

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 22nd January 2018

P R E S E N T

Councillors Holland, Lloyd, Titchener, Upcraft and Whelan

The Town Clerk, Mrs Paula Lopez

The Responsible Finance Officer, Mrs Jennipher Jeje

514. ELECTION OF CHAIRMAN FOR THIS MEETING

The Town Clerk reported that as Chairman, Councillor Dolton had sent his apologies a temporary Chairman was required for this meeting.

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

RESOLVED:

THAT Councillor Titchener be appointed as
Chairman for this meeting

515. APOLOGIES

Apologies were received from Councillors Norton and Dolton.

516. ADMISSION OF THE PUBLIC

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

RESOLVED:

THAT in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the public be excluded from the Meeting during consideration of the following items on the grounds that publicity would be prejudicial to the public's interest by reason of the confidential nature of the business to be transacted: -

Agenda Items 10 - Aged Debtors

517. DECLARATION OF INTERESTS

Councillor Whelan declared a pecuniary interest in Agenda Item 12 – Mooring Fees.

518. PUBLIC PARTICIPATION (15 MINUTES IN TOTAL)

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

519. MINUTES

To sign as a correct record the Minutes of the Meeting held on the 20th November 2017, as set out on pages 166-169 of the Minute Book, copy previously circulated to members,

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

RESOLVED:

THAT the Minutes of the Meeting held on the 20th November 2017, as set out on pages 166-169 of the Minute Book, copy previously circulated to members, copy attached to the Minute Book.

520. BULL CROFT TRUST

i) Members discussed the advice received from the solicitor in connection to the Bull Croft Trust. The solicitor advised that the land the Bull Croft Lodge was built on was probably included in the original bequest and Members recommended that this be discussed with Hedges' property solicitor. It was Proposed by Councillor Whelan, Seconded by Councillor Upcraft and

RESOLVED:

THAT the solicitors advice regarding the findings and advice in the report is discussed further with the Trustees of the Bull Croft Trust with the view to approaching The Charities Commission to ask for a meeting. In addition Hedge's property solicitor is to be consulted regarding the Bull Croft Lodge.

ii) Members considered Councillor Baroni's request to add members of the public to the trustees of the Bull Croft Trust. The Charity does not currently allow for this and it was agreed that Cllr Baroni should go ahead and set up a 'friends group' outside of the council to work alongside the Bull Croft Trust Working Party

iii) Members discussed the quotation received for the work that was recommended by the Structural Engineer for The Bull Croft Recreation Rooms. Members looked for an alternative solution to resolve the immediate problems in the Recreation Rooms as they believed the one quote received so far for remedial work was high particularly as this work would only extend the life of the building for

the next year. Councillor Lloyd stated that he would contact the structural engineer and the contractor to understand what alternatives might be available. Members will update the Bull Croft Trust trustees at the next appropriate meeting. Councillor Upcraft suggested that the Bull Croft Trust Trustees/Wallingford Town Council begin to work with the current users to find alternative temporary accommodation to cover any gap between the closure of the Rec Rooms and the provision of a new building.

521. CASTLE LODGE

The Town Clerk updated members on the work carried out at Castle Lodge and the work that was still required. Following a detailed discussion the repair work to the roof along with plastering of the areas where previous damp had been evident should be carried out. Councillor Whelan stated that the tenant should be reminded of his obligation of keeping the decoration in good repair. Members agreed that the tenant should be asked to redecorate.

522. TOWN HALL

The Town Clerk gave Members a progress report on the work to install the new boiler in the town hall along with the other ongoing problems. The Town Clerk reported that the Conservation Officer had advised that a full condition survey report should be obtained. Members discussed and it was Proposed by Councillor Whelan, Seconded by Councillor Holland and

RESOLVED:

THAT that Richard Oxley be appointed to carry out a full condition survey of the town hall.

Members asked that it be recorded that they very much appreciated and thanked Tracey Collins, officer of the Town Council for all her hard work in this area.

523. GENERAL PROPERTY UPDATE

The Town Clerk gave Members a general overview of outstanding property work. Following a discussion it was agreed that Councillor Lloyd will assist the Town Clerk with the work required for 8a and 8b Castle Street. Councillor Lloyd will draw up a specification for ground repairs in order to obtain quotes for the repair of pot holes at the Castle Street Yard. The lease for 8c Castle Street needs renewing and Members requested that The Town Clerk ask Hedges to prepare a new shorter term lease.

524. THE RESPONSIBLE FINANCE OFFICER'S REPORTS

i) Quarter 3 Accounts (copy attached to Minutes) – The Responsible Finance had distributed a copy of her accounts in advance of the meeting. It was Proposed by Councillor Holland, Seconded by Councillor Whelan and

RESOLVED:

THAT that the Quarter 3 Accounts ending the 31st December 2018, copy attached to the minute book be received and approved.

ii) Bills Schedules for September, October and November 2018 (copies attached to Minutes) – The Responsible Finance Officer had distributed the bills schedules in advance of the meeting. It was Proposed by Councillor Upcraft, Seconded by Councillor Whelan and

RESOLVED:

THAT the schedule of bills paid in September, October, and November 2018 be received and the action of The Responsible Finance Officer in paying same is confirmed.

iii) Aged Debtors – confidential

iv) Financial Risk Assessment – Members discussed the Financial Risk Assessment and it was Proposed by Councillor Holland, Seconded by Councillor Lloyd

RECOMMENDED:

THAT the reviewed and amended Financial Risk Assessment for 2018/2019 is recommended for adoption by Full Council.

v) Internal Auditor Actions – The Responsible Finance Officer updated Members on the Internal Auditor’s recommended actions. The recommendations are mostly complete with just two outstanding actions.

525. GRANTS

Members considered the grant applications which had been circulated to them prior to the meeting. Following a discussion it was Proposed by Councillor Whelan, Seconded by Councillor Upcraft and

RESOLVED:

THAT the following grants are awarded:

- i) Wallingford Partnership, subject to the Town Clerk approving their accounts, £500 for St George’s Celebrations.
- ii) Oxfordshire Association for the Blind, £500
- iii) Wallingford Local Producers Market, £415.38
- iv) 966 (Wallingford) Squadron Air Training Corp, £300
- v) Wallingford Sports Park (Application attached), £200

2048 Hours – Here the Mayor left the meeting

**2051 Hours – Here the Mayor returned
2055 – Here the Mayor left the meeting permanently**

526. MOORING FEES

Full Council delegated this item to the Finance and Properties. Councillor Whelan had produced a report regarding justification for increasing the mooring fees. Councillor Lloyd suggested a few additional details to be added including when the last increase was. Councillor Lloyd will add this information to the report in readiness for Full Council. Members concluded discussions and it was Proposed by Councillor Titchener, Seconded by Councillor Upcraft and

RECOMMENDED:

THAT with effect from the 1st April 2018 the mooring fee is increased from £5.00 to £10.00 per night for mooring in the spring/summer season.

527. FUTURE AGENDA ITEMS

Financial Risk Assessment Recommendation to go to full council.
Mooring Fees to go to full council.
Aged Debtors Review to go to full council
External Auditors Requirements

CONFIDENTIAL MINUTES SEE PAGE 225

