



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

18 February 2025

Dear Councillors

You are hereby summoned to attend the meeting of the **Full Council** on **Monday, 24 February 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

Yours sincerely

Karen Crowhurst

Locum Town Clerk & Interim Responsible Financial Officer

MEETING OF THE FULL COUNCIL
MONDAY, 24 FEBRUARY 2025, 7.00 PM
WALLINGFORD TOWN HALL

AGENDA

1. Meeting protocol

The Mayor to explain and remind Council Members 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 27 January 2025, 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 15]

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 our Meetings Officer in advance at clerkassistant@wallingfordtowncouncil.gov.uk

TRANSACTIONS OF COUNCIL BUSINESS-DECISION-MAKING

10. Finance

(a) Bill schedules

To approve the bill schedules for January 2025 (SUPPORTING PAPER) (RESOLUTIONS REQUIRED)

(b) Cost centre report January 2025

To accept and receive the Cost Centre Report for January 2025 which includes actual against budget and note this being the budget position of Council currently. (SUPPORTING PAPER) (RESOLUTION REQUIRED)

(c) Bank reconciliation(s)

To receive and accept Bank reconciliations for the month of January 2025 (SUPPORTING PAPER)

(d) Disposal of assets to consider whether or not to dispose of Town Council assets listed below and how the disposal should happen for example to sell as a job lot.

Epson Projector	£4,500
Epson Lense	£880
Celexon Screen	£840

11. Christmas Market

To determine the level of involvement of WTC for the Christmas Fayre 2025.

12. Committee recommendations for Council approval

a) Parks Committee, Monday 10 February 2025

MINUTE 407/25 - ADVERSE WEATHER POLICY

The Committee received and considered the new policy regarding extreme weather events. Councillor Akeman proposed, and Councillor Sandall seconded that the policy be approved and adopted. There was a show of hands and the committee **RECOMMENDED** unanimously that Council approve and adopt the new policy regarding Adverse Weather Events.

MINUTE 410/25 - ROSPA PLAY SPACE REPORT

The Committee received and considered the ROSPA Report Summary. Councillor Lester proposed, and Councillor Acreman seconded, and the committee **RECOMMENDED** unanimously that the report and its recommendation to Full Council for adoption.

MINUTE 412/25 - CASTLE GARDEN WALL

It was proposed by Councillor Sandall, and seconded by Councillor Hendrie and **RECOMMENDED** unanimously that the Locum Clerk be authorised, as per the delegated powers within the Committee's Terms of Reference, to appoint a structural surveyor to give advice and guidance regarding the fallen wall at Castle Gardens, and to take any other actions required to mitigate risks identified, and that Full Council should be updated accordingly at its next meeting.

13. Installation of Five Wooden Kites at various sites:

To consider the installation of Wooden Kites at the following sites:

- Boat House pub (railings bridge side)
- Town Information Centre (again wall)
- Castle Gardens (to be discussed with Scott)
- Kine Croft (fixed to post by Coach and Horses pub)
- Bull Croft (against wall of old toilet block)

14. 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)

15. **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)

16. **CONFIDENTIAL RECOMMENDATIONS FOR COUNCIL CONSIDERATION FROM COMMITTEES**

1. Personnel Committee meeting held on 3rd February 2025

462/25 PARKS AND GARDENS APPRENTICE – To consider entering an apprenticeship scheme with Abingdon and Witney College and taking on a horticulture Apprentice – (Supporting documents previously circulated)

After careful consideration and considering alternative options, it was proposed by Cllr Lester to proceed with an apprentice, this was seconded by Cllr Keats-Rohan, all were in favour, it was therefore agreed to proceed with a Parks and Gardens Apprentice with the support of Abingdon and Witney College.

Update: No funding has been secured or identified.

2. TRAINING

The Senior Officer/Civic Secretary is undertaking the ILCA qualification (Introduction Into Council Administration). I would recommend that all permanent staff working within a governance environment also undertake this, and that Finance staff undertake FILCA (Finance Introduction to Local Administration). This would aid any succession planning going forward.

Recommendation -That the opportunity to gain these qualifications be included in Job Descriptions for permanent staff

17. **The Regal**

- To accept the Regal Centre Marketing Strategy and Proposal received from Carter Jonas. (SUPPORTING PAPER)

- b) To accept the Marketing Strategy Terms of Reference received from Carter Jonas.
(SUPPORTING PAPER)

18. Staff Oversight and Management.

To discuss ongoing staff oversight and management.

19. To discuss a legal matter pertaining to the Council.

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, 31 March 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 the Clerk Assistant in advance by emailing clerkassistant@wallingfordtowncouncil.gov.uk