

## **LOCUM TOWN CLERK'S REPORT**

Recommendation:

To receive the Town Clerk's Report

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.

### **1. Town Council Office**

The office is becoming very busy due to the time of year. The wedding season is upon us, there are a few bookings in the Calander. It is also time for the end of year accounts, internal and external audits. The grounds team are working very hard to make the town look lovely.

### **2. Interim Internal Audit**

The interim internal audit will be carried out on the 22 January 2025. Members will be requested to accept and approve the report as well as any recommendations for actions contained within the report.

### **3. Resignation of a Councillor**

Ailsa Charter resigned as a Town Councillor. Notices have been displayed, it is now a case of waiting to see if a by election is called if not, the Council will have to go down the route of co-option.

### **4. Cllr Acreman sent me an email reporting the following:**

Each year the Lieutenancy of Oxfordshire puts forward to Buckingham Palace the names of individuals who services to the community merit an invitation to a Royal Garden Party. At the end of last year, Cllr Acreman nominated Vicki Baker, chair of Wild about Wallingford, for her outstanding contribution to people and nature in Wallingford. We are delighted to report that Vicki has been successful and has received her invitation to Buckingham Palace for the Garden Party in May this year. This is fitting acknowledgement of her excellent work around our town.

## **5. Annual Statutory Meeting**

We are rapidly approaching the Annual Statutory Meeting where the Mayor is officially elected. This is also the time to either appoint or reappoint Members to Committees and Working Groups. Committee appointments will be dependent of the decision made on item 14 on the agenda. The advantage to two meetings per month will mean decisions can be made more swiftly and acted upon.

The statutory policies will be reviewed, such as the Standing Orders and Financial Regulations. I have already circulated these all Members of the Council.

Karen Crowhurst,  
Locum Town Clerk/RFO,

31 March 2025