondence to RCC within the disbursement budget approved on 17.06.26. (PA)

MOTION: That Council note the solicitor's advice regarding RCC engagement and confirm the preferred route for correspondence. (PA)

## **25. BANK SIGNATORIES**

MOTION: That Council consider and decide upon a review of the bank signatories. (SH)

## **26. ASSET REGISTER MINIMUM VALUE**

MOTION: That Council consider and decide upon a £100 minimum value for all assets that appear on the asset register. (SH)

## **27. CALL FOR SITES**

MOTION: That Council consider and decide upon a response to a Call for Sites from Rutland County Council.

## **28. 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.

## **29. STAFFING**

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

MOTION: That Council receive confidential staffing questions from councillors. (BC)

## **30. BANKING**

MOTION: That Council consider and decide upon whether an investigation / reporting to the Monitoring Officer is required concerning a banking issue. (MB)