

Locum Clerk/RFO's report
Full Council meeting 14th October 2026

Accounting Software

The accounting software now has the sales and purchase ledgers installed. I now need to spend time improving the cost centres, nominal codes, and updating the approved reviewed budget figures. This will now allow us to raise sales invoices using the software which will give us a complete audit trail and more accountability.

Hopper Bus

As requested, I have asked RCC for a contract for the hopper. They are drafting this and I will add it to an agenda for Council consideration as soon as I receive it. I am holding the invoice as requested until the contract has been considered.

A councillor has asked for statistics on the bus usage by Oakham residents. This has been received from RCC and will be presented to Council alongside the contract.

Public Conveniences

The Handyman, Lee, has spent a lot of time working at the public conveniences:

- The light in the baby change is not working. We are asking electricians too quote for the repair works as we suspect a faulty PIR sensor again. Both fuses have been replaced so we know it is not that.
- The urinal in the men's WC was not able to be unblocked so we are obtaining quotes from a professional drainage contractor.
- Lee has repaired the women's toilet door closure mechanism and door.
- Lee has refitted and sealed the three sinks back into the units.
- New door latches have been fitted to the men's cubicle doors.

With the increase in vandalism continuing to rise then maybe Council need to consider how the problem can be addressed in order to ensure the costs of keeping the public conveniences open does not continue to drain resources.

Princess Avenue

We are obtaining quotations for the building condition report for Princess Avenue. Lee will escort the contractors around the building so that they are able to inspect it.

HR

I am very pleased to report that the two temporary Administration Officers have started working for Council, Liz Wackett and Dalia Gadir. Both have been doing an excellent job and have been a godsend in helping clearing down the backlog.

Liz is focusing on the Christmas Light Switch-On whilst Dalia is doing a lot of general admin such as obtaining quotations, updating/improving the website, compiling a resolutions list for the past 3 years etc.

I am however very sorry to report that Liz will be leaving us on 14.10.26.

A lot of my time is still being taken up with staffing/pension/payroll queries.

Payroll

Council contact out payroll yet I seem to have to provide a lot of information and checks. So much so that it would be quicker to do payroll myself. I have also had a lot of chasing for information from staff and the pension provider that the payroll contractor has not actioned. I therefore would recommend to Council that if the new Clerk or RFO have payroll experience then Council revisit whether to contract it out or bring it in-house. This would also allow greater flexibility in payroll pay dates and deadlines. Payroll software these days makes payroll processing extremely quick and easy.

Staff are currently paid the 14th of each month for that month so technically in advance. I would propose that we look at paying staff the last working date of each month for the month worked. We would have to consult with the existing staffing member due to it being a change of contract.

Recruitment

The recruitment process for the four vacancies is underway with the adverts being placed on all the platforms as agreed by Council. The deadline for applications is 30th October. I will score the applicants on 2nd November and then arrange the interviews.

Bowls/Tennis Club Lease

Quotes are being obtained for the valuation of the buildings, land and car park. These will be presented to Council for consideration.

Governance Review

Quotes are being obtained for a governance review as agreed by Council. These will be presented to Council for consideration.

Benches

Lee has repaired and painted the three broken slats on the bench near to the train crossing and is in the process of installing the memorial bench now that the ground has softened. The brambles that were overhanging the bench have been trimmed back.

The large picnic bench at the Centenary Field has been repositioned.

The memorial bench at Royces has been installed. It has been concreted and bolted down so hopefully it cannot be vandalised.

The broken slat on the bench in High Street near the Church has been made safe.

Open Spaces / Maintenance

Lee has carried out a lot of maintenance works, including:

- Removing the various offensive graffiti from the Church wall, skate park and Cutts Close.
- The bunting around Cutts Close has been taken down and placed into the storage hut.
- Footings have been dug at the Centenary Field for a sign near the boardwalks.
- Various flags have been changed.
- Lee continues to check the defibrillators weekly.
- Lee continues to carry out weekly play area inspections.
- The brambles/overgrowth in Cutts Close on the high traffic areas have been trimmed.

FOI

One freedom of information (FOI) request has been received concerning our Town of Culture application. We are currently collating the information in order for us to respond.

Photocopier

The copier lease expires in a few months. Quotes are being obtained and will be presented to Council for consideration. The machine is very slow so hopefully we might be able to replace it with a quicker more modern machine.

Workload

I still have an extremely extensive and growing workload and To Do List which I will continue to work through in priority order. Most of my time is still taken up with meetings, agendas, compiling meeting supporting information, minutes, HR matters, general administration and emails at the moment.