

WALLINGFORD TOWN COUNCIL

MINUTES

of the

Finance and Properties Committee Meeting held in the Council Offices,
Wallingford on Monday 8th May 2018

P R E S E N T

The Chairman, Councillor Dolton

The Mayor, Councillor Kidley

Councillors Lloyd, Norton, Titchener, Upcraft and Whelan

The Town Clerk, Mrs Paula Lopez

688. APOLOGIES

Apologies were received from Councillors Titchener.

689. ADMISSION OF THE PUBLIC

It was Proposed by Councillor Norton, 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 12 and 13 8B Castle Street and Aged Debtors respectively.

690. DECLARATION OF INTERESTS

Councillor Dolton declared an interest in Agenda Item 9 – Grants

691. PUBLIC PARTICIPATION (15 MINUTES IN TOTAL)

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

692. MINUTES

To sign as a correct record the Minutes of the Meeting held on the 22nd January 2018, as set out on pages 220 – 225 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 22nd January 2018 as set out on pages 220-225 of the Minute Book, copy previously circulated to members, copy attached to the Minute Book.

693. BULL CROFT TRUST BANK ACCOUNT

(i) Bull Croft Trust Bank Account – The Town Clerk appraised members of the changes being made to the accounting software. The Bull Croft Trust will be a separate ‘company’ on the RBS system and invoices will be produced from this separate account.. All income and expenditure will now be channelled through this which will ease the segregation of the charity from the town council accounts at the end of each financial year. It will be necessary to make a regular payment from the town council accounts to the Bull Croft Trust accounts to ensure that there are enough funds available as and when required. The Responsible Finance Officer will establish what this figure might be with a view to obtaining approval from Full Council for permission for a regular transfer. The Bull Croft Trust bank account will be available on line to make the transfer easier. Advice has been taken from DCK Accounting Solutions on the VAT situation and they have stated that we can use the same VAT number as we use for the Town Council. The Responsible Finance Officer will appraise Full Council at the next appropriate meeting. Councillor Norton asked if the transfer of public funds to the trust was acceptable, the Responsible Finance Officer has been advised that this is completely acceptable.

694. INTERNAL AUDIT

- a) The Town Clerk reported that the office required a 2nd float of £8.00. Members discussed and It was Proposed by Councillor Norton, Seconded by Councillor Upcraft and

RESOLVED:

THAT a 2nd float of up to **£20** be approved.

- b) Councillor Dolton agreed to act as an independent checker for the float and will come into the office randomly to carry this out.

695. PROPERTY UPDATE

- a) General - The Town Clerk updated members on the property repairs that are required:
- War Memorial, awaiting approval of grant application from the Memorials Trust.
 - 8a Castle Street – Richard Oxley will investigate the ventilation problem in the building which will include an understanding of how the tenant is using the building. After which, Mr Oxley will consult the Conservation Officer and environmental monitoring before giving his recommendations.
 - 8b Castle Street – new garage door being fitted 25th June 2018.
 - Councillor Lloyd will put together a schedule of work along with the associated cost to repair the Castle Yard car park potholes.
 - Councillor Lloyd has spoken with the structural engineer regarding the Bullcroft Recreation rooms regarding the suitability of the suggested repair but the structural engineer's response in writing is awaited before Councillor Lloyd approaches Zurich in respect of the insurance cover whilst carrying out these repairs.

Councillor Norton gave members a progress report from the Grants Working Party regarding a possible grant for the repair of the Castle Ruins. The Town Clerk updated members of the remaining monies available from the earmarked reserves for the repairs and stated that this fund was depleting particularly following the substantial amount spent on the replacement boiler for the Town Hall.

- b) Town Hall Report – Members had received a copy of the report prior to the meeting. It was decided that as the condition report was very detailed further advice should be sought on the next steps to rationalise the advice and obtain costings. The Town Clerk will to speak Richard Oxley. It was noted that the weather vane is in need of urgent attention but this could be removed without consent from the Conservation Officer at SODC as this is a health and safety issue although the Town Clerk will consult with the Conservation Officer.

The Town Clerk will arrange a meeting of the Property Working Party to discuss outstanding property issues in more detail.

At this point it was Proposed by Councillor Whelan, Seconded by Councillor Norton and

RESOLVED:

THAT that Councillor Upcraft takes the Chair due to the declaration of interest by Councillor Dolton.

696. GRANTS

- a) Members considered the following grant applications:
- i) Regatta – sponsorship of The Borough Cup – It was Proposed by Councillor Whelan, Seconded by Councillor Lloyd and

RESOLVED:

THAT Wallingford Town Council sponsors the Borough Cup at the Wallingford Regatta.

- ii) BunkFest – Grant to cover security for road closure (documents attached). Members discussed and It was Proposed by Councillor Norton, Seconded by The Mayor and

RESOLVED:

THAT a grant of £500 is given to BunkFest to assist with the cost of security for the road closure.

- b) Members noted the letters of thanks for previous awards.

Councillor Dolton returned to Chair the rest of the meeting

697. COMMUNITY INFRASTRUCTURE LEVY (CIL)

- a) The Town Clerk updated Members regarding the Town Council's share of CIL money from planning application P16/S3709/FUL.
- b) The Bull Croft Trust Charity – Ring Fence CIL money for its use. It was Proposed by Councillor Lloyd, Seconded by Councillor Whelan and

RECOMMENDED:

THAT the CIL money from planning application P16/S3709/FUL Clapcot Way is ring fenced for the Bull Croft Trust Charity.

Councillor Norton requested that it is recorded in the minutes that any consultation, whether it be for the Bull Croft Trust or any other areas within the Town Council's responsibility be taken to Full Council for approval prior to any proposals/consultations being made public.

698. SALARY PAYMENTS

- a) **Salary Increase** - The Town appraised Councillors of the salary increase of 2% over the next two years agreed by the NJC .

b) Change of Payment Day for Salaries - The Town Clerk advised that the Personnel Committee had agreed to change the payment day for staff salaries from the last working day of the month to the last Friday of the month for ease of administration.

699. FUTURE AGENDA ITEMS

Financial Risk Assessment Recommendation to go to full council.
External Auditors Requirements

CONFIDENTIAL MINUTES SEE PAGE 309

