Oakham Town Council

Rol House, Long Row, Oakham, Rutland, LE15 6LN. Tel: 01572 723627
Email: enquiries@oakhamtowncouncil.gov.uk
www.oakhamtowncouncil.gov.uk

An ORDINARY MEETING of the TOWN COUNCIL was held on Wednesday 12th August 2026 at 6.30pm at the Council Offices and was attended by the following:

Chairman:	Cllr M. Brookes
Town Councillors:	Cllr D. Romney, Cllr SA Wadsworth, Cllr B. Callaghan, Cllr J. Harris, Cllr C. Clark
In Attendance:	4 members of the public
Locum Clerk/Minutes:	Samantha Haywood

ITEM	MINUTE	VOTE / ACTION
26111.	**APOLOGIES FOR ABSENCE**	
	Cllr C. Nix - business. Cllr A. Padmore and Cllr P. Ainsley - personal. IT WAS RESOLVED that Council accept the apologies.	Proposed:BC Seconded:DR All in favour
26112.	**DECLARATIONS OF INTERESTS AND DISPENSATIONS**	
	Cllr Clark, agenda item 7, non-pecuniary interest, due to being the last Chairman of the Staffing Committee.	
26113.	**DEPUTATIONS FROM MEMBERS OF THE PUBLIC - OPEN MEETING**	
i.	**Cutts Close Events**	
	A resident expressed concern over people smoking at the events with the extreme dry spell we are experiencing and suggested a ban on smoking as other organisations have done. The Clerk advised she would investigate solutions in conjunction with the Events Working Group.	Clerk
ii.	**Co-option**	
	Mr Perry spoke to his co-option application for which he was thanked by the Chairman.	
26114.	**POLICE REPORT**	
	Sergeant Liam Palmer reported: • The national overview has not changed since the last meeting. • The current threat level is still very high.	

	• We are now into phase two of the operation solar system which is our way of dealing with the rise in demand of the summer peak season and the reduction in our team due to holidays. We are now in the final few weeks of this peak before the schools start back and we reach normal levels. • 13 people were caught under the influence of the alcohol, shoplifters, and another 19 offences are going through the process. • Hoping to have two officers resume work within the next couple of weeks and a potential third in the week after. An officer has been moved over into another office from the Melton neighbourhood team to provide some resilience in the town of Oakham. • Adopted a new operation which tackles organised criminality stealing broadband cables from across the area. Working with national agencies and border forces. • A reminder that we roll in 3 months' worth of data. Compared to this period of time in 2025 we have had 54 theft offences which is comparable to last year, violent offences 55 reported and in 2025 there were 83, damage offences are up by 1 to 16, disorder offences are up by 4 to 20, drug offences down by 2 to 3, sexual offences are down by 6 to 2. A total of 150 offences recorded in the town compared to 181 the previous year. • There have been two significant incidents – one is targeted criminal damage to a vehicle in Oakham that was deliberately damaged on 27.07.26. The second, an incident of an intoxicated male and mobility scooter on Cutts Close due to confrontational teenagers. • Priority remains with anti-social behaviour, shop theft, and drug crime.	
26115.	**RUTLAND COUNTY COUNCILLOR REPORT**	
	Not present.	
26116.	**EXCLUSION OF PRESS AND PUBLIC**	
	IT WAS RESOLVED 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 agenda item no.7 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, as per Standing Order 3d, and that all recording devices are turned off. The public left the meeting and recording devices were turned off. Cllr Clark left the meeting and did not return.	Proposed:BC Seconded:DR All in favour
26117.	**STAFFING MATTERS / STAFFING COMMITTEE MEETING**	
i.	**Staffing Committee meeting minutes**	
	IT WAS RESOLVED that Council note the draft minutes of the Staffing Committee meeting held on 29.07.26.	
ii.	**Recommendations from the Staffing Committee meeting held on 29.07.26**	
	IT WAS RESOLVED that Council approve the recommendations from the Staffing Committee meeting held on 29.07.26: a) Acceptance of the proposed Staffing Review/Restructure, subject to consultation with existing Officers where applicable. b) Extension of the Locum Clerk/RFO contract for up to another 4 months. c) Acceptance of the proposed new employment contract for all staff, noting that consultation with existing Officers will be carried out. Cllr Harris left the meeting for personal reasons.	Proposed:DR Seconded:BC All in favour Clerk

iii. Staffing Matters

The Clerk gave an update on staffing matters.

IT WAS RESOLVED that the Staffing Committee be given delegated power to consider and decide upon a confidential staffing contractual matter.

Proposed:DR
Seconded:SAW
All in favour
Clerk

IT WAS RESOLVED that the Clerk advertise, interview, and recruit the two part-time temporary Administration Assistants already approved by Council for quickness to enable much needed administrative support.

Proposed:DR
Seconded:BC
All in favour
Clerk

The meeting was re-opened to the public of which two returned to the meeting.

26118. APPROVAL OF MINUTES

IT WAS RESOLVED that the minutes of the Ordinary Full Council meeting held on 08.07.26 are a true and accurate record of the meeting and as such were signed by the Chairman.

Proposed:BC
Seconded:SAW
All in favour
Clerk

26119. CORRESPONDENCE

IT WAS RESOLVED that the correspondence received be noted.

26120. INVOICES FOR PAYMENT

i. Invoices for Approval for Payment

Cllr Harris re-joined the meeting.

IT WAS RESOLVED that Council approve the invoices for payment:

Supplier	Description of supply	Net	VAT	Gross	Invoice no.	Invoice date	Power to spend
Millenium Telecom Ltd	Telephone Jun 26	£80.45	£16.09	£96.54	68790	14/07/2026	LG Act 1972 s133
Apogee Corporation Ltd	Printing 24.4.26 to 23.7.26	£40.62	£8.12	£48.74	1599538	24/07/2026	LG Act 1972 s133
Travis Perkins	Padlock	£20.17	£4.03	£24.20	1048337433	28/07/2026	PHA 1875 s164 OSA 1906, ss9&10
Windowflowers Ltd	Flower displays - water, basket rentals	£17,500.00	£3,500.00	£21,000.00	77597	30/06/2026	OSA 1906, ss9&10
Initial Washroom Hygiene	WCs sanitary bins 15/7/26 to 5/10/26	£36.99	£7.40	£44.39	35880660	30/06/2026	PHA 1936 s87
Initial Washroom Hygiene	Wcs nappy bins 15/7/26 to 5/10/26	£92.82	£18.56	£111.38	35880659	30/06/2026	PHA 1936 s87
Toolstation Ltd	Silicone	£7.12	£1.42	£8.54	YWW462518092	15/07/2026	PHA 1875 s164 OSA 1906, ss9&10
Toolstation Ltd	Adhesive	£7.13	£1.43	£8.56	YWW484553049	06/08/2026	PHA 1875 s164 OSA 1906, ss9&10
Toolstation Ltd	Refuse sacks	£14.05	£2.81	£16.86	YWW47174577	24/07/2026	PHA 1875 s164 OSA 1906, ss9&10
DCK Payroll Solutions Ltd	July 26 payroll processing	£104.50	£20.90	£125.40	27492	13/07/2026	LG Act 1972 s112
Rutland Big Band	Band - Armed Forces event	£400.00	£0.00	£400.00	Not stated	Not stated	LG Act 1972 s145
Idle Hands	Band - 26.07.26	£400.00	£0.00	£400.00	Not stated	Not stated	LG Act 1972 s145
Millenium Ltd	Monthly I.T services	£133.10	£26.62	£159.72	INV-20594	01/08/2026	LG Act 1972 s133
Top Banana Band	Band 19/07/26	£700.00	£0.00	£700.00	0015	16/07/2026	LG Act 1972 s145
LRALC Ltd	Internal auditor mileage	£23.40	£0.00	£23.40	19/5531	11/06/2026	Local Audit & Accountability Act 2014 (LAAA 2014) s7
LRALC Ltd	Annual membership LRALC & NALC	£1,757.34	£0.00	£1,757.34	19/5390	01/04/2026	LG Act 1972 s112

Proposed:DR
Seconded:SAW
All in favour
Clerk

Kingsmead Design	Victoria Hall surveys - final invoice	£8,000.00	£0.00	£8,000.00	KMD/VHO/2025/931	15/07/2026	LG Act 1972 s133
Rialtas Business Services Ltd	Accounting software annual fee	£1,151.00	£230.20	£1,381.20	SM33588	01/04/2026	LG Act 1972 112
Rialtas Business Services Ltd	Accounting software users	£34.83	£6.97	£41.80	33558	31/03/2026	LG Act 1972 s112
Lockfit Northampton	Princess Avenue - replacement locks	£175.00	£35.00	£210.00	INV-1613	13/07/2026	LG Act 1972 s133
LGRC Associates Ltd	Monthly HR support Jun 26	£125.00	£25.00	£150.00	2420	01/06/2026	LG Act 1972 s112
LGRC Associates Ltd	Locum Clerk services May 26	£1,018.21	£203.64	£1,221.85	2437	11/06/2026	LG Act 1972 s112
LGRC Associates Ltd	Monthly HR support Aug 26	£125.00	£25.00	£150.00	2484	01/08/2026	LG Act 1972 s112
Peninsula	HR services insurance	£39.20	£0.00	£39.20	U005793493	29/07/2026	LG Act 1972 s112
Peninsula	HR meeting	£82.99	£16.60	£99.59	U005812201	28/07/2026	LG Act 1972 s112
Peninsula	Monthly HR Services	£306.41	£57.86	£364.27	U005799506	29/07/2027	LG Act 1972 s112
Amazon	Personal alarms	£14.15	£2.83	£16.98	GB6002RWQ8SCU	16/07/2026	LG Act 1972 s112
Glendale Countryside Ltd	Grounds maintenance JUL 26	£2,143.97	£428.79	£2,572.76	GC147-0363	31/07/2026	OSA 1906, ss9&10
Hathern Band	Band - 09.08.26	£450.00	£0.00	£450.00	0908	10/08/2026	LG Act 1972 s145
The Bongo Rat Pack	Band - 02.08.26	£250.00	£0.00	£250.00	BRP1	07/08/2026	LG Act 1972 s145
A Star Cleaning Ltd	WCs cleaning, opening/closing, products	£1,330.64	£0.00	£1,330.64	INV015	07/08/2026	PHA 1936 s87
A Star Cleaning Ltd	WCs cleaning, products	£1,330.64	£0.00	£1,330.64	INV005	05/08/2026	PHA 1936 s87
Rutland County Council	Business rates 26/27	£4,862.00	£0.00	£4,862.00	Letter	12/03/2026	LG Act 1972 s133
Travis Perkins	Gloves	£23.73	£4.75	£28.48	1049172959	10/08/2026	PHA 1875 s164 OSA 1906, ss9&10
Waterplus	Water WCs Church Street?	£43.11	£0.00	£43.11	INV12464719	10/05/2026	PHA 1936 s87
Waterplus	Water WCs Church Street?	£43.40	£0.00	£43.40	INV12706913	10/06/2026	PHA 1936 s87
Waterplus	Water WCs Church Street?	£75.14	£0.00	£75.14	INV12955652	10/07/2026	PHA 1936 s87
Waterplus	Water The Shelter, Station Road?	£79.17	£0.00	£79.17	INV12760826	16/06/2026	PHA 1936 s87
Waterplus	Water The Shelter, Station Road?	£43.08	£0.00	£43.08	INV12017712	17/03/2026	PHA 1936 s87
K&K Window Cleaners	WCs/bus stop/Roll House cleaning 17.06.26 to 15.07.26	£36.00	£0.00	£36.00	Oak/004/2026	15/07/2026	LG (Misc. Prov.) Act 1953 s4
M Palmer	Reimbursement - Office key cutting	£55.83	£11.17	£67.00	Receipt	15/07/2026	LG Act 1972 s133
	TOTAL	£43,156.19	£4,655.19	£47,811.38			

ii. Invoices Paid Outside of Meeting

IT WAS RESOLVED that Council note invoices paid outside of meeting:

Proposed:DR
Seconded:SAW
All in favour
Clerk

Supplier	Description of supply	Net	VAT	Gross	Invoice no.	Invoice date	Power to spend
DCK Payroll Solutions	Salaries Jul 26 including PAYE & pension liabilities	£9,740.67	£0.00	£9,740.67	N/A	08/07/2026	LG Act 1972 s112
Total Energies	WCs electricity	£490.97	£98.19	£589.16			PHA 1936 s87
Total Energies	WCs electricity	£26.70	£5.34	£32.04			PHA 1936 s87
Stripe	Bees Knees			£250.00			
Lloyds Bank	Service charges	£8.50	£0.00	£8.50			LG Act 1972 s111
	TOTAL	£10,266.84	£103.53	£10,620.37			

DCK paid via BACS, all other payments via direct debit or standing order.

26121. UK SHARED PROSPERITY FUND (UKSPF)

RCC have confirmed that Council have £5,486 remaining in the UKSPF which has to be spent by 30.09.26. A discussion took place as to how to spend the funds.

IT WAS RESOLVED that Council approve the remaining £5,486 UKSPF be spent on Cutts Close events, including improving the electricity supply to avoid shortages, banners for the summer fayre, fire extinguishers trolley etc.

Proposed:SAW
Seconded:BC
All in favour
Clerk

Cllr Romney declared an interest in the following motion and did not take part in the vote.

IT WAS RESOLVED that Council approve a quote be obtained for improving the electricity supply at Cutts Close due to recent shortages, and that the Clerk be given delegated authority to get the works carried out as soon as possible up to a maximum of £500 + VAT, to be taken from the UKSPF.

Proposed:MB
Seconded:BC
4 for.
Clerk

26122. DATE OF NEXT MEETING

IT WAS RESOLVED that Council note the date of the next meeting as 09.09.26 at 6.30pm.

Clerk / All

26123. LAPTOPS

IT WAS RESOLVED that Council approve giving the Clerk delegated power to obtain three quotes to purchase a refurbished laptop for the Locum/Clerk use, with Back Market

Proposed:BC
Seconded:JH

	being one of the companies to provide a quote, obtaining best value with an estimated cost of £300 to £400 + VAT. IT WAS RESOLVED that Council approve giving the Clerk delegated power to obtain three quotes to purchase a refurbished laptop for the Administration Assistant, with Back Market being one of the companies to provide a quote, obtaining best value with an estimated cost of £300 to £400 + VAT.	All in favour Clerk Proposed:BC Seconded:JH All in favour Clerk
26124.	**HR SERVICE CONTRACTS**	
	IT WAS RESOLVED that Council approve the non-renewal of the HR services contract with LGRC when it comes up for renewal on 16.10.26 due to having another contract in place with Peninsula.	Proposed:BC Seconded:SAW All in favour Clerk
26125.	**BIN REPLACEMENTS**	
	IT WAS RESOLVED that Council approve Cllr Harris to investigate the options for the bin replacements, in conjunction with the Clerk, and to present a fully detailed costed report back to Council for consideration. The Clerk to send Cllr Harris all the relevant information and contract.	Proposed:DR Seconded:BC All in favour Clerk / JH
26126.	**TOWN COUNCIL OFFICE**	
i.	**Town Council Offices Task & Finish Group**	
	IT WAS RESOLVED that Council approve a Town Council Offices Task & Finish Group to investigate and submit a fully detailed costed report back to Council for consideration, consisting of Cllr Romney and Cllr Callaghan in conjunction with the Clerk.	Proposed:DR Seconded:MB All in favour Clerk / DR / BC
ii.	**Town Council Offices Task & Finish Group Terms of Reference**	
	IT WAS RESOLVED that Council approve the Town Council Offices Terms of Reference.	Proposed:DR Seconded:MB 4 for, 1 abstention Clerk
iii.	**Town Council Office Security**	
	IT WAS RESOLVED that due to the possible move of the Council offices that: • Installation of CCTV be deferred. • Quotes to be obtained for the installation of a restriction block on the sliding reception window to prevent full opening. • The landlord to be asked to remove the current mortice lock from the fire exit (as it is unlawful for use on fire exit doors) and replace with a compliant Yale-style lock, push-bar or exit-lock mechanism. • Quotes to be obtained for the Chamber door to install a Yale-style lock to allow for rapid, easy escape in an emergency.	Proposed:MB Seconded:BC All in favour Clerk
26127.	**TRAINING**	
i.	**Councillor Training**	
	IT WAS RESOLVED that Council approve councillors attending the Councillor Training course at a cost of £50 per person.	Proposed:MB Seconded:JH All in favour Clerk
ii.	**Code of Conduct Training**	
	IT WAS RESOLVED that Council approve councillors attending a Code of Conduct training course at a cost of £50 per person.	Proposed:BC Seconded:SAW All in favour Clerk
iii.	**Chairman's Training**	
	IT WAS RESOLVED that Council approve the Chairman, Vice-Chairman & Committee Chairs, attending Chairman's Training at a cost of £50 per person.	Proposed:JH Seconded:BC All in favour

		Clerk
iv.	**Planning Committee Training**	
	IT WAS RESOLVED that Council approve all Members of the Planning Committee undertaking the Basics of Planning course at a cost of £40 per person.	Proposed:MB Seconded:DR 4 for, 1 against Clerk
v.	**Training Budget**	
	IT WAS RESOLVED that Council approve the training expenditure associated with the approved training above, up to £1,700, to be met from Council reserves, transferring to the Training budget.	Proposed:DR Seconded:SAW All in favour Clerk
26128.	**CO-OPTION**	
	One co-option application had been received. IT WAS RESOLVED that Justin Perry be co-opted onto the Council. Mr Perry was passed the Register of Interests Form and Declarations of Acceptance of Office forms to complete and sign, witnessed by the Clerk.	Proposed:MB Seconded:DR All in favour Clerk
26129.	**RE-ORDERING OF THE AGENDA**	
	Due to the time, the Chairman asked the meeting that the Forensic Audit agenda item be brought forward. IT WAS RESOLVED that Council approve the Forensic Audit agenda item to be discussed next.	Proposed:DR Seconded:BC All in favour
26130.	**FORENSIC AUDIT**	
	Three quotes had been obtained for a forensic audit. A discussion took place. IT WAS RESOLVED that Council approve suspending Standing Order 3d) and extend the meeting for 30 minutes to 9pm. IT WAS RESOLVED that Council approve XXXXXX to carry out a forensic audit at a cost of £6,650 - £7,350 + VAT.	Proposed:MB Seconded:DR All in favour Proposed:JH Seconded:SAW All in favour Clerk
26131.	**COUNCILLOR'S REPORTS & QUESTIONS**	
	None.	
26132.	**CHAIRMAN'S REPORT**	
	The Chairman added to his written report to formally acknowledge and pay tribute to the passing of two prominent local figures who dedicated much of their lives to public service in our community. The first being Jim Harrison, a dedicated town councillor and former mayor of Oakham in 2007, remembered for his steadfast commitment to the town and its residents. The second person being Peter Ind. A distinguished public servant who served as Chairman of Rutland County Council, the former Mayor of Uppingham and Deputy Mayor of Oakham on this council from 2017 to 2018. Their significant contributions to local governance has left a lasting legacy across both Oakham and the wider county of Rutland. IT WAS RESOLVED that Council note the Chairman's report.	
26133.	**CLERK'S REPORT**	

	IT WAS RESOLVED that Council note the Clerk’s report.	
26134.	**STRATEGIC PLAN**	
	IT WAS RESOLVED that Council approve the report to undertake a programme of public consultation to understand what matters most to our residents with the aim of drafting a robust 3-year strategic plan.	Proposed:BC Seconded:DR All in favour Clerk
26135.	**CLOSURE OF MEETING / DEFERRAL OF AGENDA ITEMS**	
	IT WAS RESOLVED that Council close the meeting due to the time and defer all outstanding agenda items to another meeting.	Proposed:JH Seconded:SAW All in favour Clerk

The meeting closed at 8.55 pm.

Chairman ……………………………………………..………………. Date: ………………………………