



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)

### **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 November 2024

Dear Councillors

You are hereby summoned to attend the meeting of the **Full Council** on **Monday, 25 November 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, 25 NOVEMBER 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 the minutes of the ordinary meeting of the Full Council held on 21 October 2024, and authorise the Chairman to sign them as a correct record (SUPPORTING PAPER) (RESOLUTION REQUIRED)

**5     Actions from previous meetings [public] [see also Agenda Item 21]**

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 in detail at this meeting. Actions assigned to County and District Councillors also appear on the Action Log. (SUPPORTING PAPER)

**6     Mayor's communications**

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

## **7 Town Clerk's Report**

The purpose of the Town Clerk's Report is to include requested information-only items, leaving the Council meeting for the transaction of business (decision-making).

No updates have been received.

## **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**

### **External-facing**

## **10 Community facilities**

### **(a) The Regal – next stage of work and timeline**

To understand the next stage of work and projected project timeline, approve the related terms of reference for the Working Group for this new phase and agree consultancy support and expenditure if necessary (SUPPORTING PAPERS) (RESOLUTION REQUIRED)

## **11 Environment and sustainability**

### **(a) Allotment and pest control**

To approve revised policies for both the Fir Tree and Highcroft sites that include more specific guidance on pest control based on the advice of the National Allotment Society (SUPPORTING PAPERS) (RESOLUTION REQUIRED)

### **(b) Verge-cutting – and possibly vegetation management**

To agree a sustainable way forward, based on a recommendation from the Parks, Gardens, Allotments and Open Spaces Committee and the Head of Parks and Gardens (SUPPORTING PAPER) (RESOLUTION REQUIRED)

**(c) Restoring the Mill Brook**

To consider a recommendation from the Parks, Gardens, Allotments and Open Spaces Committee asking for Council support for this new initiative (SUPPORTING PAPER) (RESOLUTION REQUIRED)

**12     Arts, culture and heritage**

**(a) Non-civic events 2025**

To consider a recommendation from the Tourism and Economic Development Committee on the extent and nature of Council support for non-civic events during 2025 (SUPPORTING PAPER) (RESOLUTION REQUIRED)

**13     Community engagement**

**(a) Town Councillor surgeries**

To consider a proposal from Councillor Sandall for monthly surgeries to be held by the Town Council for residents, and the arrangements for these (RESOLUTION REQUIRED)

**(b) Annual Town Meeting 2025**

To consider the arrangements and format of the Annual Town Meeting 2025 which will be held on Wednesday, 26 March 2025 (SUPPORTING PAPER) (RESOLUTION REQUIRED)

**Internal-facing**

**14     Finance**

**(a) Internal audit**

To consider the recommendation of the Finance and Properties Committee on the appointment of the Internal Auditor (SUPPORTING PAPERS) (RESOLUTION REQUIRED)

**(b) Grant-making**

To consider the process by which the Council will make grants to local groups during the 2025-26 Municipal Year, the provision for this, the criteria to be met by applicants, and how this will be made known for reasons of transparency and fairness (RESOLUTION REQUIRED)

**(c) Budget for 2025-26**

To identify further items for potential inclusion in next year's budget (RESOLUTION REQUIRED)

**15     Properties**

**(a) Outsourcing**

To consider a recommendation from the Finance and Properties Committee of the future outsourcing of the management of Council-owned properties (SUPPORTING PAPERS) (RESOLUTION REQUIRED)

**16     Committees and working groups**

**(a) Working groups**

To consider requests for new working groups ('task and finish' groups) and approve terms of reference including councillor and non-councillor membership (SUPPORTING PAPERS MAY FOLLOW) (RESOLUTION REQUIRED)

**(b) Youth (Youth Council) Working Group**

To agree the use of an honorarium for this working group (RESOLUTION REQUIRED)

**17     Calendar of meetings**

To approve the Calendar of Meetings for the 2025-26 Municipal Year (SUPPORTING PAPER TO FOLLOW) (RESOLUTION REQUIRED)

**18     Christmas office closure**

To agree the dates of the closure of the Town Council Office over Christmas (RESOLUTION REQUIRED)

**19     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:

- Bull Croft – reference from the Bull Croft Trust regarding the concerns of some residents in Castle Street to the proposed recreational developments (once considered by the Bull Croft Trust)
- Pedestrianisation of front area of Town Hall (Town Clerk and staff team leading)
- Community emergency plan proposal (once formalised by the working group)
- IT contract, including training and policy regarding document repository (Locum Town Clerk and staff team leading)

- Honorary Freeman (proposed by Cllr Pannett)

### **CLOSED SESSION**

#### **20     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)

#### **21     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 next ordinary meeting of the Full Council will be held on **Monday, 16 December 2024** at which the 2025-26 Precept will be set. The summons and agenda papers will be issued by email on Tuesday, 10 December 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 Thursday, 5 December 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)**