



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

19 June 2024

Dear Councillors

You are hereby summoned to attend the meeting of the **Full Council** on **Monday, 24 June 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, 24 JUNE 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 22 May 2024
(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

8 County and District Councillors' Reports

To receive reports from County and District Councillors

EXTERNAL FACING

9 Environment and sustainability

(a) Clean bathing water status, Wallingford Beach

To receive an update on this recent designation by the government's Department for the Environment, Food and Rural Affairs (DEFRA), including what action will be taken next, when and by whom

10 Community facilities

(a) The Regal (see also Agenda Item 19(a) below)

To announce publicly how the contract award for the feasibility review of options for The Regal will be made and when, and to indicate when the name of the winning tender will be announced and the likely timeframe during which the work will be carried out

At its meeting on 18 March 2024, the Full Council RESOLVED *"that a professional be appointed to explore and progress Option 1B, or if that is not suitable, identify the best possible alternative, using the Section 106 for professional fees, clarifying the access issues as a first priority and finding a solution, with a clear timeframe with identified milestones, to avoid drift; the first milestone being the next meeting of the Full Council in April 2024 when the professional should be appointed."* (Minute 692/23) (The deadline subsequently needed to be extended to meet the requirements of the tender process.)

(b) Young people

To receive an update from Councillor Sandall on work with young people and to consider the setting-up of a Town Council Working Group (RESOLUTION REQUIRED)

11 Arts, culture, and heritage

(a) Town Council Conservation Project

To receive an update from Councillor Keats-Rohan on the submission of an Expression of Interest to the National Heritage Lottery for this major Town Council project (RESOLUTION REQUIRED)

(b) Heritage crime

To receive an update from Councillor Keats-Rohan on the monitoring and prosecution of heritage crime

(c) Wilding Andrew anniversary

To consider the restoration of the cairn - and associated costs - in time for the 80th anniversary, and to note that the Town Council has commissioned a special memorial plaque on behalf of the town at International Bomber Command in Lincoln. The plaque will be unveiled in Lincoln on 3 or 11 September 2024 (SUPPORTING PAPERS/RESOLUTION REQUIRED)

(d) Bandstand

To consider an initial idea from Councillor J Hoskins for a bandstand, and whether this should be progressed further as a Town Council project, and if so, what the next approval stage would be (RESOLUTION REQUIRED)

INTERNAL-FACING

12 Vision, strategy, and projects

To receive an update from the Deputy Mayor, Councillor Holder (SUPPORTING PAPERS MAY FOLLOW)

13 Finance

(a) Quarter 4 Accounts, 2023-24

To consider a recommendation from the Finance and Properties Committee for the Quarter 4 accounts of 2023-24 to be approved (SUPPORTING PAPERS/RESOLUTION REQUIRED)

(b) Audit Requirements for Annual Governance and Accountability Return (AGAR) 2024

To consider the following:

(i) Internal Audit (SUPPORTING PAPER/RESOLUTION REQUIRED)

- To receive the final Internal Auditors' Report
- To review the effectiveness of the Internal Audit
- To discuss and action any recommendations of the Internal Audit

The Finance and Properties Committee have recommended approval (Minute 76/24, 17 September 2024)

(ii) Unaudited accounts for the 2023-24 Financial Year
(SUPPORTING PAPER/RESOLUTION REQUIRED)

- Section 1 Annual Governance Statement 2023-24
- Section 2 Accounting Statements 2023-24

The Finance and Properties Committee have recommended approval (Minute 76/24, 17 September 2024)

14 Properties

(a) Castle Lodge

To consider further repair work (SUPPORTING PAPERS/RESOLUTION REQUIRED)

15 Oxfordshire Councils Charter

To NOTE the launch of this new county charter to improve partnership working between county, district, and parish/town councils. The Council was previously asked to submit comments as part of the development phase

16 Future agenda items

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)
- The Regal (recurring item until resolved)
- WTC projects list (as necessary when significantly updated) (Cllr Holder is leading on this)
- IT management contract, including training and storage policy (July or August 2024)

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 **Properties**

(a) The Regal

To award the contract for the feasibility review of options for The Regal (SUPPORTING PAPERS/RESOLUTION REQUIRED)

(b) The Boathouse

To consider proposed heads of terms for the new lease (SUPPORTING PAPER/RESOLUTION REQUIRED)

(c) Rental property portfolio

To consider the recommendation of the Finance and Properties Committee to continue to outsourced day-to-day management and to extend the contract for a further year to the existing supplier (SUPPORTING PAPER/RESOLUTION REQUIRED)

20 **People**

(a) Outsourced contract

To consider the renewal of the contract for the supply of HR services (SUPPORTING PAPERS MAY FOLLOW/RESOLUTION REQUIRED)

(b) Additional resource

To NOTE the provision of additional resource

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, 21 June 2024 by contacting our Meetings Officer at 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, 22 July 2024**. The summons and agenda papers will be issued by email on 17 July 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, 12 July 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