



Wallingford Town Council

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2019-02-04 F & P ba

27th March 2019

To: All Members of the Finance and Properties Committee – Councillors Beatty, Dolton; Lloyd; Norton, Stead, Titchener, Wilder, Whelan 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 on **1st April 2019 at 7pm** for the transaction of business as set out on the agenda below.

Yours sincerely,

The Town Clerk

AGENDA

1. APOLOGIES

Apologies will be received. Councillors Stead and Whelan.

2. ADMISSION OF THE PUBLIC

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

Agenda Item 5(iv) Aged Debtors Update – To be taken in Confidential

3. 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).

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

5. **MINUTES**

(i) Minute 508/02/2019 refers - To sign as a correct record the Minutes of the Finance and Properties Meeting held on the 19th November 2018 as set out on pages 159 - 161 of the Minute Book, copy previously circulated to members. **Resolution required**

(ii) To sign as a correct record the Minutes of the Finance and Properties Meeting held on the 4th February 2019 as set out on pages 215 - 220 of the Minute Book, copy previously circulated to members. **Resolution required**

6. **GRANT APPLICATIONS – 2019/2020 FINANCIAL YEAR**

Summary of previously awarded grants attached.

Grant Allocation for 2019/2020 is £1,500. There is a separate allocation of £2,000 for the Citizen's Advice Bureau.

To consider grant applications:

- i) Sue Ryder, South Oxfordshire Palliative Care
- ii) Pebbles Story
- iii) Home-Start, Southern Oxfordshire
- iv) BunkFest 2019
- v) Agatha Christie Weekend

7. **INTERNAL AUDIT**

Internal Auditor's Report attached.

- i) To receive the Internal Auditor's Latest Report.
- ii) To note and action the Internal Auditor's recommendations.
- iii) To review the effectiveness of the Internal Audit.
- iv) To review the effectiveness of the Council's internal control procedures.

To recommend the above for adoption by Full Council.

8. **INVESTMENT POLICY**

Members to review the Investment policy, recommend changes and recommend for adoption at Full Council.

9. **FINANCIAL RISK ASSESSMENT**

Members to review the Financial Risk Assessment for 2018/2019 and recommend for adoption at Full Council.

10. **ALLOCATION OF FINANCES IN RELATION TO THE TOWN COUNCIL AND THE BULL CROFT TRUST CHARITY**

The Responsible Finance Officer to report.

11. **REVIEW OF TOWN COUNCIL'S ASSETS**

The Responsible Finance Officer to report.

12. UPDATES FROM PREVIOUS MINUTES

i) Investments - Minute 510(c)02/2019 refers – The Responsible Finance Officer to provide an update in respect of the notice required in respect of Town Council’s investments.

ii) Telephone Contract – Minute 511/02/2019 refers - The Responsible Finance Officer and The Town Clerk to provide and update.

iii) Insurance Review/Renewal – Minute 512/02/2019 refers - The Responsible Finance Officer and Town Clerk to provide and update.

iv) Aged Debtors Update – To be taken in Confidential

13. CHANGES TO LANDLORD REGULATIONS FOR RENTED PROPERTIES

The Town Clerk to report.

14. TO CONSIDER THE RATE OF THE COMMISSION THE TOWN INFORMATION CENTRE CHARGES FOR SERVICES

The Town Clerk.

15. FUTURE AGENDA ITEMS

External Audit Requirements;

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 FRIDAY 29TH MARCH 2019. ALL REASONABLE ATTEMPTS WILL BE MADE TO ENSURE THAT ACCESS IS PROVIDED. [NON CONFIDENTIAL REPORTS ARE AVAILABLE ON REQUEST.](#)