



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 (Deputy Mayor)  
Cllr Claire Holford

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

16 May 2024

Dear Councillors

You are hereby summoned to attend the meeting of the **Full Council** on **Wednesday, 22 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

A handwritten signature in black ink, appearing to read 'M. Ray', is written over a light blue horizontal line.

Town Clerk & Responsible Finance Officer

**MEETING OF THE FULL COUNCIL**  
**WEDNESDAY, 22 MAY 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 meetings of the Full Council held on (a) 22 April 2024 and (b) 8 May 2024 (Annual Meeting), and authorise the Chairman to sign them (SUPPORTING PAPERS/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 will be reviewed by exception at this meeting.

Actions assigned to County and District Councillors 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](mailto: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) Strategy for Nature

To consider and approve a new strategy (Cllr Mike Acreman is leading on this)  
(SUPPORTING PAPERS/RESOLUTION REQUIRED)

(b) Freshwater Habitats

To consider the creation of a new Working Group (Cllr Mike Acreman is leading on this)  
(SUPPORTING PAPER/RESOLUTION REQUIRED)

**10 Facilities**

(a) The Regal

To NOTE that the closing date for tenders to carry out the feasibility review of options is 24 May 2024. There has been an active expression of interest from multiple parties. An evaluation of tenders, including their details, will be tabled at the meeting of the Full Council on 24 June 2024 with the intention of making an appointment.

To receive an update and a recommendation from the Town Clerk on the payment of professional fees, and a report of grant money available (RESOLUTION MAY BE REQUIRED)

**11 Community health, well-being and safety**

(a) Police

To receive a report from Police Community Support Officer (PCSO) Sue Harris

(b) Licensing application – The Boat House/Greene King

To consider a licensing application by Greene King for extended trading hours at The Boat House and to determine the Town Council's response to the consultation being conducted by South Oxfordshire District Council (SODC). The application will be determined by SODC. This matter was discussed by the Planning Committee on 13 May 2024. (SUPPORTING PAPER/RESOLUTION REQUIRED)

## **12     Getting around**

### **(a) Community transport scheme**

To receive an update (Cllr M Hoskins is leading on this)

### **(b) County Council's new Highways Task Force**

To consider how best to engage with this new Task Force (Cllr M Hoskins is leading on this)

## **13     Arts, culture and heritage**

### **(a) D-Day 80<sup>th</sup> commemoration**

To receive an update on plans to commemorate the 80<sup>th</sup> anniversary of D-Day in Wallingford. D-Day 80 is a national event taking place on 6 June 2024. A D-Day torch of commemoration, organised by the Commonwealth War Graves Commission, is visiting UK cities, including Oxford, before heading to Normandy for the anniversary (The Mayor, Cllr Dan Beauchamp is leading on this)

## **INTERNAL-FACING**

## **14     Properties**

### **(a) Rental property portfolio**

To consider and determine the process for awarding this contract (RESOLUTION REQUIRED)

## **15     Items referred by the Annual Meeting (8 May 2024)**

### **(a) Committee structure, membership and Working Groups**

To determine the committee structure for the 2024-25 Municipal Year, the membership of each committee and the list of Working Groups. Committees elect their own Chairs and Vice-Chairs. The agreed calendar of meetings is based on the existing structure (SUPPORTING PAPERS/RESOLUTION REQUIRED)

### **(b) Representation on external bodies**

To determine formal representation on external bodies (SUPPORTING PAPER/RESOLUTION REQUIRED)

### **(c) Policies**

To NOTE and/or CONFIRM the following policies and procedures:

- Insurance (SUPPORTING PAPER)
- Land and assets (SUPPORTING PAPER)

- Memberships and subscriptions (SUPPORTING PAPER)
- Complaints (SUPPORTING PAPER)
- Communications, including press/media (SUPPORTING PAPERS)
- Freedom of information (SUPPORTING PAPER)
- Information and data protection (SUPPORTING PAPER)
- Employment

**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 is leading on this)
- Community emergency plan (The Mayor is leading on this) (this will be a priority once the D-Day commemoration has taken place)
- The Regal (recurring item until resolved) – the consultant to carry out the feasibility review will be appointed by the Full Council in July 2024
- Youth policy (Cllr Sandall is leading on this)
- WTC projects list (as necessary when significantly updated) (Cllr Holder is leading on this)
- IT – supplier, training (especially on Microsoft Office 365) and determination of principal document repository (Town Clerk is leading on this)

**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 Organisational design [confidential]**

To receive an update on this project (SUPPORTING PAPER MAY FOLLOW/RESOLUTION MAY BE REQUIRED)

**20 Council-owned property [confidential]**

To receive an update from the Mayor and Town Clerk (SUPPORTING PAPER/RESOLUTION REQUIRED)

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 Monday, 20 May 2024 by contacting our Meetings Officer at [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk) or phoning the Town Council Office on 01491 835373.**

The next meeting of the Full Council will be held on **Monday, 24 June 2024**. The summons and agenda papers will be issued by email on 19 June 2024. Items and papers for the agenda need to have been received by the Meetings Officer at [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk) no later than Friday, 14 June 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](mailto:meetings@wallingfordtowncouncil.gov.uk)**