



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

21 January 2025

Dear Councillors

You are hereby summoned to attend the meeting of the **Full Council** on **Monday, 27 January 2025** 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 Locum Town Clerk at:  
[townclerk2@wallingfordtowncouncil.gov.uk](mailto:townclerk2@wallingfordtowncouncil.gov.uk)

Yours sincerely

*Karen Crowhurst*

Locum Town Clerk & Interim Responsible Financial Officer

**MEETING OF THE FULL COUNCIL**  
**MONDAY, 27 JANUARY 2025, 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 accept and approve the minutes of the ordinary meeting of the Full Council held on 16 December 2024, as a true and accurate record of the meeting, and for the minutes to be signed by the Chairman. - (MINUTES PREVIOUSLY CIRCULATED) (RESOLUTION REQUIRED)

**5. Actions from previous meetings [public] [see also Agenda Item 16]**

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)

**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)

This report will be taken as read and will not be discussed in detail. Questions arising from the report need to be raised with the Town Clerk before the meeting or in-between meetings.

**8. County and District Councillors' Reports**

To receive and note the 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 Alexandra, our Meetings Officer, in advance at [clerkassistant@wallingfordtowncouncil.gov.uk](mailto:clerkassistant@wallingfordtowncouncil.gov.uk)

**TRANSACTIONS OF COUNCIL BUSINESS-DECISION-MAKING**

**10. Standing Committees – To receive the minutes and decisions made by the Standing Committees for the last quarter.**

**1. Finance and Properties Committee:**

- 1.1. Minutes of the Meeting held on 11 November 2024
- 1.2. Minutes of the meeting held on 9 December 2024

**2. Parks Gardens and Allotments Committee**

- 2.1. Minutes of the meeting held on 24 September 2024
- 2.2. Minutes of the meeting held on 18 November 2024

**3. Personnel Committee**

- 3.1. Minutes of the meeting held on 30 October 2024
- 3.2. Minutes of the meetings held on 2 December 2024

**4. Planning Committee**

- 4.1. Minutes of the meetings held on 16 October 2024
- 4.2. Minutes of the meeting held on 6 November 2024
- 4.3. Minutes of the meeting held on 27 November 2024

4.4. Minutes of the meeting held on 18 December 2024

**5. Tourism and Economic Development Committee**

5.1. Minutes of the meeting held on 4 November 2024

**11. Finance**

**(a) Bill schedules**

To approve the bill schedules for December 2024 (SUPPORTING PAPER) (RESOLUTIONS REQUIRED)

**(b) Cost centre report December**

To accept and receive the Cost Centre Report for December 2024 which includes actual against budget and note this being the budget position of Council currently. – Document previously circulated. (SUPPORTING PAPER) (RESOLUTION REQUIRED)

**(c) Bank reconciliation(s)**

To receive and accept Bank reconciliations for the month of December (SUPPORTING PAPER)

**12. Committees and Working Groups: VE Day Celebrations**

**(a)** To approve the decisions made by the Civic and Ceremony Committee Extraordinary meeting held on 8<sup>th</sup> January 2025

**(b)** To establish a Working Group led by the Civic Officer who will carry out all work pertaining to the event which will be chaired by the Mayor to be formed.

**(c)** To accept the Terms of reference presented to Full Council for consideration (SUPPORTING PAPER)

**(d)** To appoint Members to the Working Group as defined by the Terms of Reference – (Document previously circulated).

**13. Committee Structure**

**(a)** To consider any changes to the current structure

- Civic and Ceremonial (this historically was a working group)
- Finance and Properties
- Parks, Gardens, Allotments and Open Spaces
- Personnel
- Planning
- Tourism and Economic Development Committee

**(b)** To agree removal of any Committees (These could be reinstated once the General Power of Competence is in place).

(c) To consider any other Committees going forward and creation of Terms of Reference.

**14. Town Hall Project**

(a) To approve and adopt the proposed Town Hall Working Group Terms of reference and agree Membership (SUPPORTING PAPER) (RESOLUTION REQUIRED)

(b) To note the supporting documents. (SUPPORTING PAPER).

**15. Restoration of Mill Brook**

Minutes of 18 November, the Parks, Gardens, Allotments and Open Spaces Committee "RECOMMENDED unanimously that this initiative [restoration of the Mill Brook] be strongly welcomed and endorsed by the Town Council as per minute 394/24

a) To approve the restoration of Mill Brook

b) To apply to for section 106 funds from South Oxfordshire District be approved for the restoration (SUPPORTING PAPER)

**16. 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 proposal (once formalised by the working group)

**17. CLOSED SESSION**

**(a) 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)

**(b) Actions from previous meetings [confidential]**

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

**(c) IT provision [confidential]**

To consider three quotations received and agree the IT provider for Wallingford Town Council. (SUPPORTING PAPER.)

**To close the meeting**

The quorum for the Full Council is 8

The next ordinary meeting of the Full Council will be held on **Monday, 24 February 2025**.

Members of the public are welcome and have a right to attend.

**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 Alex Rimes, the Meetings Officer, in advance by emailing [clerkassistant@wallingfordtowncouncil.gov.uk](mailto:clerkassistant@wallingfordtowncouncil.gov.uk)**