Oakham Town Council

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An ORDINARY MEETING of the FINANCE COMMITTEE was held on Wednesday 28th October 2026 at 6.30pm at the Council Offices and was attended by the following:

Chairman: Cllr B. Callaghan

Committee Members: Cllr M. Brookes, Cllr D. Romney, Cllr A. Padmore, Cllr J. Harris, Cllr J. Perry

In Attendance: 3 members of the public

Locum Clerk/Minutes: Samantha Haywood

ITEM	MINUTE	VOTE / ACTION
FC26012.	**APOLOGIES FOR ABSENCE**	
	None.	
FC26013.	**DECLARATIONS OF INTERESTS AND DISPENSATIONS**	
	None.	
FC26014.	**DEPUTATIONS FROM MEMBERS OF THE PUBLIC - OPEN MEETING**	
	None.	
FC26015.	**FINANCIALS**	
	IT WAS RESOLVED that Committee note the financials to date, including the balance sheet, trial balance, income & expenditure, EMRs, and bank balances.	Proposed:DR Seconded:JH All in favour
FC26016.	**INVOICES FOR APPROVAL**	
i.	**Invoices for Payment**	
	IT WAS RESOLVED that Committee approve the invoices for payment:	Proposed:DR Seconded:JH 5 for, 1 against Clerk

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Supplier	Description of supply	Net	VAT	Gross	Invoice no.	Invoice date	Power to Spend
Millenium Telecom Ltd	Telephone Sept 26	£80.45	£16.09	£96.54	69355	14/10/2026	LG Act 1972 s133
Melton Inflatables	Bouncy castle hire 28 June & 30 Aug - Cutts Close summer events	£1,410.00	£0.00	£1,410.00	Not stated	Not stated	LG Act 1972 s145
Toolstation Ltd	Drain unblocker for public conveniences	£9.98	£1.99	£11.97	YWE55266245	13/10/2026	PHA 1936 s87
A Star Cleaning Ltd	WC cleaning/opening/closing & cleaning sundries Sept 26	£1,392.73	£0.00	£1,392.73	INV062	01/10/2026	PHA 1936 s87
NALC	4 x job adverts	£280.00	£56.00	£336.00	820679	14/10/2026	LG Act 1972 s112
SLCC Enterprises Ltd	4 x job adverts	£446.40	£89.28	£535.68	SD3364-1	14/10/2026	LG Act 1972 s112
Waterplus	Water - Public Conveniences - 9/9/26 to 9/10/26	£51.11	£0.00	£51.11	wp-INV13697571	10/10/2026	PHA 1936 s87
Waterplus	Water - Public Conveniences - 9/8/26 to 9/9/26	£16.29	£0.00	£16.29	wp-INV13453344	10/09/2026	PHA 1936 s87
Waterplus	Water - Public Conveniences - 9/7/26 to 9/8/26	£51.40	£0.00	£51.40	wp-INV13209705	11/08/2026	PHA 1936 s87
Waterplus	Water - The Shelter - 15/6/26 to 15/9/26	£97.84	£0.00	£97.84	wp-INV13513089	16/09/2026	LG Act 1972 s133
	TOTAL	£3,836.20	£163.36	£3,999.56			

ii. Payments made outside of meeting

The Clerk was asked to circulate a breakdown of the payment to DCK Payroll Solutions Ltd to Members.

Clerk

IT WAS RESOLVED that Committee note the payments made outside of meeting:

Proposed:DR
Seconded:JH
5 for, 1 against
Clerk

Supplier	Description of supply	Net	VAT	Gross	Invoice no.	Invoice date	Power to Spend
DCK Payroll Solutions Ltd	Payroll Sept 26	£25,720.91	£0.00	£25,720.91	27754	10/09/2026	LG Act 1972 s112
Stripe	Podpoint	£250.00	£0.00	£250.00			LG Act 1972 s111
Total Energies	Electric - Public conveniences Aug 26	£674.52	£134.90	£809.42	KI-OF4CCD86-005	02/09/2026	PHA 1936 s87
Total Energies	Electric - Public conveniences	£23.96	£4.79	£28.75		02/09/2026	PHA 1936 s87
Lloyds Bank	Monthly service charge	£10.00	£0.00	£10.00	N/A	N/A	LG Act 1972 s111
DVLA	Fraud - bank refunded	£3.09	£0.00	£3.09	N/A	N/A	N/A
	TOTAL	£26,682.48	£139.69	£26,822.17			

FC26017. BANK RECONCILIATIONS

IT WAS RESOLVED that Committee note the bank reconciliations and bank statements for August and September 2026, and for the documents to be checked and signed by Cllr Padmore and Cllr Harris.

Proposed:JP
Seconded:DR
5 for, 1 against
Clerk

The Clerk was asked to circulate a copy of the bank statements to all Members.

Clerk

FC26018. ACCOUNTING SOFTWARE

IT WAS RESOLVED that Committee note that the sales and purchase ledgers have now been installed on the council accounting software, all nominal codes and cost centres have been revamped to mirror the approved reviewed budget, and accounting entries populated accordingly.

Proposed:DR
Seconded:JP
All in favour

Cllr Brookes thanked the Clerk for the progress she has made.

FC26019. AUDIT UPDATE

A list of the internal and external auditor recommendations has been compiled and circulated to all Members. Each recommendation now has a status against it to show whether it is completed, in progress, or outstanding.

Proposed:MB
Seconded:DR
All in favour
Clerk

IT WAS RESOLVED that Committee note the update report on the work carried out on the internal and external auditor recommendations to date.

	Cllr Brookes thanked the Clerk for the progress she has made.	
FC26020.	**BANK ACCOUNT FRAUD**	
	IT WAS RESOLVED that Committee note that the Clerk came across two suspicious direct debit payments on the Lloyds current account bank statement: 1) 28/09/26 payment to DVLA £3.09 2) 01/10/26 payment to DVLA £3.06 Bank signatories, Cllr Romney and Cllr Callaghan, were immediately informed and asked that they inform the bank of the suspected fraud, stop the direct debits, check recent transactions to ensure there were no more fraudulent transactions, and ask the bank to refund the transactions. Action taken: • Cllr Callaghan very kindly visited the bank straight away. • Transactions were studied and it was discovered that there were several more fraudulent direct debits payments with different payees that we did not recognise. Most were for £0 value so it is suspected that maybe the fraudsters were testing the account. • The bank stopped all these direct debits immediately. • The bank refunded all the fraudulent transactions immediately. • The bank were asked to explain how these DDs were able to be set up as there must be a signed DD mandate with two Member signatories on them. The bank are investigating this. • The bank confirmed the matter will be referred to its fraud department for further investigation, with referral to the police where necessary. * Cllr Callaghan is checking the bank transactions daily to ensure we can capture any further suspicious transactions straight away. The Clerk asked that if anyone outside of Council enquiries about the fraud to direct them to the statement on the website. Cllr Romney expressed concern that details of the fraud had been circulated all over the town with a negative focus. As per the statement on the website, and minuted above, the matter was dealt with swiftly and was dealt with in full. He considered it not appropriate for the information to be published in such a negative manner, also with some of the information circulated being incorrect. A proposal to prevent such negativity will be presented to a future council meeting.	Proposed:DR Seconded:BC 5 for, 1 against BC All
FC26021.	**BUDGET 2027/28**	
	The Clerk had reviewed the 2026/27 budget and circulated a draft 2027/28 budget to all. The bank balances currently show that council is in a very healthy financial position, however, the Clerk stressed that a lot of this money is CIL money so is a restricted fund. An extensive discussion took place which included: • Councillor allowances have never been taken so the budget to be reduced to £0. • The current Chairman does not wish to take his Chairman's allowance, however, it was suggested to leave a £500 budget for 2026/27 and to allow a budget for next year as there may be a new Chairman in place who will require the allowance. The Clerk recommended a budget of £500 for 2027/28. A Member suggested a lot more than this, depending on what the mayor wanted to do with the allowance as in the past some have been very active and spent the money, and some have done a lot without spending the allowance. Further consideration is required as to whether council wish to be an active civic council or not. • Clarification was sought as to whether Council can budget for projects and expenditure that have not yet been agreed by Council and exact costs known. The	

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	Clerk clarified that it is preferable for all figures to be known but the budget year is circa 15 months away starting April 2027 until March 2028 so in reality it is very unusual to be able to have all this detail so early. If this was the case there would also have to be exact costs for health and safety, repairs, maintenance etc which is impossible to predict. If Council do approve a budget line then quotes would have to be obtained and the work/project approved by Council before it is carried out. • The cost of the events was a concern to some Members. Council to consider what events they want to carry out in the future and how much they wish to spend on them. Council have already agreed that more resident communication is needed. • Christmas lights switch-on budget - The budget to be split and clarified so it is clear how much is being spent on the lights and how much is being spent on the switch-on event. • The Clerk advised that it is difficult to budget without a three-year strategic plan, or equivalent, in place. A residents meeting will be looked at but it is doubtful whether this can be arranged before the budget and precept can be considered. All agreed that it is important that residents are communicated with to find out what they would like to see within the town and what they would like the council to do. • The general consensus was that councillors would not wish to see the precept demand increase by more than 5%. • The Clerk confirmed that once the new team are in place this will make a big difference as to the amount of work council can carry. As there is so much more that can be done, for example, youth events, improve play areas, improve open spaces, climate initiatives, events for senior residents, more events in Cutts Close, more focus on obtaining grant funding, repair cafes, community events, outdoor cinema, building communications with residents, local businesses and organisations, emergency plan etc. There is so much that Council could do if they wish. • The consensus was that if the precept is increased then a 3-year plan, or equivalent, needs to be in place and Council need to demonstrate the changes and benefits to residents. Council must only put out positive messages, not negative ones. • CIL money / projects to be split out from the running costs. The Clerk thanked everyone for their input and confirmed she would go away and make the changes to the budgets which will be presented to the November Finance Committee meeting where it can be gone through line by line. The budget can then be presented to the December Full Council meeting for approval.	All Clerk
FC26022.	**DATE OF NEXT MEETING**	
	IT WAS RESOLVED that the next Finance Committee meeting scheduled for 25.11.26 be cancelled as it clashes with the planning committee training. A new rescheduled date to be decided upon via e-mail.	Proposed:DR Seconded:BC All in favour Clerk

The meeting closed at 7.51 pm.

Chairman ……..……. Date: ……

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