

Oakham Town Council

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TO: All Members of Oakham Town Council

DATE OF ISSUE: 9th June 2026

SUMMONS TO AN EXTRAORDINARY MEETING

In accordance with the requirements of the Local Government Act 1972, Schedule 12, Paragraph 9(1), you are hereby summoned to attend an **Extraordinary Meeting of Oakham Town Council** on **Monday, 15th June 2026 at 6:00 p.m.**

The meeting will be held at:

The Town Council Offices, Rol House, Long Row, Oakham, LE15 6LN.

This Extraordinary Meeting has been officially requisitioned by Councillor Sally-Anne Wadsworth and Councillor David Romney.

Yours sincerely,

Martin Brookes

Chairman, Oakham Town Council

NOTICE OF MEETING

Public Notice of the meeting has been given in accordance with schedule 12, Para 10(2) of the Local Government Act 1972. The Meeting is open to the press and public. Persons attending this meeting are advised that it may be filmed and recorded.

AGENDA

1. APOLOGIES FOR ABSENCE

MOTION: Council to receive apologies and consider approval of reasons for absence.

2. DECLARATION OF INTERESTS AND DISPENSATIONS

Members to disclose any pecuniary or other Interest in any item on the agenda. Members are personally responsible for declaring an interest and are respectfully advised to refer to the Code of Conduct for more information. Councillors are also responsible for ensuring that their Registers of Interests are up to date (within 28 days of any changes).

3. ELECTION OF DEPUTY CHAIRMAN FOR 2026 – 2027

MOTION: To formally elect the Deputy Chairman of Oakham Town Council for the upcoming 2026 – 2027 civic/operational year.

4. DEPUTATIONS FROM MEMBERS OF THE PUBLIC

Members of the public will be invited to speak on items relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, maximum 3 minutes per person, and will be under the direction of the Chair of the meeting. This is the only agenda item where members of the public can speak during the meeting, unless invited by the Chair.

5. DATE OF NEXT MEETING

MOTION: That Council note the date of the next meeting as 17th June 2026 at 6.30pm.

6. EXCLUSION OF PRESS AND PUBLIC

MOTION: 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 two 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.

7. COUNCILLORS' QUESTIONS

To receive questions submitted by members of the Council in accordance with Standing Orders.

Motion: That the submitted questions be received and responded to at the meeting where possible; where an immediate answer cannot be provided, the Chairman may instruct that a written response be issued to all members within 7 / 14 working days. **(Report No. 1 Appendix. a)**

8. APPOINTMENT OF PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER (RFO)

MOTION: That Oakham Town Council approves the immediate appointment of the Locum Clerk, Samantha Haywood, as the Council's Proper Officer and Responsible Financial Officer (RFO) on a temporary basis, granting her all statutory powers and duties associated with these roles under the Local Government Act 1972, effective immediately

9. STAFFING ISSUES AND TEMPORARY APPOINTMENT OF AN ACTING DEPUTY CLERK

MOTION: The Council agrees to employ 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. **(Report 2. Appendix b.)**

10. STAFFING

MOTION: That Council receive an update report from the staffing committee chairman on staffing issues, and to consider and decide upon any action(s) that are needed.