



Wallingford Town Council
9 St Martin's Street,
Wallingford,
OX10 0AL
Tel: 01491 835373

7th June 2017,

Email: senioradmin@wallingfordtowncouncil.gov.uk
008 2017-06-07 Council ba

To: All Members of Council

Dear Councillor,

You are hereby summoned to attend a meeting of Council which is being held in **THE TOWN HALL, WALLINGFORD** on **Monday 12th June 2017 at 7p.m.** for the transaction of business as set out on the agenda below.

Yours sincerely,

The Town Clerk

*Before the start of the meeting and the formal business of the agenda is transacted,
Prayers will be said by
The Mayor's Chaplain, The Reverend David Rice*

A G E N D A

1. **APOLOGIES**
Apologies for absence will be received. Councillors Lester, Norton
2. **ADMISSION OF THE PUBLIC**
To consider whether members of the public should be excluded from the meeting.
3. **DECLARATION OF INTERESTS**
Information for each Member will be available at the meeting.

4. **PUBLIC PARTICIPATION (10 MINUTES IN TOTAL)**

To be notified to The Town Clerk by 10.30am on Friday 9th June 2017.

5. **IMPROMPTU PUBLIC PARTICIPATION (15 MINUTES IN TOTAL)**

6. **COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORTS**

- i) County Councillor L. Atkins
- ii) District Councillor E. Hornsby

7. **MAYORS COMMUNICATIONS**

8. **COUNCILLOR RESIGNATION AND CO-OPTION OF A TOWN COUNCILLOR**

- i) The Town Clerk to give Councillors an update.
- ii) Councillor Cockman to lead a discussion on councillor recruitment

9. **MINUTES**

- a) To sign as a correct record the Minutes of the Annual Meeting of Council held on the 8th May 2017 as set out on pages 1 to 4 of the Minute Book.
- b) to sign as a correct record the Minutes of the Meeting of Council held on the 15th May 2017 as set out on pages 5 to 12 of the Minute Book.

10. **WIGOD CENTRE/WIGOD WAY WALLINGFORD FAMILY CENTRE (WWWFC)**

- i) **Councillors to give retrospective approval for use of the Common Seal and the signing of the Wigod Centre Deed of Surrender between Oxfordshire County Council and Wallingford Town Council.**
- ii) **Update for Councillors on Wigod Way Wallingford Family Services** - Councillor Maureen Norton's report attached. Mrs Michelle Andrews in attendance to answer Councillors questions.
- iii) **Councillors to formally agree that Wallingford Town Council lease's The Wigod Centre to Wigod Way Wallingford Family Centre. Councillors to agree how to prepare the lease on behalf of The Town Council.**

11. **THE FUTURE OF THE MARKET TOWN CO-ORDINATOR**

The Town Clerk to update Councillors on a recent meeting with Suzanne Malcolm of the District Council.

12. **NEET YOUNG PEOPLE RESEARCH**

Councillor Holland's report attached. Councillors to discuss the report relating to young people not in education, employment or training.

13. **LEGAL AGREEMENT FOR THE MOORINGS**

To discuss and approve the legal agreement for the moorings and the signing and sealing of the same. Copy attached. The Town Clerk

14. **TO CONSIDER A PROPOSAL FROM WALLINGFORD MUSEUM TO TEMPORARILY REMOVE SOME OF THE CASTLE STONES FROM THE GARDEN**

Mrs Judy Dewey's proposal is attached.

15. **PARKS, GARDENS, ALLOTMENTS AND OPEN SPACES SUB-COMMITTEE**

i) To sign as a correct record the Minutes of the Parks, Gardens, Allotments and open Spaces Sub-Committee held on the 24th April 2017 as set out on pages 280 – 284 of the Minute Book.

ii) To Resolve the recommendation in Minute 716/04/2017 (Page 281 of the minute book) relating to the allotment gate:

Recommendation:

That the gate be locked at all times, and no dogs be allowed on the allotment site.

16. **THE REGAL CENTRE**

The Town Clerk to update Councillors on the required remedial works including the fire doors and associated costs.

17. **SAND AND GRAVEL EXTRACTION**

Councillor Lloyd to give an update.

18. **NEIGHBOURHOOD PLAN**

To receive an update. Councillor Holland.

19. **FINANCE AND PROPERTIES COMMITTEE MEETING**

i) To sign as a correct record the Minutes of the Finance and Properties Committee held on the 22nd May 2017 as set out on pages 18 – 22 of the Minute Book.

ii) a) To Resolve the recommendation in Minute 51/06/2017 of the Minute Book (Page 20) relating to External Auditor Requirements:

a) To Receive the Unaudited Accounts for the 2016/2017 Financial Year and Recommend them for adoption at Council.

The Responsible Finance Officer presented the unaudited accounts to Members, copies attached to the Minute Book. Councillor Titchener asked to see annual return form and proceeded to read and explain the submission procedure to Members. Section 1 – Annual Governance Statement 2016/2017, Section 2 Accounting statements 2016/2017.

It was Proposed by Councillor Kidley, Seconded by Councillor Norton and

RECOMMENDED:

THAT the unaudited 2016/2017 accounts are received and approved and the Responsible Finance Officer and the Mayor are authorised to sign them as a correct record.

b) Internal Audit – For Adoption at Council

i) To Receive The Internal Auditors Latest Report.

The Responsible Finance Officer distributed copies of the internal Auditor Reports to Members. Members noted that it was Satisfactory.

ii) To Review the Effectiveness of the Internal Audit.

Members discussed and agreed that the Internal Audit was effective.

It was Proposed by Councillor Norton, Seconded by Councillor Holland and

RECOMMENDED:

THAT the contents of the internal auditor's report are satisfactory and that the internal audit is effective.

c) To Receive and Approve the Finance Risk Assessment for the 2016/2017 Financial Year – For Adoption at Council

Minutes 403/11/2016 and 417/11/2016 refer.

Members noted that the Financial Risk Assessment for 2016/2017 was adopted by council at the Meeting held on 21st November 2016.

It was Proposed by Councillor Norton, Seconded by Councillor Titchener and

RECOMMENDED:

THAT the Financial Risk Assessment had been adopted by Council at their meeting on the 21st November 2016.

b) To Resolve the recommendation in Minute 52/06/2017 of the Minute Book relating to the Financial Risk Assessment for 2017/2018.

The Responsible Finance Officer presented the Financial Risk Assessment for 2017/2018. Members reviewed and discussed and asked for the following changes to be made:

- Correct spelling “**NALC**”
- Under Election Costs to add “**Risk is higher in an election year, unbudgeted costs can also be incurred in a non-election year**”

It was Proposed by Councillor Norton, Seconded by Councillor Titchener and

RECOMMENDED:

THAT the subject to the above amendments that the Financial Risk Assessment for 2017/2018 be adopted.

20. **INCREASE IN THE PROCUREMENT CARD**

The Town Clerk

21. **WILDING ROAD OPEN SPACE**

i) Councillors are asked to provide support for a proposed children’s play park for the site and

ii) To receive a request for a grant of £300 to help fund a social event for the residents to discuss proposals for this open space.

22. **TO RECEIVE A REQUEST FROM THE CARNIVAL COMMITTEE**

Councillor Cockman to ask Councillors for permission to discharge glitter and confetti from the Town Hall at the end of the Carnival.

23. **ACTIVITIES ON BEHALF OF THE TOWN COUNCIL**

24. **FUTURE AGENDA ITEMS**

Distribution: District and County Councillors; The Mayor’s Chaplain The Reverend David Rice; Town Information Centre; Wallingford-in-Business; Wallingford Police; Press; Radio; Library; Notice Boards

ANY MEMBER OF THE PUBLIC WISHING TO ATTEND THE ABOVE MEETING AND WHO HAS MOBILITY DIFFICULTIES IS REQUESTED TO CONTACT THE TOWN COUNCIL OFFICES ON 01491 835373 BY 10A.M. ON FRIDAY 9TH JUNE 2017. ALL REASONABLE ATTEMPTS WILL BE MADE TO ENSURE THAT THEY HAVE ACCESS TO THE MEETING.