



Wallingford Town Council

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2019-08-07 F & P first

31st July 2019

To: All Members of the Finance and Properties Committee – Councillors Beatty, Beauchamp, Cattermole, Dolton, Kidley, McGregor, Whelan and Wilder and the Mayor Councillor Upcraft

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance and Properties Committee which is being held in the **Committee Room, 9 St Martin's Street, Wallingford**, on **Wednesday 7th August 2019 AT 7PM** (meeting of 29th July not quorate) for the transaction of business as set out on the agenda below.

Yours sincerely,

The Town Clerk

AGENDA

1. ELECTION OF CHAIRMAN

To elect a Chairman for the 2019/2020 Municipal Year.
Resolution required

2. APOLOGIES

Apologies will be received. Councillor Dolton.

3. ADMISSION OF THE PUBLIC

Members to consider and resolve those Agenda items for admission of the public.

Agenda Items 21: Castle Lodge & 22: Town Hall Office Space

4. 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).

5. **PUBLIC PARTICIPATION –NOTIFIED AND IMPROMPTU (Total 15 Minutes)**

6. **TERMS OF REFERENCE**

To review and accept the terms of reference for this committee.

7. **MINUTES**

To sign as a correct record the Minutes of the Finance and Properties Meeting held on the 1st April 2019 set out on pages 264 - 268 of the Minute Book, copy previously circulated to members.

Resolution required

8. **THE RESPONSIBLE FINANCE OFFICER'S REPORTS**

i) Bills Schedules for April, May and June 2019.

Resolution required

ii) Quarter 1 Accounts

Resolution required

iii) Aged Debtors

9. **GRANTS**

a) Allocation For 2019/2020 - £1,500 - The Responsible Finance Officer

b) Grant Applications to be Considered:

i) Sue Ryder South Oxfordshire Palliative Car Hub - £150 - £500

ii) Pebbles Story - £500

iii) Home-Start Southern Oxfordshire - £400

iv) BunkFest - £350

v) Agatha Christie Weekend - £150

vi) ENRYCH (Used to be called Ryder-Cheshire) - £1,500

vii) Wallingford Assessable Boat Club Funding - £1,500

c) Allocation for 2020/2021 – Members to discuss how allocations will be made, that is just once a year?

10. **TO CONSIDER THE RATE OF COMMISSION THE TOWN INFORMATION CENTRE CHARGES FOR SERVICES/SALES**

Minute 634/04/2019 refers. Members to consider the attached proposal regarding rates of commission.

11. **TRANSFER OF FUNDS BETWEEN THE WALLINGFORD TOWN COUNCIL AND BULL CROFT TRUST CHARITY BANK ACCOUNTS**

The Town Clerk/Responsible Finance Officer to seek approval for a transfer of funds.

12. **CHURCH CLOCK**

Members to discuss the payments made in respect of the Church Clock in particular a contribution towards the electricity used. If appropriate, recommendation required.

13. **FRIENDS OF READING ABBEY**
The Town Clerk to appraise Members of a donation (£40) received in respect of repairs to Wallingford Town Hall.
14. **TOWN HALL WEDDINGS**
i) Members to consider The Town Hall Events Manager's report.
ii) Members to consider recommending an increase in charges for hiring the Town Hall for events and weddings.
15. **WEEDS IN THE RIVER BY THE BOATHOUSE**
The Town clerk to appraise Members. To receive quotations for the removal of weeds and approve, if required, that the work may be actioned.
16. **PARTY WALL SURVEY FOR 10/11 AND 12 ST MARTINS STREET**
To receive the Party Wall Award and advise the Town Clerk of any action required. See attached.
17. **9 ST MARTIN'S STREET – TOWN COUNCIL OFFICES**
To receive a quotation for repairs to the sash windows. Members to consider approving the work.
18. **FASTCENTRAL LTD (ST MARTIN'S STREET)**
The Town Clerk to appraise Members of concerns regarding the lease agreement with Fastcentral Ltd. Members to discuss and make their recommendations.
19. **SUMMER HANGING BASKETS**
The Town Clerk to appraise Members of a contractor that is able to supply, water and maintain hanging baskets.
20. **MOORING**
i) **Collection Times** – The Town Clerk to appraise Members of the temporary change of collection times for the mooring fees.
ii) **Henley Town Council** – Councillor Beatty to update Members on his conversation with Henley Town Council and the need to have a robust collection process in place.
21. **CASTLE LODGE (CONFIDENTIAL)**
The Town Clerk to appraise Members.
22. **RENT REVIEW/RENEWAL TOWN HALL OFFICE SPACE (OALC) (CONFIDENTIAL)**
The Town Clerk to appraise Members.
23. **FUTURE AGENDA ITEMS**

Distribution: Notice Boards

ANY MEMBER OF THE PUBLIC WISHING TO ATTEND THE ABOVE MEETING AND WHO HAVE MOBILITY DIFFICULTIES ARE REQUESTED TO CONTACT THE TOWN COUNCIL OFFICES ON 01491 835373 BY 10A.M. ON MONDAY 5TH AUGUST 2019. ALL REASONABLE ATTEMPTS WILL BE MADE TO ENSURE THAT ACCESS IS PROVIDED.