

# Oakham Town Council

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**An EXTRAORDINARY MEETING of the TOWN COUNCIL was held on Monday 15<sup>th</sup> June 2026 at 6.00pm 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  
 In Attendance: 4 members of the public  
 Locum Clerk/Minutes: Samantha Haywood

ITEM	MINUTE	VOTE / ACTION
26041.	<b>APOLOGIES FOR ABSENCE</b>	
	Cllr P. Ainsley and Cllr C. Clark - personal. Cllr J. Harris, Cllr A. Padmore and Cllr C. Nix. IT WAS RESOLVED that Council accept the apologies.	Proposed:BC Seconded:SAW 3 for 1 against
26042.	<b>DECLARATIONS OF INTERESTS AND DISPENSATIONS</b>	
	None received.	
26043.	<b>ELECTION OF DEPUTY CHAIRMAN</b>	
	Cllr Brookes nominated Cllr Romney. No other nominations were received.  IT WAS RESOLVED that Cllr Romney be the Deputy Chairman and that a Declaration of Acceptance of Office form be completed and signed.	Proposed:DR Seconded:BC All in favour Clerk / DR
26044.	<b>DEPUTATIONS FROM MEMBERS OF THE PUBLIC - OPEN MEETING</b>	
i.	<b>Musicians Rehearsal Room</b>	
	A resident asked Council to consider subsidising rehearsal rooms for Oakham musicians. The Chairman asked the resident to submit the request to the Clerk in writing with further details.	
ii.	<b>Victoria Hall Consultation</b>	
	A resident wished to thank the Council for arranging the Victoria Hall refurbishment public consultation held last Saturday as they were impressed with the organisation of the event and reported it was good to see so many residents engaging.  The resident suggested that a public consultation is arranged to consider Oakham becoming a Town of Culture.	Clerk

<b>26045.</b>	<b>DATE OF NEXT MEETING</b>	
	IT WAS RESOLVED that Council note the date of the next Full Council meeting as 17.06.26 at 6.30pm and that recordings / live streaming of meetings is to be suspended for a minimum of 3 months.	Proposed:BC Seconded:DR All in favour Clerk
<b>26046.</b>	<b>AGENDA RE-ORDER</b>	
	The Chairman asked the meeting to consider re-ordering of the agenda to allow Councillor's Questions to be the next item so that it could be considered before exclusion of members of the press and public from the meeting.  IT WAS RESOLVED that Council approve re-ordering the agenda to consider agenda item 7 before agenda item 6.	Proposed:DR Seconded:BC All in favour
<b>26047.</b>	<b>COUNCILLORS' QUESTIONS</b>	
<b>i.</b>	<b>Questions from Cllr Callaghan</b>	
	1) Please can the Clerk investigate whether the Council resolved to grant Cllr Ainsley access to other email accounts other than his own. 2) Additionally, what has been done to safeguard the privacy of other people's email accounts as required under GDPR law.	Clerk Clerk
<b>ii.</b>	<b>Questions from Cllr Romney</b>	
	1) Following the heated conversation between Cllr Ainsley and Cllr Wadsworth at the informal meeting on 28.05.26 could Cllr Ainsley confirm that he was given authority from Full Council to carry out the work he has done on the Council's bank accounts.	Clerk
<b>iii.</b>	<b>Questions from Cllr Wadsworth</b>	
	HR Support and Employment Status: 1) Has Oakham Town Council formally engaged the external HR consultancy firm agreed upon at a previous meeting? If so, have they been fully briefed on our current operational and staffing structure? 2) What is the current status regarding the finalisation of an Officers HR issue and what are the anticipated timelines for its completion?  Absence Management and Absence Cover: 1) What is the expected return to work date for the Town Clerk or is it confirmed that he will remain on long-term leave? 2) What is the current absence status of the Administration Assistant? Additionally, can a status update be provided regarding the return-to-work plan meeting initiated by Cllr Clark and Cllr Ainsley?  Council Authority and Governance Procedures: 1) Concerns have been raised regarding unauthorised expenditure and works approved without explicit Council resolution. If an internal investigation confirms there are grounds for formal disciplinary action, is this matter being handled directly by our HR professionals?	Clerk Clerk Clerk Clerk Clerk
<b>26048.</b>	<b>EXCLUSION OF PRESS AND PUBLIC</b>	
	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 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.	Proposed:BC Seconded:DR All in favour

	The meeting was adjourned for 10 minutes.	
<b>26049.</b>	<b>APPOINTMENT OF PROPER OFFICER AND RESPONSIBLE FINANCE OFFICER (RFO)</b>	
	IT WAS RESOLVED that due to staff absences that Council approve the immediate appointment of the Locum Clerk, Samantha Haywood, as the Council's Proper Officer and Responsible Financial Officer on a temporary basis, granting her all statutory powers and duties associated with these roles under the Local Government Act 1972, effective immediately.	Proposed:MB Seconded:DR All in favour
<b>26050.</b>	<b>STAFFING ISSUES AND TEMPORARY APPOINTMENT OF AN ACTING DEPUTY CLERK</b>	
	<p>A discussion took place concerning employing an Acting Deputy Clerk for 25 hours per week on a temporary 6-month contract, with the final pay scale to be determined in consultation with the Locum Clerk.</p> <p>AMENDMENT TO MOTION: That 'Acting Deputy Clerk' be changed to 'Administration Assistant(s)'.</p> <p>IT WAS RESOLVED that Council approve:</p> <ul style="list-style-type: none"> <li>• The Locum Clerk to recommend a pay scale for an Administration Assistant role.</li> <li>• The post be subject to satisfactory references being received.</li> <li>• 25 hours per week, 6-month temporary contract.</li> <li>• The employment contract to be based upon the NALC model but with suggested amendments from the Locum Clerk. Agreement may be sought from Full Council via email for quickness.</li> <li>• Job description to be drafted.</li> <li>• The Locum Clerks hours be increased from 10 to 15 per week, up to a maximum of 25 hours per week.</li> </ul>	<p>Proposed:MB Seconded:BC All in favour</p> <p>Proposed:DR Seconded:BC All in favour Clerk</p>
<b>26051.</b>	<b>STAFFING</b>	
	In the absence of the Chairman of the Staffing Committee, the Locum Clerk gave an update on staffing issues.	Proposed:BC Seconded:DR All in favour Clerk

The meeting closed at 7.14 pm.

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