

Clerk's report

Full Council meeting 8th July 2026

External Audit / CIL

The 2025/26 audit documentation has been submitted to the external auditor and published on the website.

I drafted a CIL reporting statement for 2025/26 using data from our accounting system and submitted it to RCC. RCC do not agree with our figures so I will investigate this further as we need to ensure we know exactly what funds we have and report it correctly.

UKSPF

It is not clear what UKSPF money Council has received or spent. A meeting has been arranged for 09.07.26 with myself, the Acting Deputy Clerk, and RCC to discuss further. I will report back to Council following that meeting.

2 Princess Avenue

The locks have been changed and an invoice sent for outstanding monies.

Budget

I haven't had time to look at the 2025/26 budget in detail but at a quick glance I can see that it needs a review as there are items missing off it. I will carry out a review as soon as I can.

Councillor Resignation

Following the resignation of Cllr Nicholls, a Notice of Casual Vacancy has been submitted to RCC and access to the OTC email removed.

Assertion 10

All documentation and information has been added to this meeting's agenda for Council consideration. More work is needed on the website to ensure accessibility which I will action shortly.

Planning

I am concerned that Council do not seem to consider planning applications and the Planning Committee seems to be inactive. I have added this to this meeting's agenda as I consider it very important that Council respond to planning applications. I believe there is a wildlife park application and with the government commitment to build so many houses, it is possible that Oakham and the surrounding area will receive a lot of development applications.

Responding to planning applications can help ensure the local community is represented. Development can have a major impact on local amenities, roads, services, schools, transport etc. which I feel is important for Council to comment on.

Public Conveniences

The sanitary bins were removed from the public toilets. I am pleased to confirm that the contract which Council agreed has now been signed. The cleaner very kindly put temporary bins in situ until the new replacement bins arrive. Sincere thanks are passed to the cleaner for providing bins.

Governance Review

I have started to undertake the governance review to ensure Council have accurate, robust, and up-to-date policies in place. Some have been added to this agenda for Council approval.

Cllr Clark has sent the HR governance documents to the external HR provider for review.

Workload

I have an extensive workload and To Do List which I will continue to work through in priority order. Most of my time is taken up with agendas, minutes, HR issues, and emails at the moment.

Staffing

I am extremely pleased to be working alongside the Acting Deputy Clerk again who has been a tremendous help and is working through clearing down the large backlog of emails, events, and outstanding actions.

Following the Clerk's resignation, and Council agreeing to employing temporary Administration Assistants, I will carry out a recruitment process shortly. With all the changes in staff I feel it would be very beneficial to carry out a staffing review.

RCC Meeting

I attended a meeting with the Chairman and RCC. RCC are aware of the issues with OTC and are willing to work with us and support us in any way they can.

Town Council Office

Due to the increased crime, all staff will be homeworking for the time being. No-one is to be working in the office alone. This is not ideal as the Council should be public facing. We are investigating options to try and solve this problem. Staff welfare has to be Council's priority.

Outstanding Resolutions

The Acting Deputy Clerk has very kindly started compiling a list of meeting resolutions. We need to go back a few years to ensure that all Council resolutions have been carried out.

Website

I have started to make improvements to the website but a lot more can be done which I will continue to work on. We need to ensure that we upload as much information as possible and adhere to the Transparency Code.

Security

The office locks have been changed, personal alarms have been ordered for staff, the website and email passwords have all been changed. More work will be done to continue to improve safety and security.

Samantha Haywood, Locum Clerk