



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

13 August 2024

Dear Councillors

You are hereby summoned to attend the meeting of the **Full Council** on **Monday, 19 August 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

**Karen Crowhurst**

Locum Town Clerk & Interim Responsible Financial Officer

**MEETING OF THE FULL COUNCIL**  
**MONDAY, 19 AUGUST 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 and the reasons for absence (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     Minutes**

To approve (a) the minutes of the ordinary meeting of the Full Council held on 22 July 2024, and (b) the minutes of the Extraordinary meeting of the Full Council held on 7 August 2024, and authorise the Chairman to sign them as correct records (SUPPORTING PAPERS) (RESOLUTIONS REQUIRED)

**5     Actions from previous meetings [public] [see also Agenda Item 20]**

- (a) To review progress on 'open' actions on publicly-discussed matters agreed at previous meetings. 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. (SUPPORTING PAPER)
- (b) To NOTE that a previous decision of the Full Council (Minute 99/24, June 2024) concerning the restoration of the Wilding Andrew memorial cairn cannot be actioned as it has become apparent that the cairn does not sit on land owned by the Town Council nor is the cairn listed as being owned by the Town Council.

**6      Mayor's communications**

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

**7      Town Clerk's Report**

To receive the Town Clerk's Report covering information-only items (SUPPORTING PAPER)  
(RESOLUTION REQUIRED)

This report will be taken as read and will not be discussed in detail. Copies will be made available at the meeting to members of the public and press and the report has been published on the Town Council website

**8      County and District Councillors' Reports**

To receive reports from County and District Councillors

**9      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, our Meetings Officer, in advance at [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk)

**DECISION-MAKING**

**10     Environment and sustainability**

**(a) Revised Neighbourhood Plan**

The Revised Wallingford Neighbourhood Plan is currently with the Independent Examiner who has requested that, if we want to retain our Built-Up Area policy, we will need to have a referendum as the Plan has been materially altered. The Working Group wish to do this and request a Resolution to allow this to happen. The District Council would be responsible for arranging the referendum and there will be no referendum cost to the Town Council (SUPPORTING PAPER) (RESOLUTION REQUIRED)

## **11     Arts, culture, and heritage**

### **(a) Christmas market**

- i.     For the Locum Town Clerk and the Events Manager to liaise and source provision to appoint a market company to oversee the Wallingford Christmas Market including the attendance of markets at other events (three companies have been approached; one has responded);
- ii.    To note that the Company will take all responsibility including risk management, liability insurance, and staffing costs of the day in return for no fee payable to Wallingford Town Council;
- iii.    To consider and approved any further associated costs

(RESOLUTIONS REQUIRED)

## **12     Community facilities**

### **(a) Community Infrastructure Levy (CIL) application – St Mary-le-More**

To support an application by St Mary-le-More to the District Council for CIL monies. A national legislative amendment has been made allowing local councils to support religious organisations (SUPPORTING PAPER) (RESOLUTION REQUIRED)

## **13     Policies**

### **(a) Volunteers**

To consider and approve a policy relating to volunteers (SUPPORTING PAPER)  
(RESOLUTION REQUIRED)

## **14     Properties**

### **(a) 9 St Martin's Lane**

To sign and seal the lease (SUPPORTING PAPER) (RESOLUTION REQUIRED)

## **15     Committees and working groups**

### **(a) Working groups**

In the light of new direction and guidance from the Locum Town Clerk,

- i.     To reverse the previous decisions taken by the Full Council on working groups in May 2023 (Minute 39/23(b)) and May 2024 (Minute 45/24), enabling the Council to start afresh (RESOLUTION REQUIRED);
- ii.    To adopt a new policy relating to working groups (SUPPORTING PAPERS)  
(RESOLUTION REQUIRED);

- iii. To consider the alternative option of appointing 'liaison councillors' to engage with, and feedback from, local community groups and other stakeholders on specific issues. This role is purely one of liaison; the individual councillor has no power to make decisions on behalf of the Town Council (RESOLUTION MAY BE REQUIRED)
- iv. To consider proposals for new working groups received since the new guidance was issued (SUPPORTING PAPER) (RESOLUTION REQUIRED)

**16      Recognition and representation**

**(a) Royal Garden Party**

At the request of the Lord Lieutenant's Office, to nominate members of the community to be guests at a future Royal Garden Party (RESOLUTION REQUIRED)

**17      Ceremonial policy and practice**

**(a) Ceremonial robes**

To consider a request from Councillor J Hoskins for all attending councillors to wear gowns at the forthcoming Wilding Andrew memorial service on 8 September 2024 due to the event being the 80<sup>th</sup> anniversary (RESOLUTION REQUIRED)

**18      Future agenda items**

To identify agenda items for future meetings

The following items have already been identified or requested and these will be included in the Town Clerk's Report unless a decision is required:

- Pedestrianisation of front area of Town Hall (Town Clerk and staff team leading)
- Community emergency plan (The Mayor is leading)
- The Regal (recurring item) (current stage: feasibility review of options) (Town Clerk and Head of Parks and Estates leading) (see Town Clerk's Report for this month, Item 7)
- IT contract, including training and policy regarding document repository (Town Clerk and staff team leading)
- Honorary Freeman (proposed by Cllr Pannett)
- Rental property portfolio management (Head of Parks and Estates leading)

**CLOSED SESSION**

**19      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)

## **20     Actions from previous meetings [confidential]**

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

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, 16 August 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, 23 September 2024**. The summons and agenda papers will be issued by email on Tuesday, 17 September 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 12 September 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) have been published on the Town Council website and can be downloaded from there.**

**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)**