



Wallingford Town Council

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To the Members of the Full Council

Cllr Mike Acreman
Cllr Daniel Beauchamp (Mayor/Chairman)
Cllr Ailsa Charter
Cllr Mahmood Ebrahimjee
Cllr Marcus Harris
Cllr Susan Hendrie
Cllr Stephen Holder
Cllr Claire Holford
(Deputy Mayor)

Cllr Jacki Hoskins
Cllr Mark Hoskins
Cllr Nigel Hughes
Cllr Katharine Keats-Rohan
Cllr Ros Lester
Cllr Diana Margarido
Cllr Len Pannett
Cllr Christine Sandall

17 April 2024

Dear Councillors

You are hereby summoned to attend the **Full Council** on **Monday, 22 April 2024** at **7.00 pm** in the **Town Hall** for the transaction of business as set out on the attached agenda.

Apologies for the meeting should be sent to the Meetings Officer, at meetings@wallingfordtowncouncil.gov.uk

Yours sincerely

Town Clerk & Responsible Finance Officer

MEETING OF THE FULL COUNCIL
MONDAY, 22 APRIL 2024, 7.00 PM
WALLINGFORD TOWN HALL

AGENDA

1 **Meeting protocol**

The Mayor to explain the protocols to be followed for the meeting

2 **Apologies**

To receive and accept apologies for the meeting (RESOLUTION REQUIRED)

3 **Declarations of interest**

To receive and record declarations of interest

A councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in our Council's Standing Orders Code of Conduct (Item 13) in a matter being considered at a meeting is subject to statutory limitations or restrictions under code of conduct and their right to participate and vote on the matter. Guidelines are available at the meeting and all councillors have received a copy prior to the meeting.

4 **Mayor's communications**

The Mayor to update the Council on recent mayoral activity and any other news

5 **Minutes**

To approve the minutes of the meeting of the Full Council held on 18 March 2024 and authorise the Chairman to sign them (SUPPORTING PAPER/RESOLUTION REQUIRED)

6 **Actions from previous meetings [public] [see also Agenda Item 18]**

To review progress on 'open' actions on publicly-discussed matters agreed at previous meetings (SUPPORTING PAPER)

The Action Log is reviewed in detail every quarter (January, April, July and October). The Log is due to be reviewed comprehensively at this meeting.

From now onwards, actions assigned to County and District Councillors will also appear on the Action Log.

7 **Public participation**

To hear from members of the public on any matter on the agenda

We welcome members of the public at our meetings. A total of 15 minutes has been set aside for this. The maximum length for an individual contribution is at the discretion of the Chairman and may depend on the number of people who wish to speak.

Members of the public who wish to speak at this meeting should email Luke Whitcomb, Meetings Officer, in advance at meetings@wallingfordtowncouncil.gov.uk

8 County and District Councillors' Reports

To receive reports from County and District Councillors

EXTERNAL FACING

9 Environment and sustainability

(a) Revised Neighbourhood Plan

To approve the final version of the Revised Neighbourhood Plan (Cllr Hendrie leads on this) (SUPPORTING PAPER/RESOLUTION REQUIRED)

(b) Climate emergency activity

To hear about the climate emergency activity that the local 1155 charity are undertaking

10 Facilities

(a) Highcroft allotments

To approve the final transfer document for the new allotments created as part of the Highcroft (formerly Site B) housing development and authorise the application of the seal (SUPPORTING PAPER/RESOLUTION REQUIRED)

11 Arts, culture and heritage

(a) Town Hall Conservation Project

To announce publicly the appointment of the conservation architects

12 Community engagement

(a) By-elections

To review the Council's previous decision not to use polling cards at by-elections in the light of the experience of February 2024 (RESOLUTION REQUIRED)

INTERNAL-FACING

13 Finance

(a) Bill schedules

To approve the bill schedules for February and March 2024 (SUPPORTING PAPERS/RESOLUTION REQUIRED)

(b) Quarterly accounts

To approve the Quarter 3 accounts (SUPPORTING PAPER /RESOLUTION REQUIRED)

(c) Grant applications

To consider the following applications (RESOLUTION REQUIRED):

- (i) Brazier's Park (SUPPORTING PAPER)
- (ii) Life Education Bus (SUPPORTING PAPER)
- (iii) Riverside Counselling (SUPPORTING PAPER)
- (iv) Wallingford Carnival (SUPPORTING PAPER)
- (v) Wallingford Fire Station (SUPPORTING PAPER)

The grants budget for the 2024-25 Municipal Year is £1500.

14 People

(a) Member/staff working relationships

The Personnel Committee has RECOMMENDED that a development of a better working process be established and that meetings between Council staff and Council members be arranged in accordance with need and requirements. Councillor Charter as Personnel Vice-Chair is leading on this (RESOLUTION MAY BE REQUIRED)

15 Strategy

(a) Projects

To review a document developed by Cllr Holder that visualises the 'projects' that the Town Council is currently undertaking, attributing some form of priority. This document is helpful in understanding capacity. (SUPPORTING PAPER TO FOLLOW)

16 Future agenda item

To identify agenda items for future meetings

The following items have already been identified or requested:

- Pedestrianisation of front area of Town Hall (Action Log)
- Policies (Town Clerk)
- Governance cycle (Cllr Charter leading)
- Community emergency plan (Mayor leading)
- Biodiversity (Cllr Acreman leading) (now scheduled for May 2024)
- PCSO update – PCSO Sue Harris has requested to speak at the May 2024 meeting
- Rental property portfolio management approach and contract

CLOSED SESSION

17 Exclusion of press and public

To resolve that the press and public be excluded from the meeting due to the confidential nature of the business to be transacted (RESOLUTION REQUIRED)

18 Actions from previous meetings [confidential]

To review progress on 'open' actions relating to confidential matters agreed at previous meetings (SUPPORTING PAPER)

19 Council-owned property [confidential]

To receive an update from the Mayor and Town Clerk

The quorum for the Full Council is **8**

The stair lift in the Town is currently not working. Whilst we find a permanent alternative solution, we are offering virtual access to the meeting from the ground floor of the Town Council. If you would like to use this facility, please let us know by Friday 19 April 2024 by contacting our Meetings Officer at meetings@wallingfordtowncouncil.gov.uk or phoning the office on 01491 835373.

The next meeting of the Full Council will be held on **Wednesday, 22 May 2024**. The summons and agenda papers will be issued by email on Thursday, 16 or Friday, 17 May 2024. Items and papers for the agenda need to have been received by the Meetings Officer at meetings@wallingfordtowncouncil.gov.uk **no later than Friday, 10 May 2024**. Items and documents received after this date will not be included or circulated.

Distribution: Town Council website and Town Hall noticeboard

Non-confidential supporting papers (identified above) may be made available upon request.

We welcome members of the public at our meetings. Any member of the public wishing to speak at the meeting should contact Luke Whitcomb, the Meetings Officer, in advance by emailing meetings@wallingfordtowncouncil.gov.uk