



Wallingford Town Council

MINUTES
of a meeting of the
FULL COUNCIL
held on
Monday, 24 February 2025 at 7.00 pm
in Wallingford Town Hall

Present

Members

Cllr Mike Acreman
Cllr Dan Beauchamp (Chairman/The Mayor)
Cllr Marcus Harris
Cllr Susan Hendrie
Cllr Claire Holford
Cllr Mark Hoskins
Cllr Nigel Hughes
Cllr Mahmood Ebrahimjee
Cllr Ros Lester
Cllr Diana Margarido
Cllr Len Pannett
Cllr Christine Sandall

Officers: Karen Crowhurst, Locum Clerk
Alex Rimes – Assistant to the Clerk

Others: 0 members of the public
0 members of the press

Cllr Pete Sudbury, Oxfordshire Country Council

498/25 **Meeting protocol**

The Mayor reminded Members about the meeting protocols.

499/25 **Apologies**

Apologies were sent by Cllrs Charter, J Hoskins, Holder, and Keats-Rohan.

It was proposed by Cllr Harris, and seconded by Cllr Holford, and **RESOLVED** unanimously that the apologies be accepted.

500/25 **Declarations of interest**

No declarations of interests were received.

501/25 **Minutes**

The Council received the minutes of the last meeting.

It was proposed by Cllr Acreman and seconded by Cllr Sandall and **RESOLVED** unanimously that the minutes of the ordinary meeting of Full Council on 27 January 2025 be approved as a true and accurate record of the meeting, subject to a couple of typographical corrections. The chair signed the minutes.

502/25 **Actions from Previous Meetings [public]**

Members of the Council received and discussed the action log, noting the progress and status of open and completed actions.

503/25 **Mayor's Communications**

The Mayor reminded councillors that the Mayorship is up for election in May 2025. Any councillors thinking of standing for Mayor were invited to contact him if they had any questions about the role.

504/25 **Town Clerk's Report**

Council noted and accepted the Locum Town Clerk's report, with the exception of item 2 as this is no longer of relevance.

505/25 **County and District Councillors' Reports**

Council received and noted the paper from District Cllr James Barlow that had been circulated prior to the meeting and was available on the Wallingford Town Council website.

County Cllr Pete Sudbury gave a verbal update and announced his decision not to stand for re-election to the County Council, having achieved his specific aims relating to the issue of climate change. Council thanked Cllr Sudbury for his work with Wallingford Town Council during his time as a County Councillor.

506/25 **Public Participation**

There were no members of the public present.

TRANSACTIONS OF COUNCIL BUSINESS-DECISION MAKING

507/25

Finance

(a) Council received the Bill Schedule for January 2025.

It was proposed by Cllr Holford, and seconded by Cllr Hughes, and **RESOLVED** unanimously that Council accept the Bill Schedule for January 2025 for the amount of £97,492.16.

(b) Council received the Cost Centre Report for January 2025.

It was proposed by Cllr Hughes, and seconded by Cllr Ebrahimjee, and **RESOLVED** unanimously that Council accepts the Cost Centre report for January 2025 as the budget position at that time.

(c) Council received and accepted the Bank Reconciliations for the month of January 2025.

(d) Council considered whether to dispose of the following Town Council assets:

- Epson Project £4,500
- Epson Lense £880
- Celexon Screen £840

It was proposed by Cllr Lester, and seconded by Cllr Margarido, and **RESOLVED** unanimously to defer this item to a future meeting.

508/25

Christmas Market

Council discussed whether Wallingford Town Council should run the Christmas Market, or whether this event should be run by the third party.

It was proposed by Cllr Hughes, and seconded by Cllr Hendrie, and **RESOLVED** unanimously that Wallingford Town Council should not run the Christmas Fayre or provide a Market and that this event would be run by a third party, so as to harmonise it with other seasonal events in the town (such as Bunkfest), with Wallingford Town Council continuing to provide Town Hall hire and road closure.

Members were reminded that the Christmas Tree, lights and Town Council carols arranged by the Town Council is separate from any community organised Christmas event as it comes under the umbrella of the Civic and Ceremonial Committee and is organised by the Civic Secretary especially as it is the Mayor who switches on the lights as part of his or her duties.

509/25

Committee Recommendations for Council approval

Council considered the recommendations for council approval in the unconfirmed minutes of the meeting of the Parks and Gardens Committee held on Monday 10th February 2025:

It was proposed by Cllr Acreman, and seconded by Cllr Sandall, and **RESOLVED** unanimously that Council accept the Adverse Weather Policy recommended by the Parks and Gardens Committee.

It was proposed by Cllr Lester, and seconded by Cllr Acreman, and **RESOLVED** unanimously that Council accept the recommendations within the ROSPA Play Space Report.

It was proposed by Cllr Sandall, and seconded by Cllr Hendrie, and **RESOLVED** unanimously that Council accept the recommendation from Parks and Gardens Committee to authorise the Locum Clerk to appoint a structural surveyor to give advice and guidance regarding the wall at Castle Gardens, and to take any other actions required to mitigate risks identified.

510/25

Installation of Five Wooden Kites at Various Sites

Council considered the recommendation to install Wooden Kites in various locations in Wallingford.

It was proposed by Cllr Sandall, and seconded by Cllr Pannett, and **RESOLVED** unanimously to approve the installation of five wooden kites at Wallingford Town Council locations, with exact locations to be agreed in consultation with Council Officers.

511/25

Future Agenda Items

No future agenda items were identified.

CLOSED SESSION

512/25

Exclusion of Press and Public

It was proposed by Cllr Harris, and seconded by Cllr Holford, and **RESOLVED** unanimously to exclude the press and public due to the confidential nature of business to be transacted.

513/25

Actions from the Previous Meeting (confidential)

Council noted the progress and updates on confidential actions.

514/25

Confidential Recommendations for Council Consideration from Committees

Council considered the recommendation from Personnel Committee at the meeting held on 3rd February 2025 to consider entering an apprenticeship scheme with Abingdon and Witney College and take on a Horticulture Apprentice. It was noted that no funding has been secured or identified to date.

It was proposed by Cllr Pannett, and seconded by Cllr Lester, and **RESOLVED** unanimously that Council support the proposed apprenticeship scheme, subject to funding being sourced.

515/25

Training

Council considered the recommendation on staff training by the Locum Clerk.

It was proposed by Cllr Sandall, and seconded by Cllr Hendrie, and **RESOLVED** unanimously that all permanent staff working within the Town Council Office undertake the ILCA qualification and that the opportunity to gain this qualification be included in job descriptions for permanent staff.

516/25

The Regal

(a) Council considered the Regal Centre Marketing Strategy and Proposal received from Carter Jonas.

It was proposed by Cllr Hendrie, and seconded by Cllr Margarido, and **RESOLVED** unanimously that Council accept the Marketing Strategy received from Carter Jonas.

(b) Council considered the Marketing Strategy Terms of Reference received from Carter Jonas.

It was proposed by Cllr Hendrie, and seconded by Cllr Margarido, and **RESOLVED** unanimously that Council accept the Marketing Strategy Terms of Reference received from Carter Jonas.

Council members were reminded to direct any questions and queries about the Regal project to members of the Regal Working Group.

517/25

Staff Oversight and Management

It was proposed by Cllr Lester, and seconded by Cllr Sandall, and **RESOLVED** unanimously, that the Locum Clerk, in conjunction with two members of the Personnel Committee, manage the phased return of the Town Clerk.

518/25

To Discuss a Legal Matter Pertaining to the Council.

It was proposed by Cllr Harris, and seconded by Cllr Sandall, and **RESOLVED** unanimously to proceed with the confidential decision and work with Wallingford Town Council's HR advisors on this matter.

There being no further business, the meeting was closed at 8.15pm

The next ordinary meeting of the Full Council will be held on Monday 31 March 2025. The summons and agenda papers will be issued by email on Tuesday, 25 March 2025. Items and papers for the agenda need to have been received by the Locum Clerk at townclerk2@wallingfordtowncouncil.gov.uk no later than Thursday, 20 March 2025. Items and documents received after this date will not be included or circulated.

2025-02-24 FC minutes CONFIDENTIAL

Signed by the chair:

Date: