

**WALLINGFORD TOWN COUNCIL**

M I N U T E S

of the

Finance and Properties Committee Meeting held in the Council Offices,  
Wallingford on Monday 20<sup>th</sup> November 2017

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P R E S E N T

Councillors Holland, Lloyd, Titchener, Upcraft and Whelan

The Chairman, Councillor Dolton

The Town Clerk, Mrs Paula Lopez

The Responsible Finance Officer, Mrs Jennipher Jeje

**398. APOLOGIES**

Apologies were received from The Mayor.

**399. ADMISSION OF THE PUBLIC**

There were no admissions for the public.

**400. DECLARATION OF INTERESTS**

There were no declaration of interests.

**401. PUBLIC PARTICIPATION (15 MINUTES IN TOTAL)**

There were no members of the public present at the meeting.

**402. MINUTES**

To sign as a correct record the Minutes of the Meeting held on the 23<sup>rd</sup> October 2017, as set out on pages 142- 146 of the Minute Book, copy previously circulated to members.

It was Proposed by Councillor Upcraft, Seconded by Councillor Lloyd and

**RESOLVED:**

**THAT** the Minutes of the Meeting held on the 23<sup>rd</sup> October 2017, as set out on pages 142- 146 of the Minute Book, copy previously circulated to members, copy attached to the Minute Book.

#### **403. INTERNAL AND EXTERNAL AUDITOR'S REPORTS**

a) **The Internal Audit** - The Members noted the feedback from The Internal Audit (report attached). The Responsible Finance officer will action the recommendations before this is presented to full Council on the 11<sup>th</sup> December 2017.

b) **The External Audit** - Members noted the feedback from the External Audit and it was Proposed by Councillor Norton, Seconded by Councillor Holland the recommendations will be taken to Full Council on the 11<sup>th</sup> December 2017. Report attached.

#### **404. BULL CROFT REGISTRATION**

The Town Clerk reported that the Bull Croft Park and properties have been registered as belonging to the Town Council. It was agreed that the Town Clerk will seek advice from Tessa Hennessey, the lawyer specialising in charity law, to establish if this is correct. The Town Clerk will update Members as soon as possible.

#### **405. PROPERTIES**

a) **Bull Croft Lodge** – The Town Clerk reported that the Structural Engineer revisited the property and concluded that there were no new movements and therefore the cracks appeared to be of a historical nature. A discussion took place regarding the future of the property and the whereabouts of the deeds to the property. The Town Clerk will investigate further with the lawyer regarding the commissioning of new deeds for the property.

b) **8a Castle Street** – The Town Clerk appraised members of the ventilation issue on the mezzanine floor and the remedial work required. The Town Clerk will explore what restrictions, if any, there are on this work as although the property is not listed it is in a conservation area.

c) **War Memorial Update** – The grant application has been deferred pending a visit from representatives of the War Memorials Trust.

d) **Town Hall Update** – The Town Clerk advised that a new fire alarm system is being installed on 21<sup>st</sup> November. Regarding the problems with the heating system quotes from two other contractors regarding the boilers and the flue are awaited and an electrical contractor will be visiting the Town Hall to establish if an electric boiler could be an option. The Town Clerk is also awaiting the Structural Engineer's report on the urgent work that is required in connection with the wet rot and beetle infestation in the North West corner which was found during the recent decoration/pillar repair to the undercroft.

e) **Castle Lodge** – The Town Clerk reported that the property would have a new kitchen installed before Christmas as it was badly needed. A discussion took place on the condition of the property overall and it was Proposed by Councillor Norton, Seconded by Councillor Holland and

**RESOLVED:**

**THAT** that repairs on this property should be a priority.

The Town Clerk has already arranged for a Structural Engineer to visit the property and report on the condition. This report will be emailed to members as soon as possible.

It was discussed that in the future a more strategic view should be taken of our properties and a programme of maintenance be put in place once the initial urgent repairs are undertaken to pre-empt any problems going forward to avoid the situation that we are in now.

**406. TO REVIEW THE TOWN COUNCIL'S CHARGES**

The Responsible Finance Officer. Current charges attached. The charges were discussed for 2018/2019 it was Proposed by Councillor Titchener, Seconded by Councillor Norton and

**RECOMMENDED:**

**THAT** no changes, apart from a possible increase in the summer daily mooring charges from £5 to £10 per night were recommended. The Town Clerk will contact SODC to ask if this is possible under the joint current agreement.

A discussion took place regarding the offering a wider range of refreshments for users of the Town Hall. The Town Clerk will consult the Event Manager and report back however this would probably entail an increase in charges as the Events Managers time would need to be taken into account and/or further equipment purchases such as hot water flasks.

**407. DRAFT ESTIMATES**

Members received the draft estimates/budget for 2018/2019. A lengthy discussion took place. It was Proposed by Councillor Titchener, Seconded by Councillor Norton and

**RECOMMENDED:**

**THAT** the estimates be approved by full council.

The Town Clerk requested that Members note that a substantial amount of money will be spent out of reserves across all the properties and careful planning will be needed with the emphasis on obtaining grants where possible.

#### **408. EVENTS INSURANCE**

A discussion took place on whether the insurance for public liability for events in the town organised by third parties should remain at 10 million or be reduced to 5 million. It was Proposed by Councillor Lloyd, Seconded by Councillor Norton and

#### **RESOLVED:**

**THAT** the events insurance remains at 10million to ensure that the council is adequately covered in the event of an incident. It was recommended that the Town Council's terms and conditions relating to event/hire stipulates clearly that the insurance of 10 million is required without exception.

#### **409. INVESTMENTS**

Minutes 354/10/2017 and 355/10/2017 refer. The Responsible Finance Officer reported that she had written to Invesco to change mandate holders.

#### **410. HEALTH AND SAFETY**

To receive the Project Managers Report (Attached). Members to report any Health and Safety issues that have arisen. Members agreed that at Full Council and all committee meetings annually a Health and Safety statement will be included as an agenda item regarding policies and practical guidance and that members be reminded of the council's responsibility on this topic.

#### **411. FUTURE AGENDA ITEMS**

Internal auditor's recommendations and progress in implementing the same. Properties quarter accounts, bills schedules, etc.