



Wallingford Town Council

8A Castle Street  
Wallingford  
Oxfordshire  
OX10 8DL

Tel: 01491 835373  
Email: [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk)  
Web: [www.wallingford.gov.uk](http://www.wallingford.gov.uk)

2 May 2024

**To the Members of the Full Council**

Councillor Mike Acreman  
Councillor Daniel Beauchamp (Mayor for 2023-24)  
Councillor Ailsa Charter  
Councillor Mahmood Ebrahimjee  
Councillor Marcus Harris  
Councillor Susan Hendrie  
Councillor Stephen Holder  
Councillor Claire Holford

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

Dear Councillors

You are hereby summoned to attend the **Annual Meeting of Wallingford Town Council** on **Wednesday, 8 May 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](mailto:meetings@wallingfordtowncouncil.gov.uk)

Yours sincerely

Michelle Taylor  
Town Clerk & Responsible Finance Officer

**ANNUAL MEETING OF THE FULL COUNCIL  
WEDNESDAY, 8 MAY 2024, 7.00 PM  
WALLINGFORD TOWN HALL**

**AGENDA**

**Prayers will be said by the Reverend Sarah Nesbitt before business is transacted**

**Robes must be worn for this meeting and will be available in the Town Hall from 6.00 pm onwards**

**1      ELECTION OF CHAIRMAN/MAYOR**

To elect the Chairman/Mayor for the 2024-25 Municipal Year (RESOLUTION REQUIRED)

The Mayor of Wallingford for 2023-24 will preside over the election of the new Chairman (Standing Order 5f&h).

The Chairman/Mayor for 2024-25, will **read out** the Declaration of Acceptance of Office, then **sign**, and then put on **the chain of the office**.

The Chairman/Mayor for the new Municipal Year may then address the meeting.

**2      APOLOGIES**

To receive and accept apologies for absence (RESOLUTION REQUIRED)

**3      APPOINTMENT OF VICE-CHAIRMAN/DEPUTY MAYOR**

The Chairman/Mayor to appoint the Vice-Chairman/Deputy Mayor for the 2024-25 Municipal Year

**4      MAYOR'S AND DEPUTY MAYOR'S CONSORTS**

The Town Clerk will escort the Mayor's and Deputy Mayor's Consorts to receive their badges of office if they are able to attend.

**5      APPOINTMENT OF THE MAYOR'S CHAPLAIN**

The Mayor will announce the appointment of their Chaplain for the ensuing year and present them with the badge of office

**6      APPOINTMENT OF THE MAYOR’S CADETS**

The Mayor will announce the appointment of two Mayor’s Cadets, representing the Army and the Royal Air Force, for the ensuring year. The Town Clerk will escorts the Cadets to the front of the Chamber to receive their badges of office

**7      APPOINTMENT OF BRIDGE CHAMBERLAIN**

To appoint the Bridge Chamberlain for the ensuring year

(It is tradition that the serving Mayor is appointed as Bridge Chamberlain.)

**8      APPOINTMENT OF BRIDGEMEN**

To appoint two Bridgemen for the ensuing year

(It is tradition that the Bridgemen are the two longest-serving councillors.)

**9      STANDING ORDERS AND FINANCIAL REGULATIONS**

To review and adopt Standing Orders and Financial Regulations. (ATTACHED)

*With the exception of the Loving Cup Ceremony (Item 13), any of the following items may be deferred to the Full Council meeting on 22 May 2024, i.e. Items 10, 11 and 12.*

**10     COMMITTEE STRUCTURE, TERMS OF REFERENCE AND MEMBERSHIP**

- (a) To determine the committee structure for the 2024-25 Municipal Year
- (b) To review and adopt the terms of reference for committees, including the delegation arrangements to committees and working groups; ratification of these may be deferred to a later date (ATTACHED)
- (c) To appoint the membership of committees, or decide how membership may be determined at a later date. Please note that the next meeting of the Planning Committee will be on Monday, 13 May 2023 (TO FOLLOW)
- (d) To note the existing calendar of council and committee meetings (ATTACHED)

**11     REPRESENTATION ON EXTERNAL BODIES**

To review the Town Council’s representation on external bodies (TO FOLLOW)

**12     POLICIES, PROCEDURES AND INVENTORIES**

- (a) **Insurance** – to confirm arrangements for insurance cover (ATTACHED)
- (b) **Land and assets** - to review the inventory of land and assets belonging to the Town Council (ATTACHED)
- (c) **Memberships and subscriptions** – to review the Town Council’s membership of other bodies (ATTACHED)

- (d) **Complaints procedure** – to review the Town Council’s complaints procedure (ATTACHED)
- (e) **Communications, including press/media** - to review the Council’s policy for dealing with the press/media (TO FOLLOW)
- (f) **Freedom of information** – to review the Town Council’s policy, procedures and practices to comply with legislation (ATTACHED)
- (g) **Information and data protection policy** – to review the Town Council’s policy, procedures and practices to comply with legislation (ATTACHED)
- (h) **Employment policies and procedures** – these are currently being developed further and will be brought to the Full Council at a later date (MAY FOLLOW)

### **13      LOVING CUP CEREMONY**

The meeting will end with a form of the historic Loving Cup Ceremony

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

The next meeting of the Full Council will be held on **Wednesday, 22 May 2024**. The summons and agenda papers for that meeting will be issued by email on Friday, 17 May 2024.

**Distribution: Town Council website and Town Hall noticeboard**

**Non-confidential supporting documents 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, our Meetings Officer, in advance by emailing [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk)**

**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 10.00 am on Tuesday, 7 May 2024 at the latest by phoning the Town Council Office on 01491 835373.**