

**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 9<sup>th</sup> July 2018  
(Rescheduled following cancellation of the meeting of the 25<sup>th</sup> June 2018)

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P R E S E N T

The Mayor, Councillor Upcraft

Councillors Beatty, Lloyd, Norton and Wilder

The Chairman, Councillor Colin Dolton

The Town Clerk, Mrs Paula Lopez

**112. APOLOGIES**

Apologies were received from Councillor Whelan.

**113. ADMISSION OF THE PUBLIC**

There were no admissions for the public.

**114. DECLARATION OF INTERESTS**

A Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in our Council's Standing Orders code of Conduct (Item 13) in a matter being considered at a meeting is subject to statutory limitations or restrictions under code of conduct and his right to participate and vote on the matter (guidelines are available at the meeting and all Councillors have received a copy prior to the meeting)

*There were no declarations of interest.*

**115. MINUTES**

To sign as a correct record the Minutes of the Meeting held on the 30<sup>th</sup> May 2018 as set out on pages 17 - 19 of the Minute Book, copy previously circulated to members.

It was Proposed by Councillor Norton, Seconded by The Mayor

**RESOLVED:**

**THAT** the Minutes of the Meeting held on the 30<sup>th</sup> May 2018 as set out on pages 17-19 of the Minute Book, copy previously circulated to members, copy attached to the Minute Book be signed as a correct record.

**1908 Hours – Here Councillor Wilder arrived**

**116. TO CONSIDER MAKING A CHARGE FOR CERTIFYING DOCUMENTS SUCH AS RESIDENTS OVERSEAS PENSIONS**

The Town Clerk appraised Members of the work and time involved in certifying documents and asked Members to consider making a charge for this service.

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

**RESOLVED:**

**THAT** a charge of £15 should be made if the Town Clerk certifies documents such as overseas pensions.

**117. GRANTS 2018/2019**

Members considered the grant application from Wallingford Chameleon Arts for the Sponsorship of last concert on Saturday 29<sup>th</sup> September 2018. Following a discussion, due to the limited funds available for grants, it was Proposed by Councillor Norton, Seconded Councillor Beatty and

**RESOLVED:**

**THAT** this grant application was not approved due to the limited funds available for grants this year.

**118. TRANSFER OF FUNDS FROM TOWN COUNCIL ACCOUNT TO BULL CROFT TRUST CHARITY ACCOUNT**

Minute 693/05/2018 refers. The Town Clerk requested that the Responsible Finance Officer is authorised to transfer funds from the Town Council account to the Bull Croft Trust Charity as when required but normally on a monthly basis. It was Proposed by Councillor Lloyd, Seconded by Councillor Beatty and

**RESOLVED:**

**THAT** the Responsible Finance Officer is authorised to transfer funds from the Town Council account to

the Bull Croft Trust Charity as when required but normally on a monthly basis.

**Councillor Norton requested that it be minuted that she was not in favour of this course of action.**

#### **119. SECTION 106 – DRAWDOWN ON MONEY FOR THE NEXT STAGE OF THE REGAL**

The Town Clerk updated Members on the agreed drawdown of Section 106 funds £25k relating to the Regal Centre. Until for example, planning permission is in place the Town Council will be unable to draw down on these funds. The Town Clerk has forwarded the quotes for the concept exercise to the District Council in order to drawdown the £7.5k to reimburse the Town Council. There is a sum of £30k in the general reserves set aside for the Regal and this will be used to fund the next stage which is the engagement of Oxfordshire's County Council's procurement team.

#### **120. PROPERTY UPDATE**

The Town Clerk gave Members an update on property issues:

i) Council Offices and Castle Lodge - Following the recent Legionella inspection it was agreed that a quote should be obtained for the replacement of the cold water tank in the council offices and that the tank in Castle Lodge should be cleaned and disinfected.

ii) Town Hall - The remedial work required for the Town Hall needs to be costed up and timescales for the work need to be set.

iii) 8a Castle Street – The Town Clerk was asked to establish if the property was used as a business prior to 1969 as this would confirm that the property is not in the curtilage of a listed building and would make it easier to address the ventilation problem within the property.

iv) 8b Castle Street - The tenant has now left and a discussion took place on this. The new tenant has moved into the property. Councillor Lloyd will speak with Richard Oxley regarding exemption from the EPC (Energy Performance Certificate).

v) Bull Croft Lodge and Food Bank - A discussion took place regarding the Food Bank's usage of the Lodge. Members stated that this should not be an issue as the recent resolution at council (Minute 421/11/2017 refers, see below) meant that the Food Bank should be vacating the Lodge as they have been in there some 7 months instead of the agreed 3 months.

Option 1. Councillors concluded that they would like The Town Clerk to progress this and It was Proposed by Councillor McGregor, Seconded by Councillor Beatty and

#### **RESOLVED:**

**THAT** providing The Town Council's insurance covers the use of the Bull Croft Lodge in this

manner and that the Wallingford Food Bank's insurance covers the goods that are stored in the building then permission is granted until the end of March 2018

Option 2. It was further Proposed by Councillor Dolton, Seconded by Councillor Lloyd and

**RESOLVED:**

**THAT** should Option 1 not be possible then a container is installed in the parks yard for the storage of non-perishable food.

Councillor Cockman asked for it to be recorded in the minutes that he did not support Option 1.

Members discussed whether the St Georges Road entrance could accommodate the delivery of the container, Councillor Lloyd agreed to investigate this option. The Town Clerk pointed out that the size of the container the food bank has suggested they need is too large to be sited in the Parks Yard and this should be looked at again especially as there doesn't appear to be very much stored in the Lodge.

vi) Market Place Lamp Post - Zurich have paid £1052.61 for the loss of the lamp post in the Market Place as it has proved impossible to replace. It has been suggested that this might be replaced by some form of art work and this will be taken to the Arts Grant Working Party when they meet.

vii) Historic England – Following the recent visit the Town Clerk will forward Historic England's report to Councillors with a view to setting up a steering group to work with Historic England for the future of Wallingford's protected sites.

viii) Recreation Rooms - The Town Clerk and Councillor Lloyd appraised members of the situation with the roof on the recreational rooms. It appears that this was climbed on over the weekend and the roof structure has been compromised. The area immediately below the affected area has been closed off for use. Councillor Lloyd met with a joiner who will provide a quote for the repair work which is substantial and will require access via scaffolding, consequently this will need to take place when the pre-school are closed in August. The Town Clerk raised concerns regarding the safety of the structure however Councillor Lloyd assured members that it was safe. A discussion took place and it was Proposed by Councillor Upcraft, Seconded by Councillor Beatty and

**RESOLVED**

**THAT** a structural engineer should be engaged by The Town Clerk as soon as possible.

The planned remedial work to put jacks under the building has been endorsed by the structural engineer but this is only a short-term fix. Councillor Lloyd was asked to appraise and satisfy the Town Council's insurance company prior to carrying out the work. The Town Clerk was asked to report the recent incident to the police to obtain a crime number to see if the town council's insurance company will cover the costs.

**121. FUTURE AGENDA ITEMS**

Investment Summary, no date

The Boathouse, no date

Quarterly Accounts, no date

Grants, as required

Next year's budget

Precept new housing 85 properties

Possible engagement of an estates/asset manager next year.

**Meeting Closed at 2030 Hours**